**

**Colorado Advisory Board Meeting Minutes**

Date: 1/17/2019 Time: 10:30-1:30 P.M.

Location: Mile High United Way

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| NAME | PRESENT | NAME | PRESENT |
| Liz Gerdeman | X |  |  |
| **(Board Members)** |  | Henika, Joy | X |
| Byrne, Diane | X | Henke, Patricia |  |
| Dungan, Brinda | X | Hotchkiss, Heather | X |
| Engle, Ian | X | Knauer, Russha | X |
| Enriquez, Denice | X | Levis, Bill | X |
| French, Anna |  | Martinez, Maria | X |
| Friedman, Ronen |  | Meier, Anne |  |
| Gabella, Barbara |  | Snelson, Kari |  |
| Genzel, Ben | X | Spaulding, Peggy | X |
| Hawley, Lenny | X | Tyler, Janet |  X\* |
| Heidenreich, Steve | X\* | Wren, Louisa | X |
|  | \*appeared by phone or video conferencing |
| Staff | Guests |
| **Facilitator** Summer Gathercole | Ellen Kordonowy |
| Karen Ferrington (MINDSOURCE) | Shannon Henrich \* |
| Regina Rodriguez (MINDSOURCE) | Jeff Sidders (attended for Patricia Henke) |
| Melissa Herrera (MINDSOURCE) | Members of the Public-Tim Schaaf |

 **Approval of Minutes, Review purpose of Advisory Board/Group Agreements, Making Connections**

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| **Discussion** | * Introductions were made. In reviewing the minutes from the November meeting, Board member Bill Levis suggested a change of “Seamless Infrastructure” to “Seamless Support”. With that correction, Bill moved to approve Advisory Board November 2018 Minutes. Board Member Joy Henika seconded the motion and the motion to approve minutes was passed.
* Summer provided a brief overview of the agenda, group agreements (which apply to full board as well as workgroup meetings). Summer also highlighted the mission and vision of MINDSOURCE:
	+ MINDSOURCE Mission: To advance systems, facilitate research, and assure support services for individuals with brain injury
	+ MINDSOURCE Vision: Enhanced quality of life for everyone in Colorado living with, or affected by, brain injury and their communities
* Expectations of the Advisory Board Members include: Be informed about the Advisory Board and its overall purpose, attend/participate in all meetings when possible, review materials ahead of time, bring a broad, open-minded perspective, be a constructive representative to the larger community.
* Summer instructed the room to break out into groups of 3-4 to create a pitch to describe the work of the Advisory Board for MINDSOURCE. This activity was to clarify and address any questions that may still arise. Comments from the breakout session on the work of the Advisory Board included:
* To fill in gaps identified to reach everyone
* Utilizing the brain injury report to identify gaps in services/outreach and opportunities to ensure that those who need services can access them
* The board is focused on statewide communication and improving access to supports
* Expanding the definition of brain injury
* Identifying supports for those with brain injuries at all stages of life
* A question was raised by Board member Joy Henika: Is it worth the time and energy to create a single message with main points that the board is actively working on for board members to reference and personalize? Summer will combine the language from the various “pitches” and include them in the draft plan for the Board to discuss at the next meeting.
* Karen Ferrington along with Regina Rodriguez provided an overview on the upcoming legislative session and activities that could potentially have a positive impact on the brain injury community. The Brain Injury Alliance of Colorado and the Brain Injury Collaborative are looking to broaden the definition of brain injury in the proposed statute. The definition of acquired brain injury that was discussed in previous meetings is what is anticipated to be included in the statute, however, the language is still in the draft stages. The prospective legislative bill would include the pursuance of potential state general funds; currently the program relies heavily on trust fund dollars and project funding. This would provide a permanent source of funding for the program. There is also the likelihood of revisions to surcharge collection.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. By the next meeting in March, Summer will present the initial, preliminary State plan for continued review and modifications by this Board. Board members who are not in attendance or participating remotely will also be given an opportunity to provide feedback.
2. The draft State plan will later be shared across the state to solicit input from individuals with brain injury, providers, partners and stakeholders.
 |  | March 2019May 2019 |

**Making Decisions, Guiding Criteria**

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| **Discussion** | * Based on feedback from the survey that was sent to the board, the decision making process will be based on consensus. If the board is unable to come to consensus, then a majority vote would decide with the opportunity for the minority to submit a statement which can be included in the appendix of the strategic plan to ensure that everyone’s voice is reflected.
* Guiding factors for decision making are to address the gaps in services in addition to reaching as many people as possible.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
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**Overview: Working Group Goals & Strategies**

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| **Discussion** | * Each working group gave an overview on completed templates that identified goals and included strategies and objectives as well as target timelines for goals.
* Working group documents reviewed today were sent out via email and can be found in the working group folder in the Google Drive.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. Work group meetings are public meetings. In order to comply with State Board and Commissions requirements, please share all meeting details with Melissa Herrera to ensure they are posted to the Colorado Department of Human Services public meeting calendar.
2. Notetakers, with supports/reminders from work group chairs, will collaborate with MINDSOURCE staff to create agendas and forward minutes taken at meetings to Melissa.
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**Prioritize Strategies & Develop Timeline to Share with Full Board**

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| **Discussion** | * The Board participated in a group activity to review all strategies developed by the working groups, identify duplicate goals and create a timeline prioritizing the strategies. The groups reported out on how strategies were grouped and prioritized.
* Group 1- Strategies were grouped into 9 categories:
* Research
* Screening and Assessment
* Cost Savings (ROI)
* Training
* Resources
* Self-Advocacy
* Productively
* New Funding
* Implementation
* Group 2- Strategies were grouped into 3 main categories:
* Research
* Agency
	+ Screening and assessment
	+ Implementation
	+ Funding
	+ Training
	+ Access
* Individual
* Group 3:
* Research
* Education
* Implementation
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. Summer will take the prioritized and timed recommendations from each of the groups and, in collaboration with MINDSOURCE, will structure the information into the initial, preliminary State plan as described above.
 | Summer | March 14, 2019 |

Wrap Up, Next Steps/Parking

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| **Discussion** | * There is not a requirement for workgroups to meet between now and the next meeting.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. Board will receive an online survey as a follow up to this meeting and participation is strongly encouraged.
2. Board will receive materials for review prior to the March 21st Advisory Board meeting.
 | Summer and MINDSOURCE | Jan. 31, 2019March 14, 2019 |

Next Meeting: Mile High United Way **PCL ROOM** 711 Park Ave W, Denver, CO 80205

March 21, 2019, 10:30-1:30 pm