

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call  
March 12, 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 Spangler (WV) - Past Chair  
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 Hunthausen (MT) - Chair of the Technology Committee

**Members Absent**

Commissioner Manahan (MN) - Commission Vice Chair  
Commissioner Cleveland (MS) - Treasurer and Chair of the Budget Committee

**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 HUNTHAUSEN (MT), SECONDED BY COMMISSIONER RODMAN (KY), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**  
*Executive Director Smith*

The draft minutes of the February 13, 2024 and special meeting on February 24, 2024 meeting were provided to the members prior to the meeting. The minutes were considered as a single item. Changes were requested and made to the February 24, 2024 meeting notes that were minor and grammatical in nature.

MOTION

MOVED BY COMMISSIONER HERLIHY (VT) SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE FEBRUARY 13, 2024 MINUTES AND AMENDED FEBRUARY 24, 2024 SPECIAL MEETING MINUTES.

MOTION PASSED

UNANIMOUS

**Budget Committee**

*Keyla Blanco, Controller for  
Treasurer Cleveland*

The committee meeting on February 20, 2024. The following report was provided:

- The Commission continues to be financially strong. Year-to-date revenues stand at over \$22 million and are projected to exceed the projected \$31.5 million budgeted for the fiscal year.
- Over \$17 million has been paid to member boards so far in Fiscal Year 2024.
- The investment portfolio continues to increase in value, even in a volatile market.
- A new payment process for physicians is still projected to be finalized and implemented around the end of the fiscal year.
- The next meeting of the committee is scheduled for March 19, 2024.

**Communication Committee**

*Commissioner Rodman (KY)*

The committee is now meeting quarterly, with the next meeting scheduled for April 23<sup>rd</sup>.

**Personnel Committee**

*Commissioner Herlihy (VT)*

The committee met on March 4, 2024. The following report was provided:

- The committee reviewed and provided input to the executive director on the proposed employee compensation plan for FY2025.
- The committee met without the executive director present to discuss the evaluation process and timing to bring the entire process in sync with the rest of the IMLCC staff. This will mean a shorter evaluation period for this evaluation period. The new evaluation period will run from 4/1 of each year to 3/31 of the subsequent year.

The change will allow comments from all commissioners to be provided and reviewed. The sequence of the evaluation process is:

1. Each committee will distribute the evaluation form to commissioners as part of the agenda, with response to be provided directly to the committee chair.
2. The committee chairs will forward their committee's comments to the Personnel Committee Chair.
3. The Personnel Committee Chair will forward the comments to the IMLCC Chair.
4. The IMLCC Chair will review the comments and finalize the executive director's evaluation before August 1<sup>st</sup> of each year.

- The committee will meet on April 1, 2024 to finalize the evaluation process and edit the evaluation form.

**Rules & Administrative  
Procedures Committee**

*Commissioner Bohall (AZ)*

The committee met on February 20, 2024. The following report was provided:

- The committee has finalized a more formal agenda, meeting summary, and discussion process. The changes are intended to allow for more focused review and discussion among the committee member, while maximizing the input from non-committee commissioners and the public. The process will continue to be refined.

- The committee reviewed and voted to proceed with changes to IMLC Bylaws, Articles III and VII. The first step in the process is to gather commissioner comments.
- The next meeting of the committee is scheduled for March 9, 2024 when a review of the IMLC Policies will be initiated, starting with IMLC Policies #1, 2, and 4, along with a new policy #13.

### Technology Committee

*Commissioner Hunthausen (MT)*

The committee will meet on March 14, 2024. The following report was provided:

- The committee is focusing on the Financial Report and Tracking module for the iStarsII system - the next major IT project. Key considerations are:
  - The types of payments available for physicians to use to pay for their service fees;
  - The return of funds process;
  - How to best create a strong reporting process and reconciliation between the payment vendors and the iStarsII system;
  - Creating batch payments for applicants, especially useful to hospital systems and locum tenens firms;
  - Allowing each board to drive the remittance process.

### Executive Director Update

*Executive Director Smith*

An update was provided regarding:

- February work load
  - Phone calls = 1,110 (1,118 January)
  - Emails = 818 (841 January)
- February processing volume
  - Applications processed = 2,193 (2,190 January)
  - Licenses issued = 3,097 (3,492 January)
  - Previously issued licenses renewed = 2,313 (2,572 January)
- February member board remittances
  - Transactions = 6,358 (8,382 January)
  - Fees paid to member boards = \$2,217,521.15 (\$2,802,294.03 January)
- February inquiries on LOQs issued - Since 2019 there have been 24 LOQs found to be invalid and 40 physicians have been the subject of 90 disciplinary actions.
  - 2 LOQ questions were raised
    - Dr. CVC - A member board questioned the address provided in the application. The SPL confirmed a valid, physical address that was verified prior to the issuance of the LOQ. The LOQ was determined to be valid.
    - Dr. CGJ - A member board through an internal review process, determined that an LOQ issued by their board was not valid. Impacted member boards were notified.
  - 3 disciplinary actions were reported
    - Dr. LEP - An additional member board took disciplinary action. This is the 5<sup>th</sup> member board to take action.

- Dr. TLP - A member board took disciplinary action.
- Dr. AGH - A member board took disciplinary action.
- 2 Commissioners were appointed in January.
  - Commissioner Lyle Kelsey (OK)
  - Commissioner Marilyn Gorney-Daley (NJ)
  - There are 18 unfilled appointments.
- There is active legislation in 4 states: FL, MA, NY, and NC
- Dale Watts, IT Manager has announced his retirement as May 31, 2024. Interviews are being conducted for his replacement. Comments of appreciation were expressed from the members of the Executive Committee, including Chair Silas and Technology Committee Chair Hunthausen.
- A first call for agenda items was made for the May 14, 2024 Commission meeting.
- Recommended Bylaw changes were reviewed by the Rules & Administrative Procedures Committee and the committee voted to proceed with the rulemaking process. The first step in the process is to request Commissioner comments. The request will be provided on Friday, March 15, 2024, with at least 45 days provided for comments.

**Discussion**

*Chair Silas (AL)*

Discussion Item

- None scheduled

**Commissioner Comments**

*Chair Silas (AL)*

None were provided.

**Public Comments**

*Chair Silas (AL)*

Commissioner Silas was requested to provide an update on her State’s status regarding regaining eligibility to act as a State of Principal License (SPL). Chair Silas noted that little progress has been made in spite of multiple attempts to resolve the concerns raised by the Federal Bureau of Investigations. There is concern that 2024 being an election year will further delay progress. Resolution may require a lawsuit, which would most likely be filed in the District of Columbia. The matter will continue to be evaluated and reviewed.

**Adjournment**

*Executive Director Smith*

There being no further business, the meeting was adjourned at 3:39 pm Eastern Time.