

---

Meeting date | time 8/20/2024 2:00 PM | Meeting location Office of the Chief Medical Examiner, Concord

Type of meeting	Executive Committee Meeting	Attendees: Jessica Bates, Marc Clement, Sherry Ermel, Robyn Guarino, Jennie Duval, Rhonda Siegel, and Amanda Merrill
Facilitator	Marc Clement	
Note taker	Jessica Bates	

## AGENDA TOPICS

---

Time allotted | 5 minutes | Agenda topic Welcome and Roll Call |

---

Time allotted | 15 minutes | Agenda topic: Review Dates for 2025 | Presenter Jessica Bates

The Executive Committee agreed to keep the same calendar schedule as previous years, which will be the odd months of the year being the full committee meeting reviews, and even months will be executive committee meetings. Meeting will still be held at the Fire Academy in Concord. If a reason is needed to cancel the January or March 2025 meeting the make up date will be April 15, 2025. Members have been notified of this in a email.

---

Time allotted | 15 minutes | Agenda topic: Pickin cases by demographics rather than subject matter | Presenter Amanda Merrill and Jessica Bates

This subject was first brought up by another team member at a previous meeting. The idea of changing this focus is to have recommendations that include more diversity, inclusion, and equality. The executive committee likes the idea of changing this focus and we will start picking cases with this lens in January 2025, first focusing on age and gender.

---

Time allotted | 20 minutes | Agenda topic: Committee List Vacancies | Presenter Amanda Merrill and Marc Clement

Marc has announced that on June 20, 2025, he will be stepping down as co-chair. He will stay on the committee for a little longer while we try to find a replacement. Marc will announce this retirement to the full committee at the September meeting. We will then start taking nominations for a future co-chair. All nominations will need to be in to Jessica by February 14, 2025, and a ballot vote will happen at the March 18<sup>th</sup> meeting. The new co-chair will be official on July 1, 2025.

Daryll Tenney will be joining the committee to cover the Director of Behavioral Health. Daryll is the new bureau chief in this sector. He is replacing Rebecca Ross on this committee.

Amanda will be speaking with Kristi Hart to try and find a representative from one of the Home Visiting agencies we have in the state of NH to fill that role.

The committee is still discussing what is best for the of Member of the Public.

---

*Time allotted | 20 minutes | Agenda topic: Learning Collaboration with Dr. Wright | Presenter Amanda Merrill and Marc Clement*

Amanda, Marc, and Jo Porter are working with Dr. Wright on a learning collaborative about diversity, inclusion, and equality. It was discussed to have a virtual presentation to those on the full committee that interested in helping guide this procedure. This will be discussed with the full committee in September.

---

*Time allotted | 10 minutes | Agenda topic: Other Business | Presenter Various*

Annual Report- Work is starting on the annual report. Amanda has put a request in for data. She hopes to have this in October. Marc and Jo have been asked to write the co-chair letter. Marc said he would do this and then have Jo review it before it's ready to be added.

Recommendations Workgroup Policy- There is a draft policy made up and Amanda is looking to making it a finalized copy. The executive committee approved the draft to become finalized.

September meeting- Jen Sabin will be joining the committee in September and will do a short presentation on Overdoses.

---