

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

December 12, 2017

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:02 PM, EST via conference call and was called to order by Chairman Bowden (IA).

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Members Present

Commissioner Bowden (IA) - Commission Chair
Commissioner Simons (WI) - Chair of Audit Committee
Commissioner Martinez (MN) - Chair of ByLaws and Rules Committee
Commissioner McSorely (AZ) - Chair of Personnel Committee
Commissioner Bohnenblust (WY) - Chair of Technology Committee

Members Absent

Commissioner Shepard (WV) - Vice Chair and Chair of Communications Committee
Commissioner Thomas (MN) - Immediate Past Commission Chair
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee

Staff Present

Marschall Smith, Executive Director and Secretary; Wanda Bowlin, Project Manager

Other commission members and members of the public

None

Approval of agenda

Chairman Bowden (IA)

The standard agenda for the executive committee was presented by Chairman Bowden (IA) for approval.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER SIMONS (WI), TO APPROVE THE AGENDA FOR THE DECEMBER 12, 2017 EXECUTIVE COMMITTEE MEETING

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from the November 14, 2017 and November 28, 2017 will be considered that the next meeting

Chair Report

Chairman Bowden (IA)

- The chair will be assigning committee membership by the commissioners and have the list available for review at the December 26, 2017 meeting.
- The Personnel committee will need to start work on developing policies with regard to hiring staff and other matters related to being an employer.

- The chair charged the executive director with reaching out to those states with only one commissioner to securing a second so that each state is fully represented.

Treasurer/Budget Committee Report

Secretary Smith

- The Budget Committee chair and executive director have started work on preparing a 2019 budget and developing policies that will guide expenditures and reporting processes. The Budget Committee will meet in January 2018 after the membership is finalized.

Bylaws Committee

Commissioner Martinez (MN)

- The chair noted that the rules presented at the November 2017 Commission meeting were adopted. The new rules will need to be updated on the webpage.

Audit Committee

Commissioner Simons (WI)

- The audit committee be meeting in January after the membership is finalized.

Personnel Committee

Commissioner McSorley (AZ)

- Nothing to report at this time.

Communications Committee

Secretary Smith

- The webpage is being updated to reflect the new FAQ and Facts about the IMLCC that were approved at the November 2017 Commission meeting.

Technology Committee

Commissioner Bohnenblust (WY)

- The work continues regarding the review and evaluation of data management tools and license management options. The review includes demonstrations from a variety of vendors. A decision item for the executive committee review and approval should be ready for consideration and approval at the meeting.
- The timeline for implementing the new data management system will be about 10 weeks.

Executive Director Update

Secretary Smith

- Maine and South Dakota are coming on line and will be issuing licenses starting in December. It is hoped that all states currently issuing licenses only will be able to participate as SPLs in the next quarter.
- The DocuSign contract is coming up for renewal at the end of this month. The new contract will be ready for review and approval at the December 28, 2017 meeting.

Executive Committee Tasks

Chairman Bowden (IA)

- None.

New Business

Chairman Bowden (IA)

- None.

Public Comment

Chairman Bowden (IA)

There were no public comments provided.

Adjournment

Chairman Bowden (IA)

There being no further business, the meeting was adjourned at 3:32 PM EST.