



**Colorado Brain Injury Trust Fund Board Meeting**

Date: February 21, 2020

Time: 9:00 a.m. - 11:30 p.m.

Location: Colorado Department of Human Services, 1575 Sherman St. 8<sup>th</sup> Floor Denver, CO 80203

<b>TYPE OF MEETING</b>	Board Meeting		
<b>FACILITATOR</b>	Cheryl Catsoulis		
<b>ATTENDEES</b>			
<b>NAME</b>	<b>POSITION</b>	<b>PRESENT</b>	<b>STAFF Present</b>
<b>(Board Members)</b>			Liz Gerdeman (MINDSOURCE)
Cheryl Catsoulis	Board Chair	<input checked="" type="checkbox"/>	Regina Rodriguez Sisneros (MINDSOURCE)
Terry Chase	Board Member	<input checked="" type="checkbox"/> *	Karen Ferrington (MINDSOURCE)
Jennifer Coker	Board Member	<input checked="" type="checkbox"/> *	Melissa Herrera (MINDSOURCE)
Dawn Comstock	Board Member	<input checked="" type="checkbox"/>	Judy Dettmer (MINDSOURCE)
Jason Kacmarski	Board Member	<input type="checkbox"/>	
Thomas McCause	Board Member	<input checked="" type="checkbox"/>	<b>Guests Present</b>
Danny Mistry	Board Member	<input checked="" type="checkbox"/> *	Leighanna Konetski-State Unit on Aging
Latoya Mize	Board Member	<input checked="" type="checkbox"/> *	Anne-Marie Braga- Deputy Executive Director of Community Partnerships
Jennie Munthali	Board Member	<input checked="" type="checkbox"/>	Todd Coffey-Manager State Unit on Aging
Victoria Ortega	Board Member	<input type="checkbox"/>	
Gretchen Russo	Board Member	<input checked="" type="checkbox"/>	
Kenneth Scott	Board Member	<input checked="" type="checkbox"/>	
Angie Wickersham	Board Member	<input checked="" type="checkbox"/>	

\*Attendance via Phone

**1. Agenda topic: Welcome, Introductions, & Announcements**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Cheryl Catsoulis opened up with introductions of those who were present as well those who attended remotely.</li> <li>There were no public comments made.</li> </ul>		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	

**2. Approval of Minutes**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>A motion to approve minutes from the December 2019 Brain Injury Trust Fund Board meeting was made by board member Jennie. Board member Jennifer seconded the motion. All members voted in favor and the motion was carried.</li> </ul>		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	

**3. Program Updates:**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Liz announced the departures of board member Dawn Comstock and Danny Mistry after the June 2020 meeting. Danny is term-limited and Dawn will be concluding her service after her three-year term ends. This leaves two board positions vacant starting July 1. An application was received from a former research grant recipient Daniel Linberg. The board was asked to connect any recommendations with Liz via email.</li> <li>A recommendation from the board was made for Dr. Rocky Khosla from Pueblo, CO. All applications received will be shared with the full board for review and recommendations.</li> <li>Senate confirmation hearings are required for board members Latoya, Jason, Jenn and Angie. Logistics and further details will be sent via email.</li> </ul>		
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	<ul style="list-style-type: none"> <li>The Colorado Brain Injury State Plan has been finalized and is in the process of being disseminated. MINDSOURCE has scheduled to meet with the communications team at Colorado Department of Human Services to develop a press release.</li> <li>Regina provided the board with a spreadsheet visual of the budget and reported that the year-to-date fiscal year (FY) 2020 revenue is slowly increasing after the legislative change. MINDSOURCE has budgeted at a higher rate than what is expected to be generated in revenue for FY2020 due to grant contributions and general funds that offset Trust Fund dollars. The program revenue is aligned with estimated costs for the fiscal year and is estimated to generate about \$2,500,000.00 for fiscal year 2021.</li> <li>Cheryl announced that Russha Knauer who is now the president elect for the Brain Injury Alliance of Colorado board of directors will serve as the representative on the Trust Fund Board. Board members discussed the decision to appoint Jennie Munthali as Board chair beginning July 1st. Board member Dawn motioned to appoint Jennie as new board chair for the Trust Fund Board. Board member Thomas seconded the motion. All members voted in favor and the motion was carried.</li> <li>Analysis is needed to determine if client services can be opened to the non-TBI population at the start of the new contract cycle beginning July 2021. Clarification was provided that the new legislation allows for this expansion but does not mandate it. Judy provided an update on the Acquired Brain Injury/Non-Traumatic Brain Injury (TBI) study happening through Dr. Gregory Tung and staff with the CO School of Public Health. The study will focus on the prevalence of non-TBI in Colorado, resources for classifications of brain injuries and the fiscal impact for the board to consider. Results will be discussed at the March Research and Program Evaluation Committee and will also be brought to the full board for an update during the April meeting.</li> <li>Dawn suggested that services first be offered to a targeted group of individuals with non-TBI that could be reasonably managed as a pilot run. Jennie also recommended language be added to the request for proposal (RFP) that submissions include how services would be provided to those with non-TBI.</li> </ul>
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Action Items	Person(s) Responsible	Deadline
1. Board member applications are needed within the next couple of weeks; current members are encouraged to connect any recommendations or interested persons with Liz via email.	Board members	3/2020
2. Board members are encouraged to share the State Plan with colleagues and networks.	Board members	On going

## 5. Work Group Reports

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Board member Thomas reported on the Vision and Outreach Committee timeline to release the request for proposals on April 6<sup>th</sup> with an estimated date for decisions on May 22<sup>nd</sup>. Thomas presented to the BrainSTEPS community team leaders on the community grants and the committee discussed the possibility of utilizing \$5,000.00 to fund five micro-grants specific to BrainSTEPS.</li> <li>Ken reported on the client service evaluation project with Dr. Amy Engelman. The latest committee meeting included Amy for a discussion on client services outcomes and measures -- the results of which will be used to conduct logic model planning in preparation for the next client services RFP. MINDSOURCE will be communicating with the procurement at CDHS to discuss upcoming research grants. The committee will assist in the process as it plans for structured categories for consideration that help create clarity for potential grantees. As current research grantees will be approaching the first year of completion this July, the committee will begin to reach out to obtain products and highlight that work on the MINDSOURCE website.</li> <li>Thomas suggested including language in RFPs that require grantees submit products which highlight work.</li> <li>Jennie reported that during the last Strategic Partnerships meeting, the committee reviewed the strategic plans for MINDSOURCE, the committee and the State Plan and began to identify partners and point of contacts. The committee discussed the difficulty of video conferencing and the possibility of meeting after future board meetings.</li> </ul>
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Action Items	Person(s) Responsible	Deadline
1. MINDSOURCE will include information on March brain injury events in the newsletter.	MINDSOURCE	2/2020

## 6. State Unit on Aging: Matter of Balance

**Leighanna Konetski**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Leighanna Konetski with the State Unit on Aging joined the meeting to present on A Matter of Balance, an evidence-based, falls management program for older adults. Through funding from the MINDSOURCE and Area Agencies on Aging in 2009, 22 individuals were trained as Master Trainers to support the first widely implemented evidence based program for falls among older adults in Colorado. The program focuses on cognitive restructuring, assertiveness and exercise training to reduce the fear of falling. The PowerPoint presentation is available upon request.</li> </ul>
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Action Items	Person(s) Responsible	Deadline
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The next Board meeting: Friday, April 17, 2020 9:00 – 11:30 am–

Respectfully Submitted,

By Melissa Herrera