

Brain Injury Advisory Committee

MINUTES

MARCH 16, 2016

1:30 PM PRAIRIE HILLS PLAZA – PRAIRE ROOM

FACILITATOR	Stacie Dailey, MSW, LICSW, LAC
ATTENDEES	Trina Gress, Elaine Grasl, Anne Carnes, Kevin McDonough, Carmen Hickle, Blaine Kincaid, Darcie Hanson, April Fairfield, John Wanecke, Jill Schaible, Royce Schultze, Peggy Shireley, Rebecca Quinn, Shila Thorson, Robin Rosendahl, Nickie Livedalen, Senator Tim Mathern, Stacey Steele, Dr. Brent Askvig, Kimberly Mathwich

Agenda Topics

<p>Review of December 23, 2015 Meeting Minutes</p> <ul style="list-style-type: none"> The minutes were reviewed by the Committee and approved. <p>Needs Assessment Update – Dr. Askvig</p> <ul style="list-style-type: none"> Research committee approval in place to do the Needs Assessment. 975 questionnaires have been sent out to survivors and caregivers, about 480 to survivors and 480 to caregivers. Questionnaires have been distributed by electronic and paper formats. Approximately 45 – 50 completed questionnaires have been returned. The next steps involve focus groups and environmental scans. At the time of this meeting, the surveys had been out for a week to 2 weeks. Reminders will be sent out at the end of the month. All surveys are requested to be returned by April 15, 2016. Blaine Kincaid identified half to three quarters of the residents with a brain injury at HIT would be unable to complete the surveys due to not being their own guardian. Dr. Askvig discussed talking to Blaine to reach those individuals and possibly modifying the plan with the IRB to ensure data is collected on individuals who have a guardian. Discussion was held regarding duplication and who should be filling out the surveys. Dr. Askvig will be at the Mind Matters Conference at the end of March to present on the Needs Assessment. He will be asking for feedback on brain injury in the state. A draft of findings should be completed at the end of May and given to Stacie Dailey, with feedback to be completed by the 2nd week of June and the finalized report completed at the end of June. For more questionnaires, access or additional questions, Kim may be contacted at: Kimberly.mathwich@minotstateu.edu.
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<p>Review of Bylaws – Royce Schultze</p> <ul style="list-style-type: none"> Royce Schultze read the additions and edits to the bylaws. Royce Schultze and Senator Tim Mathern led the discussion after the reading of the updates to the bylaws. Section VI B changes the vote from simple majority to 2/3 majority membership vote, which creates more stability disallow changes every meeting. Absentee votes are accepted and may be made by email. Clarification was given regarding the terms of the nomination committee and who can be nominated. What determines an emergency meeting and how they're handled was discussed. There is no state law that says each advisory group in the state must have emergency guidelines. However, it doesn't mean that this group can't create their own guidelines in regards. The group agreed not to send the bylaws back to the committee to review or come forward with further recommendations. The group declined to have the bylaws looked at by a new subcommittee. The bylaws were approved by the Committee.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Nominating Committee	Rebecca Quinn, Stacie Dailey, Lynn Ostrem	April 2016
Brain Injury Advisory Council Bill	Senator Mathern	2017

<p>Budget Update and Media Plan – Stacie Dailey</p> <ul style="list-style-type: none"> A Brain Injury Media Plan was shared with the group, highlighting 3 main goals that address awareness, prevention & intervention, and treatment & recovery of brain injury. Goals, target audiences, partners and types of media were identified. Concerns were brought forward regarding the media plan and how it will direct people to services, budget cuts to services available and what will happen to those needing services if little is available. The committee identified that the MFP rebalancing funds would be spent by another program/agency/group if it was not used for the media plan. The media plan was approved. Comments/Questions may be sent within two weeks to Stacie Dailey via email to allow the group to read through the plan.
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The subcommittee will schedule a meeting to review the media plan and draft a Request For Proposal to find a media vendor.	Stacie Dailey	March 30, 2016

North Dakota Brain Injury Network Website – Rebecca Quinn

- www.ndbin.com is now a stand-alone website.
- Rebecca briefly shared further details of what resources are included on the website and noted that there is a comments/suggestions/edits/additions section available.
- Discussion was held regarding optimization for NDBIN web searches.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Link to articles on NDBIN website	Rebecca Quinn	March 17, 2016
John Wanecke will connect with Rebecca regarding increasing optimization for NDBIN web searches	John Wanecke and Rebecca Quinn	April 30, 2016
The Brain Injury Provider Coalition will be hosting a face-to-face strategic planning and brain storming day on June 15, 2016.	Rebecca Quinn will schedule this. Trina Gress offered to help.	June 1, 2016

Brain Injury Awareness Month Information –

- Carmen Hickle – Dickinson had their open house the week of March 7-11, 2016.
- Open house with Center for Independent Living in Bismarck, NDBIN, Community Options, and HIT – March 17, 2016.
- Grand Forks open house – March 22, 2016.
- Article in the Bismarck Tribune, March 16, 2016 – Brain injury success story of an individual’s journey through recovery and rehabilitation.
http://bismarcktribune.com/news/local/bismarck/program-helps-people-with-brain-injuries-return-to-work/article_d5806d5f-33d8-586a-acaf-4089abf91dcd.html
- The NDBIN Proclamation was signed by the governor and posted.
<http://governor.nd.gov/media-center/proclamation/brain-injury-awareness-month-4>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Wahpeton will be doing an additional follow-up article the week of March 21, 2016 regarding a woman’s son who has brain injury and the progress he’s made. Rebecca will forward to group.	Rebecca Quinn	March 27, 2016

Upcoming Meeting Dates

- June 15, 2016 (Face-to-Face, All Day Meeting)
- September 21, 2016 (1:30-4:30)
- December 21, 2016 (1:30-4:30)

Polycam sites will be available and information will be sent out prior to the meetings.