

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

January 7, 2020

MEETING MINUTES

Call to Order

Chair Terranova (ME)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:00 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 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

Commissioner Simons (WI) - Commission Past Chair

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 COUSINEAU (NV), SECONDED BY COMMISSIONER MCSORLEY (AZ), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The minutes from the December 3, 2019 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MYERS (DC), TO APPROVE THE DECEMBER 3, 2019 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee

Commissioner Zachariah

Work on the FY2018 audit continues.

Budget Committee

Working through accounts and preparing FY2021 budget.

*Treasurer Farrelly (MD)***Communication Committee**
Commissioner Spangler (WV)

The IMLCC Newsletter was finalized and published. Finalizing work on the new IMLCC webpage.

Personnel Committee
Commissioner McSorley (AZ)

- The committee will be meeting soon to finalize the quarterly survey regarding the executive director's performance.
- The executive director has decided that the IMLCC would join the Denver Employer's Council in order to obtain employment and human resources advice as well as legal representation on personnel matters. There was no objection to this plan.

Rules & Administrative Procedures Committee
Commissioner Martinez (MN)

- The committee met on December 10, 2019.
- A subcommittee was created and is working on development of a policy regarding the executive committee's authority granted under the IMLCC Statutes, Section 11, paragraph k.
- A subcommittee was created to develop draft rules regarding the procedures to be followed should it be determined that a financial assessment be levied on member boards as authorized in IMLCC Statute, Section 13.
- The committee is working on the meetings to be scheduled for the remainder of 2020.

Technology Committee
Commissioner Meyers (DC)

The committee is meeting Thursday, January 9, 2020 to discuss reprioritizing the current year's technology. The reprioritizing does not involve any budget increases.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- December work load
 - Phone calls received = 224
 - Emails received = 251
- December processing volume
 - 273 applications processed
 - 397 licenses issued
 - 281 previously issued licenses renewed
- December activities
 - Meeting with the staff of the Oklahoma State Board of Medical Licensure and Supervision, Oklahoma State Board of Osteopathic Examiners, Vermont Board of Osteopathic Physicians & Surgeons, Vermont Board of Medical Practice, and the Georgia Composite Medical Board to start active participation with the compact.
 - The IMLCC offices were closed on Wednesday, December 25, 2019 and Wednesday, January 1, 2020, with limited hours on Tuesday, December 24, 2019 and Tuesday, December 31, 2019.
- January activities - scheduled
 - Working with Vermont DO and MD boards to launch in January 2020.
 - Continue work with the boards in Oklahoma and Georgia to establish a launch date.
 - Continue the work with the auditors on the FY2018 audit
 - IMLCC Rules and Administrative Procedures Committee meeting on January 14, 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 before the South Carolina Senate's Medical Affairs Committee regarding a bill to implement the IMLCC on January 15, 2020.
- The IMLCC Rules Committee is scheduled to meet on Tuesday, January 14, 2020.
- The IMLCC Technology Committee is scheduled to meet on Thursday, January 9, 2020.
- The IMLCC 2019 Annual meeting expense budget has closed. The amount budgeted for the meeting was \$50,000 and the amount spent was \$49,132.00
- A new process to directly remit to the member boards the funds collected will be initiated on Friday, January 10, 2020. Details and sample forms were provided to member boards. The process will cover payments received on January 1, 2020 and forward.
- The IMLCC's contracts with our audit firm and CPA firms are entering into their final year.

Discussion Items

Chair Terranova (ME)

- The Chair requested that the executive committee approve a change in the IMLCC's actions when legislation is introduced in a state. After discussion it was determined that it was the intention of the executive committee that contact be made with a state's medical and osteopathic board executive director via email when legislation has been introduced in their state. The contact would be a general introduction of the executive director and IMLCC chair with contact information, along with an offer to provide information and resources available from the IMLCC to assist the board.
- A Letter of Qualification is valid for 365 days per IMLCC statute and rules. A processing question was raised where a physician completes an application for licenses on the 365th day and how that application should be processed. After discussion it was determined that this is a process to be handled by staff on a case-by-case basis and number of situations encountered per month included in the executive director's monthly report.
- Executive Committee agenda items need to be submitted to the executive director by the Wednesday evening prior to the meeting.
- The IMLCC is preparing a Licensing Summit meeting which will provide training to member board licensing staff and introduce the new IMLCC system. The meeting is being planned for May 2020 in the Dallas, Texas area. More information will be provided as it is available.
- A concern was raised regarding the level of participation by IMLCC Commissioners at meetings. After discussion, it was determined that this is a matter that should be addressed by the IMLCC Chair as needed.
- The final IMLCC Committee assignments were provided prior to the meeting. Committee chairs were encouraged to reach out to their committee members and scheduled meetings.

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 4:08 PM Eastern Time.