



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

Date: Monday, September 16, 2019

Time: 3:30 – 4:00 p.m.

TYPE OF MEETING	Monthly Research and Program Evaluation Committee Meeting		
FACILITATOR(S)	Karen Ferrington		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Members)			
Ken Scott	Chair	<input type="checkbox"/>	
Terry Chase	Committee Member	<input checked="" type="checkbox"/>	
Dawn Comstock	Committee Member	<input type="checkbox"/>	
Catherine Johnston-Brooks	Committee Member	<input checked="" 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 shared that the goal for strategic plan completion is by the December board meeting, so the committee will have the next couple months to make any adjustments. Catie has a new email address: Catharine.Johnston-Brooks@cuanschutz.edu. Her old one at UCDenver will work for at least a couple years. 		
Action Items	Person(s) Responsible	Deadline	

2. Agenda topic: Review of the Strategic Plan template for our committee coming out of the August retreat

Discussion	<ul style="list-style-type: none"> Karen showed the strategic plan and the associated timeline documents to the committee. Committee discussed the initial activity of beginning to review the Client Services RFP performance & evaluation criteria (with a focus on outcome measures) and providing feedback that will be used to inform the SFY22-26 solicitation. The procurement opportunity will publish around November 2020. The timeline projection is to finish this activity before the end of this calendar year, though we will likely have more time if needed. 		
Action Items	Person(s) Responsible	Deadline	

3. Agenda topic: Discuss upcoming review of the BIAC Annual Report - including timeframes

Discussion	<ul style="list-style-type: none"> MINDSOURCE will deliver the DRAFT annual report to this committee on Monday, September 23 and ask for comments/recommendations to be returned by COB on Monday, September 30th. We will provide specific instructions for the review and hope most if not all committee members can spend time with the draft so we realize an improved annual report product for the October board meeting (and future years). After receiving committee feedback, BIAC will review and make final edits prior to the report going to the full board in early October. 		
Action Items	Person(s) Responsible	Deadline	
1. Committee members will receive Annual Report	Karen	9/23/19	

4. Agenda topic: Discuss scheduling going forward

Discussion	<ul style="list-style-type: none"> Members completed Doodle poll which points to a possible 3pm meeting on third Thursdays. Terry has conflicts all Tuesdays and Thursdays from 8-3 during the school semester. Committee also discussed using Google Drive for meeting documents going forward. All were in agreement, though we need to use Jason's iCloud email (vs the VA email) so he can access the Drive. 		
Action Items	Person(s) Responsible	Deadline	
1. Communicate on meeting option with Ken and Dawn	Karen		
2. Google Drive will be set up with the needed folders	Karen		

5. Agenda topic: Wrap up

Discussion	• With no further business the meeting adjourned at 3:30 p.m.		
Action Items	Person(s) Responsible	Deadline	

Next Meeting: TBD