

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

March 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 Lawler (ID) - Chair of the Audit Committee
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
Commissioner Gaedecke (MI) - Chair of the Technology 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

Commissioner Larry Marx (UT) and Commissioner McSorley (AZ)

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 February 2, 2021 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE FEBRUARY 2, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

Audit Committee

Commissioner Lawler (ID)

- The FY2019 audit has been finalized and accepted by the committee. The approved audit documents have been published on the IMLCC webpage. The report from the auditors was discussed.

- The FY2020 audit will be started in mid-March and will include for the first time a Management Discussion and Analysis (MD&A) report. The MD&A report is an unaudited document prepared by management discussing the organization's performance and is included in the final audit reports.
- The committee reviewed the FY2021 "Profit and Loss" statement through January 2021 and will include this review as a part of the agenda in future committee meetings.
- The committee expressed its appreciation for the hard work and effort by IMLCC staff, especially Todd Mata, for preparing the required documents and ensuring that they were timely submitted to the auditors. This effort resulted in the FY2019 being considered a "clean" audit with no material weaknesses noted.

Budget Committee

Commissioner Farrelly (MD)

The committee will be meeting on March 23rd to consider the draft FY2022 budget request prepared by IMLCC management and a request to increase the spending authority for the Executive Director for FY2021.

Communication Committee

Commissioner Spangler (WV)

- The committee reviewed IMLCC Policy #4 regarding the annual report and will develop a strategy to ensure that member state governors and legislative leadership received notice of the publication of the annual report.
- The committee approved the IMLCC staff request to develop a check list for applicants to review prior to starting their application to be included on the IMLCC webpage.
- The committee approved language to be included on the IMLCC webpage providing a warning about web browsers that are not compatible for processing the application.
- The committee reviewed an article on MedPage Today about the telemedicine which contained several errors about the IMLCC. The committee held a discussion about creating a more robust marketing and outreach program, including writing and sponsoring articles to be published in professional journals. A continuation of the discussion about expanding IMLCC marketing and outreach will be added to the next agenda.

Personnel Committee

Commissioner Herlihy (VT)

The committee will be meeting later in the month to provide final comments to the Executive Director on the staff position descriptions.

Rules & Administrative Procedures Committee

Commissioner Martinez (MN)

- The committee is conducting a review at each meeting of the IMLCC bylaws, rules, policies and administrative procedures. The review included IMLCC Policies 1 to 6. Several policies were changed and the committee has requested that the Executive Committee review and approve the recommended changes.
- The committee made the following comments:
 - Policy #2 - The committee is considering changing to a rule.
 - Policy #4 - The committee is requesting that Communications Committee ensure that the IMLCC Annual report is pro-actively provided to the governors and legislative leadership of each member state.
 - Policy #5 - The committee recommends that this policy remain without change.

- Policy #6 - The committee is requesting that the Executive Director review the fees listed in paragraph V(H) be reviewed and report back to the committee.
- The committee recommended changes be considered for:
 - Policy #1
 - Policy #3

Approved modifications to IMLCC Policy #1
Commissioner Martinez (MN)

After discussion and review of the recommended changes, the motion from the Rules and Administrative Procedures Committee was considered.

MOTION

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO MODIFY PARAGRAPH III OF IMLCC POLICY #1 - POLICY ON POLICIES TO CLARIFY THAT THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE IS CHARGED WITH A PERIODIC REVIEW OF IMLCC POLICIES AND TO REPORT THE RESULTS OF THOSE REVIEWS TO THE EXECUTIVE COMMITTEE.

MOTION PASSED

UNANIMOUS

Rescind IMLCC Policy #3
Commissioner Martinez (MN)

After discussion and review of the policy, including consideration that the policy was no longer applicable to the functioning of the IMLCC as the functions and authority outlined in the policy had been assumed by the Executive Director, the motion from the Rules and Administrative Procedures Committee was considered.

MOTION

MOVED BY RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, TO RESCIND IMLCC POLICY #3 - POLICY ON EXECUTIVE COMMITTEE SPENDING AUTHORITY.

MOTION PASSED

UNANIMOUS

Technology Committee
Commissioner Gaedecke (MI)

- The committee reviewed the IT Major project budget and projections indicate that spending is on track.
- The committee reviewed the Tracking Report, noting:
 - Looking for the root causes for applications becoming struck in the process
 - Changes to the Core Data and Note tab to include more information
 - Payment reporting concerns about transactions being properly recorded in iStarsII
- A data issue about duplicate reporting of information from DocuSign was noted with the August 3rd data load and has been rectified.
- Next steps are:
 - Implement the changes to the webpage authorized by the Communications Committee
 - Develop the requirements for Phase II
 - Create a tracking and implementation schedule for Phase II

Subcommittee or Special project reports None
Chair Cushman (NE)

Executive Director Update

- An update was provided regarding:

Executive Director Smith

- February work load
 - Phone calls = 546 (436 January)
 - Emails = 832 (597 January)
- February processing volume
 - Applications processed = 495 applications (433 January)
 - Licenses issued = 796 licenses (711 January)
 - Previously issued licenses renewed = 372 (267 January)
- February member board remittances
 - Transactions = 1,604 (1,401 January)
 - Fees paid to member boards = \$519,896.00 (\$469,876.40 January)
- February inquires on LOQs issued
 - 1 inquiry
 - LOQ was determined to be invalid and member boards notified
 - 1 inquiry received in January was resolved
 - LOQ determined to be valid but the decision is being disputed
- Regular meetings with representatives from the Administrators In Medicine (AIM), specifically Commissioner Hansen, to coordinate a licensing staff training/summit in the summer/fall 2021.
- The executive director made a system demonstration to representatives from the U.S. Health Resources & Services Administration (HRSA) on Wednesday, February 2nd.
- Legislation regarding joining the IMLCC has been introduced in the following states:
 - Missouri
 - New Jersey
 - New York
 - Ohio
 - Oregon
 - Texas
- HRSA, FSMB and the IMLCC are working on a project to provide fingerprint readers to member boards in an effort to reduce the time it takes to complete the background investigation.
- Meetings scheduled to March:
 - Discussion with Texas Medical Board staff
 - Regular meetings with the Louisiana State Board of Medical Examiners staff
 - Presentation to the State Medical Board of Ohio
 - Meeting with frequent IMLCC users, including credentialing organizations and medical group staff
 - Presentation on the IMLCC's response to COVID-19 and telemedicine for the Council of State Governments

Discussion Item*Chair Cushman (NE)*

- TREAT Act - a general discussion was held about this proposed Federal legislation.
- A question was raised by Commissioner Marx (UT) about how a member board is to proceed when it is unable to issue due to unresolved concerns about the validity of the Letter of Qualification. A general discussion was held, including a review of IMLCC Rule #7 - Rule on Compliance and Enforcement. Based on a

review of the actions that have occurred to this point, the next potential action is outlined in IMLCC Rule, Chapter 7, paragraph 7.2(c).

- The Executive Committee asked that the Rules and Administrative Procedures Committee consider making changes to this rule to reflect the processes currently being followed and to ensure that these matters would be considered in Closed Session.
- Commissioner Gaedecke (MI) commented that she has spoken with staff of the State Medical Board of Ohio about Michigan's implementation experience.

Commissioner Comments

Chair Cushman (NE)

Public Comments

Chair Cushman (NE)

There were no comments provided.

Adjournment

Chair Cushman (NE)

There being no further business, the meeting was adjourned at 5:37 PM Eastern Time.