

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
August 22, 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 the following Executive Committee Members present.

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

Project Manager, Wanda Bowling, also joined the call. Commissioner Marquand (MT) asked to be excused.

Agenda:

The agenda was presented by Secretary Shepard (WV) for review and moved for approval. On a second by Commissioner Bohnenblust (WY), the agenda was unanimously approved by voice vote.

Minutes:

The minutes of the August 8, 2017 Executive Committee meeting were presented for approval by Secretary Shepard (WV). With a motion by Commissioner McSorley (AZ) and seconded by Commissioner Bohnenblust (WY) the minutes were unanimously approved as presented.

Chair's Report:

The presentation for Jackson Coker had to be postponed. While there were over 300 registrants for the meeting, GoToMeeting conferencing was down and the presentation did not occur. It is being rescheduled.

Committee Reports:

BUDGET COMMITTEE:

The Treasurer position remains vacant while the search for a new Treasurer continues. However, Chairman Thomas (MN) has linked and downloaded financial information from Chase Bank into Quick Books. He has started paying state invoices for licenses and LOQ's online through Chase Bank. He presented a Balance Sheet which reported the Commission's current assets at \$165,338.51. The payment vendor for the Commission has been changed from PayPal to Stripe, which will facilitate and automate the collection and reporting of more detailed transaction information.

AUDIT COMMITTEE:

Reconciliation of all PayPal and banking transactions is necessary prior to audit. Because of challenges with the online payment piece and planned vendor change to Stripe, reconciliation of business activity since April 2017 will have to be done manually. Once this manual process has been completed, an audit will be arranged as requested by the Commission.

Interstate Medical Licensure Compact Commission
Executive Committee Meeting Minutes
August 22, 2017

BYLAWS COMMITTEE: The Chair announced the committee will be meeting next week to finalize the draft for the rule revisions to chapter 4 and 5, currently out for public comment.

COMMUNICATIONS COMMITTEE: The committee has not met since the last Executive Committee meeting. Nothing new to report.

PERSONNEL COMMITTEE: Chairperson McSorley (AZ) reported that the contract draft has been reviewed by Rick Masters and Eric Fish. It is being submitted to the Committee, today, for final approval. The following revisions were recommended by the Executive Committee:

- 1) Under "Term of Agreement" the blank line was amended to read: "...remain in full force and effect until the last of the two years from date affixed below."
- 2) Under "Fees and Expenses" the number of hours worked was amended to read: "...Contractor invoice shall not exceed 80 hours per month unless previously authorized by the Client."
- 3) Date line added at end of contract for date of signature.

With a motion from Commissioner Bohnenblust (WY) and seconded by Secretary Shepard (WV) the contract was approved by voice vote, with all revisions as stated.

Secretary Shepard (WV) will prepare the contract for presentation to and signature of the selected candidate, Marschall Smith.

TECHNOLOGY COMMITTEE: Chairman Bohnenblust, (WY) led discussion on the following items:

- 1) The committee continues to review options for a data tool and is creating a specs document.
- 2) Question about use of Core Data Sets for renewal applications was raised. Discussion ensued on whether a rule change was needed or an advisory opinion to insure all member states are validating the information being submitted with the renewal applications. The Chair referred this issue to the Sub-Committee for review and recommendations.
- 3) Chapter 5.7(1) reports that an applicant may appeal a determination of eligibility for licensure within 30 days. Chapter 5.6(1)a states if the applicant does not submit within 60 days all information required to complete the application, it shall be deemed to have been withdrawn. However, some member states do not offer an appeal process for non-eligible applicants. By statutory language, each member state is given the full responsibility to vet an application. If that information is not provided within the 60 day time frame, a letter of non-eligibility may be issued by the licensing board and a means for appeal must be offered. To insure the integrity of all data, it may become necessary to implement a Data Integrity Committee in the future.

SUB-COMMITTEE:

Vice Chair Bowden (IA) provided an update on the Wisconsin review conducted for validating four licensing issues raised by other member boards. The committee's report is in process and will be presented at the September 5, 2017 meeting of the Executive Committee.

Public Comments:

There were no public comments.

Adjournment:

As all business had been completed, Chairman Thomas (MN) declared the meeting adjourned at 4:15 PM EDT.

Respectfully submitted,

Diana Shepard, CMBE
Commission Secretary

DRAFT