

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

January 15, 2019

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 Zanolli (TN) - Chair of the Audit Committee  
Commissioner Marquand (MT) - Chair of the Communications Committee  
Commissioner Martinez (MN) - Chair of the Bylaws and Rules Committee  
Commissioner Bohnenblust (WY) - Chair of the Technology Committee

Members Absent

Commissioner Cousineau (NV) - Treasurer and Chair of the Budget Committee  
Commissioner McSorley (AZ) - Chair of the Personnel Committee

Staff Present

Marschall Smith, Executive Director and Secretary; Wanda Bowling, Project Manager; Rick Masters, IMLCC Legal Counsel

Other commission members and members of the public

Kim Horvat, AMA; Lee Ann Lau, Commissioner (WI); Sandy Reed, Commissioner (NV)

Approval of agenda

*Chairman Simons (WI)*

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

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

*Executive Director Smith*

The minutes from the December 11, 2018 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER BRUNSON (MS), TO APPROVE THE DECEMBER 11, 2018 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

Audit Committee

*Commissioner Zanolli (TN)*

The FY2017 audit final report is expected shortly. The report will be reviewed by the committee at its January 31, 2019 meeting.

**Bylaws Committee**  
*Commissioner Martinez (MN)*

- The 2019 meetings of the committee are being established, otherwise nothing additional to report.
- Commissioner Marquand (MT) requested that the issue of the “25% rule” be reviewed by the committee to determine if the current definition could be refined. After discussion it was determined that a request for an advisory opinion should be made.

**Budget Committee**  
*Executive Director Smith*

- Provided an update of the balances on the Chase Bank account.
- Commissioner Cousineau (NV) will be visiting the Littleton, Colorado offices to discuss the IMLCC budget and financial recording processes.
- Work has started on preparing to close the IMLCC FY2018 books.
- Invoices are being paid timely and up-to-date.

**Communications Committee**  
*Commissioner Marquand (MT)*

- Documents were provided prior to the meeting, including a report from the committee, the committee’s review of IMLCC member board webpages, and the committee’s review and recommendations on the IMLCC webpage. A general discussion was held.
- A separate discussion regarding the IMLCC webpage was held. The review and recommendations had been provided to the Technology Committee prior to this meeting. The Executive Committee recommends, at the request of the Communications and Technology Committees, that the Technology Committee should be directed to review the recommended changes and recommend to the Executive Committee a process or plan to implement the changes, including the responsibility of initiating the process for retaining the services of a webpage designer, at a future meeting.
- A draft of the New State Primer was made available for review prior to the meeting. The Communications Committee recommends that the Executive Committee accept the New State Primer and that it be distributed to member boards who are joining the IMLCC. 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 NEW STATE PRIMER AS PRESENTED. TO BE MADE AVAILABLE FOR DISTRIBUTION TO MEMBER BOARDS AS THEY JOIN THE COMPACT AND MEMBER BOARDS CURRENTLY PARTICIPATING AS REQUESTED.

MOTION PASSED

UNANIMOUS

**Personnel Committee**  
*Commissioner Reed (NV)*

- Commissioner Reed provided an update on behalf of the committee chair.
- A draft copy of the executive director performance evaluation form was provided prior to the meeting. The document was discussed and after the discussion, the Executive Committee recommended that the committee proceed with its development of a final version.
- The IMLCC contract with Tier Two is due to expire on January 20, 2019. Tier Two is the vendor who provides the services of Wanda Bowling, the IMLCC Project Manager.

MOTION

MOVED BY COMMISSIONER MARQUAND (MT), SECONDED BY COMMISSIONER MARTINEZ (MN), TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT EXTENSION FOR A PERIOD OF THREE MONTHS.

MOTION PASSED

UNANIMOUS

SECOND MOTION

MOVED BY COMMISSIONER MARQUAND (MT), SECONDED BY COMMISSIONER MARTINEZ (MN) TO CHARGE THE PERSONNEL COMMITTEE WITH FINALIZING A POSITION DESCRIPTION FOR THE PROJECT MANAGER POSITION, INCLUDING A RECOMMENDATION OF HOW BEST TO FILL THE POSITION. THE RECOMMENDATION IS TO BE BROUGHT BACK TO THE EXECUTIVE COMMITTEE FOR ACTION.

MOTION PASSED

UNANIMOUS

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

- The Data Management System (DMS) architecture and penetration testing included a security review and a structural review. The review identified potential concerns. The resolution to the concerns has been prioritized and are being addressed.
- The committee is recommending that security and structural reviews be conducted on a regular basis and continue for as a regular part of the committee’s charges.
- The committee is considering a recommendation to the Executive Committee that TopLine, the vendor who performed the reviews, be offered a contract to continue the reviews.
- The redesignation of the SPL process has been completed and is implemented.
- The renewal process is being enhanced.

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

- Four states have introduced legislation to join the IMLCC; Kentucky, North Dakota, New Mexico, and South Carolina
- The requirements and requests for IMLCC customer service have been steadily increasing as the volume continues to grow. Currently able to manage the work and will continue to monitor capacity.
- Working to close the FY2018 books and start the audit for that fiscal year.

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

1. The planning to form the “Strategic Planning Committee” has been started, the committee should begin meeting in February 2019.
2. The

**Closed Meeting**  
*Chairman Simons (WI)*

At 3:33 PM, Eastern time, the Executive Committee determined that it should enter a closed meeting in order to receive legal advice on a report and the findings of the ad hoc committee which met on December 26, 2018. The Closed Meeting ended at 3:58 PM, Eastern Time and the regular meeting resumed at 4:00 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER MARTINEZ (MN) FOR THE EXECUTIVE COMMITTEE TO CLOSE THE MEETING TO THE PUBLIC UNTIL APPROXIMATELY 4:00 PM EASTERN TIME IN ORDER TO RECEIVE LEGAL ADVICE.

MOTION PASSED

UNANIMOUS

**Executive Committee Action**  
*Chairman Simons (WI)*

The Executive Committee has reviewed information regarding the failure to issue a license to two applicants by the South Dakota Board of Medicine and Osteopathic Advisors (SDBMOE). Based on a review of the

information available and after a review of IMLCC statutes, bylaws, and rules, the Executive Committee, as authorized by IMLCC Statute Section 12(d) and Section 18, finds that the SDBMOE is in default in the performance of its obligations and responsibilities under the Compact.

**MOTION**

MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER MARTINEZ (MN) INSTRUCTING THE IMLCC'S LEGAL COUNSEL TO SEND A NOTICE OF DEFAULT TO THE SOUTH DAKOTA BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS.

**MOTION PASSED**

UNANIMOUS

**Commissioner Comments**  
*Chairman Simons (WI)*

1. A concern was noted that the IMLCC did not issue a press release regarding the State of Michigan joining the compact, instead most members learned about this through the FSMB. The commissioners requested that more effort be placed on these types of outreach activities.
2. A request was made to form an ad hoc committee to consider questions regarding issues around how applicants would go about renewal of their SPL and maintaining that relationship. Commissioner Martinez, as chair of the Bylaws and Rules Committee was asked to be a part of the committee as an ad hoc member.

**MOTION**

MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER MARTINEZ (MN) TO FORM AND AD HOC COMMITTEE TO CONSIDER THE RENEWAL ASPECT OF THE IMLCC PROCESS AS IT RELATES TO THE STATE OF PRINCIPAL LICENSE.

**MOTION PASSED**

UNANIMOUS

**Public Comments**  
*Chairman Simons (WI)*

No comments were provided.

**Adjournment**  
*Chairman Simons (WI)*

There being no further business, the meeting was adjourned at 4:39 PM Eastern Time.