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Meeting date | time 6/20/2023 2:00 PM | Meeting location 246 Pleasant Street Suite 218,  
Concord

Type of meeting	Executive Committee Meeting	Attendees: Jessica Bates, Marc Clement, Jennie Duval, Sherry Ermel, Lisa Fontaine-Storez, and Robyn Guarino.
Facilitator	Marc Clement	
Note taker	Jessica Bates	

## AGENDA TOPICS

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Time allotted | 5 minutes | Agenda topic Welcome and Roll Call |

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Time allotted | 25 minutes | Agenda topic: Recommendation Update | Presenter Lisa Fontaine-Storez

The recommendations workgroup is working on a policy manual for recommendations. It is almost ready for review by the leaders at DPHS and DHHS. It will be shared with the committee once approved.

There have been a few meetings of the recommendation workgroup and they are working on wordsmithing and pulling out the recommendations that can lead to prevention.

Along with recommendations the SFY 2023 Annual Report work has started. Once we have a better idea of when the recommendations and data will be ready the Executive Committee will get a draft copy for review.

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Time allotted | 50 minutes | Agenda topic: Upcoming Child Fatality Conference | Presenter Marc Clement and Lisa Fontaine-Storez

Lisa Fontaine-Storez and Marc Clement are attending this conference in July. Marc is receiving the Theresa Covington Award from the National Center. They will fill the committee in once they return.

**At this time, the meeting was put into non-public session at 2:19 pm. Statement read by Robyn Guarino. Seconded by Lisa Fontaine-Storez. Yay by all present.**

**“I move to enter into non-public session for the purposes of, including but not limited to, discussing matters pertaining to a fatality review during which it is anticipated that information and issues will be discussed which would likely adversely affect the reputation of persons. Further, it is anticipated that there will be discussions about, including but not limited to, documents pertaining to internal personnel practices, confidential information, personnel, medical and other files and information whose disclosure would constitute an invasion of privacy all pursuant to RSA-91-A:3, II © and RSA 91-A:5, IV”**

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Time allotted | 50 minutes | Agenda topic: Case Selection for July | Presenter Jennie Duval

This portion of the meeting is non-public and the records are sealed.

“The motion carries. We will not go in-to non-public session and ask that members of the public please leave the room. Those interested in attending the public session following the non-public session should wait in the hallway, we will open the door when we come out of non-public session.”

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Meeting has put back into public session at 2:50 pm.

**Statement read by Robyn Guarino. Seconded by Lisa Fontaine-Storez. Yay by all present.**

“I move to seal the minutes of the non-public session because the disclosure of those minutes would likely adversely affect the reputation of persons and there was a discussion about, including but not limited to, documents pertaining to internal personnel practices, confidential information, personnel, medical, and any other files and information whose disclosure would constitute an invasion of privacy”

“The minutes are now sealed”

There was no other business and this meeting was concluded.