

Colorado Traumatic Brain Injury Program
Board Meeting Minutes

Date: 10/16/15

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 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"/>	
Dannis Schanel	Board Member	<input checked="" type="checkbox"/>	
Pat Schniederjan	Board Member	<input checked="" type="checkbox"/>	
Bill Wosilius	Board Member	<input checked="" type="checkbox"/>	
Wendy Turman	Board Member	<input checked="" type="checkbox"/>	

1. Agenda topic: Welcome, Introductions, & Announcements

Helen Morgan

Discussion	<ul style="list-style-type: none"> Helen welcomed the board. There were no announcements. 		
Action Items	Person(s) Responsible	Deadline	

2. Agenda topic: Review August Minutes

Helen Morgan

Discussion	<ul style="list-style-type: none"> Board reviewed the August minutes – Mr. Cuthbert motioned to approve the minutes, Ms. Johnston-Brooks seconded, passed unanimously. 		
Action Items	Person(s) Responsible	Deadline	

3. Agenda topic: Board Vacancies/Recruitment

Judy Dettmer

Discussion	<ul style="list-style-type: none"> Ms. Dettmer discussed recruitment efforts to replace CDHS Board representative. Ms. Dettmer has a meeting with CDHS Executive Staff to discuss possible candidates. Board recruitment is an ongoing process. Ms. Dettmer has invited CDHS Board and Commissions liaison to December Board meeting to discuss recruitment processes and to help the board with recruitment strategies. Ms. Morgan asked the Board if they would like her to send a letter to CDHS Leadership indicating our boards value statement and to indicate the board's frustration with not knowing the priorities of the department and therefore having candidates not accepted. Ms. Turman recommended creating a document outlining needs, priorities, skill sets, and expertise of the board so that the board will be proactive in their recruitment efforts. Ms. Schanel is resigning from the board and has recommended Brain Injury Alliance of Colorado (BIAC) be represented by Melissa Winthers, current BIAC Board Chair. Mr. Cuthbert term ends June 2016 and he will not be reapplying for a second term at this time indicating that he would like to pursue research goals that he has. We will need a replacement for his seat on the Board. 		
Action Items	Person(s) Responsible	Deadline	
1. Prepare a value statement about what the board is looking for in terms of	Ms. Morgan	11/30/15	

board recruitment. (Focus on skills, perspective, and interest, diversity, geographic diversity, and ethnic diversity.)

4. Agenda topic: Program Report

Judy Dettmer

Discussion		
Action Items	Person(s) Responsible	Deadline

Revenue Report:

- Ms. Rodriguez reported revenue for fiscal year 2015. The program generated \$2.3 million, expenditures \$1.7 million last year, excess will be put back into reserve account. Budgeted \$2.2 million for fiscal year 2016. Cannot carryover funds into the next year. Funds must be used for the Traumatic Brain Injury Program. The program can spend down the reserves if we go over the amount we bring in up to \$3.2 million. The highest spent in past years was \$2.7 million. So far we spent about \$2.4 million. Going forward the program needs to factor in the need to sustain the HRSA grant and related initiatives.
- Ms. Dettmer reported that board initiative projects and board education initiatives are ways we can look at spending this year. An example of a special initiative is the children youth needs assessment that is currently being conducted.
- Ms. Dettmer and Ms. Morgan have been meeting with people in the world of domestic violence which may result in a need for a special project.
- If board members have special projects you would like to propose we can discuss them as a board.
- Mr. Mistry has a proposal for concussion task force in the community hospital in Grand Junction.

RFP:

- Ms. Dettmer acknowledged and thanked Ms. Turman for her assistance in reviewing the RFP.
- Proposal will go to procurement next week for review. Will be releasing it November 2nd, meeting with vendors November 16th, proposals due January 22nd.
- Ms. Dettmer explained that Request for Proposal will be for all TBI services. It will be a combined proposal for services including; in-take, eligibility, program outreach, adult and youth services. It was left open that if the award comes in strongly with youth but not as strong for adults or vice or versa, it could be parceled out to a vendor. The review will happen in January, and finalized the third week in February.
- Ms. Morgan asked how much is the funding? Ms. Dettmer stated it will be up to \$1.3 million.

PROGRAM MOVE:

- Ms. Dettmer reported that no decision has been made. Ms. Dettmer has a meeting with CDHS Office Director and Division Director to discuss board recruitment and will see if there is an opportunity to discuss the program move.

ACTION PLAN:

- Ms. Dettmer discussed May retreat and possibly having this in Frisco CO, to work on a strategic plan and action plan. The Board agreed to a two day retreat on May 20th and 21st.
- The program will hire a facilitator for this retreat.

CONFLICT OF INTEREST FORM

- Ms. Dettmer reported that the disclosure of conflict of interest form must be signed by all board members annually.
- Mr. Wosilius asked for clarification of vendors we work with, i.e. grants, contracts.

REVIEW BI-LAWS:

- Ms. Morgan asked the board if they had any comments, changes, regarding the Bi-Laws. The board indicated they have no changes.
- Motion to approve 2015-2016 Bi-Laws; Ms. Harjo made a motion to approve, Mr. Schniederjan seconded, motion approved unanimously.

COMMITTEE REPORT:

- Ms. Dettmer reported that we have three work groups; Program Evaluation, Vision and Outreach, and Revenue.
- Currently we have openings for a chair representative for Revenue.
- Ms. Dettmer and Ms. Morgan will work to assign duties prior to our December board meeting
- Ms. Tucker presented a new work group report form to be used for committee and discussion by work groups.
- Ms. Dettmer would like work groups to assign a note taker each time they meet.

<ol style="list-style-type: none"> 1. Meeting with Sarah Aurich and Steve Anton 2. Secure meeting space for May retreat 3. Develop a list of vendors we work with; providing funding, grants, contracts 4. Disclosure of Conflict of Interest form signed 5. Bi-Laws signed 	Ms. Dettmer Ms. Tucker Ms. Dettmer/Ms. Rodriguez All Board members All Board members	10/21/15 1/16 12/17/15 12/18/15 12/18/15
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5. Agenda topic: Break

Discussion			
Action Items		Person(s) Responsible	Deadline

6. Agenda topic: Special Announcements

Discussion	<ul style="list-style-type: none"> • CO Brain Injury Program, Theresa Hernandez Community Award • Quilt to be presented at Brain Injury Alliance Colorado Conference held November 5th – 6th to the family of Jeanne Dise-Lewis in honor of her contributions to the Brain Injury Program and to pediatric brain injury both in Colorado and Nationally. 		
Action Items		Person(s) Responsible	Deadline

7. Agenda topic: Rocky Mountain Human Services

Christen Mason

Discussion	<ul style="list-style-type: none"> • Annual Report and Updates presented by Christen Mason • Ms. Dettmer announced that every year our contractors come and discuss their success, challenges, and success stores that happened over the last year and state their future goals 		
Action Items		Person(s) Responsible	Deadline

8. Motion to Adjourn

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

The next Board meeting will be held on December 18, 2015 8:30 – 11:30AM (MST)