

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
October 8, 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 Spangler (WV) - Past Chair and 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 Cleveland (MS) - Treasurer and Chair of the Budget Committee
Commissioner Rodman (KY) - Chair of the Communications Committee

Staff Present

Keyla Blanco, Controller; David Clark, Operations Manager; Rick Masters, Legal Counsel; Matthew Robison, IT Manager; Marschall Smith, Executive Director

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 September 10, 2024 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE SEPTEMBER 10, 2024 MEETING MINUTES.

MOTION PASSED

WITH COMMISSIONER BOHALL ABSTAINING

The draft minutes of the September 17, 2024 special meeting was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE SEPTEMBER 17, 2024 MEETING MINUTES.

MOTION PASSED

WITH COMMISSIONER BOHALL ABSTAINING

Budget Committee

*Executive Director Smith for
Treasurer Cleveland (MS)*

The next meeting is scheduled for November 18, 2024. The following report was provided:

- Revenue numbers continue to be over budget and expenses continue to remain under budget.
- The executive director's spending authority is within the projection.
- The IMLCC's investment portfolio continues to perform well, even in the changing investment market. A portion of the IMLCC's future investments will include purchasing stocks in emerging technology, such as AI.

Communication Committee

Commissioner Rodman (KY)

The committee met on September 24, 2024. The primary agenda item for the meeting was approval of the IMLCC Annual Report, scheduled to be published in October 2024. The report was approved and the executive director instructed to publish the document.

The next meeting of the committee is November 18, 2024.

Personnel Committee

Commissioner Spangler (WV)

The next meeting of the committee in November 18, 2024 as part of the annual Commission meeting. The topics to be discussed are developing a list of projects/actions for the upcoming year, a meeting schedule, and working with staff on developing job classifications.

Commissioner Spangler is now a Trustee for the IMLCC's 429(b) plan.

**Rules & Administrative
Procedures Committee**

*Executive Director Smith for
Commissioner Bohall (AZ)*

The committee met prior to the meeting, on October 8, 2024. The following report was provided:

- The committee reviewed the proposed IMLC Bylaws, Article XII - Nominating Committee. After consideration of the comments and discussion, the committee unanimously recommended that the proposed Bylaw, as approved by the committee, be included in the rulemaking hearing scheduled for November 19, 2024 at the Annual Commissioner meeting.
- The committee will continue its discussion and consideration of the draft Administrative Memo #12 - IMLCC Transparency at future meetings.
- The next meeting of the committee is scheduled for November 18, 2024.

Technology Committee

Commissioner Hunthausen (MT)

The committee last met on September 19, 2024 and will meeting again on October 15, 2024. The meeting topics include:

- The committee discussed and considered the need for a Super User account for IMLCC staff to be able to act on behalf of a member board. There were 2 potential situations where it could be necessary, a voluntary request and an in-voluntary action. The recommended Super User account must:
 - Provide for security controls and protections;

- Used only in a very controlled environment in response to a specific, identified situation(s);
- Have established parameters regarding reporting of use and accuracy reviews; and
- Be developed mitigating risk and audit issues to the highest extent possible.
- The executive director was instructed to develop and implement IMLC Administrative Memo No. 13 - Authorization and use of system Super User accounts. The Memo was to go into effect immediately and will be subject to on-going review by the Committee.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- The Super User Account was created for IMLCC Staff to act on behalf of the Maryland Board of Physicians on September 18, 2024. To date the account was used as follows:
 - 997 requests were received by the MD board,
 - 192 were for licenses issued
 - 805 were for renewal of existing licenses
 - 73 applications were input by the MD board staff prior to action by IMLCC staff
 - 924 applications were input by IMLCC staff
 - 28 application had incorrect data provided by the MD board and were corrected by IMLCC staff after notification by the MD board
 - October 2, 2024 was the last date the Super User account was used to input data, the MD board has input the application information since that date
- September work load
 - Phone calls = 1,183 (1,102 August)
 - Emails = 916 (835 August)
- September processing volume
 - Applications processed = 2,310 (2,354 August)
 - Licenses issued = 3,322 (3,361 August)
 - Previously issued licenses renewed = 3,332 (2,432 August)
- September member board remittances
 - Transactions = 7,381 (8,108 August)
 - Fees paid to member boards = \$2,628,613.19 (\$2,379,455.24 August)
- September inquires on LOQs issued
 - Since 2017, 38 of the 75,347 LOQ applications have been found to be invalid and 52 physicians have been the subject of 117 disciplinary actions.
 - 6 LOQ questions were raised
 - Dr. PS - A member board questioned action reported to the NPDB. The SPL determined that LOQ was not valid and the impacted member boards were notified.
 - Dr. OR - A member board questioned action reported to the NPDB. The SPL determined that the LOQ was not valid and the impacted member boards were notified.
 - Dr. EO - A member board questioned the number of attempts at a USMLE step. The

SPL determined that the physician had taken 4 attempts on a single step and the LOQ was not valid. Impacted member boards were notified.

- Dr. ?? - A member board asked a question about an unnamed physician who had started an application approximately one year ago but it was not completed until recently; however, before the end of the 365 days. The member board determined that the LOQ was valid, the fees had been paid and the core data was available. They determined that the requested license would be issued.
- Dr. KLW - A member board question action reported to the NPDB. The SPL determined that the LOQ was not valid and the impacted member boards were notified.
- Dr. KBE - A member board questioned a board certification status of the physician at the time of the application. The SPL determined that the LOQ was not valid and the impacted member boards were notified.
- 3 disciplinary actions were reported and a joint investigation that was formed in April 2024 has 10 member boards.
 - Dr. JLC - A member board took action on a previously reported disciplinary action. Impacted member boards were notified.
 - Dr. MS - A member board took disciplinary action. Impacted member boards were notified.
 - Dr. BAF - A member board took disciplinary action. Impacted member boards were notified.
- One new Commissioner was appointed in September.
 - There are 21 unfilled appointments.
- There is active legislation in 3 states: MA, NY, and NC
- The following member boards initiated active participation:
 - State Board of Medicine for the Commonwealth of Pennsylvania - issuing licenses only.
 - Alabama Board of Medical Examiners & Medical Licensure Commission - LOQ processing re-activated.
- The publication of the IMLCC Annual Report will also be the launching of the IMLCC's new logo and tagline. The webpage will be updated.
- There are 2 new reports that will be published:
 - New Physician License Volume Report for 2023
 - Physician Survey Results for 2023 to 2024

Discussion/Action Items
Chair Silas (AL)

Discussion Item #1 - Draft agenda for the November 2024 Annual meeting. The draft document was reviewed and after discussion additional agenda items were requested. The final agenda is scheduled to be published on October 17, 2024.

Discussion Item #2 - Order of motions to be considered as part of the Old Business at the November meeting, specifically, the item tabled at the August 27, 2024 commission meeting. After discussion, the chair determined that the motions were to be presented and as they were presented on that meeting’s agenda.

Discussion Item #3 - PA Compact RFP - The PA Compact has been formed, and part of the meeting of the commissioners is to develop and publish an RFP to provide secretariat and system services. The IMLCC is a logical candidate to provide these services.

Mr. Masters stated that the IMLCC’s mission and statute support these types of activities. There do not appear to be any prohibitions against the IMLCC submitted a bid in response to the RFP. After discussion, a motion was made in support of responding to the RFP.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER SPANGLER (WV), TO AUTHORIZE THE EXECUTIVE DIRECTOR TO RESPOND TO ANY REQUEST FOR PROPOSAL, OR SIMILAR DOCUMENT, ISSUED BY THE PA LICENSURE COMPACT.

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 3:53 pm Eastern Time.