

Meeting date 7/21/2020 | time 1:30-4 | Meeting location Zoom

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

## AGENDA TOPICS

Time allotted | 15 minutes | Agenda topic *Confirm Topic for October Meeting* |

Drowning will be the topic in October. Cases will be picked at the September meeting.

Time allotted | 30 minutes | Agenda topic *Model for 2021 Calendar Year* |

Meetings for full committee will be on the odd months of the year. We will take the first two reviews of the year to focus on one topic. On the third meeting do recommendations for that topic. On the fourth and fifth meetings focus on a one new topic. Sixth meeting will do recommendations for that topic.

Time allotted | 30 minutes | Agenda topic *Age Criteria for Reviews* |

Agreed that age range will be 1-21 for review age criteria.

Time allotted | 30 minutes | Agenda topic *Attendance and Alternative representatives. Roles and Responsibilities of Each Members* |

The co-chairs will start phone calls with each member to discuss the roles and responsibilities. In addition, to talk to them about picking an alternate person in case they cannot make a review.

Time allotted | 15 minutes | Agenda topic *Webpage* |

Jessica has meet with the DPHS web team to work on a webpage. This is still in the planning stages. Approval to move forward with getting this published.

Time allotted | 30 minutes | Agenda topic *Case Selection* |

This section was in non-public session. Two cases were selected and information has been shared with the full committee.