



## Colorado Brain Injury Trust Fund Board Meeting

**Mission:** To advance systems, facilitate research, and assure support services for individuals with brain injury.

**Vision:** Enhance quality of life for everyone in Colorado living with, or affected by, brain injury and their communities.

Date: April 21, 2023

Time: 9:00 a.m. – 11:00

Location: Via Zoom

TYPE OF MEETING		Board Meeting	
ATTENDEES			
NAME	POSITION	PRESENT	STAFF PRESENT
(Board Members)			Liz Gerdeman (MINDSOURCE)
Jennifer Coker	Board Chair		Kelly Miller (MINDSOURCE)
Renee Charlifue-cSmith	Board Member	x	Lina Kyle (MINDSOURCE)
Angie Goodger	Board Member	x	Kelly Miller (MINDSOURCE)
Jamal Long Soldier	Board Member	x	
Jason Kacmarski	Board Member	x	
Russha Knauer	Board Member	x	
Daniel Lindberg	Board Member	x	
James Graham	Board Member	x	<b>GUESTS</b>
Victoria Ortega	Board Member	x	Jim Tatten (Member of the Public)
Rebecca Wasil	Board Member	x	Mindy Gates (OADS)
Angie Wickersham	Board Member	x	
Anthony Young	Board Member	x	
Veronica (Vicky) Zarlingo	Board Member		

\*All attendees were present through video and telephone options

### 1. Agenda topic: Welcome, Introductions, & Board Business

Discussion	James welcomed everyone to the meeting and Liz introduced Mindy, the Deputy Director of the Office of Adult Aging and Disability Services.		
Action Items	Person(s) Responsible	Deadline	

### 2. Approval of Minutes

Discussion	Dr. Young moved to approve the February 2023 minutes as submitted, Angie seconded, and motion passed.		
Action Items	Person(s) Responsible	Deadline	

### 3. Board Business

Discussion	<p><b>Terms</b> Liz congratulated Jason, Jenn, Angie, Rebecca, and Vicki Z. on their Senate Confirmations. Dan and Renee's first terms will end July 1<sup>st</sup>, and both have indicated they are interested in reapplying. The board will have to select a chair-elect for the next fiscal year. Liv asked the board to consider which members they'd like to nominate, and the vote will be held at the June meeting.</p> <p><b>Updated Meeting Schedule</b> Liz discussed the meeting schedule for June, August, and October.</p>		
Action Items	Person(s) Responsible	Deadline	

#### 4. Committee Updates

**Research and Program Evaluation**  
 The committee will begin drafting a new research RFP this summer. The goal will be to release the solicitation earlier than last cycle to allow for more time to complete applications. The committee will also assist MINDSOURCE staff in identifying individuals to review the applications.

**Vision and Outreach**  
 The committee received 11 applications for community grants. Angie and Denise from BIAC presented at the Intimate Partner Violence Awareness Conference in Grand Junction. They talked about the impacts of brain injury and encouraged the use of the screening protocol within the justice system.

**Client Services**  
 The committee funded three events during Brain Injury Awareness Month. BIAC hosted a screening of the movie "The House We Lived In." In Grand Junction Hilltop had a scheduled car show that was rescheduled to May due to weather. Lit Up My Mind distributed information and swag in libraries around Pueblo.

**Vendor Updates**  
 The Client Services committee has been working on establishing guidelines for the BIAC and CDE reports. The goal is to ensure the vendors have clear expectations and the board gets the information they need. The committee is recommending a pre-recorded presentation for members to watch in advance and have time to process information and come up with any questions they may have. They are also recommending an executive summary featuring highlights from the year. The written reports are due to MINDSOURCE by September 1, and the presentation to the Board will likely be given at the October meeting. The board had significant conversation that included the following points and suggestions:

Written Report

- Be more strategic about the information included in the graphics. When possible, use narrative instead.
- When presenting a graphic would be beneficial a sidebar should be included that explains the data.
- Include more of a framework to make the data more understandable. The data should be included in some sort of context instead just a data dump.
- After the board reviews the written reports, it would be helpful if they submitted any questions or requests for additional information in advance of the presentation.
- A map of BIAC services and which of those services are MINDSOURCE partially funded would be helpful.
- Can year-on-year comparisons be included?
- Specific information is difficult to locate in the report. Titles and headings can guide people to what they are looking for.
- Include an overarching, consistent structure throughout the report.
- Highlight the key points or insights instead of burying them in text.
- Tables are often more helpful than pie charts.
- For each service include a table that includes overall numbers with comparison year-on-year, client characteristics, any evaluations, and strategic discussion of impact of current year and plans for future year. It would be great if in the same order for each section.

Presentation

- The board can review the written report and recording to submit questions for the in-person meeting. The in-person meeting will be focused on answering those questions.
- What were the big successes and challenges encountered and any anticipated changes for next year?

Vicky O. would like there to be discussion and analysis of service changes related to the expanded definition of brain injury in the statute. Liz suggested that this year's report might be premature to look at that. This year was a soft launch of offer services to individuals with non-traumatic brain injuries. Next year's report will give a better picture of the changes. Some board members expressed interest in getting raw data in Excel so they can create their own pivot tables.

Action Items	Person(s) Responsible	Deadline
Research feasibility of requiring disclosure of funding streams and/or requiring matching funding in future contracts	Erin	

#### 5. Fiscal Year 2024 Statement of Work Changes

Discussion	<p>Colorado Department of Education had no significant changes to their contract for 2024.</p> <p>BIAC has submitted a contract modification request.</p> <ul style="list-style-type: none"> <li>• Peer Mentorship will be added to the contract for FY 2024. The pilot for this program originally funded by MINDSOURCE. They received a grant from an outside organization to fund the program for two years. When BIAC's contract was negotiated, it was decided that MINDSOURCE</li> </ul>
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	<p>would take over providing the funding for that program when the grant was completed. They are also requesting 9 additional funding to provide some incentives for the volunteer mentors.</p> <ul style="list-style-type: none"> <li>• BIAC is requesting funding two new FTE for resource navigation.</li> </ul> <p>Angie would like more information regarding funding streams. Liz informed the board that they have little authority over that as there are no requirements related to that in their contract, but MINDSOURCE staff will investigate including it in future contracts.</p>	
Action Items	Person(s) Responsible	Deadline

## 6. Program Updates

Discussion	<p><b>Brain Injury Awareness Month</b> The Brain Injury Awareness campaign was very successful. Liz shared some of the preliminary data on reach and return on investment.</p> <p><b>Staff Trip to Washington DC</b> In March MINDSOURCE staff went to Washington DC for Brain Injury Awareness Hill Day and to participate in the National Association of State Head Injury Administrator's 2023 SEED Summit. Staff was able to meet with partners in other states and the Administration for Community Living and were able to participate in workshops on a variety of topics.</p> <p><b>Resource Facilitation Steering Committee</b> Liz is participating in a resource facilitation steering committee being hosted by NASHIA. Nine states that offer resource facilitation are coming together to create a standardized name, definition of service, standards and best practices and exploring opportunities to share data.</p>	
Action Items	Person(s) Responsible	Deadline

## 7. Wrap Up and Public Comments

Discussion	<p>Jim expressed his happiness with the work of the Board and MINDSOURCE. He has followed the program for several years and is happy with the direction it's taking.</p> <p>Dan moved to adjourn, Russha seconded, and the motion passed.</p>	
Action Items	Person(s) Responsible	Deadline

**The next Board meeting: Friday, June 16, 2023 9:00 – 11:30 am**

Respectfully Submitted,  
By Lina Kyle