# Occupational Therapy Compact Commission
# Compliance Committee Meeting

## Minutes: October 21, 2026

| | | VOTES | | | | | |
|---|---|---|---|---|---|---|---|
| **Member** | **Attendance** | **Agenda** | **Minutes** | **State Self-Assessment** | **No item** | **No item** | **Adjourn** |
| **Jessica Bolduc** | P | Y | Y | Second – Y | --- | --- | --- |
| **Adrienne Price** | P | Y | Y | Y | --- | --- | --- |
| **Danielle Ward** | P | Y | Y | Motion – Y | -- | --- | --- |
| **TOTALS** | **3/3 voting members; quorum present** | 3/3 motion carries | 3/3 motion carries | 3/3 motion carries | --- | --- | Adjourned by acclamation at 10:24a CT |

--- indicates no voting item or member did not vote (ex: absent, technical difficulties)

| Other attendees (non-voting) | | |
|---|---|---|
| **Name** | **Role** | **Organization** |
| **Nahale Kalfas** | Legal Counsel | OTCC |
| **Amanda Perry** | Executive Director | OTCC |

**Welcome/Call to Order**

- Chair Price called the meeting to order at 9:01a CT.

**Roll Call**

- A. Perry called the roll; quorum was present; attendance reflected in chart above.

**Review and Adoption of the Agenda**

- Chair Price reviewed and called for a motion to adopt the agenda as presented.
- **Motion**:
    - **Agenda adopted via acclamation.**

**Review and Adoption of the Minutes**

- A. Perry displayed the minutes from the previous meeting.
- **Motion:**
    - **Minutes adopted via acclamation.**

**State Compliance Self-Assessment Checklist**

- Chair Price introduced the discussion with context about previous committee discussions regarding the need for the OTCC to create a member state compliance checklist that would serve as a resource for states to perform periodic self-assessments on their compliance.
- A. Perry displayed the draft version of a self-assessment checklist that was created in Microsoft Forms framed from other occupational licensure compacts' existing checklists and from the OTCC's legislation and rules.
- Compliance Committee members provided feedback and edits, which were mostly incorporated in real-time during the meeting.
- Compliance Committee members discussed creating a post self-assessment survey for select state administrators to complete that will inform the OTCC of the usefulness and value of the state self-assessment tool. The survey would be sent to a pilot group of state administrators before the state self-assessment resource is shared across all member states.
    - Intent of the follow up survey is to determine whether the self-assessment checklist asks clear questions, whether users understand what is expected of them, and whether the checklist is easy or difficult to navigate
    - This follow-up survey may either be a separate survey or a section at the end of the self-assessment checklist.
    - Follow-up survey to be sent to the following categories of pilot states: 2 states actively issuing OTC privileges to practice (PtPs); 2 states close to issuing PtPs; 2 states which are delayed but making progress; and, 2 states which are significantly delayed in operationalizing the OTC.
    - The intent is to complete the pilot by the end of January and A. Perry will provide the feedback for review by the OTCC during the next scheduled meeting.
- A. Perry noted the larger edits to the self-assessment checklist suggested by the Compliance Committee members and will make those edits then send the final version to the committee members for final approval.

- A. Perry noted the intent of the follow-up survey and will draft questions based on the Compliance Committee's discussion and intent.
- **Motion:**
    - **D. Ward motioned to delegate to A. Perry the responsibility of incorporating all edits to the self-assessment checklist which were agreed upon during the meeting; then, A. Perry will forward the edited version to the Compliance Committee members for final feedback opportunity, and, then obtain final written approval to send to the OTCC state administrators and commissioners from Compliance Committee Chair, A. Price, with a deadline to complete and submit the self-assessment after the pilot phase is completed.**
    - **J. Bolduc seconded the motion.**
    - **All voted in favor; 0 abstained; motion carries.**

**Questions and Comments**

- Chair Price called for further comments and discussions from the Compliance Committee members
    - No further comments
- Chair Price called for comments from members of the public
    - None present

**Adjournment**

- Chair Price adjourned the meeting via acclamation at 10:24a CT with no opposition from the members.
- Next meeting is February 17, 2027