**

**Colorado Advisory Board Meeting Minutes**

Date: November 19, 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 |  |
| Dungan, Brinda | X | Hotchkiss, Heather | X |
| Engle, Ian | X\* | Knauer, Russha | X |
| French, Anna | X\* | Levis, Bill | X |
| Friedman, Ronen |  | Martinez, Maria | X |
| Gabella, Barbara |  | Snelson, Kari |  |
| Genzel, Ben | X | Spaulding, Peggy | X |
| Gerdeman, Liz (Subject Matter Expert) | X | Tyler, Janet | X |
| Hawley, Lenny | X | Vensor, Joshua | X |
| Heidenreich, Steve | X | Wren, Louisa | X |
|  | \*appeared by phone or video conferencing |
| Staff | Guests |
| **Facilitator** Summer Gathercole | Amy Engelman-Intentional Inquiry |
| Judy Dettmer (MINDSOURCE) | Victoria Ortega |
| Karen Ferrington (MINDSOURCE) | Yolanda Webb\* |
| Melissa Herrera (MINDSOURCE) |  |

**Opening & Introductions, General Announcements, Public Comments, Approval of August Minutes, Exercise**

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| **Discussion** | * Introductions were made. Board moved to approve the Advisory Board August 2019 minutes and the motion was passed.
* Summer provided a brief overview of the agenda and the group agreements and expectations for the full board and workgroup meetings.
* Summer dispersed pennies to the meeting attendees and asked that they break up into smaller groups for an exercise. Each person shared a memory from the year of the penny they selected. Board member Steve shared that he wrote a book called Run to Win in 2018, about the traits and characteristics of Olympians and world class athletes to accomplish goals and obtain success.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
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**Overview of State Plan with General Comments/Questions-Report out from work groups**

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| **Discussion** | * Summer gave an overview of the feedback heard from focus groups before opening up the state plan draft for discussion. The board gave the following feedback on the state plan:
* Joy asked why in exhibit 1 was not inclusive to all brain injury and used the language of traumatic. Judy clarified that it states that there was no data but the plan was inclusive. It was suggested that a second look at the section to revise to clarify.
* Bill suggested that the Lieutenant Governor, Dianne Primavera, has expressed in the work of the advisory board and to attend an upcoming advisory board meeting.
* Lenny expressed that the Goals and Strategies are succinct and to the point. Ian echoed that he felt the document was put together well.
* Maria added that she felt the plan was easier to read and simplified.
1. The board and meeting attendees reviewed the state plan in small groups and were tasked with ensuring that what the conversation around how Colorado will be different because of the Advisory Board was captured. Suggestions were presented to the larger group.
* Russha reported out with group suggestions and recommended that the use of the word ancillary be replaced with support. The report should be at a 5th to 8th grade reading level. A Spanish translation of the report would be beneficial along with some consideration around the graphs and replacing some with pie charts with clear labels. It was requested to footnote wherever there is a reference or graph related to traumatic brain injury (TBI) or statistics to state the lack of statics on acquired brain injuries and prevalence rate in Colorado.
* Judy included suggestions on formatting and font size increase to ensure readability. Ben suggested including an overlay of services to better asses the gaps be included in the tactics.
* Diane’s group discussed a need for evaluation points throughout the state plan to ensure effective implementation. It’s suggested that the report emphasized the need for staff and capacity at MINDSOURCE.

The board separated into work groups to review the dashboard and discuss the objectives and any revisions to be considered. Each work group shared with the larger group on their discussion. * Brinda suggested a dial version, making the dashboard larger and additional page to use as a check list for goal achievement. Suggestions were made to use fair, good, great as progress indicators in addition to yellow, green and red.
* Russha reported out that her group discussed developing a goal on trainings to screen and access individuals offered each year. Judy will work with Liz to define a baseline for that goal.
* It was also discussed to have the ability to reflect more outcomes and have the dashboard more interactive and generate reports.

The board voted to approve the state plan, with the recommended changes. The state plan was approved with no objections. Once the state plan is approved by the Director and Deputy Office Director of the Office of Community Access and Independence at CDHS where MINDSOURCE sits, there will be a plan to ensure that the Executive Director is aware of the plan.  |
| **Action Items** | **Person(s) Responsible** | **Deadline** |
| 1. The plan will begin routing for approval with the Colorado Department of Human Services.
2. The final plan will be circulated within the next couple of weeks.
3. Will discuss how to share the state plans with other departments
 |  | 12/31/1912/20192/2020 |

**Surveys, wrap up & next steps, celebration of plan completion**

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| **Discussion** | * Board members took a survey developed by Amy Engelman to reflect time spent on the Advisory Board.
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| **Action Items** | **Person(s) Responsible** | **Deadline** |
| * Minutes from today’s meeting will be distributed to the board as well as the board roster.
 | * MINDSOURCE
 | 11/2019 |

Next Meeting: Mile High United Way **BUSSE ROOM** 711 Park Ave W, Denver, CO 80205 Thursday, February 20th, 2020 10:30-1:30 pm

Respectfully Submitted by

Melissa Herrera