

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call  
November 3, 2020  
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 Lawler (ID) - Chair of the Audit Committee  
Commissioner Spangler (WV) - Chair of the Communications Committee  
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Cushman (NE) - Chair of the Technology Committee

**Members Absent**

Vacant - Chair of the Personnel Committee

**Staff Present**

David Clark, Operations Manager; Rick Masters, IMLCC Legal Counsel; Marschall Smith, Executive Director and Secretary; Dale Watts, IT Manager

**Other commission members and members of the public**

Commissioner Romanco (IA)

**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 LAWLER (ID), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**  
*Executive Director Smith*

The minutes from the October 6, 2020 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE OCTOBER 6, 2020 MINUTES.

MOTION PASSED

UNANIMOUS

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

The work on the FY2019 continues. The committee intends to meet in December for a progress review.

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

The committee is now receiving a monthly P&L statement. Regular meetings will be starting in December as the work will begin to prepare the FY2022 budget.

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

The committee updated, finalized and published:

- IMLCC FY2020 Annual Report
- IMLCC Tool Kit (electronic and paper)
- IMLCC New Commissioner Handbook

**Personnel Committee***Chair Terranova*

The committee met on October 26, 2020 to review and finalize the committee's charge based on the suggestions from the executive committee. The IMLCC Employee Handbook was updated and the executive director submitted the recommended changes to legal for final approval.

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

The committee met on October 20, 2020.

- The committee discussed the charge from the November 2019 commission meeting agenda to develop guidance for the executive committee's authority to pursue litigation actions against member boards. The committee decided against preparing a rule and is instead recommending that the commission consider an Administrative Procedure to provide guidance.
- The draft IMLCC Chapter 10 Rule was discussed in detail and is ready for the rulemaking hearing at the November 2020 commission meeting. A significant portion of the discussion relates to the assessment formula and whether it should be a flat rate applied to all member states equally, pro-rated based on an agreed usage formula or a combination of the two ideas.
- The draft IMLCC Policy on Capital Assets was reviewed and recommended for consideration at this meeting; however, it was not included in the agenda. The Executive Committee determined that it should be considered at the November 2020 commission meeting.

**Technology Committee***Dale Watts, IT Manager*

The committee met on October 22, 2020:

- The committee's charge was finalized and approved by the committee members
- The IT Dashboards were reviewed and performance indicators discussed. This is an on-going committee project.
- The work has started to develop the specifications for the next phase of iStarsII.

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

- An update was provided regarding:
  - October work load
    - Phone calls = 452 (473 September)
    - Emails = 788 (361 September)
  - October processing volume
    - Applications processed = 494 applications (484 September)
    - Licenses issued = 1,064 licenses (761 September - this is a revised number - originally reported as 457)

- Previously issued licenses renewed = 455 (869 September)
  - October member board remittances
    - Transactions = 1,755 (2,373 September)
    - Fees paid to member boards = \$597,208.00 (\$784,843.00 September)
  - October inquires on LOQs issued
    - 1 inquiry received
      - Decision that the LOQ was not valid
- Louisiana has joined the compact, the legislation passed on a unanimous vote in both houses and was signed into law on October 28, 2020 by Governor Evans with an effective date of 7/1/2021.
- Ohio State Senator Roegner, the sponsor of Ohio Senate Bill 364, held a roundtable discussion regarding joining the compact. The IMLCC was represented by the Chair, Legal Counsel and the Executive Director.
- The first IMLCC Licensing Summit will be held on Monday, November 16, 2020.
- The IMLCC Annual Commission meeting will be held on Tuesday, November 17, 2020. The Notice, Agenda, and discussion documents are available on the IMLCC webpage. The meeting will be held in-person and remotely.
- The IMLCC offices will be closed on Thursday, November 26 and Friday November 27, 2020 in honor of the Thanksgiving Holiday.

**Discussion Items**

*Chair Terranova (ME)*

The IMLCC has contracted with vendors to allow for remote attendance by commissioners. The vendors will provide services that will allow for commissioners to fully participate in the meeting, including being a part of closed sessions and voting.

**Commissioner Comments**

*Chair Terranova (ME)*

The Chair provided an update, in response to a question, on the hiring of the executive director position. The candidates have been interviewed and a decision is expected in the next couple of weeks.

**Public Comments**

*Chair Terranova (ME)*

There were no comments provided.

**Closed Meeting**

*Chair Terranova (ME)*

The Executive Committee determined that it should enter a closed meeting in order to receive advise from legal counsel. Legal counsel certified to the Chair that the reason to close the meeting complied with IMLCC statutes. The Closed meeting started at 3:31 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER COUSINEAU (NV), SECONDED BY COMMISSIONER MARTINEZ (MN), TO CLOSE THE EXECUTIVE COMMITTEE MEETING IN ORDER TO RECEIVE ADVISE FROM LEGAL COUNSEL.

MOTION PASSED

UNANIMOUS

**Resumption of the meeting open to the public**

*Chair Terranova (ME)*

The Executive Committee resumed its business in a session open to the public at 4:17 PM, Eastern Time.

**Adjournment**

*Chair Terranova (ME)*

There being no further business, the meeting was adjourned at 4:18 PM Eastern Time.

