

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

April 7, 2020

MEETING MINUTES

Call to Order

Chair Terranova (ME)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:00 PM, Eastern Time via conference call and was called to order by Chairman Terranova (ME).

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Members Present

Commissioner Terranova (ME) - Commission Chair
Commissioner Cousineau (NV) - Commission Vice Chair
Commissioner Simons (WI) - Commission Past Chair
Commissioner Farrelly (MD) - Treasurer and Chair of the Budget Committee
Commissioner Lawler (ID) - Chair of the Audit Committee
Commissioner Spangler (WV) - Chair of the Communications Committee
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee

Members Absent

Commissioner McSorley (AZ) - Chair of the Personnel Committee
Commissioner Meyers (DC) - Chair of the Technology Committee

Staff Present

Wanda Bowling, Project Manager; Marschall Smith, Executive Director and Secretary

Other commission members and members of the public

Commissioner Cushman (NE)

Committee chair announcements

Chair Terranova (ME)

The chair welcomed Commissioner Lawler (ID) as the new chair of the audit committee, replacing Commissioner Zachariah (IL). And announced that Commissioner Meyers will be resigning as the chair of the technology committee due to increased obligations from a new assignment.

Approval of agenda

Chair Terranova (ME)

An agenda for the executive committee was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the March 3, 2020 and the special March 13, 2020 meetings were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SIMONS (WI), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE MARCH 3, 2020 AND THE SPECIAL MARCH 13, 2020 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee

*Commissioner Lawler (ID) and
Executive Director Smith*

Work on the FY2018 audit will be finalized shortly. All the financial transactions have been verified to the source and all payment transactions have been reviewed. The information has been re-entered into the accounting system. It is important to note that the discrepancy amount attributable to the fees owed to member boards has been resolved. The committee will meet with the auditors in early May.

Budget Committee

Commissioner Farrelly (MD)

A final draft of the FY2021 budget was provided and reviewed. After discussion, the executive committee determined that it would endorse the budget recommendations from the committee.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER FARRELLY (MD), TO RECOMMEND THAT THE DRAFT IMLCC FY2021 BE APPROVED BY THE COMMISSIONERS AT ITS MAY 12, 2020 MEETING.

MOTION PASSED

UNANIMOUS

Communication Committee

Commissioner Spangler (WV)

- The IMLCC webpage has been rolled out and is now operational.
- The committee will meet in May 2020 to discuss the article being prepared by the executive director for publication in the Federation of State Medical Board's Journal of Medical Regulation.

Personnel Committee

Chair Terranova (ME)

The committee will be continuing its discussion regarding the switch from contract staff to employees.

**Rules & Administrative
Procedures Committee**

Commissioner Martinez (MN)

The March 2020 meeting was cancelled. The next meeting is scheduled for Tuesday, April 21, 2020.

Technology Committee

Executive Director Smith

A document regarding the current IMLCC data infrastructure and the changes that will be taking place in FY2021 was provided and discussed.

Executive Director Update

Executive Director Smith

- An update was provided regarding:
 - March work load
 - Phone calls received = 242
 - Emails received = 529 (includes 35 Core Data Corrections)
 - March processing volume
 - 430 applications processed
 - 436 licenses issued
 - 175 previously issued licenses renewed
 - March member board remittances
 - 1,470 transactions
 - \$560,263.00 in fees paid to member boards
 - March inquires on LOQs issued

- 0 inquires received
 - 1 decision pending was resolved upholding the LOQ
- March activity
 - The Georgia Composite Medical Board successful on-boarded on March 10, 2020 and began issuing licenses using the IMLCC process.
 - The Executive Committee met on March 3, 2020.
 - The Executive Committee held a special meeting on March 13, 2020.
 - The Monthly Member Board Meeting was held with board staff on March 18, 2020.
 - The Technology Committee met on March 19, 2020.
 - The Communications Committee met on March 19, 2020.
 - The Strategic Planning Committee met on March 26, 2020.
- April activities - scheduled
 - The Executive Committee meeting on April 7, 2020
 - The Monthly Member Board Meeting on April 15, 2020
 - The Budget Committee on April 21, 2020
 - The Rules & Administrative Procedures Committee on April 21, 2020
 - The Strategic Planning Committee on April 23, 2020
 - The Technology Committee on April 23, 2020
 - The Annual Federation of State Medical Boards meeting April 29 to May 2, 2020 was cancelled due to the COVID-19 pandemic

Discussion Items

Chair Terranova (ME)

- The Strategic Planning Committee reviewed the final draft of the IMLCC Strategic Plan document at its March 26, 2020 meeting. The document will be finalized at the April 23, 2020 meeting so that it can be presented at the May 2020 Commission meeting for review and adoption.
- The IMLCC is preparing an Information Release regarding the impacts on the COVID-19 pandemic and its impacts on IMLCC processes, especially as it relates to the fingerprint-based background check requirements.
- The draft agenda for the May 12, 2020 commission meeting was provided and discussed.

Commissioner Comments

Chair Terranova (ME)

No comments

Public Comments

Chair Terranova (ME)

No comments

Adjournment

Chair Terranova (ME)

There being no further business, the meeting was adjourned at 3:40 PM Eastern Time.