

Traumatic Brain Injury Trust Fund Board Meeting

MINUTES

SEPTEMBER 26, 2014

8:30 A.M. – 11:30 A.M.

BRAIN INJURY ALLIANCE OFFICE

MEETING CALLED BY	Deb Boyle
FACILITATOR	Deb Boyle & Judy Dettmer
NOTE TAKER	Regina Rodriguez
BOARD MEMBER ATTENDEES	Jennie Muntali, Sena Harjo, Dannis Schanel, Helen Morgan, Catie Johnston-Brooks, Jeff Cuthbert, Debbie Boyle, Susie Charlifue, Indira Gujral, Danny Mistery, Wendy Turman
ABSCENT	Laetitia Thompson, Leo Jaramillo
PROGRAM STAFF ATTENDEES	Judy Dettmer & Regina Rodriguez

Agenda topics

10 MINUTES **WELCOME NEW BOARD MEMBERS** **DEB BOYLE**

DISCUSSION	Welcome –presented by Deb Boyle		
	Introductions were made. Welcome to new board members.		
CONCLUSIONS	All of the positions on the Board are now full. .		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Vision & Outreach Committee will be working on updating the Board Orientation Manual. It should be ready in December 2014. Three Board Member Positions expire next fiscal year so it is important to start the recruiting process now and have some individuals identified by January 2015.	Vision/Outreach Committee All board members for recruiting	TBD	

5 MINUTES **APPROVAL OF PRIOR MEETING MINTUES** **DEB BOYLE**

DISCUSSION	The approval of minutes from the June 20, 2014. Susie Charlifue motioned to approve the minutes, seconded by Jeff Cuthbert.		
CONCLUSIONS	Approved June 2014 minutes. Unanimously approved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Minutes will be saved as is.	Regina Rodriguez	Done	

10 MINUTES **AWARD RECIPIENT** **JUDY DETTMER**

DISCUSSION	2014 Recipient of the Theresa Hernandez award for 2014 was discussed. It was recommended that Jeanne Dise-Lewis be this year's recipient, posthumous, for all of her work and contributions to the brain injury community. Jeanne sadly passes away on Sept. 18, 2014.		
CONCLUSIONS	The Board unanimously agreed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
A celebration and presentation of the award will be handled next calendar year.	Program Staff	N/A	

20 MINUTES **ANNOUCEMENTS** **JUDY DETTMER**

DISCUSSION	<ul style="list-style-type: none"> BIAC Conference is October 16 & 17, 2014. Many of the Board Members will be attending the conference therefore the October meeting scheduled for October 17, 2014 will be moved to October 24, 2014.
CONCLUSIONS	<ul style="list-style-type: none"> The October 24, 2014 Board Meeting will be at RMHS from 8:30 a.m. to 11:30 a.m. Committees will meet from 11:30 a.m. to 12:30 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

30 MINUTES

CO BRAIN INJURY PROGRAM (CBIP) UPDATE

JUDY DETTMER

DISCUSSION	<ul style="list-style-type: none"> Colorado Department of Human Services, Office of Behavioral Health Grant grants is going. Contracts are being routed to start work under this grant. US Department Health and Human Services, Health Resources Services Administration (HRSA) Grant – Contracts are being routed to start work under this grant. Jaime Horsfall is the new Information and Referral Specialist at BIAC hired to help with the HRSA Grant. Both grants are designed to have a focus on screening and identifying individuals who involved with the criminal justice system within eleven target sites. In addition training for jail staff will be implemented. Lisa Brenner is working on modifying the mental health toolkit so that it can be offered as a resource to jail staff. CTAT approached program about funds for their Survivors serious. Judy will work with staff to determine what the financial needs are to support two pilot sessions. Then the Board will look at sustaining one or two sessions annually. Please work with Judy or Regina prior to talking with Municipal staff. This will help us to stay informed and to off history of any prior outreach efforts conducted in that county. Board Member recruitment is constant project. Please communicate with Program Staff if you have identified an individual who may be interested.
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CONCLUSIONS	<ul style="list-style-type: none"> Committee work is on target with the program needs
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
New Contracts related to grants	Regina	In Process
New Position Description for new assistant	Judy & Regina	In Process
Program Financial Needs Assessment	Staff & Board	On-Going
Judy will work with CTAT to get a budget	Judy Dettmer	December
Board Recruitment	Staff & Board	On-Going

40 MINUTES

COMMITTEE UPDATES

COMMITTEE CHAIRS

DISCUSSION	<ul style="list-style-type: none"> Program Evaluation Committee – Working on reviews for letters of intent. Committee will be working after the board meeting to determine who will be invited to submit a full application. The committee will also be working on implementing the adult program evaluation that was developed last fiscal year and working to develop the program evaluation for youth for this year. Judy had a discussion with the board regarding the need to identify a protocol for when we would expedite services as this was written in rule. She suggested we develop a task oriented committee to develop this protocol. Finally there was discussion regarding the time frame for the waitlist for intensive case management services. Which lead to a discussion regarding our eligibility criteria and if we need to fine tune this process and if we should be having RMHS focus more specifically on intensive case management. Revenue Committee – nothing to update Visibility & Outreach Committee: Committee is working on orientation material for new Board Members. Funds may be needed for some outreach opportunities. The committee will work determining what amount may be needed.
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CONCLUSIONS	<ul style="list-style-type: none"> Work groups will meet and continue to work on their goals/action plans. Judy will bring the overall action plan to ensure committee work continues to be in line. A task group will meet to develop an expedited protocol. Judy will arrange for this meeting. The following individuals agreed to be involved: Jennie, Jeff, Deb and Wendy.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committees will meet for one hour after Board Meetings	All	On-going
Committees will turn in a report of committee minutes/updates for the full board.	Committee Chairs	On-going
Task group will meet to develop criteria and protocol for expedited referrals	Judy	November

5 MINUTES

MOTION TO ADJOURN

DEB BOYLE

DISCUSSION	<ul style="list-style-type: none"> A motion to adjourn the meeting was made by Jeff Cuthbert. Sena Harjo seconded the motion.
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CONCLUSIONS	<ul style="list-style-type: none"> Unanimously approved. Meeting Adjourned
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

None		
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GUESTS/OBSERVERS	none
	None
SPECIAL NOTES	none

Respectfully Submitted,
By Regina M. Rodriguez

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