

**Alabama Child Death Review System
State Team Meeting Minutes
November 15, 2007**

State Team Members Present:

Chris Haag (Proxy- Mike Millican)
Dr. Beverly Jordan
Johnny Long (Proxy- Dr. Robert Brissie)
Tirrell Martin (Proxy- Dr. Don Williamson)
Dr. Cheryl Outland
Dr. Gillis Payne
Shirley Scanlan
Dr. Kenneth Snell
Andra Sparks (Proxy- Linda Coleman)
Linda Tilly
Bobby Timmons

Absent:

Jannah Bailey
Frank DeGraffenried
Steve Giddens
Gerone Grant
Tara Kyser
Steve Lafreniere
J.R. Sample
Dr. Michael Sparks
Russell Thomas
Beth Twitty

Guests/Staff Present:

Richard Burleson
Olivia Smith
Theresa Wilson

Call to Order

On November 15, 2007, at 1:15 PM at the Alabama Public Library Service in Montgomery, Alabama, the Alabama Child Death Review System (ACDRS) State Team meeting was called to order by Richard Burleson. He welcomed new members and guests. Mr. Burleson was happy to announce Theresa Wilson as the new administrative assistant for ACDRS.

New Members and Guests

There were no guests in attendance for this meeting.

Presentations

Mr. Burleson delivered a presentation to explain the process of receiving death certificates. Mr. Martin then explained how those death certificates were used to complete the case review modules. The State Team also made suggestions on how to improve the case review modules.

Unfinished Business:

Conference Call Minutes

The minutes for the conference call held on November 1, 2007 were not approved due to a quorum not being present at the meeting.

Annual Report Update

Mr. Burleson provided the State Team with a copy to view of the 2004 Annual Report. He also reported that the University of Alabama's Institute of Rural Health Research will complete the entire annual report. This will allow the annual report to be completed more efficiently.

State Team Membership Update

Mr. Burleson discussed the current vacancies on the State Team. He announced that in March 2008 there will be three additional vacancies. This will bring the total number of vacancies to nine. He also reported that a list of candidates to fill those positions had been sent to the Governor's office. He hopes that the vacancies will be filled soon.

Status of Cases Report/Comparison

Mr. Burleson discussed the Status of Cases report briefly. He was happy to report that the Covington County team is now reforming and will be meeting soon. This will bring the Local Team participation rate to 100%.

New Business:

Teleconferencing

Mr. Burleson introduced the idea of teleconferencing to the State Team. He hopes that we will be able to meet at the Alabama Industrial Development Training Center for all upcoming meetings because they have the resources to allow teleconferencing. This will give State Members who cannot physically attend the meetings the option to meet via teleconferencing.

2008 Meeting Date

Potential dates for the 2008 meetings were set. They are as follows:

February 7, 2008

April 2, 2008

July 2008 TBA (This meeting will coincide with the 2008 ACDRS Training Conference)

October 23, 2008

Executive Session:

An executive session was not called during this meeting.

Next Meeting Scheduled

Our next regularly scheduled ACDRS State Team meeting is tentatively scheduled for February 7, 2008 at 1pm. Location to be announced.

Adjournment

There being no further items on the agenda and no further discussion requested, without objection, the meeting was adjourned at 3:30P.M.

TM: tw