



Colorado Brain Injury Trust Fund Board Meeting

Date: October 16, 2020
Location: Via Zoom

Time: 9:00 a.m. – 11:30

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| 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 | <input checked="" type="checkbox"/> | Karen Ferrington (MINDSOURCE) |
| Terry Chase | Board Member | <input checked="" type="checkbox"/> | |
| 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"/> | Alison Butler |
| Victoria Ortega | Board Member | <input checked="" type="checkbox"/> | |
| Gretchen Russo | Board Member | <input checked="" type="checkbox"/> | |
| Kenneth Scott | Board Member | <input checked="" type="checkbox"/> | |
| Angie Wickersham | Board Member | <input type="checkbox"/> | |

*All attendees were present through video and telephone options

1. Agenda topic: Welcome, Introductions, & Announcements

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| Discussion | <ul style="list-style-type: none"> Jennie opened up the meeting with a review of the agenda. Guest, Allison Butler, provided an introduction. Allison was at Disability Law Colorado for 13 years and is now the disability advocacy director for the CO Office of Respondent Parents' Counsel (ORPC). Allison mentioned that she has had four cases so far and two of the parents have a history of brain injury. | | |
| Action Items | Person(s) Responsible | Deadline | |
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2. Approval of Minutes

All

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| Discussion | <ul style="list-style-type: none"> The August meeting minutes were discussed. Renee was present so that change will be made to the August minutes. Terry motioned to approve the minutes, Ken seconded and the minutes were passed with the one change noted. | | |
| Action Items | Person(s) Responsible | Deadline | |
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3. Presentation on Procurement and Conflict of Interest (COI) - Ryan Yarrow

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| Discussion | <ul style="list-style-type: none"> Slide deck provided. Question from board: Is there an issue if a board member is associated with a large organization that had some type of involvement with a solicitation (examples – university or hospital)? This issue would involve analysis of actual vs. an appearance of conflict and consideration of whether or not there is a party being advantaged/disadvantaged. Ryan clarified that, from the State procurement perspective, governmental agencies (state and quasi-governmental) are permitted to enter into a direct procurement for any amount. Discussion followed that research and community grants have always been competitive, regardless of the bidder type, and this is a topic for further discussion and consultation. Jen mentioned that Craig Hospital is currently reviewing its COI statement. | | |
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| Action Items | Person(s) Responsible | Deadline |
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| 1. MINDSOURCE will schedule a time for the research committee and possibly the vision outreach committees to further discuss COI with Ryan. | MINDSOURCE | 12/2020 |

4. Brain Injury Alliance of Colorado (BIAC)

All

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| | <ul style="list-style-type: none"> • Presenters: Gavin Attwood, Lisa Cheney-Philp, Jaime Horsfall, Kate Kerkmans, Veronica Phelan • Slide deck provided • Question – has attendance been maintained at same levels with on-line platforms? Jaime shared that the numbers have fluctuated. • The personal support category was utilized most frequently and Kate clarified that this category is somewhat of a catch all for a number of different areas of need (housing, employment, etc.) related to making connections to community supports. • Clinical services were discussed and acknowledged as filling a significant need in the community. • Permanent Supportive Housing -- <ul style="list-style-type: none"> ○ BIAC believes that it is the first model of this type in the nation ○ Funding – LIHTC (Low Income Housing Tax Credits) to fund construction. BIAC will not be the property managers. Residents will be 100% section 8 holders. ○ Qualifications to become residents – individuals will be screened through the Service Prioritization Decision Assistance Tool which assesses vulnerability. ○ Qualification may occur if an individual in the family unit or couple has a brain injury. ○ NOTE: with PSH, the unit holds the Section 8 voucher, not the individual. • Question – are criminal justice services expanding outside of the Metro area? MINDSOURCE is currently reaching out to Montrose and Gunnison and there is also a new site on the Eastern Plains. • Question – if a child is being served who counts as the client? If a child/youth is served – the parent counts as the survivor. • Youth referrals were lower this year. BIAC finds that agencies who refer are protective of clients which can jeopardize referrals at the time of a staff change in the youth coordinator position. BIAC acknowledged that they underestimated the need to build partner confidence. Relationship building with the agency as a whole (not just a person) is the objective to address this issue. Referrals are happening with Children’s Hospital, child welfare agencies and youth corrections. Gretchen has offered to help make connections in child welfare. • Another gap area was self-management participation by youth. This year, the Youth services coordinator and the Self-management team will work together to create awareness about the option for self-management. • Question – who provides language translation services? Translation services are provided through a vendor (by phone, in person, through Zoom) and there have been no gaps in what the language services provider can deliver. |
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| Action Items | Person(s) Responsible | Deadline |
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| Liz will connect Gretchen and Jaime to have further discussions related to child welfare referrals. | Liz | 11/2020 |

5. Program Updates

All

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| Discussion | <ul style="list-style-type: none"> • Revenue—In the 1st quarter, MINDSOURCE realized \$526K in revenue (projection for the year is 2.1M). This is on the lower end of what is needed as MINDSOURCE is currently budgeting at 2.4M. Therefore, there will likely be a dip into the reserves. Commitments to research grantees and service providers remain a priority. For additional reference, revenues are 27% lower than last year – trend is similar to other cash-funded programs which are realizing 25-45% shortages. This shortfall coincides with the \$450K general fund loss this fiscal year. • State employees were notified about furlough requirements – 0-3 between now and the end of the fiscal year depending on salary. • The administrative rules are being updated and the stakeholder input process will include discussions with this board which is scheduled for the next meeting in December. The rule changes primarily center around the change in the brain injury definition and MINDSOURCE is working to get the new rules into effect July 1st of 2021. A public town hall will take place in January and input will also be gathered from the Brain Injury Advisory Board. • Victoria asked about the equity and diversity content on the MINDSOURCE website. Regina shared that CDHS has hired an equity and diversity manager and because a departmental web resource is in development, MINDSOURCE has been asked to hold off so that the two sets of resources can be linked. Equity Diversity and Inclusion (EDI) language has been added to the Request for Proposal for client services. Vendor will be asked to provide an EDI plan. Also there will be evaluation criteria added to the contract based on input from the departmental auditor. Ken asked about training for BIAC staff related to EDI, and Regina discussed the cultural competency committee she runs with BIAC representatives and listed the trainings that have |
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| | occurred as a result of this committee's work: cultural competency 101, health equity 101, LGBTQ+, transgender. The next training will be on Generational trauma. | | |
| Action Items | Person(s) Responsible | Deadline | |
| 1. The draft rules will be sent ahead of time prior to the December meeting. | MINDSOURCE | 12/20 | |
| 2. The topic of EDI will be added to the client services agenda for further discussions. | MINDSOURCE | 11/20 | |

6. Wrap Up

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| Discussion | <ul style="list-style-type: none"> • Next month – presentation by Dr. Janet Tyler with the Colorado Department of Education. • Discussion of board meeting time and date with Zoom poll. Will keep on third Fridays at the same time. | | |
| Action Items | Person(s) Responsible | Deadline | |
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The next Board meeting: Friday, December 18th, 2020 9:00 – 11:30 am

Respectfully Submitted,

By Karen Ferrington

