**

**Colorado Advisory Board Meeting Minutes**

Date: August 15, 2019 Time: Location: Mile High United Way

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| NAME | PRESENT | NAME | PRESENT |
| **(Board Members)** |  | Henika, Joy | X |
| Byrne, Diane | X | Henke, Patricia | X |
| Dungan, Brinda |  | Hotchkiss, Heather |  |
| Engle, Ian | X | Knauer, Russha | X |
| French, Anna | X | Levis, Bill |  |
| Friedman, Ronen |  X\* | Martinez, Maria | X |
| Gabella, Barbara | X | Meier, Anne |  |
| Genzel, Ben | X | Snelson, Kari |  |
| Gerdeman, Liz (Subject Matter Expert) |  | Spaulding, Peggy | X |
| Hawley, Lenny | X | Tyler, Janet | X |
| Heidenreich, Steve |  | Wren, Louisa | X |
|  | \*appeared by phone or video conferencing |
| Staff | Guests |
| **Facilitator** Summer Gathercole | Amy Engelman-Intentional Inquiry |
| Karen Ferrington (MINDSOURCE) | Member of the public Tom Quinlan |
| Regina Rodriguez (MINDSOURCE) |  |
| Melissa Herrera (MINDSOURCE) |  |

**Opening & Introductions, Approval of March and May Minutes, General Overview**

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| **Discussion** | * Introductions were made. Board member Patricia Henke moved to approve Advisory Board March 2019 and May 2019 Minutes. Board Member Anna French seconded the motion and the motion to approve minutes was passed.
* Summer provided a brief overview of the agenda and the group agreements for the full board and workgroup meetings.
* 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.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
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**Overview of Administration for Community Living (ACL) Grant and introduction of the ACL Evaluator Amy Engelman, Intentional Inquiry**

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| **Discussion** | * Karen gave an overview of ten objectives of the ACL Grant along with some high level updates on those objectives.
1. Establish a statewide Advisory Board to develop and oversee a state plan. The Advisory Board is on track to complete the state plan by December 2019.
2. Solicit input from individuals with TBI throughout the process.
* We have had significant input from individuals with brain injury through the stakeholder feedback process that was held over the past few months.
1. Develop, implement, and maintain a TBI registry that will include mechanisms for systematic data collection.
* With partners Craig Hospital, Brain Injury Alliance of Colorado (BIAC) and the Colorado Department of Public Health and Environment (CDPHE), MINDSOURCE is examining data sources in order to identify referral gaps and strategize outreach efforts.
* Through the ACL Grant, a systems outreach coordinator, Ellen Kordonowy, was hired to develop and implement an outreach plan. The plan was finalized in June.
1. Increase infrastructure/capacity of partner states through mentorship/TA. MINDSOURCE provides technical assistance to states in the areas of Brain Injury Trust Funds, Brain Injury Waiver and Criminal and Juvenile Justice.
2. Offer consolidated and strengthened curricula and training materials nationally.
* A state collaborative around best training practices and consolidating various materials will result in uniform competencies and trainings available for use nationally.
1. Develop a judicial TBI training and consultation model to enhance and strengthen the criminal justice system in Colorado and better identify/support individuals with TBI.
* MINDSOURCE is partnering with the Colorado Criminal Justice Branch, BIAC, and a correctional subject matter expert from Minnesota to develop competencies and create training for Brain Injury Specialists in criminal justice settings. Four probation-based, Brain Injury Specialists will be trained by the end of 2019.
1. Develop a new comprehensive peer support program.
* A program coordinator, Seija Curtin, was hired to implement and run the program at BIAC. Following research into program models, policies, procedures, and training materials were developed. At the end of the first grant year period, 40 individuals had expressed interest in the program and 27 of those had volunteered to be mentors. Training took place this summer and the program will be available statewide through the use of technology and distance methods.
1. Improve case management experiences for individuals with TBI through enhanced, person-centered approaches.
* MINDSOURCE conducted trainings using the expertise of Anastasia Edmonston, a national person centered practices trainer, with BIAC staff, BIAC management and the Advisory Board. MINDSOURCE also utilized Anastasia to review the client services policies and procedures and will implement changes in September.
1. Enhance the partnership between MINDSOURCE-funded case management system and the CILs to broaden the network of support for individuals.
* Surveys to understand staff and client perceptions and referral practices were accomplished and Ian Engle and Dixie Herring trained BIAC staff on CILs. Next, BIAC will train the Centers for Independent Living in 2019-2020 to complete cross training and strengthen referral practices.
1. Increase municipality participation in surcharge collection to sustain grant activities and enhance the infrastructure in Colorado.

Following the statute change removing municipal speeding surcharges and increasing DUI and DWAI surcharges, this objective is no longer applicable and will be modified with input from the Colorado Brain Injury Trust Fund Board.* CDPHE helped MINDSOURCE create the initial evaluation plan for the ACL Grant objectives. This in-kind work concluded at the end of May, 2019, so MINDSOURCE secured a contract evaluator through the state’s procurement process. Amy Engelman from Intentional Inquiry is now the ACL Evaluator for MINDSOURCE. Karen introduced Amy who will be joining meetings as her schedule permits to provide ACL updates and to solicit input from members as well. Amy provided a brief summary of her background as well as her approach and philosophies in evaluation work with systems.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
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**Reviews of Stakeholder Process and Workgroup Activity to Process Input/Review of Dashboards**

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| **Discussion** | * Summer provided a review of the stakeholder input that was shared with the Advisory Board last week in the report via email. Input was collected from town halls around the state, phone conferences and an on-line survey. All work groups met within the last two weeks to address stakeholder input. Board members separated into their work groups to finalize revisions. Groups were tasked with addressing any oversights with particular focus on rural areas and person-centered philosophies.
* Working groups shared their revisions to goals and strategies. Board Member Ben shared his continued interest in seeing everyone with a brain injury have access to a support person. Board Member Ronen shared his perspectives on the importance of multi-disciplinary teams. The state plan draft will be updated with today’s revisions.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. The state plan revisions captured on flip charts will be added to the draft. Between now and the next meeting in November Summer and MINDSOURCE will be putting together the final draft plan that will be shared with the board based on the work that was done today.
 | MINDSOURCE | 8/2019 |

**Wrap Up, Discussion of Next Steps (further development of tactics and timelines)**

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| **Discussion** | * Between now and the next meeting in November, Summer and the MINDSOURCE team will work on the plan’s tactics and timelines in preparation for a final review of the draft by the board at the next meeting.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| * Minutes from today’s meeting will be distributed to the board.
* An online survey will be shared. Board members are asked to please take this opportunity to share your thoughts and suggestions.
* Board will review the final draft to be circulated two weeks prior to November Meeting.
 | * MINDSOURCE
* Board Members
* Board Members
 | 8/20198/201911/19/19 |

Next Meeting: Mile High United Way **BUSSE ROOM** 711 Park Ave W, Denver, CO 80205 Tuesday, November 19, 2019 10:30-1:30 pm