

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call  
March 18, 2025

**MEETING MINUTES**

**Call to Order**

*Chair Manahan (MN)*

The Executive Committee of the Interstate Medical Licensure Compact Commission convened at 3:05 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**

Sarah Bates, Executive Assistant; Keyla Blanco, Controller; 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**

Stacie Jensen, Sean McCann, Laura Monick, Emil Musgrove

**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 CLEVELAND (MS), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

**Approval of the minutes**

*Executive Director Smith*

The draft minutes of the February 11, 2025 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS) SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE FEBRUARY 11, 2025 MEETING MINUTES.

MOTION PASSED

UNANIMOUS

**Report of the Chair**

*Chair Manahan (MN)*

Chair Manahan provided a report on the following topics:

- The Nominating Committee will be forming in June with Commissioner Silas as the chair. It will be important to have a

slate of commissioners interested in serving on the committee. A separate email from the Chair will be developed to be sent to all Commissioners encouraging them to consider being nominated to serve on the committee.

- Items under review and discussion:
  - Creating a “scholarship” provide funding for non-commissioners to attend the Annual Commissioner meeting in November.
  - The question regarding should the annual meetings be scheduled 3 to 5 years into the future.
  - Commissioner “activity” fund to help offset costs for commissioners in assisting with IMLCC activities.
- The effort to encourage Commissioners to volunteer to serve on the Technology Committee is on-going
- Looking at how to best approach the iStarsII system and the opportunity to use that system to help other healthcare compacts, including the possibility of creating a wholly-owned sub-organization will be part of the discussion and conversation this summer, starting most likely in July.
- The executive director’s annual performance evaluation process was discussed. The forms will be sent out shortly.

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

The committee met earlier today on March 18, 2025. The following report was provided, as of February 2025:

- The Fiscal Year 2026 IMLCC Budget was reviewed by the committee and approved. The next step in the process is to request endorsement from the Executive Committee and then approval from the Commissioners at the May 13, 2025 meeting.
- Revenue numbers are reported to be over budget by approximately 19% and expenses continue to remain under budget by approximately 11%.
- The executive director’s spending authority is within the projection, currently at 41%.
- The IMLCC’s investment portfolio continues to perform well, with earnings up significantly, including over \$19,000 in dividends.
- The annual IMLCC fiscal audit for FY2024 was reviewed and approved. The committee discussed the audit reports with the audit team from CliftonLarsonAllen (CLA). There were no material findings, no corrections or comments from the auditors. It was a clean audit. The report will be published on the IMLCC webpage and provided to the Executive Committee for review at its next meeting.
- New Fiscal Unit staff have been hired to help with the increased workload, amount of the financial transactions and ensuring that appropriate separation of duties is being exercised.
- The committee will meet next on April 15, 2025.

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

The committee met on February 25, 2025. The following report was provided:

- The committee did not have a quorum and there is concern about the lack of participation.

- A report was provided by the IMLCC's Outreach Consultant about efforts to broaden our reach, including looking at creating accounts on additional social media platforms.
- The committee's next task is to creating a New Commissioner On-boarding training and process. The work will start that the next meeting and will continue through the summer.
- The next meeting of the committee is March 25, 2025.

### Personnel Committee

*Commissioner Spangler (WV)*

The committee met earlier today March 18, 2025. The following report was provided:

- The committee reviewed and endorse the FY2026 Org Chart. Noting that many of the new positions were created in the Fiscal Unit.
- The committee reviewed and endorsed the Executive Director's Employee Compensation Plan for FY2026. The plan includes approved salary ranges for all positions, a Cost of Living Adjustment (COLA) increase of 3.19%, a performance pay opportunity of 3.75%, and continued support for the employer match portion of the IMLCC's 457b retirement program.
- The committee is continuing its work on re-writing the executive director's job description and authorized a meeting of the chair and executive director with the Employers Counsel to assist in the development of the document.
- The committee finalized the executive director's performance evaluation document. The process will be the same as last year:
  - The form will be sent to all commissioners for comments through April and May. Completed forms are to be submitted to their committee chair.
  - The committee chairs will summarize the evaluations received and provide a consolidated evaluation to the IMLCC Chair before June 30, 2025.
  - The IMLCC Chair will review the consolidated evaluations and prepare a final evaluation, meet with the executive director to finalize the evaluation before August 1, 2025.
- The committee intends to consider changes to the evaluation process for next year. The chair and executive director were authorized to include this topic in the meeting with the Employers Counsel.
  - Commissioner Bohall (AZ) asked that the committee consider including a process to obtain employee comments and evaluations as part of the process, a 360-degree type evaluation.
  - Commission Judd (TN) suggested that a "quick" survey be developed to be provided to committee members after committee meetings and interactions with the executive director so that evaluations and comments are fresh.
  - Concern was raised that in the past a limited number of responses from commissioners have been provided and a push is needed to ensure a broader response rate.

- The process will bring the executive director's evaluation and pay increases in line with all the IMLCC staff.
- Committee chairs were requested to spread the word and encourage participation.
- The next meeting of the committee is April 15, 2025.

**Rules & Administrative  
Procedures Committee**

*Executive Director Smith for  
Commissioner Bohall (AZ)*

The committee met earlier today, March 18, 2025 before this meeting. The committee discussed and reviewed the comments received. The committee determined that a rulemaking hearing should take place at the May 13, 2025 Commissioner 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 - Meeting 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

The committee intends to hold an in-person meeting this summer. The in-person meeting last summer was successful. They are considering combining the meeting with the AIM training to be held in Columbus, OH in June.

The committee will meet next in April 2025.

**Technology Committee**

*Commissioner Hunthausen (MT)*

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

- The IT Roadmap which should be completed by the end of 2025 or early 2026. A new Roadmap and future projects for that roadmap will be considered at future meetings.
- The Enhanced Physician Portal (EPP) has a roll-out schedule now that the development is complete. The roll-out will be done as a beta test.
- An application was received from the North Dakota Board of Medicine for assistance in API development. The request was in the amount of \$22,500.00 and the application was reviewed in detail by the committee. The committee recommends that the Executive Committee approve the request and authorize the payment of the funds for the project.

The committee will be meeting on April 10, 2025.

MOTION

MOVED BY IMLCC TECHNOLOGY COMMITTEE, A MOTION BY A COMMITTEE DOES NOT REQUIRE A SECOND, THAT THE APPLICATION FROM THE NORTH DAKOTA BOARD OF MEDICINE REQUESTING \$22,500.00 IN API DEVELOPMENT ASSISTANCE BE APPROVED AND FUNDING AUTHORIZED.

MOTION PASSED

UNANIMOUS

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

The executive director announced that the position of Executive Assistant has been filled by Ms. Sarah Bates. Sarah introduced herself and was welcomed by the committee members.

An update was provided regarding:

- February work load
  - Phone calls = 1,415 (1,338 January)
  - Emails = 1,001 (1,045 January)
- February processing volume
  - Applications processed = 2,478 (2,974 January)
  - Licenses issued = 4,863 (5,035 January)
  - Previously issued licenses renewed = 3,964 (3,774 January)
- February member board remittances
  - Transactions = 10,685 (11,333 January)
  - Fees paid to member boards = \$3,513,512.83 (\$3,792,978.78 January)
- February inquires on LOQs issued
  - Since 2017, 47 of the 87,769 LOQ applications have been found to be invalid and 67 physicians have been the subject of 157 disciplinary actions.
  - No LOQ questions were raised
  - 8 disciplinary actions were reported and a joint investigation with 10 member boards that was formed in April 2024 is now closed. All actions were reported to impacted member boards
    - Dr. JCR - A member board accepted a voluntary surrender in lieu of disciplinary action.
    - Dr. AOA - A member board took final action and suspended the license for a 6-month period.
    - DR. VMT - A member board issued a final order of suspension on a previously reported action.
    - Dr. AKP - 3 member boards issued a final order of suspension on a previously reported action.
    - Dr. SHM - A member board took suspension action.
    - DR. RSJ - The SPL took final action on a previously reported suspension.
- No new Commissioners were appointed in February.
  - There are 14 unfilled appointments.
- There is active legislation in 5 states: AR, MA, NC, NM, and NY.
- The Physician Assistant Compact issued and RFI. The IMLCC provided a response.
- The SHARE Act is scheduled to be introduced in March 2025. The SHARE Act is federal legislation that provides guidance and direction to the FBI regarding the use of criminal background check information for use by boards who are a part of a compact.

**Discussion/Action Items**  
*Chair Manahan (MN)*

A presentation on “Leadership Team Development - Continuity & Resource Management” was made by Mr. Sean McCann and Mr. Emil Musgrove from Eagle Strategies, the IMLCC’s Professional Fund Manager. Mr. McCann and Mr. Musgrove had discussed options

regarding investments and additional opportunities to retain develop executive staff and protect the organization from loss of leadership. The plan included creating additional compensation plans and packages for executive staff which are line with and comparable to organizations like the IMLCC. The chair requested that a copy of the presentation be provided the members of the executive committee after the meeting.

The committee discussed the information presented and requested that the matter be considered by the Personnel Committee as a top priority at their next meeting.

**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 4:39 pm Eastern time. The public space of the virtual meeting remained active during the closed meeting.

**MOTION**

MOVED BY COMMISSIONER HUNTHAUSEN (MT), SECONDED BY COMMISSIONER SPANGLER (WV), 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 4:45 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 4:46 pm Eastern Time.