

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

May 5, 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).

Committee chair  
announcements

*Chair Terranova (ME)*

- The chair welcomed Commissioner Cushman (NE) as the new chair of the technology committee, replacing Commissioner Meyers (DC).
- The chair announced that Commissioner Simons (WI) is no longer a member of the Wisconsin Medical Examining Board and as a result has resigned his position as an IMLCC Commissioner.

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 Lawler (ID) - Chair of the Audit Committee  
Commissioner McSorley (AZ) - Chair of the Personnel Committee  
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Cushman (NE) - Chair of the Technology Committee

Members Absent

Commissioner Simons (WI) - Commission Past Chair  
Commissioner Spangler (WV) - Chair of the Communications Committee

Staff Present

Wanda Bowling, IT Project Manager; David Clark, Operations Manager; Rick Masters, IMLCC Legal Counsel; Marschall Smith, Executive Director and Secretary

Other commission members and  
members of the public

Commissioner Lau (WI)

Approval of agenda

*Chair Terranova (ME)*

An agenda for the executive committee was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER COUSINEAU (NV), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

*Executive Director Smith*

The minutes from the April 7, 2020 meeting was provided to the members prior to the meeting for their consideration.

## MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER COUSINEAU (NV), TO APPROVE THE APRIL 7, 2020 MINUTES.

## MOTION PASSED

UNANIMOUS

**Audit Committee***Commissioner Lawler (ID)*

A meeting was held on April 21, 2020 with Clifton Larson Allen (CLA), the IMLCC's audit firm. The FY2018 financial information was turned over so that CLA could commence the audit. The committee will be meeting after the initial review has been completed and the draft report has been presented.

**Budget Committee***Commissioner Farrelly (MD)*

The FY2021 budget has been presented and will be discussed at the commission meeting next week.

**Communication Committee***Executive Director Smith*

- The committee will meet on May 19, 2020 to review the first draft of the article about the IMLCC intended for publication in the Federation of State Medical Board's Journal of Medical Regulation.
- The new IMLCC webpage was successfully launched and an orientation training was provided for about 75 participants.
- Work has started on the July/August 2020 newsletter. Committee chairs were requested to provide 1-2 paragraph summaries of their committee's work during the prior year.

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

- The executive director will be a part of the committee's agenda at future meetings.
- A report was provided regarding work regarding the classification of staff.
- The committee heard a report regarding how Express Employment Professionals has been used by the IMLCC for the recruitment and applicant screen of current IMLCC staff.
- The committee finalized the performance evaluation for the executive director to be sent to all commissioners. A copy was provided prior to the meeting. After discussion, the format was approved and will be announced at the May 12, 2020 commission meeting that the evaluation will be sent and should be returned as soon as possible.

## MOTION

MOVED BY COMMISSIONER MCSORLEY (AZ), SECONDED BY COMMISSIONER CUSHMAN (NE), TO SEND THE APPROVED EXECUTIVE DIRECTOR PERFORMANCE EVALUATION TO ALL IMLCC COMMISSIONERS AND TO ANNOUNCE ITS AVAILABILITY AT THE MAY 12 2020 COMMISSION MEETING.

## MOTION PASSED

UNANIMOUS

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

During the April 21, 2020 committee meeting a draft emergency rule regarding the waiver of application timeframes was discussed and approved. The emergency rule will be considered during an emergency rulemaking hearing at the May 12, 2020 commission meeting. Additionally, a permanent rule regarding the waiver of requirements during a state or national emergency will be presented and discussed for a future rulemaking hearing.

**Technology Committee***Commissioner Cushman (NE)*

A meeting with IMLCC staff was held on April 12, 2020 to discuss the roles and expectations of the committee. The chair will set the next meeting and establish a regular meeting schedule for the committee.

**Strategic Planning Committee***Vice Chair Cousineau (NV)*

The committee has completed its work and will present an IMLCC Strategic Plan at the May 12, 2020 commission meeting. The executive director was instructed to correct the presentation materials to reflect the final document approved by the committee to be sent to the commissioners and posted on the IMLCC webpage.

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

- An update was provided regarding:
  - April work load
    - Phone calls = 319
    - Emails = 494 (includes 31 Core Data Corrections)
  - April processing volume
    - 387 applications processed
    - 438 licenses issued
    - 114 previously issued licenses renewed
  - April member board remittances
    - 1,073 transactions
    - \$403,843.00 in fees paid to member boards
  - April inquires on LOQs issued
    - 2 inquires received
      - 2 decisions that the LOQ was valid and correct
  - April activity
    - The Executive Committee met on April 7, 2020.
    - The Monthly Member Board Meeting was held with board staff on April 15, 2020.
    - The Budget Committee met on April 21, 2020.
    - The Rules & Administrative Procedures Committee met on April 21, 2020.
    - The Technology Committee met on April 23, 2020.
    - The new IMLCC webpage demonstration was held on April 29, 2020.
    - The Personnel Committee met on April 30, 2020.
  - May activities - scheduled
    - The Executive Committee meeting on May 5, 2020
    - Rick Masters is scheduled to present a webinar on Interstate Occupational Licensure Compacts with James Redstone, Special Assistant to the President on Domestic Policy on May 5, 2020
    - The IMLCC commissioners meeting on May 12, 2020
    - The Rules & Administrative Procedures Committee on May 19, 2020
    - The Communications Committee on May 19, 2020
    - The Interstate Healthcare Collaborative Coalition monthly meeting on May 29, 2020

**Discussion Items***Chair Terranova (ME)*

- Posting committee meeting information on the IMLCC webpage. At the January 2020 executive committee meeting, the executive director was instructed to post upcoming committee meeting information on the IMLCC webpage. A request was made that this decision be re-considered. After discussion it was determined that the decision should be reversed and the IMLCC webpage be updated

to indicate that executive director should be contacted regarding information about committee meetings.

- A draft of IMLCC Administrative Procedure #5 regarding the IMLCC Annual Meeting Selection Process was made available prior to the meeting. The procedure was reviewed and after discussion it was determined that, with clarifying language regarding the obligations of the host member board, the procedure should be approved.

**MOTION**

MOVED BY COMMISSIONER MCSORLEY (AZ), SECONDED BY COMMISSIONER LAWLER (ID), TO APPROVED THE PROPOSED ADMINISTRATIVE PROCEDURE #5 AS AMENDED AND AUTHORIZING THE EXECUTIVE DIRECTOR TO INCLUDE THE AMENDMENTS AND MAKE GRAMERICAL AND STYLE CHANGES THAT DO NOT ALTER THE INTENTION OF THE PROCEDURE AS APPROPRIATE.

**MOTION PASSED**

UNANIMOUS

**Commissioner Comments**  
*Chair Terranova (ME)*

Commission Lau (WI) indicated that she will also be leaving the Wisconsin Medical Examining Board at the end of May and will be resigning as IMLCC Commissioner. She asked for suggestions regarding skills and interests that would the newly selected commissioner could provide to the commission. There was a general discussion and no action was taken.

**Public Comments**  
*Chair Terranova (ME)*

No comments

**Adjournment**  
*Chair Terranova (ME)*

There being no further business, the meeting was adjourned at 4:04 PM Eastern Time.