

DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING

The District 5 and 24 Medical Examiner Advisory Committee met via Webex on Wednesday, August 19, 2020 at 8:31 a.m.

Roll Call and Determination of a Quorum – Roll call was taken and a quorum was met.

Members Present Via Webex

Citrus County Commissioner Brian Coleman
Marion County Commissioner Jeff Gold
Hernando County Commissioner Jeff Holcomb
Lake County Commissioner Timothy Sullivan

Members Absent

Sumter County Commissioner Garry Breeden, Chairman

In Attendance via Webex

James Banta, Fire Chief, Marion County Fire Rescue
Rodney Mascho, Division Chief, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Lindsey Bayer, Director of Operations, Medical Examiner's Office
Meloney Koontz, Assistant County Manager, Seminole County
Pam Doherty, Marion County Fire Rescue

In the absence of Commissioner Breeden, Commissioner Gold led the meeting.

Proof of Publication – Legal advertisements were published on August 7, 2020 in Hernando Sun Publications LLC #3546 and August 9, 2020 in Citrus County Chronicle #1200-0809 SUCRN, Ocala Star Banner #A000971529, Orlando Sentinel #OS6736134, Orlando Sentinel/Lake Edition, #LAK6736164 and The Villages Daily Sun #00957382.

Review and Approval of April 13, 2020 Minutes – The minutes from the April 13, 2020 meeting were submitted for approval.

Motion: Commissioner Coleman made a motion to approve the April 13, 2020 minutes and it was seconded by Commissioner Sullivan. The motion passed unanimously 4-0.

Medical Examiner Record Storage – The current office storage space for Medical Examiner files is at capacity. Chief Mascho discussed proposal option #1 for the new rolling file system. It will be expended from line item 564101 - Machinery & Equipment, where a generator replacement was currently budgeted at \$85,000 and did not need to be expended. Proposal option #1 (attached) will last into the future and is able to relocate to a new building, if needed. The total cost is \$54,774. Chief Mascho advised that the life expectancy of similar systems he's seen in use like this is 20 to 30 years. The system creates rolling files and shelves which nearly triples the storage capacity in

square footage. The grey area on the diagram is existing shelving and the blue shaded area is new shelving.

Motion: Commissioner Coleman made a motion to approve the purchase of the Medical Examiner record storage system and it was seconded by Commissioner Sullivan. The motion passed unanimously 4-0.

Past Due Invoice Collections – Marion County Fire Rescue (MCFR) is the administrator of the Medical Examiner. The Medical Examiner performs the review of outside cremations and MCFR performs the billing functions. After some auditing, it was determined there was a significant amount of funding where people haven't paid their overdue bills. With Centurion's help, MCFR has now collected close to \$100,000 in past dues. Funeral homes doing cremations have been identified and there is approximately another \$123,000 in uncollected revenue. The committee discussed giving notice to the funeral homes of turning their account over to collections. If they did not pay, they will be submitted to the same collection agency that Marion County already used to collect unpaid bills. The current cost is \$50 for cremations which was billed directly to the funeral home. This money was spread out over 125 funeral homes. If the board wanted to go in this direction, the process would be to send a single notice to the funeral home requesting payment in 60 days. If there was no payment made, they would be sent to collections. These funeral homes have not been noticed with this prior.

Motion: Commissioner Coleman made a motion to give a single notice to the funeral home providers that they will pay within 60 days or they will be turned over to collections and it was seconded by Commissioner Sullivan. The motion passed unanimously 4-0.

New Business – MCFR has been working with Rispoli and Associates and Joe London on the concept for the expansion of the Medical Examiner's facility (attached). In the first initial drawing, the maroon box shows the existing building and the purple box shows the proposed annex building. The offices, conference rooms and file storage would be in the maroon building, and the morgue services would be in the purple building. There were water shed and space issue concerns. The second design proposes using the land to increase the parking and create a second floor on top of the existing building to house the morgue services. The ground floor would house the office space. The county hopes to have a recommendation by the February, 2021 meeting. The county is exploring what this will cost versus getting another piece of land and building from scratch. There was concern with long term growth. Commissioner Coleman asked if there has been an estimate on the value of this property and Chief Mascho explained there has not. Technically, Lake County still owns the property but we were in the process under the agreement of transferring it to Marion County. The intent is if we vacated the property, it would revert back to the ownership of Lake County. If the building and/or property were sold, the board should discuss if there would be any benefit for it to go back to Lake County or towards the cost of the new building. There was discussion on the current location's limited space for future development.

MCFR is in the process of developing by-laws for this organization, which should be in place under this agreement. One item to discuss is prescheduling four quarterly meetings a year. The meetings could always be canceled in advance if no business is to be conducted. The second item to discuss would be developing rules of order on conducting business and including the appointment of a chairman and vice chairman. Commissioner Gold asked about the cost for

advertising one time for 4 meetings. Cassandra Li said a one-time advertisement could be issued as long as the dates were confirmed in advance. We could add the Webex call in numbers and include this information in one legal ad, if everything was set up. This has been done with the mega sunshine notice for other advisory councils to save costs, with a one-time fee for the legal ads.

Commissioner Sullivan advised that he won't be on this board next year and suggested having an orientation for the new members. There was a consensus from the committee to draft the by-laws, email to the body for input and have a final approval available at the February, 2021 meeting. Elizabeth Alt said if we picked four dates and published, and then one date doesn't move forward, it would have to be published again. Cassandra Li said the cost of publishing the legal ads in newspapers is about \$1,050. Commissioner Coleman asked about noticing public meetings at a certain time prior to the meeting. Elizabeth Alt will research this and follow up with this board.

Elizabeth Alt advised that the Medical Examiner would require performing an autopsy on anyone who dies in custody. Centurion wants to arrange for contracts for these services. Centurion has been paying us without a contract, but they prefer a contract to pay us. Chief Mascho will work with the County Attorney's Office on this.

Commissioner Coleman's term is ending in November, 2020. He appreciates working with everyone on this board and has enjoyed the group. Holly Davis with the Citrus County Board of County Commissioners will be taking his place on this board.

Next Meeting Date – The next meeting will be scheduled in February, 2021 at a date and time to be determined.

Adjournment – There being no further business to come before the committee, the meeting adjourned at 8:58 a.m.



Garry Breeden, Chairman

Minutes submitted by Pam Doherty



**Marion County
Board of County Commissioners**


Fire Rescue ▪ Headquarters

2631 SE Third St.
Ocala, FL 34471
Phone: 352-291-8000
Fax: 352-291-8098



Date: July 1, 2021

To: Debbie Windberg, Commission Records

From:  Pam Doherty, Fire Rescue

Subject: District 5 and 24 Medical Examiner Advisory Committee Official Minutes

Enclosed are the official minutes for commission records for the February 26, 2021 District 5 and 24 Medical Examiner Advisory Committee meeting. Please let me know if you have any questions. Thank you.

DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING

The District 5 and 24 Medical Examiner Advisory Committee met in the Marion County Fire Rescue Training Room on Friday, February 26, 2021 at 9:03 a.m.

Roll Call and Determination of a Quorum – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Garry Breeden, Chairman, Sumter County Board of County Commissioners
Holly Davis, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners

Members Absent

Jeff Holcomb, Hernando County Board of County Commissioners

In Attendance

James Banta, Fire Chief, Marion County Fire Rescue
Bart Walker, Deputy Chief, Marion County Fire Rescue
Rodney Mascho, Division Chief, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners (via telephone)
Lindsey Bayer, Director of Operations, Medical Examiner's Office
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Pam Doherty, Marion County Fire Rescue
Audrey Fowler, Budget Director, Marion County Clerk of the Court

Proof of Publication – Legal advertisements were published on February 12, 2021 in the Hernando Sun LLC publication #4044 and February 14, 2021 in Citrus County Chronicle #1353-0214 SUCRN, Ocala Star Banner #A000977267, Orlando Sentinel #OS6880080, Orlando Sentinel/Lake Edition, #LAK6880081 and The Villages Daily Sun #00988387.

Review and Approval of August 19, 2020 Minutes – The minutes from the August 19, 2020 meeting were submitted for approval.

Motion: Commissioner Gold made a motion to approve the August 19, 2020 minutes and Commissioner Blake seconded the motion. The motion passed unanimously 4-0.

Old and New Business

- FY 20/21 1st Quarter Report – This report is being sent out on a monthly basis and reflects year-to-date total autopsies, external exams, remote external exams and cremation approvals.
- FY 21/22 Budget – Professional Services increased by \$10,000, Contractual Services had a \$500 increase, Communications shows a \$3,400 savings, Postage and Freight was up \$100, Repairs & Maintenance - Building/Grounds has stayed consistent, Repairs & Maintenance -

Equipment was up due to scale maintenance, Advertising/Legal increased due to scheduling more meetings and more lines in printed notices, Computer Software was budgeted at \$150,000 for new software with an annual maintenance of \$25,000-\$30,000, Operating Supplies was covered through the Coverdell Grant, Computer Equipment went up slightly, Capital is projected at \$650,000 to \$675,000 and Reserve for Contingencies stayed at \$50,000. When extra money was needed, it was pulled from Capital Outlay. Utility Services, Rentals & Leases, Insurance Premiums, Office Supplies and Dues and Memberships all stayed the same.

Dr. Wolf requested an increase of \$46,150 per page 5 of the Medical Examiner contract. This was split between District 5 and District 24 with the population differential split of 71.48% to District 5 and 28.52% to District 24. The Medical Examiner fee was 5% of the recurring operating. The Medical Examiner contract followed the normal percentages based on population.

Audrey Fowler advised that statutorily, Marion County is limited to 10% going towards reserves and 20% going towards cash carry forward. For Fiscal Year (FY) 2021, the fund balance projection in Capital Outlay was \$947,000 coming forward.

The District 5 county population numbers were published in January by the Bureau of Economic and Business Research (BEBR) at the University of Florida. For FY 20/21 projections, the percentage of population was how the cost for each county was proportioned and applied to the budget.

Motion: Commissioner Gold made a motion to approve the FY 21/22 budget and Commissioner Blake seconded the motion. The motion passed unanimously 4-0.

- Medical Examiner Records Room – the county was able to expend the money for the records room and this can be relocated to another building.
- Data Storage Request for Proposals – Marion County has narrowed the proposals down to Vertique and Highland. Vertique is a Medical Examiner software company with a lot of added features. Highland is a content management system that is highly customizable. They have built two complete Medical Examiner software databases to show us. They are both highly functional. The RFP committee will meet for final scoring. Dr. Wolf mentioned that Vertique is a much longer established company. She also said they received a call from the Health Department that runs the electronic data registration system regarding Highland asking questions about the system. Bids were done and the committee needs to make the final decision. The contract goes into place on October 1, 2021. The committee needs a definitive price to make the final decision. Commissioner Gold requested the committee make sure the security of the system was reviewed by the Information Technology (IT) Department.
- Paymentus – Online Payment/Collections: IT is working with Paymentus to accept online payments. Marion County Fire Rescue is working with the County Attorney's Office on language for the collections notice and an online payment disclaimer. The IT projected timeline was to go live approximately March 15. The County held back sending out notices of collections so they could give funeral homes the ability to pay online. Once they do, they will wait two months as determined at the last meeting to send out any collection notices for past

due invoices. The cost of the online service goes to the consumer and not to Marion County Fire Rescue. The vendor will pay a 2.65 % online charge (of the total price of the bill) when paying by credit card. If paying by e-check, the vendor will incur a \$.50 fee. Billing for inmates would be included.

Conceptual Plan – The District 5 and 24 Agreement addressed the concept that the Medical Examiner facility is in need of additional space within a five-year time frame and we are currently in the third year. We contracted with Rispoli and Associates and London and Associates to look at making the existing building work for another 20-25 years. It would cost as much to make the existing building functional as it would to build a new building. This concept shows what it will take to build what is needed. Based on the square footage of this design, we are looking at roughly \$12,000,000 for this building. If they add more volume to their workload, they will need another pathologist in order to maintain accreditation. Marion County Fire Rescue will meet with the Medical Examiner's Office today to explore options of possibly doing a minor expansion on the existing building to get us through the next three years before it is time to build.

The existing property is landlocked. In order to expand, the building would need an underground drainage retention area (DRA) which is extremely expensive, as well as extra parking spaces. The building is currently owned by Lake County. Under the agreement, Lake County is supposed to turn ownership over to us. If the Medical Examiner vacates, then we turn ownership back to Lake County. Dr. Wolf would like to stay in the Leesburg/Lake County area and as central as possible.

The A1 conceptual plan page shows the morgue as a separate building. The top is a loading dock for deliveries. The A2 page is a blowup of the Administration building. This concept shows an increase of office space, a conference/classroom large enough to hold staff meetings and Medical Examiner meetings. The A3 page is a blow up of the morgue with a loading dock, a drive through garage, expanded cooler space, a larger x-ray room, more office space, more pathologists, better tissue/evidence storage areas, a better bathroom and clean-up area, an enclosed breezeway and intake/discharge rooms that are large enough to stack up to three coolers.

These plans will go to London and Associates so they can let us know how many acres of land this building will need. The committee will look at land swaps or other county owned land. The thought process is for each Commissioner to talk to their respective boards and come up with plans on how to get there. The committee will work to get a break down of how it will be funded, where it will be, the expansion capability and what it will cost each county. The county needs direction on the cost, and if it is going to be broken down by population percentage. Dr. Wolf gave the accreditation standards to Chief Mascho and Joe Rispoli to make sure these standards are met. Chief Mascho said he can email the percentage breakdown of the \$12,000,000 to the committee. Commissioner Breeden thought it was too early to do that and he would like to see a more complete package. He would like to see if we can find donated land and check the size and price of a parcel. Dr. Wolf said this building is designed for expansion because they don't want to be doing this again in 10 years. Depending on the parcel of land purchased, the intent is to last roughly 20 years before needing to expand.

Commissioner Breeden asked if we currently need all these offices. One thought is to build a shell and develop only what's needed.

- Industrial Permit Update – As a result of the mercury incident, the City of Leesburg thought the Medical Examiner's Office was a hazardous waste creator and they needed an Industrial Use Permit to be on their water system. It was later determined that the Medical Examiner's Office was not required to have an Industrial Use Permit. This process cost the Medical Examiner's Office \$5,000, which was paid and completed.
- Medical Examiner By-Laws – At the last meeting, there was discussion on creating By-Laws that give guidelines to the Advisory Board. Since then, Marion County Fire Rescue has worked with our County Attorney's Office creating these By-Laws. Language was included to explain if Seminole County ever decided to become a member, it would accommodate them and establish what is required. The By-Laws will establish the annual February meetings, what will require a vote, staff requirements, an official agenda and legal notices being published with a standard protocol to follow. It was determined that quarterly meetings will be set up and any meetings that are deemed not necessary will be canceled. If the By-Laws are adopted, they will be presented to the Marion County Board of County Commissioners to be ratified. There will be a vote for Chairman and Vice Chair at the next Medical Examiner's meeting.

Commissioner Breeden asked if Seminole County would like to have a Commissioner on the Advisory Board or continue to have a representative attend the meetings. They requested to keep it the way it is currently.

A motion was made to approve the proposed By-Laws.

Motion: Commissioner Davis made a motion to approve the proposed By-Laws and Commissioner Blake seconded the motion. The motion passed unanimously 4-0.

- Quarterly meetings will be set up ahead of time for February, May, August and November. The meeting dates currently set up for the remainder of 2021 are May 12, August 11 and November 10, each beginning at 2:00 p.m. The location will be determined. These are tentative dates.

Next Meeting Date – The next meeting will be scheduled for Wednesday, May 12, 2021 at 2:00 p.m. at a location to be determined.

Adjournment – There being no further business to come before the committee, the meeting adjourned at 10:04 a.m.



Garry Breeden, Chairman

DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING

- 1. Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at The Villages - Sumter County Service Center, Room 102, on Wednesday, May 12, 2021 at 2:00 p.m.
- 2. Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Garry Breeden, Chairman, Sumter County Board of County Commissioners
Holly Davis, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jeff Holcomb, Hernando County Board of County Commissioners

Members Not Present

Josh Blake, Lake County Board of County Commissioners

In Attendance

James Banta, Fire Chief, Marion County Fire Rescue
Rodney Mascho, Division Chief, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Seminole County Board of County Commissioners
Bradley Arnold, County Administrator, Sumter County Board of County Commissioners
Pam Doherty, Marion County Fire Rescue
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners (via telephone)

- 3. Proof of Publication** – Legal advertisements were published on April 30, 2021 in the Hernando Sun LLC publication #C9E154AE-001 and May 2, 2021 in Citrus County Chronicle #1433-0502 SUCRN, Ocala Star Banner #A000979225, Orlando Sentinel #OS6935480, Orlando Sentinel/Lake Edition, #LAK6935474 and The Villages Daily Sun #00999710.

4. Review and Approval of February 26, 2021 Minutes

- 4.1 The minutes from the February 26, 2021 meeting were submitted for approval.

Motion: Commissioner Gold made a motion to approve the February 26, 2021 minutes and Commissioner Holcomb seconded the motion. The motion passed unanimously 4-0.

5. Old Business

- 5.1. FY 20/21 2nd Quarter Report – Cassandra Li reviewed the 1st and 2nd Quarter Annual Report and budget amendments. The Coverdell grant was increased to \$2,966 to cover items out of the Operating

Supplies line item (552108). There will be a budget amendment in Operating Supplies in the 3rd quarter due to an increase in the price of the saw.

5.2 FY 21/22 Budget Update – Marion County Fire Rescue turned in the budget for the Medical Examiner fund to administrative review. There were no changes. There should be one more meeting with Administration for review before the July budget workshops. Once approved, this will be reported back the advisory committee. The request to approve the VertiQ software purchase is on the next Board of County Commissioners agenda. Some funds may be spent from this year's budget to get the process started. Next year, the funds should come in under the \$100,015 in the Computer Software line item (552106).

Lindsey discussed autopsy numbers for 2019, 2020 and 2021. In 2019 there were 484 autopsies, in 2020 there were 443 autopsies and so far this year there have been 656 autopsies. The Medical Examiner will lose accreditation if another doctor is not hired. Commissioner Breeden advised we need to be aware of anything that is going to impact the member counties for this upcoming budget. The Medical Examiner is asking for another pathologist at a cost of \$285,000, that includes the loaded salary. The Medical Examiner requested to increase the Medical Examiner contract of \$285,000 across the board. Dr. Wolf said the biggest part of the accreditation is based on numbers. If this is not possible to do this year, the Medical Examiner will lose the accreditation and will need to reapply next year when they get a doctor. Chief Banta asked what would be the impact of losing the accreditation. Dr. Wolf advised that it's a national accreditation that can impact court situations where board certification and office accreditation come up as questions from opposing attorneys. Commissioner Holcomb asked how many autopsies per pathologist would keep us below accreditation. Dr. Wolf explained the complicated formula with the number being 325 autopsies per pathologist. The recommended amount of autopsies per pathologist is 250 which the Medical Examiner's Office has been over for a long time. The accreditation renews every 4 years. Each year the Medical Examiner does an annual accreditation verification. Dr. Wolf said it would be hard to find a pathologist to move here on a temporary basis or contract. Locums are tenants that are paid by the day or by the case to do autopsies. Commissioner Holcomb asked if these are the numbers that will continue in the near future. Dr. Wolf said she strongly suspects numbers may start to go down, but drug numbers will continue to go up. The autopsies are also population driven.

Chief Mascho reported the estimated increase of hiring another pathologist would be \$26,000 for Citrus County, \$34,000 for Hernando County, \$64,000 for Lake County, \$65,000 for Marion County, \$25,000 for Sumter County and \$85,000 for Seminole County. Chief Mascho said if the board approves the \$285,000, we would have the ability to adjust the budget before final approval. Audrey Fowler said her deadline is June 1 to make adjustments.

Motion – Commissioner Gold made a motion to approve to amend Dr. Wolf's budget to add \$285,000 for an additional pathologist. Commissioner Davis seconded the motion. The motion passed unanimously 4-0.

Commissioner Gold asked the Medical Examiner's Office to produce a 5-year strategic plan that Chief Mascho can help with. Dr. Wolf said it's based on population projections.

5.3 Motion Chairman/Vice Chair Ballot: The committee conducted a ballot vote for a Chair and Vice Chair. Ballots were tallied by Cassandra Li. Commissioner Breeden received the most votes for Chair and Commissioner Blake received the most votes for Vice Chair.

Motion: Commissioner Gold made a motion for Commissioner Breeden to remain as Chairman and name Commissioner Blake as Vice Chair for this fiscal year. Commissioner Holcomb seconded the motion. The motion passed unanimously 4-0.

5.4 Paymentus – Online Payment/Collections – Marion County Fire Rescue and Marion County IT tested Paymentus and realized more merchant ID's were needed. May 17 was the anticipated go live date to pay online. Marion County Fire Rescue hasn't sent any funeral homes to collections. They were given two additional months after going live to make their payments on-line, before sending them to collections. Invoices were updated to reflect the online portal. If correctional institutions have the ability to pay with a credit card, they are charged a 2.65% fee of total or \$.50 per transaction with e-check or bank transfer. Checks are accepted at no charge. Centurion is caught up on past invoices.

5.5 Conceptual Plan – Marion County and Lake County worked on this project together. A copy of the deed was included in each packet. The vacate clause says if we vacate the building, ownership goes back to Lake County. Chief Mascho discussed the Capital Improvement Options handout showing three different options to get into a new facility. They included an office lease option of approximately \$560,000 with a \$155,700 annual lease, a new facility of approximately \$13,100,000 and a lease-purchase new facility (Sumter County's concept) of approximately \$1,100,000.

Mr. Bradley Arnold, County Administrator, Sumter County Board of County Commissioners, gave a presentation of funding concepts and ideas to aid the scenarios. Looking at this from an economic development standpoint, there were many ways to get the Medical Examiner into a perfect facility. Public-private partnerships look at lease to purchase in future, self-financing or guarantees to long-term lease. Ownership up front or ownership at tail end was the wise choice. He proposed to put out an RFP (request for proposal) to see if there was an opportunity for an entity in any of the counties to provide a response. The terms of the RFP need to be established. Dr. Wolf said her problem was purely space. The Medical Examiner is roughly three years into a 5-year plan. The RFP could be limited to the city or county that the committee chooses. Dr. Wolf said she could come up with a plan to keep the current building for another 4-5 years. By leasing the office space, they could do this for an initial outlay of \$559,190 and an annual outlay of \$155,700. Tables and racking systems were part of the miscellaneous amount of \$350,490. These items can be transferred to new facilities. The total of \$559,190 included all the numbers across with an annual lease of \$155,700. The lease purchase numbers were listed at \$1,100,000. Commissioner Breeden asked if leasing the adjacent office for five years will be adequate. Dr. Wolf said yes, but it is a five year commitment. The real limiting factor was cooler space and the cooling system is still a question and could raise costs.

Dr. Wolf said if the plan is sooner than five years, the Medical Examiner's Office could handle another doctor for a couple years by remodeling the existing office. The leased space could be office space and exiting space could be autopsy space. In an RFP process, part of the scoring would determine who is awarded the contract based on consideration of location, drive time, cost, land, zoning, utilities, etc. Audrey Fowler advised that the terms, computed interest, repayment and collateral for securing the loan need to be looked at for a lease purchase. Chief Mascho said we currently have \$645,000 built up in the reserve for capital improvement line item. The \$559,190 would come out of this reserve and

fund FY 21/22 without changing the proposed budget. Going forward we would have to increase the budget by the reoccurring cost of the lease. Another option was to use a portion of the \$645,000 to renovate the office. These options can be taken back to the individual County Administrators for direction and work with Finance to determine the legalities. Commissioner Holcomb and Commissioner Breeden agreed with Mr. Arnold that the first preference was to own the building. The question was asked if it makes sense for a six member board to own it or for the board to lease back the building. Chief Banta said we can start working on putting this together now and design a RFP. The Medical Examiner isn't concerned about the buildings being leased out right away. Commissioner Davis prefers to set a parameter of where the preference is for location. Dr. Wolf preferred a 15 to 20 minute drive for the location from the current building in Leesburg to set as a parameter of where to build. Mr. Arnold suggested to set the options and parameters in the RFP. If a single county was acquiring it, the private entity should contact that county, set a parameter to geographic area with specific terms and whether to buy front or lease.

Chief Mascho said with Marion County having ownership, Marion County coordinates maintenance, administers funds, etc. At the next quarterly meeting, the counties can bring back ideas. Marion County will lock down the rough costs and draft the RFP. The decision on the building lease doesn't need to be made right away due to funds we already have in surplus. Dr. Wolf asked if someone can look at the facility for the feasibility of remodeling. With small modifications, Dr. Wolf believes the current facility will work for three more years if remodeled. The cooler and cooling system will need to be checked. Marion County will bring the RFP draft and plan of remodeling plan to the next meeting.

6. Old Business

6.1 Seminole County Advisory Board Member – Meloney Koontz advised Seminole County would like to add a board member to the committee. Mr. Jay Zembower is the Commissioner that will serve. Seminole County passed out a rough draft of the By-Laws and a rough draft of the First Amendment to the Interlocal Agreement. These add the rights to have a board member beginning at the August 11th meeting. Each County will have their County Attorney review the documents. Seminole County is working with Marion County on this and Chief Mascho advised, from a funding perspective, District 5 and 24 will remain separate. If individual boards agree to the language and all counties agree, then the Chairman of the individual boards will execute.

7. **Next Meeting Date** – The next meeting is scheduled for Wednesday, August 11, 2021 at 2:00 p.m. at a location to be determined. Chief Banta suggested to host this in Marion County to present RFP ideas, and invite Marion County Facilities to do a presentation on the remodel.

8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:21 p.m.

Garry Breeden, Chairman

DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING

- 1. Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at Green Clover Hall, 319 SE 26 Terrace, Ocala, FL 34471, at Marion County Board of County Commissioners' McPherson Complex on Wednesday, August 11, 2021 at 2:00 p.m.

- 2. Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

All Members Present

Garry Breeden, Chairman, Sumter County Board of County Commissioners
Holly Davis, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jeff Holcomb, Hernando County Board of County Commissioners
Josh Blake, Lake County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

In Attendance

Mounir Bouyounes, County Administrator, Marion County Board of County Commissioners
Bart Walker, Deputy Chief, Marion County Fire Rescue
Rodney Mascho, Division Chief, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Seminole County Board of County Commissioners
Pam Doherty, Marion County Fire Rescue
Felicia Grasty, Marion County Fire Rescue
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners (via telephone)
Becky Jayne, Marion County Procurement Services
Shari Chinevere, Marion County Procurement Services
Jim Huber, Construction Manager, Marion County Facilities Management

- 3. Proof of Publications** – Legal advertisements were published on the following dates: July 30, 2021 in the Hernando Sun Publications LLC #4628; August 1, 2021 in the Citrus County Chronicle #1569-0801 SUCRN, Ocala Star Banner #6119508 and the Villages Daily Sun #01015286; August 3, 2021 in the Orlando Sentinel #OS7006622; and August 8, 2021 in the Lake Sentinel #OS7006629.

- 4. Review and Approval of May 12, 2021 Minutes**

The minutes from the May 12, 2021 meeting were submitted for approval.

Motion: Commissioner Gold made a motion to approve the May 12, 2021 minutes and Commissioner Holcomb seconded the motion. The motion passed unanimously 6-0.

- 5. Old Business**

FY 20/21 3rd Quarter Report – Cassandra Li reviewed the 3rd Quarter Annual Report. Budget transfers were made to Postage and Freight for cremation invoice postage, Operating Supplies for increases in Coverdell grant items and Contractual Services for increases in biomedical waste pricing.

Motion – Commissioner Holcomb made a motion to accept the 3rd Quarter Report and Commissioner Davis seconded the motion. The motion passed unanimously 6-0.

Conceptual Plan Breakdown – The board discussed available options for the Medical Examiner facility. Marion County is working with Rispoli and Associates to evaluate space at the current facility. The total remodel would cost approximately \$101,000 which includes the office remodel, cooler replacement and additional cooler racks. This will extend the life of the building for at least three years. This gives the board time to determine the best solution. Interim Option 2 includes leasing space next door as well as keeping the existing building. This 5-year lease option will cost \$1,214,500. There was discussion regarding the splitting of payment of funds, and if one county can pay for funds through the American Rescue Plan (ARP) when other counties could not.

Motion – Commissioner Zembower made a motion to accept Interim Option 1 – Minor Remodel Existing Building for \$101,000 as presented, as the solution for the Medical Examiner facility needs. Commissioner Holcomb seconded the motion. The motion passed unanimously 6-0.

Chief Mascho passed out the 24 page draft Request for Proposals (RFP) for the new Medical Examiner Office facility. Each of the six counties will need to enter into an Interlocal Agreement guaranteeing payment to Marion County. Commissioner Breeden asked each county to take the RFP back to their county attorney, Procurement departments and Commissions for feedback and provide an update at the next meeting. The Medical Examiner Advisory Committee will keep this on the radar, since this is a long process.

Dr. Wolf asked what the next step will be regarding the office remodel. Once the Board gives Marion County direction to move forward, they will work with Procurement on the processes and upgrades. The remodel of the existing building will go through Marion County as the administrative agency.

6. New Business

7. **Next Meeting Date** – The next meeting is scheduled for Wednesday, November 10, 2021 at 2:00 p.m. at a location to be determined. (Ed. Note: The meeting is scheduled to take place at Hernando County Administration, Tracers Building, 15470 Flight Path Drive, Brooksville, FL 34604.)

8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 2:27 p.m.



Garry Breeden, Chairman

DRAFT
DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at Hernando County Administration, 15470 Flight Path Drive, Brooksville, FL 34604 on Wednesday, November 10, 2021 at 2:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Garry Breeden, Chairman, Sumter County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jeff Holcomb, Hernando County Board of County Commissioners
Josh Blake, Lake County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners (arrived at 2:13 pm)

Members Absent

Holly Davis, Citrus County Board of County Commissioners

In Attendance

Bart Walker, Deputy Chief of Administration, Marion County Fire Rescue
Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Felicia Grasty, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on the following dates: October 29, 2021 in the Hernando Sun Publications LLC, Citrus County Chronicle #6623-1029 FCRN, Ocala Star Banner #6455776 and the Villages Daily Sun #01029957; and October 31, 2021 in the Orlando Sentinel #OS7070653 and Lake Sentinel #LAK7070659.
4. **Review and Approval of August 11, 2021 Minutes** – The minutes from the August 11, 2021 meeting were submitted for approval.

Motion: Commissioner Gold made a motion to approve the August 11, 2021 minutes and Commissioner Blake seconded the motion. The motion passed unanimously 5-0.

5. Old Business

FY 20/21 Annual Financial Report – The annual report was submitted in the 4th quarter to the Clerk of the Court's Office with an adjustment of the revenue balance forward of \$949,963.26. The net gain is \$1,490,147.28 which is the FY21 fund balance for this fund. The 4th quarter contains the different shares invoiced to the counties. The two payments made on the administrative fee were based on the invoicing. There was a budget amendment in the last quarter moving \$4,630 from Repairs/Maintenance–Equipment to Repairs/Maintenance–Building & Grounds to pay an overhead door invoice. An invoice for \$1,806 for HVAC maintenance was received late and paid out of this fiscal year.

DRAFT

Motion: Commissioner Blake made a motion to approve the FY 20/21 Annual Financial Report and Commissioner Gold seconded the motion. The motion passed unanimously 5-0.

FY 20/21 4th Quarter/Annual Report of Services – This report shows percentages of services between each county for the overall fiscal year.

Motion: Commissioner Gold made a motion to approve the FY 20/21 4th Quarter/Annual Report of Services and Commissioner Holcomb seconded the motion. The motion passed unanimously 5-0.

FY 21/22 Budget Update – The budget preparation cycle will begin sooner this year, as well as reviewing and balancing expenditures. Marion County Fire Rescue plans to present the draft budget at the February 9, 2022 Medical Examiner Advisory Committee meeting.

The Medical Examiner is working on the 5-Year Strategic Plan which will show locations where growth is expected and how it will impact the budget during the next five years. They will also present this plan at the February 9, 2022 Medical Examiner Advisory Committee meeting.

Facility Update – Deputy Chief Walker will take the lead for the Medical Examiner facility improvements. He will work with Marion County Procurement in acquiring a Construction Manager for the remodel. Once the cost is determined, money will be moved out of reserves to the appropriate line items. Chief Mascho asked if there has been feedback from individual County Commissions on what direction to take for the replacement facility. After some discussion, the committee decided to table this until this time next year.

Commissioner Zembower discussed the American Rescue Plan Act (ARPA), which includes funds available for infrastructure, new buildings and expansion. The Seminole County Attorney reviewed the plan. The plan provides one year to identify where the money is spent. Marion County Fire Rescue can email the information to each individual County Commissioner for review by their respective County Attorney, once they receive it from Seminole County. Discussion of the plan can be put on the February 9, 2022 agenda, in case money needs to be locked in the budget.

Dr. Wolf advised that a sixth doctor was hired.

6. New Business – N/A

7. Next Meeting Date – The next meeting is scheduled for Wednesday, February 9, 2022 at 2:00 p.m. at a location to be determined. Commissioner Breeden offered Sumter County's facility.

(Ed. Note: The meeting is scheduled to take place at The Villages Sumter County Service Center, 7375 Powell Road, Conference Room 102, Wildwood, FL 34785.)

8. Adjournment – There being no further business to come before the committee, the meeting adjourned at 2:17 p.m.

Garry Breeden, Chairman

**DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING
DRAFT**

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at The Villages Sumter County Service Center, 7375 Powell Road, Conference Room 102, Wildwood, FL 34785 on Wednesday, February 9, 2022 at 2:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Garry Breeden, Chairman, Sumter County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jeff Holcomb, Hernando County Board of County Commissioners
Kirby Smith, Lake County Board of County Commissioners
Holly Davis, Citrus County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

Members Absent

None

In Attendance

Bart Walker, Deputy Chief of Administration, Marion County Fire Rescue
Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Kassi Pederson, Budget and Administrative Coordinator, Marion County Fire Rescue
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on Sunday, January 30, 2022 in the Citrus County Chronicle Ad #1773-0130, Ocala Star Banner Ad #6836059, Orlando Sentinel Ad #7137264, Lake Sentinel Ad #7137311 and The Villages Daily Sun Ad #01045666, and on Friday, February 4, 2022 in Hernando Sun Publications LLC Invoice #5198.
4. **Review and Approval of November 10, 2021 Minutes** – The minutes from the November 10, 2021 meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the November 10, 2021 minutes and Commissioner Davis seconded the motion. The motion passed unanimously 6-0.

5. Old Business

FY 21/22 1st Quarter Report – Cassandra Li discussed the FY 21/22 first quarter report, covering revenues and expenditures from October through December, 2021. A budget amendment moved \$14,400 from Capital Improvement to Computer Hardware for the computer bulk order, Computer Software for true up costs for the new doctor, Insurance Premiums for increased coverage of the building and Operating Supplies for microscopes for the new doctor.

W.W. Gay, the HVAC servicer, sent an old invoice from last fiscal year for payment in this fiscal year. The vendor was asked to send invoices in a timely manner.

FY 22/23 Budget Update – Chief Mascho presented the FY 22/23 proposed budget and provided a copy of the 2021 BEBR report with population estimates for the budget process. Beginning with 531109 Professional Services, \$10,000 was removed since the new building will not be built during this time. 534101 Contractual Services–Other was increased by \$1,500 for the hazardous waste cost. 541101 Communications went down \$2,000. 542201 Postage and Freight increased \$1,200 due to an increase in cremation billing postage. 543101 Utility Services decreased slightly. 544101 Rental and Leases–Equipment remained flat. 545101 Insurance Premiums increased by \$5,180 due to rate increases. 546101 Repairs and Maintenance–Buildings/Grounds remained flat. 546301 Repairs and Maintenance–Equipment went down \$13,000 due to removal of unnecessary service contracts. 549201 Advertising–Legal remained flat. The \$5,000 in 551101 Office Supplies was removed since office supplies are purchased through Medical Examiner fees. 552106 Computer Software has a reduction of \$111,800 due to the implementation of the Medical Examiner software this budget year. 552108 Operating Supplies increased \$2,000 to cover the replacement of bone saws and stretchers. 552116 Computer Equipment went up \$1,700 due to IT recommendations on computer replacements. 554201 Dues & Memberships remained flat. The subtotal of overall recurring operating expenses went down \$125,455 with District 5 decreasing \$88,145 and District 24 decreasing \$37,310.

563901 Capital Improvement Funding remained the same for FY 22/23 as well as 599101 Reserve for Contingencies. These numbers will change once the Clerk's Office updates the projections. A small portion of the funds will move to cover the remodel.

534403 Contractual Services increased \$202,495 due to a 5% raise for staff, the addition of an investigator and an increase in autopsy supplies and toxicology costs. The 549624 Medical Examiner Admin Fee increased \$4,025, split by percentage between District 5 and District 24.

The cost sharing amounts are based on each county's population. District 24 consists of Seminole County and District 5 consists of Citrus, Hernando, Lake, Marion and Sumter counties. Lake County showed an increase in population and the other counties showed a decrease in population based on the 2021 BEBR report. Each county's share of the budget went down, with the exception of Lake County that went up.

Commissioner Zembower asked what is done with the surplus equipment being replaced. If the equipment is serviceable, the county goes through the disposition process to see if other departments can use it. Audrey Fowler advised if the item is sold, the revenue is credited back to the fund. If the item is donated from one department to another, then an inter-fund transfer is needed. Chief Mascho will follow up with the Clerk's Office on available options.

Motion: Commissioner Gold made a motion to approve the proposed FY 22/23 budget and the corresponding cost shares for each County and Commissioner Zembower seconded the motion. The motion passed unanimously 6-0.

Facility Update – Deputy Chief Walker identified the Construction Manager for the Medical Examiner facility as Dinkins Construction. The bid will be advertised February 10, 2022, and will close on March 10, 2022. Once bids are received, they will go before the Marion County Board of County Commissioners for final approval. Tentative construction is set for May 2, 2022. The remodel will include converting the viewing room and storage room to an office space for the new doctor, replacing the cooling system on the body coolers and including a rack system inside the body cooler.

6. New Business

Vice-Chair Ballot – Holly Davis volunteered to serve as the Vice-Chair. The ballots were cast and then collected by Cassandra Li. The vote was unanimous for Commissioner Davis to serve as Vice-Chair.

Motion: Commissioner Gold made a motion to appoint Commissioner Davis to serve as the Vice-Chair and Commissioner Smith seconded the motion. The motion passed unanimously 6-0.

5-Year Strategic Plan – Lindsey Bayer presented the District 5 and 24 Medical Examiner's Office Strategic Plan for FY 23/24 – FY 27/28. The caseload numbers went up and the Medical Examiner was in danger of losing their accreditation. The appendices break down the cost projections (i.e. equipment, staff, various recurring expenses, etc.) and cremation fee assessments for different counties. There was discussion on cremation funding options and if cremation authorization fees should be increased. The "per" cremation authorization cost has not increased in the budget. Increasing the Florida Department of Corrections examination fee is a consideration. This fee has been at \$2,500 since 2016.

General discussion ensued regarding whether Marion County has statutory authority to charge cremation examination fees to the Department of Corrections. The Medical Examiner is looking into ways to charge the fees to federal prisons. Commissioner Gold asked for Marion County's legal representation to come back with information on statutory authority to charge the cremation examination fees to federal prisons. Research shows that Marion County is invoicing the Florida Department of Corrections for approximately 1-3 inmates per month. Lindsey advised that the federal prisons are double that number. A recommendation was made to increase the Florida Department of Corrections examination fee from \$2,500 to \$3,500 per inmate.

Motion: Commissioner Davis made a motion to change the Florida Department of Corrections examination fee from \$2,500 per incident to \$3,500 and Commissioner Zembower seconded the motion. The motion passed unanimously 6-0.

Chief Mascho pointed out that the Medical Examiner contract specifically excludes vehicles out of the county funding.

Each year the Medical Examiner recommends what they need and can identify a need for change in fees and cost of living. This can be brought before the Board each February as part of the budget.

Lindsey requested the discussion of increasing the cremation authorization fees to offset costs from \$50 to \$60, since the last increase was in 2018. The fees are covering the work that is being generated.

Motion: Commissioner Zembower made a motion to increase the cremation authorization fee from \$50 to \$60 and Commissioner Smith seconded the motion. The motion passed unanimously 6-0.

The counties are in agreement for Marion County to give formal notice to funeral homes and Centurion to have the increases in effect by April 1, 2022. This will be done by sending a letter to each entity and to Centurion which is the managing entity for the prison system.

Dr. Wolf discussed the cornea and tissue procurement facility usage fees for Lions Eye. The contract is through Marion County. The County will review the contract and bring back to the committee for further discussion.

American Rescue Plan Act – A memorandum from the Seminole County Attorney's office was distributed regarding the American Rescue Plan Act. It was determined that funds are not eligible to be used for the medical examiner facility.

Elizabeth Alt, Marion County Senior Assistant County Attorney, and David Shields, Seminole County Senior Assistant County Attorney, are looking into a loophole that allows for the committee to meet virtually if an entity was created under Chapter 163, Florida Statutes and exceeds 5 counties, 3 of which aren't contiguous (being Marion, Hernando & Seminole). However, if the meetings go virtual, they will need to be made available to the public with a designated location.

7. **Next Meeting Date** – The next meeting is scheduled for Wednesday, May 11, 2022 at 2:00 p.m. at a location to be determined. Commissioner Smith offered to meet in Lake County and will coordinate the location with Pam Doherty.

(Ed. Note: The meeting is scheduled to take place at the Tavares Pavilion on the Lake, 200 S. Disston Ave., Tavares, FL 32778.)

8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 2:52 p.m.

Garry Breeden, Chairman

Date

**DISTRICT 5 AND 24 MEDICAL EXAMINER ADVISORY COMMITTEE MEETING
DRAFT**

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at the Tavares Pavilion on the Lake, 200 S. Disston Avenue, Tavares, FL 32778 on Wednesday, May 11, 2022 at 2:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Garry Breeden, Chairman, Sumter County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jeff Holcomb, Hernando County Board of County Commissioners
Kirby Smith, Lake County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

Members Absent

Holly Davis, Citrus County Board of County Commissioners

In Attendance

Bart Walker, Deputy Chief of Administration, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on May 6, 2022 in Hernando Sun Publications LLC Invoice #C9E154AE-002 and on Sunday, May 8, 2022 in the Citrus County Chronicle Ad #1877-0508, Ocala Star Banner Ad #7251147, Orlando Sentinel Ad #7204284, Lake Sentinel Ad #7204289 and The Villages Daily Sun Ad #01062410.
4. **Review and Approval of February 9, 2022 Minutes** – The minutes from the February 9, 2022 meeting were submitted for approval.

Motion: Commissioner Holcomb made a motion to approve the February 9, 2022 minutes and Commissioner Smith seconded the motion. The motion passed unanimously 5-0.

5. Old Business

FY 21/22 Quarterly Budget Report – Cassandra Li discussed the FY 21/22 quarterly budget report, covering revenues and expenditures from January through March, 2022 showing nothing outstanding. Budget amendments will be presented during the next quarter for the remodel which will be addressed during the facility update.

Facility Update – Deputy Chief Walker presented the facility update identifying the current projects as the cooler rack project and the remodel. Chap Dinkins with Dinkins Construction is the Construction Manager. The purchase order is in place for Dinkins Construction and a preconstruction meeting is scheduled for May 12, 2022. The Medical Examiner and Marion County Procurement Services are working on the scope of purchase for the cooler racks.

The remodel will cost \$97,139.90 and this will show up in next quarter's budget report. Because the threshold has been met, another motion to add \$50,000 is requested for the purchase of cooler racks due to price increases.

Motion: Commissioner Zembower made a motion to approve adding \$50,000 for the cooler racks and Commissioner Gold seconded the motion. The motion passed unanimously 5-0.

Price Change Update – The counties worked well together to get the resolutions back in a timely manner. The price change update letters went out to the funeral homes on April 28, 2022 for the price increase on April 1, 2022. There wasn't enough leeway to notify the funeral homes of the price change in time. They were told 28 days after the price change went into effect which caused frustration with the funeral homes. Most of the funeral homes had already billed the families and the outstanding balance would have to be paid by the actual funeral homes.

Motion: Commissioner Zembower made a motion to make the price change effective May 1, 2022 instead of April 1, 2022 and Commissioner Gold seconded the motion. The motion passed unanimously 5-0.

6. New Business

Appropriations Bill for the Medical Examiner Facility – There was discussion on Appropriations House Bill 4883 regarding the District 1 Medical Examiner's Facility Planning and Design for the Medical Examiner facility in another district.

Motion: Commissioner Zembower made a motion to ask Marion County Fire Rescue staff to collaborate with the parties and bring us a presentation from Tallahassee on the Appropriations House Bill 4883 and Commissioner Holcomb seconded the motion. The motion passed unanimously 5-0.

Commissioner Zembower asked about what considerations the Medical Examiner committee has for Senate Bill 7049 on Public Notices and what would be the financial impact for the Medical Examiner. This would allow the counties to advertise through public notices on their respective websites and not have to use paid publications to advertise for legal ads which could potentially save money. Commissioner Gold suggested for Marion County's legal staff to review this Senate Bill when it passes.

Elizabeth Alt presented an eight page handout entitled, "Government in the Sunshine Law and Use of Communications Media Technology," discussing conducting meetings virtually and the use of communications media technology. To fit the parameters of meeting virtually, this committee would need to be a separate legal entity. She encouraged each county to speak with their respective county attorneys on this topic.

Commissioner Gold said State Attorney Bill Gladson has volunteered to come to any of our meetings if there is a need.

Next Meeting Date – The next meeting is tentatively scheduled for Wednesday, August 10, 2022 at 2:00 p.m. at a location to be determined.

(Ed. Note: The meeting is scheduled to take place at the Tavares Pavilion on the Lake, 200 S. Disston Ave., Tavares, FL 32778.)

7. Adjournment – There being no further business to come before the committee, the meeting adjourned at 2:25 p.m.

Garry Breeden, Chairman

Date

**District 5 and 24 Medical Examiner Advisory Committee Meeting
August 10, 2022 - Draft**

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at the Tavares Pavilion on the Lake, 200 S. Disston Avenue, Tavares, FL 32778 on Wednesday, August 10, 2022 at 2:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Garry Breeden, Chairman, Sumter County Board of County Commissioners
Holly Davis, Citrus County Board of County Commissioners
Kirby Smith, Lake County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

Members Absent

Jeff Gold, Marion County Board of County Commissioners
Jeff Holcomb, Hernando County Board of County Commissioners

In Attendance

Rodney Mascho, Division Chief of EMS, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Shanedelle Norford, M.D., Associate Medical Examiner, District 5 & 24 Medical Examiner's Office
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Kassi Pederson, Budget and Administrative Coordinator, Marion County Fire Rescue
Felicia Grasty, Staff Assistant IV, Marion County Fire Rescue
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners

3. **Proof of Publications** – Legal advertisements were published on July 29, 2022 in Hernando Sun Publications LLC Invoice #C9E154AE-003 and on July 31, 2022 in the Citrus County Chronicle Ad #50039123, Ocala Star Banner Ad #7538602, Orlando Sentinel Ad #7252079, Lake Sentinel Ad #7252088 and The Villages Daily Sun Ad #01074576.

Motion: Commissioner Zembower made a motion to approve the publications and Commissioner Smith seconded the motion. The motion passed unanimously 4-0.

4. **Review and Approval of May 11, 2022 Minutes** – The minutes from the May 11, 2022 meeting were submitted for approval.

Motion: Commissioner Smith made a motion to approve the May 11, 2022 minutes and Commissioner Zembower seconded the motion. The motion passed unanimously 4-0.

5. **Old Business**

FY 21/22 Quarterly Budget Report – Cassandra Li discussed the FY 21/22 quarterly budget report covering revenues and expenditures from April through June, 2022. There were four budget amendments during this quarter. A total of \$1,200 was moved from Office Supplies to Postage and

Freight for increased mailings, a total of \$97,140 was moved from Capital Improvement Funding to Repairs/Maintenance–Building and Grounds for the office remodel, a total of \$5,718 was moved into Operating Supplies for the Coverdell Grant award as we recognized revenues for the grant and a total of \$60,640 was moved from Capital Improvement Funding to Machinery and Equipment for the purchase of body racks to be paid out of this fiscal year. Cassandra Li explained that if the body racks don't arrive in time, they will be paid out of next year's budget by closing the current purchase order, moving the money and issuing a new purchase order or payment request.

Facility Update – Chief Mascho presented the facility update. The remodel is complete. A few issues came up during the process, which have all been resolved.

6. New Business

Appropriations House Bill 4883 Presentation – The Legislative Liaison was not able to attend the meeting today. The Liaison's recommendation to get this Bill through is for a Representative from one of the six counties to sit on the Appropriations Committee and have the other five counties support the Bill. He recommended to purchase the land first to get the design money. The committee should look at what is in Reserves to see if there are enough funds to purchase land before asking the state for money and determine how we will fund the purchase of the land. Discussions to determine the options on this process should start soon.

Each Commissioner on this committee is asked to go back to their respective county to see if anyone on their House of Representatives is on the Appropriations Committee. At the next meeting, a determination will be made if a Representative will sit on the Appropriations Committee since it will be after the next election.

The expected timeline is to remain in the existing building for five more years. Marion County is willing to submit the Bill if this is the Committee's decision, as they are the administrative agent. They will go through the procurement process of buying and building and will need a guarantee from each individual county of how they will fund their share. There were discussions on moving forward on a search for a location by identifying price points, parcels and surplus property in Lake County and bringing this back to the next meeting. Dr. Wolf would like the location to be accessible to all counties and to the doctors, ideally within ten miles from the City of Leesburg.

Motion: Commissioner Zembower made a motion to authorize identifying parcels and any surplus property Lake County would consider for this location, including pricing, and bring back for discussion at the next meeting. Commissioner Smith seconded the motion. The motion passed unanimously 4-0.

House Bill 749 – This Bill was passed in the last Legislative session and goes into effect January 1, 2023. It allows for meetings to be published on the counties' websites and not through legal notices in newspapers. Marion County will reach out to each of the six county's legal departments to discuss this Bill and bring back the information to the November, 2022 meeting.

Dr. Wolf introduced Dr. Shanedelle Norford, the new Associate Medical Examiner, at the District 5 & 24 Medical Examiner's Office.

All fee changes have gone into effect for Centurion of Florida inmate autopsy fees.

Some generator issues were found at the Medical Examiner building. There will be a meeting with Facilities next week to discuss these issues and money may need to be moved out of Reserves.

The new VertiQ software should go live October 1, 2022.

Chairman Breeden is retiring this year and this will be his last meeting. Sumter County Board of County Commissioners has four open seats and will appoint a replacement to serve on this committee.

Next Meeting Date – The next meeting is tentatively scheduled for Wednesday, November 9, 2022 at 2:00 p.m. at a location to be determined.

(Ed. Note: The meeting is scheduled to take place at the Inverness Courthouse Jury Assembly Room in Citrus County, 110 N. Apopka Avenue, Inverness, FL 34450.)

7. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 2:30 p.m.

Holly Davis, Vice-Chair

Date

**District 5 and 24 Medical Examiner Advisory Committee Meeting
February 8, 2023 - Draft**

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at the Citrus County Inverness Courthouse, 110 N. Apopka Avenue, Inverness, FL 34450 on Wednesday, February 8, 2023 at 2:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Vice Chair, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

In Attendance

Bart Walker, Deputy Chief, Marion County Fire Rescue
Rodney Mascho, Division Chief of EMS, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Wendy Bixby, Budget and Administrative Coordinator, Marion County Fire Rescue
Matthew Cretul, Legislative Liaison, Marion County Board of County Commissioners
Blake Shore, Division Supervisor, State Attorney's Office
Melanie Marsh, County Attorney, Lake County Board of County Commissioners
MaryEllen Stern, Exec. Director of Economic Growth, Lake County Board of County Commissioners
Toni Brady, Office of Management & Budget Director, Hernando Co. Board of County Commissioners
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on January 27, 2023 in Hernando Sun Publications LLC and on January 29, 2023 in the Citrus County Chronicle Ad #50055048, Ocala Star Banner Ad #8362256, Orlando Sentinel Ad #7368486, Lake Sentinel Ad #7368396 and The Villages Daily Sun Ad #01107983.

Motion: Commissioner Zembower made a motion to approve the publications and Commissioner Bogue seconded the motion. The motion passed unanimously 6-0.

4. **Review and Approval of August 10, 2022 Minutes** – The minutes from the August 10, 2022 meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the August 10, 2022 minutes and Commissioner Blake seconded the motion. The motion passed unanimously 6-0.

5. Old Business

5.1 FY 21/22 4th Quarter Budget Report – Cassandra Li discussed the final FY 21/22 4th Quarter Budget Report covering revenues and expenditures from July through September, 2022.

5.2 FY 22/23 1st Quarter Budget Report – Cassandra Li discussed the FY 22/23 1st Quarter Budget Report covering revenues and expenditures from October through December, 2023. Budget amendments were moved to Computer Hardware for the bulk order purchase, Computer Software for the VertiQ module update and work outside of the contractual scope, Machinery & Equipment to purchase cooler racks, Buildings–CIP for the purchase of a generator and Rentals & Leases for the equipment for the generator rental.

5.3 FY 23/24 Budget Update – Chief Mascho discussed the proposed FY 23/24 Budget Update with discussion of cutting line items where possible. Increases were noted in Contractual Services–Other for collection fees, Communications for increase in services, Utility Services–Electric/Water for increased electric and water costs, Insurance Premiums for property insurance increases, Computer Software for a VertiQ software increase, Operating Supplies for cameras and bone saw/stretchers replacements and Computer Equipment due to computer replacements for VertiQ software. Decreases were noted in Repairs/Maintenance–Buildings/Grounds for HVAC maintenance, Repairs/Maintenance Equipment for items not in service and Advertising–Legal. Commissioner Zembower asked about the bone saw refurbishment versus bone saw replacement. Lindsey Bayer explained replacement of the saws is better than refurbishing the saws. It was the general consensus of the Committee to remove \$2,500 from Repairs/Maintenance Equipment to refurbish the saws and add an additional \$4,000 for replacement of saws. The cost sharing will change based on the final numbers. The Capital Improvement Funding is an estimate and may adjust up or down and the Reserve for Contingencies is the main contingency fund at \$50,000.

Contractual Services increased due to adding a Forensic Investigator, a Forensic Records Assistant, and a Forensic Technician along with other associated costs, and increasing the salaries of the existing staff. The Medical Examiner Admin Fee is split, which is the 5% admin fee for operating the Medical Examiner contract.

The handouts for the cost sharing and Bureau of Economic and Business Research (BEBR) data numbers were discussed.

Motion: Commissioner Zembower made a motion to approve the proposed budget and to remove \$2,500 in Repairs/Maintenance Equipment for Bone Saw Refurbishment and add \$4,000 to Operating Supplies under Bone Saw/Stretchers Replacement and add \$2,500 in Computer Software under Database Maintenance Fees. Commissioner Gold seconded the motion. The motion passed unanimously 6-0.

Update: Chief Mascho submitted a revised budget on February 20, 2023 to reflect these changes.

5.4 Facility Update – Chief Mascho introduced Matthew Cretul, Legislative Liaison for Marion County. He gave an update on the appropriations request after discussions with Tallahassee. It was determined that the appropriations are not ready to be received but should be ready the next time the appropriations cycle comes around. Marion County will support another county if they would like to put this on their appropriations this year.

Chief Mascho presented the facility update and a handout detailing the process. In 2020, an evaluation was completed but wasn't feasible. In 2021, a conceptual plan was developed for a new

facility at an undetermined location. The best goal is to plan a new facility that will last another 25 years that will be in close proximity to the Leesburg area.

A parcel was located in Lake County that seems to be a good location based on discussions with the Medical Examiner. There may be rezoning issues. The new facility is designed so additions can be made to both buildings in the future with the possibility of adding an upstairs.

5.5 Facility Funding – Chief Mascho discussed the cost of funding this facility and said the breakdown could be split by population, which would be discussed by this Board. The timeline could extend out. The Marion County Clerk of the Court will need a formal document by September 30, 2023 that outlines how each of the six counties will pay their share to Marion County to build this facility. To meet the goal of having this building in service by FY 2028, the procurement process and lock down of land will start in FY 2024 and everything will be finalized by FY 2026.

Action Item: Move the needed money by direction of this Committee and determine what land is needed. To do this, each of the six counties will come back with an agreement at the next meeting on how their County plans to pay for this facility and then involve each party's County Attorney in developing the Interlocal Agreement.

Commissioner Gold asked about the buy on the land in Lake County. This will be a point for the Committee to look at during the next meeting. A question for discussion is how much does Lake County want to pay and does Lake County expect compensation for the land value and their share. Commissioner Zembower said there are a lot of unknowns and asked what is the real cost. To accelerate this, the Committee could look at private public partnerships (P3) which could get this done in less time with tax breaks. The direction of the Committee in the past was not to do this. Some counties are growing faster than others and it comes down to a per head cost with an amortized building.

Additional costs will be associated with this move based on equipment, furniture and supplies. Chief Mascho asked Dr. Wolf to put together a list of items that need to be moved to the new facility and items needing replacement. Dr. Wolf said building this new facility is not something the Board can put off any longer. She knows what types of facilities are in place and the salaries in other locations. There is a pathology shortage and the office lost a doctor due to salary issues. Commissioner Bogue said he would support accelerating the process. The Medical Examiner case load is expected to go up with population growth.

Chief Mascho asked if the Committee members are ready to go to their respective Boards with only the cost share numbers until the land costs are locked in. The six counties need to determine how they will pay and what will be the percentage of pay of the cost share. The final dollar amounts will be determined later. The direction is for each Commissioner to take this concept, as presented, back to their Board for discussion.

Motion: Commissioner Zembower made a motion to hold a meeting on Friday, March 10, 2023 at 2 pm in Lake County, location to be determined. Commissioner Gold seconded the motion. The motion passed unanimously 6-0. Each County will bring back information on property value and Commissioner Blake will find out if Lake County is willing to let us have the property and the payment arrangements. Lindsey Bayer will provide equipment costs for the facility and Chief Mascho will get with Marion County Facilities to provide updated costs for future design of a two-story building.

5.6 Proof of Publications Update – Elizabeth Alt handed out information on Electronic Publishing of Legal Ads and gave an update. Most counties are not going electronic.

6. New Business

Motion: Chairman and Vice Chair Ballot

Motion: Commissioner Gold made a motion to elect Commissioner Davis as Chair and Commissioner Zembower as Vice Chair. Commissioner Bogue seconded the motion. The motion passed unanimously 6-0.

Next Meeting Date – The next meeting is scheduled for Friday, March 10, 2023 at 2:00 p.m. in Lake County at a location to be determined.

(Ed. Note: The meeting is scheduled to take place at Lake County Emergency Operations Center, 425 W. Alfred Street, Tavares, FL 32778.)

7. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:40 p.m.

Holly Davis, Chair

Date

**District 5 and 24 Medical Examiner Advisory Committee Meeting
March 10, 2023 - Draft**

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at the Lake County Emergency Operations Center, 425 West Alfred Street, Tavares, FL 32778 on Friday, March 10, 2023 at 2:02 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners (arrived at 2:37 p.m.)

In Attendance

Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, District 5 & 24 Medical Examiner's Office
Mounir Bouyounes, County Administrator, Marion County Board of County Commissioners
Jared Goodspeed, Facilities Director, Marion County Board of County Commissioners
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Wendy Bixby, Budget and Administrative Coordinator, Marion County Fire Rescue
Matthew Cretul, Legislative Liaison, Marion County Board of County Commissioners
Melanie Marsh, County Attorney, Lake County Board of County Commissioners
Shanedelle Norford, Associate Medical Examiner, District 5 & 24 Medical Examiner's Office
Bradley Arnold, County Administrator, Sumter County Board of County Commissioners
Erin Dohren, Budget Director, Citrus County Board of County Commissioners
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Chris Traber, Bond Counsel, Nabors, Giblin & Nickerson, PA
Jay Glover, PFM Financial Advisors LLC

3. **Proof of Publications** – Legal advertisements were published on February 24, 2023 in Hernando Sun Publications LLC and on February 26, 2023 in the Citrus County Chronicle Ad #50056394, Ocala Star Banner Ad #8445295, Orlando Sentinel Ad #7378392, Lake Sentinel Ad #7378386 and The Villages Daily Sun Ad #01111328.

4. Old Business

4.1 Facility Discussion and 4.2 Facility Funding – Chief Mascho began the discussion reviewing the Facility Update handout. Lake County's Board of County Commissioners is not interested in splitting the parcel. This would make the remaining parcel too small, reducing the value of the remaining parcel for potential buyers.

Land is now the key factor. An acceptable location will need to be determined so the search for land can begin. Bradley Arnold suggested setting up a scope of the facility needs to put out to realtors with build to suit lease options. Mounir Bouyounes mentioned the key points of including the committee's direction and defining the corridor if we build the facility. From Hernando County's perspective, the counties that are geographically reasonable are Sumter County, Marion County and Lake County. Erin Dohren said factors to consider in the partnership are the timeline and location.

For recruitment and retention purposes, a good quality of life and a nice facility is a good recruitment tool.

Marion County reached out to various district Medical Examiners and identified that a single entity funded their Medical Examiner buildings. Chief Mascho gave examples of the various funding for these districts.

The estimated updated construction costs came in at \$25,501,000 which may be a high-end estimate. Chief Mascho reviewed the estimated cost sharing options based on the following methods and mentioned that the interlocal agreement would have to be amended for whichever option was chosen:

- sharing by population (current method)
- sharing by autopsies and external exams percentage by County
- sharing by the autopsy fee spread out over 7 years
- sharing by the autopsy ratio plus the death rate ratio

There was discussion on other options and methods, including putting out a public-private partnership (P3). The cost would be staff time to put the package together.

Chief Mascho reviewed the timeline. If Marion County was the entity that funded and built this building with cost sharing to each County, the process would start in October, 2023 and the facility could open in November, 2027. Marion County would possibly fund this upfront. They would secure the bond and take the lead, and each entity would pay annual assessments.

There were discussions on running both options simultaneously. Mr. Cretul said from an appropriations or funding standpoint from the State level, they will want to see as much ownership from the district as possible in whichever plan is used. The more ownership is better. The P3 can be structured so there is ownership in the end. The Request for Information (RFI) can include the land.

Finding the land for the realtor to respond would be the first criteria. The next step is to verify this is a build-to-suit lease-to-own property and define the criteria. Show the plans in the documentation. The time table is part of the negotiation process. To avoid confusion, Chief Mascho suggested to have one RFI for land acquisition and the second RFI with the build to suit option.

Motion: Commissioner Bogue made a motion to establish two RFI options to run concurrently. Option 1 is a build to lease to purchase (P3 option) and option 2 is to purchase land for construction. Commissioner Zembower seconded the motion. The motion passed unanimously 6-0.

The parameters to set were deferred to Dr. Wolf. She said locations in Wildwood or Minneola are options. The location should be dependent on accessibility to the investigators and the area they serve. The search should be widened to the absolute furthest distance to be set at a preferred 25-mile radius. The consensus of the committee is to put the RFI out for 60 days.

Key points to include in the RFI should be emailed to Chief Mascho. The scope for the RFI will be discussed at the next meeting with all the counties. Once completed, the RFI will be sent to all of the counties, the Chamber of Economic Partnership and put on the government website.

5. New Business

5.1 Motion: Revised Medical Examiner Budget Request

The budget numbers were adjusted in the monthly payment section for each County based on the population comparison being updated. The final approval will be by the Marion County Board of County Commissioners, based on the adjusted numbers in Insurance Premiums and Capital Outlay.

Motion: Commissioner Gold made a motion to approve the amended budget and bring the final budget back to this committee after the September 2023 budget hearings. Commissioner Zembower seconded the motion. The motion passed unanimously 6-0.

Chief Mascho offered the option for Marion County to present the Medical Examiner facility update to each County at their Board meeting. Chief Mascho will coordinate this, if requested.

- 6. Next Meeting Date** – The next meeting is scheduled for April 7, 2023 at 10:00 a.m. at Marion County Fire Rescue Headquarters, 2631 SE Third St., Ocala, FL 34471.
- 7. Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:28 p.m.

Holly Davis, Chair

Date

**District 5 and 24 Medical Examiner Advisory Committee Meeting
April 7, 2023 - Draft**

1. **Call to Order** – The District 5 and 24 Medical Examiner Advisory Committee met at Marion County Fire Rescue, 2631 SE Third St., Ocala, FL on Friday, April 7, 2023 at 10:00 a.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

In Attendance

Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, District 5 & 24 Medical Examiner's Office
Angel Roussel, Assistant County Administrator, Marion County Board of County Commissioners
Jared Goodspeed, Facilities Director, Marion County Board of County Commissioners
Elizabeth Alt, Senior Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Wendy Bixby, Budget and Administrative Coordinator, Marion County Fire Rescue
Shanedelle Norford, Associate Medical Examiner, District 5 & 24 Medical Examiner's Office
Erin Dohren, Budget Director, Citrus County Board of County Commissioners
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Susan Olsen, Procurement Director, Marion County Board of County Commissioners
Sheri Chinevere, Proc./Contract Analyst Coordinator, Marion County Board of County Commissioners
Krystal Locklear, District 5 & 24 Medical Examiner's Office
Mary Ellen Stern, Executive Director, Economic Growth, Lake County Board of County Commissioners
Pam Doherty, Marion County Fire Rescue
Bill Gladson, State Attorney, 5th Judicial Circuit

3. **Proof of Publications** – Legal advertisements were published on March 24, 2023 in Hernando Sun Publications LLC and on April 2, 2023 in the Citrus County Chronicle Ad #50059242, Ocala Star Banner Ad #8586539, Orlando Sentinel Ad #7400521, Lake Sentinel Ad #7400659 and The Villages Daily Sun Ad #01117382.

4. Review and Approval of February 8, 2023 and March 10, 2023 Minutes

The minutes from the February 8, 2023 meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the February 8, 2023 minutes and Commissioner Bogue seconded the motion. The motion passed unanimously 6-0.

The minutes from the March 10, 2023 meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the March 10, 2023 minutes and Commissioner Blake seconded the motion. The motion passed unanimously 6-0.

5. Old Business

23P-118 RFP Land for New Medical Examiner Facility

Chief Mascho opened the discussion by reviewing the RFP handouts and maps. The first map shows the area of interest closer into the Leesburg area, the second map shows a 25-mile drive distance radius from the Medical Examiner's Office and the third map shows a 25-mile radius from the Medical Examiner's Office. The higher scores are closer to the existing location.

The weights in the scoring guidelines are currently set at 20 and are starting points. They can be adjusted to any level that makes sense.

There was general discussion on scoring guidelines and the weights and rankings of the categories. The selection committee will be determined by Marion County Board of County Commissioners and include staff from Marion County Facilities and the District 5 and 24 Medical Examiner's Office. They will present their final approvals to the Medical Examiner Advisory Committee and then once selections are determined from there, they will go to the Marion County Board of County Commissioners for final action. The committee will follow Marion County Board of County Commissioners' procurement process.

It was the general consensus of the committee to omit the "Size" category and have Procurement staff assign the weight to the categories. Below is the order for the scoring guidelines in the categories:

- Parcel Location
- Zoning
- Accessibility
- Cost

Motion: Commissioner Zembower made a motion to approve the order of the scoring as (1) Parcel Location, (2) Zoning, (3) Accessibility and (4) Cost; omit the Size category; have Procurement staff assign the points of each category; and disregard the need for the RFP to come back to the committee for approval once the RFP is written and published. Commissioner Campbell seconded the motion. The motion passed unanimously 6-0.

23P-124 RFP New Medical Examiner Facility

Chief Mascho began the discussion reviewing the RFP handouts and the below guidelines for scoring:

- A. Company/Firm and Professional Personnel Qualifications, Capabilities
- B. Parcel Location
- C. Available Infrastructure and Accessibility
- D. Firm Financial Capabilities, Stability and Reliability
- E. Approach and Timeline
- F. Cost Proposal

After a brief discussion, the committee came to the consensus to combine A and D first, and continue with E, B, C and F as listed in the Scoring Guidelines.

Motion: Commissioner Zembower made a motion to rank the scoring guidelines in the order as follows and direct Procurement staff to use their best judgement on assigning points in each category. Commissioner Gold seconded the motion and the motion passed unanimously 6-0.

1. Company/Firm and Professional Personnel Qualifications, Capabilities and Firm Financial Capabilities, Stability and Reliability (A & D Combined)
2. Approach and Timeline (E)
3. Parcel Location (B)
4. Available Infrastructure and Accessibility (C)
5. Cost Proposal (F)

Chief Mascho asked that no county share the actual RFP once it's posted until they receive the link from Marion County Procurement through DemandStar. This will provide proper updates when distributing to all recipients.

Commissioner Blake left the meeting at 11:06 a.m.

Walk-On – Revised Medical Examiner's Budget

Motion: Commissioner Gold made a motion to accept the Revised Medical Examiner's Budget walk-on and Commissioner Zembower seconded the motion. The motion passed 5-0.

Chief Mascho discussed Dr. Wolf's email sent to the Medical Examiner Advisory Committee requesting to adjust the proposed budget for FY 2023-24 in Contractual Services - Medical Examiner Contract by increasing an additional \$400,000 for wages to entice Pathologists to come work at the District 5 and 24 Medical Examiner's Office.

Commissioner Zembower mentioned he had done some research on the American Association of Medical Examiners website and found a job posting for the District 5 and 24 Medical Examiner's Office. He is asking for clarity on the compensation and benefits section in the posting allowing for outside private consultation. If the Medical Examiners are working standard business hours, then why is this in the job posting? Last year we heard court time had minimized. An email this week mentioned more time is being spent in court. Commissioner Zembower asked if a fee is charged for the time sitting for depositions and should there be? Jacksonville has this in place at \$500 an hour. This would be an additional source of revenue to meet the needs of retaining employees. Lindsey Bayer explained it is a courtesy not to charge this fee to the State Attorney's Office. In the future, the Medical Examiner may be open to charging this fee. Commissioner Zembower explained this is a state funding mechanism and there is money to pay these experts.

Commissioner Gold suggests we table this subject and follow up with more research since it is for next year's budget. This \$400,000 is for hiring an additional Pathologist which makes a 6th position starting October 1, 2023 with raises to the existing Pathologists. The Medical Examiner's contract may need to be reopened at some point.

Commissioner Campbell would like to request all emails from Commissioner Zembower's previous discussion and would be in favor of tabling this until more information is gathered. Since the Districts are not getting compensated for the Federal inmates, Commissioner Campbell has reached out to Congressman Bilirakis to address this. Commissioner Zembower suggested it would be helpful to draft a letter from the committee to the Congressmen and Senators in each District representing all the partners. In the letter, include all members on the District 5 and 24 Medical Examiner Advisory Committee and have Chairman Holly Davis sign the letter. Pam Doherty will coordinate this with Matthew Cretul, Legislative Manager for Marion County Board of County Commissioners.

Chief Mascho said the budget can be amended up until September, 2023 but it will not be reflected in the published documents. The draft budget increased Medical Examiner fees by \$400,000 and fees were redistributed.

Commissioner Zembower will provide copies of emails to each committee member.

Motion: Commissioner Gold made a motion to table the Revised Medical Examiner's Budget walk-on until the May 10, 2023 meeting and ask staff to reevaluate the numbers that are brought back to confirm they are sufficient with supporting data and salary averages. Commissioner Zembower seconded the motion and the motion carried unanimously 5-0.

6. New Business

To comply with the Florida Sunshine Law, Chief Mascho asked that emails are not sent out directly to the board by Dr. Wolf and other committee members. Please have emails sent directly to Pam Doherty or Chief Mascho and they will distribute them to the committee with a blind copy to all members.

- 7. Next Meeting Date** – The next meeting is scheduled May 10, 2023 at 2:00 p.m. at a location to be determined in Sumter County. (Update: the next meeting will take place at the Sumter County Service Center, Room 102, 7375 Powell Road, Wildwood, FL 34785)
- 8. Adjournment** – There being no further business to come before the committee, the meeting adjourned at 11:38 a.m.

Holly Davis, Chair

Date

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
May 10, 2023 - Draft**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee met at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL on May 10, 2023 at 2:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Jeff Gold, Marion County Board of County Commissioners
Jay Zembower, Seminole County Board of County Commissioners

In Attendance

Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Matthew Cretul, Legislative Liaison, Marion County Board of County Commissioners
Dana Olesky, Chief Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Wendy Bixby, Budget and Administrative Coordinator, Marion County Fire Rescue
Shanedelle Norford, Associate Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Krystal Locklear, Morgue Technician, Districts 5 & 24 Medical Examiner's Office
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue
Toby Hunt, Assistant State Attorney, Office of the State Attorney, Fifth Judicial Circuit, Florida

3. **Proof of Publications** – Legal advertisements were published on April 28, 2023 in Hernando Sun Publications LLC #C9E154AE-0008 and on April 30, 2023 in the Citrus County Chronicle Ad #50061581, Ocala Star Banner Ad #8698409, Orlando Sentinel Ad #7415272, Lake Sentinel Ad #7415283 and The Villages Daily Sun Ad #01122304.
4. **Review and Approval of April 7, 2023 Minutes**

The minutes from the April 7, 2023 meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the April 7, 2023 minutes and Commissioner Blake seconded the motion. The motion carried unanimously 6-0.

5. **Old Business**

5.1 FY 22/23 2nd Quarter Budget Report – Wendy Bixby discussed the FY 22/23 2nd quarter budget worksheet. During this quarter, budget amendments were submitted to move \$20,000 from Capital Improvement Funding to Computer Software for the VertiQ computer software and \$1,214 from Repairs/Maintenance–Equipment to Computer Hardware for the purchase of two desktops.

Motion: Commissioner Gold made a motion to accept the Districts 5 and 24 Medical Examiner 2nd Quarter Budget Report and Commissioner Zembower seconded the motion. The motion carried unanimously 6-0.

5.2 FY 23/24 Medical Examiner's Budget Update

Chief Mascho presented the FY 23/24 Medical Examiner's Budget Update that was tabled at the last meeting to be brought back after a final review. The Medical Examiner team agreed the amounts submitted are enough and agreed to adjust the budget by the increase of \$400,000.

Motion: Commissioner Zembower made a motion to adjust the proposed budget by the increase of \$400,000 and Commissioner Gold seconded the motion. The motion carried unanimously 6-0.

5.3 Compensation for Federal Inmates

Chief Mascho introduced Matthew Cretul, Legislative Liaison for the Marion County Board of County Commissioners. Mr. Cretul drafted a letter that was distributed to the committee for review that addressed the request for reimbursement for autopsies performed on federal inmates. Once the letter is approved by the Medical Examiner Advisory Committee and signed by Chairman Davis, it will be mailed to the Congressmen and Senators in each District representing all the partners.

Motion: Commissioner Blake made a motion to approve the letter as written with the amendment to allow the Chair to sign the letter in the absence of the Committee for expedited purposes. Commissioner Zembower seconded the motion. The motion carried unanimously 6-0.

Commissioner Zembower asked about cremation and burial costs in the event no family existed for an inmate or the remains of an inmate were not claimed. Lindsey Bayer explained that this was not an issue because the correctional facilities (both state and federal) have funeral homes that are contracted to pick up the decedents from the Medical Examiner's Office.

5.4 23P-118 RFP Land and 23P-124 RFP Facility Updates

Chief Mascho reviewed the final RFP's. There have been no submittals for either RFP as of May 10, 2023. The RFP selection committee consists of the following people: Lindsey Bayer, Director of Operations, Medical Examiner's Office; Jared Goodspeed, Director, Facilities Management; Mike Savage, Director, Building Safety; Jared Peltz, Assistant County Engineer for Road Maintenance, Office of the County Engineer; and Drew Rogers, Deputy Chief, Marion County Fire Rescue.

If there was not a land proposal once the submittals were received, the agency can look at hiring a real estate agent. Clarification questions that come into Procurement will be compiled and then sent out to all respondents. This information can also be sent out through the media in the various counties. Marion County's Public Information Office will reach out to various media outlets to request this information be put in a media release.

6. New Business

In 2018, the Medical Examiner's Office bought a used x-ray machine. This machine needed to be replaced with a cost of a new machine in the range of \$60,000 to \$70,000. There was discussion regarding purchasing a new machine versus lease options. The x-ray machine would eventually be moved to the new facility for certain types of x-rays. The Committee discussed making a motion to authorize staff under the Interlocal Agreement to purchase or lease the machine on an emergency basis, up to \$100,000 without having to report back to Committee.

Motion: Commissioner Zembower made a motion to authorize staff to lease or purchase a new or used x-ray machine up to a threshold of \$100,000 by determining the best purchasing or lease option without reporting back to the Committee. Commissioner Campbell seconded the motion. The motion carries unanimously 6-0.

State Attorney's Office Due Process Funding – Commissioner Zembower requested from Dr. Wolf some due process monies that are available through the State to help offset some of the Medical Examiner costs. Assistant State Attorney Toby Hunt visited the meeting and spoke to the Committee on behalf of the Office of the State Attorney, Fifth Judicial Circuit. He explained the State Attorney's Office 5th Judicial Circuit expended all the due process money this year. Phil Archer, State Attorney, 18th Judicial Circuit, would like to remain status quo at this time and discuss this during the next contract. Commissioner Zembower will be meeting with Mr. Archer to urge this process be done appropriately and efficiently. The homicide division tries to minimize contact with the Medical Examiners and not tie up their time. The due process money is in arrears. Dr. Wolf's contract with the District states she cannot charge, so an amendment to the contract would be required.

Commissioner Bogue said times have changed and suggested possibly including a hybrid model in the due process funding. This could include looking at neighboring counties to see how they are charging.

Commissioner Davis asked Dr. Wolf to give the committee a rough estimate of how many cases she has testified in and how much time was spent on trials.

Dr. Wolf's contract terminates September 30, 2023 with an automatic five-year renewal. Chief Mascho recommended working with Dr. Wolf, Dana Olesky and the State Attorney's Office to determine reasonable hours for time spent at trials and the funds needed for this process. This information will be brought back to the next meeting for discussion. There was general consensus to move forward with this.

7. **Next Meeting Date** – The next meeting is scheduled for the July 13, 2023 at 3 p.m. at the Sumter County Service Center, Room 102, 7375 Powell Road, Wildwood, FL 34785.
8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:06 p.m.

Holly Davis, Chair

Date

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
July 13, 2023 - Draft**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee met at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL on July 13, 2023 at 3:00 p.m.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners
Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

Members Absent

Josh Blake, Lake County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners

In Attendance

Rodney Mascho, Deputy Chief, Marion County Fire Rescue
Drew Rogers, Deputy Chief, Marion County Fire Rescue
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Shanedelle Norford, Associate Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Mounir Bouyounes, County Administrator, Marion County Board of County Commissioners
Jared Goodspeed, Director, Facilities Management
Erin Dohren, Budget Director, Citrus County Board of County Commissioners
Toni Brady, Director of Office of Mgmt. and Budget, Hernando County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Dana Olesky, Chief Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Wendy Bixby, Budget and Administrative Coordinator, Marion County Fire Rescue
Jennifer Cole, Finance Director, Marion County Clerk of the Court
John O'Grady, Director of Public Projects, Fortress Secured
Susan Olsen, Director, Procurement Services
Shari Chinevere, Procurement/Contract Analyst Coordinator, Procurement Services
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on June 30, 2023 in Hernando Sun Publications #C9E154AE0010 and on July 2, 2023 in the Citrus County Chronicle Ad #50066823, Ocala Star Banner Ad #8954481, Orlando Sentinel Ad #7451540, Lake Sentinel Ad #7451553 and The Villages Daily Sun Ad #01133190.

Motion: Commissioner Campbell made a motion to approve the proof of publications and Commissioner Bogue seconded the motion. The motion carried unanimously 4-0.

4. **Review and Approval of May 10, 2023 Minutes**

The minutes from the May 10, 2023 meeting were submitted for approval.

Motion: Commissioner Bogue made a motion to approve the May 10, 2023 minutes and Commissioner Campbell seconded the motion. The motion carried unanimously 4-0.

5. Old Business

Commissioner Zembower, Vice Chair, opened the meeting in the absence of the Chair, Commissioner Davis. He introduced and welcomed Marion County Board of County Commissioner's new representative, Commissioner Michelle Stone. In addition, Chief Mascho introduced Deputy Chief Drew Rogers; Jennifer Cole, Finance Director; and Susan Olsen, Procurement Services Director.

5.1 23P-118 RFP Land and 23P-124 RFP Facility Updates – The submittal process for the Request for Proposals (RFP) was closed. There was one submittal for land located near the intersection of Highway 42 and US 301. There were 4 public/private partnership submittals, with the Tavares site eliminated. The one-page Analysis of Pricing Proposals handout was discussed. The 15-year lease line shows the total cost comparison options. If Marion County were to buy the land and build the building, it would cost \$33,805,125 which includes \$2,000,000 for a piece of land. Maintenance for the site-built building is part of the administrative fee already paid to Marion County. The other three proposals range between \$50,248,023 and \$55,592,067 which include the land and building. Marion County recommends building the facility themselves as the best option. Marion County is in a position to take the lien and take care of the bond.

The only outstanding item may be the cost of the land since there is only one proposal. Negotiating the different properties can begin, so the best option can be brought back to this Board. The property in Fruitland Park and Marion County both meet all the criteria with great access and location. Susan Olsen advised all submittals should be rejected if we are moving forward. There would be a conflict to discuss land prices with the RFP open. The Medical Examiner believes the Fruitland Park location is close to the area they desire but the Marion County location has accessibility concerns.

Motion: Commissioner Campbell made a motion to reject the bids and have Marion County move forward to acquire information on the property. Commissioner Bogue seconded the motion. The motion carried unanimously 4-0.

5.2 Compensation for Federal Inmates – Marion County Fire Rescue's staff is working with the Medical Examiner's team on compiling and processing invoices for the reimbursement related to performing autopsies on deceased federal inmates.

5.3 State Attorney's Office Due Process Funding – Commissioner Zembower had a conversation with his State Attorney and the Seminole County Sheriff's Office. This issue will be addressed in Tallahassee and put on Seminole County's Legislative priority. There were discussions on working to secure more funding to help reimburse the Medical Examiner, and not take from the current funding.

The Medical Examiner isn't able to work out a fee schedule until they know what funds are available. The Board's consensus is to revisit the language for billing the State Attorney when the interlocal agreement opens.

5.4 Update on Facility Generator – The County is still paying for the rental of their generator due to supply chain issues. The new generator is expected to arrive in September or early October with all the equipment.

5.5 X-ray Machine – A new portable x-ray machine with an upgrade to the current processor has been ordered costing slightly under \$20,000.

6. New Business

The committee discussed various ways to divide up Medical Examiner costs with Marion County recommending the population-based method. With this being over a 15 to 20 year period of time, certain counties will have a more rapid increase in population such as Hernando County and Sumter County, while others may be built out and stabilized like Seminole County. Commissioner Zembower would like to see the different possibilities on projected growth rates in each perspective county.

Staff will bring to the next meeting the four options of dividing up the annual Medical Examiner costs, plus the land cost options using the Fruitland Park property, bond calculations, maintenance fees and administrative fees. The PFM Financial Advisors will be notified of the next meeting. Staff will also work with the County Attorney on edits with the interlocal agreement.

Pam will add all six County Administrators to the Medical Examiner email contact group.

7. **Next Meeting Date** – The next meeting is scheduled for 2:00 p.m. on Monday, August 21, 2023 at the Sumter County Service Center, 7375 Powell Road, Room 102, Wildwood, FL.
8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:59 p.m.

Holly Davis, Chair

Date

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
August 21, 2023 - Draft**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee meeting was called to order at 2:00 p.m. on August 21, 2023 at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners
Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

In Attendance

Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Drew Rogers, Deputy Chief of Administration, Marion County Fire Rescue
Juan Atan, Deputy Chief of EMS, Marion County Fire Rescue
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Shanedelle Norford, Associate Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Mounir Bouyounes, County Administrator, Marion County Board of County Commissioners
Jared Goodspeed, Director, Facilities Management
Chris Traber, Nabors Giblin & Nickerson, P.A.
Jay Glover, Managing Director, PFM Financial Advisors, LLC
Cari Christian, Assistant County Manager, Lake County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Russell Ward, Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Wendy Bixby, Budget and Administrative Coordinator, Marion County Fire Rescue
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Susan Olsen, Director, Procurement Services
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. Proof of Publications

Legal advertisements were published on August 6, 2023 in the Citrus County Chronicle Ad #50069635, Ocala Star Banner Ad #9099070, Orlando Sentinel Ad #7472664, Lake Sentinel Ad #7472637 and The Villages Daily Sun Ad #01140084 and on August 11, 2023 in Hernando Sun Publications #C9E154AE0011.

Motion: Commissioner Zembower made a motion to approve the proof of publications and Commissioner Bogue seconded the motion. The motion carried unanimously 6-0.

4. Review and Approval of July 13, 2023 Minutes

The minutes from the July 13, 2023 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the July 13, 2023 minutes and Commissioner Bogue seconded the motion. The motion carried unanimously 6-0.

5. Old Business

5.1 Introduction – Chief Juan Atan, Deputy Chief of EMS – Chief Mascho is retiring on November 30, 2023. Chief Juan Atan will assume his duties as Deputy Chief of EMS. Chief Atan previously retired from Orange County Fire Rescue after working there for 30 years.

5.2 FY 22/23 3rd Quarter Budget Report – Cassandra Li gave an overview of the FY 22/23 3rd quarter budget covering April 1, 2023 through June 30, 2023. The following three budget amendments occurred during this quarter: \$2,400 was moved from Capital Improvement Funding to Contractual Services–Other to pay unpaid cremation invoices; \$2,958 was recognized for the Coverdell Grant and offset in Operating Supplies for the purchase of a mortuary cot and autopsy table; and \$400 was moved from Repairs/Maintenance–Equipment to Rentals & Leases–Equipment for increased contractual fees paid to Document Technologies.

5.3 Compensation for Federal Inmates – Chief Mascho reported that all autopsies have been invoiced through July for a total of \$100,500. Payment has not been received. If no payments are received by the end of this month, Marion County will follow up with our contact at the prison.

6. Medical Examiner Facility

6.1 Medical Examiner Facility Timeline – Chief Mascho discussed the Medical Examiner facility timeline. The timeline includes milestones in the facility project and timelines on spending money. The goal is to have the draft amendment that extends the current interlocal agreement to be completed by six months and provide the draft of the new interlocal agreement to all counties for review by September 1, 2023.

6.2 Land Purchase Status – The Fruitland Park and Summerfield locations have been the primary focus for land purchase. The appraisal reports for both locations were provided in the handouts. The C and K Corner Summerfield location came in at \$3,186,000. The Phillips Tract in Fruitland Park came in at \$4,260,000. The 10.62-acre Summerfield property has water and sewer immediately available adjacent to the property. The site work is complete. The Marion County Board of County Commissioners would approve the special use permit and the Department of Transportation (DOT) requirements would be met. The 17.04-acre Fruitland Park location does not have utilities immediately next to the property and DOT requirements may be harder to accommodate. There are 7 additional acres on this property that are not needed.

The administrative entity's recommendation is to look at the Summerfield location. Dr. Wolf expressed concern that the Summerfield location is rural and some doctor candidates choose not to work in rural locations. It may be harder to hire doctors to work at this location and may cost more money.

Lindsey Bayer asked why the Leesburg location was not considered. Mounir Bouyounes explained that three proposals were presented at the last meeting that included the Summerfield, Fruitland Park and Leesburg locations. The committee discussed looking at the top two properties as well as other

properties in the immediate area. No other properties were located that fit the description. Leesburg can be re-examined but it will take at least a month to get the appraisal completed.

After discussions on the three different locations, the Medical Examiner Advisory Committee asked if we could separate the Fruitland Park location and find out information on zoning and utilities, and determine why Leesburg was eliminated. The consensus was to see all three appraisals before final decisions are made.

Motion: Commissioner Zembower made a motion to investigate the total costs of the Summerfield and Leesburg parcels, provide this information to the Commissioners ahead of time and bring this decision back to the next meeting. Commissioner Blake seconded the motion. The motion carried unanimously 6-0.

6.3 RFQs for Architectural/Engineering Services and Construction Manager at Risk – Marion County Procurement issued RFQs for the Architectural/Engineering Services and the Construction Manager at Risk. Commissioner Zembower's staff sent the numbers to an outside consultant to vet the process. They believe the facility cost share numbers are on the low side. There are no escalators on Rispoli and Associates numbers and they appear to be build-to-suit. His people looked at other recently built Medical Examiner facilities and thought some items in this layout may be antiquated. The plans followed a 15-year-old plan, but the concept was updated in 2021. New technology may help reduce the footprint. The new facility may not need the 10 acres based on a new drawing concept.

Mounir Bouyounes recommended to proceed with the RFQs, re-examine the concept plan to see if technology can reduce the footprint, or move forward without making any changes.

The square foot cost of the building increases when you build up. If the building was not a single story, the morgue would be on the ground floor and Administration could be on the second floor. Dr. Wolf said both models are widely used in Medical Examiner facilities. The direction for separating the buildings was to create a more pleasant environment for staff.

After further discussion, the committee will proceed with the RFQs.

6.4 Financing/Cost Share – Chief Mascho discussed the updated cost comparisons with the contingency included and the financing terms. The administration fee is not included in the financing of the project. This will be a line item in the operational budget until the project is complete. The consensus of the Medical Examiner Advisory Committee is to use the cost share by population method for the six counties.

Commissioner Blake out at 3:30 p.m.

There will be two interlocal agreements. The first will be the amendment which extends the current agreement beyond its expiration to give us time to rewrite the entire interlocal agreement. The second will be the actual interlocal agreement.

6.5 Amendment to Extend Interlocal Agreement – This amendment will be proposed to all six counties to extend this to a year. The goal is to have the amendment to all six Boards in time for this to be completed by the end of September.

6.6 Future Interlocal Agreement – The goal is to have the first draft of the interlocal agreement to each County's legal department by the end of August, 2023. This will need to be in place before Marion County can start the financing process.

Commissioner Blake returned at 3:35 p.m.

New Business

Dr. Wolf's contract is expiring. The new contract will include a change in wording on charging for testimony. The language of "she can charge if funds are available" can be added. The goal is to have the agreement to Dr. Wolf in the next few weeks for final review and should be completed without an extension.

Chief Mascho advised that Marion County is working with their legislative team and the County Commissioners on a legislative priority to ask the State Legislature for \$2.8 million for the Medical Examiner facility. He requested for each of the other five counties to ask their Commission to do the same thing. Marion County will send the legislative priority language to the other counties. The requested funds cannot be for things that have already happened or have already been paid out. This legislative request is for the next session.

Marion County has \$2 million sitting in the line item for land acquisition. If we end up in the \$3 million range for land, Marion County would like to approach their Board of County Commissioners (BCC) to request to borrow money to pay for the remainder of the land. Once the bond is pulled, the money will go back into the contingency fund.

7. **Next Meeting Date** – The next meeting is scheduled for 2:00 p.m. on Wednesday, November 8, 2023 at the Sumter County Service Center, 7375 Powell Road, Room 102, Wildwood, FL.
8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:48 p.m.

Holly Davis, Chair

Date

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
November 8, 2023 - Draft**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee meeting was called to order at 2:00 p.m. on Wednesday, November 8, 2023 at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners (arrived at 2:04 p.m.)
Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

In Attendance

Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Juan Atan, Deputy Chief of EMS, Marion County Fire Rescue
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Jared Goodspeed, Director, Facilities Management, Marion County Board of County Commissioners
Amanda Tart, Assistant County Administrator, Marion County Board of County Commissioners
Matthew Cretul, Legislative Manager, Marion County Board of County Commissioners
Bill Gladson, State Attorney, Fifth Judicial Circuit, Office of the State Attorney
Paul Wildman, P.E., Guerra Development Corporation
Dana Olesky, Chief Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Beth Jones, Budget and Administrative Coordinator, Marion County Fire Rescue
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Susan Olsen, Director, Procurement Services, Marion County Board of County Commissioners
Jodi Shoemaker, Contract Analyst, Procurement Services, Marion County Board of County Commissioners
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on October 29, 2023 in the Citrus County Chronicle Ad #50075759, Ocala Star Banner Ad #9402256, Orlando Sentinel Ad #7515095, Lake Sentinel Ad #7515246 and The Villages Daily Sun Ad #01153324 and on October 27, 2023 in Hernando Sun. Publications #C9E154AE-0012.

Motion: Commissioner Zembower made a motion to approve the proof of publications and Commissioner Blake seconded the motion. The motion carried unanimously 5-0.

4. **Review and Approval of August 21, 2023 Minutes** – The minutes from the August 21, 2023 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the August 21, 2023 minutes and Commissioner Blake seconded the motion. The motion carried unanimously 5-0.

Commissioner Michelle Stone arrived at 2:04 p.m.

5. Medical Examiner's Facility Comparison Analysis

5.1 Medical Examiner's Facility Comparison Analysis – Jared Goodspeed, Facilities Director, introduced Paul Wildman, P.E. with Guerra Development Corporation (GDC), to the committee. GDC was selected to perform a conceptional analysis on the three sites, to include Summerfield, Leesburg and Fruitland Park. Mr. Wildman distributed the final Medical Examiner's Facility Comparison Analysis 39-page handout to the committee. This analysis was done on a conceptional level. Mr. Wildman gave a presentation on the analysis and presented the findings.

The cost for the Leesburg site came in the lowest at \$27,291,498, the Summerfield site came in at \$27,417,494 and the Fruitland Park site came in at \$29,275,750. The Leesburg site was determined to have a fatal flaw based on the Federal Aviation Administration (FAA) height restrictions. The Fruitland Park site does not have utilities in place, which adds additional costs. GDC recommends the Summerfield site for the Medical Examiner facility.

Focusing on the Summerfield and Leesburg locations, construction will take approximately 740 days for Summerfield and 850 days for Leesburg, a difference of 110 days.

The fatal flaw category is a condition that would cause the development to fail. There is a Federal Aviation Administration (FAA) height requirement at the Leesburg location. This property is very close to the Leesburg International Airport and located in the airport overlay zone. It is a buildable site, but there are height requirements and not much room for expansion. If this site is pursued, it is recommended for it to go through an evaluation and study before a commitment is made. There is concern about the encroaching trees on this site and it is recommended they be removed.

Commissioner Zembower expressed that he doesn't believe we have enough information for a decision. Chief Mascho said three very qualified firms have reviewed the financials that have been sent out to all the counties. It is the desire of the Committee and all involved to want the best outcome for all six counties and the Medical Examiner. Commissioner Zembower said he's not convinced this building meets the American Medical Examiner's Association criteria standards for a Medical Examiner building. Dr. Wolf chairs the committee for the main standards of Medical Examiner buildings. There are no national standards that will have a bearing on where or what is built. Chief Mascho explained there are three qualified firms on the design side of the Medical Examiner facility that have involved the sub-contractor McClaren, Wilson and Lawrie, Inc. (MWI), the leading designer of Medical Examiner facilities in the nation. The winner of this design package will have MWI involved in the design of the facility. All firms felt the concept was a viable design.

After further discussion, Sumter, Citrus, Marion and Hernando are ready to commit to the Summerfield location. Lake County's issue has been the cost, but the location should be fine. Seminole County agrees to move forward with the location but requests hard numbers. Marion County Board of County Commissioners is floating the bond. The length of the bond has not been determined.

Motion: Commissioner Stone made a motion to choose the Summerfield location to build the new Medical Examiner facility and Commissioner Bogue seconded the motion. The motion carried unanimously 6-0.

5.2 RFQs for Architectural/Engineering Services and Construction Manager at Risk – Marion County met with the design team. The final scoring was completed for the Architectural/Engineering Services and Construction Manager at Risk RFQs. Architectural Studios had the preliminary highest score for the Architectural/Engineering Services RFQ. A partnership with HJ High Construction Company and Dinkins Construction had the highest score for the Construction Manager at Risk RFQ.

5.3 Legislative Priority for the Medical Examiner Facility – Matthew Cretul, Legislative Manager, discussed the appropriations request. Representative McClain will submit the appropriations form for Marion County. The form is due to the State on November 14, 2023. Mr. Cretul has copies of the appropriations forms for the committee for consideration. Even though Marion County is submitting the actual request, it is a mutual and regional need between the six Counties. Mr. Cretul has spoken with each of the other five County's counterparts and all have shared the lobbyist information with their County. Mr. Gladson provided a letter of support. Other letters of support may come from Phil Archer, State Attorney, 18th Judicial Circuit, and each County's individual Sheriffs and Police Chiefs Associations.

6. Old Business

6.1 FY 22/23 4th Quarter Budget Report – Cassandra Li gave an overview of the FY 22/23 4th quarter budget covering July 1, 2023 through September 30, 2023. The following budget amendments occurred during this quarter:

- Moved \$19,347 for the X-Ray machine purchase from Capital Improvement Funding to Machinery and Equipment
- Moved \$21,000 for appraisal of lands and utility services due to increased rates from Capital Improvement Funding to Professional Services and Utility Services
- Moved \$2,500 for an x-ray barrier from Repairs/Maintenance–Equipment to Operating Supplies
- Moved \$825 for the overage for the x-ray barrier from Capital Improvement Funding to Machinery & Equipment
- Recognized \$1,860 of Medical Examiner Fees (Revenue) to issue a refund to a funeral home for a double payment
- Moved \$2,975 for formal appraisal services on all three sites from Capital Improvement Funding to Professional Services
- Moved \$912 from Repairs/Maintenance–Building & Grounds to Communications Services for a bill for the rest of the fiscal year
- Moved \$6,500 for civil engineer services from Repairs/Maintenance–Equipment to Professional Services

6.2 FY 23/24 Medical Examiner Adopted Budget – The budget was submitted to each County. Chief Mascho reminded the committee that budget numbers can change slightly from initial approval once the budget is finalized in September.

6.3 Compensation for Federal Inmates – Chief Atan reported that all autopsies have been invoiced for a total of \$108,000. Payment has not been received but should be received shortly.

6.4 Amendment to Extend Medical Examiner Interlocal Agreement – The amendment to extend the Interlocal Agreement is complete and each County should have received their signed copy. This Interlocal Agreement will expire September 30, 2024.

6.5 Future Interlocal Agreement – Dana Olesky, Chief Assistant County Attorney, said the new Interlocal Agreement will expire September 30, 2024 but anticipates it won't take the entire year to complete. Interlocal Agreement updates should be rolled out by the end of this year for each County Attorney to give comments. There should be an update on the progress at the February, 2024 meeting. This agreement will need to be finalized before Marion County can float the bond. It will guarantee the share of funding between each of the six Counties.

7. New Business

Commissioner Campbell asked about invoicing for expert testimony and how we should approach this moving forward. Mr. Gladson said Marion County has never been charged for Medical Examiner testimony. The Florida Statute says the Counties can recover the cost of having the Medical Examiner testify. The fees ranged from \$75-\$300 an hour. The entity that calls upon the Medical Examiner would pay the fee. Commissioner Zembower said the statute is clear and the State is responsible for levying the charges. Mr. Gladson said the State has due process funds which can be shared between circuits. The circuit has one fund.

Chief Mascho asked if there is a financial impact due to staff testifying. The Medical Examiner said salaries and caseloads have increased and there is additional staff coverage when they are called away. The Interlocal Agreement will include language on this topic and may be dependent by individual county whether it's determined by resolution or ordinance. Opioid funds are limited to treatment of opioids, not the end results. Ms. Olesky is actively looking at ways to seek out those funds.

The Medical Examiner's contract auto renewed for five more years. The next step is the Interlocal Agreement to remove the wording in reference to being able to bill for testimony.

This is Chief Mascho's last meeting and he is retiring on November 30, 2023. Chief Atan has extended an invitation to Chief Mascho to attend the groundbreaking at the Summerfield site. The Medical Examiner is very grateful for what Chief Mascho has done for them over the last 11 years.

- 8. Next Meeting Date** – The next meeting is scheduled for Friday, February 16, 2024 at 12:00 p.m. at the Sumter County Service Center, 7375 Powell Road, Room 102, Wildwood, FL.
- 9. Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:18 p.m.

Holly Davis, Chair

Date

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
February 16, 2024 - Draft**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee meeting was called to order at 12:00 p.m. on Friday, February 16, 2024 at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners
Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

Members Absent

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners

In Attendance

James Banta, Fire Chief, Marion County Fire Rescue
Robert Kruger, Division Chief, Marion County Fire Rescue
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Jared Goodspeed, Director, Facilities Management, Marion County Board of County Commissioners
Amanda Tart, Assistant County Administrator, Marion County Board of County Commissioners
Matthew Cretul, Legislative Manager, Marion County Board of County Commissioners
Dana Olesky, Chief Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Beth Jones, Budget and Administrative Coordinator, Marion County Fire Rescue
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Maggie Greene, EMT, Marion County Fire Rescue
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on February 4, 2024 in the Citrus County Chronicle Ad #50082107, Ocala Star Banner Ad #9724745, Orlando Sentinel Ad #7564681 Lake Sentinel Ad #7564700 and The Villages Daily Sun Ad #01168353 and on February 2, 2024 in the Hernando Sun #C9E154AE-0013.
- Motion:* Commissioner Zembower made a motion to approve the proof of publications and Commissioner Stone seconded the motion. The motion carried unanimously 4-0.

4. **Review and Approval of November 8, 2023 Minutes** – The minutes from the November 8, 2023 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the minutes from the November 8, 2023 Districts 5 and 24 Medical Examiner Advisory Committee meeting and Commissioner Stone seconded the motion. The motion carried unanimously 4-0.

5. **Medical Examiner Facility**

5.1 Medical Examiner's Facility Update

Jared Goodspeed, Facilities Director, discussed two maintenance items for the existing Medical Examiner building consisting of tree maintenance and aesthetics of overgrown trees and removal of fallen limbs around the property totaling \$4,250 and replacement of the backflow valve that feeds the sprinkler system totaling \$7,075.

The RFQs for Architectural/Engineering Services and Construction Manager at Risk will go to the Board on February 20, 2024 for approval. Architecture Studio, Inc. was the Architectural and Engineering firm selected for designing the building (23Q-212). The Construction Manager (CM) at Risk selected to do the construction was HJ High Construction Company partnering with Dinkins Construction (23Q-213).

5.2 Legislative Priority for the Medical Examiner Facility

Matthew Cretul, Legislative Manager, advised the committee that the Medical Examiner facility project was not selected for the budget this year. The next year can be spent by letting the delegation members know that Marion County was exploring the project in the strongest possible position to receive appropriation in the next session.

6. **Old Business**

6.1 FY 23/24 1st Quarter Budget Report

Cassandra Li gave an overview of the FY 23/24 1st quarter budget covering October 1, 2023 through December 31, 2023. The following budget amendments occurred during this quarter:

- Moved \$40,237 from Capital Improvement Funding to Rentals & Leases–Equipment for generator rental.
- Moved \$6,500 from Capital Improvement Funding to Professional Services for civil engineer services to review three parcels for the Medical Examiner building location.
- Moved \$6,000 for an administrative transfer from Repairs/Maintenance–Equipment to Contractual Services to encumber funds for the vendor to issue a purchase order to assemble the body racks that were delivered.
- Moved \$6,000 from Capital Improvement Funding to Repairs/Maintenance–Equipment to replace the \$6,000 for the purchase order.
- Moved \$19,650 from Capital Improvement Funding to Machinery & Equipment to replace the cassette for the x-ray machine.
- With Finance's direction, \$6,000,000 was moved from General Fund Capital Improvement to the Medical Examiner CIP Project for the purchase of the land and architectural services.
- Sumter County's payment for the 1st quarter share will reflect in the 2nd quarter share.

6.2 FY 24/25 Medical Examiner Tentative Budget

Cassandra Li presented the FY 24/25 Medical Examiner tentative budget explaining the proposed and adopted budget line items. Computer License/Maintenance Fees went up due to the set-up of licensing of 5 new positions that were also being proposed in the budget. The Medical Examiner gave a brief discussion on their current staffing levels and vacancies. The proposed budget includes the five new positions with competitive salaries for two office support staff, a lead morgue technician, a deputy chief investigator and a pathologist.

Motion: Commissioner Stone made a motion to approve the FY 2024-25 Tentative Budget and Commissioner Zembower seconded the motion. The motion carried unanimously 4-0.

6.3 Compensation for Federal Inmates

Cassandra Li reported that all outstanding autopsies have been collected for a total of \$125,500. Commissioner Zembower confirmed with the Medical Examiner that everything is in place to move forward with collection for autopsies from the federal prison.

6.4 Future Interlocal Agreement

Dana Olesky, Chief Assistant County Attorney, is continuing to work on the Interlocal Agreement. There are some issues she would like to review with each of the respective County Attorneys. These issues include the election process of the Chair and the Vice-Chair and the option of sending an alternate Commissioner to attend the meeting in the event the original Commissioner is not able to attend the meeting. The bylaws mention the new Chairman will start a year from when the position is elected. There is no limit on how many terms the position will serve.

7. New Business

7.1 Elect Chair and Vice-Chair for One-Year Term

Commissioner Davis is currently the Chair and Commissioner Zembower is currently the Vice-Chair.

Motion: Commissioner Zembower made a motion for Commissioner Davis to remain as Chair and Commissioner Zembower to remain as Vice Chair of the Districts 5 and 24 Medical Examiner Advisory Committee for the next year and Commissioner Campbell seconded the motion. The motion carried unanimously 4-0.

For the record, the only ballot received was from Commissioner Stone.

Deputy Chief Juan Atan is no longer employed with Marion County Fire Rescue. Chief Banta will serve as the liaison with this committee while Marion County Fire Rescue hires a new Deputy Chief of EMS. Chief Robert Kruger is currently serving as the interim Deputy Chief of EMS.

(Ed. Note: It was noted that Chief Robert Kruger became the Deputy Chief of EMS on February 23, 2024.)

- 8. Next Meeting Date** – The next meeting is scheduled for Wednesday, May 8, 2024 at 2:00 p.m. at the Sumter County Service Center, 7375 Powell Road, Room 102, Wildwood, FL.
- 9. Adjournment** – There being no further business to come before the committee, the meeting adjourned at 12:34 p.m.

Holly Davis, Chair

Date

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
May 8, 2024 - Draft**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee meeting was called to order at 2:00 p.m. on Wednesday, May 8, 2024 at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners
Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

In Attendance

Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Jared Goodspeed, Director, Facilities Management, Marion County Board of County Commissioners
Amanda Tart, Assistant County Administrator, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Beth Jones, Budget and Administrative Coordinator, Marion County Fire Rescue
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on April 26, 2024 in the Hernando Sun #C9E154AE0014; April 27, 2024 in the Citrus County Chronicle Ad #50089163; and April 28, 2024 in the Ocala Star Banner Ad #10083072, Orlando Sentinel Ad #7620337, Lake Sentinel Ad #7620333, and The Villages Daily Sun Ad #01185514.

Motion: Commissioner Zembower made a motion to approve the proof of publications and Commissioner Bogue seconded the motion. The motion carried unanimously 6-0.

4. **Review and Approval of February 16, 2024 Minutes** – The minutes from the February 16, 2024 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Stone made a motion to approve the minutes from the February 16, 2024 Districts 5 and 24 Medical Examiner Advisory Committee meeting and Commissioner Zembower seconded the motion. The motion carried unanimously 6-0.

5. **Old Business**

5.1 Medical Examiner's Facility Update

Jared Goodspeed, Facilities Director, provided the Medical Examiner's facility update. Current projects underway at the existing facility include Cox Fire replacing the fire back flow along the road side; an office renovation consisting of new paint and carpet to be completed by the end of May, 2024; the fencing being replaced around the building to be completed by the end of May,

2024; and service on three garbage disposals and replacement of one garbage disposal in the autopsy room.

On April 17, 2024, there was an onsite meeting to discuss the new Medical Examiner's facility and update the programming. The architect should have the program done for owner review and an updated conceptual by June 4, 2024. The updated conceptual will have the Construction Manager making minor tweaks for efficiencies with input from our Medical Examiner making minor adjustments to the approved concept. The estimate to have the drawings complete and ready to bid is January-February of 2025. There will be milestones in-between to review points with the owner leading up to completion.

5.2 Legislative Priority for the Medical Examiner Facility

Amanda Tart, Assistant County Administrator, gave the legislative priority update. An appropriations request was put in last year for approximately \$2.8 million for the Medical Examiner facility. Next year's recommendation is for the Districts 5 and 24 Medical Examiner's Advisory Committee to put in a district request rather than a singular request through Marion County.

Commissioner Zembower thought it might be good to look at submitting this request from different angles and have further discussion regarding this matter.

Ms. Tart advised that Matt Cretul, Legislative Manager, Marion County Board of County Commissioners, will reach out to each respective County's Legislative person to discuss their County's specific requirements or desires of what they would like to recommend in their request. He will approach this as a Legislative request on behalf of this Committee and not an individual County, and bring an update back to this Committee at the next meeting for review and approval of language.

James Toy, Intergovernmental Affairs Manager, is the new Legislative person for Citrus County Board of County Commissioners and his email is James.Toy@citrusbocc.com.

5.3 FY 23/24 2nd Quarter Budget Report

Cassandra Li gave an overview of the FY 23/24 2nd quarter budget covering January 1, 2024 through March 31, 2024. This quarter contains a budget amendment moving \$15,096 from Capital Improvement Funding to Computer Hardware for the expansion of the Medical Examiner storage area network for their database.

6. New Business

The Medical Examiner's Office received a Notice of Intent to File Suit from Morgan and Morgan, P.A. pertaining to a criminal case dating back to 2005. The County Attorney's Office for Marion County is working with the Medical Examiner on handling this case.

- 7. Next Meeting Date** – The next meeting is scheduled for Wednesday, August 14, 2024 at 2:00 p.m. at a location to be determined. (Location update: The next meeting will be held at Marion County Board of County Commissioners Green Clover Hall, located at 319 SE 26 Terrace, Ocala, FL 34471.)
- 8. Adjournment** – There being no further business to come before the committee, the meeting adjourned at 2:20 p.m.

Holly Davis, Chair

Date

Marion County
Districts 5 & 24 Medical Examiner
Advisory Committee
Meeting Agenda

Wednesday, August 14, 2024 2:00 PM

- 1. Call to Order**
- 2. Roll Call and Determination of Quorum**
- 3. Proof of Publications**
- 4. Review and Approval of Meeting Minutes**
 - 4.1. [May 8, 2024 Districts 5 and 24 Medical Examiner Advisory Committee Meeting Minutes - DRAFT](#)**
- 5. Old Business**
 - 5.1. [Medical Examiner's Facility Update](#)**
 - 5.2. [Legislative Priority for the Medical Examiner Facility](#)**
 - 5.3. [FY 23/24 3rd Quarter Budget Report](#)**
 - 5.4. [Future Interlocal Agreement](#)**
- 6. New Business**
 - 6.1. [Defense of Litigation Related to Cedric McFadden/Ruthel Forbes Lawsuit](#)**
- 7. Next Meeting Date: Wednesday, November 13, 2024 - 2:00 p.m.**
- 8. Adjournment**

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
August 14, 2024**

1. **Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee meeting was called to order at 2:00 p.m. on Wednesday, August 14, 2024 at the Marion County McPherson Governmental Campus, Green Clover Hall, 319 SE 26 Terrace, Ocala, FL.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners

Members Absent

Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

In Attendance

Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Matthew Minter, County Attorney, Marion County Board of County Commissioners
Dana Olesky, Chief Assistant County Attorney, Marion County Board of County Commissioners
Amanda Tart, Assistant County Administrator, Marion County Board of County Commissioners
Matthew Cretul, Legislative Manager, Marion County Board of County Commissioners
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Jared Goodspeed, Director, Marion County Facilities Management
Mike Bates, Assistant Director, Marion County Facilities Management
David Feger, Assistant Director, Marion County Facilities Management
Jim Huber, Construction Manager, Marion County Facilities Management
Samantha Ritcher, Fiscal Manager, Marion County Facilities Management
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Robert Kruger, Deputy Chief, Marion County Fire Rescue
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Beth Jones, Budget and Administrative Coordinator, Marion County Fire Rescue
Deann Broyles, Budget and Administrative Coordinator, Marion County Fire Rescue
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

3. **Proof of Publications** – Legal advertisements were published on July 26, 2024 in the Hernando Sun #C9E154AE0015 and the Citrus County Chronicle Ad #50094421; and July 28, 2024 in the Ocala Star Banner Ad #10375891, Orlando Sentinel Ad #7665006, Lake Sentinel Ad #7664937, and The Villages Daily Sun Ad #01200382.

Motion: Commissioner Stone made a motion to approve the proof of publications and Commissioner Bogue seconded the motion. The motion carried unanimously 5–0.

4. **Review and Approval of May 8, 2024 Minutes** – The minutes from the May 8, 2024 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Bogue made a motion to approve the minutes from the May 8, 2024 Districts 5 and 24 Medical Examiner Advisory Committee meeting and Commissioner Campbell seconded the motion. The motion carried unanimously 5–0.

5. Old Business

5.1 Medical Examiner's Facility Update

Jared Goodspeed, Facilities Director, provided the Medical Examiner's facility update. Several repairs have been made on the current building in the last quarter which include repair of a roof leak, pressure washing, repair and replacement of garbage disposals, tree trimming around the property, renovation of an office, and updates on the access control of the front door for security purposes.

Marion County is working with the architect on the project design on the future building and expect an updated concept in approximately two weeks. The budget is on track and once the updated concept is received, the timeline will be updated.

5.2 Legislative Priority for the Medical Examiner Facility

Matthew Cretul, Legislative Manager, Marion County, passed out a one-page copy of Marion County's 2025 State Legislative Priorities for the Support the Districts 5 & 24 Medical Examiner Office's Appropriations Request. He is having conversations with his counterparts at each County, making sure the language is consistent. This has been formally approved by Marion County Board of County Commissioners as a County priority to support the Districts 5 & 24 Medical Examiner request. Mr. Cretul requested what information the committee would like to see on the forms and direction for filling out the forms. The 2025 Appropriations form has not been released. Pam Doherty will make sure Commissioner Zembower receives a copy of this Appropriations Request.

5.3 FY 23/24 2nd Quarter Budget Report

Cassandra Li gave an overview of the FY 23/24 3rd quarter budget covering April 1, 2024 through June 30, 2024. This quarter contains a budget amendment moving \$2,075 from Capital Improvement Funding to Rental & Leases—Equipment for an additional printer requested for the morgue office covering the lease expense and color copies. The final quarter will show budget amendments for repairs of autopsy saws. Pam Doherty will send the tentative final budget to each County's budget office showing the cost allocations broken down for each County.

5.4 Future Interlocal Agreement

Dana Olesky, Chief Assistant County Attorney, has been working on the update to the future Interlocal Agreement. This should be distributed to all the Counties by the end of the week.

6. New Business

6.1 Defense of Litigation Related to Cedric McFadden/Ruthel Forbes Lawsuit

The Medical Examiner's Office received a Notice of Intent to File Suit from Morgan and Morgan, P.A. pertaining to a criminal homicide case dating back to 2005 prior to hiring Dr. Wolf. The County Attorney's Office for Marion County is working with the Medical Examiner's Office on handling this case. Matthew Minter, the County Attorney for Marion County Board of County Commissioners, discussed the defense of litigation related to the Cedric McFadden/Ruthel Forbes lawsuit. This case does not involve District 24. With this not being a complicated case, the County Attorney's Office for Marion County would like to recommend representing the Medical Examiner's Office on behalf of District 5. There is a possibility to get the case dismissed, but no guarantee. If there is a settlement or judgment, there would be an order to go to mediation. If there was a monetary

settlement or judgement, that would be apportioned amongst the District 5 counties including court costs, deposition costs and attorney fees.

Commissioner Zembower was not able to attend this meeting because he was serving on the Canvassing Board this day in Seminole County.

This will be Commissioner Blake's last meeting. Another representative from Lake County will be appointed to serve and will attend the November 2024 meeting.

7. **Next Meeting Date** – The next meeting is scheduled for Wednesday, November 13, 2024 at 2:00 p.m. at the Sumter County Service Center, Room 102, 7375 Powell Road, Wildwood, FL.
8. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 2:16 p.m.

Holly Davis, Chair

Date