

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.