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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, August 6, 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.*

Members Present: Mr. Rocky McElvany, Dr. Barbara Bane, Dr. Karlis Sloka, Dr. Steve Vogel, Mr. Chris Ferguson, Dr. Doug Stewart, Dr. Eric Pfeifer and via videoconference, Mr. Thomas Mortensen

Members Absent: Mr. Charlie Curtis

Others Present: Amy Elliott (OCME), Dr. Chrystal Cutrer (OCME), Timothy Dwyer (OCME), Kari Learned (OCME), Kari Greene (OCME) Tiffany Wythe (OAG), Alyssa Harrison (United Tissue Network). Via videoconference, Dr. Ross Miller (OCME) and Dr. David Arboe (OCME).

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

Dr. Bane motioned to adopt the minutes from the May 7, 2015 meeting. Mr. Ferguson seconded the motion. Roll was called, Mr. McElvany and Dr. Stewart abstained, and all others were in favor.

Update from Chief Medical Examiner, Dr. Eric Pfeifer

- Forensic Pathologist staffing; Dr. Pfeifer announced that Dr. Ross Miller and Dr. David Arboe are the Agency's newest pathologists. Currently we have 12 physicians on staff plus one fellow. By 2017 we would like to have a total of 15 pathologists and 2 fellows. With the number of physicians currently on staff our backlog problem is still gone and has been gone for approximately 3 months. The number of autopsy and viewer cases over 90 days old is at or near zero. We are working toward a 60 day turn around. We are still not performing autopsies on some drug overdose, suicide and motor vehicle accidents as prescribed by NAME (National Association of Medical Examiners) autopsy performance standards. With the addition of 3 more physicians, we will meet this requirement.
- Financial snapshot – The Agency received a 5% reduction in our monthly appropriations from \$850K to \$808K per month. Our monthly deposits remain consistent and we have \$4.7M in cash reserve which is best used for a new building.

- Priority projects –

~NAME re-accreditation is one of the highest projects on the list. With the reduction in appropriation, this will push re-accreditation back another year to 2020. To accomplish this, the Central practice and Tulsa practice infrastructure updates along with the appropriate incremental staff increases must occur. The only item which has had any activity is the Central practice updates. A meeting was held with the Commission of the Land Office on August 4<sup>th</sup>. They presented two workable options; build a new facility or retrofit a preexisting building. The financing details are not worked out at this point.

~The electronic cremation permit process is nearly complete. Three years ago the turnaround time for permits averaged 3.2 days, now it is about 1/3 of a day.

~The RFID (Radio Frequency Identification) system will now be brought into a higher priority status.

~An automated annual report generator is being added to the case database. It is being designed to assist in generating the annual report and have the ability to pull real time data.

Mr. Ferguson asked if the Agency is experiencing problems collecting receipts from funeral homes. Ms. Elliott advised the majority of accounts are current.

Update from Chief Administrative Officer – Amy Elliott

- Dale Gross has been promoted to the Tulsa investigative supervisor.

Dr. Stewart asked about open positions for investigators. Mrs. Elliott advised the Agency currently has one opening. Within 2 days more than 50 applications were received, a couple of which are already ABMDI (American Board of Medicolegal Death Investigations) certified.

Dr. Stewart motioned to enter into executive session to discuss the personnel matter of Callie Farrar. Mr. McElvany seconded the motion. Roll was called, Mr. Mortensen abstained and all others were in favor. The videoconference was disconnected.

The videoconference was reconnected.

Dr. Stewart motioned to exit executive session. Mr. McElvany seconded the motion. Roll was called, Mr. Mortensen abstained and all others were in favor.

No action was taken during executive session.

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

The meeting was adjourned at 2:47 pm.