

March 31, 2025

Mr. Mounir Bouyounes, P.E.
County Administrator
Marion County Board of County Commissioners
601 SE 25th Ave.
Ocala, FL 34471

RE: February 14, 2025, Request for Payment of Medical Examiner Building Expenditures

Dear Mr. Bouyounes,

I have received your February 14, 2025, letter requesting reimbursement for Medical Examiner Facility (THE PROJECT) expenses in an inexact amount between \$110,346.53 and \$179,356.53 from the District 5 & 24 Member Counties. Specifically, you are requesting \$29,398.14, plus a yet-to-be-determined residual amount, from Seminole County (SEMINOLE) for its portion of these expenses. This request appears premature and contrary to prior discussions of the Medical Examiners Advisory Committee (COMMITTEE), as well as statements from the Marion County Chief Assistant County Attorney, Dana Olesky.

On September 12, 2024, Ms. Olesky, in an email discussing the current interlocal operating agreement, informed the attorneys representing the District 5 & 24 Member Counties that: *"Since the new facility language will not be addressed in this agreement, I will be sending a new agreement shortly. In order for Marion County to move forward with securing the bond, that agreement will need to be approved before the end of the year."* Ms. Olesky's statement about a separate agreement for the new facility aligns with prior discussions of the COMMITTEE. The minutes from the COMMITTEE meetings on August 11, 2021, February 8, 2023, August 21, 2023, and November 8, 2023, are attached. At each of these meetings, the need for a separate interlocal agreement to specifically address the approvals, expenses, and payments associated with THE PROJECT was discussed by the COMMITTEE.

A review of the COMMITTEE's meeting minutes indicates that Marion County (MARION) made budget transfers from various accounts of the Medical Examiner District Budget to cover certain expenses related to THE PROJECT. Limited examples of these transfers include:

- **August 15, 2023:** Budget worksheet notes \$21,000 transferred from Capital Improvement Funding to Professional Services for appraisal services.
- **August 21, 2023:** Minutes reference MARION utilizing \$2 million from the budget for land acquisition.

- **September 6, 2023:** District Medical Examiner budget worksheet notes \$2,975 transferred from Capital Improvement Funding to Professional Services for appraisal services.
- **September 11, 2023:** District Medical Examiner budget worksheet notes \$6,500 transferred from Repairs/Maintenance to Professional Services for civil engineering services.
- **October 17, 2023:** District Medical Examiner budget worksheet notes \$6,500 transferred from Capital Improvement Funding to Professional Services for civil engineering services.
- **December 19, 2023:** District Medical Examiner budget worksheet notes \$6 million transferred from General Fund Capital Improvement Funding to the Medical Examiner CIP Project.

Although these transfers were recorded in the meeting minutes, expenses from budgeted itemized funds were not shared with the COMMITTEE. Given these transfers and apparent expenditures for THE PROJECT outside of an interlocal agreement specifically addressing THE PROJECT, SEMINOLE requests that MARION, as the Administrator, provide:

1. A detailed accounting of all expenses with supporting documentation for THE PROJECT.
2. A reconciliation of the budget facility funds of the COMMITTEE from fiscal year 2020 to present.

Attached are supporting documents from the minutes that highlight a sample of these transfers. Please consider this request as a formal public records request pursuant to Chapter 119, Florida Statutes.

Additionally, your letter seeks reimbursement for the appraisal of the Summerfield property. However, MARION has asserted that it plans to retain the Summerfield property and will not be transferring it to the District 5 & 24 Member Counties. Therefore, it seems inappropriate for the various Member Counties to reimburse MARION for its appraisal costs. Furthermore, other appraisal costs referenced in the aforementioned budget transfers were noted to the COMMITTEE. Accordingly, SEMINOLE requests that MARION reimburse these fees and provide clarification regarding what appears to be a duplicate reimbursement request for a single expenditure.

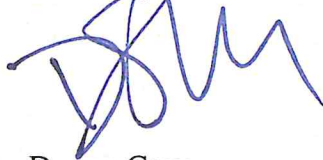
Lastly, the Seminole County Board of County Commissioners voted on February 25, 2025, not to proceed with your payment request at this time. This decision is based on multiple factors, including:

- The lack of clarity on several issues regarding the new building.
- SEMINOLE's need to review the requested records.
- SEMINOLE's exception to certain assertions made in your reimbursement letter.
- The reimbursement request being based on a population model.
- SEMINOLE's plan to submit an exit proposal to the COMMITTEE.

This vote does not preclude a future discussion on whether SEMINOLE will provide reimbursement. However, as previously mentioned, any reimbursement for THE PROJECT expenses will be considered as part of an exit plan, which we anticipate will be fully supported by the Member Counties.

Thank you for your letter. I look forward to receiving the requested information.

Sincerely,



Darren Gray
County Manager

Enclosures: Medical Examiners Advisory Committee meeting minute (August 11, 2021,
February 8, 2023, August 21, 2023, November 8, 2023)
Budget transfer documents

CC: Jay Zembower, Chairman, District 2, Seminole County
Bob Dallari, District 1, Seminole County
Lee Constantine, District 3, Seminole County
Amy Lockhart, District 4, Seminole County
Andria Herr, District 5, Seminole County
Holly Davis, Medical Examiner Advisory Committee, Citrus County
Jeff Bogue, Medical Examiner Advisory Committee, Sumter County
Jerry Campbell, Medical Examiner Advisory Committee, Hernando County
Sean Parks, Medical Examiner Advisory Committee, Lake County
Michelle Stone, Medical Examiner Advisory Committee, Marion County
Kristian Swenson, Assistant County Manager, Seminole County
Steve Howard, County Administrator, Citrus County
Jeff Rogers, P.E., County Administrator, Hernando County
Jennifer Barker, County Manager, Lake County
Bradley Arnold, County Administrator, Sumter County

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

**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 _____

**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
Carl 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 conceptual 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 conceptual 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

5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2022/23

| | 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 |
|--|------------------------|-----------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|------------------------|
| Training & Education | \$ - | | | | | | \$ - |
| Buildings - Construction and/or Improve ⁵ | \$ - | | | | | | \$ - |
| Capital Improvement Funding ²³⁵⁶⁷¹²¹³¹⁵¹⁷ | \$ 1,752,292.00 | | | | | | \$ - |
| Machinery & Equipment ³⁴¹²¹⁵ | \$ - | | \$ 28,400.00 | \$ 18,240.00 | | \$ 20,171.27 | \$ 66,811.27 |
| TOTAL OPERATING EXPENDITURES | \$ 6,943,511.00 | \$ - | \$ 1,586,238.34 | \$ 1,229,455.04 | \$ 1,226,801.52 | \$ 1,284,390.57 | \$ 5,326,885.47 |
| Reserve for Capital Outlay | \$ - | | | | | | |
| Reserve for Contingency | \$ 50,000.00 | | | | | | |
| TOTAL EXPENDITURES | \$ 7,253,096.00 | \$ - | \$ 1,651,134.59 | \$ 1,294,351.29 | \$ 1,291,697.77 | \$ 1,349,286.82 | \$ 5,586,470.47 |
| NET GAIN/LOSS | | | \$ (218,729.48) | \$ 168,333.94 | \$ 126,621.31 | \$ 167,016.66 | \$ 243,242.43 |

BUDGET AMENDMENTS

- ¹23-01-958 (10/17/22) - Moved \$200 out of Advertising - Legal for Computer Hardware due to cost of computers that were not anticipated for the bulk order purchase.
- ²23-02-06 (11/1/22) - Moved \$3,000 out of Capital Improvement Funding to Computer Software for VertiQ for module updates this year.
- ³23-02-18 (11/15/22) - Moved \$60,640 out of Capital Improvement Funding to Machinery & Equipment to purchase cooler racks for the Medical Examiner's Office.
- ⁴23-02-66 (11/15/22) - Moved \$20,200 for from Capital Improvement Funding to Computer Software for VertiQ for work outside of contractual scope.
- ⁵23-03-14 (12/06/22) - Moved \$180,000 from Capital Improvement Funding to Buildings - CIP for the purchase of a generator through Facilities as part of a capital project.
- ⁶23-03-15 (12/06/22) - Moved \$84,000 from Capital Improvement Funding to Rentals & Leases - Equipment for generator rental for the rest of the year.
- ⁷23-06-05 (03/07/23) - Moved \$20,000 from Capital Improvement Funding to Computer Software for VertiQ.
- ⁸23-06-150 (03/03/23) - Moved \$1,214 from Repairs/Maint - Equipment to Computer Hardware for purchase of 2 desktops.
- ⁹23-07-11(04/04/23) Moved \$2400 from Capital Improv Funding - Contract Ser - other - misc - to pay for unpaid cremation invoices form funeral homes.
- ¹⁰23-08-8 (05/02/23) - Moved \$2958 to recognize the Coverdell Grant - increasd Operating Supplies for purchase of heavy duty mortuary cot and one folding autopsy table.
- ¹¹23-09-577(06/12/23) - Moved \$400 from Repairs/Maint -Equipment to Rentals & Leases-Equipment for increased contractual fees to pay for the remaining fiscal year for Document Techn
- ¹²23-11-09 (8/1/23) - Moved \$19,347 for X-Ray machine purchase from Capital Improvement Funding to Machinery & Equipment
- ¹³23-11-31 (8/15/23) - Moved \$21,000 from Capital Improvement Funding to Professional Services and Utility Services for the appraisal of lands and for utility services due to increased rates
- ¹⁴23-10-2546 (7/27/23) - Moved \$2,500 from Repairs/Maint - Equipment to Operating Supplies for an x-ray barrier.
- ¹⁵23-11-345 (8/15/23) - Moved \$825 from Capital Improvement Funding to Machinery & Equipment for the overage for the x-ray barrier.
- ¹⁶23-12-09 (9/6/23) - Recognized \$1,860 of Medical Examiner Fees (revenue) to issue a refund to a funeral home as a double payment was made by the vendor.
- ¹⁷23-12-32 (9/6/23) - Moved \$2,975 from Capital Improvement Funding to Professional Services for appraisal services.
- ¹⁸23-11-3178 (8/28/23) - Moved \$912 from Repairs/Maint - Buildings & Grounds to Communications Services for bill for the rest of the fiscal year.
- ¹⁹23-12-739 (9/11/23) - Moved \$6,500 from Repairs/Maint - Equipment to Professional Services for civil engineer services.

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 | \$ 180,000.00 | \$ 116,298.00 | \$ 46,878.00 | \$ - | \$ - | \$ 163,176.00 |
| Capital Improvement Funding ¹²⁴⁵⁶⁷¹¹ | \$ 2,133,821.00 | \$ 2,036,263.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Machinery & Equipment ⁵ | \$ 14,000.00 | \$ 33,650.00 | \$ 19,649.24 | \$ - | \$ - | \$ - | \$ 19,649.24 |
| TOTAL OPERATING EXPENDITURES | \$ 8,354,004.00 | \$ 8,357,004.00 | \$ 1,783,248.88 | \$ 1,420,682.44 | \$ 1,596,810.89 | \$ 1,437,495.96 | \$ 6,238,238.17 |
| Reserve for Capital Outlay | \$ - | \$ - | | | | | |
| Reserve for Contingency | \$ 50,000.00 | \$ 50,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL EXPENDITURES | \$ 8,705,313.00 | \$ 8,708,313.00 | \$ 1,858,576.13 | \$ 1,496,009.69 | \$ 1,672,138.14 | \$ 1,512,823.21 | \$ 6,539,547.17 |
| NET GAIN/LOSS | \$ (311,356.42) | \$ 247,741.24 | \$ (311,356.42) | \$ 247,741.24 | \$ (41,223.51) | \$ 21,370.26 | \$ (83,468.43) |

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.

4th Quarter:

⁸24-10-1595 (7/16/24) - Moved \$5,000 from Operating Supplies to Contractual Services for the autopsy disposal costs through Facilities.

⁹24-10-1865 (7/18/34) - Moved \$4,000 from Utility Services to Repairs/Maint - Equipment for broken autopsy saws to be repaired.

¹⁰24-11-40 (8/20/24) - Recognized \$3,000 for the Coverdell Grant to purchase approved items.

¹¹24-11-41 (8/20/24) - Moved \$8,000 from Capital Improvement Funding to Operating Supplies to purchase new autopsy saws (since repairs would not be fixed in time for end of fiscal year)

¹²24-11-2213 (8/23/24) - Moved \$300 from Repairs/Maint - Equipment to Communication Services for a shortage in bills for phones.