

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
February 7, 2017**

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:07 PM, EST via conference call and was called to order by Chairman Jon Thomas (MN).

Roll Call was completed by Secretary Shepard (WV) with four of seven Executive Committee Members present. Later in the meeting, Commissioner Bohnenblust joined the call.

Commissioner Thomas (MN)	-	Commission Chairman
Commissioner Bowden (IA)	-	Vice Chairman
		Chair of Bylaws/Rules Committee
Commissioner Shepard (WV)	-	Commission Secretary
		Chair of Communications
Commissioner Bohnenblust (WY)	-	Chair of Technology Committee
Commissioner McSorley (AZ)	-	Chair of Personnel

Also identified on the conference call were Wanda Bowling, Project Manager, Rick Masters and Colmon Elridge, CSG.

Agenda:

The agenda was presented for review with one additional item of business added to the Technology Committee report regarding the contract for the Project Manager position. Upon a motion by Vice Chair Bowden (IA) and seconded by Secretary Shepard (WV) the agenda was approved as amended by voice vote.

Minutes:

The minutes of the January 24, 2017, conference call were previously forwarded to committee members for review. On a motion by Vice Chair Bowden (IA) and seconded by Commissioner McSorley (AZ) the minutes were unanimously approved as presented by voice vote.

At this point during the call there was an echo causing interruption of the meeting. Chairman Thomas (MN) requested we recess the meeting and continue the call on another line. That telephone number and access code were shared with the current audience, emailed to all Commissioners and published on the Knowledge Center.

The meeting reconvened at 3:10 PM EST.

Committee Reports:

BUDGET COMMITTEE: In the absence of Treasurer Zachariah no financial report was presented.

BYLAWS/RULES Chairman Bowden (IA) reported two rule changes have been distributed to all Commissioners for review and input. The rules being amended include Chapter 5 (to include a license renewal process) and Chapter 3 (to include the fees for renewals). Also a Policy on IMLCC Executive Committee Spending Authority was presented. Chairman Bowden asked that it be duly noted to add these rules and policy to the agenda of the February IMLCC meeting and placed for public comment through March 29, 2017 to be presented for approval at the March 2017 IMLCC conference call meeting.

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COMMUNICATIONS
COMMITTEE:

The Chair provided updates on the following:

- 1) IMLCC logo and Communications Plan have been approved and both will be presented to the full Commission at the February meeting;
- 2) Updates are being placed on the Commission tab of the LicensePortability.org website as approved by the Chair and/or the Secretary;
- 3) The IMLCC.org website is under total control of the Technology Committee and is being developed by Dan Robey.

The Chair emphasized the need for education and training for all member states and their licensing staff as we move through the application routing process testing to insure clear understanding of rules and regulations when the process goes live publicly.

AUDIT COMMITTEE:

Nothing to report.

PERSONNEL COMMITTEE:

Chair McSorley (AZ) presented a job description for the Executive Director position with the revisions recommended from the last meeting. On a motion by Secretary Shepard (WV) and seconded by Commissioner Bohnenblust (WY) the committee ratified the job description to be presented to all Commissioners prior to the IMLCC meeting on February 22, 2017.

TECHNOLOGY COMMITTEE:

The contract for the Project Manager, Wanda Bowling, is scheduled to end February 17, 2017. A motion was made by Chairman Bohnenblust (WY) and seconded by Vice Chair Bowden (IA) to extend the contract, being paid through HRSA funding, for an additional 90 days. The motion carried unanimously by voice vote.

Chair Bohnenblust (WY) recommended the acceptance of a contract from Dan Robey for web-page support. He would be placed on a \$300/month retainer with \$100/hour charge for needed enhancements until an Executive Director is hired to oversee that function. The motion was seconded by Secretary Shepard (WV) and was unanimously carried by voice vote.

Project Manager, Wanda Bowling, provided an update on the testing of the application routing process. She reported a control launch was executed with an outside agency who provided an applicant. The need for more internal education of member states was highlighted during the testing process.

Committee Discussion on FBI Concerns:

Chair Thomas (MN) recognized Rick Masters, CSG, and asked him to update the committee on the FBI concerns. There are five member states (currently known to the Commission) that have received letters from the FBI regarding their authority to request and receive information from criminal background checks. Those states, along with other member states, are working with their legislatures in developing rules to authorize the CBC's. Do to the urgency of being able to move forward with the application routing process, there was discussion on the creation of an Emergency Rule to address the issues of authority to conduct criminal background checks and the non-dissemination of the information obtained in the criminal background reports. The motion was made by Vice-Chair Bowden (IA) and seconded by Secretary Shepard (WV) and passed unanimously by voice vote. This will be presented at the February 22, 2017 meeting of the full Commission.

Executive Committee Tasks:

Action items outlined from today's meeting included:

- 1) At least two webinars will be provided to member state boards within the next 1-2 weeks to insure clarity in the application routing process and the vetting of those applications to other member boards;
- 2) A member state survey will be conducted by the Technology Committee to insure each state's readiness and willingness to receive applications and move forward with the vetting process;
- 3) Start the process of an emergency rule to address the authority of member states to conduct criminal background checks and document the non-dissemination of that information received;
- 4) The agenda for the February 22, 2017 meeting with all revisions shall be distributed at least 10 days prior to the meeting;
- 5) Submission of all committee reports and supporting documents shall be forwarded to Colmon Elridge, CSG, by Friday, February 10, 2017, for submission into the Briefing Books.

Public Comments:

There were no public comments.

Adjournment:

The Chair declared the meeting adjourned at 4:15 PM, EST.

Respectfully submitted,

Diana Shepard, CMBE
Commission Secretary