

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call**

June 11, 2019

**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; Rick Masters, IMLCC Legal Counsel; Marschall Smith, Executive Director and Secretary;

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

Liz Nash, CompHealth

**Approval of agenda**

*Chair Simons (WI)*

An amended agenda for the executive committee requesting that the Budget Committee and Technology Committee reports be switched was presented.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The minutes from the May 7, 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 MAY 7, 2019 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

**Audit Committee**

*Commissioner Zachariah (IL)*

The FY2018 audit is scheduled to commence on July 8, 2019.

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

The committee met and reviewed the proposed Administrative Procedures #1, #2, and #3. The committee recommends that these procedures be approved by the Executive Committee. The committee also discussed creating a "Return of Funds" Rule but after discussion, determined that this process should be delegated to the executive director under a policy to be developed for review at the July Executive Committee meeting.

**Approval of Administrative Procedures**  
*Chair Simons (WI)*

The draft "Administrative Procedure #1 - Action steps if LOQ issued in error", "Administrative Procedure #2 - Action steps if a physician fails to maintain the SPL relationship", and "Administrative Procedure #3 - Action steps if IMLCC renewal used by non-IMLCC licensed physician" were provided to the members prior to the meeting. The procedures were reviewed individually, and a discussion was held.

MOTION #1

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE ADMINISTRATIVE PROCEDURE #1 - ACTION STEPS IF LOQ ISSUED IN ERROR.

MOTION PASSED

UNANIMOUS

MOTION #2

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE ADMINISTRATIVE PROCEDURE #2 - ACTION STEPS IF A PHYSICIAN FAILS TO MAINTAIN THE SPL RELATIONSHIP.

MOTION PASSED

UNANIMOUS

MOTION #3

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO APPROVE ADMINISTRATIVE PROCEDURE #3 - ACTION STEPS IF IMLCC RENEWAL USED BY NON-IMLCC LICENSED PHYSICIAN.

MOTION PASSED

UNANIMOUS

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

An update of the available funds was provided.

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

- The committee met last week with Wanda Bowling to continue the work on the webpage design. The next meeting is scheduled for the end of June, during that time the committee with the consultants and Ms. Bowling will have access to testing sites. They are working quickly to keep the project on schedule.
- Commissioner Marquand announced that he will be leaving his position with the Montana Board of Medical Examiners and will also be resigning his position with the IMLCC, effective in September 2019. The chair and members expressed their appreciation for the hard work and dedication to the IMLCC by Commissioner Marquand. It was noted that Commissioner Marquand, as the IMLCC's first Chair, was instrumental in creating the organization.

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

- The committee is meeting on June 12<sup>th</sup> to finalize the performance evaluation for the executive director.

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

- An outside consultant has been retained to review the IMLCC's current technology and the plans for future system development. A report is expected at the end of June 2019.
- The webpage redesign is proceeding on schedule.

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

- The IMLCC annual meeting, scheduled for November 18<sup>th</sup> and 19<sup>th</sup>, is scheduled to be held at the Luxor Hotel in Las Vegas. Commissioner Reed (NV) is finalizing the details with the hotel and a contract is expected in early July.
- The IMLCC's audit for Fiscal Year 2018 has been confirmed with its auditor, CliftonLarsonAllen LLP. Work will start on the audit the week of July 8, 2019.
- The invoice process for payment to member boards is being changed to provide additional accountability. The invoices will be reviewed and authorized for payment by the IMLCC's bookkeeper and the executive director will issue the payment.
- The US Department of Health and Human Services, Health Resources and Service Administration awarded the Federation of State Medical Boards (FSMB) a new 5-year, \$250,000 per year grant starting July 1, 2019. The grant application was prepared and submitted as a joint effort between the FSMB and the IMLCC. The FSMB will be the grant administrator.
- The state legislative season is winding down. The bills to join the IMLCC failed in committee in South Carolina and Florida; however, a bill was introduced in the New Jersey General Assembly in May.
- The search for office space will be initiated in mid-June with a target move in date of August or September 2019.
- The executive director requested authorization to change the hire date of the proposed Customer Service Liaison Manger from January 2020 to August 2019. The request is based on the approved HRSA grant, which will pay for up to \$250,000 worth of IT expenses originally budgeted to be paid from the IMLCC operating budget. The executive committee authorized the change of hire date conditioned on the funds being available in the budget.

**Special Projects***Chair Simons (WI)*

The Strategic Planning Committee has been formed with Commissioner Cousineau as its chair. The committee is expected to begin meeting in the near future.

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

- Commissioner Martinez (MN) announced that the bill which would allow the Minnesota Board of Medical Practice to obtain Criminal Background Information has passed and is expected to be signed by the Governor. This action will allow the board to act as a State of Principal License.
- A general discussion was held regarding the need to the IMLCC to consider a rule or policy regarding the reinstatement of lapsed licenses by member boards. Some boards have specific requirements that must be followed to reinstate a lapsed license, while other board would like to use the IMLCC process to reinstate those licenses. The matter was referred to the Rules and Administrative Procedures Committee.

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

No comments were provided.

**Adjournment**

*Chair Simons (WI)*

There being no further business, the meeting was adjourned at 3:46 PM Eastern Time.