



## Occupational Therapy Compact Executive Committee Meeting Minutes

December 12, 2022

### 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

### Members Absent: None

### 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

### Delegates Present:

None

### Member of the Public Present: None

### Welcome/Call to Order

- L. James called the meeting to order at 2.01 pm ET.

### Roll Call

- I. Eliassen called the roll. No members were absent.

### Review and Adoption of the Agenda

- L. James reviewed the agenda and called for a motion to adopt the posted amended agenda.

- **Motion:** R. Causey-Upton moved that the committee adopt the posted amended agenda. D. Ward seconded the motion. 7 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 November 21, 2022 OT Compact Executive Committee Meeting.
- L. James called for a motion to adopt the draft minutes from the November 21, 2022 OT Compact Executive Committee Meeting.
- **Motion:** D. Martin moved that the committee adopt the draft minutes. T. Black seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

### **Committee Reports**

- L. James called on the chairs of the Finance, Rules and Communications Committees to provide updates.
- D. Ward—Finance Committee met on November 30<sup>th</sup> with a focus on opening a banking account for the OT Compact Commission and working on a draft budget. The next meeting is scheduled for January 17, 2023. N. Kalfas provided a letter regarding the status of the OT Compact that will be used to support opening the bank account for the Commission.
- N. Kalfas reported for M. Sobowale—Rules Committee has not met since the last Executive Committee meeting but will meet next week on December 20, 2022 to continue the discussion on the Rule on Definitions.
- M. Anthony—Communications Committee has not met since the last Executive Committee meeting but will meet on January 17, 2023.

### **Website Update**

- I. Eliassen informed the committee that the changes to the website were delayed due to CSG's national conference but should happen this week. Additional updates will be made to the website to further educate the public regarding the progress of the OT Compact Commission. Automatic responses through the Contact form on the website to direct the public to resources (Frequently Asked Questions, OT Compact Map, etc.) will be ready soon. A confirmation to the public that an email was received will also be provided. I. Eliassen is reporting approximately one email per day with questions regarding the OT Compact.

### **RFP Process Update**

- L. James called on I. Eliassen to explain the agenda item.
- I. Eliassen explained that the Compact Commission had received three submissions in response to their RFP and that all three submissions were complete, although the amount of money proposed varied widely. These applications will now go to the Executive Committee for evaluation.
- I. Eliassen explained that the group would not be required to release individual scores or comments, only cumulative scores and an overall explanation of the decision to proceed with an applicant. A blank scoring rubric could also be provided. N. Kalfas explained that CSG ensured that the candidate applications were complete with all required components, but will not be

scoring the applications as this will be completed by the Executive Committee. The Executive Committee will determine candidates for interview, and interviews will be completed by CSG and recorded for the committee to review and determine the final ranking of candidates.

- The group discussed the candidate evaluation form. Minor revisions were recommended.
- L. James called for a motion to adopt the evaluation form as amended.
- **Motion:** D. Ward made the above motion. D. Martin seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- N. Kalfas discussed the MOU between CSG and the Commission for the purpose of escrow services. CSG will serve as trustee for the Commission for initial funds from AOTA while the Secretariat hiring process is in progress. This is necessary due to needing to disperse the funds from AOTA that are allotted for the Commission before their current fiscal year ends. These funds will then transfer to a Commission only account that the Secretariat will open.
- L. James called for a motion to adopt the agreement with minor changes subject to her approval.
- **Motion:** The motion above was made by T. Black. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

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

- L. James called on I. Eliassen and N. Kalfas to discuss the agenda item.
- I. Eliassen explained that the committee was meeting fairly regularly at 2:00 p.m. ET on the second Monday of the month and asked if the group would be comfortable setting that time aside for a recurring meeting. The group agreed. The next meeting is scheduled for January 9<sup>th</sup> at 2 pm.

#### **Meeting Closure**

- L. James asked if there were any final questions or announcements.
- C. Willmarth reviewed states with plans to introduce Compact legislation in 2023, and reported that as many as 10-15 states might introduce or reintroduce this legislation next year.
- L. James reported that the data system used by nursing has been reviewed and discussed with CSG and AOTA. Other data systems are also being explored as potential options for the OT Compact Commission.
- L. James called for adjournment of the meeting.
- **Motion:** M. Anthony made the motion to adjourn. V. Beauchamp seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- Meeting adjourned at 3:02 pm ET.