

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

August 7, 2018

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 Marquand (MT) - Chair of Communications Committee
Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner Simons (WI) - Chair of the Audit Committee

Members Absent

Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
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

Liz, CompHealth; Tyler, SDBMOE; Trisha, Radiologic Inc.; Meredith, LocumTenums.com

Approval of agenda

Chairwoman Shepard (WV)

The standard agenda for the executive committee was presented by Chair Shepard (WV).

MOTION

MOVED BY COMMISSIONER MARQUAND (MT), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AGENDA AS PRESENTED.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the July 24, 2018 meeting and special Executive Committee meeting on July 31, 2018 were provided to the members prior to the meeting for their consideration. Corrections to July 24, 2018 meeting Vice Chair Report and the Technology Committee Report regarding grammar and sentence structure were provided by Commissioner Shepard (WV).

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE JULY 24, 2018 MINUTES AS CORRECTED.

MOTION PASSED

UNANIMOUS

MOTION	MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE THE JULY 31, 2018 MINUTES AS PRESENTED.
MOTION PASSED	UNANIMOUS
<u>Chair Report</u> <i>Chairwoman Shepard (VW)</i>	No report at this time.
<u>Vice Chair Report</u> <i>Vice Chair Bohnenblust (WY)</i>	No report at this time.
<u>Audit Committee</u> <i>Commissioner Simons (WI)</i>	The committee will resume regular meeting once the audit of FY2017 has been completed and a draft report is made available to the committee.
<u>Bylaws Committee</u> <i>Commissioner Martinez (MN)</i>	<ul style="list-style-type: none">- IMLCC Rule, Chapter 4, Section 4.3(a)(2) is ready for the final discussion by the committee on August 8, 2018. The rulemaking hearing is scheduled as part of the Commission meeting to be held August 17, 2018.- The committee is actively working on IMLCC Rules, Chapters 8, 9, 10 and 19 with an anticipated rulemaking hearing at the November 2018 Commission meeting.
<u>Budget Committee</u> <i>Executive Director Smith</i>	Work with the IMLCC's CPA firm is continuing. The goal is to have the FY2017 books closed and ready for the audit firm to review mid- to late-August.
<u>Communications Committee</u> <i>Commissioner Marquand (MT)</i>	<ul style="list-style-type: none">- The committee is revising the New Commissioner Handbook. The Handbook is an orientation and reference resource for new commissioners. It is hoped that it can also be used to provide new commissioners with a description of the expectations, expected workload, and the responsibilities of the appointment.- The draft IMLCC privacy policy was discussed. It is hoped to have it in a final form to be presented for adoption at the November 2018 Commission meeting.- The "News" tab will be included in the "Press Releases and Publications" tab on the IMLCC webpage.
<u>Personnel Committee</u> <i>Commissioner McSorley (AZ)</i>	No report was provided.
<u>Technology Committee</u> <i>Commissioner Bohnenblust (WY)</i>	<ul style="list-style-type: none">- The committee is meeting regularly to review progress and discuss the Data Management System.- The committee determined that a "vulnerability test" should be done on the system to ensure that it is HIPAA compliant and vulnerabilities to outside hacking or attack are minimized to the highest extent possible.
<u>Executive Director Update</u> <i>Executive Director Smith</i>	<ul style="list-style-type: none">- Finalizing the site for the IMLCC commission meeting in November, which will be a 2 day meeting, with the first day a committee meeting day and the second day the commission meeting. The

- primary site is Denver, Colorado. A final report is to be provided at the next Executive Committee meeting.
- Work continues to close the books on FY2017 and commence the audit.
- A Press Release regarding Chairman Bowden’s resignation as IMLCC Chair was posted to the IMLCC webpage on August 2, 2018.

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

A copy of the draft IMLCC Advisory Opinion 7-2018 was provided to the members for review prior to the meeting. The document had been revised by the ad hoc group tasked with finalizing a draft for review by the Executive Committee. The document was reviewed and discussed by the members.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO ACCEPT AND ADOPT THE IMLCC ADVISORY OPINION 7-2018 AND TO PLACE THE DOCUMENT ON THE AGENDA FOR THE NEXT COMMISSION MEETING FOR DISCUSSION.

MOTION PASSED

UNANIMOUS

New Business
Chairwoman Shepard (WV)

There were no items.

Commissioner Comments
Chairwoman Shepard (WV)

No comments were provided.

Public Comments
Chairwoman Shepard (WV)

- The vice chair opened the meeting to members of the public. A question was asked regarding the process for “2nd use cases” or the process for a physician to request additional licenses from member boards after the initial application was completed. Wanda Bowling provided a review of the 2-step process that the physician must follow to initiate and then complete the request.
- Another question was raised about a specific concern that related to a member board. After an initial discussion, it was decided that the best approach would be to continue the discussion outside of the executive committee meeting under the leadership of Commissioner Marquand (MT).

Adjournment
Chairwoman Shepard (WV)

There being no further business, the meeting was adjourned at 4:02 PM Eastern Time.