

**North Dakota Medical Imaging and Radiation Therapy Board
December 3, 2024
Special Board Meeting
Held by Virtual Means
Minutes**

Call to Order

The special meeting was called to order by Board President, Amy Hofmann, at 4:00 pm. Porter read the Mission Statement of the Board.

Present

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

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

{Dr. Ryan Zimmerman, Tara Wagner, Melanie Murra absent}

{Public member position vacant}

{Austin Lafferty, Legal Counsel, absent}

{Allyson Hicks, Legal Counsel, present}

Minutes

9/12/2024 – A motion was made to approve the minutes. (Grocott/Kalmoe/carried) [Dr. Ryan Zimmerman, Melanie Murra, and Tara Wagner absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Hegge (y), Moore (y)]

[Bd. Office]

{Murra present}

Audit

The Board reviewed the FY audit 2022-2023 completed by Brady Martz and recommendations of reviewing and approving the manual journal entries and recording this in the Board's minutes.

A motion was made to approve the 2022-2023 financial audit. (Kalmoe/Grocott/carried) [Dr. Ryan Zimmerman and Tara Wagner absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Hegge (y), Moore (y), Murra (y)]

Finance Updates & Vendor Out-sourcing Considerations

Cash receipts, general ledger, and accounts reconciliation will be included in all future financial reports. The executive director does review monthly reports prepared by the board's contracted bookkeeper and then reviews with the Board's treasurer the financial reports including the manual journal entries and bank statements.

A motion was made to approve the September 2024 financial reports and manual journal entries. (Grocott/Kalmoe/carried) [Dr. Ryan Zimmerman and Tara Wagner absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Hegge (y), Moore (y), Murra (y)]

{Wagner present}

Board discussion of CB Accounting and social media postings of a number of staff leaving the business at the same time, meeting minutes from the ND State Board of Accountancy reflecting a complaint against Cory Berry, and information acquired from an open records request by Porter to the ND Department of Labor of ten cases filed against CB Accounting.

A motion was made to rescind the contract with CB Accounting. (Grocott/Kalmoe/carried) [Dr. Ryan Zimmerman absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Hegge (y), Moore (y), Murra (y), Wagner (y)]

Hicks will notify CB Accounting of the decision to rescind the contract.

[Hicks]

Board discussed other estimates from Ritter Adair & Associates, GLG Accounting & Tax, Inc, and Jennifer Eaton, CPA. Ritter Adair & Associates is a bigger company with several clients. GLG Accounting & Tax, Inc and Jennifer Eaton, CPA, are both smaller firms, have similar fees, and use QuickBooks.

A motion was made to accept a proposal from Jennifer Eaton, CPA, dated 12/2/2024 plus a monthly management preparation report for \$100 and compiled statements for Board meetings of \$200 as needed. (Moore/Grocott/carried) [Dr. Ryan Zimmerman absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Hegge (y), Moore (y), Murra (y), Wagner (y)]

The Board will need to approve the contract before signing it. Porter will tabulate how many reports will be needed for each meeting and provide additional clarity where needed.

[Executive Director]

{Hicks absent}

{Lafferty present}

Complaint

#2024-2 – Anonymous complaint received on November 22. There is no previous policy with the Board whether anonymous complaints are accepted or not. Lafferty states the Administrative Rules on investigations state that the Board must investigate all complaints. The complainant said she filed a complaint with the employer, Altru. The Board wondered if Altru Health would be willing and able to share information with the Board, but they are not obligated to do so. A letter will be sent to Altru Health with a copy of the anonymous complaint.

A motion was made to dismiss the anonymous complaint due to the inability to investigate due to the anonymous format but will send a follow-up letter to Altru inviting their response, sharing of any information they have, and to keep the Board informed.

(Grocott/Moore/carried) [Dr. Ryan Zimmerman absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Hegge (y), Moore (y), Murra (y), Wagner (y)]

Executive Director Updates

Presession for the 2025 Legislative Session started on December 3rd. Porter will keep the Board updated on any proposed legislation that may affect the Board.

Kamrowski complaint case has been settled as he has met all requirements of the conditional dismissal agreement.

The Board is still in need of a public Board member. Please contact Porter if you have any suggestions.

The turnaround time for BCI background checks has improved with the timeline being less than 7 days lately. Porter reached out to BCI thanking them for the improvements in turnaround of resulting CHRI to the Board.

Porter and Board office have revised the conditional licensee letters to improve clarity to licensees on the requirements. Board office will work with Albertsons to have these letters delivered automatically; this feature has not been working for some time from the database. Updates on monthly progress will be sent to Porter on a regular basis to be assured of compliance and features are working appropriately.

2025 Board Meeting Dates - Two required regular meetings will be held on April 10, 2025, and September 11, 2025.

Adjourn

5:13 pm

Respectfully submitted,

Shirley Porter
Executive Director

Jacinda Simmons
Administrator