

CO Brain Injury Trust Fund Board Agenda Minutes  
January 18, 2014  
Location: CDPHE 4300 Cherry Creek Club Dr. Denver, CO  
Snow Room

I. Welcome & Introductions

- a. Present Board Members: Jeffrey Cuthbert, Indira Gujral, Susie Charlifue, Helen Morgan, Debbie Boyle, Sena Harjo, Dannis Schanel, Laetitia Thompson (via phone), James Pinkney III
- b. Staff: Judy Dettmer, Intern: Kendall Sauer
- c. Invited Guests: Max Winkler (BIAC), Jennifer Anderson (RMHS), Christen Mason (RMHS), Julie Graves (CDPHE), Dr. Larry Wolk (CDPHE)
- d. Excused Absences: Tim Hurtado, Catharine Johnston-Brooks

II. Minute Review from December 2013 Meeting:

- a. Dannis Schanel made a motion to approve the minutes from the December 2013 meeting.
- b. Sena Hajro seconded the motion that board unanimously approved December 20, 2013 board minutes.

III. Program Updates:

- a. The program is still recruiting to replace the individual who holds the CDHS Statute specific board seat. Judy has approached Mary Anne Snyder from Office of Early childhood. Still to be approved by the executive director; however it seems like a promising fit.
- b. We have not heard about the grant submitted to the Office of Behavioral Health (OBH) in November 2013.
- c. US Department of Health and Human Services, Health Resources and Services Administration (HRSA) TBI grant has been announced, and will be working to submit a larger version of the OBH grant. The target population will be incarcerated youth and adults. There are four program components required by the grantor; screening/identification, professional development, information and resources, and resource facilitation. The program hopes to write in a small % of current staff salary to off-set the revenue short-fall from the Trust Fund.
- d. The budget is projected to be slightly better than last year; however we are approximately \$100,000 short for where we would ideally like our reserve funds to be. Therefore the program is still actively working on increasing participation from municipalities. **For the next meeting:** discuss and brainstorm how to increase municipality revenue (eg. Stakeholder buy-in, surcharge issue, and HRSA grant options).

IV. Adult Assessment at RMHS update:

Dr. Jeff Cuthbert presented on the work he has been doing with Rocky Mountain Human Services to develop and evaluate a “Level of Care Assessment” (LOCA) tool. Jeff worked with Christen and Jennifer to streamline intake data collection. Completed 2 rounds of thematic analysis and logistical regressions to find four main themes in client needs: housing, benefits, social supports and mental health. RMHS is currently using a modified inventory of MPAI (Mayo Portland Adaptability Inventory) and the LOCA to screen for three levels of case management. From the program side, Christen reported it has helped case managers guide assistance up front instead of focusing on information collection. Jeff is continuing to collect and report on this screening process for RMHS.

V. Google Drive:

The Trust fund board and workgroups will now be utilizing Google drive to help organize minutes, action plans, and other important documents.

VI. Committee Break Out:

Broke out into work groups. Each committee worked to formalize their action plans/logistic models.

VII. A motion to dismiss the meeting was made by Sena Harjo and seconded by Helen Morgan and the meeting was dismissed at 11:25 p.m.

Respectfully submitted,

Kendall Sauer