

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call
January 9, 2024

DRAFT
MEETING MINUTES

Call to Order
Chair Silas (AL)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:02 pm, Eastern Time via conference call. The meeting was called to order by Chair Silas (AL).

Roll Call
Secretary Smith

The roll was called, and a quorum was established.

Members Present

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

Members Absent

None

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 Silas (AL)

An amended agenda was provided to the members prior to the meeting. The amended agenda included a closed session to discuss a personnel matter.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE AMENDED AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The draft minutes of the December 5, 2023 meeting was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS) SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE DECEMBER 9, 2023 MINUTES.

MOTION PASSED

PASSED WITH COMMISSIONER BOHALL ABSTAINING

Budget Committee*Treasurer Cleveland (MS)*

The committee will meet on January 23, 2024. The following report was provided:

- The Commission continues to be financially strong. The financial resources are available to support the growth of staff. Year to Date revenue is at projected levels and expenses are slightly below projections.
- The Fiscal Year 2023 Audit has been completed and will be presented to the committee for review and approval. The committee will have the opportunity to discuss the report with the auditors.
- The investment portfolio has brought in over \$54,000 in income for the current fiscal year.
- A new payment process for physicians is in the final phases of development with an implementation expected in the next couple of months.
- The change in the IMLC Rule Chapter 3 have had a positive impact on the remittance process.

Communication Committee*Commissioner Rodman (KY)*

The committee will meet on January 30, 2024. The committee's authorization to add the Provider Bridge information to the IMLCC webpage was implemented.

Personnel Committee*Commissioner Herlihy (VT)*

The committee met on January 8, 2024 with 9 members present. The following report was provided:

- Review of the current IMLCC staff organization chart and proposed for FY2025 & FY2026. There are currently 14 authorized FTE, with that number increasing to 17 in FY2025 and 24 in FY2026. The growth is due to the increased work from the increased application volume and financial transactions. The Committee was in favor of the proposed staff growth and will continue the discussion.
- Based on the request of the Executive Committee at its November 2023 meeting, the committee reviewed the request to create a Deputy Director position and voted to authorize the creation of the position starting in FY2025.
- The committee heard a report on staff development activities that have taken place over the past 3 years. The staff have responded positively to the activities and the committee appreciated management's approach.
- The executive director's compensation was reviewed and discussed. Additional information will be provided during the closed session of this meeting.

Rules & Administrative Procedures Committee*Executive Director Smith for Commissioner Bohall (AZ)*

The committee will meet later in January 2024. On the agenda are items referred to the committee at the November 2023 Commission meeting. Additionally, the committee will be reviewing and updating the IMLC policies as part of its regular routine. Last year was the review of the IMLC rules.

Technology Committee*Commissioner Manahan (MN)*

The committee will be meeting on January 11, 2024. The agenda for the meeting includes a discussion of the API and successful implements that have taken place so far, security audit report, future IT projects, finding and using a technical writer by the committee to create a

clearer picture of the projects under development, and of the Enhanced Physician Portal (EPP) project.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- December work load
 - Phone calls = 772 (776 November)
 - Emails = 720 (748 November)
- December processing volume
 - Applications processed = 1,636 (1,675 November)
 - Licenses issued = 3,010 (2,676 November)
 - Previously issued licenses renewed = 2,662 (1,990 November)
- December member board remittances
 - Transactions = 5,998 (6,751 November)
 - Fees paid to member boards = \$2,139,611.62 (\$2,254,574.39 November)
- December inquires on LOQs issued - Since 2019 there have been 23 LOQs found to be invalid and 38 physicians have been the subject of 87 disciplinary actions.
 - 1 LOQ questions was raised
 - Dr. CTT - A question was raised regarding the GME being Canadian not US based. The SPL reviewed the application and file and determined that the LOQ was invalid. Impacted member boards were notified.
 - 13 disciplinary actions were reported
 - Dr. FRR - 2 additional member boards took disciplinary action
 - Dr. CNN - 1 additional member board took disciplinary action
 - Dr. TM - 1 additional member board took disciplinary action
 - Dr. SWS - 1 additional member board accepted a voluntary surrender of the issued license
 - Dr. MA - 1 additional member board took disciplinary action
 - Dr. SWP - 1 additional member board took disciplinary action
 - Dr. JHV - 2 additional member boards took suspension action
 - Dr. KMG - 1 member board took disciplinary action
 - Dr. DR - 1 member board accepted the surrender of the issued license in lieu of discipline
 - Dr. DAL - 1 member board accepted the surrender of the issued license in lieu of discipline
 - Dr. MBMP - 1 member board accept the surrender of the issued license in lieu of discipline
- 4 Commissioners were appointed in December.
 - Commissioner Jaffe (HI)

- Commissioner Bartrand (NH)
- Commissioner Reddy (OH)
- Commissioner Goel (WI)
- There are 18 unfilled appointments.
- There is active legislation in 4 states: FL, MA, NY, and NC

Discussion

Chair Silas (AL)

Discussion Item

- Commissioner Cleveland raised a concern about the ongoing funding for the Enhanced Physician Portal (EPP) project and requested that a discussion of the funding and contract be placed on the agenda for the next Executive Committee meeting.

Commissioner Comments

Chair Silas (AL)

None were provided.

Public Comments

Chair Silas (AL)

None were provided.

Closed Meeting

Chair Silas (AL)

The Executive Committee had determined that it should enter a closed meeting in order to discuss an internal personnel practice and procedure, specifically the executive director’s compensation. Legal Counsel certified that the reason to close the meeting complied with the IMLC Statutes and Policies.

The executive committee members and legal counsel were invited to a segregated area of the virtual meeting space for the closed meeting portion which started at 3:48 pm Eastern Time. The public space of the virtual meeting remained active during the closed meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO CLOSE THE EXECUTIVE COMMITTEE MEETING FOR THE PURPOSE OF DISCUSSING AN INTERNAL PERSONNEL PRACTICE AND PROCEDURE.

MOTION PASSED

UNANIMOUS

Resumption of the open meeting

Chair Silas (AL)

The closed meeting ended at 4:20 pm Eastern Time. The Executive Committee resumed its business in open session.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER RODMAN (KY) AND COMMISSIONER SPANGLER (WV), THAT THE COMPENSATION OF THE EXECUTIVE DIRECTOR, EFFECTIVE DECEMBER 1, 2023, BE ADJUSTED IN ACCORDANCE WITH THE TERMS DISCUSSED AND AGREED UPON BY THE EXECUTIVE COMMITTEE IN A CLOSED SESSION OF THIS MEETING, AND FURTHER THAT SAID COMPENSATION BE MEMORIALIZED IN THE FINANCIAL RECORED OF THE IMLCC, AND FURTHER THAT THE DETAILS OF SAID COMPENSATION NOT BE MADE PUBLIC EXCEPT AS MAY BE REQUIRED BY LAW.

MOTION PASSED

UNANIMOUS

Adjournment

Executive Director Smith

There being no further business, the meeting was adjourned at 4:22 pm Eastern Time.