



**Occupational Therapy Compact Commission
Executive Committee Meeting Minutes**

January 12, 2026

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	P
7. Venus Vendoures-Walsh	Member at Large	P
Total voting members present		7/7 = 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

Name	Agenda	Minutes From previous EC meeting	State Fee Disbursement Policy	ENC Chair Appointment	No Voting Item	Adjourn
L. James	Y	Y	Y	Y	---	Via Acclimation at 2:04p CT
V. Beauchamp	Second - Y	Y	Second - Y	Motion - Y	---	
D. Ward	Motion - Y	Motion - Y	Y	Second - Y	---	
M. Anthony	Y	Y	Y	Y	---	
T. Black	Y	Y	Y	Y	---	
C. Bourland	Y	Y	Motion - Y	Abstain	---	
V. Vendoures- Walsh	Y	Second - Y	Y	Y	---	
TOTALS	7/7 motion passes	7/7 motion passes	7/7 motion passes	6/7 motion passes	---	

--- indicates member was absent, or unable to cast a vote (ex: technical difficulties), or there was no voting item for that column.

Welcome/Call to Order

- Chair L. James called the meeting to order at 1:03p CT

Roll Call

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

Review and Adopt Agenda

- Chair James reviewed the agenda and called for a motion to approve it or amend it.
- **Motion:**
 - **D. Ward motioned to amend the agenda to add a voting item to appoint a new Chair to the Elections & Nominations Committee.**
 - **V. Beauchamp seconded the motion.**
 - **All voted in favor; 0 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 or amend the draft minutes.
- **Motion:**
 - **D. Ward motioned that the committee adopt the minutes as presented.**
 - **V. Vendoures Walsh seconded the motion.**
 - **All voted in favor; 0 abstained; motion carried.**

State Assessment Fee

- Chair James requested that Treasurer Ward provide an update on the Finance Committee's recommendation to the Executive Committee regarding state assessment fees
- Treasurer Ward explained that the Finance Committee discussed whether to recommend a state assessment fee in their meeting on 1.6.26.
- The Finance Committee decided to recommend that the Executive Committee NOT implement a state assessment fee at this time and to revisit the topic mid-year (calendar year).
 - In the Finance Committee meeting, there was a motion to recommend a state assessment fee, but the motion failed without a second and no vote on the motion.
 - Following that motion, there was a separate motion that the Finance Committee recommend that the Executive Committee not implement a state assessment fee at this time. The motion and vote are captured in the Finance Committee minutes.
- Treasurer Ward explained that the Finance Committee had the following concerns:
 - Implementing a state assessment fee before states operationalize (open applications) might cause ill feelings and may make some states want to leave the OTC.
 - States that are considering joining the OTC may decide not to join.
 - There a may be perceived harm by states who are unable to operationalize for several more months or into 2027.
 - States are already investing monetary and personnel resources into onboarding their licensing systems into the OTC's data system.

- The Finance Committee wants to give states which have operationalized time to begin generating revenue at the state level and the OTC level to get an idea of how much of an impact selling privileges to practice will have on the budget.
- The Finance Committee will revisit this topic in their June 2026 meeting.
- Not a voting item

State Disbursement Policy (for state fees collected by the OTCC)

- A. Perry displayed the policy that was drafted by the Finance Committee and recommended to the Executive Committee.
- Chair James requested that Treasurer Ward explain the intent and purpose of this policy.
- Treasurer Ward explained that this policy is necessary, so the OTCC has a process to disburse funds to the member states because the OTCC collects state fees on behalf of member states during the sell of privileges to practice.
- Q: Is it necessary for the Treasurer to be the final approver for payments to states? This seems like a burden on the Treasurer who is a volunteer.
 - A: The Treasurer is an elected official on the OTCC and a state actor and should provide the final approval on behalf of the OTCC. The Treasurer will review reports compiled by the Secretariat / Executive Director to reconcile the payment approval amounts. The Treasurer will not (unless necessary) review individual transactions.
- Suggestion to have a backup to the Treasurer to make final payment approvals.
 - Language was added to the policy to reflect that the OTCC Chair will serve as the backup in the absence of the Treasurer.
- Q: Should the policy include language regarding how to reissue lost checks?
 - A: The OTCC relies on the Secretariat and its existing policies since the Secretariat issues the checks on behalf of the OTCC.
- **Motion:**
 - **C. Bourland motioned to adopt the State Fee Disbursement Policy as amended during the meeting.**
 - **V. Beauchamp seconded the motion.**
 - **All voted in favor; 0 abstained; motion carried.**
- **Elections & Nominations Committee Chair Appointment**
 - Chair James requested that A. Perry provide context to the Executive Committee regarding the need to appoint a Chair to the Elections & Nominations Committee (ENC).
 - A. Perry explained that the most recent ENC Chair, Trent Gahl (MT), had to step down from his role as MT's Commissioner on the OTCC and subsequently his role on the ENC. The MT OT licensing board dissolved on Jan. 1, 2026 making him ineligible to represent MT on the OTCC.
 - A. Perry stated that she reached out to the remaining members of the ENC to gauge interest in serving as the Chair.
 - The members supported C. Bourland (MN) serving as the Chair.
- **Motion:**
 - **V. Beauchamp motioned to appoint C. Bourland as the Chair of the ENC.**
 - **D. Ward seconded the motion.**

- **6 voted in favor; 1 abstained; motion carried.**

Updates

CompactConnect Update

- K. Schlesinger provided the following updates:
 - 3 states are live, accepting applications: MN, OH, & WV
 - 2 privileges to practice sold since going live this morning
 - 2 states are close to going live: DE & VA
 - Other states continue to conduct beta testing
 - Some states are delayed by FBI CBC and fee setting processes

Committee Reports

- Finance Committee = Today's agenda items reflect the work done by the FC.
- Public Relations Committee = Next meeting is February 23, 2026.
- Rules Committee = Vice Chair Black shared that the Rules Committee continues to work closely with the Compliance Committee to draft rules and establish processes. Next meeting is scheduled for January 20, 2026.
- Compliance Committee = A. Perry explained that the Compliance Committee updates echo the Rules committee updates because they have been collaborating; no further updates. Next meeting is scheduled for February 18, 2026.
- Elections & Nominations Committee = No updates; next meeting scheduled for January 26, 2026.

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - No comments
- Chair James opened the floor for public comments.
 - No comments

Meeting Closure

- Motion:
 - Meeting adjourned at 2:04p CT via acclamation.
 - Next EC meeting is February 9, 2026.