



Interstate Medical Licensure Compact

IMLCC – Personnel Committee

Meeting Date: November 18, 2024

Meeting Time: 4:00 pm Eastern Time

Agenda:

1. Call to order
2. Approve the agenda
3. Approve the April 1, 2024 meeting summary
4. Review the FY2025 Org Chart
 - Review of current salary ranges
 - Staff additions and changes for FY2025
5. Plan for staffing and reporting should a Secretariate opportunity happen
6. Action plan for review and discussion of FY2026 personnel changes
 - Possible personnel additions:
 - HR staff/consultant
 - Staff Legal Council
 - Administrative Assistant
 - Changes to employee benefit package
7. Meeting schedule for 2025
 - January 2025 – Initial review of the FY2026 Org Chart and salary ranges by position w/staff recommendations
 - February 2025 – Initial review of the Executive Director’s FY2026 Employee Compensation Plan
 - March 2025 – Continued discussion on the compensation plan
 - April 2025 – Review and endorsement of the final compensation plan
 - Other dates/frequency
8. Other items for discussion
 - Discussion and create for publication
 - Purpose and key tasks of the committee
 - Meeting frequency
 - Estimate of time commitment
 - Usual meeting dates/times
9. Adjournment



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****General comment guidelines****

- All comments should be addressed to the Chair. The Chair reserves the right to limit the time allocated to each individual to provide a comment.
- This is an opportunity to provide input and to make statements. As a general practice; the Committee, the Chair, and staff will not engage in a dialogue during the comment period.
- Staff will document questions asked so that a response can be included at the next scheduled meeting.
- Written comments can be provided prior to or during the meeting.