



Occupational Therapy Compact Executive Committee Meeting Minutes

May 5, 2025

Name	Member Role	Attendance
Lesly James	Chair	P
Teri Black	Vice Chair	P
Christina Bourland	Secretary	P
Danielle Ward	Treasurer	P
Missy Anthony	Member at Large	P
Vanessa Beauchamp	Member at Large	P
Venus Vendoures-Walsh	Member at Large	P
Total voting members present		7/7 = quorum present
Barbara Williams	Ex-Officio – NBCOT	P
Chuck Willmarth	Ex-Officio – AOTA	A
Name	Non-Member Role	Attendance
Nahale Kalfas	Legal Counsel	P
Amanda Perry	Executive Director	P
Isabel Eliassen	Council of State Governments	P
Beth Armstrong	ASMI	P
Barbara Arango	ASMI	P
Vonda Malnikoff	West Virginia	P

Name	Agenda	Minutes	ASMI Contract Addendum for Part Time Staff	State Feasibility to Pay Assessment	No Voting Item	Adjourn
L. James	Y	Y	Y	Y	---	Via Acclimation at 3:08p CST
V. Beauchamp	Y	Y	Y	Y	---	
D. Ward	Y	Y	Y	Y	---	
M. Anthony	Y	Y	Y	Y	---	
T. Black	Y	Y	Y	Y	---	
C. Bourland	Y	Y	Y	Y	---	
V. Vendoures-Walsh	Y	Y	Y	Y	---	
TOTALS	7/7 motion passes	7/7 motion passes	7/7 motion passes	7/7 motion passes	---	

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

Welcome/Call to Order

- Chair L. James called the meeting to order at 1:04p CST

Roll Call

- A. Perry called the roll.
 - 7/7 voting members present
 - 8/9 total members present

Review and Adopt Agenda

- Chair James reviewed the agenda and called for a motion to approve it as presented.
- **Motion:**
 - **V. Beauchamp motioned to adopt the agenda.**
 - **D. Ward 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 last Executive Committee meeting.
- Chair James called for a motion to adopt the draft minutes as written.
- **Motion:**
 - **T. Black motioned that the committee adopt the minutes with no amendments.**
 - **V. Beauchamp seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Updates

Data System Update (from I. Eliassen, CSG)

- I. Eliassen (CSG) explained:
 - States are moving into Beta testing phase; will soon upload their data
 - ASLP and Counseling professionals are providing in person feedback on the application process at summer conferences; this will help OTs because the process is the same; no known in person OT conferences – missed AOTA window
 - Q: Will there be a call center / help desk for states and professionals?
 - a. A: That's a vision but not currently in the plans. Video tutorials will be available.

State Updates

- No new states

Commissioner Updates

- Bethany Cottrell from New Hampshire left the state office / licensing board.
- Erica Lamy is the newly appointed New Hampshire commissioner
 - A. Perry is onboarding her.
- A. Perry reached out to North Dakota with Welcome Packet; no response yet.

Funding Request Updates

- No new funding request presented
- Finance Committee continues to work on a scenario-based Financial Sustainability plan.

ASMI Report & Contract Addendum Discussion

- B. Armstrong from ASMI provided a brief update about ASMI's services provided to OTCC.
- The EC expressed interest to ASMI to increase the OTCC's staff to add one part time person.
 - Q: What is ASMI's preferred process to amend the existing contract?
 - A: B. Armstrong stated that her preference is to have the OTCC's legal counsel draft language, get it approved by the Chair, and send to her for approval and signatures
 - Q: How are the funds allocated for this position?
 - A: B. Armstrong explained that indirect costs (employee insurance, payroll, etc.), salary, and any equipment are folded into the overall contract amount.
 - Q: Does that amount cover the person's salary?
 - A: No. Travel is in addition to this amount and covered by OTCC
 - Q: Does ASMI prefer the person to be independent contractor or part time ASMI employee?
 - A: B. Armstrong stated that she has no preference; it's up to the individual.
 - Q: What is the timeline to onboard someone?
 - A: B. Armstrong ensured that ASMI moves at the OTCC's requested pace. If the preference is to find someone quickly, then that will happen.
 - Q: What is ASMI's preferred hiring process?
 - A: ASMI will include the client in the hiring process if desired; typically clients defer all hiring processes to ASMI.
 - EC agreed to have ASMI (Beth and Amanda) lead the hiring process; no need for the OTCC to review the resumes or be part of the decision making process.
- **Motion:**
 - **M. Anthony motioned to delegate Chair James and N. Kalfas, in coordination with Treasurer Ward, to negotiate a part time employee contract with ASMI, not to exceed \$65,000.**
 - **D. Ward seconded the motion.**
 - **all voted in favor; no one abstained; motion carried.**

Financial Sustainability Discussion

- Chair James expressed that the EC needs to determine how to move forward with solidifying a Financial Sustainability Plan
- Treasurer Ward provided a brief overview of some scenario based ideas that included percentages of OTC states and percentages of those states' professionals who might purchase privileges to practice.
- The EC expressed that at this point, everything is theory, and there is no firm foundation on which to build a plan until there is some indication of how much revenue privileges to practice will generate.
- The EC discussed the potential of charging states an annual assessment fee since it is in the OTC legislation.

- Some were opposed because it won't be enough to sustain the OTCC, and it will potentially damage relationships with states.
- Some are in favor because it is in the OTC legislation, and the potential is there and should not take states by surprise.
- Some expressed that it could not be implemented for 2+ fiscal years because state administrators need proper time to request it from fiscal divisions.
- It was noted that if 32 states paid \$3000/year, that is \$96,000 of a \$400,000+ budget.
- The EC agreed that for the foreseeable future (at least a few years) there is a need for the financial sustainability to be a multi-pronged, collaborative effort, including:
 - Revenue generated from privileges to practice sales
 - Funder contributions
 - Potentially state assessment revenue
- One ex-officio member explained that their organization is trying to understand how much longer the funders need to plan and project for making contributions to the OTCC. It is understood that the unknowns make it difficult to project this and to create a solid sustainability plan.
 - It was stated that all of the existing licensure compacts, even ones generating sales revenues for multiple years, still have funder contributions to help sustain them.
- The EC determined that the best path forward is to have A. Perry survey the states to find out how feasible it will be to have them pay an assessment fee.
- **Motion:**
 - **V. Beauchamp motioned to charge the OTCC Executive Director with surveying the states to determine how feasible it would be to have states pay a state assessment fee to the OTCC.**
 - **V. Vendoures-Walsh seconded the motion.**
 - **All voted in favor; no one abstained; motion carried**

Committee Reports

- Finance Committee = D. Ward stated that today's discussion is the FC update.
- Public Relations Committee = A. Perry stated that the PRC continues to work on pathways for effective messaging.
- Rules Committee = A. Perry stated that RC remains busy drafting rules. This is an ongoing, thoughtful process.
- Compliance Committee = A. Perry stated that the next meeting is 6.18.25.
- Elections & Nominations Committee = A. Perry shared that there are not updates.

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - No further discussions
- Chair James opened the floor for public comments.
 - No members of the public were present during this time; no comments

Meeting Closure

- **Motion:**
 - Meeting adjourned at 3:08p CST via acclimation.