

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE  
Conference Call  
DRAFT  
June 11, 2024

**MEETING MINUTES**

**Call to Order**  
*Chair Silas (AL)*

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 Silas (AL).

**Roll Call**  
*Secretary Smith*

The roll was called, and a quorum was established.

**Members Present**

Commissioner Silas (AL) - Commission Chair  
Commissioner Manahan (MN) - Commission Vice Chair  
Commissioner Cleveland (MS) - Treasurer and Chair of the Budget Committee  
Commissioner Spangler (WV) - Past Chair  
Commissioner Herlihy (VT) - 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**

Commissioner Rodman (KY) - Chair of the Communications 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 Silas (AL)*

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

MOTION

MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER HERLIHY (VT), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

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

The draft minutes of the May 7, 2024 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER CLEVELAND (MS), TO APPROVE THE MAY 7, 2024 MEETING MINUTES.

MOTION PASSED

UNANIMOUS

**Budget Committee**  
*Treasurer Cleveland (MS)*

The committee will be meeting quarterly until the work for the FY2026 budget starts in January. The next meeting is scheduled for September/October 2024. The following report was provided:

- The Commission continues to be financially strong. We continue to have favorable comparisons and expenses.
- A lot of progress has happened regarding the discussion of evaluating user fees. The first steps toward stabilizing variable fees have been taken with the completion of the ACH payment process roll out in June 2024.

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

The committee has not met since the last executive committee meeting. The following report was provided:

- The IMLCC Annual Data Study was reviewed by the individual committee members and input provided. The Data Study will be published on June 15, 2024.
- The next meeting of the committee is July 30, 2024.

**Personnel Committee**  
*Commissioner Herlihy (VT)*

The committee has not met since April 1, 2024.

Committee chairs were reminded to provide the evaluations and comments regarding the executive director's performance evaluation as soon as possible.

**Rules & Administrative Procedures Committee**  
*Commissioner Bohall (AZ)*

The committee met on May 21, 2024. The following report was provided:

- IMLC Policy #1, 12 and 13 were discussed, with the committee deciding to re-consider at the in-person meeting on June 17, 2024.
- The committee will be holding an in-person meeting on June 17, 2024 in Washington, DC. Although the meeting is in-person, a virtual attendance option will be made available. Information about the meeting is on the IMLCC's webpage.
- The next meeting of the committee is scheduled for July 16, 2024.

**Technology Committee**  
*Commissioner Hunthausen (MT)*

The committee met on May 9, 2024. The following report was provided:

- The committee published its memo for member boards which provides information about the API process, how it works, and the instructions to join. The memo was included in the IMLC Winter/Spring Newsletter.
- The committee is continuing its work on Financial Tracking and Reporting. IMLCC's Controller Blanco will present at the committee's next meeting to discuss financial processes and procedures.
- Dale Watts has officially retired and Matt Robison has taken over the IT processes.
- The next meeting is scheduled for June 13, 2024.

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

An update was provided regarding:

- May work load
  - Phone calls = 1,301 (1,187 April)
  - Emails = 969 (851 April)
- May processing volume
  - Applications processed = 2,175 (2,236 April)
  - Licenses issued = 3,081 (3,362 April)
  - Previously issued licenses renewed = 5,431 (2,417 April)

- May member board remittances
  - Transactions = 8,263 (8,621 April)
  - Fees paid to member boards = \$2,778,006.28 (\$2,932,372.74 April)
- May inquires on LOQs issued - Since 2017, 30 of the 66,390 LOQ applications have been found to be invalid and 47 physicians have been the subject of 106 disciplinary actions.
  - 6 LOQ questions were raised
    - Dr. PJS - A member board questioned an action taken but not reported to the NPDB. The SPL reviewed the information provided and determined that the LOQ was valid as the action was not considered a disqualifying event.
    - Dr. LP - A member board questioned an action taken as an administrative fine only reported to the NPDB. The SPL reviewed the information provided and determined that the LOQ was valid as the action was not considered disciplinary.
    - Dr. BLW - A member board questioned the board certification information provided. The SPL reviewed the information provided and determined that the LOQ was invalid. Impacted member boards were notified.
    - Dr. LL - A member board questioned the board certification information provided. The SPL reviewed the information provided and determined that the LOQ was invalid. Impacted member boards were notified.
    - Dr. WD - The SPL took disciplinary action after the LOQ had been issued. The LOQ was rescinded. No licenses had been requested or issued.
    - Dr. RAD - A member board questioned the number of attempts at Step 2 of the USMLE. The SPL reviewed the information and determined that the physician took fewer than 3 attempts at each component of Step 2 and the components should be considered separately when counting the number of attempts. The LOQ was determined to be valid.
  - 3 disciplinary actions were reported and a joint investigation was formed that now has 10 member boards.
    - Dr. MA - 2 new member boards took disciplinary action on a previously reported action. Impacted member boards were notified.
    - DR. CL - A member board took disciplinary action on a previously reported action. Impacted member boards were notified.
- Two new Commissioners were appointed in May.
  - Commissioner Paula Martinez (CO)

- Commissioner Ducatel (FL)
- There are 19 unfilled appointments.
- There is active legislation in 3 states: MA, NY, and NC

The deputy director position will be created and announced in July with an expected hire date in August or September 2024.

The IMLCC will be contracting for additional office space in FY2025. Staff has been growing faster than expected due to the increasing workload and application volume. The additional cost will create a budget adjustment that will be reviewed and discussed with the budget committee.

The on-boarding training with the Florida MD and DO boards has started and is progressing well.

Discussions continue with the Federation of Podiatric Medical Boards regarding providing assistance in their efforts to create an expedited licensure compact for Podiatrists.

**Discussion/Action Items**

*Chair Silas (AL)*

None were considered.

**Closed Meeting**

*Chair Silas (AL)*

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 3:33 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 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 Silas (AL)*

The closed meeting ended at approximately 4:29 pm Eastern time. The Executive Committee resumed its business in open session.

MOTION

MOVED BY COMMISSIONER CLEVELAND (MS), SECONDED BY COMMISSIONER HUNTHAUSEN (MT), THAT THE EXECUTIVE COMMITTEE INSTRUCTS IMLCC COUNSEL TO CONTACT COUNSEL FOR THE MARYLAND BOARD OF PHYSICIANS IN AN EFFORT TO FIND A MUTUALLY AGREED UPON RESOLUTION OF CONCERNS RAISED, AND FAILING THAT, PROCEED WITH MEDIATION.

MOTION PASSED

UNANIMOUS

**Commissioner Comments**

*Chair Silas (AL)*

None were provided.

**Public Comments**

*Chair Silas (AL)*

None were provided.

**Adjournment**

*Executive Director Smith*

There being no further business, the meeting was adjourned at 4:31 pm Eastern Time.