North Dakota Medical Imaging and Radiation Therapy Board December 29, 2021 Special Board Meeting Held by Virtual Means Minutes

Call to Order

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

Present

Board Members – Shirley Porter, Brent Colby, Kayla Moore, Melanie Murra, Tara Wagner, and Amy Hofmann.

Others - Jacinda Simmons, Board Staff; Allyson Hicks, Legal Counsel; and Rebecca Wamberg.

{William Thompson, Dr. Aaron Garman, and Melanie Murra absent} {Radiologist position vacant}

Board Office Updates

Online Renewal Fixes – The Board office will work on getting errors and glitches fixed for next renewal.

License Applicants - Rebecca Wamberg – She signed the settlement agreement. She has completed the 8 hours of continuing education and will take Colby's course when it's ready. She emailed the Board office she feels the delays by the Board have been unethical.

BON Statement – DEQ requests to include some language in joint statement. It should not change the intent of the statement. [Porter]

Minutes

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

{Murra present}

Financial Report

Report ending November 30, 2021, twenty-three months into 2-year budget. Revenue and expenses are in line with the budget. Revenue is now coming in with renewal revenue. Almost all the expenses are underbudget. The net income should increase with the renewal revenue. CD balance is \$243,800.

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

<u>Budget</u>

A motion was made to approve the budget for 2022-2023. (Wagner/Murra/carried) (Thompson, Dr. Garman absent) [Roll Call Vote – Porter (y), Colby (y), Moore (y), Hofmann (y), Wagner (y)] [Bd. Office]

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<u>Audit</u>

The only discrepancy in the audit is "internal control over financial reporting." This shows up in every audit since the Board office has a small staff with one person doing many duties of handling the Board's deposits and finances.

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

The person who has done audits for the Board has retired. The Board will check with Lisa from the Board of Chiropractors who they use for their audit. [Porter]

SkinCure Oncology

They are a dermatology clinic in Fargo and operated by radiation therapists. Colby states they do have physicists who check on their machines. Lawson with DEQ doesn't have any concerns about them. No further discussion unless a complaint is filed.

Renewal Update

As of today, 1248 people have renewed their licenses with 387 people left to renew. A final reminder was emailed yesterday. The non-renewed rate maybe higher with more people retiring. Licensees may still renew through March 1 with the appropriate late fees.

License Application

Paul Brosch - **A motion was made** to grant the license. (Moore/Wagner/carried) (Thompson, Dr. Garman absent) [Roll Call Vote – Porter (y), Colby (y), Moore (y), Hofmann (y), Wagner (y)]

[Bd. Office]

Next	Me	eti	ng	Dat	e	
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March 17, 2022

9:00 am

Held by virtual means.

<u>Adjourn</u> 12:58 pm

Respectfully submitted,

Shirley Porter President Jacinda Simmons Administrative Assistant