

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call  
September 3, 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 Cousineau (NV) - Treasurer and Chair of the Budget Committee  
Commissioner Zachariah (IL) - Chair of the Audit Committee  
Commissioner Terranova (ME) - 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**

Commissioner Shepard (WV) - Commission Past Chair

**Staff Present**

Wanda Bowling, Project Manager; Rick Masters, IMLCC Attorney, 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 MARTINEZ (MN), SECONDED BY COMMISSIONER ZACHARIAH (IL), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**  
*Executive Director Smith*

The minutes from the August 6, 2019 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE AUGUST 6, 2019 MINUTES.

MOTION PASSED

WITH COMMISSIONER TERRANOVA ABSTAINING

**Communication Committee**  
*Commissioner Terranova (ME)*

The committee expressed its gratitude to Commissioner Marquand for his years of service to the commission and for his dedicated leadership as the commission's first chair and most recently as the chair of the committee.

The committee has been working on several projects:

- IMLCC 2019 Annual Report - with a projected publication date in October. The committee is meeting September 16, 2019 to discuss and finalize.
- Draft IMLCC webmaster policy - developing a policy regarding how the webpage is to be maintained and formatting rules.
- IMLCC Webpage redesign - The Communications committee is working with the webpage designer contractors to finalize the design and content. The webpage will be integrated with the new CRM tool. The goal is to roll out the new webpage at the November 2019 Commissioner meeting.
- IMLCC Newsletter - the most recent version was published in August.

### **Personnel Committee**

*Commissioner McSorley (AZ)*

The committee is working on updating staff job descriptions and the Executive Director's contract. The Executive Director's contract, which expired on August 30, 2019 was extended until the end of September so that the committee could finalize the new contract and Statement of Work (SOW).

### **Technology Committee**

*Commissioner Bohnenblust (WY)*

The committee has been working on several projects:

- Webpage redesign with the Communications Committee and the website development contractors. Still on track for a November 2019 implementation.
- Data tool is being developed with the assistance of several member boards. This is a first part of the new overall system.
- Application tool is being finalized, which will include a process that prevents applicants from proceeding if they answer any of the qualifying questions in a manner that would disqualify them from using the expedited process.
- The IMLCC requested additional information from the member board who requested to do an independent data testing of the new system. The member board has not yet responded to the request.
- The renewal process is being completely revised. A question was raised during the work on the project regarding the appropriate time to validate that an applicant has maintained their relationship with their chosen State of Principal License (SPL). After discussion, the Executive Committee indicated a preference that the verification occur with the renewal of the SPL license and that the commission inquire member boards about the continued eligibility status on a regular basis no more frequently than quarterly.

### **Budget Committee**

*Treasurer Cousineau (NV)*

The Return of Funds report was provided and reviewed.

### **Rules & Administrative Procedures Committee**

*Commissioner Farrelly*

The committee will be meeting next week to consider the Commissioner comments and prepare a draft set of the rules for public comment.

### **Audit Committee**

*Commissioner Zachariah*

The FY2018 audit has started with a draft report expected shortly. Once the draft report is issued the committee will begin meeting to finalize the audit and ensure its publication.

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

An update was provided regarding:

- Oklahoma is planning to go-live in November; however, it will be a split implementation. The Oklahoma Medical Board is anticipated to go live on November 1, 2019 as both an SPL and issuer of licenses. Due to concerns related to the criminal background check authority, the Oklahoma State Board of Osteopathic Examiners is anticipated to go live issuing licenses on November 1, 2019 and will actively work toward becoming an SPL as soon as possible. The anticipated go live dates are subject to change without notice.
- The Commission is scheduled to meet on Tuesday, September 17, 2019 starting at 3 PM Eastern time. A reminder will be sent to commissioners who have not yet RSVP'd to the meeting.
- Preparation for the Commission meeting in November 2019 continues, with the development of the draft agenda being completed in early October. The group block of hotel rooms expires on October 25, 2019.
- A pilot to change the invoice process will be taking place in September and October. The proposed change is for the IMLCC to send an invoice and check on the first working day of each week to the member boards instead of waiting for the member board to invoice the IMLCC for payments.

**Subcommittee or Special Project Reports***Chair Simons (WI)*

- A request for the commission to participate in an independent research project was reviewed and the Executive Committee declined the offer.

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

- Commissioner Terranova sent a letter to the Chair expressing concern about the Executive Committee's authority to act on behalf of the Commission. A discussion was held. After the discussion, the Executive Committee instructed the Executive Director include the issue on the November 2019 Commission meeting for further consideration.
- A discussion was held regarding the recommended process for declining to issue an IMLCC license. Generally, a member board must issue a license after it has received an LOQ and the core data; however, recently a situation happened where the applicant requested a license from a member board when a license had been issued previously. In such situations, the member board should not decline the DocuSign envelop, rather instead of entering a license number and issue date, should not that "No license issued - <REASON>" and approve the envelop. Questions should be addressed to the Executive Director or IT Project Manager.
- A request was made to the Executive Director to develop a "Technical Update" notice to include instructions regarding processing issues like those raised in the previous item.
- The Executive Committee instructed the Executive Director to amend the September 17, 2019 Commission meeting agenda to include a motion recognizing the contributions from Commissioner Marquand.

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

No comments were provided.

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

There being no further business, the meeting was adjourned at 4:21 PM Eastern Time.

