

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE

Conference Call
April 9, 2024

MEETING MINUTES

Call to Order
Chair Silas (AL)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:01 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 Bohall (AZ) - Chair of the Rules and Administrative Procedures Committee
Commissioner Hunthausen (MT) - Chair of the Technology Committee

Members Absent

None

Staff Present

Keyla Blanco, Controller; David Clark, Operations Manager; Rick Masters, Legal Counsel; Matthew Robison, IT Manager; 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 March 12, 2024 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER CLEVELAND (MS), TO APPROVE THE MARCH 12, 2024 MEETING MINUTES.

MOTION PASSED

UNANIMOUS

Budget Committee
Treasurer Cleveland (MS)

The committee met twice, on March 19, 2024 and April 9, 2024, to finalize the FY2025 Budget recommendations for consideration by the Commissioners at the May 14, 2024 meeting. The following report was provided:

- The Commission continues to be financially strong. We continue to have favorable comparisons, with revenue above budget expectations and expenses below budget allocations.
- Over \$17 million has been paid to member boards so far in Fiscal Year 2024.
- A lot of progress has happened regarding reducing user fees, with May 2024 the anticipated roll-out of new payment options for physician/applicants.
- Once user fees are stabilized, the service fee structure can be reviewed in depth and modified.
- The next meeting of the committee is scheduled for May 21, 2024.

Communication Committee
Commissioner Rodman (KY)

The committee is now meeting quarterly, with the next meeting scheduled for April 30th.

Personnel Committee
Commissioner Herlihy (VT)

The committee met on April 1, 2024. The following report was provided:

- The committee reviewed and endorsed the Executive Director's FY2025 Employee Compensation Plan. Highlights of the plan include:
 - A salary range schedule by position
 - A 3.0% Cost of Living increase for all employees
 - A Performance Pay Opportunity up to 3.0%
 - Approved a "multi-tier" employer match formula for the employer offered 457b retirement plan
 - Adoption of a Pay-In-Lieu of Vacation plan
- The committee finalized the executive director's performance evaluation form and implemented a new performance review cycle that will run from 4/1 of each year to 3/31 of the subsequent year. The evaluation form, with submission instructions, will be provided to commissioner on Friday, April 13, 2024 with comments due on April 30, 2024.
- The committee's next task is to review and update the executive director's job description.

Rules & Administrative Procedures Committee
Commissioner Bohall (AZ)

The committee met on March 26, 2024. The following report was provided:

- The committee voted to recommend changes to IMLC Policy #2 and #4. These changes will be considered by the Executive Committee at this meeting.
- IMLC Policy #1 and 12 were moved to the April meeting to give the members additional time to review the proposed changes. Additionally, a new proposed IMLC Policy #13 is under consideration and will be discussed at the May committee meeting.
- The committee intends to review the commissioner comments on IMLC Bylaws III and VII, which are due Monday, April 29, 2024.
- The next meeting of the committee is scheduled for May 21, 2024

Technology Committee
Commissioner Hunthausen (MT)

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

- The committee met the new IT Manager, Matt Robison. Dale Watts the current IT Manager will be retiring at the end of May.
- The committee continue to focus on the Financial Report and Tracking module for the iStarsII system - the next major IT project. The committee prioritized the work as follows:
 - Adding ACH as a transaction option for physician/applicants
 - Creating a return procedure for the return of funds process that is incorporated into the iStarsII system.
 - Allowing states to build and drive the remittance process.
- The next meeting of the committee is scheduled for April 11, 2024 where the discussion will focus on a draft communications document for member boards about building data based interactions.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- March work load
 - Phone calls = 1,110 (1,110 February)
 - Emails = 886 (818 February)
- March processing volume
 - Applications processed = 2,195 (2,193 February)
 - Licenses issued = 3,904 (3,097 February)
 - Previously issued licenses renewed = 1,471 (2,313 February)
- March member board remittances
 - Transactions = 6,319 (6,358 February)
 - Fees paid to member boards = \$2,335,438.12 (\$2,217,521.15 February)
- March inquires on LOQs issued - Since 2017, 25 of the 61,979 LOQ applications have been found to be invalid and 42 physicians have been the subject of 92 disciplinary actions.
 - 2 LOQ questions was raised
 - Dr. VT - A member board questioned that a physician was under investigation by law enforcement but not yet charged or convicted. The SPL reviewed the information provided and determined that the LOQ was invalid. Impacted member boards were notified.
 - Dr. GR - A member board noted that the physician had disciplinary action in a foreign country but that action has not been reported to the NPDB. The SPL reviewed the information provided and determined that the LOQ was valid.
 - 2 disciplinary actions were reported
 - Dr. AGH - A member board took disciplinary action. Impacted member boards were notified.
 - Dr. JMP - A member board took disciplinary action. Impacted member boards were notified.
- No new Commissioners were appointed in March.

- There are 18 unfilled appointments.
- There is active legislation in 4 states: FL, MA, NY, and NC
- Florida become the 42nd member jurisdiction when the bill to join the Compact was signed by Governor DeSantis on March 21, 2024.
- A call for agenda items was made for the May 14, 2024 Commission meeting.

Discussion/Action Items

Chair Silas (AL)

Discussion/Action Items (4):

ACTION ITEM #1 - Proposed changes to IMLC Policy #2. A copy of the proposed changes was provided prior to the meeting. The recommended changes were provided by the Rules & Administrative Procedures Committee. The changes were discussed and the question called.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER MANAHAN (MN), TO ADOPT THE CHANGES TO IMLC POLICY #2 AS PRESENTED.

MOTION PASSED

UNANIMOUS

ACTION ITEM #2 - Proposed changes to IMLC Policy #4. A copy of the proposed changes was provided prior to the meeting. The recommended changes were provided by the Rules & Administrative Procedures Committee. The changes were discussed and the question called.

MOTION

MOVED BY COMMISSIONER RODMAN (KY), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO ADOPT THE CHANGES TO IMLC POLICY #4 AS PRESENTED.

MOTION PASSED

UNANIMOUS

ACTION ITEM #3 - Executive Director’s FY2025 Employee Compensation Plan. A copy of the proposed Plan was provided prior to the meeting. The plan was discussed and the question called.

- MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER CLEVELAND (MS), TO ENDORSE THE EXECUTIVE DIRECTOR’S FY2025 EMPLOYEE COMPENSATION PLAN.

- MOTION PASSED - UNANIMOUS

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER CLEVELAND (MS), TO ENDORSE THE EXECUTIVE DIRECTOR’S FY2025 EMPLOYEE COMPENSATION PLAN.

MOTION PASSED

UNANIMOUS

ACTION ITEM #4 - FY2025 Budget. A copy of the proposed FY2025 Budget was provided prior to the meeting. The proposed budget was approved by the Budget Committee and will be considered at the May 14, 2024 meeting of Commissioners. The budget recommendations were discussed and the question called.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO ENDORSE THE FY2025 BUDGET AS PRESENTED.

MOTION PASSED

UNANIMOUS

Commissioner Comments
Chair Silas (AL)

Treasurer Cleveland recommended consideration of the IMLCC sponsoring a reception at the 2025 FSMB Annual meeting. The executive director was instructed to start the process and review the budget for funding.

Public Comments
Chair Silas (AL)

None were provided.

Adjournment
Executive Director Smith

There being no further business, the meeting was adjourned at 3:46 pm Eastern Time.