

**Oklahoma Health Workforce Training Commission  
Commission Meeting  
May 25, 2023**

**MINUTES**

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 10:00 a.m., on Thursday, May 25, 2023, at Oklahoma State Medical Association, 313 NE 50<sup>th</sup> Street, Suite 1, 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, May 24, 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  
Kevin Khoury  
Shane Stidham, M.D.  
Layne Subera, D.O.  
Abdul Khan-Sahibzada, M.D.

**HWTC Staff Present**

Janie Thompson, Executive Director  
Kami Fullingim, Deputy Director  
Gina Wekke  
Sara Librandi  
Michelle Cecil  
Dana Morphew  
Romereo Chambers  
Michael Godwin

**Guests Present**

Douglas Williams, RN  
Kerri Bayer, RN  
LeRoy Young, D.O.  
Richard Bryant  
Michael Conrad  
Dennis Blankenship, D.O.  
Allison LeBoeuf  
Terry Rousey  
Mousumi Som  
Elisa Crouse  
Guy Feist  
Allison LeBoeuf  
Matt Robison

1. Dr. Leverett opened the meeting at 10:00 am. by welcoming everyone to the Oklahoma Health Care Workforce Training Commission.
2. Ms. Fullingim 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. Dr. Leverett asked everyone to go around the room and introduce themselves.
5. **Possible Discussion, Revision, and Vote to Approve Minutes of the April 20, 2023, Commission Meeting**

Mr. Khoury made the motion to approve the April 20, 2023, minutes as presented. Dr. Khan seconded the motion. Voting in favor were: Dr. Khan, Mr. Khoury, Dr. Leverett, Dr. Subera and Dr. Stidham. None were opposed.

#### 6. **Director's Report – Ms. Thompson**

- Senate and House Joint Committee for Health and Human Services ARPA Award Recommendations
  - Ms. Thompson asked Ms. Librandi to go over those recommendations.
    - NE A&M started with \$300,000 but \$1.3M was added for a total around \$1.6M for retention incentives and additional classroom space
    - Rogers State started with \$300,000 and \$1.253M added for a total around \$1.5M for faculty retention and renovations.
    - ECU started with \$300,000 and added \$7M for new construction
    - All of this means additional reporting because each of these three additional fundings are new projects.
    - NSU, SEOSU, and SWOSU all received additional funds, but are not considered new projects, therefore not requiring double reporting as those above.
- Federal End Date for the Pandemic, April 10, 2023
  - Ms. Thompson shared the Pandemic has been declared over, therefore ARPA funds can no longer be used for premium pay purposes any longer.
- Senate Confirmation – Kerri Bayer, R.N.
  - Ms. Bayer was confirmed May 11, 2023, on the same day as Dr. Leverett for his 3<sup>rd</sup> term
- Introduction – ARPA Grant Account Tech, Michael Godwin
  - Sara introduced Michael and let him introduce himself and his work history with grants.
- Draft Committee assignments
  - Ms. Thompson asked everyone to look at the draft and let us know if any of the commission members want to be added to a specific committee, they are passionate about. Mr. Williams asked to be placed on the personnel committee.
- OOA Annual Convention Attendance
  - Ms. Thompson, Ms. Fullingim and Ms. Wekke attended.

#### 7. **Possible Discussion and Action on Director's Report – Dr. Leverett**

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

#### 8. **Discussion and Possible Action on HWTC Attending the American Academy of Family Physicians National Conference in Kansas City, MO, July 27-29, 2023 – Ms. Thompson**

Ms. Thompson said several other booth exhibitors at OOA said they attended AAFP and we should too. Ms. Fullingim shared that 2,504 medical students, family medicine residents and exhibitors come to this convention. We feel this is a great opportunity to reach more participants for our program.

Dr. Som highly encouraged that we attend. She also mentioned OSU presenting “Navigating Life After Residency” on September 8 and it would be a great opportunity for us to come share as well. She said both options are great opportunities to attract individuals back to Oklahoma.

Mr. Khoury made the motion to approve HWTC to attend AAFP in Kansas City, MO as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, and Dr. Leverett, Dr. Stidham, and Dr. Subera. None were opposed.

#### **9. Discussion on Nomination and Vote on New Chair and Vice-Chair – Dr. Subera**

Dr. Subera opened for nominations for chair and vice-chair. Ms. Thompson provided history of these two positions. There is nothing in the rules or statute regarding the succession of these two positions. Usually both positions rotate through each category of commission membership, M.D., D.O., and member of the public. Since Dr. Leverett is the current chair and an M.D. the next chair would normally be a D.O. and the vice-chair a commission member from the member of the public group. She also stated that a few years ago the commission voted to allow the chair to stay in office for two years, but statute says the commission still has to vote each year.

Dr. Subera nominated Dr. Bushman as Chair. Dr. Stidham nominated Mr. Khoury as Vice-Chair.

Dr. Subera made the motion to appoint Dr. Bushman as Chair and Mr. Khoury as Vice-Chair. Dr. Stidham seconded the motion. Voting in favor were: Mr. Khoury, Dr. Khan, and Dr. Leverett, Dr. Stidham, and Dr. Subera. None were opposed.

#### **10. 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**

- Oklahoma City Community College – \$24,820.70

#### **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)(a) – Ms. Librandi**

- State Board of Career Tech - \$210,808.25
  - This is for Green Country Tech Center
- Tri County Tech Center - \$63,891.43(May) and \$6,030.35(April)
  - April and May were submitted together and were over \$50,000 which requires commission approval
- Tulsa Community College - \$423,105.69
- Care Providers - \$10,854.73(April) and \$15,844.31(March)
  - Rues state that Janie can approve requests for less than \$50,000 but she can only do that once every two months per school and she already approved one for them
- Indian Capital Tech Center - \$757,395.79
  - New build in Coweeta
  - Completion in September/October

- Construction still ongoing, but 140 students have applied for the program
- NSU Nursing \$97,395.73
  - Building a Zoom Room
  - Optometry groundbreaking is June 26

Dr. Subera asked Ms. Librandi if there have been any rejections in the requests. She replied that yes, there have been rejections due to not enough, not proper, or any documentation provided.

Dr. Stidham made the motion to approve the grant reimbursement to State Board of Career Tech for \$210,808.25, Tri County Tech Center for \$63,891.43 and \$6,030.35, Tulsa Community College for \$423,105.69, Care providers for \$10,854.73 and \$15,844.31, Indian Capital Tech Center for \$757,395.79 and NSU Nursing for \$97,395.73 as presented. Dr. Subera seconded the motion. Voting in favor were: Mr. Khoury, Dr. Stidham, Dr. Subera, Dr. Khan and Dr. Leverett. None were opposed.

## 12. Discussion and Possible Action Regarding Scholarship/Loan Repayment Committee – Mr. Khoury

- Tex (Christopher) Gaskins, D.O. RMES
  - The Committee recommendation is to table Dr. Gaskins until June 2024 when he is actually out of compliance since he has 5 years to complete residency.

Mr. Khoury made the motion to table Dr. Gaskins until June 2024 as presented. Dr. Stidham seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Stidham and Dr. Khan. None were opposed.

- Lawrence Cook, D.O. RRS
  - The Committee recommends referring Dr. Cook's information to HWTC Assistant Attorney General for litigation.

Mr. Khoury made the motion to refer Dr. Cook's case to HWTC Assistant Attorney General for litigation as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Stidham and Dr. Khan. None were opposed.

- Tate Vance, D.O. PLRP
  - The Committee recommends paying Dr. Vance his August 2023 check and not renewing his contract after that.

Mr. Khoury made the motion to pay Dr. Vance his final check in August 2023 as presented. Dr. Subera seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Stidham and Dr. Khan. None were opposed.

- Larin McMartin, D.O. PLRP Applicant
  - The Committee recommended to table Dr. McMartin until Summer 2024 when she has completed training and is available for employment.

Mr. Khoury made the motion to table Dr. Gaskins until June 2024 as presented. Dr. Stidham seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Stidham and Dr. Khan. None were opposed.

- Andrew McDowell PA PAS
  - The Committee recommends accepting lump sum payment of \$12,000 which is \$8,000 for 8 months remaining of obligation plus \$4,000 (50%) liquidated damages.

Mr. Khoury made the motion to accept \$12,000 in repayment from Mr. McDowell as presented. Dr. Subera seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Stidham and Dr. Khan. None were opposed.

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

- Laureli Simpson

Dr. Stidham made the motion to approve the Physician Assistant Scholarship applicant as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Khan and Dr. Stidham. None were opposed.

**14. Discussion and Possible Action Regarding Physician Loan Repayment Program – Ms. Fullingim**

- Dale Huntington, D.O.
- Larin McMartin, D.O. – Tabled until Summer 2024

Dr. Stidham made the motion to approve the Physician Loan Repayment applicant as presented. Mr. Khoury seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Khan and Dr. Stidham. None were opposed.

**15. Physician Placement Report – Ms. Wekke and Ms. Fullingim**

Ms. Wekke reported:

- Rural Medical Education Scholarship  
3 in post graduate training, 11 in obligated practice
- Resident Rural Scholarship  
9 residents on scholarship, 7 in obligated practice
- PA Scholarship  
7 currently in training, 5 in obligated practice
- Physician Community Match  
3 in obligated practice
- PA Loan Repayment  
3 participants

Ms. Fullingim reported:

- Physician Loan Repayment  
64 approved participants, 9 will complete program FY24, 2 will begin FY25, 49 are TSET, 7 are OSMA, 6 are BCBS, 2 are not matched with TSET, OSMA nor BCBS.

**16. Discussion and Possible Action Regarding the Performance Review of the Executive Director, Janie Thompson, Including Possible Raise**

**Further, 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 performance review, the following actions may be taken:**

- Vote to enter Executive Session

Mr. Khoury made the motion to enter executive session. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Khan and Dr. Stidham. None were opposed.

- Exit Executive Session and vote to re-enter open session

Mr. Khoury made the motion to re-enter open session. Dr. Stidham seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, and Dr. Stidham. Dr. Khan was not present.

- Possible action on matters discussed in Executive Session
  - Mr. Khoury recommends a \$10,000 raise retroactive to July 1, 2022 for Ms. Thompson as well as possibly reorganizing the office staff. Mr. Khoury will meet with the office staff regularly and discuss with them.

Dr. Subera made the motion to approve the \$10,000 raise retroactive to July 1, 2022 for Ms. Thompson as presented. Dr. Khan seconded the motion. Voting in favor were: Mr. Khoury, Dr. Subera, Dr. Leverett, Dr. Khan and Dr. Stidham. None were opposed.

#### 17. New Business

None

#### 18. Public Comment

No Public Comments

#### 19. Discussion and Vote to Adjourn

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

  
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Joe Leverett, M.D., Board Chair 6/22/2023