

**Colorado Brain Injury Program
Board Meeting Minutes**

Date: 4/21/17

Time: 8:30-10:30 A.M.

Location: 1575 Sherman St, Denver, CO, Conf. room 9G

TYPE OF MEETING	Board Meeting		
FACILITATOR	Helen Morgan, Board Chair and Judy Dettmer, Program Director		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Board Members)			
Helen Morgan	Board Chair	excused	Judy Dettmer (CBIP) x
Brittany Bell	Board Member	x	Karen Ferrington (CBIP) x
Catie Johnston-Brooks	Chair Elect	x	Mark Collins (CBIP) x
Terry Chase	Board Member	x*	
Indira Gujral	Board Member	x	
Sena Harjo	Board Member	x	
Danny Mistry	Board Member	x*	
Jennie Munthali	Board Member	x*	GUESTS Present
Pat Schniederjan	Board Member	excused	Angela Maramba
Wendy Turman	Board Member	excused	
Melissa Winthers	Board Member	x	
Bill Wosilius	Board Member	excused	
Gretchen Russo	Board Member	excused	

*Attendance Via Phone

1. Agenda topic: Welcome, Introductions, & Announcements

Discussion	<ul style="list-style-type: none"> Chair Elect Catie Johnston-Brooks directed the agenda for this meeting, and will serve as Chair starting July 2017. Mark Collins was introduced to the board members as the CBIP Administrative Assistant. 	
Action Items	Person(s) Responsible	Deadline

2. Minute Review and By-Law Discussion

Discussion	Catie asked for a motion to approve the minutes.	
Action Items	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> A motion to approve the minutes of the last Board Meeting was made by Melissa Winthers and seconded by Indira Gujral. The motion passed unanimously. 		

3. By-Law Discussion

Judy Dettmer

Discussion	<ul style="list-style-type: none"> One major change in the by-laws is that designated board members can serve only two consecutive terms, including those designated in statute, except in cases where the Governor exercises his discretion. Indira stated that the the ethical conduct of conflict of interest in the by-laws should be included in new board members orientation, which in fact is now part of that process. The attendees were given the by-laws document to sign, and those not present will bring it to the August retreat. 	
Action Items	Person(s) Responsible	Deadline
<ul style="list-style-type: none"> Brittany Bell motioned for approval of the by-laws as amended, Sena Harjo seconded, and the motion passed unanimously. Those not present will sign by-laws at the August retreat. 	Judy	8/17/17

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4. Board Members

Judy Dettmer

Discussion	<ul style="list-style-type: none"> Judy extended congratulations to the new confirmations to the board: Catie Johnston-Brooks, Brittany Bell, and Helen Morgan. New and renewing applicants are Dawn Comstock, Danny Mistry, Jennie Munthali, and Gretchen Russo. Dawn Comstock is a noted researcher recognized at the national level and will help to fill the void created by Indira Gujral's departure. Jennie was thanked for obtaining a letter of support from the Department of Public Health & Environment. Judy explained the complex process involving confirmation and approval. Indira was thanked by Judy and the attendees for her eight years of service as a Board Member. 	
Action Items	Person(s) Responsible	Deadline
Ensure Boards and Commissions Packet is routing through the Department	Judy	4/21/17

5. Program Report

Judy Dettmer and Karen Ferrington

Discussion	<p>Branding and Marketing:</p> <ul style="list-style-type: none"> Karen gave an update regarding the branding and marketing efforts and progress. The "MindSource: Brain Injury Network" has been approved as the new name for the program by the department. The new name will help eliminate confusion with direct service providers like the Brain Injury Alliance of Colorado. One of the goals of rebranding the program is to create greater visibility and awareness. Karen thanked those board members who provided helpful input: Helen, Brittany, Bill and also acknowledged the input from BIAC executive director, Gavin Attwood. This coming week initial logo designs will be considered by the Program and Department. The new brand/marketing will be rolled out at the August 18th celebration of the 15th anniversary of the program. Karen will be coordinating with the Vision and Outreach committee on planned marketing activities to match the program's new identity. This will probably be preceded by a soft launch that emphasizes the program's new name and new visual elements. Work will continue with the Department, and once the logo is approved new PowerPoint templates, brochures, infographics, and one pagers will be developed describing the mission of the program. The MindSource Brain Injury Network website will reflect the umbrella networking of client services, research, trust fund as well as federal and community grants. This may include a link to access services from BIAC, and hopefully reduce confusion as to the services offered by the two organizations. Terry Chase asked if there were plans to have events outside of the Denver Metro area to promote the new branding. Discussions have yet to occur regarding the activities and events to involve regions outside of Denver and the Metro areas. Regina Rodriguez will be consulted as to whether there will be an opportunity for people to donate money at the 15 year event in August. This connects to a larger issue of how to generate revenue while not being competition with BIAC. <p>ACL Grant:</p> <ul style="list-style-type: none"> The Administration for Community Living grant is in the last month of our third year, June starts the final and fourth year of the grant. Things are going well, there is a need to have a focus area in case management support within the criminal justice population. Judy is meeting with Jamie, Joni, and Max at BIAC to problem solve how to integrate this into the current case management service model.
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	<ul style="list-style-type: none"> Screening involves using Master's level psychologists to administer the Ohio State University TBI Identification method, and looking at ways of improving assessment to determine those that need long-term support. A major challenge is establishing long-term sustainability as the grant expires, and finding infrastructures within communities pertaining to payment mechanisms. This will require connecting with community partners as funding and screening resources. Due to the expense of neuropsych evaluations, education may also help those involved determine when they are needed to benefit treatment and connect to support services. There is a need to support this grant past the funding cycle. Judy indicated that the Program is seeking to increase the spending authority to ensure these activities can continue until we are able to increase our revenue through increasing municipality participation. Indira encouraged the revenue committee to consider emphasizing the jail-based work that is happening in communities as part of surcharge informational packets. There is a strong need for supports given over-crowding situations and the work the program is doing may resonate with municipal decision makers. <p>Community Grants:</p> <ul style="list-style-type: none"> Community grants are due May 5, 2017 with a multi-year application approach. Judy asked the board for volunteers to review the education grants. Terry Chase volunteered and Brittany Bell indicated she was interested in potentially participating but wanted more information.
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Action Items	Person(s) Responsible	Deadline
<ol style="list-style-type: none"> Explore the idea of having branding events outside of the Denver metro area in addition to the event on 8/18/17. Increase spending authority 	Vision and Outreach and Program Office Director and Judy Dettmer	1/1/18

4. Retreat/Strategic Planning

Judy Dettmer and Karen Ferrington

Discussion	<ul style="list-style-type: none"> The same company use for strategic planning last year are going to be hired again to look at current initiatives are on track, or if there are changes that need to be addressed vs. fine tuning our strategic plan for the next couple years. That company's representatives, Mike or Greg, may be reaching out to committee chairs to assess strategic planning <u>mentation</u> between now and August 17th. Strategic planning with each workgroup will occur during the retreat to clarify goals and objectives for respective work plans. <u>The August Board meeting will be held on 8/17 and the event on 8/18, tentatively at the Lakewood Cultural Center in Belmar.</u>
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Comment [1]: progress?

Comment [2]: Might add that a dinner is planned for the evening of the 17th.

Action Items	Person(s) Responsible	Deadline
Securing a site and developing the program.	Regina and the Vision & Outreach Committee	5/31/17

5. Work Group Reports

Judy Dettmer

Discussion	<p>Revenue (See committee report for more details):</p> <ul style="list-style-type: none"> Wendy was absent so Karen presented the Revenue Committee's efforts related to increasing the participation of municipalities in collecting the surcharges including research about how various communities make decisions in terms of process and protocols. See committee report for more details. <p>Vision and Outreach (See committee report for more details):</p> <ul style="list-style-type: none"> Several presenters for the August 18th event have been considered including Irene Aguilar and Diane Primavera. The event center has a stage and could lend itself nicely for the program. There was discussion about potentially incorporating improv work that BIAC clients are engaged in. Indira stressed the need for diversity and being mindful of our own unconscious bias when the program is being developed.
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	<ul style="list-style-type: none"> • Possibly those receiving education and research grants will be highlighted at the event. • Karen gave an update on the March Brain Injury Awareness events that took place: General brain injury and Trust Fund information along with the link for the brain injury awareness video was sent to the board and included in CDHS newsletter. A Brain Injury 101 event was held to recruit people from other departments to come in and increase their understanding. 	
	Research (See committee report)	
Action Items	Person(s) Responsible	Deadline

A motion to adjourn the meeting was made by Sena Harjo, Melissa Winthers seconded, and the motion passed unanimously. The meeting was adjourned at 10:30 AM.