



# Interstate Medical Licensure Compact

## IMLCC – Personnel Committee Meeting Summary

**Meeting Date: January 8, 2024**

The meeting was called to order at approximately 2:34 PM Eastern Time by Commissioner Herlihy (VT).

Members present: Chairman Herlihy (VT), Commissioner Seamon (AL), Commissioner McSorley (AZ), Commissioner Boone (MS), Commissioner Gater (NJ), Commissioner Shah (NJ), and Commissioner Chou (WI). Ex-officio members present: Chair Silas (AL) and Vice Chair Manahan (MN)

Staff present: Marschall Smith, Executive Director, and Rick Masters, Legal Counsel

Other Commissioners and public present: None were noted

Discussion Items:

1. Review of the Meeting Summary document. The Committee members were provided a copy of this document prior to the meeting. No comments were provided and the document was accepted.
2. Staffing organizational charts for FY25 and FY26. The Executive Director presented the staff developed organizational charts showing the proposed organizational structure and effort to create staff depth. The charts and the concepts behind the changes were discussed. The committee members requested that a Dashboard be created to show how staffing has changed when compared to the increase of application volume and workload. A draft of the Dashboard will be provided at the next meeting.
3. Final decision regarding staffing and budget impacts. The final decision regarding endorsing the Executive Director's Employee Compensation Plan, which includes the staffing levels and compensation for all employees, is March 31, 2024.
4. Staff Qualities. The executive director presented the program for on-going staff development and creation of a positive, productive work culture. The 2022 and 2023 staff activities were discussed and the 2024 objectives along with the process were provided.
  - 2022 activities related to "Team work makes the Dream work"
  - 2023 activities related to "You are the Difference"
  - 2024 objectives are to defined the core values of:
    - Service
    - Integrity
    - Diligence
    - Accessibility
    - Knowledge



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5. Proposal to create a Deputy Director position. The executive director presented a request to create a Deputy Director position to be filled in July 2024. The position will be part of the FY2025 budget. After discussion, the committee asked that additional information, such as a position description and salary range be provided at a future meeting and that the discussion continue at future meetings.
6. Motion. Moved by Commissioner Boone (MS), seconded by Commissioner Gater (NJ), that the Personnel Committee authorizes the creation of a new Deputy Director position.

The motion passed unanimously.

7. Closed session. The committee determined that it should enter into a closed session to discuss the executive director's compensation. Legal counsel certified that the reason to close the meeting complied with the IMLC Statutes and Rules. The members were invited to a segregated area of the virtual meeting space.
8. Motion. Moved by Commissioner McSorely (AZ), seconded by Commissioner Gater (NJ), that the Personnel Committee should enter into a closed session to discuss a personnel matter, specifically the executive director's compensation.

The motion passed unanimously.

9. Closed session. The closed session started at 3:37 pm Eastern Time and ended at 4:23 pm Eastern Time.
10. Agenda items to be discussed at the next meeting. The committee intends to review the process of the executive director position and refine the process, the process and schedule for the executive director's compensation, continue the discussion regarding the Deputy Director position, and proposed changes to the IMLCC employee salary ranges.
11. Next meeting. To be established at a future date/time.