

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

December 26, 2017

DRAFT

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:10 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 Thomas (MN) - Immediate Past Commission Chair
Commissioner Martinez (MN) - Chair of ByLaws and Rules Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
Commission Bohnenblust (WY) - Chair of Technology Committee

Members Absent

Commissioner Shepard (WV) - Vice Chair and Chair of Communications Committee
Commissioner Simons (WI) - Chair of Audit Committee
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

Tracey from CompHealth

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 THOMAS (MN), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE AGENDA FOR THE DECEMBER 26, 2017 EXECUTIVE COMMITTEE MEETING

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from the November 14, 2017, November 28, 2017 and December 12, 2017 meetings were considered together.

MOTION

MOVED BY COMMISSIONER THOMAS (MN), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM NOVEMBER 14, 2017, NOVEMBER 28, 2017, AND DECEMBER 12, 2017.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

- The chair provided the list of committee assignments.
- Each commissioner was assigned a single committee; however, the committee meetings are open, and commissioners are encouraged to attend as their schedules allow.
- Each committee chair will be responsible for establishing a regular meeting schedule and committee participation rules.

Treasurer/Budget Committee Report

Secretary Smith

- Treasurer Maresh and the executive director have a meeting scheduled in mid-January to discuss the 2019 budget and goals for the committee.
- Treasurer Maresh has been provided access to the IMLCC bank account and QuickBooks account.

Bylaws Committee

Commissioner Martinez (MN)

- Commissioner Martinez is building a meeting calendar for the committee to meet.

Audit Committee

Secretary Smith

- Audit and CPA firms are being reviewed and interviews will be established for the committee once a final list of firms are selected.

Personnel Committee

Commissioner McSorley (AZ)

- The committee will be meeting soon to establish the staff hiring process and establishing goals for the next year.

Communications Committee

Secretary Smith

- Nothing to report currently.

Technology Committee

Commissioner Bohnenblust (WY)

- Commissioner Bohnenblust reviewed for the members the DocuSign renewal contract and answered questions. The executive committee was requested to take action to approve the contract renewal.
- The timeline for implementing the new data management system will be about 10 weeks and is very near a final recommendation from the committee.

Approval of renewal of the DocuSign contract

The DocuSign renewal document was provided to the executive committee members prior to the meeting. Commissioner Bohnenblust answered question about the contract renewal during his committee report.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE RENEWAL OF THE CONTRACT WITH DOCUSIGN AND AUTHORIZING THE CHAIR TO SIGN THE CONTRACT ON BEHALF OF THE IMLCC

MOTION PASSED

UNANIMOUS

Executive Director Update

Secretary Smith

- A major project is the balancing of the the QuickBooks to the Chase bank accounts.
- The IMLCC Commissioner Roster is being finalized. Once a final draft is complete, it will be emailed to the IMLCC members along with the committee assignments.

- FSMB has invited the IMLCC to attend its annual conference in April 2018. FSMB has offered to waive the registration fees for the executive director and to provide a table top presentation area at no cost. The executive director will be registering and finalizing the details.
- The IMLCC webpage is being updated and revised to reflect the changes approved at the November 2017 meeting. The project will be completed in early January 2018.
- The executive director has been meeting with the FSMB regarding the HRSA grant. Starting in January 2018, a monthly update of the expenditures and grant balance will be provided to the executive director. FSMB staff and the executive director will start the process of preparing a 2019 fiscal year budget, which is the 3rd and final year of the HRSA grant.

Executive Committee Tasks

Chairman Bowden (IA)

- Committee chairs should reach out to their committee members and establish meeting dates as soon as practical.

New Business

Chairman Bowden (IA)

- Commissioner Martinez informed the members that the State of Minnesota has been working with the FBI to develop a final resolution to that issue. It appears that additional legislation will be needed with the legislative session starting on February 20, 2018.
- The executive director was requested to work with the Communication Committee to prepare a summary of the status of each member state for publication on the webpage.
- Past Chair Thomas provided an update on the State of Tennessee's status regarding participation. The primary issue facing the medical board is the issue of re-entry by physicians who have taken a break in their practice. There is concern that the state legislature will see a bill introduced in the 2018 session which would withdraw the state from the compact.
- The states of Utah, South Dakota, Colorado, Nevada, Washington are anticipating changing from issuing licenses only to becoming a State of Principal Licensure (SPL) in the next 2 to 3 months.
- Commissioner Martinez asked about the invoicing process. A sample invoice is available upon request.

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 3:50 PM EST.