

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

January 11, 2022

MEETING MINUTES

Call to Order

Chair Spangler (WV)

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 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 Rodman (KY) - Chair of the Communications Committee
Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures Committee
Commissioner Manahan (MN) - Chair of the Technology Committee

Members Absent

Commissioner Herlihy (VT) - Chair of the Personnel 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 MARTINEZ (MN), SECONDED BY COMMISSIONER CUSHMAN (NE), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The draft minutes from the December 7, 2021 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER FARRELLY (MD), SECONDED BY COMMISSIONER MANAHAN (MN), TO APPROVE THE AMENDED DECEMBER 7, 2021 MINUTES.

MOTION PASSED

UNANIMOUS

Budget Committee

Commissioner Silas (AL)

The committee is scheduled to meet next week. On the agenda for discussion:

- Review and discussion of the first draft of the FY2023 budget
- Discuss the new model for funding IT projects

- Preparing for the FY2021 Audit final reports and meeting with the audit team
- Reviewing and finalizing the committee's charge
- Discussing the return of funds process
- Reviewing draft IMLC Policy #10 - Policy on Reimbursement for Staff Travel and Official Functions

Communication Committee
Commissioner Rodman (KY)

The committee met on December 28, 2021. The committee determined that it would meet on the last Tuesday of each month in 2022. At the next meeting the committee will:

- Finalize the Winter IMLCC Newsletter for distribution at the end of January
- Schedule the review of the following documents:
 - Toolkit
 - Primer
 - New Commissioners Handbook
- Continue the review of the webpage
- Discuss how to engage low participating member boards and commissioners

Personnel Committee
*Executive Director Smith for
Commissioner Herlihy (VT)*

The agenda for the January 2022 meeting includes:

- Finalizing the executive director evaluation and performance review 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 agenda for January 18, 2022 meeting includes:

- Reviewing draft IMLC Policy #10 - Policy on Reimbursement for Staff Travel and Official Functions
- Discussing a draft advisory opinion

Technology Committee
Commissioner Manahan (MN)

The committee met on December 16, 2021. The committee is focusing on developing a better understanding of how the system works and its different interactions. Creating a plain language explanation of the process and goals, including future development.

Preparation for the Ad Hoc Committee is underway. The next meeting is scheduled for January 20, 2022.

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

- Ad Hoc Committee - The committee has been formed and will hold its first meeting on January 20, 2022 prior to the Technology Committee meeting.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- December work load
 - Phone calls = 451 (497 November)
 - Emails = 564 (535 November)
- December processing volume
 - Applications processed = 688 applications (655 November)
 - Licenses issued = 700 licenses (1,165 November)

- Previously issued licenses renewed = 952 (738 November)
- December member board remittances
 - Transactions = 2,775 (2,265 November)
 - Fees paid to member boards = \$923,560.20 (\$776,130.40 November)
- December inquires on LOQs issued
 - 5 inquiries
 1. Dr. AK (A third board inquired)
 - Not qualified to select the SPL
 - SPL determined that the LOQ was valid and the physician's selection was appropriate
 2. Dr. SS
 - Not qualified to select the SPL
 - SPL determined that the LOQ was NOT valid
 - Impacted boards notified
 3. Dr. ST
 - Concern that did not attend an accredited medical school
 - SPL determined that the LOQ was valid and provided the documentation that the school was accredited at the time of graduation
 4. Dr. DBA
 - Concern that the residency program was not valid
 - The matter is still under review by the SPL
 5. Dr. SY
 - 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
- IMLCC Staff and office update
 - The IMLCC is fully staffed
 - The IMLCC offices was closed Monday January 3, 2022 for the holidays.
- The FY2023 budget process has started and a first draft will be discussed by the Budget Committee.
- The IMLC Annual Report is being sent to the governors, leadership in each state's house (majority and minority), medical and hospital associations. The annual report is also available on the IMLC webpage.

Commissioner Comments
Chair Spangler (WV)

There were no comments provided.

Public Comments

Chair Spangler (WV)

There were no comments provided.

Adjournment

Chair Spangler (WV)

There being no further business, the meeting was adjourned at 3:39 PM Eastern Time.