

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call  
December 7, 2021  
**MEETING MINUTES**

**Call to Order**  
*Chair Spangler (WV)*

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 Spangler (WV).

**Roll Call**  
*Secretary Smith*

The roll was called, and a quorum was established.

**Members Present**

Commissioner Spangler (WV) - Commission Chair  
Commissioner Farrelly (MD) - Commission Vice Chair  
Commissioner Silas (AL) - Treasurer and Chair of the Budget Committee  
Commissioner Cushman (NE) - Past Chair  
Commissioner Herlihy (VT) - Chair of the Personnel Committee  
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Manahan (MN) - Chair of the Technology Committee

**Members Absent**

Commissioner Rodman (KY) - Chair of the Communications Committee

**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**

None identified

**Approval of agenda**  
*Chair Spangler (WV)*

An agenda was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER HERLIHY (VT), SECONDED BY COMMISSIONER SILAS (AL), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

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

The draft minutes from the November 2, 2021 meeting was provided to the members prior to the meeting for their consideration. A spelling correction was noted and made to the draft minutes.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER HERLIHY (VT), TO APPROVE THE AMENDED NOVEMBER 2, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

**Budget Committee**  
*Commissioner Silas (AL)*

The committee is scheduled to meeting in January 2022 to begin the FY2023 budget process, which will include a review and discussion of the initial draft budget.

**Communication Committee***Chair Spangler (WV)*

Commissioner Rodman (KY) has been appointed as chair of the committee. The committee is scheduled to meet on December 28, 2021.

**Personnel Committee***Commissioner Herlihy (VT)*

The committee, at its November 15, 2021 meeting, set an agenda for the January 2022 meeting, which includes:

- Finalizing the executive director evaluation and pay process.
- Revising the committee's charge.
- Reviewing the IMLCC staff evaluation and pay process established by the executive director.

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

The committee last met on November 15, 2021 to discuss the rulemaking agenda for the commission meeting. The rulemaking was successful with the adoption of the committee's proposed changes to Chapter 2 and Chapter 7 along with the changes to IMLC Policy #9. The Next meeting is scheduled for January 18, 2022.

**Technology Committee***Commissioner Manahan (MN)*

The committee met on November 15, 2021. The committee intends to work at making its process and decisions more transparent and clearer, including reaching out to commissioner about the meetings and inviting expanded participation. The committee will be meeting next on December 16, 2021 and intends to review the committee's charge and review processes to better record meetings and decisions. The overarching goal of the committee is to meet the IMLCC's statutory mission of expediting and enhancing license portability while removing licensing barriers.

**Subcommittee or Special project reports***Chair Spangler (WV)*

No reports.

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

An update was provided regarding:

- November work load
  - Phone calls = 497 (736 October)
  - Emails = 535 (711 October)
- November processing volume
  - Applications processed = 655 applications (771 October)
  - Licenses issued = 1,165 licenses (1,314 October)
  - Previously issued licenses renewed = 738 (1,119 October)
- November member board remittances
  - Transactions = 2,265 (2,869 October)
  - Fees paid to member boards = \$776,130.40 (\$862,755.40 October)
- November inquires on LOQs issued
  - 10 inquiries and 1 reported disciplinary action
    1. Dr. AK (2 member boards inquired)
      - Not qualified to select the SPL
      - SPL determined that the LOQ was valid and the physician's selection was appropriate
    2. Dr. KP
      - Not qualified to select the SPL
      - The matter is still under review

3. Dr. JS (2 member boards inquired)
  - Physician's board certification had expired
  - SPL determined that the LOQ was valid and provided updated board certification information
4. Dr. BM
  - Did not have accredited training
  - SPL determined that the LOQ was valid and provided updated training information
5. Dr. MM
  - Physician was not board certified
  - SPL determined that the LOQ was valid and provided updated board certification information
6. Dr. PR
  - Not qualified to select the SPL
  - The matter is still under review
7. Dr. AGS
  - Not qualified to select the SPL
  - SPL determined that the LOQ was valid and the physician's selection was appropriate
8. Dr. FD
  - Physician did not take a qualified exam
  - SPL determined that the LOQ was valid and provided a copy of an approved exam

- The full system data scan and penetration test was completed in November. The overall score was 5 of 5 - Meets or exceeds industry best practice. Additional information about results will be shared with the Technology Committee at their next meeting.
- IMLCC Staff and office update
  - The IMLCC is fully staffed
  - The IMLCC offices will be closed on Friday, December 24, 2021; Friday, December 31, 2021; and Monday January 3, 2022 for the holidays.
- The FY2023 budget process has started. Committee budget requests must be provided to the executive director no later than February 1, 2022.

#### **Discussion Items**

*Chair Spangler (WV)*

- The Ad Hoc committee requested at the November 16, 2021 commission meeting is being established and a chair appointed. The committee will hold its first meeting in January 2022.
- The November 2022 Committee Day and Commission meeting have been finalized as November 7 and 8, 2022 in Gulf Shores, Alabama.

#### **Commissioner Comments**

*Chair Spangler (WV)*

Chair Spangler and Treasurer Silas reported that they, along with Commissioner Seamon (AL) visited the IMLCC offices after the commission meeting. The visit was an opportunity to see the space

where the commission's business is conducted and talk with staff. Commissioners are encouraged to visit if travel plans include being in Colorado.

**Public Comments**

*Chair Spangler (WV)*

There were no comments provided.

**Adjournment**

*Chair Spangler (WV)*

There being no further business, the meeting was adjourned at 3:40 PM Eastern Time.