

Traumatic Brain Injury Trust Fund Board Meeting

MINUTES

JUNE 19, 2015

8:30 A.M. – 11:30 P.M.

CDHS

MEETING CALLED BY	Debbie Boyle
FACILITATOR	Debbie Boyle & Judy Dettmer
NOTE TAKER	Joyce Tucker
BOARD MEMBER ATTENDEES	Debbie Boyle, Catie Johnston-Brooks, Susie Charlifue, Jeff Cuthbert, Indira Gujral, Sena Harjo, Helen Morgan, LaetitiaThompson
BOARD MEMBER ATTENDEES BY PHONE	Danny Mistry, Jennie Munthali, Dannis Schanel, Wendy Turman
ABSENT	Leo Jaramillo
PROGRAM STAFF ATTENDEES	Judy Dettmer, Regina Rodriguez & Joyce Tucker
GUEST(S)	

Agenda topics

5 MINUTES

WELCOME & ANNOUNCEMENTS

DEBBIE BOYLE

DISCUSSION		
	<ul style="list-style-type: none"> Announcements: Two Conferences - National Association of State Head Injury Administrators Conference (NASHIA) – October 26-29, 2015 and Brain Injury Alliance Colorado (BIAC) – November 5-6, 2015 – Annual Professional Conference, Colorado Convention Center, email Joyce if you plan to attend joyce.tucker@state.co.us. Acknowledgements: Debbie, Susie, and Tish; term ending, special thank you for service to the Board, can still be involved in committees, activities, but can't vote. 	
CONCLUSIONS	<ul style="list-style-type: none"> Helen wanted to thank the Board Members who are leaving (Debbie, Susie, and Tish) 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Please let Joyce know if you are interested in attending either the National Association of State Head Injury Administrators or the Brain Injury Alliance Conference	ALL BOARD MEMBERS	SEPTEMBER 1, 2015

5 MINUTES

REVIEW OF MINUTES

DEBBIE BOYLE

DISCUSSION	Review April Board Minutes	
	Jeff wanted to clarify that we are not seeking CDPHE as a placement for the program at this time. The Board recommends we focus on a move to the Office of Behavioral Health within the Department of Human Services. We will discuss if this does not come through to determine if the CO Department of Public Health and Environment is our plan B.	
CONCLUSIONS	Motion to Approve –Indira; Seconded – Helen; motion passed unanimously	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Plan B -backup CDPHE, lean toward the ones within CDHS. (Judy will clarify)	Judy	If necessary

45 MINUTES

BOARD VACANCIES AND RECRUITMENT

JUDY DETTMER

DISCUSSION	<ul style="list-style-type: none"> Seven people applied for five vacancies, Robert Trout did not get included in the first round, submitted application after the packet was submitted; Sena and Wendy reapplied for their term; the whole packet was rejected. Rejected on the basis of geographic, ethnic and cultural diversity. Resubmitted Sena and Wendy alone; still leaves three vacancies and five applicants. It is likely that Sena and Wendy will be re-appointed but waiting for that approval. Recruit one other person that would meet the geographic and ethnicity; that would represent the geographic requirement Possible new recruits: Kelly Turner-Meeker, Patrick Schniederjan-Grand Junction; Terry Case-Grand Junction Helen/Indira will draft a letter to Dee Martinez addressing the skills, needs and time and effort of the Board. Once drafted Board Members can add their signatures. Keep recommendations coming Leo Jaramillo resigned from the State, no longer on the Board, he was appointed to the Board, possible replacement Mary Martin-Office of Early Childhood. 	
CONCLUSIONS	Need a representative from Human Services. Judy will talk to Mary Martin and Mary Ann Schneider, Office Director	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Helen/Indira will draft a letter to be submitted with the new packet. Danny will speak to the two applicants he suggested and send them the link to apply. Susie will speak to Terry Chase and recommend application. Judy will verify that if recommendations are not chosen that they are not disqualified forever.	Helen/Indira Danny Judy	ASAP

30 MINUTES

PROGRAM REPORT

JUDY DETTMER

DISCUSSION	<p>REVNUUE REPORT:</p> <ul style="list-style-type: none"> Revenue report – Regina Rodriguez - As of June 18th, we have generated \$2,076,000 in revenue. Still have the month of June as the 13th month to generate revenue, will probably have \$2.2 million in revenue. The program has spent \$1.5 Million; we have \$500,000 for research grants and services. Currently have approximately \$600,000 in reserves. <p>RFP:</p> <ul style="list-style-type: none"> Judy – RFP is moving along; met with procurement; getting guidance on how to tie it in with outcomes so that we have good evaluation components and accountability components written into the RFP. <p>SERVICES:</p> <ul style="list-style-type: none"> RMHS has had some financial difficulties that recently were revealed in the press Investigating why the Agency is in such a severe budget shortfall and the accounting practices Monitoring, communicating with other entities that have bigger contracts with RMHS; 1yr. left on this contract which starts July 1. If everything goes well they will be eligible to bid and if they are in good standing with the State we have to judge them on the proposal, if they are not in good standing with the State, then they won't be eligible to bid on the proposal. RMHS new budget proposal includes a loss of 1 ½ FTE. Judy and Regina asked if they can still meet the scope of work with the same quality and not increase the wait list, and the answer was yes. <p>EDUCATION GRANT:</p> <ul style="list-style-type: none"> Three applicants; awarding all three for about \$25K; we have about \$95K to spend on Education Grants next year. Have some ideas about how to revamp the education program; revise application, needs assessment, approach target areas, community engagement for parents Reach out to crime victims, victims of domestic violence, parenting classes, substance abuse General awareness/PSA/billboards; education for caregivers; youth who are starting to drive Maybe we target a couple of grantees Revamping the Education Grant Program will be the focus of the August Board Meeting in Grand Junction. <p>RESEARCH GRANT:</p> <ul style="list-style-type: none"> Due to increase in revenue we are able to fund an additional grant from the last round of applicants; we will not announce a new RFP in August Dr. Makley – Craig Hospital accepted the condition with a shorter time frame <p>AWARD:</p> <ul style="list-style-type: none"> Theresa Hernandez Community Award (Theresa started the Trust Fund); this year we will award Jeanne Dise-Lewis. BIAAC is hosting a Jeanne Dise-Lewis lecture in honor of Jeanne. Judy asked Gavin if it would be okay to present the award at the conference. Gavin said yes. Board also agrees. Judy asked for a volunteer to present the award-Dannis volunteered. 	
CONCLUSIONS	Dannis will present the award to Jeanne. Board will research data to see if there is support or guidance in the data to suggest focused education grants.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Regina will send a summary of Education Grants Regina will explore options for award, either stain glass brain or quilt. Sena will talk to people at Clayton regarding needs for early childhood Indira will pull data: (Topic: Victims of Violence) early childhood adolescents, (IFSP/IEP, 504 Plan) (sports and motor vehicle) (alcohol, marijuana),seniors (caregivers-BIAC-Dannis/Max)	Regina Sena Indira	
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10 MINUTES

PROGRAM MOVE

JUDY DETTMER

DISCUSSION	Program Move <ul style="list-style-type: none"> On Hold: currently the Executive Management Team at CDHS is determining where the program should be housed. There has been a difference of opinion between the CO Department of Labor and Employment (CDLE) and CDHS. CDLE is indicating the program is not a fit at CDLE however, CDHS is indicating that the program is moving with the Division of Vocational Rehabilitation to CDLE. 	
CONCLUSIONS	<ul style="list-style-type: none"> Board recommends that we clarify who at CDHS is recommending the move of the program but beyond that to wait and see if this gets sorted out at the management level between the two organizations. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Judy will find out if the MEMO indicating Board's recommendation to move the program to OBH has been received by the Executive Management Team at CDHS.	Judy Dettmer	July 2015

5 MINUTES

MOTION TO ADJOURN

DEBBIE BOYLE

DISCUSSION	Motion to adjourn: Sena Harjo, seconded - Susie, motion passed unanimously.
GUESTS/OBSERVERS	None
SPECIAL NOTES	None

Respectfully Submitted,
By Joyce Tucker