

**Oklahoma Health Workforce Training Commission  
Commission Meeting  
December 12, 2024**

**MINUTES**

The Board of Oklahoma Health Care Workforce Training Commission met for a commission meeting at 2:15 p.m., on Thursday, December 12, 2024, at ODOT-Training Center-Buffalo South Room 5307 NE 122nd St. 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, December 9, 2024 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, Vice Chair  
Joe Leverett, M.D.  
Ryan Oden, D.O.  
Luke Cramer, M.D.

**HWTC Staff Present**

Kami Fullingim, Executive Director  
Cher Golding, Deputy Director  
Sara Librandi  
Michael Godwin  
Casey Mayo  
Dacia Mayhue  
Jacob Young

**Guests Present**

Maria Maule  
Jenn Ketchum  
David Oakley  
Matthew Jared, M.D.

Chair, Dr. Bushman called the meeting to order at 2:15 p.m. Roll call established the presence of a quorum with five (5) Commission members present: Dr. Jonathan Bushman, Mr. Kevin Khoury, Dr. Joe Leverett, Dr. Ryan Oden, and Dr. Luke Cramer.

Dr. Bushman read the Mission statement of the Health Care Workforce Training Commission, and then asked those around the room to introduce themselves.

Dr. Leverett made a motion, seconded by Mr. Khoury to approve the minutes of the November 21, 2024, Commission meeting as presented. Those voting for the motion: Dr. Leverett, Mr. Khoury, Dr. Bushman, Dr. Oden, and Dr. Cramer. Those voting against the motion: None.

Ms. Fullingim gave the directors report. Ms. Fullingim updates on staff changes around the office due to Stephanie Papp submitting her two weeks' notice. She continued to mention that Ms. Mayhue has been offered the role due to her experience in her previous office manager role, and

that we will be posting the Nursing Programs Manager position to find a replacement for her position. Ms. Fullingim updates on Unconscious Bias training to gain a better knowledge of how each other can work better together. This training was scheduled by Ms. Golding.

Dr. Bushman opened discussion regarding the possible travel for conferences out-of-state. Ms. Fullingim highlighted some contacts she had made at the AAFP national conference she attended and would like to continue her outreach at these larger conferences. She was recommended to go to the National Grants Management Association Conference to experience how federal grants affect the agency. Ms. Maule highlighted a policy of essential travel prior to the commission's decision. Dr. Leverett made a motion, seconded by Dr. Oden to approve Ms. Fullingim's travel for the National Grants Management Association Conference, and Ms. Fullingim and Ms. Golding's travel to American Academy of Family Physicians National Conference. Those voting for the motion: Dr. Leverett, Dr. Oden, Dr. Bushman, Mr. Khoury, and Dr. Cramer. Those voting against the motion: None.

Dr. Bushman opened discussion for possible loan repayment for John Crow, M.D. He had a grace period of five years that expired in August 2024. He was supposed to be practicing family medicine in Duncan, OK, but is currently practicing in a South Carolina fellowship of radiology. There was further discussion of what amount to collect for liquidated damages. It was best thought to send to the Attorney General's office to pursue. The motion was to request the Attorney General to pursue collection of the \$60,000 in principle, \$50,000 in liquidated damages and \$5,728 in interest. Dr. Oden made a motion, seconded by Dr. Leverett to let the Attorney General's handle the repayment of John Crow, M.D. Those voting for the motion: Dr. Leverett, Dr. Oden, Dr. Bushman, Mr. Khoury, and Dr. Cramer. Those voting against the motion: None.

Ms. Mayo presented two (2) potential applicants for the Resident Rural Scholarship Program. The first applicant is Aaron Place, D.O., a Durant Family Medicine resident looking to practice in Talihina, Broken Bow, or Enid. The second applicant is Kristyn Robling, D.O., also a Durant Family Medicine resident wanting to practice in Tahlequah, Poteau, or Ada. Dr. Oden made the motion to approve. Dr. Cramer seconded the motion. Those voting for the motion: Dr. Oden, Dr. Cramer, Dr. Bushman, Mr. Khoury, and Dr. Leverett. Those voting against the motion: None.

Mr. Godwin presented updates on the requests for reimbursement of under \$50,000 that were approved by the executive director Pursuant to OAC 540:55-3-6(c)(1). Southeastern OSU reimbursement of \$6,388.25 for architectural design and development. Rogers University reimbursement of \$5,742.08 lodging, paint, tutoring, and conference travel. Langston University reimbursement of \$1,270.08 for supplies. Seminole State College's request for reimbursement was tabled at this time due to lack of documentation.

Mr. Godwin presented a construction reimbursement request between \$50,000 and \$500,000 to be Approved by the Executive Director Pursuant to OAC 540:55-3-6(c)(2)(A). Tri County Tech in the amount of \$392,474.34 for construction and renovation.

Mr. Godwin presented reimbursement request of construction costs of \$50,000 or More to be Approved by the Commission Pursuant to OAC 540:55-3-6(c)(2)(B). Oklahoma City Community College of \$105,340.47 for payroll expenses. Indian Capital of \$56,139.77 for an Anatomage table, and this will be the last of their funds used. Career Tech's request was tabled due to needing further documentation. Dr. Oden made a motion, seconded by Dr. Cramer to approve the reimbursement requests. Those voting for the motion: Dr. Oden, Dr. Cramer, Dr. Bushman, Mr. Khoury, and Dr. Leverett. Those voting against the motion: None.

Ms. Librandi reviewed the progress photos of construction and renovation projects HWTC ARPA has budgeted money towards. These photos included progress from OSU Hodge Center, Tri County Tech Center, Neo A&M, Seminole State College, and Tulsa Community College.

Ms. Librandi reviewed the HWTC ARPA Budget with the commission members and determined that we do not plan on spending over our budgeted amount. Dr. Leverett asked who audited ARPA. Ms. Librandi informed the Commission that the Oklahoma State Auditors audit the ARPA funds as well.

There were no sign ups for public comment.

At 3:23 p.m. Dr. Bushman adjourns the Commission Meeting.

  
Jonathan Bushman, Board Chair 1/16/2025