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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, August 7, 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 1:36 pm, August 6, 2014.*

Members Present: Mr. Chris Ferguson, Mr. Rocky McElvany, Mr. Charles Curtis, Dr. Barbara Bane, Dr. Steve Vogel.

Members attended via Videoconference: Dr. Doug Stewart & Dr. Karlis Sloka

Members Absent: Mr. Thomas Mortensen and Dr. Eric Pfeifer

Others Present: Dr. Josh Lanter (OCME) Amy Elliott (OCME), Kari Learned (OCME), Timothy Dwyer (OCME), Tiffany Wythe (OAG), Callie Farrar (OCME), Dr. Byron Curtis (OCME), Lori Shively (OCME)

Mr. Ferguson called the meeting to order at 2:01 p.m. Roll was called and a quorum was established.

Mr. Curtis motioned to adopt the minutes from the May 1, 2014 meeting. Mr. McElvany seconded the motion. Roll was called and all were in favor.

Chief Administrative Officer, Amy Elliott provided the following update:

- Priority projects update:
  - ~ We are approximately one week away from completing the testing for our web based permit application.
  - ~The RFID installation will be completed once OMES has completed the database conversion.
  - ~ The third phase of scanning historical documents is almost complete. We will move to the fourth phase, which is a very small project and shouldn't take long to complete.
  - ~ We anticipate the Lodox install for both locations to be complete by mid to late September. New power supply (step up transformer) had to be installed in the Oklahoma City facility in order to have adequate electrical power to run the equipment.
  - ~ Hand held radios are being programed by Department of Public Safety and should be available soon.

~ The new dictation system is installed and being used in Oklahoma City.  
~ Dr. Clay Nichols will join the Oklahoma City office on September 15<sup>th</sup>.  
~ FY15 budget has been submitted to OMES. Once the lease for the new Oklahoma City facility is in place, the budget will be revised for the Capital Outlay project. Mrs. Elliott will provide the Board members a revised budget when this occurs.

● Due to the additional appropriations received, this month the Agency had a \$134K carryover. This is being used for purchases for the new building.

● Monday, Dr. Pfeifer, Dr. Lanter and Mrs. Elliott met with UCO to discuss the details of the new building for Oklahoma City. The Regents approved an increase of the bond sales to \$40M. A cost summary from UCO was presented to the Board for review. Dr. Pfeifer has agreed to temporarily forego the BSL3 due to the \$2.5M cost of construction. However, he will not concede to the loss of any additional space. UCO will set aside space for a build-out for future construction of the BSL3. Mr. Curtis stated; this is the Agency's only opportunity, if it means not building at UCO and going back to the Legislature, he would rather delay this another year to see the project done right.

~ Next legislative session we will request funding to remodel the Tulsa facility to meet NAME requirements.

Tulsa Office Manager, Callie Farrar provided the following update:

- Dr. Cheryl Niblo began working in the Tulsa office July 14, 2014. We will begin interviewing for a 5<sup>th</sup> pathologist in the near future.
- Districts 5 and 6 have been staffed with investigators. District 5 currently has 2 of the 3 investigators needed and district 6 has 1 of 3.
- Our transcriptionist, Gena Floyd moved into an open path assistant position and we hired an additional path assistant, Kyla Jorgenson. We then transitioned Sonja Dunkley from permits to transcriptionist, which leaves an opening in permits.

Discussion regarding the Cremation Policy process continues to be tabled to allow our new attorney time to review the policy. Mr. Ferguson has requested an approval deadline of November 30<sup>th</sup>.

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

The meeting was adjourned at 2:37 pm.