

**North Dakota Medical Imaging and Radiation Therapy Board  
December 19, 2019  
Special Board Meeting  
Board Office  
Minutes**

**Call to Order**

The meeting was called to order by Board President, Shirley Porter, at 12:00 pm.

**Present**

Board Members – Shirley Porter, Tara Wagner (by phone), Dr. Ted Fogarty (by phone), Kayla Moore (by phone), Melanie Murra (by phone), and Amy Hofmann (by phone).

Others - Jacinda Simmons, Board Staff; Allyson Hicks, Legal Counsel

***{Dr. Roxanne Keene, Brent Colby, William Thompson absent}***

**Minutes**

**11/8/2019 - A motion was made** to approve the minutes. (Wagner/Dr. Fogarty/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**Financial Report**

Financial report is for 23 months into the 2-year budget. Everything is in line with the budget with revenue at \$227,056 and expenses under budget at \$155,885. This gave the Board a net income of \$71,170.

**A motion was made** to approve the financial report. (Wagner/Dr. Fogarty/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**Budget**

The budget is for 2020-2021. Line items were adjusted in accordance with the current financial report. Numbers for licenses and renewals were increase as the Board has more licenses than 2 years ago, thus increasing budgeted revenue. Most expenses were kept about the same or decreased. The amount for Legal Fees was decreased to \$15,000 from \$25,000. Credit card fees were increased to \$5,000 to account for most people renewing online. The line item for Website Improvements and Security were decrease to \$20,000 from \$50,000. The major improvements to the Board’s website and database have been completed. Porter wanted to keep the budgeted amount at \$20,000 to allow for any future updates to the website, database, or online application forms.

**A motion was made** to approve the budget. (Moore/Wagner/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**Complaint**

**Pulling Renewal** – The Board was notified of the complaint and that a response from the licensee and complainant was requested. **[Bd. Office]**

The Board office may renew his license.

**Attorney General Seminar**

Porter attended the seminar in October and encouraged Board members to attend future seminars.

**Risk Management** – Legal Counsel advises the Board to approve a list of issued licenses, included renewed, at every meeting.

**A motion was made** to follow risk management guidelines to approve a list of licenses issued since the previous meeting at each Board meeting. (Wagner/Hofmann /carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**Administrative Rules Update**

The public hearing was held on December 17, 2019 at the Capitol. There was no one in attendance and the Board has not received any comments yet. Comments may be submitted through December 30, 2019.

**LXMO Update**

The Board currently have 4 LXMOs with a conditional license.

**A motion was made** to grant Porter the authority to work with LXMO conditional licensees in granting extensions. (Moore/Dr. Fogarty/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)]

**[Porter]**

**License Application Review**

**Vicere - A motion was made** to approve the license pending the background check results and request that he submit his ARDMS Ethics review letter to the Board. (Moore/Wagner/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**ARRT Contract**

Legal Counsel revised the contract in accordance with the state contract.

**A motion was made** to authorize Porter to sign the contract if there are no substantiative changes. (Hofmann /Mooree/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Porter]**

**Approve List of Licensees**

The Board reviewed the list of licenses issued since 11/8/2019.

**A motion was made** to approve the list. (Wagner/Moore/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**BCI Audit**

Porter completed the audit for the background check process as required by ND BCI. There was nothing remarkable to report.

**Background Check Results**

The FBI will only reject fingerprints and allow a name check for certain reasons. The Board will continue with the process of having individuals get reprinted until a background result is generated or until the FBI rejection will allow a name check to be completed. **[Bd. Office]**

**Renewal Application Review**

**Manske - A motion was made** to renew the license pending the ARRT ethics review and update the Board when she completes the conditions. (Wagner/Dr. Fogarty/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**Allen - A motion was made** to allow Moore to vote on his license renewal because it does not cause a conflict of interest and to maintain a quorum. (Murra/Dr. Fogarty/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (abstains), Murra (y), and Hofmann (y)]

**A motion was made** to approve the license renewal. (Wagner/Hofmann/carried) [Dr. Keene, Colby, and Thompson absent] [Roll Call Vote – Porter (y), Wagner (y), Dr. Fogarty (y), Moore (y), Murra (y), and Hofmann (y)] **[Bd. Office]**

**Board Appointments**

The Board needs candidates for a Board member who is a rural physician. Dr. Keene has agreed to serve until she is replaced.

**Next Board Meeting Date**

January 3, 2020                      Noon                      Conference Call

**Adjourn**

12:53 pm

**Respectfully submitted,**

**Shirley Porter**  
**President**

**Jacinda Simmons**  
**Administrative Assistant**