



Occupational Therapy Compact Finance Committee Meeting Minutes

February 15, 2023

Committee Members Present:

Danielle Ward, Chair
Missy Anthony
Hollie Simpson
Vonda Malnikoff

Committee Members Absent

Lesly James, ex-officio

Executive Committee Ex-Officios Present

Shaun Conway, NBCOT

Legal Counsel Present:

Nahale Kalfas, Council of State Governments (CSG)

CSG Staff Present:

Isabel Eliassen, CSG

Members of the Public Present

Caitlin Cornish
Ray Mollers, EMS Compact Executive Director

Welcome/Call to Order

- D. Ward called the meeting to order at 1:01 p.m. ET

Roll Call

- I. Eliassen called the roll. L. James was absent.
- R. Mollers, the EMS Compact Executive Director, introduced himself.

Review and Adoption of the Agenda

- D. Ward overviewed the agenda and called for a motion to adopt the agenda.
- **Motion:** H. Simpson motioned that the committee adopt the agenda. M. Anthony seconded the motion. All present voted in favor.

Review and Adoption of the Minutes

- D. Ward reviewed the minutes from the previous meeting and called for a motion to adopt them.
- **Motion:** M. Anthony motioned that the committee adopt the minutes. H. Simpson seconded the motion. All present voted in favor.

Discussion of Potential Draft Budget

- D. Ward invited Ray Mollers to weigh in on the update draft budget.
- The committee discussed the workload balance between the secretariat and executive director, the cost versus functionality of the website, and the cost of the database. The current cost of the database (\$50,000) was noted as particularly low.
 - While R. Mollers believes the cost will be lower than what the EMS compact paid for a database, the current number was too low.
- R. Mollers suggested that the cost of onboarding states to the data system would be on average \$3000 with annual \$2500 maintenance. The organization Image Trend helped with the onboarding.
- S. Conway asked for R. Mollers's advice regarding reassuring the states that the compact's benefits outweigh its costs. R. Mollers shared that showing others what an effective system the compact database is for public safety and saving time for administrators. In addition to boards, other advocacy groups such as associations can help with legislative support for the compact.
- R. Mollers noted that the committee might want to add an item for travel—EMS has about \$15,000 budgeted in that category in case of needing to meet with states.
- The annual meeting for the EMS Compact is co-located with NASEMSO (National Association of EMS Officials). Sometimes, if co-location could not occur, they would use a government building to reduce costs. The EMS Compact expects states to pay for travel to the annual meeting.
- N. Kalfas added that based on budgets for other compact commissions, the legal fee number would need to increase to \$50,000.
- R. Mollers stated that additional costs included laptop, software, and cell phone, and would likely add board management software in the future.
- H. Simpson asked when the OT Compact Commission would announce a fee structure; her state Board has been inquiring. S. Conway explained how it was done in PT (\$45 fee to the commission, plus a similar fee from the state granting the privilege).
- D. Ward asked R. Mollers if he had any other "takeaways" from his experience. Takeaways included:
 - Educating each stakeholder group early
 - Database buildout and fine-tuning functionality
 - Trial and error with software and communications solutions (Zoom, Quickbooks, etc.)
- M. Anthony asked R. Mollers at what point in the EMS Compact process did they adopt a formal budget. R. Mollers explained that EMS was operating with a "fixed income" budget for quite a while, before their revenue.
- R. Mollers noted that the funder (certification organization) provides the funds to the EMS Compact's CPA firm, the CPA involvement is a legal requirement based on their statute, to review reports. The group is debating engaging an outside CPA firm to do a second review.

Meeting Closure

- Hearing no further discussion, D. Ward called for a motion to adjourn.
- **Motion:** M. Anthony motioned that the meeting be adjourned. D. Ward seconded the motion. All present voted in favor. The meeting was adjourned at 2:12pm ET.