

# Traumatic Brain Injury Trust Fund Board Meeting

## MINUTES

AUGUST 28, 2015

8:30 A.M. – 11:30 P.M.

GRAND JUNCTION, CO

<b>MEETING CALLED BY</b>	Helen Morgan
<b>FACILITATOR</b>	Helen Morgan & Judy Dettmer
<b>NOTE TAKER</b>	Joyce Tucker
<b>BOARD MEMBER ATTENDEES</b>	Helen Morgan, Catie Johnston-Brooks, Wendy Turman, Indira Gujral, Helen Morgan, Pat Schniederjan, Danny Mistry, Terry Chase joined late
<b>BOARD MEMBER ATTENDEES BY PHONE</b>	Jennie Munthali, Dannis Schanel, Jeff Cuthbert
<b>ABSENT</b>	Sena Harjo, Bill Wosilius
<b>PROGRAM STAFF ATTENDEES</b>	Judy Dettmer, Regina Rodriguez & Joyce Tucker
<b>GUEST(S)</b>	Kellie Jackson

## Agenda topics

**15 MINUTES**

**WELCOME & ANNOUNCEMENTS**

**HELEN MORGAN**

<b>DISCUSSION</b>			
	<ul style="list-style-type: none"> <li>Welcome to Pat, Terry, and Bill. Pat and Terry were able to join us. Bill will join for the October meeting.</li> </ul>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**5 MINUTES**

**REVIEW OF MINUTES**

**HELEN MORGAN**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Review June 2015 Board Minutes</li> </ul>		
	No changes/corrections		
<b>CONCLUSIONS</b>	Motion to Approve – Catie Johnston-Brooks; Seconded – Wendy Turman; Pat Schniederjan, abstained; motion passed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**25 MINUTES**

**BOARD VACANCIES AND RECRUITMENT**

**JUDY DETTMER**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Judy thanked board members for successful recruiting efforts.</li> <li>Danny, recruited Pat Schniederjan; Susie, recruited Terry Chase; Wendy, recruited Bill Wosilius</li> <li>Three vacancies are now filled by Pat Schniederjan, Terry Chase, and Bill Wosilius</li> <li>Now three Grand Junction members; suggested the GJ members could meet in one space and we can skype in or meet via a phone.</li> <li>We are not at 100% yet as the CDHS Representative position is open due to Leo Jaramillo leaving the</li> </ul>
-------------------	--

	<p>state.</p> <ul style="list-style-type: none"> <li>Judy asked for suggestions regarding what roles the board would like to see filled by the new CDHS member.</li> <li>Judy met with Gretchen Russo – CDHS Office of Children Youth and Families, she may a possible candidate due to her work in Child Welfare. Other potential roles are Early Childhood. In the past Mary Anne Snyder applied. At that time the Department did not recommend her for the board. Mary Martin from Early Childhood may also be a good candidate.</li> <li>Jeff, Catie, and Helen have one more year left on their first term's; Dannis as a BIAC representative and Jennie as a CDPHE representative, first term's will also be up June 30<sup>th</sup>, 2016. Jeff, Catie, Helen will have to apply for their second terms. Dannis and Jennie will need to verify they will be staying for a second term. Judy will talk with each of them to determine their willingness and ability to apply for a second term.</li> <li>Based on the recommendation of the board, Helen/Indira drafted letter to the Deputy Director of CDHS, Strategic Communications and Legislative Relations after the first round of applicants were summarily rejected. One of the criticisms was, there was no geographic diversity in any of our selections. Based on that input the board recruited for geographical diversity and were lucky enough to recruit both Pat and Terry from Grand Junction. Since the Board was able to fulfill that recommendation, the decision was made not to submit the letter as Helen was concerned it could interfere with the new candidates being approved. The question remains, should the Board do anything now, such as go forward with a letter or do we take it as a learning lesson? Helen thinks we should support Judy in the work that she does. Helen asked the board for comments, suggestions. It was suggested that the letter be changed to indicate that the board would like to sit down with CDHS leadership to learn what the priorities are for the department? Wendy recommends that we continue to put forth the applications that were denied in the last round. It was also suggested that the board might benefit from outside consultation regarding how to recruit for diversity on the board, specifically as it relates to race and ethnicity. The meeting with CDHS representatives would be two fold. One is for us to have a better understanding of the priorities and the process of CDHS and any suggestions they may have for the board in terms of developing a healthy diverse board. The second is for the board to have an opportunity to ensure CDHS leadership has an understanding the needs of the board.</li> <li>The Board also suggested that a recruiting strategy could be to have interested individuals participate as Ad Hoc representatives (not additional members). Ad Hoc members would not be eligible to vote.</li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>Need to work to fill the CDHS representative vacancy</li> <li>Need support from CDHS to ensure we recruit effectively</li> <li>Would like to explore ideas of AD Hoc members more fully</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ol style="list-style-type: none"> <li>Judy will send an email to the Division and Office Director for recommendation for CDHS representative.</li> <li>Judy will call each of the members who are eligible for a second term.</li> <li>Joyce will work with Regina to see if we can secure Adrienne with the Denver Foundation to provide training for the Board – regarding how to recruit diverse members in terms of race and ethnicity – Adrienne</li> <li>Invite Chantalle Hanschu with CDHS to the December meeting to discuss the CDHS priorities and processes for board recruitment.</li> </ol>	<p><b>Judy</b></p> <p><b>Judy</b></p> <p><b>Joyce/Regina</b></p> <p><b>Judy</b></p>	<p><b>September 2015</b></p>

30 MINUTES

PROGRAM REPORT

JUDY DETTMER

<b>DISCUSSION</b>	<p><b>REVNUUE REPORT:</b></p> <ul style="list-style-type: none"> <li>Regina provided the expense report, reporting reflects though period 9, FY 15, because of the way CORE system is currently tracking data, we are only able to access through this period. Period 9, reporting is \$1,540,380. It is anticipated we will have over have over \$2 million in revenue that hasn't been booked into CORE, probably will not have the actual amount until the December meeting. Judy asked is that something that will resolve in CORE. Regina is hopeful that it will.</li> <li>Judy explained that the State fiscal year is July 1 – June 30<sup>th</sup>.</li> <li>The Program has a spending authority of \$3,311,937</li> <li>Estimate FY 16 revenue will be \$2.1 million. There is a cash reserve of \$764,000.</li> <li>Judy explained that the Joint Budget Committee of the Legislature sets our spending authority. Our spending authority has been has been set at approximately \$3.3M. When the legislation was written it was anticipated the program would generate close to \$3 million annually. The Spending Authority could be reviewed and changed if the program is not spending to their spending authority. Anything the program does not spend in a fiscal year goes into reserves funds. It is recommended that reserves be approximately \$600,000. When the reserve funds get too high, it can be a red flag that the program does not have a need for the funds and can be "raided" by the legislature. The statue has language indicating that the reserves can only be spent on activities related to the Brain Injury Program. However, the statute could be changed if a legislator wanted to initiate this. Therefore, it is important for the program to not over spend but equally important not to drastically underspend.</li> <li>Best to focus on short term projects to ensure we are spending our revenue and slowly tapping into the</li> </ul>
-------------------	--

reserves. Some suggestions made were:

- Training – Education/Municipalities – research in local municipalities/government; impact of brain injury within a given municipality.
- One strategy could be that Board members propose a need, partner with an appropriate community partner and request funds to implement a specific short term project.

**EDUCATION GRANT:**

- Education Grants budget FY 16 5% - budget \$94,500; 3 applied for education grants/awarded \$19,000 – FY 15
- Judy and Regina are working on which initiatives that traditionally fall under different categories can be attributed to Education to ensure we fulfill the statutory requirement of a minimum of 5% of our budget going to education initiatives.
- Danny asked if board members are eligible to apply for education grant funds. The board member themselves could not vote on the proposal, cannot write the proposal, and cannot use it for their salary. However, their agency could apply.
- It was discussed that the board used to sign a conflict of interest form annually and that would be a good to continue to have board members do.

**RESEARCH GRANT:**

- Research Program 26% - budget \$514,162 – FY 16
- Four New Contracts – 2 Colorado University Denver; 2 Craig Hospital - 1 finishing up this year at Colorado State University; we were able to award the maximum.
- Danny asked if research grants are funded nationally. Judy reported that funds must be only used to support in-state researchers. The scope of the research can include multi-state sites, however, the Principal Investigator has to be in Colorado.

**SERVICES PROGRAM:**

- Adult Program 85% - \$932, 670
- Children's Program 15% - \$159,797
- Trust Fund revenue supports 1.0 FTE at the Colorado Department of Education. The focus of this position is to help build the capacity of the school districts to meet the educational needs of children/youth with brain injury. Recently hired Janet Tyler into this position. Janet has 28 years of experience in working with children/youth with brain injury and building capacity in the education setting.

**RFP:**

- Judy explained that services are bid via a competitive RFP every five years. This year the program and board decided to bid all services under one RFP; Eligibility and Outreach; Adult Services; and youth services. Ideally the program would like one vendor to perform all tasks associated with the RFP. The program will maintain an interagency agreement for kids
- Judy has a draft completed which is currently being reviewed by procurement.
- Regina and Judy will meet with procurement on 8/31/15.
- Aim is to announce October 1<sup>st</sup> – deadline mid-January

**PROGRAM MOVE:**

- No update

**ROCKY MOUNTAIN HUMAN SERVICES (RMHS):**

- Financial difficulties, terminated their CEO, Executive Director;
- Independent Audit Finances; State Government contract level and Denver City/County
- Monitoring the Brain Injury Program contract
- Jennie asked if there is an impact on wait list – Judy reported that RMHS indicated there would not be, but that we are monitoring this closely.
- Five people have resigned; hiring temporary staff since they are in a bid year they are not sure if they will have the contract on-going; contract will be announced in March.
- New Director, Shari Repinski
- Restructuring their entire organization
- Case management services all together; hopeful that they will get back on track/not sure how long it will take
- Current contract ends FY 16
- Program staff is meeting regularly with RMHS to ensure their scope of work can be met.

**STRATEGIC PLAN:**

- Strategic Plan(Vision/spot analysis/barriers/calendar) 5-10 years vs Action Plan 3 years – recommended facilitator for action plan – TOP Facility – Training – technology and participation; Indira recommended a training for if the Board has recommendations for training let us know
- TASK – time lines for committees; Joyce will develop Committee Report Form

**CONCLUSIONS**

- Anticipated revenue for FY 15 will be 2 million
- Important to work to spend revenue coming in as the reserves are building beyond the recommended amount.
- Board and program will explore short term projects to help spend the revenue

	<ul style="list-style-type: none"> <li>• Program staff will continue to work closely with RMHS to monitor contract</li> <li>• Board would like to review and update the action plan. Ideally meet in May. One idea is to meet in Frisco. Suggested this be scheduled in May.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ol style="list-style-type: none"> <li>1. Work on development and implementation of short term projects that can be implemented to benefit the program and to ensure revenues and expended.</li> <li>2. Invite Janet Tyler – to the October Board Meeting.</li> <li>3. Board members to complete a Conflict of Interest Form.</li> <li>4. Review Bi-Laws, make any necessary changes so they may be approved at the December Board meeting.</li> <li>5. Judy will look into a facilitator to assist with action planning.</li> <li>6. Joyce will look into a facility to host this planning session.</li> <li>7. Joyce will work with board to secure dates.</li> </ol>	<p>Judy/All Board Members</p> <p>Judy</p> <p>Judy/All Board Members</p> <p>Judy/All Board Members</p> <p>Judy</p> <p>Joyce</p> <p>Joyce</p>	<p>On-Going</p> <p>September</p> <p>October</p> <p>December</p> <p>October</p> <p>January</p> <p>October</p>

15 MINUTES BREAK

90 MINUTES

EDUCATION INITIATIVES

JUDY DETTMER

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• FY 16</li> <li>• Competitive Grants up to 10K</li> <li>• Do we want to go higher with the grant dollar awards; multi-year; change it all together we don't have to do grants/as long as we're meeting the goals and objectives in the Statue of educating relating to brain injury across the State of Colorado</li> <li>• Write a RFP by March</li> <li>• Grants could be larger/smaller; larger if less proposals</li> <li>• Survey Monkey – Needs Assessment Analysis – (research committee to assist)(who, data, communities, contract with CDPHE) Judy will draft</li> <li>• Consider changing the processes/within next few months</li> <li>• Less competitive/more specific/more directive/target populations/education/area that are struggling, financially/hardship</li> <li>• Board member(s) to advocate for a community partner; identify the need</li> <li>• Open ended RFP to fill the education need</li> <li>• Prevention/treatment/concussion/awareness/mentorship to the community</li> <li>• Wendy, Tug McGraw, Bill was a participant, neuro-physic consulting with military, sports players; sponsor conference, present/Regina sponsorship at conferences/ Judy - Matter of Balance education sponsorship \$7500/Catie, Board - mentor communities – grant writing use education dollars to source it; Helen, strangulation training (September 21, 2015)</li> <li>• Indira, (needs assessment) Public Health Agencies, no home for education dollars – Boulder</li> <li>• Judy, Systems Analysis – grant/why they did not apply/greater means/systems they expect to support</li> </ul>	
<b>CONCLUSIONS</b>	<ul style="list-style-type: none"> <li>• We will continue to discuss this. We are ok for this year with the variety of education initiatives currently being supported through education grants and through services etc. However, need to decide if we are changing the process for next year on time to issue an RFP if necessary.</li> </ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ol style="list-style-type: none"> <li>1. Judy will draft a survey and have the Program Evaluation and Research Committee review.</li> <li>2. Judy, Regina, and Joyce will send survey out to the past education grantees.</li> <li>3. Following analysis of the survey, board will make a decision about how to fund awards for next FY.</li> </ol>	<p>Judy</p> <p>Judy, Regina, Joyce</p>	<p>October 31</p> <p>December 18</p>

5 MINUTES

MOTION TO ADJOURN

HELEN MORGAN

<b>DISCUSSION</b>	. Motion to Adjourn: Catie, seconded: Danny; motion passed
-------------------	--

Respectfully Submitted,  
By Joyce Tucker