

**Oklahoma Health Workforce Training Commission  
Commission Meeting  
January 18, 2024**

**MINUTES**

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 3:00 p.m., on Thursday, January 18, 2024, at the Oklahoma Healthcare Workforce Training Commission, 119 N Robinson 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, January 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**

Jonathan Bushman, D.O., Chair  
Kevin Khoury *Vu-Chauvan*  
Joe Leverett, M.D.  
Layne Subera, D.O.  
Douglas A. Williams, RN  
Kerri Bayer, RN  
Ryan Oden, D.O.

**HWTC Staff Present**

Janie Thompson, Executive Director  
Kami Fullingim, Deputy Director  
Michelle Cecil  
Sara Librandi  
Michael Godwin  
Casey Mayo

**Guests Present**

Maria Maule  
LeRoy Young

1. Dr. Bushman opened the meeting at 3:02 p.m., by welcoming everyone to the Oklahoma Healthcare Workforce Training Commission.
2. Ms. Mayo gave proof of meeting notice, took roll call, and declared a quorum.
3. **Mission Statement** – Dr. Bushman

Dr. Bushman read the Mission Statement of Oklahoma Health Care Training Commission.

4. Dr. Bushman looked around the room and stated that all those in attendance were well known by everyone else, and introductions were not necessary.

**5. Possible Discussion, Revision, and Vote to Approve Minutes of the December 14, 2023, Commission Meeting – Dr. Bushman**

Ms. Bayer made the motion to approve the December 14, 2023, Commission Meeting Minutes as presented. Mr. Williams seconded the motion. Voting in favor were: Ms. Bayer, Mr. Williams, Dr. Bushman, Mr. Khoury, Dr. Oden and Dr. Leverett. Dr. Subera abstained from voting. None were opposed.

**6. Discussion and Possible Action to Adopt the Permanent Rule Changes Pursuant to 75 O.S., § 303 of Article I of the Administrative Procedures Act – Ms. Thompson/Ms. Fullingim**

The Notice of Rulemaking Intent for the proposed rule changes was published in Volume 41, Number 6, of the *Oklahoma Register* on December 1, 2023. A public hearing was held on January 8, 2024, and all proposed rule changes were subject to a public comment period, in accordance with Oklahoma law.

- Chapter 15. Internship and Residency Program
  - 540:15-1-1. Purpose [AMENDED]
  - 540:15-1-2. Statutory administration of program [AMENDED]
  - 540:15-1-3. Terms and conditions of assistance [AMENDED]
- Chapter 55. Health Care Workforce Development Grant Program
  - 540:55-3-6. Reimbursements [AMENDED]

Mr. Khoury made the motion to adopt the permanent rule changes pursuant to 75 O.S., § 303 of Article I of the Administrative Procedures Act as presented. Dr. Leverett seconded the motion. Voting in favor were: Mr. Khoury, Dr. Leverett, Dr. Bushman, Ms. Bayer, Dr. Oden, Dr. Subera and Mr. Williams. None were opposed.

**7. Discussion and Possible Action on HWTC Attending the Federal Grants Institute Conference in San Diego, CA, April 24-26, 2024 – Ms. Thompson/Ms. Fullingim**

Copies of Executive Order 2020-02 and Executive Order 2023-12 were passed out regarding a moratorium that was placed on non-essential travel for State of Oklahoma employees.

The Conference is scheduled after the upcoming new rules are out. Revolving funds will be utilized to send Ms. Fullingim to the conference while Ms. Librandi will use ARPA funds. Ms. Librandi considered this essential for her roll. Ms.

Fullingim attending is considered necessary to the critical performance of the core functions for HWTC.

Dr. Leverett made the motion to approve HWTC attending the Federal Grants Institute Conference in San Diego, CA, April 24-26, 2024 as presented as it is necessary and critical to the performance of core functions. Dr. Oden seconded the motion. Voting in favor were: Dr. Leverett, Dr. Oden, Dr. Bushman, Mr. Khoury, Ms. Bayer, Dr. Subera and Mr. Williams. None were opposed.

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

Ms. Cecil presented a list of applicants that were recommended by the Nursing Committee, with a breakdown showing the matching funds for participants and nonmatching participants.

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

**9. Report and Discussion of Requests for Reimbursement under \$50,000 Approved by the Executive Director Pursuant to OAC 540:55-3-6(c)(1). – Ms. Librandi**

- State Board of Career Tech - \$10,195.87
- Rogers State University - \$43,877.34
- Northern Oklahoma College - \$6,900

State Board of Career Tech requested reimbursement for equipment, simulators, and hospital beds. Rogers State University requested reimbursement for three (3) mannequins with leftover funds from renovation and hired tutors strictly for their nursing students. Northern Oklahoma College requested reimbursement for the purchase of three (3) medical surgical beds.

**10. 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**

- Oklahoma City Community College - \$218,129.13

Oklahoma City Community College requested reimbursement for an anatomage table, 5-year-old simulator, salaries, and benefits.

Ms. Librandi stated that inventory checks will be done through the entirety of the grant.

Mr. Khoury made the motion to approve ARPA grant reimbursement to Oklahoma City Community College for \$218,129.13 as presented. Ms. Bayer seconded the motion. Voting in favor were: Mr. Khoury, Ms. Bayer, Dr. Bushman, Dr. Oden, Dr. Leverett, Dr. Subera and Mr. Williams. None were opposed.

## 11. New Business

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

Ms. Thompson was informed on Dr. Stidham’s intended resignation shortly before the commission meeting. Per a conversation with Mr. Khoury, Dr. Stidham intends to submit his resignation before the Commission during the February Commission Meeting. Dr. Stidham’s term expires in 2026.

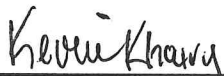
## 12. Public Comment

The Healthcare Workforce Training Commission allows members of the public to comment on items of business before the Commission that have been properly noticed in the posted agenda. Each speaker is limited to three (3) minutes. Cumulatively, public comments shall not exceed thirty (30) minutes. Anyone wishing to speak may sign-up in advance of the meeting.

There were no public comments.

## 13. Discussion and Vote to Adjourn – 3:42 pm

Mr. Williams made the motion to adjourn the meeting. Dr. Oden seconded the motion. Dr. Bushman declared the meeting adjourned.



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Kevin Khoury, Board Vice Chair 2/15/2024