

**INTERSTATE MEDICAL LICENSURE  
COMPACT COMMISSION  
December 14, 2016  
Conference Call Meeting**

The December 14, 2016, conference call meeting of the Interstate Medical Licensure Compact Commission was called to order at 3:02 PM by Chairman Jon Thomas (MN).

Roll Call was completed by Secretary Shepard (WV) with 28 of the 32 appointed commissioners present by conference phone. Jerry Landau has been named a new commissioner from Arizona but was not on today's call. Chairman Thomas asked Commissioner McSorley (AZ) to send Commissioner Landau our greetings and welcome. Members of the public acknowledging their participation in today's call included Karen Silas from Alabama.

**Agenda:**

The draft agenda had previously gone to the membership. However, the Chair requested a vote to add approval of an IMLCC logo/seal item to the agenda. On a motion from Commissioner Goetter (AL) and seconded by Commissioner Simons (WI) and unanimously approved by voice vote the logo and seal were added to today's agenda.

Chairman Thomas (MN) also requested adding the Rule on Administrative Process and the Rule on Fees presented at the Public Meeting on November 28, 2016, and being presented in the Bylaws/Rules Committee report for a vote today. On a motion by Commissioner Bohnenblust (WY) and seconded by Commissioner Smith (AL) the two rules were unanimously added to today's agenda.

On a motion by Commissioner Marquand (MT) and seconded by Commissioner Schaecher (UT) the agenda was unanimously approved as amended.

**Minutes:**

The minutes from the Commission meeting of the November 7, 2016 were sent out in an email by the Chair shortly before today's meeting. As members had not had enough time to review those minutes, Commissioner Schaecher (UT) suggested we defer the approval of the minutes until later in today's meeting. The Chair agreed and the minutes will be reviewed at the end of today's call.

The minutes of the November 29, 2016, conference call of the IMLCC Executive Committee were presented for approval. Commissioner Simons (WI) recommended an amendment to the Communications Committee report, item 4), "constantly updated" was grammatically incorrect. It should be reported as "need constant updating." On a motion by Commissioner Simons (WI) and seconded by Commissioner Martinez (MN) the minutes of the November 29<sup>th</sup> meeting of the Executive Committee were approved as amended by unanimous voice vote.

**Chairperson's Report:**

Chairman Thomas provided an update on the FBI letters that had been forwarded to three compact member states. Following discussions with Rick Masters, CSG, each individual state will respond by drafting legislation within their own state legislatures to address their criminal background authority. HRSA has also been made aware of this regulatory issue.

The Chair also reported urgency in obtaining an Executive Director to provide management of the licensure process once Letters of Qualification are being processed, answer questions that will arise and handle logistical issues. This has been referred to the Personnel Committee for the development of a job description in preparation for an RFP.

Section 12 "P" of the compact law requires the Commission to develop a seal. This was added to today's agenda to advance the development of a seal prior to the first Letters of Qualification being issued in January 2017. Also, as the website is under development and nearing go-live, the seal and a similar logo will be imperative in the "branding" of the IMLCC. Only one proposal has been received to guarantee the extremely short turnaround time. It is from Paul Larson Communications and estimates a cost of \$1,750 to \$2,250.

Interstate Medical Licensure Compact Commission  
Meeting Minutes  
December 14, 2016

There was discussion about the need for an RFP which was determined not to be necessary for such a small expenditure. On a motion by Commissioner Schaecher (UT) and seconded by Commissioner Simons (WI) the quote from Paul Larson Communications was accepted by voice vote with two opposition votes.

Chairman Thomas led the discussion on the need for an IMLCC spending policy. The Commission has authorized the Treasurer to pay invoices up to \$1,500 but no authorization was given to committees. A motion was made by Commissioner Feist (MT) and seconded by Commissioner Smith (AL) to approve a spending policy of up to \$1,500 without prior approval of the Executive Committee or the Commission. The motion carried by voice vote. All expenses will be reported by the Commission Treasurer

**Correspondence:**

Chairman Thomas (MN) reported no significant correspondence to report.

**Budget Committee/Treasurer:**

Treasurer Zachariah (IL) reported most commission expenditures, to date, have been covered by the HRSA grant. However, from the \$25,000 donation received by the Commission \$245.51 has been spent for the two domain names for the Commission website. That leaves a current total of \$24,754.49.

**Audit Committee:**

Nothing to report.

**Communications Committee:**

The Communications Committee met on November 9, 2016. However, much has been done since that meeting. A separate tab has been created on the LicensePortability.org website which includes only Commission information. Anything placed on that section has to be approved by the Communications Committee. Joe Knickrehm, Communications and Public Affairs Manager for the FSMB Washington, D.C. office is the direct communications contact for the IMLCC. Work on the development of a new website for IMLCC.org is ongoing.

**Personnel Committee:**

The committee has met twice since the last commission meeting and hopes to have a Job Description for an Executive Director completed within the next week or so.

**Technology Committee:**

Chairman Bohnenblust (WY) reported on the recent webinar held for 30 plus participants. Additional webinars will be made available to member states for the January 2017 go-live. The response was positive with many good questions raised. Chairman Bohnenblust (WY) stated that progress has been made with DocuSign in preparation for January 2017. The Committee is working with the website developer in preparation for the new website with the online application.

**Bylaws/Rules Committee:**

Chapter 2 and Chapter 3 Administrative Rules have been presented for public comment and hearings have been held on both rules. They are now presented to the Commission for final adoption. Chapter 2 Rule was recommended for adoption. As a recommendation from the Bylaws/Rules Committee and with a unanimous voice vote, Chapter 2 Rule was approved. Typographical errors were noted by Commissioner Clark (ID) on line 8 and line 47 within the Chapter 3 Rule and were corrected. With a recommendation for adoption with corrections noted, Chapter 3 Rule was unanimously adopted by voice vote.

**Reports from Supporting Organizations:**

Colmon Elridge reported that CSG recently held their annual meeting. At that meeting legislators and newly elected administration officials were made aware of the FBI issue relating to IMLCC.

**Public Comments:**

There were none.

**Final Commission Comments:**

Secretary Shepard asked for a moment of personal privilege and announced that Commissioner Knittle (WV) will be retiring from his Board position at the end of the year. The Commission expressed their appreciation to Commissioner Knittle (WV) for his service to this project and the Commission.

**Deferred Minutes of IMLCC Meeting:**

The minutes of the November 7, 2016 Conference Call meeting of the IMLCC had been deferred earlier in today's meeting to give commissioners time to review. As several members had already hung up from this call, a motion was made by Commissioner Schaecher (UT) and seconded by Commissioner Knittle (WV) to table those minutes until the next meeting of the Commission. The motion carried by unanimous voice vote.

**Adjournment:**

On a motion by Commissioner Zachariah (IL) and seconded by Commissioner Smith (AL) the meeting adjourned at 4:10 PM EST.

Respectfully submitted,

Diana Shepard, CMBE  
Commission Secretary