**Occupational Therapy Compact Rules Committee Meeting Minutes**

November 14, 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Member | Attendance | Agenda | Minutes | Bylaw Edits | ReimbursementPolicy | Adjourn |
| Ann Cosby | **Present** | Y | Y | Y | Y | Second |
| Nate Brown | **Present** | Y | Y | Y | Y | ---- |
| Adrienne Price | **Present** | Y | Abstain | Y | Y | Motion |
| Vanessa Beauchamp | Absent | ---- | ---- | ---- | ---- | ---- |
| Claire Covert-Bybee | Absent | ---- | ---- | ---- | ---- | ---- |
| Teri Black, Interim Chair | **Present** | Y | Y | Y | Y | ---- |
| Kathryn Skibek | **Present** | Y | Abstain | Y | Y | ---- |
| TOTALS | **5/7 voting members; quorum present** | 5/5 motion carries | 3/5 motion carries | 5/5motioncarries | 5/5motioncarries | Adjourned with no opposition |
| Nahale Kalfas, OTCC Legal Counsel | **Present** |  |  |  |  |  |
| Amanda Perry, OTCC Executive Director | **Present** |  |  |  |  |  |

**Commissioners and Members of the Public in attendance:**

Shaun Conway, Commissioner

Missy Anthony, Commissioner

Greg Searls, Public attendee

**Welcome/Call to Order**

* Interim Chair T. Black called the meeting to order at 2:32p CST.

**Roll Call**

* A. Perry called the roll; quorum was present; attendance reflected in chart above.

**Review and Adoption of the Agenda**

* Interim Chair Black reviewed and called for a motion to adopt the agenda.
* **Motion**:
	+ **N. Brown moved that the committee adopt the agenda as posted.**
	+ **A. Price seconded the motion.**
	+ **All voted in favor, no one abstained; the motion carried.**

**Review and Adoption of the Minutes**

* Interim Chair Black reviewed the minutes and called for a motion to adopt the minutes from the previous meeting.
* **Motion:**
	+ **N. Brown moved that the committee adopt the minutes as presented.**
	+ **T. Black seconded the motion.**
	+ **3 voted in favor; 2 abstained; the motion carried.**

**Bylaw Amendments**

* A. Perry displayed the Word version of the currently adopted OTCC Bylaws that became effective in August 2022.
	+ The Rules Committee members made suggested edits in various sections throughout the document.
	+ A. Perry captured the committee’s suggestions via tracked changes on the screen so the committee members could visualize the changes as they occurred.
* **Motion:**
	+ **A. Price motioned to accept the edits to the Bylaws and present the recommendations at the December Executive Committee meeting for consideration.**
	+ **K. Skibek seconded the motion.**
	+ **All voted in favor; no one abstained; the motion carried.**

**Expense Reimbursement Policy**

* The Rules Committee members agreed that the language proposed in the Bylaw edits is sufficient to serve as a stand-alone Expense Reimbursement Policy.
* No edits to the language were noted; no further discussion.
* N. Kalfas and A. Perry will draft the Expense Reimbursement Policy for presentation to the Executive Committee for consideration at the December meeting.
* **Motion:**
	+ **N. Brown motioned to give N. Kalfas and A. Perry the authority to develop an Expense Reimbursement Policy utilizing the language proposed in the recommended Bylaw edits to be presented to the Executive Committee in the December meeting.**
	+ **A. Price seconded the motion.**
	+ **All voted in favor; no one abstained; the motion carried.**

**Questions and Comments**

* Interim Chair Black asked for additional questions and comments from attendees.
* One comment was made to suggest that the comments received during the public comment period for the two draft rule will be compiled and publicly posted after the public comment period expires.
	+ This was a clarification/suggestion that the Rules Committee agreed should happen; it was not a voting item.

**Adjournment**

* **Motion:**
	+ **A. Price motioned to adjourn the meeting.**
	+ **A. Cosby seconded the motion.**
	+ **Meeting adjourned at 4:04 CST with no opposition from other members.**