

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE  
Conference Call  
January 24, 2017**

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:03 PM, EST via conference call and was called to order by Chairman Jon Thomas (MN).

Roll Call was completed by Secretary Shepard (WV) with five of seven Executive Committee Members present. Later in the meeting, Commissioner Bohnenblust also joined but left the call early.

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

Also identified on the conference call were Tyler Klatt, Bill Golden and Commissioner Hansen (SD) and Colmon Elridge, CSG.

**Agenda:**

The agenda was presented for review. Upon a motion by Treasurer Zachariah (IL) and seconded by Vice Chair Bowden (IA) the agenda was approved as presented by voice vote.

**Minutes:**

The minutes of the January 10, 2017, conference call were previously forwarded to committee members for review. On a motion by Treasurer Zachariah (IL) and seconded by Commissioner Bowden (IA) the minutes were unanimously approved by voice vote.

**Chairman's Report:**

Chair Thomas (MN) provided an update on the FBI letters received by four member states. Recommendations regarding the Commission's response will be forthcoming after discussion with stakeholders.

**Committee Reports:**

**BUDGET COMMITTEE:** Treasurer Zachariah had nothing to report.

**BYLAWS/RULES**

Chairman Bowden (IA) reported on the distribution of the Rule for License Renewal Process to all commissioners with comments due by January 28, 2017. The Bylaws/Rules Committee will meet on February 1, 2017, to take the comments and create a draft rule. This will be made available to all commissioners by February 12 prior to the February 22<sup>nd</sup> meeting of the Commission.

**COMMUNICATIONS**

The Chair reported that IMLCC.org is under ownership of the IMLCC

Interstate Medical Licensure Compact Commission  
Executive Committee Meeting Minutes  
January 24, 2017

COMMITTEE: and can actually be viewed online. It still looks very much like the LicensePortability.org and will until our application routing process goes live using our new website.

The Chair presented a second draft of the IMLCC Communications Plan which was distributed earlier to the committee members. Input was requested by members prior to the February 22<sup>nd</sup> meeting of the full Commission. The second draft addressed those concerns of the committee from the last meeting and was determined to be an appropriate plan for communication to all IMLCC constituents until such time as an Executive Director has been hired and can assume much of those responsibilities. A motion was made by Vice Chair Bowden (IA) and seconded by Commissioner Bohnenblust (WY) to recommend the adoption of the Communications Plan to the full Commission as presented. The voice vote was unanimous in favor of the recommendation.

AUDIT COMMITTEE: Nothing to report.

PERSONNEL COMMITTEE: Chair McSorley (AZ) presented a draft job description for the Executive Director position. Revisions were recommended under sections 1 and 7. Chair McSorley (AZ) requested input on how and where the job description, when approved by the Commission, should be posted and requested an interview committee be established by the IMLCC. Vice Chair Bowden (IA) reminded the committee that the Bylaws indicate a function of the Executive Director will be to serve as the Commission secretary. He also suggested that the language in Section 12, paragraph (K) of the Bylaws should be used within the job description. On a motion by Secretary Shepard (WV) and seconded by Vice Chair Bowden (IA) the committee unanimously endorsed the general intent of the job description with suggested revisions to be presented at the next Executive Committee meeting for approval.

TECHNOLOGY COMMITTEE: Chairman Bohnenblust (WY) had to momentarily leave the call and Project Manager, Wanda Bowling began the committee's report. After review of Compact language regarding the source for applicant data, several changes were made within the application routing system. This only allowed one week of testing prior to today's call. The Project Manager reports progress is being made but there still are some glitches requiring additional testing. A few physicians are being recruited for a "soft launch" of the process before making the system publicly available. These "volunteers" should proclaim a home state that has not received a letter from the FBI but has legislation with appropriate authorization to conduct and receive criminal background check information.

A motion was made by Secretary Shepard (WV) and seconded by Treasurer Zachariah (IL) to conduct a “soft launch” with “volunteer physicians” over the next few days to make sure the system is working appropriately before moving to a publicly-announced go-live. The motion carried unanimously by voice vote.

Chair Bohnenblust (WY) had distributed a proposal for web-page support to members of the Executive Committee. It will be discussed at the next meeting of the committee. He also mentioned the Audit Committee will need to be brought into the process very soon as payments start coming through to the Commission. Also, as mentioned by Commissioner Hansen (SD) rules for the renewal process need to be approved very soon to meet member boards renewal deadlines.

**Public Comments:**

Opportunity was given for public comments. There were none.

**Executive Committee Tasks:**

- 1) Await the results of the meeting with HRSA, FBI, IMLCC and FSMB regarding the criminal background check issue.
- 2) The IMLCC logo has been selected and will be introduced at the February meeting of the full Commission.

**Adjournment:**

On a motion by Commissioner Bohnenblust (WY) and seconded by Secretary Shepard (WV), the meeting was unanimously adjourned by voice vote at 3:40 PM, EST.

Respectfully submitted,

Diana Shepard, CMBE  
Commission Secretary