NEW MEXICO BOARD OF MEDICAL INVESTIGATORS
DRAFT MINUTES OF GENERAL MEETING- May 2, 2023

NM Office of the Medical Investigator
The University of New Mexico Health Sciences Center

BOARD PRESENT:
Patricia Finn, MD
Dean, UNM School of Medicine
Vice Chair

Tim Johnson
Chief, New Mexico State Police
Board Secretary

Kent House
Chair, New Mexico Board of Funeral Services
Board Member

James Mountain
Cabinet Secretary, New Mexico Dept. of Indian Affairs
Board Member

BOARD ABSENT:
Patrick Allen
Cabinet Secretary, New Mexico Dept. of Health
Chair

ATTENDEES:
Natalie Adolphi, PhD
Director of the Center for Forensic Imaging, OMI

Janice Blevins
Senior Deputy Medical Investigator, OMI

Garon Bodor
Research Scientist ll, OMI

La Vonda Bowens Woodard
Director of Operations, OMI

Anthony Cervantes
Unit Administrator l, OMI

Lauren Dvorscak, MD
Assistant Chief Medical Investigator, OMI

Heather Edgar, PhD
Forensic Anthropologist, OMI

Ariana Espinoza Romo
Deputy Medical Investigator, OMI

Adriana Graham Torres
Deputy Medical Investigator, OMI

Breanna Henley
Director of Operations, DOH

Heather Jarrell, MD
Chief Medical Investigator, OMI

Nancy Joste, MD
Professor, Chair, UNM Dept. of Pathology

Sara Navarrette
Associate University Counsel, UNM HSC

Gonzalo Olivas
Internal Auditor, UNM

Kyla Sorensen
Accountant 3, OMI

Cassandra Toledo
Deputy Medical Investigator, OMI

** This is a preliminary draft of the May 2, 2023, minutes as interpreted by the clerk of the board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the Board of Medical Investigators.**

1. CALL TO ORDER AND CONFIRMATION OF QUORUM
Dr. Finn called the meeting to order at 1:02 PM and confirmed a quorum.

2. ADOPTION OF THE AGENDA (action item)
Dr. Finn asked all board members present to confirm their agreement. There were no objections or “nays” expressed during the process.

3. REPORT FROM THE CHIEF (information item)
**FY24 Funding Update:**
Dr. Jarrell opened her report and announced that the OMI’s general state appropriations request for a $3.1 million expansion was approved by the legislature and signed by the Governor. Dr. Jarrell presented a slide illustrating OMI caseload and state appropriation history. Dr. Jarrell noted that the increase will help to reach the minimum staffing requirements for OMI.

**FY21: $5.413**  
**FY22: $5.790**  
**FY23: $7.587**  
**FY24: $10.628**

96% increase in state appropriations since FY21

**HB407, Unclaimed Decedents:**
- Updated antiquated procedures
- Provided timeline in keeping with other states for timely disposition of remains
- Increased the rate by which funeral homes/crematories are paid for cremation/burial
- Passed through House and Senate unopposed

**HB407**
Sponsors: Janelle Anyanonu, D. Wonda Johnson

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AN ACT
RELATING TO THE DISPOSITION OF DEAD BODIES; REQUIRING COUNTIES TO GIVE REASONABLE OPPORTUNITY FOR LEGAL NEXT OF KIN TO TAKE POSSESSION OF AN UNCLAIMED DECEDED; DEFINING "LEGAL NEXT OF KIN"; ALLOWING FOR COUNTIES TO AUTHORIZE THE DISPOSITION OF UNCLAIMED DEAD BODIES AND SET THE RATE THAT IS PAID FOR BURIAL OR CREMATION; CHANGING THE AMOUNT OF TIME A COUNTY SHALL RETAIN CREMATED REMAINS; REQUIRING THE ESTATE OF AN UNCLAIMED DECEDED TO REIMBURSE THE COUNTY FOR BURIAL OR CREMATION EXPENSES; MAKING TECHNICAL CHANGES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

SECTION 1. Section 24-12-1 NMSA 1978 (being Laws 1973,
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Funding Requests for DNA Identification (Congressionally Directed Spending Request, Missing and Unidentified Human Remains Proposal for DOH):

Dr. Jarrell informed the board members that she had personally visited the facility where OMI’s unidentified decedents are currently housed. The oldest case in storage dates back to 1978. As of now, there are approximately 200 individuals who have not been identified. Dr. Jarrell introduced OMI Forensic Anthropologist, Dr. Heather Edgar. Drs. Edgar and Jarrell have been actively seeking funding to help with efforts in identifying decedents in OMI’s care. DNA identification funding proposals submitted:

- DNA Analysis to Resolve Cold Case Unidentified Individuals
  - Submitted for Congressionally Directed spending
  - Submitted by Senator Lujan to Senate Appropriations Committee
  - $524k to identify decedents in OMI’s care
  - Forensic genetic genealogy technology available

- Missing and Unidentified Human Remains
  - Submitted to National Institute of Justice
  - Amount Requested $1 million
  - Perform DNA Analysis on 60 cases that currently do not have CODIS profiles
  - FGG permitted for cases where manner of death is homicide

Dr. Finn inquired about the $524K earmarked for identifying decedents and the $1 million for missing and unidentified human remains. In response, Dr. Jarrell explained that until 2018, the OMI would send DNA samples from unidentified decedents to the University of North Texas (UNT). However, due to a change in funding, the UNT can no longer accept these cases. There is currently no other institution within the state that can perform DNA analysis for OMI. As a result, OMI started sending cases to the FBI, but the process can take anywhere from 1 to 2 years to receive a result. To expedite the identification process, OMI has also began sending cases to Oklahoma state, where familial comparisons can be conducted if there is a presumptive ID. However, for cases where the identity is completely unknown, OMI is dependent on the DNA analysis conducted by the lab in Oklahoma, after which the results are uploaded into Combined DNA Index System (CODIS), where only law enforcement has the ability to upload cases. The timelines for obtaining results in the area of forensic genetic genealogy comes at a significant cost of approximately $8k per case.

Research & Public Services Program Funding Request, FY25 - Cremation Permit Fees:

Dr. Jarrell presented a slide of FY25 funding request & cremation permits. The OMI would like to reduce the cost for cremation permits. However, a reduction in fee is contingent upon securing additional funding from the state. At this point the OMI is not asking for a decrease in the fee for cremation permits. Instead, will assess the funding situation for the upcoming fiscal year before making any formal requests to the board.
Equipment: Autopsy Table Replacement and Fleet Vehicles
2024 Fiscal Year Replacement Project:
Director of Operations Ms. La Vonda Bowens provided the board with important information regarding OMI’s special requests that was not selected during the legislative session which must be funded from the OMI budget.

Equipment - Autopsy Tables:
- 16 tables and parts
- Phased project timeline (TBD)
- Cost $446,652.16
  - Freight and installation not included (estimate approx. $600)

Equipment – Fleet Vehicles:
- Current Fleet
  - 2012 Ford Escape purchased for $23,445
  - 83,256 Mileage
  - 2017 Ford Explorer purchased for $25,724
  - 81,673 Mileage
  - 2017 Ford Explorer purchased for $25,724
  - 84,752 Mileage
  - 2021 Ford F 250 purchased for $33,454
  - 10,313 Mileage

Equipment – Specimen Refrigeration:
- Current Refrigeration Inventory
  - Two ThermoFisher Single TSX 23CU FT
    - Purchased in 2010
  - Two IsoTemp Upright Freezer Minus 80 Units
    - Purchased in 2012 for $7,382.19 each
- Replacements
  - ThermoFisher 45 CU FT Lab Refrigerator
    - Costs $6,672.60 USD
  - IsoTemp – Upright Freezer Laboratory Use 23 cu. Ft.
    - Cost $19,236

Total Equipment Upgrade Costs:
- Autopsy tables $600,000
- Scene response vehicle $50,000
- Specimen Refrigerators $7,000
- Specimen Freezer $20,000
Total: $677,000
4. **BUDGET (information item)**
Dr. Jarrell opened the budget presentation with a PowerPoint slide illustrating OMI FY23 Income Statement Projections 7/1/22 - 6/30/23. Dr. Jarrell noted the following:

- UNMH revenue is about $42k/month and has decreased by about $200k from FY21 and FY20
- Cremation permit revenue is 25% of total revenue
- State Appropriations increased by 31% from FY22
- Salary & Fringe is 23% increase from FY22
- Decedent transportation is $150k per month, 9% increase from previous year
- Toxicology testing for cases that require toxicology in order to determine cause and manner of death is $290K

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### OMI FY23 Income Statement Projections 7/1/22 - 6/30/23

**Revenue**

<table>
<thead>
<tr>
<th>Operating Revenue</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>University Hospital Revenue</td>
<td>$735,880</td>
</tr>
<tr>
<td>Sandoval Regional MC Revenue</td>
<td>$109,648</td>
</tr>
<tr>
<td>Other Sales and Services</td>
<td>$4,413,631</td>
</tr>
</tbody>
</table>

| NYU RECOVER Cohort Autopsy Study | $128,105 |

<table>
<thead>
<tr>
<th>Non-operating Revenue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriation</td>
<td>$6,987,900</td>
</tr>
<tr>
<td>State Appropriation: Non-Recurring</td>
<td>$500,000</td>
</tr>
<tr>
<td>Junior Bill Appropriation: Non-Recurring</td>
<td>$100,000</td>
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</table>

<table>
<thead>
<tr>
<th>Intra University Activities</th>
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</thead>
<tbody>
<tr>
<td>Gains from Sponsored Projects</td>
<td>$130,724</td>
</tr>
<tr>
<td>Transfer &amp; Allocation</td>
<td>($48,138)</td>
</tr>
<tr>
<td>FEMA Covid-Related Reimbursement</td>
<td>$599,640</td>
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</table>

**Total Revenue**

|                        | $13,657,390 |

**Expenses**

<p>| | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Salary &amp; Fringe</td>
<td>$8,961,066</td>
</tr>
<tr>
<td>Body Transportation</td>
<td>$1,810,683</td>
</tr>
<tr>
<td>Utilities &amp; Plant Maintenance(SLD, Security, Kone Elevator, Pest Control, etc...)</td>
<td>$746,791</td>
</tr>
<tr>
<td>Equipment Warranties(Phillips, Siemens, CT Scanner mis maintenance, etc...)</td>
<td>$243,144</td>
</tr>
<tr>
<td>Services(CLEAR database, records storage, PACS, Grief Consult, TriCore, etc...)</td>
<td>$634,234</td>
</tr>
<tr>
<td>Patient Care Expenses(PPEs, Body Bags, Formalin, etc...)</td>
<td>$323,053</td>
</tr>
<tr>
<td>NMS</td>
<td>$290,100</td>
</tr>
<tr>
<td>Other Expenses(Appr's Overhead, travel, FDMIs mileage reimb, Supplies, Banner tax, etc...)</td>
<td>$819,612</td>
</tr>
</tbody>
</table>

**Total Expenses**

|                     | $13,828,683 |

**FY23 Projected Net**

|                | ($171,293) |

**FY22 Reserves**

|              | $208,195 |

**FY23 Overall Projected Net**

|                | $36,902 |
Draft Minutes: Board of Medical Investigator General Meeting 5.02.2023

FY24 Projections

REVENUES
State Appropriations 10,628,100
UNMMG Revenues 27,300
UNM Hospital Funding 600,320
SRMC Revenues 41,088
Sales and Service 5,197,467
Gain on Sponsored Projects 226,343
Allocations and Transfers, net (88,102)
Total REVENUES 16,632,516

EXPENSES
Compensation Costs
Housestaff Postdoc Salaries 316,347
Faculty Salary Detail 2,190,742
Faculty Incentive 217,654
Salary Adjustments 1,002,749
Other Salaries 5,066,963
Payroll Benefits 2,755,187
Total Compensation Costs 11,549,642

Non-Salary Expenses
Bad Debt Expense 15,000
Supplies 240,740
Travel 256,486
Communication Charges 70,304
Services 2,524,850
Plant Maintenance 430,561
Utilities 448,318
Patient Care Expense 331,600
Other Expense 625,450
Banner Tax 39,565
Capital Expenditures 100,000
Total Non-Salary Expenses 5,082,874
Total Expenses 16,632,516

NET MARGIN 0

Budgeted Use of Reserves 0
NET RESERVES 0

5. PUBLIC COMMENT
   No public comment
6. **VOTE TO CLOSE THE MEETING AND PROCEED IN CLOSED SESSION**
   Dr. Finn asked for a roll call vote to close the general meeting and proceed in executive session.
   Mr. Cervantes took roll call:
   Dean Finn – yes
   Chief Johnson - yes
   Mr. House - yes
   Mr. Mountain – yes

   All were in favor. General session closed at 1:37 PM

7. **RE-OPEN THE GENERAL MEETING**
   The general meeting re-opened at 2:15 PM. Dr. Finn certified that only the matters described in the executive session agenda were discussed during closed session.

   The meeting **ADJOURNED** at 2:17 PM.