

**Oklahoma Health Workforce Training Commission
Commission Meeting
October 13, 2022**

M I N U T E S

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 10:00 a.m., on Thursday, October 13, 2022, at the Oklahoma Osteopathic Association 4848 North Lincoln Blvd., Oklahoma City, Oklahoma. Alison LeBoeuf, JD and the Oklahoma Osteopathic Association hosted the meeting. Notice of the meeting had been properly filed with the Secretary of State, and a copy of the notice and agenda was posted on Tuesday, October 11, 2022, 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

Joe Leverett, M.D., Chair
Dennis Carter, D.O.
Dr. Kevin Khoury
Shane Stidham, M.D.
Layne Subera, D.O.

PMTC Staff Present

Janie Thompson, Executive Director
Kami Fullingim, Deputy Director
Dana Morphew
Michelle Cecil
Benita Jose-Mathew
Karen Epps
Gina Wekke
Sara Librandi
Catherine Hafez

Guests Present

Maria Maule
Mackenzie Hill
Terry Rousey
Elisa A. Crouse, M.D.
Cody Smith
Jana Castleberry
Mousumi Som, D.O.
Lesley VanVolkinburg
LeRoy Young, DO

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

Dr. Leverett read the Mission Statement of Oklahoma Health Care Training Commission
4. **Introductions** – Dr. Leverett

Attendees introduced themselves.

5. Possible Discussion, Revision, and Vote to Approve Minutes of the August 11, 2022, Commission Meeting – Dr. Leverett

Dr. Leverett asked for any revisions or discussion of the August meeting minutes then called for a vote.

Dr. Carter made the motion to approve the August 11, 2022, minutes as presented. Dr. Stidham seconded the motion. Voting in favor were: Dr. Carter, Dr. Stidham, Leverett, Dr. Khoury, and Dr. Subera. None were opposed.

6. Director's Report – Ms. Thompson

- a. Ms. Thompson informed board members of the resignation of Dr. Lester effective September 30, 2022.
- b. Ms. Thompson announced the newest appointed board member Doug Williams, RN.
- c. Ms. Thompson introduce two new staff members to HWTC Sara Librandi Grants Manager for ARPA Grant funded program and Catherine Hafez Administrative Tech.
- d. Ms. Thompson provided ARPA grant funding update. The total ARPA federal grant funding for HWTC is \$79,285,082 HWTC will received a 2% administrative cost totaling \$1,659,629.18 with a total cost of \$80,944,711.18.
- e. The budget request submitted with the request for additional funds for 3 specific areas administrative cost for HWTC daily operation, 2 Residency programs McAlester Regional and OU Tulsa, and the Physician Loan Repayment program.

7. Vote to Approve/Disapprove Director's Report – Dr. Leverett

Dr. Khoury made the motion to approve the Director's Report, as presented. Dr. Stidham seconded the motion. Voting in favor were: Dr. Khoury, Dr. Stidham, Dr. Leverett, Dr. Carter, and Dr. Subera. None were opposed.

8. Discussion and Possible Action to Authorize the Director to enter into a Contractual Grant Agreement with OMES after review by the Agency's Assistant Attorney General – Maria Maule/Ms. Thompson

A draft grants agreement, submitted by OMES, was presented to the committee for review. Ms. Thompson is requesting authorization to execute the contract on the commission's behalf upon final approval of the grant agreement by the Agency's Assistant Attorney General. This will initiate the process of dispersing funds to the subrecipients of HWTC.

Dr. Stidham made the motion to authorize the director to enter into a contractual grant agreement with OMES. Dr. Subera seconded the motion. Voting in favor were: Dr. Stidham, Dr. Subera, Dr. Leverett, Dr. Carter, and Dr. Khoury. None were opposed.

9. Discussion and Possible Action to Authorize the Director to Enter into Contractual Grant Agreements with Legislatively Designated Subrecipients/Grantees After Review by the Agency's Assistant Attorney General and OMES Grants Management Office – Maria Maule\Ms. Thompson

Ms. Thompson is requesting authorization to enter into a contractual grant agreement with each subrecipient upon approval from OMES Grants Management Office and the Agency's Assistant Attorney General. These grant agreements will mirror the grant agreement between HWTC and OMES, there will be amendments or addendums for each subrecipients specific grant.

Dr. Khoury made the motion to approve authorization for the Director to enter into Contractual Grant Agreements with Designated Subrecipients/Grantees, Dr. Stidham seconded the motion. Voting in favor were: Dr. Khoury, Dr. Stidham, Dr. Leverett, Dr. Carter, and Dr. Subera. None were opposed.

10. Discussion and Possible Action to Authorize the Director to Begin the Emergency Rulemaking Process for the Administration of ARPA Grants for Recruiting and Stabilizing Oklahoma's Health Care Workforce. – Maria Maule\Ms. Thompson

Ms. Thompson presented a draft of rules for the Administration of ARPA Grants for Recruiting and Stabilizing Oklahoma's Health Care Workforce to the board and is requesting authorization to proceed with the rulemaking process this will allow said rules to be posted to the Secretary of State's website. A hearing will then take place to allow for any written recommendations or input from involved parties. The revised rules will then be presented to the board in December for final approval.

Dr. Carter made the motion to approve the Director to begin the emergency rules presented and rulemaking process Dr. Khoury seconded the motion. Voting in favor were: Dr. Carter, Dr. Khoury, Dr. Leverett, Dr. Stidham, and Dr. Subera. None were opposed.

11. Discussion and Possible Action Regarding Gala Event Planning Including the August 25th Meeting with Ethics Commission Staff, and the Competitive Bidding Process – Maria Maule\Ms. Thompson

Maria Maule provided a brief overview of the August 25th meeting with the Ethics Commission. The Ethic commission primary concerns are the transparency of funds, how much money was raised, and how funds were spent. Ms. Maule advised if HWTC was to partner with an outside party planning agency, services would have to go through the competitive bidding process via OMES. The competitive bidding could possibly be a 3-month process.

Dr. Khoury made the motion to enter the competitive bidding process with OMES for the Gala Event. Dr. Stidham seconded the motion. Voting in favor were: Dr. Khoury, Dr. Stidham, Dr. Leverett, Dr. Carter, Dr. Subera. None were opposed.

12. Discussion and Possible Action Regarding the Physician Loan Repayment Program – Mrs. Fullingim

Ms. Fullingim present the following applicants to the board for the Physician Loan Repayment Program

- Matthew Collier, D.O.
- Lynn Fisher, D.O.
- Amber Holbein, M.D.
- Gregory Avestisov, D.O.
- James DuPont, D.O.

Dr. Stidham made the motion to approve applicants for the Physician Loan Repayment Program. Dr. Carter seconded the motion. Voting in favor were: Dr. Stidham, Dr. Carter, Dr. Leverett, Dr. Khoury, Dr. Subera. None were opposed.

13. Physician Placement Report – Mrs. Wekke\Mrs. Fullingim

Mrs. Wekke and Mrs. Fullingim presented the Physician Placement Report detailing placed physicians and physician assistants in rural Oklahoma.

Reporting on the Rural Medical Education Scholarship; 3 are in postgraduate training, 11 in obligated practice, and 1 participant will complete obligation in fiscal year 2023.

Reporting on the Resident Rural Scholarship; 7 on scholarship, 7 in obligated practice, 1 participant will complete obligations in fiscal year 2023.

Reporting on the Physician Community Match; 3 are in obligated service.

Reporting on the PA Scholarship Program; 4 are in the program, 9 serving in rural communities, 5 will complete obligations in FY23.

Reporting on the Physician Loan Repayment Program; There are 71 total physicians approved to participate on loan repayment.

Of this total, 11 will complete or have completed their obligation in FY23. 9 will begin in FY 24.

14. New Business

No new business

15. Public Comment

No public comment

16. Discussion and Vote to Adjourn

Dr. Stidham made the motion to adjourn the meeting. Dr. Khoury seconded the motion. Voting in favor were: Dr. Stidham, Dr. Khoury, Dr. Leverett, Dr. Carter, Dr. Subera. None were opposed.



Joe Leverett, M.D., Board Chair 12/08/2022