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October 15, 2019 | 2-4 p.m. | Meeting location UNH Law School Tenney Board Room

Type of meeting	Organization Meeting	Attendees: Ann Landry, Nancy Smith, Jennie Duval, Deb Samaha, Rhonda Siegel, Joe Ribsam, Katja Fox, Christine Santaniello, Lisa Dean, Susan Ashley, Moira O'Neill, Lissa Sirois, Vicki Blanchard, Dianne Chase, Steve Chapman, Joy Barrett, Jo Porter, Marty Sink, Sylvia Pelletier, David Parenteau, Resmiye Oral, Maryann Evers, Skip Berrien, Anne Diefendorf, Marie Linebaugh, Jessica Bates, Sai Cherala, Catherine Shackford and Angela Monafó
Facilitator	Ann Landry	
Note taker	Jessica Bates	

## AGENDA TOPICS

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Time allotted | 10 minutes | Agenda topic Welcome, Introductions, and Agenda Review |

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Time allotted | 50 minutes | Agenda topic Small Group Activities | Presenter CFRC Members

**Discussion:** Child Fatality Organization Discussion (20 minutes), Mock Case Review (30 minutes)

Had a short debriefing of the small group organization discussion. Notes are attached.

Had a debriefing of the mock case. Notes are attached for this will also be in an attachment.

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Time allotted | 55 minutes | Agenda topic Co-Chair Elections and Sub-Committee Discussion | Presenter CFRC Members

**Discussion:** Nominations and Election of Co-Chairs

- Deb Samaha, Joy Barrett, and Vicki Blanchard nominated Marc Clement.
- Marc Clement nominated Ann Landry.
- Vicki Blanchard nominated herself.
- Steve Chapman nominated Deb Samaha.

All nominees accepted their nominations.

In a private vote, Marc Clement and Deb Samaha were elected Co-Chairs.

**Discussion:** Sub-Committees

The committee approved the sub-committee of an Executive Committee/Case Selection Committee. A list was sent around for those interested in the committee to sign up. A follow up email will be sent as well to make sure no one was missed that wants to be a part of this committee.

Communications/Education and Emerging Issues Sub-Committees were put on hold for now until more is known as to what is needed for these committees.

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

**Discussion:** Dates and Times for Future Meetings

Future meetings will be held the Third Tuesday of each month (starting in December 2019) from 1:30-4. We will meet monthly for now, with the intention of moving to bi-monthly in the future.

Vicki will look to see if we can book a room at the fire academy. (Follow Up: Vicki has booked the fire academy for most of the meetings.) Jessica will look for other rooms on the dates the fire academy is not available.

**Actions Items:**

- Jessica will reach out to the Co-Chairs to pick a meeting date for the Executive Committee to meet in November.
- Send an email to CFRC Members for additional nominations for the Executive Committee
- Jessica will notify the Co-Chairs so they can make the selections. During this meeting, process for case selection will happen for case review in December.
- There was interest to invite Melissa St. Cyr, Department of Health and Human Services legal counsel, back to a meeting to talk about the legal discussion of the Child Fatality Review legislation.