

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

July 10, 2018

MEETING MINUTES

Call to Order

Commissioner Shepard (WV)

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 Vice Chair Shepard (WV).

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Members Present

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 Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
Commissioner Simons (WI) - Chair of the Audit Committee

Members Absent

Commissioner Bowden (IA) - Commission Chair
Vacant - Immediate Past Commission Chair

Staff Present

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

Other commission members and members of the public

Liz, CompHealth; Tyler, SDBMOE

Approval of agenda

Vice Chair Shepard (WV)

The standard agenda for the executive committee was presented by Vice Chair Shepard (WV). A request was made to amend the agenda to include a motion from the Technology Committee.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARESH (WA), TO APPROVE THE AGENDA AS AMENDED.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the June 12, 2018 and June 26, 2018 meeting were provided to the members prior to the meeting for their consideration. A correction was made regarding the Audit Committee report and accepted to the June 26, 2018 minutes.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE JUNE 12, 2018 MINUTES AS PRESENTED.

MOTION PASSED

UNANIMOUS

MOTION

MOVED BY COMMISSIONER MARQUAND (MT), SECONDED BY COMMISSIONER SIMONS (WI), TO THE JUNE 26, 2018 MINUTES AS CORRECTED.

MOTION PASSED

UNANIMOUS

Chair Report*Chairman Bowden (IA)*

The chair was absent.

Vice Chair Report*Vice Chair Shepard (WV)*

The Vice Chair reported that the Commissioner Bowden will be absent for 2 to 3 weeks, pending a matter before the Iowa Board Medicine. Commissioner Bowden has provided instruction to the Executive Director that Commissioner Shepard will act as the chair in accordance to IMLCC Bylaws, Article III, Section 3 during his absence. The Iowa Board of Medicine has confirmed that Commissioner Bowden continues his appointment to the IMLCC as a commissioner from Iowa. After discussion, it was determined that it would not be appropriate to take action regarding Commissioner Bowden's position as Chair until the matter has been resolved at the Iowa Board of Medicine or Commissioner Bowden submits his resignation.

Audit Committee*Commissioner Simons (WI)*

The committee will be meeting to review the work from the audit firm, expected to be provided in a draft form late August/early September. The audit firm intends to review statements from the IMLCC CPA firm (Altruic Advisors) as its method of review.

Bylaws Committee*Commissioner Martinez (MN)*

- The committee will be meeting on July 11, 2018 to prepare possible rulemaking action, to be held either during the August or November 2018 commission meeting.
- Several issues are on the agenda, including developing and standardizing the 25% rule for State of Principal License (SPL) qualification. Commissioner Martinez noted that Commissioner Farrelly (MD) has taken a leadership role in the process.

Budget Committee*Commissioner Maresh*

- A report regarding the status of the IMLCC bank accounts was provided.
- The IMLCC has applied with the Federal government with the intention of applying for grants that would be appropriate to the IMLCC's mission and purpose.
- A report was provided regarding the number of applications received and licenses issued for FY2018.

Communications Committee*Commissioner Marquand (MT)*

- The committee will be meeting on July 12, 2018 with the intention of revising the New Commissioner Handbook and finalizing the IMLCC position regarding requests for information from the public.

Personnel Committee*Commissioner McSorley (AZ)*

No report at this time.

Technology Committee*Commissioner Bohnenblust (WY)*

- The data import is complete into the data management system. The next steps are to complete the data corrections and to complete the internal security framework. The internal framework will allow the State of Principal license to view all licenses issued via the Letter of Qualification (LOQ) and each member state/board will be able to view the licenses issued by their board. The data correction process is estimated to be a 2 to 3 week project involving approximately 600 corrections. The Technology Committee made a motion to request

that the Executive Committee authorize the retention of a temporary employee to complete the work under the supervision of the Technology Committee Chair and Wanda Bowling, Project Manager. The motion was discussed and it was determined that the Executive Committee would consider the motion and approve the expenditure of commission funds as outlined in IMLCC Policy #3 - Policy on Executive Committee Spending Authority. Additional expenditure requests, should the project expenses exceed the estimate, would be brought to the Executive Committee for action.

MOTION

MOVED BY THE TECHNOLOGY COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO AUTHORIZE RETAIN THE SERVICES OF A TEMPORARY WORKER FOR THE PURPOSES OF DATA CORRECTIONS AS DIRECTED BY THE TECHNOLOGY COMMITTEE CHAIR AND THE IMLCC PROJECT MANAGER. AND FURTHER AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND UP TO AN AMOUNT NOT TO EXCEED \$2,000.00 TO PAY FOR SUCH SERVICES.

MOTION PASSED

UNANIMOUS

Executive Director Update
Executive Director Smith

- Working on a draft Refund Policy to be provided for consideration and approval in the near future.
- A notice will be placed on the IMLCC webpage regarding processing expectations.
- Finalizing the site for the IMLCC commission meeting in November. The primary site is Denver, Colorado and the secondary site is Phoenix, Arizona. A report is to be provided at the next Executive Committee meeting.

Executive Committee Tasks/Special Projects
Vice Chair Shepard (WV)

- Vice Chair Shepard is the 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.
- The Bylaws and Rules Committee and the Technology are working together to ensure that the IMLCC rules and policies match the system abilities.

New Business
Vice Chair Shepard (WV)

There were no items.

Commissioner Comments
Vice Chair Shepard (WV)

A question was raised regarding providing a general statement to the IMLCC commissioners regarding Commissioner Bowden’s situation. After discussion, it was determined that the meetings from this meeting were an appropriate summary of the situation and no further action would be taken until the matter is resolved.

Public Comments
Vice Chair Shepard (WV)

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

Adjournment
Vice Chair Shepard (WV)

There being no further business, the meeting was adjourned at 4:03 PM Eastern Time.