

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

August 4, 2020

MEETING MINUTES

Call to Order

Chair Terranova (ME)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:01 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 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 McSorley (AZ) - Chair of the Personnel Committee
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee

Members Absent

Commissioner Cushman (NE) - Chair of the Technology Committee

Staff Present

David Clark, Operations Manager; Rick Masters, IMLCC Legal Counsel; Marschall Smith, Executive Director and Secretary; Dale Watts, IT Manager

Other commission members and members of the public

Commissioner Bratten (CO), Commissioner Gall (IA), Commissioner Romanco (IA), and Ms. Jaime Dunbar

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 MARTINEZ (MN), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the July 14, 2020 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER COUSINEAU (NV), TO APPROVE THE JULY 14, 2020 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee

Commissioner Lawler (ID)

The committee reviewed and accepted the audit reports for the FY2018 audit. The documents were published on the IMLCC webpage.

Work on the FY2019 audit has already started.

Budget Committee*Commissioner Farrelly (MD)*

The IMLCC ended its fiscal year on June 30, 2020 and work has started to close the books. The committee at its next meeting will review the fees charged to ensure that it is an appropriate amount and investment options for the IMLCC's reserve funds.

Communication Committee*Commissioner Spangler (WV)*

- The newsletter is completed and will be published this week.
- Work continues on the Toolkit document.
- The next project is the IMLCC FY2020 Annual report, with a target publication date in October. The IMLCC policy #4 requires that the annual report be published within 120 days of the end of the fiscal year or October 29, 2020.
- The next committee meeting is being scheduled before the end of August.

Personnel Committee*Commissioner McSorley (AZ)*

The committee is requesting guidance from the Executive Committee as its role regarding the development of the position description for the executive director. A copy of the current information about the position will be provided to the Executive Committee as a point of reference. After discussion, it was determined that the Executive Committee will be interviewing the successful candidates; however, the question regarding who will screen the applicants and determine which applicants should be considered successful candidates remains open and will be determined at a future date. The announcement for the position should be posted by the end of August.

**Rules & Administrative
Procedures Committee***Commissioner Martinez (MN)*

The committee met on July 21, 2020.

- A discussion was held about how the committee can help and support the upcoming IMLCC Licensing Summit. After discussion the committee agreed that the committee is committed to providing support and validation, along with continued review of the IMLCC Licensing Q&A document.
- A draft of IMLCC Chapter 10 - Rule on Annual Assessment was considered. After review and discussion, the committee made changes to the draft and unanimously approved a motion that the rulemaking process should be initiated on the draft rule with an anticipated rulemaking hearing at the November 2020 Commission meeting.
- A discussion was held regarding the LOQ process, including considering the development of a policy or rule intended to memorialize the current LOQ challenge process administered by the executive director. The committee determined that this is a matter that must be continually monitored and that the Licensing Summit will be a good opportunity to further the discussion and build confidence of the process between the member boards.
- The committee's assignment from the November 2019 Commission meeting is progressing and a preliminary rule discussion document was reviewed.

Technology Committee*Executive Director Smith*

The committee prepared an outline of the information and reporting process requirements as they relate to IT projects. The executive director was charged with reviewing tools that are currently available and providing a demonstration at the next committee meeting.

iStarsII Implementation

- The iStarsII system went live today.

Executive Director Smith

- The IMLCC needed to secure a new domain in order to ensure continued operations, so the iStarsII will be hosted on imlcc.com. Member boards have been reminded to check firewall and permission granting software to allow for emails and access to the new domain.
- A detailed report of the implementation and progress will be provided to the Technology Committee at their August meeting.
- Congratulations to the IMLCC vendors for their work on the final push to get this project completed and implemented - JourneyTeam, KTL, Thrive and the Bauden Group.

Executive Director Update*Executive Director Smith*

- An update was provided regarding:
 - July work load
 - Phone calls = 342 (June = 332)
 - Emails = 551 (June = 546)
 - Includes 30 Core Data Corrections (June = 45)
 - July processing volume
 - Applications processed = 431 (June = 479)
 - Licenses issued = 488 (June = 538)
 - Previously issued licenses renewed = 404 (June 702)
 - July member board remittances
 - Transactions = 1,650 (June = 1,730)
 - Fees paid to member boards = \$549,198.00 (June = \$585,554.00)
 - June inquires on LOQs issued
 - 3 inquires received
 - 2 decisions that the LOQ was valid and correct
 - 1 decision that the LOQ was invalid
- The iStarsII upgrade required a major commitment from IMLCC staff and its vendors, which was completed in a short timeframe. The implementation date was critical to the IMLCC's continued operations.
- The conversation of the IMLCC Independent Contractors, with the exception of the executive director, to employees was implemented on August 1, 2020. Dave Clark is the IMLCC's first employee.
- Major accomplishments in July:
 - Created, then implemented a complete HR system and process.
 - Re-established administrative controls of IMLCC's webpage domains and web-based tools.
 - Started the process of creating dual administrative control with all IMLCC accounts, fiscal and IT.
- Dale Watts was interviewed and selected as the new IMLCC IT Manager. His first day was July 31, 2020.
- A "Frequent User Discussion Group" is being considered and more information will be provided and the idea develops.

Discussion Items*Chair Terranova (ME)*

The re-scheduled discussion regarding the Letter from Commissioner Gall was held.

The central concern is that the member boards are not consistent in their processing and review of applications. The specific situations raised in the letter were addressed and the member boards mentioned in the letter provided written and verbal statements.

After the discussion and comments, it was agreed that the member boards are taking their responsibilities seriously; however, the improvement of processes and increasing communication between member boards must continue. It was also agreed that the scheduled Licensing Summit will be a significant step in the right direction.

Commissioner Comments

Chair Terranova (ME)

There were no comments provided.

Public Comments

Chair Terranova (ME)

There were no comments provided.

Adjournment

Chair Terranova (ME)

There being no further business, the meeting was adjourned at 4:15 PM Eastern Time.