

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call**

February 8, 2022

**MEETING MINUTES**

**Call to Order**

*Chair Spangler (WV)*

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:01 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 Rodman (KY) - 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 Manahan (MN) - Chair of the Technology Committee

**Members Absent**

Commissioner Cushman (NE) - Past Chair

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

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The draft minutes from the January 11, 2022 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER MARTINEZ (MN), SECONDED BY COMMISSIONER MANAHAN (MN), TO APPROVE THE AMENDED JANUARY 11, 2022 MINUTES.

MOTION PASSED

UNANIMOUS

**Budget Committee**

*Commissioner Silas (AL)*

The committee met on January 18, 2022. The discussion included:

- Review and discussion of the first draft of the FY2023 budget, which included a discussion of the new model for funding IT projects

- Discussed a report from staff that all the requested documents have been provided to the audit team. The auditors are preparing the FY2021 Audit final reports, which should be ready for the committee's review and approval at the March 2022 meeting.
- The committee's charge was finalized.
- Discussion of the return of funds process and Administrative Memo No. 1.
- Review and discussion of draft IMLC Policy #10 - Policy on Reimbursement for Staff Travel and Official Functions - comments and suggested changes were provided.
- Discussed the pricing study model - the final version will be presented at the March 2022 meeting.
- Continued discussion regarding find options for credit card processing vendors.

**Communication Committee**  
*Commissioner Rodman (KY)*

The committee met on January 25, 2022. The discussion included:

- Discussion and final approval of the Winter IMLCC Newsletter.
- Review of the IMLCC Toolkit and provided comments for changes to the document.
- Continued review of the website - Apply Tab information and provided comments for changes to the webpage.

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

The committee met on January 28, 2022. The discussion included:

- Review and discussion of the employee performance forms to be used by management and Administrative Memo No. 8 - Staff Performance Review Schedule.
- Review of the Executive Director's determination regarding staff compensation for FY2023 and provided comments along with a request for additional information to be provided at the next meeting.
- Discussed and changed the committee's charge document and provided comments for changes for review at the next meeting.
- The Executive Director's job description, performance plan and evaluation form will be discussed at the next meeting.

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

The committee met on January 18, 2022. The discussion included:

- Review and discussion of draft IMLC Policy #10 - Policy on Reimbursement for Staff Travel and Official Functions - comments and suggested changes were provided.
- The draft advisory opinion was withdrawn and taken off the agenda.

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

The committee met on January 20, 2022. The discussion included:

- Review and discussion of the iStarsII roadmap.
- Discussion about the system as it exists with a focus on understanding if it is stable enough for the next phases of development.
- Review and discussion on the IT Manager report regarding projects and system performance.
- Requested that the IT Manager prepare an orientation process for committee members, including a glossary and training.

- The committee members expressed concern that the Ad Hoc Committee is a closed meeting and requested reconsideration of that decision.

**Subcommittee or Special project reports**

*Chair Spangler (WV)*

- Ad Hoc Committee - The committee met on January 20, 2022. The first meeting was closed and a report of the meeting could not be provided.
  - After discussion regarding the merits of continuing to met in closed session or opening the meeting, the Executive Committee unanimously determined that future meetings of the Ad Hoc Committee it would be open with committee members allowed to vote.

**Action Item**

*Executive Director Smith*

- IMLC Policy #10 - Policy on Reimbursement for Staff Travel and Official Functions
  - A copy of the policy was provided prior to the meeting. The copy incorporated the suggested changes from the Budget Committee and Rules & Administrative Procedures Committee.
  - The policy was reviewed in detail with a straw poll taken regarding considering Option #1 or Option #2 for the Meals definition. The straw poll result was 5 in favor of Option #1 and 1 in favor of Option #2. Commissioner Herlihy departed the meeting prior to the policy review and voting.
  - Changes were made to the “Automobile (personally owned)” definition to reflect the limit to costs that are eligible for reimbursement.
  - After the review was complete, the matter was brought to a vote.

MOTION

MOVED BY COMMISSIONER SILAS (AL), SECONDED BY COMMISSIONER RODMAN (KY), TO ADOPT IMLC POLICY #10 AS AMENDED.

MOTION PASSED

WITH COMMISSIONER FARRELLY OPPOSED

**Executive Director Update**

*Executive Director Smith*

An update was provided regarding:

- January work load
  - Phone calls = 549 (451 December)
  - Emails = 532 (564 December)
- January processing volume
  - Applications processed = 850 applications (688 December)
  - Licenses issued = 1,193 licenses (700 December)
  - Previously issued licenses renewed = 774 (952 December)
- January member board remittances
  - Transactions = 2,429 (2,775 December)
  - Fees paid to member boards = \$784,084.40 (\$923,560.20 December)
- January inquires on LOQs issued
  - 7 inquiries
    1. Dr. RRB
      - Concern regarding an action on the NPDB report

- SPL determined that the LOQ was valid. The reported action was from a non-licensing agency.
- 2. Dr. AMM
  - A question regarding the validity of the residency program
  - SPL determined that the LOQ was valid and provided corrected information
- 3. Dr. JU (Two separate boards)
  - A member board questioned if the physician's selection of the SPL was properly determined
  - This matter is still under review by the SPL
- 4. Dr. WJW
  - Concern regarding an action on the NPDB report
  - SPL determined that the LOQ was valid. The reported action was related to the payment of fees that if not paid would result in discipline. The fees were paid timely.
- 5. Dr. SY (A second board inquired)
  - The qualifying examination did not appear to be a valid exam
  - SPL determined that the LOQ was valid and provided the corrected information in the CRM prior to approving the LOQ
- 6. Dr. JU (Two separate boards)
  - A member board questioned if the physician's selection of the SPL was properly determined
  - The SPL determined that the LOQ is valid and that they could act as the SPL

- IMLCC Staff and office update
  - The IMLCC is fully staffed

### **Commissioner Comments**

*Chair Spangler (WV)*

There were no comments provided.

### **Public Comments**

*Chair Spangler (WV)*

There were no comments provided.

### **Closed Meeting**

*Chair Spangler (WV)*

The Executive Committee determined that it should enter a closed meeting in order to receive advice 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 3:58 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER SILAS (AL), SECONDED BY COMMISSIONER MARTINEZ (MN), TO CLOSE THE EXECUTIVE COMMITTEE MEETING IN ORDER TO RECEIVE ADVICE FROM LEGAL COUNSEL.

MOTION PASSED

UNANIMOUS

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

*Executive Director Smith*

The Executive Committee resumed its business in a session open to the public at 4:27 PM, Eastern Time.

**Adjournment**

*Chair Spangler (WV)*

There being no further business, the meeting was adjourned at 4:27 PM Eastern Time.