



Occupational Therapy Compact Executive Committee Meeting Minutes

January 9, 2023

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

Members Absent:

Member-at-Large	Daniel Martin	Maryland
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Ex-Officio Delegates Present:

Chuck Willmarth, AOTA

Ex-Officio Delegates Absent:

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
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Member of the Public Present:

Caitlin Cornish

Welcome/Call to Order

- L. James called the meeting to order at 2:03 pm ET.

Roll Call

- I. Eliassen called the roll. All committee members were present.

Review and Adoption of the Agenda

- L. James reviewed the agenda and called for a motion to adopt the agenda.
- N. Kalfas stated that the Secretariat Applicants Discussion portion of the agenda would need to move into closed session.
- **Motion:** M. Anthony moved that the committee adopt the posted amended agenda with closed session for the Secretariat Applicants discussion, reordering of the agenda to move discussion of the Secretariat earlier in the meeting. D. Ward seconded the motion. 6 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- **Motion:** M. Anthony moved that the committee allow reordering of the agenda by the Chair at future meetings without further need for a vote. D. Ward seconded the motion. 6 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 December 12, 2023 OT Compact Executive Committee Meeting. The committee had discussion to clarify the member who made the motion to approve the MOU between CSG and the Commission for the purpose of escrow services. T. Black clarified that she made this motion.
- L. James called for a motion to adopt the draft minutes as amended to reflect the motion being made by T. Black.
- **Motion:** V. Beauchamp moved that the committee adopt the draft minutes as amended. R. Causey-Upton seconded the motion. 6 members voted in favor, 0 opposed, and 0 abstained. 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 did not meet in December. The Committee will meet again on January 18, 2023. The Committee will focus on a draft of the budget and information regarding the IT System. D. Ward is reaching out to multiple banks regarding opening an account for the OT Compact Commission. N. Kalfas provided further clarification regarding the process for selecting and opening the bank account and the MOU with AOTA.
- M. Sobowale—Rules Committee met on December 20, 2022 with a focus on discussion of the Rule on Definitions. M. Sobowale reports that the Committee will meet again later in January.
- M. Anthony—Communications Committee will meet on January 17, 2023 to clarify the priorities of the Committee and to seek a chair that is not on the Executive Committee. The Committee did not meet in December.

Secretariat Applicants Discussion

- L. James stated that the group would discuss secretariat applicants.
- V. Beauchamp is current president of a national association which has entered into an MOU with CLEAR Association Management Services. Therefore, she will abstain from discussion/vote regarding this applicant.

- N. Kalfas stated that it would be appropriate to move into a closed session due to Section 8.E (d) and potentially (f) from the Compact. N. Kalfas stated that ex officio members may enter closed session, but cannot vote.
- L. James called for a motion to move into closed session.
- **Motion:** M. Anthony moved that the committee go into closed session. T. Black seconded the motion. 6 members voted in favor, 0 opposed, and 0 abstained. The motion passed and the committee moved to a closed discussion at 2:35.
- The committee discussed the secretariat applicants.
- D. Ward left the meeting at 3:00 pm.
- The committee discussed planning for a special meeting the week of January 23, 2023 for further discussion of applicants. The rest of the agenda would be tabled until the next monthly meeting. I. Eliassen will email committee members to finalize the date of the special meeting.
- **Motion:** R. Causey-Upton moved that the committee return to open session. T. Black seconded the motion. 5 members voted in favor, 0 opposed, and 0 abstained. The motion passed.
- The committee exited closed session.

Meeting Closure

- Hearing no further business, L. James called for adjournment of the meeting.
- Meeting adjourned at 3:15 pm ET.