



## Occupational Therapy Compact Executive Committee Meeting Minutes

September 9, 2024

Name	Member Role	Attendance
Lesly James	Chair	P
Teri Black	Vice Chair	P
Renee Causey-Upton	Secretary	P
Danielle Ward	Treasurer	P
Missy Anthony	Member at Large	P
Vanessa Beauchamp	Member at Large	P
Vacant	Member at Large	Vacant
<b>Total voting members present</b>		6/6 = 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
Isabel Eliassen	Council of State Governments	P
Unnamed	Public Member	P

VOTES							
Name	Agenda	Minutes	OTC Fee	No voting item	No voting item	No voting item	Adjourn
L. James	Y	Y	Y	---	---	---	Via acclimation
V. Beauchamp	Y	Y	Y	---	---	---	
D. Ward	Y	Y	Y	---	---	---	
M. Anthony	Y	Y	Y	---	---	---	
R. Causey-Upton	Y	Abstain	Y	---	---	---	
T. Black	Y	Y	Y	Y	Y	---	
Vacant	---	---	---	---	---	---	
<b>TOTALS</b>	6/6 motion passes	5/6 motion passes	6/6 motion passes				

--- indicates member was absent during vote or there was no voting item for that column.

## Welcome/Call to Order

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

## Roll Call

- A. Perry called the roll.
  - 6/6 voting members present = quorum at roll call
  - 8/8 total members present at role call

## Review and Adopt Agenda

- Chair James reviewed the agenda and called for a motion to approve it as presented.
- **Motion:**
  - **R. Causey-Upton motioned to adopt the agenda as presented.**
  - **T. Black 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 August 12, 2024 Executive Committee meeting.
- Chair James called for a motion to adopt the draft minutes as written.
- **Motion:**
  - **V. Beauchamp motioned that the committee adopt the minutes with no amendments.**
  - **D. Ward seconded the motion.**
  - **5 voted in favor; 1 abstained; motion carried.**

## Updates

### Data System Update (from I. Eliassen, CSG)

- I. Eliassen provided updates on the development of Compact Connect (data system)
- Anticipated timeline:
  - April 2025: states obtain secure login credentials and begin onboarding, inputting data
  - April – August: public lookup and adverse action features will operationalize
  - August 2025: professionals can obtain privileges to practice
- I. Eliassen provided a demonstration of state admin login process and data displays
- Q: What has the process been like regarding working with the developers and their responsiveness?
  - A: I. Eliassen has daily meetings with Inspiring Apps (IA), the developers; issues are resolved quickly; IA has a complete understanding of compacts and is excited to be working on this project; been a positive experience thus far.
- Q: How often will states upload data?
  - A: Minimum of 1x/week (according to legislation); can do more often as desired.
- Q: What data is to be shared by states?
  - A: Two options:
    - a. States can upload data related to all eligible licensees, or
    - b. States can upload data related only to licensees interested in the compact.
  - All required data (based on rule) for licensees will be uploaded to receive privileges to practice.

- Q: Will the OTC fee apply only to applicants seeking a privilege to practice? Or, will the fee apply to anyone whose information goes into the data system?
  - A: The OTC fee only applies to those seeking a privilege to practice.
- Q: What do states need to do to be prepared to upload all data information?
  - A: Two part answer
    - a. I.T. capabilities for integrating state licensing system into data system; CSG/IA created a checklist for onboarding states and will send the resource to state admins
    - b. Legal barriers exist in some states who do not have the ability to share personal data; will need to be addressed by state board administrators and legal counsels before integration can occur.
- Q: Does the OTC legislation mitigate the legal concerns (see question above)?
  - A: No, the OTC legislation is not enough to overcome this barrier even though compact law supersedes state laws; this will be best addressed through relationship-building and effective communication from OTC to states
- Q: What technical options do states have to upload data?
  - A: Two options:
    - a. CSV file (manual uploads)
    - b. Integrated automatic upload technology (system to system)
- Q: Is the timeline set, or might it change?
  - A: It is pretty established, but there is a possibility that things could fluctuate based on differing priorities that come up or complexities of state integration.
- M. Anthony complimented the effectiveness and efficiency of the data system development among the Joint Compact Commissions. Things are going well, and the group works well together.

### **State Updates**

- No new states joined the OTC since the last meeting

### **Commissioner Updates**

- Maryland appointed Michelle Bianchi to the OTCC to replace Daniel Martin.
- Colorado appointed Zen Mayhugh to the OTCC to replace Nate Brown.
- Vermont has not made an appointment yet; they cannot vote until July 1, 2025.
- Member-at-large vacancy on the OTCC EC is the first order of business for the Elections and Nominations Committee which begins meeting in October.
- **Motion:**
  - **Updates on relevant topics; no voting items**

### **Fee Setting Discussion**

- OTCC Finance Committee (FC) recommends a fee of \$75/privilege to practice.
- OTCC FC Chair, Danielle Ward, facilitated the discussion regarding the recommended fee amount.
- A. Perry displayed a chart of known/unknown OTCC expenses to date.
- FC Chair Ward explained that the recommendation is based on the following criteria:
  - Known OTCC expenses
  - Unknown/anticipated OTCC expenses
  - Median cost of state licenses (defensible starting point)

- Unknown number of privileges to be issued
- Consideration of potential privilege to practice fees that states may charge
- Potential to reduce the fee in the future as opposed to needing to increase it.
- Potential to offer a tiered fee structure when obtaining 2+ privileges to practice.
- Q: Was there any consideration of states that have varying renewal cycles (ex: 1 year or 3 year)?
  - A: That is important information, but it was not a factor in the fee setting discussion because it applies to so few states. The fee setting discussion was largely focused on OTCC sustainability.
- **Motion:**
  - **M. Anthony motioned that the committee accept the fee of \$75/privilege to practice and move it to the Rules Committee for promulgation.**
  - **V. Beauchamp seconded the motion.**
  - **all voted in favor; no one abstained; motion carried.**

### Committee Reports

- Finance Committee = D. Ward stated that the next priority for the FC is choosing a credit card processing vendor (joint decision with the Joint Compact Commission) and securing cybersecurity insurance.
- Public Relations Committee = A. Perry shared that she, Chair James, and Rules Chair, Claire Covert-Bybee, are prepared to present during the NBCOT State Leadership Forum on the afternoon of Sept. 11, 2024. A. Perry is presenting on behalf of FC Chair Ward; Chair James is presenting on behalf of Public Relations Committee, Chair Daly.
- Rules Committee = T. Black shared that the Rules Committee cancelled the July and August meetings; will meet on September 17, 2024 prioritizing the promulgation of the OTC Fee rule that was approved in today's meeting.
- Elections & Nominations Committee = meets for the first time on October 28, 2024; will elect officers and determine pathway to fill the EC Member-at-large vacancy.
- Compliance Committee = meets for the first time on October 16, 2024; will elect officers.

### Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
  - C. Willmarth asked if the request letter had been sent to AOTA for time on their November board meeting agenda to request FY25 funding. A. Perry shared that the letter is set to be signed by Chair James and will be sent this afternoon.
  - A. Perry shared that the EC's Oct/Nov 2024 meeting dates both fall on state holidays (Columbus and Veterans' Day); need to reschedule; the EC requested a poll be sent to the committee to determine one meeting date to replace the two conflicting dates. A. Perry will choose dates with Chair James to use for the poll options.
- Chair James opened the floor for public comments.
  - No comments.

### Meeting Closure

- Meeting adjourned by acclamation at 2:12p CST