

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call

August 8, 2023

**DRAFT**

**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 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 TO APPROVE THE  
AMENDED AGENDA

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY  
COMMISSIONER SILAS (AL), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The draft minutes from the July 11, 2023 meeting was provided to the members prior to the meeting for their consideration.

MOTION REGARDING JULY 11,  
2023 MINUTES

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY  
COMMISSIONER RODMAN (KY), TO APPROVE THE MINUTES FROM JULY  
11, 2023.

MOTION PASSED

UNANIMOUS

**Budget Committee**

*Treasurer Cleveland (MS)*

The committee decided that it would meet quarterly until the budget preparation process starts. The established processes are working as designed and the investment portfolio continues to be successful.

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

The committee met on July 25, 2023. The discussion included:

- The summer newsletter topics were finalized in preparation for final approval at the August meeting.
- Discussion about including information about military discounts and waivers on the webpage. It was agreed to move forward with this project, staff will draft language and recommended placement for discussion at the next meeting.
- IMLCC staff were asked to gather a list of frequently asked questions for the committee to discuss.

The next meeting take place on August 29, 2023.

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

The committee is evaluating the comments received regarding the executive director's performance evaluation and will be scheduling a meeting to finalize the recommendation soon.

The 457b employee retirement plan kicked off on July 1<sup>st</sup> and was successfully implemented.

**Rules & Administrative Procedures Committee***Commissioner Bohall (AZ)*

The committee did not meet in July. The next meeting is August 15<sup>th</sup> where the main agenda item is to discuss the modifications to IMLC Rules Chapter 3, 4, and 6 along with the consideration of comments received. The Rules will most likely go out for one more round of comments before a final draft is prepared for the November commission meeting.

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

The committee did not meet over the summer waiting for the decision regarding the Enhanced Physician Portal (EPP). The next meeting is scheduled for September 14, 2023.

**Executive Director Update***Executive Director Smith*

An update was provided regarding:

- July work load
  - Phone calls = 862 (1,258 July)
  - Emails = 845 (1,071 July)
- July processing volume
  - Applications processed = 1,794 (1,800 July)
  - Licenses issued = 3,047 (2,905 July)
  - Previously issued licenses renewed = 1,901 (4,982 July)
- July member board remittances
  - Transactions = 5,427 (8,752 July)
  - Fees paid to member boards = \$1,822,085.75 (\$2,960,018.85 July)
- July inquires on LOQs issued - Since 2019 there have been 22 LOQs found to be invalid and 28 physicians have been the subject of disciplinary actions.
  - 1 LOQ questions was raised and 2 disciplinary actions were reported
    1. Dr. RJH
      - A member board raised a question regarding the board certification reported by the applicant. After review, the SPL determined that the LOQ was not valid and impacted member boards were notified.

- 2. Dr. SWS
  - Two member boards took separate disciplinary actions which had been previously reported. Impacted member boards were notified.
- 3. Dr. AK
  - A member board took disciplinary action. Impacted member boards were notified.
- 4. Dr. LEP
  - A member board took disciplinary action. Impacted member boards were notified.

- Three new commissioners have been appointed.
- There is active legislation in 3 states: MA, 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.

**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.

Commissioner Manahan requested that Commissioner Cushman (NE) be allowed to join the closed meeting as his guest. Commissioner Cushman was previously the IMLCC Chair and Chair of the Technology Committee. Chair Spangler approved the request.

The executive committee members, legal counsel, IT technology manager, Commissioner Cushman, and the executive director were invited to a segregated area of the virtual meeting space for the closed meeting portion which started at 3:21 pm Eastern time. The public space of the virtual meeting remained active during the closed meeting.

MOTION

MOVED BY COMMISSIONER HERLIHY (VT), SECONDED BY COMMISSIONER SILAS (AL) 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 4:47 pm Eastern Time. The Executive Committee resumed its business in open session.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER BOHALL (AZ) TO AWARD THE ENHANCED PHYSICIAN PORTAL BID TO MYMOC, INC (DBA MOCINGBIRD) SUBJECT TO THE SUCCESSFUL CONTRACT AGREEMENT BEING SIGNED AND INSTRUCTING THE EXECUTIVE DIRECTOR AND LEGAL COUNSEL TO BEGIN THE CONTRACT

NEGOTIATION PROCESS. THE APPROVAL OF THE CONTRACT IS SUBJECT TO THE REVIEW AND AUTHORIZATION OF THE EXECUTIVE COMMITTEE.

MOTION PASSED

UNANIMOUS

**Commissioner Comments**

*Chair Spangler (WV)*

Commissioner Cushman (NE) announced that he has accepted a promotional opportunity within the Nebraska state government and will be resigning his appointment as a commissioner effective the end of August 2023. He thanked the commissioners and IMLCC staff for their support. There was general comments of best wishes and congratulations from the committee members and guests.

**Public Comments**

*Chair Spangler (WV)*

None were provided.

**Adjournment**

*Executive Director Smith*

There being no further business, the meeting was adjourned at 4:51 PM Eastern Time.