

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE  
Conference Call  
May 30, 2017**

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 with all Executive Committee Members present with the exception of Commissioner Marquand (MT).

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

Also identified on the conference call were Wanda Bowling, Tyler Klatt (SD) and Jonathan Jagoda, FSMB.

**Agenda:**

The agenda was presented. On a motion by Treasurer Zachariah (IL) and seconded by Commissioner McSorley (AZ), the agenda was approved as presented.

**Minutes:**

The minutes of the May 16, 2017 conference call meeting were presented for approval. On a motion by Commissioner McSorley (AZ) and seconded by Treasurer Zachariah (IL) the minutes were approved by voice vote.

**Committee Reports:**

**BUDGET COMMITTEE:**

A survey was distributed to each member state asking for payment Preferences of their fees from the Commission for new applicants. While not every state responded, those who did preferred checks 60% over electronic transfers 40%. Therefore, checks will need to be ordered and the Treasurer asked for the address to be placed on the checks. Until the Commission has hired an Executive Director, the address of the Project Manager will be used on the checks.

The Commission also discussed the means by which correct payments to each member board should be made. A motion was made by Treasurer Zachariah (IL) and seconded by Secretary Shepard (WV) for each member state to submit an invoice to the Commission Treasurer for the amount due and the applicants covered by each payment. The motion carried unanimously by voice vote.

BYLAWS/RULES

Chairman Bowden (IA) reported that all rule changes approved at the Commission meeting on May 22, 2017, have been distributed and placed on the IMLCC.org website. The proposed rule changes to Sections 2.6 and 5.5(2) "b" to incorporate the emergency rule approved in February 2017, have been put out for public comment. The hearing is to be held via conference call on June 23, 2017 and then presented to the Commission at their June 27, 2017 meeting.

As questions arise with the application routing process and with the rules on renewals still in process, the Bylaws/Rules Committee will be placing advisory opinions on the agendas of future Executive Committee meetings.

PERSONNEL COMMITTEE:

One additional application for the Executive Director position has been received with others expected. Telephonic interviews will begin on June 12, 2017, with recommended candidates to come before the full Commission at the June 27<sup>th</sup> meeting.

TECHNOLOGY COMMITTEE:

Chairman Bohnenblust (WY) deferred the committee's report to Wanda Bowling, Project Manager who provided an update on the application routing process to date. Ms. Bowling requested input from the Executive Committee on how the Commission should respond to the number of questions being posed about current member states not serving as the state of principle licensure and regarding questions to South Dakota and Pennsylvania's requests not to participate in the application process. A motion was made by Treasurer Zachariah (IL) and seconded by Secretary Shepard (WV) to defer those questions to the member state as this is a state issue, not a commission issue. Motion passed by voice vote. Once the states have provided an answer to these questions, they will be posted on the IMLCC.org website for information.

COMMUNICATIONS COMMITTEE:

At the meeting in May, the Commission approved the Communications Chair as the single point of contact for online inquiries about IMLCC. The Chair will be given access to InquiryIMLCC.org, for screening inquiries and referring them to the appropriate Commission representative.

A survey will also be sent to Commissioners for a head count at the November meeting of the Commission.

Bylaws has requested the Communications Committee send out public notices on the comment period for rule changes and distribute notices to all member states for posting on their websites.

**Executive Committee Tasks:**

IMLCC.org will be regularly updated on the participation of member states in the application routing process.

**Public Comments:**

South Dakota asked whether the Chapter 5 rules were proposed or adopted at the May 22, 2017 meeting of the Commission. 5.8(1) was adopted with the following amendment:

*Not less than 90 days prior to the expiration date of a license issued through the Compact, the member board that issued the license shall notify the physician by email of the pending expiration of the license and provide information on the process to renew the license, and a link to the Interstate Commission's web page to start the renewal process.*

**Adjournment:**

The Chair declared the meeting adjourned at 3:45 PM.

Respectfully submitted,

Diana Shepard, CMBE  
Commission Secretary