

**Oklahoma Health Workforce Training Commission
Commission Meeting
March 28, 2024**

MINUTES

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 3:00 p.m., on Thursday, March 28, 2024, at Oklahoma State Medical Association, 313 N.E. 50th street, 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 Monday, March 26, 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
Joe Leverett, M.D.
Layne Subera, D.O.
Kerri Bayer, RN
Ryan Oden, D.O.
Shane Stidham, M.D. – in at 3:07 p.m.
Mr. Williams – in at 3:15 p.m.

HWTC Staff Present

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

Guests Present

Maria Maule
Leroy Young, D.O.
Emma Fullingim
William Fullingim
Jana Castleberry

AGENDA

Presiding: Jonathan Bushman, D.O., Chair

1. Dr. Bushman opened the meeting at 3:03 p.m., by welcoming everyone to the Oklahoma State Medical Association.
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 the Oklahoma Health Care Workforce Training Commission.

4. Dr. Bushman asked everyone to go around the room and introduce themselves.
5. Possible Discussion, Revision, and Vote to Approve Minutes of the February 15, 2024, Commission Meeting – Dr. Bushman

Ms. Bayer made the motion to approve the February 15, 2024 Commission meeting minutes as presented. Dr. Leverett seconded the motion. Voting in favor were: Ms. Bayer, Dr. Leverett, Dr. Bushman, Dr. Oden, and Dr. Subera. None were opposed.

6. Director's Report – Ms. Thompson

- Physician Programs Manager - Change
- Legislative Update

Ms. Thompson gave the Commission an update on recent staff changes, and the status of house/senate bills that pertain to HWTC.

7. Discussion and Possible Action Regarding Changes to the Future Commission Meeting Dates and/or Times – Ms. Thompson

- Move April 18th meeting to April 11th
- Change Time for May 16th meeting from 10:00 a.m. to 2:00 p.m.

Ms. Thompson proposed a possible change to the April Commission meeting as to not interfere with the Oklahoma Osteopathic Association Spring conference, and a proposed time change to the May Commission meeting.

Dr. Leverett made the motion to change the April 18th Commission meeting to April 11th as presented, and to change the time of the May Commission meeting to 2:00 p.m.. Dr. Oden seconded the change. Voting in favor were: Dr. Leverett, Dr. Oden, Dr. Bushman, Ms. Bayer, Dr. Stidham, and Mr. Williams. None were opposed.

8. 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 / Mr. Godwin

- State Board of Career Tech - \$14,935.63
- Connors State College - \$17,955.29

Ms. Librandi detailed the reimbursement requests of State Board of Career Tech and Connors State College for the purchase of various supplies, construction,

and equipment. These reimbursement requests were approved by Ms. Thompson.

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

- Langston University - \$7,120.28
- Rose State - \$31,350.50
- Seminole State College - \$11,901.67

Ms. Librandi detailed the reimbursement requests for purchased supplies and personnel expenses.

Dr. Stidham made the motion to approve ARPA grant reimbursement request to Langston University for \$7,120.28, Rose State for \$31,350.50 and Seminole State College for \$11,901.67 as presented. Mr. Williams seconded the request. Voting in favor were: Dr. Stidham, Mr. Williams, Dr. Bushman, Ms. Bayer, Dr. Oden, Dr. Leverett and Dr. Subera. None were opposed.

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

- Indian Capital Tech Center - \$196,211.99
- Metro Tech - \$256,593.27 and \$35,518.04 (construction and equipment)
- Northwestern OSU - \$118,300.95
- Oklahoma City Community College - \$63,878.36
- Care Providers - \$62,162.82 and \$67,747.93

Ms. Librandi detailed the different reimbursement requests. Reimbursement requests covered various construction costs, equipment, personnel salaries and the cost of training/certifications for CNAs/CMAs.

Dr. Leverett made the motion to approve the ARPA grant reimbursement to Indian Capital Tech Center for \$196,211.99, Metro Tech for \$256,593.27 and \$35,518.04, Northwestern OSU for \$118,300.95, Oklahoma City Community College for \$63,878.36 and Care Providers for \$62,162.82 and \$67,747.93 as presented. Dr. Oden seconded the motion. Voting in favor were: Dr. Leverett, Dr. Oden, Dr. Bushman, Ms. Bayer, Dr. Stidham, Dr. Subera and Mr. Williams. None were opposed.

11. 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 request for construction-related expenses:

- Southeastern OSU - \$74,409.60

Ms. Librandi presented the approved reimbursement request for architectural work.

12. 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 - \$2,822,481.15

Ms. Librandi presented the request for construction reimbursement.

Mr. Williams made the motion to approve the ARPA grant reimbursement of construction costs to NSU Optometry for \$2,822,481.15 as presented. Ms. Bayer seconded the motion. Voting in favor were: Mr. Williams, Ms. Bayer, Dr. Bushman, Dr. Oden, Dr. Leverett, Dr. Stidham, and Dr. Subera. None were opposed.

13. 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

- Oklahoma City Community College - \$1,108,920.53

Ms. Librandi presented the requested ARPA working capital advance for Oklahoma City Community College.

Dr. Leverett made the motion to approve the ARPA working capital advance to Oklahoma City Community College for \$1,108,920.53 as presented. Dr. Oden seconded the motion. Voting in favor were: Dr. Leverett, Dr. Oden, Dr. Bushman, Ms. Bayer, Dr. Stidham, Dr. Subera and Mr. Williams. None were opposed.

14. Discussion and Possible Action Regarding the Hiring of a New Executive Director
– Dr. Bushman

The Commission may vote to enter Executive Session to discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee, pursuant to 25 O.S., § 307(B)(1), including, but not limited to, discussing interview results and evaluating candidates. Should the Commission enter Executive Session to discuss the hiring of a new Executive Director, the following actions may be taken:

- Vote to Enter Executive Session

Dr. Bushman made the motion to enter Executive Session. Dr. Leverett seconded the motion. Voting in favor were: Dr. Bushman, Dr. Leverett, Ms. Bayer, Dr. Oden, Dr. Stidham, Dr. Subera and Mr. Williams. None were opposed.

The executive session was entered at 3:40 p.m. and held in another room. Ms. Maule took the confidential minutes.

- Exit Executive Session and Vote to Re-enter Open Session

Dr. Subera made the motion to exit Executive Session. Dr. Oden seconded the motion. Voting in favor were: Dr. Subera, Dr. Oden, Dr. Bushman, Ms. Bayer, Dr. Leverett, Dr. Stidham, and Mr. Williams. None were opposed.

The executive session ended at 4:09 p.m. Ms. Maule stated for the record that there was no votes or actions taken during the executive session.

15. Discussion and Possible Action Regarding the Hiring of a New Executive Director
– Dr. Bushman

Dr. Leverett made the motion to offer Ms. Fullingim the Executive Director position. Mr. Williams seconded the motion. Voting in favor were: Dr. Leverett, Mr. Williams, Dr. Bushman, Ms. Bayer, Dr. Oden, Dr. Stidham and Dr. Subera. None were opposed.

16. New Business

None.

17. Public Comment

No Public Comments.

18. Discussion and Vote to Adjourn

Dr. Bushman adjourned the March Commission meeting at 4:13 p.m.



Kevin Khoury, Board Vice Chair 4/11/2024