

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call
February 13, 2024

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 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

Commissioner Spangler (WV) - 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 Silas (AL)

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

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The draft minutes of the January 9, 2024 meeting was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER HERLIHY (VT), TO APPROVE THE JANUARY 9, 2024 MINUTES.

MOTION PASSED

UNANIMOUS

Budget Committee
Treasurer Cleveland (MS)

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

- The Commission continues to be financially strong. Year to Date revenue is at projected levels and expenses are slightly below projections.
- Over \$14.6 million has been paid to member boards so far in Fiscal Year 2024.
- The committee members met with the CliftonLarsonAllen audit team to discuss the Fiscal Year 2023 Audit. The audit presented a “clean” opinion and confirmed the financial stability of the Commission. After discussion, the committee unanimously approved the audit as presented and instructed staff to publish the audit on the IMLCC webpage.
- The investment portfolio continues to increase in value.
- A new payment process for physicians is in the final phases of development with an implementation expected in the next couple of months.

Communication Committee
Commissioner Rodman (KY)

The committee met January 30, 2024, with 4 members present. The following report was provided:

- The committee will now be meeting quarterly - January, April, July and October.
- The IMLCC Winter Newsletter outline was developed for staff to complete and publish.
- Each member of the committee is review “The IMLCC Licensing Question and Answers” document that was published in 2020. Comments and changes are being provided to staff so that the document can be discussed and revised at the next meeting.
- The committee authorized staff to develop and publish a poster to be presented that the FSMB annual meeting in April.

Personnel Committee
Commissioner Herlihy (VT)

The committee will be meeting on March 4, 2024.

Rules & Administrative Procedures Committee
Commissioner Bohall (AZ)

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

- A roadmap was developed by the committee for meetings through May 2024 to review and discuss changes to the IMLC Bylaws and Policies. The review will include those items referred to the committee by the commissioners at the IMLCC Annual meeting in November 2023.
- The committee discussed how they want to involve non-committee members in the deliberations and potentially developing a policy regarding non-committee member participation.
- The committee will present a report of its actions at the May 2024 IMLCC meeting.
- The IMLCC webpage now includes information about committee meetings, so the committee wants to ensure that clear instructions are available regarding participation at the meetings by non-committee commissioners and the public.
- The role and actions of the ex-officio members when participating in a committee meeting was discussed and will be reviewed at future meetings.
- The next meeting of the committee is February 20, 2024.

Technology Committee*Commissioner Hunthausen (MT)*

The committee met on February 8, 2024. The following report was provided:

- The committee is focusing on 2 major areas:
 - Financial Report and Tracking module for the iStarsII system - the next major IT project.
 - The project is the 2nd phase of the iStarsII development. The 1st phase was the Enhanced Physician Portal (EPP) which is currently being actively developed.
 - The Financial Reporting project will bring the financial reporting and tracking into the iStarsII system. Most of this information is currently captured and reviewed independently.
 - Member board input is being requested to determine the system will be useful to member boards in their remittance and reconciliation process.
 - Continued discussions are a regular part of the committee's agenda.
 - API work.
 - There is an aspect of the work that must be done by the member board, in addition to the work completed by the IMLCC staff.
 - This work creates costs and impacts staff time.
 - The committee is discussing creating a grant opportunity for member boards to obtain funds administered by the IMLCC, through the committee, for member boards to access to help cover the costs associated with the development.
 - IMLCC staff have been instructed to explore funding opportunities, such as the FSMB Foundation and HRSA.

Executive Director Update*Executive Director Smith*

An update was provided regarding:

- January work load
 - Phone calls = 1,118 (772 December)
 - Emails = 841 (720 December)
- January processing volume
 - Applications processed = 2,190 (1,636 December)
 - Licenses issued = 3,492 (3,010 December)
 - Previously issued licenses renewed = 2,572 (2,662 December)
- January member board remittances
 - Transactions = 8,382 (5,998 December)
 - Fees paid to member boards = \$2,802,294.03 (\$2,139,611.62 December)
- January 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.
 - No LOQ questions was raised
 - No disciplinary actions were reported
- No Commissioners were appointed in January.
 - There are 19 unfilled appointments.
- There is active legislation in 4 states: FL, MA, NY, and NC

Discussion

Chair Silas (AL)

Discussion Item

- Commissioner Herlihy requested that references to the IMLCC funds designated for contingencies and investments be referred to as “Reserves” rather than “Endowment”. The request will be considered and changes made in the references moving forward.
- Treasurer Cleveland requested that the discussion item on the agenda regarding the Enhanced Physician Portal (EPP) and budget questions be tabled so that a meeting to discuss the contract with legal counsel could be held. IMLCC Leadership composed of the Chair, Vice Chair, Past Chair, and Treasurer would be invited to the meeting. The executive director was requested to set up the meeting.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS) SECONDED BY COMMISSIONER RODMAN (KY), TO TABLE DISCUSSION OF THE DISCUSSION ITEM.

MOTION PASSED

UNANIMOUS

Commissioner Comments

Chair Silas (AL)

None were provided.

Public Comments

Chair Silas (AL)

None were provided.

Adjournment

Executive Director Smith

There being no further business, the meeting was adjourned at 3:38 pm Eastern Time.