

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

May 18, 2018

MEETING MINUTES

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Call to Order

Chairman Bowden (IA)

The Interstate Medical Licensure Compact Commission convened at approximately 3:01 PM, EST via conference call and was called to order by Chairman Bowden (IA).

Roll Call

Secretary Smith

The roll was called, and a quorum was established at 3:07 PM Eastern Time.

Approval of the Agenda

Chairman Bowden (IA)

The agenda was presented for approval.

MOTION

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

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from the February 16, 2018 meeting ~~was~~~~were~~ provided to the members prior to the meeting for their consideration. The original minutes were corrected to fix spelling and grammatical errors.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER COUSINEAU (NV), TO APPROVE THE CORRECTED IMLCC COMMISSIONER MEETING MINUTES FROM FEBRUARY 16, 2018.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

- The chair welcomed the commissioners to the meeting. The IMLCC is an active and growing organization that is exceeding expectations in growth and outreach. Commissioners were reminded that the IMLCC is a member ~~fan-run~~ organization made up of working committees. Participation is the key to continued success.
- The Executive Director, Marschall Smith, and Program Manager, Wanda Bowling are focused on the day-to-day work and implementing the decisions of the committees. The workload continues to build and expand, especially with the work to implement the Data Management System.

Executive Director's Report

Executive Director Smith

- Legislation to join the Commission is active in 5 states, the District of Columbia and the territory of Guam. It appears that passage of the IMLCC legislation will happen in the District of Columbia, Guam, Maryland and Vermont.
- The next commission meeting is in August.
- Preparation of financial documents continues, and work sessions are on-going with the CPA firm and the audit firm.
- A Press Release is on the webpage that speaks to the application and licensing volume and average processing times. The Press Release was published at the 1-year anniversary of the IMLCC's kickoff in April 2017.

Correspondence*Chairman Bowden (IA)*

No correspondence was received prior to the meeting.

Executive Committee Report*Chairman Bowden (IA)*

The executive committee meets regularly every other Tuesday. The meetings are open to the public and participation is welcomed.

Treasurer's Report*Commissioner Maresh (WA)*

- The IMLCC checking and savings account balance is \$623,441.00 as of the morning of this meeting.
- Working to "close the books" on FY2017 (July 1, 2016 to June 30, 2017) so that the audit can begin.
- The budget committee will begin a regular meeting schedule to monitor progress.
- The IMLCC will be reviewing the requirements to register to apply for Federal grants on its own behalf. Progress and opportunities will be reported to the budget committee for action.

Action Item #1*Commissioner Maresh (WA)*

After the presentation of the IMLC Policy #5 - Policy on IMLCC Reserve Funds and discussion, the motion was put before the commission for a vote.

MOTION

MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE IMLC POLICY #5 AS PRESENTED.

MOTION PASSED

UNANIMOUS

Action Item #2*Commissioner Maresh (WA)*

After the presentation of the proposed IMLCC Fiscal Year 2019 budget and discussion, the motion was put before the commission for a vote.

MOTION

MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE THE PROPOSED IMLCC FISCAL YEAR 2019 BUDGET AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND COMMISSION FUNDS TO MEET THE COMMISSION'S OBLIGATIONS UP TO THE AMOUNT OF \$491,900.00 FOR THE FISCAL YEAR.

MOTION PASSED

UNANIMOUS

Action Item #3*Commissioner Maresh (WA)*

After the presentation of the proposed IMLCC Fiscal Year 2020 budget for specific purpose of creating a planning structure for the Budget Committee's use and discussion, the motion was put before the commission for a vote.

MOTION

MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE THE PROPOSED IMLCC FISCAL YEAR 2020 BUDGET TO BE USED AS A PLANNING DOCUMENT FOR THE DEVELOPMENT OF THE FINAL BUDGET TO BE PRESENTED TO THE COMMISSION FOR APPROVAL PRIOR TO JULY 1, 2019.

MOTION PASSED

UNANIMOUS

Action Item #4*Commissioner Maresh (WA)*

The Budget Committee requests that the commission continue without modification the current fee structure. After discussion, the motion was put before the commission for a vote.

- MOTION
MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO CONTINUE WITHOUT MODIFICATION THE FEES AUTHORIZED IN THE INTERSTATE MEDICAL LICENSURE COMPACT SECTION 6 AND 7 AND ESTABLISHED IN THE IMLC RULE CHAPTER 3 - FEES.
- MOTION PASSED
UNANIMOUS
- Action Item #5**
Commissioner Maresh (WA)
- The Budget Committee requests that the commission continue its position continuing to operate without a member state fee assessment for FY2019. After discussion that included an amendment to the committee's motion to add the words "...and FY2020." which was subsequently withdrawn, the motion was put before the commission for a vote.
- MOTION
MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO NOT IMPOSE AN ASSESSMENT ON MEMBER STATES FOR FY2019.
- MOTION PASSED
UNANIMOUS
- Action Item #6**
Commissioner Maresh (WA)
- The Budget Committee requests that the commission establish a General Reserve Fund in the amount of \$250,000.00 on or before June 30, 2019. After discussion, the motion was put before the commission for a vote.
- MOTION
MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ESTABLISH A GENERAL RESERVE FUND, AS DEFINED IN IMLC POLICY #4, AFTER JULY 1, 2018 BUT BEFORE JUNE 30, 2019 AS DIRECTED BY THE BUDGET COMMITTEE IN THE AMOUNT OF \$250,000.00
- MOTION PASSED
UNANIMOUS
- Action Item #7**
Commissioner Maresh (WA)
- The Budget Committee requests that the commission establish an IT Reserve Fund in the amount of \$50,000.00 no later than FY2024 by setting aside \$10,000.00 per fiscal year for 5 years. After discussion, the motion was put before the commission for a vote.
- MOTION
MOVED BY THE BUDGET COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ESTABLISH AN IT RESERVE FUND, AS DEFINED IN IMLCC POLICY #5, IN THE AMOUNT OF \$10,000.00 PER YEAR FOR FIVE (5) YEARS STARTING IN FISCAL YEAR 2019 AS DIRECTED BY THE BUDGET COMMITTEE FOR THE SPECIFIC PURPOSE OF UPGRADING OR REPLACING THE CURRENT DATA MANAGEMENT SYSTEM.
- MOTION PASSED
UNANIMOUS
- Audit Committee Report**
Commissioner Simons (WI)
- The committee reviewed the proposal from the audit firm CliftonLarsonAllen LLP to provide audit services to the commission for three years. It was noted that this audit firm was the only organization to provide a proposal.
- Action Item #8**
Commissioner Simons (WI)
- After the presentation of the February 5, 2018 proposal from CliftonLarsonAllen LLP to provide professional auditing services and discussion, the motion was put before the commission for a vote.
- MOTION
MOVED BY THE AUDIT COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ENGAGE THE SERVICES OF CLIFTONLARSONALLEN LLP TO PERFORM THE SERVICES OUTLINED IN THE

FEBRUARY 5, 2018 PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES FOR THE COMMISSION.

MOTION PASSED

UNANIMOUS

Action Item #9
Commissioner Simons (WI)

The Audit Committee requests that the commission authorize the executive director to engage CliftonLarsonAllen LLP as the commission’s audit firm and to spend up to \$18,545 over the three-year period of the engagement. Additionally, the Audit Committee requests that the executive director be allowed to spend up to \$2,000.00 of commission funds for additional professional services from CliftonLarsonAllen LLP if required and approved by the Audit Committee. After discussion, the motion was put before the commission for a vote.

MOTION

MOVED BY THE AUDIT COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN AND EXECUTE THE NECESSARY DOCUMENTS TO COMPLETE THE AUDIT ENGAGEMENT AGREEMENT WITH CLIFTONLARSONALLEN LLP AND TO SPEND COMMISSION FUNDS UP TO THE AMOUNT OF \$18,545.00 OVER THE THREE YEARS OF THE ENGAGEMENT AGREEMENT AND TO FURTHER AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND UP TO \$2,000.00 OF COMMISSION FUNDS SHOULD THE NEED FOR ADDITIONAL PROFESSIONAL SERVICES BE REQUIRED AND APPROVED BY THE AUDIT COMMITTEE.

MOTION PASSED

UNANIMOUS

Communications Committee Report
Vice Chair Shepard (WV)

There was no Communications Committee report.

Personnel Committee Report
Commissioner McSorley (AZ)

The committee is working on personnel related action items to be presented at the next commission meeting.

Technology Committee Report
Commissioner Bohnenblust (WY)

Work on the Data Management System is moving forward. The plan calls for the system roll out to happen over the course of the next 3 to 4 weeks.

Bylaws and Rules Committee Report
Commissioner Martinez (MN)

The committee is continuing its work on IMLC Rules - Chapters 7, 8, and 9. The goal is to have a rulemaking hearing at the November 2018 commission meeting.

Correspondence and Miscellaneous business
Chairman Bowden (IA)

- The Chair noted that it was a monumental moment for the commission to develop and approve a budget. It was a clear indicator of the continue growth of the organization.
- The next meeting of the full commission is scheduled for Friday, August 17, 2018. The meeting will be via teleconference. After a request by the chair for public comments, none were provided.

Public Comments
Chairman Bowden (IA)

Adjournment
Chairman Bowden (IA)

There being no further business, the meeting was adjourned at approximately 4:20 PM Eastern Time.