**

**Colorado Advisory Board Meeting Minutes**

Date: March 21, 2019 Time: Location: Mile High United Way

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

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

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| **Discussion** | * Introductions were made. Board member Steve Heidenreich moved to approve Advisory Board January 2019 Minutes. Board Member Russha Knauer and Maria Martinez seconded the motion and the motion to approve minutes was passed.
* Summer provided a brief overview of the agenda, group agreements in the full board and workgroup settings as well
* 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 to add to the Google document that was sent out to the board via email to identify existing resources and trainings. Additions from the breakout sessions on the work of the Advisory Board can be found on the [Google Doc](https://docs.google.com/document/d/18audAytklLxWfojXAofEC_QK4pT448lcjxc-iul_b7k/edit).
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
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**Overview: Working Group Goals & Strategies**

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| **Discussion** | * Summer gave an overview on the preliminary strategic state plan. Goals and strategies in the plan from working groups included in the strategic plan draft are kept at a high level with focus on objectives and tactics to be discussed at future meetings.
* Changes made by working groups in the March Advisory Board meeting will be discussed in a focus group facilitated by Summer in April. Board members will discuss suggested revisions in advance of a second round of focus groups across the state of Colorado.
* Board members separated into working groups to discuss the MINDSOURCE Strategic Plan Draft. Questions that were to be considered included in the agenda were:
	+ Are these the right goals and strategies for your working group?
	+ What strategy(ies) would you add to enhance/improve the person-centeredness of brain injury case management services?
	+ What strategy(ies) would you add to enhance/improve the cultural competence of brain injury case management services?
	+ What policies, if any, need to be considered for your working group -- whether new or revised?
	+ How should public awareness be integrated into your strategies?
	+ How should special populations be integrated into your strategies?
* Each working groups reported out on revisions to the goals and strategies.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. Changes to the initial draft of the strategic state plan will be presented to the board for feedback during the week on April 29th.
 | Summer  | Week of April 29th |

Wrap Up, Next Steps

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| **Discussion** | * May Advisory Board meeting will be extended by 30 minutes to accommodate training around person centered planning and thinking as well a cultural competency training.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. Minutes and revised state plan will be sent out to the board.
2. Board members are asked to complete the shared online survey.
3. Work groups calls should be scheduled for week of April 29th to discuss proposed changes from the focus group in preparation for May meeting
4. May Meeting will be extended by 30 minutes to begin at 10:00
 | MINDSOURCEMINDSOURCEWork GroupsMINDSOURCE | 4/4/194/4/193/21/193/21/19 |

Next Meeting: Mile High United Way **BUSSE ROOM** 711 Park Ave W, Denver, CO 80205 May 16, 2019 10:00-1:30 pm