

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

July 24, 2018

MEETING MINUTES

Call to Order

Commissioner Shepard (WV)

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 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

Members Absent

Commissioner Bowden (IA) - Commission Chair
Commissioner Simons (WI) - Chair of the Audit Committee
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; Trisha, Radiologic Inc.

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 add three items for discussion:

1. The proposed Rule change to IMLCC Rule, Chapter 4 during the Bylaws and Rules Committee Report,
2. The ad hoc report regarding the executive director job duties during the Subcommittee or Special projects report, and
3. The draft Advisory Opinion 7-2018.

MOTION

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

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the July 10, 2018 meeting were provided to the members prior to the meeting for their consideration. A correction was made regarding the Budget Committee report and accepted to the June 26, 2018 minutes.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE THE JULY 10, 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. The matter is expected to be resolved at its meeting on July 26, 2018. Following discussion, it was determined that until the Iowa Board takes action on this matter, the Executive Committee of the IMLCC will take no action. The committee members expressed a strong desire to hold a Special meeting on Tuesday, July 31, 2018 at 3:00 pm Eastern time if appropriate and not delay the matter until the next regularly scheduled meeting.

Audit Committee*Executive Director Smith*

A list of documents required to initiate the FY2017 (July 1, 2016 to July 31, 2017) has been provided from the audit firm, CliftonLarsonAllen, LLC. Work on gathering the documents has started with the IMLCC's CPA firm, Altruic Advisors

Bylaws Committee*Commissioner Martinez (MN)*

The committee is seeking input from member boards regarding IMLCC Rule, Chapter 4, Section 4.3(a)(2), including documents obtained and validation process used.

Budget Committee*Commissioner Maresh*

A report regarding the status of the IMLCC bank accounts was provided.

Communications Committee*Commissioner Marquand (MT)*

The committee met on July 12, 2018 to divide the review and drafting process for the IMLCC Commissioner Handbook and the draft IMLCC record and document disclosure policy. The committee will be meeting on August 2nd to continue the work.

Personnel Committee*Commissioner McSorley (AZ)*

The committee has been working with the ad hoc group to create a contract and statement of work for the executive director position. The work brings the into alignment with the expectations of a contract position. The committee is committed to continuing the process of contracting for staff positions rather than becoming an employer.

Technology Committee*Commissioner Bohnenblust (WY)*

- The work continues on the Data Management System, with live testing starting next week.
- The system "bugs" are being located and resolved. They continue to decrease as the implementation process progresses.
- The committee will be coordinating with the Bylaws and Rules Committee to ensure that the IMLCC rules and policies match the system abilities.

Executive Director Update*Executive Director Smith*

- 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 heading the Ad Hoc committee to provide recommendations regarding the IMLCC personnel and the Executive Director's duties. The Ad Hoc committee provided a report and

- recommendation for consideration by the Executive Committee. A general discussion was held including new requirements to establish regular business hours, authorization to the executive director to offer a contract for administrative work and changing the executive director’s contract from an hourly payment process to an established weekly amount with a Statement of Work governing performance.
- A review and discussion was held regarding the draft IMLCC Advisory Opinion 7-2018. The document was considered an attorney-client protected document and was provided to Executive Committee members only. After discussion, it was determined that the ad hoc group that helped formulate the draft document should re-convene with the purpose of making changes to the proposed document and provide revised document at the next Executive Committee meeting.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO ACCEPT THE AD HOC COMMITTEE REPORT AND RECOMMENDATIONS.

MOTION PASSED

UNANIMOUS

New Business

Vice Chair Shepard (WV)

There were no items.

Commissioner Comments

Vice Chair Shepard (WV)

No comments were provided.

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 4:20 PM Eastern Time.