

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION



NOTICE OF INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION FULL COMMISSION MEETING

Pursuant to Article VI Section I of the adopted Bylaws of the Interstate Medical Licensure Compact Commission and of Section 11, Subsection H of the Interstate Medical Licensure Compact, duly adopted by the Legislative Bodies of, and, signed into law by the hand of the Governors of the assembled member states of the Interstate Medical Licensure Compact Commission, notice of a public meeting of the full Interstate Medical Licensure Compact Commission is hereby served.

The meeting will be held

Wednesday, February 22, 2017

3:00 p.m.-5:00p.m. (ET)

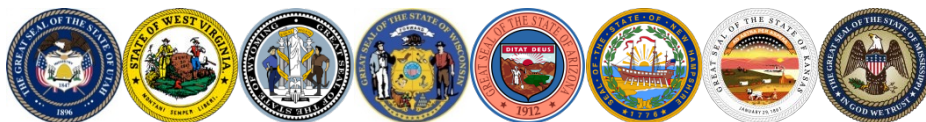
Telephone Conference Call / Webinar Meeting

join.startmeeting.com/csg-policy4

Call In Number: (701) 801-1220

Meeting ID: 448-099-674

For more information on this regularly scheduled meeting of the Interstate Medical Licensure Compact Commission, IMLCC Committee Meetings, or other information, please contact Commission Chairman Jon Thomas at jonthomasmd@icloud.com.



**374 Smith Ave North, Suite 602
St. Paul, MN 55102**

jonthomasmd@icloud.com

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

AGENDA

Call In: Call In (701) 801-1220 Meeting ID: 448-099-674
join.startmeeting.com/csg-policy4

Date: Wednesday, February 22, 2017
Time: 3:00pm-5:00pm (ET)

- I. Call to Order** Chairman Thomas
- II. Roll Call/Establishment of Quorum** Chairman Thomas
- III. Approval of Agenda** Secretary Shepard
- IV. Review and Approval of Minutes** Secretary Shepard
- a) December 14, 2016
- V. Chairperson's Report** Chair Thomas
- VI. Committee Reports (including action items)**
- a) Budget Committee/Treasurer's Report Treasurer Zachariah
- b) Audit Committee Chairman Thomas
- c) Communications Committee Secretary Shepard
- d) Personnel Committee Commissioner McSorley
- e) Technology Committee Commissioner Bohnenblust
- f) Bylaws and Rules Committee Vice-Chair Bowden
- Action Items:**
1. Consideration of adoption of a policy on executive committee spending authority.
 2. Consideration of initiating rulemaking to express the process of an expedited license issued through the compact.
- VII. Public Comments**
- VIII. Final Commission Comments** Full Commission
- IX. Adjourn**

Proposed Rules

1. Policy on Interstate Medical Licensure Compact Commission Executive Committee Spending Authority.
2. Amend **Chapter 3** - Fees to capture a service fee for expedited licensure renewal & **Chapter 5** - Expedited Licensure to house the expedited license renewal process.

Proposed Rules

1. Policy on Interstate Medical Licensure Compact Commission Executive Committee Spending Authority.

TO: Interstate Medical Licensure Compact Commission

FROM: Bylaws & Rules Committee

DATE: January 11, 2017 (revised draft)

RE: **Proposed policy on Interstate Medical Licensure Compact Commission
Executive Committee spending authority**

POLICY ON INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION EXECUTIVE COMMITTEE SPENDING AUTHORITY

ADOPTED: _____

EFFECTIVE: _____

I. POLICY STATEMENT

The Interstate Medical Licensure Compact (IMLC) commissioners and staff members are committed to efficiently and responsibly procuring goods and services necessary to carry out the operations of the IMLC; paying bills and expenses; and monitoring all expenditures for compliance with applicable laws, regulations and policies. In order to assure timely, effective business operations, it may be advantageous to delegate limited spending authority to certain groups or individuals.

II. PURPOSE

The purpose of this policy is to establish:

- A formal mechanism to empower the IMLC Executive Committee [Chair] spending authority for goods and services under \$1,500 [\$2,000] without IMLC Commission approval.
- A formal process for the IMLC Executive Committee to delegate signature authority to appropriate parties for purchasing goods or services pursuant to this policy.
- A definition of qualified expenditures under this policy.
- A process for reporting expenditures authorized by the Executive Committee or its designee(s) to the IMLC Commission.

III. DEFINITIONS

Qualified expenditure – Any type of goods or services totaling less than \$1,500 [\$2,000] necessary to carry out the day-to-day operations of the IMLC.

Signature authority – Delegation to a designated individual or individuals to sign contracts or other documents authorizing expenditures made pursuant to this policy.

IV. REQUIREMENTS

1. Documentation of expenditures. All expenditures made in accordance with this policy shall be immediately documented in a format established and approved by the IMLC Commission and maintained by the IMLC Executive Committee.

2. Report. The IMLC Executive Committee shall prepare a report of all expenditures made under this policy to be presented to the full Commission annually, or more frequently if requested by the IMLC Commission.

3. Annual review of this policy. The IMLC Commission Bylaws and Rules Committee shall review this policy each year and make recommendations to the IMLC Commission for continuation or modification of the policy.

4. Administration of this policy. The IMLC Commission executive committee shall be responsible for administering this policy and ensuring that this policy is current, compliant with all statutory requirements and case law, and consistent with other applicable standards. The executive committee may delegate administration and maintenance of this policy to the IMLC executive director.

Proposed Rules

2. Amend Chapter 3 - Fees to capture a service fee for expedited licensure renewal & Chapter 5 - Expedited Licensure to house the expedited license renewal process.

January 11, 2017: Committee edits in green type (see below).

(this rulemaking would amend Chapter 5 - Expedited Licensure to house the expedited license renewal process and Chapter 3 - fees to capture a service fee for expedited licensure renewal)

ITEM 1. Amend 5.2 as follows:

5.2 Definitions

ee. “*Service fee*” means fees that may be assessed by the Interstate Commission or the state of principal license to handle and process an application for an expedited license or the renewal of an expedited license. A service fee is not a fee for the issuance of an expedited license.

ITEM 2. Adopt the following new subrule 5.8:

5.8 Expedited licensure renewal and continued participation.

5.8(1) At least 90 days in advance of the expiration date of an expedited license, the Interstate Commission shall notify the physician of the pending expiration and provided information on the process to renew the expedited license. ~~The Interstate Commission shall notify the physician that an expedited license issued through the Compact will expire in 45 days.~~

5.8(2) The physician shall complete an online renewal application on a form provided by the Interstate Commission.

5.8(3) The physician shall attest on an online form provided by the Interstate Commission the following:

- a.** Maintains a full and unrestricted medical license in a state of principal license.
- b.** Has not been convicted, received adjudication, deferred adjudication, community supervision, or deferred disposition for any offense by a court of appropriate jurisdiction.
- c.** Has not had a license authorizing the practice of medicine subject to discipline by a licensing agency in any state, federal, or foreign jurisdiction, excluding any action related to nonpayment of fees related to a medical license.
- d.** Has not had a controlled substance license or permit suspended or revoked by a state or the United States drug enforcement administration.

e. Complies with all continuing professional development or continuing medical education requirements for renewal of a medical license issued by a member state.

5.8 (4) The Interstate Commission may verify that the physician satisfies renewal requirements in 5.8(3).

5.8(5) The Interstate Commission may collect a service fee from the physician for renewal of an expedited license issued through the Compact. The Interstate Commission shall retain 100 percent of this service fee for renewal of an expedited license.

5.8(6) The Interstate Commission shall collect any renewal fees charged for the renewal of an expedited license and distribute the fees to the applicable member board.

5.8(7) Upon receipt of any renewal fees collected in 5.8.(6), a member board shall renew the physician's expedited license.

5.8 (8) When the expedited license is renewed the member state may collect additional information related to that state’s specific requirements for license renewal.

5.8(9) Physician information collected by the Interstate Commission during the renewal process will be **available as appropriate distributed** to all member boards.

~~**5.8(10) The physician may appeal a decision to deny renewal of an expedited license through that state board’s ordinary appeal process.**~~

ITEM 3. Amend 3.2 as follows:

3.2 Definitions

“*Service fee*” means fees that may be assessed by the Interstate Commission, or the state of principal license, or both, to handle and process an application for a letter of qualification, or the issuance of an expedited license through the Compact, or the renewal of an expected license through the Compact ~~or both~~. A service fee is not a license fee.

ITEM 4. Amend 3.4 as follows:

3.4 ~~Letter of qualification~~ Service fees

ITEM 5. Adopt the following **new** subrule, 3.4(3):

3.4(3) A non-refundable service fee of \$000.00 shall be assessed to the physician for each expedited license renewed through the Compact.

a. Payment shall be made by electronic means to the Interstate Commission. 100 percent of this service fee shall be deposited in the Interstate Commission's general fund.