



## Occupational Therapy Compact Executive Committee Meeting Minutes

February 12, 2024

Name	Member Role	Attendance
Lesly James	Chair	P
Teri Black	Vice Chair	P
Renee Causey-Upton	Secretary	P
Danielle Ward	Treasurer	A
Missy Anthony	Member at Large	P
Vanessa Beauchamp	Member at Large	P
Daniel Martin	Member at Large	P
<b>Total voting members present</b>		6/7 = quorum
Shaun Conway	Ex-Officio – NBCOT	P
Chuck Willmarth	Ex-Officio – AOTA	P
Name	Non-Member Role	Attendance
Nahale Kalfas	Legal Counsel	P
Amanda Perry	Executive Director	P

VOTES						
Name	Agenda	Minutes	ABM Agenda	No item	No item	Adjourn
L. James	Y	Y	Y			---
D. Martin	Y	Y	Y			---
V. Beauchamp	Y	Y	Y			---
D. Ward	---	---	---			---
M. Anthony	Y	Y	Y			---
R. Causey-Upton	Y	Y	Y			---
T. Black	Y	Y	Y			---
<b>TOTALS</b>	6/6 motion passes	6/6 motion passes				Via acclimation

--- indicates member was absent during vote.

## Welcome/Call to Order

- Chair James called the meeting to order at 1:02p CST

## Roll Call

- A. Perry called the roll.
  - 6/7 voting members present = quorum

## Review and Adoption of the Agenda

- Committee reviewed the agenda; Chair James called for a motion to adopt the agenda.
- **Motion:**
  - **T. Black motioned that the committee adopt the agenda as presented.**
  - **D. Martin seconded the motion.**
  - **All voted in favor; no one abstained; motion carried.**

## Review and Adoption of Meeting Minutes

- Committee reviewed the draft minutes from the January 8, 2024 Executive Committee Meeting.
- Chair James called for a motion to adopt the draft minutes.
- **Motion:**
  - **M. Anthony motioned that the committee adopt the draft minutes with no amendments.**
  - **D. Martin seconded the motion.**
  - **all voted in favor; no one abstained; motion carried.**

## Prepare Agenda and Documents for Annual Board Meeting (ABM)

- A. Perry shared a draft agenda for the ABM for the members to discuss.
  - The committee confirmed that the discussion and voting items on the draft agenda are appropriate, only minor edits to the items and times.
  - A. Perry stated that she would adjust the times (outside of this committee meeting) to align with the suggested edits to the agenda.
- A. Perry shared a draft of each of the documents that needs to be voted on during the ABM.
  - Rule on Definitions is approved for a final OTCC vote.
  - Rule on Data System is approved for a final OTCC vote.
  - Bylaw edits are approved for a final OTCC vote.
    - The committee, in a future meeting, will discuss the process to vote on the members-at-large positions. The discussion involved which members will be elected in even years and which member will be elected in odd years.
    - This discussion may evolve to the Elections and Nominations Committee once it becomes active.
  - The committee agreed that these items will not be printed for the ABM since most attendees plan to attend virtually based on a survey sent out by A. Perry last week.
- The committee discussed optimal seating arrangements for the in-person attendees, so the virtual attendees are visually acclimated to who is in the conference room.
- The committee determined that AOTA would send an email to state regulatory/licensing boards and professional associations of states who are not part of the OTC for their awareness of the meeting.
- **Motion:**

- **R. Causey-Upton motioned to approve the ABM agenda with the appropriate time edits.**
- **D. Martin seconded the motion.**
- **All voted in favor; no one abstained; motion carried**

### **Discussion of Upcoming Data System Vendor Interviews**

- A. Perry shared the collaborative process for the vendor interviews with the Joint Commission
  - Chairs of each Executive Committee will ask designated questions to the vendors; the questions will be pre-designated by CSG and shared with the Chairs and EDs ahead of the interviews.
  - Executive Committee members will have the opportunity to ask additional questions should there be any that come up during the interviews.
  - Following the interview on Friday, the Joint Commission, if ready and a quorum is present for each, will vote on a vendor (or to repost the RFP), and on hiring the legal counsel to assist in the contract negotiation process.
  - Assuming a vendor is selected, the hired counsel will work with N. Kalfas to execute an agreement that details the specifics of:
    - The Joint Commissions' agreement to collaborate, including an off-boarding pathway
    - The data system vendors project scope and contract details
    - Other negotiable, non-negotiable details
- **Motion:**
  - **No motion necessary; not a voting item.**

### **Committee Reports**

- Finance Committee = A. Perry provided the update that the Finance Committee's met on February 6, 2024 and discussed the data points needed to make an informed decision about OTC fees. The next FC meeting is April 23, 2024.
- Public Relations Committee = A. Perry shared that the PR Committee will discuss the content for a flyer for the AOTA INSPIRE Conference Booth. The next meeting is February 20, 2024.
- Executive Committee = Chair James reminded the EC members of the Joint Commission Executive Committee vendor interviews on February 14 & 16; she encouraged a quorum to attend. The next EC meeting is March 11, 2024.
- Rules Committee = T. Black shared that the Rules Committee has been actively working to ensure that the draft rules were prepared in time to be voted on during the OTCC ABM in March. The next RC meeting is March 19, 2024.
- Elections & Nominations Committee = not yet active; the Executive Committee suggested that the EN Committee become active before elections in August 2024.
- Compliance Committee = not yet active; plans to become active in April 2024.

### **Questions and Comments**

- Chair James opened the floor for further questions or comments from attendees.
- No further discussions noted.

### **Meeting Closure**

- **Meeting adjourned by acclamation at 2:51p CST**