

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION
EXECUTIVE COMMITTEE
Conference Call
April 8, 2025

DRAFT
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 Hunthausen (MT) - Chair of the Technology Committee

Members Absent

Commissioner Spangler (WV) - Chair of the Personnel Committee
Commissioner Bohall (AZ) - Chair of the Rules and Administrative Procedures Committee

Staff Present

Sarah Bates, Executive Assistant; 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, Stephanie Vanderhoof, Dale Watts

Approval of agenda

Chair Manahan (MN)

An agenda was provided to the members prior to the meeting. The executive director requested that the agenda be amended to include consideration of the March 28, 2025 Special Executive Committee meeting.

MOTION

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

MOTION PASSED

UNANIMOUS

Approval of the minutes

Executive Director Smith

The draft minutes of the March 18, 2025 meeting and March 28, 2025 special meeting were provided to the members prior to the meeting. The minutes were considered separately. Corrections to the March 18, 2025 were provided and incorporated.

MOTION #1

MOVED BY COMMISSIONER SILAS (AL) SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO APPROVE THE AMENDED MARCH 18, 2025 MEETING MINUTES.

MOTION PASSED

UNANIMOUS

MOTION #2

MOVED BY COMMISSIONER CLEVELAND (MS) SECONDED BY COMMISSIONER SILAS (AL), TO APPROVE THE AMENDED MARCH 28, 2025 SPECIAL MEETING MINUTES.

MOTION PASSED

UNANIMOUS

Report of the Chair
Chair Manahan (MN)

Chair Manahan indicated that he did not wish to provide a report at this time.

Budget Committee
Treasurer Judd (TN)

The following report was provided, as of March 31, 2025:

- Revenue numbers are reported to be over budget by approximately 21% and expenses continue to remain under budget by approximately 11%.
- The executive director's spending authority is within the projection, currently at 66% of the approved amount.
- The IMLCC's investment portfolio continues to perform well, with earnings up significantly, including over \$25,000 in dividends; however, market fluctuations have impacted the value of the portfolio which is currently down by \$214,000.
- To recap from last meeting, the annual IMLCC fiscal audit for FY2024 was reviewed and approved by the committee. The audit documents have been published on the IMLCC webpage and distributed to Commissioners.
- The Fiscal Year 2026 budget was reviewed and approved by the committee. The budget information was provided to the Executive Committee for its review. Treasurer Judd expressed her appreciation to Controller Blanco and the IMLCC Accounting Team for their work on the preparing the budget. The Budget Committee is requesting that the Executive Committee endorse the FY2026 budget that will be presented to the Commissioners at the May 13, 2025 meeting. There will be 3 motions at the May 13th meeting:
 - To approve the FY2026 budget as presented;
 - Authorize the Executive Director's Spending Authority in the amount of \$8,640,800.00
 - Announce that no fees will be levied on member states for 3 years which are FY26, FY27 and FY28.

The Executive Committee discussed the information presented and then called the question:

MOTION

A MOTION FROM COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), TO ENDORSE THE FY2026 BUDGET AS PRESENTED AND TO ENDORSE THE RECOMMENDED EXECUTIVE DIRECTOR SPENDING AUTHORITY AS PRESENTED.

MOTION PASSED

UNANIMOUS

Communication Committee
Commissioner Rodman (KY)

The committee last met on February 25, 2025 and is scheduled to meet on April 29, 2025.

Personnel Committee

*Executive Director Smith for
Commissioner Spangler (WV)*

Issue #1 - The performance evaluation process for the executive director was discussed. The executive committee reviewed the document recommended for the evaluation by the committee. It was recommended by Commissioners Judd and Hunthausen and agreed by all Executive Committee members, that the evaluation form come as part of an email to Commissioners from the IMLCC Chair rather than the executive director and that the Committee Chairs emails be included in the email along with instructions about the evaluation process.

Issue #2 - The committee met on March 18, 2025 and endorsed the FY2026 Organizational Chart and Executive Director's Employee Compensation Plan for FY2026. These documents and information about the endorsement was provided at the last Executive Committee meeting for review. Now the committee is requesting endorsement of the documents from the Executive Committee.

MOTION

A MOTION FROM COMMISSIONER HUNTHAUSEN (MT), SECONDED BY COMMISSIONER SILAS (AL), TO ENDORSE THE FY2026 ORGANIZATIONAL CHART AND THE EXECUTIVE DIRECTOR'S EMPLOYEE COMPENSATION PLAN FOR FY2026.

MOTION PASSED**UNANIMOUS****Rules & Administrative
Procedures Committee**

*Executive Director Smith for
Commissioner Bohall (AZ)*

There will be a rulemaking hearing at the May 13, 2025 Commission meeting. The committee authorized a final draft version of the following to be published and considered:

- New IMLC Bylaw, Article XIV - Appointment of Committee Vice Chairs
- Amending IMLC Bylaw, Article VI - Meetings of the Commission
- Amending IMLC Rule, Chapter 3 - Administrative Rule on Fees
- Amending IMLC Rule, Chapter 4 - State of Principal License
- Amending IMLC Rule, Chapter 5 - Expedited Licensure

Technology Committee

Commissioner Hunthausen (MT)

The committee is working with Matt Robison and the IT team on the Financial Tracking phase of the IMLCC IT Roadmap. This phase will bring the payment information, return of funds, and member board remittance information into the iStarsII system.

The Enhanced Physician Portal is in the final testing phase and will be released for beta testing shortly.

The system process error rate remains very low, even with an increase in application volume.

The committee will discuss the use of chat bots on the IMLCC's webpage as part of an initial conversation on the subject.

Administrative Note

Chair Manahan needed to leave the meeting and turned the meeting over to Vice Chair Cleveland.

Executive Director Update

Executive Director Smith

An update was provided regarding:

- March work load
 - Phone calls = 1,605 (1,415 February)

- Emails = 1,121 (1,001 February)
- March processing volume
 - Applications processed = 2,601 (2,478 February)
 - Licenses issued = 4,651 (4,863 February)
 - Previously issued licenses renewed = 3,619 (3,964 February)
- March member board remittances
 - Transactions = 9,332 (10,685 February)
 - Fees paid to member boards = \$3,249,217.64 (\$3,513,512.83 February)
- March inquires on LOQs issued
 - Since 2017, 48 of the 90,370 LOQ applications have been found to be invalid and 72 of the 42,034 physicians have been the subject of 164 disciplinary actions.
 - 1 LOQ questions was raised
 - Dr. CHM - The SPL reported that the LOQ was issued in error. The physician took the Canadian LMCC not the USMLE or COMLEX exam. Impacted member boards were notified.
 - 9 disciplinary actions were reported and all the actions were reported to the impacted member boards
 - Dr. JHV - A member board took final action and revoked the license which had been previously suspended.
 - Dr. AKP - A member board issued a final order of suspension on a previously reported action.
 - DR. RSJ - The SPL took final action and permanently suspended the license on a previously reported suspension.
 - Dr. WFG - A member board took disciplinary action.
 - Dr. IN - A member board took disciplinary action.
 - Dr. TAH - A member board reported that the physician had been disciplined by a non-member board.
 - Dr. AM - A member board revoked the license.
 - Dr. SK - A member board took disciplinary action.
 - Dr. MS - A member board took disciplinary action.
- No new Commissioners were appointed in March.
 - There are 15 unfilled appointments.
- Compact legislation passed in Arkansas which is the 43rd member jurisdiction. The board has been contacted about starting the training/on-boarding process.
- There is active legislation in 4 states: MA, NC, NM, and NY.
- The Physician Assistant Compact has requested a demo of the IMLCC's iStarsII system at their April 25, 2025 Commissioner meeting. The members of the executive

committee requested that the link to the meeting be provided.

- The Dentist & Dental Hygienist (DDH) Compact has issued an RFI for secretariate services. A response is being prepared.
- The executive director was interviewed for a podcast called “The Virtual Shift” which will be airing on healthcarenowradio.com. A link to the podcast was requested to be shared with the members of the executive committee and posted to the IMLCC’s webpage.

Discussion/Action Items *Vice Chair Cleveland (MS)*

Update regarding the status of the State of Michigan’s participation in the IMLCC was provided by the executive director.

- The enabling legislation which allowed Michigan to be a member state of the IMLCC contained a “Sunset Clause” with an effective date of March 28, 2025. The failure to extend or remove the Sunset Clause by the legislature would result in the State of Michigan withdrawing from the IMLCC.
- The Michigan Legislature, for a variety of reasons, adjourned prior to considering the Sunset Clause. There does not appear to be opposition to Michigan participating in the IMLCC.
- The result is that Michigan has started the withdrawal process, to be effective on March 28, 2026. There are over 5,000 physicians who will be impacted.
- The executive director and IMLCC legal counsel have been meeting regularly with Michigan board staff and attorneys.
- The bottom line is that Michigan remains a member of the IMLCC. The Michigan board will continue to process applications for licenses and renewals, and will continue to act as a State of Principal License (SPL) until March 28, 2026 or legislation is passed and signed into law that removes the Sunset Clause.
- There is no failure to comply with the Withdrawal Provisions of the IMLCC Model Statute and no remedial actions are warranted at this time.
- Information about the situation has been posted to the IMLCC webpage and emailed to Commissioners and Interested Parties.

Commissioner Hunthausen asked about the status of the Commissioners from Michigan. The executive director stated that they remain in good standing and are able to participate fully in that role.

Commissioner Comments *Vice Chair Cleveland (MS)*

Commissioner Silas (AL) asked about the process for the Executive Committee’s appointing the two (2) Commissioners to be members of the Nominating Committee. The executive director recommended that the matter be delayed until the June 2025 Executive Committee meeting. The members agreed.

Public Comments *Vice Chair Cleveland (MS)*

None were provided

Adjournment *Executive Director Smith*

There being no further business, the meeting was adjourned at 3:50 pm Eastern Time.