

Wisconsin Coroner's and Medical Examiner's Association Board of Directors Meeting

January 27, 2019

Chula Vista Resort - Wisconsin Dells, WI

Call to order: The meeting was called to order by President Angela Hinze at 1709. Members in attendance: President Angela Hinze (Columbia), 1st Vice President Barry Irmen (Dane), 2nd Vice President Mary Ricci (Barron), Treasurer Rory Groessl (Kewaunee), Sergeant at Arms Joe Morovits (Crawford), Member at Large Lynn Johnson (Eau Claire/Dunn), 3 year Trustee Marcie Rosas (Eau Claire/Dunn), 2 year Trustee Dr Rogalska (Dane). Others in attendance: Tim Candahl (LaCrosse) and Thomas O'Conner (D-Mort V).

A meeting agenda was distributed.

Approval of Minutes: Motion was made by Joe 2nd by Rory to approve the minutes. Motion carries.

Outside Agency Presentation: LaCrosse County reported that they have been having a problem with indigent burials and another County that isn't claiming their indigent burials. Members in attendance from other counties have also reported similar issues. Looking for direction on what other counties are doing and/or what WCMEA can do to alleviate the problem. A lengthy discussion regarding possible solutions including resources such as WFCAP, Veteran's Affairs, and various County procedures. Also noted that Foster Funeral Home in Madison and Beloit will do free cremations for all veterans. Decedent in this specific case was not a veteran and did not qualify for assistance, died in a hospital in LaCrosse County but resided in another County. Unfortunately there is no verbiage in Statute that requires the County of residence to take control of the body, it's generally been by honor system. There was language built into our prior attempts to update 979, but these were unsuccessful. Angela will write a position recommendation moving forward.

President's Report: Angela reports she has been working with outside agencies and is looking to send out a survey to all members and non-members in regards to wages, staffing, etc. She will check with DHS on their past survey to ensure we don't duplicate data. Discussed potentially using an incentive to complete the survey. Going forward she would like the board to consider what is our current objectives. There is some sentiment of members of "what is being done for the Association by the board other than the conference."

Vice President's Report: Barry reports there are currently 71 members on the website. Website is still a work in progress. He primarily has been working on the conference. Concerns regarding the snow storm for tonight/ tomorrow and the potential for speakers cancelling due to travel difficulties. Dr Rogalska states she is willing to fill in with one of her evening presentations if someone can't make it. Discussed what to do regarding potential cancellations of attendees. Also discussed past refunds for conference attendees due to illness. After discussion for the current conference there will not be a refund, as it is clearly stated on the registration form no refund after January 15th. Lengthy discussion of cancellation policy in general going forward, as we have at least one request every conference for a refund. Barry

proposed new verbiage for future conferences. Additional discussion ensued with the determination that at some point the association needs to make a decision on the food for meals and breaks and we don't want to be refunding past a certain date or we will start losing money. Discussed refunding the County or applying to a future conference as well as the difference in fees for early bird registration vs full registration. Would like the policy to be firm on a date and not a reason for cancellation so that the association isn't losing money on reserved food. Angela made a motion to create a new cancellation policy if a cancellation is made ≥ 20 days will allow a full refund to the payee, < 20 days will result in a 50% refund to the payee. 2nd by Rory. Motion carries.

2nd Vice President: Mary reports that we currently are at 257 members which is up approximately 34 members from last fiscal year. She is looking to target some of the newly elected Coroner's and has received a few returning members that haven't been with the association for a few years.

Secretary's Report: President Hinze reports that Kalynn has taken a new job as the Medical Examiner for Marinette County and was unable to make it today. She is looking to stay on the board and should know how her schedule will be as she settles into her new position.

Treasurer's Report: Rory reports that we started the year \$23,333.98. Currently have \$37,250.60 in the checking account. He expects another \$5,000-\$7,000 to collect from vendors and conference attendees. The average bill from the resort is usually around \$10,000. There will be a few expenses coming up including a new laptop and potentially a new projector. He reports we are otherwise slowly recovering now that we're not paying for a lobbyist.

Sergeant of Arms: Joe reports he has been reaching out to new coroner's and medical examiner's in his area.

Member at Large: Lynn has nothing to report.

3 Year Trustee: Marcie has nothing to report.

2 Year Trustee: Patty was unable to make the meeting.

2 Year Trustee: Dr Rogalska reports that that she has bought her own scanner and has been working on scanning all the old documents. As approved last time will look to purchase an external hard drive to keep these documents on. She also reports that the Wisconsin State Lab of Hygiene has had good feedback regarding their "roving" toxicology talks and will be offering again in the future.

Past President: Not in attendance.

A motion was made by Joe to approve the officer reports. 2nd by Mary. Motion carried.

Committee Reports:

Legislative – Currently not pursuing specific legislation, but Scott Rifleman states he is willing to continue to serve on this committee if something comes up.

Newsletter- Jennifer not in attendance but Angela reports we are looking to release 3 times this year.

Merchandise – Joe reports no new purchases as of now. He is looking to liquidate some of the old stock at the conference. Everything is set up and ready to go for the conference.

Old Business:

Paypal for website and conference registration – Still a work in progress. Barry is working with the website vendor.

New Computer status – Rory reports that the current laptop is old and on borrowed time. Based off of the last meeting, he sent an email out a while back regarding feedback on how to proceed and has been waiting for direction of the Board to approve the purchase.

Barry made a motion to approve up to \$1000 to approve the purchase of a new laptop. 2nd by Angela. Motion carries.

Joe also reports that the projector is also old and on borrowed time and looking to see if we could replace it. Joe made a motion to approve up to \$500 for Rory to purchase of a new projector. 2nd by Barry. Motion carries.

Minutes and posting on the website: According to the bylaws meeting minutes are supposed to be posted by 2 weeks after the meeting. Marcie has been taking minutes today. Rory will transcribe them and have them available for review tomorrow.

Membership photos: Meet in the back of the conference room at lunch to take photos of the board for the website.

Website online training possibilities: Discussed the potential to adding online educational information for the membership side of the website. Discussed potential for video presentations or online PDF's. Barry will look into with the web host.

Appointment of the nomination committee: Angela will appoint by the end of the week.

New Business:

Discussed death investigation clip boards that will be dispersed at the conference from DHS. This has been in collaboration with them and a group of WCMEA members. The clipboard has some reminders on the important questions to ask on the scene of a drug overdose.

Angela again discussed that we are looking for a list of direction/goals of the WCMEA and possibly a core group to come up with some best practice recommendations. Please brainstorm for the next meeting.

Angela Sent out email communication regarding updating the County map of C/ME's. Please advise if you find any mistakes. Barry suggested putting it up on the projector screen during the conference and asking the attendees if they see any mistakes.

Dr Rogalska discussed wanting a set of guidelines for conference speakers to send them once they've committed to present. Rory suggested leaving that up to the education committee's discretion and look to have them draft guidelines.

A motion was made by Angela, 2nd by Mary to move to close session to discuss an ethics issue. Motion carried at 2012.

A motion was made by Joe, 2nd by Rory to return to open session. Motion carried - returned to open session at 2041.

A motion was made by Rory and 2nd by Joe to move to adjourn. Motion carried – meeting adjourned at 2042.