

# DOMES Meeting Minutes – June 7, 2023

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Wednesday, June 7, 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 2:10pm

1. Roll Call: 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.
2. Additional attendees:
  - In Person** - Chrissy Nieten, D1 Chief Investigator; Commissioner Robert Bender, Escambia County; Commissioner Kerry Smith, Santa Rosa County; Miller Caldwell III, Caldwell Associates
  - Via Teams** - Lynn Hoshihara; Russell McElroy, MWL Architects, Dr. Maneesha Pandey
3. Public Forum: No comments
4. Approval of Minutes: CC called for the approval of the April 12, 2023, and May 17, 2023, meeting minutes as presented. MT made a motion to accept the minutes moved and BB 2<sup>nd</sup>. All in favor. Mr Coffey asked that the record reflect he has not reviewed the minutes.
5. Unfinished Business: None.
6. New Business:
7. **Discussion on Item I (Fiscal Year 2023-2024 budget)**
  - Proposed Budget
    - a. No changes in the budget since last voted on; no new staff other than the fellow position previously discussed.
  - Apportionment Methodology
    - a. Based on Calendar year 2022 county of residence and postmortem exam is how the budget is allocated.
  - Agreement / Fee Schedule
    - a. No changes to the proposed fee schedule.
    - b. Postmortem Exam = \$3000.00
    - c. Record Review = \$1000.00
    - d. Non-MEC Jurisdiction = **Nominal fee to be determined**
    - e. Cremation fee billed to the counties = \$15.00
    - f. If all four counties participate, then the fee goes down to \$850
    - g. DOMES Board needs to vote on one of the following billing methods to move forward:
      - i. Fee for service agreement
      - ii. Operating Interlocal Agreement with a separate Capital Project Interlocal Agreement

**Item I Board Action – Mr. coffee called for a motion and second to approve the budget execution via apportionment methodology. All in favor.**

## 8. Discussion Item II - Current Facility Assessment Provided by Dr. Maneesha Pandey

Dr. Pandey evaluated District One Medical Examiner's office for recommendations to meet accreditation standards. Report provided to the DOMES board in writing. The Board had no questions on the written report and no additional presentation was made by Dr. Pandey

***Item II Board Action - No action taken***

## 9. Discussion Item III – MEO Facility Project Update

Project re-scoping Presentation (Caldwell Associates / MWL Architects)

- a. Survey of nine acres to be completed in a week
- b. GeoTech will be run once specific site location is identified
- c. Original scope \$24M and ~29,390 sq ft
- d. Re-scoped and updated project ~\$18M and ~21,835 sq ft., site work, architectural fees and utilities included
- e. \$425,000 dollars of estimated land cost not included in Version 5
- f. \$30,000 dollars estimated for impact fees for water/wastewater from Pace Water System
- g. FFE costs additional. Project build does include all autopsy stations and equipment

MWL Architect Update

- a. Planning for larger conference facility for training – removed a portion for reduction
- b. Reduced office sizes
- c. Reduced autopsy tech offices
- d. Changed cold room storage to include some racking. 1500 sq. ft. for main cooler and 450 sq. ft. in the decomp cool – using five high racking in the cooler, provides thirty-five bodies on carts and thirty bodies on tier racking. Specimen storage space adjusted.
- e. Minimized the sally port down to a single vehicle off/on load.
- f. Observation room is still in place.

Task Order Update

- a. No discussion

Funding /Next Steps

- a. Dan to prepare the costs of staff and supplies for new facility along with the potential cost to bare during transition to the new facility

***Item III Board Action – Board accepted the re-scoped project details and cost estimate.***

## 10. Discussion Item IV – CEO/COO Report

No Discussion

## 11. Other Business:

None

## 12. Next Meeting

TBD

Meeting Adjourned: 4:30pm

