

DOMES Meeting Minutes – March 27, 2024

Monday, March 27, 2024, from 2:00pm
Santa Rosa County Administration Office

DOMES Members: Dan Schebler (DS), COO, Dr. Deanna Oleske (DO), CEO, Craig Coffey (CC), President, Brad Baker (BB), Secretary, Jeff Goldberg (JG), Director, Eric Gilmore (EG), Director.

Call to Order: Mr. Coffey called the meeting to order at 2:03pm

Roll Call: Dan Schebler, COO, Craig Coffey, President, Brad Baker, Secretary, Eric Gilmore, Director

Via Teams: Jeff Goldberg, Director; Alison Rogers (Escambia); Lynn Hoshihara (Okaloosa); Shy Carson (D1MEO)

Public Forum: No public comments

Approval of Minutes: Approval of the February 15, 2024, DOMES Meeting Minutes

Mr. Coffey asked for a motion to approve the February 15, 2024, DOMES meeting minutes. Mr. Gilmore moved; Mr. Baker seconded. All in favor.

1. Discussion on Item I (DOMES CEO/COO Report)

Monthly Financial Reports – December 2023 and January 2024

- October - Annual uniform allowance provided; monogramming done in December/January timeframe
- Vehicle line is ahead of normal drawdown due to recent vehicle maintenance
- \$50K grant and \$20K carryforward from last FY used to purchase two Bronco Sports vehicles; Vehicles will be delivered in the next two weeks.
- Older Suburban(s) to be disposed of
- Line-item transfer from employee costs and salary to Locum Tenens

~Mr. Coffey called for a motion to approve the December 30, 2023, and January 2024 financial budgets as reported. Mr. Gilmore moved to approve; Mr. Baker seconded. All in favor.

Grant Updates

- FY23-24 of \$1.5M extension granted for one year through June 30, 2025
 - First grant of \$500K drawn down by June 30, 2024
- Legislative Budget requests includes \$1M appropriation to DOMES for construction costs
 - Letters of support needed from the four respective counties
- Impact 100 grant for Family Advocate –quarterly report submission due April 30, 2024
- Michigan Public Health Institute –Sudden Unexplained Infant Death and Sudden Death Abuse Case Registry
 - Grant modified to accept \$70,000 to fund a position through this fiscal year.
 - additional funding has been offered through 2028 – amendment is currently being processed for an additional \$250K
 - Total grant amount will be approx. \$375K. Funds will be received this FY and carried through FY2027-2028
 - CDC has a cooperative with Michigan Public Health Institute. This is a nationwide registry and D1MEO is the first in Florida to participate

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- Scope of work and workplan provided
- D1MEO to be active with the registry and case reporting beginning January 1, 2025, through September 30, 2028
- Applied for Kugelman Foundation grant to assist in closing out approx. 9 unidentified cases – grant request denied

2. Discussion on Item II (DOMES Capital Project)

Contract with CM/GC

With feedback provided from Escambia County and via email from Craig Coffey, the consensus is for the non-AIA contract for the project. Comments sent by Escambia County have been incorporated into the contract and shared with the DOMES Board.

Mr. Coffey suggested having the four respective counties involved provide feedback. Comments will be due by close of business on Monday, April 1, 2024, to include comments by Wharton-Smith. All comments will be sent to the county attorney's for review and finalization. Signatures for change orders remain with the DOMES Board.

~ Mr. Coffey called for a motion to approve, based on the contingencies discussed today stating, outside of any substantial changes to costs, etc., those changes would be brought back before the DOMES Board, to tentatively approve based on feedback from attorney review and then authorized for signature next week, Mr. Baker moved; Mr. Gilmore seconded, all in favor.

Conceptual Schematic Design

Design sent to DOMES Board members – thank you for the people you sent to the project team.

- Recommendations:
 - 5 autopsy stations in the main area and 2 in the decomp space
 - X-Ray, Lodox and CT scanner (scanner is not in the current budget)
 - Expansion growth is built into the project design
 - Mechanical space expanded and morgue space expanded out approx. six feet, bringing the total square footage to 22,200 sq. ft. from the previous 21,986 sq. ft.

Next Meeting of Project Oversight Team

- April 4th meeting will finalize the types of construction
- Approved schematic design will be turned over to the construction team for cost estimates

Site Plan/Selection

- Mr. Baker recommended moving forward with the approved plan to build on the back half of the parcel of the property as originally agreed, opposed to returning to the SRC Board to request approval to build on the front parcel
- Fiber and water are located on Commerce Rd
- Legal description and easement are needed for the SRC Board approval
- Recommended moving the design back an additional 50 feet on the parcel
- Need to understand the capacity of the retention pond
- Planned for 27 - 30 employees and guest parking; need another 50 feet to accommodate parking
- Recommend centering the building off the 400 feet

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Loan Discussion – approach, financial manager, etc.

Current Interlocal Agreement discusses DOMES taking a loan. In preparation Mr. Schebler has maintained conversation with financial managers that have working relationships with SRC and Walton counties, these financial partners would assist in the overall procurement of the loan, to include posting the RFP and reviewing the bids. Fee for the letter of engagement is approximately \$17K. Their financial expertise would be available to the DOMES Board members

~ Mr. Coffey called for a motion to approve the engagement letter with PFM. Mr. Gilmore moved, and Mr. Baker seconded. All in favor.

3. Meeting Schedule

- April 24, 2024
3:00pm
Okaloosa County Board of Commissioners Office

4. Next Steps:

Mr. Schebler to email DOMES Member to write letters of support for budget appropriation.

Meeting Adjourned: 3:00pm