

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call

March 8, 2022

DRAFT

MEETING MINUTES

Call to Order

Vice Chair Farrelly (MD)

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 Vice Chair Farrelly (MD).

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 Herlihy (VT) - Chair of the Personnel Committee
Commissioner Manahan (MN) - Chair of the Technology Committee

Members Absent

Commissioner Martinez (MN) - Chair of the Rules and Administrative Procedures 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

Vice Chair Farrelly (MD)

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

MOTION

MOVED BY COMMISSIONER HERLIHY (VT), SECONDED BY COMMISSIONER RODMAN (KY), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The draft minutes from the February 8, 2022 meeting was provided to the members prior to the meeting for their consideration.

MOTION

MOVED BY COMMISSIONER RODMAN (KY), SECONDED BY COMMISSIONER SILAS (AL), TO APPROVE THE AMENDED FEBRUARY 8, 2022 MINUTES.

MOTION PASSED

UNANIMOUS

Budget Committee

Commissioner Silas (AL)

The committee met on February 15th with 7 members present. The discussion included:

- Review and discussion of the monthly and year-to-date FY2022 fiscal report.

- Review and discussion of the final draft of the FY2023 budget, which included a discussion of the new model for funding IT projects and personnel cost increases. After discussion the FY2023 budget was approved by a vote of the committee. The budget will be presented for approval at the May 17, 2022 Commissioner meeting and at the April 5, 2022 Executive Committee meeting for endorsement.
- Review and discussion of the final FY2021 Audit with related reports, financial statements and findings. The FY2021 Audit was accepted as presented by a unanimous vote of the committee on behalf of the Commission.
- The Pricing Model and Study was presented and discussed. Based on the results of the study, the IMLC fee structure is not excessive and allows for a reasonable amount of surplus operating funds to continue operations at least 3 years into the future without a requirement to assess fees to member states during that time.
- The next scheduled meeting of the committee is April 12, 2022.

Change of Chair

Vice Chair Farrelly transferred control of the meeting to Chair Spangler

Communication Committee *Commissioner Rodman (KY)*

The committee met on February 22nd with 7 members present. The discussion included:

- Discussion about a special 5 Year Anniversary edition IMLCC Newsletter.
- Review of the newly developed rebranding documents.
- Review of the IMLCC Primer for new member boards
- Review of the IMLCC webpages - “Renewal” and “LOQ Reapply”
- The next scheduled meeting of the committee is March 29, 2022.

Personnel Committee *Commissioner Herlihy (VT)*

The committee did not meet in March. The next meeting is scheduled for April 1, 2022

Rules & Administrative Procedures Committee *Executive Director Smith*

The committee met on February 15th with 6 members present. The discussion included:

- Review and discussion of Administrative Memos:
 - #1 - Return of Funds - changes recommended
 - #2 - Fiscal Matters Involving Contracts and Invoices - changes recommended
 - #4 - IMLCC Procurement Process - changes recommended
 - #5 - IMLCC Annual Meeting Selection Process - no changes
 - #6 - IMLCC Legal Action - no changes
 - #7 - IMLCC Office COVID-19 Protocols - internal process under authority of the executive director
 - #8 - IMLCC Staff Performance Review Scheduled - no changes
 - #9 - IMLCC Fraud and Abuse Reporting - internal process under authority of the executive director
 - #10 - IMLCC Payroll Reviews - internal process under authority of the executive director

- The next scheduled meeting of the committee is April 19, 2022.

Technology Committee *Commissioner Manahan (MN)*

The committee met on February 17th with 7 members present. The discussion included:

- The committee is using Doodle Polls to establish future meetings through April to see if a different date/time is needed.
- Review and discussion on the IT Manager report regarding projects and system performance.
- Report from the IT Manager on the quarterly security scan.
- Discussion about the API process and progress toward launching the project.
- Report about progress on the orientation process for committee members. A draft glossary was provided to the committee prior to the meeting. Suggested changes were provided to the IT Manager.

Subcommittee or Special project reports

Chair Spangler (WV)

- Ad Hoc Committee - Past Chair Cushman provided a report. The committee met on February 17th. The discussion included:
 - Review of the Physician Portal
 - Discussion of a preliminary view of the process and benefits to this approach of application processing.
 - It was determined that the best approach would be to use an RFP process to find an outside vendor to do the development, implementation and on-going maintenance.
- The next and final scheduled meeting is March 17, 2022.

Action Item

Executive Director Smith

- Copies of proposed changes to Administrative Memo #1, #2, #3, and #4 were provided to the committee prior to the meeting. After review and discussion, it was determined that the proposed changes would be adopted by a single vote.

MOTION

MOVED BY THE RULES AND ADMINISTRATIVE PROCEDURES COMMITTEE, A MOTION FROM A COMMITTEE DOES NOT REQUIRE A SECOND, TO AMEND ADMINISTRATIVE MEMO #1, #2 AND #4 AS PRESENTED AND TO REPEAL ADMINISTRATIVE MEMO #3.

MOTION PASSED

WITH COMMISSIONER CUSHMAN ABSTAINING

Executive Director Update

Executive Director Smith

An update was provided regarding:

- February work load
 - Phone calls = 629 (549 January)
 - Emails = 677 (532 January)
- February processing volume
 - Applications processed = 832 applications (850 January)
 - Licenses issued = 1,178 licenses (1,193 January)
 - Previously issued licenses renewed = 725 (774 January)
- February member board remittances
 - Transactions = 2,454 (2,429 January)
 - Fees paid to member boards = \$755,995.43 (\$784,084.40 January)
- January inquires on LOQs issued
 - 7 inquiries and 3 disciplinary actions taken against 2 physician licenses
 1. Dr. MFB

- Colorado board took disciplinary action - impacted boards notified.
- 2. Dr. VM (Two separate boards)
 - Wyoming and West Virginia DO boards took disciplinary action - impacted boards notified.
- 3. Dr. DMA
 - A member board questioned the residency information provided on the application.
 - The SPL determined that the LOQ was valid and provided corrected information.
- 4. Dr. JDP
 - A member board questioned whether the physician completed an ACGME program.
 - SPL determined that the LOQ was valid and provide documentation.
- 5. Dr. MC
 - A member board questioned an action reported on the NPDB.
 - SPL determined that the LOQ was valid based on the action being reported by a non-licensing entity.
- 6. Dr. AB
 - A member board questioned if the physician's residency program, which appeared to be unaccredited.
 - The SPL did not respond; however, the member board who raised the question documented the valid residency program information. The LOQ was determined to be valid.
- 7. Dr. SS
 - A member board questioned if the physician's selection of the SPL was properly determined.
 - The SPL determined that the LOQ was valid and provided the employer information.
- 8. Dr. AK
 - A member board questioned if the physician's selection of the SPL was properly determined.
 - The SPL determined that the LOQ was valid and provided the employer information.
- 9. Dr. WR
 - A member board questioned if the number of USMLE attempts taken prior to passage of step 3.
 - The matter is still under review.

- The Texas Medical Board and the Delaware Board of Medical Licensure and Discipline become active member boards on March 1st. The go-live was a success.
- Active legislation in 6 states: CT, IN, MO, NY, NC, VA
- The Pricing Model and Study has been completed. It was used to develop revenue projects for FY2023.
- The API projects:
 - The AVR project with FSMB was completed and successfully implemented. About ½ the member boards have indicated that they are using the report to make LOQ determinations.
 - The API project with member boards is in the security review phase.
- IMLCC will have a booth at the FSMB Annual Meeting. Please stop by and say hello.
- A special newsletter is being developed celebrating 5 years of operational success.
- IMLCC Staff and office update
 - The IMLCC is fully staffed
 - Office hours are Monday to Friday, 8:00 AM to 8:00 PM Eastern

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 4:17 PM Eastern Time.