

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

**Conference Call
September 18, 2018
MEETING MINUTES**

Call to Order

Chairwoman Shepard (WV)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 2:59 PM, Eastern Time via conference call and was called to order by Chairwoman Shepard (WV).

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Members Present

Commissioner Shepard (WV) - Commission Chairwoman
Commissioner Bohnenblust (WY) - Vice Chair and 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

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

Tyler Klatt, SDBMOE

Approval of agenda

Chairwoman Shepard (WV)

An agenda for the executive committee was presented by Chair Shepard (WV).

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 August 21, 2018 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE AUGUST 21, 2018 MINUTES AS PRESENTED.

MOTION PASSED

UNANIMOUS

Chair Report

Chairwoman Shepard (WV)

No report at this time.

Vice Chair Report

No report at this time.

Vice Chair Bohnenblust (WY)

Audit Committee
Commissioner Simons (WI)

Work has started on the FY2017 audit.

Bylaws Committee
Commissioner Martinez (MN)

- The rulemaking information is on the IMLCC webpage and is the public comment period is open.
- The committee will be meeting in October to prepare a final draft rule for publication and consideration at the November 2018 commission meeting.

Budget Committee
Commissioner Maresh

- The reserve funds authorized by the commission have been created - \$250,000 in a general reserve fund and \$10,000 in the IT reserve fund.
- Working to close the books for FY2017 so that the audit can get started. Already working on closing the books for FY2018.
- A budget monitoring document has been developed and the information is being populated.

Communications Committee
Commissioner Marquand (MT)

- The New Commissioner Handbook has been completed and is being provided to new commissioners.
- Dr. Gall (IA) and Dr. Zanolli (TN) have been added to the commissioner roster.
- The committee discussed how best to approach issues between member boards or when a person/organization brings up an issue about a member board. The interim approach is to have these situations handled by the Communications Committee Chair. This approach will allow the situations to be tracked, monitored, and resolved.
- The Policy on Information Requests draft has been completed and the committee requests that Executive Committee recommend that it be adopted and that it be approved at the November 2018 commission meeting.

MOTION

MOVED BY COMMUNICATIONS COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, FOR THE EXECUTIVE COMMITTEE TO RECOMMEND THAT THE DRAFT "IMLCC-POLICIES - POLICY ON IMLCC RECORDS & INFORMATION REQUESTS" BE CONSIDERED AT THE NOVEMBER IMLCC COMMISSION MEETING AND THAT THE MEMBERS ADOPT THE POLICY AS PRESENTED.

MOTION PASSED

UNANIMOUS

Personnel Committee
Commissioner McSorley (AZ)

The committee continues its work on the contract for the IMLCC Executive Director. The committee has additional issues to be address prior to the contract being finalized.

Technology Committee
Commissioner Bohnenblust (WY)

No report at this time.

Executive Director Update
Executive Director Smith

- Two system processes are in their final phase and will be completed in the next several weeks:
 - Re-application for an LOQ
 - Re-designation of the SPL

- A notice will be sent to commissioners regarding the November meeting and will include a "Travel Request" form to track estimated expenses.
- A temporary employee has been hired using Express Employment Professionals.
- The IMLCC will keep business hours from Noon to 4 PM Eastern time, Monday to Friday. The IMLCC has a phone number for customer service issues - 720-621-9464.
- A rumor has been started that the IMLCC will be doing an audit of physicians' on-going eligibility. The rumor is not true, and a response has been provided to member boards.
- The state of Tennessee will become an active member board on January 1, 2019.

Executive Committee
Tasks/Special Projects

Chairwoman Shepard (WV)

The ad hoc committee formed to address the role of the State of Principal License (SPL) and the Letter of Qualification (LOQ) completed its work and presents Advisory Opinion 09-2018 for consideration by the Executive Committee. After review and discussion of the document with changes to sentence structure and spelling in order to provide clarity to the issue and instructions, the chair called for a motion.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER SIMONS (WI), ADOPT ADVISORY OPINON NUMBER 09-2018 AS AMENDED.

MOTION PASSED

WITH COMMISSIONER MARQUAND RECUSING

New Business

Chairwoman Shepard (WV)

Members were asked to start the process of thinking about the transition of the organization from a "start-up/proof-of-concept" to a professional, established organization. Discussion about expanding capacity, staffing, and organizational structure will be added to the agenda for the November 2018 commission meeting.

Commissioner Comments
Chairwoman Shepard (WV)

No comments were provided.

Public Comments

Chairwoman Shepard (WV)

No comments were provided.

Adjournment

Chairwoman Shepard (WV)

There being no further business, the meeting was adjourned at 4:07 PM Eastern Time.