

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

March 5, 2019

MEETING MINUTES

Call to Order

*Chairman Simons (WI)*

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 2:08 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 (for the open portion of the meeting only); Rick Masters, IMLCC Legal Counsel

Other commission members and members of the public

None were identified.

Closed Meeting

*Chairman Simons (WI)*

The Executive Committee determined that it should enter a closed meeting in order to receive legal advice and to discuss personnel matters. The Closed Meeting started at 2:15 PM Eastern Time and ended at 3:09 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER ZANOLLI (TN), SECONDED BY COMMISSIONER SHEPARD (WV) FOR THE EXECUTIVE COMMITTEE TO CONVENE A MEETING CLOSED TO THE PUBLIC SO THAT THE EXECUTIVE COMMITTEE COULD RECEIVE LEGAL ADVICE AND TO DISCUSS PERSONNEL MATTERS.

MOTION PASSED

UNANIMOUS

Resumption of the meeting open to the public

The Executive Committee resumed its business in a session open to the public at 3:12 PM Eastern Time.

Approval of agenda

*Chairman Simons (WI)*

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

- MOTION MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MARQUAND (MT), TO APPROVE THE AGENDA.
- MOTION PASSED UNANIMOUS
- Approval of the minutes**  
*Executive Director Smith* The minutes from the February 5, 2019 meeting were provided to the members prior to the meeting for their consideration. The draft minutes were amended to reflect a change regarding the status of the Strategic Planning Committee.
- MOTION MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER ZANOLLI (TN), TO APPROVE THE FEBRUARY 5, 2019 MINUTES AS AMENDED.
- MOTION PASSED UNANIMOUS
- Audit Committee**  
*Commissioner Zanolli (TN)* The committee will resume its meetings once the FY2018 audit commences.
- Bylaws Committee**  
*Commissioner Martinez (MN)* The committee has not yet met in 2019; however, the first meeting will be held on the 2<sup>nd</sup> Tuesday of April and the 2<sup>nd</sup> Tuesday of each month thereafter.
- Budget Committee**  
*Treasurer Cousineau (NV)*
  - Provided an update of the balances on the Chase Bank account.
  - Preparing to close the books for the FY2018 in preparation for the next IMLCC audit.
  - Compiling the information for the FY2020 budget, to be reviewed and approved at the April 30, 2019 Full Commission meeting.
- Communications Committee**  
*Commissioner Marquand (MT)* Nothing to report at this time.
- Personnel Committee**  
*Commissioner McSorley (AZ)*
  - The committee has concluded its work regarding the IMLCC Project Manager contract and recommends that the contract for services be converted from a contract with Tier Two Services to a direct contract with Ms. Wanda Bowling. The committee recommends that the Executive Director be authorized to take the steps necessary to complete this conversion, including any payment of a conversion fee requested from Tier Two Services and complete this hiring.
  - The committee has concluded its work regarding the hiring of a part time bookkeeper, with a recommendation that the Executive Director be authorized to take the steps necessary to complete this hiring.
- MOTION MOVED BY COMMISSIONER MCSORLEY (AZ), A MOTION FROM A COMMITTEE DOES NOT REQUIRE A SECOND, FOR THE EXECUTIVE COMMITTEE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE THE STEPS NECESSARY TO CONVERT THE IMLCC PROJECT MANAGER CONTRACT TO A DIRECT CONTRACT AND TO PAY ANY FEES NECESSARY TO COMPLETE THIS CONVERSION.
- MOTION PASSED UNANIMOUS
- MOTION MOVED BY COMMISSIONER MCSORLEY (AZ), A MOTION FROM A COMMITTEE DOES NOT REQUIRE A SECOND, FOR THE EXECUTIVE COMMITTEE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO IMMEDIATELY BEGIN, THEN FINALIZE, THE PROCESS TO FILL THE PARTTIME BOOKKEEPER POSITION.

MOTION PASSED

UNANIMOUS

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

- The committee is continuing its work on implementing the new system, security testing and webpage redesign. The web redesign work is being coordinated with the Communications Committee.

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

- An update on the 6 states with active legislation regarding joining the compact.
- Invoices are paid and current.
- Linda Bell is back in the position of administrative assistant.
- Work continues with the FSMB on the application for a subsequent HRSA grant.
- The meeting dates for the Executive Committee have be updated and are posted on the commission’s webpage.
- Developing a procedure regarding how to situations where the physician has failed to maintain the required relationship with the State of Principal License. The final draft will be shared at the next meeting.

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

The “Strategic Planning Committee” is still being formed.

**Executive Committee Action**  
*Chairman Simons (WI)*

The Executive Committee reviewed a supplemental response from the South Dakota Board of Medical and Osteopathic Examiners (SDBMOE) that was provided in response to a request for additional information from the Executive Director. Based on a review of the information available and after a review of the IMLCC statutes, bylaws, and rules, the Executive Committee, as authorized by IMLCC Statute, Section 12(d) and Section 18, finds that the SDBMOE is in default in the performance of its obligations and responsibilities under the Compact and is requesting that the IMLCC’s attorney take the appropriate actions necessary to resolve the default situation.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MARQUAND (MT), AUTHORIZING THE IMLCC’S ATTORNEY TO TAKE THE APPROPRIATE ACTIONS NECESSARY TO RESOLVE THE DEFAULT BY THE SOUTH DAKOTA BOARD OF MEDICAL AND OSTEOPATHIC EXAMINERS.

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 3:55 PM Eastern Time.