

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE  
Conference Call  
DRAFT  
February 11, 2025

**MEETING MINUTES**

**Call to Order**  
*Chair Manahan (MN)*

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 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; Kristine Bratten, Operations Manager; David Clark, Deputy Executive Director; Rick Masters, Legal Counsel; Matthew Robison, IT Manager; Marschall Smith, Executive Director

**Other commission members and members of the public**

Laura Monick and Dale Watts

**Approval of agenda**  
*Chair Manahan (MN)*

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

MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER CLEVELAND (MS), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**  
*Executive Director Smith*

The draft minutes of the January 14, 2025 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER HUNTHAUSEN (MT) SECONDED BY COMMISSIONER SILAS (AL), TO APPROVE THE JANUARY 14, 2025 MEETING MINUTES.

MOTION PASSED

UNANIMOUS

**Report of the Chair**  
*Chair Manahan (MN)*

Chair Manahan provided a summary of the IMLCC Officers retreat held on Thursday, January 30, 2025. The meeting was be available to other

Commissioners and the public. The discussion included items regarding governance ideas and options; steps necessary to discuss and create an elected Executive Committee; expanding the IMLCC's investment strategy; making annual meetings more inclusive with planning out 3 to 5 years; encouraging in-person meetings for the various committees; and creating a new commissioner in-person orientation at the IMLCC's office. No decisions or action was taken at the retreat; however, follow-up and potential action items that will be discussed at future Executive Committee meetings as potential actions items.

**Budget Committee**  
*Treasurer Judd (TN)*

The committee met on January 28, 2025. The following report was provided, as of January 2025:

- Revenue numbers are reported to be over budget by approximately 16% and expenses continue to remain under budget by approximately 12%.
- The executive director's spending authority is within the projection, currently at 49%.
- The IMLCC's investment portfolio continues to perform well, with earnings up significantly, including over \$21,000 in dividends.
- The annual IMLCC fiscal audit for FY2024 is in the final phase, including an interview of the Treasury by the auditors. The report expected in mid-March.
- Fiscal Unit staff have been expanding due to the increased workload, amount of the financial transactions and ensuring that appropriate separation of duties in being exercised.
- The process for approving the executive director's expenses, including travel, will remain with the Chair and Vice Chair as recommended by the auditors.
- The Controller will be initiating the actions necessary for the IMLCC to participate in the Government Finance Officers Association (GFOA) Certification of Achievement for Excellence in Financial Reporting (COA) program. The COA program recognizes governmental agencies for their commitment to financial transparency and accountability.
- The committee will be reviewing and discussing the next draft of the FY2025 Budget at the next meeting on February 18, 2025. The final budget will be reviewed and approved at the March 2025 meeting.

**Communication Committee**  
*Commissioner Rodman (KY)*

The committee met on January 28, 2025. The following report was provided:

- The committee authorized the executive director to modify the IMLCC webpage to include a place for physicians, boards, organizations and the public to share their stories about how the IMLCC process has impacted them.
- The Technology Committee is working on a outreach effort to increase the number of member boards who are using the API process. This effort is being coordinated between the two committees.
- The next meeting of the committee is February 25, 2025.

**Personnel Committee**  
*Commissioner Spangler (WV)*

The committee met on January 21, 2025. The following report was provided:

- The committee reviewed the current IMLCC Organizational Chart and the proposed FY2026 Org Chart. Discussing the positions and functions of the staff.
- The committee reviewed the first draft of the proposed FY2026 salary ranges and compensation plan. Comments were provided to the executive director for development of the 2<sup>nd</sup> draft to be discussed at the February meeting.
- The impacts of the staffing and compensation plan will be included in the proposed FY2026 budget. The committee recommended that increasing the funds for staff development activities be included.
- The next meeting of the committee is February 18, 2025 and the committee will be continuing their discussion of the FY2026 IMLCC Organizational Chart, the Executive Director's first draft of the FY2026 Employee Compensation Plan, and starting work on the revision of the Executive Director's position description.

### **Rules & Administrative Procedures Committee**

*Executive Director Smith for Commissioner Bohall (AZ)*

The committee met on February 11, 2025 before this meeting. The committee discussed and recommended continuing the rulemaking process for the following:

- Sending the proposed new IMLC Bylaw, Article XIV - Appointment of Committee Vice Chairs out for public comments.
- Sending the proposed amendments to IMLC Bylaw, Article VI - Meeting of the Commission out for commissioner and public comments.
- Sending the proposed amendments to IMLC Rule, Chapter 3 - Administrative Rule on Fees out for commissioner and public comments.
- Sending the proposed amendments to IMLC Rule, Chapter 4 - State of Principal License out for commissioner and public comments.
- Sending the proposed amendments to IMLC Rule, Chapter 5 - Expedited Licensure out for commissioner and public comments.

The committee will meet on March 11, 2025 to consider comments and determine if the rulemaking process should continue with the intention of holding a rulemaking hearing at the May 11, 2025 Commission meeting. [Administrative note: The meeting is now scheduled for March 18, 2025]

### **Technology Committee**

*Commissioner Hunthausen (MT)*

The committee met on February 13, 2025. The committee discussed the following topics:

- The Enhanced Physician Portal (EPP) beta testing and deployment update provided by staff.
- A presentation on the Financial Reporting project, which is the next phase of the iStarsII system development
- The API processes/end points for all application types is now complete. There are 21 states who have expressed an interest and received the documentation and initial orientation meeting.
- 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 finalized the application forms and process for member boards to request financial assistance in implementing the API process for their board.

The committee will be meeting on February 13, 2025.

**Executive Director Update**  
*Executive Director Smith*

An update was provided regarding:

- January work load
  - Phone calls = 1,338 (1,130 December)
  - Emails = 1,045 (877 December)
- January processing volume
  - Applications processed = 2,974 (2,284 December)
  - Licenses issued = 5,035 (3,786 December)
  - Previously issued licenses renewed = 3,774 (3,474 December)
- January member board remittances
  - Transactions = 11,333 (8,195 December)
  - Fees paid to member boards = \$3,792,978.78 (\$2,920,447.12 December)
- January inquires on LOQs issued
  - Since 2017, 47 of the 85,291 LOQ applications have been found to be invalid and 64 physicians have been the subject of 149 disciplinary actions.
  - 4 LOQ questions were raised
    - Dr. BU - The SPL, during an internal review, determined that the physician was not board certified at the time of the application, having allowed the certification to lapse just prior to the application. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
    - Dr. DPS - A member board questioned an action that had been reported to NPDB. The SPL investigated the matter and determined that the action was reported as a “non-disciplinary action”. The LOQ was determined to be valid.
    - Dr. VKK - The SPL, during an internal review, determined that the physician did not take GME that was ACGME or AOA approved. The SPL determined that the LOQ was invalid and the impacted member boards were notified.
    - Dr. MAK - The SPL opened an investigation shortly after the LOQ was issued. The SPL determined that the LOQ should not have been issued. Impacted member boards were notified.
  - 10 disciplinary actions were reported and a joint investigation that was formed in April 2024 has 10 member boards.
    - Dr. ECW - A member board issued a final order of suspension on a previously reported action. Impacted member boards were notified.

- Dr. LEP - A member board took disciplinary action on a previously reported action. Impacted member boards were notified.
- DR. VMT - 3 member boards issued a final order of suspension on a previously reported action. Impacted member boards were notified.
- Dr. AKP - 2 member boards issued a final order of suspension on a previously reported action. Impacted member boards were notified.
- Dr. MJV - A member board issued a final order of suspension on a previously reported action. Impacted member boards were notified.
- DR. RSJ - The SPL took suspension action. Impacted member boards were notified.
- Dr. WFG - The SPL took disciplinary action. Impacted member boards were notified.
- No new Commissioners were appointed in January.
  - There are 15 unfilled appointments.
- There is active legislation in 3 states: MA, NM, and NY
- The following member boards initiated active participation:
  - Hawaii - January 1, 2025

### Discussion/Action Items

*Chair Manahan (MN)*

The executive director provided information about discussions regarding using Artificial Intelligence (AI) for purposes of prescribing without a human/physician review and approval that is being considered in the U.S. Congress. The IMLCC was alerted to the discussion and proposed legislation from C-Tel, an organization which IMLCC is a member. There was a general discussion on the topic and the executive committee requested that the executive director continue to monitor and report on developments.

### 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) and (7). 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 3:50 pm Eastern time. The public space of the virtual meeting remained active during the closed meeting.

### MOTION

MOVED BY COMMISSIONER SPANGLER (WV), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), 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 4:05 pm Eastern time.  
The Executive Committee resumed its business in open session.

**Adjournment**  
*Executive Director Smith*

There being no further business, the meeting was adjourned at 4:06 pm Eastern Time.