

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call  
December 11, 2018

**DRAFT**  
**MEETING MINUTES**

**Call to Order**  
*Chairman Simons (WI)*

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 Simons (WI).

**Roll Call**  
*Secretary Smith*

The roll was called, and a quorum was established.

**Members Present**

Commissioner Simons (WI) - Commission Chair  
Commissioner Brunson (MS) - Commission Vice Chair  
Commissioner Shepard (WV) - Commission Past Chair  
Commissioner Cousineau (NV) - Treasurer and Chair of the Budget Committee  
Commissioner Zanolli (TN) - Chair of the Audit Committee  
Commissioner Marquand (MT) - Chair of the Communications Committee  
Commissioner McSorley (AZ) - Chair of the Personnel Committee  
Commissioner Bohnenblust (WY) - Chair of the Technology Committee

**Members Absent**

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

**Staff Present**

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

**Other commission members and members of the public**

Elizabeth Larson, MN Board

**Approval of agenda**  
*Chairman Simons (WI)*

An agenda for the executive committee was presented by Chair Simons (WI).

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER BRUNSON (MS), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**  
*Executive Director Smith*

The minutes from the October 30, 2018 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER ZANOLLI (TN), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE OCTOBER 30, 2018 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

**Audit Committee**  
*Commissioner Zanolli (TN)*

The audit engagement letter has been received and the audit has begun. The report from the auditor is expected in mid-January 2019.

**Bylaws Committee**

*Commissioner Martinez (MN)*

Commissioner Martinez was absent and no report was provided.

**Budget Committee**

*Commissioner Cousineau (NV)*

- Provided an update of the balances on the Chase Bank account.
- Requesting that the executive director position be changed from part-time to a full-time. Funds exist in the IMLCC’s account and the change was included in the FY2019 budget.
- A review was underway regarding arrangements for the IMLCC’s physical office space in Littleton, Colorado with the intention of assuming the lease or providing compensation for its use.
- The project regarding the process by which member boards are paid is underway.
- The committee is requesting information regarding the renewal process.

**Communications Committee**

*Commissioner Marquand (MT)*

- The committee has begun the work of reviewing the IMLCC webpage. A list of suggested changes and comments is being compiled.
- The committee is reviewing the webpages of the member boards with the following as a review guide:
  - Does the webpage have a dedicated IMLCC area?
  - Are the IMLCC commissioners from that member board’s state identified?
  - Is there a link to that member board’s state statute that implemented the IMLCC?
  - Is there a link to the IMLCC webpage?
- An informational primer is being developed which would be made available to member boards. The intention is to provide a guide of next steps for a member board to follow after the enacting legislation has passed. A draft will be available for review at the January 2019 meeting.
- A draft of the FY2018 IMLCC Annual report was made available for review prior to the meeting. The Communications Committee recommends that the Executive Committee accept the report, so that it can be published and distributed. A discussion about the document was held.

MOTION

MOVED BY COMMISSIONER MARQUAND (MT), A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ACCEPT THE FY2018 IMLCC ANNUAL REPORT AS PRESENTED. TO BE MADE AVAILABLE FOR DISTRIBUTION TO THE PUBLIC AND PUBLICATION ON THE IMLCC WEBPAGE.

MOTION PASSED

UNANIMOUS

**Personnel Committee**

*Commissioner McSorley (AZ)*

- The committee is finalizing 3 projects with the goal of being complete by the end of the calendar year:
  - Creating a performance review process for employees and contractors.
  - Creating an organizational chart with a reporting structure included.
  - Finalizing a contract which will change the executive director position from part time to full time.

**Technology Committee***Commissioner Bohnenblust (WY)*

- The Data Management System (DMS) architecture and penetration testing continue with a report due before the end of the calendar year.
- The online renewal process is being refined to include payment tables.
- The primary focus is going live with the DMS as soon as possible.
- The contract with DocuSign is coming up for renewal. The contract will be extended for another 12 months.

**Executive Director Update***Executive Director Smith*

- The executive director and past chair Shepard attended and spoke about the IMLCC at the Council of State Government's (CSG) Annual Conference in Cincinnati on December 8, 2018
- The executive director participated and spoke at the Indiana Compact Learning Summit in Indianapolis, IN on December 11, 2018.
- A report of the expenses for the IMLCC Annual meeting were provided. The meeting had a budget of \$41,000.00. To date the expenses for the meeting have totaled \$31,946.98 with an estimated \$3,000.00 of commissioner travel reimbursement to be paid.
- The full commission meeting and executive committee dates for 2019 have been published on the IMLCC webpage.
- The FY2017 IMLCC audit is progressing. All requested documents have been provided and a final discussion regarding controls is scheduled for Friday, December 14, 2018
- There appear to be 8 states that are considering introducing legislation to join the IMLCC in 2019.

**Executive Committee****Tasks/Special Projects***Chairman Simons (WI)*

1. The executive director indicated that a situation has developed where it appears that a member board has declined to issue a license to an eligible applicant based only state-based requirements, in violation of that state's compact legislation. The executive director requested that the Chair form an ad hoc committee to investigate the matter with the IMLCC's legal counsel as allowed by IMLCC Statute, Section 11(l) and IMLCC Bylaws, Section 3(a). The ad hoc committee would meet as a closed committee under the provisions of attorney-client privileged communication as allowed by IMLCC Statute, Section 11(h)(2). The chair created an ad hoc committee and appointed four (4) members:

- Chairman Simons (WI)
- Vice Chair Brunson (MS)
- Past Chair Shepard (WV)
- Commissioner Marquand (MT)

The executive director was instructed to establish the meeting as soon as possible and to act as secretary for the committee.

2. The chair announced that he intends to form "Strategic Planning Committee" to be charged with creating a long-term vision for the IMLCC. The chair will announce the membership of the committee at a future executive committee meeting. The intention is to have membership from the executive committee and other commissioners.

**Commissioner Comments**

*Chairman Simons (WI)*

A question was asked regarding the specific items that were being reviewed by the Communications committee during their review of member board. The answer to the question is included in the Communication Committee report above.

**Public Comments**

*Chairman Simons (WI)*

No comments were provided.

**Adjournment**

*Chairman Simons (WI)*

There being no further business, the meeting was adjourned at 3:57 PM Eastern Time.