

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

March 20, 2018

MEETING MINUTES

Call to Order

Commissioner Bowden (IA)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:02 PM, Eastern Time via conference call and was called to order by Chairman Bowden (IA).

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Members Present

Commissioner Bowden (IA) - Commission Chair
Commissioner Simons (WI) - Chair of the Audit Committee
Commissioner Maresh (WA) - Treasurer and Chair of Budget Committee
Commissioner Martinez (MN) - Chair of Bylaws and Rules Committee
Commissioner McSorley (AZ) - Chair of Personnel Committee
Commissioner Bohnenblust (WY) - Chair of Technology Committee

Members Absent

Commissioner Shepard (WV) - Vice Chair and Chair of Communications Committee
Commissioner Thomas (MN) - Immediate Past Commission Chair

Staff Present

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

Other commission members and members of the public

Liz, CompHealth; Mr. Tyler Klatt, South Dakota; Amanda Barnett, Jackson and Coker

Approval of agenda

Chairman Bowden (IA)

The standard agenda for the executive committee, with action items, was presented by Chairman Bowden (IA) for approval.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARESH (WA), TO APPROVE THE AGENDA FOR THE MARCH 6, 2018 EXECUTIVE COMMITTEE MEETING.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from the March 6, 2018 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MCSORELY (AZ), TO APPROVE THE MINUTES FROM THE MARCH 6, 2018 EXECUTIVE COMMITTEE MEETING.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Bowden (IA)

-The chair has been participating and monitoring the work of the IMLCC committees.

Audit Committee

Commissioner Simons(WI)

Nothing additional to report at this time.

Bylaws Committee

Commissioner Martinez (MN)

- The sub-committees meet on March 14, 2018. Due to technical difficulties, one of the sub-committees is being rescheduled.
- Starting work on reviewing and analyzing IMLC Statute, Section 8 regarding the coordinated information system. The sub-committee intends to coordinate efforts with the Technology committee.
- The rescheduled sub-committee will begin work on IMLC Statute, Sections 9 and 10 regarding Joint Investigations and Disciplinary Actions.

Budget Committee

Commissioner Maresh (WA)

- As of the time of the meeting the IMLCC Chase bank account had a balance of approximately \$424,000.
- The reconciliation work is on-going.
- Work has started with the IMLCC CPA firm, Altruic, to begin the process of creating accounting controls and reports.
- The committee met on March 15, 2018 and created a first draft of the FY2019 budget. The committee intends to have a final draft for the Executive Committee’s review and discussion at the April 3, 2018 meeting. The draft budget will contain a cover memo, the budget, a narrative memo, and recommended motions regarding the IMLCC fee structure and re-affirm the IMLCC position that an assessment will not be made to the member boards.
- Chairs were requested to finalize and submit budget requests as soon as possible.

Communications Committee

Secretary Smith

The committee provided two action items for the Executive Committee’s consideration. The Draft “IMLCC Annual Report 2017” and the draft IMLC - Policy #4 - Policy on Annual Report were provided to the member prior to the meeting. The items were reviewed and discussed, including the decision that IMLC Policy #4 is a matter that should be reviewed and voted on the Executive Committee for implementation (in accordance with IMLC Policy #1 - Policy of Policies).

MOTION

MOVED BY THE COMMUNICATIONS COMMITTEE, WITH NO SECOND REQUIRED, TO APPROVE THE IMLCC ANNUAL REPORT 2017.

MOTION PASSED

UNANIMOUS

2ND MOTION

MOVED BY THE COMMUNICATIONS COMMITTEE, WITH NO SECOND REQUIRED, TO APPROVE IMLC POLICY #4 - POLICY ON ANNUAL REPORT.

MOTION PASSED

UNANIMOUS

Personnel Committee

Commissioner McSorley (AZ)

- The committee is receiving reports regarding work and will be meeting in April.

Technology Committee

Commissioner Bohnenblust (WY)

- The committee is meeting every two weeks until the system has been rolled out.
- The system implementation is on schedule.
- A working group to scope future system requirements is being formed. Recommendations from the group will be made to the Technology Committee.

Executive Director Update*Secretary Smith*

- The Utah Division of Occupational and Professional Licensure reported that it will be able to act as a State of Principal License (SPL) starting on July 1, 2018.
- A preliminary meeting was held with the Altruic Advisors, the IMLCC's CPA firm and the CliftonLarsonAllen, the recommended IMLCC audit firm, in anticipation of the FY2017 audit. General items were discussed including the expected format for reports.
- A meeting with FSMB will be taking place on March 22, 2018 to discuss the allocations for Year 3 of the HRSA Grant.

**Executive Committee
Tasks/Special Projects***Chairman Bowden (IA)*

- IMLCC legal counsel - the Chair led a discussion about the prospect of retaining legal counsel in the context of the budget preparation.

New Business*Chairman Bowden (IA)*

No items

Public Comment*Chairman Bowden (IA)*

Amanda Barnett from Jackson and Coker asked that the Executive Committee consider a concern about IMLC Rule, Chapter 5, Section 5.4 (c). A concern centers around a physician who was found to be ineligible to participate due to a residency program that did not meet the requirements but claimed to have participated in a fellowship that did meet the requirements. After discussion, including the complex requirements of defining "graduate medical education", it was determined that the Arizona Medical Board would write a request for an Advisory Opinion on the matter.

Adjournment*Chairman Bowden (IA)*

There being no further business, the meeting was adjourned at 4:08 PM Eastern Time.