

WCMEA BOD meeting
Kalahari Resort, Wisconsin Dells
Tuesday, Sept. 16, 2008 1615 – 2001 hours

Approved BOD Meeting January 4, 2009

Call to Order: The meeting was called to order by Dr. Doug Kelley, at 1615 hours.

PRESENT: Dr. Doug Kelley, Lou Brady, Richard Schleifer, Robert Kulhanek, P.J. Schoebel, Tom Wastart, Al Klimek, John Stanley, Ray Wosepka, Amanda Achterberg, Angela Hinze, Joe Morovits, Marc Playman, Jenifer Keach, Laurie Hagene, Jon Hagen, Peggy Peterson, Curtis Green. A sign in sheet was passed.

Approval of Minutes: Copies of the meeting minutes from the June 1, 2008 Annual Meeting and the June 1 Board of Directors were circulated. A **motion** was made by Al Klimek and seconded by P.J. Schoebel to accept the minutes as written. Passed unanimously.

President's Report, by Dr. Doug Kelley:

Summary of issue with Heidel House bill. The Heidel House did not credit the WCMEA for all attendees, so the bill was lowered. They offered the option of crediting the WCMEA for the difference at a future conference, so that we may have an opportunity to recoup the loss. They made a proposal to reserve the dates of June 5-8, 2011 for our future conference. If we decide not to hold the conference there in 2011, we can cancel or reschedule, with one year advanced notice, without further penalty. This will be discussed later in the meeting.

Communications via email is going well. Potentially we could use teleconferencing for future Board of Directors meetings. The price rate for this service will be researched. Teleconferencing would allow for unlimited listeners, but with limited participants.

Education and Training: The major obstacles to mandatory training are identified as cost, time, inconvenience and one's desire to learn. The majority in attendance are in favor of mandatory training for Wisconsin's death investigators. Possibilities for training vehicles include the ABMDI, another third party agency, or developing something ourselves. Dr. Kelley feels this is our "big issue" which will make us or break us as an association. One of his greatest concerns is that we have included state funded, mandatory training standards in the 979 revision proposal, but have not established specifically what those standards are, what kind of training program we wish to create, and how much it will actually cost. This will be discussed at the conference in January.

Bylaws: Bylaws revision committee will meet in January; and, will communicate by email until then. We are long overdue to make some revisions. Dr. Kelley has specific concern with the Code of Ethics, and handed out a suggested revision to the BOD for

consideration. Dr. Kelley's goal is to have the revisions "firmed up" by April so they can be forwarded to the Membership, and then voted on at the June, 2009 conference.

Forensic Pathologists: Dr. Mary Mainland has left Kenosha County, going to Tampa, FL. Dr. Mark Witeck will replace her at Kenosha Co. Milwaukee has hired Dr. Christopher Happy, and Dr. Brian Peterson is leaving Waukesha County to be the Chief Deputy in Milwaukee County. Milwaukee County is looking at creating a Regional Medical Examiner for the southeast part of Wisconsin. Dr. Kelley feels that informal regionalization may take place in Wisconsin eventually. Discussion among members that already are cross-covering for each other.

1st Vice-President's Report, by Jenifer Keach: 2008 summer conference, held in Green Lake, WI at the Heidel House. 39 counties were represented. We also had some law enforcement attend, especially from the city of Madison. 80 people registered for the conference. Discussion was held about cancellations, refunds, etc. Support from many in attendance to allow cancellations with refunds up until one week ahead of the upcoming conferences. Also, discussion was held about those who register late or at the door. Discussion about why attendance wasn't better at the June conference, although Jenifer doesn't have records to support actual numbers. Some reasons identified are budgets, lodging and mileage; confusion as to "day 2" being a continuation from the January 2008 conference; a lack of interest in topics; coverage of duties in individual counties. Potential actions to be taken include polling the membership for future classes; fewer topics; more focused theme such as homicides or child deaths; nationally-known speakers; decrease the cost of the conference; members pay for own meals; only one conference per year; attracting more attendees from outside agencies, such as law enforcement, funeral directors, nurses, etc. Other problems identified were the merchandise table being unattended at times; weather interfering with the outdoor social event; excessive charges at the Heidel House; poor attendance at breakfast (we were charged for all conference attendees); disappointment with refreshments at breaks (removed too quickly after the breaks). Jenifer did give some of this feedback to the Heidel House.

January 2009 conference agenda is coming together; will consist of two-tracks. One will be in conjunction with the DOJ for new members, including photography and scene investigation, blood draws, mock scenes with assistance of DOJ investigation. The second track will be attending presentations by Dr. Corliss and Dr. Stier, including body exam, estimating the time of death, when to order an autopsy, and toxicology. We will also have case presentations by WCMEA members, and a presentation by Peggy Peterson. Also, Jewish death investigation will be discussed, as will death in the workplace. The conference will be January 5-7, 2009 in Wausau, at The Lodge at Cedar Creek. We will no longer be working in conjunction with the Technical College, due to financial reasons. Al pointed out that we will now have to secure our own credits with ABMDI. The conference brochure will be mailed by the end of October, at the latest. ABMDI testing may again be offered; a mass email will be sent to the membership to see how many people would be interested in testing.

Education Committee: Jenifer is working with Marc on the website forum. They are working on a reference area, which will cover a variety of topics, including web links. Also, discussion was held regarding on-line training. Jenifer mentioned that they have looked at having one-day seminars, some of which would be sponsored by vendors. Jenifer has asked for sample reports to serve as a guideline for counties that aren't using a standardized format, or just not documenting specific items. Please let Jenifer know if you have any ideas concerning education topics, speakers, etc.

2nd Vice-President's Report, by Angela Hinze: Angela is trying to clean up the membership list. Currently 320 member/50 counties. She plans on promoting WCMEA professionalism to the membership. She plans on developing a questionnaire for law enforcement and their perception of coroners/ME's, and also to question the membership as what do they expect. Applications will be revised, to include billing information. She will be coordinating efforts with the Treasurer, to clear up some glitches. Peggy Peterson brought up that it may be difficult to get an accurate list, as coroners now serve four-year terms. Angela commended Amanda with her great assistance, as well as Bob for working well with them. An on-going problem is billing addresses, but a new form is being developed. Amanda suggested the formation of a subcommittee to maintain consistency. Discussion about no longer issuing WCMEA membership cards. Also, it is much easier to issue certificates to paid attendees at the conference.

Secretary Report, Jon Hagen: The meeting minutes were distributed from the June, 2008 BOD meeting.

Treasurer's Report, Robert Kulhanek: Bob took over as Treasurer from Tom Wastart on July 1, 2008. He submitted a written report, which is attached to these minutes. As of September 11, 2008, we have a balance of \$48,136.34. We do owe the Heidel House \$1340 to settle up after the summer conference. Bob explained the account summary, as well as the final settlement with the Heidel House from the summer conference. Bob offered his suggestions about how to streamline registrations, merchandise sales, etc., at upcoming conferences. Al suggested we get a cash box and a receipt book to help at upcoming events. Bob asked if the WCMEA thanked the vendors properly for their sponsorship of our conferences? Bob brought up he feels detailed records should be kept regarding conference attendance and room usage for upcoming events. For the summer 2008 conference at the Heidel House, Sunday nights 52 rooms were used, Monday and Tuesday nights 74 rooms each. Bob also asked about the whereabouts of a WCMEA computer, formerly used by the secretary. No one is sure where that computer is. John Stanley said that someone borrowed it in Wausau in January, 2008.

Sergeant-at-Arms, Lou Brady reporting: Lou took over after the last conference. We have a lot of merchandise that has been purchased over the years but not sold. Suggested to have a "blow-out" sale. The committee is exploring "getting out of the merchandising business" altogether, allowing an outside company to do this for us. This would be accessible via our website. The vendor she is recommending will not take credit cards, but will take checks and credit cards. The committee has selected a limited number of

items that would be sold. Discussion about allowing the vendor to charge a mark-up fee which would be a profit for the association.

Member-at-Large, P.J. Schoebel reporting: In November, 2008, ANSI 107 retro-reflective safety vests must be worn at scenes, as a safety measure. This includes death investigators. Al reported there are many things that need to be done to be compliant with standards for death investigations in regards to safety.

Motion by Al Klimek, seconded by Jenifer Keach, to accept the officer's reports. Passed unanimously.

Legislative Report, by John Stanley. John reports there has been no activity since the last board meeting. He did again subscribe to an alert mailer to keep abreast of any upcoming events which may be of concern to the WCMEA. He did also report that we are a corporation in good standing with the state. By November, we will have to file a report and establish our status for income tax filing. John will discuss with Bob and an accountant to ensure compliance. The WCMEA is a 501 C6 non-stock corporation. We must pay taxes. We do have a federal ID number, but not a federal tax number.

John also reported that the state legislature is about to become active again, including consideration of the 979 revision proposal. Representatives Amy Sue Vrunck and Julie Lassa are co-sponsors of the 979 revision proposal, which calls for state-funded training and a minimum curriculum for death investigators. It also includes a penalty for those who are not compliant. John is concerned that no WCMEA members have objected to this during conference discussions, but now that it may become reality, he is worried that some death investigators may now object.

Information and Technology, by Marc Playman: Discussed ListServe. Google groups has a free area for this. He will explore this more. It is subscriber-based, so you only get email, no pop ups or advertising. Marc also reported that the member-side of the site has been completely revamped, which is password protected. Howard Fisher and Marc can lock out nonmembers who try to gain access to the site. Marc reminded us that the password is somewhat complex for security issues, and reminded us of Howard noting at a previous meeting that we have some "technically challenged people" in the association. Tom O'Conner will manage the forum-side of the website. One of the features of the site is for those who have forgotten their password.

Newsletter Committee, by Dr. Kelley, for Kelly McAndrews. Kelly had nothing to report.

Trustee Reports: None, as none of the Trustee's were present at the meeting.

Forms Revision Committee, by Jenifer Keach: Discussion of forms.

Project information, by Peggy Peterson: Peggy reports the Wisconsin Statewide Vital Records System, by NetSmart, has been chosen, but it will be a while before it will affect

death investigators. They are working on record revisions for Wisconsin. This comes at a \$4 million start up fee, with estimated costs of \$1 million annually. Archive updates may cost \$20 million. She explained about Citrix and dotnet systems. Death investigators will be entering information directly into the system. Peggy passed out a variety of forms for review of those in attendance.

Old Business

None.

New Business

A **motion** by Jenifer Keach to adopt a policy regarding conference fees: members have one week prior to a conference to cancel their registration for a full refund, without exception. A late registration penalty of \$25.00 will be charged to those registering at the conference or within one week of the first day of the conference. This information will be printed on the conference registration form. Seconded by Al Klimek. Passed unanimously.

A **motion** by P.J. Schoebel that the WCMEA consider holding a meeting or conference at the Heidel House in Green Lake, WI from June 5-8, 2011. By entering into an agreement with the Heidel House, we may cancel or reschedule the event without financial penalty by notifying them 1 year prior to the meeting date (June 5, 2010). Bob Kulhanek moved to table the issue until the next Board of Directors meeting, seconded by Doug Kelley, passed unanimously. This will be presented under old business at the next BOD meeting.

A **motion** by Lou Brady to change the purchases of WCMEA merchandise from the Association to a private vendor, known as The Embroidery Zone, Portage, WI. Furthermore, a flat fee will be applied to each item purchased that will provide a profit for the association, seconded by Bob Kulhanek. Passed unanimously.

A **motion** by Al Klimek that the WCMEA pay for tonight's members meals in lieu of mileage, seconded by Jenifer Keach, passed unanimously.

Announcements: John Stanley, regarding an email from Peggy Peterson, about the upcoming training conference (by conference call), put on by the State Division of Health fatality incident response plan, directed at coroners and funeral directors. The invitation will come via Email, and you will dial into the conference call, and follow the slides, on the prescheduled dates. This will be presented three different times. You do have to sign up in advance.

Doug Kelley announced that Wisconsin is the first state he is aware of to have a "shaken baby" case overturned because of "new science." The case involves Dane County. On April 23 and 24, 2009 at the American Family Insurance Training Center in Madison,

there is a conference scheduled, called the Abusive Head Trauma Conference, featuring nationally recognized speakers on the subject. All coroners/ME's are invited to attend.

Dr. Kelley thanked everyone for their attendance and participation. He feels the meeting was productive and is encouraged with the direction to we are headed.

A **motion** to adjourn by P.J. Schoebel, seconded by Lou Brady. Passed unanimously. Meeting adjourned at 2001 hours.

Respectfully, Jon Hagen, RN, BSN, D-ABMDI, Secretary, WCMEA