

**Occupational Therapy Compact Commission
 Finance Committee
 Meeting Minutes – December 11, 2023**

Name	Attendance	VOTES			
		Agenda	Minutes	Cash Mgmt Plan	Adjourn
Danielle Ward	P	Y	Y	Y	Y
Missy Anthony	P	Y	Y	Y	Y
Vonda Malnikoff	P	Y	Y	Y	Y
Renee Causey-Upton	P	Y	Abstain	Y	Y
Totals	4/4 Quorum Present	4/4 Motion passes	3/4 Motion passes	4/4 Motion passes	4/4 Motion passes

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Barbara Tyeryar	Director of Finance	ASMI
Greg Searls	Public attendee	State of Wyoming

Welcome/Call to Order

- D. Ward called the meeting to order at 9:02 a.m. CST

Roll Call

- A. Perry called roll; quorum was present (4/4 voting members)

Review and Adoption of the Agenda

- D. Ward reviewed the agenda and called for a motion to adopt the agenda.
- **Motion:**
 - **R. Causey-Upton motioned to adopt the agenda as presented.**
 - **M. Anthony seconded the motion.**
 - **All present voted in favor; no one abstained; motion carried.**

Review and Adoption of the Minutes

- D. Ward reviewed the minutes from the previous meeting and called for a motion to adopt them.

- **Motion:**
 - **M. Anthony motioned that the committee adopt the minutes as presented.**
 - **D. Ward seconded the motion.**
 - **3 voted in favor; 1 abstained; the motion carried.**

Cash Management Plan and Establishment of Financial Processes/Approvals

- Questions from committee to Barbara Tyeryar (ASMI, secretariat):
 - Does ASMI have a cash management plan that OTCC can adopt?
 - Yes, ASMI is an accredited organization and has to have a policy/plan in place and operational for accreditation and accountability.
 - Is ASMI an accrual or cash-based management plan? What is ASMI's preference for OTCC?
 - ASMI's clients vary on whether they use cash-based management or accrual management.
 - Both cash and accrual management follow Generally Accepted Accounting Principles (GAAP) standards and are acceptable for accreditation purposes.
 - ASMI does not have a preference for OTCC, whatever the committee decides; currently it is established as a cash-based management plan.
- Suggestion to set a threshold for expenses to be approved; consider setting a high threshold to account for and eliminate the need for approval for average costs.
- No need to get recurring/known expenses approved; they are already budgeted.
- ASMI sends the Executive Director and the Treasurer monthly accounting statements.
 - Statements are not line-items; they are basic statements.
 - ASMI can run a general ledger as needed/requested.
 - ASMI only sends reconciled statements (not bank statements).
- Suggestion made to document the layers of visibility on the OTCC's finances.
 - Amanda will create a simple chart of the roles/individuals involved in the process.
- **Motion:**
 - **M. Anthony motioned that the Finance Committee delegate the responsibility to establish and document the Cash Management Plan and the Financial Processes/Approval to OTCC Treasurer, Danielle Ward who will collaborate with legal counsel (N. Kalfas), executive director (A. Perry), and financial director for ASMI (B. Tyeryar).**
 - **R. Causey-Upton seconded the motion.**
 - **All present voted in favor; no one abstained; the motion carried.**

Financial Sustainability of OTCC - Discussion

- A. Perry started the conversation by sharing comments sent to her via email by Ex-Officio member, Chuck Willmarth, who regrets not being able to attend today's meeting.
- C. Willmarth's comments (sent via email)
 - Compact fees to practitioners
 - I think that the combination of the compact commission fee and the fee charged to practitioners by individual states should NOT exceed the cost to obtain a license in another state. I'm concerned that if the fee is too high, practitioners will skip the compact and secure individual licenses in remote states.

- Compact fees to states
 - I think that imposing a compact fee to the states should be a last resort. While the provision exists in the OT compact legislation, we told state legislators that this funding mechanism would be a last resort and most compacts (except for nursing - \$6k/year per state, psychology-\$10 per holder per state, not to exceed \$6K) have not imposed a fee. If a fee is imposed, states will need plenty of lead time to incorporate the fees into their budgets. I also think that the fee should not be imposed until the OT compact is operational and awarding compact privileges.
- There was agreement from the committee members that practitioner fees, if implemented, need to be affordable to ensure greater access to competent care.
- Compacts bring in more people who would not otherwise obtain licensure.
- State fees are of little use and need 2+ years to budget for implementation and sustainability.
- The committee should look at the work done by AOTA regarding the potential take-up of a compact privilege to practice. Done during the early decision-making process of determining whether to move forward with an OT compact.
 - Amanda will ask C. Willmarth for this summary of information.
- Historically, compacts are not money makers; funding organizations make long-term commitments.
 - There is a need to compare among other compact commissions for interstate/occupational licensure.
 - M. Anthony will send N. Kalfas and A. Perry information from commissions on which she has visibility; N. Kalfas will gather information from other commissions.
- Grant funding is an idea that has some limitations.
 - One limit is the availability of grants that allow for such work in the NOFO.
 - Another limit is that many of the grants require a research component.
 - What will OTCC research? (discussion for another day)
- Funding and sustainability is a discussion topic that will evolve over time; no agenda items to vote on in today's meeting.

Questions and Public Comment

- Chair Ward called for public comments/questions.
- There were no comments/questions.

Meeting Closure

- Hearing no further discussion, D. Ward called for a motion to adjourn.
- R. Causey-Upton motioned to adjourn.
- M. Anthony seconded the motion.
- All voted in favor, and the **meeting adjourned at 9:57a CST.**