

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

May 7, 2019

**DRAFT**  
**MEETING MINUTES**

**Call to Order**

*Chair 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 Martinez (MN) - Commission Vice Chair  
Commissioner Shepard (WV) - Commission Past Chair  
Commissioner Cousineau (NV) - Treasurer and Chair of the Budget Committee  
Commissioner Zachariah (IL) - Chair of the Audit Committee  
Commissioner Farrelly (MD) - Chair of the Rules and Administrative Procedures Committee  
Commissioner McSorley (AZ) - Chair of the Personnel Committee  
Commissioner Bohnenblust (WY) - Chair of the Technology Committee

**Members Absent**

Commissioner Marquand (MT) - Chair of the Communications Committee

**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**

*Chair Simons (WI)*

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

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes - April 2, 2019**

*Executive Director Smith*

The minutes from the April 2, 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 COUSINEAU (NV), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE APRIL 2, 2019 MINUTES AS AMENDED.

MOTION PASSED

WITH COMMISSIONER ZACHARIAH (IL) ABSTAINING

**Approval of the minutes - April 29, 2019**  
*Executive Director Smith*

The minutes from the Special Executive Committee meeting held on April 29, 2019 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE APRIL 29, 2019 MINUTES.

MOTION PASSED

WITH COMMISSIONER ZACHARIAH (IL) ABSTAINING

**Audit Committee**  
*Commissioner Zachariah (IL)*

- The committee will be meeting soon. It will be the first meeting under the leadership of Commissioner Zachariah.
- The FY2018 audit is scheduled to commence on July 8, 2019.

**Rules and Administrative Procedures Committee**  
*Commissioner Farrelly (MD)*

The committee will be meeting next week. It is the first meeting under the leadership of Commissioner Farrelly.

**Budget Committee**  
*Treasurer Cousineau (NV)*

An update of the available funds was provided.

**Communications Committee**  
*Chair Simons (WI)*

- The committee is requesting approval of 3 letters intended 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 draft letters were made available for review prior to the meeting.

**Approval of the Letters**  
*Chair Simons (WI)*

The letters were reviewed individually, and a discussion was held. Specific comments regarding Letter #2 were provided to correct spelling and improve the grammar of the letter. Several other members provided comments to improve understanding and readability. None of the suggestions impacted the letters or intention in a substantive manner. After discussion, it was decided to approve the letters and authorize the executive director with the assistance of the communications committee chair to compile the suggested corrections and issue the letters in a final form.

MOTION

MOVED BY COMMISSIONER MCSORLEY (AZ), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE DRAFT LETTERS #1, #2, AND #3 AND TO AUTHORIZE THE EXECUTIVE DIRECTOR AS INSTRUCTED TO CORRECT SPELLING AND GRAMMAR ITEMS SUBMITTED PRIOR TO RELEASE FOR DISTRIBUTION.

MOTION PASSED

UNANIMOUS

**Personnel Committee**  
*Commissioner McSorley (AZ)*

- The committee will resume meeting shortly.
- The first agenda item is to complete and distribute the performance evaluation for the executive director.

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

- The committee is working on a plan to implement the approved system items and has begun work with the contractors to start work as soon as possible. The work will be paid by the remaining HRSA grant Year 3 funds.
- The requested study of the system has been submitted and will be discussed as a separate agenda item.
- The work toward implementation continues at a steady pace.

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

- The executive director will be taking a vacation starting on May 15, 2019 and concluding on June 3, 2019. Plans for the payment of invoices and other duties will be finalized and implemented prior to May 15<sup>th</sup>.
- A meeting with the bookkeeper and the Altruic Advisors, IMLCC’s CPA firm, was held last week. The FY2018 revenue sources have been reviewed and tied to their sources in preparation of the July 8, 2019 audit. Work has started on documenting expenses and preparing a draft financial statement. Altruic Advisors has been requested to develop recommendations in two areas:
  - An appropriate general reserve level to be funded and maintained. The current approved general reserve level is \$250,000.00.
  - A recommendation with regard to the handling of funds that have been returned to the applicants. The funds have been returned to applicants for a variety of reasons since the IMLCC started processing applications in April 2017. A general discussion was held regarding the situations where funds have been returned and the amount of funds that have been returned. The issue will be discussed further at the next meeting of the IMLCC Rules and Administrative Procedures Committee.

**Special Project**  
*Chair Simons (WI)*

- A proposal to engage the services of an outside consultant to conduct a review of the IMLCC’s system workflow and technology infrastructure was provided just prior to the meeting and was discussed in detail. Concern was raised that the IMLCC needed to create an RFP or similar process for gathering bids prior to awarding work. The relevance and purpose of the reviewed were considered, including the need that this review be done quickly so as to not interfere with the system implementation scheduled. After discussion, it was determined that the engagement of the outside consultant was appropriate and the contracted amount within the spending authority of the Executive Committee.

**MOTION**

MOVED BY COMMISSIONER FARRELLY (MD), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO AUTHORIZE THE ENGAGEMENT OF AN INDEPENDENT CONSULTANT TO PERFORM A REVIEWE OF THE IMLCC’S WORKFLOW AND TECHNOLOGY INFRASTRUCTURE AND TO FURTHER AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE NECESSARY CONTRACTS AND EXPEND IMLCC FUNDS UP TO THE AN AMOUNT OF \$2,500.00 FOR THIS PURPOSE.

**MOTION PASSED**

WITH COMMISSIONERS BOHNENBLUST (WY) AND ZACHARIAH (IL) VOTING AGAINST THE MOTION.

**Commissioner Comments**  
*Chair Simons (WI)*

- Chair Simons (WI) congratulated Commissioner Martinez (MN) on her election as vice-chair.
- Commissioner Martinez (MN) congratulated Commissioner Farrelly (MD) on assuming the role of Chair of the Rules and Administrative Procedures Committee.
- Chair Simons (WI) congratulated Commissioner Zachariah (IL) on assuming the role of Chair of the Audit Committee.

**Public Comments***Chair Simons (WI)*

No comments were provided.

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

The Executive Committee determined that its next meeting will be Tuesday, June 11, 2019 at 3:00 PM Eastern time. This is a change of the date and notice of the change will be provided on the IMLCC webpage.

**Adjournment***Chair Simons (WI)*

There being no further business, the meeting was adjourned at 3:50 PM Eastern Time.