



Occupational Therapy Compact Executive Committee Meeting Minutes

October 21, 2024

Name	Member Role	Attendance
Lesly James	Chair	P
Teri Black	Vice Chair	P
Renee Causey-Upton	Secretary	P
Danielle Ward	Treasurer	P
Missy Anthony	Member at Large	A
Vanessa Beauchamp	Member at Large	P
Vacant	Member at Large	Vacant
Total voting members present		5/6 = 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
Isabel Eliassen	Council of State Governments	P
Jessica Bolduc	OTCC Commissioner: Maine	P

VOTES							
Name	Agenda	Minutes	PRC appt.	CC Chair appt.	CC Vice Chair appt.	No voting item	Adjourn
L. James	Y	Y	Y	Y	Y	---	Via acclimation
V. Beauchamp	Y	Y	Y	Y	Y	---	
D. Ward	Y	Y	Y	Y	Y	---	
M. Anthony	---	---	---	---	---	---	
R. Causey-Upton	Y	Y	Y	Y	Y	---	
T. Black	Y	Y	Y	Y	Y	---	
Vacant	---	---	---	---	---	---	
TOTALS	5/5 motion passes	5/5 motion passes	5/5 motion passes	5/5 motion passes	5/5 motion passes		

--- indicates member was absent during vote or there was no voting item for that column.

Welcome/Call to Order

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

Roll Call

- A. Perry called the roll.
 - 5/6 voting members present = quorum at roll call
 - 7/8 total members present at role call

Review and Adopt Agenda

- Chair James reviewed the agenda and called for a motion to approve it with corrected times in the left column.
- **Motion:**
 - **R. Causey-Upton motioned to adopt the agenda with time amendments.**
 - **V. Beauchamp 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 September 9, 2024 Executive Committee meeting.
- Chair James called for a motion to adopt the draft minutes as written.
- **Motion:**
 - **V. Beauchamp motioned that the committee adopt the minutes with no amendments.**
 - **R. Causey-Upton seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Updates

Data System Update (from I. Eliassen, CSG)

- I. Eliassen explained:
 - The “search” feature with CompactConnect is completed.
 - The compact Executive Directors’ (EDs) log in profile are completed.
 - a. A. Perry is working through an authentication glitch and will directly work with Inspiring Apps (IA) to mitigate that glitch.
 - Current project is creating “user management” features which:
 - a. Protects private information
 - b. Allows states to assign staff users
 - Development has begun for
 - a. Licensee applications
 - b. Adverse action upload feature by states
 - The EC had a discussion regarding clarity of and desire for the adverse action upload feature
 - a. It is a feature that allows states to upload files related to adverse actions. These files are visible to administrators (from other states).
 - b. I. Eliassen explained that several state administrators indicated in their “user story” interviews that they would find it helpful to have this feature and access to files from the other states.

- c. A. Perry explained that she is hesitant to have a feature that allows states to upload investigation / adverse action files because of the risk of liability and the potential for states to upload too much information (ex: investigation info that might contain victim information, etc.)
- d. The EC members discussed the pros and cons of this feature.
- e. I. Eliassen clarified that the intent is not to have states upload investigation files but, instead, to provide files that are already available on public/state websites regarding practitioners' statuses.
 - Some EC members expressed:
 - If the information is already publicly available on state websites, then it is not necessary for CompactConnect to store it too.
 - State admins can get it (or request it) from the other states as needed.
 - States have file/document record keeping laws/rules/policies which requires them to keep and properly discard documents for certain periods of time. If OTCC is unaware of those lengths of times, then how will it know when to discard the files uploaded into CompactConnect?
 - Some EC members expressed:
 - There is a need to review the OTC legislation and Rule on Definitions to determine if language in either/both requires (shall) states to upload the information.
 - If the information is publicly available anyway, then there is no harm in including it in CompactConnect.
- f. In summary of the conversation, Chair James stated that it informally sounds like the consensus from the EC is to not have the feature so the OTCC has no liability for the documents from a storage, discard, security, cybersecurity standpoint.
- g. N. Kalfas stated that she would check with the Insurance company to determine if storing documents (should that be the decision) will increase the amount of the cybersecurity policy.
- h. E. Eliassen explained that storage with in the CompactConnect cloud is relatively cheap and should not be a financial burden from a storage capacity stand point.
- i. A. Perry requested that the EC members email I. Eliassen if they feel really strongly one way or the other about having this feature available through CompactConnect.

State Updates

- No new states joined the OTC since the last meeting

Commissioner Updates

- Member-at-large vacancy on the OTCC EC is the first order of business for the Elections and Nominations Committee which meets for the first time on October 28, 2024.
- **Motion:**
 - **Updates on relevant topics; no voting items**

Funding Requests

- Chair James shared that she and A. Perry are on the AOTA BoD meeting agenda for Saturday, November 16, 2024 and will formally request their BoDs to approve continued funding in the amount of \$100,000 each year for FY26 and FY27. An update on this request will be provided at the December 9, 2024 EC meeting.
- Chair James shared that she and A. Perry have plans to meet with NBCOT's newly seated Executive Director in January. A date has not been set; however, a request to meet will be sent to NBCOT's leadership via email in the next few weeks. The intent is to discuss their continued financial support in the amount of \$100,000 each year for FY26 and FY27.

FY25 Budget* (voting item)

- D. Ward (Chair OTCC Finance Committee and OTCC Treasurer) shared her screen and explained the FY25 budget information organized in an Excel workbook. This budget was drafted, discussed, and decided by the OTCC Finance Committee (FC) during their October 1, 2024 meeting. The FC voted to approve it to be sent to the Executive Committee for review and their vote to approve (or decline) it to be sent to the full OTCC for a final approval vote.
- The EC noted there may be additional projected expenses, particularly related to the cost of ASMI when A. Perry (the OTCC ED) becomes full-time, likely in mid-2025 calendar year. No need to update the budget to reflect that, just noted for future consideration.
- **Motion:**
 - **R. Causey-Upton motioned that the committee adopt the FY25 budget as presented.**
 - **V. Beauchamp seconded the motion.**
 - **all voted in favor; no one abstained; motion carried.**

Committee Appointments

- A. Perry sent out bios/CVs and displayed them during the meeting for the following OTCC Commissioners seeking the respective committee positions:
 - Michelle Bianchi (Maryland): membership service on the OTCC Public Relations Committee
 - Adrienne Price (Georgia): Chair of the OTCC Compliance Committee
 - Jessica Bolduc (Maine): Vice Chair of the OTCC Compliance Committee
- **Motion:**
 - **V. Beauchamp motioned to appoint M. Bianchi to the OTCC Public Relations Committee**
 - **R. Causey-Upton seconded the motion.**
 - **all voted in favor; no one abstained; motion carried.**
 - **A. Perry will follow up with M. Bianchi to inform her of the appointment**
- **Motion:**
 - **V. Beauchamp motioned to appoint A. Price as the Chair of the OTCC Compliance Committee.**
 - **T. Black seconded the motion.**
 - **all voted in favor; no one abstained; motion carried.**
 - **A. Perry will follow up with A. Price to inform her of the appointment.**
- **Motion:**
 - **V. Beauchamp motioned to appoint J. Bolduc as the Vice Chair of the OTCC Compliance Committee**

- **R. Causey-Upton seconded the motion.**
- **all voted in favor; no one abstained; motion carried.**
- **J. Bolduc attended the meeting as was immediately congratulated on her newly appointed officer position!**

Committee Reports

- Finance Committee = D. Ward stated that her updates were included in the FY25 budget presentation and discussion; no further updates; next FC meeting is 12.3.24.
- Public Relations Committee = A. Perry shared that the PRC met earlier this day and had a fruitful discussion about ongoing communications. The PRC provided feedback regarding the draft FY24 annual report, the quarterly newsletter, next steps for state communications, and potential LinkedIn posts from the OTC LinkedIn profile. Next meeting is 12.16.24.
- Rules Committee = T. Black shared that the Rules Committee met a few weeks ago and drafted rules regarding new state implementations, database queries, and the \$75 fee. They will review these drafts at the next meeting and vote to move them forward for EC's consideration. Next meeting is 11.19.24.
- Compliance Committee = met for the first time on October 16, 2024; officer volunteers were selected for EC's vote today; those who attended agreed to divide up the 31 OTC states and research their licensing boards' websites to locate the following information: whether the OTC homepage is linked to the state's board website as required by OTC legislation, required CEUs, FBI CBC status/process, and whether the state requires a jurisprudence exam. The CC will complete this research by 11.20.24. Next meeting is 2.19.25.
- Elections & Nominations Committee = meets for the first time on October 28, 2024; will elect officers and determine pathway to fill the EC Member-at-large vacancy.

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - A. Perry shared that the OTCC EC is supporting a lot of great progress through the other OTCC committees. The committee members are active and engaged in their charges, tasks, and work. Tremendously helps A. Perry in her role as OTCC ED.
- Chair James opened the floor for public comments.
 - No comments.

Meeting Closure

- **Motion:**
 - **R. Causey-Upton motioned to adjourn the meeting at 2:45p CST**
 - **V. Beauchamp seconded the motion.**
 - **all voted in favor; no one abstained; motion carried.**
- Meeting adjourned at 2:45p CST