

## Request for Board Action Details

**File #:** 2020-601  
**Type:** Administrative Item  
**Status:** Passed  
**In control:** Board of Commissioners  
**On agenda:** 12/22/2020  
**Final action:** 12/22/2020  
**Title:** County Medical Examiner Appointment and Agreement  
**Sponsors:** Safety and Justice, Medical Examiner  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Professional Services Agreement with River Valley Forensic Services, 2. Resolution

Date	Ver.	Action By	Action	Result
12/22/2020	1	Board of Commissioners	approved	Pass

**Sponsor:** Safety and Justice

**Title**  
County Medical Examiner Appointment and Agreement

**Recommendation**

1. Appoint Kelly Mills, M.D. as the Medical Examiner of Ramsey County from January 01, 2021 through December 31, 2021.
2. Approve the agreement with Kelly Mills, 3486 Crosslough Trail, Rosemount, MN, 55068, DBA River Valley Forensic Services, PA, for a one-year period of January 01, 2021 through December 31, 2021, with up to three annual renewals by County Board-approved amendment, in an amount of \$806,895 for forensic services; medical malpractice insurance reimbursement in an amount not to exceed \$17,000; a flat fee structure of \$150 for each autopsy, and of \$50 for each external examination performed by the Medical Examiner or an Assistant medical Examiner as well as those performed pursuant to the Joint Powers Agreement between Ramsey County and Washington County, in substantially the same form as approved by the County Attorney's Office.
3. Authorize the Chair and Chief Clerk to execute the agreement.
4. Authorize the Medical Examiner to appoint Assistant Medical Examiners, including a First Assistant Medical Examiner who may perform all the duties and functions of the Medical Examiner until filled by County Board appointment, should a vacancy occur in the Office of Medical Examiner.

**Background and Rationale**

Minnesota State Statutes require Ramsey County to maintain and operate a public morgue and the Ramsey County Board of Commissioners to appoint a qualified Medical Examiner for a term not longer than four years. The Medical Examiner serves as the appointed public official with administrative control of a mandated system of death investigation. Dr. Kelly M. Mills, M.D satisfies the qualifications, certifications, and licensing requirements to serve as a Medical Examiner for Ramsey County.

River Valley Forensic Services, PA. is an incorporated professional association of Dr. Kelly Mills and three forensic pathologists, who all maintain the required qualifications for Medical Examiner services. Dr. Mills will be responsible for investigations, autopsies, toxicological and laboratory analysis for Ramsey County. Dr. Mills

is also responsible for the work of non-medical personnel employed by the County and assigned to the Medical Examiner's Office.

Subject to authorization by the County Board, the Medical Examiner may appoint Assistant Medical Examiners. When a vacancy occurs in the Office of Medical Examiner, State Statute provides that the First Assistant Medical Examiner may perform all the duties and functions of the Office until the vacancy is filled by County Board appointment.

**County Goals** (Check those advanced by Action)

☐ Well-being      ☐ Prosperity      ☐ Opportunity      ☒ Accountability

**Racial Equity Impact**

The Medical Examiner's Office participates in the Safety and Justice Race Equity Action Team and is committed to finding ways for inclusive, effective and meaningful community engagement with Ramsey County's diverse cultures and communities. In partnering with the Race Equity Action Team the Medical Examiner's Office is able to reach out to the community to answer questions regarding investigations or provide information regarding services provided by the Medical Examiner's Office for the different cultures within Ramsey County.

**Community Participation Level and Impact**

The Medical Examiner is an independent official of the county and is subject only to appointment, removal, and budgeting by the County Board. Additional information on this action can be access through the County Board documentation at

<https://www.ramseycounty.us/your-government/leadership/board-commissioners/board-meetings-information>.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

This agreement is a rate-setting agreement with no maximum value and funding for contracted Medical Examiner services is included in the approved 2021 operating budget. During the term of this agreement each subsequent year will be reflected in Safety and Justice Service Team annual operating budget.

**County Manager Comments**

County Board approval is needed to appoint a Medical Examiner.

**Last Previous Action**

On December 17, 2019, the Ramsey County Board appointed Kelly Mills, M. D. as Medical Examiner for a term ending on December 31, 2020, approved an amendment with River Valley Forensic Services R.A. who purchased M. B. McGee, P.A. and agreed to fulfill the remaining terms of the contract, and authorized the Medical Examiner to appoint a First Assistant Medical Examiner (Resolution B2019-309).

**Attachments**

1. Professional Services Agreement with Kelly Mills dba River Valley Forensic Services, PA