

**Oklahoma Health Workforce Training Commission
Commission Meeting
October 12, 2023**

MINUTES

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 10:00 a.m., on Thursday, October 12, 2023, at Oklahoma Osteopathic Association, 4848 N. Lincoln Blvd., 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, October 10, 2023 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.
Abdul Khan-Sahibzada, M.D.
Kerri Bayer, RN
Ryan Oden, D.O.

HWTC Staff Present

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

Guests Present

Maria Maule
Davin Oakley
Michael Conrad
Leroy Young, D.O.
Rich Rasmussen
Allison LeBoeuf
Kelly Parker
Makenna Perrin
Mousumi Som

1. Dr. Bushman opened the meeting at 10:00 a.m. by welcoming everyone to the Oklahoma Osteopathic Association.
2. Ms. Mayo gave proof of meeting notice, took roll call, and declared a quorum.
3. **Mission Statement – Dr. Bushman**

The Explore Conference has changed back to being a live conference after the Covid-19 pandemic. HWTC was able to make lots of contact with the medical residents that attended, and touch base with some of the partnerships HWTC has with rural clinics and hospitals.

- **Interim Study Meeting – Kari Webber, OAFP**

The Interim Study Meeting was held with Ms. Thompson, Ms. Fullingim, Ms. Kari Webber and others. The focus was to look at managed care and best procedure to process reimbursements. Also talked about was the lack of Primary Care, which is one of the hardest working fields. Discussed in the meeting was the need to get input from residency coordinators across the state, and the further work that is needed to be done. The participants of the meeting will meet again on November 6, 2023, at 1:00 p.m.

- **OSU – Reimagining Residency – 3rd Year Medical Students**

Dr. Som has now started another program called Reimagining Residency. The focus is on 3rd year medical students at OSU. This entails trying to get residency programs and HWTC programs to help attract our medical students to the residency programs here in Oklahoma. The goal is to attract medical students to train here, stay here and ultimately practice in the state of Oklahoma.

7. Discussion and Possible Action Regarding the 2024 Commission Committees – Ms. Thompson

Ms. Thompson presented the Commission members with a draft of the Health Care Workforce Training Commission Committees for FY2024. The draft included placing Dr. Oden on the Scholarship/Loan Repayment Committee. Dr. Oden gave Ms. Thompson his blessing for the Scholarship/Loan Repayment Committee draft placement.

Ms. Thompson believes the Scholarship/Loan Repayment Committee is the best committee for a first-time board member. This committee entails looking at all the different programs, looking at special circumstances for approval, and recommendations to the board.

Dr. Subera made the motion to approve the revised FY2024 Commission Committees with Dr. Oden serving on the Scholarship/Loan Repayment Committee as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Subera, Ms. Bayer, Dr. Bushman, Dr. Khan, and Dr. Leverett. Dr. Oden abstained from the vote. None were opposed.

8. Discussion and Possible Action to Authorize the Agency, in Consultation with Legal Counsel, to Begin the 2024 Permanent Rulemaking Process, Including, but not Limited to, Revising OAC 540:15-1-1 through 540:15-1-3 and OAC 540:55-3-6 – Dr. Bushman

A packet was passed out that included the draft language for the rule changes. Ms. Maule stated that if the Commission was comfortable with the language, then the Commission is authorizing the agency to begin the rule making process.

- **Seminole State College -- \$7,616.26**

Seminole State College submitted their first request for \$7,616.26 was approved by Ms. Thompson pursuant to OAC 540:55-3-6(3)(a). The reimbursement included supplies and equipment for nursing students and labs.

- **State Board of Career Tech -- \$22,575.50**

State Board of Career Tech submitted a request of \$22,575.50 as reimbursement for the 10 tech schools' underneath them. Ms. Thompson approved this reimbursement pursuant to OAC 540:55-36-6(3)(a). This request for reimbursement covered medical supplies.

10. 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(3)(a) – Ms. Librandi

Ms. Librandi stated the way the rules are currently written, the schools can only submit for Executive Director approval once every two months. Care Providers and Indian Capital Tech were both approved by Ms. Thompson last month. Even though both are under \$50,000.00, they need to be approved by the Commission board for this month.

- **Care Providers -- \$17,740.23**

Care Providers had a small reimbursement this month. Ms. Librandi did have Providers remove reimbursements for CMA/CNA testing and classroom fees. Upon closer inspection, the OMES grants office did not like the forms that Care Providers was using so Care Providers will need to rework the forms and resubmit them. Until that is completed, Ms. Librandi had Care Providers removed those items from their request and can reimburse them in the future. This request for reimbursement is for administrative costs. This includes payroll for their ARPA staff person and related expenses like insurance, benefits, electric, and rent. These are typical things needed to run their ARPA program out of their main headquarters.

- **Indian Capital Tech -- \$36,172.44**

On Ms. Librandi's last visit to Indian Capital Tech Center, she witnessed completed construction. They still have some additional costs that are being put forth as the contractors start billing them. Right now, Indian Capital Tech has started taking bids on furniture to fill the classrooms and the labs and buying mannequins. Indian Capital Tech plans to have completion finished by November. When completion is finished, Ms. Librandi will complete another site visit. Indian Capital Tech also plans to have their first batch of students come spring.

Dr. Oden made the motion to approve the grant reimbursement to Care Providers for \$17,740.23, and Indian Capital Tech for \$36,172.44 as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Oden, Ms. Bayer, Dr. Bushman, Dr. Khan, Dr. Leverett and Dr. Subera. None were opposed.

ARPA grant. They are leasing additional classroom and office space with their own funds.

Ms. Thompson stated that she believes OCCC is ramping up to get more nurses trained on the front side, and then will revert back to their training schedule afterwards.

Ms. Bayer asked if we will be able to see if Oklahoma retained these nurses, or if they've moved to other states.

Ms. Thompson stated that tracking these numbers was the plan. We plan to get as much information as we can from the Nursing Board, and from the school specifically.

Dr. Subera asked if data showing an improvement and the working nursing population would come from this board?

Ms. Thompson replied that the proof would come from the Nursing Board and from the schools.

Dr. Subera asked who would collate this data to know the effect?

Ms. Thompson answered that the quarterly report that Ms. Librandi creates for the legislators will have this data and we will provide it to the board.

Dr. Subera stated that there is no evidence that we have increased the number of nurses.

Ms. Librandi clarified that while there is no evidence showing an increased number of nurses, the money for the ARPA grant didn't start flowing until March. Only one school has been able to start nursing classes after receiving ARPA funds (Rogers). That new class started in August.

Dr. Bushman inquired whether Roger's admitted more students or had a larger class?

Ms. Librandi explained that Roger's received one of the smaller ARPA grant awards. They were able to renovate a lecture hall to modernize teaching equipment. They've received additional funding since and plan to do more next summer when students aren't in session.

Ms. Thompson clarified some of these smaller awards went to schools that had outdated and archaic teaching instruments. Some schools were awarded funds to modernize technology and simulations labs for their nursing students to help raise the number of students passing the NCLEX. It is not just about increasing the number of students a school is training, but actually increasing the number that are successful.

Ms. Librandi added that some schools are focusing on more space to bring in more students, some schools are focusing on more staff to teach more students and some schools are focusing on the quality of the education that is being provided.

Dr. Oden asked if we would see the schools who proposed funds for increasing enrollment were they actually admitting more students?

Ms. Librandi stated that schools should have those numbers a year after those classes start. We can compare those numbers to the years prior to the funds.

Ms. Librandi stated that on the reimbursement request was hoods for fit testing, nebulizers, and solution for fit testing.

Dr. Leverett stated he thought it would be needed.

Ms. Bayer disagreed.

Ms. Librandi went on to say they are allowable expenses per the grant. The other question is not just allowability but reasonableness. Is it allocable? It is allocable if it is being used by the nursing program, it can be paid for with this grant. That would just leave if it was reasonable. Would a layman person think this is an appropriate cost for this particular item and it's use?

Dr. Leverett felt this is a reasonable item to purchase as students need exposure to this equipment.

Ms. Maule clarified that if there were expenses that the Commission didn't want to approve, the schools up for approval could be separated into different votes, and the school with questionable purchases could be approved with the questionable purchases removed, allowing the remainder to be approved. The questionable purchases could be tabled for the next meeting where someone may be asked to attend the meeting to discuss more information on the purchases.

Dr. Subera mentioned that he sees a purchase for a non-contact, handheld thermometer purchased on Amazon for \$399.98. When searching on Amazon, Dr. Subera found the Amazon pick for \$9.98.

There was not a quantity listed on the purchase spreadsheet.

Dr. Subera continued that on the State Board Tulsa Career Tech and Education, Dinamap Carescape monitors (8) were purchased for \$16,400.00. When searching online vendors, Dr. Subera found a seller listing the monitors at \$750.00 each.

Dr. Subera then asked how the Grants office looks at these amounts.

Mr. Godwin and Ms. Thompson both stated that the Grants office received the invoices.

Dr. Bushman pointed out that these invoices are over two years old. These invoices are for reimbursements.

Dr. Bushman asked if this falls on the Commission board shoulders as determining if something is necessary, or whether they've done due diligence in purchasing it? Or is our responsibility making sure it fits within the guidelines of the ARPA grants?

Ms. Thompson pointed out that with state contracts come state vendors are higher than what someone could find on amazon. If something is available through a state-approved vendor, those receiving the grants must use a state vendor.

Ms. Maule stated that all purchases must be made consistent with the central purchasing act.

13. Presentation of U.S. Treasury Report that Highlights the Oklahoma Nursing Workforce Expansion Project – Ms. Librandi

Ms. Librandi presented the U.S. Treasury Report of Highlights. In this report, the U.S. Treasury highlighted a couple different ARPA projects in each state. Out of the 17 different projects running on ARPA in Oklahoma, one of the highlights chosen was a project being overseen by the Grants office and the Commission. The U.S. Treasury report highlighted that Oklahoma is using our dollars to try to increase the nursing staff in the state.

14. Presentation and Review of Agency’s ARPA Administrative Budget – Ms. Librandi

Ms. Librandi showed a breakdown of the expenses for herself and Mr. Godwin. The current spending is on track with projections. Ms. Librandi will have money left over and would like to keep the option for extra money toward schools open. OMES pays for grant managing software but has not dispersed it as of yet. Ms. Librandi inquired generally how often the commission board would like updates on spending, and it was verbally agreed upon to provide quarterly reporting.

At the National ARPA Grants Conference, Ms. Thompson and Ms. Librandi were commended for their frugality at managing with 2% administrative costs. Ms. Librandi then went above and beyond to have some projected funds left over.

The Career Tech that has 10 sub-recipients did not have the 2% included but the legislature did give \$250,000 in startup funding. The startup funding compensated for the 2%.

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

- **Presley D. Gray**
- **Erin B. Williams**

Ms. Wekke recommended approval for two applicants for the Physician Assistant Scholarship. Ms. Gray and Ms. Williams both began classes on October 6, 2023, and will graduate in December 2025. Ms. Gray has listed Haskell, Porter, Muskogee and Wagoner communities as possibilities to serve the scholarship obligation. Ms. Williams has listed Chickasha, Pauls Valley, Anadarko, Tecumseh, Stillwater, and Kingfisher as practice location interests.

Dr. Leverett made the motion to approve Presley D. Gray and Erin B. Williams on the Physician Assistant Scholarship Program as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Leverett, Ms. Bayer, Dr. Bushman, Dr. Oden, Dr. Khan, and Dr. Subera. None were opposed.

16. Discussion and Possible Action Regarding Resident Rural Scholarship Program – Ms. Wekke

- **Sherilyn N. Ellerbee, M.D.**

Ms. Thompson points out that Dr. Waugh, who was approved for FY2025, makes the 42nd spot. There are no further TSET slots for FY25.

18. Physician Placement Report – Ms. Wekke/Ms. Fullingim

The Rural Medical Education Scholarship has 3 physicians in post graduate training. There are nine (9) physicians in obligated practice in rural communities. One (1) physician completed their obligation on October 1st.

On the Resident Rural Scholarship – There are four (4) family medicine residents on scholarship at this time. Eight (8) physicians are in obligated practice in rural communities. Three (3) physicians complete their obligation in 2024.

Physician Assistant Scholarship Program – There are currently seven (7) active participants receiving \$1,000 a month, plus the two previously approved. There are 5 (five) P.A.'s in obligated practice in rural communities. One (1) P.A. completes their rural obligation in 2024.

Physician Community Match Program – There are currently four (4) physicians serving obligations in rural communities. Two (2) are in Stillwater, one (1) in Duncan, and one (1) in Chickasha. Two of these physicians will complete their obligation in 2024.

The PA Loan Repayment Program – There are two P.A.'s now participating in the program located in Chandelier and Miami.

The Physician Loan Repayment Report was handed out to the Commission members. With the three (3) approved this day, there are a total number of seventy (70) physicians approved.

19. Discussion and Possible Action Regarding the Retirement of Executive Director Janie Thompson – 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). Should the Commission enter Executive Session to discuss the Executive Director's retirement, the following actions may be taken:

- **Vote to Enter Executive Session**

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

Dr. Oden made the motion to approve action to authorize the Personnel Committee and Executive Director Janie Thompson to begin the hiring process for a new Executive Director with the expected timeline of April 1st, 2024. Dr. Khan seconded the motion. Voting in favor were: Dr. Oden, Dr. Khan, Dr. Bushman, Ms. Bayer, Dr. Leverett and Dr. Subera. None were opposed.

21. New Business

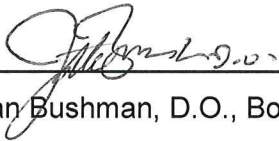
None

22. Public Comment

No Public Comments

23. Discussion and Vote to Adjourn – 11:48 am

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



Jonathan Bushman, D.O., Board Chair 11/16/2023