



Occupational Therapy Compact Executive Committee Meeting Minutes

May 1, 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

Members Absent:

Member-at-Large	Vanessa Beauchamp	Missouri
Member-at-Large	Daniel Martin	Maryland

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: None

Members of the Public Present: None

Welcome/Call to Order

- L. James called the meeting to order at 2:02 pm ET.

Roll Call

- I. Eliassen called the roll. Two members were absent.

Review and Adoption of the Agenda

- L. James reviewed the agenda and called for a motion to adopt the agenda.
- **Motion:** T. Black moved that the committee adopt the posted updated agenda. M. Anthony seconded the motion. All members present 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 March 13, 2023 OT Compact Executive Committee Meeting.
- L. James called for a motion to adopt the draft minutes.
- **Motion:** R. Causey-Upton moved that the committee adopt the draft minutes. D. Ward seconded the motion. All members present 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 finalized a proposed draft budget for the Executive Committee to discuss for possible vote at today's meeting. The committee had their last meeting in March. Several items are still unknown/being reviewed, but the budget is current based on what is currently known.
- The executive committee decided to wait to hear report for this committee at the regularly scheduled meeting on May 8.
 - T. Black made a motion to table the Rules Committee report until the May 8th meeting. R. Causey-Upton seconded the motion. All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.
- N. Kalfas reported on behalf of C. Daly that the Communications Committee finalized their PowerPoint, discussed the update letter, and talked to ASMI about future points of collaboration. ASMI is able to assist with communications through resources such as a video presentation to communicate to the public information regarding the OT Compact.
 - C. Willmarth discussed the new timeline for the OT Compact to be operational is mid-late 2024. He spoke with many individuals at an information booth at the AOTA Inspire Conference who were interested in and excited about the OT Compact.
 - C. Willmarth, Chair James, and S. Conway presented a session at the AOTA Inspire Conference to provide current information about the OT Compact to attendees.

Secretariat Contract Updates

- L. James provided an update on the contract with ASMI. The contract had been signed by L. James at the beginning of last week. The contract will take effect in June 2023, with some transitional work beginning now. ASMI hopes to present their candidate for Executive Director at the May 8th Executive Committee meeting if possible.

NBCOT Data System Proposal

- L. James approached NBCOT to ask if NBCOT would be able to provide a shell database for the OT Compact. AOTA was also aware of the discussions. S. Conway reports that NBCOT supports

providing a shell that would include the field names from NBCOT's database system to meet the needs of the work of the OT Compact Commission but would not include any data. The Director of IT is willing to add more data fields if needed to support the OT Compact. NBCOT's leadership has agreed to make this shell available to the OT Compact Commission at no cost in order to expedite the process of making the OT Compact operational. S. Conway reported that the NBCOT database does not currently interface directly with each of the other state regulatory boards. However, the system has the scalability to do so and this interfacing can be added per the IT consultants from NBCOT.

- C. Sims reported that USDR could assist with developing the RFP for building out and providing maintenance support to the data system once the shell is copied from NBCOT.
- M. Anthony discussed continuing to explore the option of working with NBCOT to copy a data system shell, but to also continue pursuing other options as well for a data system to ensure that the Commission has explored all options.
- Discussion of the Executive Committee was to continue the conversation with NBCOT in collaboration with USDR regarding the feasibility of moving forward with NBCOT's proposal to copy the shell of their data system, prior to moving forward with the actual copying of the system.

Review and Vote on Proposed Draft Budget*

- L. James called on D. Ward to provide an overview of the proposed draft budget.
- The Executive Committee discussed that some line items in the budget will continue to change as more details are finalized regarding the data system for the OT Compact.
- **Motion:** M. Anthony made a motion to approve the draft budget, as advanced by the Finance Committee. T. Black seconded the motion. All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.

Legal Counsel Engagement Letter

- CSG provided updated information on the expected costs of the commission contracting with N. Kalfas for legal services.
- C. Sims provided information regarding the range of typical fees for Compact Commission attorneys who work with CSG.
- **Motion:** D. Ward made a motion to accept the legal counsel engagement letter. R. Causey-Upton seconded the motion. All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.

Questions and Comments

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

Meeting Closure

- Hearing no further business, L. James adjourned the meeting by declaration at 3:39 pm ET.