

**North Dakota Medical Imaging and Radiation Therapy Board  
September 30, 2025  
Special Board Meeting  
Held by Virtual Means  
Draft Minutes**

**Call to Order**

The meeting was called to order by Board President, Amy Hofmann, at 12:15 pm. Porter read the Mission Statement of the Board.

**Present**

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

Others - Shirley Porter, Executive Director; Jacinda Simmons, Board Staff; Austin Lafferty, Legal Counsel; Kassandra Hooten, applicant.

***{Dr. Ryan Zimmerman absent} {Radiographer position vacant}***

**Application Review**

**Kassandra Hooten** – She has applied for another conditional CIS license after her original one had expired April 11, 2024 and she did not meet the terms of that conditional license, as she failed to comply with the one-year requirements. To date she still has not taken the CCI registry examination. She has recently applied with CCI for the exam, was approved and has a 90 day-window to schedule the exam. Board discussion of concerns of non-compliance with the first conditional CIS license, completed a training program in 2020 with no registry examination attempts taken, no response to multiple emails from the Board to submit one-year requirement documents, and safety concerns, as this is a cath lab profession with one of the highest radiation dose aspects of the medical imaging profession.

**A motion was made** to direct legal counsel to offer a restricted conditional licensure agreement with the following terms: Licensure for six months, require Ms. Hooten to provide verification she has scheduled her registry examination within thirty days of the execution of the agreement, and require a written report 90 days after execution, to the Board verifying she is actively working towards completion of the program requirements. (Moore/Wagner/carried) (Dr. Zimmerman absent) (Radiographer position vacant) [Roll Call Vote – Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Murra (y), Franklund (y)]  
**[Legal Counsel]**

**Richard Williams** – He applied for a radiography endorsement license from Florida. On the application, he failed to disclose the disciplinary actions taken against his FL radiography license. The FL endorsement did show the disciplinary actions and administrative complaint, and final order. Upon request from the Executive Director, he did provide documents, ARRT Ethics letter, and explanations with his apology and misunderstanding of disclosing to another licensing state, as FL stated it was a completed matter that did not require further disclosure, which was meant to be in FL, his misunderstanding to other licensing states.

**A motion was made** to grant the license pending the completion of the background check. (Moore/Wagner/carried) (Dr. Zimmerman absent) (Radiographer position vacant) [Roll Call

Vote – Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Murra (y), Franklund (y)]  
**[Bd. Office]**

***{Franklund absent}***

**Verification – Safety Concerns**

The Board received an email regarding a possible safety concern with the information provided in our verification documents. A licensee submitted their concern regarding information made available to the public on our verification form.

**A motion was made** to remove the employer address from the public online verification page but keep employer name, city and state only. (Kalmoe/Moore/carried) (Dr. Zimmerman and Franklund absent) (Radiographer position vacant) [Roll Call Vote – Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Murra (y), Franklund (y)]

**[Bd. Office]**

The verification sent to other states will remain unchanged as the Board reviewed.

**Executive Director Updates**

Online renewals are now live and have been fully noticed and advertised with the information regarding the upcoming CE Audit to be conducted in March 2026. As of 9/26/2025, 127 licensees have renewed. Currently working out a few online technology hiccups to the renewal application but should be resolved shortly.

Amanda Grocott submitted her letter of resignation to the Governor's office. She has been appointed to the national ASRT Board. The radiographer board member position is vacant.

**2026 Regular Meeting Dates** – Regular meeting dates will be 4/23/2026 and 9/17/2026.

**Adjourn**

1:04 pm

**Respectfully submitted,**

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

**Jacinda Simmons**  
**Administrator**