

Marion County

Districts 5 & 24 Medical Examiner Advisory Committee

Meeting Agenda

Wednesday, May 14, 2025

2:00 PM

Sumter County Service Center,
7375 Powell Rd., Room 102,
Wildwood, FL

1. Call to Order
2. Roll Call and Determination of Quorum
3. Proof of Publications
4. Review and Approval of Meeting Minutes
 - 4.1. [Districts 5 and 24 Medical Examiner Advisory Committee Draft Minutes, February 12, 2025 - Motion to Approve](#)
5. Old Business
 - 5.1. [FY 24/25 2nd Quarter Budget Report](#)
 - 5.2. [Notation for Record: Effective January 1, 2025, Commissioner Sean Parks will serve as the liaison representative for the Lake County Board of County Commissioners to the Districts 5 and 24 Medical Examiner Board.](#)
 - 5.3. [Notation for Record: Written acknowledgment of the vote the Districts 5 and 24 Medical Examiner Advisory Committee took on the subject of alternate members at the February 12, 2025 meeting.](#)
6. New Business
 - 6.1. [Presentation of Seminole County's Exit Plan to leave District 5, as expressed during the February 12, 2025 meeting.](#)
 - 6.2. [Feedback from County Commissioners regarding Action Items listed on page 8 of February 12, 2025 Districts 5 and 24 Medical Examiner Committee minutes.](#)
7. Next Meeting Date: Wednesday, August 13, 2025
8. Adjournment

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

File No.: 2025-19007

Agenda Date: 5/14/2025

Agenda No.: 4.1.

SUBJECT:

**Districts 5 and 24 Medical Examiner Advisory Committee Draft Minutes, February 12, 2025 -
Motion to Approve**

DESCRIPTION/BACKGROUND:

Attached.

**Districts 5 and 24 Medical Examiner Advisory Committee Meeting
February 12, 2025 - 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, February 12, 2025 at the Sumter County Service Center, 7375 Powell Road, Room 102, Wildwood, FL.
2. **Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met. Commissioner Davis welcomed the two new members, Commissioner Amy Lockhart, Seminole County Board of County Commissioners, and Commissioner Sean Parks, Lake County Board of County Commissioners, to the Districts 5 and 24 Medical Examiner Advisory Committee.

Members Present

Jeff Bogue, Sumter County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Amy Lockhart, Seminole County Board of County Commissioners
Sean Parks, Lake County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners

Members Absent

Jerry Campbell, Hernando 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
Jennifer Barker, County Manager, Lake County Board of County Commissioners
Melanie Marsh, County Attorney, Lake County Board of County Commissioners
Kristian Swenson, Assistant County Manager, Seminole County Board of County Commissioners
Cassidy Perdue, Assistant County Attorney, Seminole County Board of County Commissioners
Allison Thall, Community Services Director, Seminole County Board of County Commissioners
Mounir Bouyounes, County Administrator, Marion County Board of County Commissioners
James Banta, Fire Chief, Marion County Fire Rescue
Matthew Minter, County Attorney, Marion County Board of County Commissioners
Amanda Tart, Assistant County Administrator, Marion County Board of County Commissioners
Jim Huber, Construction Manager, Marion County Facilities Management
Audrey Fowler, Budget Director, Marion County Clerk of the Court
Jennifer Cole, Finance 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 January 31, 2025 in the Hernando Sun #C9E154AE0017 and the Citrus County Chronicle Ad #50106223; and February 2, 2025 in the Ocala Star Banner Ad #10977315, Orlando Sentinel Ad #7758926, Lake Sentinel Ad #7758942, and The Villages Daily Sun Ad #01232815.
4. **Review and Approval of November 13, 2024 Minutes** – The minutes from the November 13, 2024 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Bogue made a motion to approve the minutes and Commissioner Stone seconded the motion. The motion carried unanimously 5-0.

5. Old Business

5.1 FY 24/25 1st Quarter Budget Report

Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue, gave an overview of the 1st Quarter FY 24/25 Budget Report covering October 1, 2024 through December 31, 2024. This quarter contains a budget amendment moving \$20,000 out of Capital Improvement Funding to Repairs/Maintenance – Equipment for server warranty and for repairing broken saws that could not be completed last fiscal year due to the 6–8 week turnaround time.

6. New Business

6.1 FY 25/26 Medical Examiner Proposed Budget

Cassandra Li gave an overview of the FY 25/26 Medical Examiner Proposed Budget and explained the methodology is the same as FY 24/25 with the only difference being the population count is combined. Last year it was broken out between Districts 5 and 24 and this fiscal year the count is combined to align with the newly executed interlocal agreement.

Motion: Commissioner Stone made a motion to approve FY 25/26 Medical Examiner Proposed Budget and Commissioner Bogue seconded the motion. The motion carried unanimously 5-0.

Commissioner Davis recommended a Medical Examiner Advisory Committee training session for the new Commissioners and a tour of the morgue.

6.2 Notation for Record

A letter was received from Commissioner Jay Zembower, Seminole County Board of County Commissioners (BCC), advising that effective January 1, 2025, Commissioner Amy Lockhart will serve as the liaison representative and Commissioner Jay Zembower will serve as the alternative representative, for the Seminole County BCC, to the Districts 5 and 24 Medical Examiner Advisory Committee. Commissioner Davis asked if a letter is needed from Lake County Board of County Commissioners (BCC) advising Commissioner Sean Parks is their new liaison representative for the Districts 5 and 24 Medical Examiner Advisory Committee.

Notation for Record: Commissioner Davis noted for the record that effective January 1, 2025, Commissioner Sean Parks will serve as the liaison representative for the Lake County BCC to the Districts 5 and 24 Medical Examiners Advisory Committee.

Commissioner Davis asked if each county needs an alternate named for this Advisory Committee. After general discussion, there was a consensus by the committee not to support the addition of alternate representatives. Because Commissioner Zembower's letter was addressed to Pam Doherty, she will send a response to him, advising that per our Interlocal Agreement, there are no alternate representatives appointed to the Districts 5 and 24 Medical Examiner Advisory Committee.

6.3 Request for Approval of Settlement of Civil Action Regarding Ruthel Forbes v. District 5 Medical Examiner

Matthew Minter, County Attorney, Marion County Board of County Commissioners (BCC), discussed the claim relating back to 2005 against the District 5 Medical Examiner's Office concerning the misplaced skull of a homicide victim. The initial notice of claim was for \$200,000

but after several negotiations with the Plaintiff's counsel, the County Attorney's Office is recommending approval of the settlement of this lawsuit for \$20,000.

Motion: Commissioner Stone made a motion to approve the claim amount of \$20,000 for District 5's portion of the settlement and Commissioner Bogue seconded the motion. The motion carried unanimously 5-0.

6.4 Update on Discussions of Lake County Exploring Potential Alignment with Seminole County in Medical Examiner District 24 as Pertains to the New Medical Examiner's Building

Chief Banta, Fire Chief, Marion County Fire Rescue, opened this discussion with regards to the November 13, 2024 Medical Examiner's Advisory Committee Meeting where Lake County expressed their intent to exit District 5 and join District 24.

There was a Florida Medical Examiners Commission Meeting on February 4, 2025 where Lake County presented to the Florida Medical Examiners Commission Meeting their intent to join District 24. At the end of that meeting, their request was denied by the Florida Medical Examiners Commission.

Chief Banta explained that in the November 2024 meeting, because of Lake County's intent to withdraw from District 5, all processes of construction of the new facility were stopped and Marion County started looking at all of the expenses that had been incurred. Marion County has advanced \$6 million dollars for this project, and has incurred approximately \$3.1 million dollars. If it is the intent that Marion County will not move forward, then Marion County should recover the expenses, with the exception of the land, of which Marion County will hold. The enclosed spreadsheet presented in the agenda packet shows the breakdown of the costs Marion County will need to recover.

Dr. Wolf gave an update on the Florida Medical Examiners Commission meeting. She advised that the Florida Medical Examiners Commission denied the Lake County and Seminole County merger because the necessary stakeholders had not been informed. The Commission is willing to look at it again if everyone gets together and comes up with a plan. The stakeholders included the state attorneys, public defenders and law enforcement. Dr. Wolf mentioned the state attorneys and public defenders had been informed. Chief Banta stated that he understood from the Commission meeting there hadn't been any collaboration between the partners to include the six counties; some of the stakeholders were aware, but the majority impacted were not aware, including sheriffs, state attorneys and others. He said the merger was denied, but the Commission stated they would be open to hearing it again if the parties came up with a plan that worked.

Commissioner Parks said although this is his first Medical Examiner Advisory Committee meeting, he was elected to his BCC in 2010. Lake County wants to work amicably to an agreement. They do not want to work out of the new building plan.

Chief Banta stated it was expressed in the Florida Medical Examiners Commission meeting that Lake County and Seminole County had no intent to pull out of the Interlocal Agreement up until 2029. The main issue they explained was the proportionate methodology of how the Medical Examiner is funded and this is not a concern that has been voted down in the past. Through the years, multiple options have been presented and the Committee has always come back to the population-based option.

Chief Banta mentioned the reimbursement costs are \$110,347.53 with a possible additional \$69,000 added for a Construction Manager (CM) fee that could be recovered. Commissioner Lockhart asked when the final numbers would be available. Amanda Tart, Assistant County

Administrator, Marion County BCC, advised that if we decide not to move forward with the project, the CM can charge current fees up to \$69,000 for work that has been done in the design phase based on the current agreement for the project with him. Once it is canceled, the CM will submit to Marion County an amount up to \$69,000 for work that has already been done. It will not be more than \$69,000. The work is currently on pause, but it has not been canceled.

The Medical Examiner Advisory Committee discussed with Dr. Wolf how this split can occur. For Lake County to go to District 24, the Florida Medical Examiners Commission would have to approve the application and then go to the State for redistricting. The Medical Examiner Advisory Committee would not be able to split up without the Florida Medical Examiners Commission approving the split. The Florida Medical Examiners Commission would have to approve the change and what the Commission is hoping for is for all the counties to come up with a mutually agreeable arrangement and bring it back to them. If the other four counties were in favor of two counties leaving, then the Commission would most likely grant the split.

Commissioner Stone brought up the expenses that Marion County has incurred. The committee needs to decide how to recoup the dollars. Marion County is asking for reimbursement of incurred costs of \$110,347.53 and up to \$69,000 for Construction Management fees.

Jennifer Barker, County Manager, Lake County BCC, said her BCC did approve an Interlocal Agreement tentative on the redistricting for Seminole County, however they have no different direction from their BCC other than partnering with Seminole County. Commissioner Stone said she read this new Interlocal Agreement, and it's in effect should it be approved by the Florida Medical Examiners Commission but right now it's not approved. Jennifer Barker said it was not approved, without prejudice, so it can be brought back and still stands and can go back to the Florida Medical Examiners Commission at some point for consideration.

Commissioner Bogue said Sumter County is willing to pay their fair share. He asked if Lake County wants to withdraw from this Advisory Committee. Commissioner Davis noted that in the past, the Advisory Committee agreed they will all pay their fair share going on population share, which is the way it has been paid to date. Mounir Bouyounes, County Administrator, Marion County BCC, had discussions with Hernando County and they are willing to pay their fair share. To be reimbursed on what is spent to date is the priority while this project is on hold until this Advisory Committee decides what direction they will take moving forward.

Commissioner Davis said not keeping these six counties combined using Dr. Wolf's Medical Examiner's Services does not save the citizens money. If the problem that has caused this entire issue is paying by population share, this can be discussed and other options can be reviewed.

Commissioner Lockhart said her BCC was aware of friction for some time and cost share based on population is probably what started this whole problem. Her understanding is that the Advisory Committee was not willing to reconsider the population share. She said this is the best thing for the counties that pay less, but not best thing for the citizens of Seminole County. She is representing the interest of Seminole County. Whether she agrees with the Advisory Committee of dividing up and paying the costs at this point, it is Seminole County's intent to move forward to pull out of the agreement. The current agreement can currently remain in place, but Seminole County has to look at the next steps. Commissioner Lockhart asked the Medical Examiner Advisory Committee if they would be willing to wait until the next meeting to allow Seminole County to come up with a proposal of what that extraction will look like. Seminole County understands and acknowledges that there needs some type of reimbursement and would like to come back with a proposal and needs some time to plan.

Commissioner Parks said they are still exploring if this is a final decision for and will look at how this might benefit Lake County. He said operational cost allocation is important. Conceptionally, he sees six counties working together and from a business standpoint it makes sense that it may be a lower cost for all counties. Commissioner Parks requested more time working on this project as wording matters when moving forward, whether they are officially out or not. If there is a split, Lake County should pay the project costs, as a matter of fairness.

Melanie Marsh, Lake County Attorney, said what Commissioner Parks is referring to is the Interlocal Agreement that the Lake County BCC and Seminole County BCC approved, which is contingent upon the State and the Florida Medical Examiners Commission allowing the counties to district together. In Melanie Marsh's legal opinion, that agreement is still there and in place, because they can go back, although it was denied without prejudice. Until Lake County and Seminole County vote differently, that's the direction with which Lake County will move forward. She also advised that the intent is to put together a reasonable proposal and bring it back at the next meeting. The intent is not to just cut ties and send this Committee off on their own. The costs will be dealt with and everyone will remain in the same building until later determined.

Chief Banta said Marion County is the 3rd highest populated county with the highest number of autopsies. In looking deeper at the data, the deaths originated from patients being flown into the Level 1 trauma center in Marion County from other counties. Commissioner Lockhart said Seminole County also has a Level 1 trauma center in Sanford, Florida. Commissioner Lockhart noted that she's looked at data and believes there is disparity. She said the use and population are not in alignment in Seminole County.

Commissioner Bogue would like to move forward and address the two core issues – repaying the costs to Marion County and how the Medical Examiner Advisory Committee can help Lake County and Seminole County move forward in the direction they want to go.

Commissioner Davis requested that this Advisory Committee give Lake County and Seminole County the option to go back to their BCCs to see if they might change their minds. There has been a lot of time and effort spent on this project. Commissioner Davis asked Commissioner Lockhart if her BCC would see the benefit of staying together on the committee if cost allocations were reworked. Commissioner Lockhart said no; primarily the distance for the move to Summerfield is the factor. Commissioner Lockhart also mentioned she wasn't sure where the narrative came from earlier about the stakeholders not being informed, unless they were referring to Lake County, because Commissioner Lockhart personally discussed this with her Seminole County Sheriff, Public Defender and former State Attorney and will discuss this with her new State Attorney next week. Commissioner Davis said Chief Banta corrected this earlier and said a lot of stakeholders were notified, but also said multiple members during the Florida Medical Examiners Commission meeting stated many representative members were not notified, including the Marion County Sheriff. Commissioner Davis asked to state for the record that Summerfield, Florida has always been located where it is and Commissioner Zembower should have brought this location issue up a long time ago which is now a large waste of taxpayer dollars.

Commissioner Lockhart will ask Seminole County BCC if they will be interested in renegotiating the terms for the Interlocal Agreement to see if it will work and get a consensus. Commissioner Parks will also bring this back up with his BCC to see if there is an operational formula that will work for his County that will change the mind of his BCC. Dr. Wolf advised that the Florida Medical Examiners Commission is hoping this Advisory Committee can come up with their own agreement and the six counties can agree to a conclusion.

Commissioner Lockhart requests the Advisory Committee to postpone this item and asks this Committee to allow Seminole County to come back to present a reasonable proposal that the rest of the Counties may support Seminole County and Lake County leaving District 24. If the opportunity makes sense geographically for the two counties to join together, even creating their own district, Seminole County can move forward and present to the Florida Medical Examiners Commission. Commissioner Lockhart mentioned that Seminole County is in a purgatory right now and doesn't have the information and permission they need at this meeting.

Mounir Bouyounes has asked the Medical Examiner Advisory Committee to make Marion County whole for the \$110,347.53 in addition to all the costs Marion County has incurred. He also added that Marion County took the lead on this and all costs incurred were based on direction from this Committee. Marion County did this in good faith. If Seminole County and Lake County decide to split the agreement, there are a lot of details to discuss to revise the Interlocal Agreement and get everything ready to support the split.

Commissioner Lockhart mentioned that with the current Interlocal Agreement that is in effect until 2029, the Committee can continue to operate until something changes. She doesn't foresee Seminole County leaving within the next two years. Seminole County will plan and is asking for time to come back with a proposal. Mounir Bouyounes said with all due respect to Commissioner Lockhart, he's not sure what Seminole County's proposal will look like, but this is a cost for a specific product that Marion County was directed to incur by this Committee. Commissioner Lockhart disputes this. She went back and transcribed the minutes and it was clear that Commissioner Zembower said he wasn't able to speak on behalf of his Board. Mounir Bouyounes said Commissioner Zembower raised concerns about the cost of the new facility and the population split. At the end of the discussion, this committee voted on this current population split to use. This committee took this Interlocal Agreement to the BCC based on the population split that was approved, and this became effective October 1, 2024. Mounir Bouyounes said he understands that Seminole County needs time to look at options that will benefit the citizens. He is asking Seminole County to make Marion County whole for the costs incurred for this project. This project is on hold and not moving forward until a final decision is made, based on discussions from this Committee.

Commissioner Davis recalled Commissioner Zembower thought the cost would be higher than estimated. These numbers were based on an independent cost estimator working with Seminole County. Mounir Bouyounes said for the record, the preliminary numbers given to the Advisory Committee were an estimate. The latest numbers given were based on numbers given by the actual CM that is building the project by looking at the plans and itemizing everything.

Dr. Wolf said the morgue was built more than 20 years ago to support a much smaller population. She said it is not viable to run six counties out of the current building. It needs professional cleaning, bigger coolers and more space. The building is structurally and relatively sound, but it is not suited for the work for which it is used.

Commissioner Parks brought up the incurred costs that are mostly designated for design and property appraisal. Commissioner Bogue said all the plans are based on the six counties sharing the building. He can't imagine the current cost being shared between four and not six counties. Commissioner Davis mentioned the cost benefit analysis would need to be downsized to split between four or five counties, but the Medical Examiner wanted to include the option for room for expansion.

Commissioner Wolf mentioned that when the Advisory Committee first started talking about the new building, the building was to be usable for 20-50 years. Commissioner Davis said she is under the impression the Committee is building a 50-year facility.

Commissioner Lockhart said if there is a vote today for the remuneration, her vote has to be no. She does not have the authority from her Board to commit money. At the next meeting, she could possibly have authority.

Commissioner Bogue asked Mounir Bouyounes to have his staff break out what the cost would be, based on the current methodology including the \$69,000 so there is a maximum dollar amount to present to each county's BCC and let them know what the Medical Examiner's Advisory Committee is requesting to make Marion County whole. This would give Seminole County and Lake County time to come back with a plan.

Commissioner Lockhart asked about clarification on the \$69,000. Commissioner Davis explained that if Seminole County and Lake County depart, the remaining four counties have the legal right to stay in the current facility. This means the CM fee can be canceled.

As of today, the Advisory Committee knows the hard costs that have been incurred. Mounir Bouyounes said, assuming we stop the project today and it will not be reactivated, Marion County will ask the CM for his cost to date. Marion County will follow the same formula and send each county a request for payment with the exact number to take back to each of the six county's BCCs to decide if they want to pay this amount or not.

Chief Banta asked Commissioner Lockhart if Seminole County has considered moving to District 9 in Orange County. Commissioner Lockhart said that has not been considered. Dr. Wolf advised that in 2018, Orange County had refused to take Seminole County.

Commissioner Stone said there is a process in the Interlocal Agreement on how to move forward and asks Seminole County and Lake County to follow what is in the Interlocal Agreement. Commissioner Davis mentioned this was mediation. Commissioner Lockhart said they don't need mediation and said they have established that Seminole County is continuing in the existing agreement until it is up in 2029. Commissioner Stone said with that being the case, there should be no qualms with voting on the cost. Commissioner Lockhart said the Committee agreed that the counties were going back to get consensus from their BCCs. Commissioner Stone said if the counties want to make changes or do something different, there is something in the Interlocal Agreement on how to make or request changes.

Mr. Minter asked for clarification regarding the proposal whereby Commissioner Lockhart would bring back and questioned if it was a plan with respect about the invoice being submitted or a whole new plan going forward. The reason for this question is because at the Florida Medical Examiners Commission meeting, Kristian Swenson, Assistant County Manager, Seminole County BCC, mentioned several times there is a current Interlocal Agreement that goes until 2029 and Seminole County has no intention to get out of this agreement or provide the 18-month notice of intent to leave. Mr. Minter stated there are still some outstanding issues and there needs to be more clarity on what the effect will be if the two-party agreement is retained. The existing agreement has a population-based allocation. If Seminole County is still going to be in the current Interlocal Agreement, today's discussion provides for apportionment of expenses according to population. Mr. Minter questioned if Lake and Seminole County have a two-party agreement that says to divide expenses based on cost of services, and both were currently part of an agreement where the allocation was based on population, how did these two things work together. Mr. Minter noted being open to resolving these issues, but would like these items placed on the record requesting clarity on how these all work together.

Commissioner Lockhart said she can't provide this today, but all of these issues could be addressed. She doesn't think her BCC has any desire to leave the district, and she is speaking for her BCC, and there has been no indication made to her staff that her colleagues are interested in pulling out of the existing Interlocal Agreement. The agreement is separate from Commissioner Lockhart being able to commit to the \$29,398.14 of Seminole County money. Commissioner Lockhart asked to have a letter sent to her staff to submit a bill to her County Manager for payment. Mr. Bouyounes said that a letter would be sent and noted that in light of transparency, staff was bringing this discussion to the Medical Examiner Advisory Committee to obtain each County's consensus and support so the individual Commissioners can go back and talk to their respective BCCs.

Commissioner Parks advised that changing the population base would need to happen to move forward. Mr. Minter reiterated that as long as each county is in the current agreement, the population base agreement still stands unless and until all the counties agree to amend it. Mr. Minter noted that county populations are increasing and the need for a new facility is dire.

Action Items for each County Commissioner:

- Please be supportive of the invoice from Marion County.
- Please report back at the next meeting other ways of apportioning the expenses which the Committee is open to looking at because the current Interlocal Agreement is going forward with the population share breakdown unless otherwise changed.
- Please report back at the next meeting which counties are wanting to build the new Medical Examiner facility together and stay together past the current Interlocal Agreement.
- Please bring back at the next meeting any other cost share options that your BCC may be willing to discuss, if your BCC is wanting to move forward with this option.

Mounir Bouyounes stated Seminole County is asking for this time to bring back a plan. Keeping the next meeting scheduled on May 14, 2025 should be enough time for them to put this plan together. He has asked for Seminole County to send their plan to staff in advance.

Commissioner Lockhart reiterated that Seminole County will not participate in the new facility. From her perspective, Seminole County wants to stay in this agreement until such time they are planning to leave and come up with a plan – whether it's Seminole County on their own or with Lake County. She noted the reimbursement for \$29,398.14 is a completely separate issue that she will take to her BCC. The plan is to let this Committee know what this extrication looks like.

Commissioner Davis let Commissioner Lockhart know that the reason the Advisory Committee is looking at cost share is to possibly keep Seminole County in the District if they so desire.

Commissioner Parks advised the May 14, 2025 meeting is good for Lake County. Lake County will have clear direction and will provide their information to the Medical Examiner Advisory Committee.

Jennifer Barker, Lake County Manager, said the reimbursement costs of \$25,044.93 will be taken to their Lake County BCC to be voted on at their February 25, 2025 meeting.

Based on the discussions, Mounir Bouyounes said Marion County will send a letter to each County with the exact portion for the Construction Manager.

Commissioner Davis asked if Lake County will present an exit plan. Commissioner Parks stated the Operational and Capital sharing costs are big issues which they may bring back to the Medical Examiner Advisory Committee. Jennifer Barker noted for clarification that she has direction to leave

District 5 and partner with Seminole County. It was a 4-1 vote with the Lake County BCC. If it is something different than that, it will have to be taken to the BCC at the February 25, 2025 meeting. Commissioner Lockhart suggested the fastest way to move forward is for this Committee to give consensus to write a letter to the Florida Medical Examiners Commission telling them the Committee supports Lake County joining Seminole County. She suggested the Commissioners can reach out to their respective stakeholders and see if Lake and Seminole County combining would be problematic. Commissioner Stone had discussions with her stakeholders and they were not in agreement of Lake and Seminole Counties combining Districts. Commissioner Lockhart said she understands the Committee does not want to force someone to stay that does not want to stay, but Lake County is being forced to stay. Commissioner Davis said the Committee is not forcing Lake County to stay, but trying to persuade them to stay. If Lake County's BCC says they want them to leave, then the answer will be different.

Commissioner Bogue stated if Seminole County leaves the Advisory Committee, they will need to submit an 18-month notice. He asked Commissioner Lockhart if Seminole County was leaving at the end of the Interlocal Agreement. Commissioner Lockhart noted between now and the May meeting, Seminole County will come up with a plan to let the Committee know what that date might be. Commissioner Bogue advised that is fair.

It was noted for the record that an email was received appointing Commissioner Parks as liaison for the Districts 5 and 24 Medical Examiner Advisory Committee.

With respect to Commissioner Lockhart's suggestion regarding the fastest way to expedite matters by sending a letter to the Florida Medical Examiners Commission, Mr. Minter said, as far as legal issues are concerned, it would make more sense for the six counties to have an agreement on the plan moving forward rather than send the letter not knowing the plan ahead of time. He said the problem right now is the 2-party agreement that the other four counties are not a party to, which creates a conundrum. Mr. Minter questioned Commissioner Lockhart as to Seminole County's expectations going forward if Lake County decides to stay with Seminole County. He asked if Lake County stays the course with Seminole County's plan, would Seminole County stay with the Interlocal Agreement until 2029 and be bound by the terms of the current agreement. Commissioner Lockhart advised this is what Seminole County is asking to bring back at the May meeting. Once two counties separate, everything becomes separate, other than the timeline. Mr. Minter advised that as long as you remain in the current agreement, it is a population-based agreement.

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

Motion: Commissioner Stone made a motion for Commissioner Davis to remain Chair and Commissioner Bogue to be elected Vice-Chair of the Districts 5 and 24 Medical Examiner Advisory Committee. Commissioner Lockhart seconded the motion. The motion carried unanimously 5-0.

7. **Next Meeting Date** – The next Districts 5 and 24 Medical Examiner Advisory Committee Meeting is scheduled for Wednesday, May 14, 2025 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 4:02 p.m.

Holly Davis, Chair

Date

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

File No.: 2025-19061

Agenda Date: 5/14/2025

Agenda No.: 5.1.

SUBJECT:
FY 24/25 2nd Quarter Budget Report

DESCRIPTION/BACKGROUND:
See attached.

5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2024/25

	BAR Ref#	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		\$ 2,291,340	\$ 2,308,164					
Medical Examiner District 24		\$ 1,804,398	\$ 1,804,398	\$ 451,157	\$ 451,100			\$ 902,257
Medical Examiner Fees		\$ 1,040,000	\$ 1,040,000	\$ 255,271	\$ 299,266			\$ 554,537
Reimbursements from other Counties		\$ 3,292,334	\$ 3,292,334	\$ 823,967	\$ 823,967			\$ 1,647,934
Marion County's Share (CT132381)		\$ 1,421,587	\$ 1,421,587	\$ 355,397	\$ 355,397			\$ 710,794
Interest - Board		\$ 85,900	\$ 85,900	\$ 24,509	\$ 18,441			\$ 42,950
Coverdell Grant	4	\$ -	\$ (2,964)	\$ -	\$ -			\$ -
5% Budget Office		\$ 4,295	\$ 4,295					
TOTAL REVENUES		\$ 9,931,264	\$ 9,945,124	\$ 1,910,301	\$ 1,948,170	\$ -	\$ -	\$ 3,858,471

EXPENDITURES

Administrative Fee - 5%		\$ 358,141	\$ 358,141	\$ 89,535	\$ 89,535			\$ 179,070
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OPERATING EXPENDITURES

Contractual Services - Medical Examiner		\$ 6,833,923	\$ 6,833,923	\$ 1,855,923	\$ 1,572,000			\$ 3,427,923
Professional Services		\$ -	\$ -	\$ -	\$ -			\$ -
Contractual Services - Other	5	\$ 18,093	\$ 17,071	\$ 1,974	\$ 2,989			\$ 4,962
Communications	5	\$ 14,700	\$ 15,700	\$ 3,775	\$ 4,603			\$ 8,377
Postage & Freight		\$ 2,000	\$ 2,000	\$ 2,000	\$ -			\$ 2,000
Utility Services - Elec./Water		\$ 75,000	\$ 75,000	\$ 13,132	\$ 13,130			\$ 26,261
Rentals & Leases - Equipment		\$ 6,150	\$ 6,150	\$ 1,292	\$ 1,351			\$ 2,643
Insurance Premiums		\$ 31,292	\$ 31,292	\$ 3,999	\$ 3,999			\$ 7,998
Repairs/Maint. - Buildings & Grounds	1	\$ 46,000	\$ 46,000	\$ 258	\$ 1,635			\$ 1,892
Repairs/Maint. - Equipment		\$ 8,000	\$ 28,000	\$ 14,160	\$ 9,081			\$ 23,241
Other Charges - Refunds	5	\$ -	\$ 1,022	\$ -	\$ -			\$ -
Advertising - Legal		\$ 900	\$ 900	\$ 108	\$ 109			\$ 217
Office Supplies	5	\$ 1,000	\$ -	\$ -	\$ -			\$ -
Gasoline, Oil & Lubricants		\$ -	\$ -	\$ -	\$ -			\$ -
Computer Software		\$ 97,536	\$ 97,536	\$ 11,791	\$ -			\$ 11,791

5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2024/25

	BAR Ref#	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
Operating Supplies	3,4	\$ 16,600	\$ 63,724	\$ 560	\$ -			\$ 560
Computer Hardware	4	\$ 17,500	\$ 19,320	\$ 8,138	\$ -			\$ 8,138
Dues & Memberships		\$ 100	\$ 100	\$ 47	\$ -			\$ 47
Training & Education		\$ -	\$ -	\$ -	\$ -			\$ -
Buildings - Construction and/or Improve		\$ -	\$ -	\$ -	\$ -			\$ -
Buildings - CIP		\$ -	\$ 16,824	\$ -	\$ -			\$ -
Capital Improvement Funding	1,2,3	\$ 2,324,329	\$ 2,238,349	\$ -	\$ -			\$ -
Machinery & Equipment		\$ 30,000	\$ 30,000	\$ -	\$ -			\$ -
TOTAL OPERATING EXPENDITURES		\$ 9,523,123	\$ 9,522,911	\$ 1,917,154	\$ 1,608,895	\$ -	\$ -	\$ 3,526,050
Reserve for Capital Outlay		\$ -	\$ -	\$ -	\$ -			\$ -
Reserve for Contingency		\$ 50,000	\$ 50,000	\$ -	\$ -			\$ -
Claims Legal Settlement	2	\$ -	\$ 20,000	\$ -	\$ 20,000			\$ 20,000
TOTAL EXPENDITURES		\$ 9,931,264	\$ 9,951,052	\$ 2,006,690	\$ 1,718,430	\$ -	\$ -	\$ 3,725,120
NET GAIN/LOSS				\$ (96,389)	\$ 229,740	\$ -	\$ -	\$ 133,351

BUDGET AMENDMENTS

1st Quarter:

¹25-01-326 (10/15/24) - Moved \$20,000 out of Capital Improvement Funding to Repairs/Maint - Equipment for server warranty and for repairing broken saws that could not be completed last fiscal year due to the 6-8 week turnaround time.

2nd Quarter:

²25-06-02 (3/5/25) - Moved \$20,000 out of Capital Improvement Funding to Claims Legal Settlement for payment.

³25-06-10 (3/18/25) - Moved \$45,980 out of Capital Improvement Funding to Operating Supplies for the purchase of 10 autopsy tables that cannot be repaired.

⁴25-06-51 (3/18/25) - Recognized \$2,964 for the Coverdell Award and its corresponding line items in Operating Supplies and Computer Hardware for purchases.

⁵25-06-2322 (3/25/25) - Moved \$2,022 from Office Supplies and Contractual Services to Communications Services and Other Current Charges - Refunds for a shortage in the fiscal year for phone service bills and to issue checks to 2 funeral homes that want their overpayments paid back.

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

File No.: 2025-19062

Agenda Date: 5/14/2025

Agenda No.: 5.2.

SUBJECT:

Notation for Record: Effective January 1, 2025, Commissioner Sean Parks will serve as the liaison representative for the Lake County Board of County Commissioners to the Districts 5 and 24 Medical Examiner Board.

DESCRIPTION/BACKGROUND:

Email dated January 6, 2025 from Andrea Kennard, Commissioner's Aide, Lake County Board of County Commissioners, attached.

From: [Kennard, Andrea](#)
To: [Doherty, Pam](#)
Subject: MEDICAL EXAMINER'S OFFICE OVERSIGHT COMMITTEE
Date: Monday, January 6, 2025 2:05:00 PM

You don't often get email from andrea.kennard@lakecountyfl.gov. [Learn why this is important](#)

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Hi Pam –

Commissioner Sean Parks has been assigned to the ME's committee. Please add both he (sean.parks@lakecountyfl.gov) and I (andrea.kennard@lakecountyfl.gov) to your distribution list. Also, please forward me the meeting dates, times, and locations for 2025 for his calendar.

Thank you,



ANDREA KENNARD
Commissioner's Aide

BOARD OF COUNTY COMMISSIONERS

A 315 W. Main St., Room #316, Tavares, FL 32778

P 352-343-9850 | **F** 352-343-9495

E andrea.kennard@lakecountyfl.gov | **W**

www.lakecountyfl.gov

***NOTE:** Florida has a very broad public records law.*

Your email communications may be subject to public disclosure.

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

File No.: 2025-19063

Agenda Date: 5/14/2025

Agenda No.: 5.3.

SUBJECT:

Notation for Record: Written acknowledgment of the vote the Districts 5 and 24 Medical Examiner Advisory Committee took on the subject of alternate members at the February 12, 2025 meeting.

DESCRIPTION/BACKGROUND:

Letter dated April 29, 2025 to Commissioner Jay Zembower, Chairman, Seminole County Board of County Commissioners, attached.



Marion County Board of County Commissioners

Fire Rescue ▪ Headquarters

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



April 29, 2025

Jay Zembower, Chairman
Commissioner, District 2
Seminole County Board of County Commissioners
1101 East First Street
Sanford, FL 32771-1468

Dear Chairman Zembower,

Your letter dated December 23, 2024 was presented at the February 12, 2025 Districts 5 and 24 Medical Examiner Advisory Committee meeting.

The purpose of this letter is to have a written acknowledgment of the vote the Districts 5 and 24 Medical Examiner Advisory Committee took on the subject of alternate members at the February 12, 2025 meeting.

Per our current Interlocal Agreement, there are no alternate representatives appointed to the Districts 5 and 24 Medical Examiner Advisory Committee. It is the consensus of the Committee to not support the addition of alternates at this time.

Please let me know if you have any questions or concerns.

Respectfully,

Pam Doherty
Administrative Staff Assistant

c: Commissioner Holly Davis, Citrus County Board of County Commissioners
Commissioner Jerry Campbell, Hernando County Board of County Commissioners
Commissioner Sean Parks, Lake County Board of County Commissioners
Commissioner Michelle Stone, Marion County Board of County Commissioners
Commissioner Jeff Bogue, Sumter County Board of County Commissioners
Commissioner Amy Lockhart, Seminole County Board of County Commissioners

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

File No.: 2025-19124

Agenda Date: 5/14/2025

Agenda No.: 6.1.

SUBJECT:

Presentation of Seminole County's Exit Plan to leave District 5, as expressed during the February 12, 2025 meeting.

DESCRIPTION/BACKGROUND:

Seminole County expressed its intent to exit the current Interlocal Agreement and no longer participate in the new medical examiner facility planned for Summerfield. Concerns cited include proportional funding methodology, geographic location, and alignment of operational use with financial burden. Although the Florida Medical Examiners Commission denied the initial realignment request by Lake and Seminole Counties due to lack of stakeholder coordination, the Committee granted Seminole County time to return with a formal separation proposal. Item 6.1 provides Seminole County the opportunity to present that exit plan for review and further discussion among member counties.

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

File No.: 2025-19126

Agenda Date: 5/14/2025

Agenda No.: 6.2.

SUBJECT:

Feedback from County Commissioners regarding Action Items listed on page 8 of February 12, 2025 Districts 5 and 24 Medical Examiner Committee minutes.

DESCRIPTION/BACKGROUND:

During the February 12, 2025 meeting of the Districts 5 and 24 Medical Examiner Advisory Committee, County Commissioners were asked to review and provide feedback on several key action items to be discussed at the May 14, 2025 meeting. Specifically, counties were requested to support the reimbursement invoice submitted by Marion County for pre-construction expenditures related to the proposed new facility. In addition, each county was asked to report back with any alternative approaches to apportioning costs, as the current Interlocal Agreement defaults to a population-based formula unless amended by mutual agreement. Counties were also asked to indicate whether they intend to remain jointly engaged in building and operating the new Medical Examiner facility beyond the term of the current Interlocal Agreement. Lastly, the Committee requested that counties bring forward any other cost share models their respective Boards may be willing to consider if pursuing the project collaboratively. This feedback will assist the Advisory Committee in evaluating shared commitment, funding feasibility, and potential structural revisions moving forward.