



Occupational Therapy Compact Executive Committee Meeting Minutes

August 14, 2023

Members Present:

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:

Chair, Lesly James

Ex-Officio Delegates Present:

Chuck Willmarth, AOTA
Shaun Conway, NBCOT

Legal Counsel Present:

Nahale Kalfas

CSG Staff Present:

Carl Sims, CSG (presenter)

State Delegates Present:

Vonda Malnikoff
Greg Searls
Jessica Bolduc

OTCC Representative Present:

Amanda Perry, OT Compact Executive Director

Members of the Public Present:

Brandy Archie
Willie Apala-Flaherty

Welcome/Call to Order

- T. Black called the meeting to order at 2:02 pm EST. Chair, Lesly James was unable to attend; Vice Chair Teri Black chaired the meeting.

Roll Call

- A. Perry called the roll.
 - 1 member absent
 - 8 members present, including 2 ex-officio members
 - 6/7 voting members present = quorum

Review and Adoption of the Agenda

- T. Black reviewed the agenda and called for a motion to adopt the agenda.
- **Motion:** V. Beauchamp 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.
- During the meeting, the agenda was reordered by acclamation of the committee to accommodate the presenter's schedule (RFP conversation preceded the FBI CBC conversation).

Review and Adoption of Meeting Minutes

- T. Black reviewed the draft minutes from the June 12, 2023 OT Compact Executive Committee Meeting.
- T. Black 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. All other members present voted in favor, 0 opposed, and 0 abstained. The motion passed.

Committee Reports

- No committee reports

Website Transition Update (Amanda Perry, ED)

- Transition of website operations from CSG to ASMI IT department is almost complete
- .gov application letter is with Chair James for minor edits; she will sign and return to Amanda at her earliest convenience; that is the final piece needed to submit the application
- .gov domain will be owned/maintained by OTCC
- D. Manz from ASMI is working with ASMI leadership to complete the insurance applications for website; ensuring cybersecurity protection for various levels of website functionality

In – Person Commission Meeting Discussion (AOTA INSPIRE Conference March 2024)

- The committee was considering the possibility of co-locating with the AOTA 2024 Inspire Conference for a hybrid meeting for their 2024 annual commission business meeting.
 - Amanda presented survey results from 20 commissioners who responded to the following questions:
 - Do you plan to attend the (in person) AOTA Inspire Conference...?
 - 45% (9) = undecided
 - 35% (7) = yes
 - 20% (4) = no
 - Would you attend an in-person OTCC meeting in coordination with the AOTA Inspire Conference?
 - 75% (15) = yes
 - 15% (3) = undecided

- 10% (2) = no
 - ...will you send an alternate to attend the OTCC meeting to vote on matters on behalf of your state?
 - 80% (16) = yes
 - 20% (4) = no
- Discussion from the survey results
 - Virtual set up will already be in place; plans for hybrid (in person & virtual)
 - Some states may cover cost; OTCC may cover costs if funds are available
- The Executive Committee requested Amanda send another survey to the current OTCC Commissioners asking these two questions:
 - Do you plan to attend the 2024 Annual OTCC Business Meeting
 - In person in coordination with the AOTA Inspire Conference?
 - Virtually, as a hybrid option with those attending in person?
 - Will your state/organization cover your travel expenses to attend the meeting as your state's officially appointed delegate?
 - Yes – my state/organization will cover travel expenses.
 - No – my state/organization will not cover travel expenses.
- The Executive Committee will vote (at the Sept. 11, 2023 meeting) whether to have the 2024 OTCC Annual Business Meeting in person, hybrid, or virtually – pending the results of the survey (see above).
- **Motion:** R. Causey-Upton moved that the committee vote to have an OT Compact booth at the 2024 AOTA Inspire Conference. D. Ward seconded the motion. All other members present voted in favor, 0 opposed, and 0 abstained. The motion passed.
 - Amanda will travel to the conference and staff the booth; purpose is to provide visitors information and answer questions about the OT Compact process/progress

Joint RFP for procuring data system (updates from Carl Sims, CSG)

- US Digital Response (USDR) held workshop regarding how to draft an RFP; for creation of a dataset, representatives from OTCC attended: Missy Anthony, Shaun Conway, Amanda Perry
- Cost is estimated to be \$1 – 1.5 million (low end; likely to cost more)
- Committee to consider pros/cons (discussion) of submitting a joint RFP with 2 other compacts, Counseling and Speech/Language Audiology
 - Pros:
 - Reduces overall cost for each compact
 - Efforts aligned with professional needs while using a base system
 - Off ramp will be available for compacts whose needs are not being met
 - The goal is to stay on board and mitigate concerns among compacts
 - IT Infrastructure/product to work together
 - Appropriate access for each commission
 - Cons:
 - Potential for disagreements; who makes final decisions for 3 compacts
 - Potential for funding to be confusing with multiple secretariat organizations involved
- Timeline
 - 60 day RFP (out for bids)

- 30 day evaluation process (after bids close)
- 13-18 month build out process after vendor selected
 - Consider the amount of time needed to integrate with states' systems; some may integrate easily while others may be complicated and take more time
- Executive Committee wants to see the results of the Data Survey (sent out pre-Amanda)
 - Carl/CSG will send that to Amanda to be shared with the EC
- RFP Reviewers will be able to see the vendors' responses and whether the vendor has a product to adapt from or will if they will be building from scratch
 - Matters for timeline purposes
 - USDR can help develop a scoring rubric that allows reviewers to score based on timeline for development
- Messaging to the various audiences is a concern. OTCC has been telling the public that the compact will be operational in mid – 2024. This timeline pushes that back. Need to be proactive with communications.
 - Public Relations (PR) Communications Committee is charged with developing a proactive message to:
 - Professionals/licensees
 - State leadership/executive directors (not necessarily commissioners)
 - Funders
 - PR Committee needs to consider variance of other professions' compacts; ex: Physical Therapy was a shorter development timeline because they used an existing database they've had in place. OT does not have an existing database; may build from scratch = more time
- **Motion: V. Beauchamp moved that the committee vote to move forward with the joint RFP delegating OTCC representation to Missy Anthony in consultation with Chair, Lesly James throughout the process. D. Ward seconded the motion. All other members present voted in favor, 0 opposed, and 0 abstained. The motion passed.**

FBI CBC Survey Results

- Amanda presented the current results of the FBI CBC survey that was sent to the states; data was missing a few late responses – for visibility only, not for voting matter
- Data from survey will be shared with the OTCC Rules Committee for review/discussion at the August 22, 2023 meeting
- Question to Counsel Nahale Kalfas: Does the OT Compact require all state licensees to have CBC or just the compact applicants?
 - Answer: Just the compact applicants; states decide how they want to handle individual licensees. It is not in the OT Compact's purview to tell states to require it for licensees who are not part of the compact. The consensus is that it's good practice to require it for state licenses, but that's up to the states.

Questions and Comments

- T. Black asked for additional questions/comments from the attendees. None were brought forward.

Meeting Closure

- Hearing no further business, D. Ward moved to adjourn the meeting. M. Anthony seconded; no opposition; meeting was adjourned at 3:36p EST.