

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call
September 1, 2020

DRAFT
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 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
Commissioner Cushman (NE) - Chair of the Technology Committee

Members Absent

None

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

None were identified

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 FARRELLY (MD), SECONDED BY COMMISSIONER COUSINEAU (NV), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The minutes from the August 4, 2020 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER LAWLER (ID), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE AUGUST 4, 2020 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee
Commissioner Lawler (ID)

The FY2018 audit is closed and published. The work on the FY2019 has started with the auditors requesting documents for review.

Budget Committee*Commissioner Farrelly (MD)*

The committee is meeting later in September to review the IMLCC service fees and consider a policy about Capital Assets.

Communication Committee*Commissioner Spangler (WV)*

- The newsletter was published August 7, 2020
- The IMLCC FY2020 Annual report has been drafted and will be reviewed by the committee at its next meeting then to the Executive Committee for ratification at the October 2020 meeting.
- The IMLCC Toolkit, requested as part of the HRSA grant, will be completed and reviewed by the committee then referred to the FSMB for review and publication.

Personnel Committee*Commissioner McSorley (AZ)*

The executive director position announcement has been posted and will be open for 2 weeks. The position was posted on the IMLCC's webpage, with the FSMB and AIM, and on Indeed.com. Commissioner McSorley will be the point of contact. After the position closes, the applications will be considered by the committee with recommendations made to the Executive Committee for interviews. During the discussion of this item, Commissioner Cousineau requested that additional clarifying items be added to the announcement, including the salary range and benefits offered. Commissioner Cousineau also requested that a list of all the applicants be provided to the Executive Committee. Commissioner Martinez suggested that the position announcement be extended so that the missing items could be added and requested that a "date certain" application deadline be included in the announcement.

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

The committee met on August 18, 2020.

- The committee reviewed comments and discussed the draft amendments to IMLCC Rule Chapter 5 - Expedited Licensure. After discussion, the committee unanimously recommended that a rulemaking hearing be held at the September 15, 2020 commission meeting.
- The draft of IMLCC Chapter 10 - Rule on Annual Assessment comments were reviewed and the committee requested that the rulemaking process continue with an expectation that the rule will be part of a rulemaking hearing at the November 2020 commission meeting.
- The committee considered and discussed several questions posed by the Licensing Summit planning committee.

Technology Committee*Executive Director Smith*

The committee is working with the IT manager to develop a method for tracking projects, creating a better definition including deadlines and timeframes for projects, measuring turnaround requests for system enhancements.

Strategic Plan*Chair Terranova*

There are 2 outstanding items that will be discussed at the November 2020 commission meeting in order to finalize the Strategic Plan. Committee chairs should be working on finalizing the IMLCC Vision Statement and completing their assignments.

Executive Director Update*Executive Director Smith*

- A volume report will be provided on Friday, as the information is still being gathered.
- The IMLCC offices will be closed on Monday, September 7, 2020 in recognition of the Labor Day Holiday.

- The Kentucky Board of Medical Licensure is scheduled to go-live the week of September 21, 2020.
- The IMLCC has two new commissioners:
 - Commissioner Robin Durrett (KS)
 - Commissioner Suzanne Veenis (SD)
- The IMLCC staff are working assigning leadership roles and work assignments. Each management team member has been assigned to a committee as that committee's staff resource.
- The Territory of Guam notified the IMLCC that the island is a total lock-down status and medical board staff will be unable to process applications until the lock-down has been lifted.
- Hotel information for the November Licensing Summit and Annual Commission Meeting will be coming out on Friday. The hotel reservation block ends on October 16, 2020.
- iStarsII implementation update:
 - The implementation phase is considered closed, as the system is functioning as designed and the vendors have provided the services required of their contracts.
 - Data clean-up process:
 - Paying our "Technology Tax Bill" - the prior system had several free-form fields, "patches" and development work-arounds have created data inconsistencies which must be addressed case-by-case.
 - The traditional approach of a broad data clean-up program has failed, so data fixes are being done in small batches and every time staff pull up an account.
 - IMLCC staff are working with individuals who are having access issues. Browser issues have been identified that related to using the application on cellphones and tablets and using certain browsers.
 - PDF documents are being created for renewal and additional license request applications; this was not part of the original design but is critical to the process.
 - The development of the next phase has started.

Discussion Items

Chair Terranova (ME)

Each committee chair is requested to develop a "Charge & Purpose" with their committees at their next meeting. The draft "Charge & Purpose" documents will be reviewed at the October 2020 Executive Committee meeting to create a common format, review to ensure that the charge does not conflict existing IMLCC Statute or create responsibilities beyond those established in the IMLCC Statute.

A discussion was held regarding changing the IMLCC Bylaws to recognize the IMLCC Chair, Vice Chair, and Executive Director as ex-officio members of all standing committees. It was decided to provide the recommended changes to the agenda of the next Rules & Administrative Procedures Committee meeting.

Commissioner Comments

Chair Terranova (ME)

There were no comments provided.

Public Comments

Chair Terranova (ME)

There were no comments provided.

Closed Meeting
Chair Terranova (ME)

The Executive Committee determined that it should enter a closed meeting in order to discuss legal matters with its attorney. Legal counsel certified to the Chair that the reason to close the meeting complied with IMLCC statutes. The Executive Director did participate in the close portion of the meeting. The Closed meeting started at 3:58 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER CUSHMAN (NE), TO CLOSE THE EXECUTIVE COMMITTEE MEETING TO DISCUSS LEGAL MATTERS WITH ITS ATTORNEY.

MOTION PASSED

UNANIMOUS

Resumption of the meeting open to the public
Chair Terranova (ME)

The Executive Committee resumed its business in a session open to the public at 4:35 PM, Eastern Time. The Chair asked if an executive committee member wished to make a motion.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER COUSINEAU (NV), TO AUTHORIZE THE IMLCC'S ATTORNEY TO FILE LEGAL ACTION IN FEDERAL DISTRICT COURT IN THE STATE OF COLORADO IN ORDER TO PROTECT THE INTERESTS OF THE COMMISSION IN A MATTER RELATED TO A FORMER CONTRACTOR AND TO RECOVER INTELLECTUAL AND TANGIBLE PROPERTY OWNED BY THE COMMISSION.

MOTION PASSED

UNANIMOUS

Adjournment
Chair Terranova (ME)

There being no further business, the meeting was adjourned at 4:42 PM Eastern Time.