

# INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

February 16, 2018

## DRAFT MEETING MINUTES

### Call to Order

*Chairman Bowden (IA)*

The Interstate Medical Licensure Compact Commission convened at approximately 3:05 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 not established. After the failure to establish a quorum, the chair determined that he would provide an informational report. No Commission business was conducted during the report.

### Chair Report

*Chairman Bowden (IA)*

A survey of the 20 active member boards has been completed and the results of the survey have been shared with the committee chairs for use by their individual committees. The survey received responses from 18 states and 21 member boards. The survey results will be useful in determining training needs of the member boards. A discussion was held about the survey.

### Roll Call

*Secretary Smith*

The roll was called for a second time, and a quorum was established at 3:43 PM Eastern Time.

### Amendment of the Agenda

*Chairman Bowden (IA)*

A request was made by the Treasurer to amend the agenda to include an action item from the Budget Committee. A second request was made by the Technology Committee Chair to amend the agenda to include an action item from the Technology Committee.

MOTION

MOVED BY COMMISSIONER MARESH (WA), SECONDED BY COMMISSIONER LANDAU (AZ), TO GRANT THE REQUESTS TO AMEND THE AGENDA.

MOTION PASSED

UNANIMOUS

### Approval of the Agenda

*Chairman Bowden (IA)*

The agenda, as amended, was presented for approval.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

### Approval of the minutes

*Secretary Smith*

The minutes from November 17, 2017 meeting was provided to the members prior to the meeting for their consideration. The original minutes were corrected to fix spelling and grammatical errors.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY VICE CHAIR SIMONS (WV), TO APPROVE THE CORRECTED IMLCC COMMISSIONER MEETING MINUTES FROM NOVEMBER 17, 2017.

MOTION PASSED

UNANIMOUS

**Hiring a Certified Public Accountant (CPA) firm**  
*Commissioner Maresh (WA)*

The members were provided a copy of a proposal from the firm Altruic Advisors to act as the CPA firm for the Commission. A discussion about the proposal was held.

MOTION

MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ENGAGE THE SERVICES OF ALTRUIC ADVISORS AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE NECESSARY DOCUMENTS TO COMPLETE THE AGREEMENT AND TO SPEND UP TO \$6000.00 IN FY 2018 AND UP TO \$6000 IN FY 2019.

MOTION PASSED

UNANIMOUS

**Treasurer's Report**  
*Commissioner Maresh (WA)*

- The committee has been meeting regularly to develop a FY2019 budget. The first draft will be presented to the executive committee at its first meeting in April. The goal of the committee is to have a final budget for review and approval at the May 2018 Full Commissioner meeting.
- A budget prioritization memo has gone out to the committee chairs to gather budget requests to help in the development of the FY2019 budget.

**Executive Director's Report**  
*Executive Director Smith*

- Legislation to join the Commission is active in 5 states, the District of Columbia and the territory of Guam. The 5 states are Georgia, Maryland, Michigan, New York and Vermont.
- Developing a better invoice process that will integrate with the new CPA firm.

**Technology Committee Report**  
*Commissioner Bohnenblust (WY)*

- The monthly user group meeting is well attended and productive.
- The renewal function is being automated and will be rolled out shortly.
- The 2<sup>nd</sup> use case function is being automated and will be rolled out shortly.
- The Data Management System proposal was presented via PowerPoint and a discussion held. The proposal was unanimously approved by the committee and a motion will be considered to authorize the purchasing of the system and expend Commission funds once a quorum is established.

**Purchase a Data Management System**  
*Commissioner Bohnenblust (WY)*

After the presentation of the Data Management System proposal, a request was made to consider the Technology Committee's unanimous request to approve the "Data Management System Plan".

MOTION

MOVED BY THE TECHNOLOGY COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE THE DATA MANAGEMENT SYSTEM PLAN AS OUTLINED IN THE IMLC DATA MANAGEMENT TOOL DOCUMENT AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE NECESSARY DOCUMENTS TO IMPLEMENT THE PLAN AND TO SPEND UP TO \$25,056.00 OF IMLCC FUNDS FOR THAT PURPOSE.

MOTION PASSED

UNANIMOUS

**Communications Committee Report**  
*Vice Chair Shepard (WV)*

- The committee intends to send out 2 surveys in March. The first survey will be sent to states who are not currently a member of the Compact and the second survey will be sent to the two-member states who have delayed implementation.

- The IMLCC Annual Report is in the final stages and once completed will be made available on the webpage only with no copies to be printed.

**Personnel Committee Report**  
*Commissioner McSorley (AZ)*

- The committee is still forming and will be meeting soon.

**Bylaws and Rules Committee Report**  
*Commissioner Martinez (MN)*

- The committee has determined that its agenda can best be met by dividing into subcommittees. Subcommittee A will be reviewing IMLC Bylaws Section 8 and Subcommittee B will be reviewing IMLC Bylaws Section 9. IMLC Bylaws Section 10 relating to complaints and investigations will be considered with the Technology Committee involvement.

**Audit Committee Report**  
*Commissioner Simons (WI)*

- The committee is still forming and will be meeting soon.

**Correspondence and Miscellaneous business**  
*Chairman Bowden (IA)*

- Advocacy work continues in coordination with the Federation of State Medical Boards (FSMB), especially in the states of Maryland, Michigan and Vermont, and the territory of Guam.
- The chair took part in a conference call with legislators and interested parties from the state of Hawaii.

**Public Comments**  
*Chairman Bowden (IA)*

After a request by the chair for public comments, none were provided.

**Adjournment**  
*Chairman Bowden (IA)*

There being no further business, the meeting was adjourned at approximately 4:48 PM Eastern Time.