

Meeting date 12/15/2020 | time 1:30-4 | Meeting location Zoom

Type of meeting	Executive Committee	Attendees: Rhonda Siegel, Ann Landry, Jennie Duval, Marc Clement, Deb Samaha, Vicki Blanchard, Sai Cherala, Jessica Bates, Catherine Pinos.
Facilitator	Marc Clement and Deb Samaha	
Note taker	Jessica Bates	

## AGENDA TOPICS

Marc read the State of Emergency statement. Jessica conducted roll call of all attendees.

Time allotted | 30 minutes | Agenda topic *Legal Questions around Sharing of Information and Guests* |

There are three main questions that the committee was requesting more information from our legal experts. Catherine Pinos, of the Attorney General's Office, will be joining us moving forward as an Executive Committee member and will be our liaison and consultant on legal issues.

Question 1 was Sharing of Information with those who do not attend a meeting. That question was then broken down into three additional parts. Question: Can alternates and member share information with each other? Answer: Yes, that is the whole purpose of those positions and they are considered members at the time of the meeting. Question: Can Guests who are invited to present go back to colleagues and share non-case specific information? Answer: This is not allowed to happen. Guests should keep meeting information to the meeting at hand. Question: Can members go back to those who may have contributed case information (such as a PCP), but that person was unable to attend the meeting and share any case information with them? Answer: No. We can at the end of the year share with them the annual report, but nothing before then.

Question 2: What is the guidance around guests coming to the meetings and their time there. Answer: Guest need to leave the meeting as soon as they are done presenting and answering any member's questions. During this time of virtual meetings, guests should only be allowed in when it is their time. We can invite them back in during the closing discussion around recommendations. (The Executive Committee had some concerns about this policy, so Catherine was going to express those concerns with her colleagues and see if there was any way to change parts of this. The committee would like to have guests be able to stay for the duration of the case they are involved in).

Question 3: Can the committee study near deaths in New Hampshire? Answer: No, the legislation is very clear that this committee is to review the deaths of the youth in New Hampshire.

Time allotted | 15 minutes | Agenda topic *Adding Additional Members to the Executive Committee* |

The committee discussed adding the SUID/SDY Coordinator as an Executive Committee member. This will help bridge the three committees together. This person will join as soon as someone is hired for that position.

Also discussed adding the new co-chair (once elected). This way the new co-chair can get a good feeling of what the co-chairs and executive committee does.

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*Time allotted | 15 minutes | Agenda topic Co-Chair Selection Process |*

Jessica and Sai believe that there should be some transition time between the new co-chair and when Deb steps away. They would like at least 3 months for this. The Executive Committee agreed that nominations should start after the January meeting and a vote will be taken at the March meeting.

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*Time allotted | 10 minutes | Agenda topic Annual Report Update |*

The Annual Report was sent off to John Williams and Abigail Rogers for distribution on December 14, 2020. This is one day ahead of the deadline. A copy of the Annual Report was been posted on the Child Fatality Review Committee Website. Many thanks to the hard work of Sai, Deb, Jo Porter, and Jessica to get this done.

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*Time allotted | 10 minutes | Agenda topic New Member Orientation PowerPoint |*

Deb hopes to start working on this in the New Year (after her retirement). Please email any suggestions you have for this PowerPoint to Deb. Once completed this PowerPoint will go up on the Child Fatality Review Committee Website.

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*Time allotted | 15 minutes | Agenda topic Timing of Meetings |*

The co-chairs would like to add an additional half an hour to the January and July meetings each year to have Subject Matter Experts come in and discuss the topics we are focusing on for the upcoming months.

For January, the co-chairs will draft a letter out to the committee member explaining this change and the importance of it.

Karen Simone will be our speaker for January on Opioid Poisoning.

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*Meeting has put into non-public session at this time.*

*Time allotted | 30 minutes | Agenda topic Case Selection for January and March |*

This section of the meeting is not documented due to non-public status.

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*Meeting has put back into public session and meeting was closed.*