

# Interstate Medical Licensure Compact

ANNUAL REPORT  
2017

**Jon Thomas, M.D., Chair  
Two Terms 2016 - 2017**

## INTRODUCTION

The Interstate Medical Licensure Compact Commission is pleased to present to the member states of the compact a report on activities during fiscal year 2017.

Sub-section 17 of Section 12 of the Interstate Medical Licensure Compact states:

*The interstate commission shall have the duty and power to:*

*(17) report annually to the legislatures and governors of the member states concerning the activities of the interstate commission during the preceding year. Such reports shall also include reports of financial audits and any recommendations that may have been adopted by the interstate commission.*

The following report covers commission activities beginning January 1, 2017 through June 30, 2017. This is a partial annual report to move the Commission from a calendar reporting period to a fiscal reporting period in 2018.

# REPORT TO THE STATES



## PARTICIPATING STATES AND COMMISSIONERS AS OF JUNE 30, 2017

JON THOMAS, CHAIR

MARK BOWDEN, VICE CHAIR

DIANA SHEPARD, SECRETARY

BRIAN ZACHARIAH, TREASURER

<p>ALABAMA</p> 	<p>Commissioner Howard J. Falgout</p>	<p>Commissioner Karen Silas</p>
<p>ARIZONA</p> 	<p>Commissioner Jerry Landau</p>	<p>Commission Patricia McSorley</p>
<p>COLORADO</p> 	<p>Commissioner Eric Groce</p>	<p>Commissioner Karen McGovern</p>

# REPORT TO THE STATES

<p><b>IDAHO</b></p> 	<p><b>Commissioner Anne Lawler</b></p>	<p><b>Commissioner Erich W. Garland</b></p>
<p><b>ILLINOIS</b></p> 	<p><b>Commissioner Bryan Schneider</b></p>	<p><b>Commissioner Brian Zachariah</b></p>
<p><b>IOWA</b></p> 	<p><b>Commissioner Mark Bowden</b></p>	<p><b>Commissioner Mary Jo Romano</b></p>
<p><b>KANSAS</b></p> 	<p><b>Commissioner Kathleen Lippert</b></p>	<p><b>Commissioner Kim Templeton</b></p>
<p><b>MINNESOTA</b></p> 	<p><b>Commissioner Ruth Martinez</b></p>	<p><b>Commissioner Jon Thomas</b></p>

# REPORT TO THE STATES

<p><b>MISSISSIPPI</b></p> 	<p><b>Commissioner Claude Brunson</b></p>	<p><b>Commissioner John K. Hall</b></p>
<p><b>MONTANA</b></p> 	<p><b>Commissioner James Feist</b></p>	<p><b>Commissioner Ian Marquand</b></p>
<p><b>NEVADA</b></p> 	<p><b>Commissioner Edward Cousineau</b></p>	<p><b>Commissioner Sandy Reed</b></p>
<p><b>SOUTH DAKOTA</b></p> 	<p><b>Commissioner Margaret Hansen</b></p>	<p><b>Commissioner Elmo J. Rosario</b></p>
<p><b>UTAH</b></p> 	<p><b>Commissioner Larry Marx</b></p>	<p><b>Commissioner David A. Cook, M.D.</b></p>

# REPORT TO THE STATES

<p><b>WASHINGTON</b></p> 	<p><b>Commissioner Melanie de Leon</b></p>	<p><b>Commissioner Blake Maresh</b></p>
<p><b>WEST VIRGINIA</b></p> 	<p><b>Commissioner Diana Shepard</b></p>	<p><b>Commissioner Mark A. Spangler</b></p>
<p><b>WISCONSIN</b></p> 	<p><b>Commissioner Kenneth Simons</b></p>	<p><b>Commissioner Robert H. Zondag</b></p>
<p><b>WYOMING</b></p> 	<p><b>Commissioner Kevin Bohnenblust</b></p>	<p><b>Commissioner Anne MacGuire</b></p>

## COMMISSION ACTIVITIES

The inaugural meeting of the Commission was held in Chicago in October of 2015 and ended with the election of officers, adoption of bylaws, formation of standing committees and development of committee charges. Since that inaugural meeting much progress has been made in the implementation of the Interstate Medical Compact License.

The Commission met 3 times between January and June 2017: Two were teleconference calls and the May 22, 2017 meeting was held in St. Paul, Minnesota. Below are the dates. in chronological order with some key actions.

### **IMLCC Commission Conference Call - February 22, 2017**

- 25 of 32 Commissioners present on the call.
- Annual Report for 2016 received.
- Communication Plan presented and approved.
- Job Description created for Executive Director position.
- First two training webinars presented for member states with over 60 participants.
- Emergency Rule passed to confirm the non-disclosure of Federal Back Ground Check Information.

### **IMLCC Commission Meeting in Minneapolis, MN - May 22, 2017**

- 27 Commissioners attended or were participating by phone.
- 22 States are now members of the Compact. Most recent were Tennessee and Nebraska.
- Personnel changes at CSG resulted in the transfer of administrative functions to IMLCC officers.
- The Commission continues to work with FBI in answering their concerns about Criminal Background Checks.
- IStAR was launched on April 6, 2017 with the first Letter of Qualification. The first IMLC License was issued on April 27, 2017.

- Approval of Rules Chapter 2 and 5 as Emergency Rules.
- Committee assignments for 2017 – 2018 were made by the Chair.
- Reporting requirements for the HRSA Grant were reviewed.

### **IMLCC Commission Conference Call - June 27, 2017**

- Formal adoption of Chapter 2 and 5 revisions made through Emergency Rules.
- Three candidates, for the Executive Director position, were recommended by the Personnel Committee. A Search Committee was appointed to conduct face to face interviews.

The Executive Committee held meetings every 2 weeks during the reporting period.

Standing committees met on a schedule established by the committee chair throughout the reporting period.



## COMMITTEE ACTIVITIES

### **BUDGET COMMITTEE**

#### **Brian Zachariah (IL) Treasurer, Chair**

- The work of the Budget Committee took a more active role in May 2017 as funds began coming in from the licensing process.
- A balance of \$56,767.11 was reported in the commission account in May and by June 2017 a total of \$111,332.75 had been received.
- Surveys were conducted to document how each member state board wanted to receive their IMLC payments for license processing and a method of invoicing was developed.

### **BYLAWS AND RULES**

#### **Mark Bowden (IA), Chair**

Bylaws and Rules Committee was very active in 2017, updating, revising and creating policies and rules for member states. Some of the topics covered by the Committee from January through June 2017 included:

- 1) Rule for License Renewal Process;
- 2) Rule for Renewal Fees;
- 3) Policy on Spending Authority;
- 4) Promulgation of Rules passed under Emergency Rules.

### **COMMUNICATIONS COMMITTEE**

#### **Diana Shepard (WV), Chair**

- The Communications Committee continues to respond to external inquiries about the IMLCC and work with the Project Manager and Technology Committee on the development of a new IMLCC website.
- As of January 2017, the IMLCC.org domain came under the private ownership of the Commission and previous License Portability information from the FSMB website was transferred over to IMLCC.org.
- Training and Education of the member boards and external institutions in the use of the IMLCC.org website and application process was ongoing in 2017.
- The Committee worked closely with the Project Manager in setting up monthly training webinars which showed continual increase in participation and benefit.

### **AUDIT COMMITTEE**

#### **Jon Thomas (MN), Chair**

The Audit Committee has not had much activity as there was no revenue reported until April 2017. However, they are planning to meet with an auditor and conduct a review in the very near future.

## **PERSONNEL COMMITTEE**

### **Patricia McSorley (AZ), Chair**

The Personnel Committee developed the job description and salary recommendations for the Executive Director position and posted the opening. Four resumes were received, and a Search Committee was appointed by the Chair to review those resumes and meet with the final three candidates.

## **TECHNOLOGY COMMITTEE**

### **Kevin Bohnenblust (WY), Chair**

- The Technology Committee has been working closely with the Executive Committee and Communications Committee during the planning, development and implementation of all application, payment and reporting systems.
- The payment system continues to be monitored for accuracy and methods for reporting.
- Conversion of all appropriate information from the License Portability website from FSMB onto the IMLCC.org dedicated website was completed during this period.
- The next important phase of this project for this committee will be the implementation of a renewal application process and a database management system.

## FINANCES AND RECOMMENDATIONS

### **FINANCIAL AUDITS OF THE COMPACT COMMISSION**

Activities of the Compact Commission are supported by U.S. Department of Health and Human Services Health Resources and Services Administration, FY 2016-2019 Licensure Portability Grant Program. With the issuance of Letters of Qualification and IMLC licenses in April 2017, the IMLCC has begun to report a revenue stream. As outlined in the Compact, the objective of the Commission is to be self-supporting through licensing fees.

### **2017 BUDGET**

The budget originally presented for the 2017 year was an estimate projection of expenses and revenue and with an anticipated date of January 2017 to begin issuing LOQ's and licenses. With the outstanding FBI issue and other administrative delays, the first LOQ and license was not issued until April 2017.

The following financial report was presented as a Profit and Loss accounting from January through November 5, 2017.

#### INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

#### PROFIT AND LOSS FROM JANUARY 2017 – NOVEMBER 2017

#### TOTAL

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#### Income

Service/Fee Income	<u>\$307,735.38</u>
Total Income	<u><b>\$307,735.38</b></u>
Gross Profit	\$307,735.38

#### Expenses

Advertising & Marketing	3,893.84
Bank Charges & Fees	0.00
Executive Director	4,637.50
License Fees	83,525.00
LOQ	33,000.00
Office Supplies & Software	404.95
Unapplied Cash Bill Payment Expense	0.00
Web/Internet	<u>712.64</u>
Total Expenses	<u><b>\$126,173.93</b></u>
Net Operating Income	<u><b>\$181,561.45</b></u>
Net Income	<u><b>\$181,561.45</b></u>

## STATISTICAL INFORMATION

AS OF JUNE 2017

<u>Applications Processed</u>	<u>Licenses Issued</u>	<u>Renewals</u>	<u>Cumulative Applications</u>	<u>Cumulative Licenses</u>
41	44	10	125	81

## CONTACT INFORMATION:

For more information on the Interstate Medical Licensure Compact Commission, please contact the IMLCC Executive Director, Marschall Smith.

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