

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

April 6, 2021

**DRAFT**

**MEETING MINUTES**

**Call to Order**

*Chair Cushman (NE)*

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:05 PM, Eastern Time via conference call and was called to order by Chair Cushman (NE).

**Roll Call**

*Secretary Smith*

The roll was called, and a quorum was established.

**Members Present**

Commissioner Cushman (NE) - Commission Chair  
Commissioner Cousineau (NV) - Commission Vice Chair  
Commissioner Farrelly (MD) - Treasurer and Chair of the Budget Committee  
Commissioner Terranova (ME) - Past Chair  
Commissioner Lawler (ID) - Chair of the Audit Committee  
Commissioner Spangler (WV) - Chair of the Communications Committee  
Commissioner Herlihy (VT) - Chair of the Personnel Committee  
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Gaedecke (MI) - Chair of the Technology Committee

**Members Absent**

None

**Staff Present**

David Clark, Operations Manager; Rick Masters, IMLCC Legal Counsel; Todd Mata, Controller; 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 Cushman (NE)*

An agenda was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER TERRANOVA (ME), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The minutes from the March 2, 2021 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER TERRANOVA (ME), TO APPROVE THE MARCH 2, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

**Audit Committee**

*Commissioner Lawler (ID)*

- The FY2020 audit work has started and work papers/documents have been submitted to the auditors.

- The committee reviewed the FY2021 “Profit and Loss” statement through March 2021.

### **Budget Committee**

*Commissioner Farrelly (MD)*

- Commissioner Farrelly lead a discussion regarding the proposed Policy #9 - Policy on Investment Strategies. The policy is scheduled to be considered at the commission meeting on May 18, 2021.
- The committee is requesting that the Executive Committee endorse the three motions to be considered at the commission meeting scheduled for May 18, 2021. The Executive Committee reviewed and discussed the motions. After the discussion, it was determined that all three motions would be endorsed with a single motion and vote.

MOTION

MOVED BY THE BUDGET COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, THAT THE EXECUTIVE COMMITTEE RECOMMENDS THAT THE COMMISSION AUTHORIZE AN INCREASE IN THE EXECUTIVE DIRECTOR’S SPENDING AUTHORITY, APPROVE THE PROPOSED FY2022 BUDGET, AND NOTICE THAT THE COMMISSION WILL NOT LEVY OR ASSESS A FEE TO MEMBER STATES FOR FY2022.

MOTION PASSED

UNANIMOUS

### **Communication Committee**

*Commissioner Spangler (WV)*

- The committee met on March 30, 2021.
- The committee:
  - Continued its review of the IMLCC webpages.
  - The executive director reported that the commission can expend its own funds to lobby. HRSA grant funds can only be used for marketing and outreach efforts, but may not be used for lobbying efforts.
  - Discussed the best approach for the commission to encourage other states to join the IMLCC.
  - The need to create a member board executive director to executive director discussion process.
  - The planning scheduled for next year’s IMLCC Annual Report has been approved. The reports from the Chairs are due August 1, 2021 and the first draft will be considered by the committee on August 15, 2021.
  - The committee will publish a newsletter in January and July of each year.
- The next meeting is scheduled for April 27, 2021.

### **Personnel Committee**

*Commissioner Herlihy (VT)*

The committee met on March 22, 2021. During the meeting, the committee reviewed and discussed:

- The IMLCC staff position descriptions were provided by the executive director. Comments and suggestions were provided so that they could be finalized and made available to the employees.
- The IMLCC staff performance evaluation form was provided by the executive director. Comments and suggestions were provided. The performance evaluations will be conducted before July 1, 2021 by IMLCC management.
- A review of the IMLCC staffing status.

**Rules & Administrative  
Procedures Committee**

*Commissioner Martinez (MN)*

The committee met on March 16, 2021.

- The committee has requested that the executive director conduct a review of the IMLCC fees under the supervision of the IMLCC Treasurer. A report of the review results will be provided to the committee for its review at a future meeting.
- The committee determined that an administrative comment will be added to all active Rules, Bylaws, Policies, and Advisory Opinions noting the date that each was reviewed.
- The committee reviewed the following rules:
  - Chapter 1 - Reviewed - changes being considered
  - Chapter 2 - Reviewed - no recommended changes
  - Chapter 3 - Will be reviewed at the next meeting
  - Chapter 4 - Reviewed - no recommended changes
  - Chapter 7 - Reviewed - changes being considered
- Several policies were changed and the committee has requested that the Executive Committee review and approve the recommended changes.
  - Policy #2 - Reviewed - changes being considered, including converting this policy to a rule.
  - Policy #7 - Reviewed - changes recommended to clarify authority to make changes - see the motion below.
  - Policy #8 - Reviewed - no recommended changes
- The committee is continuing its work reviewing the IMLCC rules and will be making recommendations for changes at future meetings.

**Approved modifications to  
IMLCC Policy #7**

*Commissioner Martinez (MN)*

After discussion and review of the recommended changes, the motion from the Rules and Administrative Procedures Committee was considered.

MOTION

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO MODIFY IMLCC POLICY #7 - POLICY ON CHANGES TO THE IMLCC WEBPAGE TO CLARIFY AUTHORITY TO MAKE MODIFICATIONS TO THE IMLCC WEBPAGE AND PUBLIC FACING MEDIA.

MOTION FAILED

UNANIMOUS - REQUESTED THAT THE MODIFICATIONS TO THE POLICY BE RECONSIDERED.

**Technology Committee**

*Commissioner Gaedecke (MI)*

- The committee reviewed the IT Major project budget and projections indicate that spending is on track.
- The committee reviewed the Tracking Report, noting tasks completed and progress on the open tasks.

**Subcommittee or Special project  
reports**

*Chair Cushman (NE)*

None

**Executive Director Update**

*Executive Director Smith*

- An update was provided regarding:
  - March work load
    - Phone calls = 716 (546 February)
    - Emails = 978 (832 February)
  - March processing volume
    - Applications processed = 553 applications (495 February)
    - Licenses issued = 1,123 licenses (796 February)

- Previously issued licenses renewed = 589 (372 February)
- March member board remittances
  - Transactions = 2,430 (1,604 February)
  - Fees paid to member boards = \$850,754.60 (\$519,896.00 February)
- March inquires on LOQs issued
  - 3 inquiries
    - Dr. ME - Question about the residency program - LOQ was determined to be valid
    - Dr. CN - Question about non-disciplinary action reported to NPDB - LOQ was determined to be valid
    - Dr. SF - Question about action taken in a non-member state that was not reported to NPDB - LOQ was determined to be valid
  - 1 notice that disciplinary action taken
    - Dr. AF - Disciplinary action taken and all member boards notified of the action
- Continue meetings with representatives from the Administrators In Medicine (AIM), specifically Commissioner Hansen and Commissioner Lawler, to coordinate a licensing staff training/summit in the summer/fall 2021.
- Executive Director and Legal Counsel provided testimony to the Texas House regarding House Bill 1616.
- Legislation regarding joining the IMLCC has been introduced in the following states:
  - Missouri
  - New Jersey
  - North Carolina
  - New York
  - Ohio
  - Oregon
  - Rhode Island
  - Texas
- Meetings scheduled to April:
  - Recording IMLCC video clips on how to use the IMLCC system for physicians and member boards
  - FSMB Annual Conference
  - Monthly Licensing Issues meeting
  - HRSA webinar presenters meeting for webinar in May 2021
  - Regular meetings with LA board regarding on-boarding activities
  - Presentation to the Missouri Board of Registration for the Healing Arts
  - Meeting with IMLCC 3<sup>rd</sup> party system users
- Working with the member boards in Oklahoma, Vermont and Georgia to become SPL's.
- Engaging a firm to assist in the review and assessment of IMLCC fees, per instructions from the Rules and Administrative Procedures Committee

Discussion Item  
*Chair Cushman (NE)*

None

**Commissioner Comments**  
*Chair Cushman (NE)*

There were no comments provided.

**Public Comments**  
*Chair Cushman (NE)*

There were no comments provided.

**Closed Meeting**  
*Chair Cushman (NE)*

The Executive Committee determined that it should enter a closed meeting in order to receive advice from legal counsel and to discuss a personnel matter, specifically the executive director’s annual performance evaluation. Legal counsel certified to the Chair that the reason to close the meeting complied with IMLCC statutes. The executive director did not participate in the closed session during the discussion of the personnel matter. The Closed meeting started at 4:14 PM, Eastern Time.

**MOTION**

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER TERRANOVA (ME), TO CLOSE THE EXECUTIVE COMMITTEE MEETING IN ORDER TO RECEIVE ADVISE FROM LEGAL COUNSEL AND TO DISCUSS A PERSONNEL MATTER.

**MOTION PASSED**

UNANIMOUS

**Resumption of the meeting open to the public**  
*Chair Cushman (NE)*

The Executive Committee resumed its business in a session open to the public at 4:54 PM, Eastern Time.

**Adjournment**  
*Chair Cushman (NE)*

There being no further business, the meeting was adjourned at 4:56 PM Eastern Time.