



## Occupational Therapy Compact Executive Committee Meeting Minutes

October 17, 2022

CSG National Office (Virtual)  
1776 Avenue of the States  
Lexington, KY 40511

### Members Present:

Chair	Lesly James	South Carolina
Vice Chair	Teri Black	Wisconsin
Treasurer	Danielle Ward	North Carolina
Secretary	Renee Causey-Upton	Kentucky
Member-at-Large	Missy Anthony	Ohio
Member-at-Large	Daniel Martin	Maryland

### Members Absent:

Member-at-Large	Vanessa Beauchamp	Missouri
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### Ex-Officio Delegates Present:

Chuck Willmarth, AOTA  
Shaun Conway, NBCOT

### Legal Counsel Present:

Nahale Kalfas, Council of State Governments (CSG)

### CSG Staff Present:

Isabel Eliassen, CSG  
Carl Sims, CSG

### Delegates Present:

N/A

**October 17, 2022**

### Welcome/Call to Order

- L. James called the meeting to order at 2:03 pm ET.



### **Roll Call**

- I. Eliassen requested for all members to complete roll call and identify that they were present.

### **Review and Adoption of the Agenda**

- L. James reviewed the agenda.
- L. James called for a motion to adopt the agenda.
- **Motion:** R. Causey-Upton moved that the committee adopt the agenda. T. Black seconded the motion. 6 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

### **Review and Adoption of Meeting Minutes**

- L. James reviewed the draft minutes from the September 12, 2022 OT Compact Executive Committee Meeting.
- L. James called for a motion to adopt the draft minutes from the September 12, 2022 OT Compact Executive Committee Meeting
- **Motion:** M. Anthony moved that the committee adopt the draft minutes. D. Ward seconded the motion. 6 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

### **Update on Upcoming Committee Meetings**

- L. James reviewed upcoming committee meetings that are already scheduled for the remainder of October 2022 and November 2022.
- I. Eliassen stated that draft minutes will be posted on the website as soon as possible after the committees meet.

### **Review RFP for Secretariat**

- L. James reviewed updates regarding the RFP for Secretariat.
- T. Black requested that CSG review the previous process for hiring a Secretariat for other Compact Commissions.
- N. Kalfas reviewed processes followed by other Compact Commissions for hiring a Secretariat. She stated that because there is not a Secretariat currently in place, the OT Compact Commission is in a position to determine the RFP for this role and to outsource the role. The RFP is necessary to support the procedures of the commission and protect liability.
- S. Conway requested a review of any changes to the RFP since the last review.
- N. Kalfas reviewed main edits to the RFP and explained the edits were not substantive in nature.
- I. Eliassen stated that the number of proposal requirements were reduced from 17 to a combined list of 5 to be a more manageable list of items for the committee to review. An Evaluation of Proposals section was also added to identify what the committee will look for in the RFP submission as they review applications.



- N. Kalfas reported that a standard range of contract amount is being offered for the Secretariat position that will be further reviewed by the Finance Committee and Treasurer.
- C. Sims explained that the Budget within the Secretariat RFP includes the entire budget for the OT Compact, and not just the Secretariat compensation.
- C. Willmarth expressed concern that the current phrasing in the Secretariat RFP is unclear regarding the Budget and who will provide continued funding beyond what has been committed by AOTA and NBCOT. Additional funding from these sources will need to be requested and other funding options, such as grants, could be used to support the OT Compact database system.
- Editorial changes were made in the Budget section for clarity and to support funding options.
- C. Sims and N. Kalfas reviewed the timeline for the RFP posting process and Secretariat selection process. N. Kalfas reported that the Secretariat must be hired first, and then the Executive Director RFP will follow for advertising and interviewing for the position.

#### **Discuss Proposed Secretariat Selection Process**

- I. Eliassen reported that CSG will develop a list of evaluation criteria and questions that will be asked of potential Secretariats for the evaluation process. This list of questions will be reviewed and approved by the OT Compact Executive Committee as well as reviewed by CSG's Human Resources Department.
- C. Sims discussed the proposed process for evaluating and selecting the Secretariat.

#### **Discuss Delegation of Executive Director RFP to Chair**

- N. Kalfas stated the OT Compact Executive Committee voted on delegation of review and crafting of the RFP for Secretariat to the Chair in a prior meeting, however, the committee did not vote on this same process for the Executive Director RFP.
- **Motion:** M. Anthony moved that the Executive Committee delegate the additional work on the Executive Director RFP to Chair L. James with consultation with the Executive Committee before release. D. Martin seconded the motion. 6 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

#### **Discussion of Future Meeting Dates**

- L. James called for discussion of a future meeting date for November and December.
- After discussion, the next meeting dates were scheduled for November 21<sup>st</sup> and December 12<sup>th</sup> from 2:00-3:30 pm ET.

#### **Meeting Closure**

- L. James asked if there were any final questions or announcements.
- Hearing none, L. James called for adjournment of the meeting.
- Meeting adjourned at 3:01 pm ET.