



Colorado Brain Injury Advisory Board Meeting Minutes

Date: March 16, 2023

Time: 10:00 -12:00 AM

Location: Zoom

NAME	PRESENT	NAME	PRESENT
Board Members		Jones, Christa	x
Boyd, Kara	x	Knauer, Russha	
Dickerson, Jody	x	Laureta, Laura	x
Engle, Ian	x	Levis, Bill	x
French, Anna	x	Martinez, Maria	
Friedman, Ronen	x	McMahon, Leah	
Genzel, Ben	x	Micciche, Denise	x
Hawley, Lenny		Munthali, Jennie	x
Heidenreich, Steve		Pedler, Rhea	
Henika, Joy	x	Snelson, Kari	
Herbstman, David		Wren, Louisa	
Grisham, Toni	x	Agtarap, Stephanie	x
Horsfall, Jaime			
Janeba, Meg			
Staff		Guests	
Liz Gerdeman (MINDSOURCE)		Amy Engleman (ACL Grant Evaluator)	
Kelly Miller (MINDSOURCE)		Mindy Gates (OAADS)	
Erin Horner (MINDSOURCE)			
Lina Kyle (MINDSOURCE)			

Welcomes

Discussion	Kelly introduced Meg Janeba who will be joining the board as a representative of Colorado Department of Health Care policy and Financing (HCPF).		
Action Items	Person(s) Responsible	Deadline	
NA			

Approval of Minutes

Discussion	Bill moved to approve the November 2022 and the January 2023 minutes with minor corrections, Laura seconded, and motion passed.		
Action Items	Person(s) Responsible	Deadline	

Business

<p>Discussion</p>	<p>Brain Injury Awareness Month MINDSOURCE staff gave an update on Brain Injury Awareness Month activities. The board talked about events that they are hosting for March.</p> <p>Board Terms Kelly asked Board members to think about how long they would like to serve on the board. The bylaws state that members may serve additional terms but isn't clear about the process for that. Kelly will be working with the board cochairs to draft some updated bylaws to be presented to the board at the next meeting. She asked the board members to think about how if they'd like to continue to serve on the board and how they think the board should confirm the terms of those members who have served since the board's inception. Ian expressed his concern that if too many members roll off at once, the board will lose a lot of institutional memory. Bill announced that this would be his last meeting. Maria also expressed that she feels she is nearing the end of her time on the Board.</p> <p>Open Meetings Act Mindy gave the board a refresher on the Colorado Open Meetings Law. It requires State and local governmental bodies to discuss public business or to take formal action in meetings that are open to the public. A meeting is defined as any kind of gathering, convened to discuss public business, whether in person, by telephone, electronically, or by other means of communication. This Board is a State Public Body. If two or more members of the body are talking about business that conversation can constitute a meeting. The law requires that meetings be posted in advance and meeting minutes must be taken and made available for public inspection. Lastly, the law gives specific instructions for when executive sessions are appropriate and how those meetings should be conducted. Russha asked what the repercussions of violating the law are. Mindy said she would investigate that further, but at a minimum it would result in bad publicity for the organization. Russha followed up by asking if there should be something included in the bylaws and Mindy agreed that it would be appropriate to include language requiring board members to adhere to the law. Bill asked if email conversations previously had needed to be kept separate and Mindy said that isn't necessary. Ben wanted to know if Colorado's law supersedes ACL regulations. Mindy said she would investigate that. He followed up with concerns that if individuals cannot speak to each other outside of meetings, and members are limited to what they are allowed to speak about during the meeting, important information or input may be stifled. Mindy stated that board members can reach out to her if they feel is that is the case. Ian asked what enforcement of the law looks like. Mindy said she will look further into that. Bill reminded the board that this is an advisory body that does not have a role in making statutory decisions. Bill expressed that he thinks it is very important that the advisory board remember its mandate and the limits of its authority. Russha explained the difference between the Trust Fund Board and the Advisory Board. The Trust Fund Board is mandated by state statute and members are appointed by the Governor and are responsible for setting policy and priorities for spending the Trust Fund. The Advisory Board is a requirement of the ACL grant awarded to MINDSOURCE. It's purpose is to create the state plan and to provide input and advice on how to achieve</p>
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	<p>the goals of the state plan. Russha asked for a clarification on what constitutes a conflict of interest. A conflict is a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. Laura asked if there was a flow chart or visual aid to clarify the separate Boards and she asked if grant applicants should step down from the board to avoid a conflict of interest. This board does not award any funds, so there is no conflict of interest for board members applying for MINDSOURCE grants. Rowen asked what the board should do if a member does not feel there is sufficient time to discuss a topic during a meeting. Kelly suggested that board members email her and the cochairs any topics they feel should have specified time on an agenda. Ian reminded the Board that it is important that individuals leave their personal agendas aside. Russha suggested adding that to the group agreements. Bill reminded the group that individuals should not bring up items outside the scope of this board. Kelly agreed, and said that not all suggested topics will make it to the agenda if they aren't appropriate for this board.</p> <p>Kelly wanted to provide clarification on questions that came up in the previous meeting regarding SAIL funding. For the 2023 fiscal year, BIAC has spends less than \$5,000 on presenting SAIL training as part of their contract, and MINDSOURCE has spent approximately \$15,000. The advisory board started planning the initial state plan in 2018-2019 and included SAIL as a strategy in that plan.</p>	
Action Items	Person(s) Responsible	Deadline

State Planning

<p>Discussion</p>	<p>Current Goal 1: Strengthen the infrastructure and capacity of MINDSOURCE and its partners to improve services, resources and supports throughout Colorado.</p> <p>Proposed Change: Strengthen the infrastructure and capacity of MINDSOURCE and its partners by designing and building a sustainable one stop shop/”no wrong door” for early identification and effective referrals to a system of supports for peoples with brain injuries.</p> <p>Jennie said that the Behavioral Health Administration (BHA) is rolling out contracts to service organizations. She said this is opportunity to align their roll out with the board’s goals to improve access to mental health care for individuals who also have a brain injury. The BHA has assigned a individual to this board and MINDSOURCE staff has been working to establish connections within the organization. Stephanie suggested operationalizing what is specifically meant by “designing and building.” Kelly explained that this would be the big bucket goal and under this would be specific action items. Ian wanted to leverage existing community relationships to share tools and resources outside of a clinical environment. He feels like people will be more open to accessing resources if they are recommended by trusted sources. Joy wanted to be sure “throughout Colorado” be included. Toni wanted to include supports for people/families due to our pediatric population. Kelly clarified that “no wrong door” embodies the idea of no one being turned away and creating a space where anyone can find resources.</p>
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	<p>Current Goal 2: Increase access to services via a user-friendly non-redundant system of brain injury supports.</p> <p>Proposed Change: Strengthen the infrastructure and capacity of MINDSOURCE and its partners by building and sustaining a straight-forward, efficient, and effective system of ongoing supports for people with brain injuries across the lifespan.</p> <p>Kelly emphasized that this goal’s intention to increase access and expand the existing systems. Ian wanted to ensure the system is not so streamlined that individuals lose the ability to make choices regarding their providers and what supports and services will best meet their needs. He would like to add language about educating individuals about their options so they can make informed choices. Ben wanted to remind the group to keep person centeredness and intersectionality in mind when finalizing the goals and the action items related to them. He recommended the words “intersectionality informed and person centered in spirit.”</p>	
Action Items	Person(s) Responsible	Deadline

Public Comment

Discussion	There was no public comment.	
Action Items	Person(s) Responsible	Deadline
NA		

Next Steps/Wrap Up

Discussion	Kelly will be creating work groups related to each of the goals and would like every member to participate in on. The groups will word smith the goals and think of ways to operationalize the goals. She will reach out to each board member to discuss which group they are most interested in working on.	
Action Items	Person(s) Responsible	Deadline
NA		

Parking Lot

Discussion	How does the board strike a balance between ensuring people feel heard during meetings and there being ample time for business to be conducted?	
Action Items	Person(s) Responsible	Deadline
NA		

Next Meeting: Thursday, April 20, 2023, 10:00 a.m. – 12:00 p.m

Minutes collected by Lina Kyle