Occupational Therapy Compact Commission
Executive Committee Meeting Minutes
July 13, 2026

Name	Member Role	Attendance
1. Lesly James	Chair	P
2. Chris Daly	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
Jill Phelps	OTCC Commissioner – KY	P

Name	Agenda	Minutes from previous EC meeting	Rules Committee Chair Appt.	Legal Impossibility Approval in Policy	Agenda Amendment	Adjourn
L. James	Y	Y	Y	Y	Motion	Via Acclimation at 2:55p CT
V. Beauchamp	Motion – Y	Y	--- Not present for vote	Motion – Y	No objection	
D. Ward	Y	Second – Y	Y	Y	Second	
M. Anthony	Y	Motion – Y	Motion – Y	Y	No objection	
C. Daly	Second – Y	Abstain	Y	Y	No objection	
C. Bourland	Y	Y	Y	Second – Y	No objection	
V. Vendoures-Walsh	Y	Y	Second – Y	Y	No objection	
TOTALS	7/7 motion passes	6/7 motion passes	6/6 motion passes	7/7 motion passes	friendly amendment 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 at initial roll call
    - 9/9 total members present
    - Attendance reflected in chart above

Review and Adopt Agenda

- Chair L. James acknowledged the service of Rules Chair C. Covert-Bybee and Vice Chair Teri Black who both provided service since the inception of the Executive Committee.
- Chair L. James welcomed C. Daly to the Executive Committee as the new Vice Chairperson.
- Chair James reviewed the agenda and called for a motion to approve it or amend it.
- **<u>Motion</u>**:
    - **V. Beachamp motioned to adopt the agenda as presented.**
    - **C. Daly 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.
- **<u>Motion</u>**:
    - **M. Anthony motioned that the committee adopt the minutes as presented.**
    - **D. Ward seconded the motion.**
    - **6 voted in favor; 1 abstained; motion carried.**

Rules Committee Chair Appointment

- A. Perry explained that two OTCC Rules Committee members were nominated for the vacant Chair position. The Chair position was made vacant when C. Covert-Bybee resigned from her position as State Licensing Board Administrator, and, subsequently, the OTCC and Committees.
- Nominees:
    - Dr. Van Culotta (Louisiana)
    - Vanessa Beauchamp (Missouri)
- V. Beauchamp was moved to the Zoom waiting room during this voting item discussion and vote.
- The EC requested the tenure of each nominee for their time serving on the Rules Committee.
    - A. Perry shared that V. Beauchamp has served on the RC since 2022
    - A. Perry shared that Dr. Culotta has served on the RC since 2023
- The EC members noted that both nominees engage thoughtfully during the RC meetings and both are highly qualified to serve as Chair. Service tenure was a factor in the decision.
- **<u>Motion:</u>**
    - **M. Anthony motioned to appoint V. Beauchamp as the Rules Committee Chair.**
    - **V. Vendoures-Walsh seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried.**

        - **Noting that V. Beauchamp was not present for the vote. She was readmitted to the meeting after this item was discussed and voted on.**

Legal Impossibility Process in Policy

- Legal Counsel Kalfas explained that the Legal Impossibility Rule protects the OTCC regarding the criminal background check requirement of the OT Compact law.
- This discussion is focused on whether the EC wants the Legal Impossibility decision making process (whether a state is approved or not approved) documented in policy.
- Discussion: The approval process should be documented in policy rather than in rule or not at all.
    - Document for consistency, protects during times of attrition, memorializes the procedure.
- <u>**Motion:**</u>
    - **V. Beauchamp motioned that the process to approve/deny state's the Legal Impossibility pathway be documented in policy and that the initial draft policy language be delegated to OTCC's Legal Counsel and Executive Director.**
    - **C. Bourland seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried**

Strategic Planning Discussion

- Chair James shared draft mission and vision statements as an example of what she envisions the EC in collaboration with the PRC developing in the next few meetings.
    - She requested that EC members send A. Perry their draft language for mission and vision statements by Aug. 7, 2026 for the PRC to consider during their Aug. 17, 2026 meeting.
- One goal is to solidify the OTCC mission and vision statements and let them serve as a foundation for OTCC strategic planning.
- Q: Are the draft mission and vision statements from the perspective of the organization or OT practitioners?
    - A: The mission and vision statements should be from the organizational perspective.
- Discussion: The mission and vision statements should focus on the public protection/regulatory aspects as much or more than they do on practitioner mobility.
- Chat comment: Mission statements capture what an organization is currently doing. Vision statements capture what an organization hopes to achieve in the future.
- Discussion: Consensus among the EC members is that now is a good time to begin strategic planning since eight states have operationalized and there are 35 member states.
    - Strategic planning builds confidence and transparency.
- Discussion: What ideas does the EC have for facilitating a series of strategic planning sessions?
    - Ideally a professional consultant facilitates; not likely due to cost
    - Does AOTA, NBCOT, or ASMI have resources to help facilitate strategic planning?
        - A: NBCOT does not have internal expertise
        - A: A. Perry will ask ASMI leadership
    - Suggestion: The EC could facilitate its own SP series. If that is the pathway, then a lot of prep work with historical documentation is needed for preview:
        - Annual Reports
        - Meeting Minutes
        - Lead prompts (developed by whom?)

- Timeline is to have PRC finalize a draft of the mission and vision statements during their Aug. 17 meeting. The EC will review the draft and approve it during their Sept. meeting.
    - October meeting is tentatively dedicated to the first Strategic Planning session.

Comments

- Chair James opened the floor for comments from EC members
    - Treasurer Ward requested that the EC consider whether it wants to renew the Addendum part of the ASMI – OTCC MOU. The Addendum piece is specifically for Katie's time as OTCC's project manager.
    - Q: When does the Addendum expire?
        - A: September 30, 2026
- Legal Counsel Kalfas advised that if the EC was going to discuss this further, then there needs to be a friendly amendment to the agenda for this meeting.

Finance Committee Report and ASMI-OTCC Addendum

- <u>**Motion**</u>
    - **L. James motioned to add the Finance Committee report and the discussion about the ASMI-OTCC Addendum to the agenda.**
    - **D. Ward seconded the motion.**
    - **No objections to the friendly amendment**
- The discussion continued with D. Ward explaining that the original MOU was discussed at that last Finance Committee meeting as it is set to automatically renew on September 30, 2026. However, the Addendum was not discussed, and it expires indefinitely on September 30, 2026.
- The decisions for both will be made in the August Finance and Executive Committee meetings. Treasurer Ward brought it up now to have an understanding of what the EC's overall desire is.
- Q: It appears that there is a duplication of deliverables in the original MOU as compared to the language in the Addendum regarding the state onboarding tasks. Can this be clarified?
    - A: Counsel Kalfas explained that in her meeting with ASMI leadership she addressed this question and was told that the deliverables in the original MOU were not aligned with personnel until those deliverables were required. They were included in the original MOU as a placeholder for the future needs of state onboarding.
- Q: Did the OTCC Project Manager addendum to the original MOU get discussed in Counsel's meeting with ASMI leadership?
    - A: No. The addendum did not get addressed.
- Q: How many hours did Katie (Project Manager) work for OTCC in the last year since she has been on the state onboarding project?
    - A: A. Perry will request this information from ASMI and report back to the EC.
- Chat question: What does the ASLP Compact's budget look like in comparison?
    - A: Some of ASLP's secretariat deliverables are absorbed by their funding organizations. The MOU with their secretariat is largely to employ the Executive Director.
- The EC's consensus is that this is a timely discussion, especially given the desire to develop a strategic plan for the OTCC. Now is a good time to discuss various pathways to achieve the deliverables and obligations of the OTCC.
    - Ex: consider a 1099 contract for project management, marketing, outreach, etc.
- This was a discussion, not a voting item.

Comments

- Chair James, again, opened the floor for member comments
- B. Williams asked for details about the legislative agreement that was terminated with the Council of State Governments (CSG) which was disclosed during a different meeting in June. Specifically, she requested information on any gaps that need to be filled.
    - A. Perry explained that the OTCC does not have a legislative agreement with CSG and the reference was to the one the AOTA had with CSG to collaborate on state legislations to get states to join the OTC. She deferred to C. Willmarth (AOTA's Ex-Officio Member) for information.
    - C. Willmarth explained that AOTA completed a review of their requested budget items, and the contract with CSG was not renewed because of the combination of the success of having 35 states join the OTC and a lack of funding to continue the legislative work with CSG.
    - C. Willmarth addressed the question about the gaps that exist without the CSG contract by explaining that the legislative review process is the biggest gap seconded by the need to testify to state legislatures when requested.
    - C. Willmarth explained that the legislative review process was a comparative review to ensure that state's legislative language for the OTC does not substantially deviate from the original model language.
    - Q: Who determines if the state's language is a substantial deviation from the OTC model language?
        - A: Since the OTC was developed, it has been CSG's legislative review team in consultation with CSG's attorneys. Now that is a defined gap without the CSG contract.
    - Comment: The OTCC Executive Committee should determine if a state's language is acceptable or substantially deviates; this should be in consultation with legal counsel's advise.
    - Q: What do other compacts do to fill the legislative support gap?
        - A: Legal counsel will inquire and give a response.
    - Suggestion: The Rules Committee should draft language that defines who conducts comparative analyses of state's language to the OTC language and who determines whether any differences are substantial, which would preclude a state from joining the OTC until the differences in language are resolved.
        - A. Perry will note this as an item for the next Rules Committee agenda.
- Comment: On July 28, 2026 at 7:00p ET, AOTA is hosting a webinar for the OTCC. Chair James and A. Perry will present information about how to apply for PtPs and address FAQs. This webinar is intended to increase awareness of the 8 states actively issuing PtPs; share challenges faced by other member states to actively issuing PtPs; demonstrate the process of how to apply for and obtain a PtP; and provide opportunity to sign-up for OT Compact updates through Newsletter and LinkedIn.
- Comment: A. Perry noted that she will defend her capstone research proposal on July 16. She expressed gratitude to the EC members for their support over the last three years and explained that once her proposal is approved, then she will begin qualitative interviews for data collection. More to come from her on this.
- Chair James opened the floor to public comments.

- No public comments

Meeting Closure

- Meeting adjourned at 2:55p CT via acclimation. Next meeting is August 10, 2026.