

**Colorado Traumatic Brain Injury Program
Board Meeting Minutes**

Date: 12/18/15

Time: 8:30-11:30 A.M.

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	<input checked="" type="checkbox"/>	Judy Dettmer
Catie Johnston-Brooks	Board Member	<input checked="" type="checkbox"/>	Regina Rodriguez
Terry Chase	Board Member	<input checked="" type="checkbox"/>	Joyce Tucker
Jeff Cuthbert	Board Member	<input checked="" type="checkbox"/>	
Indira Gujral	Board Member	<input checked="" type="checkbox"/>	
Sena Harjo	Board Member	<input checked="" type="checkbox"/>	
Danny Mistry	Board Member	<input checked="" type="checkbox"/>	
Jennie Munthali	Board Member	<input checked="" type="checkbox"/>	
Pat Schniederjan	Board Member	<input checked="" type="checkbox"/>	
Liza Tupa	Board Member	<input checked="" type="checkbox"/>	
Wendy Turman	Board Member	<input checked="" type="checkbox"/>	
Melissa Winthers	Board Member	<input checked="" type="checkbox"/>	
Bill Wosilius	Board Member	<input checked="" type="checkbox"/>	

1. Agenda topic: Welcome, Introductions, & Announcements

Helen Morgan

Discussion	<ul style="list-style-type: none"> Ms. Morgan welcomed the board. Introductions were made. Welcome to our two new members; Liza Tupa and Melissa Winthers. There were no announcements. Ms. Morgan thanked TBI Staff for the work they do everyday Ms. Dettmer, Director thanked everyone for being a part of the Board. 				
Action Items	<table border="1"> <thead> <tr> <th>Person(s) Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Person(s) Responsible	Deadline		
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2. Agenda topic: Review October Minutes

Helen Morgan

Discussion	<ul style="list-style-type: none"> Board reviewed the October minutes – it was noted that Ms. Harjo was present at the October meeting. Ms. Johnston-Brooks motioned to approve the minutes, with the correction of adding Ms. Harjo in attendance. Ms. Harjo seconded, passed unanimously. 				
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3. Agenda topic: Program Report

Judy Dettmer

Discussion	<p>Children/Youth Needs Assessment:</p> <ul style="list-style-type: none"> Ms. Dettmer thanked Ms. Gujral for connecting her with Abby Laib who conducted the Needs Assessment with her business partners. In reviewing the results of the needs assessment, Ms. Dettmer noted the following: people are not aware of the children’s program; the program typically serves 100 children annually, however the Department of Health data shows that there are about 800 children/youth injured a year so it appears the we are underserving this population; some professionals indicated that they are aware of the program but were not aware they could make referrals. Ms. Johnston-Brooks indicated it will be helpful to provide information, identify the key partners, and who the providers are, at the time services are initiated.
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	<ul style="list-style-type: none"> Ms. Gujral noted, on the positive side, the Needs Assessment didn't identify any issues with the services that are provided. Also, the fact that there are no complaints about the services that are provided is a positive. Ms. Morgan inquired about the plan going forward to improve outreach. Ms. Dettmer indicated that once the RFP has been awarded, we can plan for how we want to approach how we do outreach. Ms. Harjo asked if surplus funding can be spent towards vision and outreach. Ms. Dettmer indicated that it can be used for that purpose. If committees have a need for funds they should develop a budget. Ms. Dettmer stated that we as a program and board need to determine what are our feelings about ownership of the services program (contractor vs. State); who we are, what we provide and branding. Ms. Tupa stated that a marketing team would be helpful with figuring out branding etc. She feels it is important to have these discussions prior to the contract being written. Given her experience with OBH and Crisis Centers she feels a single point of entry is most important. Ms. Harjo suggested promoting the program during brain injury awareness month in March. <p>EDUCATION GRANTS:</p> <ul style="list-style-type: none"> Ms. Dettmer indicated that a survey is being created by a work study graduate student. She will be reaching out to the program and evaluation committee to review the survey. Hoping to get the survey out in January. <p>RFP:</p> <ul style="list-style-type: none"> Ms. Dettmer stated that five reviewers have been selected with subject matter expertise. Grants are due on January 22nd, the review process will begin on January 25th with the final review completed February 16th. <p>PROGRAM MOVE:</p> <ul style="list-style-type: none"> Ms. Morgan recommends that the program remain within Office of Community Access and Independence (OCAI). Ms. Morgan met with community stakeholders who feel it would be the least disruptive to the program to stay under OCAI as they indicated there may be some changes that will be occurring at OBH. Ms. Dettmer, Program Director; Mark Wester, Office Director; and Nikki Hatch, Deputy Executive Director, are supportive of our remaining with OCAI. Ms. Morgan made a motion that the Colorado Brain Injury Program remain under OCAI. Ms. Gujral seconded the motion, it was unanimously passed. <p>BI-LAWS:</p> <ul style="list-style-type: none"> Ms. Dettmer states that By-Laws were approved at the last meeting, however we now need all the board members to sign indicating their approval.
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Action Items	Person(s) Responsible	Deadline
1. Vision and Outreach/Marketing for the Program/talk with BIAC regarding how they did their branding and who they contracted with.	Ms. Harjo/Ms. Winthers	2/1/16
2. Explore options for increasing outreach at CDPHE, specifically prevention services division.	Ms. Munthali/Ms. Dettmer	1/31/16
3. Ms. Dettmer will work with the Research and Program Evaluation Committee to review education grant survey and then administer the survey	Ms. Dettmer	1/31/16
4. Develop a list of vendors we work with; providing funding, grants, contracts, etc.	Ms. Rodriguez	1/31/16
5. All board members will sign the By-Laws indicating approval	Ms. Tucker	2/19/16

4. Agenda topic: Break

Discussion	
Action Items	

5. Agenda topic: Special Announcements - Town Hall

Discussion	<ul style="list-style-type: none"> Mr. Mistry – Town Hall Meeting January 16th, The How and Why of Concussion Management, RSVP room capacity 200. All board members are invited to attend. Board would like to see this replicated across the state. Mr. Wosilius indicated he would be interested in assisting in this effort. Mr. Mistry suggested they meet on a new topic on the same concept for a Denver presentation
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	<ul style="list-style-type: none"> Ms. Gujral suggested contact Marilyn Leff, DPS Ms. Dettmer suggested bringing in the Brain Injury Consultant at the Department of Education as they are an integral part of our program Budget: breakfast, room, travel 	
Action Items	Person(s) Responsible	Deadline
1. Send Flyer to Department of Education	Ms. Dettmer/Ms. Tucker	ASAP
2. Report back on the presentation of the Town Hall. Dates for a replica in Denver, in March	Mr. Mistry	2/19/16
3. Dates for Spring break for the schools	Ms. Tucker	1/22/16
4. Vision and Outreach Committee 30 minute phone conference call in 3-4 weeks	Ms. Harjo	1/15/16

6. Agenda topic: Board Development/Recruitment Presentation

Chantalle Hanschu

Discussion	<ul style="list-style-type: none"> Ms. Hanschu, Boards and Commissions Liaison, provided a presentation on board recruitment. Diversity categories are different for every board. Ms. Hanschu will get involved with the recruitment process upfront. Clearance Process: Office Director, Ms. Hanschu, Deputy Executive Director, and the Executive Director. Ms. Dettmer discussed that the clearance process also goes through our Division prior to going to the Office Director. Ms. Morgan asked if there is statutory prohibition against us having Ms. Hanschu involved in the process before we send names suggesting possible board members. Ms. Hanschu indicated there is nothing prohibiting her from being involved in the process from the start. Ms. Dettmer asked, in an effort to avoid applicants being rejected, 1. Who and where should we recruit. 2. When we identify names, before we have them fill out an application, before we interview them we should make sure they qualify so that there are no delays in the with the risk of possible rejection of applicants and having to start the process over from the beginning. Ms. Hanschu works with the Governor's office on this process. Ms. Hanschu will be reviewing race, age, gender in proportion to the population of Colorado and the people being served along with justification. Ms. Dettmer asked how do we as a board recruit for ethnic diversity. Ms. Hanschu answered, recruit in more targeted ways; organizations, showing value, avoid tokenism. Introduction of Ms. Caldwell, Deputy Executive Director Legislative Affairs and Communications 	
Action Items	Person(s) Responsible	Deadline
1. Share board roster, membership term, add skill sets	Judy/Joyce	2/4/16
2. Strategic planning around board recruitment – diversity and what that looks like.	All board members	April

7. Agenda topic: Work Groups

Judy Dettmer

Discussion	<ul style="list-style-type: none"> Ms. Dettmer Committee Chairs, Ms. Harjo, Mr. Cuthbert, Ms. Turman setup committee meetings before next board meeting. New board members; Ms. Tupa and Ms. Winthers will need to select a work group to participate on. 	
Action Items	Person(s) Responsible	Deadline
1. Send out information to all board members of who is on what work group and current work plan.	Ms. Tucker	1/15/16
2. Ms. Dettmer will work with new members to select a work group.	Ms. Dettmer	1/15/16

8. Motion to Adjourn

Discussion	<ul style="list-style-type: none"> Ms. Harjo Motion to adjourn the meeting, Ms. Winthers seconded, motion passed unanimously. 	
Action Items	Person(s) Responsible	Deadline

The next Board meeting: February 19th, 2016 8:30 – 11:30AM (MST)