

**INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE**

Conference Call

June 6, 2023

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 Silas (AL) - Commission Vice Chair
Commissioner Cleveland (MS) - Treasurer and Chair of the Budget Committee
Commissioner Rodman (KY) - Chair of the Communications Committee
Commissioner Herlihy (VT) - Chair of the Personnel Committee
Commissioner Bohall (AZ) - Chair of the Rules and Administrative Procedures Committee
Commissioner Manahan (MN) - Chair of the Technology Committee

Members Absent

Vacant - Past Chair

Staff Present

Keyla Blanco, Controller; David Clark, Operations Manager; Rick Masters, Legal Counsel; Marschall Smith, Executive Director; Dale Watts, IT Manager

Other commission members and members of the public

None were noted

Approval of agenda

Chair Spangler (WV)

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

MOTION

MOVED BY COMMISSIONER HERLIHY (VT), SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The draft minutes from the May 9, 2023 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 MINUTES FROM MAY 9, 2023.

MOTION PASSED

WITH BOHALL AND CLEVELAND ABSTAINING

Budget Committee

Treasurer Cleveland (MS)

The committee did not meet in May. At the next meeting, the intended discussion topics are:

- The regular, on-going review of the IMLCC's financial diversification process.
- The status of the IMLCC's lease agreement for new office space.
- An update on the search for property investments.

The treasurer and executive director have been searching for new office space for the IMLCC's offices. A final spaced selection will be made soon.

The committee's next meeting will be scheduled in June 20, 2023.

Communication Committee
Commissioner Rodman (KY)

The committee did not meet in May. The next meeting is scheduled for July 25, 2023 - to review the Summer Newsletter and a special review of the renewal system generated emails. Please send ideas for the newsletter to the executive director.

Personnel Committee
Commissioner Herlihy (VT)

The committee met on May 12, 2023. The discussion included:

- The review and endorsement of the FY2024 Executive Director's Employee Compensation Plan.
- An overview of the 457b plan for FY2024.
- Executive Director's annual evaluation process will be discussion topic at committee meeting scheduled for tomorrow, Jun 7, 2023. The goal is to review last year's process and then finalize the process for this year.

Rules & Administrative Procedures Committee
Commissioner Bohall (AZ)

The committee did not meet in May. The next committee meeting is June 20, 2023 which will be focused on the rulemaking process for IMLC Rules, Chapters 3, 4, and 6.

Technology Committee
Commissioner Manahan (MN)

The committee met on May 11, 2023 and was well attended by 10 of the 14 committee members. The discussion included:

- The committee is in a holding pattern regarding the Enhanced Physician Portal implementation. The committee will be involved with staff once the implementation process starts after the bids are awarded.
- Discussion regarding a revision to the committee's charge which now more accurately reflects its role. The new charge was read into the record:

"The Technology Committee shall be established as a standing committee to provide oversight and approval of all technology projects undertaken by the Commission or on behalf of the Commission by the Executive Leadership team, except for the selection of vendors through an RFP process. The IT Manager or Executive Director will be responsible for regularly updating the Committee on the status and need of each existing or proposed project. All existing and proposed projects will be reviewed by the Committee to ensure there is a need for the project and that the project details and deadlines are being met.

The day-to-day management of the technology projects will be the responsibility of the IT Manager and the Executive Director."

- The report from the IT Manager are positive items, a low system processing rate which is below the national average, looking for an additional vendor to provide security audits.
- The committee is continuing their discussion of ideas for improving the financial aspects of the system. These ideas

include creating a flexible payment environment, multiple payment options, customer relationships and payment options, and making the remittance process easier on the member boards and providing flexibility in creating and authorizing remittance payments.

- The next meeting is scheduled for June 8, 2023.

Executive Director Update

Executive Director Smith

An update was provided regarding:

- The Annual Data Study has been completed and is now published on the IMLCC's webpage.
- The search for new office space has been completed and a Letter of Intent has been sent to the landlord of the property. The contract is in the final discussions, which will be presented to the Executive Committee at its July meeting for approval.
- May work load
 - Phone calls = 1,099 (821 April)
 - Emails = 952 (692 April)
- May processing volume
 - Applications processed = 1,988 (1,668 April)
 - Licenses issued = 2,968 (2,732 April)
 - Previously issued licenses renewed = 4,991 (1,863 April)
- May member board remittances
 - Transactions = 5,517 (5,517 April)
 - Fees paid to member boards = \$3,320,427.85 (\$1,925,529.65 April)
- May inquires on LOQs issued - Since 2019 there have been 21 LOQs found to be invalid and 24 physicians have been the subject of disciplinary actions.
 - No LOQ questions were raised and 2 disciplinary action was reported
 1. Dr. SWS
 - The physician self-reported the suspension of the physician's DEA license/registration number. Impacted member boards were notified.
 2. Dr. KMB
 - Two additional member boards took disciplinary action based on an earlier reported action.
- The Washington District of Columbia Board of Medicine is anticipated to start active processing of applications on Monday, June 12, 2023.
- The Compact legislation passed in Hawaii and Missouri, both bills are waiting for the governor's signature.
- There is active legislation in 2 states: NY, and NC

Discussion Item

Chair Spangler

Discussion and review of the submitted bids for the Enhanced Physician Portal RFP. The discussion would take place in a Closed Meeting. There were no other discussion items.

Closed Meeting*Chair Spangler*

The Executive Committee determined that it should enter a closed meeting in order to discuss and review the bids submitted by vendors in response to the Enhanced Physician Portal RFP, as permitted by IMLC Statute, Section 11, paragraph (h)(3) and IMLC Policy 12 - Policy on Procurement. Legal Counsel certified that the reason to close the meeting complied with the IMLC Statutes and Policies. The executive committee members, legal counsel, IT technology manager, and the executive director were invited to a segregated area of the virtual meeting space for the closed meeting portion which started at 3:26 pm Eastern time. The public space of the virtual meeting remained active during the closed meeting.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER MANAHAN (MN) TO CLOSE THE EXECUTIVE COMMITTEE MEETING FOR THE PURPOSE OF DISCUSSION AND REVIEW OF THE BIDS SUBMITTED BY VENDORS IN RESPONSE TO THE ENHANCED PHYSICIAN PORTAL RFP.

MOTION PASSED

UNANIMOUS

Action items from the Closed Meeting*Chair Spangler*

The closed meeting ended at 4:24 pm Eastern Time. The Executive Committee resumed its business in open session.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER RODMAN (KY) TO ANNOUNCE THAT AN INITIAL GROUP OF VENDORS HAS BEEN SELECTED TO PROVIDE A DEMONSTRATION IN SUPPORT OF THEIR SUBMITTED BID AND INSTRUCTING THE EXECUTIVE DIRECTOR TO SCHEDULED THOSE DEMONSTRATIONS WITH THOSE VENDORS.

MOTION PASSED

UNANIMOUS

Commissioner Comments*Chair Spangler (WV)*

No comments were provided.

Public Comments*Chair Spangler (WV)*

No comments were provided.

Adjournment*Executive Director Smith*

There being no further business, the meeting was adjourned at 4:26 PM Eastern Time.