



Colorado Brain Injury Advisory Board Meeting Minutes

Date: May 18, 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	x
Hawley, Lenny		Pedler, Rhea	
Heidenreich, Steve		Snelson, Kari	
Henika, Joy	x	Wren, Louisa	
Herbstman, David	x	Agtarap, Stephanie	x
Grisham, Toni		Bowman, Kelly	
Janeba, Meg	x		
Staff		Guests	
Liz Gerdeman (MINDSOURCE)		Jaime Horsfall (BIAC- Subject Matter Expert)	
Kelly Miller (MINDSOURCE)		Mindy Gates (CDHS)	
Erin Horner (MINDSOURCE)		Amy Engleman	
Lina Kyle (MINDSOURCE)			

Welcomes

Discussion	Kelly welcomed everyone to the group.		
Action Items	Person(s) Responsible	Deadline	
NA			

Approval of Minutes

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

Discussion

Discussion	<p>MINDSOURCE Boards</p> <p>Kelly gave a brief overview of the Advisory Board and the Trust Fund Board. She discussed the responsibilities and goals of the boards and how they differ.</p> <p>Group Agreements</p> <p>Kelly presented the updated group agreements with the changes suggested at the last meeting. Russha moved to accept the revised group agreements, Joy seconded, and the motion passed with Ben abstaining.</p> <p>CoChair Vacancies</p> <p>Russha and Maria will be ending their terms as cochairs in June. Kelly asked if there were any nominations for co-chairs. Ian nominated himself. Maria nominated Stephanie and she accepted the nomination. Kelly will investigate the legality of holding a vote by email and if there are no issues she will send them out with a deadline for responding.</p> <p>Proposed Revisions to the Bylaws</p> <p>Kelly went over the proposed revisions to the Bylaws.</p> <ul style="list-style-type: none"> • Rename the board to council: Ian and Russha expressed concerns that the acronym might be too close to the Brain Injury Alliance of Colorado’s (BIAC). Kelly will do further research and propose some possible names in a future meeting. • Updated purpose: The board discussed how to clearly express the purpose of the group. They agreed that language related to specifics from the state plan should be removed. They wanted to include more verbiage from the ACL grant language. • Physician as a standing or at large member: Russha wanted to know why this would be necessary. The board already has a significant number of standing positions, and after filling those, it can be a struggle to meet the requirement of 50% of the members with lived experience. The consensus of the board was to not make it a standing position but to invite subject matter experts to attend and present at meeting as needed.
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- Background checks: The board discussed adding a requirement for background checks. Ian and Maria wanted to be sure individuals aren't excluded unless absolutely necessary. Kelly will do additional research on criteria used by other boards who do use background checks. She will especially focus on thresholds for barring membership.
- Three-year terms for all members: Standing members are currently appointed to the board indefinitely, while at large members are elected to serve three-year terms. At the end of their first term, members may apply for a second term. There is a two term limit. The board discussed if there is value in setting term limits for at large board members as well.
- All members complete an application: The board liked the idea of all members competing applications.
- Kelly highlighted some changes that required no discussion:
 - Add a section regarding ACL Grant requirements related to advisory boards
 - Requirement to review bylaws at a minimum every two years
 - Added a nondiscrimination section
 - Expanded the section regarding mentorship of new members
 - Added requirement that members must attend at least half of a meeting to receive compensation
 - Replace "each year the board will review its management practices" with "Each year a survey will be administered to the board regarding practices and engagement."
- Language was added to address removal of board members.
 - The board may recommend to MINDSOURCE to remove a member for substantiated gross neglect of duty, conviction of a felony or violation of the by-laws and laws that govern the board.
 - MINDSOURCE holds the authority to remove members without a vote for behavior that is egregious or threatening to others.
 - A simple majority of voting members is required to pass a motion to remove a member.
 - Further language was added to explain actions that may be taken by MINDSOURCE to investigate when a recommendation for removal is made.
 - Board members who misrepresent themselves as employees of the state or of partner agencies or as having false authority due to their position on the board will be removed.

	<ul style="list-style-type: none"> • Attendance requirements were added. Members are allowed two excused absences each year. • Co-chairs will mentor and support newly elected Co-chairs for a minimum of six months. • Additional time will be allowed during public comment for reasonable accommodation of disabilities. <p>State Plan Timeline Kelly discussed the state timeline.</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 indicate which group they want participate in. 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		
Action Items	Person(s) Responsible	Deadline
NA		

Next Meeting: Thursday, June 15, 2023, 10:00 a.m. – 12:00 p.m

Minutes collected by Lina Kyle