

Occupational Therapy Compact Commission

Rules Committee Meeting

Minutes: October 15, 2024

Member	Attendance	VOTES					
		Agenda	Minutes	No item	No item	No item	Adjourn
Claire Covert-Bybee, Chair	P	Y	Y	---	---	---	---
Adrienne Price	P	Y	Y	---	---	---	---
Vanessa Beauchamp	P	Y	Y	---	---	---	---
Teri Black	P	Y	Y	---	---	---	---
Kathryn Skibek	P	Y	Y	---	---	---	---
TOTALS	5/5 voting members; quorum present	5/5 motion carries	5/5 motion carries	---	---	---	Chair adjourned by acclimation

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Shaun Conway	Ex-Officio Commissioner	OTCC, NBCOT
Daniella Filardo	Member of the Public	State Delegate

Welcome/Call to Order

- Chair C. Covert-Bybee called the meeting to order at 2:32p CST.

Roll Call

- A. Perry called the roll; quorum was present; attendance reflected in chart above.

Review and Adoption of the Agenda

- Chair C. Covert-Bybee reviewed and called for a motion to adopt the agenda.
- **Motion:**
 - **K. Skibek motioned that the committee adopt the agenda as presented.**
 - **A. Price seconded the motion.**
 - **All voted in favor; 0 abstained; the motion carried.**

Review and Adoption of the Minutes

- Chair Covert-Bybee reviewed the minutes from the previous meeting and called for a motion to adopt them as presented.
- **Motion:**
 - **A. Price motioned that the committee adopt the minutes as presented.**
 - **T. Black seconded the motion.**
 - **All voted in favor; 0 abstained; the motion carried.**

Rules Development:

- “New State Implementation Rule” draft discussion
 - Desire by committee to have a broad implementation rule
 - Compared to a restrictive/timeline prescriptive rule
 - Broad rule covers the requirements that need to be met before they can issue privileges to practice
 - Fully implement FBI CBCs, according to the *Implementation of Criminal Background Check Rule*
 - Require continuing competence/education renewal guidelines for OTs/OTAs
 - Utilize only a recognized national exam for licensure
 - Full implement the requirement of the *Data System Reporting Requirements Rule*
 - The Rules Committee members created a draft version of the “Implementation Rule” which will be posted on the “OTC Meetings” webpage ahead of the next OTCC Rules Committee meeting on 11.19.24.
 - The “New State Implementation Rule” will be voted on by the RC→EC→public comment period→OTCC.
- “OTC Fees Rule”
 - This rule was discussed and drafted based on the Finance Committee’s recommendation to the Executive Committee and the Executive Committee’s charge to the Rules Committee.
 - This comprehensive draft defines and explains the “Commission Administrative Fee” and the “State Fee.”
 - The “Commission Administrative Fee” as recommended by the FC→EC→RC is \$75.00/privilege to practice. This amount is captured in the “OTC Fee Rule” draft.

- The “State Fee” is set by individual states at their discretion and implemented through their processes.
- The OTCC will collect “State Fees” on behalf of each state and issue remittances to each state on a monthly basis, with reconcilable itemization of transactions.
- The Rules Committee members created a draft version of the “OT Fee Rule” which will be posted on the “OTC Meetings” webpage ahead of the next OTCC Rules Committee meeting on 11.19.24.
- The “OTC Fee Rule” will be voted on by the RC→EC→public comment period→OTCC.
- “National Exam Definition Rule” discussion was tabled for a future meeting due to time constraints.
- “Database Querying Rule” discussion was tabled for a future meeting due to time constraints.
- The Rules Committee determined that creating rules that specifically apply to active duty military servicemembers and their families should be drafted in one, standalone section/chapter of rules. Drafting that rule will occur in a future Rules Committee meeting.
- **Motion:**
 - **Voting was tabled until the next OTCC Rules Committee meeting.**
 - **No motion; no second; no vote**

Questions and Comments

- Chair C. Covert-Bybee called for further comments and discussions from the RC members
 - T. Black expressed appreciation and accolades to Commission Chair Lesly James, Rules Chair Claire Covert-Bybee, and Executive Director Amanda Perry for the job well done during the NBCOT State Leadership Forum presentation in September.
- Chair C. Covert-Bybee called for comments from members of the public:
 - D. Filardo expressed appreciation for allowing her to observe today’s meeting, expressing that she is learning and appreciates the opportunity to be able to listen to the discussions.
- Chair C. Covert-Bybee called for additional questions and comments from the members and the public. No further comments noted by attendees.

Adjournment

- **Hearing no further discussion, Chair Covert-Bybee adjourned the meeting via acclamation at 4:10p CST with no opposition from the members.**