

Meeting Minutes

MINDSOURCE Trust Fund Board

April 19th, 2024

Type of meeting	Full Board Meeting
Public/Private	Public
Meeting Location	Online, hosted on zoom
Formal/Informal	Formal
Facilitator	MINDSOURCE, Russha Knauer; Chair, James Graham ; Chair Elect, Angie Goodger
Chair(s)	James Graham, Angie Goodger
Committee Members Present	Angie Goodger, Dan Lindberg, Vicky Ortega, James Graham, Vicki Zarlingo, Anthony Young, Rebecca Wasil, Jamal Long Soldier, Amanda Hood, Jason Kacmarski, Renee Charlifue-Smith
Minute Taker	Kelly Miller
Recorded: Y/N	N
Time Meeting Called to Order	9:00AM
Time Meeting Adjourned	11:06am
Attendees	<p>Board members: Angie Goodger, Dan Lindberg, Vicky Ortega, James Graham, Vicki Zarlingo, Anthony Young, Rebecca Wasil, Jamal Long Soldier, Amanda Hood, Jason Kacmarski, Angie Wickersham, Renee Charlifue-Smith, Jennifer Coker</p> <p>Guests: Karen McAvoy, Presenter</p> <p>MINDSOURCE Staff: Russha Knauer, Kelly Miller, Erin Horner, Mindy Gates</p> <p>Members of the public: Jim Tatten, Bekah Litz, Mackenzie Peckham, Kate Kerkmans, Maria Martinez, Cindy Grubenhoff, Lucia Valdez</p>

Absent Members

Jennifer Coker, Angie Wickersham, Renee Charlifue-Smith

Agenda Topic 1: Welcome, Roll Call, Board Business

Introductions and Approval of February Minutes

Angie moved to approve February minutes, Jamal seconded. Unanimous approval of minutes.

Agenda Topic 2: Debrief Brain Injury Awareness Month

Informational

Sharing of infographic that highlights the social media posts created by the CDHS communications team, includes post analytics.

MINDSOURCE hosted two events; Glenn Bott motivational speaker and a Survivor Panel. Also collaborated with BIAC to issue a special issue of the MINDSOURCE newsletter that featured survivor stories.

Sent infographic to courts with information on how funds collected from fines/fees contribute to improving/expanding services and supports for people with brain injury.

Agenda Topic 3: Update on Research Grant Award

Informational

Erin shared that three researchers were part of an evaluation panel that met in March after reviewing applications. Scoring was conclusive and they reached consensus in ranking of applicants. Erin and Russha then met with the OAADS Deputy Director and accountants to review revenue projections for the year. We will award one research grant this year. The awardee is Dr. Adam Kinney through the University of Colorado Denver. Research is regarding older adults with brain injury and rehabilitation services upon discharge from hospital. The project will begin 7/1/24.

Agenda Topic 4: Budget Overview and Updates



Informational	<p>Russha presented a budget overview. Budget information from March was shared. Per statute, no less than 55% of funds to be spent on client services. Remaining percent of expenditures related to education and research are determined by the board. Funds come from traffic law fines/fees including helmet law violations and impaired driving violations. Review of budget including fund balance, expenditures and revenue. Revenue has decreased annually. Estimated revenue for 2024 is around \$1.5 million. The fees collected come to the trust fund through direct deposit and checks. Direct deposit makes it difficult to track and determine which jurisdictions are collecting fees. Is impaired driving decreasing? Unsure, court filings/convictions of impaired driving is down but unsure if impaired driving has decreased. Potential reasons for the decrease in revenue were reviewed (e.g., reduced filings, elimination of Outstanding Judgment Warrant fee). Mindy highlighted that we are in a good place with our fund balance and we can access those funds if we have a need. If revenue continues to decline we would need to explore securing additional funds for the program. Typically revenue increases in the 4th quarter. Mindy underscored the projection is just an estimate and could change. In 2019 MINDSOURCE began receiving \$450,000 from the general fund. MINDSOURCE is shifting to utilizing internal CDHS resources when possible which will save on costs. For example, MINDSOURCE is shifting to an internal website through CDHS and increasing collaboration with CDHS Project Management Team. This will allow for reallocation of funds. The creation of a budget task force was proposed. The task force would make budgetary recommendations to the board.</p>
----------------------	---

Agenda Topic 5: Community Grantee Presentation: Karen McAvoy, Get Schooled on Concussions

Presentation	<p>Karen is author of REAP (Reduce/Remove, Educate, Adjust/Accommodate, Pace) community based model for concussion management and owner of Get Schooled on Concussion. She has extensive experience in the brain injury field. Her MINDSOURCE grant began July 2023.</p> <p>Karen reviewed the impetus of her work and the Multi Tier System of Support (MTSS) approach within schools. To expand the reach to teachers in regard to return to learn, she created the Teacher Acute Concussion Tool (TACT) digital tool. Karen reviewed the TACT program and showed examples of some of the messaging teachers receive. The TACT is based on a public health model. The program was piloted in 4 districts (two rural, one suburban and one urban). Around 750 teachers across those</p>
---------------------	--





4 districts have been trained in real time working with kids who have had a concussion.

<p>Decision Items & Voting</p>	<p>Incoming Chair Elections</p> <ul style="list-style-type: none"> James is approaching the end of his term as chair. Bylaws permit up to two terms as chair. Angie is chair elect now. Angie nominated James and Dr. Young seconded. Board voted and unanimously approved James as chair for another year. <p>Budget Task Force</p> <ul style="list-style-type: none"> Dan suggested the discussions take place as a board rather than creating a task force. It could be that everyone would be interested in participating so perhaps discussions would be better with the full board. Task force would focus on a thorough understanding of the budget and make recommendations to the full board. There is no limit to the number of people on the task force. There are no deadlines related to budget items at the moment. Community grants are on hold at this time. Dr. Young moved for creation of a task force and suggested having a special meeting after task force has met. James seconded the motion to create a budget task force. Vote total was 1 no and 9 yeses. <p>Bylaw Updates</p> <ul style="list-style-type: none"> Updated language regarding attendance. Updated language regarding preceding chair elect and support to incoming chair. Updated language regard shift from subcommittees to task forces. Suggestion to consider flexibility regarding task force involvement. Consider language that allows for some flexibility around task force involvement. For example: board members will volunteer for at least one task force annually, members will volunteer to participate in one task force per year. Chairs can waive the requirement. Chairs may ask members to volunteer for task force projects that align with their expertise. Russha and chairs will work on modifications and send out language for review/approval.
---	---

Agenda Topic 5: Public Comment



Informational

Appreciation for the discussion today and exploring a budget task force to promote clear understanding of budget issues. Appreciation for the work being done.

Agenda Topic : Adjourn

Informational

James motioned to adjourn, second by Amanda, adjourned 11:06am.

