



Minutes - March 20, 2023

Call to Order: Chair Beaver called the Public Safety & Justice Committee meeting to order at 6:00 P.M. in Conference Room N1/N2.

Committee Members Present: Supervisors Beaver, Knudson, Bomkamp, Whitledge, and Zoril.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the Administrator; Melissa Wittwer, Child Support Director; Commander Mauer; Fredd Carr, Interim Communications Center Director; Dr. Rogalska, Medical Examiners Office; Cristina Figerao-Soto, Medical Examiners Office.

Others Present: Jim Malewitz, Wisconsin Watch.

Approve Agenda: Supervisor Bomkamp moved approval of the agenda as presented, second by Supervisor Whitledge. ADOPTED.

Citizen Participation, Communications and Announcements: No public comment submitted.

Approval of Minutes:

March 6, 2023 : Supervisor Knudson moved approval of the March 6, 2023 minutes, second by Supervisor Whitledge. ADOPTED.

Consent Calendar:

Approval of Transfers: None.

Review of Payments: The committee reviewed the payments.

Review and Approval of Resolutions:

Accepting the 2023 High Intensity Drug Trafficking Areas (HIDTA) Grant and Amending the Sheriff's Office Budget: "NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2023 to approve and authorize the acceptance of \$50,000 of HIDTA grant funds and,

BE IT FURTHER RESOLVED that the Sheriff's Office 2023 budget be amended as follows:

..."

Supervisor Zoril moved approval of the above resolution, second by Supervisor Knudson. ADOPTED.

Review, Discussion and Possible Action:

Medical Examiner's Office Report: Dr. Rogalska and Cristina provided a presentation on the Medical Examiner's Office (attached).

Dr. Rogalska and Cristina answered questions from committee members in relation to the attached PowerPoint.

Committee Requests and Motions: Supervisor Zoril requested a cost analysis on Dane County providing Medical Examiner services versus providing Medical Examiner services in-house. Josh Smith advised that this would require creating a hypothetical budget that would be very time-consuming.

Supervisor Zoril also requested an analysis of the administrative position, consisting of the cost of benefits and wages, versus outsourcing the position. Josh Smith advised that the benefits of having an in-house administrative assistant are not necessarily best measured by the cost of wages.

Supervisor Zoril moved to request a cost analysis of Dane County Medical Examiner services versus providing services in-house. Motion dies for lack of a second.

Supervisor Zoril moved to request a report on changes Brown County has implemented since they ended their contract with Dane County for Medical Examiner Office services. Motion dies for lack of a second.

Supervisor Bomkamp advocated for employees utilizing the appropriate chain of command for complaints and concerns.

Supervisor Bomkamp requested the Medical Examiner Office ask employees to have an internal group to discuss employee issues. Josh will talk with HR, Dr. Rogalska, Cristina, and employees about concerns that have been brought to the Public Safety & Justice Committee.

Supervisor Zoril will provide a report on the complaints from the conversations that they had with Medical Examiner Office employees.

Next meeting date and time: April 3 at 5:00 P.M.

Adjournment: Supervisor Whitledge moved to adjourn at 9:05 P.M., second by Supervisor Knudson. ADOPTED.

Respectfully submitted,

Haley Thompson
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

RCMED

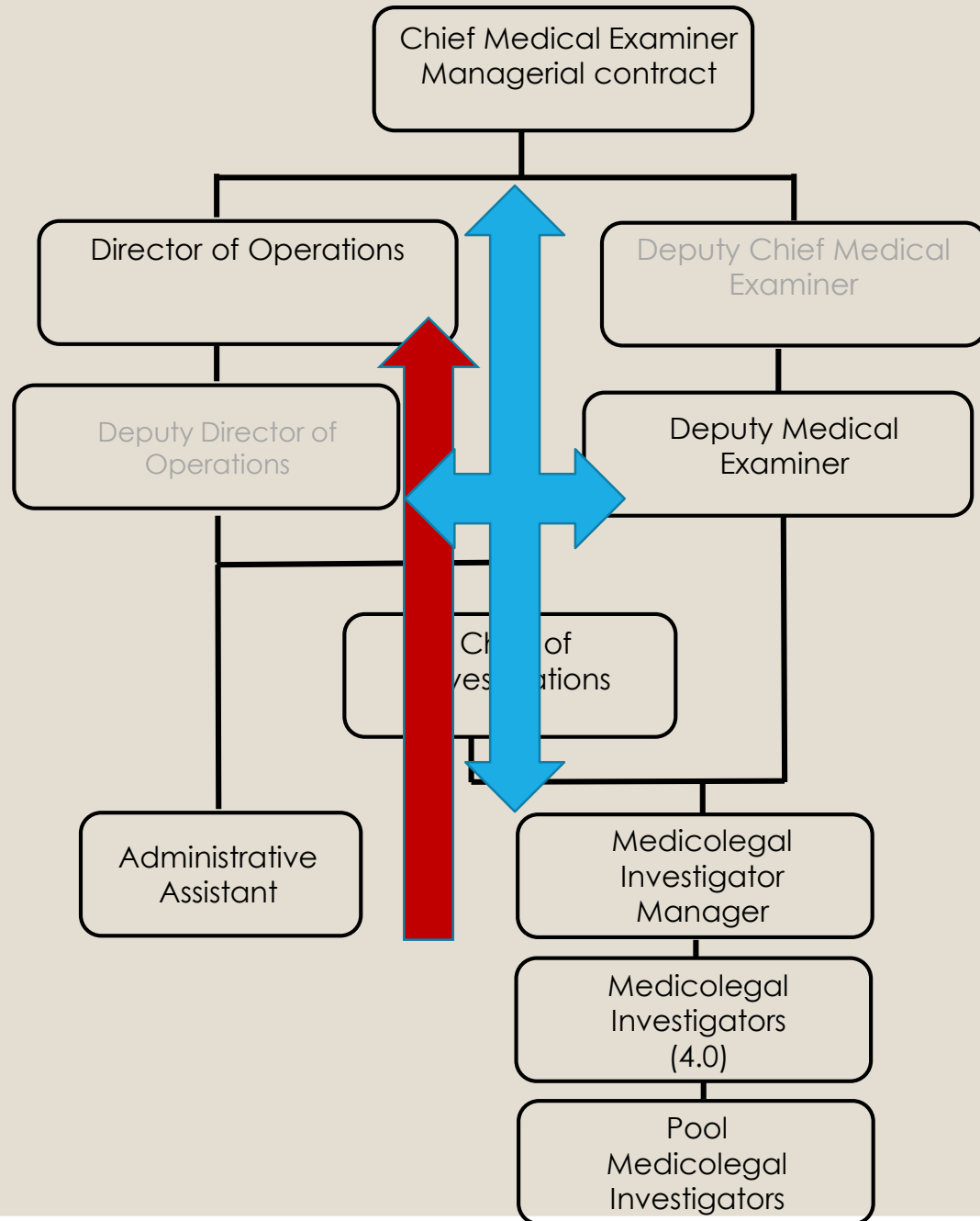
Organization and Work Summary
March 20, 2023

Dane-Rock IGA 2021-2025

- Administrative Services
- Schedule and Scope of work
- Case Review and Autopsy Service
- General Services
- Records
- Payment

Administrative Services

- Manage and directly supervise staff, except discipline/corrective action (Rock County)
- Bring employee performance issues to attention of Rock County
- Manage budget and make recommendation regarding budget appropriations
- Records management
- Investigative protocols/best practice “Dane County expertise”
- Hiring recommendations, staff review, recommendations regarding staffing levels
- Initial training in Dane for new staff, facilitated training in death investigation and recommend outside training
- Work with Rock county to address any current or future issues regarding operation of the MED



ORGANIZATION

Dane County provides oversight of daily operations to maintain best practice in death investigation, safety of staff, maintenance of equipment

ROCK

- Office Administration
 - Point of Contact for other agencies
 - Budget
 - Track vehicle use/inventory
 - Track consumables
 - Medication counts
 - Evidence/property release
 - Research of concerns/complaints and relays to Dane immediately
- Direction on investigation/policies
 - Review case notes
 - Participate in performance evaluations
 - Promptly communicates input to DO regarding staff issues/concerns
- Assists with training – on the job, review of notes, guidance/support
- Death scene investigation
- Obtain data/records for investigation
 - DC
 - (Testimony)
- Other duties as required

ROCK COUNTY 2021 - 2025					
SCHEDULE A					
	2021	2022	2023	2024	2025
Office administration and oversight	\$46,605.07	\$48,049.00	\$55,596.40	\$58,503.74	\$60,255.94
Dane County Admin Staff					
Min 12 hours / Week					
Forensic Case Review - Every Case - Every Time	\$44,541.12	\$47,174.40	\$47,140.40	\$50,238.24	\$51,948.00
Each case reviewed by a Forensic Pathologist					
Estimated 900 / Year					
Management - Pathologist	\$16,377.59	\$17,510.02	\$18,035.68	\$18,675.99	\$19,340.09
Estimated 2 hours/ Week					
Autopsy Medicine	\$184,103.13	\$192,754.85	\$197,483.02	\$203,098.02	\$208,961.21
Estimated 152 Autopsies or Computerized Axial Tomograph examinations (CT)					
Transportation Costs - Autopsies	\$36,823.16	\$37,544.00	\$38,293.30	\$39,071.05	\$39,867.78
304 Round Trips between Dane and Rock Morgues					
Mileage and Driver Time					
External Examination Medicine	\$4,613.96	\$4,869.80	\$4,877.92	\$4,886.13	\$4,894.56
Based on Estimated 10 Externals					
Transportation Costs - Externals	\$2,422.58	\$2,470.00	\$2,519.30	\$2,570.47	\$2,622.88
10 Externals = 20 Round Trips between Dane / Rock					
Mileage and Driver Time					
TOTAL	\$335,486.61	\$350,372.07	\$363,946.02	\$377,043.64	\$387,890.46
	2021	2022	2023	2024	2025
Additional Autopsy cost with transport	\$1,453.74	\$1,515.13	\$1,551.16	\$1,593.23	\$1,637.04
Additional External Examinations with transport	\$703.66	\$733.98	\$739.73	\$745.67	\$751.75
Mass fatality Autopsy cost with transport	\$1,453.74	\$1,515.13	\$1,551.16	\$1,593.23	\$1,637.04
Mass Fatality External cost with transport	\$703.66	\$733.98	\$739.73	\$745.67	\$751.75

PRIVATE AUTOPSY SERVICE

- Autopsy performance
- Final Diagnosis
- ? Interpretation

IGA

- Office oversight
 - Management
 - Policies/procedures
 - Training
 - Best practice recommendations
- Review of ALL cases
- Transportation
- Autopsy/External
- Interpretation
- Testimony

Workforce Shortage

[Forensic Pathologist - San Bernardino, CA 5-5-2021 - 5-5-2023](#)

[Forensic Pathologist - Sacramento, CA 8-18-2022 - 8-18-2023](#)

[Associate Medical Examiner - Fort Pierce, FL 11-29-2022 - 3-29-2023](#)

[Assistant Medical Examiners - Houston, TX 12-9-2022 - 4-9-2023](#)

[Forensic Pathologist - Assistant Medical Examiner - Knoxville, TN 12-13-2022 - 4-13-2022](#)

[Medical Examiner/Forensic Pathologist - Las Vegas, NV 12-14-2022 - 4-14-2023](#)

[Chief Forensic Autopsy Technician - Syracuse, NY 12-16-2022 - 4-16-2023](#)

[Deputy Medical Examiner - San Antonio, TX 1-6-2023 - 1-6-2024](#)

[Forensic Pathologist - Kansas City, KS 1-6-2023 - 7-6-2023](#)

[Forensic Pathologist - Regina, Saskatchewan, Canada 1-17-2023 - 3-17-2023](#)

[Associate Medical Examiner - Tacoma, WA 1-18-2023 - 3-18-2023](#)

[Forensic Pathologist - St. Louis, MO 1-19-2023 - 3-19-2023](#)

[Chief Medical Examiner - Salt Lake City, UT 1-19-2023 - 3-19-2023](#)

[Deputy Chief State Medical Examiner - Woodbine, NJ 1-19-2023 - 6-19-2023](#)

[Forensic Pathologist - Tyler, TX 1-20-2023 - 3-20-2023](#)

[Forensic Pathologist - Kennewick, WA 1-20-2023 - 3-20-2023](#)

[Forensic Pathologist - Columbia, MO 1-24-2023 - 3-24-2023](#)

[Assistant/Associate Medical Examiner - Woodbine, NJ 1-25-2023 - 3-25-2023](#)

[Assistant/Associate Medical Examiner - Newark, NJ 1-25-2023 - 3-25-2023](#)

[Forensic Pathologist - Harvey, LA 1-26-2023 - 3-26-2023](#)

[Chief Medical Examiner - Tallahassee, FL 1-31-2023 - 3-31-2023](#)

[Chief Medical Examiner - Detroit, MI 2-1-2023 - 4-1-2023](#)

[Forensic Pathologists - Detroit, MI 2-1-2023 - 4-1-2023](#)

[Chief Medical Examiner - Providence, RI 2-6-2023 - 4-6-2023](#)

[Medical Examiner - Prescott, AZ 2-6-2023 - 4-6-2023](#)

[Locum Tenens Medical Examiners - Phoenix, AZ 2-7-2023 - 4-7-2023](#)

[Assistant or Associate Professor - Greenville, NC 2-7-2023 - 4-7-2023](#)

[Deputy Medical Examiner \(Forensic Pathologist\) - Hauppauge, NY 2-8-2023 - 4-8-2023](#)

[Deputy Medical Examiner - Green Bay, WI 2-9-2023 - 4-9-2023](#)

[Forensic Pathologist - Anoka County, MN 2-9-2023 - 4-9-2023](#)

[Associate Medical Examiner - Atlanta, GA 2-10-2023 - 4-10-2023](#)

[Academic Autopsy Pathologists - Birmingham, AL 2-13-2023 - 4-13-2023](#)

[Forensic Pathologist - Allentown, PA 2-13-2023 - 4-13-2023](#)

[Forensic Pathologist - Fresno, CA 2-15-2023 - 4-15-2023](#)

[Medical Examiner - Dallas, TX 2-16-2023 - 4-16-2023](#)

[Forensic Pathologist - Oklahoma City, OK 2-17-2023 - 6-17-2023](#)

[State Medical Examiner - Montgomery, AL 2-20-2023 - 4-20-2023](#)

[Forensic Pathologist - Albuquerque, NM 2-21-2023 - 4-21-2023](#)

[Clinical Assistant/Associate/Full Professor - Grand Forks, ND 2-21-2023 - 4-21-2023](#)

[Associate Medical Examiner - Decatur, GA 2-22-2023 - 4-22-2023](#)

[Associate Medical Examiner - Pooler, GA 2-22-2023 - 4-22-2023](#)

[Associate Medical Examiner - Macon, GA 2-22-2023 - 4-22-2023](#)

[State Medical Examiner - Frankfort, KY 2-28-2023 - 8-28-2023](#)

[Forensic Fellow Physician - Fort Worth, TX 3-1-2023 - 5-1-2023](#)

[Associate Medical Examiner - Daytona Beach, FL 3-1-2023 - 5-1-2023](#)

[Chief Medical Examiner - Augusta, ME 3-2-2023 - 5-2-2023](#)

[Deputy Chief Medical Examiner - Jackson, MS 3-2-2023 - 5-2-2023](#)

[Forensic Pathologist - Cleveland, OH 3-2-2023 - 7-2-2023](#)

[Associate Medical Examiner - Leesburg, FL 3-2-2023 - 5-2-2023](#)

[Clinical Ast/Aso/Full Prof - Forensic/Anatomic Pathologist - Gainesville, FL 3-6-2023 - 5-6-2023](#)

[Chief Forensic Pathologist - Riverside, CA 3-9-2023 - 5-9-2023](#)



**Needs Assessment of Forensic Laboratories
and Medical Examiner/Coroner Offices**



Case Review

- Death scene response/death investigation
- Establish case review protocols
- Facilitate communication with Dane County ME to allow for case triage
- ME will work with MLI to determine in their discretion if autopsy/external exam/CT, other forensic examination
- Dane provide FP to homicide or complex case as determined by ME after scene consultation
- Autopsy related services – toxicology, histology, radiology, subsequent interpretation and any other specialized testing

MLI Training

- 2015
 - Guide to training
- Revisions 2016, 2018, 2021, 2022
- Updates
 - Emails
 - Triage note responses
 - Requests from doctors with reminder, explanations, teaching
 - 24/7 on call for questions, direction, support
- Conferences/lectures
- 11/15/22- MLI led SOP

✓	Policy/Procedure Title	Policy/Procedure Origination/Updated Date
✓	Case Management Entry	10/02/2014
✓	Reportable Deaths	05/2014
✓	Hospital/Medical Facility Death Policy	10/05/2015
✓	Prescription Drug Seizure and Disposal	04/02/21
✓	Triage Note Policy	04/2014
✓	Death Pronouncement	05/27/2015
✓	Organ Procurement	07/03/2015
✓	Legal Next of Kin	NA
✓	Dress Code	05/12/2015
✓	Office Decoration	08/21/2017
✓	Vacation and Time Off Requests	11/05/2019
✓	Stepwise Change in Autopsy Protocols During Pandemic	11/19/2020
✓	Cremation Permit	08/20/2015
✓	Autopsy Scheduling and Case Clearance	08/21/2017
✓	Drug Related Death Investigation Policy	01/29/2021
✓	Non-human remains review procedure	07/02/2021
✓	Custody Alternative Monitoring Program Procedure	03/08/2022



Case Number:

Decedent Name:

Age

Gender

Past medical history If you don't have the info, have a plan on how you'll obtain it. Rx meds can give you an idea of PMH.

Social History

Smoking/alcohol/drug history.

– **Every case, every time.**

Does LE have history at the house or with the dec?

Medications – Especially narcotics; counts appropriate? Counts should include the dosage (e.g. 2 pills twice a day), amount prescribed (90 pills), and expected results (32 missing for date). Google the meds if you don't know what they treat or how to pronounce.

Last known alive – Are we dealing with someone who just died? Or decomposed remains? How was he/she doing then?

How/why found –

Witnessed/unwitnessed collapse? Neighbors complained of foul odor? Found in bed? On the toilet? Hanging in the garage?

Scene findings – Relevant details, i.e., locked/secured, valuables present, neat/messy/ransacked, drug paraphernalia present, etc. If a <24 case you may have to

CASE FOLLOW-UP CHECK LIST

Case#: _____

AUTOPSY or EXTERNAL exam from a scene, <24, hospital, or OPO.			
PRIORITY	WHEN?	TASK	DONE?
High	Day of reported death	Schedule COVID-19 swab if needed, and autopsy/external exam on change of shift (COS)	
High	Day of reported death	Complete case management	
High	Day of reported death	Write and send triage note	
High	Day of reported death	Print face sheet and triage note. Place paperwork up front	
High	Day of reported death	Call Journey Mental Health (JMH), if suspected suicide	
High	Pathologist provides findings/ authorization for release	Call the District Attorney's Office (DA) for clearance	
High	Pathologist provides findings/ authorization for release	Call law enforcement agency and report autopsy findings. Ask LE to pick up evidence, if available.	
High	Pathologist provides findings/ authorization for release	Call next of kin (NOK) with autopsy findings. Notify NOK of press release if applicable (MVA, Homicide)	
High	Pathologist provides findings/ authorization for release	Call funeral home selected by NOK	
High	Pathologist provides findings/ authorization for release	Send email to staff (#medicalexaminer) with authorization to release decedent.	
High	Day of autopsy/external exam	Complete death certificate (DC) sheet	
High	Day of autopsy/external exam	Write addendums	
Medium	1-2 days of reported death	Call primary care provider, if available	
Low	Within 10 days of reported death	Write report	
Low	Toxicology requisition form is available	Include toxicology addendum and complete toxicology tab in case management	
Low	COVID swab requisition form is available	Include an addendum	

CASE CLOSURE			
PRIORITY	WHEN?	TASK	DONE?
Medium	Pathologist provides final autopsy/external report	Call law enforcement agency and provide final cause and manner of death. Is it ok to disclose COD/MOD to family? Ask LE if we can release a copy of our report to family. Include this info in the addendum	
Medium	Pathologist provides final autopsy/external report	Call next of kin with final COD/MOD	
Medium	Pathologist provides final autopsy/external report	If needed, send email to pathologist confirming that DC can be amended	
Medium	After all necessary calls are made	Write addendums	
Low	After all necessary calls are made	Complete case management, print face sheet and report	
Low	After all necessary calls are made	Complete additional forms: 1. Suicides: WVDRS form 2. Overdoses: Wisconsin Unintentional drug overdose reporting surveillance form 3. Infants: SUIDI form (this form should be started/completed at start of investigation. 4. MVA: Coroner's report of motor vehicle death form	

Key:

High priority: Must be completed the same day of reported death

Medium priority: Must be completed within 1-2 days of reported death

Low priority: Must be completed within 10 days of reported death

Created on: 01/26/22

Updated on:

Trainee Investigator Competency Checklist

Week 1;

Date: _____

The trainee is competent in the following:

1. The organization of the office and location of pertinent files (cremation permits, investigation worksheets, pending/current/closed case files, property)

_____/_____/_____
Trainee Supervising MLI Date

2. The trainee understands case jurisdiction (ME jurisdiction, inmate deaths, out of county deaths, out of state deaths, referrals).

_____/_____/_____
Trainee Supervising MLI Date

3. The trainee can define livor, rigor, and algor mortis, and how to test for these findings.

_____/_____/_____
Trainee Supervising MLI Date

4. Trainee has reviewed and can answer questions about the Cremation Photo Policy.

-How long is the wait period?

-What do we need before we can issue a permit?

(signed/completed worksheet, examination Photo)

-Do we have an acceptable cause of death?

-Do we have jurisdiction to issue the permit

_____/_____/_____
Trainee Supervising MLI Date

5. Trainee understands and adheres to the Dress Code policy

_____/_____/_____
Trainee Supervising MLI Date

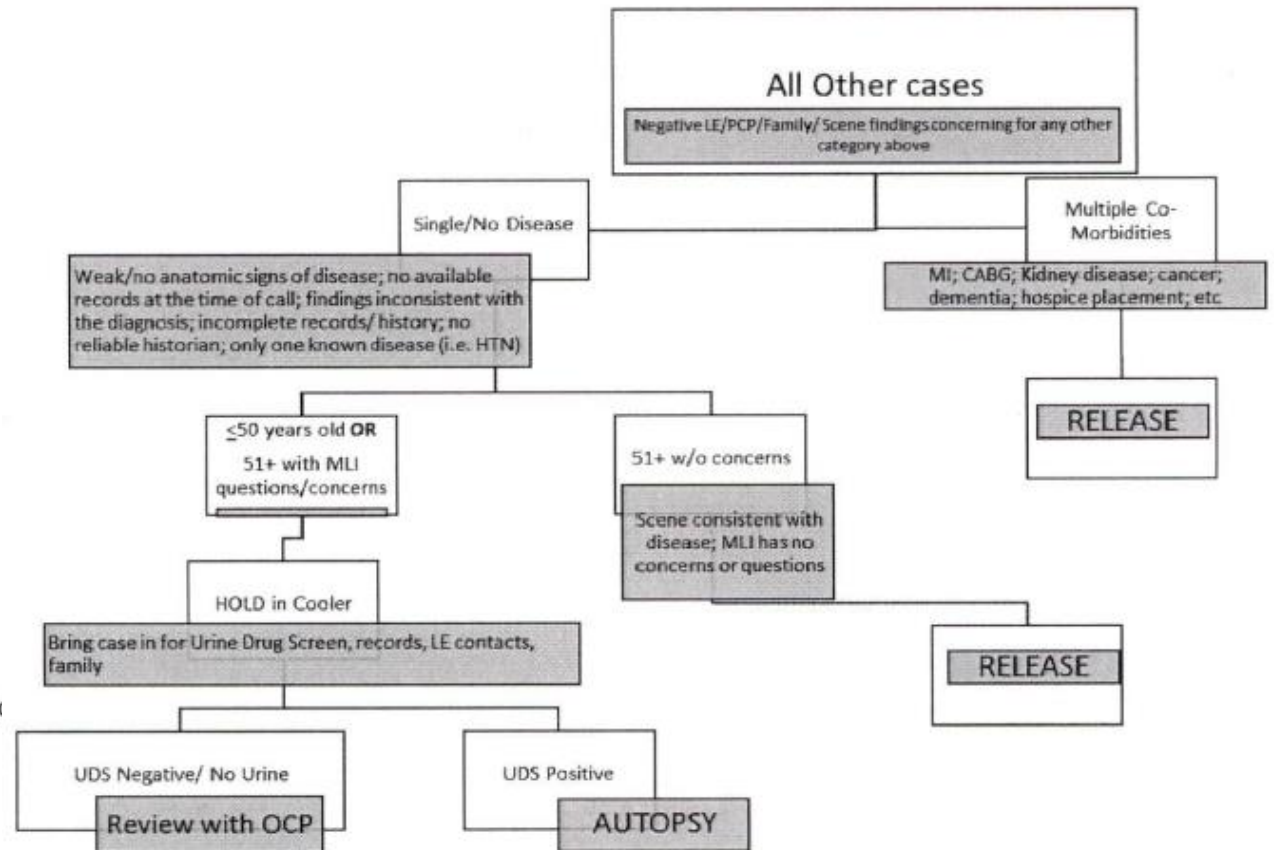
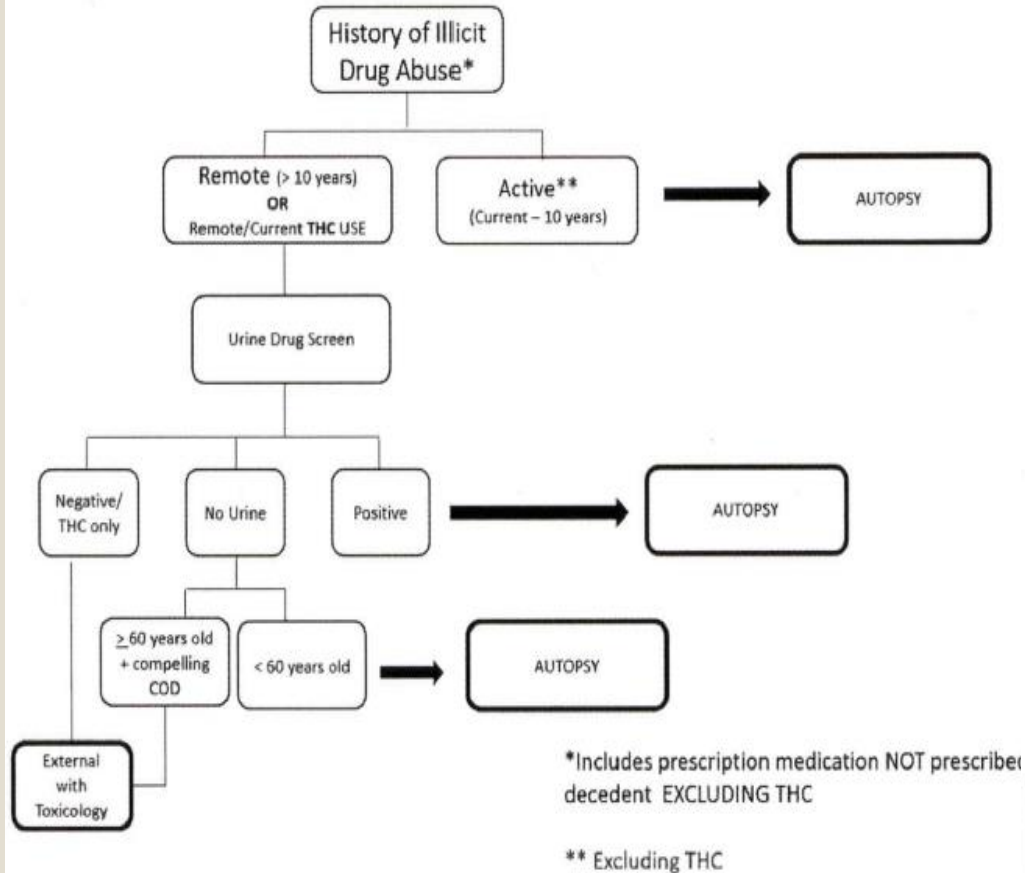
Supervising MLI Comments for week 1: _____

Trainee: _____ Supervising MLI: _____ Date: _____

Chief of Investigations: _____ Date: _____

Policy and Procedure

Policy Title	Stepwise Change in Autopsy Protocols During Pandemic			
Policy Number	Pending			
Section	Pending		Originated:	11-19-2020
Approved By:	Dr. Vincent Tranchida Chief Medical Examiner	<i>Vincent Tranchida, M.D.</i>	Revised:	
Cross Reference #	Pending		Reviewed:	



Anatomic gift inquiry

- SS 157.06 requires ME/C to pursue donation options on all applicable cases
 - 3 agencies practice in Rock County (ATSF, Versiti, Lion's Eye Bank)
 - Facilitate donation in cases released IF family or agency request
- Specific rule-out criteria
 - Donation is TIME SENSITIVE
 - TOTAL last known alive and transport to cooler times <12 hours
 - Donation must occur within 24 hours or less
 - Clinical symptoms of or known infection
 - Systemic soft tissue disease
 - Social history Biometrics
- Donor registry
 - If known donor, approach family as such
 - If unknown, approach family as a possibility

Uniform Anatomical Gift Act; 1998:

- All hospitals must have a relationship with an Organ Procurement Organization (OPO)
- Allows families to make *informed* decision at the end of life



Introducing Dottie the Dot!

- Dottie is Wisconsin's very own organ donation mascot.
- She is designed to look like the orange "donor dot" (organ donation sticker) that Wisconsin residents place on their driver's license if they wish to be listed as a donor.
- She was made possible by a generous donation from WPS Insurance. The Dottie program is managed by UW Health.



960 x 720

Rock County Donations

- All cases in which Rock County takes jurisdiction in which donation is known or expected receive an external examination before donation
 - Retain custody of the decedent in secure facility
 - Preserve evidence on the body
 - Document external findings that are altered by donation (injuries, natural disease, identifying features)
 - Collect biological samples or evidence as needed
 - Extent of examination or donation may alter after examination (IVDU, infection, concerns)
 - Facilitate donation in cases released IF family or agency request
- Physicians available 24/7 to ensure donation can occur in a timely manner
- Further examination as needed



Organ Procurement Organizations

- Separate from tissue donation
- University of Wisconsin Organ and Tissue Donation
- Surgical excision which requires hospital resources
- Extremely time sensitive!
- Records review before consent
- Follows before external examination



Records

- Doctors, admin utilize email system for purposes of all serviced provide to Rock
- Rock County responsible for managing and responding to all public records requests
- Dane Agrees to cooperate with Rock in responding to any request by public records
- Release of records, completion of cases, stepwise process of quality assurance/review
- Involves Dane review of examinations, Rock review of cases for closure

2021
2022
2023

Case Reported 924
976
179

696
749
144

Jurisdiction
Released

Investigator
Report (Rock)

Report Review (Rock)

Case Closed

No exam
(Medical Record Review Only)

107
104

Final Death Certificate

Investigator Report
(Rock)

Report Review (Rock)

Case Closed

Jurisdiction
Accepted

Examination

228
227
35

MD Report

228
156

Report Review (Dane)

228
127

Final Notification (Rock)

Final Death Certificate

Investigator Report
(Rock)

Report Review /Case Closure
(Rock)

84%
228
190

228
190
(38 pending; 16%; 11
of total)

38 pending

Total
Completed

2021: 976 (100%)
2022: 643 (66% completed)

Schedule and Scope

- Serve as Rock County Medical Examiner, Director of Operations, Chief of Investigations
- Available 24/7 to provide direction to Rock County Administrative staff
- DO or COI on site an *average* of 12 hours/week

Administration Hours in Rock Office

