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**OFFICE OF THE CHIEF MEDICAL EXAMINER  
BOARD OF MEDICOLEGAL INVESTIGATIONS**

**BOARD OF MEDICOLEGAL INVESTIGATIONS  
REGULAR MEETING**

Board Meeting Minutes from  
Thursday, April 3, 2014 at 2:00 p.m.  
Location Office of the Chief Medical Examiner  
901 N. Stonewall, Oklahoma City, OK 73117, 405-239-7141 and  
Via Videoconference at 1115 W. 17<sup>th</sup> St., Tulsa, OK 74117, 918-582-0985

*In conformity with the Oklahoma Open Meeting Act, advance notice of this meeting was transmitted to the Oklahoma Secretary of State on December 12 at 4:22 PM and public notice of this meeting, together with the agenda, was posted in prominent public view on the front door of the Office of the Chief Medical Examiner, 901 N. Stonewall, Oklahoma City, OK and on the front door of the Office of the Chief Medical Examiner Eastern Division, 1115 W. 17<sup>th</sup>, Tulsa at 11:15am, April 2, 2014.*

Members Present: Mr. Chris Ferguson, Mr. Rocky McElvany, Mr. Charles Curtis, Dr. Barbara Bane, Mr. Thomas Mortensen and Dr. Eric Pfeifer

Members Attended via Videoconference: Dr. Doug Stewart, Mr. Thomas Mortensen & Dr. Karlis Sloka

Members Absent: Dr. Michael Ogle

Others Present: Amy Elliott (OCME), Kari Learned (OCME), Timothy Dwyer (OCME), Martha Kulmacz (OAG), Lori Shively (OCME), Callie Farrar (OCME via videoconference), Alyssa Harrison (United Tissue Network), Michow Hughes and Victoria Crynes

Mr. Ferguson called the meeting to order at 2:00 p.m. Roll was called and a quorum was established.

Mr. Curtis motioned to adopt the minutes from the March 6, 2014 meeting. Dr. Bane seconded the motion. Roll was called, Dr. Sloka abstained, and all others were in favor.

Dr. Pfeifer provided the following update:

- The financial snapshot shows March data and we are still running in the black. Dr. Pfeifer presented trend data for the last four years which shows how closely we are budgeted. FY12 shows a 3% reduction in appropriations and the past 2 years had appropriation increases. Expenditures will level out once we have finished with the major purchases.

- Legislative update: A number of OCME employees visited with the Tulsa County Commissioner, Chamber of Commerce, various Representatives and Legislators to discuss the need for renovations of the Tulsa facility. The architectural estimate is projected to run \$7-8M for this project. The cost includes the Lodox scanner, which we have already purchased.
- Permit update: We are nearing the completion point of the automated permit process. We are in active beta testing with the applications being emailed to us. With this, we are able to extract the information from the form into our case database. The goal is to be fully operational by June 1<sup>st</sup> with all funeral homes in Oklahoma. We are currently working on a web based version of this same form and anticipate this taking several months to implement.
- A systematized case sign out is the next major project being worked on. NAME recommends that we turn our cases around in 90 days or less. Oklahoma City is currently in a position to achieve this goal and Tulsa should be by next year. The goal is to create IT database enhancements to organize all elements of a case. This will allow us to see what is complete and what is lacking to finalize the case. We would like to achieve a near zero backlog by November of this year. With a normal case load, there will always be approximately 600 cases open at any given time.

Update from Chief Administrative Officer:

- Legislative update: Senate Bill 1183, which cleans up the language of Title 63 passed the Senate and will now go to the House for review. House Bill 2490 authored by Lisa Billy, passed the House and should go before the Senate sometime next week. Senate Bill 3294 changing the classification of some State Agencies is still a work in progress. Ms. Elliott will continue to follow this Bill.
- We have received positive feedback from the funeral homes that are beta testing the new permit process.
- The RFID program has made great progress. This will allow us to track bodies within the OCME buildings. OMES has given their approval for this to be built into our server. We are moving forward with this project and the installation is forthcoming.
- Scanning is on track, we originally sent over 800 boxes for phase one. The company notified us they had completed the scanning and requested us to spot check their work. When performing this check, it was discovered some files did not scan properly. We brought this to their attention and they will be rescanning 450 boxes. Once this is complete we will move to phase two.
- Oklahoma City and Tulsa are ready to have the Lodox machines installed. This is currently about 3 and a half months away.
- We are working with OMES and OK.Gov to create an online payment system. This would give funeral homes the ability to pay their invoices online. OMES is working with Tod Harden at DiscoverSoft to accomplish this project. Should the funeral homes choose to use this method of payment there will be a small convenience fee that the funeral homes will absorb.

- With the \$150K we received from the Health Department, we will be installing cement pads to park trailers on during mass fatality situations. We are also purchasing hand held radios to be used during disasters. We were advised that this purchase must also go through OMES. Because of this, we will be set back 5-6 weeks on this project.
- A new dictation system has been purchased for Oklahoma City. We are currently waiting on approval from OMES.
- Our employees continue to meet regarding our mass fatality plan. Once the plan is finalized Mrs. Elliott will forward a copy to the Board.
- We are working with the District Attorneys Council and County Commissioners concerning unclaimed decedents. Some counties were unaware of their responsibility for burial of indigent/unclaimed decedents. With the help of our Family Assistance Coordinators, we have drastically reduced the number of unclaimed bodies.
- Risk management was contacted to see if a claim could be filed to have the roof replaced on the facility in Oklahoma City. An inspection was done and they will be able to make repairs for approximately \$2100. This is a huge savings from \$328K we were quoted to have the roof replaced.
- Timothy Dwyer taught a class on death scene investigations to OCME employees. Due to a power outage in Oklahoma City, we were unable to videoconference the class with Tulsa.

Mr. Curtis advised OSBI will possibly have extra radios and offered to loan them to OCME if the need arises. Mrs. Elliott thanked Mr. Curtis and told him we appreciate the offer. Mrs. Elliott also advised the Board that we had a need for an interrupter during the mass fatalities events last year. Mr. McElvany has offered to provide one from the State Health Department and is working on the details on his end.

#### Update from Tulsa Office Manager

- Mrs. Farrar announced district 5 was added in the northeast corner of the state. Jeremiah Petty has been assigned to this new district and 2 more investigators will be added sometime in the future. Two investigators, Fran Wheatley and Joey Applegate have been hired to fill the vacant positions in the Tulsa office. Ms. Wheatley has been on the ABMDI Board since 1999 and is extremely experienced.

Mrs. Elliott discussed the cremation process policy as it relates to the Agency waiving permit fees. After reviewing the policy, we would like to change it and waive fees for infants, inmates and indigent only. Mr. Curtis noted that if there are any exceptions to the policy, Dr. Pfeifer has the authority to approve them on a case by case basis. Mrs. Kulmacz has not had an opportunity to review the policy and would not be able to provide advice at this time.

Mr. Ferguson motioned to table the cremation process policy until the next Board meeting. Mr. McElvany seconded the motion. Roll was called and all were in favor.

Mr. McElvany motioned to adjourn the meeting. Mr. Ferguson seconded the motion. Roll was called and all were in favor.

The meeting was adjourned at 2:35 pm.