

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

November 16, 2018

MEETING MINUTES

Call to Order

Chairman Shepard (WV)

The Interstate Medical Licensure Compact Commission convened at approximately 12:02 PM, EST via conference call.

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Amendment of the Agenda

Chairman Shepard (WV)

A request was made to amend the agenda by changing the order that the officers will be elected to 1) Chair, 2) Vice Chair, and 3) Treasurer.

MOTION

MOVED BY COMMISSIONER MCLENDON (MS), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO AMEND THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the Agenda

Chairman Shepard (WV)

The agenda, as amended, was presented for approval.

MOTION

MOVED BY COMMISSIONER MCLENDON (MS), SECONDED BY COMMISSIONER BOHNENBLUST (WY), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from May 18, 2018 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER BRUNSON (MS), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE IMLCC COMMISSIONER MEETING MINUTES FROM MAY 18, 2018.

MOTION PASSED

UNANIMOUS

Chair Report

Chairman Shepard (WV)

The chair started her report thanking Commissioner Marsh (WA), Commissioner Bowden (IA), Commissioner Bohnenblust (WY), and Commissioner Lippert (KS) for their work and efforts to the benefit of the commission over the past year. An overview of the processing numbers and revenue from the prior fiscal year was provided. A discussion was held regarding forming a subcommittee to develop a strategic plan for the Compact.

MOTION

MOVED BY COMMISSIONER BOHNENBLUST (WY), SECONDED BY COMMISSIONER SPANGLER (WV), TO DIRECT THE INCOMING CHAIR TO FORM AN AD HOC GROUP TO DEVELOP A STRATEGIC PLAN FOR THE COMMISSION, AS SOON AS PRACTICAL BUT WITH AN ESTABLISHED PUBLICATION DATE OF NO LATER THAN THE END OF FY2020.

MOTION PASSED

UNANIMOUS

ILMCC Attorney Update*Rick Masters*

- The proposed Rules have been reviewed and are within the authority of the Commissioners to consider.
- The Advisory Opinions issued were reviewed and provide instructions the member boards.
- Requests for presentations about the Compact continue from both professional groups and legislative staff.

Executive Director's Report*Executive Director Smith*

- A written report was provided which highlighted the changes in personnel, the processing volume, and the revenue stream and expenses.
- A question was asked about the IMLCC website with the expressed desire to make it more interactive. Communications Committee place on its agenda in the upcoming year to review of the webpage and provide suggestions to the Technology Committee.
- The audit process continues to be refined and the Audit Committee will continue its work with the Executive Director to implement a regular schedule for audits to correspond with the Commission's fiscal calendar.

FSMB Update*Lisa Robins, FSMB*

- A written report was provided and shared with the Commissioners.

Audit Committee Report*Commissioner Simons (WI)*

The final audit of Fiscal Year 2017 is expected to be released at the end of November. Once the audit is finalized, it will be made available on the IMLCC webpage.

Treasurer's Report*Executive Director Smith*

- A balance sheet and Profit and Loss Statement for FY2017 and an unaudited report of revenues and expenses for the FY2018 (complete) and FY2019 (partial) were presented to the Commissioners.
- A question was asked about the substantial amount due to member boards and the reimbursement process. The IMLCC currently operates on a "cash basis" and relies on the member board submitting an invoice to the Commission to be reimbursed for the fees collected and owed. The payment of the invoices is a high priority and as of the date of the meeting all submitted invoices had been paid. Member boards submit their invoices according to their own schedule. Changing the invoice process to one where the Compact sends invoices to the member boards is a priority to be incorporated into the new data management system.

Communications Committee Report*Commissioner Marquand (MT)*

- The committee has finalized the New Commissioner Handbook, which will be sent to Commissioners as they are appointed with the goal of providing the new commissioner an orientation to the Commission and expectations of them in the role.
- The Facts and FAQ tabs on the IMLCC webpage have been reviewed and updated.
- IMLCC Policy #6 on Records and Information Requests was approved by the Executive Committee and will be posted to the IMLCC webpage.
- The committee intends to focus on 6 areas in the upcoming year:
 - Review of the IMLCC webpage
 - Review member board webpages
 - Developing tools to increase communication, including newsletters and training videos

- Implementing a New Commissioner meeting to take place at the 2019 annual meeting
- Exploring a mentor program of new member board staff to interact and share best practices
- Find more ways for the Commission to “Tell Our Story” and share positive impacts of the work that the Commission and its member board do every day.
- The IMLCC Annual Report 2018 has been published and is on the IMLCC webpage, work on the Annual report 2019 continues.

Personnel Committee Report
Commissioner McSorley (AZ)

- The committee is re-evaluating the staffing needs.
- Next steps:
 - Creating and maintaining an organizational chart.
 - Finalize the Appraisal and Evaluation form to be used to evaluate IMLCC staff.
 - Conduct a performance evaluation of the Executive Director and the Operations Director.
- Questions were raised about the IMLCC process of using independent contractors for the Executive Director and Project Manager.
- Discussion was held about whether a job description should be developed or a statement of work. Creating a position of Licensing Analyst/Specialist was suggested and discussed. A decision on creating this position will be considered by the committee.

Bylaws and Rules Committee Report
Commissioner Martinez (MN)

- Commissioner Martinez led a discussion of how future amendments to rules should be made and the best method to involve a broad level of participation. Work continues in clarifying terminology, finding a mechanism to recognize and include in the discussion the state’s different rules and the impact of the IMLCC Rules on the states. The committee will work the Technology Committee in developing the data sharing of investigations and reporting of disciplinary actions.
- The committee has completed work on several proposed rules developed in accordance with the IMLCC Statute and Rules. The three (3) proposals were presented individually and a discussion was held for each. The proposals were: Amend IMLCC Rule, Chapter 4, paragraph 4.4; Adopt and create IMLCC Rule, Chapter 6; and Adopt and create IMLCC Rule, Chapter 7.

MOTION #1

MOVED BY THE BYLAWS AND RULES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO AMEND IMLCC RULE - CHAPTER 4 - STATE OF PRINCIPAL LICENSE BY ADDING SUBPARAGRAPH (a)(4) TO PARAGRAPH 4.4 - REDESIGNATION OF THE STATE OF PRINCIPAL LICENSE.

MOTION PASSED

UNANIMOUS

MOTION #2

MOVED BY COMMISSIONER MCCLENDON (MS) AND SECONDED BY COMMISSIONER FIEST (MT) TO TABLE CONSIDERATION OF IMLCC RULE - CHAPTER 6 - COORDINATED INFORMATION SYSTEM, JOINT INVESTIGATION AND DISCIPLINARY ACTIONS

MOTION WITHDRAWN

WHEN COMMISSIONER FIEST WITHDREW HIS SECOND

ADMINISTRATIVE NOTE

Control of the meeting was transitioned from the IMLCC Chair to the IMLCC Vice Chair for the remainder of the meeting.

MOTION #3 MOVED BY COMMISSIONER LANDAU (AZ) TO DELETE IMLCC RULE - CHAPTER 6 - PARAGRAPH 6.4(G).

MOTION FAILED FOR A LACK OF A SECOND

MOTION #4 MOVED BY THE BYLAWS AND RULES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO CREATE AND ADOPT IMLCC RULE - CHAPTER 6 - COORDINATED INFORMATION SYSTEM, JOINT INVESTIGATION AND DISCIPLINARY ACTIONS

MOTION PASSED WITH A NO VOTE FROM COMMISSIONERS LANDAU (AZ), ZANOLLI (TN), TERRANOVA (ME), JUDD (TN), SPANGLER (WV)

ABSTAINING FROM THE VOTE WERE COMMISSIONERS SCHNEIDER (IL), ZACHARIAH (IL), MCSORLEY (AZ), CUSHMAN (NE), AND LAU (WI).

MOTION #5 MOVED BY THE BYLAWS AND RULES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO CREATE AND ADOPT IMLCC RULE - CHAPTER 7 - COMPLIANCE AND ENFORCEMENT

FRIENDLY AMENDMENT TO MOTION #5 WITHOUT OBJECTION FROM THE BYLAWS AND RULES COMMITTEE, AN AMENDMENT WAS MADE BY COMMISSIONER TERRANOVA (ME) TO THE PROPOSED RULE TO PARAGRAPH 7.2(1) REPLACING THE WORD “RESOLVED” WITH “MEDIATED”

ADMINISTRATIVE CORRECTION TO MOTION #5 PARAGRAPH 7.2(5) WAS ADMINISTRATIVELY CORRECTED DURING THE DISCUSSION SO THAT IT ACCURATLY REFLECTED THE LANGUAGE PROVIDED IN THE NOTICE TO THE PUBLIC. THE DOCUMENT PROVIDED AT THIS MEETING HAD A TYPOGRAPHICAL ERROR WHERE PARAGRAPH 7.2(4) WAS REPEATED AS PARAGRAPH 7.2(5). PARAGRAPH 7.2(5) WAS NOTICED TO THE PUBLIC WITH THE LANGUAGE - “THE EXECUTIVE COMMITTEE OF THE INTERSTATE COMMISSION SHALL MAKE A RECOMMENDATION TO RESOLVE THE ISSUE TO THE PARTIES.”

MOTION PASSED UNANIMOUS

Election of Officers
Executive Director Smith

Elections for the officers of the Commission were held in accordance with IMLCC Bylaws, Article III, Section 1. A call for nominations was held for each position, discussion held, nominations were then closed, and the nominations voted on by the members as separate actions.

CHAIR Commissioner Lawler (ID) nominated Commissioner Simons (WI) to the position of IMLCC Chair. The nomination was accepted, and discussion held. No other nominations were put forward

MOTION MOVED BY COMMISSIONER LANDAU (AZ), SECONDED BY COMMISSIONER ZANOLLI (TN) TO CLOSE NOMINATIONS.

MOTION PASSED UNANIMOUS

VOTE BY ACCLAMATION COMMISSIONER SIMONS (WI) WAS ELECTED TO THE POSITION OF CHAIR.

VICE CHAIR Commissioner McClendon (MS) nominated Commissioner Brunson (MS) to the position of IMLCC Vice Chair. The nomination was accepted, and discussion held. No other nominations were put forward

MOTION MOVED BY COMMISSIONER FIEST (MT), SECONDED BY COMMISSIONER MARTINEZ (MN) TO CLOSE NOMINATIONS.

MOTION PASSED UNANIMOUS

VOTE BY ACCLAMATION COMMISSIONER BRUNSON (MS) WAS ELECTED TO THE POSITION OF VICE CHAIR.

TREASURER Commissioner Martinez (MN) nominated Commissioner Cousineau (NV) to the position of IMLCC Treasurer. The nomination was accepted, and discussion held. No other nominations were put forward

MOTION MOVED BY COMMISSIONER LANDAU (AZ), SECONDED BY COMMISSIONER CUSHMAN (NE) TO CLOSE NOMINATIONS.

MOTION PASSED UNANIMOUS

VOTE BY ACCLAMATION COMMISSIONER COUSINEAU (NV) WAS ELECTED TO THE POSITION OF TREASURER.

IMLCC 2019 Annual meeting location
Executive Director Smith
The Commissioners from Alabama, Arizona, Nevada, and Wisconsin offered to host the 2019 Annual meeting. The Commissioners were provided ballots to vote on the preferred location. After counting the ballots; it was determined that a majority of the votes were to hold the 2019 Annual meeting in Las Vegas, Nevada with the Nevada State Board of Osteopathic Medicine as the host.

Technology Committee Report
Commissioner Bohnenblust (WY)
An overview of the implementation process for the Data Management System proposal was provided including a discussion of work completed to date. System and data security are the primary focus where penetration and vulnerability testing must be completed before implementation can begin.

Correspondence and Miscellaneous business
Vice Chair Bohnenblust (WY)
Amber Dennis, Licensing Manager at CompHealth, provided a document and presented to the Commission. The presentation shared CompHealth’s impression of using the expedited process and how the process has impacted physician’s ability to obtain multiple licenses and the increased number of patients that were able to be seen as a result.

Public Comments
Vice Chair Bohnenblust (WY)
None

Adjournment
Vice Chair Bohnenblust (WY)
There being no further business, the meeting was adjourned at approximately 5:18 PM Eastern Time.