

**Brain Injury Advisory Council
Executive Committee Meeting
Videoconference Session**

**Friday, October 1, 2021
12:00 PM – 1:00 PM., CT**

Minutes

Members Present: Nan Kennelly, Chairperson; Sarah Ring, Vice Chairperson; Denise Harvey, Secretary. Members recorded attendance through online registration.

Department of Human Services Representative: Tami Conrad

Facilitator: Greg Gallagher

Call to Order: Mr. Gallagher, facilitator, called the meeting to order at 12:02 PM, CT. Mr. Gallagher noted that the Executive Committee meeting was organized to review and move forward, for final approval by the Governor, a slate of BIAC member nominees. In keeping with a BIAC resolution, passed during the August 20, 2021, BIAC meeting, the Executive Committee is authorized to review and recommend any nominees for membership on the BIAC.

Approval of Agenda. Mr. Gallagher presented the proposed meeting [Agenda](#) for approval. The Executive Committee members expressed satisfaction with the agenda, and Mr. Gallagher declared the agenda approved.

Consideration of Prospective BIAC Members, Tami Conrad and Greg Gallagher.

- BIAC Bylaws Provisions
- BIAC Resolution to Empower BIAC Executive Committee, August 20, 2021
- Process Agreement with Governor's Office
- Board Member Website: <https://apps.nd.gov/gov/boards/Board>.

Ms. Conrad and Mr. Gallagher provided a summary of foundational authority and activities related to the Executive Committee's duties to move forward a slate of BIAC member nominees to the Governor for approval. Mr. Gallagher reported that given the passage of SB 2038 during the 67th Legislative Assembly the BIAC's current bylaws need to be amended to incorporate the BIAC's new membership requirements. Mr. Gallagher will prepare the bylaw amendments for the November 19, 2021, BIAC meeting. Mr. Gallagher also noted that during the August 20, 2021, BIAC meeting, the Executive Committee is authorized to review and recommend any nominees for membership on the BIAC.

Ms. Conrad provided an overview of a recent meetings she has held with Maria Neset, representative for the Governor's Office on Council membership, including a meeting conducted on September 30, 2021, which provided clarity and parameters for the nomination process, in anticipation of the Executive Committee meeting. Ms. Conrad reported that all statewide board membership matters, including the application process for prospective BIAC nominees, are managed on the new state board membership website: : <https://apps.nd.gov/gov/boards/Board>.

Nominees Approved by Governor, Tami Conrad and Greg Gallagher.

- **JoNeil Bakki:** Family member of a person with brain injury. Replacement for Lisa Anderson.
- **Darcey Severson:** Provider, Community Options. Replacement for Austyn Kloehn.

Ms. Conrad and Mr. Gallagher reported that during a September 30, 2021, meeting to review the status of current member applications, Ms. Neset stated that JoNeil Bakki and Darcey Severson had been vetted and approved for BIAC membership by the Governor’s Office. Ms. Bakki was appointed to replace Lisa Anderson as a family member of a person with a brain injury, and Ms. Severson was appointed to replace Austyn Kloehn as a community provider. Both individual’s terms will begin immediately.

Ms. Conrad and Mr. Gallagher remarked to Ms. Neset that the Governor’s Office had moved forward to approve the appointments of Ms. Bakki and Ms. Severson outside of the nomination process specified in state law, where the BIAC initiates nominations to the Governor for final approval. Ms. Neset stated the appointments from the Governor’s Office had proceeded, unintentionally, without a sufficient knowledge of the BIAC nomination process. Ms. Conrad and Mr. Gallagher stated that the Governor’s ultimate appointments of Ms. Bakki and Ms. Severson were valid.

Mr. Gallagher observed that it may be appropriate for the BIAC Executive Committee to enact a resolution recognizing the validity of the Governor’s appointments and concurring that the appointments conform to BIAC expectations for qualified memberships. Both Ms. Conrad and Mr. Gallagher remarked that the Governor’s Office is now aware of the nomination and appointment process stated in law.

Nominees Under Consideration for Recommendation to Governor

- **Jessica L. Siefken:** Family member.
- **Bobbiann Froemke:** Survivor.
- **Mychal Cook:** Survivor.
- **Amanda Mitchell:** Survivor.

Ms. Conrad provided a summary of four applicants for the BIAC that are under consideration for nomination by the BIAC, including Jessica Siefken, Bobbiann Froemke, Mychal Cook, and Amanda Mitchell. Mr. Gallagher provided a [summary of the master BIAC membership grid](#), reviewed by the BIAC during the August 20, 2021, BIAC meeting, to guide forthcoming appointments. Executive Committee members reviewed and discussed various options for determining sufficient nominees to fully constitute the BIAC membership base. Executive Committee members referenced SB 2038 to clarify certain flexibility provided within statute. Members agreed upon a set of parameters:

- The Governor’s appointment of JoNeil Bakki has properly filled a slot dedicated for a family member, replacing Lisa Anderson.
- The Governor’s appointment of Darcey Severson has properly filled a dedicated community provider, replacing Austyn Kloehn.
- The Executive Committee must nominate three members who might represent either survivors or family members of survivors, as allowed under state law.

Prospective Future Nominees, Awaiting Application Submission

- **Lindsey Schuh:** provider; consumer/family member (Ms. Schuh works for same provider as Darcey Severson). APPLICATION PENDING
- **Sandi Grunot:** stroke representative. APPLICATION PENDING

- **Wendelein Hume.** Survivor. APPLICATION PENDING

Ms. Conrad provided a summary of three prospective applicants for future consideration by the BIAC. These prospective applicants have indicated an interest in applying for membership but have not completed their applications. This information was provided to offer a context of possible future nominees. No action or further consideration was required related to these three prospective applicants.

Review and Selection of BIAC Membership Nominees to the Governor's Office. Executive Committee members reviewed each of the four applicants for consideration for nomination to the Governor's Office.

Resolution of Concurrence. Executive Committee members discussed moving forward with adopting a resolution of concurrence recognizing the validity of the Governor's two appointments and concurring that the appointments conform to BIAC expectations for qualified memberships.

DENISE HARVEY MADE AND NAN KENNELLY SECONDED A MOTION TO RECOGNIZE THE VALIDITY OF THE GOVERNOR'S APPOINTMENTS OF JONEIL BAKKI AND DARCEY SEVERSON AS APPROVED BIAC MEMBERS WHO CONFORM TO BIAC EXPECTATIONS FOR QUALIFIED MEMBERSHIP. THE MOTION PASSED UNANIMOUSLY. MR. GALLAGHER ANNOUNCED THE RESULTS OF THE VOTE AND DECLARED THE PASSAGE OF THE MOTION.

Consideration of Bobbiann Froemke for Membership Nomination. Members took up consideration of Bobbiann Froemke for BIAC membership nomination.

SARAH RING MADE AND NAN KENNELLY SECONDED A MOTION TO NOMINATE AND RECOMMEND FOR APPROVAL BOBBIANN FROEMKE TO THE GOVERNOR'S OFFICE FOR APPOINTMENT TO THE BIAC AS A FULL MEMBER, REPRESENTING SURVIVORS OF BRAIN INJURY. THE MOTION PASSED UNANIMOUSLY. MR. GALLAGHER ANNOUNCED THE RESULTS OF THE VOTE AND DECLARED THE PASSAGE OF THE MOTION.

Consideration of Jessica Siefken for Membership Nomination. Members took up consideration of Jessica Siefken for BiaC membership nomination.

NAN KENNELLY MADE AND SARAH RING SECONDED A MOTION TO NOMINATTE AND RECOMMEND FOR APPROVAL JESSICA SIEFKEN TO THE GOVERNOR'S OFFICE FOR APPOINTMENT TO THE BIAC AS A FULL MEMBER, REPRESENTING SURVIVORS OF BRAIN INJURY. THE MOTION PASSED UNANIMOUSLY. MR. GALLAGHER ANNOUNCED THE RESULTS OF THE VOTE AND DECLARED THE PASSAGE OF THE MOTION.

Members observed that Bobbiann Froemke and Jessica Siefken proceeded to eventual nomination because members were aware of their respective standings. Members noted that they were not in a similar position to proceed with the consideration of either Mychal Cook or Amanda Mitchell since members were not sufficiently knowledgeable of their backgrounds and qualifications. Executive Committee members requested that Ms. Conrad contact Maria Neset to acquire additional background information or to seek both permission and the contact information required to conduct an interview regarding their backgrounds. Ms. Conrad agreed to seek this information from Ms. Neset. Members uniformly agreed to defer any further consideration of BIAC applicants until additional information could be provided.

Members agreed to proceed with the two members already approved by the Governor's Office and with the two members that the Executive Committee would recommend for approval to the Governor's Office.

Ms. Conrad agreed to forward the nominations of Bobbiann Froemke and Jessica Siefken to Ms. Neset for the consideration and action of the Governor's Office.

Adjournment. Having completed the work identified in the agenda and hearing no further comments from the Executive Committee, Mr. Gallagher called the meeting adjourned at 1:03 PM, CT.

Respectfully submitted,

Greg Gallagher
BIAC Facilitator
Consensus Council Deputy Director

[APPENDIX A: Agenda](#)

[APPENDIX B: BIAC Membership Summary Grid](#)

**Brain Injury Advisory Council
Executive Committee Meeting**

Online Videoconference Connection*

**Friday, October 1, 2021
12:00 PM – 1:00 PM., CT**

AGENDA

12:00 PM **Call Meeting to Order
Welcome and Roll Call via Video Login
Quorum**

Approve Agenda: October 1, 2021

Approve Minutes: N/A

12:05PM **Consideration of Prospective BIAC Members, Tami Conrad and Greg Gallagher**

- BIAC Bylaws Provisions
- BIAC Resolution to Empower BIAC Executive Committee, August 20, 2021
- Process Agreement with Governor's Office
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Nominees Approved by Governor

- **JoNeil Bakki:** Family member of a person with brain injury. Replacement for Lisa Anderson.
- **Darcey Severson:** Provider, Community Options. Replacement for Austyn Kloehn.

Nominees Under Consideration for Recommendation to Governor

- **Jessica L. Siefken:** Family member.
- **Bobbiann Froemke:** consumer status to be confirmed.
- **Mychal Cook:** Survivor.
- **Amanda Mitchell:** Survivor.

Prospective Future Nominees, Awaiting Application Submission

- **Lindsey Schuh:** provider; consumer/family member (Ms. Schuh works for same provider as Darcey Severson). APPLICATION PENDING
- **Sandi Grunot:** stroke representative. APPLICATION PENDING
- **Wendelein Hume.** Survivor. APPLICATION PENDING

Communications with Governor's Office

Inclusion on November 19, 2021, BIAAC Agenda

1:00 PM

Adjournment

Meeting Contact Information:

Topic: BIAAC Executive Committee

Time: Oct 1, 2021, 12:00 PM Central Time

Join Zoom Meeting

<https://us02web.zoom.us/j/88467635040>

Meeting ID: 884 6763 5040

Phone Connection Option: 1-346-248-7799

Brain Injury Advisory Council - Membership Status Summary

BIAC Member	Governor Appointees	Legislative Appointees	Agency Appointees	Provider Status	Survivor or Family Status	Voting Status	Appointment Date	Appointment Expires
Dick Anderson		House				x	5.1.2017	4.30.2023
Howard Anderson		Senate				x	5.1.2017	4.30.2023
Lisa Anderson - OPEN	X				Family	x	9.1.2017	8.31.2021
Tami Conrad			DHS - Behavioral Health					Pending
David Biberdorf - OPEN	X				Future Survivor Slot	x	9.1.2017	8.31.2021
Christine Greff			DoH Trauma - Emergency Services				8.1.2021	8.31.2023
Shannon Cook	X				Survivor	x	9.1.2017	8.31.2023
Dawn Pearson			DHS - Medicaid				7.6.2020	8.31.2022
Denise Harvey			Protection and Advocacy				9.1.2017	8.31.2023
Jean Herauf - OPEN	X				Future Survivor Slot	x	9.1.2017	8.31.2023
Barbara Burghart			DHS Vocational Rehabilitation				9.20.2019	8.31.2023
Nan Kennelly	X			Open Provider		x	9.1.2017	8.31.2023
Austyn Kloehn	X			Open Provider		x	9.1.2017	8.31.2021
Skipp Miller	X			Indian Affairs	Survivor	x	3.1.2018	8.31.2023
Janna Pietrzak - OPEN	X				Stroke Appointee			Pending

Sarah Ring	X		Organization Representative	x	9.1.2017	8.31.2021
Elizabeth Oestreich			DoH Injury Prevention			Pending
Haley Lang			DPI			Pending
NEW - OPEN	X			Survivor	x	Pending