

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

February 6, 2018

DRAFT

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:18 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 Shepard (WV) - Vice Chair and Chair of Communications Committee
Commissioner Simons (WI) - Chair of the Audit Committee
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee

Members Absent

Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner Thomas (MN) - Immediate Past Commission Chair
Commission Bohnenblust (WY) - Chair of Technology Committee

Staff Present

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

Other commission members and members of the public

CompHealth, Misty (SD), Rob Rowlands

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 SIMONS (WI), SECONDED BY COMMISSIONER MARESH (WA), TO APPROVE THE AGENDA FOR THE FEBRUARY 6, 2018 EXECUTIVE COMMITTEE MEETING.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from January 23, 2018 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM JANUARY 23, 2018.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

- The chair reported that he is continues to work on the steady stream of email inquiries.

Treasurer/Budget Committee Report

Commissioner Maresh(WA)

- The committee will be sending a survey to all the committee chairs requesting projected FY2019 expenses and priorities as part of the budget building process.
- The committee will be meeting next week to form a schedule to develop the FY2019 budget. The committee expects to have a final draft available for the Executive Committee's review by April 1, 2018.
- A treasurer's report will be provided at the Full Commission meeting on February 16, 2018.

Bylaws Committee

Secretary Smith

- Nothing to report. The committee is meeting next week.

Audit Committee

Commissioner Simons(WI)

- It was determined that the performance of an audit requires that the IMLCC books be closed for that fiscal year. This generally requires a CPA or accountant to perform this function. The result is that the audit will take place after the Budget Committee selects a CPA.

Personnel Committee

Commissioner McSorley (AZ)

- Nothing to report. The first committee meeting will be to consider the development of hiring and personnel policies.

Communications Committee

Vice Chair Shepard (WV)

- The committee will hold its first meeting on February 7, 2018.

Technology Committee

Secretary Smith

- The Data Management System proposal was presented for review. The approval of the system and expenditure authorization will be an action item on the Full Commission agenda at the February 16, 2018 meeting.

Executive Director Update

Secretary Smith

- Provided an update on the legislative progress for Indiana, Maryland, District of Columbia and the territory of Guam.
- Applications and licenses issued through January 31, 2018 are: 633 applications, 878 licenses and 61 renewals.
- Work on the invoice reconciliation process continues. Two important trends have been emerging: 1. All the data elements are locatable and secured; and 2. the processing time is averaging about 30 days between application completed and LOQ issued with the licenses being issued 15 to 30 days after the LOQ.
- The full commission will be meeting via teleconference on February 6, 2018 - there will be a call-in line and a video conference portion. Items that will be available are: 1. Treasurers Report; 2. November 17, 2017 minutes; 3. DMS action item; 4. A training for the State of Principal License process.

Executive Committee Tasks

Chairman Bowden (IA)

A survey was sent to the member boards in the 20 states that are actively working as SPLs and/or issuing licenses. The results of the survey will be presented at the February 2018 Full Commission meeting.

New Business

Chairman Bowden (IA)

No items

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 3:54 PM EST.