

DOMES Meeting Minutes – February 23, 2022

Meeting Date: February 23, 2022

Time: 3:00pm

Facilitator: Dan Schebler, Director of Operations

Location: Okaloosa Administration BOCC
Offices/ Via Teams Meeting

Attendees:

In-Person:

- Dan Schebler (Chief Operating Officer (COO))
- Brad Baker (Santa Rosa County)
- Craig Coffey (Okaloosa County)
- Eric Gilmore (Escambia County)
- Melissa Thomason (Walton County)

Mr. Schebler opened the meeting and stated all DOMES Board members were present and in person for the meeting, therefore the meeting quorum is met. Additionally, he advised the meeting is recorded.

Mr. Schebler turned the meeting over to Mr. Brad Baker for public forum.

Public Forum Comments:

Mr. A.J. Brown stated he is here to observe the meeting and learn more about the upcoming project.

Mr. Baker closed public forum and turned the meeting back over to Mr. Schebler

Approval of the Minutes

Mr. Schebler stated the meeting minutes have been previously distributed via email to all board members:

- January 26, 2022 meetings

We discussed briefly before the last meeting the DOMES bylaws in accordance with the Florida Statute defined a quorum as two members being present. Two members were present at the January 26th meeting, so revisiting approval of the minutes of the November 22 and December 7, 2021 minutes approved in February do not required approval this meeting.

Mr. Schebler asked if there were any concerns or changes on the January 26, 2022 minutes. None stated.

~Mr. Schebler called for a motion to approve the January 26, 2022, meeting minutes. Mr. Coffey moved to approve; Mr. Gilmore seconded; All in favor.

Agenda Items

Discussion on Item I (DOMES Annual Report Renewal Filing)

Mr. Schebler stated, he does not know if the Annual Report Renewal filing needs Board approval, but he would rather have approval and not need it instead of needing it and not having it. The DOMES annual filing is due May 1, 2022. There have been no changes and I am not proposing any changes unless the Board requests to update the roles of President or Secretary positions. These positions were submitted as an amendment for member update in November 2021. I am seeking the Boards approval to file the report without changes.

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~Mr. Schebler called for a motion to approve the filing of the DOMES Annual Report Renewal. Mr. Gilmore moved to approve; Mr. Baker seconded; All in favor.

Discussion on Item II (CEO/COO Report)

~ Planning Timetable / Decision Points

Mr. Schebler stated the CEO/COO update will now be a standing agenda item. Mr. Schebler then shared he prepared a timeline going forward from now to the end of the year to show the DOMES board where we currently stand with events.

- The Contract was approved with Caldwell & Associates on February 10th by the SRC Board.
- Kick-off meeting last Thursday, February 17th with Caldwell & Associates and MWL Architects. It was more of fact finding and we gave them a tour of our morgue facility and the current administrative space. We completed a standard set of questions they have around programming for design and a space needs assessment process.
- Spreadsheet will be provided in a couple of weeks, for review and editing to validate we are on track.
- Additionally, we are providing them with historical records on the medical examiner caseloads, which is all publicly available on the Medical Examiner Commission website going back to 2001, it includes the number of cases referred, number of cases by jurisdiction and the number of cases we accepted under our jurisdiction and the number up decedents brought into the facility. This will allow Caldwell and MWL to do some forecasting as well.

Guidance is needed on how and where the DOMES Board members want to plug-in and who will plug-in to the planning and programming discussions.

Mr. Coffey suggested briefing the DOMES Board regularly and the DOMES Board can share the information with the County Commissioner Boards, respectively.

Mr. Baker stated he thought the expectation was to engage each county and to meet with them, go over the data, get their needs and get the conceptual idea and come in and brief each county. He states he expressed Santa Rosa Counties concern was the cost and assuring an elaborate Taj Mahal is not built, but instead something functional and that meets the needs of the Medical Examiner. Mr. Baker stated he was asked about the land and responded once the square footage is provided along with a layout he would go back to the SRC Board with that information and discuss the land.

Mr. Schebler stated sometime in April we would like to present the 2022 State of the District address to all the respective county boards and administrators. The legislative session ends March 11, which means by April presentation DOMES should know if the requested funding is in the budget. However, we will not know until closer to June if the Governor will sign-off.

Mr. Coffey restated for clarity, the counties will put up the funding for the design plan and DOMES will look into financing options for the construction of the project.

Mr. Schebler confirmed Mr. Coffey's statement and added in addition, next year DOMES will ask the legislature to consider providing funding for the construction costs as well. Mr. Schebler stated the programming master plan and predesign deliverables are due April 7th based upon 45 days from contract initiation date. April/ May is the timeline for the site discussion, and then in June the

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consultants will be unable to move forward if a site has not been identified. Budget wise DOMES will be paying for design in the next budget year and then paying debt service in the following budget year.

The operating agreement calls for the DOMES budget to be submitted to the four Counties by the 1st of June, if the DOMES board needs something earlier please let me know. Mr. Schebler stated he also needs to know what budget workshops the DOMES board members would like the ME office to attend.

Given the current funding and the contract timelines by July we need to have additional funding to start the Task Order to start the next phase of design development or to start construction documents. Mr. Schebler stated in March he would like to have Miller Caldwell speak with the DOMES Board about project delivery method, because what was in the RFQ that went out was construction manager at risk and there were concerns with this Board and some County Commissioners that design bid build might be a better option. The Santa Rosa County Courthouse was built using a progressive design build. There are tradeoffs for using either option and Miller Caldwell will present the pros and cons from a different perspective. Mr. Schebler stated that the DOMES board is aware of his position, that construction manager at risk is the way to go to; bring them on board and start early in the process in cost estimating and value engineering to identify ways to save money. Mr. Schebler went on to state his experience with the Santa Rosa County Courthouse and a progressive design build was positive. There were change orders involved, and there were costs from COVID and other things that could cause potential delay, but with all of that the project is being delivered with COVID and hurricane delays on schedule and slightly over budget due to construction material costs. Mr. Schebler stated that he is looking for funding with existing monies including the refund for the planned software purchase and use it towards design planning along with the outstanding question on the additional funding/deposit that Escambia County made last fall. However, DOMES still owes Okaloosa County monies for IT support. Mr. Schebler asked Mr. Coffey to identify the exact amount owed to Okaloosa County so that payment could be made. Identifying funding this fiscal year will allow design development to start in the July/August timeframe. It was requested that each of the board members provide dates for the D1 MEO to present at the budget meetings for planning purposes.

Mr. Schebler went on to state, in the next couple of months, we should have the following discussions:

- Project delivery
- Bringing the deliverable in April
- Planning the 2022 State of the District Address
- Decide if additional briefings are required for each of the four respective counties
- Draft Interlocal Agreement will be sent to the DOMES Board members for discussion during the March 23, 2022 meeting with recommendation/approval by DOMES Board in April
- May timeframe for adoption of the amended Interlocal Agreement by the BOCCs
- Draft budget in May
- Site discussions will be had in April and May to continue with design development

Mr. Baker asked if a couple of options for site location could be presented. Mr. Schebler stated if DOMES can keep the design process moving construction documents will be complete close to the end of the year or the first part of next year and then about a 15 month construction build, which is ideally a facility built and ready to occupy in the Spring of 2024.

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Mr. Baker stated there is available land west of Hwy 87 that has sewer capacity. He also stated there is a lot of interest in the industrial park complex on Hwy 87 for space and that there may be an option to look outside of the industrial park for land. On the west side of the river there is land with sewer but transmission capacity issues need to be analyzed.

Mr. Schebler stated there are options that would still be City of Milton sewer or Sundial, perhaps a smaller plant that belongs to the City of Milton on the west side of the river at exit 26 and then exit 22 Avalon Blvd., which gets a little closer to Escambia County, but that location is a little further away from the interstate but Pace water services it and they have plenty of capacity. Mr. Baker added that at exit 26 a Loves Gas station is being built.

In conclusion, Mr. Schebler stated timing wise he is comfortable with where planning currently stands and he has spoken with a financial advisor, who is willing to come to a DOMES meeting or meet via Teams to give a presentation on financing options for DOMES.

~ Interlocal Agreement

Mr. Schebler stated there are four areas of change in the Interlocal Agreement, which was provided to you all DOMES members via email:

1. Removing the Administrative Coordinator section
2. Removing portions of Section 3 and Section 4. The section previously discussed is Section 4B, structure of the DOMES Board, adding a fifth board member: this member would be an appointed or an appointee of the Chief Medical Examiner. The Chief Medical Examiner is appointed by the Governor and nominated by the Medical Examiner Commission. Mr. Coffey and I had a conversation about the Chief Medical Examiner being on the board, but that complicates the day-to-day functions of the business with her and I being right next door to each other in the office and me working for her. This would not be a workable solution. We would request the board consider adding to the Interlocal Agreement having a fifth board member who would be appointed by the Chief Medical Examiner. This action would be similar to the way the DOMES Board is structured, each County has provided a representative to be on the Board, the Chief Medical Examiner would provide a representative to the DOMES Board. Having a fifth board member would allow the DOMES board to have a quorum of three vs. two members for a vote. This would be in the draft version of the Interlocal Agreement for further discussion and decision.
3. Add section related to fee schedule. This allows the DOMES Board and the Medical Examiner to adopt a fee schedule. The fee schedule would be used to charge the following:
 - Autopsy fee for the Department of Corrections
 - Public records requests fee
 - Funeral home body storage fee (after so many days)

Including the fee schedule in the Interlocal Agreement allows the DOMES board to establish a fee schedule that can be approved by the DOMES board in a manner similar to ordinance vs. resolution used by the Counties

4. Section 3 – The District One Counties responsibilities would finding financing of the facility or identifying what surety language would be necessary for DOMES to be able to go out on the commercial market to obtain a loan

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Mr. Coffey stated these changes would bring clarity to the roles and information present to the all the County Commissioners vs. what the DOMES board can approve.

Mr. Schebler stated, yes, this is exactly the feedback he is seeking.

Mr. Coffey will draft something for Section 3 to assist in outlining what information needs to be brought to the County Commissioner's for approval vs. the DOMES Board.

Mr. Baker suggested getting through the construction design plans and re-visit adding a fifth board member at a later date.

All parties agreed to revisiting adding a fifth member.

Discussion on Item III (Financial Report)

Mr. Schebler provided a copy of the updated finance report and stated that he is still working with the accountant to clean-up the books. Four bank accounts are reflected that are not assets that belong to DOMES. These accounts must be corrected properly by the books, to pursue a full financial audit of DOMES. The other item the accountants are working on because Santa Rosa County and the finance director there was the administrator, is getting the financial statement redesigned from a government looking financial statement to a non-profit looking financial statements.

Mr. Baker asked how does the budget request look?

Mr. Schebler replied, I would like to know how the DOMES Board would like to see it, I can show as little or as much detail as the Board would like, but I do not want to overwhelm the Board, or county budget directors or the BOCC's. In the past the budget was done by personnel operating and very rarely did the medical examiner ask for capital. Personnel, operating and capital, breaking down things into staff salaries, employee costs, and locum tenens is appropriate. Operating we have broken down into great detail, which I can roll-up if I need to.

Mr. Coffey asked, starting next fiscal year can we have a normal monthly draw/payment – counties provide 20% and then the remaining funding in equal monthly installments.

Mr. Schebler stated yes, he will consider that in the draft interlocal agreement. To Mr. Baker's questions, how are we doing this year? On the personnel side of matters, we have expended \$1.2 million dollars out of \$3.5 million dollars, so that is 34.6% and we are 33% of the way through the year, so a little bit above due to overages in the Locum Tenens fees. Those personnel costs are based upon staffing. We are currently still recruiting a fourth doctor and we have another candidate planning to do a site visit in the next month. On the operating side of things, we have expended \$278,000.00 dollars year-to-date, which is 21% of the budgeted amount for operating expenses, however, that is because we have gotten the software credit back that we discussed during last meeting.

Mr. Coffey asked if that money could be put into a reserve account and see a line item that shows that money going into the account and moving out of the account. Mr. Schebler stated he would be happy to move the money to reserves and use it to fund the next design Task Order.

Mr. Schebler went on to share that Repair and Maintenance is higher than what was budgeted and is already exceeding 100% of the budget. This is due in part to issues inherited moving into a new building

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that required electrical work and ethernet work among other things. Outside of these things items budget wise we are on track.

Discussion on Item IV (DOMES Other Business)

Future DOMES Meeting Protocol – there was a question asked at the last meeting and I would just like for this board to vote and provide a decision. A citizen that attended the last meeting requested that the DOMES meetings be live streamed, which is not required by the Sunshine Law. The board needs to provide direction on how the DOMES meetings will proceed. Depending on the decision the meeting dynamics would change, i.e., the locations of the meetings for livestream purposes, etc. Currently the meetings are being recorded via Teams Meeting in the event a public request is made for a copy of the meeting.

Mr. Coffey stated he would like for the 2022 State of the District presentation to be livestreamed but is ok with not livestreaming the regular monthly DOMES meetings. If the State of the District presentation becomes an annual meeting, of course it would be livestreamed annually.

All DOMES board members agreed that the regular monthly DOMES meetings will not be livestreamed and the meeting recordings are maintained in the event of a request.

Next DOMES Meeting Date – April 27, 2022 at 3:00pm.

Adjourned: 4:00pm

Next Steps:

- Mr. Schebler to provide draft Interlocal Agreement with changes discussed during today's meeting no later than March 11th to the DOMES Board for review
- Mr. Coffey to draft language for Section 3 to add to the Interlocal Agreement regarding what information must be considered by the four respective County Commission Boards vs. the DOMES Board members for discussion at the March 23rd meeting
- Mr. Schebler to consider the payments/draw being split 20% up front and then equal monthly installments after that and incorporating that in the interlocal.
- Move software money to the budget reserve line and show line item of money moving out of one account into the other.