

September 30, 2019 | 10 am- 12 pm | Rooms 310, 311, 312

Type of meeting	Organizational Meeting (Public)	Attendees: James Potter, Dianne Chasse, Joe Ribsam, Catherine Shackford, Ethan Dewitt, Sai Cherala, Tricia Tilley, Rhonda Siegel, Jennie Duval, Maryann Evers, Marc Clement, Lisa Dean, Lissa Sirois, David Parenteau, Debra Samaha, Sylvia Pelletier, Marie Linebaugh, Ann Landry, Nancy Smith, Chris Tappan, Katja Fox, Christine Santaniello, John Marasco, Susan Ashley, Jessica Bates, Jo Porter, Marty Sink, Joy Barrett, Moira O'Neill, Vicki Blanchard.
Facilitator	Ann Landry	
Note taker	Jessica Bates	

AGENDA TOPICS

Time allotted | 30 minutes | Agenda topic Welcome, Introductions, and Agenda Review |

Ann Landry called meeting to order.

Introductions were made of all attendees.

Time allotted | 45 minutes | Agenda topic Overview and Goals of the Child Fatality Review Committee | Presenter DHHS Staff & CFRC Members

Slides have been emailed to the committee for the information discussed.

Action items	Person responsible
Current Data on Preventable Childhood Deaths in NH	Rhonda Siegel
Overview of Current Existing Child Fatality Reviews	Tricia Tilley
Review of Past Child Fatality Review Committee Work	Marc Clement
Charge and Responsibilities of Newly Established Child Fatality Review Committee	

Time allotted | 40 minutes | Agenda topic Committee Governance Planning | Presenter DHHS Staff & CFRC Members

Action items	Person responsible
Review of Appointments and Designees	Ann Landry

Action items

Person responsible

Subcommittees

Confidentiality Agreements

Staffing of Committee

Selection of the Committee Chairs- Best Practices & Responsibilities

Time allotted | 5 minutes | Agenda topic Summary & Next Steps | Presenter CFRC Members

Action items

Review of Action Items

Dates/Times for Future Meetings

Agenda Topics for Next Meeting

Subcommittees:

- Executive Committee
- SUID
- SDY
- Emerging Issues
- Communication
- Near Death Incidents (suggested new subcommittee)

Responsibilities:

- Suggestions:
 - Educating the Public (parents, care givers)
 - Letters of Support
 - Social Media
 - Web Page
 - Back Stories
 - Near Fatalities/Serious Injuries
 - More Real Time Deaths
 - Gaps in Immunizations

Past Reviews: Before meetings, information on the cases is sent out to members to review. Cases presented by the Medical Examiner.

- Meetings:
 - Invite in area experts to the meetings about the topics being discussed
 - Healthcare Provider Information
 - Medical Examiner would go first with their report then others members would way in.
 - Come up with recommendations to help prevent future deaths.
- Committee to do a Bi-Annual Report to be posted on the AG's website

Agenda Items for Next Meeting:

- Nomination and selecting of co-chairs
- Mock Cases
- Subcommittees
- Future Meetings

Next Meeting is October 15, 2019 from 2-4 p.m. at the UNH Law School