

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

August 6, 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 Zachariah (IL) - Chair of the Audit Committee
Commissioner Marquand (MT) - 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

None

Staff Present

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

Other commission members and members of the public

None were identified.

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 BOHNENBLUST (WY), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the July 9, 2019 meeting and Special Meeting on July 12, 2019 were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER SHEPARD (WV), TO APPROVE BOTH THE JULY 9, 2019 MINUTES AND JULY 12, 2019 SPECIAL MEETING MINUTES.

MOTION PASSED

UNANIMOUS

Communication Committee

The committee has been working on several projects:

Commissioner Marquand (MT)

- IMLCC Newsletter - Volume 1, Issue 2 has been finalized and will be posted to the IMLCC webpage and sent to Commissioners and interested parties
- IMLCC Webpage redesign - The Communications committee is working with the webpage designer contractors to finalize the design and content. The webpage will be integrated with the new CRM tool. The goal is to roll out the new webpage at the November 2019 Commissioner meeting.

Personnel Committee***Commissioner McSorley (AZ)***

The committee is working on updating staff job descriptions and the Executive Director's contract. The committee will be holding a special meeting to discuss.

Technology Committee***Commissioner Bohnenblust (WY)***

The committee has been working with the Communications Committee on the webpage redesign. Good progress is being made.

The IMLCC received a request from a member board to perform an independent security and penetration test. The request is being considered and additional clarifying questions have been asked of the requesting member board. Additional information will be provided to the Executive Committee as it is available.

Budget Committee***Treasurer Cousineau (NV)***

The IMLCC budget for FY2017 to FY2020 were reviewed and discussed. The Executive Committee requested that final approval for the agenda of the proposed New System Training in Budget Category 1404 be approved by the Executive Committee prior to public announcement of the training. After the discussion, the committee's motion for the Executive Committee's endorsement of the adjustments to the FY2020 budget was considered and the items were discussed individually.

MOTION

MOVED BY BUDGET COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, THAT THE EXECUTIVE COMMITTEE ENDORSE THE BUDGET COMMITTEE'S ADJUSTMENTS TO THE FY2020 BUDGET WITH THE OVERALL RESULT OF INCREASING THE IMLCC EXPENSES FROM \$1,057,960.00 TO \$1,189,599.00.

MOTION PASSED**UNANIMOUS****Rules & Administrative Procedures Committee*****Commissioner Farrelly***

The committee will be meeting next week to consider proposed new rules.

Audit Committee***Commissioner Zachariah***

The FY2018 audit has started with a draft report expected at the end of August. Once the draft report is issued the committee will begin meeting to finalize the audit and ensure its publication.

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

An update was provided regarding:

- The 2019 Annual Commission meeting
 - Hotel information has been sent out to all Commissioners
 - A rough draft of the agenda is being worked on. Items to be added should be submitted by August 31, 2019.
 - Committee Chairs should start the process of drafting agendas for the committee day, November 18, 2019
 - The agenda will be finalized in mid-October 2019.

- FSMB as part of the HRSA Grant II is developing a legislative guide for states who are not yet members. The Executive Director is meeting weekly with the FSMB's workgroup.
- The volume of applications received and licenses issued continues to trend upward with the volume more than doubling each fiscal year.
- North Dakota began active processing on August 1, 2019
- Michigan is planning to go-live in mid- September
- Oklahoma is planning to go-live in November
- The Territory of Guam is working on a go-live date in the near future.
- Work continues of the FY2018 audit.

Subcommittee or Special Project Reports

Chair Simons (WI)

The Strategic Planning Committee has been formed and is being chaired by Commissioner Cousineau. The first meeting of the committee will be at the November 2019 Commission meeting.

Commissioner Comments

Chair Simons (WI)

- The response letter to Commissioner Terranova was sent per the Executive Committee's instructions.
- The IMLCC has received a request to participate in a special independent study about the impact of the IMLCC on license portability. The request will be provided for consideration at the September 2019 Executive Committee Meeting.

Public Comments

Chair Simons (WI)

No comments were provided.

Adjournment

Chair Simons (WI)

There being no further business, the meeting was adjourned at 3:58 PM Eastern Time.