**Occupational Therapy Compact Executive Committee Meeting Minutes**

November 13, 2023

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| --- | --- | --- |
| Name | Member Role | Attendance |
| Lesly James | Chair | P |
| Teri Black | Vice Chair | P |
| Renee Causey-Upton | Secretary | P |
| Danielle Ward | Treasurer | P |
| Missy Anthony | Member at Large | P |
| Vanessa Beauchamp | Member at Large | A |
| Daniel Martin | Member at Large | P |
| Total voting members present | 6/7 = quorum |
| Shaun Conway | Ex-Officio – NBCOT | P |
| Chuck Wilmarth | Ex-Officio – AOTA | P |
|  |  |  |
| Name | **Non-Member Role** | **Attendance** |
| Nahale Kalfas | Legal Counsel | P |
| Amanda Perry | Executive Director | P |

**Members of the Public:**

Greg Searls

**State Delegates:**

None

**Welcome/Call to Order**

* Vice Chair Black called the meeting to order at 2:04 pm EST as Chair James was running late; Chair James joined at 2:07pm EST and presided over the meeting from that point.

**Roll Call**

* A. Perry called the roll.
	+ 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 motioned that the committee adopt the agenda. R. Causey-Upton seconded the motion. All members present voted in favor, 0 opposed, and 1 abstained. The motion passed.**

**Review and Adoption of Meeting Minutes**

* Committee reviewed the draft minutes from the October 12, 2023 Executive Committee Meeting.
* Chair James called for a motion to adopt the draft minutes.
* **Motion**: **R. Causey-Upton motioned that the committee adopt the draft minutes with no amendments. D. Ward seconded the motion.** **All members present voted in favor, 0 opposed, and 1 abstained. The motion passed.**

**Rules Committee Interim Chair**

* Chair James announced that Michael Sobowale stepped down from the OTCC and the OTCC Rules Committee; the Executive Committee needs to appoint an interim Chair; Chair James suggests that Teri Black serve as the interim Chair for the November 14th RC meeting, if she is willing.
* T. Black was asked if she is willing to serve if the EC votes her as the interim Chair, and she accepted the opportunity. She asked if she needs to step down from the Executive Committee while she serves as the interim. N. Kalfas and Chair James agreed that since this is an interim appointment then T. Black does not need to step down from the Executive Committee.
* N. Kalfas counseled the Executive Committee members that care should be taken not to appoint Executive Committee members to leadership roles in other committees; this is to avoid the appearance of too much influence of one commissioner serving on multiple committees.
* C. Wilmarth suggested that the OTCC recognize M. Sobowale for his service. Chair James mentioned that we have a draft certificate that will be finalized and sent to him. Chair James will also attempt to call M. Sobowale personally to thank him for his service.
* **Motion: D. Ward motioned to approve T. Black as the interim Chair of the Rules Committee. D. Martin seconded the motion. All members present voted in favor, 0 opposed, and 1 abstained. The motion passed.**

**Committee Reports**

* Finance Committee = D. Ward provided the update that the OTCC adopted the FY24 budget; the FC will continue to monitor expenditures and provide recommendations to budget adjustments throughout FY24.
* Public Relations Committee = no update
* Executive Committee = Chair James reported that the OTCC Annual Meeting was held in October with great attendance by Commissioners; the draft Rules on Definitions and Data System Rules are open for public comment until December 8, 2023; NBCOT committed to provide additional funding ($268k) specifically for the developmental costs of the data system – the funds will be paid directly to the selected vendor; much appreciation to NBCOT for this commitment; AOTA was sent the same request, but we have not heard back from them with a decision yet.
* Rules Committee = The RC is in the process of editing the existing Bylaws with recommendations for the EC’s consideration. At the December meeting, the RC will address the public comments received regarding the draft rules.

**Committee Volunteers CV Review**

* A. Perry presented four CVs of Commissioners who are interested in volunteering to serve on different OTCC Committees
	+ Renee Causey-Upton (KY): Finance Committee
	+ Jessica Bolduc (ME): Compliance Committee (once active)
	+ Karen Roher (DE): Elections Committee (once active)
	+ Kathryn Skibek (VA): Rules Committee
* There were no questions about the Commissioners’ CVs; the Executive Committee had an opportunity to review them before the EC meeting.
* **Motion: M. Anthony motioned to appoint all four Commissioners’ to the OTCC Committees in which they expressed interest. T. Black seconded the motion. All present voted in favor, 0 opposed, 1 abstained. The motion carried.**

**Questions and Comments**

* A. Perry announced that Ann Cosby (AL) is retiring effective November 30, 2023. A. Cosby sent the information for the new appointed delegate to A. Perry. A. Perry will reach out to the new delegate to onboard her once she becomes the active delegate on December 1, 2023. The OTCC will recognize A. Cosby with a certificate for her service on the Commission.

**Meeting Closure**

* Hearing no further business or discussion, Chair James adjourned the meeting at 4:00pm EST, with no member opposition.