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Meeting date | time 10/17/2023 2:00 PM | Meeting location 29 Hazen Drive, Concord

Type of meeting	Executive Committee Meeting	Attendees: Jessica Bates, Marc Clement, Rhonda Siegel, Sherry Ermel, Lisa Fontaine-Storez, Robyn Guarino, Jeff Fleischer, Jo Porter (virtually).
Facilitator	Marc Clement	
Note taker	Jessica Bates	

## AGENDA TOPICS

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

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Time allotted | 15 minutes | Agenda topic: Membership | Presenter Marc Clement

Since the last full committee meeting, Skip Berrien has resigned from his position on the Child Fatality Review Committee. Marc Clement is going to follow up with Skip's alternate to see if she is willing to become a full-time member in Skip's place. Rhonda Siegel is also going to look into identifying a parent who has experienced the death of a child to become a committee member. Once these two spots are filled the committee will be at full membership.

Marc and Jessica Bates are going to follow up on some members who are not attending meetings to see if they are still willing to be members or want to identify a replacement.

Rhonda and Jessica will work with the Commissioner's Office once all of the above is addressed to make sure her office is also on board with these changes.

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Time allotted | 30 minutes | Agenda topic: Annual Report Update | Presenter Lisa Fontaine-Storez and Jessica Bates

The co-chair letter and membership lists are completed. The overview and protocol section is going through the final changes. Lisa Fontaine-Storez is still waiting on the completed data. The hopeful deadline to receive this information is November 1. The recommendations are also almost ready but need the data to complete the format within the report.

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Time allotted | 30 minutes | Agenda topic: Recommendation Updates | Presenter Lisa Fontaine-Storez and Jo Porter

The guidance towards recommendations has been directed to highlight the successes from FY 2022, but the main focus be on the FY 2023 recommendation as those are what the current report is about.

Lisa will move forward with the format she has created for the recommendations and once the data is complete she will combine them within the report to help highlight why we pick the cases we do.

The January 2024 Full Committee meeting will focus on the FY 2023 recommendations and how to move them forward, if they are unable to be completed, or have been completed.

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Time allotted | 10 minutes | Agenda topic: Other Business | Presenter Marc Clement

Jessica just asked the committee to think about possible case topics for the 2024 reviews. Once we have the data this might be easier to do.