



**Occupational Therapy Compact Commission  
Rules Committee Meeting  
Minutes: August 19, 2025**

Member	Attendance	VOTES					
		Agenda (amended)	Minutes	No item	No item	No item	Adjourn
Claire Covert-Bybee, Chair	P	Y	Y	---	---	---	---
Adrienne Price	A	---	---	---	---	---	---
Vanessa Beauchamp	P	Y	Y	---	---	---	---
Teri Black	P	Y	Y	---	---	---	---
Dr. Van Culotta	A	---	---	---	---	---	---
<b>TOTALS</b>	<b>3/5 voting members; quorum present</b>	<b>3/3 motion carries</b>	<b>3/3 motion carries</b>	---	---	---	Chair adjourned via acclimation at 3:25p CST

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Vonda Malnikoff	OTCC Commissioner	West Virginia
Francielle Pineda	Member of the Public	NBCOT
Missy Anthony	OTCC Commissioner	Ohio

### **Welcome/Call to Order**

- Chair C. Covert-Bybee called the meeting to order at 2:34p CST.

### **Roll Call**

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

### **Review and Adoption of the Agenda**

- Chair Covert-Bybee reviewed and called for a motion to adopt the agenda.
- **Motion:**
  - **V. Beauchamp motioned that the committee adopt the agenda as presented.**
  - **T. Black 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.
- **Motion:**
  - **T. Black motioned that the committee adopt the minutes as presented.**
  - **V. Beauchamp seconded the motion.**
  - **All voted in favor; 0 abstained; the motion carried.**

### **Compliance Checklist/Rule**

- Chair Covert-Bybee presented a checklist of items that states should do/implement to be compliant with the OTC legislation.
- The intent and purpose of the checklist is for states to use it to ensure that they are meeting the requirements of the OTC. It is also intended to be a tool for the OTC Compliance Committee to use for quick reference when they are supporting states with compliance concerns.
- Q: Could it be a resource and not a rule as presented in today's meeting?
  - A: Yes, it is intended to be a state self-assessment tool for internal auditing.
- Q: Do we need it to be in rule for due process or can it be an official OTC document through policy?
  - A: It can be a policy. The legislation is the authority for all state requirements. This checklist is a supplemental resource.
- Q: If a state doesn't meet the checklist, is that grounds for discipline?
  - A: Yes, it could be. The checklist has citations from the OTC law passed in each member state.
- The Rules Committee determined that this checklist is best utilized as a resource through policy. It will be refined at the next Rules Committee meeting after a comprehensive list of OTC member state requirements is provided to the members for their review/comparison to determine what should be included in the checklist. Then, it will go to the Compliance Committee for review before going to the Executive Committee to become effective in a policy.
- **Motion:**
  - **The Rules Committee tabled this discussion until the next Rules Committee meeting. This allows them time to review a recently created, comprehensive list of member state requirements, which A. Perry will send to the members.**

### **Rules for Development and Discussion**

- Chair Covert-Bybee provided the following rule updates:
  - OT/OTA timeline for recent CBC
    - Existing FBI CBC rule is amended and out for public comments until Aug. 25, 2025
  - Change in home state designation
    - This rule is tabled until the PtP to HSL rule is finalized/effective
  - Military Specific Rules
    - These rules are tabled until the three rules that are out for public comments are finalized/effective
    - The current draft rules/amendments will inform the drafting of military rules.
- Utility of printed OTC verification documents
  - A disclaimer is on the documents that practitioners' will generate from CompactConnect.
    - The disclaimer explains the utility of the document and provides a QR Code for real-time verification of a practitioners' PtP status(es).
- **Motion:**
  - **No vote; this was a discussion only.**

### **Questions and Comments**

- Chair C. Covert-Bybee called for additional questions and comments from the members and the public.
  - Member comments: none
  - Public comments: none

### **Adjournment**

- Hearing no further discussion, Chair Covert-Bybee adjourned the meeting via acclamation at 3:25p CST with no opposition from the members.
- **Next Meeting: September 23, 2025**