

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call**

August 3, 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 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 July 13, 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 TERRANOVA (ME), SECONDED BY COMMISSIONER SPANGLER (WV), TO APPROVE THE AMENDED JULY 13, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

**Audit Committee**

*Treasurer Farrelly*

The FY2020 audit final reports have been delivered by the auditors and the committee will meet the week of August 16, 2021 to consider the

reports. After the FY2020 audit is complete, the Audit committee will be disbanded. The functions of the committee and its members will be incorporated into the functions of the Budget Committee.

### **Budget Committee**

*Commissioner Farrelly (MD)*

The committee will be meeting in September to review the budget status of FY2021 and discuss how it will move forward with the new audit duties.

### **Communication Committee**

*Commissioner Spangler (WV)*

The committee will be meeting at the end of August, on the agenda for the meeting:

- Finalize the Summer 2021 Newsletter
- Review the 1<sup>st</sup> draft of the IMLCC Annual Report in preparation for publication in October

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*

No report was provided.

### **Rules & Administrative Procedures Committee**

*Commissioner Martinez (MN)*

The committee met on July 20, 2021.

- The committee concluded its work reviewing the IMLCC Rules, Bylaws, Policies and Advisory Opinions.
- Work continues on reviewing options as they relate to IMLCC Rule, Chapter 10 in the rare event the policy is implemented.
- IMLCC Policy 7 - Policy on Changes to the IMLCC Webpage - has been amended in cooperation with the Communications Committee. A copy of the proposed changes to paragraph IV (A) and (B) were provided to the members prior to the meeting. After review and discussion a motion was made to vote on the proposed changes.

MOTION

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO AMEND IMLCC POLICY 7 - POLICY ON CHANGES TO THE IMLCC WEBPAGE, TO TAKE EFFECT IMMEDIATELY.

MOTION PASSED

UNANIMOUS

### **Technology Committee**

*Commissioner Gaedecke (MI)*

The committee held a meeting on July 15, 2021 and an extended meeting July 22, 2021.

- A discussion regarding the IMLCC Phase II projects, budget forecasts and expectations including a review a memo from the executive director outlining the projects.
- Discussion was led by Commissioner Gaedecke with the executive committee regarding the Pros & Cons to having an

enhanced physician profile, including the importance of data security.

- Reviewed the project matrix.

**Subcommittee or Special project reports** No reports.

*Chair Cushman (NE)*

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

An update was provided regarding:

- July work load
  - Phone calls = 589 (926 June)
  - Emails = 707 (1,084 June)
- July processing volume
  - Applications processed = 615 applications (526 June)
  - Licenses issued = 1,108 licenses (996 June)
  - Previously issued licenses renewed = 447 (1,697 June)
- July member board remittances
  - Transactions = 1,909 (2,704 June)
  - Fees paid to member boards = \$679,393.00 (\$999,348.86 June)
- July inquires on LOQs issued
  - 6 inquiries
    - Dr. WS
      - A member board took disciplinary action
      - The action was reported to all member boards
    - Dr. MS
      - The physician had a non-disciplinary action reported to the NPDB
      - The SPL confirmed that the LOQ was valid
    - Dr. MG
      - A member board took disciplinary action
      - The action was reported to all member boards
    - Dr. CS
      - The physician took the LMCC- the Canadian equivalent of the USMLE
      - The SPL determined that the LOQ was not valid and the impacted member boards were notified of this decision
    - Dr. SM
      - The physician took the LMCC - the Canadian equivalent of the USMLE
      - It was initially believed that the physician has also taken the USMLE; however, it was later determined that only Step 1 of the USMLE was taken
      - The SPL determined that the LOQ was not valid and the impacted member boards were notified of this decision
    - Dr. CM

- The physician's GME appeared to be a 1-year rotational internship
  - The LOQ is currently under review of the SPL
- Licensing Summit starts tomorrow and is scheduled for August 4 and 5, 2021.
- 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
  - 7/7/2021 - Meeting with a public relations firm
  - 7/12/2021 - Meeting with political leadership in Pennsylvania to resolve the issues related FBI background check authorization
  - 7/15/2021 and 7/22/2021 - Technology Committee meeting
  - 7/20/2021 - Rules & Administrative Procedures Committee meeting
  - 7/21/2021 - IMLCC Licensing Issues Discussion meeting
  - 7/23/2021 - Presentation to the Louisiana Society of Medical Support Staff Annual meeting
- 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)*

Commissioners Terranova and Spangler discussed the Administrators In Medicine (AIM) presentations that were part of a training held earlier in the day. The AIM training was being conducted as a joint effort with the IMLCC.

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

There were no comments provided.

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

There were no comments provided.

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

There being no further business, the meeting was adjourned at 4:15 PM Eastern Time.