PA Compact Rules Committee Meeting Minutes

September 28, 2026

Name	Member Role	Voting Member	Attendance
Jamie Alley	WV Delegate	x	x
Susan Gile	KS Delegate	x	x
Valeska Barr	OK Delegate	x	
Tiernee Murphy	MN Delegate	x	x
Stephanie Loucka	OH Delegate	x	x
Catherine Marie Patterson	TN Delegate	x	
Amber Houge	IA Delegate	x	x
Robert Sanders	WI Delegate	x	
Margaret Hansen	SD Delegate	x	x
Amy Gumbrecht	MI Delegate – Voting Member on October 20, 2026		
Total voting members present		Quorum – 5/9	6/9
Marisa Courtney	Vice Chair PA Commission		
Jennifer Kolb	Interim Ex-Officio – AAPA		x
Tim Terranova	Chair PA Commission		x
Name	**Non-Member Role**		**Attendance**
Nahale Kalfas	Interim Legal Counsel		x
Abigail Mortell	Interim Executive Director		x
Carl Sims	CSG		
Laura Monick	OH Alternate		x

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VOTES			
Name	**Agenda**	**Adopt Minutes from August 10, 2026**	**Transmit Draft Policy 6 – Policy on Records Requests to Executive Committee**
Jamie Alley			1
Valeska Barr			
Tiernee Murphy			2
Stephanie Loucka			

Catherine Marie Patterson			
Robert Sanders			
Amber Houge		2	
Susan Gile	2	1	
Margaret Hansen	1		
TOTALS	Motion passes	Motion passes	Motion passes

Welcome
Call to order/Roll Call

Chair Loucka calls meeting to order at 11:03 a.m. ET.
A. Mortell takes roll. 6/9 voting members present.

Review and Adopt Agenda
Committee reviews the agenda; Chair Loucka calls for a motion to adopt the agenda.
Motion:

- Margaret Hansen motions to adopt the agenda.
- Susan Gile seconds.
- All members present voted in favor; none abstained; motion passed.

Minutes from August 10, 2026
Committee reviews the draft minutes. Chair Loucka asks for a motion to adopt minutes from August 10, 2026.
Motion:

- Susan Gile motions to adopt August 10, 2026, minutes.
- Amber Houge seconds.
- 4 members present voted in favor; Margaret Hansen and Tiernee Murphy abstain; motion passed.

Draft Policy 5 – Access to Legal Counsel and Other Consultants

- Chair Loucka calls for questions or comments on draft policy 5.
- J. Alley asks if this policy would put undue burden on Member States in responding to FOIAA requests based on issues seen with the IMLCC.
- Chair Loucka asks if a policy on this topic is necessary.
    - N. Kalfas notes this policy is not mandatory, particularly since legal counsel does not draft memos, respond to legal questions, etc. without consulting with Commission leadership. This draft policy is based on a policy created for the Nursing Compact, which arose from a specific need for the policy.
- S. Gile recommends adding within A, B, or adding a section C, that it is within the discretion of the executive director or executive committee whether the Commission will respond to requests.
    - N. Kalfas suggests adding to sec. II.a "Nothing herein shall require the Commission to respond to requests."

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    - No objections, change incorporated.
- J. Alley notes additional clarification may be needed so requests are not made of the Commission that result in costs assessed against states for responding. Also notes that N. Kalfas's language suggestion is helpful.
- S. Gile asks whether when a Member State asks a question related to the Compact if the response is shared with all Member States.
    - Chair Loucka says responses should be shared and that should be stated in this policy.
    - No objections, language to be added to policy during redrafting.
- J. Kolb recommends clarifying language in II.b that the Commission Chair must approve requests, so the executive director does not act without proper authorization.
    - No objections to this change, language to be added to policy during redrafting.
- Committee tables vote on draft Policy 5 pending redrafting by committee Chair and staff. Committee will review the policy again at a future meeting.

Draft Policy 6 – Policy on Records Requests

- Chair Loucka calls for questions or comments on draft policy 6 and notes the policy covers the process for when records requests come in. The policy is clear that individual requests are handled by states.
- S. Gile asks what an example would be of the information described in II.d.
    - Chair Loucka mentions financial statements.
    - N. Kalfas mentions other more granular items such as balance sheets for payouts between a Member State and the Commission.
    - J. Alley mentions a data system manual that describes each field in the data system and what it stands for.
    - Chair Loucka notes this refers mostly to operational information.
- J. Kolb recommends adding an alternative to e-mail in sec. II.g.
    - Chair Loucka notes since the policy says e-mail is the "preferred method," the Commission could easily accept any method. File transfer is also listed as an option in g.
    - Language is maintained as drafted in sec. II.g.

Motion:

- Jamie Alley motions to transmit draft Policy 6 – Policy on Records Request to the Executive Committee.
- Tiernee Murphy seconds.
- All members present voted in favor; none abstained; motion passed.

Draft Policy 7 – Records Retention

- Chair Loucka asks for questions or comments on draft policy 7.
- S. Gile notes the number of records kept permanently may take up a lot of space, which the Commission may need to consider.
    - N. Kalfas recommends adding "(as revised)" to "Documents including articles, Bylaws, legal memos and related documents" to reduce load on those items.
        - No objections, change incorporated.
- T. Murphy asks if the Commission envisions records retention related to the licensing process.

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    - N. Kalfas notes that is not a consideration for this retention schedule, and these are separate from records made and collected by states. There could be a requirement upon Member States regarding retention of records on eligible or ineligible applicants.
    - T. Murphy recommends narrowing the title and intention of this policy.
    - Chair Loucka suggests specifying to business or operational records.
- S. Gile asks why the Commission intends to maintain hard copy and electronic versions of records since this can be expensive.
    - N. Kalfas offers to research other Commissions to determine what the common practice is regarding electronic and hard copy records retention.
    - Chair Loucka notes if it is common practice among commissions, it may be best to maintain that policy, but it would be good to know if it would be a standout policy.
    - J. Kolb recommends the Commission consider requiring only digital copies or space and cost reasons and investigate what is legally required versus what is nice to have but not necessary.
    - J. Alley notes that Commission has time to adjust this policy if needed. There are pieces of the data system that should have a retention policy such as service addresses. All Member States will have different state rules, so it is a good fall back if the Commission maintains records longer than the time typically required by states.
- N. Kalfas suggests putting a review requirement on this policy so the Commission may adjust it as needed.
    - A. Mortell notes the Commission's Policy on Policymaking requires review of policies every five years or as needed, which would be applicable to this policy.
- Chair Loucka notes Commission staff and committee chair will look at the records retention policies of other commissions to help guide this committee's discussion. Committee tables vote on this policy until next meeting.

Survey Notice

- Chair Loucka previews questions that will be asked of Member States through a survey, which will help inform the Commission on certain state processes and how they will work for privilege seekers.
    - Prescribing – there will be questions regarding authority and how a state authorizes prescribing. Ex. In some states, the PA license comes with prescribing authority. In other states, such as OH, prescribing authority comes with a separate review to prove a practitioner has met the requirements. Other states require practitioners to apply to a separate entity to become a prescriber, and it is not done through the medical board.
        - This is important because when the privilege issues, the Commission wants to inform PAs that when they receive their privilege to practice, they may not necessarily be receiving the authority to prescribe. There may be additional steps to take. The Commission must identify this workflow.

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    - Other questions will be about the scope of authority. Ex. Some states have collaboration agreements, supervision agreements, and/or practice hour requirements for practicing independently.
    - Survey will assist in creating communications to PAs so they can get what they need to states to get their authorization, along with building out workflows in the Commission data system.
- J. Kolb asks if PAs must apply for prescribing authority separately from applying for a compact privilege.
    - Chair Loucka confirms that is what the compact model language says.
- J. Kolb asks if this refers to prescribing authority or controlled substances.
    - Chair Loucka notes that distinction will be clarified through the information provided by states.
    - J. Kolb offers to share information on prescribing agreements, which AAPA has for all 50 states. Applying to a separate board for prescribing authority is not a common requirement among states.
- A. Houge asks if it is the responsibility of the practitioner to know what the scope of practice is in each state.
    - Chair Loucka confirms and notes from the Compact's perspective, the Commission can encourage practitioners to familiarize themselves with the laws and scope of practice of the state where they practice. The Commission should work to educate PAs on the laws and scope of practice in states, and over time the Commission and Communications Committee may create resources to house state practice laws for PAs to reference.
    - J. Kolb notes AAPA will work to ensure those who use the Compact know it is their responsibility to know the laws of the states where they hold privileges.
- S. Gile notes that any survey responses given will be accurate based on the current laws in the state, but legislation is passed frequently which may result in changes to the state's processes regarding licensing and prescribing.

Delegate Comments

- None.

Public Comments

- None.

Adjourn

Chair Loucka adjourns the meeting at 11:58 a.m. ET.

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