

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

**Conference Call
November 2, 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 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

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

Tara Andersen, Nebraska

Approval of agenda
Chair Cushman (NE)

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

MOTION

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

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The draft minutes from the October 5, 2021 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER TERRANOVA (ME), TO APPROVE THE OCTOBER 5, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

Budget Committee
Commissioner Farrelly (MD)

The committee met on October 12th to discuss the budget items on the November commission agenda. The committee reviewed and discussed the IMLCC P&L report updated through September 2021.

Communication Committee
Commissioner Spangler (WV)

The committee met on October 26, 2021 and completed the following work:

- Authorized adding language to the IMLCC webpage about contacting other healthcare compacts for all non-physician related issues.
- Authorized adding the HRSA survey to the IMLCC webpage in the banner section.
- Discussed the agenda for the committee day meeting on November 15, 2021.

Personnel Committee
Commissioner Herlihy (VT)

The committee met on October 14, 2021. The meeting included a closed session to discuss personnel matters. The executive director did not participate in the closed session. Additionally, the committee:

- Reviewed the current IMLCC staffing org charge and employee status report.
- Endorsed the proposed IMLCC 2022 holiday schedule presented by the executive director.
- Discussed the agenda for the committee day meeting on November 15, 2021.

Rules & Administrative Procedures Committee
Commissioner Martinez (MN)

The committee last met on September 22, 2021. No comments have been received regarding the proposed amendments to IMLC Rule, Chapter 2 or Chapter 7. No comments have been received about the proposed amendments to IMLC Policy #9.

Technology Committee
Chair Cushman (NE)

The committee met on October 20, 2021. The committee:

- Received a report that IMLCC staff are developing and plan to implement changes to the physician portal which represent the Bronze level as outlined in the executive director's memo to be discussed at the November 16, 2021 Commissioner's meeting.
- Was introduced to Matthew Williams, IT Professional, who started on 10/1/2021.
- The committee discussed the data mapping project and reviewed the progress reports.

Subcommittee or Special project reports
Chair Cushman (NE)

No reports.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- October work load
 - Phone calls = 736 (709 September)
 - Emails = 711 (843 September)
- October processing volume
 - Applications processed = 771 applications (614 September)
 - Licenses issued = 1,314 licenses (1,360 September)
 - Previously issued licenses renewed = 1,119 (1,981 September)
- October member board remittances
 - Transactions = 2,869 (3,114 September)
 - Fees paid to member boards = \$862,755.40 (\$969,711.00)
- October inquires on LOQs issued

- 6 inquiries and 1 reported disciplinary action
 1. Dr. GW
 - Disciplinary action taken by a non-member state that was reported to the NPDB
 - All member boards related to the LOQ were notified of the action
 2. Dr. PG
 - The address information provided did not appear accurate
 - SPL determined LOQ valid and provided corrected information
 3. Dr. GC
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate
 4. Dr. SC
 - Not qualified to select the SPL
 - The matter is still under review by the SPL
 5. Dr. GO
 - Appears that disciplinary action was reported to NPDB
 - SPL determined that the LOQ was valid and the disciplinary action that was reported was rescinded by the issuing board
 6. Dr. TL
 - Appears that disciplinary action was reported to NPDB
 - SPL determined that the LOQ was valid and it was determined by the reporting entity was a hospital not a licensing board
 7. Dr. FW
 - Appears that disciplinary action was taken by a board but the action was not reported to NPDB
 - The matter is still under review by the SPL
- October Activities:
 - 10/1/2021 - Meeting with Virginia Legislative Research Group regarding joining the compact
 - 10/5/2021 - Executive Committee meeting
 - 10/12/2021 - Budget Committee meeting
 - 10/12/2021 and 10/18/2021 - Training for Delaware Board staff
 - 10/14/2021 - Personnel Committee meeting
 - 10/15/2021 - Interstate Healthcare Collaborative monthly conference call
 - 10/20/2021 - Licensing Staff Monthly meeting
 - 10/20/2021 - Meeting with American Thyroid Association - Pediatrics about using the IMLCC process
 - 10/21/2021 - Technology Committee meeting

10/26/2021 - Communications Committee meeting
 10/27/2021 - Third Party IMLCC User Group meeting

- November Activities (anticipated)
 - National Conference of State Legislature - Legislative Summit - November 2 to 5, 2021
 - Meeting with Arkansas Medical Society - November 1, 2021
 - Connecticut Legislative Workgroup meeting - November 9, 2021
 - IMLCC Committee Day - November 15, 2021
 - IMLCC Annual Commissioner meeting - November 16, 2021
 - Licensing Staff Monthly meeting - November 17, 2021
 - Communications Committee meeting - November 30, 2021
- IMLCC Staff update
 - Tisha Leadbetter, Customer Service, was added to the staff on 10/18/2021
 - The IMLCC is fully staffed
 - The IMLCC offices will be closed on Thursday and Friday, November 25th and 26th for the Thanksgiving holiday.
- Work is advancing regarding the Pricing Model under the review of the Budget Committee
- Work is advancing regarding the Data Mapping project under the review of the Technology Committee
- A full system security scan will commence in November.

Discussion Items

Executive Director Smith

Issue #1: Commissioner Cousineau (NV) requested that the election of officers be moved to earlier in the agenda. After discussion, the executive director was instructed to create a revised draft agenda and publish for consideration.

Issue #2: Rick Masters, IMLCC Legal Counsel, updated the executive committee about a change in the FBI's position regarding criminal background checks as part of the LOQ application process. There are ongoing discussions and updates will be provided as they happen.

Closed Meeting

Chair Cushman (NE)

The Executive Committee determined that it should enter a closed meeting in order to discuss a personnel matter. Legal counsel certified to the Chair that the reason to close the meeting complied with IMLCC statutes. The closed meeting started at 3:35 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER TERRANOVA (ME), SECONDED BY COMMISSIONER FARRELLY (MD), TO CLOSE THE EXECUTIVE COMMITTEE MEETING IN ORDER 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 3:56 PM, Eastern Time.

MOTION #1

MOVED BY COMMISSIONER FARRELLY (MD), SECONDED BY COMMISSIONER TERRANOVA (ME), TO INCREASE THE EXECUTIVE DIRECTOR'S RATE OF PAY BY \$5,000.00 PER YEAR, EFFECTIVE IN THE NEXT PAY PERIOD.

MOTION PASSED

UNANIMOUS

MOTION #2

MOVED BY COMMISSIONER TERRANOVA (ME), SECONDED BY COMMISSIONER SPANGLER (WV), INSTRUCTING THE PERSONNEL COMMITTEE TO DEVELOP A PERFORMANCE AND PAY INCREASE STRUCTURE POLICY TO BE APPLIED TO ALL IMLCC EMPLOYEES, INCLUDING THE EXECUTIVE DIRECTOR. THE DRAFT POLICY IS TO BE PROVIDED TO THE RULES COMMITTEE FOR REVIEW PRIOR TO COMING TO THE EXECUTIVE COMMITTEE FOR CONSIDERATION IN ACCORDANCE WITH IMLC POLICY #1 - POLICY ON POLICIES.

MOTION PASSED

UNANIMOUS

Commissioner Comments
Chair Cushman (NE)

Commissioner Terranova expressed his appreciation and thanks for being able to serve the commission as Chair and Past-Chair. The executive committee expressed their thanks for a job well done.

Public Comments
Chair Cushman (NE)

There were no comments provided.

Adjournment
Chair Cushman (NE)

There being no further business, the meeting was adjourned at 4:00 PM Eastern Time.