



Colorado Brain Injury Trust Fund Board Meeting

Date: June 19, 2020
Location: Via Google Meet

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

TYPE OF MEETING	Board Meeting		
FACILITATOR	Cheryl Catsoulis		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Board Members)			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 checked="" type="checkbox"/>	
Thomas McCause	Board Member	<input type="checkbox"/>	
Danny Mistry	Board Member	<input checked="" type="checkbox"/>	
Latoya Mize	Board Member	<input checked="" type="checkbox"/>	Public Guests
Jennie Munthali	Board Member	<input checked="" type="checkbox"/>	Russha Knauer
Victoria Ortega	Board Member	<input checked="" type="checkbox"/>	Daniel Lindberg
Gretchen Russo	Board Member	<input checked="" type="checkbox"/>	Renee Charlifue-Smith
Kenneth Scott	Board Member	<input checked="" type="checkbox"/>	Ben Genzel
Angie Wickersham	Board Member	<input checked="" type="checkbox"/>	

*All attendees were present through Google Meet video and telephone options

1. Agenda topic: Welcome, Introductions, & Announcements

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

2. Approval of Minutes

Discussion	<ul style="list-style-type: none"> A motion to approve minutes from the April 2020 Brain Injury Trust Fund Board meeting with the name correction was made by board member Jason . Board member Jennie seconded the motion. All members voted in favor and the motion was carried. 		
Action Items	Person(s) Responsible	Deadline	

3. Departing Members

Liz Gerdeman, Judy Dettmer

Discussion	<ul style="list-style-type: none"> Judy, Liz, MINDSOURCE-Brain Injury Network and the Brain Injury Trust Fund Board thanked Dawn, Cheryl and Danny for their time as members. The contributions, support and commitment of each of these off boarding members have been greatly appreciated. 		
Action Items	Person(s) Responsible	Deadline	

4. Budget and Program Updates

Liz Gerdeman, Regina Rodriguez Sisneros

Discussion	<ul style="list-style-type: none"> Liz informed the board that communication from the department indicated that the program will be telecommunicating through Labor Day 2020. We anticipate the August 21, 2020 Brain Injury Trust Fund Board meeting being held virtually. Judy has drafted the RFP for services that will be reviewed and released this fall. MINDSOURCE has been notified that funds through the Justice Assistance Grant (JAG) were awarded to begin July 1, 2020. The program will also be preparing to apply for the Administration for Community Living Grant (ACL) in the spring of 2021. 		
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	<ul style="list-style-type: none"> Regina reported on the budget update document that was shared to the board during the meeting. Due to the financial impact COVID-19 on the projected revenue and the loss of \$450,000 in general funds through FY 20-21 the Brain Injury Alliance (BIAC) and the Colorado Department of Education (CDE) were asked to reduce their budget by 15% to ensure that the program is not over committed in the next Fiscal year. Current research grantees also reduced their budgets between 12% and 15% and were given the option to add a third grant year. The program has made the decision not to announce for community grants for the upcoming FY however activities are continuing with both the research and community grants at full capacity as MINDSOURCE is committed to supporting the current grantees. 	
Action Items	Person(s) Responsible	Deadline
1. Logistics for the August 21, 2020 Trust Fund Board meeting will be sent out via email.	MINDSOURCE	7/2020
2. Board members that are interested in details on how BIAC and CDE are adjusting budgets please email Liz.	Board members	-

5. Advisory Board Updates – State Plan

Karen Ferrington, Regina, Liz

Discussion	<ul style="list-style-type: none"> Karen provided a brief update on the Advisory Board and some activities under the State Plan created by the Advisory Board. In the goal area of Infrastructure of the State Plan: Regina has recently graduated from the Leadership Education in Neurodevelopmental and Related Disabilities fellowship program and has designed a page to be placed on the MINDSOURCE website to include information, analysis and findings related to equity, diversity and inclusivity. MINDSOURCE is currently communicating with the Colorado Department of Human Services, the Colorado Department of Labor and Employment, the Colorado Judicial Branch and the Colorado Department of Employment First around screening, cross training and other partnership opportunities. PowerPoint slides will be provided to public upon request. 	
Action Items	Person(s) Responsible	Deadline
1. Board members are encouraged to reach out to MINDSOURCE with any questions or requests for additional information on the Advisory Board or State Plan.	Board members	-
2. Board members will be notified when the MINDSOURCE website page is active on July 1, 2020.	MINDSOURCE	7/2020
3. MINDSOURCE will connect with Danny to discuss how behavioral health services are delivered.	MINDSOURCE	7/2020

6. Strategic Partnerships

Discussion	<ul style="list-style-type: none"> During the April board meeting the idea of moving the Strategic Partnerships committee to a Client Services committee to support the initiatives of the Trust Fund Board moving forward. A one page charter was drafted during the last Strategic Partnerships committee meeting to outline the focus and outcomes of the Client Services committee. Jennie mentioned as of July 1st she will act as Chair of the Trust Fund Board providing an opportunity for a board member to step in as the chair for the committee. The board will use the August Trust Fund Board meeting to clarify the work of each committee and provide an opportunity for members to review the composition of committees. The board discussed the benefit of reviewing the initiatives of the Trust Fund Board and Advisory Board to eliminate the duplication of effort. 	
Action Items	Person(s) Responsible	Deadline
1. Board members are encouraged to reach out to MINDSOURCE if they are interested in changing committees or if they would like make additions to what is included in the overview for August 21, 2020.	Board members	7/2020
2. Research and Program Evaluation Committees are asked to review and create a brief overview of the focus and initiatives of their committees to be included in the presentation slides for the August Trust Fund Board meeting.	Research and Program Evaluation Committees	7/2020

7. Committee Updates

Discussion	<ul style="list-style-type: none"> Ken provided an update on the Research committees review and discussion of how anchor data is useful to understanding if the contractor is serving populations with brain injury equitably. The committee is discussing how to set metrics and benchmarks for both MINDSOURCE and the contractors. A survey will be sent out to current research grantees later this year to gather information on the positive outcomes of the work being funded. MINDSOURCE is developing a page for the website to showcase community and research grantees to include an executive summary of the grant funding received and publications developed. Dan Lindberg mentioned utilizing Google Scholar account for grantees.
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	<ul style="list-style-type: none"> The Vision and Outreach is focused on incorporating the initiatives of the Advisory Board State Plan and next dissemination of community grants. 		
Action Items		Person(s) Responsible	Deadline

8. Wrap Up

Discussion	<ul style="list-style-type: none"> Board member Danny motioned to adjourn the meeting. Ken seconded the motion to adjourn. All board members were not present to vote on the motion to adjourn. 		
Action Items		Person(s) Responsible	Deadline

The next Board meeting: Friday, August 21, 2020 9:00 – 11:30 am

Respectfully Submitted,

By Melissa V Herrera

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