



Occupational Therapy Compact Executive Committee Meeting Minutes

June 10, 2024

Name	Member Role	Attendance
Lesly James	Chair	P
Teri Black	Vice Chair	P
Renee Causey-Upton	Secretary	P
Danielle Ward	Treasurer	P
Missy Anthony	Member at Large	P
Vanessa Beauchamp	Member at Large	P
Daniel Martin	Member at Large	A
Total voting members present		6/7 = quorum
Shaun Conway	Ex-Officio – NBCOT	P
Chuck Willmarth	Ex-Officio – AOTA	P
Name	Non-Member Role	Attendance
Nahale Kalfas	Legal Counsel	P
Amanda Perry	Executive Director	P
Isabel Eliassen	CSG Representative	P

VOTES					
Name	Agenda	Minutes	No voting item	No voting item	Adjourn
L. James	Y	Y			Via acclimation
D. Martin	---	---			
V. Beauchamp	Y	Y			
D. Ward	Y	Y			
M. Anthony	Y	Y			
R. Causey-Upton	Y	Y			
T. Black	Y	Y			
TOTALS	6/6 motion passes	6/6 motion passes			

--- indicates member was absent during vote.

Welcome/Call to Order

- Chair James called the meeting to order at 1:02p CST

Roll Call

- A. Perry called the roll.
 - 6/7 voting members present = quorum
 - 8/9 total members present at role call

Review and Adopt Agenda

- Chair James reviewed the agenda and asked if there was a motion to adopt as presented.
- **Motion:**
 - **V. Beauchamp motioned to adopt the agenda as presented.**
 - **T. Black seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Review and Adoption of Meeting Minutes

- Committee reviewed the draft minutes from the April 22, 2024 Executive Committee Meeting.
- Chair James called for a motion to adopt the draft minutes.
- **Motion:**
 - **R. Causey-Upton motioned that the committee adopt the draft minutes with no amendments.**
 - **D. Ward seconded the motion.**
 - **All voted in favor; no one abstained; motion carried.**

Data System Development Discussion (Users/Testers) & Update

- I. Eliassen from CSG attended to provide the EC an update on the data system development; she will attend the monthly EC meetings for this purpose throughout the development of the system
 - The project is moving forward with the MOU signed between the three commissions (OT, ASLP, & Counseling) and InspiringApps (system developer).
 - I. Eliassen serves as the project manager on behalf of the three commissions; works directly with A. Perry and M. Anthony – reps for OTCC.
 - CSG is developing a website that will provide development updates and demonstration videos (when appropriate)
 - I. Eliassen is attempting to have equal representation from the three commissions for system testing purposes
 - Suggestion from M. Anthony to I. Eliassen is to consider focusing on having a broad range of board structures represented (as opposed to equal commission representation); this ensures that independent boards and boards that are housed in government entities are represented throughout the development.
- User/Tester Discussion
 - Chair James suggests that the EC determine who to invite to be user-testers so a list is on-hand when InspiringApps requests specific names.
 - Q: What types of user-testers are needed?

- A: Commissioners, professionals, board administrators, data-inputters, OTCC Executive Director
 - Q: Who is the system user?
 - A: professionals submitting applications for privileges across states, state administrators who issue licenses, state administrators who input/retrieve data, OTC commissioners (for compliance), OTCC Executive Director, members of the public seeking verification of professionals' information
 - Suggestion to have 3-4 people on hand for each user category (see above)
 - Q: How will this be communicated to OTCC and the public?
 - A: The OTCC EC requested that I. Eliassen get high-level bullet points from InspiringApps about what the role of the user-tester is, how time-consuming testing phases are, what the overall commitment is
 - Suggestion not to do a broad call for volunteers until more information is available regarding the user-tester role
 - Suggestion to send communication/email to OTCC when user-tester role is defined
 - I. Eliassen explained that the overall testing period for each phase is going to be designed to be simple, maybe one hour of time, and easy to provide feedback
 - She suggested that the EC consider inviting OT/OTAs who are less familiar with the OTC so their perspectives are included; potential for that population to stumble across the website/application process and not know what it is or how it works
 - Q: What type of feedback will InspiringApps want from the user-testers?
 - A: I. Eliassen will get bullet points from InspiringApps for more information
 - InspiringApps will provide instructions to user-testers before they are assigned test phases
 - User-testing is an art of sorts because the user-testers will need to assess the functionality, including breakability of the system; ex: does the system catch errors?
 - Q: How will InspiringApps receive feedback from user-testers?
 - A: Some feedback will be routed directly to them through the system; some feedback will be logged/explained by the user-testers directly to InspiringApps
 - Q: Will the system interface with NPDB?
 - A: No, that can be a future add-on, but it will not be part of the minimally viable product
- This was a discussion, not a voting item, and the EC requested that I. Eliassen get more information about the user-tester role from InspiringApps so the EC can effectively communicate the expectations when calling for user-tester volunteers.
- **Motion:**
 - **No motion; not a voting item**
 - **No second; not a voting item**
 - **No vote; not a voting item**

ASMI Impact Report for OTCC

- A. Perry displayed a one-page impact report of the scope of work performed by AMSI on behalf of the OTCC. The report included deliverables and expectations as well as staff acknowledgements in these categories of scopes of work:
 - General & Administrative
 - Financial & Corporate Business
 - Governance
 - Data System
 - Communications
- The OTCC EC expressed their content and pleasure with the secretariat work being performed by ASMI
- Q: What funding opportunities are being sought on behalf of OTCC?
 - A: A. Perry co-wrote a grant with CSG that was not funded; always looking out for other grant opportunities that are appropriate. Has reached out to non-profit organizations (introduced through CSG), but those organizations fund different types of projects than what the OTCC's mission/goals are
- Q: Did HRSA provide feedback on why they didn't fund CSG for the grant?
 - A: Yes – CSG's application was very data-system development heavy; HRSA scoring rubric was heavy on state-level policy development.
- This was an awareness discussion and update, not a voting item.
- **Motion:**
 - **No motion; not a voting item**
 - **No second; not a voting item**
 - **No vote; not a voting item**

Appoint members to the OTCC Elections/Nominations Committee

- There were no volunteers.
- This was supposed to be a voting item, but there was nothing on which to vote since there were no applications/resumes to review and decide.
- **Motion:**
 - **No motion**
 - **No second**
 - **No vote**

New OT Compact States

- Vermont
 - Passed legislation on May 23, 2024
 - Becomes active on July 1, 2025
- Minnesota
 - Passed legislation on May 24, 2024
 - Becomes active on August 1, 2024

Committee Reports

Facilitated by Vice Chair T. Black as Chair James had to briefly step away from the meeting.

- Finance Committee = D. Ward stated that the FC met last week and reviewed/discussed the data points of the state licensing fees for OT/OTA; the FC wants more information about how the PT

compacts budget projections and operating expenses are functioning; the consensus is to make an informed/defensible recommendation about a fee structure to the EC in the August FC meeting. The overall OTCC budget is in good shape.

- Public Relations Committee = A. Perry shared that she, Chair James, and Chair Daly will submit a proposal to present at the AOTA 2025 conference; the proposal due date is June 20; a panel of OTCC Chairs is presenting at the NBCOT State Leadership Forum in September; A. Perry was invited to present with a panel of other Compact EDs at the Counseling Regulatory Board Summit in Puerto Rico at the end of June. The PR Committee meets on June 17, 2024 and will discuss a plan for webinars, tutorials, and governance training for OTCC Commissioners.
- Rules Committee = T. Black shared that the FBI CBC public comment period ended and the RC will review feedback in their meeting on June 18, 2024. Another priority is to discuss the application content needed for the data system development; this is in regards to what information is needed from applicants when they apply through the OTC.
- Elections & Nominations Committee = not yet active; A. Perry sent an email to OTCC Commissioners asking for volunteers; no one responded – will send one more request.
- Compliance Committee = not yet active

Questions and Comments

- Vice-Chair Black opened the floor for further questions or comments from attendees.
 - C. Willmarth noted that the OTCC EC should consider requesting a spot on the AOTA's Board of Director agenda for Feb. 2025 to request further funding for consideration during the Oct. 2025 BoD meeting. He noted that the OTCC/AOTA MOU expires in Nov. 2025, and will need to be reviewed for reconsideration by the board so they can plan their budget if they approve the sustained funding request beyond Nov. 2025, since the fiscal year is July – June.
 - T. Black thanked C. Willmarth for his suggestion then asked S. Conway if NBCOT had a similar schedule and process for getting on their board's agenda.
 - S. Conway stated that the process is similar to request a spot on the board's agenda; however, their fiscal year is a calendar year running Jan. – Dec.
- Vice-Chair Black called for further comments from committee members and members of the public; no further discussions noted

Meeting Closure

- Meeting adjourned by acclimation at 2:24p CST