

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
December 10, 2024
DRAFT

MEETING MINUTES

Call to Order
Chair Manahan (MN)

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 Manahan (MN).

Roll Call
Secretary Smith

The roll was called, and a quorum was established.

Members Present

Commissioner Manahan (MN) - Commission Chair
Commissioner Cleveland (MS) - Commission Vice Chair
Commissioner Judd (TN) - Treasurer and Chair of the Budget Committee
Commissioner Silas (AL) - Past Chair
Commissioner Rodman (KY) - Chair of the Communications Committee
Commissioner Spangler (WV) - 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

Other commission members and members of the public

Dale Watts; Stacie Jensen; and Opal Huber

Introductions

Chair Manahan invited all the members of the Executive Committee to introduce themselves, then extended the offer to IMLCC staff and members of the public. Each person in attendance was allowed the opportunity to introduce themselves.

Approval of agenda
Chair Manahan (MN)

An agenda was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The draft minutes of the November 5, 2024 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER HUNTHAUSEN (MT) SECONDED BY COMMISSIONER SPANGLER (WV), TO APPROVE THE NOVEMBER 5, 2024 MEETING MINUTES.

MOTION PASSED

Report of the Chair
Chair Manahan (MN)

UNANIMOUS

Chair Manahan opened his inaugural meeting as chair with a discussion about following the protocol established by the past chair in the running of the Executive Committee meeting and established agenda. He requested that members of the Executive Committee provide input and suggestions as the opportunity arises.

Item #1 - A discussion was held regarding consideration of changing the IMLCC Bylaws to alter the form of governance to a “board of directors” model. This change is a reflection of the growth of the organization. The general idea is that the board of directors would also be elected and assume the role of committee chairs. Commissioner Cleveland offered to prepare a draft for discussion at the January 2025 meeting.

A general discussion was held, highlighted with the following comments:

- Commissioner Silas asked a question about the election process. It was generally agreed that the election model of the Federation of State Medical Boards would be considered.
- Commissioner Hunthausen stated that he agreed with continuing the discussion and found value in considering the concept. He stated that he believes that the committee membership is a key part of the discussion. A question was posed about committee membership and who would assign commissioners? It was generally agreed that this responsibility should remain with the IMLCC Chair.
- Commissioner Spangler expanded on the idea of the elected board of directors, estimated to be between 10 and 14 commissioners, could take over the role and responsibilities of the executive committee. The elected officers and past chair process would remain.
- Commissioner Cleveland commented that there would be less objection to decisions and actions from an elected body vs. an appointed body.

After discussion, Chair Manahan assigned the development of proposed changes to Vice Chair Cleveland. The proposed changes would be sent to the Rules & Administrative Procedures Committee after consideration by the Executive Committee. Input and assistance is available from IMLCC staff.

Item #2 - A discussion was held regarding establishing the annual IMLCC Commission meetings into the future, 4 to 5 years. It was agreed that this could be beneficial for planning. After the discussion, the executive director was instructed to prepare a proposal for a future executive committee meeting.

Item #3 - Creating the position of a “vice chair” for committees. It was agreed that this could be beneficial and should be left to the discretion of each committee chair. It was noted that the Rules & Administrative Procedures Committee had previously discussed this proposal and had made a decision.

Item #4 - Commissioners using the executive director and chair to raise concerns and proposing changes. Chair Manahan indicated that this is an issue that he would be developing a formal mechanism/process after consulting with legal counsel. Once a proposal was developed, it would be brought back to the executive committee for further discussion.

Budget Committee
Treasurer Judd (TN)

The next meeting is scheduled for January 2025. The following report was provided:

- Revenue numbers are reported to be over budget by approximately 7% and expenses continue to remain under budget by approximately 18%.
- The executive director's spending authority is within the projection.
- The IMLCC's investment portfolio continues to perform well, with over \$20K earned in the first 5 months of the fiscal year.
- The annual IMLCC fiscal audit for FY2024 will commence in January 2025 and with the report expected in February/March.
- Two of the Certificates of Deposit held for the restricted accounts were "called" early and new Certificates of Deposit were obtained.

Communication Committee
Commissioner Rodman (KY)

The committee last met at the November 2024 Committee Day. Much of the discussion focused on planning the committee's work for 2025, including updating the IMLCC's webpage to make it more user friendly and other improvements provided by the IMLCC's outreach consultant.

The committee will meet next at the end of January 2025.

Personnel Committee
Commissioner Spangler (WV)

The committee last met at the November 2024 Committee Day. The discussion was reviewing the work done in FY2025 and preparing for the personnel recommendations for FY2026, including reviewing the established salary ranges and organization chart. The committee will also be working with the executive director on the FY2026 Employee Compensation Plan.

The committee will be meeting in January 2025 to start the review process.

Rules & Administrative Procedures Committee
Executive Director Smith for Commissioner Bohall (AZ)

The committee last met at the November 2024 Committee Day. The next meeting of the committee is scheduled for December 17, 2024. The committee plans to establish the meeting dates for 2025.

Technology Committee
Commissioner Hunthausen (MT)

The committee last met at the November 2024 Committee Day and is scheduled to meet next on December 12, 2024. At the November meeting, the committee discussed the following topics:

- The committee approved the format for a member board to apply for grants/financial to assist in the development of their API process.
- Including the disciplinary process into the iStarsII system is on the development roadmap and will include consideration of the distribution of materials and documents.

- There are now API processes/end points for all application types - renewal applications, license applications and Letter of Qualification applications. The final API development project is for updating physician information, which is scheduled to be released at the end of December.
- The committee plans to use the IMLCC's outreach consultant on webpage development projects.

Executive Director Update
Executive Director Smith

An update was provided regarding:

- November work load
 - Phone calls = 1,007 (1,377 October)
 - Emails = 722 (908 October)
- November processing volume
 - Applications processed = 2,230 (2,456 October)
 - Licenses issued = 3,219 (3,788 October)
 - Previously issued licenses renewed = 3,275 (2,821 October)
- November member board remittances
 - Transactions = 7,128 (9,007 October)
 - Fees paid to member boards = \$2,547,680.54 (\$3,319,422.67 October)
- November inquires on LOQs issued
 - Since 2017, 41 of the 80,033 LOQ applications have been found to be invalid and 59 physicians have been the subject of 134 disciplinary actions.
 - 3 LOQ questions were raised
 - Dr. DH - A member board questioned reported disciplinary action on a board webpage. The SPL is currently reviewing the situation and has not yet made a determination.
 - Dr. AMY - A member board questioned the number of attempts to pass a step on the USMLE. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
 - Dr. WM - A member board questioned the GME accreditation, which did not appear to be ACGME or AOA approved. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
 - 11 disciplinary actions were reported and a joint investigation that was formed in April 2024 has 10 member boards.
 - Dr. KSB - A member board took disciplinary action. Impacted member boards were notified.
 - Dr. LMTW - A member board accepted the voluntary surrender of the license. Impacted member boards were notified.
 - Dr. NBC - A member board accepted the voluntary surrender of the license. Impacted member boards were notified.
 - Dr. AM - A member board suspended the issued license. Impacted member boards were notified.

- Dr. MSG - A member board took summary suspension action on a previously reported action. Impacted member boards were notified.
- Dr. AKP - Six member boards took summary suspension action based on the SPL's summary of the issued license. Impacted member boards were notified.
- One new Commissioner was appointed in November.
 - There are 15 unfilled appointments.
- There is active legislation in 3 states: MA, NY, and NC
- The following member boards initiated active participation:
 - None
- The Super User Account was created for IMLCC Staff to act on behalf of the Maryland Board of Physicians on September 18, 2024 has been deactivated.
- The executive director and legal counsel attended the Council of State Governments (CSG) Annual meeting in early December 2024.
- The monthly report to IMLCC Commissioners will be changed to include a summary of the "Executive Committee Actions".

Discussion/Action Items

Chair Manahan (MN)

Treasurer Judd requested that the March 11, 2025 Executive Committee meeting be moved to March 18, 2025, due to a conflict. The March 2025 meeting will include discussion about the work of the Budget Committee on the development of the FY2026 Budget. It was agreed that the meeting should be moved and the executive director was instructed to make the change.

Commissioner Comments

Chair Manahan (MN)

None were provided

Public Comments

Chair Manahan (MN)

Ms. Stacie Jensen asked about the IMLCC's SuperUser account and how it relates to the API project. A brief summary was provided by the executive director.

Mr. Dale Watts commented that the IMLCC's API project was started in 2022.

Adjournment

Executive Director Smith

There being no further business, the meeting was adjourned at 4:05 pm Eastern Time.