

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

**Wednesday, August 10, 2022 2:00 PM 200 S. Disston Ave., Tavares,
FL 32778**

- 1. Call to Order**
- 2. Roll Call and Determination of Quorum**
- 3. Proof of Publications**
- 4. Review and Approval of Meeting Minutes**
 - 4.1. [District 5 and 24 Medical Examiner Advisory Committee Minutes - May 11, 2022](#)**
- 5. Old Business**
 - 5.1. [FY 21/22 Quarterly Budget Report](#)**
 - 5.2. [Facility Update](#)**
- 6. New Business**
 - 6.1. [Appropriations House Bill 4883 Presentation](#)**
- 7. Next Meeting Date: November 9, 2022 - 2:00 p.m. (Location TBD)**
- 8. Adjournment**

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

File No.: 2022-7752

Agenda Date: 8/10/2022

Agenda No.: 4.1.

SUBJECT:

District 5 and 24 Medical Examiner Advisory Committee Minutes - May 11, 2022

DESCRIPTION/BACKGROUND:

Click or tap here to enter text.

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

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

Members Present

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

Members Absent

Holly Davis, Citrus County Board of County Commissioners

In Attendance

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

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

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

5. **Old Business**

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

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

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

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

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

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

6. New Business

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

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

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

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

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

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

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

7. Adjournment

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

Garry Breeden, Chairman

Date

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

File No.: 2022-7753

Agenda Date: 8/10/2022

Agenda No.: 5.1.

SUBJECT:
FY 21/22 Quarterly Budget Report

DESCRIPTION/BACKGROUND:
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5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2021/2022

	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	\$ 1,257,598.00	\$ 1,257,598.00					\$ -
Medical Examiner District 24	\$ 1,440,946.00	\$ 1,440,946.00	\$ 341,486.41	\$ 341,486.41	\$ 341,486.41		\$ 1,024,459.23
Medical Examiner Fees	\$ 652,900.00	\$ 652,900.00	\$ 292,855.00	\$ 265,575.00	\$ 275,080.50		\$ 833,510.50
Reimbursements from other Counties	\$ 2,360,288.00	\$ 2,360,288.00	\$ 491,865.75	\$ 688,278.25	\$ 590,072.00		\$ 1,770,216.00
Marion County's Share (CT132381)	\$ 1,022,562.00	\$ 1,022,562.00	\$ 255,641.00	\$ 255,641.00	\$ 255,641.00		\$ 766,923.00
Interest - Board	\$ 800.00	\$ 800.00	\$ 396.26	\$ 414.25	\$ 2,246.92		\$ 3,057.43
Coverdell Grant ⁵	\$ -	\$ -			\$ 5,718.00		\$ 5,718.00
5% Budget Office	\$ (32,685.00)	\$ (32,685.00)					
TOTAL REVENUES	\$ 6,702,409.00	\$ 6,702,409.00	\$ 1,382,244.42	\$ 1,551,394.91	\$ 1,470,244.83	\$ -	\$ 4,403,884.16
EXPENDITURES							
Administrative Fee - 5%	\$ 255,561.00	\$ 255,561.00	\$ 63,890.00	\$ 63,890.00	\$ 63,890.00		\$ 191,670.00
OPERATING EXPENDITURES							
Contractual Services - Medical Examiner	\$ 4,730,386.00	\$ 4,730,386.00	\$ 1,454,386.00	\$ 1,092,000.00	\$ 1,092,000.00		\$ 3,638,386.00
Professional Services	\$ 10,000.00	\$ 10,000.00			\$ -		\$ -
Contractual Services - Other	\$ 13,093.00	\$ 13,093.00	\$ 2,035.40	\$ 2,374.70	\$ 4,717.67		\$ 9,127.77
Communications	\$ 15,000.00	\$ 15,000.00	\$ 4,063.44	\$ 3,096.62	\$ 3,673.60		\$ 10,833.66
Postage & Freight ³	\$ 800.00	\$ 800.00	\$ 716.60		\$ 2,400.00		\$ 3,116.60
Utility Services - Elec./Water	\$ 56,240.00	\$ 56,240.00	\$ 7,819.13	\$ 12,445.37	\$ 13,126.51		\$ 33,391.01
Rentals & Leases - Equipment	\$ 5,150.00	\$ 5,150.00	\$ 1,028.48	\$ 972.40	\$ 1,006.41		\$ 3,007.29
Insurance Premiums ¹	\$ 19,630.00	\$ 19,630.00	\$ 3,952.32	\$ 3,952.35	\$ 3,952.35		\$ 11,857.02
Repairs/Maint. - Buildings & Grounds ²⁴	\$ 44,475.00	\$ 44,475.00	\$ 1,735.35	\$ 8,337.31	\$ 104,983.12		\$ 115,055.78
Repairs/Maint. - Equipment	\$ 28,500.00	\$ 28,500.00			\$ -		\$ -
Advertising - Legal	\$ 6,000.00	\$ 6,000.00	\$ 58.55	\$ 186.70	\$ 104.91		\$ 350.16
Office Supplies ³	\$ 5,000.00	\$ 5,000.00			\$ (1,200.00)		\$ (1,200.00)
Gasoline, Oil & Lubricants	\$ -	\$ -			\$ -		\$ -
Computer Software ¹	\$ 177,000.00	\$ 177,000.00		\$ 21,355.21	\$ -		\$ 21,355.21
Operating Supplies ¹²⁵	\$ 2,000.00	\$ 2,000.00	\$ 4,452.00	\$ 3,403.81	\$ 5,718.00		\$ 13,573.81
Computer Hardware ¹	\$ 3,300.00	\$ 3,300.00			\$ 3,565.97		\$ 3,565.97
Dues & Memberships	\$ 100.00	\$ 100.00	\$ 93.00		\$ -		\$ 93.00
Training & Education	\$ -	\$ -			\$ -		\$ -
Buildings - Construction and/or Improve	\$ -	\$ -			\$ -		\$ -

5th and 24th DISTRICT MEDICAL EXAMINER

BUDGET WORKSHEET

FY 2021/2022

	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
Capital Improvement Funding ¹⁴⁶	\$ 1,280,174.00	\$ 1,280,174.00	\$ -		\$ (157,780.00)		
Machinery & Equipment ⁶	\$ -	\$ -			\$ 60,640.00		\$ 60,640.00
X-ray Lease - Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
X-ray Lease - Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 6,396,848.00	\$ 6,396,848.00	\$ 1,480,340.27	\$ 1,148,124.47	\$ 1,136,908.54	\$ -	\$ 3,923,153.28
Reserve for Capital Outlay	\$ -	\$ -					
Reserve for Contingency	\$ 50,000.00	\$ 50,000.00					
TOTAL EXPENDITURES	\$ 6,702,409.00	\$ 6,702,409.00	\$ 1,544,230.27	\$ 1,212,014.47	\$ 1,200,798.54	\$ -	\$ 4,114,823.28
NET GAIN/LOSS			\$ (161,985.85)	\$ 339,380.44	\$ 269,446.29	\$ -	\$ 289,060.88

BUDGET AMENDMENTS

¹22-01-143 (10/19/21) - Moved \$14,400 from Capital Improvement Funding to Computer Hardware for the bulk order, Computer Software for true up costs for the new doctor, Insurance Premiums to account for the increased coverage of the building and Operating Supplies for microscopes for the new doctor.

²22-05-802 (02/16/22) - Moved \$3,500 from Repairs/Maintenance-Buildings & Grounds to Operating Supplies for Bonesaw purchase.

³22-07-46 (04/01/22) - Moved \$1,200 from Office Supplies to Postage & Freight for increased mailings.

⁴22-08-06 (05/03/22) - Moved \$97,140 from Capital Improvement Funding to Repairs/Maintenance - Buildings & Grounds for office remodel.

⁵22-09-21 (06/07/22) - Increased \$5,718 into Operating Supplies for Coverdell Grant award - Recognized revenues for the grant.

⁶22-09-418 (06/21/22) - Moved \$60,640 from Capital Improvement Funding to Machinery & Equipment for purchase of body racks - cooler storage equipment.

Notes

1st Quarter - Payment made to WW Gay for April dates of service due to not invoicing in time. Advised vendor to invoice immediately after service is completed to be paid out of the corre

Marion County
Districts 5 & 24 Medical Examiner Advisory
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Agenda Item

File No.: 2022-7754

Agenda Date: 8/10/2022

Agenda No.: 5.2.

SUBJECT:
Facility Update

DESCRIPTION/BACKGROUND:
Click or tap here to enter text.

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

File No.: 2022-7755

Agenda Date: 8/10/2022

Agenda No.: 6.1.

SUBJECT:

Appropriations House Bill 4883 Presentation

DESCRIPTION/BACKGROUND:

Click or tap here to enter text.