

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION

November 17, 2020

MEETING MINUTES

DRAFT

Call to Order

Chair Terranova (ME)

The Interstate Medical Licensure Compact Commission convened at approximately 10:09 AM Eastern time in Gulf Shores, Alabama and via video conference.

Roll Call

Secretary Smith

The roll was called, and a quorum was established.

Approval of the agenda

Chair Terranova (ME)

An agenda for the meeting was presented by Chair Terranova (ME).

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE AGENDA AS PRESENTED.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Secretary Smith

The minutes from September 15, 2020 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE IMLCC COMMISSIONER MEETING MINUTES FROM SEPTEMBER 15, 2020.

MOTION PASSED

UNANIMOUS

Chair's Report

Commissioner Terranova (ME)

The chair provided comments to the commissioners, highlighting the growth of the commission through additional member states joining and legislation being introduced. The IMLCC will continue to expand and the growth process will be a constant for several years into the future. The IMLCC is well positioned for this growth with the new iStarsII system and expanding staff.

Change is important for the organization as we continue to grow; each new member board will bring a different perspective. The member boards and the active participation of the commissioners is the key to making sure that the IMLCC is positioned for the future.

The Licensing Summit held yesterday was a success with over 75 people logged in and participating. Thank you to the presenters and the committee that developed the training.

Executive Director's Report

Executive Director Smith

The executive director provided the following update:

- This has been a year of change:
 - The IMLCC and our member boards have provided a strong response to the COVID-19 crisis. Record numbers of applications and licenses being issued.
 - The IMLCC hired its first employees
 - Dave Clark, Operations Manager
 - Todd Mata, Bookkeeper
 - Implemented iStarsII in August, our first major integrated processing system.

- The IMLCC is working with the Counsel of State Governments and other healthcare compacts regarding actions on the national and state level to create a universal license for physicians. Examples of these types of bills include creating Medical Excellence Zones and Military Spouse Assistance.
- In the next year our goals are:
 - Increase customer service by expanding office hours and hiring new customer service staff
 - Data stabilization in the iStarsII system. This project will take several months to complete. The goal is to have it completed before the next fiscal year begins in July 2021.
 - iStarsII - Phase II. Working with the Technology Committee we will develop the next phase of system enhancements, including logic in the application process to prevent duplicate applications and a more robust renewal process.
 - Create a stronger staff interaction with the IMLCC committees, each IMLCC manager will be assigned a committee to which they will serve as the liaison.
 - The Licensing Summit was successful, so we plan to hold another one in 2021. Thanks to the Licensing Summit Committee members -
 - Commissioner Silas from Alabama
 - Jaime Dunbar from Iowa
 - Commissioner Terranova from Maine
 - Anna Boone from Mississippi
 - Tara Anderson from Nebraska
 - Tammy Sine from Nevada
 - Melinda Boyle-Prior from Wisconsin
 - Dave Clark, IMLCC Operations Manager
 - Improving communication to commissioners and others by continuing to provide information and data, but expanding that process to ensure that the information provides a story about the IMLCC's success.

Report from Legal Counsel
Rick Masters

Mr. Masters requested that his report be conducted in a session closed to the public in order to provide legal advice.

MOTION

MOVED BY COMMISSIONER LAWLER (ID), SECONDED BY COMMISSIONER SPANGLER (WV), THAT THE MEETING BE CLOSED TO THE PUBLIC IN ORDER TO RECEIVE LEGAL ADVICE AS AUTHORIZED BY IMLCC STATUTE, SECTION 11, PARAGRAPH H.

MOTION PASSED

UNANIMOUS

Meeting closed to the public

The meeting was closed from 10:30 am to 10:55 am Eastern Time. During this time the commissioners, IMLCC Executive Director and Legal Counsel were segregated into a private conference call room where no members of the public were included. The general conference call room remained active for members of the public. At the conclusion of the closed session, the private conference call room was emptied and the meeting resumed in public session.

**Rulemaking Hearing - IMLCC
Chapter 10**
Commissioner Martinez (MN)

At 11:00 am Eastern Time, the commission was called to order for the purpose of a rulemaking hearing as authorized by IMLCC Statute, Section 15. The rulemaking hearing was noticed and opportunity for comment was done in accordance with IMLCC Rules, Chapter 1. The proposed rule was discussed and additional opportunity for comments from commissioners and the public were provided during the consideration of the proposed rule. A copy of the proposed rule was provided prior to the meeting. The proposed rule intends to create IMLCC Rules - Chapter 10 - Rule on Annual Assessment.

DISCUSSION

The commissioners discussed the proposed rule. A friendly amendment was proposed to remove the words "...in equal shares..." from paragraph 10.3(b). The friendly amendment was accepted by Commissioner Martinez as the Chair of the Rules and Administrative Procedures Committee on behalf of the committee. The Rulemaking meeting concluded at 11:25 am Eastern Time.

MOTION

MOVED BY THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO CREATE IMLCC RULE CHAPTER 10 - RULE ON ANNUAL ASSESSMENT, AS AMENDED.

MOTION PASSED

WITH ONE COMMISSIONER ABSTAINING

**Discussion - Bylaws Chapter III
= Officers**
Commissioner Martinez (MN)

A copy of the proposed amendments to the IMLCC Bylaws - Chapter III - Officers, was provided prior to the meeting. The proposed change intends to amend IMLCC Bylaws - Chapter III by creating the IMLCC Treasurer as the chair of the Budget Committee

MOTION

MOVED BY THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO AMEND IMLCC BYLAWS - CHAPTER III.

MOTION PASSED

UNANIMOUS

**Discussion - Bylaws Chapter VII
- Committees**
Commissioner Martinez (MN)

A copy of the proposed amendments to the IMLCC Bylaws - Chapter VII - Committees, was provided prior to the meeting. The proposed change intends to amend IMLCC Bylaws - Chapter III by listing the current standing IMLCC committees and establishing the IMLCC Chair, Vice Chair, and Executive Director as ex-officio members of each established committee.

MOTION

MOVED BY THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO AMEND IMLCC BYLAWS - CHAPTER VII - COMMITTEES AS PROPOSED.

MOTION PASSED

WITH ONE COMMISSIONER VOTING IN OPPOSITION TO THE MOTION

**Discussion - Authorization to
create IMLCC Policy #8 - Policy
on Capital Assets**
Commissioner Martinez (MN)

A copy of the proposed policy, was provided prior to the meeting, incorrectly reporting the policy as #7. The commissioners agreed to a friendly amendment to change the numbering of the policy to #8. The proposed change intends to create a policy to account for the costs of obtaining and maintaining fixed assets, including the process to dispose of fixed assets.

MOTION

MOVED BY THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO ADOPT IMLCC POLICY #8 - POLICY ON CAPITAL ASSETS AS AMENDED.

MOTION PASSED

WITH ONE COMMISSIONER ABSTAINING

Discussion - Administrative Procedure #6 - IMLCC Legal Action
Commissioner Martinez (MN)

A copy of the proposed Administrative Procedure #6 - IMLCC Legal Action, was provided prior to the meeting. The proposed Administrative Procedure is the result of a motion from the November 19, 2019 Commission meeting requesting that guidance be created by the Rules and Administrative Procedures Committee regarding commissioner expectations of the Executive Committee prior to taking legal action on behalf of the Commission.

DISCUSSION

The commissioners discussed the proposed procedure, including the decision to create the guidance as an administrative procedure rather than a rule. Commissioner Terranova, who brought the matter as General Discussion Item #2 on the November 19, 2019 agenda, stated that the proposed procedure had adequately satisfied the concerns raised during the November 2019 meeting. The friendly amendment was offered but not accepted by Commissioner Martinez as the Chair of the Rules and Administrative Procedures Committee on behalf of the committee.

MOTION

MOVED BY THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO ADOPT IMLCC ADMINISTRATIVE PROCEDURE #6 - IMLCC LEGAL ACTION.

MOTION PASSED

WITH ONE COMMISSIONER VOTING IN OPPOSITION TO THE MOTION

Discussion Item #1 - IMLCC Licensing Staff Q&A document
Executive Director Smith

A copy of the draft IMLCC - Licensing Staff Q&A was provided prior to the meeting. A general discussion was held. It was the decision of the commissioners that the Executive Director should finalize the document and make it available for IMLCC member board licensing staff.

Committee reports

Audit Committee - Commissioner Lawler (ID)

- The FY2018 audit has been completed and is available on the IMLCC webpage
- The FY2019 audit is nearing completion and will be published.
- The plan is that the FY2020 audit will be started as soon as practicable and that a regular schedule of audits will be established by the committee.

Budget Committee - Treasurer Farrelly (MD)

- The committee has requested that IMLCC staff develop a regular monthly reporting of the IMLCC's Position Statement (commonly referred to as a P&L statement).
- The committee is reviewing the IMLCC's reserve funds and determining their adequacy for continued operations.
- The committee is discussing the development of an investment strategy to increase the funds earned on the reserve funds.

Communications Committee - Commissioner Spangler (WV)

- The IMLCC Toolkit has been finalized and provided to HRSA and the FSMB.
- The committee continues its regular review of the IMLCC webpage for improvements.

- An article was prepared by the Executive Director and submitted for publication in the Journal of Medical Regulation.
- The next IMLCC newsletter will be published in December and on a regular schedule of at least two times per year.
- The IMLCC’s Annual Report 2020 was published in October 2020.
- The committee’s goals are to continue evaluating publications and the webpage for effectiveness focusing on the audience that will be receiving the information.

Personnel Committee - Chair Terranova (ME)

- There is currently no chair appointed for this committee.
- The IMLCC Employee Handbook was developed and made available to the commission’s employees.
- The process of moving from independent contractors to employees was launched in August 2020 and continues.

Rules and Administrative Procedures Committee - Commissioner Martinez (MN)

- The committee will develop a regular meeting schedule for 2021.

Technology Committee - Commissioner Cushman (NE)

- The committee is continuing work on iStarsII and the data clean up.
- Work has started on developing Phase II requirements.
- Reporting of data is a major focus of the committee, ensuring the member boards will be able to access information.

IMLCC Strategic Plan
Vice Chair Cousineau (NV)

A copy of the IMLCC Vision Statement was provided to the meeting. A short discussion was held.

MOTION

MOVED BY COMMISSIONER JUDD (TN), AND SECONDED BY COMMISSIONER COUSINEAU (NV), TO ADOPT THE PROPOSED IMLCC VISION STATEMENT.

MOTION PASSED

UNANIMOUS

Election of officers
Executive Director Smith

Elections for the officers of the Commission were held in accordance of IMLCC Bylaws, Article III, Section 1. A call for nominations was held for each position, discussion held, nominations were then closed, and the nominations voted on by members as separate actions.

CHAIR

Commissioner Martinez (MN) nominated Commissioner Jesse Cushman (NE) to the position of IMLCC Chair. The nomination was seconded by Commissioner Manahan (MN). The nomination was accepted and discussion held. No other nominations were put forward.

MOTION

BY ACCLAMATION THE NOMINATIONS WERE CLOSED AND COMMISSIONER CUSHMAN (NE) WAS ELECTED TO THE POSITION OF CHAIR.

VICE CHAIR

Commissioner Lawler (ID) nominated Commissioner Edward Cousineau (NV) to the position of IMLCC Vice Chair. The nomination was seconded by Commissioner Bohnenblust (WY). The nomination was accepted and discussion held. No other nominations were put forward.

MOTION

BY ACCLAMATION THE NOMINATIONS WERE CLOSED AND COMMISSIONER COUSINEAU (NV) WAS RE-ELECTED TO THE POSITION OF VICE CHAIR.

TREASURER

Commissioner Spangler (WV) nominated Commissioner Christine Farrelly (MD). The nomination was seconded by Commissioner Lawler (ID). The

nomination was accepted and discussion held. No other nominations were put forward.

MOTION

BY ACCLAMATION THE NOMINATIONS WERE CLOSED AND COMMISSIONER FARRELLY (MD) WAS RE-ELECTED TO THE POSITION OF TREASURER.

Commissioner Comments *Chair Terranova (ME)*

- Commissioner Spangler (WV) expressed the commission's appreciation for the work and leadership from Chair Terranova (ME) during the prior year. The expression of appreciation was acclaimed by the commissioners.
- Commissioner Martinez (MN) encouraged commissioners to actively participate in the commission's activities and committee meetings.
- Commissioner Smith (MD) requested that the recorded votes be provided to the commissioners and that the draft rules continue to show the changes being proposed.

Public Comments *Chair Terranova (ME)*

None were provided.

Adjournment *Chair Terranova (ME)*

There being no further business, the meeting was adjourned at approximately 1:27 pm Eastern Time.