

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

July 13, 2021

**MEETING MINUTES**

**Call to Order**

*Chair Cushman (NE)*

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:02 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 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 Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Gaedecke (MI) - Chair of the Technology Committee

**Members Absent**

Commissioner Cousineau (NV) - Commission Vice Chair  
Commissioner Herlihy (VT) - Chair of the Personnel Committee

**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 FARRELLY (MD), SECONDED BY COMMISSIONER SPANGLER (WV), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The minutes from the June 8, 2021 meeting was provided to the members prior to the meeting for their consideration. Changes to the draft minutes were provided prior to the meeting and discussed.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE AMENDED JUNE 8, 2021 MINUTES.

MOTION PASSED

WITH COMMISSIONER TERRANOVA ABSTAINING

**Audit Committee**

*Treasurer Farrelly*

The FY2020 audit is in the final review phase. The report and finds are expected before the end of July.

**Discussion Item**

Should the Audit Committee be reformed as a permanent sub-committee of the Budget Committee? The members discussed the merits of continuing with the current structure, reforming the committee, or dissolving the committee. After discussion it was determined that the best course of action as for the Audit Committee to be dissolved and the functions of the committee be incorporated as part of the Budget Committee. Members of the audit committee would be asked to join the Budget Committee with the option to make a request to the IMLCC Chair for assignment to a different committee.

**MOTION**

MOVED BY COMMISSIONER TERRANOVA (ME), SECONDED BY COMMISSIONER GAEDECKE TO DISSOLVE THE AUDIT COMMITTEE AND ASSIGN ITS TASKS AND RESPONSIBILITIES TO THE BUDGET COMMITTEE. THE CHAIR OF THE BUDGET COMMITTEE SHALL DEVELOP A TRANSITION PLAN. IT IS FURTHER MOVED THAT MEMBERS OF THE AUDIT COMMITTEE WILL BE ASSIGNED TO THE BUDGET COMMITTEE AND MAY REQUEST REASSIGNMENT FROM THE IMLCC CHAIR.

**MOTION PASSED**

UNANIMOUS

**Budget Committee**

*Commissioner Farrelly (MD)*

The committee met on June 21, 2021. The committee discussed and reviewed:

- The financial reports, including the P&L statement for May 31, 2021 and then recently approved FY2022 Budget.
- A summary of progress toward closing the FY2020 audit.
- Actions taken by staff to implement the investment strategy.
- Staff actions to secure a vendor to provide a fee study and potentially developing a fiscal forecasting model.
- The fees charged by the IMLCC's current credit card processing vendor and requested staff to investigate alternative providers.

**Communication Committee**

*Commissioner Spangler (WV)*

The committee met on June 29, 2021. The highlights of the meeting were:

- A final review of IMLCC Policy #7 - Policy on Changes to the IMLCC webpage. The committee requested that the amended version be placed on the next Executive Committee meeting agenda.
- The Committee will be meeting next on July 27, 2021 for finalize the IMLCC Newsletter and continue its review of the IMLCC webpages.

A discussion was held regarding the use of the terms "IMLC" and "IMLCC", both terms are used on the IMLCC webpage and several publications. It was determined, and confirmed by legal counsel, that the terms should be used as follows:

- IMLC is the term used to describe the process, as in an application applies to use the IMLC process to gain licenses.
- IMLCC is the term used to describe the organization, as in each member state appoints commissioners, who are the governing body of the IMLCC.

**Personnel Committee**

*Chair Cushman*

The executive director evaluations will be sent this week.

**Rules & Administrative  
Procedures Committee**

*Commissioner Martinez (MN)*

The committee met on June 15, 2021. The committee is continuing its work reviewing the IMLCC rules and will be making recommendations for changes. Special focus is on the IMLCC Rule, Chapter 10 and reviewing options related to the model to be used in the rare event the policy is implemented.

**Technology Committee**

*Commissioner Gaedecke (MI)*

The committee met on June 17, 2021.

- The committee is continuing its reviewing vendor capacity and project timelines.
- The FY2022 Technology Budget was reviewed and there was a general discussion about the additional staff resource in the FY2022 budget and timelines for filling the position.
- The committee is considering developing a document about on-boarding and creating a standardized process.
- Reviewed the project matrix.

**Subcommittee or Special project reports**

*Chair Cushman (NE)*

Commissioners Cushman and Terranova volunteered to assist the executive director in planning the IMLCC Annual meeting. The meeting is scheduled to be held in Denver, Colorado.

**Executive Director Update**

*Executive Director Smith*

An update was provided regarding:

- June work load
  - Phone calls = 926 (719 May)
  - Emails = 1,084 (834 May)
- June processing volume
  - Applications processed = 526 applications (457 May)
  - Licenses issued = 996 licenses (711 May)
  - Previously issued licenses renewed = 1,697 (1,755 May)
- June member board remittances
  - Transactions = 2,704 (3,533 May)
  - Fees paid to member boards = \$999,348.86 (\$1,289,525.00)
  - FY2021 Transactions = 24,893
  - FY2021 Fees paid to member boards = \$8,536,109.76
- June inquires on LOQs issued
  - 3 inquiries
    - Dr. MV
      - Did not take the USMLE or predecessor examination
      - SPL processing error
      - LOQ invalidated
    - Dr. TB
      - NPDB reported action that was not classified as discipline
      - SPL reconfirmed that the LOQ was valid
    - Dr. AF
      - Disciplinary action taken by a member board
      - All member boards notified of the action
- Licensing Summit is scheduled for August 4 and 5, 2021. Registration information will be sent shortly.
- Major projects:

- Fee Study / Revenue model development
- Annual Data Study
- Finalizing Phase II projects of iStarsII
- Closing FY2021 fiscal books
- Finalizing the FY2020 audit
- Investment of funds project
- FSMB reporting projects for HRSA - related to the HRSA grant
- FY2022 Budget reporting and P7L statement development
- July activities:
  - 7/1/2021 - Louisiana go-live date
  - 7/12/2021 - Meeting with political leadership in Pennsylvania to resolve the issues related FBI background check authorization
  - 7/21/2021 - Monthly IMLCC Licensing Staff meeting
  - 7/23/2021 - Presentation to the Louisiana Society of Medical Support Staff
- Working with the DC Board of Medicine, Texas Medical Board, Delaware Board of Medical Licensure and Discipline, Georgia Composite Medical Board to go-live.
- The executive director will be on vacation from Monday, August 9, 2021 to Friday, August 13, 2021. Returning to the office on Monday, August 16, 2021.

**Discussion Item***Chair Cushman (NE)*

There were no discussion items.

**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. Legal counsel certified to the Chair that the reason to close the meeting complied with IMLCC statutes. The closed meeting started at 4:06 PM, Eastern Time.

**MOTION**

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER FARRELLY (MD), TO CLOSE THE EXECUTIVE COMMITTEE MEETING IN ORDER TO RECEIVE ADVICE FROM LEGAL COUNSEL.

**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 4:22 PM, Eastern Time.

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

There being no further business, the meeting was adjourned at 4:22 PM Eastern Time.