

**EXECUTIVE COMMITTEE MINUTES**  
**Thursday, June 20, 2024**

PRESENT	Ernise Singleton Daron Korte Greg Lynch Laura Anastasio Steve Bullard Chad Delbridge Mary Gable Shelly Ramos Dianna Ganote	Louisiana Commissioner Minnesota Commissioner Washington Commissioner Connecticut Commissioner Kentucky Commissioner Wyoming Commissioner Maryland Commissioner Texas Commissioner USDOD Representative	Chair Vice Chair Treasurer & Finance Leadership Nom. Compliance Comm. & Outreach Rules Training Ex-Officio
STAFF	Cherise Imai Lindsey Dablow Allie Thomas	Executive Director Training & Operations Assoc. Operations Coordinator	Secretary
GUESTS	Fred Corn Kelly Eastes Lorna Festa Samantha Nance	Educational Management Solutions Educational Management Solutions Perspective, LLC General Counsel	

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**ITEM 1 – CALL TO ORDER**

1. Commission Chair, Ernise Singleton (LA) called the meeting to order at 1:01 PM ET and reminded Members that the meeting had been extended for an additional thirty minutes to accommodate additional agenda items that required a vote.

**ITEM 2 – ROLL CALL**

2. Roll call was conducted by Executive Director (ED) Cherise Imai. A quorum was established. ED Imai introduced Fred Corn and Kelly Eastes from Educational Management Solutions and Lorna Festa from Perspective, LLC as speakers for items on the agenda.

**ITEM 3 – APPROVAL OF THE AGENDA**

3. **Chair Singleton approved the agenda with consensus from the Members. No motion was necessary.**

**ITEM 4 – APPROVAL OF THE MINUTES**

4. **Chair Singleton approved the minutes from the meeting on May 16, 2024, with consensus from the Members. No motion was necessary.**

**ITEM 5 – EXECUTIVE SESSION**

5. **Commissioner Steven Bullard (KY) motioned to enter executive session, seconded by Commissioner Shelley Ramos (TX). The motion carried.**

6. **Chair Singleton recognized the motion to exit executive session.**

7. **Staff Annual Review – Chair Singleton stated the outcome of the executive session would be forwarded to ED Imai in writing.**

#### ITEM 6 – SPECIAL GUESTS

8. **Strategic Planning** – Professional Consultant Lorna Festa introduced the use of an Organizational Life Cycles session for developing the 2026-2029 Strategic Plan at the 2024 Annual Business Meeting (ABM). Ms. Festa explained that there would be six groups of Commissioners with the EXCOM members and national office staff acting as facilitators. The groups would discuss the key factors that drive and impact the Commission and the big rocks that would need to be tackled through the Strategic Plan. There would be fifteen minutes to gather and prepare, eighty minutes for the breakout groups to complete the activity, and then fifteen minutes to reconvene and report the results.

9. Chair Singleton stated that the activity made sense and would be easily doable at ABM. Commissioner Mary Gable (MD) agreed that the time slotted for the session was appropriate and stated that she was comfortable with the activity plan. Treasurer Greg Lynch (WA) commented that the Finance presentation and Strategic Plan presentations flowed well together and suggested the ABM agenda be structured so that Ms. Festa's session began immediately after the Finance Committee presentation.

10. **Staffing and Organizational Assessment** – Fred Corn and Kelly Eastes from Educational Management Solutions (EMS) introduced themselves as the primary points of contact for the organizational and staffing assessment that EMS was conducting for the Commission. Mr. Corn explained the objectives for the assessment and stated the data collection and analysis phase had begun. EMS would begin to review existing documentation, conduct staff interviews and receive Commissioner input, conduct compensation analysis, and provide validation of information and a final report of findings. An email address was provided for the EXCOM members to provide feedback and suggestions for input.

#### ITEM 7 – OLD BUSINESS

11. **Tier Group Meetings** – ED Imai reported three of the four Tier Groups had met to discuss potential dues increases, the Good, Better, Best Practices Relating to the Compact document, and the proposed rule change for *Rules, SEC. 5.104 – Placement Flexibility*. The final tier group was scheduled to meet following the current EXCOM meeting. Members were advised that Operations Coordinator Allie Thomas would draft the notes for each tier group and then distribute them to the Commissioners through Constant Contact. The discussions would be combined by topic and forwarded to the respective EXCOM, Rules, and Finance Committees.

12. **2024 Annual Business Meeting (ABM)**– Training and Operations Associate Lindsey Dablow announced that the registration for the 2024 ABM was being developed through Constant Contact and was on schedule to be released on July 1, 2024. The registration process would be similar to previous years and should look the same to registrants. Ms. Dablow stated that there were limited hotel rooms that could be booked for additional nights and the itinerary draft would be available within the week. Members were encouraged to arrive in Albuquerque, New Mexico early enough on Tuesday, October 15 to hold an EXCOM meeting and attend the New Commissioner Reception that evening.

13. Ms. Dablow commented that the Wisconsin Commissioner had recommended the Commission hire a private airport-hotel shuttle for the attendees. Ms. Dablow stated she was working on a cost estimate to hire a shuttle and would be able to provide an update in a few days.

14. **2025 Annual Business Meeting (ABM)** – ED Imai reported that the site visit to Indianapolis, Indiana went well. She and Ms. Dablow confirmed the facility and hotel availability and had signed the contract to secure the hotel.

## ITEM 8 – REPORTS

15. **Finance** – Treasurer Lynch reported the Finance Committee would meet in July and come back to the EXCOM with items to decide for the 2024 ABM. Treasurer Lynch sat in on the Tier Group meetings to receive feedback from the Commissioners regarding dues increases and concluded that most state Commissioners would need two years to plan and adjust for a dues increase.

16. Treasurer Lynch stated the Finance Committee was pushing for a five-year budget with a dues increase that accommodated for inflation rates. The goal was to explain the plan for a dues increase at the 2024 ABM, provide time for the states to coordinate with their State Councils and legislatures, then vote at the 2026 ABM to implement the increase in fiscal year (FY) 2027.

17. Commissioner Chad Delbridge (WY) asked if Treasurer Lynch could forward some of his presentation slides to the other EXCOM members. Treasurer Lynch agreed. Chair Singleton stated she liked the presentation that she had seen so far and agreed with the current plan for a dues increase that accounted for inflation. Commissioner Anastasio asked whether the dues thresholds would be reevaluated. Treasurer Lynch responded both the floor and ceiling thresholds would need to be increased.

18. **Compliance** – Commissioner Bullard reported the Commissioner vacancies for California and Arizona had been filled. Dominick Robinson was appointed for California and former Commissioner Peter Laing was reappointed for Arizona. The Commission was working with the governor's office to appoint a Commissioner for West Virginia but had not yet received a response letter. The deadline was June 20.

19. **Commissioner Bullard motioned to have the national office and General Counsel send a follow-up letter to the Governor of West Virginia, which would also be shared with the Compliance Committee. Commissioner Lynch seconded. The motion carried.**

20. Commissioner Bullard reported the Mississippi Commissioner had provided her End-of-Year (EOY) Report for FY23 and held a State Council meeting in May 2024 that would satisfy her FY23 requirement. Another State Council meeting was scheduled for August 2024 to satisfy her requirement for FY24.

21. Commissioner Bullard reported he had sent an email to the Vermont Commissioner regarding the FY24 Conflict of Interest and Code of Conduct forms that were overdue. The Compliance Chair had copied the other Compliance Committee members on the communications that were sent and received the responding paperwork from the Vermont Commissioner immediately. He stated the Compliance Committee considered Vermont's case closed.

22. Commissioner Bullard reported the Compliance Committee requested the national office to develop a flow chart outlining the process for Public comment.

23. The Compliance and Rules Committees both approved the final version of the Case Resolution Process graphic, which was presented to the EXCOM for voting. **Commissioner Bullard motioned to approve the graphic. Commissioner Lynch seconded the motion. The motion carried and the Case Resolution Process graphic was approved.**

24. Commissioner Bullard reported the Compliance Committee had elected to table the proposed guidance for *SEC. 7.105 Escalation and Reporting of Disputes Process* at their meeting in March to allow Members time to review and provide feedback. He stated no feedback was received and the Compliance Committee approved the process at its June meeting. **Commissioner Bullard motioned to approve the Escalation and Disputes Reporting Process. Commissioner Delbridge seconded the motion. The motion carried and the process was approved.**

25. **Rules** – Commissioner Gable reported the Rules Committee had met on June 11, 2024, but did not have quorum. Rules had reviewed the legal advisory for Rules Proposal SEC. 5.104 – Placement Flexibility with General Counsel and scheduled a second meeting in June to vote for acceptance. **Commissioner Gable motioned to approve the legal advisory pending the Rules Committee review on June 27, 2024. Commissioner Bullard seconded the motion. The motion carried and the legal advisory was approved.**

#### ITEM 9 – OTHER BUSINESS AND ANNOUNCEMENTS

26. **Next Meeting: Thursday, July 18, 2024** – ED Imai reminded the members of the next meeting date.

27. **End-of-Year Requirements** – Chair Singleton reminded Members that the deadline to hold State Council meetings and submit EOY Reports was June 30, 2024.

#### ITEM 9 – ADJOURNMENT

13. **With no further business to conduct, Chair Singleton called for a motion to adjourn. Commissioner Lynch motioned to adjourn, seconded by Commissioner Bullard. The motion carried.** The meeting was adjourned at 2:32 PM ET.