

DOMES Meeting Minutes – October 25, 2023

Wednesday, October 25, 2023, at 2:00 PM

Santa Rosa County Administrative Complex

Committee Members: Dan Schebler (DS), COO, Dr. Deanna Oleske (DO), CEO, Craig Coffey (CC), President, Melissa Thomason (MT), Secretary, Brad Baker (BB), Director, Eric Gilmore (EG), Director.

Call to Order: CC called the meeting to order at 2:05pm

Roll Call: Dan Schebler (DS), COO, CEO, Craig Coffey (CC), President, Melissa Thomason (MT), Secretary, Brad Baker (BB), Director, Eric Gilmore (EG), Director and Matt Richardson

Via Teams: Lynn Hoshihara (Okaloosa), Stephen G. West, (Escambia), Dr. Deanna Oleske and Shy Carson.

Public Forum: No public comments.

Approval of Minutes: September 20, 2023, meeting minutes.

Mr. Coffey asked for a motion to approve the September 20, meeting minutes. Brad Baker made a motion to approve; Melissa Thomason seconded; All in favor.

1. Discussion on Item I (FY 2023-2024 Budget)

Mr. Schebler opened the discussion stating the budget presentation today is inclusive of the full budget and not just a county budget. Refinements were made in May when the county budget was presented. This budget includes:

- Remainder of the Impact 100 grant funding for the Family Advocate position.
- Escambia County Health Finance Authority Grant (\$50K).
- Line item to carry forward the previous approval of \$20K to supplement ECHFA Grant to purchase two new vehicles.
- \$25K for Locums Tenens; money has been transferred to line item, requesting support today for the move of \$50K from salaries and \$50K from employee cost due to currently having only three doctors on staff. Locums' doctors are scheduled for a few weeks this coming quarter.

Overview of Requested changes: FY 2023-2024 to include all currently known grant revenues that includes:

- BJA - \$125K
- FDLE - \$1.9M
- Impact 100K - \$87K
- ECHFA - \$50K; purchase two vehicles with the \$20K carry forward.

- The only other change in addition to adding the grant revenues to the expenditure side is updating the Locums Tenens Line to \$125K – reallocation out of salaries and employee costs \$50K out of each.

Mr. Coffey called for a motion to adopt these amendments to be added to the FY2023-2024 budget; Melissa Thomason made a motion to approve, Brad Baker seconded the motion, All in Favor.

Mr. Schebler shared additional information highlighting a 15% health insurance increase was budgeted in previous discussions; however, the initial quote received came back with a 30% increase. D1MEO is currently shopping for comparable health insurance to determine the best option for employees.

Interlocal Agreement update:

- The Interlocal Operating Agreement was approved by all counties. Walton County has requested a copy of the Interlocal Operating Agreement with each county's wet signatures.

Received 6-month payments from:

- Walton
- Santa Rosa
- Okaloosa
- Escambia to pay quarterly IAW updated operating agreement.

2. Discussion Item II – (Bank Accounts / CD's)

Currently negotiating the operating agreement, specifically, with Escambia County finance director to put some of the DOMES funds into CDs to earn a high interest. To complete this operation Mr. Schebler would need the DOMES Board to grant the authority for him to act on behalf of the DOMES board or be made treasurer on the DOMES Board to manage this request.

One of the audit findings by the accountant is that the FDIC audits funds that are more than \$250K and recommends distributing money across local back to ensure that the funding is insured.

Mr. Schebler asked the DOMES board for approval to be given authorization to open bank accounts and purchase CD's.

Ms. Thomason asked what the minimum and maximum amounts are:

Per Mr. Schebler 2.8M with Chase and Truist has a little less the 250K.

Ms. Thomason stated she would check with the bank based on the statutes to determine if DOMES qualifies as a public depository.

Mr. Coffey suggested:

- Research insured funds options.
- Provide an investment policy on how the investments will be made.

No action taken by the DOMES Board.

3. Discussion Item III – (DOMES Capital Project)

State Funding Update

- \$500K appropriation has been extended to June 30, 2024.
- \$2M appropriation available IAW agreement to June 30, 2024.
- State delegation meetings are coming up November 5, 2023, and Mr. Schebler will ask for an additional appropriation of \$1.5M for construction.
- Mr. Schebler will submit a smaller request of \$250K for operational funding for cases that come to us that are not district residents. This would offset the operational costs.

The consensus of the DOMES Board is not to ask for the additional \$250K in funding at this time.

Mr. Schebler shared there is a concern with policy issue which list entities from Department of Family and Children Services to first responders and others stating that their personal information is exempt from release under public records laws. Mr. Schebler has been speaking with the DOMES lobbyist to request that the Medical Examiner employees across the state be included in this statute.

Interlocal Agreement.

- Increased amount by .5M to give Santa Rosa County credit for the land.
- The goal is for each respective county to work with their county's legal representative to review and bring back any suggestions or edits in time for the November 16, 2023, meeting.
- The biggest provision discussed with Escambia County is what happens in the event one of the other respective county's wants to pull out of the Interlocal Agreement. That issue has been addressed as follows:
 - Provide 180-day notice.
 - Any payment due up to the end of the agreement is required to be made. No reimbursements would be made.
 - Agreement reflects the percentages per county.
- Construction manager at risk is an effective way to manage the project. Going this route will help lock in a price.
 - Prefer that not anyone county manage.
 - Each county could appoint someone from their county to work with the construction manager at risk, such as a sub-committee.

Mr. Schebler stated Volusia County has completed a similar building project and would be a good location to tour for comparison. They are offering a tour of their facility November 3, and the location is about a 5–7-hour drive from Pensacola.

Mr. Coffey stated he would like for each BOCC to complete the review of the Interlocal Agreement and be ready to discuss by November 16 in preparation of going before each respective BOCC for a vote in December (tentatively):

- December 7 - Escambia County
- December 12 – Walton County
- December 5 – Okaloosa County
- December 7 – Escambia County

Takeaway from this discussion is that the DOMES Chair will set appointments to meet with the Escambia County BOCC members one on one.

4. Discussion Item IV – (CEO/COO Report)

Monthly Financial Reports (July, August, September)

- Mr. Schebler provided copies of the financial reports and asked if there were any questions on the reports.

Mr. Coffey called for a motion to accept the July and August monthly reports as is, Ms. Thomason moved, and Mr. Gilmore seconded; All in Favor. By consensus of the Board, they deferred the vote on the September report until the November 16 meeting for an opportunity to review.

Yearly / Quarterly Case Numbers

- Mr. Schebler provided the fiscal year case numbers (copy) since DOMES' inception in 2019.
- Cases have been down this last fiscal year from the previous fiscal year.
- Postmortem examinations have increased this year.
 - More paper cases.
 - More areas decline.

Other Grant Updates

- DOMES will be applying for a grant and will be meeting tomorrow to discuss:
 - CDC Cooperative Agreement through the Michigan Public Health Institute to request an additional investigator position specifically for child death and Sudden Unexplained Infant Deaths (SUID).
 - No match required to fund the position.
 - The state of Florida has a high number of infant and child deaths.
 - Grant would be through July 2024 when the hard funding runs out but there is potential to apply for follow-up funding.
 - Would re-assign a currently staffed investigator for the position.

5. Other Business

- Dr. Pagacz passed his medical board exams.
- This is the first time in the history of District One to have three board certified forensic pathologists on staff.
- Dr. Oleske has been named to the Maternal Mortality Review Committee. This is a regular meeting and Dr. Oleske will be the medical examiner on the committee for the state of Florida.
- Dr. Oleske has also been asked to be a board member of the Escambia County Medical Society.

6. Next Meeting

- November 16, 2023, at 2:00pm
Santa Rosa County Administrative Offices

7. Next Steps:

- Mr. Schebler to create an investment policy to present to the DOMES board to ensure the DOMES funding.
- Ms. Thomason checking per statutes to see if DOMES qualifies as a public depository.

Meeting Adjourned: 2:46pm