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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, December 3, 2015, 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 November 12, 2014, at 12:42 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.*

Members Present: Mr. Charlie Curtis, Mr. Rocky McElvany, Dr. Barbara Bane, Dr. Steve Vogel, and via videoconference, Mr. Thomas Mortensen, Dr. Karlis Sloka and Dr. Doug Stewart.

Members absent: Mr. Chris Ferguson and Dr. Eric Pfeifer

Others Present: Amy Elliott (OCME), Dr. Byron Curtis (OCME), Dr. Marc Harrison (OCME), Kari Learned (OCME), Lori Shively (OCME), Tiffany Wythe (OAG), Dr. Roy Zhang (OUHSC) and via videoconference, Dr. Josh Lanter (OCME) and Mary Wilson (OCME) and Dr. Ross Miller (OCME).

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

Dr. Stewart requested that his question regarding Office of the Chief Medical Examiner (OCME) staffing be added to the November 2015 minutes. Mr. Curtis advised Dr. Stewart's question regarding OCME staff turnover would be added. Dr. Stewart motioned to adopt the minutes from the November 5, 2015 meeting as revised. Mr. McElvany seconded the motion. Roll was called, Dr. Vogel abstained, and all others were in favor.

Update from Chief Administrative Officer, Amy Elliott

● Financial update –

~ The Agency covered payroll and all expenditures with an excess of \$129,508.00. The carryover is set aside for a new building for the Oklahoma City practice. Currently the Agency has approximately \$4.8M in reserve for that purpose.

● Priority projects –

~ We continue to work on the cremation system. At this point, we are very close to having the electronic signature portion complete for the doctors.

~ The database developer (Tod Hardin with DiscoverSoft) has been working to complete an annual report program. This project is in the testing phase and is very close to being ready.

~ A meeting was held today with the Commissioner of the Land to discuss the proposals received for the new Oklahoma City practice. A total of 14 architect firms submitted proposals, of which, the list will be narrowed to 4-6. On December 11<sup>th</sup> we will meet again with the Commissioner of the Land to interview the short list of architects. Mr. Curtis and Dr. Lanter will also attend this meeting. The current target move in date is March of 2017.

~ Mrs. Elliott and Dr. Pfeifer had an appointment with Representative Sears on December 1<sup>st</sup> to discuss the budget and building remodel. However, due to Dr. Pfeifer not feeling well, this meeting was tentatively rescheduled for December 21<sup>st</sup>.

- Staff updates –

~ There are no staff updates for Oklahoma City.

- Office updates –

~ There are no office updates for Oklahoma City.

- Legislative update –

~ Mrs. Elliott distributed a handout with a portion of Title 63 O.S. 2011, Section 1-329 which includes language cleanup to read as follows: ...“The Office of the Chief Medical Examiner shall charge a fee ~~of One Hundred Dollars (\$100.00)~~ in accordance with Section 948.1 of this title for each cremation permit issued”...

Update from Deputy Chief Medical Examiner, Dr. Joshua Lanter

- Tulsa office updates –

~ Dr. Lanter advised one of the recently hired investigators has left the agency as well as the part-time janitor.

~ As of July 2017 the Tulsa office will have an opening for a forensic fellow. There is an interested applicant by the name of Jeremy Shelton. He is currently a pathology resident at Vanderbilt.

Mrs. Elliott distributed a copy of Title 445:10-1-11 which addresses fees for forensic science and laboratory services as provided in Title 63 O.S., Section 948 and 948.1. The changes that are proposed reflect cleanup of language and fee increase that are within the statutory limits. It has been 7 years since the agency has had a fee increase. In the last 5 years the permit turnaround time has gone from over a week to hours. In this same timeframe, we have increased the staff for permits from 1 employee to 4. Mr. Curtis asked if this is a statutory or Rule change, Mrs. Elliott confirmed that it is a Rule change.

Dr. Sloka motioned to approve the proposed fee increases. Dr. Vogel seconded the motion, roll was called and all were in favor.

Mr. Curtis tabled agenda item VII and asked the Board members to attend the January meeting in Oklahoma City. This will allow them to participate during Executive Session for Dr. Pfeifer’s annual review.

Mr. McElvany motioned to adjourn the meeting; Dr. Bane seconded the motion. All were in favor.

The meeting was adjourned at 2:18 pm.