

**MINUTES OF THE BOARD OF DIRECTORS MEETING
April 16, 2005**

MEETING BROUGHT TO ORDER: by Dr. C. Paul Martin, President, at 10:10 a.m. in the large classroom of the Hennepin County Medical Examiner's Office, Minneapolis, Minnesota.

MEMBERS PRESENT:

Dr. C. Paul Martin
Dr. Andrew Baker
Dr. Lindsey Thomas
Dr. Kathryn Berg
Dr. Thomas Uncini

Dr. Michael Busian
Dr. Steven Radjenovich
Dr. Brian Bonte
Ms. Roberta Geiselhart
David Eggen, Guest
Michael Rossman, Executive Secretary

OLD BUSINESS:

- **Minutes from Board Meeting of January 8, 2005:**

Minutes of the January 8, 2005 board meeting were made available; motion made, seconded and passed unanimously to accept minutes as submitted.

- **Treasurer's Report / Financial Recap:**

The **Financial Report** *(See 'Attachment A') was made available and distributed. Dr. Kathryn Berg gave the board a brief overview of expenses incurred over the previous period and the current checking account balance. The financial report was moved, seconded and unanimously approved as submitted.

- **Follow-up on Possible Board Membership Changes and/or Updates:**

Dr. Martin informed the board that he had composed and sent letter to Dr. McGee requesting an update on his status as an MC&MEA board member and whether or not he would be interested in continuing as an active board member in the future. This letter to Dr. McGee was shared with most board members by email in the months prior to today's board meeting. Dr. Martin received a letter back from Dr. McGee outlining that he is indeed interested in continuing in his role as a board member with MC&MEA, though his attendance may be spotty at best. It was unanimously approved by all board members that Dr. McGee remain on the board of MC&MEA, and that he be approached by M. Rossman for payment of his current 2005 membership dues. M. Rossman agreed to contact Dr. McGee within the next month about payment of his 2005 dues, and will report back to the board on this in July 2005.

Dr. Martin informed the board that Dr. Lyle Munneke, Coroner of Kandiyohi County and long-time seminar attendee, is planning to help "spread the word" about our annual fall seminar and distribute postcards to colleagues at the "Spring Refresher Conference" of the Minnesota Academy of Family Physicians on April 21-22nd in Minneapolis. Michael Rossman sent Dr. Munneke an ample supply of seminar

postcards for him to distribute at this upcoming event. The board offered its great appreciation to Dr. Munneke for his willingness to help promote our annual event! Dr. Martin also outlined that he would consider Dr. Munneke a possible candidate as a new addition to the MC&MEA Board, if Dr. Munneke was interested. Further discussion on this topic can be approached by Dr. Martin at the July 2005 board meeting if this remains a priority the board would care to pursue. If so, Dr. Munneke's name could be passed-on to a nominating committee and later voted on by our membership.

The only other board membership change/update that was on the table at the last board meeting involved Kent Christianson. The board unanimously reiterated its decision to drop Mr. Christianson from the MC&MEA Board. Michael Rossman will update the Board of Director's List to reflect this change within the next month.

- **MC&MEA Web Site Updates:**

Dr. Baker and Michael Rossman briefly updated the board on any/all new links or features now available on the MC&MEA web site. Dr. Baker pointed out the recently enhanced "Investigator's Links" page, as well as the hospice pre-registration form now available to download online. Michael Rossman outlined that his office is currently working on a "protected-template Word version" of the hospice pre-registration form that customers could type-up online directly from the web site, and then print an already completed copy to mail or fax in. When this newer version of the form is completed and approved, it will be placed on the web site as well. Michael Rossman briefly mentioned that Erchal Springer from the BCA has made a diligent effort towards requesting that a link be created from the BCA web site to our seminar web page. This has not happened thus far, but Michael will continue to pursue this with Mr. Springer.

- **2005 Annual Forensic Science Seminar:**

Prior to the following lengthy discussions about program content and planning, Dr. Martin, Dr. Baker and Michael Rossman gave the board a brief overview of the location and dates of the 2005 Annual Forensic Science seminar, highlighting the drastic location change and reasons why. The primary reason for the change in location was the closing of the HCMC Pillsbury Auditorium in May of 2005 due to planned expansion of their acute inpatient psychiatric unit. The seminar planning committee quickly proceeded to consider all possible (& affordable) options for venues, and it was determined that the combination of the Hennepin County Ridgedale Library facility, along with the Minneapolis Sheraton West Hotel, would best meet most of the vital needs of this event. Michael highlighted several great features of the facility and hotel, and promised that clear and detailed information would be made readily available to all attendees and board members to ensure the greatest ease in finding the location.

Promotion for the 2005 fall seminar has been greatly increased through the use web pages on both the MC&MEA web site as well as the Hennepin County Medical Examiner web site. Links are also being created to and from these web sites with the BCA and the Minnesota Funeral Directors Association. A special "tickler" save-the-date postcard mailing to over 900 addresses was also done in late March to assist with promotion.

Detailed discussion ensued by all members of the board regarding seminar content and speakers for the fall seminar. Dr. Berg began the discussion outlining what arrangements she had made thus far, and the topic was further discussed in detail primarily by Dr. Baker, Dr. Thomas and Roberta Geiselhart. The following speakers and topics (of which some are already confirmed and some are newly suggested) were discussed:

- ✓ **Dr. Susan M. Thurston Myster** – Forensic Anthropology Evening Session on Tuesday, October 4, 2005.
- ✓ **Dr. Steven Radjenovich** – Presentation relating to “How Not to Investigate a Death” and other interesting cases.
- ✓ **Shawn Wilson** – Presentation by a Hennepin County Death Investigator relating to “Mass Disaster Drill, DMort, and Temporary Airport Morgue.”
- ✓ **Dr. Janis Amatuzio and/or Lori Allert** – Presentation relating to “Early Post-Mortem Death – The First 48 Hours.”
- ✓ **Erika Applebaum** – Presentation speaking about the “Innocence Project of Minnesota.”
- ✓ **Mark Dudzik** – Presentation by State Archaeologist in regards to “legal issues, what becomes of remains, interaction with the medicolegal and law enforcement communities, and fascinating cases.”
- ✓ **Dr. Andrew Baker, Judith Hawley, Richard Zimmerman** – Presentation by representatives of the medical examiner, legal and law enforcement communities in regards to “Tracking a Case – Domestic Abuse Homicide of Rhonda Overall.” Case tracking presentation aimed at the police/attorney portion of our audience.
- ✓ **Jerry Boog** – Presentation by a representative of Consumer Product Safety regarding “deaths associated with consumer products and their methods of investigation and follow-up.”
- ✓ **Tim Koch** – Presentation by the MDH Mortuary Science Division Mortician Investigator regarding “Cremation Issues, VRV updates, assisting families in mass disasters, assisting families with DC’s, compliance issues and other related topics.”
- ✓ **Hennepin Forensic Fellow Dr. Robert Corliss** – Presentation topic TBD.
- ✓ **Arpin Voss** – Presentation regarding the “body farm.”
- ✓ **Dr. Shannon Mackey-Bojack** – Presentation relating to “sudden, unexpected cardiac deaths.”
- ✓ **Dr. Andrew Baker** – Presentation regarding “Unusual Causes of Natural Death.”
- ✓ **OSHA Representative** – Presentation by a representative from OSHA relating to “Workplace Deaths.” Roberta Geiselhart may be able to find someone at OSHA willing to speak on this topic.
- ✓ **BCA Lab Representative** – Possible presentation regarding “DNA issues.” Erchal Springer may be able to find someone to speak on this topic?
- ✓ **Tissue Procurement Agency Representative?** – Presentation regarding “procurement issues.” Roberta Geiselhart may be able to find someone from a tissue procurement agency to speak on this topic?

With many ideas being presented, it was determined that Dr. Baker, Dr. Berg, Roberta Geiselhart and Michael Rossman would begin contacting potential speakers and draft-up a preliminary program as soon as possible. The seminar planning committee has a stringent goal of seeing that all potential speakers are contacted and their participation confirmed by May 1, 2005. All confirmed speakers will be sent a welcome and thank you letter right away informing them of the basic timelines for submitting their presentation content to Michael Rossman. The continuing education accreditation office of the Minnesota Medical Association has increased its requirements in 2005 regarding speaker & faculty disclosure, as well as its requirements to gather various types of attendance and content data. This information will need to be gathered from all speakers and faculty involved in the fall seminar PRIOR to any program approval steps being authorized by MMA. It's due to these increased requirements that the seminar planning committee is trying to get an early start on all program planning for this fall's annual event. The goal is that all speaker and presentation materials can be turned in to Michael Rossman no later than July 1, 2005 to complete the MMA application.

Last but not least, Roberta Geiselhart and Dr. Baker outlined a proposal they received from LifeSource (a tissue procurement agency) to host an educational and informational evening session for our seminar attendees. Michael Rossman consulted with our main contact (Jane Phillip) at the MMA about this offer, and the advice was to keep "a safe distance" from affiliating with this type of event to ensure there are no problems gaining the correct accreditation. Based on this advice, it was unanimously decided by the board that while this is an excellent way to offer our attendees a greater variety of educational options, we must keep our distance from any sessions affiliated with contracted vendors. It will be communicated to LifeSource that they are more than welcome to hold an evening event during our fall seminar, but that they must make all arrangements themselves and that it will not be promoted in any way in our registration and promotional materials. LifeSource will be given access to our confirmed attendee names, if they desire, to promote their session. If any confirmed seminar registrants want continuing education credit for attending the LifeSource presentation, they will have to arrange that with LifeSource directly.

- **Update on Status of Rewriting of Statute:**

Dr. Thomas had no new updates on the status of rewriting the statute; however this will certainly be tied-in to communications regarding house bill HF 2053, which is discussed below.

NEW BUSINESS:

- **House Bill 'HF 2053' Relating to Hospital, Nursing Home, and Long Term Care Unit Deaths:**

Dr. Martin opened discussion about house bill HF 2053 that was introduced into the 84th Minnesota Legislative Session, entitled "A bill for an act relating to health; requiring a coroner or medical examiner to be notified of a death of a nursing home patient. A copy of the bill, as well as a copy of an email sent by Dr. Richard Mulder to Representatives Abeler and Otremba, was distributed to all board members present in their packet of meeting materials. All board members overwhelmingly agreed that the email sent to State Representatives by Dr. Mulder in response to this bill was outstanding, and contained precisely the message that needed to be conveyed. The bill was recently sent to committee, and Dr. Thomas feels that it may soon be dumped/killed in committee as it stands. (Further investigation since the board meeting has confirmed that this bill is indeed in the Minnesota House Health Policy

and Finance Committee, and unless it is resurrected and sent to the House Rules Committee, that is where it will likely die). As a formal response from MC&MEA, Dr. Martin offered to draft a response letter/email to Representatives Otremba and Abeler on the topic, including with it Dr. Mulder's letter and a copy of the current statute. When Dr. Martin completes and sends this response letter, Michael Rossman will forward a copy to all board members by email.

If any board members (or officials of the counties they serve) compose or become aware of any further formal correspondence to the State Legislature about HF 2053, feel free to send them to Michael Rossman who will in turn forward to all MC&MEA board members by email.

- **2005 MMA House of Delegates:**

Michael Rossman received the annual letter from the Minnesota Medical Association requesting names of our chosen delegate and alternate delegate to represent MC&MEA at the 2005 MMA House of Delegates. All board members present unanimously suggested that Dr. Donald Deye be asked once again if he would be kind enough to serve another year as our primary delegate. Other names suggested for primary or alternate delegates included Dr. Susan Roe, Dr. Garry Peterson and Dr. Michael Busian. The MMA House of Delegates Annual Meeting will be held this year on September 15-16, 2005 at the Marriott City Center Hotel in downtown Minneapolis. Michael Rossman agreed to contact Dr. Deye and confirm that he is willing to serve another year as our primary delegate, as well as seek another volunteer to serve as an alternate. *(Since this board meeting, Dr. Deye confirmed that he is willing once again to serve as our primary delegate, and Dr. Susan Roe has agreed to be our alternate delegate).*

- **Other New Business Items and Open Forum:**

Based on a question brought up by Dr. Uncini, a lively discussion ensued regarding what jurisdictions charge for cremation approvals, which jurisdictions do not, and why. Both Dr. Uncini and Dr. Bonte requested that Dr. Thomas send them information about how she went about gaining approval from her counties to charge for cremation approvals. Dr. Thomas kindly agreed that she would be more than willing to share this information with them.

Board Meeting was adjourned by Dr. Martin at 12:20pm.

NEXT MEETING:

The next board meeting will be held **Saturday, July 9, 2005 at 10:00 a.m.** in the library or classroom of the Hennepin County Medical Examiner's Office.

RESPECTFULLY SUBMITTED:

APPROVED:

Michael Rossman, Executive Secretary

Dr. C. Paul Martin, President

***ATTACHMENT A**

FINANCIAL REPORT
January 8, 2005 – April 16, 2005

TOTAL ASSETS – January 8, 2005 **\$1,359.85**

RECEIPTS

MC&MEA Share of 2004 Seminar Receipts	\$1,644.15	
	TOTAL RECEIPTS	+\$1,644.15

EXPENSES

Staff Appreciation Pizza Lunch 2/8/05 (For help with 2004 Seminar)	\$162.60	
Bank Service Charges (January – March 2005)	\$32.48	
	TOTAL EXPENSES	-\$195.08

TOTAL ASSETS – April 16, 2005 **+\$2,808.92**