

**Occupational Therapy Compact Commission
Public Relations Committee
Meeting Minutes – October 21, 2024**

Name	Attendance	VOTES			
		Agenda	Minutes from 8.19.24	---	Adjourn
Chris Daly, Chair	P	Y	---		Y
Missy Anthony	A	---	---		---
Lesly James	A	---	---		---
Kathy Weed	P	Y	---		Y
Lise Faulise	P	Y	---		Y
Totals	3/5 Quorum Present	3/3 Motion passes	Vote tabled until 12.16.24 meeting	No item for vote	3/3 Motion passes

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Shaun Conway	Ex-Officio Member	NBCOT

Welcome/Call to Order

- Chair Daly welcomed the attendees and called the meeting to order at 10:04a CST.
- Chair Daly facilitated introductions since there is a new member attending.

Roll Call

- A. Perry called roll. 3/5 voting members attending. A quorum was present.

Review and Adoption of the Agenda

- Chair Daly reviewed the agenda and called for a motion to approve it.
- **Motion:**
 - K. Weed motioned to adopt the agenda as presented.
 - C. Daly seconded the motion.
 - All voted in favor; no one abstained; the motion carried.

Review and Adoption of the Minutes

- A. Perry displayed the 8.19.24 minutes for members to see.
- Chair Daly noted that only one person attending today's committee meeting attended the last meeting. Two people would need to abstain from voting, leaving only one person attending who could vote with confidence.
- **Motion:**
 - **Chair Daly motioned to table the vote on August 19, 2024 OTCC Public Relations Committee minutes until more members who were present at that meeting are able to attend/vote.**
 - **K. Weed seconded the motion.**
 - **All voted in favor; no one abstained; the motion carried.**

Messaging to States

- A. Perry displayed the template that the Compliance Committee is using to conduct state-by-state research of information available on states' websites related to: OTCompact website, FBI CBC status, Continuing Education requirements, and jurisprudence exam requirements.
- A. Perry requested that the OTCC PRC brainstorm ideas on how to communicate/message to states when their information is not easy to locate or unavailable altogether. The message should be non-punitive and encouraging. Bring ideas to the 12.16.24 OTCC PRC meeting.
- Q: Should states have their compact fees on the website yet?
 - A: It may be too early for that. Better for OTCC to vote the recommended \$75 OTC Administrative Fee so states can use that as a base amount (if they'd like) to set their state fees. However, if states have already set their state compact fees, that is fine.
- Q: Should FBI CBC messaging to states be separate (more thorough) than the other topics for messaging?
 - A: It can be lumped together because the states do not have consistent reasons why they have challenges; not a one-size-fits-all message to separately communicate; they should be aware that it's something they need to be diligently working on to implement so they can onboard to Compact Connect when it's time.
 - OTC states completed a survey in August that indicates about 50% of OTC states can require FBICBCs either because of existing state legislature or because the OTC legislation is sufficient for that purpose.
- **Motion:**
 - No motion; no vote; discussion only

Regular Communications (feedback, suggestions)

- Review draft FY24 Annual Report
 - A. Perry displayed the current working draft of what has been completed for the report
 - Feedback from PRC:
 - PRC likes the quarterly timeline for transparency
 - Suggestion to add language indicating it is contingent on states' readiness
 - Suggestion to add language reminding practitioners that they must have a license or OTC privilege to practice in the state where their patient is located.

- PRC likes the list of states' statuses in implementing the OTC, including those not in the OTC yet.
 - Suggestion: develop messaging that explains the "behind-the-scenes" processes taking place to ensure accurate, efficient, and effective state onboarding to Compact Connect.
 - This messaging should be widely shared across organizations, platforms, and media.
- Quarterly Newsletter: Oct. 2024 | Issue I (sent to state admins and OTCC on 10.9.24)
 - Feedback from PRC:
 - Suggestion to add the number (ex: 31) near the map of states for a quick reference of how many states are in the OTC
 - Visibly inclusive, no major color contrasts, simple font, nice spacing
 - Consider adding the newsletter to the "news" tab on the OTC website
 - A. Perry will add this to the queue of website updates that will occur after the transition to the .GOV URL.
 - Redact the "office hours" information when added to the website; those times are allotted for state admins and commissioners to get support during their preparation and onboarding to OTC and Compact Connect.
- Office Hours
 - A. Perry indicated that there are trickles of attendees but always good conversations during those times
- Linked In
 - A. Perry requested ideas for what types of posts to make; account is created but no posts
 - L. Faulise indicated that she can help brainstorm ideas in a separate meeting with A. Perry
 - Consider creating stage "interviews" of FAQs (use Pow Toons if subscribing)
 - Consider using content that is already created (website, newsletter, one-pagers, annual reports) instead of creating new content; just use what exists since it's approved by the EC anyway
 - Before posting, give N. Kalfas (OTCC Counsel) visibility for feedback
- **Motion:**
 - No motion; no vote; discussion only

Discussions and Public Comment

- PRC member comments: A. Perry displayed the "state onboarding checklist" created by CSG to assist OTC states in preparing to onboard to Compact Connect. This was just visibility to the PRC as a communication going out to state admins and commissioners, although not created by the OTCC.
- A. Perry encouraged constructive and positive feedback to ensure what is drafted is relevant and comprehensible; she acknowledged that she neither had state admin or practitioner perspectives when creating content
- No public comments noted

Meeting Closure

- K. Weed motioned to adjourn at 11:25a CST
- L. Faulise seconded the motion
- All voted in favor, no one abstained, motion carried – meeting adjourned as motioned