Occupational Therapy Compact Commission
Executive Committee Meeting Minutes
October 26, 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 joined at 1:09p	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
Rhonda "Jill" Phelps	Commissioner – Kentucky	P

Name	Agenda	Minutes from previous EC meeting	FY27 Budget	Strategic Planning RFP Process	Rule on Records Exempt	Rule on Definition for Substantial Deviation	Policy on Public Records Request	Policy on Engaging Legal Counsel for Legislative Reviews
L. James	Y	Y	Y	Y	Y	Y	Y	Y
V. Beauchamp	Motion – Y	Second – Y	Y	Y	Y	Y	Motion – Y	Y
D. Ward	Second – Y	Motion – Y	Y	Motion – Y	Second – Y	Y	Y	Motion – Y
M. Anthony	Y	Y	Second – Y	Y	Y	Motion – Y	Y	Y
C. Daly	Y	Y	Y	Second – Y	Y	Y	Second – Y	Y
C. Bourland	Y	Y	Motion – Y	Y	Motion – Y	Y	Y	Second – Y
V. Vendoures-Walsh	Y	Y	Y	Y	Y	Second – Y	Y	Y
TOTALS	7/7 motion passes	7/7 motion passes	7/7 motion passes	7/7 motion passes	7/7 motion passes	7/7 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 at initial roll call
    - 9/9 total 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 approve the agenda as presented.**
    - **D. Ward 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 and made minor edits.
- Chair James called for a motion to adopt the amended draft minutes.
- **Motion**:
    - **D. Ward motioned that the committee adopt the minutes as amended.**
    - **V. Beauchamp seconded the motion.**
    - **all voted in favor; 0 abstained; motion carried.**

Fiscal Year 2027 Budget (FY27)

- Treasurer Ward presented the draft budget for FY27, explaining the updated format that reflects ASMI's monthly financial records and categories. She also explained that the final amount to be rolled over may change once ASMI closes out FY26 and provides the September 2026 amounts.
- Q: Is there a budget line for outreach / marketing?
    - A: Not at this time, but if there are expenses in that category, then one can be created; the funds would come from the amount rolled over from the previous year.
    - NBCOT Ambassadors have been printing and disseminating resources created and shared by OTCC team.
- Q: Did ASMI provide a summary of where the OTCC funds are internally spent?
    - A. Perry shared an ASMI Impact report from early 2025 (acknowledging a need for updates); this report demonstrates what ASMI does for OTCC besides provide the forward facing executive director.
    - A. Perry will update the impact report and share it with the EC.
    - EC requested expanded transparency from ASMI concerning how funds are being spent. EC suggested requested categorical or percentage level information for review.
- **Motion:**
    - **C. Bourland motioned to approve the FY27 Budget as presented with any final updates delegated to Treasurer Ward.**
    - **M. Anthony seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried**

Request for Proposals (RFP) for a Strategic Planning Consultant

- Treasurer Ward explained that the Finance Committee voted to recommend the Executive Committee to move forward with an RFP process to identify candidates to provide Strategic Planning services to the OTCC.
- A. Perry shared a draft version of an RFP and requested feedback/edits, which were completed during this time on the agenda.
- The EC determined the budget is $7000.00 for this service.
- **Motion:**
    - **D. Ward motioned to approve the RFP to be announced no later than November 2, 2026 with a budget of $7,000.00.**
    - **C. Daly seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried**
- A. Perry will finalize the RFP and post it on the home page of the OTCC website no later than November 2, 2026.

Rule on Records Exempt from Disclosure

- V. Beauchamp, Rules Committee Chair, explained the draft Rule on Records Exempt from Disclosure.
- It originates from discussions in other occupational licensure compacts.
- There was no discussion.
- **Motion:**
    - **C. Bourland motioned to approve the draft Rule on Records Exempt from Disclosure**
    - **D. Ward seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried**

Rule on Definition for "Substantial Deviation"

- Rules Committee Chair, V. Beauchamp, explained the need for the OTCC to have a clear definition of what "substantial deviation" is as related to legislative reviews.
- There were multiple questions and significant discussion about some language in the draft definition.
- The EC determined to table the discussion and defer an updated draft definition to legal counsel with requested input from EC members to ensure state sovereignty was not compromised, specifically regarding scopes of practice and practice acts.
- **Motion:**
    - **M. Anthony motioned to table the discussion regarding the definition for "substantial deviation" delegating a revised draft to legal counsel with input from state administrators.**
    - **V. Vendoures-Walsh seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried.**

Policy on Public Records Requests

- A. Perry explained the need for a policy regarding public records request and presented a draft version requesting feedback and edits from the EC.

- The EC provided edits during the agenda time.
- **Motion:**
    - **V. Beauchamp voted to approve the Policy on Public Records Requests with edits made during the meeting.**
    - **C. Daly seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried.**

Policy on Engaging Legal Counsel for Legislative Reviews

- Treasurer Ward explained the need to determine when to engage legal counsel for legislative reviews for budgeting purposes. Counsel Kalfas confirmed that her rates for legislative reviews are higher than her rates for general counsel to the OTCC.
- This discussion is timely since CSG is no longer contracted with AOTA to perform legislative reviews. The responsibility is now that of the OTCC and will require legal counsel's periodic input.
- C. Willmarth (AOTA) will provide updates to the ED and EC members and notifications for when states introduce or update OTC related legislation. B. Williams with NBCOT said they do not monitor state legislation.
- This policy helps determine when legal counsel should be engaged in the process.
- A. Perry shared that she, as the Executive Director, will initiate the reviews and requested assistance from Executive Committee members when review deadlines are short and/or are conflicting.
    - Some members of the EC volunteered to conduct reviews when needed.
- **Motion:**
    - **D. Ward motioned to approve the Policy on Engaging Legal Counsel for Legislative Reviews as presented.**
    - **C. Bourland seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried.**

State Status Updates

- Legislative Updates: anticipate up to 9 states introducing legislation in the 2027 session; 3 states have currently filed legislation of which at least one is unlikely to move forward.
- Launching / Near Launching: 1 state launched (Missouri) since the last EC meeting.
- Privileges to Practice obtained: 213 PtPs sold to date; a few people have repurchased PtPs since their HSL expired.

Comments

- Chair James opened the floor for comments from EC members
    - C. Willmarth noted that the AOTA BoD meeting is scheduled for February 19 & 20, 2027.
        - Materials are due by January 27, 2027
        - OTCC should consider requesting time on the agenda in early Dec.
        - The EC discussed sharing the 2025-2026 FY Annual Report among other information with the AOTA BoD as well as with NBCOT BoD
- Chair James shared that the OTC had been invited to present at AOTA's 2027 INSPIRE Conference in Boston, MA
- Chair James opened the floor for comments from the public
    - No comments

Meeting Closure

- Meeting adjourned at 3:57p CT via acclimation.
- Next meeting is scheduled for November 9, 2026.