



Occupational Therapy Compact Executive Committee Meeting Minutes

November 21, 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:

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
Carl Sims, CSG

Delegates Present:

Michael Sobowale Virginia

Member of the Public Present:

Matt Grayson

Welcome/Call to Order

- T. Black called the meeting to order at 2:08 pm ET.

Roll Call

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

Review and Adoption of the Agenda



- L. James reviewed the agenda. I. Eliassen added that the amended agenda did not include committee updates and that item would need to be added
- L. James called for a motion to adopt the agenda as amended.
- **Motion:** V. Beauchamp moved that the committee adopt the agenda as amended. T. Black 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 October 17, 2022 OT Compact Executive Committee Meeting.
- L. James called for a motion to adopt the draft minutes from the October 17, 2022 OT Compact Executive Committee Meeting.
- **Motion:** D. Martin moved that the committee adopt the draft minutes. D. Ward seconded the motion. 6 members voted in favor, 0 opposed, and 1 abstained (V. Beauchamp due to being absent from the 10/17/2022 meeting). 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 had their first meeting and discussed the draft budget for the OT Compact. The Finance Committee had discussion regarding the cost of the technology needed for implementation of the OT Compact.
- T. Black- Rules Committee met twice and sought nominations for Chair. M. Sobowale was nominated and elected as the Chair for the Rules Committee to replace the Interim Chair, T. Black. The Rules Committee reviewed their committee rules and discussed the need to make changes to the Tier 1 rules to meet the needs of the OT Compact.
- M. Anthony- Communications Committee met and is seeking a non-Executive Committee member to Chair the committee. M. Anthony is currently serving as Interim Chair until they are able to locate a Chair outside of the Executive Committee. Discussed communication needs for the OT Compact and working to create an auto response to point individuals to areas of the website for answers to common questions. The Communications Committee discussed the need for an effort to create consistent messaging and training for sharing by utilizing existing approved materials such as the informational PowerPoint that was jointly created by AOTA, NBCOT and CSG.

Appointment of Rules Committee Chair

- T. Black reported that the Rules Committee recommended M. Sobowale for appointment as Chair for the Committee. I. Eliassen added that the recommendation was unanimous.



- M. Sobowale told the Committee he would be excited to serve as Rules Committee Chair and would look forward to the work.
- L. James called for a motion to appoint M. Sobowale as Rules Committee Chair.
- **Motion:** T. Black made the above motion. R. Causey-Upton seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

Approval of Changes to Mailing List System and Email Update

- L. James called on I. Eliassen to explain the agenda item.
- I. Eliassen explained that in conjunction with discussions of the Communications Committee, setting up an automatic response email that directed interested parties to various pages on the website that may answer their questions. This is to help familiarize website visitors with the different pages of the website. I. Eliassen explained that a vote was requested on this issue so the motion could be formally logged in meeting minutes, and that ideally final approval of minor changes would be delegated to the Chair.
- **Motion:** M. Anthony made the above motion. V. Beauchamp seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

Approval of RFP Assessment and Interview Process

- L. James called on I. Eliassen to explain the assessment and interview process documents.
- I. Eliassen stated that the documents were only a starting point and that the committee could revise the documents as desired.
- The group discussed the document and made minor edits. The committee discussed whether the assessment documents would be public record if utilized by all committee members. N. Kalfas recommended that the committee wait to finalize and approve the documents for committee use until these could be further reviewed by Human Resources.
- L. James called for the committee to table the motion to approve the assessment and interview process for Executive Committee members until the December Executive Committee meeting.
- C. Willmarth asked how the committee would proceed if there were a limited number of applicants that are not of sufficient quality. C. Sims explained that the OT Compact Commission has the authority to reject proposals that may not be appropriate and to reopen the position for applications if needed. N. Kalfas stated that the committee could also extend the deadline for applications if needed to secure more applicants.
- L. James called for a motion to approve the assessment and interview process as amended for use by CSG, and to delegate any final changes to her.
- **Motion:** M. Anthony made the above motion. T. Black seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

Data System Update



- L. James called on I. Eliassen and N. Kalfas to discuss the agenda item.
- I. Eliassen explained that this agenda item relates to the draft survey of questions to ask compact member states, and one for potential IT vendors for the compact's data system.
- N. Kalfas stated that other data systems, such as from the nursing compact, are based on a sliding scale cost determined by the number of licensees. This discussion will be continued at the December meeting.

Meeting Closure

- L. James asked if there were any final questions or announcements.
- I. Eliassen stated that the next Executive Committee meeting is on December 12th at 2:00 pm.
- L. James called for adjournment of the meeting.
- **Motion:** R. Causey-Upton made the above motion. D. Ward seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- Meeting adjourned at 3:11 pm ET.