

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

April 2, 2019

MEETING MINUTES

Call to Order

Chairman Simons (WI)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:01 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 Martinez (MN) - Chair of the Bylaws and Rules Committee
Commissioner McSorley (AZ) - Chair of the Personnel Committee
Commissioner Bohnenblust (WY) - Chair of the Technology Committee

Members Absent

NONE

Staff Present

Marschall Smith, Executive Director and Secretary; Wanda Bowling, Project Manager (for the open portion of the meeting only); Rick Masters, IMLCC Legal Counsel

Other commission members and members of the public

Mary Leigh Meredith, Alabama State Board of Medical Examiners

Approval of agenda

Chairman Simons (WI)

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

MOTION

MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the March 5, 2019 meeting were provided to the members prior to the meeting for their consideration. The draft minutes were amended to correct spelling and grammatical errors.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER ZANOLLI (TN), TO APPROVE THE MARCH 5, 2019 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

Audit Committee

Commissioner Zanolli (TN)

The plan is to close the FY2018 books and schedule an audit of that fiscal year in late June/early July. The committee will resume its work once

the audit firm begins its work. It is the expectation that the current fiscal year, FY2019, will be closed in August and the audit of that fiscal year will commence shortly thereafter.

Bylaws Committee

Commissioner Martinez (MN)

The committee has requested that the executive committee consider forming a licensing subgroup or committee. After discussion, it was decided to table consideration of the idea and to allow the committee to reconsider the matter at its next meeting.

Budget Committee

Treasurer Cousineau (NV)

- The proposed FY2020 budget was presented and reviewed line item by line item. Justification of assumptions and calculations used to arrive at the expense and revenue items were the primary discussion topics. It was acknowledged the FY2019 is the final year of the initial Health Resources and Services Administration (HRSA) grant and the budget was prepared on the revenue and resources generated by the commission only. However, it was noted that the commission has partnered with the Federation of State Medical Boards (FSMB) to apply for a new HRSA grant that would be awarded in FY2020 for five years at \$250,000 per year, which would allow for the majority of the Technology Committee budget item request to be paid by the grant. The grant award announcement is expected in June 2019.
- A question was raised about the commission's status with the IRS as a governmental instrumentality and if this status is required to be reviewed or renewed. The executive director was charged with working with the IMLCC's attorney to determine appropriate next steps.

Communications Committee

Commissioner Marquand (MT)

- The committee has prepared 3 draft letters to be sent by the commission and the member board. The letters address the requirement to maintain a relationship with the selected State of Principal License (SPL), acknowledgment of the re-designation of the SPL, and the reminder after renewal of maintaining an SPL.
- The 1st IMLCC newsletter is being developed. The intention is to publish quarterly and limit to two pages. The first newsletter's target publication will allow for distribution at the Federation of State Medical Board's (FSMB) annual conference.
- The webpage redesign is moving forward. Wanda Bowling, IMLCC IT Project Manager, is participating in the committee meetings and is acting as the liaison with the web developers.
- The issue of renewal was discussed, especially as it relates to how they should be handled when the physician does not complete the renewal. The issue is complex, so it was determined that the discussion will be continued a future meeting.

Personnel Committee

Commissioner McSorley (AZ)

The committee will resume meeting after the FY2020 budget is approved to start the work outlined regarding the commission's staffing.

Technology Committee

Commissioner Bohnenblust (WY)

- The committee is continuing its work on implementing the new system, security testing and webpage redesign. The web redesign work is being coordinated with the Communications Committee.
- The committee provided a budget request and memo explaining the request prior to the meeting that were discussed and questions were asked. The technology budget requests are a significant increase and represent the process to advance the commission's technology platform to be inline with the processing needs and member board

requirements. The members requested that the committee review the budget request items before the full commission meeting to determine if the cost of some items could be reduced and to expand the justification of the budget request.

Executive Director Update
Executive Director Smith

- Todd Mata has been hired as the IMLCC's bookkeeper. He starts work on Thursday, April 4, 2019.
- The issues being raised by member boards about how to handle unique situations has resulted in creating a "triage" process to determine if the situation should be addressed in a change to the IMLCC Rules if required or if a staff administrative procedure is adequate. A discussion was held regarding the oversight and approval process for staff administrative procedures. Discussion on this item will be continued at a future meeting.
- The contract conversion for Wanda Bowling has been completed. Ms. Bowling is now an independent contractor working directly for the commission as the IT project manager.
- An update on the status of the legislative process was provided.
- The executive director will be taking a vacation starting on May 15, 2019 and concluding on June 3, 2019.
- The next meeting of the full commission is scheduled for Tuesday, April 30, 2019.
- The next meeting of the executive committee is scheduled for May 7, 2019.

Executive Committee Tasks/Special Projects
Chairman Simons (WI)

The "Strategic Planning Committee" has been formed and Commissioner Cousineau has been appointed as chair.

Commissioner Comments
Chairman Simons (WI)

- Commissioner Martinez (MN) provided an update on the Minnesota legislation regarding criminal background checks, which if passed, Minnesota will be able to act as a State of Principal License (SPL).
- Commissioner Zanolli (TN) announced that his term with the Tennessee Board of Medical Examiners is ending on 4/30/2019 and as a result he will no longer be able to serve as an IMLCC commissioner. The chair and commissioners expressed their gratitude for Commissioner Zanolli's service to the IMLCC and hard work as the chair of the Audit Committee.
- Commissioner Brunson (MS) announced that his term with the Mississippi State Board of Medical Licensure will be ending on 5/1/2019 and as a result he will no longer be able to serve as an IMLCC commissioner and will also be resigning his position as the IMLCC Vice Chair. The chair and commissioners expressed their gratitude for Commissioner's Brunson's service to the IMLCC.

Public Comments
Chairman Simons (WI)

No comments were provided.

Closed Meeting
Chairman Simons (WI)

The Executive Committee determined that it should enter a closed meeting in order to receive legal advice on a pending matter. The Closed Meeting started at 4:29 PM Eastern Time and ended at 4:56 PM, Eastern Time.

MOTION MOVED BY COMMISSIONER SHEPARD (WV), SECONDED BY COMMISSIONER MARQUAND (MT) FOR THE EXECUTIVE COMMITTEE TO CONVENE A MEETING CLOSED TO THE PUBLIC SO THAT THE EXECUTIVE COMMITTEE COULD RECEIVE LEGAL ADVICE.

MOTION PASSED UNANIMOUS

Resumption of the meeting open to the public The Executive Committee resumed its business in a session open to the public at 5:00 PM Eastern Time.

Executive Committee Action
Chairman Simons (WI) The Executive Committee reviewed information provided by the attorney representing the South Dakota Board of Medical and Osteopathic Examiners (SDBMOE) regarding a procedural change in the handling of IMLCC applications. The information provided appeared to satisfy the concerns that resulted in the finding SDBMOE in default of its obligations and responsibilities. The committee is requesting that the IMLCC's attorney confirm the information provided with the SDBMOE's attorney and, if validated, to dismiss the legal proceedings as soon as it is appropriate. The commission determined that it would not seek compensation for legal fees that were the result of this matter.

MOTION MOVED BY COMMISSIONER ZANOLLI (TN), SECONDED BY COMMISSIONER BRUNSON (MS), AUTHORIZING THE IMLCC'S ATTORNEY TO TAKE THE APPROPRIATE ACTIONS NECESSARY TO DISMISS THE LEGAL PROCEEDINGS REGARDING THE FINDING OF DEFAULT BY THE SOUTH DAKOTA BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS WITHOUT REQUESTING COMPENSATION FOR LEGAL FEES FROM THE SOUTH DAKOTA BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS.

MOTION PASSED UNANIMOUS

Adjournment
Chairman Simons (WI) There being no further business, the meeting was adjourned at 5:01 PM Eastern Time.