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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, December 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 December 11, 2013 at 11:29 AM 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 11:30 AM, December 11, 2013.

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

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

Members Absent: Dr. Michael Ogle

Others Present: Kari Learned (OCME), Martha Kulmacz (OAG), Timothy Dwyer (OCME), Emily Summars (eCapitol) and Callie Farrar (OCME via videoconference)

Mr. Ferguson called the meeting to order at 2:03 p.m. Roll was called and a quorum was established.

Mr. McElvany motioned to adopt the minutes from the October 10, 2013 meeting. Dr. Bane seconded the motion. Roll was called and all were in favor.

Dr. Pfeifer provided the following update:

- The financial snapshot continues to show the typical carryover. Dr. Pfeifer discussed funds that are already encumbered by the RFID system, LCMS, document scanning, new stain line for histology, new microscopes and the roof on Tulsa. Dr. Pfeifer advised the cost of a new facility for Tulsa will run approximately 2M to 3M.

- Permit update: December 2nd Oklahoma City began emailing all permits to the funeral homes. This saves an enormous amount of time and money. Per year, this eliminates approximately 26,000 sheets of paper as well as the expense of envelopes and postage that would go along with mailing permits. We have received positive feedback from the funeral homes. The database developer is currently working on the front end of the process. Mr. Ferguson thanked Dr. Pfeifer and staff for all the hard work on this project. He commented that this is great for the funeral industry and for the families.
- NAME update: Dr. Pfeifer was recently appointed to the NAME Statewide Committee. They discuss the problems and benefits of having statewide ME systems. We are still working toward reaccreditation. This won't be achieved until both Oklahoma City and Tulsa facilities have been updated with the appropriate staff to meet the autopsy performance standards which are prescribed by NAME.
- Mass fatality disaster responses in May went well considering our resources. However, through these events, it illustrated a need to revise our mass fatality plan. We plan to update our communications equipment and get the electronic leader boards. This should be accomplished relatively quickly. Mr. Ferguson asked about the installation of safety shelters. Dr. Pfeifer advised Oklahoma City and Tulsa are having 24 person underground shelters installed in January.
- Phase one of electronic data storage is complete. The system has successfully been tested. We are able to retrieve and add documents as needed. We have purchased high capacity scanners for both Oklahoma City and Tulsa. Starting 2014 there will be no need to store paper records.
- We have received all of the prospectuses from the architectural firms for the Tulsa autopsy lab. With the assistance of OMES, we have selected 3 firms for interviews. In the mean time we can update the radiography suite and install the Lodox. The forensics drying cabinets have been installed in Tulsa and the physicians' offices are being readied.
- The Oklahoma City practice had the floors repaired in the autopsy lab. Space has been freed up by removing approximately 600 storage boxes which were sent out for digital scanning. The ID room has been modified for body viewing and autopsy. Dr. Kohlmeier joins us in 3 weeks and her office is ready.
- Dr. Pfeifer and Mrs. Elliott met with the architectural firm and UCO to develop the initial space planning and cost estimates for the building.
- Dr. Pfeifer provided the Board details on the Lodox full body scanner we are looking at for Oklahoma City and Tulsa. Mr. Ferguson and Mr. Curtis agree that anything that helps with speed and efficiency of the agency is money well spent and approve of the purchase. Dr. Pfeifer will proceed with the purchase of this equipment.

In the absence of the Chief Administrative Officer, Dr. Pfeifer added continuing education has been started with a bi-monthly conference for our fellow education as well as anyone else that would like to attend. The investigator training program begins in the Tulsa office in January.

Mr. Ferguson expressed his appreciation of the OCME staff for coming in last week and working permits during the ice storm. Dr. Pfeifer advised Cassie Knight came in when the office was closed and completed permits for the funeral homes.

Update from Tulsa Office Manager

- The drying cabinets were installed which freed up space in a closet.
- The Tulsa office purchased a Panaboard which allows the pathologist to take notes on a white board and have the ability to save the notes electronically.
- The office is being repainted and the new roof has been installed.

Dr. Pfeifer suggested tabling the agenda item regarding LifeShare protocol until the next Board meeting when Mrs. Elliott will be able to provide details of the protocol. Mrs. Kulmacz asked for comments from the Board members who have reviewed the protocol. No action was taken.

The OSU affiliation agreement discusses student rotation through the Tulsa practice. Mrs. Kulmacz requested clarification on the effective dates of the agreement. It was determined the initial pilot period would be from January 1, 2014 to December 31, 2014. Mrs. Kulmacz suggested Dr. Pfeifer be given the authority to make minor changes if needed. Mr. Mortensen motioned to approve the OSU affiliation agreement subject to Dr. Pfeifer's revisions. Mr. Curtis seconded the motion. Roll was called and all were in favor.

Mr. McElvany encouraged Dr. Pfeifer and Mrs. Elliott to contact the legislators to get the bill held so we can move forward with any language changes that are necessary. Dr. Stewart suggested language changes regarding the current restrictions of OCME Board Meetings being held via videoconference. Mr. Ferguson advised this subject is not part of legislation but would be a change to the Open Meetings Act. Mrs. Kulmacz confirmed Mr. Ferguson's comment and offered to speak with Geoff Long from the Attorney General's office. Mr. Long works with the legislature; she will ask him to watch for legislation which may discuss this subject.

The Board discussed meeting monthly during legislative session and quarterly thereafter for 2014. The Board would also like to meet in November to prepare for the upcoming legislative session. Meeting months would be February, March, April, May, August, November and December. It was also suggested the day of the month be changed from the second Thursday to the first Thursday. Mr. McElvany made a motion for the 2014 OCME Board Meeting dates to be as follows: February 6th, March 6th, April 3rd, May 1st, August 7th, November 6th and December 4th. Mr. Mortensen seconded the motion. Roll was called and all were in favor.

Mr. Curtis motioned to enter into executive session to discuss the matter of the U.S. Department of Labor, Wage and Hour Division in the Matter of Oklahoma Office of the Chief Medical Examiner/Jasmine Goins. Case ID 1691630.

Ms. Martha Kulmacz with the Attorney General's office notified the Board that it is the advice of the attorney for this Agency that any disclosure of discussions between the attorneys and the Board would seriously impair the ability of the of the public body to process the claim or conduct its defense in pending claim and it is her recommendation that the Board enter into executive session.

Mr. Curtis seconded the motion, roll was called and all were in favor.
Videoconference was disconnected at this time.

Videoconference was reconnected at this time.

Mr. Curtis motioned to return to open session. Dr. Bane seconded the motion. Roll was called and all were in favor. Mr. Ferguson stated this was the only item discussed in executive session and no votes were taken.

No official action was taken as a result of the executive session.

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

The meeting was adjourned at 3:08 pm.