**Proposed Transition Plan: OT Compact Operations**

The following will be completed during the inaugural OT Compact Commission Meeting:

Internal procedures and policies

* Review and adopt code of conduct forms
* Discuss and adopt by-laws
* Adopt Rule on Rulemaking
* Discuss future rules for consideration
* Discussion of committees’ structure and function
* Election of OT Compact Executive Committee
* Discuss dates of first Executive Committee and Rules Committee meetings
* Request for committee participants

Introductions and Commission Personnel

* Introduce State Commissioners and Ex-Officio Commissioners
* Governance and legislative review
* Discuss OT Compact Commission finances
	+ Receipt of Funding Letters
* Discuss and vote on transition plan
* Discuss interim legal counsel
* Discuss RFP for secretariat services and timeline
	+ Interim Secretariat and legal services required beyond Oct. 1, 2022 shall be reimbursed by the Commission through the existing contract between AOTA and CSG to support the enactment of the OT Compact.
* Role of CSG for OT Compact Commission
* Role of CSG under the current contract in support of the joint initiative of the American Occupational Therapy Association (AOTA) and the National Board of Certification in Occupational Therapy (NBCOT)
* State level technical assistance
* State legislative technical assistance
* Legal services
* Continued outreach on status of state enactments of the OT Compact
* Continued maintenance of OT Compact website
* Temporary secretariat services

Subsequent meetings of the OT Compact Commission and Executive Committee will consider the following items for action:

* Discuss additional rules and policies
* Develop MOU for financial support
* Develop and approve budget, including but not limited to the following items: staff salaries, benefits, travel, meetings, postage, secretariat services, legal services, and insurance.
* Select secretariat for OT Compact Commission
* Discuss OT Compact Commission data system