

**Oklahoma Health Workforce Training Commission
Commission Meeting
September 14, 2023**

MINUTES

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 3:00 p.m., on Thursday, September 14, 2023, at Oklahoma Health Care Workforce Training Commission, 119 N Robinson, 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 Monday, September 11, 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
Kevin Khoury
Joe Leverett, M.D.
Shane Stidham, M.D.
Layne Subera, D.O.
Douglas A. Williams, RN
Abdul Khan-Sahibzada, M.D. Arrived at 3:15.
Kerri Bayer, RN
Ryan Oden, D.O.

HWTC Staff Present

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

Guests Present

Maria Maule
Charles Lindsey-Outlaw
Kelly Parker

1. Dr. Bushman opened the meeting at 3:00 pm. by welcoming everyone to the Oklahoma Health Care 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 asked everyone to go around the room and introduce themselves.
5. **Possible Discussion, Revision, and Vote to Approve Minutes of the August 10, 2023, Commission Meeting – Dr. Bushman**

Mr. Williams made the motion to approve the August 10, 2023, minutes as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Mr. Williams, Dr. Bushman, Dr. Subera, Dr. Leverett, Dr. Stidham and Ms. Bayer. Dr. Oden abstained from the vote. None were opposed.

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

- Metro Technology Center – \$42,589.10
- Care Providers - \$33,443.52

Ms. Librandi provided information in booklet format that included break downs for each reimbursement request. Metro Tech is still currently renovating an old clinic for use and recently purchased furniture. Care providers requested reimbursement for the staff member costs that works on their ARPA grant, as well as additional monies as they continue to enroll students in their CNA and CMA programs. Care providers are reimbursing for CNA/CMA classes, as well as the testing fees for finished students to become certified.

Mr. Godwin and Ms. Librandi continue monthly meetings with Care Providers to monitor goals and status.

Mr. Khoury relayed hearing a compliment from Care Providers that Ms. Librandi is one of the finest people met and they would love to hire her if she was ever looking.

Dr. Leverett requested a synopsis of how many students complete the program and become certified. Ms. Librandi stated that Care Providers is currently tracking students and Ms. Librandi has requested long term tracking from Care Providers as well.

7. Report and Discussion of Requests for Reimbursement of Construction Expenses of \$50,000 or More Approved by the Executive Director – Ms. Librandi

- Roger's State University -- \$131,723.89
- Indian Capital Tech -- \$70,622.96

Roger's State University submitted their first reimbursement request for the renovation of their lecture hall on campus in Claremore. The renovation is complete, and classes have started with the space being utilized. Indian Capital

Tech is wrapping up on classroom construction and awaiting bids on furniture for the space. Ms. Librandi states the expectation is for Indian Capital Tech to host classes in the upcoming spring semester.

Ms. Maule stated that she and Ms. Thompson are currently working on incorporating the language on the prior board authorization into the new permanent rules. Permanent rule deadlines have moved up by one month. In the future, Ms. Maule and Ms. Thompson will formally ask the commission for authorization to engage in rule making.

Dr. Khan entered the meeting at 3:15 p.m.

8. 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

- Career Tech -- \$85,314.90
- Eastern Oklahoma State -- \$156,538.62
- Northern Oklahoma College -- \$59,687.10
- Oklahoma City Community College -- \$104,343.77

Career Tech requested reimbursement of \$85,314.90. Career Tech has ten (10) schools that fall under their umbrella, three (3) of which are included in this reimbursement request. This reimbursement request is for training and medical supplies for their nursing programs.

Eastern Oklahoma State College purchased three (3) mannequins, each listed separately as they were different software/hardware purchases for each mannequin.

Ms. Librandi clarified that the money reimbursed goes to the Department of Career Technology. Career Tech is responsible for monitoring inventory, spending, budgets etc. within their schools. Ms. Thompson stated that Ms. Librandi and Mr. Godwin still monitor the invoices for allowability, and then checked again by the Grants Office. HWTC is not responsible for the inventory and recouping.

Dr. Leverett points out that we are responsible for some Career Techs that applied directly for the grant. Ms. Librandi confirms there are five (5) Career Techs that fall directly under the commission, and do not fall under the umbrella of the Department of Career Technology.

Northern Oklahoma College submitted a request for reimbursement for supplies, equipment, and skills labs for their classrooms.

Oklahoma City Community College has submitted reimbursement for salaries and fringe benefits of the nursing instructors they have hired, as well as supplies.

Dr. Leverett made the motion to approve the grant reimbursement to Career Tech for \$85,314.90, Eastern Oklahoma State for \$156,538.62, Northern State College for \$59,687 and to Oklahoma City Community College for \$104,343.77 as presented. Ms. Bayer seconded the motion. Voting in favor were: Dr. Leverett, Dr. Khan, Mr. Khoury, Dr. Bushman, Dr. Subera, Mr. Williams, Dr. Oden, Dr. Stidham and Ms. Bayer. None were opposed.

9. Update from the Committee for Agency Carryover Funds for Resident Program Consideration – Dr. Subera and Dr. Bushman 21:03

Dr. Subera stated that the committee met on September 12th, 2023, at 8:30 a.m., the meeting lasted a half hour and was well attended. Representatives were present for many of the major programs. The committee gave the recommendation to keep the same formula that has been used but to weight the factor that supports placement of graduates in rural and underserved areas at a little higher than previously. Currently, Oklahoma residents are weighted at 1.5 in the formula, and placed graduates as 1.5 in the formula. Others in the residency program are rated 1.0.

The recommendation from the committee is to have Oklahoma residents be weighted at 1.5 and change the placement factor to 2.0. The recommendation was unanimously agreed upon by all participants of the subcommittee.

Ms. Maule stated: "Basically this is what the commission had talked about at the last meeting, so I just tried to put it all down in writing. Understanding that it would probably need to be tweaked and changed. And there are two hand written annotations on that of areas where it probably will have to be changed. Janie had recommended typing up the language on the first page just to make clear that, if it is, a formal recognition in a metropolitan area, would also require ownership by the medical institution. And the weighting, just based on what you said now, Dr. Subera, would probably have to change. Again, this is just preliminary language that you guys can take and review and come back to me with any kind of questions/concerns/propose for revisions, and this is with an eye for permanent rule making in 2024. So again, in a couple months, we are going to have to have the language, pretty well formalized. And again, the commission could decide to not even go forward with rule making on this, or, it could look a lot different than what it is right now. This is just to start those conversations and getting more focused."

Ms. Maule passed out copies of rough drafted language of rules.

Dr. Bushman stated that the commission will meet again in October for discussion and possible action including potentially permission for Ms. Maule to draft the rules. The October starting timeline would give time to get those rules into place permanently for next years budget and to be accepting into codifying the weight.

The process for rule making starts by giving staff and Ms. Maule authorization to engage in it. Notices will need to be published in the Oklahoma register. The exact language will be brought to the commission for adoption. It is a long process where the commission board will have a lot of different contributions toward it. This discussion is preparation for the one and one half year process.

Dr. Bushman apologized to anyone he may have upset by tabling this discussion for the last six (6) months, and thanked those who participated in the subcommittee.

10. Public Comment

No Public Comments

11. Discussion and Vote to Adjourn – 3:33 pm

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


Jonathan Bushman, D.O., Board Chair 10/12/2023