

# INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

November 17, 2017

## MEETING MINUTES

### Call to Order

*Chairman Thomas (MN)*

The Interstate Medical Licensure Compact Commission convened at approximately 10:00 AM, EST was called to order by Chairman Thomas (MN). Participation in the meeting was also available via teleconference.

### Roll Call

*Secretary Shepard (WV)*

The roll was called, and a quorum was established.

### Approval of agenda

*Secretary Shepard (WV)*

The agenda was presented by Secretary Shepard (WV) for approval.

### MOTION

MOVED BY COMMISSIONER BOWDEN (IA), SECONDED BY COMMISSIONER LANDAU (AZ), TO APPROVE THE AGENDA FOR THE NOVEMBER 17, 2017 IMLCC FULL COMMISSION MEETING.

### MOTION PASSED

UNANIMOUS

### Welcome to new commissioners

*Chairman Thomas (MN)*

The chair welcomed the new commissioners. The new commissioners were provided the opportunity to introduce themselves to the other commissioners.

### Welcome to new executive director

*Chairman Thomas (MN)*

The chair welcomed the new executive director, Marschall Smith, who was unable to attend the meeting.

### Approval of the minutes

*Secretary Shepard (WV)*

The minutes from September 13, 2017 meeting was provided to the members prior to the meeting for their consideration.

### MOTION

MOVED BY COMMISSIONER BOWDEN (IA), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE IMLCC COMMISSIONER MEETING MINUTES FROM SEPTEMBER 13, 2017.

### MOTION PASSED

UNANIMOUS

### Chair Report

*Chairman Thomas (MN)*

- The chair provided a presentation regarding the growth of the IMLCC from processing the first application and issuing the first license in April to the present day. The successful launch demonstrated that the proof of concept worked. Now is the time to create a standardized process and make a regular business model.
- The FBI issue has been actively addressed by the various board with a variety of results. The FBI issued a new letter, dated September 28, 2017, which was provided to the IMLCC and distributed to the commissioners as part of the meeting packet.
- Hawaii invited the chair to present at a telehealth conference along with HRSA regarding license portability. The FSMB funded the trip as the purpose of the travel was advocacy of license portability.
- The chair traveled to Michigan and testified before the legislature regarding license portability and the IMLCC. The FSMB funded

the trip as the purpose of the travel was advocacy of license portability.

**Limit funding of travel to IMLCC funds**

*Secretary Shepard (WV)*

After the chair report a motion was made from the floor that travel regarding advocacy of license portability should be restricted to IMLCC funds and offers to fund the travel by the FSMB or any other vendor should not be accepted.

MOTION

MOVED BY COMMISSIONER ZACHARIAH (IL), SECONDED BY COMMISSIONER HANSEN (SD), TO REQUIRE THAT TRAVEL BY IMLCC COMMISSIONERS AND STAFF BE PAID EXCLUSIVELY FROM IMLCC FUNDS.

MOTION FAILED

BY MAJORITY VOICE VOTE

**Executive Director Report**

*Chairman Thomas (MN)*

The executive director provided a written report that was provided to the commissioners as part of the meeting packet.

**Executive Director Memo**

*Project Manager Bowling*

The commissioners considered the memo from the executive director regarding how member states clarify information. A general discussion was held about processing applications and the importance of the “core data set” to the process, which now includes a correction sheet for identifying errors and providing the correct information. It was agreed that the SPL is key to the process and ensuring that the information provided is accurate and eligibility has been established. After the discussion, it was determined that the matter should be referred to the executive director to prepare a draft policy for consideration by the executive committee.

**2018 IMLCC meeting schedule**

*Chairman Thomas (MN)*

A draft calendar was provided for the meetings of the full commission and executive committee meetings. It was discussed that the travel budget has been expended for the current fiscal year and states will be requested to pay for commissioner travel to future IMLCC meetings. The calendar of meetings was approved, and Phoenix was selected as the site for the November 2018 meeting by acclamation.

**Bylaws and Rules Committee Meeting schedule**

*Commissioner Bowden (IA)*

- A discussion was held about the process that was necessary for the IMLCC to adopt rules.
- It was determined that the committee will meet on the 2<sup>nd</sup> Wednesday at 1 PM Eastern monthly in 2018.

MOTION

MOVED BY COMMISSIONER MARX (UT), SECONDED BY COMMISSIONER BOWDEN (IA), TO ESTABLISH A REGULAR MONTHLY MEETING OF THE BYLAWS AND RULES COMMITTEE AND THAT MEETING SHALL TAKE PLACE ON THE 2<sup>ND</sup> TUESDAY OF EACH MONTH COMMENCING AT 1:00 PM EASTERN TIME.

MOTION PASSED

UNANIMOUS

**Conflict of Interest Statements**

*Chairman Thomas (MN)*

- A request was made to include a statement that a commissioner has no conflict on future forms.
- The secretary noted that not all commissioners signed the conflict of interest for 2017. Therefore, some commissioners will be receiving two forms - one for 2017 and one for 2018.

- Commissioners who did not complete and sign the form at the meet were requested to sign and return the form as soon as possible when they have returned to their office.

**Rulemaking Hearing**

*Commissioner Bowden (IA)*

- Two motions from the Bylaws and Rules were presented to the Commissioners. Specifically, an original draft Chapter 4 and an amended Chapter 5.
- Each item of the proposed changes was presented and discussed.
- A request was made by the members to create a process where new language and changes are clearly identified.
- A question was raised regarding incorporating the forms into the rules. It was discussed that historically, the commission has not included forms in the rules, instead allowing the development of forms to be an administrative function.
- A specific discussion was held regarding the effective date of the terminate of license as outlined in section 4.5, specifically the timeframe and effective date of the termination.
- A discussion regarding confusion regarding the language and intention of Item 4. Amended subrule 5.4(1)"c". After discussion an amendment to the language was proposed.

FIRST MOTION

MOVED BY BYLAWS AND RULES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ADOPT THE PROPOSED IMLCC RULE CHAPTER 4 AS PRESENTED.

MOTION PASSED

BY VOICE VOTE WITH ONE OPPOSED

SECOND MOTION

MOVED BY COMMISSIONER LANDAU (AZ), SECONDED BY COMMISSIONER COOK (UT), TO AMEND THE PROPOSED LANGUAGE IN SUBRULE 5.4(1)"c".

MOTION PASSED

UNANIMOUS

THIRD MOTION

MOVED BY BYLAWS AND RULES COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ADOPT THE PROPOSED IMLCC RULE AMENDMENTS TO CHAPTER 5 AS AMENDED.

MOTION PASSED

UNANIMOUS

**Budget Committee**

*Chairman Thomas (MN)*

- When the IMLCC was formed an initial problem was how to create a viable funding model. It was decided initially not to assess the costs to the states, which is allowed in the Compact statute. The IMLCC should be independent from the FSMB regarding funding.
- It was the intention of the IMLCC that the applicants should provide the money to fund the process.
- Initial funding came from a \$25,000 FSMB Foundation grant.
- The FSMB obtained and has managed a \$750,000 HRSA grant to be expended over 3 years, which the IMLCC has utilized.
- The IMLCC passed a resolution that working with the FSMB is not a conflict of interest.
- Next big goals are to 1) implement a data base and 2) move from cash based to accrual-based accounting.
- Discussed each item from the budget spreadsheet that was distributed to the commissioners prior to the meeting.
- Information regarding the expenses related to the HRSA grant was presented and questions answered.

- A general discussion was held regarding establishing a budget for future years and creating a viable organization.

**Communications Committee**  
*Commissioner Shepard (WV)*

- Presented a "Fact Sheet" for review and approval of the commission.
- Presented a "Frequently Asked Questions" document for review and approval of the commission.

**MOTION**

MOVED BY COMMUNICATIONS COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ADOPT THE PROPOSED FACT SHEET.

**MOTION PASSED**

UNANIMOUS

**MOTION**

MOVED BY COMMUNICATIONS COMMITTEE, A MOTION BY THE COMMITTEE DOES NOT REQUIRE A SECOND, TO ADOPT THE PROPOSED FREQUENTLY ASKED QUESTIONS DOCUMENT.

**MOTION PASSED**

UNANIMOUS

**FSMB Report**  
*Chairman Thomas (MN)*

No items

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

Completed primary task of hiring a new executive director.

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

- Reported on the progress regarding the selection of a data management system.
- Renewal process has been implemented and is coming online effectively.
- Lead a discussion about system security and data integrity as it relates to finding a new system.

**Election of Officers**  
*Chairman Thomas (MN)*

- A question was raised as to the commission is required to elect new officers on an annual based. It was determined that the Compact Statute requires an annual election of officers.
- Nomination and election of the Treasurer. The duties and requirements were reviewed prior to the opening of nominations.
- Commissioner Blake Maresh (WA) was nominated and elected by acclamation.
- Nomination and election of the Vice Chair. The duties and requirements were reviewed prior to the opening of nominations.
- Commissioner Diana Shepard (WV) was nominated and elected by acclamation.
- Nomination and election of the Chair. The duties and requirements were reviewed prior to the opening of nominations.
- Commissioner Mark Bowden (IA) was nominated and elected by acclamation.
- Immediate Past Chair Thomas (MN) was thanked by the commissioners for his efforts and leadership.
- Chairman Bowden thanked the commissioners for their support. The IMLCC is a committee driven organization and that process will continue and become even more important as the organization grows and expands. Commissioners were asked to indicate their committee preferences as soon as possible and committee chairs will be appointed shortly.

- A recommendation was made that the Bylaws and Rules Committee be expanded to 10 members.

**Public Comments**

*Immediate Past Chair Thomas (MN)*

- Representatives from CompHealth expressed their appreciation for the work that the IMLCC does on behalf of physicians and implementing the expedited licensure process.
- A question was asked regarding the fees charged to physicians and will the current fees be evaluated at a future date. The cost issue is an ongoing question that is addressed by the Budget committee as part of their work. There was a general discussion regarding the costs and fees paid by the physicians to participate in the IMLCC process.

**Final Commissioner Comments**

*Immediate Past Chair Thomas (MN)*

- The commissioners were provided an opportunity to make final comments. A general discussion was held, and most commissioners expressed their appreciation for the hard work that has been done in the past year.

**Adjournment**

*Immediate Past Chair Thomas (MN)*

There being no further business, the meeting was adjourned at approximately 4:00 PM EST.