

**DELAWARE AUTHORITY ON RADIATION PROTECTION**  
**SUMMARY OF MEETING**  
May 4, 2015  
Harry Levin Center for Pharmacy History & Education  
27 North Main Street  
Smyrna, Delaware 19977

Members Present: (those with checks only)

R. Arm		W. Holden	√	M. Higgins	√
F. Esposito	√	I. Turner	√	D. Tilton	
L. Fox	√	T. May	√	R. Wier, Jr.	√
J. Dill	√	N. Melikechi	√	T. Hitchens	√
F. Fisher-Tyler	√	K. Musto		G. Poirier	√

Guests:

R. Brinsfield	√	D. Parker		K. Shaughnessy	√
W. Fendt	√	D. Hill	√	J. Suder	√

F. Esposito, Authority Chairman, brought the meeting to order at 6:15 pm.

**I. Agenda Adopted**

F. Esposito inquired about any changes or additions to the agenda, there were none. N. Melikechi introduced a motion to accept the agenda, R. Wier, Jr. seconded and all voted to approve. The motion passed.

**II. Authority Meeting Minutes**

F. Esposito inquired about any changes or additions to the draft minutes for the previous meeting, there were none. W. Holden introduced a motion to approve the February 23, 2015 Authority public meeting minutes, N. Melikechi seconded and all voted to approve. The motion passed.

**III. Chairman's Comments**

F. Esposito thanked all present for coming out to serve the interests of radiation protection in Delaware, on such a lovely spring evening. She expressed her gratitude to the members for giving their personal time and energies to the work of the Authority.

**IV. Old Business**

W. Holden reported on activities of the Public Education Committee, indicating that the committee met on April 1, 2015 and had decided to meet on a quarterly basis going forward. He gave a brief overview from the committee meeting minutes – he mentioned that the Authority webmaster attended that meeting. He mentioned the successes of

the public education initiative in late 2014. He also mentioned that the committee had reviewed the Authority strategic plan and had a few changes to propose later in the meeting agenda. He indicated that the committee was scheduled to meet on June 16, at 1:30 pm at the Jesse Cooper Building in Dover, that it will develop an action plan for outreach to the practice community and also for proposed changes to the Authority webpage that will provide some feedback about visits to the page. W. Holden mentioned providing additional resources and awareness for educators in the science, technology, engineering and mathematics (STEM). F. Fisher-Tyler indicated that she would send out a meeting notice and all are invited to participate. R. Wier introduced a motion to approve the draft Public Education Committee meeting minutes from April 1, 2015, J. Dill seconded and all voted to approve. The motion passed.

**ACTION ITEMS:** Send out meeting notice for Public Education Committee meeting  
F. Fisher-Tyler, 6/10/2015.

F. Esposito asked all present to look at the Authority Strategic Plan, last reviewed in 2014 and last revised in 2013. R. Wier reviewed proposed changes to the Strategic Plan put forth by the Public Education Committee that expanded the preamble of the plan to add two additional items – provide information and resources to the public and increase awareness of information and resources through public outreach activities. F. Esposito asked if there were any comment on the proposed revision. R. Wier recommended that this expansion also be considered in the Authority Bylaws. F. Esposito indicated that having the committee adding the Bylaws to its work would be appreciated. Fisher-Tyler indicated that the section of the strategic plan addressing regulations required updating. N. Melikechi indicated that the plan should also have goals and measures to guide the Authority in achieving those goals or objectives. F. Fisher-Tyler indicated that she would distribute the draft strategic plan and by-laws electronically, asking for input through email from members. R. Wier suggested expansion of the scope of the Bylaws to include public education and outreach, addressing election of officers and section indicating a committee of three people to nominate new members. F. Fisher-Tyler noted that the Authority Bylaws borrowed some content from the Delaware Pharmacists Society, and some of that content needed review.

**ACTION ITEMS:** Email mark-up copy of draft Strategic Plan and Bylaws to Authority membership for comment, F. Fisher-Tyler, 6/26/2015

Schedule Public Education Committee meetings on a quarterly basis, F. Fisher-Tyler, 7/8/2015.

F. Fisher-Tyler noted that the Delaware Code establishes scope, strategic plan lays out goals, and the Bylaws establish internal governance practices for the Authority. She asked J. Suder, Deputy Attorney General about how each relate to one another. J. Suder replied that the Strategic Plan and Bylaws can be more expansive than the specified scope of the Delaware Code, as long as they are consistent with it.

## V. Informational Updates

F. Fisher-Tyler provided an overview of the ORC Program Activity Report, stating that she was pleased to report that the reclassification of radiation control field staff positions (Radiation Control Specialist and Senior Radiation Control Specialist) into the state Environmental Scientist Career Ladder received final approval from the Office of Management and Budget, and is retroactive to January 1, 2015. She stated that this is a career scientist ladder that exists within the Department of Natural Resources and Environmental Control (DNREC). M. Higgins of DNREC commented that the reclassification of positions was in his view commensurate with the education and experience of the staff, and long overdue. F. Fisher-Tyler thanked Chairman F. Esposito for her sustained efforts to champion this reclassification effort, three years in duration. She stated that the next step is to finalize promotional standards to enable placement of each staff person within a level, to enable justifying and promoting them into their new position. She thanked the Authority, and Chairman F. Esposito for championing this effort successfully and suggested a round of applause, which ensued.

F. Fisher-Tyler indicated that the Activity Report also speaks to the Authority's next step in securing resources for the Office of Radiation Control, in the form of funding to replace radiation measurement devices which are sophisticated and effective, but are showing some signs of wear. New upgrades to these devices announced at the Radiological Society of North America (RSNA) in December 2014 offer greater functionality, data collection efficiency and time-savings to the field staff and the manufacturer is offering "trade-in" discounts to encourage users to upgrade to the newer model. The next version allows for electronic inspection data collection on a tablet controller device, using electronic forms and recordkeeping. She indicated that currently, inspectors use paper forms and must scan and file them to a shared drive for recordkeeping. The upgraded "Black Piranhas" will enable streamlining of data collection and recordkeeping, reducing manual steps, and increasing efficiency considerably. More time spent on inspections, and less time on paperwork.

F. Fisher-Tyler reported that the Authority has just one member with a term that expires in 2015 (July 1, 2015), the Industry-Non-Medical member and Vice Chairman, I. Turner, Jr. who stated that the Governor's Office had notified him that they have received his application for re-appointment.

F. Fisher-Tyler reported that an Annual Radiation Control Program Report had been issued for calendar year 2014, indicating that the status of the Regulatory Review is listed on Page 3 of the annual report.

F. Esposito gave a brief overview of regulatory review, and a public hearing is scheduled for May 27, 2015. To summarize, there have been several chapters already published as final rule, there are two chapters in proposed rule for public comment and four remaining chapters that will be on hold awaiting publication of revised Suggested State Regulations (SSRs) from the Conference of Radiation Control Program Directors (CRCPD). She indicated that this year there would therefore be less focus on regulatory review, and more effort placed into public awareness and outreach on

radiation protection matters. F. Fisher-Tyler reported that the two sets of regulations in play would likely be published on either July 1, or August 1, 2015. F. Esposito asked if there were any questions or comments on regulations, and there were not.

## **VI. New Business**

Dr. Esposito gave a brief overview of her initial efforts to contact the co-chairpersons of the Joint Finance Committee regarding funding for updating the radiation measurement instruments used by the Office of Radiation Control. She indicated that she has had limited success with contacting a staffer, but that she would continue to work to identify other opportunities to move this initiative forward. F. Fisher-Tyler asked if T. May, representative for the Secretary of the Department of Health & Social Services (DHSS) if he could speak to process on this matter. T. May indicated that the Governor prepares a budget containing items he supports in the fall, and then that budget is negotiated with the Joint Finance Committee and the State Controller into the spring. He stated that he is not in a position to advise the Authority, but that perhaps taking into consideration both the recommended Governors Recommended Budget (GRB) and Joint Finance Committee (JFC). The GRB process starts in July of every year, so that is a timeframe to consider. Chair F. Esposito indicated that she would follow up with the Governor's office to determine next steps. W. Holden asked how much would be requested. F. Fisher-Tyler indicated that a brief was prepared, requesting \$ 50,000. J. Suder suggested contacting D. Gottschalk about process or contacts.

**ACTION ITEM:** Provide contact names and information to F. Esposito, F. Fisher-Tyler, 7/1/2015.

## **VII. Public Comments**

There were no public comments.

## **VIII. Adjournment**

R. Wier introduced a motion to adjourn, N. Melikechi seconded, and all voted to approve. The motion passed.

The next meeting of the Authority is September 21, 2015 at 6 pm, at the same venue, the Harry Levin Center for Pharmacy Education & History in Smyrna, Delaware.

Respectfully submitted,

Frieda Fisher-Tyler, MHS, CIH  
Administrative Agent,  
Authority on Radiation Protection  
Radiation Control Program Director  
Delaware Division of Public Health