

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

August 21, 2018

**DRAFT**

**MEETING MINUTES**

**Call to Order**

*Chairwoman Shepard (WV)*

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 Chairwoman Shepard (WV).

**Roll Call**

*Secretary Smith*

The roll was called, and a quorum was established.

**Members Present**

Commissioner Shepard (WV) - Commission Chairwoman  
Commissioner Bohnenblust (WY) - Vice Chair and Chair of Technology Committee  
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee  
Commissioner Marquand (MT) - Chair of Communications Committee  
Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee  
Commissioner McSorley (AZ) - Chair of Personnel Committee  
Commissioner Simons (WI) - Chair of the Audit Committee

**Members Absent**

Vacant - Immediate Past Commission Chair

**Staff Present**

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

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

Tyler, SDBMOE

**Approval of agenda**

*Chairwoman Shepard (WV)*

An amended agenda for the executive committee was presented by Chair Shepard (WV).

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE THE AGENDA AS AMENDED.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The minutes from the August 7, 2018 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AUGUST 7, 2018 MINUTES AS PRESENTED.

MOTION PASSED

UNANIMOUS

**Chair Report**

*Chairwoman Shepard (WV)*

- A letter has been mailed to the IMLCC Commissioners reminding them of the importance of attending commission meetings to ensure that a quorum is established and business can be conducted. It will be important to ensure that the November 2018 commission meeting is

well attended as this is a face-to-face meeting with financial consequences if a quorum is not established.

- A taskforce is being appointed to address the issue of determining the differences between a Letter of Qualification and a State of Principal License; how they interact and are different.

### **Vice Chair Report**

*Vice Chair Bohnenblust (WY)*

No report at this time.

### **Audit Committee**

*Commissioner Simons (WI)*

The committee will resume regular meeting once the audit of FY2017 has been completed and a draft report is made available to the committee.

### **Bylaws Committee**

*Commissioner Martinez (MN)*

- IMLCC Rule, Chapter 4, Section 4.3(a)(2) will be place on the November agenda as a rulemaking hearing as a quorum was not established at the August 2018 commission meeting.
- The Minnesota Board of Medical Practice (MN) has been requested to act as the State of Principal License (SPL) for a physician who as asked for a re-designation from their original SPL. MN is currently unable to act as an original SPL due to the inability to obtain criminal background information. However, it was determined that MN can act as the SPL in a re-designation situation as a criminal background check has already been performed and is not required as a part of this process. Finalization of this understanding will be a matter to be discussed by the newly formed taskforce, as described in the Executive Committee Tasks/Special Projects report in these minutes.

### **Budget Committee**

*Commissioner Maresh*

- The committee will be meeting this week.
- Work continues with the CPA firm to finalize the FY2017 financial status and to begin work on the FY2018 books.
- The committee has a goal of establishing a strong process for setting and tracking budgets. With this process in place, subsequent treasurers and other commissioners will be able to understand the how the budget is created.

### **Communications Committee**

*Commissioner Marquand (MT)*

- The committee will be meeting soon to finalized the New Commissioner handbook and the IMLCC privacy policy.
- The committee is discussing the level of involvement when communication matters are brought forward from physician applicants regarding problems with a member board and between member boards. The committee will report its position on this matter at a future executive committee meeting.

### **Personnel Committee**

*Commissioner McSorley (AZ)*

Meeting this week to finalize the contracts for the executive director and the administrative assistant.

### **Technology Committee**

*Commissioner Bohnenblust (WY)*

- The committee is meeting regularly to review progress and discuss the Data Management System (DMS).
- The DMS is being tested by a selected group of member board licensing staff to help with page design and layout.
- A vendor is being selected to conduct the security and integrity testing.

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

- The site for the November 15 and 16, 2018 IMLCC commissioner meeting has been established as the Courtyard Denver Airport, Denver, Colorado. The first day, November 15<sup>th</sup> will be a committee meeting day with a tentative schedule of 11 am to 4 pm (Colorado time) and the second day, November 16<sup>th</sup> will be the commission day with a tentative schedule of 10 to 2. The Colorado Medical Board and the Wyoming Board of Medicine will be asked to act as hosts for the meeting. More information, including room reservation details will be provided shortly.
- Reservations and commitments to attend the meeting will be closely monitored to ensure that a quorum can be established.
- The committee was asked to consider the level of reimbursement for commissioners traveling to the meeting. After discussion and a review of the budget, it was determined that commissioners will be reimbursed to the extent that they or their member board wish to invoice the IMLCC for the travel. Within the customary and reasonable limits of travel reimbursement. A travel request form will be provided to commissioners prior to the meeting.

MOTION

MOVED BY COMMISSIONER MARQUAND (MT), SECONDED BY COMMISSIONER SIMONS (WI), TO AUTHORIZE THE EXECUTIVE DIRECTOR TO REIMBURSE COMMISSIONERS TRAVELING TO THE ANNUAL MEETING IN NOVEMBER FOR THE AMOUNT INVOICED IN THE FORM AND MANNER DETERMINED BY EXECUTIVE DIRECTOR ACTING ON BEHALF OF THE COMMISSION.

MOTION PASSED

UNANIMOUS

**Executive Committee Tasks/Special Projects**  
*Chairwoman Shepard (WV)*

The Chair has determined that a special committee should be formed, in accordance with IMLCC Bylaws, Article VII, Section 2, to address the specific issues of understanding the interaction and roles of the designation and maintenance of the State of Principal License (SPL) and the Letter of Qualification issued as part of the SPL’s responsibilities. Specifically, the requirements of IMLCC Rules, Chapter 4, Section 4.5. The chair would be naming the special committee members and appointing a chair of the special committee.

**New Business**  
*Chairwoman Shepard (WV)*

Members were asked to carefully review the proposed rules package that was put out for comment by the Bylaws and Rules Committee. Commissioner comments are due at 5:00 PM Eastern time on August 31, 2018.

**Commissioner Comments**  
*Chairwoman Shepard (WV)*

No comments were provided.

**Public Comments**  
*Chairwoman Shepard (WV)*

No comments were provided.

**Adjournment**  
*Chairwoman Shepard (WV)*

There being no further business, the meeting was adjourned at 4:16 PM Eastern Time.