

**RADIOGRAPHY EXAMINING BOARD  
MEETING MINUTES  
APRIL 5, 2016**

**PRESENT:** Gregg Bogost, Donald Borst (*via GoToMeeting*), Michele Goodweiler, Tracy Marshall (*via GoToMeeting*), Susan Sanson

**STAFF:** Tom Ryan, Executive Director; and Nilajah Hardin, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Susan Sanson, Chair, called the meeting to order at 9:02 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Gregg Bogost moved, seconded by Michele Goodweiler, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Gregg Bogost moved, seconded by Michele Goodweiler, to approve the minutes of December 1, 2015 as published. Motion carried unanimously.

**NOMINATIONS, ELECTIONS, AND APPOINTMENTS**

**Election of Officers**

***Board Chair***

**NOMINATION:** Susan Sanson nominated Donald Borst for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Donald Borst was elected as Chair by unanimous consent.

***Vice Chair***

**NOMINATION:** Susan Sanson nominated Tracy Marshall for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Tracy Marshall was elected as Vice Chair by unanimous consent.

***Secretary***

**NOMINATION:** Susan Sanson nominated Michele Goodweiler for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Michele Goodweiler was elected as Secretary by unanimous consent.

<b>2016 ELECTION OF OFFICERS</b>	
<b>Board Chair</b>	<b>Donald Borst</b>
<b>Vice Chair</b>	<b>Tracy Marshall</b>
<b>Secretary</b>	<b>Michele Goodweiler</b>

### Appointment of Liaisons

<b>2016 LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison</b>	<b>Donald Borst</b> <i>Alternate: Tracy Marshall</i>
<b>Legislative Liaison</b>	<b>Michele Goodweiler</b> <i>Alternate: Donald Borst</i>
<b>Monitoring Liaison</b>	<b>Michele Goodweiler</b> <i>Alternate: Donald Borst</i>
<b>Education and Exams Liaison</b>	<b>Tracy Marshall</b> <i>Alternate: Donald Borst</i>
<b>Professional Assistance Procedure (PAP) Liaison</b>	<b>Tracy Marshall</b> <i>Alternate: Michele Goodweiler</i>
<b>Practice Question Liaison</b>	<b>Donald Borst</b> <i>Alternate: Michele Goodweiler</i>
<b>Travel Liaison</b>	<b>Donald Borst</b>
<b>Website Liaison</b>	<b>Michele Goodweiler</b>
<b>Rules Liaison</b>	<b>Donald Borst</b> <i>Alternate: Tracy Marshall</i>
<b>Screening Panel</b>	<b>Donald Borst, Tracy Marshall</b>

**MOTION:** Susan Sanson moved, seconded by Michele Goodweiler, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

### Delegation of Authority

#### *Delegated Authority for Urgent Matters*

**MOTION:** Susan Sanson moved, seconded by Gregg Bogost, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

***Delegated Authority for Application Denial Reviews***

**MOTION:** Gregg Bogost moved, seconded by Susan Sanson, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

***Document Signature Delegation***

**MOTION:** Gregg Bogost moved, seconded by Susan Sanson, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

***Credentialing Authority Delegations***

**MOTION:** Susan Sanson moved, seconded by Gregg Bogost, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

**MOTION:** Susan Sanson moved, seconded by Gregg Bogost, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

***Monitoring Delegation***

**MOTION:** Gregg Bogost moved, seconded by Susan Sanson, to affirm the Chair's appointment of Michele Goodweiler as the Monitoring Liaison, and Donald Borst as alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

***Travel Delegation***

**MOTION:** Gregg Bogost moved, seconded by Susan Sanson, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS****Possible Scope Statement Relating to the Authority of Physical Therapists to Order X-rays (Assembly Bill 549) and American Registry of Radiologic Technologists (ARRT) Terminology Concerning Registered Technologists Credentials**

**MOTION:** Michele Goodweiler moved, seconded by Susan Sanson, to request DSPS staff draft a Scope Statement relating to the authority of physical therapists to order X-rays (Assembly Bill 549) if Assembly Bill 549 is enacted into law. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Susan Sanson moved, seconded by Tracy Marshall, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Gregg Bogost – yes; Donald Borst – yes; Michele Goodweiler – yes; Tracy Marshall – yes; Susan Sanson – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:13 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Susan Sanson moved, seconded by Gregg Bogost, to reconvene in Open Session at 10:24 a.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MOTION:** Susan Sanson moved, seconded by Michele Goodweiler, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

**DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS****Administrative Warnings*****13 RAD 005 – J.P.D.***

**MOTION:** Gregg Bogost moved, seconded by Michele Goodweiler, to issue an Administrative Warning in the matter of DLSC case number 13 RAD 005 – J.P.D. Motion carried unanimously.

**Proposed Stipulations, Final Decisions and Orders**

*13 RAD 005 – Megan A. Simon, R.T.*

**MOTION:** Gregg Bogost moved, seconded by Susan Sanson, to adopt the Findings of Fact, Conclusions of Law, and Order in the matter of disciplinary proceedings against Megan A. Simon, R.T., Respondent, DLSC case number 13 RAD 005. Motion carried unanimously.

*15 RAD 001 – Sean R. Babino, R.T.*

**MOTION:** Susan Sanson moved, seconded by Michele Goodweiler, to adopt the Findings of Fact, Conclusions of Law, and Order in the matter of disciplinary proceedings against Sean R. Babino, R.T., Respondent, DLSC case number 15 RAD 001. Motion carried unanimously.

**DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Gregg Bogost moved, seconded by Susan Sanson, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Susan Sanson moved, seconded by Michele Goodweiler, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:53 a.m.