

# DRAFT DOMES Meeting Minutes – March 24, 2025

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3:00pm

## Special Meeting

### District One Medical Examiner Office

**DOMES Members:**

Dan Schebler, COO, Dr. Deanna Oleske, CEO, Craig Coffey, President, Brad Baker, Secretary, Melissa Thomason, Director, Eric Gilmore, Director.

**Call to Order:**

Mr. Coffey called the meeting to order at 3:10pm

**Roll Call:**

Dan Schebler, COO, Dr. Deanna Oleske, CEO, Brad Baker, Secretary, Eric Gilmore, Director, Melissa Thomason, Director

**Via Teams:**

Craig Coffey

**Public Forum:**

No public comments

**Approval of Minutes:**

None

**1. Discussion on Item I (DOMES CEO/COO Report)**

**Corporate Credit Card**

- Purpose of the Special DOMES Board meeting is to create a new account and apply for a corporate credit card with JP Morgan Chase
- The credit card will be used exclusively for the construction project, with a requested credit limit of \$150,000.
- The credit card will be used for direct purchases of over \$5,000 to take advantage of a 2.5% cash rebate, which will help stay with the project budget.
- If the full \$150,000 limit is not approved, a lower limit (e.g., \$100,000) will still be beneficial.
- Dan will be the authorizing official and will complete the application, which requires two years of audited financial statements or tax returns, and official incorporation documents.
- The cashback rewards will be applied to the project expenses, and the card will be used only for the construction project until its completion.
- The credit card will be used for Owner Direct Purchase program purchases between \$5,000 and \$150,000, larger purchases, such as roofing materials and HVAC equipment, would be handled through the normal construction billing or separately through Owner Direct Purchase if the amount exceeds \$150,000
- The credit card will not be used for FF&E (Furniture, Fixtures, and Equipment) until later in the project, with board approval required before any such purchases.
- Monthly statements of the credit card, with sensitive information redacted, will be provided to the DOMES board whether there is a DOMES meeting scheduled or not for review.

***~Mr. Coffey called for a motion to approve the application for Corporate Credit Card up to \$150K for purchases related to the building project, upon approval the current credit card will be reduced to \$50K and all monthly statements will be provided to the DOMES Board and the Credit Card will not be used for FF&E and cash back will be used towards ongoing payments. Mr. Baker moved to approve; Ms. Thomason seconded. All in favor.***

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## Monthly Financial Reports – January /February 2025

- Copies of the January and February financial reports and general ledgers provided to the DOMES Board for review, no action needed at this time.
- Quarterly statements will go out to the respective county clerk offices April 1, 2025

### ***~ No Board Action Taken***

## **2. Discussion on Item II (DOMES Facility)**

### Project Update

- Construction timeline is 15- months with anticipated completion by July 2026
- Discussed allocation of funds for quicker than normal billing cycles to cover large purchases
- Emphasized the importance of tracking and reporting all expenses related to the construction project in QuickBooks using tag categories.
- Discussion on the process for handling change orders and contingency requests.
- Consideration of owner direct purchases and their impact on the budget.
- Final GMP approval and amendment to existing contract expected at next DOMES Board meeting April 28, looking to have GMP updates, to include everything already approved, the \$2.7M site work and the total construction cost all coming in under \$20.8M
- Construction started with clearing and burning and placement of silt fence

### ***~ No Board Action Taken***

## **3. Other Business**

- Need a wet signature of the Capital Funding Interlocal agreement that was approved over the fall by the four respective BoCC's from each of the DOMES Board members

## **4. Meeting Schedule**

- April 28, 2025  
2:00pm  
Okaloosa County of Board of Commissioner's Office

## **5. Next Steps:**

- Dan Schebler to complete and submit the credit card application.
- Craig Coffey to sign the application as the board president via DocuSign
- For April 28<sup>th</sup> meeting, Dan will provide, for the DOMES Boards awareness, the annual budget, due June 1, 2025

Meeting Adjourned: 3:50pm