



Colorado Brain Injury Trust Fund
Research and Program Evaluation Committee Meeting Minutes

Date: Tuesday, October 15, 2019

Time: 3:00 – 4:00 p.m.

TYPE OF MEETING	Monthly Research and Program Evaluation Committee Meeting		
FACILITATOR(S)	Ken Scott		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Members)			
Ken Scott	Chair	<input checked="" type="checkbox"/>	Karen Ferrington Melissa Herrera
Terry Chase	Committee Member	<input checked="" type="checkbox"/>	
Dawn Comstock	Committee Member	<input type="checkbox"/>	
Catherine Johnston-Brooks	Committee Member	<input type="checkbox"/>	
Jenn Coker	Committee Member	<input checked="" type="checkbox"/>	
Jason Kacmarski	Committee Member	<input checked="" type="checkbox"/>	

1. Introductions and review of agenda

Discussion	<ul style="list-style-type: none"> Karen gave an overview of the agenda after introductions were made 		
Action Items	Person(s) Responsible	Deadline	

2. Agenda topic: Wrap up to annual report review by committee

Discussion	<ul style="list-style-type: none"> The committee discussed the annual report and agreed that BIAC was very responsive to the feedback that was provided. In the future it can be expected that the report will include successes and challenges of new program implementations. A full year review of case management will also be available. The committee would like to know the amount of time and energy went into developing the report. 		
Action Items	Person(s) Responsible	Deadline	

3. Agenda topic: Review of Google Drive folder

Discussion	<ul style="list-style-type: none"> Karen sent out an email to the committee granting access to the Google Drive folder and provided a brief overview of where documents are stored. The general documents folder contains the strategic plan and Trust Fund work plan template. Agenda, minutes, documents are stored in meeting date folders. 		
Action Items	Person(s) Responsible	Deadline	

4. Agenda topic: Brief review of RFP excerpt-evaluation and client outcomes

Discussion	<ul style="list-style-type: none"> Committee also discussed creating an inventory of tools that BIAC has either used or explored to contract in order to measure outcomes. It was also communicated that the approach will be relatively unstructured and to reach for an extremely specific RFP to not limit variety of proposals. The board will indicate what outcome measures are expected with flexibility on how that is to be provided. 		
Action Items	Person(s) Responsible	Deadline	

5. Agenda topic: Introductory discussion research website development and survey to research grantees

Discussion	<ul style="list-style-type: none"> MINDSOURCE will be restructuring the website and has the desire to structure a survey towards research grantees. The committee discussed nudging participants annually to update information and obtain some of the products we are seeking. The annual survey might include a way to provide posters, presentation recordings, conference attendance stats and new program development updates. 		
-------------------	--	--	--

Action Items	Person(s) Responsible	Deadline
1. Review past documents that were obtained and discuss what to include in the survey in Summer 2019	Karen	

Next Meeting: Tuesday, November 19, 2019