

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  
November 9, 2021 11:00 am

**MINUTES**

Board Members In Attendance:

Steve Ehlmann	County Executive of St. Charles County
Dennis Gannon	County Executive of Jefferson County
Tim Brinker	Presiding Commissioner of Franklin County

Staff In Attendance:

Dr. Mary Case, M.D.	Regional Medical Examiner
Kathleen Hargrave	Director of Operations-Regional Medical Examiner Office
David Courtway	Jefferson County Director of Administration
Robert Schnur	St. Charles County Director of Finance
Joann Leykam	St. Charles County Director of Administration

Public Access Point staffed by Vicky Huesemann, Executive Office. A member of the public (Mr. A.C. Dienoff) was in attendance.

The Board of the Office of the Regional Medical Examiner convened by telephone conference at 11:04 a.m. The Meeting began with a request for approval or amendment of the minutes of the last meeting. There were no changes requested and all voted in favor.

The next item of business was a report from Robert Schnur, summarizing the 2021 Third Quarter financial report (Exhibit A) to date.

Mr. Schnur then reviewed the proposed 2022 budget and the County allocations, reviewing each increase for 2022 for the three counties. The County Executives and Commissioner asked numerous questions and requested additional information, as well as an explanation of the additional staff Death Investigator requested by the Office of the Regional Medical Examiner. Commissioner Brinker asked the Medical Examiner office to provide a written explanation of the change that would bring to the office. County Executive Gannon asked the Finance Department for some information on increased costs and what those are attributable to in the autopsy process.

Ms. Hargrave was asked to explain the need for the full time investigator and what they would do. Ms. Hargrave pointed out that part-time examiners do not do the follow-up, either investigation or paperwork on their cases, and so that work falls to the full-time investigators pick up their cases and take on the other cases. The volume of work is moving toward this no longer being viable as a model and over the next three to four years the office will seek authority to add full time death investigators, including one in 2022.

The members of the Board will be consulting their jurisdiction's budget process and the board will meet December 2, 2021.

There being no further questions or business, Presiding Commissioner Brinker moved to adjourn.

County Executive Gannon seconded the Motion.

County Executive Gannon – yes

Presiding Commissioner Brinker – yes

County Executive Ehlmann – yes

The Board adjourned at 12:09 p.m.

The reports provided by Mr. Schnur on the 2021 Q3 financials (Exhibit A) are attached, as are the proposed budget sheets (Exhibit B).

**Minutes Approval Information:**

County Executive Gannon \_\_\_yes\_\_\_\_\_

County Executive Ehlmann\_\_\_yes\_\_\_\_\_

Presiding Commissioner Brinker \_yes\_\_\_\_\_

**Date: 12/02/2021**