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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, February 14, 2013 at 2:00 p.m.  
Location Office of the Chief Medical Examiner  
901 N. Stonewall, Oklahoma City, OK 73117, 405-239-7141

*In conformity with the Oklahoma Open Meeting Act, advance notice of this meeting was transmitted to the Oklahoma Secretary of State on Friday, December 2, 2011 at 1:43 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 1:00pm. January 9, 2013.*

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

Members Absent: Dr. Doug Stewart, Dr. Karlis Sloka and Dr. Michael Ogle

Others Present: Amy Elliott (OCME), Kari Learned (OCME), Dr. Byron Curtis (OCME), Timothy Dwyer (OCME), Tod Hardin (DiscoverSoft Development) Emily Summars (eCapitol) Mark Riley (OK Funeral Board) and Jan Preslar (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 the January 10, 2013 meeting. Mr. Curtis seconded the motion. Roll was called, Mr. Mortensen abstained, and all were in favor.

Dr. Pfeifer provided an Agency update.

- A financial snapshot: There was a \$5K carryover this past month. This is due to the purchase of new microscopes. We are still running in the black.
- Dr. Pfeifer announced that Mrs. Elliott has received her MBA as of this date.
- Dr. Pfeifer gave a brief description of the Agency's strategy for optimizing the permit process. Mr. Tod Hardin with DiscoverSoft Development was introduced by Dr. Pfeifer. Mr. Hardin provided a demonstration of the new permit request process within the OCME Case Database

Ms. Elliott provided the following updates:

- Agency progress: All the phones, computers and cubicles have been installed and working in the Tulsa office. There was slight damage to the Tulsa office from the earthquake a few months ago and repairs are in progress. We are preparing the office for the additional staff with new microscopes and computers etc. Dr. Goolsby will be starting in July and has already obtained her Oklahoma Medical License. Dr. Weins is still scheduled to start in October. Dr. Patterson is scheduled to start in Oklahoma City in October. Mrs. Shauna Wilkins has been hired as a new death investigator in Oklahoma City.
- We are finishing up the approval process to obtain a fellow for our Tulsa office. Mrs. Elliott has received eight applicants for this fellowship program for 2014-2015.
- The Tulsa waiting room area is being enclosed with a security bar and panic button. The panic button will automatically notify law enforcement.
- We are still waiting on the MOU from OSU in Tulsa. Mrs. Elliott was informed that the University President, Burns Hargis must approve the MOU. It is currently with their attorney for review. Once the signed MOU is received, it will be presented to the Board then we will proceed with the extensive repairs that need to be done.
- The digital x-ray equipment has been installed and is being used in Oklahoma City. Examples of old and new x-rays were displayed to demonstrate the significant improvement. The same equipment is being installed in Tulsa today.
- We are one of the first Agencies to be on the EPro Work Flow Process for purchasing. We will begin training next month.
- We started our first sessions of the debriefing process. They were held January 31<sup>st</sup> and February 1<sup>st</sup>, they were extremely well received and successful. This is a program we will keep going. Oklahoma Highway Patrol has extended their friendship with their officer assistance program. They debrief our employees who experience traumatic events due to work.
- We have introduced 6 new cars into the fleet. Five of the cars are new 2013 CNG and one 2013 Ford Escape.
- We had the Senate Performance Review meeting January 24<sup>th</sup> and the House Performance review meeting January 30<sup>th</sup>. Both of which went very well.
- Legislation SB653 introduced by Senator Jolley. This allows for construction for the Office of the Chief Medical Examiner. This has been withdrawn from the Rules Committee and sent to Appropriations, which is also Senator Jolley's committee.
- SB37- Will remove the State Health Department from the approval process for out of state transport process. This bill has been sent to the Health and Human Services committee.
- SB55 – Authored by Senator Anderson, states that Office of the Chief Medical Examiner will be NAME accredited. This bill has gone to the Health and Human Services Committee.

SB540 – Introduced by Senator Standridge would require a Medical Examiner Review Committee providing procedures for appeals – the bill has been sent to the Health and Human Services Committee.

- There are meetings scheduled with Senator Jolley on the 19<sup>th</sup> of February, Representative Martin on February 20<sup>th</sup> and Speaker of the House; TW Shannon is scheduled for the 27<sup>th</sup> of February.

- The Governor's 2014 proposed budget has our Agency listed as "successful programs". It also proposes annualizing the 2.5M emergency supplemental appropriation. Dr. Pfeifer noted that this will change the structure of the 1M equipment supplemental if the proposal goes through. This would allow the Agency to hire more doctors and staff.

Mr. Ferguson does not see any reason to discuss the Bills any further, Mrs. Elliott covered them thoroughly.

After a 30 day open period, no comments were received by OCME regarding the Proposed New Rules. Mr. Mark Riley, Director of the Funeral Board, commented he wants the Agency aware some funeral homes have provided him feedback that is not positive. Although, he does not have anything in writing, some funeral homes feel that if the permit process does not improve, there is no justification for the fee increase. Mr. Riley also advised that he personally supports every measure that helps the Agency to be financially solvent and successful.

Mr. Curtis motioned to adopt the proposed Rules as written. Mr. Mortensen seconded the motion. Roll was called and all were in favor.

Mr. Ferguson received a letter from the Funeral Directors Association which he will provide a copy at a later date. They are concerned about the permit process. Mr. Ferguson discussed with them the new proposal of permits and they seem to be satisfied. Mr. McElvany asked if there are any issues with the Health Department approving out of state permits that have been brought up. Mr. Ferguson and Mr. Riley informed funeral homes of the Senate Bill (SB37) that has been proposed and is anticipated to pass, which should remove the concern.

Ms. Jan Preslar announced our Assistance Attorney General, Geoff Long has taken a new position as the Attorney General Policy Director. Martha Kulmacz will represent the Office of the Chief Medical Examiner effective March 4, 2013.

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

The meeting was adjourned at 2:46 PM

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Chris Ferguson, Chairman

Date