

Occupational Therapy Compact Commission (OTCC)

2025 Annual Business Meeting: Public Notice Information / Agenda / Minutes

Date: Wednesday, April 16, 2025 | Time: 10:00a – 1:00p CST

Location: Virtual Zoom Link: <https://zoom.us/j/92662307892>

TIME <i>Central Time</i>	TOPIC <i>*Indicates voting item</i>	FACILITATOR(S)
10:00a (15 mins)	Welcome, Call to Order, Roll Call Introduction of states & commissioners	Chair, Exec. Dir.
10:15a (5 mins)	Review and Adopt Agenda*	Chair
10:20a (5 mins)	Review and Adopt Minutes*	Chair
10:25a (20 mins)	OTCC Updates & Committee Reports <ul style="list-style-type: none"> OTCC Updates, Chair James (SC) Executive Committee, Chair James (SC) Finance Committee, Chair Ward (NC) Rules Committee, Chair Covert-Bybee (NE) Public Relations Committee, Chair Daly (AZ) Elections Committee, Chair Gahl (MT) Compliance Committee, Chair Price (GA) 	Committee Chairs
10:45a (10 mins)	Appalachian States Scope of Practice Research project presentation	Brandy Villareal, OTD Candidate
10:55a (10 mins)	Rule on FBI CBCs* <ul style="list-style-type: none"> Discussion Roll Call Vote 	Rules Chair, Chair
11:05a (10 mins)	Rule on OTC Fees* <ul style="list-style-type: none"> Discussion Roll Call Vote 	Rules Chair, Chair
11:15a (10 mins)	Rule on Member State Implementation* <ul style="list-style-type: none"> Discussion Roll Call Vote 	Rules Chair, Chair
11:25a (5 mins)	5 – Minute Break	Executive Director
11:30a (10 mins)	Rule on National Exam Definition* <ul style="list-style-type: none"> Discussion Roll Call Vote 	Rules Chair, Chair
11:40a (20 mins)	FY25 Budget* <ul style="list-style-type: none"> Discussion Roll Call Vote 	Finance Chair, Chair
12:00p (15 mins)	Executive Committee Officer Vacancies* <ul style="list-style-type: none"> Electronic Vote via Zoom Polls <ul style="list-style-type: none"> Chairman Secretary Member-at-Large 	Elections & Nominations Chair, Chair
12:15p	OTCC Financial Sustainability Discussion	Chair, Finance Chair

(15 mins)	<ul style="list-style-type: none"> • Operationalizing CompactConnect • Private Sector – Practitioner Portability Agencies, Insurance Foundations • Member State Assessments • Grants 	
12:30p (15 mins)	FBI CBC Implementation Discussion <ul style="list-style-type: none"> • State Implementation – demonstrating compliance <ul style="list-style-type: none"> ○ ORI applications ○ Practice act legislation ○ Electronic fingerprint advocacy (IDEMIA) • Practitioner status (how recent?) 	Chair, Counsel
12:45p (5 mins)	CompactConnect <ul style="list-style-type: none"> • Demonstration • Updates 	Executive Director
12:50p (10 mins)	Discussions or Comments <ul style="list-style-type: none"> • Commissioners • Members of the public 	Chair
1:00p	Adjourn*	Chair

State	Delegate	Attendance	Agenda	Minutes	Draft Rule FBI CBCs	Draft Rule OTC Fees	Draft Rule State Implmt	Draft Rule Nat'l Ex. Def.	FY25 Budget
1. Alabama	Amanda Smith	Present	Yes	Yes	Yes	Abstain	Yes	Yes	Yes
2. Arizona	Chris Daly	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3. Arkansas	Juli Carlson	Present	Yes	Yes	Yes	Abstain	Yes	Yes	Yes
4. Colorado	Zen Mayhugh	Present	Yes	Yes	Abstain	Abstain	Yes	Abstain	Abstain
5. Delaware	Karen Rohrer	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6. Georgia	Adrienne Price	Present	Second Yes	Yes	Yes	Yes	Yes	Yes	Second Yes
7. Indiana	Sharon Pape	Present	Yes	Yes	---	Yes	Yes	Yes	Yes
8. Iowa	Venus Vendoures-Walsh	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9. Kentucky	Rhonda "Jill" Phelps	Present	Yes	Yes	Yes	Second Yes	Yes	Yes	Yes
10. Louisiana	Vincent Culotta	Absent	---	---	---	---	---	---	---
11. Maine	Jessica Bolduc	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
12. Maryland	Michelle Bianchi	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13. Minnesota	Christina "Chris" Bourland	Present	Yes	Yes	Motion Yes	Yes	Yes	Yes	Yes
14. Mississippi	Felicia Wang	Absent	---	---	---	---	---	---	---
15. Missouri	Vanessa Beauchamp	Present	Motion Yes	Abstain	Yes	Yes	Motion Yes	Yes	Yes
16. Montana	Trent Gahl	Present	Yes	Yes	Abstain	Abstain	Yes	Yes	Yes
17. Nebraska	Claire Covert-Bybee	Present	Yes	Motion Yes	Yes	Yes	Yes	Yes	Yes
18. New Hampshire	Bethany Cottrell	Present	Yes	Yes	Yes	---	Yes	Yes	Yes
19. North Carolina	Danielle Ward	Present	Yes	Abstain	Yes	Yes	Yes	Yes	Yes
20. North Dakota	ELIGIBLE TO VOTE 8.1.2025	---	---	---	---	---	---	---	---
21. Ohio	Missy Anthony	Present	Yes	Yes	Yes	Motion Yes	Yes	Yes	Motion Yes
22. Rhode Island	Lisa Faulise	Present	Yes	Yes	Yes	Yes	Second Yes	Second Yes	Yes
23. South Carolina	Lesly James	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
24. South Dakota	Megan Johnke	Present	Yes	Second Yes	Yes	Yes	Yes	Yes	Yes
25. Tennessee	Noranda French	Present	---	---	Second Yes	Yes	Yes	Yes	Yes
26. Utah	Lisa Martin	Absent	---	---	---	---	---	---	---
27. Vermont	ELIGIBLE TO VOTE 7.1.25	---	---	---	---	---	---	---	---
28. Virginia	Leah Savelyev	Present	Yes	Abstain	Yes	Yes	Yes	Motion Yes	Yes
29. Washington	Kathy Weed	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
30. West Virginia	Vonda Malnikoff	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
31. Wisconsin	Teri Black	Present	Yes	Yes	Yes	No	Yes	Yes	Yes
32. Wyoming	Nicole Harris	Present	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AOTA	Chuck Willmarth (non-voting member)	Present	---	---	---	---	---	---	---
NBCOT	Barbara Williams (non-voting member)	Present	---	---	---	---	---	---	---
TOTALS		27/30 voting commissioners present; quorum	26 = Y 0 = Abst. 0 = N 1 = did not vote Motion Carries	23 = Y 3 = Abst. 0 = N 1 = did not vote Motion Carries	24 = Y 2 = Abst. 0 = N 1 = did not vote Motion Carries	21 = Y 4 = Abstain 1 = N 1 = did not vote Motion	27 = Y 0 = Abstain 0 = N 0 = did not vote Motion Carries	26 = Y 1 = Abstain 0 = N 0 = did not vote Motion Carries	26 = Y 1 = Abstain 0 = N 0 = did not vote Motion Carries

Welcome, Call to Order, Roll Call

- Chair Lesly James welcomed attendees.
- Chair James called the meeting to order at 10:02a CST
- A. Perry called roll by state; attendance is reflected in the chart above.
 - voting quorum present

Acknowledge New States that joined the OTC since March 2024

- Chair James acknowledged the new commissioners/states who onboarded since the March 2024 Annual Business Meeting.
 - Vermont
 - Minnesota
 - Rhode Island
 - North Dakota

Voting item: Review and Adopt Agenda

- Chair James reviewed the agenda as posted and called for discussion and a motion to approve the agenda.
- A. Perry stated that minor clerical errors were corrected this morning; nothing substantive was changed about the agenda items or order of the agenda items
- **Motion: V. Beauchamp (MO) motioned for the agenda to be accepted as presented; A. Price (GA) seconded the motion.**
- **A. Perry conducted a roll call vote by state.**
- **Motion carries. Votes are captured in the chart above.**

Voting item: Review and Adopt Minutes from March 2024 OTCC ABM

- Chair James reviewed the minutes from the March 2024 OTCC ABM and called for discussion and a motion to approve the agenda.
- **Motion: C. Covert-Bybee (NE) motioned to approve the minutes from the March 2024 OTCC ABM as drafted and presented; M. Johnke (SD) seconded the motion.**
- **A. Perry conducted a roll call vote by state.**
- **Motion carries. Votes are captured in the chart above.**

OTCC Updates & Committee Reports

- **Executive Committee:** Chair James stated that the unwavering financial commitments from AOTA and NBCOT have allowed the OTCC to achieve operational goals throughout the last year. The OTCC entered a formal agreement with the Audiology and Speech-Language Pathology (ASLP) Compact and the Counseling Compacts. This agreement is the Joint Compact Commission (JCC), which cooperates in co-developing CompactConnect, the data system to be used of state-to-state data exchange and issuing privileges to practice to applicants. Chair James acknowledged the ongoing support from the Association & Society Management International (ASMI) who provides all secretariat services on behalf the OTCC, including Executive Director Amanda Perry. She also mentioned the Department of

Defense's financial support through the Council of State Governments, which is a contribution directly to the development of CompactConnect, both direct payments to InspiringApps, the developer, and the provision of project management services for the development of the data system. Chair James outlined the highlights of the Executive Committee's view on sustainability measures as follows: environmental support (of partners/stakeholders) = strong; communications = strong; funding support = weak (because of the unknowns in how many privileges to practice will be purchased, which is a direct link to financial sustainability beyond the OTCC's funding contributions from AOTA and NBCOT. Chair James acknowledged and thanked the tireless efforts of the Committee members and their diligent work to move the OTCC forward and the ongoing support and counsel from Ms. Nahale Kalfas, the OTCC's legal attorney.

- **Public Relations Committee:** Chair Chris Daly expressed his gratitude to the members of the PRC, explaining that the discussions are engaging and fruitful each time they meet every 2 months. Chair Daly highlighted the ongoing efforts to market the OTC through various media, including regular communications to state board administrators and commissioners, the website – which is now www.otcompact.gov (transitioned from .org URL), multiple presentations throughout the year (AOTA, NBCOT, webinars, and state board meetings), LinkedIn social media platform, and quarterly updates to commissioners. Chair Daly acknowledged the ongoing cooperative efforts between the PRC and other OTCC Committees to ensure timely messaging occurs to states, which is intended to provide for smoother operationalization of the OTC in each state. Recently and over the next several months the PRC has and will continue to ensure operationalization messaging occurs, to include clarification about state compliance with the OTC legislation – FBI CBCs, Continuing Education Requirements, and OTC website linkage to state licensing board websites.
- **Finance Committee:** Chair Danielle Ward expressed appreciation to the FC members for their continued engagement on the committee. She acknowledged that her updates would also reflect later on the agenda during the FY25 budget vote and the financial sustainability discussion. Chair Ward shared that the FY25 budget was approved by the Executive Committee on 10.21.24, and that the OTCC has been operating off of this budget since that time with no adjustments.
- **Rules Committee:** Chair Claire Covert-Bybee named and thanked the Rules Committee members and acknowledged their dedication to meet monthly for the purpose of drafting the rules which will be voted on today. She mentioned that her presentation of the draft rules for vote today will include a brief update and context to the development of the rules. She also noted that the RC has a queue of rules that will be drafted over the next several months, and each of those rules are intended to provide clarification and support to help bring the OTC to full operation.
- **Compliance Committee:** Chair Price thanked the CC members and appreciated that even though they only meet quarterly (every four months) the momentum is not lost between meetings. She highlighted the work done by the committee over the last several months,

including the review of basic tenants of the OTC language focusing on state requirements. The committee conducted an informal assessment of state licensing board websites for the purposes of locating information relevant to potential OTC users, including CEU requirements, jurisprudence requirements, and how to obtain an FBI CBC (if already approved in the state). Chair Price acknowledged that the CC will continue to work closely with the PRC to ensure timely messaging to states so all OTC member states can work toward compliance with the OTC requirements. She also acknowledged that the Rules Committee's dedication to drafting important rules helps inform the CC's work and progress. Chair Price thanked her fellow committee members and commissioners for their dedication to move the OTC forward in all ways.

- **Elections & Nominations Committee:** Chair Gahl expressed gratitude to the ENC members for their work leading up to this meeting, which includes a vote of officers for the Executive Committee. He mentioned that the ENC has worked to implement the nomination and election process as outlined in the OTCC Bylaws. He explained that the results of today's vote will be certified at the next ENC meeting which is April 21, 2025. He reminded commissioners and members of the public that the ENC meetings are open to the public. Chair Gahl shared that the OTCC will hear from him again, specifically to conduct the formal voting for the EC officers later in this meeting.

Voting Item: *Draft Rule on Federal Bureau of Investigation Criminal Background Checks* (FBI CBCs)

- Rules Committee Chair, Covert-Bybee presented the *Draft Rule on FBI CBCs*. She provided a brief history of this draft rule, mentioned that the public comment period produced some thoughtful public comments and contributions to the rule. None of the comments warranted substantive changes to the rule. The Rule Committee's response to the public comments were posted for 30-days on the OTC Website.
- During the discussion there was one clarifying question about where the public comments and responses were located. A. Perry clarified that they are posted on the "Rulemaking" page of the www.otcompact.gov website. Chair Covert-Bybee briefly explained the rulemaking process, including that the draft rule is posted and open for public comment for 30-days. Then the Rules Committee reviews the comments and drafts a formal response to the received comments. The responses are edited and/or approved by the Executive Committee. The comments and responses are posted on the "Rulemaking" page for 30-days. A. Perry clarified that there is currently no content on the "Rulemaking" page because there are no draft rules out for comment and the comments/responses are removed after 30-days. She also noted that the draft rules which are implemented via vote in today's meeting will be posted on the "Governance Documents" page of www.otcompact.gov once (if) approved by the OTCC.
- OTCC Chair James called for a motion to vote on the *Draft Rule on FBI CBCs*.
- **Motion: C. Bourland (MN) made a motion to approve the *Draft Rule on FBI CBCs* as presented, notwithstanding any grammar/spelling corrections that may need to be made but do not alter the content or intent of the rule. N. French (TN) seconded the motion.**

- **A. Perry conducted a roll call vote by state.**
- **Motion carries. Votes captured in chart above.**

Voting Item: *Draft Rule on OTC Fees*

- Rules Committee Chair, Covert-Bybee presented the *Draft Rule on OTC Fees*. She provided a brief history of this rule set and noted that the draft rules have been posted on the OTCC “2025 Meetings” page of the OTC website for at least 30-days. Chair Covert-Bybee also noted that all public comments were formally addressed by the RC and posted on the OTC Website “Rulemaking” page for 30 days.
- There were no discussions related to this draft rule.
- OTCC Chair James called for a motion to vote on the *Draft Rule on OTCC Fees*.
- **Motion: M. Anthony (OH) made a motion to approve the *Draft Rule on OTCC Fees* as presented, notwithstanding any grammar/spelling corrections that may need to be made but do not alter the content or intent of the rule; R. Phelps (KY) seconded the motion.**
- **A. Perry conducted a roll call vote by state.**
- **Motion carries. Votes captured in chart above.**

Voting Item: *Draft Rule on State Implementation of the OTC*

- Rules Committee Chair, Covert-Bybee presented the *Draft Rule on State Implementation of the OTC*. She provided a brief history of the rule, acknowledging the public comment period and responses that were posted on the website for 30 days.
- There were no discussions related to this rule.
- OTCC Chair James called for a motion to vote on the *Draft Rule on State Implementation of the OTC*.
- **Motion: V. Beauchamp (MO) motioned to approve the *Draft Rule on State Implementation of the OTC* as presented, notwithstanding any grammar/spelling corrections that may need to be made but do not alter the content or the intent of the rule; L. Faulise (RI) seconded the motion.**
- **A. Perry conducted a roll call vote by state.**
- **Motion carries. Votes captured in chart above.**

Voting Item: *Draft Rule on National Exam Definition*

- Rules Committee Chair Covert-Bybee presented the *Draft Rule on National Exam Definition* acknowledging the public comment period and responses that were posted on the “Rulemaking” page of www.otcompact.gov
- There were no discussions regarding this draft rule.
- OTCC Chair James called for a motion to vote on the *Draft Rule on National Exam Definition*.
- **Motion: L. Savelyev (VA) motioned to approve the *Draft Rule on National Exam Definition* as presented, notwithstanding any grammar/spelling corrections that may need to be made but do not alter the content or the intent of the rule; L. Faulise (RI) seconded the motion.**

- **A. Perry conducted a roll call vote by state.**
- **Motion carries. Votes captured in chart above.**

Voting Item: *Fiscal Year 2025 (FY25) Budget*

- Finance Committee Chair Ward presented the *Draft FY25 OTCC Budget*, providing a line-by-line explanation of dedicated contributions and expected expenses for OTCC's FY25. Chair Ward acknowledged that the Executive Committee approved this budget on Oct. 21, 2024, and the OTCC has been operating under that approval since then.
- There were no discussions regarding this draft rule.
- OTCC Chair James called for a motion to vote on the *Draft FY25 OTCC Budget*.
- **Motion: M. Anthony (OH) motioned to approve the *Draft FY25 OTCC Budget* as presented; A. Price (GA) seconded the motion**
- **Motion carries. Votes captured in chart above.**

Voting Item: *Executive Committee Officer Vacancies*

- Elections and Nominations Committee Chair Gahl facilitated the *Executive Committee Officer Elections*. He started by introducing this agenda item, explaining that two positions were vacated in recent months because Commissioners stepped down from the OTCC, and one position is up for election this year.
 - Chairperson: up for election
 - Secretary: vacant
 - Member-at-large: vacant
- ENC Chair Gahl then briefly introduced the officer nominees, explaining that each position secured one nominee per role. Chair Gahl allowed the nominees to address the OTCC
 - Chairperson nominee, Dr. Lesly James
 - Secretary nominee, Christina "Chris" Bourland
 - Member-at-large nominee, Venus Vendoures-Walsh
- ENC Chair Gahl explained the eligibility and process to vote. He prompted OTCC Executive Director Perry to launch the electronic voting poll, a function in the Zoom platform. He explained that the voting commissioners had one (1) full minute to cast their votes.
- After voting closed, ENC Chair Gahl explained that A. Perry will download the results and present them to the ENC for certification at the April 21, 2025 meeting. After that, the nominees will be informed of the results followed by the OTCC.
- ENC Chair Gahl thanked the OTCC for participating in this vote and turned the meeting back over to OTCC Chair James.

Non-Voting Item: *OTCC Financial Sustainability Discussion*

- Finance Chair Ward opened the discussion by providing a brief overview of the work conducted by the FC over the last year to project revenue and expenses moving beyond FY25. She explained that the FC reviewed similar compacts budgets, number of licensed OTPs across the member states, and anticipated number of projected privileges sales based on other compacts' sales percentages.

- FC Chair Ward expressed appreciation to AOTA and NBCOT for their ongoing financial support with commitments of \$75,000 from AOTA for OTCC's FY26 and \$100,000 from NBCOT for OTCC's FY26.
 - C. Willmarth from AOTA clarified that AOTA is committed to \$100,000 contribution during AOTA's FY26, which – because of FY differences – is \$75,000 in OTCC's FY. AOTA's FY runs July 1 – June 30. OTCC's FY runs Oct. 1 – Sept. 30 each year.
- FC Chair Ward explained that the OTCC's financial sustainability is directly related to each state's ability to onboard to the CompactConnect data system to be able to exchange information and issue privileges to practice. She also highlighted that states will generate revenue from their state fees associated with OTC privileges to practice.
- FC Chair Ward shared that some discussions have evolved regarding the possibility of assessing an annual fee to OTC member states, which is a potential revenue source defined in the OTC legislation. She explained that this is a last resort because ideally states are able to onboard to CompactConnect and provide a pathway for both state and OTCC revenue generation.
- FC Chair Ward wrapped up her discussion by thanking the Commissioners for being advocates of the OTC in their states.
- OTCC Chair James thanked FC Chair Ward and the FC for their diligent efforts to bring the OTCC toward independent financial sustainability. She also encouraged states to reach out to A. Perry for support with onboarding to CompactConnect since that is the most desired pathway to financial independence for the OTCC.

Non-Voting Item: FBI CBC Implementation Discussion

- OTCC's Legal Counsel, Nahale Kalfas explained that some states have successfully implemented FBI CBCs for OTC purposes; however, many have met barriers to this process through no fault of their own.
- Ms. Kalfas shared that the FBI has inconsistently approved or denied ORI applications from state agencies (ORI = Origination Agency Identifier). Those tracking the FBI's processes are not able to identify a method by which they make the decisions. Therefore, some states have struggled to implement FBI CBCs for OTC privileges to practice as required by the OTC legislation.
- Ms. Kalfas explained that she continues to look into a pathway toward compliance for states for this topic. However, in the meantime, she stated that as long as states are making valid and provable attempts to meeting this requirement, there is protection through "legal impossibility." This is a temporary way for states to take steps to onboard with CompactConnect while working through compliance with FBI CBCs.
- A. Perry iterated that this is a promising pathway of protection, but states absolutely have to demonstrate that they are trying to comply with the FBI CBC requirement. She also iterated that this is a temporary solution, and when a states are able to fully implement FBI CBCs for compact privileges, they should promptly move toward that integration pathway.

Non-Voting Item: CompactConnect Demonstration

- A. Perry provided a brief demonstration of CompactConnect from a commission administrative view and from state administration view. She shared her screen and conducted a live demonstration of the data system.

Discussions & Comments

- Chair James called for public comments. No comments noted.
- Chair James called for any further comments/discussions from Commissioners. Some commissioners expressed gratitude for the work done over the last year by the OTCC and its committees. Some expressed excitement about seeing CompactConnect come to fruition from just an idea/concept. There were no further comments or discussions.

Adjournment

- Hearing no further business or discussion, Chair James adjourned the meeting at 12:33p CST via acclamation, with no member opposition.