

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
January 14, 2025
DRAFT

MEETING MINUTES

Call to Order
Chair Manahan (MN)

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:09 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 Bohall (AZ) - Chair of the Rules and Administrative Procedures Committee
Commissioner Hunthausen (MT) - Chair of the Technology Committee

Members Absent

Commissioner Spangler (WV) - Chair of the Personnel 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 Manahan (MN)

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

MOTION

MOVED BY COMMISSIONER HUNTHAUSEN (MT), SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

Approval of the minutes
Executive Director Smith

The draft minutes of the December 10, 2024 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER HUNTHAUSEN (MT) SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE DECEMBER 10, 2024 MEETING MINUTES.

MOTION PASSED

UNANIMOUS

Report of the Chair
Chair Manahan (MN)

Chair Manahan informed the members that the IMLCC Officers would be holding an all-day retreat at the IMLCC offices on Thursday, January 30, 2025. The meeting would be available to other Commissioners and

the public as a “listen” only with no opportunity for public discussion or comments.

Budget Committee
Treasurer Judd (TN)

The next meeting is scheduled for January 21, 2025 [Administrative Note: the meeting was rescheduled to January 28, 2025]. The following report was provided, as of December 31, 2024:

- Revenue numbers are reported to be over budget by approximately 14% and expenses continue to remain under budget by approximately 13%.
- The executive director’s spending authority is within the projection.
- The IMLCC’s investment portfolio continues to perform well, with earnings up significantly.
- The annual IMLCC fiscal audit for FY2024 has started, with the report expected in February/March.
- Staff are working to enhance capacities for reporting and separation of duties by expanding the number of employees in the Fiscal Unit. This will be a discussion item at next week’s committee meeting.
- The committee will be reviewing and discussing the first draft of the FY2026 Budget.

Communication Committee
Commissioner Rodman (KY)

The committee will meet on January 28, 2025.

Personnel Committee
Commissioner Spangler (WV)

Executive Director Smith provided the update for Commissioner Spanger. The committee will meet on January 21, 2025. The committee will be reviewing and discussing the proposed IMLCC Organizational Chart and the Executive Director’s first draft of the FY2026 Employee Compensation Plan.

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

The committee last met on December 17, 2024. The committee discussed proposing changes to the IMLC Bylaws regarding quorum requirements for committees, voting actions, creating vice chairs for committees and reviewing the definition of Disciplinary Action in IMLC Rule, Chapter 5.

The committee will meet on January 21, 2025

Technology Committee
Commissioner Hunthausen (MT)

The committee last met on January 9, 2025. The committee discussed the following topics:

- The Enhanced Physician Portal (EPP) will be ready for beta testing shortly with a select group of physicians as the first users in production.
- The API processes/end points for all application types is now complete. There are 19 states who have expressed an interest and received the documentation and initial orientation meeting. Six states are in active development.
- The committee is using the IMLCC’s outreach consultant on webpage development projects and to create a document promoting the use of API to member boards.

The committee will be meeting on February 13, 2025 and intends to create a Marketing & Communication Plan which includes a video

campaign. The committee will also be finalizing the grant process for member boards to obtain funding for API development.

Chair Manahan expressed his appreciation for the work on the API project, noting that it was completed on time and is an opportunity for member boards to become more efficient and effective.

Executive Director Update

Executive Director Smith

An update was provided regarding:

- December work load
 - Phone calls = 1,130 (1,007 November)
 - Emails = 877 (722 November)
- December processing volume
 - Applications processed = 2,284 (2,230 November)
 - Licenses issued = 3,786 (3,219 November)
 - Previously issued licenses renewed = 3,474 (3,275 November)
- December member board remittances
 - Transactions = 8,195 (7,128 November)
 - Fees paid to member boards = \$2,920,447.12 (\$2,547,680.54 November)
- December inquires on LOQs issued
 - Since 2017, 44 of the 82,317 LOQ applications have been found to be invalid and 62 physicians have been the subject of 139 disciplinary actions.
 - 3 LOQ questions were raised
 - Dr. ZSI - The SPL, during an internal review, determined that the physician took more than 3 attempts on a single step of the USMLE that was missed during the initial review. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
 - Dr. RB - The SPL, during an internal review, determined that the physician has disciplinary action reported to the NPDB that was missed during the initial review. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
 - Dr. TAM - The SPL, during an internal review, determined that the physician took more than 3 attempts on a single step of the USMLE that was missed during the initial review. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
 - 5 disciplinary actions were reported and a joint investigation that was formed in April 2024 has 10 member boards.
 - Dr. LRC - A member board took disciplinary action on a previously reported action. Impacted member boards were notified.
 - Dr. KMB - A member board issued a final order of suspension on a previously reported action. Impacted member boards were notified.
 - DR. YP - The SPL took suspension action. Impacted member boards were notified.

- Dr. MJV - The SPL took suspension action. Impacted member boards were notified.
- DR. ADS - A member board took disciplinary action. Impacted member boards were notified.
- Two new Commissioners were appointed in December.
 - There are 15 unfilled appointments.
- There is active legislation in 3 states: MA, NM, and NY
- The following member boards initiated active participation:
 - Florida - December 20, 2024
 - Hawaii - January 1, 2025
- 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)

The IMLCC Bylaws were amended at the November 2025 meeting and a new Nominating Committee was created.

The Vice Chair will be reviewing the IMLCC Bylaws related to the governance of the organization and providing proposed changes over the coming months.

Commissioner Comments
Chair Manahan (MN)

None were provided

Public Comments
Chair Manahan (MN)

None were provided

Closed Meeting
Chair Manahan (MN)

The Executive Committee determined that it should enter into a closed meeting in order to discuss a matter with legal counsel in accordance with IMLC Statute, Section 11, paragraph (h)(2). Legal Counsel certified that the reason to close the meeting complied with the IMLC Statute and Rules.

The executive committee members and legal counsel were invited to a segregated area of the virtual meeting space for the closed meeting portion which started at approximately 3:38 pm Eastern time. The public space of the virtual meeting remained active during the closed meeting.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER SILAS (AL), TO CLOSE THE EXECUTIVE COMMITTEE MEETING FOR THE PURPOSE OF DISCUSSING A MATTER WITH LEGAL COUNSEL.

MOTION PASSED

UNANIMOUS

Resumption of the open meeting
Chair Manahan (MN)

The closed meeting ended at approximately 3:58 pm Eastern time. The Executive Committee resumed its business in open session.

MOTION

MOTION BY COMMISSIONER HUNTHAUSEN (MT), SECONDED BY COMMISSIONER SILAS (AL), THAT THE EXECUTIVE COMMITTEE

AUTHORIZES THE IMLCC CHAIR, COMMISSIONER MANAHAN, TO ACT ON ITS BEHALF IN THE CIVIL ACTION NO. 20-CV-02942-CMA-NRN WITH THE AUTHORITY TO MAKE DECISIONS ON ANY TERMS AND DEMANDS PRESENTED.

MOTION PASSED

UNANIMOUS

Adjournment

Executive Director Smith

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