

**North Dakota Medical Imaging and Radiation Therapy Board
November 2, 2023
Regular Board Meeting
Held at the Board office and by Virtual Means
Minutes**

Call to Order

The regular meeting was called to order by Board President, Amy Hofmann, at 12:00 pm. The Mission Statement of the Board was read by Shirley Porter.

Present

Board Members – Amy Hofmann, Melanie Murra, Amanda Grocott, Tara Wagner, and Kayla Moore, Dr. Ryan Hegge.

Others - Shirley Porter, Executive Director; Jacinda Simmons, Board Staff; Allyson Hicks, Legal Counsel; as well as members of the public in virtual attendance.

{Ryan Kalmoe absent}

{Rural physician and public member position vacant}

Introductions

Dr. Ryan Hegge and Ryan Kalmoe were introduced as new Board members for the radiologist and physicist positions, respectively.

Minutes

05/16/2023 – A motion was made to approve the minutes as submitted.

(Wagner/Grocott/carried) [Kalmoe absent] (Rural physician and public member vacant] [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]

[Bd. Office]

Financial Report

A motion was made to approve the financial report and updates to CDs as submitted.

(Wagner/Murra/carried) [Kalmoe absent] (Rural physician and public member vacant] [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]

Audit – The Board’s last audit was done for the 2018-2019 fiscal period. Brady Martz will complete the next 2020-2021 audit for approximately \$12,000 for this audit and future audits. Private audits are preferred by the board rather than the state audit annual reporting. Porter and the Board office will work with the accountant to gather documents.

A motion was made to proceed with Brady Martz to complete the 2020-2021 audit, the 2022-2023 audit, and subsequent audits. (Moore/Grocott/carried) [Kalmoe absent] (Rural physician and public member vacant] [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]

[Porter]

Proposed Budget

Porter is attempting to give better projections in the budget line items but it is difficult to predict number of new and renewed licenses. Porter met with Board’s accountant to combine and update line items. The budget will be reviewed again once all December 2023 financials are completed and reported.

The Board currently covers PayPal fees for online applications and renewals.

A motion was made to continue absorbing PayPal fees and approve the draft budget as submitted. (Moore/Grocott/carried) [Kalmoe absent] (Rural physician and public member vacant) [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]
[Bd. Office]

Approve Licensee List 5/10/2023-10/20/2023

A motion was made to approve list of licenses granted from 5/10/2023-10/20/2023 as submitted by Board office. (Moore/Grocott/carried) [Kalmoe absent] (Rural physician and public member vacant) [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]
[Bd. Office]

Didactic Education Review of LXMO/BD Programs

Riverstone Health Montana program – They have cancelled their Fall 2023 course and dates of the Spring 2024 is pending an announcement. Porter did a follow-up and their response on Oct. 6 was they have not updated their LXMO course as they cannot find instructors for that course. Currently, they are focusing on the CE workshop side with their limited instructors. **[Porter]**

Control the Dose – Grocott said it is a user-friendly and comprehensive program. Completion of this program would meet the Board's didactic requirements for the LXMO. However, the basic program does not meet the Board's requirements.

A motion was made to approve the comprehensive didactic limited scope program with Control the Dose allowing Porter to work with them to customize to meet North Dakota laws and rules. (Grocott/Murra/carried) [Kalmoe absent] (Rural physician and public member vacant) [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)] **[Bd. Office]**

LXMO Updates/Endorsements

Porter and Grocott met and discussed outlining the LXMO clinical requirements. Porter will continue to research other state regulations and develop a working group with chiropractic practitioners to create a chiropractic LXMO scope of practice. **[Porter]**

Endorsements – LXMO applicants who are licensed in other states must meet or exceed ND LXMO requirements. The Board does not have consideration for work experience in lieu of doing clinicals. Allowing work experience would require rules change. Future applicants will be reviewed by the Board.

Application Review

Jodi Beneda – She is a licensed radiographer and a conditional license sonographer. Her conditional license was granted in 2019 and extension granted by Porter in 2021. Her extension expired 11/2/2023. She has failed the SPI exam twice and has 3rd attempt scheduled in January 2024. She has been approved to take the abdomen exam.

A motion was made to grant 6-month extension of the conditional sonography license and request that she send any results from SPI exam to the Board and send the scheduled date for abdomen exam to the Board. (Grocott/Wagner/carried) [Kalmoe absent] (Rural physician and public member vacant) [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]
[Bd. Office]

Rebecca Scott – She is a current LXMO in Montana. The Board has no concerns about her application. The Board office will email her again for the completed background check forms.

[Bd. Office]

{Wagner absent}

ExtremeMD Applicants – Fleenor & O’Neal – Both are Paramedic-EMTs but the course is equivalent to a 2-year allied health degree. They are licensed in ND, TX, and OK as paramedics. They both completed Walmart LXMO course that does not meet the Board’s requirements. They then both completed the Board-approved CE Provider course. They have also submitted a clinical plan at Johnson Center located in the state and understand the preceptor must also be license in ND.

A motion was made to accept Paramedic-EMT national registry as an acceptable allied health profession to apply to be a ND LXMO. (Grocott/Murra/carried) [Kalmoe absent] (Rural physician and public member vacant] [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]

[Bd. Office]

They will not be doing their clinicals at the same time. The backup clinical site is CHI-St. Alexius in Dickinson.

Election of Officers

A motion was made to elect Hofmann as President, Grocott as Vice President, and Moore as Treasurer. (Moore/Murra/carried) [Kalmoe absent] (Rural physician and public member vacant] [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]

A motion was made to elect all officers for 2-year terms, 1/1/2024 to 12/31/2025 the terms will always coincide with the licensure cycles. (Murra/Moore/carried) [Kalmoe absent] (Rural physician and public member vacant] [Roll Call Vote – Hofmann (y), Murra (y), Wagner (y), Grocott (y), Moore (y), Dr. Hegge (y)]

[Murra absent – Board no longer has a quorum]

Renewals

Renewals opened on September 27. There were several technical issues that delayed the date. Grocott has stated that she’s aware of some people having problems that the renewal only accepts PDF for uploads. Moore said she’s aware that some have not gotten a renewal email. The Board office will investigate both issues and send out another notice.

[Bd. Office]

Board Emails

All correspondence to board members will now utilize the board email accounts and no longer use private email accounts. Porter will send login information to the Board. Board members should include Porter in email responses to licensees or forward the email directly to Porter for a response. The new emails will not be added to the Board website. Porter will notify the Governor’s office to update their site with the new email addresses and board office number.

Board Appointments

The Board is needing to fill the positions of rural physician and public member. Public member, William Thompson, serves until 12/31/2023 but he is on active duty with the National Guard. The Board should refer any interested people to the Board office.

Board Member Training

The training was cancelled due to the special legislative session and has not been rescheduled yet.

Applications

Board office is still working on having the reinstatement application as an online form. This will be the last one and then all our apps will be online. This was delayed due to renewals being a priority.

Board Office Updates

As of 11/1/2023, there are 2049 licenses issued with 1807 licensed individuals. About 270 people have already renewed their licenses. There are 42 total conditional licenses with 11 of those being LXMO/BD and 4 are not in compliance with the Board's requirements.

The Board office has been dropping off background checks. The timeline still varies from as short as 3 days to up to 2 weeks.

For those applying by endorsement, the Board is ensuring they have the proper verification and emailing the applicant if more information is needed.

2024 Meeting Dates

March 28, 2024	4:00 pm
September 12, 2024	TBD

Executive Director Updates

Labor Commission – The Board will need to have a special meeting by the end of the year to answer questions posed by the Labor Commission survey and any renewal issues.

The Board will have open records and open meetings discussion by Hicks at the January meeting.

Hovet – She completed all terms of the Settlement agreement and fees for the fine were forwarded to OMB. ARRT did do a public reprimand.

Wamberg – She is no longer employed at Trinity Health but still holds a conditional license. She is now a traveler with Assured Imaging in Arizona.

Conditional-pending Background Check – This isn't necessary at this time. Dropping off background checks allows issuance of license much quicker than before.

{Hofmann absent}

Department of Commerce – The full Board will need to meet with the Labor Commission in 2024. Porter will set up the meeting with their staff. **[Porter]**

Updated Website – Board is encouraged to view the website changes.

MRI Letter – Received a few new conditional MRI applications.

Nuclear Medicine/PET letter – Not required by state law or DEQ. There are no other issues or concerns.

Board Stationary – The Board would like to just keep the PO Box address on the envelopes. The street address will still be used for background checks.

Adjourn

2:36 pm

Respectfully submitted,

Shirley Porter
Executive Director

Jacinda Simmons
Administrator