

**INTERSTATE MEDICAL LICENSURE
COMPACT COMMISSION
February 22, 2017
Conference Call Meeting**

The February 22, 2017, conference call meeting of the Interstate Medical Licensure Compact Commission was called to order at 3:00 PM by Chairman Jon Thomas (MN).

Roll Call was completed by Secretary Shepard (WV) with 25 of the 32 appointed commissioners present by conference phone.

Welcome to New Commissioner:

Chairman Thomas welcomed those Commissioners who have been newly appointed and expressed his eagerness to meet face to face at our May meeting of the full Commission.

Agenda:

The agenda, as distributed to commission members, was accepted as presented.

Minutes:

The minutes from the Commission meeting of the December 14, 2016 were presented by Secretary Shepard (WV) and moved for approval. Commissioner Bowden (IA) seconded the motion and the minutes were approved by voice vote as presented. The minutes from the November 7, 2016 conference call meeting were tabled at the December meeting to allow all members time to review them. On a motion from Commissioner Schaecher (UT) and seconded by Commissioner Clark (IA), the November meeting minutes were unanimously approved by voice vote. Those commissioners not present on the November 7, 2016 conference call abstained from voting.

Chairperson's Report:

Chairman Thomas completed and distributed the 2016 Annual Report of the IMLCC for review. He will highlight that report at the face to face meeting of the Commission in May 2017.

Correspondence:

Chairman Thomas (MN) reported no significant correspondence since the last meeting, but a full report will be provided at the May meeting of the Commission.

Committee Reports:

Executive Committee:

The report of the Executive Committee meeting will be reflected in the committee reports to follow.

Budget Committee/Treasurer:

Treasurer Zachariah (IL) reported two expenditures totaling \$48.16 from the Commission's budget. Budget Committee will be meeting prior to the next commission meeting.

Audit Committee:

Nothing new to report. However, a meeting will be convened within the next few weeks to discuss procedures for transferring application fees back to the member states and how the auditing will be carried out.

Interstate Medical Licensure Compact Commission
Meeting Minutes
February 22, 2017

Communications Committee:

A written report was distributed with the briefing book. Included in the report was the Communications Plan, description of the channels of communication for clarity and accuracy of information and the new IMLCC logo drafted and approved by the IMLCC Executive Committee.

Personnel Committee:

In the absence of Chair McSorley (AZ), Commissioner Hansen (SD) presented a job description for the Executive Director position, as recommended by the Executive Committee. On a motion by Commissioner Bohnenblust (WY) and seconded by Commissioner Simons (WI) the job description was approved by unanimous voice vote. A motion from Commissioner Martinez (MN) to market the job description and move forward immediately in the screening and interview process was seconded by Commissioner Templeton (KS) and unanimously passed by voice vote.

The Chair expressed his appreciation to all commissioners for the numerous hours of volunteered time to get the Commission to this place in history. He also recognized the hours of work from Wanda Bowling, Project Manager, Dan Robey, website design and maintenance, Mr. Masters and Mr. Elridge with Council of State Governments and other contracted agencies who have supported the work of the Commission. The secondment agreement for Wanda Bowling's position expired February 17, 2017. The Executive Committee extended that agreement for 90 days to allow the application process testing to continue without interruption.

Technology Committee:

Chairman Bohnenblust (WY) reported on two training webinars conducted by Ms. Bowling on the application routing process with over 60 participants. Through the testing process, some glitches were found within the DocuSign process and those are being corrected. The IMLCC.org webpage is under development and will be used as the launching pad for the application process. It is password protected at this time to protect unauthorized users from entering the system before it goes live.

A survey will be sent out to all Executive Directors of licensing boards and other contacts for the licensing application routing system asking these questions: 1) Are you prepared to serve as the state of principal license; 2) Are you prepared to act as a state member board to receive letters of qualification from a state of principal license; and 3) What is your state's status to conduct a criminal background check as described in the compact language and your level of comfort and confidence in your state legislation authorizing your board to receive those criminal background checks?

Update on FBI and Criminal Background Checks:

Chairman Thomas reported no further progress has been made with the FBI regarding IMLCC member states conducting criminal background checks. Therefore, each member state is being asked to review their current legislative authority and make any necessary changes to meet the FBI's request for proper authority to conduct the background checks. As each state secures the proper vetting from their state legislatures, those regulations will be shared with other member states for likewise action. Commissioner Schneider (IL) requested a training session for member states to understand the question(s) at hand and offer solutions to each member state. The Technology Committee will oversee the production of such a webinar for legal, licensing and administrative staff of each member board within the next few weeks. Also to expedite the process, we will receive a recommendation from the Bylaws/Rules Committee in the following report.

Bylaws/Rules Committee:

The committee recommended the following amendments, policy and emergency rule for consideration of rulemaking. The committee recommends a public hearing for these rule changes be held on March 22, 2017 with public comments accepted until that date. The rules would be presented to the Commission for approval at a 1:00 PM EDT meeting on a March 29, 2017 conference call meeting.

Interstate Medical Licensure Compact Commission
Meeting Minutes
February 22, 2017

- 1) Amendment to Chapter 3 (Fees) and Chapter 5 (Expedited Licensure) for the license renewal process.
- 2) Policy on spending authority of the Executive Committee;
- 3) Emergency Rule relating to criminal background checks which would be effective immediately upon passage and would expire within 180 days at which time the rule making process would be implemented.

Motion to initiate rulemaking on a License Renewal Process was made by the Bylaws Committee and passed unanimously by voice vote.

Motion to approve the Policy on Spending Authority was made by Commission Schaecher (UT) and seconded by Commissioner Simons (WI) with a qualified expenditure of \$5,000. Motion carried by voice vote.

Motion was made by Commissioner Bohnenblust (WY) and seconded by Commissioner Marx (UT) to amend the Emergency Rule to read as follows:

2.6 Federal Criminal Records Check Information
*Communications between a member board and the Commission or between member boards regarding verification of physician eligibility for a Compact license shall not include any information received from the Federal Bureau of Investigation relating to a federal criminal record check performed by a member board **under Public Law 92-544** pursuant to Section 1 of the Compact and rules 5.5(1) "c" and 5.5(2) "b"(2).*

The amendment was accepted by the Bylaws/Rules Committee and recommended for adoption by Chairman Bowden (IA) with a second by Commissioner Bohnenblust (WY). The amended Emergency Rule was unanimously approved by voice vote.

Reports From Supporting Organizations:

There were none.

Public Comments:

There were none.

Final Commission Comments:

In order that travel approval may be initiated by member boards, discussion was held on where the May meeting of the Commission would be held. Both Arizona and Minnesota have volunteered to serve as host states. A decision will be made by the Executive Committee in the near future.

Adjournment:

On a motion by Commissioner Simons (WI) and seconded by Commissioner Goetter (AL) the meeting adjourned at 4:20 PM EST.

Respectfully submitted,

Diana Shepard, CMBE
Commission Secretary