

# LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

**Baton Rouge General Center for Health  
4th Floor Conference Room  
(Located behind the check in desk)  
9001 Summa Avenue  
Baton Rouge, LA 70809**

**April 13, 2022**

## **BUSINESS MEETING MINUTES**

### **CALL TO ORDER**

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:04am

Chairman welcomed Incoming Executive Director Joshua Aime and Incoming Administrative Coordinator Bridget Davis. Chairman also provided a brief work and education history for both.

### **ROLL CALL**

The following Board members were present:

Naveed Awan  
Desiree Bell  
Brett Bennett  
Gregory Bradley  
Frederick Drouant  
Susan Hammonds-Guarisco  
Abbie Kemper-Martin, MD  
Thea Moran, MD  
Robert Newsome, MD  
Kirk Soileau  
Jessica Soileau-Canning

The following Board members were absent with prior excuse:

None

Also present:

Kenneth Jones, Outgoing Executive Director  
Joshua Aime, Incoming Executive Director  
Katherine Muslow, Counsel

### **MINUTES**

Minutes of the January 12, 2022 meeting had been previously circulated to the Board members by mail and were accepted as presented.

**MOTION** to approve minutes of January 12, 2022 by R.Nesome

**SECOND** by B.Bennett

**ACTION** Voice Vote: Motion passed unanimously

### **FINANCIAL REPORT**

Financial Review Committee Report

The committee consists of Brett Bennett, Susan Hammonds-Guarisco, and Gregory Bradley. The Chairman reported that all reviews for January, February, and March 2022 were reviewed by the committee with no additional information requested. Brett Bennett commented that the financial reports are organized, and easy to read.

Financial reports ending March 31, 2022 was distributed to all members by email prior to meeting.

Executive Director discussed the following financial reports.

- Fiscal Year Comparison: July 1, 2021 to March 31, 2022
- Fiscal Year Comparison to Budget: July 1, 2021 to March 31, 2022
- Assets and Liabilities as of March 31, 2022

Chairman explained the Board's financial responsibility of the Outgoing Executive Director and Administrative Coordinator and its liability at separation.

## **CHAIRMAN'S REPORT**

Chairman acknowledged the accomplishments of the Outgoing Executive Director and Administrative Coordinator. Both have demonstrated professionalism, dedication, and service to the Board. Chairman and on behalf of the entire Board thank both for their years of service and hard work.

## **LICENSURE**

Executive Director reported;

- Audit Statistics - Board requested Incoming Executive Director to audit 100% of renewals.
- 2022 Renewal Data
- License Statistics

## **BUSINESS ADMINISTRATION**

Board Operations

- Website Updates
  - 2022-2024 online renewal was "live" March 1, 2022.
  - The Louisiana Property Assistance Agency picked up the old computers and laptop after hard drives were removed and destroyed.
  - The LSRTBE website now contains statement that continuing education documents can be stored under licensee's account.
- Executive Director closed the following Complaint Codes that did not require Board action.
  - 2021-04 Trespassing, Court closed, received 90 days unsupervised probation
  - 2021-21 License Suspended, ARRT suspended certification in August, 2021
  - 2022-01 Facility complaint, LSRTBE has no oversight
  - 2022-03 Individual not licensed by LSRTBE, forwarded to BME

## **OLD BUSINESS**

Position and Training Updates

Incoming Executive Director and Administrative Coordinator have completed all required annual training.

Outgoing Executive Director and Chairman scheduled 17 interviews in a 3-day period for the Administrative Coordinator.

Incoming Executive Director and Administrative Coordinator have updated procedure manuals for reference.

All annual required training for Board members is completed.

Board Counsel contract has been approved by the Office of State Procurement. Contract expires January 31, 2023.

Outgoing Executive Director attended the LSRT Mid-Winter Seminar held in Alexandria, LA.

Outgoing Executive Director provided a Resolution dated January 22, 2022 to the Attorney General regarding Board member per diems. The Attorney General's opinion dated April 5, 2022 was discussed. Chairman requested Board Counsel to research and provide a written opinion before the next Financial Review Committee on several items from the email dated April 8, 2022.

## **NEW BUSINESS**

Chairman reminded all Board Members to complete the Financial Disclosure Tier 2.1 on or before May 15. Chairman also provided a handout to all Board members from the Louisiana Board of Ethics.

The 2022 Legislative Session has started. There are 1553 total Bills filed, none directly affect this Board.

The Outgoing Executive Director responded to a request from the Louisiana Society of Radiologic Technologists dated March 29, 2022 to participate in an online discussion for social media on the differences between the LSRTBE and LSRT. The LSRTBE declined.

The Outgoing Executive Director also sent a letter to the LSRT President dated April 1, 2022 regarding the concern with LSRT addressing LSRTBE questions on social media, and requested all communication come directly from LSRTBE.

Signatures on the CD with Hancock-Whitney Bank were discussed.

**MOTION** made to remove Kenneth Jones as a signer, add Joshua Aime as a signer, retain Susan Hammonds-Guarisco as a signer by B.Bennett

**SECOND** by Kirk Soileau

**ACTION** Voice Vote: Motion passed unanimously

#### **NEXT MEETING DATE**

Wednesday, July 13, 2022 (Confirmed)

#### **FUTURE MEETING DATES**

Wednesday, October 12, 2022 (Tentative)

Jessica Soileau-Canning will confirm with the Incoming Executive Director

**MOTION** made to close Business Session and move into Executive Session by F. Drouant

**SECOND** by D.Bell

**ACTION** Voice Vote: Motion passed unanimously

#### **RETURN TO BUSINESS SESSION**

The Chairman and board members thanked the outgoing Executive Director for his service to the board and congratulated him on his retirement.

#### **ADJOURN**

Chair requested a **MOTION** to adjourn meeting

**MOTION** made by R.Newsme

**SECOND** by K. Soileau

**ACTION** Voice Vote: Motion passed unanimously

Meeting adjourned at 12:39pm

#### **RESPECTFULLY SUBMITTED**

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**Joshua Aime, Executive Director**