

LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

BUSINESS MEETING MINUTES

January 18, 2012

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 2:00pm

ROLL CALL

The following Board members were present:

Susan Hammonds-Guarisco, BSRT(R)
Gregory Bradley, MEd, RT(R)
Edward Bluth, MD
Luke Bujenovic, MD
Abbie Kemper-Martin, MD
Connie Young, MEd,RT(R)

The following Board members were absent with prior excuse:

Elizabeth Frizzell, RT(R)
Jack LaTour, Jr., LHA
Dawn Matte, LHA
Curtis Sutton, MD
Larry Walker, LHA

Also present were:

Kenneth Jones, Executive Director
Katherine Muslow, Counsel

Guest:

Susie Beasley, Radiologic Technologist

MINUTES

The minutes of October 19, 2011 had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of October 19, 2011 by G. Bradley.

SECOND by A. Kemper-Martin

ACTION: by Voice Vote: Ayes = 6, Nays = 0. Motion passed unanimously.

FINANCIAL REPORT

Financial Report by Executive Director

The Executive Director discussed the following reports

- Fiscal year comparison
- Calendar year comparison
- Second quarter comparison
- Per diem payments for 2011

The Chairman asked Board members what type of financial reports they wished to review. Board members requested only the following be included during Board meetings.

- Fiscal year comparison to budget
- Debt value to net worth (assets and liability)

Financial Review Committee Report

The Chairman reported on the monthly financial reviews, all is in order and the format is easier to follow.

E. Bluth requested clarification on end of year tax documents. The Executive Director explained that only per diems paid to Board members will be reflected on the end of year tax documents.

CHAIRMAN'S REPORT

The Chairman reported on the activity that has occurred at the Board office that included but not limited to new doors, molding, locks, additional shelves, and painting will occur soon. The Board office looks professional and organized.

The Chairman discussed that the Executive Director is trying to conduct some business through emails which will require Board members have a secure server for emails. It is imperative that the email address is over a secured server due to potential sensitive information sent to Board members. If your email address is not through a secured server, let the Executive Director know and an alternative method can be used.

LICENSURE

The Executive Director reported on licensing statistics.

E. Bluth requested that the new method of statistic reporting be merged with the previous method for comparison.

BUSINESS ADMINISTRATION

Internal Affairs Committee Report

No activity reported.

Continuing Education Committee Report

The Chairman is working with the State Society on a method to transfer continuing education information without using social security numbers.

WEB SITE REPORT

Revised Applications for Examination and Endorsement are now on the web site. The Executive Director reported no problems.

All documents and links have also been updated

STAFF VACATION/SICK LEAVE REPORT

Report was made available to Board members for review.

Chair requested a **MOTION** to reorder the agenda and move into Executive Session with only Board members present.

MOTION made by E. Bluth

SECOND by G. Bradley

ACTION: by Voice Vote: Ayes = 6, Nay = 0. Motion passed unanimously.

Chair requested a **MOTION** to move out of Executive Session and return to Business Session

MOTION made by G. Bradley

SECOND by C. Young

ACTION: by Voice Vote: Ayes = 6, Nays = 0.

Motion passed unanimously.

BOARD OPERATIONS

IT Update

Contract was signed on November 16, 2011 with F1 Solutions to assist the Board office in IT upgrades.

Executive Director explained that all computers have been updated, Hienz & Macaluso have not merged QuickBooks yet due do unforeseeable problems with Margaret's computer. The data merge should occur next week.

Medicare Verifications

Executive Director shared to the Board that Medicare has called the Board office several times to verify licensees

OLD BUSINESS

Radiologist's Assistant

The State Society (LSRT) at its last meeting did not make a decision to pursue legislation. The Chairman will provide ARRT contact information to the State Society.

Fusion Technologist

Executive Director explained that the Fusion Technologist was in the July 2011, LA Register as an Insertion Order, there was no public discussion. Summary letters were sent to the House and Senate Health and Hospital Committees. The final step is printing of the Fusion Technologist as a Rule in the January 2012 LA Register. Thirty days after printing it becomes law. The Executive Director will update the LSRTBE website to reflect this change.

Renewal Application/Continuing Education Form

Board requested removal of current certification status, but provide a box for the licensee to check whether they have remained in good standing with their original certification.

Ethics questions will be reviewed by K. Muslow. Executive Director will contact K. Muslow as to her recommendation and make final revision for printing.

Board approved a waiting period of 10 days if renewal is paid with personal check, and 2 days if paid with a cashier's check or money order

A Board Position Statement regarding maintaining original certification for new licensees will be developed by the Executive Director and available at the April meeting.

Proposed Renewal Process for 2012-2014

The Board approved a change in the renewal process. In place of renewal packets, a reminder post card will be sent to all licensees reminding them of that their license expires 5/31/12. The post card will have renewal instructions. It was further discussed that wallet renewal cards will no longer automatically be sent.

Licensees will be informed of these changes at the LSRT meeting in Shreveport, through the Focal Spot Monitor, and on our website

NEW BUSINESS

IT Policy

Policy was sent to all Board members prior to this meeting.

Chair requested a **MOTION** to approve the IT Policy as written

MOTION made by E. Bluth

SECOND by A. Kemper-Martin

ACTION: by Voice Vote: Ayes = 6, Nay = 0. Motion passed unanimously

Board Position Statements

G. Bradley distributed revised Position Statements, the following changes were made;

- Computerized Tomography (CT) Procedures and Positron Emission Tomography (PET) Procedures to include Fusion Technologist
- Injection of Contrast Media/Medications, reword first sentence to be; Licensed technologists under LSRTBE are permitted....

Executive Director will research any missing adoption dates

Chair requested a **MOTION** to accept the Board Position Statements

MOTION made by L. Bujenovic

SECOND by A. Kemper-Martin

ACTION: by Voice Vote: Ayes = 6, Nay = 0. Motion passed unanimously

Board Members Attending Meetings

Dr. Bluth requested correction to the minutes of July 2011 to reflect that all Board members need to submit a request for approval to attend any meetings requested to be refunded by the Board.

Board members wishing to attend meetings must complete the request form, forward it to the Executive Director, the Executive Director will then forward to Dr. Edward Bluth for final approval.

Board Meeting Times

There was discussion about changing the Board meeting time to 11:00am and having the meeting a working lunch, versus lunch first and the meeting starting at 1:30pm. The Executive Director will contact Board members as to their opinion.

NEXT MEETING DATE

April 18, 2012

ADJOURN

Chair requested a **MOTION** to adjourn meeting

MOTION made by G. Bradley

SECOND by A. Kemper-Martin

ACTION: by Voice Vote: Ayes = 6, Nay = 0.

Motion passed unanimously, meeting ended at 5:00 pm.

**RESPECTFULLY SUBMITTED IN THE ABSENCE OF THE
SECRETARY/TREASURER**

Kenneth W. Jones, MEd,RT(R)
Executive Director