

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

June 26, 2018

DRAFT

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:04 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) - Commission Vice Chair
Commissioner Bohnenblust (WY) - Chair of Technology Committee
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee
Commissioner Marquand (MT) - Chair of Communications Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
Commissioner Simons (WI) - Chair of the Audit Committee

Members Absent

Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee
Vacant - 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

Approval of agenda

Chairman Bowden (IA)

The standard agenda for the executive committee was presented by Chairman Bowden (IA).

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE AGENDA AS PRESENTED.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the June 26, 2018 meeting were provided to the members prior to the meeting for their consideration. No action was taken and these minutes will be reviewed for approval at the next meeting.

Chair Report

Chairman Bowden (IA)

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

Vice Chair Report

Vice Chair Shepard (WV)

No report at this time.

Audit Committee*Commissioner Simons (WI)*

The Letter of Engagement has been signed and the committee is ready to begin its work.

Bylaws Committee*Commissioner Martinez (MN)*

Progress continues with projects assigned to members to report back at the next meeting with a target of possible rulemaking at the November 2018 commission meeting.

Budget Committee*Commissioner Maresh*

- Working on the actions items from the last committee meeting, specifically; establishing a meeting schedule, and reviewing the requirements to bid on federal grants.
- Work continues with Altruic Advisors to prepare the books for the FY2017 audit.
- Creating a clear process for the hand-off to the next treasurer.

Communications Committee*Commissioner Marquand (MT)*

- Vice Chair Shepard welcomed Commissioner Marquand as the new chair of the committee.
- The committee will be meeting in early July with first priorities on the New Commissioner Briefing Book and the Record Retention and Reporting draft policy.

Personnel Committee*Commissioner McSorley (AZ)*

The committee is working with the Ad Hoc group to develop a reporting structure and defining the duties of the Executive Director.

Technology Committee*Commissioner Bohnenblust (WY)*

- The Data Management System is close to being completed and implemented, target date is mid-July 2018.
- The Data Management System is “cloud-based” and HIPAA compliant.
- Ms. Bowling will be attending the Kansas Board of Healing Arts Licensing summit next week. The summit will be a model for future regional meetings.

Executive Director Update*Executive Director Smith*

- Conference calls were held with the Vermont Board of Medical Practice and the District of Columbia Board of Medicine to begin the on-boarding process. Vermont has a delayed implementation of January 2020 and the DC board is hoping to implement in the Fall of 2018.
- The Letter of Engagement has been signed with CliftonLarsonAllen and the requirements to start the FY 2017 audit have started.
- The IMLCC annual meeting in November site is yet to be finalized. The final location decision will be completed no later than mid-July.

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

- Vice Chair Shepard is heading the Ad Hoc committee to provide recommendations regarding the IMLCC personnel and the Executive Director’s duties. The committee is expected to have recommendations that will be discussed at the next Executive Committee meeting.
- Chairman Bowden has completed Commissioner Outreach project of contacting all the member boards that are in the process of implementing the IMLCC process, with the following progress
 - The Vermont Board of Medical Practice is planning to appoint a non-voting delegate. A letter has been sent to Governor Phil Scott requesting that David Herlihy, the board’s executive director, be appointed to that position.
 - The Guam Board of Medical Examiners is expected to name their commissioners shortly.

- The Tennessee Board of Medical Examiners is in the process of determining the commissioners to represent the state.
- The Pennsylvania State Board of Medicine and State Board of Osteopathic Medicine are working with the Governor's office to determine the commissioners to represent the state.
- The District of Columbia Board of Medicine has made the recommendations for commissioners to the Mayor and expects the nominations to be finalized shortly.
- With the assistance of the Communications Committee, the chair will continue to contact non-member states with a request that they consider appointing non-voting delegates in order to gain a better understanding of the IMLCC.

New Business

Chairman Bowden (IA)

- A general discussion was held regarding the importance of maintaining a common understanding of the IMLCC process and ensuring that the member states have a common understanding of the process and applicant requirements. No action was taken and the committee determined this topic should be an agenda item at future meetings.
- A general discussion was held regarding the staff workloads and expectations of the Executive Committee of staff. No action was taken but the discussion was expected to continue after the Ad Hoc group's report at the next meeting.

Commissioner Comments

Chairman Bowden (IA)

A question was raised regarding how to start the conversation regarding the State of Principal Licensure (SPL) review and how the commission should address member boards who appear to deviate from the accepted process. After discussion, it was determined that this item should be placed on the November commission meeting as an agenda item.

Public Comments

Chairman Bowden (IA)

The chair opened the meeting to members of the public, no comments were provided.

Adjournment

Chairman Bowden (IA)

There being no further business, the meeting was adjourned at 4:00 PM Eastern Time.