



Occupational Therapy Compact Commission
Executive Committee Meeting Minutes
August 11, 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	A
6. Vanessa Beauchamp	Member at Large	A
7. Venus Vendoures-Walsh	Member at Large	P
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
Claire Covert-Bybee	OTCC Rules Chair	P

Name	Agenda	Minutes From previous EC meeting	Data System Reporting Rule Amendments	PtP to HSL Draft Rule	No Voting Item	Adjourn
L. James	Y	Y	Y	Y	---	Via Acclimation at 2:19p CST
V. Beauchamp	---	---	---	---	---	
D. Ward	Y	Y	Y	---	---	
M. Anthony	---	---	---	---	---	
T. Black	Y	Y	Y	Y	---	
C. Bourland	Y	Y	Y	Y	---	
V. Vendoures-Walsh	Y	Y	Y	Y	---	
TOTALS	5/5 motion passes	5/5 motion passes	5/5 motion passes	4/4 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.
 - 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:**
 - **T. Black motioned to adopt the agenda as presented.**
 - **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.
- Chair James called for a motion to adopt the draft minutes.
- **Motion:**
 - **D. Ward motioned that the committee adopt the minutes as presented.**
 - **C. Bourland seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Updates

CompactConnect Update (from I. Eliassen, CSG)

- I. Eliassen (CSG) explained:
 - InspiringApps completed all major development builds for a minimally viable product (MVP).
 - Working on minor aesthetic/development tasks, for example, attestation wording
 - Pilot states continue to onboard in the Beta test environment
 - Successfully “sold” a test privilege to practice using a real credit card; transaction settled in the OTCC bank account and within CompactConnect (verified by InspiringApps); this was a huge accomplishment!

Legislative Updates

- No new states joined the OTC since the last meeting
- Significant advancements in legislation for the OTC in Michigan and Pennsylvania
- Pennsylvania passed a resolution charging state agencies to evaluate various interstate compacts. This is not common, and we wait to see what those agencies discover and how it affects PA’s decision to adopt occupational licensure interstate compacts.

Commissioner Updates

- ND appointed their official commissioner, Jacinda Simmons; A. Perry onboarded her last week

- WY appointed their official commissioner and their alternate commissioner; AP will onboard them soon.

Funding Request Updates

- No new funding requests to note

Amendments to Data System Reporting Requirements Rule

- Rules Chair, Claire Covert-Bybee, presented the recommended amendments to the existing rule on Data System Reporting Requirements – as publicly posted for this agenda item
- The Committee members did not have any discussion or questions
- **Motion:**
 - **C. Bourland motioned to move the draft amendments to the Data System Reporting Requirements as presented forward to public comment.**
 - **T. Black seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**
 - **A. Perry will prepare the public comment announcement and post it on the OTC's Rulemaking webpage.**

Draft Rule: Privilege to Practice (PtP) to Home State License (HSL)

- Rules Chair, Claire Covert-Bybee, presented the recommended draft rule on transitioning an OT Compact Privilege to Practice to a Home State License
- Q: Does a person have to have a second FBI CBC if they move to a new state that requires it for licensure?
 - A: Yes, if that state requires a new FBI CBC
 - Comment: That seems redundant and unnecessary.
- One member of the EC stated concern that this process is confusing to both state administrators and the public. States will not have access to CompactConnect data – for example, people who purchase a PtP to work in their state – because the two-way data share feature will not be available at launch. That feature is a “fast-follow” item to be developed as a priority after launch.
- The EC agrees that this process will need to be clearly communicated to state administrators and practitioners.
- There was concern about requiring practitioners to demonstrate a change of residency within 30-days of moving. This may be a burden to practitioners.
- Clarification: The OTC does not require states to expire/remove any license. Practitioners have the option to maintain a single-state license in any state they wish to practice.
- Clarification: Practitioners must designate only one home state license in their CompactConnect accounts. They can change this at any time.
- A. Perry shared comments to this draft rule that she received via email:
 - States should provide a process for this, determined by each state. Consider changing the language to remove “application” and replace with “process”
 - Consider adding language that says practitioners can transition their PtP to a HSL “upon completion of all state requirements.”

- The EC members discussed and considered all suggestions made via email and made during the meeting. They determined that sending this draft rule to public comment may produce more thoughtful feedback to consider.
- **Motion:**
 - C. Bourland motioned to move the draft rule, Privilege to Practice to Home State License, to public comment.
 - T. Black seconded the motion.
 - All voted in favor; no one abstained; motion carried

Financial Sustainability Discussion

- A. Perry shared that a preliminary sustainability plan is in draft form. It explains specific goals of the commission to become financially independent. It also discusses the various options/ideas for generating revenue. Along with those ideas are the challenges the OTCC has experienced and the current status. This document will be shared with the OTCC's funders (AOTA and NBCOT) and the Executive Committee upon completion. It is being drafted by Chair James, Treasurer Ward, Legal Counsel Kalfas, and Executive Director Perry.

Committee Reports

- Finance Committee = A. Perry stated that there are no additional FC updates. Next FC meeting is scheduled for October 7, 2025.
- Public Relations Committee = A. Perry meets on August 18, 2025 and will finalize the NBCOT SRLF presentation to be presented by Chair James, PRC Chair Daly, and A. Perry.
- Rules Committee = A. Perry stated that the discussion in today's EC meeting covers all updates from the Rules Committee. The next RC meeting is August 19, 2025.
- Compliance Committee = The next CC meeting is October 15, 2025.
- Elections & Nominations Committee = The ENC meeting is October 27, 2025

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - A. Perry requested that the OTCC have a full commission meeting in late October to vote on time-sensitive rules necessary to launch the sale of privileges to practice.
 - The EC agreed that a fall OTCC meeting is necessary, and A. Perry will work with Chair James and Counsel Kalfas to schedule that meeting, likely 1.5 hours.
 - The OTCC Project Director provided a brief update on the states who are prioritizing the pilot process for uploading data into CompactConnect.
 - The EC was pleased to hear that 8+ states are diligently working on this process and will be ready to launch soon (though maybe not entirely by Sept. 30).
- Chair James opened the floor for public comments.
 - No comments

Meeting Closure

- **Motion:**
 - Meeting adjourned at 2:19pp CST via acclimation.
 - Next EC meeting is September 8, 2025.