

**North Dakota Medical Imaging and Radiation Therapy Board  
April 10, 2025  
Regular Board Meeting  
Held by Virtual Means  
Draft Minutes**

**Call to Order**

The special meeting was called to order by Board President, Amy Hofmann, at 3:00 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; Rebecca Binstock, Executive Director of ND Ethics Commission.

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

**Rebecca Binstock, Executive Director of ND Ethics Commission**

Binstock did a presentation to the Board about the ND Ethics Commission. She has been the Executive Director since September 2022. She was previously an attorney. The Ethics Commission has authority in government transparency, corruption, elections, and lobbying. It was established during the 2018 general election vote. It is Article XIV in the ND Constitution.

There are five commission members who hold four-year terms. It is not part of the government branch and is an independent constitutional entity which is funded by the state's general fund. The Commission maintains a whistleblower hotline and email.

The members of the North Dakota Medical Imaging and Radiation Therapy Board are public officials and should be careful with conflicts of interest when handling Board business.

They have useful information on their website including how to handle conflicts of interest. If Board members have a concern about conflict of interest, they should contact the Executive Director or Legal Counsel.

If a complaint is filed, the complainant can remain anonymous unless the commission determines an ethical violation.

**Minutes**

**2/5/2025 – A motion was made** to approve the minutes as prepared and submitted. (Wagner/Grocott/unanimous) (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Murra (y), Dr. Hegge (y)]  
**[Bd. Office]**

**Approved License List**

**A motion was made** to approve the list of licenses issued 1/1/2025 to 3/31/2025. (Moore/Grocott/unanimous) (Public member position vacant) [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Murra (y), Dr. Hegge (y)]

### **Contracts**

**A motion was made** to change the monthly fees with APT, Inc to \$2100 per month due to the removal of financial services pending a signature from procurement. (Grocott/Wagner/unanimous) (Public member position vacant] [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Murra (y), Dr. Hegge (y)]

**[Porter]**

### **Executive Director Performance Review**

Hofmann completed the annual performance review for Porter. The Board would like cost comparisons of other state boards' salaries for their Executive Directors. Also to revisit the ones reviewed in 2022 before Porter was hired. Salary discussion tabled to next meeting.

**A motion was made** to approve the performance review and extend Executive Director contract for another year. (Grocott/Moore/unanimous) (Public member position vacant] [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Murra (y), Dr. Hegge (y)]

**[Porter]**

### **Finance & Budget**

March financials are still being completed by APT, Inc. Porter will begin transitioning financial services to new vendor.

**[Porter]**

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

**[Porter]**

**Budget** – The budget was approved last meeting.

**A motion was made** to update the budget with adjusted line item for the reduction of fees with APT, and the addition of line items for Eaton financial services and QuickBooks subscription. (Grocott/Moore/unanimous) (Public member position vacant] [Roll Call Vote – Hofmann (y), Grocott (y), Kalmoe (y), Dr. Zimmerman (y), Moore (y), Wagner (y), Murra (y), Dr. Hegge (y)]

**[Porter]**

**Audits** – Legislation to increase state audit threshold to two million has not yet passed as law.

### **Logo**

Porter working with BSC graphic design professor to select a student to design logo. Tabled to next meeting.

**[Porter]**

### **Board Office Updates**

Board office shared a document regarding number of licenses for the Board to review.

### **Legislative Update**

**SB2395** – Universal licensure & board operations passed.

**SB2308** – Governor’s task force & report; still pending vote.

**SB2251** – Board audits which changes the threshold of annual income, if less than two million of annual receipts may submit an annual report; still pending vote.

**SB2273** – Physical therapists with a doctorate degree and completed a board-approved formal medical imaging training program may order diagnostic medical imaging examinations. Legislation passed.

**SB2258** – Enforcement of agency rules. Legislation passed.

**SB2180** – Opportunity to provide public comment at meeting of a public entity; still pending vote.

**SB2084** – Authorizing travel & lodging reimbursement rates. Legislation passed.

**HB1355** – Relating to abbreviated notice for admin rulemaking; still pending vote.

**HB1368** – Relating to voiding and amending administrative rules by legislative admin Rule Committee; still pending vote.

**HB1442** – Creates a task force on government efficiency; still pending vote.

**HB1220** – Relating to creation of ND accelerated degrees for high-demand occupations; still pending vote.

### **Executive Director Updates**

**Board Appointments** – Board is still looking for a public member. Moore will come off the Board in July 2025 as she has served her two terms.

**BCI Timeframe** – Turnaround is still very quick, around 4 days.

**Board Member Login** – Relocated to the Board membership page for security reasons.

**Application Status** – Continues to work well. Two documents with sample state verification and nation registry verification have been posted.

**LXMOs** – They continue to do well in clinicals.

**Automated Conditional Letters** – This is still being worked on with Albertsons.

**Next Meeting Date** – September 11, 2025

### **Adjourn**

4:33 pm

**Respectfully submitted,**

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

**Jacinda Simmons**  
**Administrator**