

**Colorado Brain Injury Program
Board Meeting Minutes**

Date: 02/17/2017

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

Location: 1575 Sherman Street, 9G, Denver, CO 80203

TYPE OF MEETING	Board Meeting		
FACILITATOR	Helen Morgan, Board Chair and Judy Dettmer, Program Director		
ATTENDEES			
NAME	POSITION	PRESENT	CBIP STAFF Present
(Board Members)			
Helen Morgan	Board Chair	<input checked="" type="checkbox"/>	Judy Dettmer
Brittany Bell	Board Member	<input checked="" type="checkbox"/>	Karen Ferrington
Catie Johnston-Brooks	Board Member	<input checked="" type="checkbox"/>	Regina Rodriguez
Terry Chase	Board Member	<input type="checkbox"/>	
Indira Gujral	Board Member	<input checked="" type="checkbox"/> *	
Sena Harjo	Board Member	<input checked="" type="checkbox"/>	
Danny Mistry	Board Member	<input type="checkbox"/>	
Jennie Munthali	Board Member	<input checked="" type="checkbox"/> *	GUESTS Present
Pat Schniederjan	Board Member	<input checked="" type="checkbox"/> *	Angela Maramba (CDHS)
Wendy Turman	Board Member	<input checked="" type="checkbox"/> *	
Melissa Winthers	Board Member	<input type="checkbox"/>	
Bill Wosilius	Board Member	<input checked="" type="checkbox"/> *	
Gretchen Russo	Board Member	<input checked="" type="checkbox"/>	

* Attendance Via Phone

1. Agenda topic: Welcome, Introductions, & Announcements

Helen Morgan

Discussion	<ul style="list-style-type: none"> Ms. Morgan welcomed the board and announced that Karen Ferrington is now permanent part-time. Karen will be in charge of special projects for CBIP. In addition, a transfer employee will start March 1st as a permanent part-time administrative assistant. In March the staff will hold a Brain Injury 101 for CDHS staff to highlight Brain Injury Awareness. Karen will send March Brain Injury Awareness information (with the Brain Injury 101 link) to board members for distribution to list-serves. Helen will be absent for the April meeting. 		
Action Items	Person(s) Responsible	Deadline	

2. By-Law Discussion

Judy Dettmer

Discussion	<ul style="list-style-type: none"> By-laws section on agency appointment needs to be modified. All meetings that host two or more Board Members must be publically announced on the CDHS 'Public Calendar'. If you schedule a committee meeting or meeting related to the Board, please cc program staff so that we can add to the 'Public Calendar' and please plan for at least 24 hours' notice prior to the start of the meeting. By-Laws will be signed at April meeting. Conflict of Interest Forms were distributed, please sign and return to the CBIP Administrative Assistant ASAP. 		
Action Items	Person(s) Responsible	Deadline	
Revise By-Law to accurately reflect agency appointment terms.	Judy Dettmer	4/21/17	
Sign conflict of interest forms	All Board Members	4/21/17	

3. Agenda topic: Program Report

Judy Dettmer, Regina Rodriguez and Karen Ferrington

Discussion	<ul style="list-style-type: none"> • CBIP Team is continuing to work with Amelie, a Denver based marketing firm, to put together a comprehensive plan for branding and marketing the program. The goal is to move forward with a new name/brand in March and promote the full marketing plan through a “brand launch” as part of the larger program event on August 18th. Please save the date. • We will have an all-day Board Retreat August 17th. Please save the date. • Next Education Grant Announcement will be announced at the end of March 2017. It will be re-named to lessen confusion about the intent of the grant. • The CBIP awarded four research grants to start in July 1, 2017 totaling \$770,868.50 for Fiscal Year 18 and \$729,176.00 for Fiscal Year 2019. The grantees were awarded to Lisa Brenner of the University of Colorado, Dr. Tellen Bennet at UCD Anschutz, Terry Lewis of the Kemp Center at the University of Colorado, Dr. Kowalski of Craig Hospital and Dr. Gale Whiteneck & CB Eagye of Craig Hospital • CBIP Staff are working on determining funding sources and commitments from partners to sustain the ACL Grant initiatives since we are soon entering into the 4th and final year of the Federal ACL Grant. • CBIP is working through a rulemaking process to revise current rules that do not align with State and/or Federal statutes. • Denver County Jail RISE Unit has a grant that funds a peer lead patient treatment program. Helen is working with Sobriety Court to add TBI Screening as part of their intake process. Helen has made it a goal to work with her office on expanding behavioral health supports. • CFI Grant Proposal Update – The CFI is an outcome-focused grant being awarded from the Governor’s Office through the Joint Budget Committee. The focus areas of the CFI are child and youth who are in child welfare, have a low graduation rates or are leaving a secured detention facility. The proposal is being prepared with potential Collaborative Management Program (CMP) partners. CMP is focused on pulling together key players in counties to better coordinate care for children involved in multi-systems. There are currently 44 counties that have CMPs. CBIP will be partnering with the Collaborative Management Programs in three counties. 		
Action Items	Person(s) Responsible	Deadline	
Apply for the CFI	Karen Ferrington & Judy Dettmer	3/21/17	

4. Minute Review

Discussion	<ul style="list-style-type: none"> • A motion to approve the December 16, 2016 Board Minutes was made by Catie Johnston-Brooks and seconded by Wendy Turman. There were no objections and the Board unanimously approved the December 16, 2016 Board Minutes. 		
Action Items	Person(s) Responsible	Deadline	

5. Board Membership & Board Chair

Discussion	<ul style="list-style-type: none"> • Brittany, Catie and Helen will be confirmed in April for their next term. CBIP Program Staff will work with the Governor’s Office to set up a date/time. • Danny & Indira’s terms are up in June. Jenny will need a letter from her department acknowledging her appointment to the Board. • Helen’s term as Board Chair is up in June of 2017. • Board recommended Catie Johnston-Brooks as Chair to begin July 2017, and Sena Harjo as Chair 		
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	Elect.		
Action Items	Person(s) Responsible	Deadline	
The Board voted and unanimously elected Catie Johnston-Brooks as chair and Sena Harjo as chair elect.	Board	To begin July 2017	

6. Work Group (Committee) Reports

Revenue Chair: Wendy Turman, Vision & Outreach: Sena Harjo, Evaluation & Research: Catie Johnston-Brooks

Discussion	<ul style="list-style-type: none"> Revenue Committee – see handout re: municipality surcharge project. The committee will send an excel spreadsheet to board members so that board member key contacts in the target municipalities can be listed (judges, city attorneys, etc. This will be in a Google Docs format for ease of completion. Vision & Outreach – Sena is stepping down as Board Chair and Brittany has agreed to chair the group. They will meet in April to determine next steps. Evaluation/ Research – see Research Report under Program Update. 		
Action Items	Person(s) Responsible	Deadline	

A motion to adjourn the meeting was made by Brittany Bell and seconded by Sena Harjo. The meeting was adjourned at 11:30 a.m.