



Occupational Therapy Compact Executive Committee Meeting Minutes

March 13, 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
Member-at-Large	Daniel Martin	Maryland

Members Absent: None

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

Members of the Public Present: None

Welcome/Call to Order

- L. James called the meeting to order at 2:01 pm ET.

Roll Call

- I. Eliassen called the roll. 1 member was absent, but arrived later in the meeting during review of the February draft minutes.

Review and Adoption of the Agenda

- L. James reviewed the agenda and called for a motion to adopt the agenda.
- **Motion:** D. Martin moved that the committee adopt the posted agenda. M. Anthony 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 February 13, 2023 OT Compact Executive Committee Meeting.
- L. James called for a motion to adopt the draft minutes.
- **Motion:** M. Anthony moved that the committee adopt the draft minutes. D. Ward seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

Committee Reports

- L. James called on the chairs of the Finance and Rules Committees to provide updates.
- D. Ward—Finance Committee met with R. Mollers, a representative from the EMS Compact, regarding data systems; the representative provided an overview of their experience using the Nursing Compact data system. Finance Committee was scheduled to meet again on March 15th, but the meeting will be pushed back to allow more time for getting finalized information from ASMI to update the proposed budget accurately.
- M. Sobowale—Rules Committee has finished discussing the rule on definitions and is now working on the data system requirements. Licensure has been further discussed and defined to clarify that this term refers to full licensure, and not a temporary license in regards to the OT Compact. On March 21st, the Committee will vote on proposed definitions.

Secretariat Contract Update and Discussion and Vote on ASMI's Contract for Provision of Secretariat and Executive Director Services

- N. Kalfas explained that ASMI offered to provide a Secretariat and co-house an Executive Director, but that the cost would increase and would be variable based on services rendered. ASMI is requesting a 3-year initial term, as stated in the RFP.
- N. Kalfas provided a summary of the revised RFP from ASMI that would include both the Secretariat and Executive Director roles. The full document cannot be shared with the entire Executive Committee due to being classified as intellectual property. The updated quote is now \$175,000. N. Kalfas and CSG will continue negotiations with ASMI, such as to recognize that not all Executive Director duties will need to be performed immediately and some in the RFP may not be needed at all. ASMI is open to negotiate cost based on these considerations.
- **Motion:** M. Anthony made a motion to authorize CSG and N. Kalfas, in consultation with Chair James, to continue negotiation with ASMI to procure a contract that includes both Secretariat and Executive Director. D. Martin seconded the motion. 7 members voted in favor, 0 opposed, and 0 abstained. The motion passed.

Legal Counsel Engagement Letter

- N. Kalfas gave an overview of her services should the commission choose to continue working with her independently following transition from CSG to a hired Secretariat and Executive Director. N. Kalfas entered the Zoom waiting room for the committee to have discussion.

- After discussion, the Committee decided to procure additional information from N. Kalfas (i.e. average work hours, etc.) for further discussion and vote at the next meeting. N. Kalfas returned from the Zoom waiting room.

Re-Schedule April Meeting

- I. Eliassen mentioned that L. James may have a conflict during the next meeting and proposed meeting Friday, April 14 at 2:00 p.m. L. James reported that the original time conflict has been resolved, and the April meeting will be on April 10 at 2:00 p.m. as originally scheduled.

Questions and Comments

- L. James asked for additional questions. None were brought forward.

Meeting Closure

- Hearing no further business, L. James called for adjournment of the meeting.
- Meeting adjourned at 3:30 pm ET.