



Colorado Brain Injury Advisory Board Meeting Minutes

Date: April 20, 2023

Time: 10:00 -12:00 AM

Location: Zoom

NAME	PRESENT	NAME	PRESENT
Board Members		Jones, Christa	x
Boyd, Kara		Knauer, Russha	x
Dickerson, Jody		Laureta, Laura	x
Engle, Ian	x	Martinez, Maria	x
French, Anna		McMahon, Leah	
Friedman, Ronen		Micciche, Denise	x
Genzel, Ben		Munthali, Jennie	
Hawley, Lenny		Pedler, Rhea	
Heidenreich, Steve		Snelson, Kari	
Henika, Joy	x	Wren, Louisa	
Herbstman, David		Agtarap, Stephanie	x
Grisham, Toni	x	Bowman, Kelly	x
Janeba, Meg			
Staff		Guests	
Liz Gerdeman (MINDSOURCE)		Jaime Horsfall (BIAC- Subject Matter Expert)	
Kelly Miller (MINDSOURCE)		Mindy Gates (CDHS)	
Erin Horner (MINDSOURCE)		Ben Ingraham (Craig Hospital)	
Lina Kyle (MINDSOURCE)			

Welcomes

Discussion	Kelly introduced Kelly Bowman. She is the Program Manager for 988 and will be joining the board representing the Behavioral Health Administration		
Action Items	Person(s) Responsible	Deadline	
NA			

Approval of Minutes

Discussion	Maria moved to approve the minutes from March as written, Joy seconded and motion passed.
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Action Items	Person(s) Responsible	Deadline

Discussion

Discussion	<p>Brain Injury Awareness Month</p> <p>Kelly gave summary of Brain Injury Awareness Month activities. The MINDSOURCE website had 1400 new users, 807 of them on the Mind Your Brain page.</p> <p>Group Agreements</p> <p>Kelly presented the updated group agreements. Ian wanted to remind the group that this should be a living document and should expect it to change with the group. Russha agreed and said that bylaws should be reviewed every two or three years while the group agreements will evolve more frequently. Ian asked if it would be beneficial to define “personal agendas.” Mindy suggested altering language to reflect what the group wants instead of restrictions. Stephanie suggested encouraging individuals use personal experience and expertise to reach collaborative outcomes. Maria said when she hears someone focusing on the word “I” she worries that the focus on “we” is being lost. The group wanted to include that all opinions hold equal importance, but then had discussion regarding the value of opinions. They modified to the working to say that everyone’s personal and professional experience and perspectives equally valuable and welcomed. Russha and Ian wanted language added encouraging board members to listen and be open to learning from other members of the group. Language about staying on topic was cleaned up to encourage individuals to be respectful of the agenda and time of other members. Newly identified items will be moved to the parking lot for future meetings or follow up discussion with the Advisory board staff.</p> <p>CoChair Vacancies</p> <p>Russha and Maria will be ending their terms as cochairs in June. The Board needs to elect new cochairs for a two-year term. One of the cochairs must be an individual with lived experience. The cochairs work with Kelly to set the agenda and facilitate the meetings. They also assist with onboarding new members.</p> <p>Colorado Disabilities Council Representative</p>
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The board had previously discussed inviting a member of the Colorado Disabilities Council to sit on this board. Now is not a good time to recruit from them, but staff will follow up with them in the future.

Tribal Liaison

This is a standing position on the board, however this position is currently vacant.

Regional Accountable Entity (RAE) Member Replacement

Billy Bemis was previously on the board representing RAE. Kelly asked the Board if the group would like a RAE representative to be a standing member. The board voted in favor.

Information presented by Mindy Gates:

1. I wanted to take a few minutes to follow up on the two questions from the last meeting on the Open Meetings Law. I talked with our Department's chief legal director and this is the guidance that he provided
 1. Q1 - What is the method of enforcement for the Open Meetings law? What are the consequences/repercussions for not adhering to it?
 1. There can be many different consequences, some of those include -
 2. A person can take legal action against the state - not following the open meetings law can potentially open up the department up to litigation
 3. Violations of the open meetings law have the potential to render any related actions invalid - any action taken when not in compliance with the law is void - the board would have to redo the action in compliance with the rules for it to be in effect
 4. And, there is the risk that not following the open meetings law could negatively impact to credibility and public perception of the board and Department
 2. Is it necessary/useful to spell out clearly in the advisory board bylaws the consequences for not adhering to Open meetings law?
 1. We don't think it's a good idea to try to specifically call out what potential consequences of not following the open meetings laws might be in the bylaws - otherwise you might go down a path of calling out every specific thing for which there might be consequences. However,

	<p>the bylaws should be clear in what authority or action the Department or Board can take when a board member is violating any law or rule, so that should be revisited when you redo your bylaws to be sure that is clear.</p> <ol style="list-style-type: none"> 2. Also, I wanted to recap some of the ways you can ensure this advisory board is following the open meetings law <ol style="list-style-type: none"> 1. First, Kelly takes care of ensuring that the meeting information is posted in advance of the meeting and that minutes are taken and made available, so those aspects of the law are covered 2. For members, you just need to remember that all advisory board business must be conducted at a scheduled meeting. This means that two or more members shouldn't discuss board business or otherwise communicate about it by email outside of regular meetings. <ol style="list-style-type: none"> 1. Regarding the question about mentorship, I think that's fine as long as you don't discuss board topics. That is more logistic in nature, and procedural. 3. You can request an agenda item for an upcoming meeting by contacting Kelly. She will be sure the chairs get the information and consider your request when they set the agenda 4. Similarly, if you have information or material about a topic on the agenda for an upcoming meeting you would like to share with the group, you can get that to Kelly and she can distribute it when she sends out the agenda.
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Action Items	Person(s) Responsible	Deadline
Kelly will follow up on CDOT stats if available Kelly will send out details regarding the nomination process and timeline		

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 indicate which group they want participate in. The groups will
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	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, May 18, 2023, 10:00 a.m. – 12:00 p.m

Minutes collected by Lina Kyle