

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



EASTERN DIVISION
1115 West 17th St.
Tulsa, OK 74107
Tel: (918) 582-0985
Fax: (918) 585-1549

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

**BOARD OF MEDICOLEGAL INVESTIGATIONS
SPECIAL MEETING**

Board Meeting Minutes from
Thursday, March 14, 2013 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 March 11, 2013 at 5:53 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 .at 12:04 March 13, 2013.

Members Present: Mr. Chris Ferguson, Dr. Barbara Bane, Mr. Rocky McElvany, Dr. Michael Ogle and Dr. Eric Pfeifer

Members Attended via Videoconference: Mr. Thomas Mortensen and Dr. Doug Stewart

Members Absent: Mr. Charles Curtis and Dr. Karlis Sloka

Others Present: Amy Elliott (OCME), Kari Learned (OCME), Dr. Byron Curtis (OCME), Timothy Dwyer (OCME), Dr. Chrystal Cutrer (OCME), Jesse Kemp (OCME), Jan Preslar (OAG) and Martha Kulmacz (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 February 14, 2013 meeting. Dr. Bane seconded the motion. Roll was called, Dr. Stewart abstained, and all others were in favor.

Dr. Pfeifer provided an Agency update.

- A financial snapshot: There was a \$121K carryover this past month. We are still running in the black.
- Dr. Pfeifer announced that Dr. Eric Duval will return to work for the Agency next month. We also have one committed fellow for 2014-2015 and are working on adding the program to the Tulsa office. Mr. Ferguson asked the number of pathologists per office once at full capacity. Dr. Pfeifer advised there will be four pathologists in Tulsa and seven in Oklahoma City.

Dr. Bane asked which doctors are the pediatric and/or neuro pathologists. Dr. Pfeifer advised Dr. Patterson is trained in forensics and pediatric pathology and Dr.'s Goolsby and Weins are trained in forensics and neuro pathology.

●Dr. Pfeifer also advised the contract investigator program is working very well. We are currently looking at this same program for the south east corner of the state. We are hiring an additional transcriptionist anticipating the increased work load. Mrs. Elliott has scheduled interviews for investigators in the Tulsa office. She has asked for input from the pathologists in the interviewing process.

Ms. Elliott provided the following updates:

- Legislative progress is as follows: Mrs. Elliott advised she received updates on SB37 and SB653 just prior to the beginning of the Board meeting.
- SB37 - which removes the State Health Department from the Out of State permit process is moving forward.
- SB55 - requires NAME accreditation for the OCME, this has not had any action since February 11, and so we don't anticipate this moving forward.
- SB540 - the Medical Examiner Review Committee - this also had no activity since the beginning of February. We will reevaluate this and possibly approach this Bill again next year.
- SB653 - has received a second reading and referred to the appropriations committee. This is the Bill that would authorize the obligation for construction of the Medical Examiner's office.

- It appears nothing will happen this session with the fee increase proposal which was submitted in the Administrative Rules. Mrs. Elliott was told this is not the best time to proceed with fee increases. We would need to find someone in the House and Senate to support this which is not likely to occur. At this time the Board suggests no further action.

- We have employment postings for 2 investigators in Tulsa and a medical secretary which is a transcriptionist. We are losing one of our upper level chemists and have posted for that opening.

- Dr. Cutrer, our current Fellow has been working very hard on obtaining information on an RFID system. This is a tagging system which would track a decedent within the OCME building and when being released. This will also track toxicology and personal effects. This is a barcode system used with radio frequency.

- The new computers (IT Consolidation) will roll out the week of April 2. Oklahoma City will be installed on the 2nd and 3rd and Tulsa on the 4th. An OMES technician will remain on site in Oklahoma City to assist in the transition. The following week, the field investigators will come in and receive their new laptops.

- Our new microscopes were received in Tulsa and Oklahoma City. This includes a double head with camera in both locations for teaching purposes. With the new microscopes, we will have enough for all pathologists, including our new doctors.

- The new investigator section in the Tulsa office is now complete and is very nice. New phone system is in place and has more lines to handle the call volume. There are plans in place to start the construction to split the offices for the new doctors.

- Permits department is now a top priority. Thanks to Mr. McElvany, Mrs. Elliott was able to meet with Health Department staff responsible for death certificates/cremation permits. They discussed the possibility of information entered by funeral homes into the ROVER (Electronic Death Registry) system being electronically provided to the OCME case database. We are working with Tod Hardin from DiscoverSoft to develop an OCME “staging area” which would be fed from ROVER. Our permit employees will be able to review and accept the information if applicable. This will cut down on multiple entries and the possibility of mistakes. Once this is put in place, Mrs. Elliott will have a new permit policy in place to present to the Board.

- We are joining the Health Department during the week of April 15th at the Oklahoma Funeral Directors Association conference and present the new permit system to the funeral homes.

Dr. Ogle motioned to enter into executive session to discuss the continued employment, conditions of employment, duties to be performed, and performance evaluation of the Chief Medical Examiner. Mr. McElvany seconded the motion. Roll was called and all were in favor. Dr. Pfeifer was asked to stay.

At this time the videoconference was disconnected.

Videoconference was reconnected.

Dr. Ogle motioned to return from executive session. Mr. McElvany seconded the motion, roll was called and all were in favor.

As a result of the executive session, Mr. McElvany motioned to raise Dr. Pfeifer’s salary to the maximum allowable by statute. Dr. Ogle seconded the motion, all were in favor. Dr. Stewart and Mr. Mortensen did not participate in the vote.

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

The meeting was adjourned at 2:32 PM