# Request for Appointment to the Child Fatality Prevention Local Review Team

##### \*\*Please use your agency letterhead\*\*\*

Date:

ADDRESS

Dear :

As Chairperson of the County Child Fatality Prevention Local Review Team, I am writing to request your help.

Choose the appropriate request below:

1. Article 14, 7B-1407 provides for a to be appointed to the Local Team by you. Please let me know in writing as soon as it is feasible who this person will be.
2. Article 14, 7B-1407 provides for a to be appointed to the Local Team by you. The team is requesting the appointment of to fill this position. Please confirm this appointment in writing as soon as is feasible.

Because information and member participation are critical components to the development of effective recommendations to protect our county’s children, please appoint someone who will be able to participate in the majority of our meetings each year.

Our Local Team meets as follows:

Meeting dates for the rest of this calendar year are:

Please call me at ( ) - if you have any questions. I look forward to your response and thank you in advance.

Sincerely,

, Chairperson

**§ 7B-1407. Local Teams; composition and leadership.**

(a) Each Local Team shall consist of representatives of public and nonpublic agencies in the community that provide services to children and their families and other individuals who represent the community.

(b) Each Local Team shall consist of the following persons:

(1) The director of the county department of social services or the director of the consolidated human services agency and a member of the director's staff.

(2) A local law enforcement officer, appointed by the board of county commissioners.

(3) An attorney from the district attorney's office, appointed by the district attorney.

(4) The executive director of the local community action agency, as defined by the Department of Health and Human Services, or the executive director's designee.

(5) The superintendent of each local school administrative unit located in the county, or the superintendent's designee.

(6) A member of the county board of social services, appointed by the chair of that board.

(7) A local mental health professional, appointed by the director of the area authority established under Chapter 122C of the General Statutes.

(8) The local guardian ad litem coordinator, or the coordinator's designee.

(9) The director of the local department of public health.

(10) A local health care provider, appointed by the local board of health.

(11) An emergency medical services provider or firefighter, appointed by the board of county commissioners.

(12) A district court judge, appointed by the chief district court judge in that district.

(13) A county medical examiner, appointed by the Chief Medical Examiner.

(14) A representative of a local child care facility or Head Start program, appointed by the director of the county department of social services.

(15) A parent of a child who died before reaching the child's eighteenth birthday, to be appointed by the board of county commissioners.

(c) The chair of the Local Team may invite a maximum of five additional individuals to participate on the Local Team on an ad hoc basis for a specific review if the chair believes the individual's subject matter expertise or position within an organization will enhance the ability of the Local Team to conduct an effective review. The chair may select ad hoc members from outside of the county or counties served by the Local Team. As a condition of participating in a specific review, each ad hoc member is required to sign the same confidentiality statement signed by a Local Team member and is subject to the provisions of G.S. 7B-1413.

(d) One or more members of the State Office staff may serve as an ex officio member of any Local Team. Vacancies on a Local Team shall be filled by the original appointing authority.

(e) Each Local Team shall elect a member to serve as chair at the Team's pleasure.

(f) Each Local Team shall meet as frequently as necessary to fulfill the requirements imposed by this Article, but no less than twice per year.

(g) The chair of each Local Team shall schedule the time and place of meetings and shall prepare the agenda. Prior to presiding over a Local Team meeting, the chair shall participate in the appropriate training provided by the State Office. (1993, c. 321, s. 285(a); 1997-443, s. 11A.100; 1997-456, s. 27; 1997-506, s. 52; 1998-202, s. 6; 2023-134, s. 9H.15(f).)