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

**BOARD OF MEDICOLEGAL INVESTIGATIONS
SPECIAL MEETING**

Board Meeting Minutes from
Thursday, September 12, 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 September 6, 2013 at 3:53 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 1:15 PM, September 11, 2013.

Members Present: Mr. Chris Ferguson, Mr. Rocky McElvany, Dr. Eric Pfeifer

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

Members Absent: Dr. Barbara Bane, Mr. Charles Curtis, Dr. Michael Ogle, Dr. Karlis Sloka

Others Present: Kari Learned (OCME), Martha Kulmacz (OAG), Timothy Dwyer (OCME), Callie Farrar (OCME) and Lori Shively (OCME)

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 August 8, 2013 meeting. Dr. Stewart seconded the motion. Roll was called and all were in favor.

Dr. Pfeifer provided the following update:

- Financial update – With the increased appropriations and receipts increasing, carryover continues to grow.
- Dr. Patterson backed out and will not be joining the Agency. We continue to recruit additional pathologists. Dr. Pfeifer will be speaking at the National Association of Medical Examiners (NAME) conference next month and will seek potential candidates. Dr. Niblo will interview with us September 26th for the Tulsa practice. This would bring the Tulsa office to four pathologists.

- Dr. Pfeifer expressed his concern regarding the financial carryover. There is a need for clear direction on its intended use.
- Most staff salaries have been increased to be competitive with local and national markets. Investigators, chemists, pathology assistants and some office staff received salary increases. This is based on a 7 year progressive tier system which we started last year. This has both entry level and moving end targets. Moving end target; meaning, adjustments for cost of living increase and competitive market salaries. This means an increase of approximately \$83K for the next 6 years.
- Major projects include a new roof for the Tulsa office, at a cost of \$86K. We will move forward with the RFID (Radio Frequency ID System) to document when a body is received into our facilities and when it leaves. Phase one of scanning and digitizing all of our records has begun. This will be an approximate cost of \$86K and could run as high as \$150K once it is complete. We have allocated \$30K for software development for the cremation and out of state permit system. Video conferencing system is being installed in both locations. The forensic lab, autopsy suites and digital x-ray areas have been painted and cleaned up.
- The autopsy suite in the Tulsa location has the potential to be approximately 1800 sq ft. An estimated cost of this will run \$2-3M. Requests have gone out to start the bidding process for this project. Mr. Ferguson questioned the functionality of the cooler in the Tulsa facility. He advised some funeral directors have expressed their concerns about the size of the coolers and would like to see an expansion. Dr. Pfeifer noted the condenser unit in the Tulsa cooler was replaced last month. The Agency has looked into enlarging the cooler in Tulsa, which could be done without moving the current location. However, it wouldn't be possible to accomplish this in Oklahoma City. Dr. Pfeifer asked the Board for input on ways to spend the additional \$2.5M appropriation. Mr. McElvany, suggested keeping the Governor's office informed of the Agency's plans in an effort to reduce the risk of losing this funding.

Dr. Pfeifer provided an update on behalf of the Chief Administrative Officer, Amy Elliott.

- Priority project - cremation and out of state permits. The funeral homes that volunteered to beta test have received an electronic copy of the application document. We have received mostly favorable feedback and would like to move forward with live beta testing, possibly next month.
- Personnel updates: In Tulsa we hired a new office manager, Callie Farrar, investigator, Dale Gross and transcriptionist Gena Floyd. Cory Russell is the new transcriptionist for Oklahoma City.
- We met with LifeShare and are developing protocol for working together.
- The parking lot in Oklahoma City will be repaved.
- The old scale is being removed from the autopsy suite in Oklahoma City and new digital scale is being installed. This will free up approximately 15 feet of work space.
- Our forensic anthropologist requested instrumentation for measurements, which has been purchased.
- We have hired a part time employee in Oklahoma City to assist with cleaning and have offered the same services to the Tulsa office.
- We are working on completing the doctor's offices and the installation of the drying cabinet in Tulsa.
- Ms. Elliott is looking into obtaining grant money specifically for items used during storm season. Items such as tracking devices which provide coordinates to establish locations as well as 800 MHz radios. We are waiting to hear back from emergency management to see if they will provide funding for storm shelters in both offices.
- Ms. Elliott has also started attending the funeral home district meetings.

Mr. McElvany asked if the State Health Department needs to take action with the out of state permits when the new legislation goes into effect at the end of next month. Dr. Pfeifer advised that our office will have the State Health Department approval portion removed from the form effective November 1st.

Mr. Ferguson discussed the meaning of House Bill 1717. Ms. Kulmacz advised the Board would not be able to take any action on this item due to the language written in the agenda. This item will be added to the agenda for the October 2013 meeting. Ms. Kulmacz will provide a copy of the statute to Mr. Ferguson for his review.

Due to the subject matter of agenda item V, Ms. Kulmacz advised this should only be discussed in executive session. US Department of Labor requested a response from the Agency by next week. Ms. Kulmacz will check with the DOL to see if they are willing to extend the date until the OCME Board meets in October. If they do not accommodate this request, the Board will schedule a special meeting.

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

The meeting was adjourned at 2:47 pm.