

WINNEBAGO COUNTY CHILD DEATH REVIEW TEAM  
Meeting Minutes  
February 21, 2017

**PRESENT:** Erin Roberts (Winnebago County Health Department); Linda Palmbach (Menasha Health Department); Belinda DeGoey (Winnebago County Health Department); Teresa Paulus (Winnebago County Health Department); John Holland (Oshkosh Fire Department); Jayne Tebon (Winnebago County Health Department); Wendy Schwalbe (Parent Connection – Family Services); Chou Xiong (Winnebago County Human Services); and Mary Wiatrowski (Winnebago County Human Services).

**GUEST:** Sydney Blaine (UW-Oshkosh Nursing Student).

**MEETING CALLED TO ORDER:** 12:20 pm by Teresa Paulus.

**INTRODUCTIONS:** Team members introduced themselves.

**APPROVAL OF NOVEMBER 15 2016 MINUTES:** Motion by John Holland to approve minutes. Second by Jayne Tebon. Motion carried with no opposition.

**REVIEW OF 2016 STATISTICS, DATA AND ACCOMPLISHMENTS:** Teresa presented a power point and review of the 2016 data, statistics and accomplishments of the team. See attached power point presentation for details. Attached is also the Lethal Means brochure and Grief Guide.

**SELF CARE PRESENTATION:** Belinda presented part of a webinar on Recognizing and Responding to Vicarious Trauma in Fatality Review. She also provided the team with a Professional Quality of Life Scale questionnaire to assess your level of compassion fatigue. See attached information to view the webinar and take the questionnaire.

**CONFIDENTIALITY STATEMENTS:** Please complete and submit your yearly confidentiality statements to Belinda.

**FOLLOW UP ON AGENDAS:** We found that often times during meetings, members volunteer to follow up on an item discussed but we do not revisit that item at a future meeting. Therefore, when a team member volunteers to follow up on an item, the follow up will be put on the next month's agenda to ensure follow up is completed and recognized in a timely manner.

**NEXT MEETING:** Tuesday March 21, 2017 at the Winnebago County Administration Building 4<sup>th</sup> Floor Conference Room.

**ADJOURNMENT:** Meeting adjourned at 1:15 pm.

Respectfully submitted by: Belinda DeGoey RN, Winnebago County Health Department