

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call**

**October 6, 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 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)*

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

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER SPANGLER (WV), TO APPROVE THE REVISED AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the September 1, 2020 minutes**

*Executive Director Smith*

The minutes from the September 1, 2020 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER FARRELLY (MD), SECONDED BY COMMISSIONER LAWLER (ID), TO APPROVE THE SEPTEMBER 1, 2020 MINUTES.

MOTION PASSED

UNANIMOUS

**Approval of the September 29, 2020 special meeting minutes**

*Executive Director Smith*

The minutes from the September 20, 2020 meeting was provided to the members prior to the meeting for their consideration.

**MOTION**

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE SEPTEMBER 29, 2020 SPECIAL MEETING MINUTES.

**MOTION PASSED**

UNANIMOUS

**Audit Committee**

*Commissioner Lawler (ID)*

The work on the FY2019 continues, all the requested documents from the auditors have been provided and they have started the next phase.

The Audit Committee Charge was reviewed and discussed. No changes were made.

A discussion was held regarding whether the Audit Committee should be a listed standing committee or if it should be incorporated into the Budget Committee. It was determined that the Audit Committee would remain as a standing committee and the decision reviewed periodically.

**Budget Committee**

*Commissioner Farrelly (MD)*

The committee met on September 21, 2020 and took the following actions:

- No change will be made to the IMLCC transaction fees, with an annual review to take place annually.
- The committee instructed the executive director to place monies in the IMLCC Capital Project Reserve Fund and the IMLCC Special Project Reserve Fund created by IMLCC Policy #5. All reserve authorized reserve accounts have been funded.
- An IMLCC Profit & Loss Summary has been created for the committee to review on a monthly basis. The initial report was provided to the committee members at the meeting.
- The committee reviewed a proposal by the executive director to investigate investment opportunities that might provide a greater rate of return. The executive director was authorized to research options and provide a report to the committee at its next meeting.

The Budget Committee Charge was reviewed and discussed. No changes were made.

**Communication Committee**

*Commissioner Spangler (WV)*

The committee met on September 29, 2020. The IMLCC Annual Report 2020 was finalized and will be published in October as required.

The Communication Committee Charge was reviewed and discussed. No changes were made.

**Personnel Committee**

*Commissioner McSorley (AZ)*

The committee met on October 5, 2020 and reviewed resumes for the executive director position. The candidates were selected and referred to the Executive Committee for interviews.

Commissioner McSorley announced that she was resigning as the chair of the committee effective immediately. Chair Terranova will assume responsibility as the chair of the committee until after the November annual meeting.

The executive committee approved the committee's request to review and make changes to the IMLCC Employee Handbook as it related to the

sections on the Employee Complaint process and how to report allegations of Sexual Harassment.

The Personnel Committee Charge was reviewed and discussed. The executive committee requested that:

- The 2<sup>nd</sup> paragraph be deleted,
- The 3<sup>rd</sup> paragraph be changed to indicate that complaints against the executive director would be reported to the IMLCC Chair and the Chair of the Personnel Committee, and
- Add the responsibility of conducting the performance evaluation of the executive director to the committee's charge.

The executive committee declined the request that members of the committee be allowed to participate in the interview process for the executive director. Committee members were encouraged to provide questions that they would like to see asked during the interview for consideration by the executive committee.

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

The committee met on September 22, 2020.

- The committee recommended that proposed changes to the IMLCC Bylaws, Article III and VII be endorsed by the executive committee and be considered at the November commission meeting. After discussion, the executive committee requested that the changes to Article VII be amended to including the Audit Committee as a listed committee in Section 2 and endorsed placing the agenda for consideration at the IMLCC Annual meeting.
- The committee approved draft of IMLCC Chapter 10 - Rule on Annual Assessment was discussed and requested to be placed on the agenda for the November commission meeting. The executive committee recommended that information regarding alternative assessment methods be included in the rule discussion, including the creation of a transactional or proportional method be discussed in addition to the proposed flat fee.
- The committee will have a draft document prepared and added to the November commission meeting agenda in response to the November 2019 charge to develop guidance for the executive committee's authority to pursue litigation actions against member boards.

The Rules & Administrative Procedures Committee Charge was reviewed and discussed. No changes were made.

A draft of IMLCC Advisory Opinion 9-29-2020 was presented and discussed. After discussion, it was determined that the Advisory Opinion should be adopted.

MOTION

MOVED BY RULES & ADMINISTRATIVE PROCEDURES COMMITTEE,  
MOTIONS BY A COMMITTEE DO NOT REQUIRE A SECOND, TO ADOPT AND  
IMMEDIATELY ISSUE IMLCC ADVISORY OPINION 9-29-2020.

MOTION PASSED

UNANIMOUS

**Technology Committee***Executive Director Smith*

The committee reviewed with the IT Manager the planning and tracking process that was developed at the committee's request. The planning phase for Phase 2 of iStarsII has started.

The Technology Committee Charge was reviewed and discussed. No changes were made.

**Executive Director Update***Executive Director Smith*

- An update was provided regarding:
  - September work load
    - Phone calls = 473 (521 August)
    - Emails = 361 (436 August)
  - September processing volume
    - Applications processed = 484 applications (363 August)
    - Licenses issued = 457 licenses (954 August)
    - Previously issued licenses renewed = 869 (349 August)
  - September member board remittances
    - Transactions = 2,373 (1,760 August)
    - Fees paid to member boards = \$785,843.00 (\$546,78.00 August)
  - September inquires on LOQs issued
    - 1 inquiry received
      - Decision that the LOQ was valid
- The Kentucky Board of Medical Licensure began actively processing applications and LOQs on September 21, 2020.
- Legislation to join the compact was introduced in Louisiana and Ohio.

**Discussion Items***Chair Terranova (ME)*

The draft agenda for the November commission meeting was provided for comments. There were no changes provided.

**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 personnel matters. Legal counsel certified to the Chair that the reason to close the meeting complied with IMLCC statutes. The Executive Director and Commissioner Lawler did not participate in the close portion of the meeting. The Closed meeting started at 4:19 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER CUSHMAN (NE), TO CLOSE THE EXECUTIVE COMMITTEE MEETING TO DISCUSS PERSONNEL MATTERS.

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 4:40 PM, Eastern Time.

**Adjournment**

*Chair Terranova (ME)*

There being no further business, the meeting was adjourned at 4:41 PM Eastern Time.