

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

January 9, 2018

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:03 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 Martinez (MN) - Chair of ByLaws and Rules Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
Commission Bohnenblust (WY) - Chair of Technology Committee
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee

Members Absent

Commissioner Simons (WI) - Chair of Audit Committee
Commissioner Thomas (MN) - Immediate Past Commission Chair

Staff Present

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

Other commission members and members of the public

None were recorded

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 MARESH (WA), TO APPROVE THE AGENDA FOR THE JANUARY 9, 2018 EXECUTIVE COMMITTEE MEETING

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from December 26, 2017 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM DECEMBER 26, 2017.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

- The chair had a discussion with the Maryland Board of Physicians' attorney about information regarding the requirements of the participation in the IMLCC.

- The chair and the executive director are having weekly conference calls regarding the operational functions of the IMLCC.
- Treasurer/Budget Committee Report**
Commissioner Maresh
- Preparation and discussion about the IMLCC fiscal year 2019 budget are underway with the goal to be presented for discussion and approval at the May 18, 2018 Full Commission meeting.
- Bylaws Committee**
Secretary Smith
- Commissioner Martinez will be holding the first committee meeting on January 10, 2018.
- Audit Committee**
Secretary Smith
- The search for an auditor to perform the annual audit for IMLCC fiscal year 2017 is underway.
- 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**
Vice Chair Shepard
- The committee will be holding its first meeting and has a full agenda.
- Technology Committee**
Commissioner Bohnenblust (WY)
- The committee has reviewed proposals for a data management tool and will be making a final recommendation for the Executive Committee consideration and approval at the January 23, 2018 meeting.
- Executive Director Update**
Secretary Smith
- As of December 31, 2017, the IMLCC has processed 534 applications and 745 licenses have been issued by member states with 46 renewals processed.
 - Work continues on finding an audit and a CPA firm to perform the audit and to provide regular accounting assistance. It is important to note that the same company is unable to provide both services.
 - The HRSA grant as of December 31, 2017 has expended approximately 60% of the Year 2 budget which runs from July 1, 2017 to June 30, 2018.
 - A new conference call number is now available. The number can be used by the committee chairs for their meetings. The conference organizer PIN will be provided to the committee chairs via a separate email.
 - The webpage is being revised and organized. The target date for the update to be complete is February 1, 2018.
- Executive Committee Tasks**
Chairman Bowden (IA)
- Work regarding standardizing the requirements and responses to questions is a key to success as the IMLCC grows to additional states.
 - Commissioner McSorley will be polling member states to develop a better understanding of the common questions and responses that have given by member states as they are processing applications and dealing with physician applicants.
 - One of the important functions of the Executive Committee is to ensure that the IMLCC rules and bylaws are in step with actions and positions of the member boards. In order to accomplish this function is to make motions to the Bylaws and Rules Committee regarding rules and bylaws to be considered.

New Business

Chairman Bowden (IA)

- The chair requested that “In-kind” donations and grants be determined and included in the budget and audit as appropriate.
- The IMLCC annual report is due for publication and was tasked to the executive director and the Communications Committee.

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 4:25 PM EST.