



Occupational Therapy Compact Finance Committee Meeting Minutes

April 4, 2023

Committee Members Present:

Danielle Ward, Chair
Missy Anthony
Vonda Malnikoff

Committee Members Absent

Lesly James, ex-officio
Hollie Simpson

Executive Committee Ex-Officios Present

Shaun Conway, NBCOT
Chuck Willmarth, AOTA

Legal Counsel Present:

Nahale Kalfas, Council of State Governments (CSG)

CSG Staff Present:

Isabel Eliassen, CSG
Carl Sims, CSG

Members of the Public Present

Caitlin Cornish

Welcome/Call to Order

- D. Ward called the meeting to order at 2:01 p.m. ET

Roll Call

- I. Eliassen called the roll. L. James and H. Simpson were absent.

Review and Adoption of the Agenda

- D. Ward overviewed the agenda and called for a motion to adopt the agenda.
- **Motion:** M. Anthony motioned that the committee adopt the agenda, amended to reflect that the ASMI Contract was not a voting item. V. Malnikoff seconded the motion. All present voted in favor and the motion carried.

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. V. Malnikoff seconded the motion. All present voted in favor and the motion carried.

Discussion of Contract with ASMI

- ASMI was willing to cap cost of ED at \$150,000. They also accepted N. Kalfas's other requested revisions, including adjustments to the cost of living increase. N. Kalfas is currently reviewing the version with the accepted revisions, and L. James will also review the contract.
- C. Sims showed that what expenses ASMI included in its management fee and expenses that were not included.
- N. Kalfas stated that the group would not need to vote as they did not read the contract but they could speak in opposition based on the summary. No one present spoke in opposition.

Discussion of Potential Draft Budget

- D. Ward overviewed the draft budget.
- C. Willmarth clarified that some of the money from AOTA for FY1 had already been sent to CSG to pay for the cost of acting as interim secretariat. The amount for the second quarter would still need to be calculated.
- The group agreed that it seemed that technology expenses such as Zoom were already covered under the ASMI fee.
- The group discussed the budget for printing. I. Eliassen stated that this cost was primarily to print packets for annual meeting attendees.
- The group agreed that the estimates for insurance seemed acceptable.
- Based on costs from the past year and improved projected costs, the group adjusted the amount budgeted for legal fees. Legal fees related to legislative issues for the compact would continue to be covered under a CSG contract with AOTA.
- The group discussed travel costs and the annual meeting.
 - M. Anthony recommended decreasing the funds allocated to travel. D. Ward mentioned that the commissioners would need to have their travel to the annual meeting covered. C. Sims added that the compact required member states to cover the cost of the commissioner attending the annual meeting.
 - S. Conway emphasized the need for a hybrid meeting option. M. Anthony said that the PT Compact had hybrid annual meetings.
 - M. Anthony recommended that the annual meeting be held online due to costs. I. Eliassen stated that the inaugural meeting of the commission was held fully online.
- The group discussed how to best represent the cost of the data system in the budget.
 - V. Malnikoff stated concern with presenting a balanced budget, which would be misleading as the cost of the database is not accounted for. M. Anthony agreed with those concerns.
 - Additionally, the group discussed that states would need lead time to budget for state fees, if those were to be added, and the cost of compact privileges was still unknown.

- C. Willmarth stated that using data to forecast or build revenue models could be helpful in the future, especially as a permanent secretariat took on a role.
- D. Ward asked about the best way to show the potential imbalance in the budget without having a number to fill in for the data system. D. Ward suggested that she could create a supporting document to clarify all of these concerns.
- **Motion:** M. Anthony motioned that the budget be approved for forwarding to executive committee for review and approval pending the adjustments based on AOTA's payments to CSG for acting as interim secretariat, with D. Ward approved to make the final adjustment (splitting the difference between the database and IT budget line items), and with D. Ward granted the ability to clarify and edit the notes section of the budget, keeping in mind that some items are unknown and could put the compact in a state of deficit. All present voted in favor of the motion and the motion carried.

Meeting Closure

- Hearing no further discussion, D. Ward called adjourned the meeting by declaration. The meeting adjourned at 3:34 pm ET.