

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



EASTERN OFFICE  
1115 West 17<sup>th</sup> St.  
Tulsa, OK 74107  
Tel: (918) 295-3400  
Fax: (918) 585-1549

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

**BOARD OF MEDICOLEGAL INVESTIGATIONS  
REGULAR MEETING**

Board Meeting Minutes from  
Thursday, March 5, 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 at 10:07 AM, March 4, 2015.*

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

Members attended via Videoconference: Dr. Doug Stewart & Mr. Thomas Mortensen

Members Absent: Dr. Karlis Sloka & Dr. Steve Vogel

Others Present: Dr. Josh Lanter (OCME) via videoconference, Amy Elliott (OCME), Kari Learned (OCME), Callie Farrar (OCME) via videoconference, Dr. Marc Harrison (OCME), Timothy Dwyer (OCME), Dr. Byron Curtis (OCME), Tiffany Wythe (OAG), Alyssa Harrison (United Tissue Network), Lori Fullbright, Oscar Pec, Linda McIninch

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

Mr. Ferguson motioned to adopt the minutes from the December 4, 2014 meeting. Mr. McElvany seconded the motion. Roll was called and all were in favor.

Update from Chief Medical Examiner, Dr. Eric Pfeifer

- Dr. Pfeifer described a specific event where personal property of a decedent was destroyed. This caused the Agency to revise the policy and procedures regarding evidence collection and personal property. Dr. Pfeifer provided a timeline of events and description of the Agency's corrective action to mitigate this from happening in the future. A formal grievance policy and procedure for outside persons has been drafted. Dr. Pfeifer should have this reviewed and approved by Monday, March 9, 2015.

- Financial Update:

For the month of February, the Agency is \$177K in the black. This carryover should be used for a new office for the Oklahoma City practice.

●Agency progress:

Last year we started a push to eliminate the open case backlog. We are currently out of a phase II deficiency per NAME (National Association of Medical Examiners) standards. This requires 90% of cases are signed out within 90 days. If we want to avoid a phase I deficiency, we need to sign out cases in 60 days or less.

●Priority projects:

The web based permit application is fully operational and being used by funeral homes. We will begin working on a paperless database system. Dr. Pfeifer anticipates this project to take a couple of years. A formal QA/QC (Quality Assurance/Quality Control) process has been started. This is also a NAME requirement.

Mr. Mortensen asked Dr. Pfeifer if the new grievance policy will include an appeal process. Dr. Pfeifer confirmed the policy will contain an appeal process. Mr. Mortensen also asked if the policy includes the Board reviewing any final appeals. Dr. Pfeifer replied that if the Board desires to review final appeals he will be happy to include that in the policy. However, Dr. Pfeifer thinks the Agency can handle the vast majority without involving the Board. Mr. Mortensen requested an Executive Session be included as an agenda item for the next Board meeting. This would be to discuss personnel actions.

Chief Administrative Officer, Amy Elliott provided the following update:

●Priority projects:

~ The web based permit application has been rolled out to funeral homes. Mrs. Elliott has been providing funeral homes their individual user name and password.

~ RFID (radio frequency identification) training will begin March 18<sup>th</sup> in the Oklahoma City office & March 19<sup>th</sup> in Tulsa.

●Agency update:

~ The Agency is the first Medical Examiner's Office in the nation to be Hazwoper (Hazardous Waste Operations and Emergency Response) trained. Key personnel attended training on January 13<sup>th</sup> in Stillwater.

~ Senator Standridge handed over SB150 to Senator Yen as head author and Senator Standridge is co-author. Rep Lisa Billy is still carrying the bill on the House side.

At this time, we do not have an update on the new office for the Oklahoma City practice.

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

The meeting was adjourned at 2:15 pm.