

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

February 5, 2019

MEETING MINUTES

Call to Order

Chairman 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 Brunson (MS) - Commission Vice Chair
Commissioner Shepard (WV) - Commission Past Chair
Commissioner Cousineau (NV) - Treasurer and Chair of the Budget Committee
Commissioner Zanolli (TN) - Chair of the Audit Committee
Commissioner Marquand (MT) - Chair of the Communications Committee
Commissioner Martinez (MN) - Chair of the Bylaws and Rules Committee
Commissioner McSorley (AZ) - Chair of the Personnel Committee
Commissioner Bohnenblust (WY) - Chair of the Technology Committee

Members Absent

NONE

Staff Present

Marschall Smith, Executive Director and Secretary; Wanda Bowling, Project Manager; Rick Masters, IMLCC Legal Counsel

Other commission members and members of the public

None were identified.

Approval of agenda

Chairman Simons (WI)

An amended agenda for the executive committee was presented by Chair Simons (WI).

MOTION

MOVED BY COMMISSIONER ZANOLLI (TN), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the January 15, 2019 meeting were provided to the members prior to the meeting for their consideration. The draft minutes were amended to reflect spelling and grammatical corrections.

MOTION

MOVED BY COMMISSIONER BRUNSON (MS), SECONDED BY COMMISSIONER ZANOLLI (TN), TO APPROVE THE JANUARY 15, 2019 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

Audit Committee

Commissioner Zanolli (TN)

The committee met on January 31, 2019 to discuss the FY2017 audit documents provided by the auditor, CliftonLarsonAllen, LLP. The audit

documents and minutes from the committee meeting were provided to members prior to the meeting. After review and discussion, the question was called to accept the documents as submitted and to distribute the documents to all the IMLCC commissioners.

MOTION

MOVED BY COMMISSIONER ZANOLLI (TN), A MOTION FROM THE COMMITTEE DOES NOT REQUIRE A SECOND, FOR THE EXECUTIVE COMMITTEE TO ACCEPT THE AUDIT AND FINANCIAL STATEMENTS FROM CLIFFTONLARSONALLEN, LLP AND TO INSTRUCT THE EXECUTIVE DIRECTOR TO POST THE DOCUMENTS ON THE IMLCC WEBPAGE AND DISTRIBUTE TO THE IMLCC COMMISSIONERS.

MOTION PASSED

UNANIMOUS

Bylaws Committee

Commissioner Martinez (MN)

- The 2019 meetings of the committee are being established.
- Items to be considered by the committee are:
 - Discussion of the “25% Rule” and how it is being reviewed by member boards;
 - The issue of how a renewal occurs when the physician has re-designated their SPL; and
 - Situations where a physician has previously held a license in that state and it was allowed to lapse and can the IMLCC process be used.

Budget Committee

Treasurer Cousineau

- Provided an update of the balances on the Chase Bank account.
- Commissioner Cousineau (NV) reported on the visit to the Littleton, Colorado offices and the meeting with the Chase Banker.

Communications Committee

Commissioner Marquand (MT)

- The committee is continuing to work with the Technology Committee and Wanda to improve the IMLCC webpage and the email communication used during the application process.
- The New Commissioner handbook is being distributed.

Personnel Committee

Commissioner McSorely (AZ)

- The evaluations of the executive director have been distributed and responses are due by the end of the week.
- The committee continues its work on the commission’s organizational structure and personnel needs.
- Work on the job description for the Project Manager continues with a report expected at the next Executive Committee meeting.

Technology Committee

Commissioner Bohnenblust (WY)

- The Data Management System (DMS) architecture and penetration testing found a concern regarding data mapping. The concern was immediately addressed and resolved. At no time was security of the data breached.
- The renewal project continues with the development of a fees table and input from the member boards.
- The web re-design work is being coordinated with the Communications Committee and is a major project. The committee is seeking a developer to contract with for the design and implementation phase of the project.

Executive Director Update

Executive Director Smith

- As provided in the executive director’s contract, an additional 30 hours of paid work was authorized by the Chair for January 2019.

- A meeting with Commissioner Reed (NV) on the November 2019 IMLCC meeting resulting in a budget request to pay for the meeting. The request will be presented to the Budget Committee to be included in the FY2020 budget.
- HRSA has released a new grant opportunity for a \$250,000 per year grant for 5 years. Proposals are due in March 2019. The executive director was instructed to coordinate with the Federation of State Medical Boards in the submission of the proposal.
- The boards in Tennessee began active participation in the IMLCC on January 30, 2019.
- South Carolina has introduced legislation to join the compact. There are currently six (6) states with active legislation to join the IMLCC; New Mexico, North Dakota, Oklahoma, Kentucky, South Carolina, and Georgia.
- The executive director has been invited to make a presentation to the Louisiana State Board of Medical Examiners at their February 11, 2019 meeting.
- A discussion via telephone with the staff from the Michigan Board of Medicine and the Licensing and Regulatory Affairs will take place on February 6, 2019 to discuss bringing Michigan to an active participant status.

**Executive Committee
Tasks/Special Projects**
Chairman Simons (WI)

1. The “Strategic Planning Committee” is being formed.
2. The State Board of Medicine in Pennsylvania has requested a meeting to discuss becoming an active member state and Commissioner Shepard (WV) will be meeting with them via telephone on February 7, 2019.

Closed Meeting
Chairman Simons (WI)

The Executive Committee determined that it should enter a closed meeting at the conclusion of the public meeting in order to receive legal advice and provide instructions to its legal counsel. The Closed Meeting started at 4:10 PM Eastern Time and ended at 4:48 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER BRUNSON (MS) FOR THE EXECUTIVE COMMITTEE TO CONVENE A MEETING CLOSED TO THE PUBLIC TO TAKE PLACE IMMEDIATELY AFTER THE CONCLUSION OF THE PUBLIC MEETING SO THAT THE EXECUTIVE COMMITTEE COULD RECEIVE LEGAL ADVICE AND PROVIDE INSTRUCTIONS TO ITS LEGAL COUNSEL.

MOTION PASSED

UNANIMOUS

Commissioner Comments
Chairman Simons (WI)

No comments were provided.

Public Comments
Chairman Simons (WI)

No comments were provided.

Adjournment
Chairman Simons (WI)

There being no further business, the meeting was adjourned at 4:05 PM Eastern Time.