

SW Finance Committee – Minutes

Date: April 14th, 2026, at 3pm – 4pm ET

Location: [Zoom](#)

3:00pm - 3:02pm Welcome & Call to Order Chair

- The Chair called the meeting to order at 3:02pm ET.
- Samantha Nance (legal counsel), Kaitlyn Bison (CSG), and Imani Smith (CSG) were present.

3:02pm - 3:04pm Roll Call CSG

Name	State	Present
Kevin Fowler, Chair	Ohio	X
Tobi Zavala	Arizona	Not present
Barry Noel	Rhode Island	Not present
David Fye	Kansas	X
Veronica Knowles	Mississippi	X
Karen Richards	Maryland	X
Ashley Childers	Tennessee (alternate delegate)	Not present
Heather Foley	ASWB (non-voting)	X

3:04pm – 3:05pm Review and Adopt Agenda* Chair

- David Fye moved to approve the agenda; Veronica Knowles seconded. Motion carried.

Review and Approve Draft Minutes*

- David Fye moved to approve the March 10th minutes; Veronica Knowles seconded. Motion carried.

3:05pm – 3:12pm Draft Rule on Fees Chair/CSG
Review and Discussion

- Chair introduced the topic, noted the upcoming joint committee meeting with the Rules Committee on April 24, 2026. Presented a summary of the document.

- The Chair reiterated that the rule establishes an administrative fee for the compact commission; Member states will retain their authority to establish their own fees.

- Recounted previous discussions on the amount of the fee, per potential changes – noted upcoming discussion in full commission meeting.

- David Fye noted fee possibilities including the issue; Noted that wording in Section 5.4 on Annual Assessment may be confusing between “may” and “shall” on recommendations.
 - Legal Counsel iterated that Annual Assessment recommendations may be codified; However, variability can be reviewed annually. Advised moving with caution for states decision-making.
 - David Fye asked about how frequently data might be collected from states regarding state assessments.
 - Chair noted the commission’s current fiscal year and annual meeting date schedules.
 - Legal Counsel proposes language change from “shall” and then proceeding with later amendments; Proposed pathways.
 - Bison asked if Section has to continue to be included or made into its own rule later.
 - Legal Counsel noted it may complicate mechanics later. The Chair suggested removing Section 5.4 on Annual Assessments.

- David Fye noted Section 5.5(c), and potential confusion with member states on timeline for remitting fees back to the commission.
 - The Chair proposes rewording the section for clarity; notes that language was inspired by PsyPact Compact.
 - David Fye suggested replacing language with “Member States shall remit collect admin fees to the commission within thirty (30) days of a multistate license transaction.”
 - Karen Richards suggests using a month’s end date as the reconciliatory deadline.
 - David Fye and Karen Richards proposed a language replacement of “At the end of each month, each member state shall reconcile the number of multistate license transactions and remit fees to the commission within 30 days of the reconciliation date.”

- David Fye noted Section 5.6, suggested replacing language with “any proposed changes to administrative fees shall be posted...”; Asked question on which platform language will be posted.

- The Chair noted to include “within 30 days” and “On the Commission’s website”.
- David Fye noted upcoming conversation on background checks and relevant fees – potentially for the joint meeting with the Rules committee.
- Karen Richards iterated that it will be easier to reduce the potential administrative fee, rather than increasing it later.
 - David Fye noted how the administrative fee would be distributed towards commission needs.
 - Chair presented the current commission budget line items.
 - David Fye inquired on the amount of staffing, noted previous conversations for Executive Director and Secretariat roles.
 - Chair noted that a full-time executive director may not be needed, including the secretariat role. Iterated that the Secretariat role may need to be hired first.
 - David Fye noted that projections for the volume of license applications may be high. Asked about the number of enacted members, member states.
 - Bison notes the current number as thirty-four (34) states. Legal Counsel notes pending follow-up with South Carolina per material changes with legislation.
 - Chair notes workflow changes for secretariat and executive director roles, plus funding needs.
- David Fye noted the joint meeting with the Rules Committee, asked about pre-work for discussion. The Chair suggested reviewing the fee amount.
 - Veronica Knowles iterated the need for the consideration. The Chair notes how much revenue collected per timeline of the commission may or may not be beneficial.
 - David Fye notes consideration for waivers in some states for military personnel and spouses for licensure.

3:55pm – 3:53pm

Delegate Questions and Comments

Chair

- None provided.

- None provided.

3:56pm

Adjourn*

Chair

- Karen Richard moved to adjourn; David Fye seconded. Motion carried.

** indicates agenda item requires a committee vote.*

SW Finance Subcommittee – Minutes

Date: April 14th, 2026, at 4pm – 4:30pm ET

Location: [Zoom](#)

3:56pm – 4:20pm

**Search for Commission
Executive Director
Discussion**

Chair

- The Chair called the meeting to order at 3:56pm ET. Veronica Knowles, Karen Richards, and Heather Foley were present.
- The Chair presented the topic, noted the need for issuing the RFP.
 - Kaitlyn Bison presents a draft RFP for the secretariat – will send to subcommittee members.
 - The Chair notes a lesser workload for this role based on the timeline and needs of the commission.
 - Karen Richards asked questions about the hiring process.
- Kaitlyn Bison presented the Executive Director Job Description RFP.
 - The Chair noted final decision of the Executive Committee will determine the hiring timeline.
- Veronica Knowles asks about the secretariat arrangement currently. The Chair and Kaitlyn Bison note that services are provided by CSG through a HRSA grant with ASWB.

- The Chair iterated that pathways with role are dependent on the responses to the RFP. Noted next steps are refining the RFP language.
 - Kaitlyn Bison notes that once finalized, the RFP will be posted to the commission website.
 - Veronica Knowles asks about the potential deadline for RFP responses. Kaitlyn Bison notes July 1st but will follow up for clarity on whether the date is for responses or public notice.
 - The Chair clarifies the July 1st date will likely be for the public notice or plan for hiring.
- Kaitlyn Bison will send the documents, along with examples from other commissions.
 - Karen Richards asked if a live document may be possible.
- Kaitlyn Bison asked a logistical question on how to structure this subcommittee procedurally per no provisions in commission’s governance documents. Will follow up with Legal Counsel.
 - Suggests continuing meetings after finance committee meetings.
 - Members noted their preference to remain more casual in nature and to serve as more advisory to the larger committee.

4:20pm – 4:25pm

Delegate Comments and Questions

Chair

- None Provided.

4:25pm – 4:30pm

Public Comments and Questions

Chair

- None provided.

4:20pm

Adjourn*

Chair

- Adjourned.

** indicates agenda item requires a committee vote.*