



**Occupational Therapy Compact Commission
Executive Committee Meeting Minutes
October 20, 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	A
5. Missy Anthony	Member at Large	P
6. Vanessa Beauchamp	Member at Large	P
7. Venus Vendoures-Walsh	Member at Large	P
Total voting members present		6/7 = quorum present
Barbara Williams	Ex-Officio – NBCOT	A
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
Adrienne Price	Georgia	P
Vonda Malnikoff	West Virginia	P
Kyle Jones	NBCOT	P

Name	Agenda	Minutes From previous EC meeting	Data Breach Policy	Military ID Submission Policy	FY26 Proposed Budget	Adjourn
L. James	Y	Y	Y	Y	Y	Via Acclimation at 2:14p CT
V. Beauchamp	Y	Y	Y	Y	Y	
D. Ward	---	---	---	---	---	
M. Anthony	Y	Y	Y	Y	Y	
T. Black	Y	Y	Y	Y	Y	
C. Bourland	Y	Y	Y	Y	Y	
V. Vendoures-Walsh	Y	Y	Y	Y	Y	
TOTALS	6/6 motion passes	6/6 motion passes	6/6 motion passes	6/6 motion passes	6/6 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 CT

Roll Call

- A. Perry called the roll.
 - 6/7 voting members present
 - Attendance reflected in chart above

Review and Adopt Agenda

- Chair James reviewed the agenda suggesting that the committee rearrange the order to move the “updates” after the voting items because of limited availability of a voting quorum. She called for a motion to amend and approve the agenda.
- **Motion:**
 - **V. Beauchamp motioned to change the order of the agenda to move the “updates” after the voting items and to approve the amended agenda.**
 - **M. Anthony seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Review and Adoption of Meeting Minutes from last Executive Committee Meeting

- The committee reviewed the draft minutes from the last EC meeting.
- Chair James called for a motion to adopt the draft minutes.
- **Motion:**
 - **T. Black motioned that the committee adopt the minutes as presented.**
 - **C. Bourland seconded the motion.**
 - **5 voted in favor; 1 abstained; motion carried.**

OTCC Policies

- CompactConnect Data Breach Policy
 - The committee reviewed the proposed draft data breach policy. A. Perry provided context for the drafting of the policy, which was done in collaboration with InspiringApps, the Council of State Governments, and the Joint Compact Commission.
 - Suggestion to add language at the beginning of the policy that explains that a data breach is unlikely to occur and that the data system security exceeds software security industry standards. The explanation will not cite specific standards.
 - Q: What is “Authorize.net”?
 - A: the credit card processing vendor for CompactConnect
 - Suggestion to remove the specific vendor name from the policy.
 - Q: Why is there a 24-hour delay between when the developers realize a breach and state administrators are informed?
 - A: This indicates that it should take no longer than 24-hours for state administrators to be notified, not that there will be a certain 24-hours before they are notified. The time period allows the developers to understand the source and extent of the breach and to create a sufficient

mitigation pathway before communicating the information to state administrators.

- Q: Member states have different data breach laws, is this policy compliant?
 - A: The OTC laws supersede state laws. Conforming to and meeting state laws is not necessary for the purpose of this data breach policy.

- **Motion:**

- **C. Bourland motioned to approve the CompactConnect Data Breach Policy with the suggested edits.**
- **T. Black seconded the motion.**
- **All voted in favor; no one abstained; motion carried.**

- **Military Identification Submission Policy**

- The committee reviewed the proposed military ID submission policy. A. Perry provided context for the drafting of the policy to ensure the OTCC has an effective way to determine active duty military status using relevant military affiliation/status documents.
 - Suggestion to edit the document to clarify that privileges to practice may be deactivated until the documents are uploaded and approved – if a person is audited. Former language was more punitive and not clear that the deactivation was temporary.

- **Motion:**

- **V. Beauchamp motioned to approve the Military Submission Identification Policy with the suggested edits.**
- **M. Anthony seconded the motion.**
- **All voted in favor; no one abstained; motion carried.**

Fiscal Year 2026 Proposed Budget

- A. Perry presented the budget prepared by the OTCC Finance Committee.
- The Executive Committee had no edits or substantive discussions.
- **Motion:**
 - **M. Anthony motioned to approve the proposed budget for Fiscal Year 2026 as presented.**
 - **V. Beauchamp seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Updates

CompactConnect Update (I. Eliassen, CSG)

- CSG was not on the call. A. Perry provided the update:
 - CompactConnect is a minimally viable product (MVP) with enhancements occurring over the next few months within the allotted budget.
 - The Counseling Compact is accepting applications in AZ and MN. To date they've sold 150+ privileges to practice.
 - ASLP is meeting with two states that will soon begin accepting applications.
 - OTCC anticipates that MN and IN will begin accepting applications in the next few weeks

Legislative Updates (C. Willmarth, AOTA)

- No new states joined the OTC since the last meeting
- Massachusetts, Michigan, and Pennsylvania have pending legislation
- AOTA is working with state associations to prepare bills for the 2026 legislative session

Commissioner Updates (A. Perry)

- No updates

Funding Request Updates (Chair James)

- Chair James explained that she, Treasurer Ward, Counsel Kalfas, and ED Perry will attend the NBCOT BoD meeting on October 25, 2025 to provide an update on CompactConnect and discuss future funding.

Committee Reports

- Finance Committee = No updates beyond the budget presented in today's meeting. Next FC meeting is scheduled for December 2, 2025.
- Public Relations Committee = A. Perry shared that the PRC met earlier today and approved the draft FY25 Annual Report with edits and Treasurer contributions before publishing. Next meeting is scheduled for December 15, 2025.
- Rules Committee = A. Perry shared that the Rules Committee will hear from the Compliance Committee at the 10.21.25 meeting to understand rules needed for state OTC compliance. The next RC meeting is scheduled for October 21, 2025 and then November 18, 2025.
- Compliance Committee = Compliance Chair, A. Price explained that the Compliance Committee met last week and worked diligently to determine what state requirements in the OTC legislation should have associated rules and which ones should be part of a resource checklist. A. Price is presenting those topics to the Rules Committee on 10.21.25. Next Compliance Committee meeting is scheduled for 2.18.26
- Elections & Nominations Committee = No updates; The next ENC meeting is scheduled for October 27, 2025

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - Suggestion for the OTCC to proactively reach out to AOTA's Academic Leadership Council to give presentations
 - Suggestion for OTCC to develop an on demand learning module (for CEUs) that explains the OTC with a target audience of academia
- Chair James opened the floor for public comments.
 - No comments

Meeting Closure

- **Motion:**
 - Meeting adjourned at 2:14pp CT via acclamation.
 - Next EC meeting is November 10, 2025.