

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

April 17, 2018

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:01 PM, Eastern Time 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 Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
Commissioner Bohnenblust (WY) - Chair of Technology Committee

Members Absent

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

Liz, 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 SIMONS (WI), SECONDED BY COMMISSIONER MARESH (WA), TO APPROVE THE AGENDA FOR THE APRIL 17, 2018 EXECUTIVE COMMITTEE MEETING.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from the April 3, 2018 meeting was provided to the members prior to the meeting for their consideration. Changes were made to the original document.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER SIMONS (WI), TO APPROVE THE MINUTES FROM THE APRIL 3, 2018 EXECUTIVE COMMITTEE MEETING, AS CORRECTED.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

No report.

Audit Committee

The timeline for the audits are:

Commissioner Simons(WI)

- Retain/hire an audit firm (May 2018)
- FY2017 Audit (July - August 2018)
- FY2018 Audit (August - October 2018)

Bylaws Committee*Commissioner Martinez (MN)*

The committee will re-start the regular meeting scheduled in May.

Budget Committee*Commissioner Maresh (WA)*

- A financial status of the bank account was provided.
- The draft budget is being finalized for presentation at the May Commissioner meeting.
- Continuing work with CPA firm to bring books into order.

Communications Committee*Vice Chair Shepard (WV)*

A written report was provided and made available prior to the meeting.

Highlights of the report are:

- The committee is working on a Freedom Of Information Act (FOIA) request policy.
- The IMLCC logo has been trademarked.
- The results of a survey of non-member states is available and was provided prior to the meeting.
- The states of Tennessee and Pennsylvania responded to the committee survey. Tennessee anticipates implementation in January 2019 and Pennsylvania does not have a timeframe for implementation.
- The committee is now focusing its efforts on updating the member orientation handbook.

Personnel Committee*Commissioner McSorley (AZ)*

- The committee has been meeting to determine staffing needs. Part of this effort is tracking tasks performed, determining if the task should be performed by staff or a vendor. Working on policies regarding decisions about whether to hire employees or contracting for services.
- The budget committee proposed budget for FY2019 reflects an accurate budget amount for personnel costs but within the personnel category, however, the amount listed by line item may need to be shifted from employees to contractors. More information after the committee completes its work this summer.

Technology Committee*Commissioner Bohnenblust (WY)*

The committee is meeting regularly with the primary focus on the Data Management Tool implementation and resolving the JumpStart issues. A major committee effort is developing an IT project pipeline to manage future system needs, including staffing and contractor needs.

Executive Director Update*Secretary Smith*

- It appears that the state of Maryland and the District of Columbia have passed the legislation necessary to join the Compact.
- Work is focusing on developing the FY2019 budget.
- FSMB is next week. The IMLCC will have a booth and making a presentation.

**Executive Committee
Tasks/Special Projects***Chairman Bowden (IA)*

- The Special Committee to review the request from the AZ Medical Board for an advisory opinion will be meeting on April 18, 2018 to review the request.

New Business*Chairman Bowden (IA)*

- Budget responses are due April 24, 2018 to the Executive Director or Treasurer Maresh.

- Commissioner Martinez reported that the legislation necessary to provide authority to gather FBI reports is moving forward and MN expects to be able to act as a State of Principal Licensure in July 2019.

Public Comment*Chairman Bowden (IA)*

Liz from CompHealth wished the Commissioners a Happy 1st Birthday - the IMLCC processed the first application in April 2017.

Adjournment*Chairman Bowden (IA)*

There being no further business, the meeting was adjourned at 3:39 PM Eastern Time.