

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call**

April 5, 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 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 Martinez (MN) - Chair of the Rules and Administrative Procedures Committee  
Commissioner Manahan (MN) - Chair of the Technology Committee

**Members Absent**

None

**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 CUSHMAN (NE), SECONDED BY COMMISSIONER HERLIHY (VT), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

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

MOTION

MOVED BY COMMISSIONER RODMAN (KY), SECONDED BY COMMISSIONER FARRELLY (MD), TO APPROVE THE MARCH 8, 2022 MINUTES AS PRESENTED.

MOTION PASSED

UNANIMOUS

**Budget Committee**

*Commissioner Silas (AL)*

The committee met on March 15<sup>th</sup> with 7 members present. The discussion included:

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

- The next scheduled meeting of the committee is May 10, 2022.

FY2021 Audit reports were discussed, with a question raised about two areas noted in the “Final Internal Control Communication” document. Specifically, the comments about Separation of Duties and Vendor Change Process. After discussion, the executive director noted that these specific audit findings were addressed by the Executive Committee when it amended the administrative procedures related to these issues at the March 8, 2022 meeting.

Final draft of the FY2023 budget is presented to the Executive Committee for its review and endorsement. The committee’s approved budget will be presented with a request for approval at the May 17, 2022 Commission meeting. There was discussion about IT Projects line item and how it would be utilized to pay for IT projects. There was a motion by Commissioner Manahan to create a restricted fund for the IT projects, but the motion was withdrawn after discussion. After discussion and a straw poll, the question was called.

#### MOTION

MOVED BY COMMISSIONER CUSHMAN (NE), SECONDED BY COMMISSIONER MANAHAN (MN), FOR THE EXECUTIVE COMMITTEE TO ENDORSE THE FY2023 BUDGET APPROVED BY THE BUDGET COMMITTEE.

#### MOTION PASSED

WITH COMMISSIONER FARRELLY OPPOSED

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

The committee met on March 29<sup>th</sup> with 9 members present. The discussion included:

- Review of the final draft of the special 5 Year Anniversary edition IMLCC Newsletter.
- Review and approval of the revised IMLCC Primer for new member boards.
- Review and approval of the revised New Commissioner Handbook.
- Review of the IMLCC webpages have been completed.
- The next scheduled meeting of the committee is May 24, 2022.

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

The committee met on April 1<sup>st</sup> with 6 members present. The discussion included:

- Review and approval of the revised Personnel Committee charge document.
- Discussion of the executive director’s proposed staff salary ranges and proposed staff salary increases including the types of increases that would be applied, i.e., Cost of Living (COLA), base adjustments, and performance related. The discussion will continue at the next meeting with additional information gathered by the executive director and committee members.
- The next scheduled meeting of the committee is May 5, 2022.

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

The committee did not meet in March. The next meeting is scheduled for April 19, 2022.

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

The committee met on March 17<sup>th</sup> with 6 members present and 2 excused. The discussion included:

- Review and discussion on the IT Manager report regarding projects and system performance.
- The IT Manager reported that 2 new member boards went live on March 1<sup>st</sup>. The system and staff performed well; details were provided in the monthly report.
- Report from the IT Manager on an access issue experienced by some member boards and that the issue has now been resolved. The issue relates to applications that were migrated to iStarsII from DocuSign.
- Discussion about the concerns raised by a committee member regarding the proposed Phase 2 development - Enhanced Physician Portal.
- Report of the work and findings of the Ad Hoc Committee, including the proposed motion from that committee which will be voted on in the May 17, 2022 Commission meeting.
- Report about progress on the orientation process for committee members. A training will be finalized and offered to new members prior to the next committee meeting.
- Work on the Phase 2 project - API development has started with meetings of interested member boards. Initial focus is on system integrity and security.
- The next scheduled meeting of the committee is May 12, 2022.

### Subcommittee or Special project reports

*Chair Spangler (WV)*

Ad Hoc Committee - Committee Chair Cushman (NE) provided a report. The committee held its final meeting on March 17th. After discussion, the Ad Hoc Committee concluded its work with a unanimous vote to recommend that the Commission instruct the Executive Director to begin the process of developing an RFP for the Physician Portal project. Further, to recommend that the project be supervised by the Technology Committee.

### Executive Director Update *Executive Director Smith*

An update was provided regarding:

- March work load
  - Phone calls = 774 (629 February)
  - Emails = 673 (677 February)
- March processing volume
  - Applications processed = 1,450 applications (832 February)
  - Licenses issued = 2,021 licenses (1,178 February)
  - Previously issued licenses renewed = 560 (725 February)
- March member board remittances
  - Transactions = 3,898 (2,454 February)
  - Fees paid to member boards = \$1,447,208.30 (\$755,995.43 February)
- March inquires on LOQs issued
  - 2 inquiries and 1 disciplinary action taken against a physician's license
    1. Dr. JMR
      - Maryland board took disciplinary action - impacted boards notified.
    2. Dr. LHG
      - 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.
3. 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.
- The Texas Medical Board and the Delaware Board of Medical Licensure and Discipline become active member boards on March 1<sup>st</sup>. The go-live was a success.
  - Indiana joined the Compact as the 37<sup>th</sup> member state.
  - Active legislation in 7 states: CT, MA, MO, NY, NC, RI, and VA
  - IMLCC will have a booth in the Exhibitors Hall during the FSMB Annual meeting to be held on April 27<sup>th</sup> through 30<sup>th</sup>. The IMLCC will also be displaying a Celebration of 5 Years of Operational Success poster in the FSMB/AIM Spotlight Poster Hall. Commissioners who are in attendance are encouraged to help staff the booth and participate during the unveiling of the poster in the Poster Hall.
  - 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)*

A question was raised about the format of the November 2022 Commission meeting, specifically, will there be a Committee Day prior to the Commission meeting? At this time, there will be both a Committee Day on Monday, November 7<sup>th</sup> and Commission Meeting on Tuesday, November 8<sup>th</sup>. The meeting will have options to attend virtually and in-person. The site of the meeting is Gulf Shores, Alabama.

### **Public Comments**

*Chair Spangler (WV)*

There were no comments provided.

### **Adjournment**

*Chair Spangler (WV)*

There being no further business, the meeting was adjourned at 4:11 PM Eastern Time.