

# Meeting Minutes

Group/Team/Purpose: MINDSOURCE Trust Fund Board

Date: February 16th, 2024

Type of meeting	Full Board Meeting
Public/Private	Public
Meeting Location	Online, hosted on zoom
Formal/Informal	Formal
Facilitator	MINDSOURCE, Russha Knauer and Co-Chairs <a href="#">James Graham</a> and Angie Goodger
Chair(s)	James Graham, Angie Goodger
Committee Members	Angie Goodger, Dan Lindberg, Vicky Ortega, James Graham, Vicki Zarlingo, Jennifer Coker, Anthony Young, Rebecca Wasil, Jamal Long Soldier, Amanda Hood, <a href="#">Jason Kacmarski</a> , <a href="#">Renee Charlifue-Smith</a> , Angiel Wickersham
Minute Taker	Kelly Miller
Recorded: Y/N	No
Time Meeting Called to Order	9:03am
Time Meeting Adjourned	10:56am
Attendees	Board members: Angie Goodger, Dan Lindberg, Vicky Ortega, James Graham, Vicki Zarlingo, Jennifer Coker, Anthony Young, Rebecca Wasil, Jamal Long Soldier, Amanda Hood, <a href="#">Jason Kacmarski</a> (late) MINDSOURCE Staff: Russha Knauer, Kelly Miller, Mackenzie Peckham, Erin Horner Advisory Council Co-Chairs: Stephanie Agtrap, Ian Engle



	Members of the public: Jim Tatten, CJ McKinney
Absent Members	<a href="#">Renee Charlifue-Smith</a> , <a href="#">Angie Wickersham</a>

## Agenda Topic 1: Welcome, Roll Call, Board Business

<b>Introductions and Approval of December Minutes</b>	Introductions of board members, MINDSOURCE staff and guests. Angie Goodger moved to approve December minutes, Vicky Ortega seconded, Jennifer Coker abstained. Approved by vote of all members.
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## Agenda Topic 2: State Plan Overview

<b>Informational</b>	<p>Kelly gave a brief overview of the state plan and the planning process.</p> <p>Ian Engle and Stephanie Agtrap, co-chairs of the Colorado Advisory Council on Brain Injury, gave a <a href="#">state plan overview</a>.</p> <p>Dan suggested adding the Colorado Hospital Association as a Key Partner for Strategy #4 (point of contact Darlene.Tad-y@CUANSCHUTZ.edu)</p> <p>Vicky asked a question about how the plan will be culturally and linguistically supportive of our population. Ian shared that the state plan is the what, not about how. We will partner with subject matter specific stakeholders on the how for goal implementation. Kelly shared that the state plan will be translated into Spanish. Ian shared that this is the first Advisory Council group he’s ever been a part of that pays for participation if members are not paid to participate through work / by their agency but are volunteering their time.</p>
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## Agenda Topic 3: Subcommittees





<b>Decision</b>	<p>Discussed moving from subcommittee to task forces. Task forces will be time limited and goal specific. Will allow for cross-pollination and pulling in expertise of board members, still have public meeting attendance, ensure that board members are a part of the work of the board and addresses feedback about board members feeling disengaged from the work of the board.</p> <p>Current by-laws state non board members can participate in subcommittees. This will continue to be an option. Task force meetings will be open to the public. With the new approach members will be asked to participate on one task force per year. Task force meeting frequency will vary depending on topic but will likely be once per month. There was some discussion around perhaps keeping subcommittees and also having task force groups. There are concerns about duplicity of work if there were to be both. The task forces will also elevate collaboration and sharing of knowledge. It will be important to keep notes/records of the task force meetings/projects. Voted on and passed unanimously. By-laws will be updated accordingly.</p>
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Action Items	Person(s) Responsible	Update Due	Completion Due
<b>Action Item 1: Update by-laws accordingly</b>	MINDSOURCE and co-chairs	Draft updates to board in April meeting	

## Agenda Topic 4: State Plan Progress

<b>Discussion</b>	<p>The group divided into break out groups to have discussion around the state plan and which pieces are low hanging fruit and/or high impact. A google form was created with the state plan content for people to share their thoughts. During conversation members were invited to also think about ways they can move specific goals forward, whether or not they would like to participate in a subcommittee and possible identification of new partners. Break out groups reported the following:</p> <p>Low hanging fruit:</p> <ol style="list-style-type: none"> <li>1) Improving the MINDYOURBRAINColorado website to improve functionality and share it out to hospitals, law enforcement etc.; perhaps create a task force to assist and/or review content and provide feedback</li> <li>2) Creating an <i>ideal</i> roadmap. Then overlay the idea roadmap over some of the other pieces and see what is missing. Identify low hanging fruit based on this comparison and then set priorities.</li> </ol>
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	<p>3) Many members are probably attending other meetings, committees etc that may have some overlap with state plan initiatives. Invite Russha to those meetings.</p> <p>High Impact:</p> <ol style="list-style-type: none"> <li>1) Screening=low hanging fruit and high impact.</li> <li>2) Additions of resources to the website.</li> <li>3) Reaching beyond current circles; looking for new opportunities to share information about brain injury (ie churches, community groups etc).</li> </ol>
	<p><b>GOOGLE FORM RESULTS:</b></p> <p>Ten members completed the Google Form for State Plan Prioritization.</p> <p>The top four areas identified as low hanging fruit were:</p> <ol style="list-style-type: none"> <li>1) Add resources to MindYourBrain website in a format that is accessible for people with brain injuries to navigate</li> <li>2) Maintain and expand MindYourBrain campaign</li> <li>3) Advance use of the Colorado Symptoms Questionnaire (adult and juvenile)</li> <li>4) Support opportunities for individuals with lived experience to assist in delivery of trainings for people with brain injuries to support self-advocacy and meaningful engagement in school, work, home, and community</li> </ol> <p>The top four areas identified as high impact were:</p> <ol style="list-style-type: none"> <li>1) Establish a hospital transition plan for connecting individuals to community resources</li> <li>2) Increase brain injury informed behavioral health services and supports</li> <li>3) Expand brain injury screening</li> <li>4) Develop a roadmap that guides people through the steps for identifying and accessing services and supports for a brain injury</li> </ol>

Action Items	Person(s) Responsible	Update Due	Completion Due
Action Item 1: MINDSOURCE to review the low-hanging fruit and high-impact areas	MINDSOURCE	April board meeting	



Action item 2: MINDSOURCE and Trust Fund Board will use information to propose new task forces	MINDSOURCE and co-chairs	April board meeting	
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## Agenda Topic 5: Public Comment

Informational	Gratitude to the board for doing this work Angie motioned to adjourn, Jennifer seconded.
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