

Wisconsin Coroner's and Medical Examiner's Association

Board of Directors Meeting

Radisson Hotel and Conference Center, Kenosha, WI

Tuesday, January 15, 2013 1730 hours

CALL TO ORDER: The meeting was called to order by President P.J. Schoebel at 1747 hours. An attendance sheet was passed around. Those attending: President P.J. Schoebel (Dodge), 1<sup>st</sup> Vice-President Barry Irmen (Dane), 2<sup>nd</sup> Vice-President Jen Schroeter (Kenosha), Treasurer Bob Kulhanek (Sheboygan), Secretary Laurie Parisey (Oconto), 2 year Trustee Jay Deppe (Jefferson), 1 year Trustee Amy DeMeter (Door), Member-at-Large Mary Ricci (Barron), Past President Al Klimek (Brown/Door/Oconto), Legislation Committee Scott Rifleman (Portage).

Pizza was served to all attending.

Excused: Sergeant-at-Arm's Richard Schliefer (Clark), Three year Trustee John Larson (Marathon).

APPROVAL OF MINUTES: A motion (Al Klimek/Amy DeMeter) was made to approve the Board of Director meeting minutes from the October 7, 2012 meeting. Passed unanimously on a voice vote.

PRESIDENT'S REPORT: P.J. reports that he will be working on creating an electronic file bank of records by scanning many accumulated records from the President, Treasurer and Secretary records. Using an external hard drive for back-up was discussed. He will then work on creating jump drive copies for board members. Al offered to keep boxes of records at his office in Brown County.

P.J. has had communications with Michelle at Vital Records. They plan on having some break-out sessions at the April conference. They have not been able to roll out their program yet due to vendor delays. There are complaints from families regarding the length of time it is taking some death certificates to be completed. Most of the delays are due to toxicology reports not getting back in a timely manner. The State Lab of Hygiene still suffers from a large back log with no monies available to get assistance. They are asking if there is anything the WCMEA can do to assist in getting this process sped up some. Some discussion was held that we may need to send out toxicology to paid labs for cases that depend on what the results of the lab report are. Paid labs would be willing to assist the State in the backlog but it would be at a price. AG J Van Hollen my look into it and see what can be done. There was also a report that there have been cases in which the State Lab reports were actually complete but never sent out.

Also, the State will be requesting that email information be included in the survey when it is sent out.

1<sup>st</sup> VICE-PRESIDENT REPORT: Barry Irmen reports of the upcoming conference being held April 8,9 and 10th at the Radisson in Kenosha. He states that so far there will be some break-out sessions from the State Vital Records, a round table with board members to update on 979, NMS lab analysis information, a 4 hour session covering procurement with break-out sessions on bone/tissue use, family recipients, ATSF, Donor Services, RTI Biologics, doing some role playing on how to approach families to ask about donation, understanding the record of intent vs. the National Donor Registry. Other presenters will cover basic information for death investigation through small presentations and a Law Enforcement report on Mass Casualties.

Discussion was also held regarding giving vendors the same opportunity as the next vendor. There is a standard letter that all vendors receive. Some vendors fall through the hoops or we are not following up with them properly.

2<sup>nd</sup> VICE-PRESIDENT REPORT: Jennifer Schroeter reports that she will be getting training to be able to use the Quickbooks system for membership better and to be able to go back years and work on straighten them out. They also offer training for specific needs. Her goal is to be able to use it to build up membership with a better tracking system in place. Members are asking for some type of proof that their membership has been paid. Discussion was held regarding sending out an email or membership card. (In the past, a membership card and a certificate was issued when the Treasurer forward a payment copy to the membership person).

SECRETARY REPORT: Laurie Parisey reports that she received all records from Jon Hagen at the October 2012 Annual Meeting. She is asking the BOD members if any of them know what needs to be kept on file. P.J. will be taking all records and scanning in them into electronic form and then they will be returned to be filed with AI at his office. She also updated the October 2012 Annual Meeting Minutes to include the verbiage on the Dissolution Clause that was voted on with approval at the meeting. They will be presented to the membership at the 2013 Annual Meeting with the addition.

TREASURER'S REPORT: Bob Kulhanek. We received 1 handout showing the financial status of WCMEA as follows: Balance on hand as of:

07/01/2012 \$87,601.48

12/31/2012 \$82,938.05 (\$4,622.30 loss from the October 2012 Conference).

Bob reports that we have lost monies from the past two conferences due to high cost of sponsoring the social events as vendors are not stepping up to cover as they have over the years. The economy is a big factor. (Example: October 2012 Madison social events total was approximately \$7,688.00). Bob would like the BOD to consider other options for social events to save on expenses of the conference. Another factor was not collecting from attendees that were able to come to the conference free to make up for a previous conference ABMDI credit problem. Attendees expecting to get educational credits did not as the WCMEA was denied due to paperwork getting to the ABMDI late. There are still 18 members out there that have until October 2013 to use their credit.

The room reservations for the October 2012 conference were as follows: Sunday night 40, Monday night 47, and Tuesday night 40 for a total of 127.

Bob explained that all Board of Director meetings and needs are completely separate from any conference expense.

Merchandising and Vendors was also discussed. Someone needs to be responsible to keep an eye on the merchandise during conference. Items were missing at the last conference. As far as vendors, it was decided that Barry would be the best choice to work with them throughout the conference to make sure their needs are met and that they get the opportunity to make their sales pitch just before a break is let out. It was agreed that it would be nice if we would use the overhead and project the break times along with the sponsor that is providing the break refreshments and just before ending the day session, project the evening event with the sponsor.

Bob is also trying to track down an outstanding merchandise invoice that still has not been paid out of Grant County. He will continue to work on collecting.

TRUSTEE'S REPORT: 1 year Trustee Amy DeMeter none, 2 year Trustee Jay Deppe– none, 3 year Trustee is not present.

SERGEANT-AT-ARMS REPORT: Richard Schliefer is not present.

MEMBER-AT-LARGE: Mary Ricci. ABMDI credits are being worked on for the April 2013 conference. She held a Medicolegal Death Investigation Training Course through a technical college and received 40 credits. The cost of the course was \$129.00.

PAST-PRESIDENT REPORT: Al reports he has made several contacts to advise that P.J. is the new president. He also has some files that he still needs to get to P.J. He and Scott have been communicating with legislators. He received a request from Senator Sheila Harsdorf to change the language in Chapter 59 on how offices are paid. Al offered her to review Chapter 979 and support that bill. He is meeting with her tomorrow in Madison. Scott and Amy Sue Uruwink ,70 (71) Congressional District are still communicating.

There were some hospitality issues at the October 2012 conference which Al took care of immediately. It was appreciated.

APPROVAL OF OFFICER REPORTS: A motion was made to approve the officer reports. Passed unanimously on a voice vote.

COMMITTEE REPORTS:

INFORMATION/TECHNOLOGY: Barry Irmen is still working on getting the conference registration up on the website for interested persons to register right on line. It is complicated and it was discussed that if

it can be done by the website host, they may be able to write it in for the WCMEA if it is reasonably priced. Barry will look into it.

Quickbooks may be able to be used to send out conference information and registrations. Mary will be getting training and it may be something that can be done.

LEGISLATIVE: Scott Rifleman reports that he and Al have a meeting in Madison tomorrow with Senator Harsdorf to discuss the future of 979 and the possibility of hiring a new team to work on the Legislators to support it and get it passed.

NEWSLETTER: None.

MERCHANDISE COMMITTEE: None. P.J. reports that Richard is considering a resignation due to his inability to lift. He feels that he is not able to do his duties because of it. P.J. will work with Richard to see how they can work things out.

NOMINATION COMMITTEE: None.

APPROVAL OF COMMITTEE REPORTS: A motion was made to approve the committee reports. Passed unanimously on a voice vote.

OLD BUSINESS:

Discussion was held on WCMEA re-organization/districting throughout the State. Districting had been in place in the past and it is unknown why it was not continued. It was discussed prior and approved to move ahead with. A committee is now set to work on this and it includes the following: P.J., Al, Mary and Jen.

The Doug Miller Symposium is scheduled for April 2013 and a motion was made/passed/approved to sponsor a booth for a \$1,000.00 donation. This covers one person and the WCMEA will cover the expenses of one other person to assist in running the booth. As of now, Al is planning on going. He will check to see who else will be available to go with him when a date is set.

NEW BUSINESS:

A presentation was given to the BOD by Lenzendorf, Winters, & Associates who are confident they can help the WCMEA with Chapter 979 and getting it passed. They have a contract ready with details on what they will do for the organization. The cost is \$4,500.00/month for 6 months. There was much debate on how to move on with the Chapter 979 issue. After working for a very large number of years to get this bill passed with no success, a motion (Schoebel/Klimek) was made and seconded to hire them for the six months and see if they will negotiate on the price. Passed unanimously on voice vote. (late entry - \$4,000 ok with them). The progress will be discussed the next BOD meeting and the possibility of extending contract or not.

Tom Terry has retired from Racine County after many years of service to his community and to the WCMEA as a BOD member. A motion (Klimek/Irmen) was made and seconded to present Tom with a Meritorious Service Award. Passed unanimously on voice vote. It will be presented to him by Barry Irmen at his upcoming retirement party and be invited to our April WCMEA conference so we can all personally thank him.

P.J. will work on guidelines for service awards vs. the John Stanley Award for future consistency.

Discussion was held on giving out reduced or wave membership fees for new members and how we can get past members back in. A motion (Irmen/Ricci) was made to offer free membership to those who join for the first time and if a membership has lapsed or been inactive for 2 or more years they can be reactivated for free one time only. Passed unanimously on voice vote.

The fall conference was slated to be held in Manitowoc County but Curt Green did not get the hotel reserved in time. This needs to be addressed and a substitute place must get reserved. The Ostoff Hotel may be a good substitution if we can still get in.

The next WCMEA Board of Directors meeting will be at 1700 hours on Sunday night, April 7, 2013 with the conference dates to follow of April 8, 9, and 10.

A motion (Irmen/DeMeter) to adjourn the meeting at 2142 hours. Passed unanimously on voice vote.

Respectfully submitted,

Secretary Laurie Parisey, ABMDI

Oconto County Chief Deputy Medical Examiner