

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE**

**Conference Call**

June 7, 2022

**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 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; 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. A request was made to amend the agenda to remove the Ad Hoc Committee report.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER CUSHMAN (NE), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The draft minutes from the May 3, 2022 meeting was provided to the members prior to the meeting for their consideration. A correction was made to the draft minutes correcting an item in Commissioner Silas' Budget Committee report to more accurately reflect a specific discussion item.

MOTION

MOVED BY COMMISSIONER SILAS (AL), SECONDED BY COMMISSIONER MARTINEZ (MN), TO APPROVE THE MAY 3, 2022 MINUTES AS AMENDED.

MOTION PASSED

UNANIMOUS

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

The committee met on May 10<sup>th</sup> with 8 members present. The discussion included:

- Review and discussion of the monthly and year-to-date FY2022 fiscal report.
- Review and approval of the draft “Cash Transfer Flow” process, which provides staff with instructions on how to manage the transfer of funds between accounts and investments.
- The next scheduled meeting of the committee is July 19, 2022.

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

The committee met on May 24<sup>th</sup>. The discussion included:

- Review and discussion about the “IMLCC - Licensing Questions and Answers” document. The discussion will continue at the next meeting
- The next project for review by the committee are the email messages generated by the system for applicants and member boards.
- The next meeting is scheduled for June 28, 2022.

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

The committee met on May 26<sup>th</sup>. The discussion included:

- Review and discussion of the executive director’s request for the committee to endorse the “FY2023 Employee Compensation Plan”. The plan contained 3 items, which were considered and voted on separately.
  - The committee declined to endorse Item #1 of the plan which dealt with establishing staff salary ranges
  - The committee endorsed Item #2 of the plan which granted a 4.11% Cost of Living Allowance for employees
  - The committee endorsed Item #3 of the plan which allows for up to a 5.89% performance pay opportunity for employees.
- The committee intends to continue working on the benefits offered to Compact staff.

After the report from Commissioner Herlihy, the Executive Committee considered the request from the executive director to endorse the “FY2023 Employee Compensation Plan.” After the discussion, the question was called and a roll call vote was taken.

**MOTION**

**MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER SILAS (AL), THAT THE EXECUTIVE COMMITTEE ENDORSES THE EXECUTIVE DIRECTOR’S FY2023 EMPLOYEE COMPENSATION PLAN AS PRESENTED.**

**MOTION PASSED**

**BY A VOTE OF 5 IN FAVOR WITH 3 OPPOSED.**

- COMMISSIONER SPANGLER - YES
- COMMISSIONER FARRELLY - NO
- COMMISSIONER SILAS - YES
- COMMISSIONER CUSHMAN - YES
- COMMISSIONER RODMAN - YES
- COMMISSIONER HERLIHY - NO
- COMMISSIONER MARTINEZ - NO
- COMMISSIONER MANAHAN - YES

**Rules & Administrative  
Procedures Committee**

*Commissioner Martinez (MN)*

The committee did not meet in May. The next meeting is scheduled for June 21, 2022.

**Technology Committee**

*Commissioner Manahan (MN)*

The committee's next meeting is Thursday, June 9<sup>th</sup>. The committee will be discussing the RFP for the Enhanced Physician Portal. After the RFP process is completed, the Executive Committee will be selecting the winning bidder.

**Executive Director Update**

*Executive Director Smith*

An update was provided regarding:

- May work load
  - Phone calls = 857 (752 April)
  - Emails = 761 (739 April)
- May processing volume
  - Applications processed = 1,244 applications (1,198 April)
  - Licenses issued = 2,015 licenses (2,001 April)
  - Previously issued licenses renewed = 1,999 (755 April)
- May member board remittances
  - Transactions = 5,861 (3,476 April)
  - Fees paid to member boards = \$2,031,008.84 (\$1,228,538.30 April)
- May inquires on LOQs issued
  - 2 inquiries
    1. Dr. RSA
      - A member board question the examination taken - LMCC Canadian.
      - The SPL determined that the LOQ was not valid. Impacted member boards were notified.
    2. Dr. SP
      - A member board questioned if the physician's selection of the SPL was properly determined.
      - The SPL determined that the LOQ was valid as the 25% Rule criteria was used not the employer criteria.
- Connecticut has joined the Compact as the 38<sup>th</sup> member. Senate Bill No. 2 was signed into law by Governor Lamont on May 13, 2022
- Active legislation in 3 states: MA, NC, and RI
- IMLCC Staff and office update
  - The IMLCC has hired a new Controller, Aime Steines joined the team on May 31, 2022.
  - Office hours are Monday to Friday, 8:00 AM to 8:00 PM Eastern
  - The office will be closed on Monday, July 4, 2022 in honor of the 4<sup>th</sup> of July.

**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 4:01 PM, Eastern Time.

MOTION

MOVED BY COMMISSIONER RODMAN (KY), SECONDED BY COMMISSIONER HERLIHY(VT), 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 4:13 PM, Eastern Time.

**Adjournment**  
*Executive Director Smith*

There being no further business, the meeting was adjourned at 4:14 PM Eastern Time.