



Occupational Therapy Compact Executive Committee Meeting Minutes

July 8, 2024

Name	Member Role	Attendance
Lesly James	Chair	P
Teri Black	Vice Chair	P
Renee Causey-Upton	Secretary	P
Danielle Ward	Treasurer	A
Missy Anthony	Member at Large	P
Vanessa Beauchamp	Member at Large	P
Daniel Martin	Member at Large	P
Total voting members present		6/7 = quorum
Shaun Conway	Ex-Officio – NBCOT	P
Chuck Willmarth	Ex-Officio – AOTA	P
Name	Non-Member Role	Attendance
Nahale Kalfas	Legal Counsel	P
Amanda Perry	Executive Director	P

VOTES							
Name	Agenda	Minutes	Funding for FY25	Send FBI CBC Draft Rule to OTCC for vote	Approve Responses to Public Comments for publishing	Publish Annual Report	Adjourn
L. James	Y	Y	Y	Y	Y	Y	Via acclimation
D. Martin	Y	Y	Y	Y	Y	Y	
V. Beauchamp	Y	Y	Y	Y	Y	---	
D. Ward	---	---	---	---	---	---	
M. Anthony	Y	Y	Y	Y	Y	Y	
R. Causey-Upton	Y	Y	Y	Y	Y	Y	
T. Black	Y	Y	Y	Y	Y	Y	
TOTALS	6/6 motion passes	6/6 motion passes	6/6 motion passes	6/6 motion passes	6/6 motion passes	5/5 motion passes	

--- indicates member was absent during vote.

Welcome/Call to Order

- Chair James called the meeting to order at 1:02p CST

Roll Call

- A. Perry called the roll.
 - 6/7 voting members present = quorum
 - 8/9 total members present at role call

Review and Adopt Agenda

- Chair James reviewed the agenda and asked if there was a motion to adopt as presented.
- **Motion:**
 - **T. Black motioned to adopt the agenda as presented.**
 - **R. Causey-Upton seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Review and Adoption of Meeting Minutes

- Committee reviewed the draft minutes from the April 22, 2024 Executive Committee Meeting.
- Chair James called for a motion to adopt the draft minutes.
- **Motion:**
 - **R. Causey-Upton motioned that the committee adopt the draft minutes with no amendments.**
 - **T. Black seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Budget Request from AOTA and NBCOT® for FY25

- Chair James opened the floor for discussion regarding whether and how to move forward with funding requests from AOTA and NBCOT®
- A. Perry provided a timeline for AOTA's board meeting stating that the request for funding needs to be made at the February 2025 board meeting for FY25, which is from July – June for AOTA
- C. Willmarth clarified that information stating that there likely will not be a board meeting in February; suggested that OTCC make the funding request at the November 2024 board meeting.
- S. Conway confirmed that NBCOT® operates on a calendar year and suggested for OTCC to also make the budget request at their November board meeting.
- Chair James and A. Perry will make requests in late-September to be on the November board meetings for each organization.
- **Motion:**
 - **R. Causey-Upton motioned for OTCC to pursue funding from both AOTA and NBCOT® for FY25 and for Chair James and A. Perry to request to be on each organization's November 2024 board meeting agendas to present the request.**
 - **T. Black seconded the motion**
 - **All voted in favor; no one abstained; motion carried.**

Draft FBI CBC Rule to go to OTCC for full Commission vote

- A. Perry displayed the draft Rule on FBI CBCs and explained that the OTCC Rules Committee made one non-substantiative edit to the rule based on feedback from the public comments; the edit was noted via “tracked changes” in a Word document.
- Chair James called for discussion, a motion, and a vote regarding moving this rule to the full commission for a vote.
- **Motion:**
 - **D. Martin motioned to approve the draft Rule on FBI CBCs to move forward to the OTCC for a full commission vote.**
 - **M. Anthony seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Publishing Response to Public Comments on FBI CBC

- A. Perry displayed the responses to the public comments that the OTCC Rules Committee drafted in their last meeting.
- Chair James called for a review and discussion of each of the five responses.
- EC members suggested editing some of the language in responses 1 and 2. Those edits were captured during the discussion.
- EC members suggested to delegate final language for response 3 to N. Kalfas, A. Perry, and T. Black to draft language that emphasizes the purpose and support of the compact.
- Suggestion to include a link to the OTCC FAQs webpage at the bottom of the document to drive audiences to the website and information.
- Suggestion to add an explanatory paragraph about the process to develop the responses.
- **Motion:**
 - **Chair James motioned to approve posting on the OTC Rulemaking webpage the language related to the FBI CBC public comment responses as edited during the discussion and to delegate the final review of the language to N. Kalfas, T. Black, and A. Perry before posting.**
 - **T. Black seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Timeline to publish the OTCC Annual Report

- Chair James opened the discussion for the OTCC EC to determine:
 - When to have the OTCC ABM (fall or spring)
 - When to publish the OTCC Annual Report
- Regarding when to have the ABM each year, the group determined to keep it in the spring in coordination with the AOTA Conference; this aligns with the vision to eventually have in-person board meetings where travel is funded by the OTCC when it generates enough revenue for those expenses.
- Regarding publishing the OTCC Annual Report, the group determined that publishing it in the fall is ideal because it is a useful resource for funders to reference and consider. It also aligns with reporting activities that occurred throughout the previous fiscal year (October - September).
- **Motion:**
 - **Chair James motioned to publish the annual report in October each year to include activities for the previous fiscal year.**

- **T. Black seconded the motion.**
- **All voted in favor; no one abstained; motion carried.**

Update: New Compact States

- Rhode Island
 - Passed legislation on June 24, 2024
 - Becomes active on June 24, 2024

Committee Reports

Facilitated by Vice Chair T. Black as Chair James had to briefly step away from the meeting.

- Finance Committee = A. Perry stated that the FC meets on August 8, 2024 and will provide a fee recommendation to the EC for consideration. The overall OTCC budget is in good shape.
- Public Relations Committee = A. Perry shared that the PR Committee meets on August 19, 2024 and will determine how to communicate the draft Rule on FBI CBCs now that it is approved to move to the full commission for a vote.
- Rules Committee = T. Black shared that everything on today's EC agenda is a product of what has been going on in the RC. The next project is to determine what content and personal information is needed for the OTC applications for the data system development.
- Elections & Nominations Committee = not yet active
- Compliance Committee = not yet active

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - No further discussion noted.
- Chair James opened the floor for public comments.
 - No members of the public were in attendance.

Meeting Closure

- Meeting adjourned by acclamation at 2:32p CST