

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

August 17, 2018

MEETING MINUTES

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Call to Order

Chairwoman Shepard (WV)

The Interstate Medical Licensure Compact Commission convened at approximately 3:02 PM, EST via conference call and was called to order by Chairwoman Shepard (WV).

Roll Call

Secretary Smith

The roll was called; however, a quorum was never established. No action was taken during the meeting. The time was used to provide updates and discuss issues.

Approval of the Agenda

Chairwoman Shepard (WV)

Since a quorum was not established an agenda could not be approved. The draft agenda was used as a guide for updates and discussion.

Approval of the minutes

Secretary Smith

Since a quorum was not established, the approval of the February 16, 2018 meeting was placed on hold until the November 16, 2018 meeting. The members present provided corrections to the draft minutes that corrected to fix spelling and grammatical errors.

Chair Report

Chairwoman Shepard (WV)

- The chair provided an update on the work preparing for the November meeting to held in Denver, Colorado and asked members to submit agenda items as soon as possible.
- The chair expressed the appreciation of the Executive Committee and the IMLCC for the dedication and hard work to Commissioner Bowden (IA) for his work in guiding the IMLCC from a concept to a reality.

Executive Director's Report

Executive Director Smith

- Information regarding the site of the IMLCC commission meeting to be held in Denver would be provided in the very near future.
- The accounting books and accounts for FY2017 were in the process of being closed so that a Profit and Loss Statement and a Balance Sheet could be generated from the CPA firm. These actions are necessary to allow the audit process to start.

Correspondence

Chairwoman Shepard (WV)

No correspondence was received prior to the meeting. However, a discussion was held regarding customer service expectations and plans to address the email and phone message backlogs.

Executive Committee Report

Chairwoman Shepard (WV)

The executive committee had reviewed and approved Advisory Opinion 07-2018. A copy of the Advisory Opinion would be posted to the IMLCC webpage on August 17, 2018. A brief discussion was held, questions were answered.

Treasurer's Report

Secretary Smith

- The IMLCC checking and savings account balance is \$781,017.93 as of the morning of this meeting. Two separate accounts were being prepared; a General Reserve Fund in the amount of \$250,000.00 and an IT Reserve Fund in the amount of \$10,000.00
- STRIPE is the credit card processing vendor used by the IMLCC. The estimated fees generated between July 1, 2018 and August 17, 2018 were \$48,078.83
- The HRSA Grant expenditures for FY2018 was \$191,576.41, \$63,003.59 under the \$250,000 amount allocated. A request has been made to roll those funds into FY2019.

- The FY2017 preliminary numbers indicate that the budget categories of IMLCC Operating, HRSA Grant, FSMB Foundation Grant, and Member Board Fee Pass Through were all positive.

Audit Committee Report
Commissioner Simons (WI)

There was no report or discussion.

Communications Committee Report
Commissioner Marquand (MT)

- The New Commissioner Handbook is in final review and will be published and available in September 2018.
- The Policy of Information Requests has been finalized and will be published shortly.
- A website review is nearly completed.
- The executive director has been requested to incorporate the “News” tab under the Commission tab with the “Press Releases and Publications” tab.
- Work has started on the IMLCC Annual Report.
- The committee is discussing the degree of involvement the committee should undertake as it relates to customer service issues and response time complaints regarding member boards.
- The committee is requesting that a discussion item be placed on the November 2018 committee meeting agenda to discuss IMLCC involvement in speaking engagements and review of materials.

Personnel Committee Report
Commissioner McSorley (AZ)

- The committee has approved an administrative assistant position to be filled via contract and supervised by the executive director.
- The executive director contract is being revised, including a provision to allow for reimbursement of the office space.

Technology Committee Report
Commissioner Bohnenblust (WY)

- The data is being migrated to the system and is being tested.
- A system “stress” test is being conducted to ensure security.
- A select group of front-line staff are previewing the system to assist in the design and layout of pages.
- The next step is entering corrections and resolve data errors.
- The system is expected to roll out before the end of 2018.

Bylaws and Rules Committee Report
Commissioner Martinez (MN)

- The committee is considering rules regarding State of Principal License (SPL) selection requirements and the rules regarding redesignation of an SPL.
- Final draft rules are being prepared for the November 2018 meeting on new IMLCC Rules, Chapter 6 and 7.

Rule Making Hearing
Commissioner Martinez (MN)

A rulemaking hearing, notice of which had been provided in accordance with IMLCC Statute and Rules, was commenced at 4:09 pm (ET). Commissioner Martinez conducted the hearing.

- Amber Dennis, CompHealth provided a comment regarding a concern that the vetting process would be re-done for the redesignation and this would impact the timeliness of the process.
- The Bylaws & Rules committee requested that the language regarding compensation be rescinded in the final version.

The hearing concluded at 4:15 pm (ET). A roll call was taken to determine if a quorum could be established in order to act on the proposed rule; however, a quorum was not established. Action on the

proposed amendment to IMLCC Rules - Chapter 4 will be delayed until the November 2018 commission meeting.

None

Correspondence and

Miscellaneous business

Chairwoman Shepard (WV)

Public Comments

Chairwoman Shepard (WV)

After a request by the chair for public comments, none were provided.

Adjournment

Chairwoman Shepard (WV)

There being no further business, the meeting was adjourned at approximately 4:28 pm Eastern Time.