

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
December 27, 2016**

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 by Secretary Shepard (WV) with six of seven Executive Committee Members present.

Commissioner Thomas (MN)	-	Commission Chairman
Commissioner Zachariah (IL)	-	Commission Treasurer
Commissioner Bowden (IA)	-	Chair of Bylaws/Rules Committee
Commissioner Shepard (WV)	-	Commission Secretary
Commissioner Bohnenblust (WY)	-	Chair of Technology Committee
Commissioner Marquand (MT)	-	Past Commission Chairman

Also identified on the conference call were Tyler Klatt (SD), John Hall (MS) and Paul Larson, Larson Communications.

Agenda:

The agenda was presented for approval. On a motion by Treasurer Zachariah (IL) and seconded by Commissioner Bohnenblust (WY) the agenda was unanimously approved by voice vote.

Minutes:

The minutes of the December 13, 2016 conference call were previously forwarded to committee members for review. On a motion by Treasurer Zachariah (IL) and seconded by Commissioner Bohnenblust (WY) the minutes were unanimously approved by voice vote.

Committee Reports:

**COMMUNICATIONS
COMMITTEE:**

Mr. Paul Larson was invited to attend today's meeting to discuss options for the IMLC logo and IMLCC seal. A total of 15 logo designs were presented for review and discussion. The committee narrowed the options down to 4 with recommended design changes. Mr. Larson will have those designs available for presentation at the next Executive Committee meeting. The logo will be approved before the seal so that the web designer can add it to our new website for licensing go-live.

PERSONNEL COMMITTEE:

Chairman McSorley (AZ) was not present and no report was available.

**BYLAWS/RULES
COMMITTEE:**

Chairman Bowden (IA) presented a draft for Section 7a in preparation for the development of a policy for renewals and continued participation. This will be the next topic requiring rulemaking.

TECHNOLOGY COMMITTEE:

Chairman Bohnenblust (WY) provided an update on the licensing application process. Members discussed the possibility of a "soft" opening for testing the process before making a public announcement. January is still a real possibility for the first Letter of Qualification but will probably be later in the month rather than earlier.

Interstate Medical Licensure Compact Commission
Executive Committee Meeting Minutes
December 27, 2016

Communications Chair Shepard (WV) will work with Chairman Bohnenblust (WY) on developing a checklist for each member board to complete prior to go-live to insure readiness to receive applications.

Chairman Bohnenblust has received the order form for DocuSign to implement the license processing system in January 2017. The design and testing order was previously approved, but this order at a cost of \$27,600 covers the following for the period of January 1, 2017 through December 31, 2017:

- 1) 5,000 Envelopes
- 2) Overage/Usage Fees of \$4.80/transaction
- 3) Payment Processing
- 4) Premier Support

This expenditure will be covered under the HRSA grant and was recommended by the Technology Committee. The order was approved by unanimous voice vote.

Chairman Bohnenblust (WY) also requested guidance from the committee on the approval process for those documents being created during the licensing process implementation. As the process is defined by rule, initial documents could be circulated through the Executive Committee but vetting of each form will not be required.

As Letters of Qualifications will be issued and not licenses, the NPI number will become the license identifier.

Preparations for Meetings:

As this was the last regularly scheduled, announced meetings of the IMLCC Executive Committee, Chairman Thomas (MN) will distribute a new schedule for the first few months of 2017 keeping the Executive Committee Conference Call meetings on every other Tuesday at 3:00 PM EST.

Adjournment:

On a motion by Commissioner Shepard (WV) and seconded by Commissioner Bohnenblust (WY), the meeting was unanimously adjourned by voice vote at 4:10 PM.

Respectfully submitted,

Diana Shepard, CMBE
Commission Secretary