

DOMES Meeting Minutes – March 23, 2022

Meeting Date: March 23, 2022

Time: 3:00pm

Facilitator: Dan Schebler, Director of Operations

Location: SRC Administrative Complex
BOCC Conference Room
/ Via Teams Meeting

Attendees:

In-Person:

- Dan Schebler (D1MEO Chief Operating Officer (COO))
- Brad Baker (Santa Rosa County)
- Craig Coffey (Okaloosa County)
- Eric Gilmore (Escambia County)
- Dr. Oleske (D1MEO Chief Executive Officer)
- Miller Caldwell, III – Caldwell and Associates

Absent:

- Melissa Thomason

Mr. Baker opened the meeting.

Public Forum Comments:

No public forum speakers

Approval of the Minutes

Mr. Baker asked if there were any questions or changes for the February 23, 2022, meeting minutes. None noted.

~Mr. Baker made a motion to approve the February 23, 2022, meeting minutes. Mr. Coffee moved to approve; Mr. Gilmore seconded; All in favor.

Mr. Baker turned the meeting over to Mr. Schebler to lead the meeting. Mr. Schebler stated there are two action items on the agenda today for consideration.

Agenda Items

Discussion on Item I (DOMES Inc. Officer Position)

Mr. Schebler stated, he is seeking the boards support to approve Dr. Oleske as a member of the Board. Currently in the DOMES Florida Corporations filings Dr. Oleske is identified as the CEO and Mr. Schebler is listed as the COO. He went on to state that he and Dr. Oleske had a meeting with Chase Bank to open a new bank account and the current positions he and Dr. Oleske hold in the Corporations filing are not sufficient to conduct daily business for DOMES. The bank required a position of secretary or treasurer to conduct daily business. Appointing Dr. Oleske to be on the DOMES Board would not be one for voting privileges on the Board, but only to justify conducting official business on behalf of DOMES.

- DOMES has been signing checks for the bills since November 2020
- SRC signed checks for the bills from September 2019 until November 2020 when Dr. Oleske was nominated and appointed the interim chief
- Percentage of the interlocal agreement fees were returned to SRC. Pending IRS fees were

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retained by DOMES

- Financial accountability processes currently in place:
 - Monthly review of DOMES financial reports with the DOMES Board
 - A third party accounting firm has been hired to conduct financial audits

Mr. Coffey stated we need to figure out the checks and balances to ensure that if Dr. Oleske is an officer of the corporation a member of one of the four counties is in place to co-sign; this ensure that not just one person can open accounts unknown to the DOMES Board.

Mr. Schebler stated we currently provide a monthly financial statement and have a third party accounting firm and have engaged another accounting firm to perform our audits. The checks and balance are in place. Additional discussion by the DOMES Board was had around developing the processes of checks and balances.

Mr. Schebler suggested moving on to the next agenda item as it appears at this time the DOMES Board is not ready to take action on this agenda item today.

The Board suggested a vote be taken on the approval of opening the new DOMES Chase Bank account.

~Mr. Schebler called for a motion to approve the act of opening the new DOMES account and adding a DOMES member to the account for accountability purposes. Mr. Coffey moved to approve; Mr. Gilmore seconded; All in favor.

Discussion on Item II (DOMES Body Storage Fee Schedule)

Mr. Schebler stated the DOMES Board has previously discussed the Body storage fee schedule. We are seeking the Boards approval on the body storage fees only at this time beginning the first of April. Earlier this month funeral homes were sent a notification that DOMES would begin implementing body storage fees in May. The current storage capacity is for thirty-two bodies. Routinely there are thirty plus bodies per week in/out, of the cooler and that is not counting the SHH and the hospice bodies that share the same cooler space. This is an incentive for funeral homes, that once the autopsy is complete and they have been notified, to pick-up the body. These fees are in-line with what other states and medical examiner districts currently use.

Mr. Coffey asked:

- 1) Is this typical – is the fee considered to be in the low – medium or high range of fees?
 - Mr. Schebler responded it is typical mid-price-range. There are districts that charge as much as \$75 per day and as little as \$40 per day
- 2) Is two days a normal grace period?
 - Mr. Schebler responded the districts grace periods are 1 day and some are 72 hrs.
- 3) There is a higher rate for decomposed body fee – how are funeral homes put on notice that the two day grace period has started?
 - The administrative staff communicates directly with each funeral home to notify them when a body is ready to be released for pick-up.
 - A phone call is placed to funeral home and documented in our electronic case management system
 - The funeral home has accepted jurisdiction of the body
 - Indigent offices or the indigent contractor gets a call when the body is ready

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- Invoices will be sent to request payment
- Payments are to be paid by check or via ACH deposit to DOMES, Inc.
- Counties will not be incur a body storage fee for indigent body storage

~Mr. Coffey moved to adopt the body storage and remains fees, excluding the county indigent cases. Mr. Schebler called for any objections; none noted. All in favor.

Discussion on Item III (Caldwell & Associates Facility Update; Project Delivery Discussion)

Mr. Schebler introduced Miller Caldwell, III from Caldwell & Associates to present a facility project delivery update to the Board to include:

- Hard Bid
- CMAR's
- Pros vs Cons

A follow up meeting will take place on April 1, with Caldwell & Associates. Questions on the outline presented day, are to be directed to Dan Schebler or Mr. Caldwell via email at dans@fldme.com or miller3@caldwell-assoc.com. There has been discussion around the facility project update during this meeting, however today no action was taken.

Discussion on Item IV (CEO/COO Report)

~ Timetable / Decision Points

~ No discussion today due to meeting running overtime

~ Finance Report

~ No discussion today due to meeting running overtime

Discussion on Item V (Draft Interlocal Agreement Discussion)

~No discussion today due to meeting running overtime

Discussion on Item VI (2022 State of the District)

Mr. Schebler shared with the DOMES Board that Dr. Oleske would like to present the 2022 State of the Medical Examiner District Address on May 3, 2022 at 2:00pm. Additionally, he stated the request for SRC to host the event in the SRC Boardroom and livestream. This presentation would include inviting all four respective County Administrators, BOCC Chairman and Vice-chairman as well as, county representatives from the Sheriff's offices, State Attorney's office, etc.

Mr. Schebler asked if the three board members are agreeable to the date and time, if so, we will begin send invites out.

All DOMES members agreed to May 3rd at 2:00pm.

Discussion on Item VII (DOMES IRS Update)

~ No discuss due to meeting running overtime

Other Business:

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~ No discussion due to meeting running overtime

Upcoming Meeting

- **DOMES Meeting** – April 27, 2022 at 3:00pm.
- **2022 State of the Medical Examiner District Presentation** – May 3, 2022 at 2:00pm

Adjourned: 4:51pm

Next Steps:

- Agenda item for April meeting – What is the “Allocating Model” discussion