

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

July 9, 2019

**DRAFT**  
**MEETING MINUTES**

**Call to Order**

*Chair 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 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 Marquand (MT) - Chair of the Communications Committee  
Commissioner McSorley (AZ) - Chair of the Personnel Committee  
Commissioner Farrelly (MD) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Bohnenblust (WY) - Chair of the Technology Committee

**Members Absent**

None

**Staff Present**

Wanda Bowling, Project Manager; Marschall Smith, Executive Director and Secretary;

**Other commission members and members of the public**

None were identified.

**Approval of agenda**

*Chair Simons (WI)*

An agenda for the executive committee was presented by the chair.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The amended minutes from the June 11, 2019 meeting were provided to the members prior to the meeting for their consideration. The draft minutes were amended to include an item from the executive director's report that had been omitted in error.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER ZACHARIAH (IL), TO APPROVE THE JUNE 11, 2019 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

**Administrative Memo #1 on  
the return of funds**

*Chair Simons (WI)*

The members reviewed and discussed the memo regarding the IMLCC administrative process regarding the return of funds to applicants.

MOTION

MOVED BY COMMISSIONER FARRELLY (MD), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE ADMINISTRATIVE MEMO #1.

MOTION PASSED

UNANIMOUS

**Administrative Memo #2 on  
the contracting and payment  
of invoices**

*Chair Simons (WI)*

The members reviewed and discussed the memo regarding the IMLCC administrative process regarding contracting and payment of invoices.

MOTION

MOVED BY COMMISSIONER ZACHARIAH (IL), SECONDED BY COMMISSIONER MCSORELY (AZ), TO APPROVE ADMINISTRATIVE MEMO #2.

MOTION PASSED

UNANIMOUS

**IMLCC office location search**

*Executive Director Smith*

The members reviewed a list of office sites currently under consideration. After discussion, it was determined to place the project on hold.

**IMLCC technology report**

*Chair Simons (WI)*

The members reviewed and discussed the “Review of IMLCC Technology” report that was commissioned by the Executive Committee. A general discussion was held. After the discussion, it was determined that the recommendations, including consideration of retaining a “Technical Advisor”, would be referred to the Technology Committee to be implemented as appropriate.

**Annual Meeting Update**

*Executive Director Smith*

The contract with the meeting site hotel, the Luxor Hotel and Resort, has been signed and the planning continues. The site will have a separate meeting space for each committee during the committee day on Monday, November 18, 2019. An unanticipated expense was the hotel’s requirement of a general business liability insurance policy for the meeting; however, a policy has been obtained at a reasonable cost. Once the hotel provides the web-link for making room reservations, an email will be sent so that travel arrangements can be made.

**Commissioner Comments**

*Chair Simons (WI)*

No comments were provided.

**Public Comments**

*Chair Simons (WI)*

No comments were provided.

**Adjournment**

*Chair Simons (WI)*

There being no further business, the meeting was adjourned at 3:53 PM Eastern Time.