

**Oklahoma Physician Manpower Training Commission
Commission Meeting
October 8, 2020, 10:00 a.m.**

MINUTES

The Board of Oklahoma Physician Manpower Training Commission met for a regular commission meeting at 10:00 a.m., on Thursday, October 8, 2020, at the offices of the Oklahoma Osteopathic Association, 4848 North Lincoln Boulevard, Oklahoma City, Oklahoma, with Dr. LeRoy Young hosting. Members of the public joined virtually via Zoom. Notice of the meeting had been properly filed with the Secretary of State, and a copy of the notice and agenda was posted by Tuesday, October 6 by 10:00 a.m., in prominent public view at PMTC and on the Commission website, www.pmtc.ok.gov, in compliance with the Open Meeting Act.

Commission Members Present

Pam Spanbauer, RN, Chair
Joe Leverett, MD, Vice-Chair
Zane DeLaughter, DO
Kevin Khoury
Tim Newton, DO
Jeff Lester, MD
Shane Stidham, MD

PMTC Staff Present

Janie Thompson, Executive Director
Michelle Cecil
Aneesa Sharp
Diane Mickelson
Dana Morpew
Benita Jose-Mathew

Guests Present

Matt Robison, Director of Government Affairs, Oklahoma State Medical Association
Dr. Steven Crawford, Senior Associate Dean, The University of Oklahoma College of Medicine
Joe Ashbaker, Assistant Attorney General
Richard Bryant, PhD, OU College of Medicine - Tulsa
Gary Slick, DO, Professor of Internal Medicine, Center for Rural Health, Oklahoma State University, College of Osteopathic Medicine

Ms. Spanbauer opened the meeting at 10:14 a.m. by welcoming everyone to the Oklahoma Osteopathic Association office. Ms. Spanbauer thanked OOA for graciously hosting the meeting and providing lunch. Ms. Spanbauer stated that the meeting followed covid-19 guidelines set forth by the CDC. Attendees wore masks as well as face shields and social distancing was observed. Guests had previously been invited to join via Zoom.

Ms. Spanbauer introduced new commission member Timothy Newton, DO, who repeated the Oath of Office.

Ms. Mickelson gave proof of meeting notice, took roll call, and declared a quorum.

1. Consideration and Vote to Approve/Disapprove Minutes of the August 20, 2020, Commission Meeting

Ms. Spanbauer asked for any revisions or discussion to the minutes of the August then called for a vote.

Dr. DeLaughter made the motion to approve the August 20, 2020, minutes as presented with Mr. Khoury seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

2. Director's Report

Residency Funding Breakout

Ms. Thompson referred to the Residency Funding Breakout document which was shared in commissioner's packets and online for Zoom participants. Ms. Thompson stated the residency specific amounts were dependent upon receiving information from the residency programs when creating the FY21 budget. The committee, with the help of Assistant Attorney General, Joe Ashbaker, delved into the statutes to make sure funds were disbursed as the statutes directed.

Ms. Thompson explained the spreadsheet which showed the number of residents, their salaries, the total expenses for the program for all the residents, including insurance cost which equals their total direct expenses. She continued: we took the total direct expenses and subtracted Medicare direct GME. The next column tells exactly how much the resident salary and benefits out-of-pocket were. It shows how much the residency program actually had to add that was not received through third party funding.

She continued: PMTC had enough money this time to fully cover the total. The resident's salaries and benefits were paid directly to the institutions. The committee discussed and voted on taking the total amount of cost and out-of-pocket for all residency programs, then take the amount PMTC had available for the residency funding, and figure what percentage of those total costs they were able to cover. PMTC decided what percentage of the expenses the budget would cover, whether 90%, 75% or 100%. This fiscal year 100% coverage was available. With the leftover funds, we added up the total number of residents each program has and divide that money by the number of residents to come up with a residence funding amount. That would be considered for administrative and instructional costs support. The total amount that each residency program receives is divided into twelve monthly payments.

Ms. Thompson stated what was received this year could change next year. If we want to add residency programs it is important that we communicate with the legislature. As we add to the programs asking for PMTC funding, then the amount gets smaller for each one of the institutions. She explained it is vital that PMTC looks for funding from other programs and that we continue to talk to the legislature about what the needs are for the communities and for our programs.

Dr. Leverett asked: from the Attorney General's opinion, is PMTC in compliance with the statute by dividing the leftover funds?

Mr. Ashbaker responded that, as far as he could tell, he did not see any red flags. He stated he had reviewed the method earlier and thought it was good.

Mr. Ashbaker stated, as a general rule, the commission can interpret their own rules and statutes, unless a senior body determines otherwise.

Dr. Stidham asking if the money had been used to establish any new residency positions or did we know what the demand is for it.

Ms. Thompson answered the PMTC commission had limited it to family medicine many years ago, that, until we could fully fund all the family medicine, we should not delve into emergency medicine, ob, pediatrics, etc.

Dr. Lester asked about the vote that is coming up changing TSET money percentages. Ms. Thompson explained the different monies: the TSET money goes to physician loan repayment and the other money is appropriations.

FY22 Budget Request

Ms. Thompson referred to PMTCs final budget breakdown which includes revolving funds. She reminded that most of the revolving funds have to do with sponsor funds. The budgeted amount is what is anticipated to be received from the different communities and facilities: TSET, OSMA, for the various programs. The revolving fund receives money from liquidated damages from repayments which goes into the fund to help pay for administration. TSET is providing administrative costs this year for the first time.

Ms. Spanbauer stated that a lot of information was presented and the commissioners are always welcome to contact Janie or herself to go over the budget in more depth. She continued that we cannot go over every line item in detail today but once everyone has had a chance to really look at the figures, please do not hesitate to call and ask questions. She stated the Commission is not a "rubber stamp commission" that just goes along with anything presented. Ms. Spanbauer stated the commission is very active and everyone needs to understand the "hows" and "whys" of the budget. She continued, addressing the newest members, we have actually had meetings that we spent the whole time, just looking and understanding the budget process.

Ms. Thompson stated she is transparent and the budget breakdown is available to anyone who wants to see it. The carryover money cannot be budgeted until FY20 is closed. There will be a large amount of carryover due to a previous misunderstanding as to how certain monies could be spent. We will use the formula used for the additional funds.

Residency program: According to the number of residents, we will calculate a per resident figure, and they will get a one-time bonus. This year, from carryover funds from last year, they can use it for instructional and administrative costs.

Special Cash: Special cash is appropriations made available at the beginning of the fiscal year. Regular appropriations are paid in 1/12 increments--monthly. In some cases, some of the program payments might be sizable at the beginning of the fiscal year. We used to pay nursing scholarships up front, but now we pay them at the end of the semester.

FY22 Budget: I asked for the 4% cut to be reinstated to support loan repayment, residency programs and physician community match. We have physicians that are being recruited to rural

areas that have small loan balances. These physicians have been in practice for a while and are choosing to go to a rural area. I do not expect to see the full 4% reinstated, but I am keeping it on the forefront of our legislators in order for us to continue our mission.

Rules Update: Permanent rules are waiting on Legislature to come back into session. The nursing rules are in the 30-day comment period. Once the 30 days is complete, we will submit them to the legislature. A few items in the rules will need changed. Our address from three moves ago is in the rules and needs corrected.

Deputy Director: The position has been posted. A copy of the posting was distributed to the commissioners. The Personnel Committee has been asked to assist in the interviewing process.

Operations Update: A Galt Temporary Agency employee, Mary, has started scanning documents into our computer system. If anything ever happened to our physical office everything will be available electronically so work could carry on as usual. Also, if covid numbers keep escalating, everything is available to enable us to work from home more easily.

Laptops: All staff have laptops as well as docking stations and vpn capabilities to remote into our files.

2021 Calendar: The next meeting is scheduled for December 10th. Meetings are typically scheduled for the second Thursday of the month. A location is still being secured. Ms. Thompson would like it to be more of a closed working retreat. Mr. Khoury has some funding streams he would like to discuss. Dr. Leverett added that a little of bit of the commission's history is good to know and to help understand the decisions that are being made. Dr. DeLaughter added that some strategic planning is typically done at the retreat as well. A Budget Committee meeting will also be held before the December retreat/meeting.

Covid report: Ms. Thompson stated she is watching the numbers and there are procedures in place in the office. There is an understanding that if staff has a family member at home that has an unexplained temperature, they need to stay home until there is an explanation for it. We are being very cautious. As the numbers continued to rise, she is prepared to have staff take computers home every night, so that they are prepared to work from home.

Masks: The gaiter masks are courtesy of Governor Stitt.

Ms. Spanbauer asked Ms. Thompson to go over the **Strategic Plan**.

Ms. Thompson explained the Strategic Plan was due October 1. The new strategic plan template was not given to us until one to two weeks before it was due, so it felt rushed. The mission statement has been cleaned up. It is not repetitive. It is more easily remembered.

The mission of Oklahoma Physician Manpower Training Commission is to increase the availability of healthcare services by increasing the number of practicing physicians, midlevel providers and nurses in rural and underserved areas of Oklahoma through residency cost-sharing, scholarships, incentives and loan repayment programs.

Ms. Spanbauer stated the Mission Statement will be on the screen for all future commission meetings. We will make it an agenda item to be the first thing that is read after we open the

meeting prior to introductions so that it just becomes a part of what we do as a good reminder as to what our focus is and of why we are here.

Ms. Thompson stated our goals were reestablished for each of the programs. She continued: it is important that the goals are communicated and are visible with the program directors and their assistants. As decisions are made about the programs, we will make sure we remember what our goal is and how we will measure the success of our decisions. The Mission will be on the board in the conference room as a reminder at all times as to what our mission is.

Ms. Spanbauer asked for any questions or discussion then called for a vote.

Dr. Lester made the motion to approve the Director's Report with Dr. DeLaughter seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

3. Consideration and Possible Action regarding the 2021 Commission Meeting calendar

The 2021 Commission Meeting calendar was presented. There was no discussion. Ms. Spanbauer called for a vote.

Dr. Newton made the motion to approve the 2021 Commission Meeting calendar as presented with Dr. Stidham seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

4. Consideration and Possible Action regarding Scholarship/Loan Repayment Committee

Sean Wesley Reid, MD – Relocating from Durant to Stillwater as the practice location fell through. Dr. Reid is eligible for \$200,000

Natalie Lindsey, PA -- The recommendation of the committee is to go ahead and monitor her, provided that she stays in constant communication with us. The last testing was September 22. We should have results soon. We will re-examine her at the December meeting regarding re-testing and how much she has staying in contact with PMTC.

Dr. Leverett stated, for the benefit of the new commissioners two issues: (1) Loan repayment does not have to deal with this. They have already worked a year. They are already licensed. You do not have to worry about somebody who just does not want to go to a rural area or does not pass their boards and, (2) we cannot forgive what the state has given her. We can waive fees, and interest but, by law, we have to pursue the collection of the principle that she received. This is why loan repayment is so powerful for us.

Ms. Thompson stated she did not budget for any new PA scholarships for FY21. Loan Repayment is the focus for PAs.

Diana Wiley (Anderson), PA –The Committee is giving Ms. Wiley the 4 months credit that she worked until covid happened. She received \$25,000 and owes \$21,000. Interest begins September 25. Her first payment is due thirty days from the date she accepted a position, October 25, which has to be paid by EFT.

Ms. Spanbauer called for a vote.

The Scholarship and Loan Repayment Committee made the motion with Mr. Khoury seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

5. Consideration and Possible Action regarding Physician Loan Repayment Program
- Saba Suhail, DO
 - Karley DeAwn Koch, DO

Dr. DeLaughter made the motion to approve the two candidates presented: Saba Suhail, DO, and Karley DeAwn Koch, DO, with Dr. Stidham seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

6. Consideration and Possible Action regarding Physician Assistant Loan Repayment Program

Aneesa Sharp presented information on Jennifer Walker

Mr. Khoury made the motion to approve Jennifer Walker for the Physician Assistant Loan Repayment Program with Dr. DeLaughter seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

7. Consideration and Possible Action regarding the Resident Rule Program

Aneesa Sharp presented information on Amber Holbein, MD.

Dr. DeLaughter made the motion to approve Amber Holbein, MD, for the Resident Rule Program with Dr. Stidham seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

8. Consideration and Possible Action regarding Physician Community Match Program

Aneesa Sharp presented information on Julia Nelson, MD.

Dr. DeLaughter made the motion to approve Julia Nelson, MD, for the Physician Community Match Program with Dr. Stidham seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.

9. Physician Placement Report

Ms. Sharp and Ms. Thompson provided statistical information in their Physician Placement Reports. Charts and graphs were distributed to the commissioners.

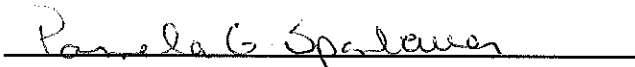
Ms. Spanbauer asked commissioners to send Ms. Thompson or Ms. Mickelson ideas for topics for the Retreat.

10. New Business

As there was no New Business Ms. Spanbauer asked for a motion to adjourn the meeting.

11. Discussion and vote to Adjourn

Dr. Leverett made the motion to adjourn the meeting with Dr. Lester seconding the motion. Voting in favor were: Ms. Spanbauer, Dr. Leverett, Dr. DeLaughter, Mr. Khoury, Dr. Lester, Dr. Newton and Dr. Stidham. None were opposed.



Pamela G. Spanbauer, Board Chair 2/25/2021

