

**Oklahoma Health Workforce Training Commission  
Commission Meeting  
February 15, 2024**

**MINUTES**

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 10:00 a.m., on Thursday, February 15, 2024, at Student Center Conference Rooms, OSU-OKC, 900 N Portland Ave., Oklahoma City, Oklahoma. Notice of the meeting had been properly filed with the Secretary of State, and a copy of the notice and agenda was posted on Friday, February 12, 2024 9:00 a.m., in prominent public view at HWTC, and on the Commission website, <https://Oklahoma.gov/hwtc.html>, in compliance with the Open Meeting Act.

**Commission Members Present**

Kevin Khoury, Vice Chair  
Joe Leverett, M.D.  
Layne Subera, D.O.  
Douglas A. Williams, RN  
Abdul Khan-Sahibzada, M.D.  
Kerri Bayer, RN  
Ryan Oden, D.O.

**HWTC Staff Present**

Janie Thompson, Executive Director  
Kami Fullingim, Deputy Director  
Michelle Cecil  
Gina Wekke  
Sara Librandi  
Stephanie Papp  
Romereo Chambers  
Michael Godwin  
Casey Mayo

**Guests Present**

Maria Maule  
James Crawford  
Lesley VanVolkinburg  
Chad Watts  
LeRoy Young  
Jeffrey Moore  
Roger Galwin  
Michael Conrad  
Jana Castleberry

1. Mr. Khoury opened the meeting at 10:03 a.m., by welcoming everyone to OSU-OKC.
2. Ms. Mayo gave proof of meeting notice, took roll call, and declared a quorum.
3. Mission Statement – Mr. Khoury

Mr. Khoury read the Mission Statement of Oklahoma Health Care Workforce Training Commission.

4. Mr. Khoury went around the room and asked everyone to introduce themselves.
5. Possible Discussion, Revision, and Vote to Approve Minutes of the January 18, 2024, Commission Meeting – Mr. Khoury

Mr. Williams made the motion to approve the January 18, 2024, commission Meeting Minutes as presented. Ms. Bayer seconded the motion. Voting in favor were: Mr. Williams, Ms. Bayer, Mr. Khoury, Dr. Oden, Dr. Khan, Dr. Leverett and Dr. Subera. None were opposed.

6. Director's Report – Ms. Thompson
  - OOA Winter Conference – Ms. Thompson and Ms. Fullingim attended the OOA Winter Conference in Tulsa. The conference was held during the testing times for students. Ms. Fullingim took this opportunity to make more in depth connections with the various students in attendance.
  - HB 1696 – McEntire – HWTC's current bill to add Nurse Practitioner and General Surgery as HWTC approved participants . HB 1696 does not change any funding that is needed.
  - SB 1446 – Rader – If passed, SB 1446 will provide tax credit for preceptors in the rural areas leading to increased training positions. SB 1446 would be administered by HWTC and would increase HWTC responsibility. Administrative costs would need to be added to the bill.
  - OSMA/OAFP/HWTC Collaboration on Information Future Residency Funding expanding their residency programs. Western Oklahoma continues to be a desert of health care and needs attention.
  - ODH Mental Health Loan Repayment Program Collaboration and Announcement – Ms. Janet Castleberry spoke about this grant collaboration with the Health Department. Oklahoma is currently in a mental healthcare shortage state-wide.
7. Report and Discussion of Requests for Reimbursement under \$50,000 Approved by the Executive Director Pursuant to OAC 540:55-3-6(c)(1) – Mr. Godwin
  - Indian Capital Tech - \$48,399.11
  - Langston University - \$29,021.44, \$7,451.10, \$12,200.28, \$1,285.00

- Northwestern OSU - \$25,945.49
- Moore Norman Tech - \$12,360.00
- OCCC - \$46,920.13
- NSU Nursing - \$26,149.74

Mr. Godwin presented approved reimbursement requests for various schools. Indian Capital Tech was approved reimbursement for the purchase of various nursing equipment. Langston University has now started submitting reimbursement requests and was approved reimbursement for exam fees and equipment. Moore Norman Tech was approved for reimbursement for equipment purchases. Oklahoma City Community College was approved reimbursement for staff salaries and fringe benefits. NSU Nursing was approved reimbursement for mannequins and supplies. Northwestern OSU was not presented as there was an error in the reimbursement formula and will be brought before the commission at a later date.

8. Discussion and Possible Action Regarding ARPA Grant Reimbursement under \$50,000 to be Approved by the Commission (Multiple Reimbursement Requests in 2-Month Period, Pursuant to OAC 540:55-3-6(c)(1)) – Ms. Librandi

- State Board of Career Tech - \$28,879.34

Ms. Librandi presented this request before the Commission for reimbursement for various supplies and equipment.

Ms. Bayer made the motion to approve ARPA grant reimbursement to State Board of Career Tech for \$28,879.34 as presented. Dr. Khan seconded the motion. Voting in favor were: Ms. Bayer, Dr. Khan, Mr. Khoury, Dr. Oden, Dr. Leverett, Dr. Subera and Mr. Williams. None were opposed.

9. Discussion and Possible Action Regarding ARPA Grant Reimbursement of \$50,000 or More to be Approved by the Commission Pursuant to OAC 540:55-3-6(c)(2) – Ms. Librandi

- Murray State College - \$195,307.00
- Tulsa Community College - \$139,510.22
- Care Providers - \$80,788.74

Murray State College requested reimbursement for the purchase of mannequins, simulators and the accompanying accessories. Tulsa Community College requested reimbursement staff salaries, benefits and for scholarships that were given out for the Fall 2023 semester. Care Providers requested reimbursement for payroll, consulting and contracting expenses. Mr. Godwin showcased names of students that have taken the exams through Care Providers.

Dr. Oden made the motion to approve the ARPA grant reimbursement of \$195,307.00 to Murray State College, \$139,510.22 to Tulsa Community College and \$80,788.74 to Care Providers as presented. Mr. Williams seconded the motion. Voting in favor were: Dr. Oden, Mr. Williams, Mr. Khoury, Ms. Bayer, Dr. Khan, Dr. Leverett and Dr. Subera. None were opposed.

10. Report and Discussion of Requests for Reimbursement of Construction Expenses of \$500,000 or Less Approved by the Executive Director – Ms. Librandi

On February 9, 2023, the Commission voted to increase the Executive Director's authority to approve reimbursements up to \$500,000, but only as it applies to: 1) construction-related expenses; 2) where the reimbursement request was received by HWTC on a date for which the Commission will not meet again for at least fourteen (14) calendar days; and 3) where the Commission is informed of any approvals over \$50,000 that the Executive Director has made since the last Commission meeting.

Since the last meeting, the Executive Director approved the following reimbursement requests for construction-related expenses:

- Metro Tech - \$441,315.24

Metro Tech requested and was approved reimbursement of \$441,315.24 by the Executive Director for construction costs. The OR and simulations labs have been completed. Ms. Librandi plans a final walk through next week.

11. Discussion and Possible Action Regarding ARPA Grant Reimbursement of Construction Costs of \$500,000 or More to be Approved by the Commission Pursuant to OAC 540:55-3-6(c)(2) – Ms. Librandi

- NSU Optometry - \$1,970,587.98

NSU Optometry requested reimbursement for construction costs. The building of a 75,000 sq ft building is in progress. The concrete, plumbing and HVAC have been worked on.

Dr. Leverett made the motion to approve ARPA Grant Reimbursement for construction costs of \$1,970,587.98 to NSU Optometry as presented. Dr. Oden seconded the motion. Voting in favor were: Dr. Leverett, Dr. Oden, Mr. Khoury, Ms. Bayer, Dr. Khan, Dr. Subera and Mr. Williams. None were opposed.

12. Discussion and Possible Action Regarding ARPA Working Capital Advance Request to be Approved by the Commission Pursuant to OAC 540:55-3-6(d) – Ms. Librandi

- Rose State College - \$500,000.00

Rose State College has 5.9 million in planned renovations. They are ready to start projects and want scholarships and payroll incentives for staff.

Dr. Leverett made the motion to approve an ARPA Working Capital Advance of \$500,000 to Rose State College as presented. Dr. Oden seconded the motion. Voting in favor were: Dr. Leverett, Dr. Oden, Mr. Khoury, Ms. Bayer, Dr. Khan, Dr. Subera and Mr. Williams. None were opposed.

13. Presentation and Review of HWTC ARPA Admin Budget – Ms. Librandi

Ms. Librandi presented the current status of the HWTC ARPA Administrative budget. Ms. Librandi showcased what has been used toward this point, and the projections of what will be used upon grant completion. The budget presented did not include the 2% administrative fee from NSU Optometry.

14. Discussion and Possible Action Regarding Releasing the 2% Admin Fee Back to NSU Optometry – Ms. Librandi

Ms. Librandi wished to release the 2% administrative fee back to NSU Optometry. The 2% administrative fee came out to \$360,606.38.

Dr. Leverett made the motion to approve releasing the 2% Admin fee back to NSU Optometry as presented. Dr. Oden seconded the motion. Voting in favor were: Dr. Leverett, Dr. Oden, Mr. Khoury, Ms. Bayer, Dr. Khan, Dr. Subera and Mr. Williams. None were opposed.

15. Discussion and Possible Action Regarding Spring Semester Applicants for the Nurse Scholarship Program – Ms. Cecil

- Faith Lewis (Flatt)  
DNP Non-Matching  
Annual Scholarship Amount - \$5,000.00  
Graduation Date – 05/21/2026  
School – University of Oklahoma Health Science Center

Ms. Cecil presented Faith Lewis to the commission for the 2024 spring semester applicant for the Nurse Scholarship Program.

Dr. Oden made the motion to approve Faith Lewis for the Spring semester Nurse Scholarship Program as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Oden, Ms. Bayer, Mr. Khoury, Dr. Khan, Dr. Leverett, Dr. Subera and Mr. Williams. None were opposed.

16. Consideration and Possible Action Regarding Scholarship/Loan Repayment Committee – Mr. Williams

- Joseph Wells, D.O.

Mr. Williams presented the recommendation that Dr. Wells pay the full amount of principal and liquidated damages of \$33,000 by July 1<sup>st</sup>, 2024 and interest will be waived. If the full payment is not received, it is recommended that Dr. Wells set up an electronic funds transfer to repay the full principal, interest, and liquidated damages of 50% if staying in Oklahoma, or 100% liquidated damages if leaving Oklahoma.

Dr. Leverett made the motion to approve the recommendation as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Leverett, Ms. Bayer, Mr. Khoury, Dr. Oden, Dr. Khan, Dr. Subera and Mr. Williams. None were opposed.

- Tyler Pilkington

Mr. Williams presented the recommendation that Mr. Pilkington, if in agreement, have interest frozen starting at the beginning of the year 2024, have all previous 2024 payments put toward the principal balance, waive the current accumulating interest and have an evaluation of payment arrangements made between HWTC and the agency litigation attorney general to begin and revisit every three years.

Dr. Leverett made the motion to approve the recommendation as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Leverett, Ms. Bayer, Mr. Khoury, Dr. Oden, Dr. Khan, Dr. Subera and Mr. Williams. None were opposed.

- Johnny Morris

Mr. Williams presented the recommendation that Mr. Morris, if in agreement, have interest frozen starting at the beginning of the year 2024, have all previous 2024 payments put toward the principal balance, waive the current accumulating interest and have an evaluation of payment arrangements made between HWTC and the agency litigation attorney general to begin and revisit every three years.

Mr. Williams made the motion to approve the recommendation as presented. Dr. Leverett seconded the motion. Voting in favor were: Mr. Williams, Dr. Leverett, Mr. Khoury, Ms. Bayer, Dr. Oden, Dr. Khan and Dr. Subera. None were opposed.

- Robin Faumuina, M.D.

Mr. Williams presented the recommendation that Dr. Faumuina, if in agreement, increase EFT payments to \$550.00 per month and the additional accrual of interest will be frozen with all payments beginning January 2024 applying toward the unpaid principal. It was also recommended that any break in payments would reinstate the interest accrual.

Dr. Oden made the motion to approve the recommendation as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Oden, Ms. Bayer, Mr. Khoury, Dr. Khan, Dr. Leverett, Dr. Subera and Mr. Williams. None were opposed.

17. Discussion and Possible Action Regarding Physician Assistant Scholarship Program – Ms. Wekke

- Madison Morris

Ms. Wekke presented Ms. Madison Morris as an applicant for the Physician Assistant Scholarship Program. Ms. Morris is scheduled to graduate in December 2025 and has listed Ada, Duncan, Poteau, Sulfur, Tishomingo, and Walters as preference for rural practice.

Ms. Bayer made the motion to approve Madison Morris to the Physician Assistant Scholarship Program as presented. Mr. Williams seconded the motion. Voting in favor were: Ms. Bayer, Mr. Williams, Mr. Khoury, Dr. Oden, Dr. Khan, Dr. Leverett, and Dr. Subera.

18. Discussion and Possible Action Regarding Physician Assistant Loan Repayment Program – Ms. Wekke

- Makayla B. March

Ms. Wekke presented Ms. Makayla March as an applicant for the Physician Assistant Loan Repayment Program. Ms. March graduated in December 2023, and McCurtain County Family Medicine Clinic in Broken Bow agreed to pay the 50% match for the scholarship.

Mr. Williams made the motion to approve Makayla B. March for the Physician Assistant Loan Repayment Program as presented. Dr. Oden seconded the motion. Voting in favor were: Mr. Williams, Dr. Oden, Mr. Khoury, Ms. Bayer, Dr. Khan, Dr. Leverett and Dr. Subera. None were opposed.

19. Discussion and Possible Action Regarding Physician Loan Repayment Program – Ms. Fullingim

- Zachary Cruse, D.O.
- Henry Gutierrez, D.O.
- Patrick McIntosh, D.O.
- Tyler Dulworth, M.D.
- Yanet Camarena, M.D.
- Sherilyn Ellerbee, M.D.

Ms. Fullingim presented Dr. Cruse, Dr. Gutierrez, Dr. McIntosh, Dr. Dulworth, Dr. Camarena and Dr. Ellerbee for the Physician Loan Repayment Program. Ms. Fullingim listed their backgrounds, eligibility, and areas they wish to practice.

Dr. Oden made the motion to approve Dr. Zachary Cruse, Dr. Henry Gutierrez, Dr. Patrick McIntosh, Dr. Tyler Dulworth, Dr. Yanet Camarena and Dr. Sherilyn Ellerbee for the Physician Loan Repayment Program as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Oden, Ms. Bayer, Mr. Khoury, Dr. Khan, Dr. Leverett, Dr. Subera and Mr. Williams. None were opposed.

#### 20. Physician Placement Report – Ms. Wekke/Ms. Fullingim

Ms. Wekke and Ms. Fullingim gave the current Physician Placement Report. The sunset Rural Medical Education Scholarship has two (2) physicians in post graduate training, 10 physicians in obligated practice and one (1) physician that completed obligation in 2024. The Resident Rural Scholarship has eight (8) family medicine residents on scholarship, eight (8) family medicine physicians in obligated practice and 3 (three) physicians completing obligation in 2024. The Physician Assistant Scholarship Program has eight (8) physician assistants on scholarship, five (5) physician assistants in obligated practice and one (1) physician that will complete obligation in 2024. The Physician Community Match Program has two (2) physicians in obligated practice and two (2) physicians that completed obligated practice in 2024. The Physician Assistant Loan Repayment program currently has three (3) physician assistants in the program. The Physician Loan Repayment Program has a total of seventy-six (76) total physicians approved to participate on loan repayment, with nine (9) completing this fiscal year, and ten (10) beginning the next fiscal year.

#### 21. New Business

Limited to “any matter not known about or which could not have been reasonably foreseen prior to the time of the posting” of the agenda, per 25 O.S., § 311(A)(10).

Ms. Thompson brought up new business. The Education Appropriations Sub Committee met the day prior. Ms. Thompson reaffirmed before the Committee the additional funding request to support the residency programs and the



institutions that HWTC represents.

22. Public Comment

No Public Comment.

23. Discussion and Vote to Adjourn

Dr. Oden made the motion to adjourn the meeting. Dr. Khan seconded the motion. Voting in favor were: Dr. Oden, Dr. Khan, Mr. Khoury, Ms. Bayer, Dr. Leverett, Dr. Subera and Mr. Williams. None were opposed.

NOTE: The Commission may, at its discretion, discuss, vote to approve, vote to disapprove, vote to table, change the sequence of any agenda item, or choose not to take up any item on the agenda. Posted: At the Health Care Workforce Training Commission Office, 119 North Robinson, Suite 520, Oklahoma City on February 12, 2024.



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Jonathan Bushman, D.O., Board Chair 3/28/2024