



**Occupational Therapy Compact Commission
Executive Committee Meeting Minutes
December 8, 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	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
Claire Covert-Bybee	Rules Committee Chair	P

Name	Agenda	Minutes From previous EC meeting	Military ID Policy Revisions	PtP to HSL Draft Rule Revisions	No Voting Item	Adjourn
L. James	Y	Y	Y	Y	---	Via Acclimation at 2:48p CT
V. Beauchamp	Motion - Y	Y	Y	Motion - Y	---	
D. Ward	Y	Second - Y	Second - Y	Second - Y	---	
M. Anthony	Second - Y	Motion - Y	Motion - Y	Y	---	
T. Black	Y	---	Y	Y	---	
C. Bourland	Y	Y	Y	Y	---	
V. Vendoures-Walsh	Y	Y	Y	Y	---	
TOTALS	7/7 motion passes	6/7 motion passes	7/7 motion passes	7/7 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 1:02p 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:**
 - **V. Beauchamp motioned to adopt the agenda as presented.**
 - **M. Anthony 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:**
 - **M. Anthony motioned that the committee adopt the minutes as presented.**
 - **D. Ward seconded the motion.**
 - **6 voted in favor; 1 was unable to vote due to technical difficulties; 0 abstained; motion carried.**

Military ID Submission Audit Policy

- A. Perry displayed the existing policy with suggested edits based on discussions with OTCC's Legal Counsel and Rules Committee Chair
- Legal Counsel Kalfas recommended that clarifying language needs to be added so it is clear that "active duty" military/military families are the audience for this policy.
 - Add "active duty" to describe the personnel
 - Remove "retired" from the language
- The committee discussed the concern that the policy calls for punitive action on a person's privilege to practice because it includes language to revoke and/or deny a privilege to practice.
 - This was determined to be an action on a person's ability to practice/livelihood, and it should be in rule, not in policy.
 - The committee discussed that removing it from policy language means it needs to be drafted into rule.
 - The committee agreed to remove the punitive action language from the policy and replace it with general language that refers to consequences in rule established by the OTCC.
- The Executive Committee charged the Rules and Compliance Committees with collaborating to determine the appropriate actions that should be in place to hold applicants accountable to this policy and submitting appropriate documentation if audited, agreeing that punitive actions should be in rule, not policy.

- The forthcoming rule may consider whether an application is complete if the correct documentation is not uploaded. For example, does a military applicant who receives their PtP immediately when they pay have a completed application? Or is it incomplete until they submit the required documents (if audited)?
- How frequently will the OTCC audit military applicants? (ex: 25% of every military applicant each quarter...or 100% of military applicants get audited...?)
- **Motion:**
 - **M. Anthony motioned to approve the Military Identification Submission Audit policy with the edits agreed to in today's discussion.**
 - **D. Ward seconded the motion.**
 - **All voted in favor; 0 abstained; motion carried.**
- **Privilege to Practice to Home State License (PtP to HSL) Draft Rule Revisions**
 - A. Perry displayed the revisions recommended by the Rules Committee for the Executive Committee's consideration.
 - Rules Chair, C. Covert-Bybee provided historical context to this rule, explaining that the original draft went through the rulemaking process, and on Oct. 30, 2025, the OTCC tabled the vote and sent it back to Rules Committee for revisions.
 - The revisions presented to the Executive Committee today are from the Rules Committee's consideration of the discussion that the OTCC had in regard to some concerns about this rule and how it should be more clear in addressing state's abilities to perform state level and/or FBI criminal background checks on licensees.
 - The Committee held a brief discussion that clarified the law referenced in the rule to ensure it was the appropriate federal law.
 - Legal Counsel Kalfas confirmed that it is the most correct reference as there are multiple related federal laws, but this one is accurate for this purpose.
- **Motion:**
 - **V. Beauchamp motioned to approve the revisions to the draft rule on transitioning a Privilege to Practice to Home State License.**
 - **D. Ward seconded the motion.**
 - **All voted in favor; 0 abstained; motion carried.**
 - **A. Perry will prepare and post the revised version for public comment.**

Legal Impossibility Process Discussion

- Legal Counsel Kalfas explained that there should be a gatekeeping process in place for states which choose the legal impossibility pathway to operationalize the OTC.
- OTCC's Legal Counsel should have an affirmative action pathway to meet with states to determine if the state meets the legal impossibility criteria.
- The Committee discussed different options for what the vetting process should be.
 - Application process
 - Applications are either approved or denied based on information submitted
 - What information is needed from the applicant?
 - Checklist of criteria that must be met
 - How will states demonstrate that they have met all the criteria?

- What does the documentation process look like?
 - Suggestion to have an automatic upload pathway on the website.
 - Suggestion to have a generic emails address, ex: legalimpossibility@otcompact.gov or LI@otcompact.gov
 - Legal Counsel interview State Administrator (or their counsel)
 - Tailored process for each state
 - Understand nuances in each state
 - Counsel will bring back a recommendation to the Executive Committee
- The Executive Committee charged the Rules and Compliance Committees with collaborating to draft a policy (not a rule) that defines the process. The Executive Committee agreed that the final decision about allowing (or not allowing) a state to operate under the LI pathway should be with the Executive Committee.
- An Ad Hoc Committee may need to be formed to carry out the process as determined in policy by the Rules and Compliance committees. That is to be determined.
- **Motion:**
 - **Not a voting item; discussion only**

State Assessment Fee Discussion

- Chair James charged the Finance Committee with making a recommendation to the Executive Committee about drafting a rule to implement state assessment fees.
- Chair James explained that the OTCC should continue looking at alternative funding pathways to demonstrate to the existing funders that the commission is doing its due diligence to become financially sustainable.
- The Executive Committee did not have any questions or discussions at this time; they will address the Finance Committee recommendation at the next Executive Committee meeting in January.
- **Motion:**
 - **Not a voting item; discussion only**

Updates

CompactConnect Update

- K. Schlesinger provided the following updates:
 - 18 states have had IT onboarding meetings
 - 5 states have successfully completed Beta testing
 - 3 states are approaching “go live” status possibly in January for two of them
 - 1 state is ready to “go live” now, just waiting on others

Legislative Updates (C. Willmarth, AOTA)

- No updates

Commissioner Updates (A. Perry)

- No updates

Funding Request Updates (Chair James)

- Chair James, Treasurer Ward, Counsel Kalfas, and A. Perry will meet with AOTA's executive leadership team next week and their BoD in February to address continued funding of the OTC.

Committee Reports

- Finance Committee = The December meeting was cancelled due to a lack of quorum; will have a special meeting on January 6, 2026.
- Public Relations Committee = A. Perry shared that the December 15, 2025 meeting is cancelled due to a lack of agenda items. Next meeting is February 23, 2026.
- Rules Committee = Rules Chair C. Covert-Bybee explained that the Compliance Committee chair presented a comprehensive chart of state compliance considerations to the Rules Committee. They are collaborating to determine what information belongs in rule and what should be a resource (ex: checklists for compliance). 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 = A. Perry explained that the committee met in October to do their annual review (beginning of new fiscal year) of officer and committee chair appointments. They will gear up for spring elections at their next meeting scheduled for January 26, 2026.

Questions and Comments

- Chair James opened the floor for further questions or comments from committee members.
 - C. Willmarth stated that he and AOTA leadership were pleased to invite some of the OTCC leadership to meet with them next week and their board in February. They are looking forward to those discussions.
- Chair James opened the floor for public comments.
 - No comments

Meeting Closure

- Motion:
 - Meeting adjourned at 2:48p CT via acclimation.
 - Next EC meeting is January 12, 2026.