

INTERSTATE MEDICAL LICENSURE COMPACT COMMISSION  
EXECUTIVE COMMITTEE

Conference Call  
May 7, 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 Rodman (KY) - Chair of the Communications Committee  
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**

None

**Staff Present**

Keyla Blanco, Controller; David Clark, Operations Manager; Rick Masters, Legal Counsel; Matthew Robison, IT Manager; Marschall Smith, Executive Director; Dale Watts, IT Manager

**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 HUNTHAUSEN (MT), SECONDED BY COMMISSIONER HERLIHY (VT), TO APPROVE THE AGENDA.

MOTION PASSED

UNANIMOUS

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

The draft minutes of the April 9, 2024 was provided to the members prior to the meeting.

MOTION

MOVED BY COMMISSIONER MANAHAN (MN) SECONDED BY COMMISSIONER BOHALL (AZ), TO APPROVE THE APRIL 9, 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 June 18, 2024. The following report was provided:

- The Commission continues to be financially strong. We continue to have favorable comparisons, with revenue approximately 8% above projections and expenses approximately 10% below budget allocations.
- The contracts for the FY2024 audit have been signed with work scheduled to begin in late July / early August.
- The investment portfolio for both the restricted and unrestricted accounts continue to do well. The project to convert the restricted accounts to Certificates of Deposit (CD) has resulted in over \$44K of earned interest.
- A lot of progress has happened regarding reducing user fees, with May 2024 the anticipated roll-out of new payment options for physician/applicants.

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

The committee met on April 24, 2024. The following report was provided:

- The Winter/Spring newsletter was finalized and published.
- The Technology Committee provided a memo/document requesting review and endorsement from the committee. It was reviewed and comments/feedback was provided. The final document will be sent via email, added to the IMLCC's webpage, and was included in the newsletter.
- The committee is discussing developing a newsletter for physicians and other users.
- A summer intern is being recruited to work on the IMLCC's social media presence.
- The next meeting of the committee is July 30, 2024.

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

The committee's next task is reviewing and updating the executive director's job description.

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 April 23, 2024, with 8 members present. The following report was provided:

- IMLC Policy #1, 12 and 13 were scheduled to be discussed, but last minutes changes were provided and it was decided to postpone discussion until the May meeting so that the proposed changes could be reviewed.
- 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 May 21, 2024

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

The committee met on April 11, 2024. The following report was provided:

- The committee developed a memo for member boards which provides information about the API process, how it works, and the instructions to join. The Communications Committee reviewed the memo and provided valuable feedback. The next

phase of API development is scheduled to begin over the summer/fall timeframe.

- Commissioner Cleveland commented that Mississippi is using the renewal API and it is functioning well.
- The committee is discussing the creating of a grant fund for member board to access to help pay the costs to implement the API process. It is an on-going discussion.
- The next meeting is scheduled for May 9, 2024. It will be the last meeting for IT Manager Dale Watts, who is retiring at the end of May.
  - Commissioner Hunthausen expressed his thanks and appreciation to Dale for his work and dedication to making the IMLCC process effective.
  - All the members of the Executive Committee expressed their appreciation and best wishes to Dale in his retirement.
  - Dale expressed his gratitude for the well-wishes and that the Commission for the opportunity to make a difference and for the support from Commissioners Hunthausen and Manahan as the chairs of the Technology Committee.

### Executive Director Update *Executive Director Smith*

An update was provided regarding:

- April work load
  - Phone calls = 1,187 (1,110 March)
  - Emails = 851 (886 March)
- April processing volume
  - Applications processed = 2,236 (2,195 March)
  - Licenses issued = 3,362 (3,904 March)
  - Previously issued licenses renewed = 2,417 (1,471 March)
- April member board remittances
  - Transactions = 8,621 (6,319 March)
  - Fees paid to member boards = \$2,932,372.74 (\$2,335,438.12 March)
- April inquires on LOQs issued - Since 2017, 27 of the 64,215 LOQ applications have been found to be invalid and 47 physicians have been the subject of 103 disciplinary actions.
  - 2 LOQ questions were raised
    - Dr. SL - A member board questioned the board certification reported by the physician as not ABMS or AOABOS. The SPL reviewed the information provided and determined that the LOQ was invalid. The impacted member boards were notified.
    - Dr. PJS - A member board questioned the number of attempts to pass Step 3 of the USMLE. The SPL reviewed the information provided and determined that the LOQ was invalid. The impacted member boards were notified.
  - 11 disciplinary actions were reported and a joint investigation was formed
    - Dr. WMS - A new member board took disciplinary action on a previously reported

- action. Impacted member boards were notified.
- Dr. ECW - A new member board took disciplinary action on a previously reported action. Impacted member boards were notified.
- Dr. MA - 2 new member boards took disciplinary action on a previously reported action. Impacted member boards were notified.
- DR. KRR - A member board accepted a voluntary surrender of license. Impacted member boards were notified.
- DR. JLC - A member board accepted a consent order. Impacted member boards were notified.
- Dr. MSG - 3 member boards took summary suspension action. Impacted member boards were notified.
- Dr. EDA - A member board took disciplinary action. Impacted member boards were notified.
- Dr. VMT - A member board took summary suspension action. Impacted member boards were notified.
- A joint investigation was formed. Impacted member boards were notified and provided instructions on how to participate.
- No new Commissioners were appointed in March.
  - There are 18 unfilled appointments.
- There is active legislation in 3 states: MA, NY, and NC
- Florida become the 42<sup>nd</sup> member jurisdiction when the bill to join the Compact was signed by Governor DeSantis on March 21, 2024.

The executive director announced that a new process for tracking gifts received by staff has been implemented. The process was created due to the receipt of two (2) monetary gifts by commission staff in the past month.

### **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 3:30 pm Eastern time. The public space of the virtual meeting remained active during the closed meeting.

- MOTION MOVED BY COMMISSIONER MANAHAN (MN), SECONDED BY COMMISSIONER BOHALL (AZ), 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 4:40 pm Eastern time. The Executive Committee resumed its business in open session.
- MOTION MOVED BY COMMISSIONER HERLIHY, SECONDED BY COMMISSIONER HUNTHAUSEN, THAT THE EXECUTIVE COMMITTEE INSTRUCTS IMLC COUNSEL TO CONTACT COUNSEL FOR THE MARYLAND BOARD OF PHYSICIANS TO PURSUE OPTIONS IN AN EFFORT TO RESOLVE DISPUTES RAISED BY THE MARYLAND BOARD OF PHYSICIANS. USING THE IMLC STATUTE, SECTION 19(a), OF THE MODEL ACT AS THE FRAMEWORK TO PURSUE RESOLUTION. ANY FURTHER ACTION, BEYOND THESE INSTRUCTIONS, MUST BE SUBJECT TO THE APPROVAL OF THE COMMISSIONERS OF THE INTERSTATE MEDICAL LICENSURE COMPACT.
- MOTION PASSED UNANIMOUS
- Commissioner Comments**  
*Chair Silas (AL)* A reminder that the next meeting of the Commissioners is Tuesday, May 14, 2024 starting at 3:00 pm Eastern.
- Public Comments**  
*Chair Silas (AL)* None were provided.
- Adjournment**  
*Executive Director Smith* There being no further business, the meeting was adjourned at 4:44 pm Eastern Time.