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Meeting date | time 10/15/2024 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, Amanda Merrill, Jo Porter, Jennie Duval, Patricia Tilley and Matt Robblee
Facilitator	Marc Clement	
Note taker	Jessica Bates	

## AGENDA TOPICS

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

At 2:03 p.m., the meeting was put into a non-public session. The statement was read by Jennie Duval. Seconded by Jo Porter. Vote yes by all present.

"I move to enter into non-public session for the purposes of, including but not limited to, discussing matters pertaining to a fatality review during which it is anticipated that information and issues will be discussed which would likely adversely affect the reputation of persons. Further, it is anticipated that there will be discussions about, including but not limited to, documents pertaining to internal personnel practices, confidential information, personnel, medical and other files and information whose disclosure would constitute an invasion of privacy all pursuant to RSA-91-A:3, II © and RSA 91-A:5, IV"

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Time allotted | 25 minutes | Agenda topic: Pick Review Cases for November | Presenter Jennie Duval

This portion is under a non-public setting and the minutes are sealed.

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Time allotted | 15 minutes | Agenda topic: Meeting with DCYF on Fatality Reviews | Presenter Amanda Merrill

This portion is under a non-public setting and the minutes are sealed.

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Time allotted | 15 minutes | Agenda topic: Committee List Vacancies | Presenter Amanda Merrill

This portion is under a non-public setting and the minutes are sealed.

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Time allotted | 15 minutes | Agenda topic: Learning Collaboration with Dr. Wright | Presenter Amanda Merrill

This portion is under a non-public setting and the minutes are sealed.

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Time allotted | 15 minutes | Agenda topic: Recommendations | Presenter Amanda Merrill

This portion is under a non-public setting and the minutes are sealed.

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Meeting has put back into public session at 3:13 pm.

“I move to seal the minutes of the non-public session because the disclosure of those minutes would likely adversely affect the reputation of persons and there was a discussion about, including but not limited to, documents pertaining to internal personnel practices, confidential information, personnel, medical, and any other files and information whose disclosure would constitute an invasion of privacy”

“The minutes are now sealed”

**The statement was read by Jennie Duval. Seconded by Jo Porter. Yes, by all present. The meeting was open to other business, but there was none.**

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Time allotted | 5 minutes | Agenda topic: Other Business | Presenter Everyone

Amendment to the Recommendations portion of the Policy and Procedures was approved by the Executive Committee.

Data for the Annual report is in the preliminary stage. Carolyn Nyamasege is working on cleaning it up to make it presentable for the report. Amanda has invited Carolyn to the December Executive Committee meeting to discuss the data, so we have a better understanding of it and to help us pick cases in the future.