**Type of meeting** | Organizational Meeting (Public)  
---|---  
**Facilitator** | Ann Landry  
**Note taker** | Jessica Bates  

**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.

**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

<table>
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<tr>
<th>Action Items</th>
<th>Person responsible</th>
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<td>Subcommittees</td>
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<td>Confidentiality Agreements</td>
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<td>Staffing of Committee</td>
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<td>Selection of the Committee Chairs- Best Practices &amp; Responsibilities</td>
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- **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