**Occupational Therapy Compact Executive Committee Meeting Minutes**

September 11, 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:**

Vanessa Beauchamp

**Ex-Officio Delegates Present**:

Chuck Willmarth, AOTA

Shaun Conway, NBCOT

**Legal Counsel Present:**

Nahale Kalfas

**CSG Staff Present:**

Carl Sims, CSG

**State Delegates Present:**

Vonda Malnikoff

**OTCC Representative Present:**

Amanda Perry, OT Compact Executive Director

**Members of the Public Present:**

Angela Sista

**Welcome/Call to Order**

* Chair James called the meeting to order at 2:02 pm EST.

**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**

* Committee reviewed the agenda; Chair James called for a motion to adopt the agenda.
* **Motion**: **M. Anthony moved that the committee adopt the agenda with the amendment to add a voting item to decide whether to have a hybrid meeting in March 2024. D. Ward seconded the motion. All members present voted in favor, 0 opposed, and 0 abstained. The motion passed.**
* The voting item was added at the end of the agenda.

**Review and Adoption of Meeting Minutes**

* Committee reviewed the draft minutes from the August 14, 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. T. Black seconded the motion. All other members present voted in favor, 0 opposed, and 0 abstained. The motion passed.**

**Committee Reports**

* Finance Committee = no report; committee has not met since last EC meeting
* Public Relations Committee
  + Drafting a communications update (will send out soon) to stakeholders regarding timeline, delay, and data system development process
  + Chair James/A. Perry will present at AOTA Inspire Conference in March 2024
  + OTCC Committee Chairs presenting as a panel at 2023 NBCOT State Leadership Forum
* Executive Committee
  + Joint Commission meeting with Counseling and Audiology/Speech Language Pathology is Sept. 12; N. Kalfas explained the process and what to expect during the meeting
  + Discussion/Questions
    - How will funds/cost be divided among the 3 commissions/compacts?
      * Big picture is to secure grant funds
      * Meeting is just to approve the RFP; not discussing contracts yet
      * Finances TBD; focus for now is RFP
    - What became of the previous discussion for NBCOT’s database?
      * NBCOT previously offered infrastructure, not system build-out
    - Page 7 of RFP, what are “sprints”?
      * IT terminology where development happens and is tested in quick cycles; increases speed and accuracy of system build out
    - What are the plans for ownership and maintenance?
      * Maintenance will be included in pricing/process
      * Open source reduces maintenance fees
      * RFP plans include off ramp for compacts/commissions
* Rules Committee
  + Rules Committee recommends to EC to adopt original language in the “Rule on Data System Reporting Requirements”; removes language related to FBI CBCs
  + FBI CBC language is still going to be in rule (required in compact language); it will be drafted into a separate section – separate from the Data System Reporting Requirements
  + Discussion/Questions
    - For states that do not do FBI CBCs: Do they need to follow normal state rule making process or start an emergency order to adopt rules?
      * Probably ok to do normal process unless normal process is known to take longer than 6-9 months; start either process sooner than later

**Data System Reporting Requirements**

* Committee requested to have the “original” language sent to them before they vote on this item
* **Motion: M. Anthony motioned to table this voting item until the next Executive Committee meeting in October (requested to have the language sent to the Committee and posted online). D. Ward seconded the motion. 4 = in favor; 1 = against; 1 = abstained; motion carried**

**Compact fee discussion – comparison to other compacts**

* For awareness and consideration
  + Some compacts do not charge fees to states
  + Some compacts use a sliding fee scale determined by the number of privileges issued per state
  + Some compacts charge a flat fee to each state in the compact (member state fee)

**Executive Director attendance at CSG National Conference for Compacts (Dec. 2023)**

* Expenses include registration fee ($550) and travel; first weekend in December
* N. Kalfas mentioned that it is common and encouraged for compact EDs to attend this conference.
* **Motion: D. Ward motioned to support OTCC Executive Director’s attendance at the CSG Conference for Compacts. M. Anthony seconded the motion. 5 = in favor; 0 = abstained; 1 person unable to vote due to internet instability. Motion carried.**

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

* A. Perry presented final survey results; 22 respondents; 65% of survey respondents indicated that they (or an alternate) would attend in person
* **Motion: T. Black motioned to host a hybrid (in-person with virtual accommodations) meeting in coordination with the AOTA Inspire Conference in March 2024. D. Ward seconded the motion. 5 = in favor; 0 = abstained; 1 person unable to vote due to internet instability. Motion carried.**

**Questions and Comments**

* Chair James asked for additional questions/comments from the attendees. None were brought forward.

**Meeting Closure**

* Hearing no further business, R. Causey-Upton moved to adjourn the meeting. D. Ward seconded; no opposition; meeting was adjourned at 3:45p EST.