

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

December 3, 2019

MEETING MINUTES

Call to Order

*Chair Terranova (ME)*

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 Chairman Terranova (ME).

Roll Call

*Secretary Smith*

The roll was called, and a quorum was established.

Members Present

Commissioner Terranova (ME) - Commission Chair  
Commissioner Cousineau (NV) - Commission Vice Chair  
Commissioner Farrelly (MD) - Treasurer and Chair of the Budget Committee  
Commissioner Simons (WI) - Commission Past Chair  
Commissioner Zachariah (IL) - Chair of the Audit Committee  
Commissioner Spangler (WV) - Chair of the Communications Committee  
Commissioner McSorley (AZ) - Chair of the Personnel Committee  
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Meyers (DC) - Chair of the Technology Committee

Members Absent

None

Staff Present

Wanda Bowling, Project Manager; David Clark, IMLCC Customer Relations Manager; Marschall Smith, Executive Director and Secretary

Other commission members and members of the public

None

Approval of agenda

*Chair Terranova (ME)*

An agenda for the executive committee was presented by the chair.

MOTION

MOVED BY COMMISSIONER ZACHARIAH (IL), SECONDED BY COMMISSIONER SIMONS (WI), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

*Executive Director Smith*

The minutes from the November 5, 2019 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER SIMONS (WI), TO APPROVE THE NOVEMBER 5, 2019 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee

*Commissioner Zachariah*

Work on the FY2018 audit continues, including allocating the Accounts Payable amounts into the proper fiscal year.

**Budget Committee***Treasurer Farrelly (MD)*

The account balances were provided.

**Communication Committee***Commissioner Spangler (WV)*

The committee is being formed and continues its work on the new IMLCC webpage.

**Personnel Committee***Commissioner McSorley (AZ)*

Commissioner McSorley led a discussion about the benefits and negative aspects of converting the IMLCC staff from independent contractors to employees, which was one of the recommendations from the Personnel Committee provided at the November 19, 2019 Commission meeting. After the discussion it was determined additional information is necessary and the executive director was charged with finding and meeting with an employment attorney to obtain legal advice. A report and recommendation is to be made at the February 2020 Executive Committee meeting.

**Rules & Administrative Procedures Committee***Commissioner Martinez (MN)*

The committee will be meeting next week on December 10, 2019 to establish a meeting schedule and to start the policy development regarding Executive Committee actions on behalf of the Commission.

**Technology Committee***Commissioner Meyers (DC)*

Commissioner Meyers has tentatively accepted the position as chair. The committee will be meeting in the near future to establish a meeting schedule for 2020.

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

An update was provided regarding:

- November work load
  - Phone calls received = 303
  - Emails received = 325
- November processing volume
  - 342 applications processed
  - 284 licenses issued
  - 209 previously issued licenses renewed
- November activities
  - Working with the auditors for finalize the FY2018 audit
  - Working with FSMB to finalize the survey intended to gather information required as part of the HRSA grant
  - November 14, 2019 - the IMLCC moved into the new offices located at 5401 S. Prince Street, Office 111, Littleton, CO 80120. The internet and phones were down between midnight and full operations resumed about noon.
  - The IMLCC annual meeting was held on November 18 and 19
  - HRSA and the FSMB hosted a meeting to discuss developing a compact for Physician Assistants. The executive director was invited to speak at the meeting about the IMLCC.
  - The IMLCC offices were closed on Thursday, November 28, 2019 for the Thanksgiving Holiday.
- December activities - scheduled
  - Working with Vermont DO and MD boards to launch in January 2020.
  - Continue the work with the auditors on the FY2018 audit
  - IMLCC Rules and Administrative Procedures Committee meeting on December 10, 2019.

- The IMLCC offices will be closed on Wednesday, December 25, 2019 and Wednesday, January 1, 2020 in recognition of the holidays. The office will be open for limited hours on Tuesday, December 24, 2019 and December 31, 2019.
- The executive director has been requested to testify regarding a bill to implement the IMLCC process in South Carolina in January 2020. More information will be provided later.
- FY2018 audit work. A significant effort has been made to move the IMLCC from a cash-based accounting system to an accrual-based accounting system. Each financial transaction is being reviewed. The work from the FY2018 audit is already being translated to the FY2019 and FY2020 fiscal years. The goal is when the FY2018 and FY2019 audits are complete, the executive director will provide a monthly P&L statement along with a budget report to the Audit and Budget Committees.

### Discussion Items

*Chair Terranova (ME)*

- A discussion was held regarding the process used to select the November 2020 Annual Meeting site. The Alabama State Medical Board volunteered to host the 2020 meeting. Concern was raised that active solicitation of member boards to host the meeting was not conducted and that a list of host duties and responsibilities should be provided to all member boards. The executive director was tasked with developing an Administrative Procedure regarding the hosting the annual meeting for consideration at a future Executive Committee meeting.
- The Strategic Planning Committee kicked off its work at the November Annual meeting with a goal to have a plan developed for consideration at the 2020 Annual meeting.
- The Chair will be sending a email to all the IMLCC Commissioners requesting input regarding committee assignments.

### Commissioner Comments

*Chair Terranova (ME)*

No comments were provided.

### Public Comments

*Chair Terranova (ME)*

No comments were provided.

### Adjournment

*Chair Terranova (ME)*

There being no further business, the meeting was adjourned at 3:59 PM Eastern Time.