

**North Dakota Medical Imaging and Radiation Therapy Board  
February 5, 2025  
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, Dr. Ryan Zimmerman.

Others - Shirley Porter, Executive Director; Jacinda Simmons, Board Staff; Austin Lafferty, Legal Counsel; Allyson Hicks, Legal Counsel.

***{Dr. Ryan Hegge and Melanie Murra absent}***

***{Public member position vacant}***

***{Austin Lafferty, Legal Counsel, absent}***

***{Allyson Hicks, Legal Counsel, present}***

**Minutes**

**12/3/2024 – A motion was made** to approve the minutes as prepared and submitted. (Moore/Grocott/carried) [Dr. Hegge and Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y)] **[Bd. Office]**

***{Dr. Hegge present}***

**Finances**

November financial reports unavailable for meeting, APT has a new bookkeeper, reports not readily available at the time of the meeting. November and December financial reports will be presented at the next meeting of the Board.

The Board reviewed the signed Eaton contract to provide financial services to the Board as drafted by Allyson Hicks; she noted QuickBooks is not part of the contract price. The Board will need to pay for it separately.

**Vendor Contract - A motion was made** to approve the contract with Jennifer Eaton, CPA. (Dr. Zimmerman/Kalmoe/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)] **[Porter]**

Porter will begin on-boarding with Eaton.

**[Porter]**

***{Hicks absent}***

***{Lafferty present}***

### **Approve Licensee List**

**A motion was made** to approve the submitted list of licenses issued from September 1, 2024, to December 31, 2024. (Moore/Grocott/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)]

### **Contracts**

**ARRT Contract - A motion was made** to approve the two-year ARRT contract expiring December 31, 2026, no changes from previous two-year contract. (Grocott/Dr. Zimmerman/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)] **[Porter]**

**APT, Inc. Contract** – Contract expires March 31, 2026. Board discussion to advise Porter to negotiate \$200 less per month from the APT Board attorney will review the current contract, contact procurement as needed, and draft language of removing the monthly duties of financial management services and updating negotiated fees.

**A motion was made** to authorize Porter to begin contract negotiations with APT, Inc. and Lafferty to draft edits to the contract. (Moore/Kalmoe/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)] **[Porter]**

### **Department of Labor Survey**

Report to all boards sent out by the Labor Commission.

**A motion was made** to ratify updates to the Board's submitted survey report. (Wagner/Grocott/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)]

### **Legislative Session Update**

Proposed legislation concerning the Board this session are:

SB 2395 – Reform of all boards. This has not had a hearing yet.

HB 1442 – Government efficiency. This has not had a hearing yet.

HB 1196 – Criminal history record checks. This has been withdrawn from consideration.

SB 2194– Electronically submitted to BCI for instate fingerprinting.

SB 2251 – Audit bill to increase threshold to \$2 million.

SB 2357 - Combining mental health boards under one composite board.

SB 2273 – Physical therapist request to order medical imaging examinations.

There are also several licensure compacts bills for other boards this session. Two have passed already and will go to the second chamber. There is no current or existing compact for the medical imaging and radiation therapy profession. The Board could have a compact for one license type such as radiography, but requirements are so different across the states. Porter to look into if other states have an interest in compacts or possible reciprocity with other states.

**A motion was made** to grant Porter the authority to provide education and guidance ~~to~~ regarding our statute and rules during this legislative session and to begin the process of researching a medical imaging and radiation therapy compact, connecting with other states and provide updates back to the Board. (Grocott/Moore/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)] **[Porter]**

### **Executive Director Updates**

Board discussion of creating a board logo to represent medical imaging and radiation therapy state licensing. Porter would like to move forward with this project with possibly a college student of graphic design in their final semester instead of a business. This logo would be incorporated into board correspondence, letterhead, website, and board forms. Lafferty will contact procurement and ensure copy write protections for the board with a designer once a logo is selected. Any draft designs will be brought back to the Board for their selection and approval.

**Board Logo - A motion was made** to move forward with creating a logo by researching costs, designs and proposals. (Moore/Grocott/carried) [Murra absent] (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Dr. Hegge (y)] **[Lafferty]**

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 remained at about four business days since October 2024. Porter continues to review these and is issuing the license that same day if all required documents are received and it is a completed application.

**Board Member Login** – The Board member login that is used to login to Secure Documents will be moved. The Board office will send out an email when the move is completed and instructions to find the login. This change is for website security and a recommendation from our host company. **[Bd. Office]**

**Application Status** – Board office demonstrated the application status that is accessible to applicants, employers, and travel agencies. This is a manual process Porter updates and provides applicants with transparency, if an application is incomplete, or needs required documents, fingerprint cards, or endorsement documents. Updates in the near future to add a quick link for uploading any pending documents within this site making it a one-stop for applicants currently working with developers.

**LXMO Update** – Clinicals are going well for LXMOs and ND state scores still above the national average for LXMOs.

**Conditional License Letters** – Board office continues to work with Albertsons to get letters automated again, Porter will continue to monitor and assist.

**Audits** – The state auditor’s office has reviewed the completed audits for the last two audits and the letter states now approved to pay auditing fees to our chosen auditor.

**2025 Board Meeting Dates** - Two required regular meetings will be held on April 10, 2025, and September 11, 2025. The April 10 meeting will likely start at 3pm CST, Porter to secure Rebecca Binstock as a guest speaker.

**Adjourn**

5:34 pm

**Respectfully submitted,**

**Shirley Porter**  
**Executive Director**

**Jacinda Simmons**  
**Administrator**