

**Oklahoma Health Workforce Training Commission
Commission Meeting
March 23, 2023**

MINUTES

The Board of Oklahoma Health Care Workforce Training Commission met for a special commission meeting at 3:00 p.m., on Thursday, March 23, 2023, at Health Care Workforce Training Commission, 119 N. Robinson Avenue, Suite 520, 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 Wednesday, March 21, 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

Joe Leverett, M.D., Chair
Jonathan Bushman, D.O.
Kevin Khoury
Douglas Williams, RN
Abdul Khan, M.D.

HWTC Staff Present

Janie Thompson, Executive Director
Kami Fullingim, Deputy Director
Karen Epps
Sara Librandi

Guests Present

Maria Maule, Chief Assistant Attorney General
LeRoy Young, D.O.
Kim Rector
Jennifer Cox

1. Dr. Leverett opened the meeting at 3:00 pm. by welcoming everyone to the Oklahoma Health Care Workforce Training Commission.
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. **Possible Discussion, Revision, and Vote to Approve Minutes of the February 9, 2023, Commission Meeting**

Dr. Bushman made the motion to approve the February 9, 2023, minutes as presented. Mr. Khoury seconded the motion. Voting in favor were: Dr. Bushman, Mr. Khoury, Dr. Leverett, and Dr. Khan, None were opposed.
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5. **Discussion and Possible Action Regarding the Commission Meeting Calendar – Ms. Thompson**

- Possible Action to Reschedule the April 13, 2023 Meeting Date
- Possible Action to Establish a 2023 Revised Commission Calendar to include Special Meeting Dates.

Mr. Khoury made the motion to reschedule the April 20, 2023 meeting and establish a special meeting calendar as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

6. Discussion of Recent Staff Changes – Ms. Thompson

Ms. Thompson noted the new Business Manager, Zhonda Viney, starts Monday, March 27, 2023. The new Admin Tech, Romereo Chambers starts Monday, April 3, 2023. Dr. Leverett asked Ms. Thompson when she last received a pay increase and a review. Ms. Thompson said she had not had either since being appointed to her current position.

Dr. Leverett asked Ms. Maule for her input on how to proceed with a review and pay increase. She outlined the process. Dr. Leverett suggested the Commission pursue the review process.

7. 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/Maria Maule

The Notice of Rulemaking Intent for the proposed rule changes was published in Volume 40, Number 11, of the Oklahoma Register on February 15, 2023. A public hearing was held on March 20, 2023, and all proposed rule changes were subject to a public comment period, in accordance with Oklahoma law.

- Chapter 1. Administrative Operations
 - 540:1-1-1. Purpose [AMENDED]
 - 540:1-1-2. Interpretation of rules [AMENDED]
 - 540:1-3-1. Membership [AMENDED]
 - 540:1-3-2. Officers; Executive Director; legal counsel [AMENDED]
 - 540:1-3-3. Powers, duties, and responsibilities of Commission [AMENDED]
 - 540:1-3-5. Principal office; office hours; availability of records [AMENDED]
 - 540:1-5-2. Procedures applicable to adoption, amendment, and repeal of rules [AMENDED]

Dr. Bushman made the motion to adopt the Chapter 1 permanent rule changes as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 10. Oklahoma Rural Medical Education Loan and Scholarship Fund
 - 540:10-1-1. Purpose [AMENDED]
 - 540:10-1-2. Statutory administration of fund [AMENDED]
 - 540:10-1-3. Terms and conditions of scholarships [AMENDED]
 - 540:10-1-5. Procedures for administering scholarships [AMENDED]
 - 540:10-1-6. Repayment of scholarship loans [AMENDED]
 - 540:10-1-8. Applicant contracts [AMENDED]

Dr. Bushman made the motion to adopt the Chapter 10 permanent rule changes as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- 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]
- 540:15-1-4. Contractual arrangements [AMENDED]

Mr. Khoury made the motion to adopt the Chapter 15 permanent rule changes as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 25. Physician and Health Manpower Placement Services
 - 540:25-1-1. Purpose [AMENDED]
 - 540:25-1-2. Role of Commission [AMENDED]
 - 540:25-1-3. List of practice opportunities [AMENDED]
 - 540:25-1-4. List of physicians seeking practice opportunities [AMENDED]
 - 540:25-1-5. Assistance to physicians in evaluating communities [AMENDED]
 - 540:25-1-6. Assistance to communities and others seeking physicians [AMENDED]

Dr. Bushman made the motion to adopt the Chapter 25 permanent rule changes as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 30. Oklahoma Nursing Student Assistance Program
 - 540:30-1-1. Purpose [AMENDED]
 - 540:30-1-3. Power to grant scholarships [AMENDED]
 - 540:30-3-1. Role of Nursing Scholarship Advisory Committee [AMENDED]
 - 540:30-5-1. Matching Nursing Student Assistance Program [AMENDED]
 - 540:30-9-3. Approval [AMENDED]
 - 540:30-11-6. Suit for collection; attorney's fees and collection costs [AMENDED]

Dr. Bushman made the motion to adopt the Chapter 30 permanent rule changes as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 35. Community Match Intern Resident Program
 - 540:35-1-2. Statutory administration [AMENDED]
 - 540:35-1-3. Power to grant loans [AMENDED]
 - 540:35-1-4. Terms and conditions of loans [AMENDED]
 - 540:35-1-5. Eligibility and amount [AMENDED]
 - 540:35-1-6. Procedures for administering loans [AMENDED]
 - 540:35-1-7. Repayment of loans [AMENDED]
 - 540:35-1-9. Applicant contracts [AMENDED]

Dr. Bushman made the motion to adopt the Chapter 35 permanent rule changes as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 40. Family/General Practice Resident Rural Scholarship Loan Program
 - 540:40-1-1. Purpose [AMENDED]
 - 540:40-1-2. Statutory administration [AMENDED]
 - 540:40-1-3. Terms and conditions of scholarship [AMENDED]
 - 540:40-1-4. Eligibility; amount; method of payment [AMENDED]
 - 540:40-1-5. Procedures for administering scholarships [AMENDED]
 - 540:40-1-6. Repayment of scholarship loans [AMENDED]
 - 540:40-1-7. Applicant contracts [AMENDED]

Mr. Khoury made the motion to adopt the Chapter 40 permanent rule changes as presented. Dr. Bushman seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 45. Physician Assistant Scholarship Program
 - 540:45-1-1. Purpose [AMENDED]
 - 540:45-1-2. Statutory administration [AMENDED]
 - 540:45-1-3. Terms and conditions of scholarship [AMENDED]
 - 540:45-1-5. Procedures for administering scholarships [AMENDED]
 - 540:45-1-6. Repayment of scholarship loan [AMENDED]

Dr. Khan made the motion to adopt the Chapter 45 permanent rule changes as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 50. Oklahoma Medical Loan Repayment Program
 - 540:50-1-2. Statutory administration [AMENDED]
 - 540:50-1-3. Terms and conditions of loans [AMENDED]
 - 540:50-1-6. Procedures for administering loans [AMENDED]

Dr. Bushman made the motion to adopt the Chapter 50 permanent rule changes as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Chapter 55. Health Care Workforce Development Grant Program
 - 540:55-1-1. Purpose [NEW]
 - 540:55-1-2. Definitions [NEW]
 - 540:55-3-1. System for Award Management (“SAM”) [NEW]
 - 540:55-3-2. Capital expenditures [NEW]
 - 540:55-3-3. Competitive bidding [NEW]
 - 540:55-3-4. Reporting [NEW]
 - 540:55-3-5. Labor reporting for construction projects [NEW]
 - 540:55-3-6. Reimbursements [NEW]
 - 540:55-3-7. Audit requirements [NEW]
 - 540:55-3-8. Compliance with federal requirements [NEW]
 - 540:55-3-9. Grantee assurances [NEW]
 - 540:55-5-1. Program violations [NEW]

- 540:55-5-2. Corrective and remedial actions [NEW]

Dr. Bushman made the motion to adopt the Chapter 55 permanent rule changes as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

8. Discussion and Possible Action Regarding ARPA Working Capital Advances Pending OMES Approval and Transfer of Funds – Ms. Librandi

- Oklahoma City Community College – Up to \$425,000 Working Capital Advance Request

Mr. Khoury made the motion to approve up to \$425,000 working capital advance request as presented. Dr. Bushman seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

- Southeastern OSU – Up to \$1,000,000 Working Capital Advance Request

Dr. Bushman made the motion to approve up to \$1,000,000 working capital advance as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, 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(3)(a) – Ms. Librandi

- Moore Norman Tech Center - \$27,192.80 Reimbursement Request

10. Report and Discussion of Requests for Reimbursement of Construction Expenses of \$50,000 or More 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:

- Indian Capital Tech Center - \$128,020 Reimbursement Request

11. 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(3)(b) – Ms. Librandi

- Tulsa Community College - \$1,157,650.86 Reimbursement Request

Dr. Bushman made the motion to approve \$1,157,650.86 reimbursement request. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, Dr. Leverett, and Dr. Bushman, None were opposed.

12. Public Comment

The Health Care 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.

No Public Comments

13. Discussion and Vote to Adjourn

Mr. Khoury made the motion to adjourn the meeting. Dr. Bushman seconded the motion. Voting in favor were: Mr. Khoury, Dr. Bushman, Dr. Leverett, and Dr. Khan. None were opposed.



Joe Leverett, M.D., Board Chair 03/23/2023