

Child Fatality Review Executive Committee

November 19, 2019 | 2-4 p.m. | Office of the Chief Medical Examiner

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

Time allotted | 40 minutes | Roles and Responsibilities of the Executive Committee | Presenter Co-Chairs

- Policy and Procedures (how things were done on the last review)
 - Case Selection for Reviews
 - ME would be one to have cases available for selection
 - Case Preparation
 - What information we need for the review
 - Who should be invited to the review to present information (ex: medial, police, EMS, school members)
 - Administrative staff will make calls to these people to invite them to the meetings.
 - Setting up how the meeting will be run. Who will speak and in what order.
 - ME usually will go first
 - Annual Report- Due by December 15 of each year
 - Subcommittees
 - Discussion of when or what new subcommittee might be needed to support the full committee.
 - Membership Selection
 - Terms of members O-BB in a staggered form. See end of minutes for this breakdown.
 - Should members designate an alternate?
 - Educating the Public
 - On recommendations created by the committee.

Time allotted | 5 minutes | Approve SUID/SDY Subcommittee Membership | Presenter Co-Chairs

- List of membership for both SUID & SDY were given to Executive Committee to review.
 - Subcommittees of SUID & SDY were approved by the Child Fatality Review Executive Committee under the Child Fatality Review Committee

Time allotted | 25 minutes | Annual Report | Presenter Co-Chairs

- What will happen to the previous reports?
 - They are on the Attorney General Office Webpage

- Create a Website on the DHHS webpage
 - This is in the works.
 - A link to the reports will be put on this page
- When is the first report due?
 - A formal annual report will not be done this year.
 - Marc and Deb will draft a letter detailing what we have done so far in the Child Fatality Review Committee to be sent to the Governor, Senate President, Speaker of the House of Representatives and the Health and Human Services Oversight Committee.

Time allotted | 25 minutes | Agenda topic Case Selection Process | Presenter Co-Chairs

- Meeting at this time was put into non-public session

Breakdown of Staggered Term Limits

- O. Member of the New Hampshire Pediatric Society- 3 years
- P. Early Childhood Education Specialist- 4 years
- Q. Maternal and Child Health Specialist- 5 years
- R. Representative of the Child Advocacy Center- 6 years
- S. Representative of Court Appointed Special Advocates (CASA) - 1 year
- T. Psychiatrist or Psychologist Licensed by the State- 2 years
- U. Representative of the Parent Advocacy Organization- 3 years
- V. Epidemiologist from a New Hampshire College or University- 4 years
- W. Domestic Violence Specialist- 5 years
- X. Representative of a Statewide Law Enforcement Officers' Advisory Council- 6 years
- Y. Representative of a Family Resource Center or Home Visiting Program- 1 year
- Z. Member of the Public- 2 years
- AA. Representative of the New Hampshire Hospital Association- 3 years
- BB. Representative of the New Hampshire Coalition against Domestic and Sexual Violence- 4 years

Also agreed upon during the meeting is: (this will be discussed with the full membership on 12/17/19)

Full Membership will meet on the even months of the year.

Executive Committee will meet on the odd months of the year at the ME's office.