

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

May 15, 2018

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:00 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 Bohnenblust (WY) - Chair of Technology Committee
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee
Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner Simons (WI) - Chair of the Audit Committee

Members Absent

Commissioner McSorley (AZ) - Chair of Personnel 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

Tyler Klatt, South Dakota; 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 BOHNENBLUST (WY), TO APPROVE THE AGENDA FOR THE MAY 15, 2018 EXECUTIVE COMMITTEE MEETING.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from the May 1, 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 SIMONS (WI), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE MINUTES FROM THE MAY 1, 2018 EXECUTIVE COMMITTEE MEETING, AS CORRECTED.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

No report at this time, comments in the Executive Committee Tasks part of the agenda.

Audit Committee
Commissioner Simons

The committee is recommending that the Commission retain the services of CliftonLarsonAllen to perform the audits of the Commission for FY2017, FY2018, and FY2019.

Bylaws Committee
Commissioner Martinez (MN)

The committee has changed its meeting format and will resume regular meetings now that most states' legislative sessions have ended. The committee will be focusing on the work needed for Section 8, 9 and 10 of the IMLC Compact Law.

Budget Committee
Commissioner Maresh (WA)

A general report of the financial status and bank accounts. Working with the Technology Committee regarding an amendment to the proposed FY2019 budget to increase line item 1206 from \$2,000.00 to \$5,500.00. A final determination on how to proceed will be made prior to the meeting and the Commissioners notified as soon as possible but no later than Wednesday.

Final Review of the FY2019 Proposed IMLCC Budget
Commissioner Maresh (WA)

The proposed FY2019 IMLCC Budget was reviewed and discussion was held, including a proposed amendment from the Technology Committee to increase line item 1206 from \$2,000.00 to \$5,500.00. The Executive Committee members expressed their appreciation to the Budget Committee for their diligent and hard work.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER MARESH (WA), TO RECOMMEND THE APPROVAL OF THE PROPOSED FY2019 BUDGET TO THE IMLCC FULL COMMISSION AND TO SUPPORT THE PROPOSED AMENDMENT FROM THE TECHNOLOGY COMMITTEE.

MOTION PASSED

UNANIMOUS

Communications Committee
Vice Chair Shepard (WV)

The committee is working on a Freedom Of Information Act (FOIA) request policy and is waiting for input from Legal Counsel. Commissioner Marquand (MT) has requested that the committee gather forms used by other member states to document the "25% Rule" found in IMLCC Rule Chapter 4, Section 4.3(a)(2), which used by State of Principal Licensure (SPL) to determine eligibility, so that they can be shared among the member boards. The Executive Director and Vice Chair Shepard will meet off-line to discuss this request.

Personnel Committee
Executive Director Smith

The committee is continuing its work regarding personnel policies and workloads.

Technology Committee
Commissioner Bohnenblust (WY)

The committee has determined that changing vendors is the best course of action. This does not require an increase in the spending authorization and is within the authority granted by the Commissioners in the February 2018 meeting. The committee is meeting regularly.

Executive Director Update
Secretary Smith

- The States of Vermont and Maryland have now joined the compact. The on-boarding process has started.
- Work continues to finalize the FY2019 budget and to translate the FY2018 expenses into the new format for the Budget Committee to review. Financial statements for the FY2018 budget year are being developed in anticipation of having an audit firm approved by the Full Commission on Friday.

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

- The Chair determined it was necessary to create an Ad-hoc group to assist the Personnel Committee in its work to develop personnel policies and workload assignment. The Chair appointed Commissioners McSorley, Bohnenblust and Shepard to the group. The Ad-hoc group is charged with preparing recommendations for review by the Executive Committee and the Personnel Committee. Once the Ad-hoc group has completed its work, it is anticipated that an Executive Taskforce will be needed to act on the recommendations.
- The Ad-hoc group has completed its work on the Advisory Opinion request by the Arizona Medical Board regarding the ACGME question. It was determined that an Advisory Opinion will not be issued as the applicant met the requirements and a letter would be provided to the Arizona Medical Board regarding the findings. The letter would be used as an educational document. A draft was provided to the members for their review prior to the meeting.

Draft Advisory Opinion Letter
Chairman Bowden (IA)

The draft letter was reviewed and discussed by the committee. The Ad-hoc group determined that an Advisory Opinion was not warranted. A response letter was prepared to provide information to the Arizona Medical Board and to be used as an educational tool when questions on this matter were raised.

MOTION

MOVED BY COMMISSIONER MARESH (WA), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE LETTER, THAT IT BE ISSUED, AND MADE PUBLICLY AVAILABLE.

MOTION PASSED

UNANIMOUS

New Business
Chairman Bowden (IA)

None at this time.

Public Comment
Chairman Bowden (IA)

The chair provided an opportunity for public comment. No comments were provided.

Adjournment
Chairman Bowden (IA)

There being no further business, the meeting was adjourned at 3:58 PM Eastern Time.