4-23-2019

12.18.2018 Board of Medical Investigators State of New Mexico Meeting Minutes

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NEW MEXICO BOARD OF MEDICAL INVESTIGATORS
MINUTES OF MEETING- December 18, 2018

NM Office of the Medical Investigator
The University of New Mexico Health Sciences Center
Albuquerque, New Mexico

PRESENT:
Lynn Gallagher
Cabinet Secretary, New Mexico Department of Health
Board Chair

Paul Roth, MD
Chancellor of HSC, Dean School of Medicine
Board Vice Chair

Pete Kassetas
Chief, New Mexico State Police
Board Secretary

David Houston
Chairman, New Mexico Board of Funeral Services
Professional Member

Suzette Shije
Acting Secretary, NM Department of Indian Affairs
Professional Member

GUESTS:
Kurt B. Nolte, MD
Chief Medical Investigator, NM OMI
Karen Cline-Parhamovich, DO
Assistant Chief Medical Investigator, NM OMI
Ian Paul, MD
Medical Investigator, NM OMI
Yvonne Villalobos
Director of Operations, NM OMI
Sarah Lathrop, PhD
Epidemiologist, Professor of Pathology, NM OMI
Natalie L. Adolphi, PhD
Director, Center for Forensic Imaging
Thu Luu
Accounting Manager, NM OMI
Anthony Cervantes
Unit Administrator, NM OMI

1. CALL TO ORDER AND CONFIRMATION OF QUORUM
Secretary Gallagher called the meeting to order at 1:06 P.M.

2. ADOPTION OF THE AGENDA (action item)
Secretary Gallagher announces modifications to the agenda sequence in the following order:
Item-1 Call to order and confirmation of quorum
Item-2 Adoption of the agenda
Item-3 Approval of minutes
Item-6 2019 Legislative initiatives
Item-7 OMI Leadership changes
Item-4 Budget RY 19 and 20
Item-5 Proposed OMI fee increases
Item-8 Update about search strategies for next-of-kin
Item-9 Strategic plan update
Item-10 OMI faculty search update
Item-11 Public comment
Item-12 Close general meeting and proceed in Executive Session
Item-13 Reopen general meeting
Item-14 Adjournment

The MOTION to adopt the agenda with proposed modifications to the agenda sequence
PASSED unanimously
(MOTION Shije; 2nd Houston)

3. APPROVAL OF MINUTES (action item)
Chief Kassertas MOVED to approve June 26, 2018 general meeting minutes, Mr. Houston
SECONDED the motion.  Motion CARRIED.

4. 2019 LEGISLATIVE INITIATIVES
   ➢ Capital funding for CT scanner: Dr. Nolte
     Healthcare facilities replace scanners when they approach 10 years of age. The OMI scanner is both approaching 10 years of age and failing repeatedly. The OMI scanner is extremely valuable, it not only supplements autopsy, but allows replacement of autopsy examinations to better respect religious and cultural wishes. We upgraded the image reconstruction system of the CT scanner as a temporizing measure only. The scanner still needs to be urgently replaced before it fails completely. The request to replace the CT scanner was approved by the higher education committee and is in a queue to be made visible in front of the legislature.

   ➢ Statute revisions: Dr. Nolte
     The OMI has statutes that are modeled on the 1954 Model Post-Mortem Act. The model was used in the early 1970’s during the transition from a coroner to medical examiner system. The statutes are obsolete in many ways. The OMI has twice attempted to get the statutes revised. There is a new draft ready to be presented to stakeholders and legislative counsel services. Secretary Shije requested a copy of the draft. Dr. Nolte will distribute the draft to board members.

   ➢ HM 97 proposal: Nancy Mance
     The OMI response to HM 97 was distributed to the Interim Health & Human Services Committee. The response identified the issue of families dealing with sudden death which can result in the development of post-traumatic stress in family members who are left behind. The response requests funding to support:
     o Resources to families dealing with suicide, homicide, drug overdoses and motor vehicle accidents related to DWI fatalities
     o Additional OMI grief counselors to rebuild OMI Grief Services
     o Funding for 1 fulltime administrative support staff
     o Contract grief counselors trained using the Project ECHO model
5. **OMI LEADERSHIP CHANGES:** Dr. Nolte

Dr. Nolte presented a slide illustrating the new OMI leadership organization.

- **Assistant Chief,** Karen Cline-Parhamovich, DO
  - Special projects- Case Management database
- **Director of Autopsy Services- Unfilled**
- **Director of Education, Ian Paul, MD**
  - Graduation Medical Education- ACGME
  - Fellowship training
  - Resident training
  - Medical student education
- **Director of Research & OMI Data Management, Sarah Lathrop, PhD**
  - OMI Annual Report
  - Supervisor of the Research Coordinator position
  - Research assets
- **Director of Operations, Yvonne Villalobos**
  - Supervises OMI staff supervisors
  - Operations of the OMI
- **Director of the Center for Forensic Imaging**
  - Forensic Imaging

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**New Leadership Organization**
6. **BUDGET UPDATE (information item)**

Dr. Nolte identified items in the board packet and gave an update about the OMI budget. Documents presented:
- Caseload trends Oct. 2014 – December 31, 2018 (with Estimated December)
- FY19 Income Statement Projection 7/1/18 – 6/30/19
- FY20 Income Statement Projection 7/1/19 – 6/30/20
# OMI FY19 Income Statement Projection

**7/1/18 - 6/30/19**

## Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Revenue</td>
<td></td>
</tr>
<tr>
<td>University Hospital Revenue</td>
<td>$708,016</td>
</tr>
<tr>
<td>Sandoval Regional MC Revenue</td>
<td>$24,640</td>
</tr>
<tr>
<td>Other Revenue Services</td>
<td>$3,635,260</td>
</tr>
<tr>
<td>Non-operating Revenue</td>
<td></td>
</tr>
<tr>
<td>State Appropriation</td>
<td>$5,313,400</td>
</tr>
</tbody>
</table>

### Intra University Activities

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Transfer to CFI</td>
<td>($5,000)</td>
</tr>
<tr>
<td>Transfer &amp; Allocation</td>
<td>$83,338</td>
</tr>
</tbody>
</table>

**Total Revenue**

$9,759,654

## Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Fringe</td>
<td>$5,972,999</td>
</tr>
<tr>
<td>Body Transportation</td>
<td>$1,014,961</td>
</tr>
<tr>
<td>Utilities &amp; Plant Maintenance (SLD, Security, Kone Elevator, Pe Equipment Warranties (Phillips, Siemens, Stryker, C-Scan Tech Services (J&amp;J, Janitorial, Waste Destruction, Malpractice, Tricore Patient Care Expenses</td>
<td>$574,308</td>
</tr>
<tr>
<td>NMS - Toxicology</td>
<td>$265,232</td>
</tr>
<tr>
<td>Other Expenses (Appropriation’s Overhead Charge, Supplies, C&amp;I)</td>
<td>$571,407</td>
</tr>
<tr>
<td></td>
<td>$269,822</td>
</tr>
<tr>
<td></td>
<td>$84,000</td>
</tr>
<tr>
<td></td>
<td>$660,356</td>
</tr>
</tbody>
</table>

**Total Expenses**

$9,413,085

## Projected Net

$346,569

## FY18 Reserves

($720,725)

## Total FY19 Projected Net

($374,156)
## OMI FY20 Income Statement Projection 7/1/19 - 6/30/20

### Revenue

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>University Hospital Revenue</td>
<td>$708,016</td>
</tr>
<tr>
<td>Sandoval Regional MC Revenue</td>
<td>$24,640</td>
</tr>
<tr>
<td>Other Revenue Services</td>
<td>$3,635,260</td>
</tr>
<tr>
<td><strong>Non-operating Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>State Appropriation</td>
<td>$5,313,400</td>
</tr>
<tr>
<td><strong>Intra University Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Transfer &amp; Allocation</td>
<td>$154,685</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$9,836,001</td>
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### Expenses

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Fringe</td>
<td>$6,458,013</td>
</tr>
<tr>
<td>Body Transportation</td>
<td>$1,020,036</td>
</tr>
<tr>
<td>Utilities &amp; Plant Maintenance (SLD, Security, Kone Elevator, Pe</td>
<td>$577,180</td>
</tr>
<tr>
<td>Equipment Warranties (Phillips, Siemens, Stryker, C-Scan Tech)</td>
<td>$287,709</td>
</tr>
<tr>
<td>Services (J&amp;J, Janitorial, Waste Destruction, Malpractice, Tricore)</td>
<td>$574,264</td>
</tr>
<tr>
<td>Patient Care Expenses</td>
<td>$271,171</td>
</tr>
<tr>
<td>NMS - Toxicology</td>
<td>$250,000</td>
</tr>
<tr>
<td>Other Expenses (Appropriation's Overhead Charge, Supplies, C)</td>
<td>$663,657</td>
</tr>
<tr>
<td>FY20 Debt Payment</td>
<td>$17,000</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$10,119,030</td>
</tr>
</tbody>
</table>

### Projected Net

- **($283,029)**

### Projected FY19 Reserves

- **($374,156)**

### Total FY20 Projected Net

- **($657,185)**
7. **PROPOSED OMI FEE INCREASES**

Dr. Nolte presented the board with an OMI fee schedule to include proposed fee increases highlighted in red. It was noted to the board that the request is for 3% of all categories except the cremation permit and handing fees. Dr. Nolte reminded the board that last year he had a discussion about OMI’s funding needs with the funeral service industry. He advised them that the OMI would be proposing the cremation fee to be increased from $200 to $206. Their response was to round the number to $210, and further suggested to increase the cremation fee to $250. After a recent discussion at the funeral directors association meeting, the funeral home industry voted to support increasing cremation permits to $230 and handling fees to $85.

Secretary Gallagher asked the board if there were any questions or comments about the proposed fee increases. There were none. Secretary Gallagher asked for a motion. Chief Kassetas made a **MOTION** to accept the fee increases as proposed. Mr. Houston **SECOUND** the motion; all were in favor. Motion **CARRIED**.

8. **UPDATE ABOUT SEARCH STRATEGIES FOR NEXT-OF-KIN**

Elizabeth Gonzales, Supervisor of Central Office Investigations spoke to the board.

Over the last year the central office investigation implemented a new direction to identify and notify relatives of the decedent. Everyday cases with no known relatives are placed on an internal docket. An investigator is assigned to that specific case. Searches are initiated through:

- The University of New Mexico Hospital
- Access through booking at the Metropolitan Detention Center
- Work closely with state law enforcements agencies
- Work closely with county indigent programs
- Internet web searches and social media

Investigators provide a weekly update list of all current cases to include the next-of-kin status. The update is reviewed with internal management. Advance searches have been expanded to allow investigators to work closely with two senior investigators who have completed training and access to an advanced people search. OMI is researching a new search tool called CLEAR. Lastly, for oversight, the OMI has developed an Indigent Review Committee.

9. **STRATEGIC PLAN UPDATE**

Dr. Nolte presented a document of the OMI 3 Year Strategic Plan. The document represents progress as of December 12, 2018.

10. **OMI FACULTY SEARCH UPDATE:**

The faculty search committee received a highly qualified pool of applicants. Two of the applicants will be interviewed in January 2019. One applicant is a current OMI forensic pathology fellow.

11. **PUBLIC COMMENT**

No public comment
12. VOTE TO CLOSE GENERAL MEETING AND PROCEED IN EXECUTIVE SESSION

Secretary Gallagher asked for a motion to close the general meeting and proceed to executive session. Sec. Gallagher certified that only the matters described in the executive session agenda will be discussed during closed session and there will be no formal action taking place upon the two items.

Secretary Shije MOVED to close the general meeting and proceed to executive session (SECONNED Houston) ALL were in favor. Motion CARRIED. Let the record show that the Board entered Executive Session at 2:13 P.M. and the recorder was turned off.

13. The general meeting re-opened at 3:00 P.M.

14. The meeting ADJOURNED at 3:02 P.M.