

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**

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

File No.: 2024-16055

Agenda Date: 8/14/2024

Agenda No.: 4.1.

SUBJECT:

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

DESCRIPTION/BACKGROUND:

Attached.

**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
Agenda Item

File No.: 2024-16059

Agenda Date: 8/14/2024

Agenda No.: 5.1.

SUBJECT:

Medical Examiner's Facility Update

DESCRIPTION/BACKGROUND:

Jared Goodspeed, Facilities Management Director, will provide updates on current and recently completed projects at the Medical Examiner's office.

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

File No.: 2024-16070

Agenda Date: 8/14/2024

Agenda No.: 5.2.

SUBJECT:

Legislative Priority for the Medical Examiner Facility

DESCRIPTION/BACKGROUND:

Matthew Cretul, Legislative Manager, will update the committee on the Legislative Priority.

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

File No.: 2024-16072

Agenda Date: 8/14/2024

Agenda No.: 5.3.

SUBJECT:
FY 23/24 3rd Quarter Budget Report

DESCRIPTION/BACKGROUND:
See attached.

5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2023/24

	Original Budget	Adjusted Budget	Oct - Dec 1st Qtr Actual	Jan - Mar 2nd Qtr Actual	Apr - Jun 3rd Qtr Actual	Jul - Sept 4th Qtr Actual	YTD
REVENUES							
Balance Forward	\$ 2,129,449.00						\$ -
Medical Examiner District 24	\$ 1,702,198.00		\$ 386,436.46	\$ 386,436.46	\$ 386,436.46		\$ 1,159,309.38
Medical Examiner Fees ¹⁶	\$ 1,032,000.00		\$ 286,680.00	\$ 278,829.00	\$ 265,618.96		\$ 831,127.96
Reimbursements from other Counties	\$ 2,638,623.00		\$ 556,288.22	\$ 763,023.40	\$ 659,655.81		\$ 1,978,967.43
Marion County's Share (CT132381)	\$ 1,146,043.00		\$ 286,510.66	\$ 286,510.66	\$ 286,510.66		\$ 859,531.98
Interest - Board	\$ 60,000.00		\$ 28,346.82	\$ 28,951.41	\$ 32,692.74		\$ 89,990.97
Coverdell Grant ¹⁰	\$ -		\$ 2,957.55	\$ -	\$ -		\$ 2,957.55
5% Budget Office	\$ 3,000.00						
TOTAL REVENUES	\$ 8,705,313.00	\$ -	\$ 1,547,219.71	\$ 1,743,750.93	\$ 1,630,914.63	\$ -	\$ 4,921,885.27
EXPENDITURES							
Administrative Fee - 5%	\$ 301,309.00		\$ 75,327.25	\$ 75,327.25	\$ 75,327.25		\$ 225,981.75
OPERATING EXPENDITURES							
Contractual Services - Medical Examiner	\$ 5,760,070.00		\$ 1,580,070.00	\$ 1,320,000.00	\$ 1,540,000.00		\$ 4,440,070.00
Professional Services ²	\$ -	\$ 6,500.00	\$ 6,500.00		\$ -		\$ 6,500.00
Contractual Services - Other ³	\$ 18,093.00	\$ 11,000.00	\$ 5,451.20	\$ 2,675.20	\$ 9,623.25		\$ 17,749.65
Communications	\$ 13,200.00		\$ 3,850.30	\$ 3,462.60	\$ 3,397.80		\$ 10,710.70
Postage & Freight	\$ 2,000.00		\$ 2,000.00	\$ -	\$ -		\$ 2,000.00
Utility Services - Elec./Water	\$ 60,000.00	\$ (4,000.00)	\$ 13,692.49	\$ 12,924.51	\$ 12,714.89		\$ 39,331.89
Rentals & Leases - Equipment ¹⁷	\$ 5,150.00	\$ 42,312.00	\$ 21,341.41	\$ 15,758.37	\$ 1,286.48		\$ 38,386.26
Insurance Premiums	\$ 28,850.00		\$ 3,388.36	\$ 3,388.36	\$ 3,388.36		\$ 10,165.08
Repairs/Maint. - Buildings & Grounds	\$ 38,480.00		\$ 3,325.87	\$ 2,699.07	\$ 8,235.80		\$ 14,260.74
Repairs/Maint. - Equipment ³⁴	\$ 8,000.00	\$ 4,000.00	\$ -	\$ -	\$ 4,061.40		\$ 4,061.40
Other Charges - Refunds	\$ -		\$ -	\$ -	\$ -		\$ -
Advertising - Legal	\$ 750.00		\$ 104.18	\$ 27.72	\$ 165.72		\$ 297.62
Office Supplies	\$ -		\$ -	\$ -	\$ -		\$ -
Gasoline, Oil & Lubricants	\$ -		\$ -	\$ -	\$ -		\$ -
Computer Software	\$ 71,260.00		\$ -	\$ 11,790.72	\$ 2.19		\$ 11,792.91
Operating Supplies	\$ 13,000.00	\$ (5,000.00)	\$ 7,484.83	\$ 138.42	\$ -		\$ 7,623.25
Computer Hardware ⁶	\$ 7,230.00	\$ 15,096.00	\$ -	\$ 939.47	\$ 13,935.00		\$ 14,874.47
Dues & Memberships	\$ 100.00		\$ 93.00	\$ -	\$ -		\$ 93.00
Training & Education	\$ -		\$ -	\$ -	\$ -		\$ -

5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2023/24

	Original Budget	Adjusted Budget	Oct - Dec 1st Qtr Actual	Jan - Mar 2nd Qtr Actual	Apr - Jun 3rd Qtr Actual	Jul - Sept 4th Qtr Actual	YTD
Buildings - Construction and/or Improve	\$ -		\$ -	\$ -	\$ -		\$ -
Buildings - CIP	\$ 180,000.00		\$ 116,298.00	\$ 46,878.00	\$ -		\$ 163,176.00
Capital Improvement Funding ¹²⁴⁵⁶⁷	\$ 2,133,821.00		\$ -	\$ -	\$ -		\$ -
Machinery & Equipment ⁵	\$ 14,000.00	\$ 19,650.00	\$ 19,649.24	\$ -	\$ -		\$ 19,649.24
TOTAL OPERATING EXPENDITURES	\$ 8,354,004.00	\$ 89,558.00	\$ 1,783,248.88	\$ 1,420,682.44	\$ 1,596,810.89	\$ -	\$ 4,800,742.21
Reserve for Capital Outlay	\$ -						
Reserve for Contingency	\$ 50,000.00		\$ -	\$ -			
TOTAL EXPENDITURES	\$ 8,705,313.00	\$ 89,558.00	\$ 1,858,576.13	\$ 1,496,009.69	\$ 1,672,138.14	\$ -	\$ 5,026,723.96
NET GAIN/LOSS			\$ (311,356.42)	\$ 247,741.24	\$ (41,223.51)	\$ -	\$ (104,838.69)

BUDGET AMENDMENTS

1st Quarter:

¹24-01-119 (10/17/23) - Moved \$40,237 from Capital Improvement Funding to Rentals & Leases - Equipment for generator rental.

²24-01-544 (10/17/23) - Moved \$6,500 from Capital Improvement Funding to Professional Services for civil engineer services to review three parcels for ME building location.

³24-01-837 (10/09/23) - Admin Transfer - Moved \$6,000 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.

⁴24-02-06 (11/07/23) - Moved \$6,000 from Capital Improvement Funding to Repairs/Maintenance - Equipment to replace the \$6,000 for the purchase order.

⁵24-02-34 (11/21/23) - Moved \$19,650 from Capital Improvement Funding to Machinery & Equipment to replace the cassette for the x-ray machine.

*24-03-293 (12/19/23) - Moved \$6,000,000 from General Fund Capital Improvement to the Medical Examiner CIP Project.

*1st Quarter Share - Missing Sumter County

2nd Quarter:

⁶24-05-537 (02/20/24) - Moved \$15,096 from Capital Improvement Funding to Computer Hardware for the expansion of the Medical Examiner storage area network.

3rd Quarter:

⁷24-08-26 (5/21/24) - Moved \$2,075 from Capital Improvement Funding to Rentals & Leases- Equipment for an additional printer requested for the morgue office.

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

File No.: 2024-16073

Agenda Date: 8/14/2024

Agenda No.: 5.4.

SUBJECT:

Future Interlocal Agreement

DESCRIPTION/BACKGROUND:

Dana Olesky will provide an update on the Interlocal Agreement.

Marion County

Districts 5 & 24 Medical Examiner Advisory Committee

Agenda Item

File No.: 2024-16074

Agenda Date: 8/14/2024

Agenda No.: 6.1.

SUBJECT:

Defense of Litigation Related to Cedric McFadden/Ruthel Forbes Lawsuit

DESCRIPTION/BACKGROUND:

The County Attorney will discuss the defense of litigation related to Cedric McFadden/Ruthel Forbes lawsuit - memorandum attached.



**Marion County
Board of County Commissioners**

County Attorney

601 SE 25th Ave.
Ocala, FL 34471
Phone: 352-438-2330
Fax: 352-438-2331

MEMORANDUM

McFADDEN, CEDRIC/FORBES, RUTHEL MEMO

To: The Board of District 5 Medical Examiner
 From: Matthew G. Minter, County Attorney *Matthew G. Minter*
 Date: July 12, 2024
 Subject: Defense of litigation related to Cedric McFadden/Ruthel Forbes lawsuit

The purpose of this memorandum is to request the Marion County Attorney's Office to represent District 5 with respect to this claim.

I do not view this as a claim with significant monetary exposure, and to send to outside counsel may incur more defense costs that the claim is worth and I believe our office has the capability to handle this claim.

I would also propose that if there is a settlement or judgement, it will be apportioned amount the District 5 counties.