North Dakota Medical Imaging and Radiation Therapy Board
March 19, 2026
Regular Board Meeting
Held by Virtual Means
Minutes

Call to Order

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

Present

Board Members – Melanie Murra, Dr. Ryan Hegge, Kayla Moore, Ryan Kalmoe, Amy Hofmann, Tara Wagner, Kate Franklund, and Sabrina Brinkman.
Others - Shirley Porter, Executive Director; Jacinda Simmons, Board Staff; Austin Lafferty, Legal Counsel.

{Dr. Ryan Zimmerman absent}

Minutes

9/11/2025 – **A motion was made** to approve the minutes as prepared and submitted. (Wagner/Moore/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Bd. Office]**

9/30/2025 – **A motion was made** to approve the minutes as prepared and submitted. (Wagner/Moore/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Bd. Office]**

12/12/2025 – **A motion was made** to approve the minutes as prepared and submitted. (Wagner/Moore/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Bd. Office]**

Approved License List

A motion was made to approve the list of licenses issued 12/1/2025-3/9/2026. (Hofmann/Wagner/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Bd. Office]**

A motion was made to approve the list of licenses renewed through 12/31/2027. (Wagner/Hofmann/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Exec. Director]**

The list of expired licenses will be added to the website. **[Bd. Office]**

Contracts

Eaton Accounting - A motion was made to approve the Eaton Accounting Contract renewal. (Hofmann/Franklund/carried) (Dr. Zimmerman absent)

[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Exec. Director]**

APT, Inc. - A motion was made to approve APT, Inc. contract renewal addendum #3. (Hofmann/Franklund/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Exec. Director]**

Bill Kalanek with APT, Inc signed the contract on March 16. Porter will forward to Procurement for a signature.

Requested Board Opinion – FibroScan

Board received an email from Larissa Morgan with Fibroscan on Jan.29, 2026. FibroScan questioned whether the individual operating the FibroScan can be a registered nurse, a licensed practical nurse, or another certified medical assistant, or whether the individual needs to be licensed by the Board as a sonographer. A client of theirs wanted to check for liver inflammation in patients using the technology. The FibroScan uses transient elastography (TE) to estimate liver stiffness. The FibroScan does not provide morphologic or diagnostic imaging in the traditional sense because the detector is one-dimensional. Five states regulate Sonography: NH, NM, OR, ND & Washington, DC.

The Board's Legal Counsel does not recommend that the Board interpret the law for this ambiguous situation. Their client could speak to their legislator to interpret or change the current statue language or contact a private attorney.

A motion was made to decline the request to interpret the law regarding Fibroscan. (Hofmann/Wagner/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Exec. Director]**

Finance, Budget, and Audit

Financial workflow is going well, with monthly contact with the Treasurer Moore, and more frequently as needed. In consultation with Moore, opened an ICS checking account, which earns 3% interest. This allows the Board to have higher dollar amounts over the $250,000 FDIC insurance threshold. Updated the current checking account to an interest-earning account earning 3.5% as of this March. Set the regular checking account at the $60,000 mark, meaning anything deposited over this amount will flow into the ICS checking account, and if the balance drops below that amount of $60,000, funds will automatically transfer from the ICS account to cover. If there were ever a large board-approved project, we would contact the Bank to transfer funds ahead of time, but never a risk of an overdraft of funds in the regular checking account.

Financial Reports

A motion was made to approve all 2025 financial reports with adjusted journal entries as reviewed and discussed. (Hofmann/Frankland/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)]

January 2026 & CD Report - Clover reporting is going better, and additional Deposit Reports are now available to run from the Board's database site, which helps as a check/balance system of accountability to cross-reference monthly balances. The Executive Director reviews all manual journal entries monthly. Financial reports, including the manual journal entries and bank statements, are being sent to the Board sec/treasurer for review from QuickBooks Online.

{Dr. Hegge absent}

A motion was made to approve January 2026 finances, adjusted journal entries, and the CD report. (Kalmoe/Hofmann/carried) (Dr. Zimmerman and Dr. Hegge absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (absent), Brinkman (y), Franklund (y)]

{Dr. Hegge present}

Eaton assisted in recategorizing and simplifying our accounting and budgeting practices. Updated budget draft per Sept 11, 2025, meeting for board consideration after renewals closed Dec. 31, 2025.

Updated 2026-2027 Budget - A motion was made to approve the updated 2026-2027 budget. (Wagner/Hofmann/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)]

Audit

Brady Martz's audit update of fiscal years (2024-2025) was conducted the week of January 12. Delays due to Brady Martz's workload. Porter had a meeting with the auditor, Tyler, on March 5; he stated that he is almost finished and should be completed by the end of the month.

The Board has the financial resources to budget and continue with audits for the years 2026-2027 with Brady Martz, but there are uncertainties with annual reporting to the state auditor department. Audit would be performed in 2028 and the Board would budget accordingly for it.

A motion was made to budget and continue with a Brady Martz audit for 2026-2027 to be performed in 2028. (Wagner/Hofmann/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)]

Boards & Commissions Task Force

Porter is a member of the Task Force. Brief discussion of the draft responses, data, and progress of the taskforce.

A motion was made to approved Porter to present and provide requested data on behalf of the Board at the Governor's Task Force meeting. (Wagner/Kalmoe/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Exec. Director]**

Licensee Review

Kassandra Hooten –She held a conditional CIS license April 2022 to April 2024. She did not take the exam during that 2-year period. At the September 2025 Board meeting, the Board granted her a 6-month restricted license beginning October 6, 2025, and expiring April 6, 2026. She failed the CCI exam twice in the last 6 months. She is requesting yet another extension to the settlement agreement.

A motion was made to offer amend the settlement agreement of an additional 60 days to May 31, 2026, for a final attempt at the CCI exam with no more extensions to be granted. (Moore/Hofmann/carried) (Dr. Zimmerman absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y), Franklund (y)] **[Legal Counsel]**

Practice Standards – Remote Practice

Jodi Burns with Hettinger West River Medical Center emailed the Board to ask about requirements for remote CT and MRI scanning. Board law (NDCC 43-62-02) defines who must be licensed to perform medical imaging, and Board rules recognize practice standards (NDAC 114-04-01). The ASRT Practice Standards apply to CT and MRI imaging disciplines, and remote imaging is defined in the ASRT glossary. Individuals performing imaging, whether in person or remotely, must be licensed in North Dakota. Appropriately trained, licensed individuals must also remain with the patient throughout the imaging procedure. The practice standards were provided to Ms. Burns. The Board reviewed and discussed the applicable disciplines and Standards One, Four, and Nine, including the June 2025 ASRT Practice Standards, North Dakota licensure requirements, and significant patient safety concerns. The Board's mission is to protect North Dakota citizens; therefore, while remote imaging is permitted, it must comply with the Board's recognized practice standards. The Board also briefly discussed possible additional regulations from the North Dakota Department of Environmental Quality, which regulates CT equipment but does not currently regulate MRI.

Imaging Assistants – MRI

Inquiry received from Sanford Human Resources requesting guidance on Imaging Assistants, MRI (I.A. MR) asking if the Board will recognize and/or license now or in the future. ARRT created this new credential in 2025 to assist in MRI workforce shortages and provide a pathway that is a tiered system. This new ARRT I.A. MR credential is designed to support registered technologists and Registered MRI technologists; they do NOT perform imaging or scanning. This credential will not be ready for testing until summer 2026. The ASRT created the curriculum, and it was adopted in 2025. The Board licenses those who perform medical imaging and radiation therapy, NDCC 43-62-02. Since this is a new credential, no state is currently licensing it but could in the future, the Board will monitor. Under the Board's current law, we license and regulate those performing medical imaging and radiation therapy, this is a support role and the individuals are not permitted to perform imaging.

A motion was made to authorize Legal Counsel to draft a response.
(Brinkman/Kalmoe/carried) (Dr. Zimmerman and Frankund absent)
[Roll Call Vote – Murra (y), Hofmann (y), Kalmoe (y), Moore (y), Wagner (y), Dr. Hegge (y), Brinkman (y)] **[Legal Counsel]**

LXMO Overview/LXMO ARRT Scores

Board reviewed ARRT LXMO score statistics for 2025.

A chiropractic LXMO failed the exam for the third time. President Murra directed Porter and Brinkman to develop a draft policy for LXMOs unable to pass the exam in three attempts that requires a remediation process, it will be presented at a future meeting for Board consideration. They will also review the current Board approved didactic LXMO programs to request current curricula and adherence to the most recent ARRT examination specifications. Recommendations for continuance or removal of approval will be present to the Board a future meeting.

[Porter & Brinkman]

Board Office Report

The Board members were able to view the current number of licensees in each license category. The Board office gave a brief update on tracking registry updates and conditional license holders. At the September 2026 meeting, the Board will be given a demonstration of how Board members can have limited access to the Board's database to review supporting documentation. **[Bd. Office]**

Executive Director Updates

Next regular meeting - September 17, 2026.

BCI Timeframe - The turnaround time for ND BCI criminal background results is still four days, since October 2024.

Logo - Working on logo integration with Albertson's. Logo still needs work for website addition and progress into our online newsletters. We will continue to work with Albertson's as this has been a slow moving process by Albertson.

Board office is also updating the Verification letter that goes to other licensing/regulatory states; this letter is issued upon request by licensees.

CE Audit

• Group 1 (10% sampling of LXMO/BD, RCIS/RCES, GDO, Fluoro tech, and Grandfathered) reviewing in the database their uploads of CE certificates from the 2025 Renewal application. All audited were appropriate, with no one needing to be contacted.
• Group 2 (10% sampling of National Registry primary source verifications) reviewing from the 2025 Renewal application, if incorrect, will contact and request correct verification and explain the CE Audit and compliance. I have almost completed this audit list. Letters will be emailed out notifying them they were selected in an audit and requesting the correct primary source registry documents be uploaded through their dashboard accounts.
• Group 3 (15% sampling of the Active Practice modalities) send an email and request that they upload copies of CE certificates to review for the 5 hours of each active practice modality they listed during the last renewal of 2024-2025, and verify those hours completed during that cycle. On March 18, Jacinda will email Group 3 the letter requesting their CE certificates of active practice modalities, with a deadline to return by April 8. If they did not complete hours, notify them that they must do so and send completed hours to the Board office. If they are not responding to the audit, we will send a letter via USPS, or if not willing

to do the CE hours, bring it to the Board for possible disciplinary action. Porter actively working on the audit and reviewing documentation received.

Board member vacancies – The following positions will have expiring terms for the on July 31, 2026: Rural Physician, Radiographer, Sonographer, and Imaging Educator. Dr. Zimmerman filled a partial term which does not count as his first term. Wagner will term off in July 2026. Brinkman is also serving a partial term, so this does not count as her first term.

Work in progress: Porter in the process of drafting a Board member reimbursement policy for meetings. Porter requesting assistance to create/design a SharePoint and One Source site utilizing the Board's Microsoft 365. Open to suggestions of who to contact for the creation. Porter just finishing the document for open comments allowed during regular board meetings. Porter is continuing to work to improve our efficiency of workflows and communication and find ways to improve our processes for ease of licensure for applicants.

Adjourn

5:55 pm

Respectfully submitted,

Shirley Porter
Executive Director

Jacinda Simmons
Administrator