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

**BOARD OF MEDICOLEGAL INVESTIGATIONS
REGULAR MEETING**

Board Meeting Minutes from
Tuesday, February 6, 2020 at 2:00 p.m.
921 NE 23rd Street, Oklahoma City, OK 73105
405-239-7141
And via videoconference at
1115 W. 17th St., Tulsa, OK 74107
918-295-3400

In conformity with the Oklahoma Open Meeting Act, advance notice of this meeting was transmitted to the Oklahoma Secretary of State on November 20, 2019 at 11:12 AM 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, 921 NE 23rd Street, 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. Glen Huff, Mr. Ricky Adams, Mr. Rocky McElvany, Dr. Doug Stewart, Mr. Chris Ferguson, Dr. Robert Allen and Dr. Eric Pfeifer. Pursuant to the Open Meetings Act, §307.1(A), votes cast by Dr. Allen were not counted.

Members absent: Dr. Roy Zhang.

Others Present: Amy Elliott (OCME), Kari Learned (OCME), Kari Greene (OCME), Jodi Dillon (OCME), Dr. Marc Harrison (OCME) and John Crittenden (OAG). Via video conference; Dr. Josh Lanter (OCME) and Alisha Heinen (OCME).

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

Motion was made, seconded and approved to adopt the minutes as written from the November 7, 2019, meeting.

Update from the Chief Medical Examiner – Dr. Eric Pfeifer

● Financial snapshot –

~ Our monthly carryover has increased greatly. This money is set aside for the construction of the new Tulsa practice. The expenditures are fairly stable and the available cash is almost \$13.5M. This will be gone quickly once the Tulsa construction gets underway.

- Priority projects –

~ National Association of Medical Examiners (NAME) reaccreditation continues to be the number one priority. The limiting step is the Tulsa practice. Once Tulsa is complete, certified and occupied, it would then be a matter of a few months before the team from NAME would come for their accreditation inspection.

We would like to have our NAME reaccreditation before International Organization for Standardization (ISO) is mandated. We need to consider starting this within the next 3-4 years. Our toxicology laboratory is already engaged in achieving ISO accreditation within the next couple of years.

With severe weather season quickly approaching, the agency is working on mass causality preparedness. We have purchased the first of 2 identical self-propelled refrigerated trucks. They are equipped with hydraulic lift gates and cooling units with electrical backup. Each can carry 25 bodies and be instantly deployed wherever they are needed around the state. We currently have 5 people, including Dr. Pfeifer who are trained to drive the trucks.

Update from Chief Administrative Officer – Mrs. Amy Elliott

- Budget –

~ Mrs. Elliott provided the Board a copy of the report submitted for the Governor to include in his executive budget. This report is provided annually. Budget Secretary Mike Mazzei requested all agencies submit a quarterly report on a 10% budget variance. This report has been provided.

Once the contracts for the new Tulsa practice are approved, the agency will issue a purchase order which will allow us to issue payment for \$4.5M and \$5.5M encumbered by the contracts. This will deplete the majority of the financial carryover.

- Legislation –

~ Mrs. Elliott is currently following approximately 12-18 bills. The majority are carry-over bills which Mrs. Elliott doesn't expect to see any action. One bill she is watching has language regarding death certificates being issued at state tag agencies and another bill that requires our death investigators complete SUDI (Sudden Unexplained Death in Infancy) forms within 48 hours of the death of an infant. There are also a couple with language regarding organ donation (HB3358 and SB1359) which Mrs. Elliott will be watching very closely. SB1709 was also discussed which would allow state agencies (including OCME) to be exempt from the Information Technology Consolidation Act. Mr. Ferguson advised that an agency would no longer be required to contract with the Office of Management and Enterprise Service (OMES).

Dr. Stewart asked if Mrs. Elliott was aware of any bills that would change the government of the agency. Mrs. Elliott stated that she was not aware of any bills speaking to this. Mr. Ferguson, said he also monitors legislation and he was not aware of any bills regarding this subject. Dr. Stewart thought there might be a bill that had to do with the OCME Board. This was based on the Governor stating there are too many agencies and Boards.

Mr. McElvany asked about the bill regarding death certificates being issued at state tag offices. Mrs. Elliott said she doesn't have a lot of details on the bill but provided the bill number to Mr. McElvany as HB3743.

Update from the Deputy Chief Medical Examiner – Dr. Josh Lanter

- Tulsa office updates –

~ Dr. Lanter announced the design phase of the new Tulsa practice is fairly close to completion. At this time, we have not come across any issues that need to be addressed. The demolition of the Dunlap Auditorium is nearly complete. The next phase is scheduled for May 1st which is to break ground and start construction of the parking lot. We hope to have renderings within the next couple of weeks which we would be able to share at the next Board meeting.

- Discussion regarding the contracts with the Board of Regents of Oklahoma Agricultural and Mechanical Colleges to implement House Bill 2758.

~ Three contracts and a financial statement which Oklahoma State University (OSU) provided to OCME were given to the Board for review. OMES Real Estate division and OCME general counsel, John Crittenden have reviewed the contracts. Mr. Crittenden said this is a good work product and discussed some of the details in the contracts. He recommended to the Board that they should delegate to Dr. Pfeifer or Mrs. Elliott the power to execute the contracts and to accept the approved minor changes that may still need to be added which would not change the scope of the whole project.

Motioned was made, seconded and approved to accept each of the three contracts identified in item VI of the agenda and authorize Dr. Pfeifer to sign off on behalf of the Board and the Agency as well as approve minor modifications.

- Executive session regarding the performance, evaluation and employment of the Chief Medical Examiner.

~ Motion was made, seconded and approved to enter into executive session.

* Videoconference with Tulsa was disconnected at this time.

~ Motion was made, seconded and approved to exit executive session. No action was taken.

- New business –

~ No new business

Motion to adjourn the meeting was made, seconded and approved. The meeting was adjourned at 3:05 pm.