**Occupational Therapy Compact Executive Committee Meeting Minutes**

October 12, 2023

|  |  |  |
| --- | --- | --- |
| Name | Member Role | Attendance |
| Lesly James | Chair | P |
| Teri Black | Vice Chair | P |
| Renee Causey-Upton | Secretary | P |
| Danielle Ward | Treasurer | A |
| Missy Anthony | Member at Large | A |
| Vanessa Beauchamp | Member at Large | A |
| Daniel Martin | Member at Large | P |
| Total voting members present | | 4/7 = quorum |
| Shaun Conway | Ex-Officio – NBCOT | P |
| Chuck Wilmarth | Ex-Officio – AOTA | A |
|  |  |  |
| Name | **Non-Member Role** | **Attendance** |
| Nahale Kalfas | Legal Counsel | P |
| Amanda Perry | Executive Director | P |

**Members of the Public:**

None

**State Delegates:**

None

**Welcome/Call to Order**

* Chair James called the meeting to order at 2:44 pm EST.

**Roll Call**

* A. Perry called the roll.
  + 4/7 voting members present = quorum

**Review and Adoption of the Agenda**

* Committee reviewed the agenda; Chair James called for a motion to adopt the agenda.
* **Motion**: **R. Causey-Upton moved that the committee adopt the agenda. D. Martin seconded the motion. All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.**

**Review and Adoption of Meeting Minutes**

* Committee reviewed the draft minutes from the September 11, 2023 Executive Committee Meeting.
* Chair James called for a motion to adopt the draft minutes.
* **Motion**: **R. Causey-Upton moved that the committee adopt the draft minutes with no amendments. D. Martin seconded the motion.** **All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.**

**Committee Reports**

* Finance Committee = A. Perry provided a report during the FY24 Budget agenda item
* Public Relations Committee = A. Perry informed the EC that that the 2022-2023 OTCC Annual Report is under review and will be published in the next two weeks
* Executive Committee = Chair James reported providing prior review and input of the OTCC Annual Report and Budget presented today by Committee Chairs. Chair James reported that the items on the agenda for today’s EC meeting are the most relevant updates to date
* Rules Committee = A. Perry provided a report during the Data System Rules agenda item

**Data System Reporting Requirements**

* A. Perry displayed the Data System Rules draft that was sent to the Executive Committee ahead of this meeting for review by the committee.
  + Question: What is the meaning of the word “remote state” in section G?
    - Answer: “Remote state” is a compact member state other than the applicant’s home state. It is the state where an applicant is requesting privileges to practice. It is not a state that is not part of the OT Compact.
* **Motion: T. Black motioned to approve the draft Data System Rules with the amendment that the correct contact email be changed to Amanda’s email from Isabel’s/CSG email. D. Martin seconded the motion. All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.**
* Next steps discussion regarding the approved Data System Rules
  + N. Kalfas will check past meeting minutes and with CSG to see if this draft has been approved in the past and posted for 30 days
  + A. Perry will display the approved Data System Rules at the October 16, 2023 OTCC ABM and then send it to the Commissioners
  + A. Perry will post at least 30 days before the March 20, 2024 OTCC ABM
  + A. Perry will add this as a voting item to the March 20, 2024 OTCC ABM

**FY24 Budget Review**

* A. Perry displayed the FY24 Budget that was prepared and approved by the OTCC Finance Committee on 10.03.23
* Clarification provided regarding the line items for “Database Maintenance and Hosting” – no funds allocated to that category until the database is operational and the OTCC needs to pay for hosting/cloud services and maintenance services
  + Data System development funds are allocated to the “IT Contractual Services” category during the buildout/development of the data system
* **Motion: R. Causey-Upton motioned to approve the FY24 Budget as presented. T. Black seconded the motion. All present voted in favor, 0 opposed, 0 abstained. The motion carried.**

**Questions and Comments**

* Chair James initiated EC discussion about preparation for October 16, 2023 OTCC ABM; anticipated questions
  + Who approves privileges to practice once the process is operationalized?
    - Only OT Compact member states
    - Remote state (non-home state) receives data from home state indicating any disciplinary actions taken and FBI CBC completion
    - Remote state uses the data provided by the home state to approve (or not) the privilege to practice.

**Meeting Closure**

* Hearing no further business or discussion, Chari James adjourned the meeting at 2:29p CST, with no member opposition.