



Occupational Therapy Compact Commission
Executive Committee Meeting Minutes
July 21, 2025

Name	Member Role	Attendance
1. Lesly James	Chair	P
2. Teri Black	Vice Chair	P
3. Christina Bourland	Secretary	P
4. Danielle Ward	Treasurer	P
5. Missy Anthony	Member at Large	P
6. Vanessa Beauchamp	Member at Large	A
7. Venus Vendoures-Walsh	Member at Large	A
Total voting members present		5/7 = quorum present
Barbara Williams	Ex-Officio – NBCOT	P
Chuck Willmarth	Ex-Officio – AOTA	P
Name	Non-Member Role	Attendance
Nahale Kalfas	OTCC Legal Counsel	P
Amanda Perry	OTCC Executive Director	P
Katie Schlesinger	OTCC Project Manager	P
Isabel Eliassen	Council of State Governments	P
Vonda Malnikoff	West Virginia	P

Name	Agenda	Minutes From previous EC meeting	FBI CBC Rule Amendments	No Voting Item	No Voting Item	Adjourn
L. James	Y	Y	Y	---	---	Via Acclimation at 3:01p CST
V. Beauchamp	---	---	---	---	---	
D. Ward	Y	Y	Y	---	---	
M. Anthony	Y	Y	Y	---	---	
T. Black	Y	Y	Y	---	---	
C. Bourland	Y	Y	Y	---	---	
V. Vendoures-Walsh	---	---	---	---	---	
TOTALS	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 L. James called the meeting to order at 1:02p CST

Roll Call

- A. Perry called the roll.
 - 5/7 voting members present
 - 7/9 total members present
 - Attendance reflected in chart above

Review and Adopt Agenda

- Chair James reviewed the agenda and called for a motion to approve it.
- **Motion:**
 - **C. Bourland motioned to adopt the agenda with one amendment to transition “Financial Sustainability Plan” from a voting item to a discussion item.**
 - **D. Ward seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Review and Adoption of Meeting Minutes from last Executive Committee Meeting

- Committee reviewed the draft minutes from the last EC meeting.
- T. Black suggested one point of clarification on an item. Language was discussed among the members and added to the minutes to capture the clarifying point.
- Chair James called for a motion to adopt the draft minutes.
- **Motion:**
 - **T. Black motioned that the committee adopt the minutes with one amendment.**
 - **D. Ward seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**
 - **A. Perry will correct the minutes and post them as final to the 2025 Meetings webpage.**

Updates

CompactConnect Update (from I. Eliassen, CSG)

- I. Eliassen (CSG) explained:
 - InspiringApps just finished one of the last complex features of development which is the ability to document adverse actions.
 - Pilot states continue to onboard in the Beta test environment; MN successfully uploaded test data via API process
 - Compact administrators and project manager continue to meet states where they are in their decision to upload a full set of all licensees’ data or partial sets of licensees’ data.

Legislative Updates

- No new states joined the OTC since the last meeting
- Significant advancements in legislation for the OTC in Michigan and Pennsylvania

Commissioner Updates

- ND appointed an alternate delegate, Wanda Lauer; they have not appointed the official commissioner
- Nicole Harris is no longer with the WY state board; therefore, she resigned from the OTCC
- Waiting on WY to appoint new commissioner to replace N. Harris

Funding Request Updates

- No new funding request presented
- Leadership continues to brainstorm relevant and approachable pathways for consideration
 - Licensure interstate compacts are fairly new; it's challenging to fit the work into federal grant requirements because OTC is not (yet) conducting formal research
 - Will look into association/foundation grant opportunities
 - Example provided regarding the PSYPACT's state assessment fees – they generate ~\$91,000 in revenue from state assessment fees

ASMI Updates (Association & Society Management International – OTCC's Secretariat Organization)

- Annual Impact Report
 - A. Perry presented the one-page annual impact report, which is a high-level visual representation of the deliverables met by ASMI on behalf of the OTCC.
 - The EC did not have any questions about the report; they expressed their satisfaction with the report and the deliverables represented and performed by ASMI.
- Annual Management Recommendations & Disclosures
 - B. Armstrong (ASMI's President) presented the Management Recommendations and Disclosures to the EC; she provided reference documents and the presentation for public sharing
 - She presented the results from the evaluation that was sent to the entire OTCC with just over a 50% response rate from commissioners
 - In all categories, ASMI received feedback that the organization 100% "meets or exceeds expectations" of the OTCC.
 - Recommendations to the OTCC from ASMI include:
 - Conduct an Annual Performance Evaluation
 - OTCC responds to this evaluation annually
 - OTCC should have an Annual Work Plan
 - Strategic Initiatives are tracked by the OTCC
 - Financial Sustainability Plan is under development
 - Annual Independent Audit should be conducted by external accounting firm
 - Matthews, Carter, and Boyce (MCB) Accounting Firm completed the OTCC's FY24 Financial Review in July 2025
 - OTCC will have a financial review or audit on an annual basis
 - OTCC should have the following insurance policies:
 - General Liability; Directors & Officers Liability; Errors & Omissions; Property, Employee Dishonesty; and, Cyber
 - The OTCC's insurance policy covers all of these insurances except Cyber

- The OTCC is in the process of receiving quotes for and securing Cyber insurance
- ASMI's Disclosures to the OTCC were presented by B. Armstrong to the EC
 - Scope, period of performance, and fees
 - Scope = Secretariat Services
 - Period of Performance = Through Sept. 30, 2026
 - Fees = \$17,900/month
 - Annual 990 Form Submission
 - OTCC, as a tax-exempt government organization does not have to submit the annual 990 Form
 - Commissions received by AMSI, employees, and/or the OTCC
 - Hotel = none
 - Other commissions = none
 - Finder's fees = none
 - Other sources = none
 - Travel disclosures:
 - Frequent traveler points from airlines and hotels are collected by ASMI employees because ASMI considers that an incentive for the burden of travel and being away from home/family
 - Conflicts of Interest:
 - ASMI has family relationships; family owned
 - ASMI conducts secretariat services on behalf of clients similar to OTCC
- For OTCC's Awareness
 - Continuity Plan
 - ASMI has a designated "crisis manager"
 - Communications are handled by client executive directors
 - ASMI's employees conduct business and perform client deliverables via remote operations
 - The EC members were given an opportunity to ask questions and make comments to ASMI regarding the Management Recommendations and Disclosures presented in this meeting.
 - The EC expressed gratitude and contentment with the work performed by ASMI on behalf of the OTCC.
 - There were no questions; feedback indicated appreciation for the content, recommendations, and information presented
 - The Executive Committee received and accepted ASMI's recommendations without objection.

FBI CBC Rule Amendment

- T. Black (Vice Chair of the OTCC Rules Committee) presented the Rules Committees recommended amendments to the FBI CBC Rule.
- N. Kalfas provided context to the need, history, and purpose of the amendments

- The amendments add legal impossibility pathway for states who are unable to conduct FBI CBCs because (for whatever reason) they cannot obtain the Originating Agency Identifier (ORI) number from the FBI.
- This amendment creates a pathway for states to participate in the OTC, while still promoting public safety because a state level background check is required as part of this pathway; additionally the states must demonstrate that it has applied for and been denied the ORI
- This amendment creates a pathway for licensees/practitioners to participate in the OTC, which will increase access to healthcare services for patients/clients.
- The EC had a robust discussion about the Rules Committee's recommended amendments. They agreed on some non-substantive edits that provided clarification of the rule but did not change the context of the amendments.
- **Motion:**
 - **M. Anthony motioned to move the amended FBI CBC Rule with the non-substantive edits to public comment.**
 - **C. Bourland seconded the motion.**
 - **All voted in favor; no one abstained; motion carried**
 - **A. Perry will post the amended FBI CBC Rule for public comment within the next 7 business days.**

Financial Sustainability Discussion

- Chair James reminded the EC that this agenda item was amended to be a discussion only, not a voting item as originally noted on the public notice/agenda.
- Treasurer Ward reminded the EC that in their last meeting, they decided not to vote the Financial Sustainability Plan presented at that meeting forward as final to be presented to the OTCC's funders. She noted that there have been no new developments in the budget or funding that will contribute to any additional information to update the existing FSP.
- Chair James noted that the EC is at time for today's meeting and requested that this discussion be continued at the next EC meeting on August 11, 2025. All members agreed.

Committee Reports

- Finance Committee = D. Ward stated that there are no additional FC updates. Next FC meeting is scheduled for August 5, 2025.
- Public Relations Committee = A. Perry stated that the PRC in its August meeting will review/approve the OTCC's presentation for the NBCOT SRLF in September. Next PRC meeting is August 18, 2025.
- Rules Committee = T. Black stated that the FBI CBC Amendments discussed in today's meeting largely encompass the recent work completed by the RC; the EC will also receive the RC's recommended amendments to the Data System Reporting Requirements rule and the draft version of the Privilege to Practice to Home State License rule (PtP → HSL) ahead of the next EC meeting. Next RC meeting is August 19, 2025.
- Compliance Committee = The next CC meeting is October 15, 2025.
- Elections & Nominations Committee = A. Perry stated that the ENC members voted to reduce the number of ENC meeting from 6 to 4 per year with the option to call special meetings as needed for election purposes. Next ENC meeting is October 27, 2025

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 comments

Meeting Closure

- **Motion:**
 - Meeting adjourned at 3:01p CST via acclimation.
 - Next EC meeting is August 11, 2025.