



**Occupational Therapy Compact Commission  
Finance Committee  
Meeting Minutes – August 6, 2024**

Name	Attendance	VOTES			
		Agenda	Minutes	Fee Setting	Adjourn
Danielle Ward	P	Y	Y	-	-
Missy Anthony	P	Y	Y	-	-
Vonda Malnikoff	P	Y	Y	-	-
Renee Causey-Upton	P <small>Joined at 1:23p</small>	---	---	-	-
<b>Totals</b>	<b>4/4 Quorum Present</b>	<b>3/3 Motion passes</b>	<b>3/3 Motion passes</b>	<b>-/- No vote conducted</b>	Adjourned via acclimation

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Shaun Conway	Ex – Officio	NBCOT
Chuck Willmarth	Ex – Officio	AOTA
Daniella Filardo	Commissioner	Minnesota

**Welcome/Call to Order**

- D. Ward called the meeting to order at 1:02 p.m. CST

**Roll Call**

- A. Perry called roll; quorum was present (3/4 voting members)
- R. Causey-Upton joined at 1:23p CST (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:**
  - M. Anthony motioned to adopt the agenda as presented.
  - V. Malnikoff seconded the motion.
  - All voted in favor; 0 abstained; motion carried.

### Review and Adoption of the Minutes

- D. Ward reviewed the minutes from the previous meeting. No discussion or edits noted.
- **Motion:**
  - **M. Anthony motioned that the committee adopt the minutes amended.**
  - **V. Malnikoff seconded the motion.**
  - **All voted in favor; 0 abstained; the motion carried.**

### Standing OTCC Finance Review

- Chair Ward reviewed the monthly finance statement for OTCC
- C. Willmarth asked if OTCC ever received an invoice from AOTA for AV services during the 2024 Hybrid Annual OTCC meeting.
  - A. Perry confirmed that OTCC did not receive the invoice
  - C. Willmarth stated that he would have the AOTA finance team send the invoice this week
- No other questions or discussion regarding the finance review; not a voting item

### Establish OTCC Privilege to Practice Fee

- Discussions from previous meetings continued for the purposes of determining what fee the OTCC Finance Committee should recommend to the OTCC Executive Committee (and eventually to the OTCC).
- A. Perry displayed multiple resources of information for the FC to consider
  - Licensing fee comparison chart by state
  - PT Compact sales data for 4.5 years
  - AOTA workforce projection data from 2022
  - Comparison chart of credit card processing vendors (for processing fee consideration in fee setting)
- Information was shared that PT Compact based fee setting on state fees, not wanting to exceed state fees so the PTC would be appealing
- Credit card processing fees were mentioned for consideration
  - Should the OTC fee include a cc processing fee?
    - Consensus is “no” it should not include a cc processing fee in the event that the cc processing vendor goes up on their fees
  - ACH Payments were suggested as an option, in addition to credit cards
    - Consensus is not to have ACH as an option (even to avoid fees) because if the transaction bounces but the privilege to practice was already issued there would be legal ramifications and a need to revoke the privilege to practice
- The FC determined that they needed more time to talk through a fee recommendation, so they proposed setting a time for a special meeting in a few weeks.
  - A. Perry will send all of the documents shared today to the group for individual review
  - A. Perry will send a scheduling poll to the group to determine when a quorum is available to meet soon
- **Motion:**
  - **No vote was conducted because the FC members requested additional time to discuss this agenda item**
  - **No Motion/No second**

- **No votes captured**

#### **Questions and Public Comment**

- Chair Ward called for public comments/questions.
- Next scheduled OTCC FC meeting is scheduled for October 1, 2024
- A special meeting will be scheduled the week of August 19 – 23, 2024

#### **Meeting Closure**

- Hearing no further discussion, Chair Ward adjourned the meeting via acclamation.
- **Meeting adjourned at 2:11p CST.**