

Physician Manpower Training Commission
Commission Meeting
December 12, 2019, 3:15 p.m.

MINUTES

The Board of Physician Manpower Training Commission met at 3:15 p.m., on Thursday, December 12, 2019, immediately following the retreat in the fourth floor board room of Blue Cross Blue Shield, 3817 Northwest Expressway, Oklahoma City, Oklahoma. Notice of the meeting date had been properly filed with the Secretary of State, and a copy of the notice and agenda was posted by Tuesday, December 10th by 10:00 a.m., in prominent public view at the location of the meeting and on the Commission website, www.pmtc.ok.gov in compliance with the Open Meeting Act.

Commission Members Present

Pam Spanbauer, Chair
Zane DeLaughter, DO
Kevin Khoury
Bruce Storms, MD

Jack Beller, M.D.
Jason Hill, DO
Joe Leverett, MD

PMTC Staff Present

Janie Thompson
Aneesa Sharp
Dana Morphew

Michelle Cecil
Diane Mickelson

Guests

Lana Ivy, Oklahoma Osteopathic Association
Steven Crawford
Richard Bryant, OU College of Medicine – Tulsa
LaMont Cavanaugh
Lisa Crouse
Jane Nelson
William J. Pettit, DO
Ray E. Little
Sjonna Paulson
Joe Ashbaker, Assistant Attorney General
Mark Snyder
Eric Polak
Johnny Stephens

Ms. Spanbauer opened the regular commission meeting at 3:15 by thanking the PMTC staff for the retreat format, topics and the excellent discussion that followed. She expressed gratitude for the hard work that was put in during a very busy time at the office.

Introductions were made and roll call was taken. Ms. Mickelson declared a quorum.

- 1. Consideration and Vote to Approve/Disapprove Minutes of the October 17, 2019, Commission Meeting**

Dr. Storms made the motion to approve the October 17, 2019, PMTC Commission Meeting minutes as presented with Dr. Hill seconding the motion. Voting in favor were: Dr. Beller, Dr. DeLaughter, Dr. Hill, Mr. Khoury, Dr. Leverett, Ms. Spanbauer and Dr. Storms. None were opposed.

2. Interim Director's Report – Ms. Janie Thompson

- Staff Reorganization
 - With the handling of more money than ever before, we will be hiring a new Executive Secretary over Finance.
 - Dana Morpew is the new Nursing Programs/Administrative Support Officer, he is also the voice of PMTC if you call the office.
- Relocation update
 - Our new office is ready at 119 North Robinson Avenue, Suite 520 at the corner of Robinson and Park Avenue, facing the old First National Bank building. All new furniture has been delivered and the suite has been rewired. Until the phones are connected, we are not 100% certain about the phone numbers. Callers to the old phone number will receive a recording for sixty days. PMTC will only be paying \$1.50 more a square foot than the space at One Western. We will be meeting in February at CLO which is caddy-corner from our new office and we will hold an open house so everyone can see our new space. Parking is available at the Main Street Parking Garage. Bring your ticket in and we will stamp it. Ms. Spanbauer asked that that an email be sent when the phone number has been finalized with location and parking details.
- Legislative update
 - Ms. Thompson added to what Dr. Crawford had discussed during the retreat about legislation that the Family Medicine Academy will be sponsoring for a tax credit for preceptors. PMTC has been suggested to house the administration.
 - Ms. Thompson met with Senator Pemberton, the Chair for the Education Appropriations Subcommittee, as well as Chairman Mark McBride, and Vice Chair, Toni Hasenbeck, from the house to look at our budget proposal. PMTC did not ask for any additional money. There was good conversation about the rules. They have some very distinct feelings about what they consider to be rural which follow right along the guidelines that we have as far as rural practice is concerned, and they are very supportive of us. Ms. Thompson stated she came away from those conversations feeling very good about what we are doing. They have a strong concern about the appearance of physicians in rural Oklahoma. She said they were supportive and that there should not be any problems with the budget this year.
 - PMTC Webinar: PMTC has been working with partners: TSET and OHA. We have been working together, to have physicians have a better understanding of what TSET has to offer and what the research tells us about tobacco use as well as vaping. This is part of what OHA, OHCA, and Tobacco Research Centers do--working with the physicians on some of the details that may not have been taught in medical school. This webinar will actually give them this information in a nutshell. They can log into it. It can be part of the onboarding that we give our physicians. They already receive the registration form, and they will now also receive the link. It is about 20 to 25 minutes long. TSET has put in a lot of work in developing it for us. They have been a huge help to us in providing support for physicians

Blue Cross Blue Shield: Assistant Attorney General, Joe Ashbaker, has been going back and forth with the Blue Cross Blue Shield attorneys to iron out the details on the contract for the grant. It has been signed and the check is in processing. They have connected Ms. Thompson with Jenefar de León who is doing PR work on the grant to PMTC. The \$500,000 is for loan repayment.

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

3. Consideration and Possible Action regarding the 2020 calendar

Dr. Storms asked to change the June 11, 2020, meeting to June 18 as he and Dr. Beller would both be out of town for another board commitment. OSMA will be hosting the meeting.

Dr. Crawford confirmed he would be hosting the April meeting at the Faculty House.

August 13th does not have a host but OHA has offered to host when we do not have a location. Ms. Thompson will be in contact with them.

October 8th is traditionally hosted by OOA but Lana Ivy is not present.

The retreat is the second Thursday in December which has been left open at the moment.

Dr. Storms made the motion to approve the 2020 Meeting Calendar with Ms. Spanbauer seconding the motion. Voting in favor were: Dr. Beller, Dr. DeLaughter, Dr. Hill, Mr. Khoury, Dr. Leverett, Ms. Spanbauer and Dr. Storms.
None were opposed.

4. Consideration and Possible Action regarding Nursing Rules Changes resulting from the Nursing Redesign Committee study and recommendations

Ms. Cecil presenting information on expanding the Nursing program through the doctorate level. The amounts have increased. The rule definition has been clarifying so it will be consistent with the physician programs. We have noted the exclusion of non-patient-based facilities as well as data collecting companies. We are expanding the program for nurse practitioners to fulfill their obligation at federal facilities and private owned rural physician clinics. We are limiting where they can go to get their training--it needs to be an Oklahoma-based program so we can keep our tax dollars in Oklahoma. We have added that they must maintain a 3.0 overall GPA and no more than two C's for the program.

Ms. Spanbauer elaborated that depending on a school's grading scale it needs to be the equivalent of a C or better.

Dr. Storms inquired where the "Oklahoma-based programs" wording would be found in the rules.

Ms. Cecil directed him to 540:30-7-2.

Ms. Spanbauer stated: I know it has been a concern, but I want to make sure everyone understands that when we talk about an increase and leveraging out the different programs, we have not increased any budgeted dollars to this program. We are not and would never, without permission of all the commissioners, and I don't anticipate this happening right now (increase the amount we have budgeted for nursing). We are simply looking at what the needs are and redistributing that because I feel very passionately about the fact of supporting the higher level, advanced practice nursing programs and this will give us an opportunity to do that.

Ms. Cecil added: One other point is that we have already taken the 12% interest rate out, and replaced it with a 5% one-time fee when they have to repay. One thing that Janie and I have talked about that we want to do is make that a yearly fee on the unpaid balance. Because the scholarships right now are not that big of a scholarship so the work that we are putting into collecting these funds, is not being covered by the fee that we're asking for. So we have added that we want to make that a yearly fee. We have even talked about maybe even increasing that from 5% to 10% or something like that.

Ms. Thompson stated we did include a \$50 minimum fee. The amount of work that is being required to keep track of the payments and to remind them that they haven't made a payment. It is administrative costs that we are not recouping and there has to be a cost associated with that.

Dr. Leverett asked if it would be a fee and not interest.

Ms. Cecil confirmed it would be a one-time yearly fee and not interest and possibly increase the amount. The wording was not changed. We thought that was something we should bring to the commission.

Ms. Spanbauer stated: my gut says that if they weren't able to complete it and they got the money then something has happened that they probably are going to struggle to pay us back. Especially with how much energy it takes to do the paperwork on this. I think just 5%... Nine times out of 10, something has happened and they couldn't complete the program, or didn't pass the boards. A lot of things can happen and so they're not getting compensated and are probably struggling. That is what my experiences tells me and we can always re-address that in a year or two if we see something.

Dr. Storms confirmed a minimum \$50 fee.

Ms. Thompson interjected that the nursing changes were not something that just staff worked on alone. There has been a committee that has worked on this for a year. Jane Nelson, Ms. Spanbauer and representation from nursing programs throughout the state of Oklahoma and we felt like it was just now ready to bring forward.

Ms. Cecil expressed her gratitude for their participation.

<p>Dr. Beller made the motion to approve the Nursing Rules changes as presented with Dr. DeLaughter seconding the motion. Voting in favor were: Dr. Beller, Dr. DeLaughter, Dr. Hill, Mr. Khoury, Dr. Leverett, Ms. Spanbauer and Dr. Storms. None were opposed.</p>
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5. Consideration and Possible Action regarding adoption of a PMTC logo refresh

Ms. Thompson tabled this item to allow time for Lieutenant Governor Matt Pinnell to reveal the new state brand in February which he had discussed during the retreat earlier in the day.

6. Consideration and Possible Action regarding Family Medicine Residency Funding for OU & OSU Programs – Ms. Thompson

Ms. Thompson tabled this item as the Strategic Planning Committee is taking the data that was discussed during the morning portion of the retreat until they have time to investigate it further.

7. Consideration and Possible Action on Physician Community Match Program

Ms. Thompson tabled this item due to further investigation on this gentleman. He had actually been on one of the programs several years ago.

- Brian Bluth, MD

Ms. Spanbauer asked if the application has a question asking if the applicant had been on one of the PMTC programs before.

Ms. Thompson added that the application would be amended to include the question.

7. Consideration and Possible Action on Physician Assistant Scholarship Program

- McKotah Smith

Dr. Storms made the motion to approve McKotah Smith for a Physician Assistant Scholarship with Dr. Leverett seconding the motion. Voting in favor were: Dr. Beller, Dr. DeLaughter, Dr. Hill, Mr. Khoury, Dr. Leverett, Ms. Spanbauer and Dr. Storms. None were opposed.

8. Consideration and Possible Action regarding Physician Loan Repayment Program

- Russell Brown, DO

Dr. Storms made the motion to approve Russell Kyle Brown, DO for Physician Loan Repayment with Mr. Khoury seconding the motion. Voting in favor were: Dr. Beller, Dr. DeLaughter, Dr. Hill, Mr. Khoury, Dr. Leverett, Ms. Spanbauer and Dr. Storms. None were opposed.

A short recess was taken for a legal opinion to be received from Joe Ashbaker.

Ms. Thompson mentioned that Representative Marcus McEntire is running our bill for adding General Surgery to Physician Loan Repayment.

Dr. Leverett asked about the \$200,000 change which Ms. Thompson stated that the rules have been delivered to the governor and we are waiting for approval on the \$200,000 and the changes on the other two rules.

9. New Business

Ms. Spanbauer stated the new business is actually a follow up from some old business. Ms. Thompson has been acting as Interim Executive Director for PMTC, and has done a great job. She stated the commission needs to talk about what they are going to do after the first of the year, in terms of posting the position. The job description was noted to be the last page in their binder.

Ms. Spanbauer stated the PMTC staff had reviewed the job description and had a few items that they thought might help things going forward. Anytime we have a new hire at this level, maybe check in with staff every three months for the first year, just to see how things are going. As

commissioners we are responsible for hiring and ensuring that the executive director is doing their job. But none of us is there with them. It does create a lot of challenges, and I actually think it's not a bad idea that the Personnel Committee just check in. They can decide how they want to do that, maybe some sort of evaluation to make sure that everything's being done the way we want it to be done.

Dr. Storms suggested that it not be a "policy" but that the Personnel Committee will have oversight and meet regularly with staff and the executive director, especially during the first year. If it is a policy the committee is tied to doing it at those intervals. Maybe we would want to do it for longer than a year. There should be oversight by the Personnel Committee on a regular basis, especially during the first year.

Ms. Spanbauer added that staff had suggested in the job description under the "Knowledge, Skills and Abilities" for this position "the individual should possess a strong analytical and data-driven mindset that translates into leadership skills". We can look at the wording on that, but to ensure that we're assessing for that and putting that in as a requirement, and also an ability to effectively communicate vision to employees and state government leaders as well as legislative representatives.

Dr. Leverett asked where, as a state agency, does it fall under any administrative responsibility or where the line between what the board is supposed to do, and a secretary is supposed to do as far as oversight and evaluation.

Mr. Ashbaker stated that different boards word responsibilities differently and that there is nothing in writing that says... It is presumed that they work for you because you hired them and you are the entity. The directorship is an executive staff position. There are some rules about those positions. It depends on the agency.

Ms. Spanbauer stated: it was my experience that there is no one else that addresses anything with executive director, except for the commissioners right here. It is our responsibility. We can request different people's help and looking at things--that is our responsibility. Which is why I think it is good for us to put it in--oversight and evaluations.

Ms. Spanbauer suggests that the commissioners between now and February 13 look closely at the job description and see if there are changes they want made or suggestions. If you have anything, get those to Diane prior to the meeting. I will have her send out a reminder. If you are fine with it and don't want any more changes just let her know there's no more changes for her to send that out. At the February meeting the Personnel Committee will have the information for the full Commission on what the next steps are and the processes for posting the job description, and we will have an Executive Session and have it worded as such that we can go into Executive Session on this item and make sure that we're all clear on how we want to proceed with that.

10. Vote to Adjourn

Dr. Storms made the motion to adjourn. Dr. DeLaughter seconded the motion.
Voting in favor were: Dr. Beller, Dr. DeLaughter, Dr. Hill, Mr. Khoury, Dr. Leverett, Ms. Spanbauer and Dr. Storms. None were opposed.

Pamela Spanbauer