



Colorado Brain Injury Trust Fund Board Meeting

Date: August 21, 2020
Location: Via Zoom

Time: 8:30 a.m. - noon

TYPE OF MEETING	Board Meeting		
FACILITATOR	Jennie Munthali		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Board Members)			Liz Gerdeman (MINDSOURCE)
Jennie Munthali	Board Chair	<input checked="" type="checkbox"/>	Regina Rodriguez Sisneros (MINDSOURCE)
Renee Charlifue-Smith	Board Member		Karen Ferrington (MINDSOURCE)
Terry Chase	Board Member	<input checked="" type="checkbox"/>	Mindy Gates (CDHS, Office of Adult, Aging and Disability Services)
Jennifer Coker	Board Member	<input checked="" type="checkbox"/>	
Jason Kacmarski	Board Member	<input checked="" type="checkbox"/>	
Russha Knauer	Board Member	<input checked="" type="checkbox"/>	
Daniel Lindberg	Board Member	<input checked="" type="checkbox"/>	
Thomas McCause	Board Member	<input checked="" type="checkbox"/>	
Latoya Mize	Board Member	<input checked="" type="checkbox"/>	Public Guests
Jennie Munthali	Board Member	<input checked="" type="checkbox"/>	
Victoria Ortega	Board Member	<input checked="" type="checkbox"/>	
Gretchen Russo	Board Member	<input checked="" type="checkbox"/>	
Kenneth Scott	Board Member	<input type="checkbox"/>	
Angie Wickersham	Board Member	<input checked="" type="checkbox"/>	

*All attendees were present through video and telephone options

1. Agenda topic: Welcome, Introductions, & Announcements

Discussion	<ul style="list-style-type: none"> No members of the public were present. Roster was disseminated. Please feel free to update with additional information as appropriate. Three new board members, Daniel, Renee, and Russha. <ul style="list-style-type: none"> Daniel is an associate professor of emergency medicine/pediatrics and researcher. Research is focused on child abuse. Has been a Trust Fund research recipient. Renee is a speech/language therapist and is with JFK Partners. She has worked with many children and families impacted by brain injury (BI) Russha is an analyst with the Division of Probation Services and has partnered with MINDSOURCE on brain injury identification and supports in the criminal justice system for eight years. 	
Action Items	Person(s) Responsible	Deadline

2. Approval of Minutes

All

Discussion	<ul style="list-style-type: none"> Times for today's meeting were incorrect on the minutes, as mentioned Latoya. A motion to approve minutes from the June 2020 meeting was made by Jenn, seconded by Latoya and the minutes were approved. 	
Action Items	Person(s) Responsible	Deadline

3. Program Overview & Updates

Liz Gerdeman

Discussion	<ul style="list-style-type: none"> Liz shared that MINDSOURCE is without administrative support. MINDSOURCE is working with the department to fill the position. Regina provided an update on the budget. MINDSOURCE has not generated a lot of revenue so far, but we will know more in the upcoming weeks as surcharges post. MINDSOURCE anticipates a COVID impact with revenue. 2.2M predicted in revenue for this year, vs.
-------------------	---

2.6M previously generated.

- General funds were cut this year. MINDSOURCE does have grant funds this year from the Administration for Community Living and the CO Department of Public Safety. MINDSOURCE has a 12% overhead which is positive. The full budget is in the slide deck. It is likely that MINDSOURCE will need to use 200K from reserves this year.
- In the board Google folder is this year's legislative report for board member review. New board members are especially encouraged to read the report for a good overview of the program.
- Questions have come to MINDSOURCE about when there may be the opportunity to release grant opportunities again. We will know better in the next couple months.
- Department is asking that the MINDSOURCE team continue to work remotely if possible. Current recommendation is to continue to work from home through the end of the year.
- Next couple meetings will be remote as meeting spaces are not available.
- Rules are currently out of alignment with current legislation passed last year. MINDSOURCE will be seeking stakeholder feedback in the coming weeks on the proposed rules. Expanding services to non-TBI may be an area of public input since it was during the statute change.
- Rules will not be final by the time the client services RFP goes out this fall. Department is advising if draft rules can be shared as part of the RFP.
- At the Brain Injury of Alliance of CO, staff were furloughed in July and the early part of August. They are all back and still working virtually. MINDSOURCE is meeting with BIAC next week and will be discussing the challenges of delivering the self-management program remotely.
- BIAC will provide their written annual report at the end of September and staff will join the October board meeting to present.
- MINDSOURCE received a 2nd year Justice Assistance Grant (JAG) award. Current jail sites include Larimer, Denver, Douglas, Boulder, and El Paso.
- Virtual trainings are being delivered to various programs as requested.
- The National Administrators of State Head Injury Administrators Conference is taking place virtually at the end of September.
- MINDSOURCE will be working with graduate Occupational Therapy students on student projects – some of which are related to the brain injury state plan.
- Regina announced that in mid-September there will be changes to the website in the areas of equity and diversity and grants.
- Action item for next meeting – do a quick overview of the new portions of the website as part of the agenda.
- Mindy Gates wanted to share her thanks for the MINDSOURCE staff during COVID and responding to challenges.

Action Items	Person(s) Responsible	Deadline
1. Add website review to October board meeting agenda.	MINDSOURCE	10/2020

4. State Plan/Trust Fund Board Connection

All

Discussion	
	<ul style="list-style-type: none"> • Liz provided an overview of the advisory board. The state plan, finalized in January, is in the board's Google Drive folder. • Advisory board met yesterday and will be formalizing through the development of bylaws. Co-chairs were elected yesterday. • While ACL grant activities initiated our advisory board activities, we see the board as on-going. • Liz overviewed the positions – both standing and at-large. • Goal is to have 50% of the board with brain injury lived experience. • Russha is on the advisory board as well as this board – which helps us achieve overlap between boards. • Diane Byrne is taking a new role at Health Care Policy and Financing (HCPF) and Max Winker, who was previously with BIAC, will take her place as the HCPF representative on the board. • An overview of the overarching goals and strategies was reviewed with highlights of where there is likely overlap between the state plan and the focus areas of the TF Board: <ul style="list-style-type: none"> ○ Revenue generation ○ Promoting use of common brain injury language among systems ○ Awareness – monitoring other states ○ Self-advocacy ○ Behavioral health access • Angie indicated that she would like to have the State lead a campaign that providers could use in communities to help achieve stronger continuums of care. • MINDSOURCE will create a standing State Plan agenda item for the TF Board agenda. • Committees of the advisory board are in development at this point. • Jennie clarified that this board is a working board while the other is an advisory board.

Action Items	Person(s) Responsible	Deadline
1. Look into conflict of interest forms for board members.	MINDSOURCE	10/2020

5. Committees & Committee Report Out

All

Discussion	
	<ul style="list-style-type: none"> • Jennie opened up a discussion about the three committees and encouraged everyone to consider where their interests lie for participation. • General Discussion <ul style="list-style-type: none"> ○ Liz mentioned conflicts of interest as it relates to committees, for example, the RFP for client services. Committee members may have recuse themselves from time to time, particularly with procurement items. May need to consider conflict of interest forms. CDHS is now requiring that procurement staff come to board meetings to provide information about conflict of interest. ○ Dan asked if the Kempe Center or University of CO would be precluded from research grant submissions based on his involvement with the board. Jenn clarified that as long as she was not the PI, Craig continued to be able to apply for research grants. ○ External reviewers are typically involved – many out of state – for services and research RFP scoring. • Client Services charter review/discussion <ul style="list-style-type: none"> ○ Client services committee is new which is timely with the new client services RFP coming out. ○ This committee can play a role in reviewing client services data. ○ The draft charter was shown with in and out of scope areas of focus. • Vision and Outreach charter review/discussion <ul style="list-style-type: none"> ○ The Vision and Outreach committee is focused on incorporating the initiatives of the Advisory Board State Plan and next dissemination of community grants. ○ Committee members shared concerns about service availability particularly, on the Western Slope. ○ Broad outreach is an area of need in different parts of the state. ○ Regina was asked about equity and diversity and how they are addressed in grants. She clarified that there is prioritization in scoring for underserved populations. ○ Jennie encouraged adding the use data to inform identification of underserved populations. • Research/Program Evaluation charter review/discussion <ul style="list-style-type: none"> ○ This committee just met so the charter was fairly up-to-date. ○ Focus will be heavily focused on the research RFP as associated category language, possible prioritizations, a dissemination of research products and information. • Committee interest clarified: <ul style="list-style-type: none"> ○ Renee: open, client services ○ Dan: research ○ Jenn: research ○ Jason: research ○ Russha: open, not client services, vision and outreach might be a good fit ○ Tom: V&O ○ Latoya: V&O ○ Jennie: client services ○ Victoria: client services ○ Gretchen: client services, but open ○ Angie: V&O ○ Terry: research ○ Ken: research • Jennie suggested additional membership for client services – possibly someone from the Advisory Board, someone from CDPHE or CDE. Client services committee was asked to identify some potential people to reach out to once the charter is completed. • Committee chairs are asked to prioritize attendance and facilitate committee meetings. Staff will do logistics, take notes, scheduling, etc. • Following breakouts, these reports were offered: <ul style="list-style-type: none"> ○ Research: Dan reviewed in scope changes/updates including Letters of Intent, disseminating student learning opportunities, measurement language. Committee is hoping that Ken will be willing to stay on as chair, and Karen will reach out to inquire. ○ Vision and Outreach: Tom stressed the committee's focus on underserved communities and looking at ways to allocate resources and align messaging with CDPHE, the advisory board etc. with brain injury awareness. Committee sees itself doing meta-analysis on the grants – not operating them. The committee will consider applying for other grant

	<p>dollars to expand resources for CO grants, keeping meetings every other month. Tom will continue as chair.</p> <ul style="list-style-type: none"> ○ Client services: Liz mentioned addition of the outreach work of the client services contractor. Considerations for client services ad hoc members: Ian Engle and/or Maria Martinez. Need to finalize time and chair decisions.
--	--

Action Items	Person(s) Responsible	Deadline
<ol style="list-style-type: none"> 1. Ken will be contacted about continuing on as chair of the research committee. 2. Committees will need to finalize meeting dates and times and assure chair representation. 3. Possible ad hoc client services committee members will be contacted to ascertain interest. 	MINDSOURCE	10/2020

Action Items	Person(s) Responsible	Deadline

8. Wrap Up

Discussion	<ul style="list-style-type: none"> • With no further business, the meeting was adjourned.
-------------------	--

Action Items	Person(s) Responsible	Deadline

The next Board meeting: Friday, October 16th, 2020 9:00 – 11:30 am

Respectfully Submitted,

By Karen Ferrington

