

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

October 1, 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 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 Zachariah (IL) - Chair of the Audit Committee

Staff Present

Wanda Bowling, Project Manager; Rick Masters, IMLCC Attorney, Marschall Smith, Executive Director and Secretary

Other commission members and members of the public

Tyler Klatt, South Dakota Board of Medical and Osteopathic Examiners

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 SHEPARD (WV), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the September 3, 2019 meeting were provided to the members prior to the meeting for their consideration. The minutes were amended just prior to the meeting to correct spelling and grammatical errors that did not impact the substance of the minutes presented.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE AMENDED SEPTEMBER 3, 2019 MINUTES.

MOTION PASSED

UNANIMOUS

Approval of the minutes II
Executive Director Smith

The minutes from the Special Executive Committee meeting on September 23, 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 SEPTEMBER 23, 2019 SPECIAL MEETING MINUTES.

MOTION PASSED

WITH COMMISSIONER BOHNENBLUST ABSTAINING

Communication Committee
Commissioner Terranova (ME)

The committee has been working on several projects:

- IMLCC 2019 Annual Report - The committee is meeting on October 7, 2019 to review the final draft and approve for publication.
- Draft IMLCC webmaster policy will be finalized for consideration at the November 5, 2019 Executive Committee meeting.
- IMLCC Webpage redesign - The Communications committee is working with the webpage designer contractors to finalize the design and content.

Personnel Committee
Commissioner McSorley (AZ)

Negotiations continue on the Executive Director's contract with a special meeting to be scheduled to discuss and consider modifications requested by the executive director. The current contract expired on August 30, 2019 was extended until the end of September and the committee requests that the contract be extended to October 31, 2019 so that the final negotiations can be completed.

MOTION

MOVED BY COMMISSIONER MCSORLEY (AZ), SECONDED BY COMMISSIONER FARRELLY (MD), TO CONTINUE THE EXTENSION OF THE EXECUTIVE DIRECTOR'S CURRENT CONTRACT WITH THE AGREED MODIFICATIONS UNTIL OCTOBER 31, 2019.

MOTION PASSED

UNANIMOUS

Technology Committee
Commissioner Bohnenblust (WY)

The committee has several projects in the pipeline. A presentation during the November 19, 2019 meeting will demo the new IMLCC webpage and discuss the system development process along with the status of the projects.

Budget Committee
Treasurer Cousineau (NV)

The account balances were provided.

Rules & Administrative Procedures Committee
Commissioner Farrelly

The committee will be meeting next week to consider the public comments and finalize the draft review for the rulemaking hearing at the November 19, 2019 commission meeting.

Audit Committee
Commissioner Zachariah

Work on the FY2018 audit continues. Once the FY2018 audit is complete, work will start immediately on the FY2019 audit.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- The Michigan Board of Medicine and the Michigan Board of Osteopathic Medicine and Surgery are active members of the Compact.

- The Guam Board of Medical Examiners is scheduled to go live in this month and the Oklahoma Medical Board and Oklahoma State Board of Osteopathic Examiners are scheduled to go live in November.
- The Rulemaking notice will be posted to the IMLCC webpage and the hearing is scheduled for the November 19, 2019 commission meeting.
- Work continues with the auditors to finalize the FY2018 audit. Most of the effort is focused around assigning revenues and expenses to the correct fiscal year.
- The interviews for the IMLCC Customer Liaison Manager will take place this week. Two candidates have been selected for interviews. The expected hire date is November 1, 2019.
- The IMLCC office space proposal was provided prior to the meeting. The recommended space is 714 usable square feet, located at 5401 S. Prince Street, Office 111, Littleton, CO 80120. The Prince Street Building Tenant Lease was provided to the Executive Committee with a request to authorize the executive director to sign the lease and arrange for the move into the office as soon as possible. Commissioner Farrelly (MD) opposed the decision for the IMLCC to open an office in Colorado.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE LEASE AGREEMENT FOR THE SPACE AT 5401 SOUTH PRINCE STREET, OFFICE 111, LITTLETON, CO 80120 AND TO TAKE THE STEPS NECESSARY TO COMPLETE THE FURNISHING AND MOVE INTO THE OFFICE SPACE.

MOTION PASSED

WITH COMMISSIONER FARRELLY ABSTAINING

Commissioner Comments

Chair Simons (WI)

- A request was made to modify the November 19, 2019 agenda to list the Federation of State Medical Boards update to indicate that the update would be provided as the HRSA Grant Administrator.
- The 2020 meeting dates for the Commission and Executive Committee were approved.
- The Strategic Planning committee and process will kick off at the November 19, 2019 meeting.

Public Comments

Chair Simons (WI)

No comments were provided.

Adjournment

Chair Simons (WI)

There being no further business, the meeting was adjourned at 3:30 PM Eastern Time.