

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

**Conference Call
September 7, 2021
MEETING MINUTES**

Call to Order
Chair Cushman (NE)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:04 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 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

Members Absent

Commissioner Gaedecke (MI) - Chair of the Technology 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 TERRANOVA (ME), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The minutes from the August 3, 2021 meeting were provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AUGUST 3, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee
Treasurer Farrelly

The Audit Committee met for a final time on August 19th. Committee members were informed that they are now Budget Committee members and if they would like to be on another Committee, they should contact the Chair.

The FY 2020 audit was accepted. There was one finding and 3 recommendations. Staff were commended for the improvement shown.

The 3 recommendations were related to:

- Year- end Reconciliation of Accounts Payable - In our testing of accounts payable, we noted one invoice for services performed in fiscal year 2020 that were not properly recorded as expenses and payables within 2020 for \$9,565. IMLCC passed on accruing this expense and correlating liability for fiscal year end 2020 as it was immaterial. We recommend that IMLCC implement a process to review payments made after the fiscal year end to ensure that the expense for the payment is recorded in the fiscal period that the service provided to IMLCC was performed in.
- Physical Evidence of Review - In our testing of Journal Entries, Expenses, and Cash, we noted IMLCC does not have physical proof of approval over journal entries, expenses, and bank reconciliations. We recommend that IMLCC implement a physical review process so that the approval can be evidenced.
- Vendor Change Process - In our testing of the vendor change process, we noted that IMLCC does not have a formal vendor change process in place. CLA recommends that IMLCC adopt a formal vendor change process to ensure no vendors are fraudulently paid in the future. A Government Finance Officers Association (GFOA) advisory was issued regarding best practice recommendations around electronic vendor fraud and ways to mitigate these risks, this can be found at: <https://www.gfoa.org/materials/electronic-vendor-fraud>.

This year, there was a narrative overview and analysis of the financial activities of the IMLCC for the fiscal year ended June 30, 2020. The EC was encouraged to review the Management Discussion and Analysis beginning on page 5 of the IMLCC Financial Statements document.

The management letter has been signed so the FY2021 audit has begun.

Budget Committee

Commissioner Farrelly (MD)

The committee will be meeting in October to review the 1st quarter of financial activity. The committee receives a monthly P&L statement so that they can track and monitor revenues and expenses.

Communication Committee

Commissioner Spangler (WV)

The committee met on August 31, 2021 and completed the following work:

- Authorized the publication of the Summer 2021 Newsletter
- Reviewed the 1st draft of the IMLCC Annual Report, provided comments and corrections. The report will be reviewed as a

final version at the committee's September meeting so that it can be published by the October 2021 deadline.

Personnel Committee

Commissioner Herlihy (VT)

The committee is finalizing the executive director's performance review. Responses are due ASAP.

Rules & Administrative Procedures Committee

Commissioner Martinez (MN)

The committee met on August 24, 2021.

- The committee requested that the amendments to IMLC Rule Chapter 2 and IMLC Rule Chapter 7 be published for public comment. Any comments received will be considered at the September committee meeting. It is expected that the committee will approve a rulemaking hearing at the November Annual meeting for these amendments.
- Work continues on reviewing options as they relate to IMLC Rule, Chapter 10 in the rare event the rule is ever needed. The main point of consideration is whether to use a prorated or equal assessment formula.

Technology Committee

Commissioner Gaedecke (MI)

The committee held a meeting on August 18, 2021.

- A discussion was held regarding the IMLCC Phase II projects, budget forecasts and expectations. The cost projects for the Phase II projects were significantly short of actual costs and additional funds will need to be requested at the November Annual meeting.
- The security enhancements required by Microsoft were discussed. The enhancements were mandated for all users and did not represent a data breach. The IMLCC staff and its vendors reacted to the instructions quickly and implemented the changes. A security audit will be conducted in September/October to ensure to the best of our abilities that the IMLCC processes and system remains secure.

Subcommittee or Special project reports

Chair Cushman (NE)

No reports.

Executive Director Update

Executive Director Smith

An update was provided regarding:

- August work load
 - Phone calls = 558 (589 July)
 - Emails = 694 (707 July)
- August processing volume
 - Applications processed = 639 applications (615 July)
 - Licenses issued = 1,159 licenses (1,108 July)
 - Previously issued licenses renewed = 447 (447 July)
- August member board remittances
 - Transactions = 2,020 (1,909 July)
 - Fees paid to member boards = \$724,809.20 (\$679,393.00 July)
- August inquires on LOQs issued
 - 7 inquiries
 - Dr. TK
 - Not qualified to select the SPL
 - Pending
 - Dr. KT
 - Not qualified to select the SPL

- SPL determined that the LOQ was valid and the physician's selection was appropriate.
- Dr. MA
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate.
- Dr. LG
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate.
 - The questioning state has challenged the SPL's determination and the matter is now an IMLC Rule 7 dispute between member states.
- Dr. NC
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate.
- Dr. MP
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate.
- Dr. AS
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate.
- Major projects:
 - Fee Study / Revenue model development
 - Annual Data Study
 - Investment of funds project
 - FY2022 Budget reporting and P&L statement development
- The Georgia Composite Medical Board plans to go-live as an SPL in mid-September.

**Call for Commissioner
Comments and Review of
Agenda**

Executive Director Smith

A working draft of the November 2021 Annual Commission meeting was provided to the members prior to the meeting. Several suggestions were made regarding the discussion items and time allotted for the agenda items. A final draft will be made available for discussion at the October 2021 meeting.

The executive director was requested to publish a Call for agenda items to be sent to all commissioners.

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 4:09 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER TERRANOVA (ME), TO CLOSE THE EXECUTIVE COMMITTEE MEETING IN ORDER TO RECEIVED 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 4:13 PM, Eastern Time.

Adjournment

Chair Cushman (NE)

There being no further business, the meeting was adjourned at 4:14 PM Eastern Time.