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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, October 11, 2012 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. 17th, Tulsa .at 5:30 p.m. October 8, 2012.

The Board may discuss and take action on any item listed on the Agenda.

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

Members Absent: Mr. Thomas Mortensen, Dr. Karlis Sloka,

Others Present: Amy Elliott (OCME), Kari Learned (OCME), Ron Baze (OAG), Christine Southern (eCapitol), and Bruce Walker (DPS)

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 September 13, 2012 meeting. Dr. Ogle seconded the motion. Roll was called, Dr. Stewart abstained and all were in favor.

Dr. Pfeifer provided an update on financials; he mentioned we have had a complete turnaround from last year. This is happening because we are not paying salaries for physicians that have been budgeted but are not yet on staff. With the sizeable carryover we will divert this into the infrastructure. We expect one new pathologist in November, Dr. Johns will join us in December in the Tulsa facility and two additional pathologists next October. Dr. Pfeifer added our appropriations plus receipts from permits far exceeds what we are currently spending.

We received a letter from Senator Anderson last week requesting a detailed analysis of what we need in terms of structures for Oklahoma City and Tulsa. Another letter from Senator Anderson was received today requesting a meeting with legislators here in the OCME office.

Mr. Curtis asked about the new pathologist starting in October. Dr. Pfeifer explained there is a delay in obtaining her Oklahoma license but she is expected in November.

Dr. Pfeifer demonstrated the new process for entering data into case database. This program allows the doctor in the autopsy suite to enter information for normal and abnormal findings for each organ. This automatically inserts the data into the autopsy report which could potentially save our transcriptions' millions of keystrokes per year.

Ms. Elliott presented an update of personnel which included Dr. Pfeifer's information on pathologists. We have hired a new office manager, path assistant and two additional investigators in Tulsa. In Oklahoma City an investigative assistant was replaced and a new chemist to replace a previous employee. We also have a fellow who is extremely interested in joining the Agency for the 2014-2015 academic year. Ms. Elliott also reports she was able to obtain a Memorandum of Understanding with the Oklahoma State University in Tulsa. Once the document is complete, Ms. Elliott will deliver this to OSU in Tulsa for signatures. As soon as this is done, the repairs on the roof and renovation to the facility in Tulsa can begin.

As of September 1, 2012, the pay scale adjustments went into affect, which was very well received. We met with the Agency consolidation director from OMES and discussed our current and future needs. Ms. Elliott informed the OMES director that the

Agency feels our current needs are being delayed and we need faster approval. He will check into this request and see if we can get our products in faster. He will also look at having our email switched to the ok.gov system.

Ms. Elliott advised a meeting with Lifeshare has been scheduled to setup procedures and protocols for organ donations and their roll with OCME. Mr. Ferguson questioned if the Agency has a policy where OCME employees are not permitted to work for Lifeshare. Ms. Elliott advised there has been a policy in place since approximately 2008 since this is a conflict of interest for our employees.

Dr. Pfeifer met with the Oklahoma City Chief of Police to let them know what the Agency needs from their officers at a scene. He is also scheduled to present at the District Attorneys Council Conference at the end of this month. Ms. Elliott was able to contact the Department of Public Safety and schedule critical incident debriefing. This will be twice a year mandatory training for everyone in the agency. This will also be available to staff on an as needed basis. Mr. Curtis advised the OSBI currently uses voluntary Chaplains across the state that are more than happy to help out any way they can. They are also available for training on how to identifying stress.

Ms. Elliott presented to each Board member the FY13 budget approved by OMES. It's very modest and we have not asked for anything more than what can be used during the year.

Mr. Elliott would like to start on the proposed fee increase next week. She distributed the impact statement to the Board. To date we have completed 9747 cremations and 1837 out of state transport permits which is on track for where the Agency was last year. The change for toxicology fees is language clean up only, no fee increased is requested. Mr. Ferguson asked if anyone knows of someone interested in carrying this legislation. Mr. McElvany suggested Rep. Sanders or Senator Sykes.

Mr. McElvany motioned to approve the Rule Impact Statement and notice of public meeting. Dr. Ogle seconded the motion, roll was called and all were in favor.

Mr. Ferguson commented on the items which are currently being considered for Statute changes. They are the language in the Chanda Turner Act as well as which documents within the completed case report are considered public record. Mr. Mortensen will put together the language for this, the Board will discuss this again next month as well as finding an author.

Dr. Pfeifer told the Board that the Oklahoma panhandle has provided a positive experience with the hybrid death investigator system. There have been a couple of motor vehicle accidents that were handled well with the assistance of our district investigators. Within the next week or two Dr. Pfeifer and Dr. Allen with OSU will meet to discuss designing an internship where students that are interested in their Masters of Forensic Science program could study at the ME's office for approximately 2 months. At that point the student would almost have enough hours to sit for the ABMDI boards. A similar program will be developed with Dr. Adams at UCO.

Mr. Ferguson asked if the Agency continues to transport decedents from rural areas into either Tulsa or Oklahoma. His concern is the time it takes to return them to the funeral home. Dr. Pfeifer indicated we still have to consider the NAME requirements since they have changed. Mr. Ferguson indicated he understood the situation.

Dr. Ogle motioned to enter into executive session to discuss the pending litigation of Collie Trant v. OCME, case number CIV-2010-555. Mr. McElvany seconded the motion, roll was called and all were in favor. Dr. Pfeifer and Mr. Baze were asked to remain in attendance.

Dr. Stewart motioned to return to regular session. Mr. McElvany seconded the motion, roll was called and all were in favor. Mr. Curtis motioned to have Dr. Pfeifer represent the Board by participating in the Judicial Settlement Conference in the case of Collie Trant v. OCME. Mr. McElvany seconded the motion, roll was called. Dr. Bane abstained and all others were in favor.

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

The meeting was adjourned at 3:45 p.m.