

WINNEBAGO COUNTY CHILD DEATH REVIEW TEAM  
Meeting Minutes  
February 23, 2015

**PRESENT:** Erin Roberts (Winnebago County Health Dept); Mary Wiatrowski (Winnebago County Human Services); Vicki Schultz (Menasha Health Department); Kim Maki (Winnebago County Coroner Office); Chris Shea (Winnebago County Coroner Office); Teresa Paulus (Winnebago County Health Dept); Margaret Struve (Winnebago County DA office); John Holland (Oshkosh Fire Department); Courtney Wagner (Oshkosh West High School); Belinda DeGoey (Winnebago County Health Department); Jayne Tebon (Winnebago County Health Department); Karen Nash (Childrens Health Alliance of WI); Kara Van Vooren (CYSHCN-CHW-FV); Dean Artus (Oshkosh Police Department); Joe Framke (Oshkosh Police Department) and Amanda Baneck (Winnebago County Department of Human Services).

**GUESTS:** Heather Willett (University of WI-Oshkosh Nursing Student)

**MEETING CALLED TO ORDER:** 12:04 pm by Teresa Paulus.

**INTRODUCTIONS:** Team members introduced themselves.

**APPROVAL OF NOVEMBER 24 2014 MINUTES:** Motion by John Holland to approve minutes. Second by Mary Wiatrowski. Motion carried with no opposition.

**APPROVAL OF JANUARY 26 2015 MINUTES:** Motion by Jayne Tebon to approve minutes. Second by Kim Maki. Motion carried with no opposition.

**REVIEW OF JANUARY REFRESHER:** Karen Nash reviewed the refresher training and the 10 steps for conducting effective reviews. Karen praised the Winnebago County CDRT for being one of the strongest teams in the state. Teresa Paulus reviewed the survey members completed. Teresa reviewed the document "Guidelines for Effective Reviews" that she devised as a result of the member survey. See attached document.

**CONFIDENTIALITY STATEMENTS AND INTER-AGENCY AGREEMENTS:** Belinda reviewed the need to complete and hand in the Confidentiality Statements and the Inter-Agency Agreements as soon as possible. The Confidentiality Statements must be completed yearly and the Inter-Agency Agreements completed every 3 years.

**DATE, LOCATION AND TIME CHANGE OF MEETINGS:** Members agreed to change the date of the meetings to the third Tuesday of each month at 12:15. The team will meet in the 4<sup>th</sup> floor conference room of the County Administration Building at 112 Otter Ave, Oshkosh.

**SUICIDE SUB-COMMITTEE:** Teresa will send out a survey to reconvene the suicide sub-committee outside of the regular CDRT meetings.

**MOTION FOR CLOSED SESSION:** Motion by Mary Wiatrowski to move the meeting into closed session. Second by Joe Framke. Motion carried with no opposition.

**MOTION TO RECONVENE TO OPEN SESSION:** Motion by John Holland to reconvene to open session. Second by Kara Van Vooren. Motion carried with no opposition.

**GRIEF SUPPORT GUIDE:** Winnebago County and Outagamie County CDRT are planning to work collaboratively on a Grief Support Guide to assist families in finding resources after a death. Finding very limited resources for families especially for those with the loss of a child over age one. Teresa requested assistance from team members to provide known resources or to be on the committee. Kim Maki agreed to assist with the project.

Kara Van Vooren shared an upcoming conference on families living with addiction and why they act like they do.

**NEXT MEETING:** No meeting in March as both Belinda and Teresa will be out of the office. The next meeting will be Tuesday April 21, 2015 at 12:15 at the Winnebago County Administration Building.

**ADJOURNMENT:** Meeting adjourned at 1:30 pm.

Respectfully submitted by:

Belinda DeGoey RN, Winnebago County Health Department