

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call
October 30, 2018

DRAFT
MEETING MINUTES

Call to Order

Chairwoman Shepard (WV)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:07 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 at 3:10 PM, Eastern Time.

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 McSorley (AZ) - Chair of Personnel Committee

Members Absent

Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner Marquand (MT) - Chair of Communications Committee
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

None were identified

Approval of agenda

Chairwoman Shepard (WV)

An amended agenda for the executive committee was presented by Chair Shepard (WV), which included a discussion regarding the definition of an "employer" as used in IMLCC Rules, Chapter 4.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), 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 October 2, 2018 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE OCTOBER 2, 2018 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

Audit Committee

Commissioner Simons (WI)

No report at this time.

Bylaws Committee

Commissioner Martinez (MN)

The committee has completed its work for the draft rules and is waiting for the annual meeting.

Budget Committee*Commissioner Maresh*

- Prior to the report, the Chair expressed the appreciation of the Executive Committee to Commissioner Maresh for his efforts in bringing order to the IMLCC Budget process and hard work in making the IMLCC successful. This is Commissioner Maresh's last meeting as an IMLCC Commissioner.
- The FY2017 Financial Statements were reviewed along with the preliminary budget documents from FY2018 and the first quarter of FY2019. A general discussion was held about the reporting format and the positive financial situation. The reporting format will continue to be used and provided to the executive committee as part of the Treasurer's report.

Communications Committee*Commissioner Marquand (MT)*

No report at this time.

Personnel Committee*Commissioner McSorley (AZ)*

No report at this time.

Technology Committee*Commissioner Bohnenblust (WY)*

- The security audit is ongoing and the results are being reviewed.
- The "Re-application" process has been implemented.
- The "Redesignation" process has been implemented and after discussion it was determined that this process will be included in the Technology Committee's update at the annual meeting on November 16, 2018.

Executive Director Update*Executive Director Smith*

- The hotel for the annual meeting final contract has been signed and annual meeting planning is coming together.
- Linda Bell is the IMLCC administrative assistant. She has been doing good work and maintaining the IMLCC office hours of noon to 4 PM, Eastern Time.
- The proposed 2019 meeting dates for the Commission and the Executive Committee were discussed and revised. The final dates will be made available to the IMLCC annual meeting on November 16, 2018.
- As noted earlier, the IMLCC treasurer has resigned the position, effective November 1, 2018. However, due to the short period of time between the resignation and the election of the new IMLCC Treasurer, the Vice Chair will assume the duties.

Executive Committee**Tasks/Special Projects***Chairwoman Shepard (WV)*

The ad hoc committee that reviewed the draft IMLCC Refund committee met and determined that a change to the IMLCC Rules is necessary and the matter will be referred to the Bylaws & Rules Committee for consideration.

New Business*Chairwoman Shepard (WV)*

No report at this time.

Commissioner Comments*Chairwoman Shepard (WV)*

It was consent of the executive committee to cancel the executive committee meeting scheduled for November 13, 2018. The chair indicated that the time would be used to discuss the IMLCC technology changes regarding the "Re-application" and "Redesignation" processes.

Public Comments*Chairwoman Shepard (WV)*

No comments were provided.

Adjournment

Chairwoman Shepard (WV)

There being no further business, the meeting was adjourned at 4:08 PM Eastern Time.