

Board of the Regional Medical Examiner

Telephone Conference

Public Access Location - Conference Room Adjacent to the

St. Charles County Council Chamber

100 North Third Street St. Charles, Missouri 63301

March 17, 2022

2:30 p.m.

MINUTES

Board Members In Attendance:

Steve Ehlmann	County Executive of St. Charles County
Dennis Gannon	County Executive of Jefferson County

Board Members Absent:

Tim Brinker	Presiding Commissioner of Franklin County
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Staff In Attendance:

Mary Case, M.D.	Regional Medical Examiner
Kathleen Hargrave	Regional Medical Examiner Office Division Director
David Courtway	Jefferson County Director of Administration
Wes Yates	Jefferson County Counselor
Robert Schnur	St. Charles County Assistant Director of Administration
Joann Leykam	St. Charles County Director of Administration

Public Access Point via Zoom staffed by Bryanna Hartman, Communications Department.

The Board of the Office of the Regional Medical Examiner convened by telephone conference at 2:31 p.m. County Executive Gannon took up the matter of the approval of the minutes of the December 2, 2021 meeting and made a motion to approve the minutes. County Executive Ehlmann seconded and with no discussion to be had concerning the minutes, both voted in favor.

The Board then took up the matter of the 2021 financial report. Mr. Schnur then reviewed the 2021 Fourth Quarter financial report as attached to the published agenda, including the allocations and ending fund balance by County. County Executive Gannon indicated he had no questions. County Executive Ehlmann indicated Commissioner Brinker had reached out in advance of the meeting to say he could not attend because of a conflict in schedule but wanted the Board to know he had no questions or concerns. Dr. Case indicated she had nothing to add. County Executive Gannon made a motion to approve the 2021 Fourth Quarter Financials. County Executive Ehlmann seconded and with no discussion to be had concerning the 2021 Fourth Quarter financial report, County Executives Gannon and Ehlmann both voted in favor of approval of the report.

There being no further questions or business, County Executive Gannon moved to adjourn.
County Executive Ehlmann seconded the Motion.
County Executive Gannon – yes
County Executive Ehlmann – yes

The Board adjourned at 2:39 p.m.

Minutes Approval Information:

County Executive Gannon ___ Absent _____

County Executive Ehlmann ___ Approved _____

Presiding Commissioner Brinker ___ Approved _____

Date: ___ 06/16/2022 _____

Regional Medical Examiner
2021 - Fourth Quarter

	St. Charles			Jefferson			Franklin			Total		
	Quarter	YTD	Budget	Quarter	YTD	Budget	Quarter	YTD	Budget	Quarter	YTD	Budget
Salaries and Benefits												
Full-Time	31,168	122,474	127,857	27,463	107,915	112,657	14,022	55,099	57,521	72,653	285,488	298,035
Benefits	9,956	44,193	55,180	8,772	38,939	48,621	4,479	19,882	24,826	23,207	103,014	128,627
Intermittent	1,526	6,884	8,580	1,344	6,065	7,560	686	3,097	3,860	3,557	16,046	20,000
Death Investigators	8,307	37,581	53,784	8,307	37,581	47,390	5,395	34,669	24,196	22,008	109,830	125,370
	<u>50,956</u>	<u>211,132</u>	<u>245,401</u>	<u>45,886</u>	<u>190,500</u>	<u>216,228</u>	<u>24,582</u>	<u>112,746</u>	<u>110,403</u>	<u>121,424</u>	<u>514,378</u>	<u>572,032</u>
Contracted												
Medical Examiner	18,325	81,939	79,456	16,146	72,198	77,164	8,244	36,863	36,863	42,715	191,000	193,483
Contracted Pathologists	52,500	170,550	186,029	48,450	171,450	180,899	25,712	72,662	69,390	126,662	414,662	436,318
	<u>70,825</u>	<u>252,489</u>	<u>265,485</u>	<u>64,596</u>	<u>243,648</u>	<u>258,063</u>	<u>33,956</u>	<u>109,525</u>	<u>106,253</u>	<u>169,377</u>	<u>605,662</u>	<u>629,801</u>
Operating												
Professional Services												
Livery Service	12,500	51,375	50,000	12,247	63,186	65,000	6,249	28,443	35,000	30,996	143,004	150,000
Body Bags	-	-	4,500	-	-	4,901	-	-	2,315	-	-	11,716
Morgue	24,000	68,250	64,050	21,375	66,225	60,480	10,125	32,200	26,250	55,500	166,675	150,780
Pathology Services												
Histology	713	1,886	2,100	276	2,201	1,000	1,729	3,155	500	2,718	7,242	3,600
Toxicology	38,623	124,285	102,821	22,233	113,596	98,826	18,616	51,809	36,624	79,472	289,690	238,271
Dentistry	-	-	600	-	-	2,000	-	-	600	-	-	3,200
Anthropology	180	360	2,835	360	5,040	2,693	180	1,080	2,835	720	6,480	8,363
Courier	186	534	951	279	784	838	103	860	429	568	2,177	2,218
Phone	341	1,250	1,560	317	1,165	1,375	228	858	702	886	3,274	3,637
Printing	17	379	657	15	334	579	8	171	296	40	883	1,532
Managed Print Services	-	14	227	-	12	200	-	6	102	-	33	529
Travel, Food and Lodging	(141)	507	1,223	(71)	593	1,077	(131)	404	550	(343)	1,504	2,850
Training	(460)	756	1,339	(460)	542	1,180	(460)	143	603	(1,380)	1,441	3,122
Miscellaneous	74	772	1,480	74	970	1,304	74	444	666	222	2,186	3,450
Administrative Fee	3,429	13,717	13,717	3,656	14,622	14,622	1,667	6,667	6,667	8,752	35,006	35,006
Office Supplies	377	2,898	3,153	203	1,576	2,778	104	805	1,419	685	5,278	7,350
Postage	84	447	606	74	393	534	38	201	273	196	1,041	1,413
Clinical Supplies	775	3,366	3,169	2,466	4,880	2,792	1,073	2,435	1,425	4,314	10,682	7,386
Dues	-	165	408	-	165	359	-	165	184	-	495	951
	<u>80,699</u>	<u>270,961</u>	<u>255,396</u>	<u>63,043</u>	<u>276,284</u>	<u>262,538</u>	<u>39,602</u>	<u>129,846</u>	<u>117,440</u>	<u>183,345</u>	<u>677,091</u>	<u>635,374</u>
Capital												
Machinery and Equipment	-	-	215	-	-	189	-	-	97	-	-	501
Software Storage Costs	1,651	6,604	5,792	963	3,852	5,104	440	1,762	2,606	3,055	12,218	13,502
	<u>1,651</u>	<u>6,604</u>	<u>6,007</u>	<u>963</u>	<u>3,852</u>	<u>5,293</u>	<u>440</u>	<u>1,762</u>	<u>2,703</u>	<u>3,055</u>	<u>12,218</u>	<u>14,003</u>
Total Expenses	<u>204,131</u>	<u>741,186</u>	<u>772,289</u>	<u>174,489</u>	<u>714,284</u>	<u>742,122</u>	<u>98,580</u>	<u>353,879</u>	<u>336,799</u>	<u>477,200</u>	<u>1,809,349</u>	<u>1,851,210</u>
Funding per Agreement	(157,500)	(630,000)	(630,000)	(170,000)	(680,000)	(680,000)	(76,250)	(305,000)	(305,000)	(403,750)	(1,615,000)	(1,615,000)
Mid-America Transplant Grant	-	(19,606)	(39,211)	-	(17,276)	(34,549)	-	(8,821)	(17,640)	-	(45,703)	(91,400)
Miscellaneous Revenue	(8,692)	(27,674)	(20,000)	(6,620)	(29,447)	(30,000)	(12,820)	(24,112)	(15,000)	(28,132)	(81,232)	(65,000)
Interest Revenue	(68)	(440)	(429)	(60)	(388)	(378)	(31)	(198)	(193)	(159)	(1,026)	(1,000)
Funding (Overage) Shortage	<u>37,871</u>	<u>63,466</u>	<u>82,649</u>	<u>(2,192)</u>	<u>(12,826)</u>	<u>(2,805)</u>	<u>9,479</u>	<u>15,749</u>	<u>(1,034)</u>	<u>45,159</u>	<u>66,389</u>	<u>78,810</u>
Ending 2020 Balances		(82,147)			(88,290)			(19,777)			(190,213)	
Cumulative Results		<u>(18,681)</u>			<u>(101,116)</u>			<u>(4,028)</u>			<u>(123,824)</u>	

Regional Medical Examiner
2022 - First Quarter

	St. Charles			Jefferson			Franklin			Total		
	Quarter	YTD	Budget	Quarter	YTD	Budget	Quarter	YTD	Budget	Quarter	YTD	Budget
Salaries and Benefits												
Full-Time	36,401.74	36,402	147,793	38,259	38,259	154,941	18,201	18,201	73,611	92,862	92,862	376,345
Benefits	12,829.19	12,829	56,828	13,484	13,484	59,580	6,415	6,415	28,307	32,728	32,728	144,715
Intermittent	1,249	1,249	7,854	1,313	1,313	8,234	625	625	3,912	3,187	3,187	20,000
Death Investigators	8,937	8,937	15,333	8,937	8,937	15,333	8,937	8,937	15,333	26,810	26,810	45,999
	<u>59,417</u>	<u>59,417</u>	<u>227,808</u>	<u>61,993</u>	<u>61,993</u>	<u>238,088</u>	<u>34,177</u>	<u>34,177</u>	<u>121,163</u>	<u>155,586</u>	<u>155,586</u>	<u>587,059</u>
Contracted												
Medical Examiner	20,158	20,158	75,005	21,186	21,186	78,635	10,079	10,079	37,360	51,423	51,423	191,000
Contracted Pathologists	36,450	36,450	194,700	37,650	37,650	202,865	18,750	18,750	77,435	92,850	92,850	475,000
	<u>56,608</u>	<u>56,608</u>	<u>269,705</u>	<u>58,836</u>	<u>58,836</u>	<u>281,500</u>	<u>28,829</u>	<u>28,829</u>	<u>114,795</u>	<u>144,273</u>	<u>144,273</u>	<u>666,000</u>
Operating												
Professional Services												
Livery Service	15,540	15,540	62,473	14,412	14,412	81,859	7,958	7,958	35,668	37,910	37,910	180,000
Morgue	20,625	20,625	71,644	17,875	17,875	72,615	8,750	8,750	35,741	47,250	47,250	180,000
Pathology Services												
Histology	1,012	1,012	1,296	644	644	2,128	184	184	1,576	1,840	1,840	5,000
Toxicology	23,778	23,778	130,135	24,023	24,023	141,247	12,019	12,019	51,318	59,821	59,821	322,700
Dentistry	-	-	1,257	-	-	1,317	-	-	626	-	-	3,200
Anthropology	1,980	1,980	2,561	720	720	6,795	180	180	1,307	2,880	2,880	10,663
Courier	213	213	641	483	483	929	305	305	1,393	1,001	1,001	2,963
Phone	293	293	1,294	301	301	1,330	214	214	916	808	808	3,540
Printing	-	-	601	-	-	631	-	-	300	-	-	1,532
Managed Print Services	-	-	208	-	-	218	-	-	103	-	-	529
Travel, Food and Lodging	-	-	1,000	-	-	1,025	-	-	825	-	-	2,850
Training	467	467	1,346	467	467	1,109	466	466	667	1,400	1,400	3,122
Miscellaneous	-	-	1,227	-	-	1,574	-	-	649	-	-	3,450
Administrative Fee	3,854	3,854	15,417	4,114	4,114	16,456	2,087	2,087	8,347	10,055	10,055	40,220
Office Supplies	654	654	4,033	203	203	2,196	97	97	1,121	954	954	7,350
Postage	-	-	555	-	-	582	-	-	276	-	-	1,413
Clinical Supplies	1,798	1,798	3,573	534	534	3,329	417	417	1,878	2,749	2,749	8,780
Dues	315	315	358	315	315	358	315	315	358	945	945	1,074
	<u>70,529</u>	<u>70,529</u>	<u>299,619</u>	<u>64,091</u>	<u>64,091</u>	<u>335,698</u>	<u>32,992</u>	<u>32,992</u>	<u>143,069</u>	<u>167,612</u>	<u>167,612</u>	<u>778,386</u>
Capital												
Machinery and Equipment	-	-	197	-	-	206	-	-	98	-	-	501
Software Storage Costs	1,658	1,658	8,336	971	971	4,862	454	454	2,224	3,083	3,083	15,422
	<u>1,658</u>	<u>1,658</u>	<u>8,533</u>	<u>971</u>	<u>971</u>	<u>5,068</u>	<u>454</u>	<u>454</u>	<u>2,322</u>	<u>3,083</u>	<u>3,083</u>	<u>15,923</u>
Transfers												
Transfer to Self Insurance	1,144	1,144	4,575	1,144	1,144	4,575	1,144	1,144	4,575	3,431	3,431	13,725
Total Expenses	<u>189,355</u>	<u>189,355</u>	<u>810,240</u>	<u>187,035</u>	<u>187,035</u>	<u>864,929</u>	<u>97,596</u>	<u>97,596</u>	<u>385,924</u>	<u>473,986</u>	<u>473,986</u>	<u>2,061,093</u>
Funding per Agreement	(175,000)	(175,000)	(700,000)	(186,250)	(186,250)	(745,000)	(95,000)	(95,000)	(380,000)	(456,250)	(456,250)	(1,825,000)
Mid-America Transplant Grant	(9,808)	(9,808)	(39,231)	(10,308)	(10,308)	(41,233)	(4,904)	(4,904)	(19,616)	(25,020)	(25,020)	(100,080)
Miscellaneous Revenue	(3,805)	(3,805)	(30,000)	(2,440)	(2,440)	(35,000)	(1,270)	(1,270)	(17,000)	(7,515)	(7,515)	(82,000)
Interest Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Funding (Overage) Shortage	<u>742</u>	<u>742</u>	<u>41,009</u>	<u>(11,963)</u>	<u>(11,963)</u>	<u>43,696</u>	<u>(3,578)</u>	<u>(3,578)</u>	<u>(30,692)</u>	<u>(14,799)</u>	<u>(14,799)</u>	<u>54,013</u>
Ending 2021 Balances		(18,681)			(101,116)			(4,028)			(123,824)	
Cumulative Results		<u>(17,938)</u>			<u>(113,078)</u>			<u>(7,606)</u>			<u>(138,622)</u>	