

# IMLCC – Communications Committee Meeting Summary

## Meeting Date: January 30, 2024

Members Present: Commissioner Rodman (KY), Commissioner Estep (KS), Commissioner Michaelis (NE), Commissioner Terranova (ME)

Other: Commissioner Silas (AL), Commissioner Manahan (MN), Marschall Smith, Dave Clark

### 1. 2024 Meeting dates:

Commissioner Estep requested that we change our meeting schedule to quarterly instead of every other month.

At this time there are no pressing issues for the committee, so it was agreed to meet quarterly in 2024 unless necessary to convene sooner.

Meetings will be January, April, July, and October, plus November's committee day at the annual meeting.

### 2. Winter Newsletter topics:

#### a. Annual full Commission Meeting in Phoenix (November)

- Possibly in conjunction with the AIM meeting
- Ask for suggestions for a keynote speaker.

#### b. License renewals:

- API renewal process – Can Rebecca Robbins from AL provide some quotes regarding their API experience?
- The Technology Committee can provide technical assistance for the API.
- Commissioner Terranova asked in the FSMB can provide financial assistance to boards to help set up the API?
- Late renewals
- Louisiana – The IMLCC is working with Louisiana and CE Broker to verify CME requirements. We can work with other vendors that boards are using.

#### c. Member board profile:

- Alabama is up next, and Dave will send Commissioner Silas examples of previous board spotlights.

#### d. Executive Director update

A draft copy will be sent to the committee for review prior to publication.

### 3. Q and A Document:

This document was originally published in December 2020 to address common questions that are asked regarding the compact.

Discussion included criminal background checks, and how different states address DUI charges (traffic offense vs. criminal offense).

It was agreed that we will take a look at updating this document for 2024 and Marschall Smith urged committee members to take this document to your licensing staff to see if there is anything else needed to be added to the document.

- Commissioner Terranova provided Dave with some updates, and a draft version of those changes will be sent to the group.

### 4. Poster suggestions for the April FSMB meeting

- It was agreed that we should do a poster for the meeting, and that we should explain how the compact works and how many states are involved in the compact.
- Include stats from the annual report and some information from the recent economic paper that was published.

### 5. Graphics standards document

- Our graphic artist created a graphic standards document which includes various font and color details. A copy of this document was sent to the committee prior to the meeting. There were no comments regarding the graphics standards document.
6. Executive Director update:
- a. Feedback and Guidance requested:
    - Enhanced Physician Portal – Ancillary information required by boards.  
Our plan is to gather information from the compact member boards regarding their ancillary information required for issuing and renewing a license. Knowing that some boards will not provide a response, our plan is to send a survey to the board asking for this information. Specifically:
      1. Provide their required ancillary information.
      2. Will the board accept the ancillary information if it is provided by the IMLCC, or do they require that the doctor send it to them directly.

Commissioner Rodman suggested that we add this to the winter newsletter and include resolution options in the article.
  - b. Modingbird is the vendor who is developing the Enhanced Physician Portal, and they would like to present their mock-ups for the system at the February or March licensing board call. We will need input, review, and approval sometime this summer.  
Commissioner Rodman mentioned that we can do a special meeting if necessary.

7. Other discussion items

Commissioner Terranova stressed the need for adding API for initial applications.

The next scheduled call is Tuesday, April 23<sup>rd</sup> at 3pm eastern time.

**Meeting Date: November 13, 2023**

Members Present: Commissioner Rodman (KY), (ME), Commissioner Estep (KS), Commissioner Aquino (OK), Commissioner Michaelis (NE), Commissioner Terranova (ME)

Other: Anne Lawler (FSMB), Lawrence Muka (NJ), Dave Clark

1. Annual report draft review

The draft of the Annual report was reviewed, and changes were made. The changes have been sent to Marschall Smith to review and make corrections in the report. The final report should be published within the next few weeks.

2. Modingbird press release – reviewed. This will officially be released on November 14<sup>th</sup> during the full commission meeting and placed on the IMLCC website.

3. Provider Bridge – Ann Lawler (FSMB)

Ann gave an overview of Provider Bridge and will do the same at the full commission meeting on the 14<sup>th</sup>.

It was agreed that we should include links to Provider Bridge on the website, specifically in the Apply tab and the Renewal tab, which each doctor must click through to apply for their LOQ, or renew licenses.

Ann is working with the FSMB staff for specific verbiage and will send me the verbiage when it's available, which I will forward to the committee. If necessary, the committee will meet in December to discuss the verbiage.

4. 2024 committee meeting schedule

At this point there is not a lot for the committee to do. Commissioner Rodman suggested that we meet every other month starting in January and address additional needs as they arise.

5. Tasks for the committee in 2024
  - Winter newsletter
  - Summer newsletter
  - Staff recommendations to improve the website.

### **Meeting Date: September 26, 2023**

Members Present: Commissioner Rodman (KY), (ME), Commissioner Estep (KS), Commissioner Michaelis (NE), Commissioner Terranova (ME)

Other: Karen Silas (AL), Anne Lawler (FSMB), Marschall Smith, Dave Clark

1. Anne Lawler (FSMB) provided an overview of Provider Bridge which started in 2020 and is a platform designed to streamline the process for mobilizing health care professionals during public health emergencies.

Provide Bridge is a voluntary program for health care providers to sign up to assist in an emergency, and currently has over 200,000 nurses signed up, but only 150 doctors. They would like to have the IMLCC place a link on the IMLCC website, which will take any prospective doctors to the Provider Bridge website for more information on the program, and for registration.

The committee approved adding the link to the IMLCC website, and Marschall and Dave will present a draft of where that link should be placed on the website at our next committee meeting.

An updated power point presentation will be provided by the end of this week and will be sent to committee members for review.

2. Review of the Annual Report draft – this is still a work in progress, and suggested corrections were made.  
Marschall will send out a final draft of the report when complete for comments.  
This report must be published by October 20<sup>th</sup>.

The next committee meeting will be held on Committee Day, November 13, 2023 in Denver Colorado. There will be a dial in number available for those who can't attend in person.

### **Meeting Date: August 29, 2023**

Members Present: Commissioner Rodman (KY), (ME), Commissioner Estep (KS), Commissioner Michaelis (NE), Commissioner Fasbender (IA), Commissioner Terranova (ME), Commissioner Marshall (GA)

Other: Marschall Smith, Karen Silas (AL), Dave Clark

1. Summer Newsletter draft review – verbiage corrections were made, and Marschall Smith will work with the graphic designer on the layout. A completed draft version will be available either later this week or next, and he will send it out to chairman Rodman for a final approval before publication.
2. Review of IMLCC Customer Support suggestions for additional information to add to the IMLCC website. After corrections, the changes were approved, and Dave will work with Marschall on getting the website updated.
3. Review and update of the proposed verbiage for Military discounts and waivers. This will also be added to the website.

The next meeting will be September 26<sup>th</sup> at 3pm eastern time.

**Meeting Date: July 25, 2023**

Members Present: Commissioner Rodman (KY), Commissioner Terranova (ME), Commissioner Estep (KS)

Ex-Officio Members Present: Commissioner Silas (AL)

Other: Dave Clark

1. Summer Newsletter:

- IMLCC Committee updates
- Member Board Profile (Montana is next)
- 2023 Annual meeting notice (Nov 13<sup>th</sup>/14<sup>th</sup> in Denver)
- Executive Director update

A draft of the newsletter will be shared at the August 29<sup>th</sup> committee meeting.

2. Website verbiage addressing Military discounts and waivers:

Due to the limited number of questions (approximately 3-4 per year) it was agreed to add verbiage to the IMLCC website to direct the applicant to contact the individual member boards for any military discounts or waivers.

A draft of the verbiage will be shared at the August 29<sup>th</sup> committee meeting.

3. Recommendation to query the IMLCC Customer Support team to see what should be added or changed on the IMLCC website.

The next meeting will be August 29<sup>th</sup> at 3pm eastern time.

**Meeting Date: April 25, 2023**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Terranova (ME), Commissioner Fasbender (IA), Commissioner Grajcar (ID), Commissioner Marshall (GA)

Ex-Officio Members Present: Commissioner Silas (AL), Marschall Smith

Other: Dave Clark

1. Review and update of the final section of the IMLCC website. See attached document for the changes. These will be updated on the IMLCC website shortly.
2. With the website review complete, the committee has no work at this time. Unless something comes up that requires attention, the committee will not meet in May or June, and reconvenes in July to discuss the summer newsletter.

The next meeting will be July 25<sup>th</sup> at 3pm eastern time.

**Meeting Date: March 28, 2023**

Members Present: Commissioner Schottenstein (OH), Commissioner Estep (KS), Commissioner Michaelis (NE), Commissioner Terranova (ME)

Ex-Officio Members Present: Commissioner Silas (AL)

Other: Dave Clark

1. Review of updated definitions from February meeting:  
Approved revised Expedited license definition:  
**Expedited license:** A full and unrestricted medical license promptly issued by a member state to an eligible applicant through the process set forth in the Compact. Expedited does not refer to the speed of the Letter of Qualification process, but it refers to the processing of the subsequent license applications.
2. Review of the What Does it Cost webpage:  
**The Initial Licensing Cost** paragraph has been modified to:  
The fee structures for participating states are listed below. **Important:** Please note that these are the initial costs for participation in the Compact. Renewal costs are determined by the medical boards of individual Compact states and will be provided by the boards.
3. Review of the About the IMLC Commission webpage:  
No changes

The next meeting will be on Tuesday, April 25<sup>th</sup> at 3:00pm eastern time.

### **Meeting Date: February 28, 2023**

Members Present: Commissioner Rodman (KY), Commissioner Estep (KS), Commissioner Terranova (ME), Commissioner Michaelis (NE), Commissioner Schottenstein (OH), Commissioner Carniol (NJ)

Ex-Officio Members Present: Commissioner Silas (AL), Marschall Smith

Other: Dave Clark

1. Review of Winter 2023 Newsletter:  
Corrections were made and the revised draft has been sent to Marschall Smith to finalize and send to the designer for publication.
2. Review of Glossary of Key Terms:
  - a. Member State – add the colon.
  - b. Expedited License – Further define expedited license to include verbiage: Expedited does not refer to the speed of the Letter of Qualification process, but it refers to the processing of the subsequent license applications.  
A revised definition will be sent out prior to the next committee meeting for further review.

The next meeting will be Tuesday, March 28<sup>th</sup> at 3:00pm eastern time.

### **Meeting Date: January 24, 2023**

Members Present: Commissioner Rodman (KY), Commissioner Marshall (GA), Commissioner Fasbender (IA), Commissioner Estep (KS), Commissioner Terranova (ME), Commissioner Michaelis (NE)

Ex-Officio Members Present: Marschall Smith, Commissioner Silas (AL)

Staff Present: Dave Clark

1. Review of email verbiage – see attached corrections.

2. Winter Newsletter – This is a two page document published twice per year which is sent to all IMLCC Commissioners and interested parties. The Newsletter is also placed on the IMLCC website. Marschall Smith will have a draft available for review at the next Communications Committee meeting.
3. Renewal application questionnaire – Marschall presented a draft version of the results from the Renewal application questionnaire which asks three questions:
  - a. Area of medical practice
  - b. Satisfaction of the IMLCC process
  - c. Does the provider work in rural or underserved areas (percentage of work).

Suggestions were provided regarding the format of the Rural or Underserved section. Marschall worked with the designer to make the changes, and the document is now available on the IMLCC website at: [https://www.imlcc.org/wp-content/uploads/2023/01/IMLCC-2022-Survey-Results\\_1-2023.pdf](https://www.imlcc.org/wp-content/uploads/2023/01/IMLCC-2022-Survey-Results_1-2023.pdf)

4. FSMB data study – The next Annual data study with the FSMB will start in April, and will study the number of applications received, number of applications declined, time to process an LOQ, time to issue a license. The data will reflect applications received from April 1, 2020 through March 31, 2023.  
The study results will be available in April or May.
5. Data study regarding what impact does the IMLCC have on states that join the compact. It was suggested that we calculate this over the past two years, and calculate the total number of licenses issued by a state per month compared to how many compact issued licenses were issued by the same state and time frame.
6. Question – Do we have information regarding cost savings information for states who have joined the compact?  
Answer – No. Each state handles costs differently, and most have been reluctant to provide financial information.
7. Currently if anyone is interested in attending a meeting, they need to contact Marschall Smith for the meeting information. Do we want to publish our Committee meeting information on the IMLCC website?  
Commissioner Rodman mentioned that a lot of states do have open meeting laws.
8. Question – Many states allow the Canadian LMCC exam as part of their licensing process. Does the IMLCC violate state law by not allowing the LMCC as part of the LOQ qualification requirements?  
Compact Law Section 2 (k)(2) states:  
**Passed each component of the United State Medical Licensing Examination (USMLE) or the Comprehensive Osteopathic Medical Licensing 49 Examination (COMLEX-USA) within three attempts, or any of its predecessor examinations accepted by a state medical board as an equivalent examination for licensure purposes**  
  
The LMCC exam is not considered a predecessor examination to either the USMLE or COMLEX-USA exam.
9. Review of the About tab – About the Compact section on the IMLCC website – See attached corrections.

The next meeting will be February 28, 2023.

## **Meeting Date: November 7, 2022**

Members Present: Commissioner Marshall (GA), Commissioner Fasbender (IA), Commissioner Gile (KS), Commissioner Estep (KS), Commissioner Terranova (ME), Commissioner Shottenstein (OH), Commissioner Aquino (OK), Commissioner Wasserman (WI), Commissioner Carniol (NJ), Commissioner Spangler (WV)

Staff Present: Marschall Smith, Rick Masters, Dave Clark

1. Review of the committee charge – Keep the charge as-is. Motion by Commissioner Gile, seconded by Commissioner Terranova. Motion passed.
2. 2023 meeting plan – It was decided to keep the Communications Committee meetings scheduled on the last Tuesday of each month at 3:00pm eastern time.
3. Upcoming tasks:
  - Winter Newsletter – due in February – topics suggested include:
    - Member Board profile
    - Recap of Commission meeting
    - Compact Statistics
    - Post-Covid telehealth update
    - Legislative update
  - Draft of the IMLCC style guide
  - Continued review of emails (only license application is left to review)
  - Continued review of the IMLCC website
4. Other Discussion
  - How can we better get the word out that the compact exists?  
Currently it's mostly word of mouth, recommendations by the boards, and credentialing companies. We are not allowed to lobby, but we can promote the compact as long as we provide information and education.  
Suggestions include:
    - Discuss compact with residency programs
    - Seek out and discuss with State and Hospital associations
    - Optimize the IMLCC in digital search functions
    - Remind Commissioners to put the IMLCC in their newsletters
  - Marschall Smith asked for feedback on the monthly Executive Director Update. Responses varied from 'I skim it' to 'I digest it' but it was agreed that it is very good information to have when needed, and some boards provide this information at board meetings.
  - Investigative and Disciplinary Actions  
It would be nice to have a unified document to reach out to other boards in the event of an investigation and information is needed. Can we create a common way for boards to communicate to each other, or at the very least create a database of who to contact at each board to inquire about investigations.  
The IMLCC can create a survey to be sent to boards to address this issue.
  - We are working on a way to calculate the increase in application volume based on their IMLCC participation.
  - Renewal application survey results – We have received over 27,000 responses from 6,000 renewal applications. Each renewal application has a three question survey, and we are tabulating the information into a usable format. This information will be shared with the boards, and it was suggested that we include the results in the winter newsletter.

## **Meeting Date: September 27, 2022**

Members Present: Commissioner Schottenstein (OH), Commissioner Terranova (ME), Commissioner Estep (KS), Commissioner Gile (KS), Commissioner Marshall (GA), Commissioner Michaelis (NE)

Non-Committee Commissioners Present: Commissioner Smith (MD)

Staff Present: Marschall Smith, Dave Clark

1. Compact Video – Review of the new IMLCC video and discussion on where to put it on the IMLCC website. The video was approved, and it was agreed to rearrange the IMLCC homepage and include the video on the right side of the page. Comments Include:
  - a. The dress of the speakers looks too casual, they should be wearing coats and ties.
  - b. Don't allow the video to run in a small box on homepage, it should pop out when played so it is easier to see, and will not allow the viewers to get distracted with other things on the homepage.
2. Annual report – review of the annual report and corrections were made. Marschall will send the updates to the graphic designer to incorporate. Commissioner Estep motioned to accept the annual report, and was seconded by Commissioner Terranova. The report was unanimously approved by the attending committee members.
3. The new Commissioner Handbook has been updated and included the updated roster of Commissioners.
4. The four Redesignation application emails were reviewed and updated. Dave has sent these updates to Dale Watts and Matt Sherry. These will be changed during a future system update.

There will be no committee meeting in October. The next meeting will be held on Monday November 7<sup>th</sup> at the IMLCC Committee Day in Gulf Shores, Alabama. There will be a dial in number for those who cannot attend in person. The invitation will be sent on October 7<sup>th</sup> when the agenda is published.

## **Meeting Date: August 30, 2022**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Gile (KS), Commissioner Grajagar (ID), Commissioner Aquino (OK), Commissioner Michaelis (NE), Commissioner Fasbender (IA)

Staff Present: Marschall Smith, Dave Clark

1. Annual Report – Marschall Smith provided a draft copy of the IMLCC Annual Report which must be published by October 7<sup>th</sup>.  
  
Updates were made and the document will be sent to the graphic designer, and the final draft will be sent back out to the committee for a final review.
2. Style Guide – Marschall suggested that we put together an IMLCC style guide for our documents. It was approved, and Marschall and Dave will put together something to review at a future meeting.
3. Review of the Renewal emails. Updates were made, and will be included in a separate attachment.
4. Commissioner Schottenstein (OH) reported that the Ohio board went live with the



compact on August 2<sup>nd</sup>, and the process is working well.

The next meeting will be on Tuesday September 27<sup>th</sup>

**Meeting Date: June 28, 2022**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Gile (KS), Commissioner Fasbender (IA), Commissioner Marshall (GA), Commissioner Estep (KS), Commissioner Michaelis (NE), Commissioner Farrelly (MD),

Non-Committee Members Present: Commissioner Douglas Smith (MD)

Staff Present: Marschall Smith, Dave Clark

1. Marschall Smith – Roe vs. Wade Ruling – IMLCC response  
Marschall is working with legal council to create an official IMLCC position statement in regard to the recent Supreme Court ruling. Since the ruling, Marschall has received about a dozen questions from interested parties.  
The response should be available by the end of the week, and will be put on the IMLCC website, posted in the FSMB newsletter, and a copy sent to each Commissioner.
2. Q and A Document review  
There were no changes to the Renewal section of the document.  
There were a few changes to the Redesignation section of the document.
  - An updated copy is attached to the email.
3. Review of LOQ emails:
  - 1st email – notification to applicant – no changes
  - 2<sup>nd</sup> email – notification to SPL – two changes
  - 3<sup>rd</sup> email – notification to applicant of SPL approval - two changes
  - 4<sup>th</sup> email – notification to application of SPL decline – one change
  - Updated copies are attached to the email.
4. New Commissioner Handbook  
Please send any updates to Marschall Smith and Dave Clark by July 8<sup>th</sup>. The verbiage in the document hasn't changed, this is primarily a formatting change.

The next meeting will be Tuesday July 26<sup>th</sup> at 3:00pm eastern time.

**Meeting Date: May 24, 2022**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Gile (KS), Commissioner Terranova (ME)

Staff Present: Marschall Smith, Dave Clark

1. Executive Director update:
  - The McCabe Group has a HRSA grant and will be creating a video for the compact targeted to legislators do discuss what the compact is all about. Featured will be Dr. Thomas, a former compact commissioner, Senator Huffman from Ohio, and possibly a representative from MD Anderson.
  - Legislative update:

- a. The compact legislation didn't pass in Missouri and Virginia.
  - b. Connecticut enacted the legislation making CT the 38<sup>th</sup> state/territory to join the compact.
  - c. Rhode Island passed out of the senate committee and is going to the full senate for discussion. Marschall and Rick met with a medical society in RI which has a very vocal subgroup that is against the compact due to concerns of MOC and allowing 'unsafe' medical practices in RI.
  - d. The bills in Massachusetts and North Carolina continue to move forward.
  - e. There are unconfirmed rumors that the bill in New York may be resurrected.
  - f. There is a scheduled meeting with New Mexico to discuss the compact.
  - g. The US Virgin Islands have interest in joining the compact.
  - h. We are in various stages on onboarding Ohio, Washington DC, Pennsylvania, Indiana, New Jersey, and bringing Oklahoma in as an SPL.
2. Q and A Document review:
- We reviewed and make corrections on the Q and A document through the License Granting Member Board section.
3. **The next meeting will be Tuesday June 28<sup>th</sup> at 3pm eastern time**  
 Pending agenda items include:
- a. Completion of the Q and A document (Renewal and Redesignation sections)
  - b. Review and update of IMLCC emails.

**Meeting Date: March 29, 2022**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Estep (KS), Commissioner Gile (KS), Commissioner Fasbender (IA), Commissioner Aquino (OK), Commissioner Michaelis (NE), Commissioner Terranova (ME), Commissioner Grajcar (ID)

Staff Present: Marschall Smith, Dave Clark

1. IMLCC Five Year Newsletter  
 Review of the six articles drafted for the newsletter. There were some grammar and formatting corrections.  
 Marschall has hired a graphic designer to make sure the formatting is professional. The article will be published online, and hardcopies will be available at the FSMB conference at the end of April.
2. Primer Document  
 The currently version looks much better. There were some minor corrections, and the Communications Committee Chair needs to be updated on the 1<sup>st</sup> page.  
 Please send any other corrections to Marschall.
3. New Commissioner Handbook  
 Corrections and clarifications were made. Discussion about whether to include the actual roster of Commissioners or provide a link to the roster on the IMLCC website. It was determined that it was best to include the actual roster. Marschall does include an updated roster in the handbook every time he sends it out to a new commissioner.
4. Website review – ADD STATES tab  
 Recommendation to have the page bulleted so it's easier to follow.  
 Recommendation to include in the last sentence the email address that we will send the email from. Upon review with IT, we verified that the sentence needs to be removed since this was a hold over from the DocuSign system. Our current system requires the physician to log into their account to submit an application, and incomplete

applications remain in their account until complete.

5. Website review – REDESIGNATE tab

There are a lot of redesignation applications being submitted to change the SPL to the same state that is currently their SPL. Added the verbiage:

**Please note** - do not complete this application unless you are changing the SPL. If you are wishing to obtain a new Letter of Qualification, use the "LOQ Reapply" tab instead.

It was also recommended that we add a good definition of redesignation to the page.

6. Marschall testified in person before Missouri Senate regarding the IMLCC legislation. His testimony was five minutes in front of the senate, plus about 30 minutes with the Senate President in chambers after the hearing. Rick Masters testified the prior week before the House.

- Legislation is continuing to move in New York, Rhode Island, Connecticut,

Massachusetts, and North Carolina.

- The bill has been forsaken in Virginia and may be dead.
- We are continuing to work with New Jersey, and Indiana to start the onboarding process.
- Oklahoma is close to going live as an SPL.

There will be no April meeting for the committee due to a timing conflict with the FSMB conference. The committee has also completed the review of the assigned documents, as well as the website.

**Meeting Date: February 22, 2022**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Estep (KS), Commissioner Gile (KS), Commissioner Fasbender (IA), Commissioner Aquino (OK), Commissioner Michaelis (NE)

Staff Present: Marschall Smith, Rick Masters, Dave Clark

1. IMLCC Five Year Newsletter

Marschall provided a rough version of the newsletter. He is reaching out to the 1<sup>st</sup> Chair of the commission as well as Wyoming (the first state) as well as FSMB and the Counsel of State Governments for write ups.

A draft version will be reviewed at the March 29<sup>th</sup> meeting and will be published on April 1<sup>st</sup>.

- A question was asked if it will also be posted on the FSMB site. Marschall will look into that.
- A suggestion was made that a copy should be sent to all compact and non-compact member states.

2. Request to add IMLCC staff names and contact information to the website.

A commissioner on the Personnel Committee asked to have the names and contact information (email and phone numbers) of all IMLCC staff added to the website.

This is not preferred since we want contacts from physicians and 3<sup>rd</sup> party licensing staff to come through the main phone and email address as opposed to randomly contact staff.

Some boards reported that they do post staff contact information, which can be a problem and people frequently have to be redirected to the correct group to have their question answered.

It was decided that it is up to the Executive Director to decide whether or not to put

staff information on the website.

3. McCabe Group

Marschall has been working with the McCabe Group on our branding, and he presented a new look for our PowerPoint Slides, which is much more visually appealing.

He also presented a new One Pager document which is designed to be sent to people in non-compact states to promote the compact.

Please see Marschall if you would like a copy of either document.

4. Primer Document Review

The Primer is used for new boards joining the compact. There was some discrepancy on the version of the document everyone was looking at. The most recent version will be sent out for discussion at the next meeting.

5. Website Renew Tab review

Several changes were recommended and made to the system. The preview documents were also updated with the IstarsII Attestation verbiage and a screenshot of the updated Renewal approval form.

Verbiage was added inside the tab to state Renew a License.

Marschall will reach out to the web developer to see about changing the tab on the home page from RENEW to RENEW A LICENSE.

6. LOQ Reapply tab

Verbiage was added inside the tab to state “LOQ Reapply – Apply for a second or subsequent Letter of Qualification”

7. Apply tab

Verbiage was added inside the tab to state “Apply – New to the Compact – State Here”

Next Meeting: Tuesday March 29<sup>th</sup> at 3pm eastern time

**Meeting Date: January 25, 2022**

Members Present: Commissioner Rodman (KY), Commissioner Schottenstein (OH), Commissioner Gile (KS), Commissioner Terranova (ME), Commissioner Fasbender (IA), Commissioner Grajcar (ID), Commissioner Michaelis (NE), Commissioner Aquino (OK), Commissioner Estep (KS)

Staff Present: Marschall Smith, Rick Masters, Dave Clark

1. Toolkit review and updates:

- Move the FAQ bullet to the end of the section.
- Include verbiage involving state specific training in a test or sandbox environment.
- Section – How to use the Toolkit – remove first person verbiage to keep it in line with the rest of the document as third person narrative.  
Split the sentence into two sentences to remove double use to ‘and’.
- IMLC Overview – Add a comma after United States.

2. Newsletter review and updates:

- Prior Commissioner comments have been included into the review draft. Additional changes:
- Revise duplicate verbiage regarding “It has been an eventful 2021...”

3. Apply tab review and updates:

- Remove the paragraph at the bottom of the page with starts with “Important Updates as of August 31, 2021”
- Correct two paragraphs which include different numbers of hyphens in multiple spots.

Marschall also provided a brief update regarding the Ad Hoc committee project to update the website and the system. A recommendation will be made by the Ad Hoc committee at the May 17<sup>th</sup> all compact meeting to discuss the next steps in regard

to the system.

Next Meeting: February 22, 2022 at 3pm eastern time.

**Meeting Date: December 28, 2021**

Members Present: Commissioner Rodman (KY), Commissioner Grajcar (ID), Commissioner Terranova (ME), Commissioner Fasbender (IA), Commissioner Michaelis (NE), Commissioner Estep (KS)

Staff Present: Marschall Smith, Dave Clark

1. Meeting Schedule for 2022 – per the survey results, we will continue to meet on the last Tuesday of each month.
2. Newsletter – it was agreed that we will continue to publish two newsletters per year, the next will be in January, and will be reviewed at the next committee meeting. Marschall will reach out to the West Virginia boards to draft a write up for their respective boards, and have Chairman Spangle draft an article.
3. 2022 Document Review:
  - a. January – Review Toolkit
  - b. February – Primer for new States
  - c. March – New Commissioner Handbook
4. IMLCC website review – We will start with the Apply tab in January - <https://www.imlcc.org/apply/>
5. Marschall is working on sending out the 2021 Annual report and will be done by the end of the week. Electronic copies are being sent to the Governors, majority and minority leaders, medical associations, and licensing boards in all 50 states and territories. He will also send a copy of the Governor's email to each compact commissioner.
6. Strategic plan and vision statement – this will be added to the "About the IMLC Commission" page on the website to the banner on the left side of the page.
7. Executive Director's monthly update – The existing information in the monthly report is good, but it needs to be branded with the IMLCC logo. Marschall will submit the January report in the new format, and it will be discussed at the January committee meeting.
8. Future discussion – Some boards are not responsive to IMLCC communications, and don't cash their remittance checks. How can we engage the boards in order to get a response? This may require a larger discussion, but we will start with the Communications Committee.

Next Meeting: January 25, 2022 at 3pm eastern time.

**Meeting Date: November 15, 2021**

Members Present: Commissioner Wasserman (WI), Commissioner Terranova (ME), Commissioner Aquino (OK)

Staff Present: Dave Clark, Elizabeth Huntley (MN), Eden Young (MN)

1. Review the Communications Committee Charge – The charge was reviewed and determined to be accurate as it is currently stated.
2. Goals for 2022:

- a. Publish newsletters on a quarterly basis, or more frequently as appropriate. In 2021 two newsletters were published.
  - b. Annual report for FY2022.
  - c. Continue to review the website with more focus to include a simple and clear overview of the compact. The IMLCC staff receives a lot of question regarding the IMLCC process and has received feedback that the website is too complicated to provide information for the user. It was discussed that we may want to dedicate the last 30 minutes of each meeting to website review and update.  
The mobile version of the website should be reviewed as well to make sure that it is formatted correctly.
  - d. Monthly updates from the Executive Director – currently these are being sent as an email. It was suggested that this could be formatted so that its contents are formatted with an IMLCC brand.
  - e. Dave will send out a survey regarding when the committee would like to meet in 2022.
3. IMLCC Vision statement review – it is located on the website, but is difficult to find. This should be located in a more prominent place on the site.
  4. Strategic plan – The Communications Committee believes that it is successfully supporting the Strategic Plan with review and updates of key documents as appropriate.

**Meeting Date: October 26, 2021**

Members Present: Commissioner Spangler (WV), Commissioner Terranova (ME), Commissioner Grajcar (ID), Commissioner Gile (KS), Commissioner Schottenstein (OH), Commissioner Michaelis (NE).

Staff Present: Marschall Smith, Rick Masters, Dave Clark

1. Welcome to the new Commissioners and committee members Michael Schottenstein (OH) and Susan Gile (KS).
2. Discussion about adding contact information to the IMLCC website for other health care compacts. The IMLCC office is receiving approximately 2-4 calls per day regarding eligibility in the IMLCC for other health care professions. We have been referring them to FSMB, but this may not be the best option.  
It was decided that we should put something on the website which will refer the them to their specific licensing board for compact eligibility (if applicable).  
Dave will draft something for the November 15<sup>th</sup> meeting.
3. HRSA survey – Marschall received three verbiage options to put on our website for the HRSA survey. A modified version of option 2 was selected, and will be placed at the top of the IMLCC homepage:

*If you are a physician (MD or DO) 18 or older, click on the link below to participate in and learn more about a survey developed to obtain your feedback on interstate licensure portability and interstate compacts. This survey was developed by the Rural Telehealth Evaluation Center to examine the License Portability Program funded by the Health Resources and Services Administration (HRSA), and will inform future HRSA programing for licensure portability. The survey is anonymous and no identifying information is requested. No individual responses will be shared.*

#### 4. IMLCC Annual Conference

Committee Day is Monday, November 15<sup>th</sup>. The Communications Committee will meet at 10am mountain time (12pm eastern time) in the Keep Away Room at the Curtis Hotel in Denver.

The meeting will be in person and call in only (no video option). Information about the conference is on the website at:

<https://www.imlcc.org/imlc-commission/public-notice-agendas-and-minutes/>

Discussion items include:

1. Review the committee's mission statement
2. Review the committee's charge
3. Discuss the committee's goals for 2022
4. Review the strategic plan, and our success on fulfilling the objective outcomes.
5. Other

#### **Meeting Date: September 28, 2021**

Members Present: Commissioner Spangler (WV), Commissioner Grajcar (ID), Commissioner Aquino (OK), Commissioner Michaelis (NE), Commissioner Terranova (ME), Commissioner Rodman (KY), Commissioner Cushman (NE)

Staff Present: Marschall Smith, Dave Clark

1. Review of the Annual Report
  - a. Added verbiage requested by the Rules and Administrative Procedures Committee:  
*The IMLCC will not levy or assess fees to member states for FY2022. The IMLCC has never levied or assessed fees to member states and remains fiscally sound with reserves sufficient to cover at least 18 months of operating expenses.*  
Verbiage was approved as written and will be added to the Budget Report section.
  - b. The report will be added to the IMLCC website, and will be sent electronically to the Governors, Leaders of the majority and minority parties as well as the Medical and Osteopathic associations in each of the 50 states plus the four U.S. territories.  
There will be no printed versions of the report available.
  - c. The report will contain links to the completed audit reports, and to the rule and policy changes instead of including them in the report itself.
  - d. The report will be checked for the proper usage of 'IMLC' and 'IMLCC' throughout the report, and all of the links will be checked to make sure that they point to the correct reports/reg changes on the IMLCC website.
  - e. Marschall will make the required updates and sent a final final version to the members of the Communications Committee. Please respond back by 7:00pm eastern time on Friday October 1<sup>st</sup>. The report will be shared as an FYI in the Executive Committee meeting on Tuesday October 5<sup>th</sup>.
2. HRSA survey – A link to the survey will be added to the IMLCC website homepage. This survey is also being sent to the Nursing Compact and the Psychiatry Compact. This survey is gauge that HRSA is spending their funds for the compacts in a responsible manner.
3. McCabe Group Update – Marschall has been working with the McCabe Group to assist with the outreach and marketing of the IMLCC. They are currently working on creating documents for us to give out at the National Council of State Legislators conference in

November, which the IMLCC will be sharing a booth with the FSMB. These documents will deal with the following:

**a. Audiences:**

1. State Officials
2. Provider Organizations
3. Physicians
4. Patient Advisory Groups

**b. Top Issues and Objections:**

1. Loss of control
2. Financial burden to the state
3. Detriment to the physician population of the state
4. Specific state issues.

**c. Questions to address:**

1. What does the IMLCC want the audience member to do - action steps.
2. Why we believe that they should be willing to perform the action steps.
3. What incentives does the IMLCC provide to support the action steps.
  
4. The McCabe Group has also asked if we can start collecting stories from physicians who have used the compact to expand their business? Needed are 30-60 second interviews. Please see Marschall for details.

The next meeting is Tuesday, October 26<sup>th</sup> at 3:00pm eastern time.

**Meeting Date: August 31, 2021**

Members Present: Commissioner Spangler (WV), Commissioner Acquino (OK), Commissioner Grajcar (ID), Commissioner Michaelis (NE), Commissioner Terranova (ME)

Staff Present: Marschall Smith, Rick Masters, Dave Clark

1. Review of the Summer Newsletter –

- Added the Budget Committee Article
- Added new states to the Director's report: Delaware, Louisiana, Texas, Ohio
- Marschall will send the draft to Commissioner Spangler, which will put it into the template and send it back to Marschall for publication this week.

2. Annual Report –

- Review the report to ensure that we are using IMLC (process) vs. IMLCC (commission) properly.
- Reformat headers so they don't appear at the bottom of pages.
- Mention the training videos and add a link to the report to the Educational Videos page on the website.
- This year's report will be sent to Governors, majority and minority leaders in each state, medical boards and associations. Commissioners will need to coordinate with the IMLCC to provide the contact information.

3. Website update –

Last week, Microsoft notified several users of their Azure system that unauthenticated data will be cut off as of August 31<sup>st</sup>. Our system developers were able to design and implement an authenticated portal creation process at the beginning of the LOQ application process to comply with this requirement. Verbiage was added to the website instructing how to create an account before proceeding.



4. Other –

- Marschall has been talking to groups in Indiana; they are interested in the compact.
- Commissioner Spangler stated that Virginia has reached out to him regarding the compact.
- Commissioner Spangler spoke with Dr. Rahul Gupta; the President's nominee to become the next Drug Czar. Dr. Gupta is pro-compact.
- Marschall is meeting with the outreach firm McCabe Group to review and improve the materials that we provide to prospective legislatures and advocates of the compact.

The next meeting will be Tuesday, September 28<sup>th</sup> at 3pm eastern time.

**Meeting Date: June 29, 2021**

Members Present: Commissioner Terranova (ME), Commissioner Rodman (KY), Commissioner Michaelis (NE), Commissioner Wasserman (WI), Commissioner Cushman (NE)

Staff Present: Marschall Smith, Dave Clark

1. Review of the Toolkit – Commissioner Terranova made several suggestions regarding revisions of the toolkit, which were accepted.  
All attachments back to the IMLCC website in the toolkit document have been double checked, and they all are functional.  
There was some discussion regarding the use of IMLC vs. IMLCC on the document (and other documents). It may be worth a discussion regarding whether to adopt one specific reference for clarity purposes.
2. IMLCC Primer – Commissioner Terranova made several suggestions which were accepted.
3. Policy #7 – Policy on Changes to the IMLCC webpage or public facing media – Minor verbiage changes were made. The updated version will go back to the Executive Committee for review.
4. New Commissioner Handbook – Minor verbiage changes were made (i.e. change 'teleconference' to 'videoconference').
5. Marschall Smith announced that Louisiana will go live on July 1<sup>st</sup>, and the legislation has passed in Ohio, and is expected to be signed by the governor soon.

Next meeting will be held on Tuesday, July 27<sup>th</sup> at 3:00pm eastern time.

**Meeting Date: May 25, 2021**

The meeting was called to order at 3:00pm EDT by Commissioner Spangler (WV).

Members Present: Commissioner Spangler (WV), Commissioner Terranova (ME), Commissioner Michaelis (NE)

Staff Present: Marschall Smith, Rick Masters, Dave Clark

Discussion Items:

1. IMLCC Instructional Videos – Marschall walked through the location of the videos on the website. He is working with our web developer to find an additional place on the website to place all of the public facing videos.  
The videos for the member boards have been placed in the training site, which is accessible to anyone with access to the IMLCC system.
2. Video feedback:
  - Some videos are missing the introduction and the ending – this is for the first video which was later broken out into three videos due to time. Video #1 has no ending, video #2 has no into or ending, and video #3 has no intro.
  - It was recommended to put music at both the beginning and the end of each video.
  - Video #2 – We should state that an employer is not a locums company.
  - Video #4 – Reference “You will hear back from the board in ‘a couple of weeks’ and in other videos it is stated as ‘7 to 10 business days’. We should be consistent across the videos.
  - About the Compact video – the last slide’s information is only valid for the current time, and the information will not be valid in the future. Perhaps this video contains too much information.These issues may be addressed during phase 2.
3. Commissioner Terranova asked if we can get metrics on the videos, and an average on how long the videos were viewed before stopping. Marschall will talk to the web developer.
4. Marschall provided an update that both the Texas and Delaware legislation have passed both houses and are being sent to their Governor’s for signature.
5. FAQ Review – Updates were made live during the call.
  - a. What happens when a physician applies – Changed sentence 3 to start with “The physician then selects the states...”
  - b. What happens if a physician’s eligibility is not confirmed – Remove ‘duly’
  - c. Can a physician apply for more than one license at a time through the Compact – add “any and all participating states’ to the first paragraph. Add “A physician is bound to comply...’ to the 3<sup>rd</sup> paragraph.
  - d. How long is a Letter of Qualification (LOQ) valid – stop the first sentence after ‘issuance’

The next meeting will be June 29<sup>th</sup> at 3:00pm eastern time.

**Meeting Date: April 27, 2021**

The meeting was called to order at 3:01pm EDT by Commissioner Spangler (WV).

Members Present: Commissioner Spangler (WV), Commissioner Cushman (NE)

Commissioner Terranova (ME), Commissioner Michaelis (NE)

Staff Present: Marschall Smith, Dave Clark

Discussion Items:

1. IMLCC Instructional Videos – Marschall and Dave recorded 11 videos for physicians and member boards, and one was played as an example. Marschall is in the process of editing these with a recording company, with final edits completed by mid May. One video is just over 20 minutes long, and it was suggested that it be broken into different sections.

Discussion as to where we want to place them on the website. It was suggested that we put all of the physician videos in one place, possible in the FAQ section under 'Tutorial videos'. We can also put them on the specific pages for LOQ application, Renewal, Add States, and Redesignation.

It was suggested that we put the member board videos on the Training Portal which is restricted to boards, and IMLCC staff. Commissioner Terranova volunteered to have Maine test the videos once they are uploaded to the Training Portal.

2. Member Board Portal – Several boards have recommended that we implement a private Member Board Portal on the IMLCC website which can contain videos, news, information, and a message board where licensing staff can ask questions and share information. This could also be a future location for an updated Remittance transaction process.

Marschall has discussed this with our web developers, and this will be a very complex and costly upgrade.

It was decided to put a hold on the portal for now, and it will be sent to the Technology Committee to make this a low or medium priority. We will also explore other options such as using the training portal.

3. FAQ Review – changes were made during the session.
  - a. Who is eligible to participate in the compact – No changes.
  - b. Do physicians in the compact have to participate in MOC – No changes.
  - c. How is a SPL defined – minor correction, remove superfluous 'the'.
  - d. What does a physician need to do to get a license – Added link to the LOQ Apply tab.
  - e. How much does it cost to participate in the Compact – Restructuring of the sentences, and added a link to the 'What does it cost to participate in the compact' page of the website.
  - f. What happens when a physician applies – Minor word removal.

Next meeting May 25<sup>th</sup> at 3pm EDT

**Meeting Date: March 30, 2021**

The meeting was called to order at 3:03pm EDT by Commissioner Spangler (WV).

Members Present: Commissioner Spangler (WV), Commissioner Cushman (NE),

Commissioner Terranova (ME), Commissioner Rodman (KY), Commissioner Michaelis (NE), Commissioner Wasserman (WI)

Staff Present: Marschall Smith, Dave Clark

Discussion Items:

1. Lobbying efforts Per Marschall, we are prohibited from using HRSA funds for lobbying and marketing, but we are allowed to use our own funds lobbying and marketing. At this time, we are only using HRSA funds for IT expenses.
2. There was discussion regarding where we should focus our marketing efforts; should we focus on legislature, or interested parties such as medical boards, hospital associations, physician associations, etc.  
Several suggestions include:
  - a. Promote peer journal articles that are in support of the compact.
  - b. Go directly to the organizations who are responsible for introducing legislation.
  - c. Outreach from participating board executives to potentially difficult boards who have passed legislation.
  - d. Go directly to the workforce directly and energize them to put pressure on the legislature to pass the compact legislation.
3. Marschall will put together a list of target associations for the next meeting.
4. FAQ Review
  - a. What is an interstate compact? – update examples to medical examples.
  - b. Where did the IMLCC come from? Remove “in recent years” and remove “new” from the 2<sup>nd</sup> paragraph.
  - c. What does the Compact do? – 3<sup>rd</sup> paragraph – possibly reword.
  - d. How does a state join? – no changes.
  - e. Does the Compact supersede a state’s authority...? – no changes.
  - f. Who’s in charge of the Compact? – no changes.
  - g. How can I participate in IMLCC meetings or decisions? – Update verbiage to remove ‘telephone conference’ and replace with ‘remote participation’.
  - h. How can I contact the IMLCC directly? – Replace executive director’s email address with [inquiry@imlcc.net](mailto:inquiry@imlcc.net).
5. Overview of the coming year:
  - a. Annual Report – Marschall will send out the rough draft on August 15<sup>th</sup> with a final draft by September 15<sup>th</sup>. The committee will meet on September 30<sup>th</sup> for final approval, and publish by October 15<sup>th</sup>.
  - b. Newsletter – Propose publish dates in January and July of each year. The content for the July newsletter will be discussed at the April meeting.
6. Communication’s update:
  - a. Marschall has had 43 outreach activities recently. He has been talking to medical boards, has been interviewed for articles, and webcasts, and has worked with a couple of grad students on their thesis’ which came out as very positive towards the compact.
  - b. Marschall and Rick Masters will be testifying in Texas regarding the compact legislation.
  - c. The Federation of State Medical Boards will address the Compact on their monthly webinar in May.

Next meeting will be Tuesday April 27<sup>th</sup> at 3pm EDT.

## **Meeting Date: February 23, 2021**

The meeting was called to order at 3:04 PM EST by Commissioner Spangler (WV).

Members Present: Commissioner Spangler (WV), Commissioner Cushman (NE),  
Commissioner Romano (IA), Commissioner Terranova (ME)

Staff Present: Marschall Smith, Dave Clark

### Discussion Items:

1. Annual Report – Per Compact Law section 12 (q) – “Report annually to the legislatures and governors of the member states concerning the activities of the Interstate Commission during the preceding year. Such reports shall also include reports of financial audits and any recommendations that may have been adopted by the Interstate Commission”

This is also addressed in IMLCC Policy #4 – Policy on Annual Report

It was agreed that the Commission staff is authorized to send the Annual Report to the Governors and Legislative majority and minority leaders. It was also recommended that each state’s commissioners be cc’d on the email to the Governors and legislative leaders.

2. Add the following verbiage to Step 3 in the Apply tab of the IMLCC website”

Before you apply, you will need the following information for your application:

- The license number and expiration date of your medical license in your SPL.
- Your NPI number
- The date your medical degree was issued.
- The completion date of your residency program.
- The name of the qualifying exam that you took, and the number of attempts required to complete each section.
- The Name, and expiration date of your Specialty Board Certification.

3. A banner and pop up have been added to the website when someone attempts to use Internet Explorer:

Attention: Your Browser is not supported, all versions of Internet Explorer are no longer supported. Please use a different browser.

4. Marketing the IMLCC

A question was brought up regarding marketing the Compact’s services. Commissioner Spangler believes this was brought up a few years ago, and that there was concern that marketing the compact is improper, and possibly a proviso of the HRSA grant.

Marschall pointed out that the requirement was that HRSA grant funds couldn’t be used for marketing, but at this time, HRSA funds are only used for IT expenses. FSMB does perform lobbying and marketing for the compact.

Marschall will verify that there are no HRSA prohibitions for the compact, and this committee may put together a proposal for the Executive committee.

5. Marschall reported that the Executive Committee authorized Marschall and Rick Masters to reply to reciprocity bills as they see fit. To date, the commission has gone on record in Maryland and West Virginia opposing their reciprocity bills. Commission Spangler reported that the Medical portion of the reciprocity bill has been removed from the House bill in West Virginia and that bill has been sent to the Senate.

**Meeting Date: December 16, 2020**

The meeting was called to order at 3:02 PM EST by Commissioner Spangler (WV).

Members Present: Commissioner Spangler (WV), Commissioner Terranova (ME), Commissioner Rodman (KY)

Staff Present: David Clark, and Marschall Smith

Other Commissioners and Public Present: None

Discussion items:

1. December Newsletter – four articles were reviewed for the December Newsletter. Final reviews and comments due to Commissioner Spangler.
  - Outgoing Chair Terranova’s article will be in the upper left position of the newsletter.
  - Utah Member Profile will be in the lower left position.
  - IMLCC’s article updating the annual meeting and licensing summit, which will also include a hyperlink to the recordings of the meetings. Will be in the upper right position.
  - Incoming Chair Cushman’s article will be in the lower right position.
2. Notification of the appointment of the Executive Director will go out today.
3. A proposed site update will be discussed at the next meeting. This will include a list of what information an applicant will need before starting an application. The need for this has been determined through conversations with applicants, their office staff, and credentialers.
4. Possible project for 2021 will be discussed at the next meeting – Survey on Communications. How is the communication going for users, and is the information getting to the right people.
5. Next meeting will be January 20<sup>th</sup> at 3:00pm EST.