

DOMES Meeting Minutes – December 14, 2022

Meeting Date: December 14, 2022
Facilitator: Dan Schebler, Director of Operations

Time: 3:00pm
Location: Santa Rosa County Board of
County Commissioners
Administrative Complex /
Conference Room

Attendees:

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

Meeting called to order at 3:00pm

Public Forum Comments:

- No public comments

Approval of the Minutes

- October 26, 2022

~ Mr. Gilmore motioned to approve the minutes; Ms. Thomason seconded. All in favor.

Agenda Items

Discussion on Item I (MEO Facility Project Update)

Santa Rosa County Site

- Received the Assignment of Contract (AOC) signed by all parties:
 - Included in the AOC is a restrictive covenant that states the use of land is for DOMES Medical Facility unless DOMES indicates otherwise that it will no longer be used for such
 - Land closing is scheduled for January 4, 2023, at 2:00pm
 - Mr. Schebler is working with Caldwell & Associates on evaluations of the consultants on the evaluation of the sites
 - Plan is to present evaluation to the Committee of the whole on January 12, 2023
 - Report completed first week in January
 - Escambia County site proposals
 - Current D1MEO space – added at hallway to current plan
 - Secondary space is approx. 6800 sq. ft. which is a big open space to start from scratch
 - Miller Caldwell is doing some test fitting based on the square footage to determine fit
- **Next Steps / BOCC Positions/Actions**
 - Santa Rosa Delegation and the Escambia Delegation Meeting
 - Thanked both delegations for their support
 - Senator Broxson still onboard to support new facility initiative

DOMES Meeting Minutes – December 14, 2022

- Recommend capital funding and the \$3M up front contribution be written back into the Interlocal Agreement and presented to BoCCs for approval
- Once local contribution is agreed to by Board action a match request will be made to the State Legislature

Discussion on Item II (CEO / COO Report)

Accounting

- Review of statements – October and November financial reports postponed for review during the January DOMES meeting
- Accounting and legal fees are up due to payment made to the auditors for \$14,500 dollars in September
- Regular monthly accounting fee is \$1000.00 dollars
- Payments reflect \$1 million dollars due to receiving three respective county payments except Escambia. Escambia payment made on November 2 or 3, 2022

Communications/Networking/IT

- Currently at 11%, Board was aware of 3%. Some of the 11% is for expenditures that have been miscategorized and should actually be under contracted agency. D1 contracts with MDI Log as an IT system but the categorization is “contracted agency”
- MDI Log payment are quarterly at \$6,602.37

Uniforms

- 31% due to purchasing yearly
- Additional costs are associated with backordered items and that have not been paid yet

Personnel

- Costs are low as no Locums worked the month of October

Take Home Vehicles

Mr. Coffey inquired about take-home vehicles and if a policy is in place?

Per Mr. Schebler:

- Chief investigator has a take-home vehicle as an on-call exempt employee
- The on-call investigators rotate work shifts; during time on-call they use a take-home vehicle

Grants Update

- D1MEO had \$250,000 budgeted to match a federal grant for rapid DNA capability. The grant was not awarded. The money was to be used for year one of acquiring the Rapid DNA machine for one year, 30 chips to be used in a year and any ongoing expenses. There may be an opportunity to use the appropriated and allocated local funding to procure the capability and cover all year one expenses and budget for ongoing expenses in future years.
 - Rapid DNA would be used to identify unknown people
 - Work to partner with the Sheriff’s Department for usage
- \$125,000 thousand dollars from the Feds is for a 2 year period of performance for design
- \$100,000 thousand dollars awarded from Impact 100 Pensacola for Family Advocate position
- PHI is a technology grant – we have not received the agreement / there is no local matching required / will be used to upgrade technology to integrate the states electronic case management system with out MDI Log case management system

DOMES Meeting Dates

Mr. Schebler stated DOMES would like to meet before the Committee of the Whole or shortly after before the four respective counties have their individual BOCC meetings

DOMES Meeting Minutes – December 14, 2022

- Currently DOMES meetings are on the 4th Wednesday of the month
- Next scheduled DOMES meeting will be held on January 11, 2023 at 1:00pm at the Okaloosa County BOCC Office

~No Action taken on regular meeting schedule at this time

Discussion on Item III (Other Business)

Other Business

Expert Witness Fees

- Fee schedule was approved by the DOMES board approx. 8 months ago
- Fee schedule has been used to bill for subpoenaed expert testimony of pathologist outside of District One
- Currently fees are deposited into the DOMES account
- DOMES needs to recoup the pathologist salary and benefits that are lost during time away from the D1 office for expert testimony
- Mr. Schebler will develop a written policy for review and further discussion by the DOMES board

Mr. Schebler asked that the DOMES board consider, with written policy, reimbursement to DOMES for the full impact or cost of the expert being off-site for non-jurisdiction cases and approve that any monies in excess of what DOMES has been reimbursed would be paid to the expert witness as excess fees

~ No action taken at this time

3:53pm Meeting adjourned

Next DOMES Meeting Date – January 11, 2023 at 1:00pm

Okaloosa County Administrative Complex
302 N. Wilson Street, Suite 302
Crestview, FL 32563

Next Steps:

- Mr. Schebler to prepare financial report to include review of October/November 2023 statements
- Mr. Schebler to draft expert witness fees proposal/policy