

CENTRAL OFFICE
901 N. Stonewall
Oklahoma City, OK 73117
Tel: (405) 239-7141
Fax: (405) 239-2430



EASTERN OFFICE
1115 West 17th St.
Tulsa, OK 74107
Tel: (918) 295-3400
Fax: (918) 585-1549

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

**BOARD OF MEDICOLEGAL INVESTIGATIONS
REGULAR MEETING**

Board Meeting Minutes from
Thursday, August 4, 2016 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. 17th 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 November 18, 2015, at 2:57 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. 17th, Tulsa.

Members Present: Mr. Chris Ferguson, Mr. Rocky McElvany, Dr. Douglas Stewart, Dr. Steve Vogel, Dr. Eric Pfeifer

Members absent: Mr. Charlie Curtis, Dr. Robert Allen, Mr. Glen Huff, Dr. Roy Zhang,

Others Present: Amy Elliott (OCME), Kari Learned (OCME), Mary Wilson (OCME), Dr. Andrea Wiens (OCME), Dale Gross (OCME), Dr. Ross Miller (OCME) and Tiffany Wythe (OAG)

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

Mr. McElvany motioned to adopt the minutes from May 5, 2016 meeting. Dr. Vogel seconded the motion. Roll was called, and all were in favor.

Update from Chief Medical Examiner – Eric Pfeifer, M.D.

● Financial snapshot –

~ Dr. Pfeifer advised the Agency received an overall 10% reduction in appropriations. Carryover for this month is \$160K, which gives us approximately \$6.2M available cash. This money is intended to pay for furniture, fixtures and equipment for the new Oklahoma City practice building.

● Priority projects –

~ This project remains the same; we continue to stay focused on National Association of Medical Examiners (NAME) reaccreditation. This will only occur when both facilities are updated and with the hiring of additional staff. The Agency will have the funding to hire 2 additional forensic pathologists with the Administrative Rules change allow for a fee increase. We would also like to add 6 more investigators. With the additional investigators we plan to discontinue the answering service and off site body storage, saving the Agency a substantial amount of money.

Mr. Ferguson asked if the new investigators would be filling in-house or district positions. Dr. Pfeifer said these will be in-house. (3 in Tulsa and 3 in Oklahoma City) They will answer the phones after hours and receive bodies. The hours of releasing bodies will remain the same; however, intake will change to 24 hours a day.

Update from Chief Administrative Officer – Amy Elliott

- Staff update –

~ Timothy Dwyer has stepped down and the Chief Investigator and has taken a position as in investigator in district 2. We have eliminated the Chief Investigator position and now have 2 investigative supervisors. Dale Gross is the supervisor over the eastern office investigators and Jeremy Benavides has been named the investigative supervisor for the central office. District 6 is now fully staffed with the hiring of investigator Michael Highfill. Justice Payne recently replaced Kyla Jorgenson as a full time path technician in Tulsa. She transitioned from part time temporary to a full time employee.

~ The Cabinet Secretary approved the addition of 2 forensic pathologists, 6 investigators and 1 path technician. These positions will be funded through the fee increase in Administrative Rules increase as well as eliminating the expense of the body storage fees and the answering service.

- Budget update –

~ The budget work plan was submitted and approved.

~ All of the contracts have stayed the same with the exception of the answering service and an approximate increase of \$3,600.00 per year from the Office of Management and Enterprise Services (OMES) for IT services.

- Administrative rules update –

~ Effective November 1, 2016, the new permit fee will be \$200.00 for a cremation permit and \$150.00 for a transport out of state permit. There are also changes in the toxicology services which eliminated out of date services that are no longer provided. The Administrative rules also increase the body storage fee from \$5.00 per day to \$50.00 per day. When a funeral home has been notified the decedent is ready to be picked up, they will have 3 days to collect the body before the charges begin.

No new business.

Mr. McElvany motioned to adjourn the meeting. Dr. Vogel seconded the motion and all were in favor.

The meeting was adjourned at 2:18 pm.