

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
May 2, 2017**

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:00 PM, EST via conference call and was called to order by Chairman Jon Thomas (MN).

Roll Call was completed with all Executive Committee Members present with the exception of Past Chair, Ian Marquand (MT).

Commissioner Thomas (MN)	-	Commission Chairman
Commissioner Bowden (IA)	-	Commission Vice Chair Chair of Bylaws/Rules Committee
Commissioner Zachariah (IL)	-	Commission Treasurer Chair of Budget Committee
Commissioner Bohnenblust (WY)	-	Chair of Technology Committee
Commissioner McSorley (AZ)	-	Chair of Personnel Committee
Commissioner Shepard (WV)	-	Commission Secretary Chair of Communications

Also identified on the conference call were Wanda Bowling, Rick Masters, Commissioner Hansen and William Golden (SD).

Agenda:

The agenda was presented. On a motion by Commissioner Bowden (IA) and seconded by Treasurer Zachariah (IL), the agenda was approved as presented.

Minutes:

The minutes of the April 4, 2017 and April 18, 2017 conference call meetings were presented for approval. On a motion by Treasurer Zachariah (IL) and seconded by Commissioner Bohnenblust (WY), both sets of minutes were approved as presented by voice vote.

Committee Reports:

**PERSONNEL
COMMITTEE:**

Chair McSorley (AZ), reported that the Executive Director position has been posted for several weeks with few prospective candidates. The Personnel Committee is proposing an alternative which would provide for two part time positions. One would require a 20-30 hour week for an Executive Director to provide the administrative and communication functions for the Commission. The second position would be for the technical support of the website and IStAR. This will be presented at the May meeting of the full Commission in Minneapolis/St. Paul.

BUDGET COMMITTEE:

Treasurer Zachariah reported a balance of \$56,767.11 in the Commission account but was unable to attribute the increases to specific accounts/transactions. He also had been informed of expenses incurred with the IMLCC exhibit at the FSMB annual meeting but had not received clarification on where the expenditures came from.

The Audit Committee is not scheduled to meet until next week. However, Chairman Thomas will hold a special conference call with the Treasurer, Project Manager, and others who worked on the preparation of the exhibit to review the expenditures within the \$5,000 spending authority granted to the Executive Committee by the Commission on their conference call meeting of February 22, 2017,

BYLAWS/RULES

Chairman Bowden (IA) reminded the committee of those rules that will be reviewed at the May Commission meeting. He also expressed a need for further clarification on the Letter of Qualification Process to insure proper vetting through federal criminal background checks. The turnaround time has been much quicker than most states experience with regular application vetting with the three LOQ's that have been issued to date.

AUDIT COMMITTEE:

A meeting has been scheduled for next week to review incoming application fees, disbursements and receipts.

COMMUNICATIONS COMMITTEE:

The Chair reported that several inquiries have been received by the IMLCC now that the application process has gone live. Between the Communications Chair and the IMLCC Chair, those inquiries are being answered within 2-3 business days.

TECHNOLOGY COMMITTEE:

Commissioner Bohnenblust (WY) reported that the first lap of the race has been completed and now the race continues and the pace picks up. He listed the remaining projects to be implemented:

- 1) Additional licenses with existing LOQ (Second Use Case);
- 2) Renewals;
- 3) Transfer of SPL status from one IMLC state to another;
- 4) Disciplinary action notification system;
- 5) Database to store all information;
- 6) Accessibility to database by member boards;
- 7) Renewal/update system for expired LOQ's which would include:
 - a) Moving PayPal to Website
 - b) Revamping website with new information for Locums, non-enacted states, etc.
 - c) Refresh LOQ

Until final decisions have been made regarding staffing for the IMLCC, the Technology Committee recommends a 90 day extension of the Secondment Agreement with Wanda Bowling as Project Manager. With the motion from Chairman Bohnenblust (WY) and seconded by Commissioner McSorley (AZ) the motion carried by unanimous voice vote.

Public Comments:

Mr. Golden reported that South Dakota had received an LOQ from Wisconsin for an application that was entered on a Friday evening and the LOQ was approved on the following Tuesday. That turnaround time was questioned for a completed federal background check along with the primary source verifications that would have needed to be completed. South Dakota asked for clarification as to whether they are required to process the license for that individual prior to receiving confirmation from Wisconsin that all primary source verifications were completed as well as the federal criminal background check.

New Business:

Chairman Thomas (MN) reported that he had received an IMLCC endorsement request from a third party. Compact endorsements have been received by the FSMB in the past. The IMLCC is a governmental agency established through state legislative action. Therefore, receiving endorsements is an advocacy role better suited for the FSMB and the Commission will not receive endorsements. The listing of FSMB endorsements, which was carried over from the License Portability website, should be removed from the IMLCC website.

Executive Committee Tasks: The tasks before the Executive Committee were listed as follows:

- 1) Follow up with Personnel Committee alternative hiring recommendation;
- 2) Follow up with LOQ process in member states. Rick Masters, CSG, will assist in setting up a conference call between the states who have issued LOQ's to confirm proper vetting.
- 3) Technology Committee under the leadership of Wanda Bowling, to conduct a training webinar for confirmation of proper vetting on May 17, 2017.
- 4) Provide information to member states regarding the FBI Rapback program for receiving updated criminal background check reports.
- 5) Follow through with rulemaking.
- 6) Continue working with communications.

Adjournment:

The Chair declared the meeting adjourned.

Respectfully submitted,



Diana Shepard, CMBE
Commission Secretary