



Occupational Therapy Compact Executive Committee Meeting Minutes

September 12, 2022

Executive Committee 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	Vanessa Beauchamp	Missouri
Member-at-Large	Daniel Martin	Maryland
Ex-Officio	Chuck Willmarth	AOTA
Ex-Officio	Shaun Conway	NBCOT

Legal Counsel Present:

Nahale Kalfas, Council of State Governments (CSG)

CSG Staff Present:

Isabel Eliassen, CSG

Carl Sims, CSG

Delegates Present:

Adrienne Price Georgia

Michael Sobowale Virginia

September 12, 2022

Welcome/Call to Order

- L. James thanked I. Eliassen for her hard work and for organizing the meeting.
- L. James called the meeting to order at 2:02 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.

- I. Eliassen pointed out a recent addition to the agenda to discuss future meeting dates due to a time conflict that will require a change to the original planned date for the October Executive Committee Meeting. This addition was already on the agenda being presented at the meeting.
- L. James called for a motion to adopt the agenda.
- **Motion:** V. Beauchamp moved that the committee adopt the agenda. D. Martin seconded the motion. All present voted in favor.

Review of Responsibilities and Organizational Structure

- L. James called on N. Kalfas to review information on responsibilities and the compact's governance structure.
- N. Kalfas explained that there is typically an onboarding training for the Chair, but L. James requested for the full committee to receive this training. N. Kalfas stated that the training is largely a review from the inaugural meeting. She also expressed that the OT Compact is exploring changing their website and email address to a .gov as recommended by C. Willmarth.
- N. Kalfas reviewed the entity status of the compact; the governing structure of the compact; the statutory and contractual nature of the compact; delegates' responsibilities as commissioners; responsibilities of members of the Executive Committee and associated subcommittees; and workflow between the full commission, Executive Committee, and subcommittees.
- C. Willmarth mentioned that some states may attach something additional to compact legislation which is not compatible with the compact itself, and that this prevents them from joining the compact. He requested for N. Kalfas to discuss this situation.
- N. Kalfas described that the timing determines the remedy to this situation. If the addition of an incompatible item is caught before compact legislation is passed, then the state would not be able to join the compact. If compact legislation is passed and the incompatible component is not caught before enactment, then this would become a compliance issue. The state would have to address the incompatible legislation issue in order to meet the uniform entry requirements/ remove any additional requirements before being able to officially join the compact.
- I. Eliassen stated that this situation would be further discussed at an upcoming Compact Administrator meeting and that C. Willmarth would receive additional information at that time.
- N. Kalfas discussed the need to avoid having Executive Committee members as permanent Chairs of subcommittees to support sharing of leadership power across committees. She also stated that temporary representatives could attend committee meetings, but could not vote as committee member roles are elected positions. A temporary representative can vote at full commission meetings as the commissioner role is appointed by each state.

Discussion/Appointments of Committee Chairs for Rules Committee and Training, PR, & Communications Committee

- L. James initiated the discussion of appointment for committee Chairs.
- N. Kalfas stated that the committee could review the current list of committee members and appoint from the list, could request more information about committee members prior to nominating, or could allow the committees to nominate their own Chairs.
- L. James requested for the committee to discuss these options. V. Beauchamp stated that it may be best for committee members to introduce themselves and select their own Chair. T. Black

mentioned that it might be necessary to have a member of the Executive Committee organize the initial committee meetings and then pass leadership on to another member of the committee. N. Kalfas stated that it would be appropriate to elect an interim Chair, and then allow committees to elect their own permanent Chair.

- I. Eliassen stated that appointment of committee Chairs is most essential for Rules Committee and the Training, PR, & Communications Committee at today's meeting.
- L. James asked if there was a motion to elect an interim Chair for the committees.
- **Motion:** T. Black moved that the Executive Committee appoint interim Chairs and then allow the committees to appoint their own leadership thereafter. D. Ward seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- **Motion:** R. Causey-Upton moved that T. Black be nominated as interim Chair for the Rules Committee. M. Anthony seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- **Motion:** R. Causey-Upton moved that L. James be nominated as interim Chair for the Training, PR, & Communications Committee. T. Black seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

Discussion and Adoption of RFP for Secretariat and Executive Director

- L. James called for discussion of the RFPs.
- N. Kalfas stated that we previously reviewed the RFPs at the inaugural meeting. She explained that the committee could review the RFPs in more detail at this current meeting, or could determine that these look acceptable to move forward with and then delegate the actual final revision and posting to the Chair with assistance from CSG and Council. The committee could also table the discussion until the next meeting.
- C. Willmarth expressed that the RFPs were essential to moving the compact forward and he would like to find a way to go ahead and work toward finalizing these before the next meeting. He asked for clarification regarding financial components of the RFPs.
- N. Kalfas explained that the full commission is already aware of the financial components and that these are directed by available funding. The RFPs come directly from the compact and bylaws. She also expressed that the current RFPs are in alignment with other commissions. N. Kalfas also described where RFPs are typically posted for advertisement/hiring purposes.
- M. Anthony requested that the Treasurer be involved with finalizing the RFPs to provide input regarding financial components.
- N. Kalfas and I. Eliassen both expressed that due to open meeting laws, the Treasurer and Chair should not meet together apart from the full Executive Committee to discuss the RFPs. N. Kalfas explained that the Executive Committee could hold a special meeting or the Treasurer and Chair could provide feedback via email. CSG staff and Council could also meet separately with the Treasurer and then separately with the Chair.
- **Motion:** M. Anthony moved that the Executive Director be empowered to approve the RFP for Secretariat in consultation with the Treasurer after a quick review from the Executive Committee. L. James called for a second, and clarified that the motion was for Executive Committee Chair to be empowered to provide this approval. D. Martin seconded the motion. 7 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 October.
- After discussion, the next meeting date was scheduled for October 17th 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 due to no further business to discuss.
- Meeting adjourned at 3:15 pm ET.