

**North Dakota  
Brain Injury Advisory Council  
Continuum of Care Subcommittee**

**Video Conference Meeting  
August 12, 2021  
Meeting Minutes**

**Call to Order and Welcome:** Greg Gallagher, BIAC Facilitator, called the meeting to order at 12:03 PM, CT, via video conference, and welcomed ND Brain Injury Advisory Council (BIAC), Continuum of Care Subcommittee (CC) members. Members attendance was recorded by meeting registration.

**BIAC CC Subcommittee Members Present:** Nan Kennelly, Rebecca Quinn, Denise Harvey, and Tami Conrad.

**Facilitation:** Greg Gallagher, Program and Research Director, The Consensus Council, Inc., served as facilitator.

**Approval of Agenda.** Greg Gallagher reviewed the [Agenda](#) for the August 12, 2021, BIAC – CC Subcommittee meeting, and invited CC members to provide corrections or amendments. Mr. Gallagher recommended, and members agreed, to reverse the order of the TBI Grant item and the BIAC membership item on the order of business. Members expressed satisfaction with the proposed working agenda. Mr. Gallagher announced the adoption of the agenda.

**Approval of Minutes.** Greg Gallagher provided an overview of the April 19, 2021, BIAC - CC Subcommittee meeting minutes, and invited CC members to provide corrections or amendments. Members reaffirmed their satisfaction with the accuracy of the minutes. Mr. Gallagher announced the adoption of the minutes.

**Proposal to Realign BIAC Membership Slots and Redefine Roles:** Tami Conrad and Greg Gallagher. Tami Conrad and Greg Gallagher reported on the results of an August 11, 2021, meeting with Maria Neset, Governor’s Office, regarding the process and current standing of BIAC member appointments. Ms. Conrad and Mr. Gallagher expressed satisfaction with the meeting’s results, including a member-by-member review of eligibility, interest in remaining a BIAC member, and the manner of identifying, nominating, and approving future members.

CC members discussed the possibility of petitioning the Governor’s Office to amend the current online candidate application form, allowing for applicants to clearly identify the council on which they wish to serve, and the specific role (e.g., survivor, family, provider, etc.) they wish to represent on the designated council (e.g., BIAC). Members discussed whether the BIAC might draft and submit a formal letter of recommendation to Ms. Neset seeking amendments to the online application form to accomplish these improvements in the selection process. Mr. Gallagher noted that this recommendation could be brought forward to the BIAC membership at a future Council meeting.

Members reviewed the language of [SB 2039](#) and the resulting final format of the [NDCC 50-06.4-10](#), the section in law defining the responsibilities and membership of the BIAC. Members noted the insertion of language by the Legislative Council concerning provisional management changes,

effective after August 31, 2022, when the full consolidation of the current Department of Health and the Department of Human Services will be completed. This insertion of management language does not affect the number or content coverage of representative members, except for those administrative agency representatives on the BIAC from the Department of Health being subsumed within the newly reconstituted Department of Human Services.

Ms. Conrad and Mr. Gallagher presented to the BIAC – CC members a [Proposal](#) to reconcile the requirements of NDCC 50-06.4-10 with the ultimate appointment of BIAC members. Members reviewed the details of the proposal and the effect the proposal might have on BIAC membership balance and operations. Members noted the following:

- The proposal complies fully with the requirements of NDCC 50-06.4.10.
- The proposal achieves a principal goal of clarifying voting-member status among representative interests.
- The proposal achieves a minimum representation of survivor and family interests, marking a >50% representation goal.
- The proposal generates another membership slot, previously not exercised, producing a full contingent of eleven voting members.
- Members noted that both Jean Herauf and David Biberdorf have volunteered to relinquish their seats on the Council to allow for two additional survivor or family representatives to assume a seat on the Council. The members commended Ms. Herauf and Mr. Biberdorf for their magnanimous offers.

Mr. Gallagher stated that the BIAC – Education and Awareness Subcommittee similarly will review the proposal at their May 16, 2021, subcommittee meeting. Mr. Gallagher noted that the BIAC may need to amend its bylaws to incorporate the new provisions within NDCC 50-06.4-10.

Members uniformly expressed support for the proposal and recommended that the proposal be moved forward to the full BIAC for review and approval.

**Federal Traumatic Brain Injury Grant Opportunity.** Rebecca Quinn provided an overview on the status of the federal Traumatic Brain Injury State Partnership Program grant that the ND Department of Human Services had submitted in late May 2021. The TBI State Partnership Program is administered within the U.S. Department of Health and Human Services, Administration for Community Living (<https://www.grants.gov/web/grants/view-opportunity.html?oppld=330741>). This grant provides resources to states to conduct statewide traumatic brain injury systemic improvements. ND has not been a recipient of this specific systems grant since 2010. Recent state administrative and legislative initiatives have placed North Dakota in an excellent position to be a successful candidate to receive a grant award during this grant cycle.

Ms. Quinn reported that the U.S. Department of Health and Human Services has not yet issued any award announcements regarding the state's grant application, which was submitted prior to the May 27, 2021, deadline. Ms. Quinn stated that she remains hopeful that the state's application will be reviewed favorably, and reports from the field indicate that the HHS will likely support all applicants, at some level. The State Partnership Program grant provides from \$170,000 - \$260,000 per year for five years, requiring at least a 50% staff member to be provided by the Brain Injury Network. The BIAC had previously expressed its support for applying for the maximum

amount throughout the duration of the grant to provide significant resources to achieve the state's overall goals in the following general areas:

- Advisory Council development, including efforts to further enhance the capacity of the BIAC.
- Strategic programmatic and governance planning, including a clear process for how the BIAC will guide state TBI activities.
- Traumatic brain resource facilitation, describing how the state will establish and increase capacity by assisting all individuals with TBI, their family members, and their support networks with education and information to effectively identify and navigate the resources, services and supports within the state and communities.
- Traumatic Brain Injury grantee workgroups.
- A TBI Program Sustainability Plan.
- Grantee participation in two national and regional TBI-related annual conferences.
- Data collection and performance reporting, documenting the impact and benefits of the program.

Members noted that regardless whether the state receives a final grant award, the BIAC should move forward with those resolutions that will better define the purpose, operations, committee structure, membership responsibilities, training, and research-based initiatives of the BIAC. These strategic exercises will enhance the BIAC's ultimate performance of its statutory duties.

**Adjournment.** Having completed the meeting's agenda and hearing no further comments from the CC Subcommittee members, Mr. Gallagher declared the meeting adjourned at 1:00 PM, CT.

Respectfully submitted,

Greg Gallagher,  
CC Subcommittee Facilitator  
Deputy Director  
Consensus Council, Inc.

**APPENDIX A**

**North Dakota  
Brain Injury Advisory Council  
Continuum of Care Subcommittee (CC)**

**August 12, 2021**

**Agenda**

**North Dakota  
Brain Injury Advisory Council  
Continuum of Care Subcommittee (CC)**

**Videoconference Meeting  
August 12, 2021**

**Agenda**

**Domain and Scope of the CC Subcommittee.** The Brain Injury Advisory Council has established the following scope of work assigned to the CC:

1. The CC will address the following domain of issues: (1) defining and addressing the meaning and construct of continuum of care for individuals with brain injuries, and (2) assessing and proposing various measures that would produce a positive effect on the provision of services, spanning promotion, prevention, early identification, intervention, service delivery, and recovery.
2. The CC has identified six core CC issues: (1) expanded brain injury protocols, (2) Medicaid 1915(i) service options, (3) definition of *continuum of care*, (4) request the development of a DHS flow chart for brain injury services, (5) service gap analysis, and (6) establish standing subcommittee meeting times at every BIAC meeting.

**12:00 PM**      **Call to Order:** Greg Gallagher, BIAC Facilitator

**Welcome and Introduction**

**Review CC Meeting Minutes, April 19, 2021**

**Approve CC Meeting Agenda, August 12, 2021**

**Traumatic Brain Injury State Partnership Grant, Department of Health and Human Services, Administration for Community Living:** Rebecca Quinn (<https://www.grants.gov/web/grants/view-opportunity.html?oppld=330741>).

- Assessing the Impact of the TBI Grant on BIAC Operations
- Optimizing BIAC Strategic Initiatives
  1. Advisory Council Development
  2. Strategic Plan
  3. TBI Resource Facilitation
  4. TBI Grantee Workgroups
  5. Program Sustainability Plan
  6. Grantee Meetings
  7. Data Collection and Performance Reporting

**Proposal to Realign BIAC Membership Slots and Redefine Roles:** Tami Conrad  
and Greg Gallagher

**Next Steps**

**1:00 PM**      **Adjournment**

**Videoconference Link\***

**Topic: BIAC Continuum of Care Subcommittee**

**Time: Aug 12, 2021, 12:00 PM Central Time**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86957969535>

**Meeting ID: 869 5796 9535**

**Phone Connection Option: 1-346-248-7799**

**APPENDIX B**

**Proposal to Reconcile BIAC Membership  
To Requirements Specified in NDCC 50-06.4-10**

**August 12, 2021**

**Brain Injury Advisory Council - Membership Status Summary**

<b>BIAC Member</b>	<b>Governor Appointees</b>	<b>Legislative Appointees</b>	<b>Agency Appointees</b>	<b>Provider Status</b>	<b>Survivor or Family Status</b>	<b>Voting Status</b>	<b>Appointment Date</b>	<b>Appointment Expires</b>
<b>Dick Anderson</b>		House				x	5.1.2017	4.30.2023
<b>Howard Anderson</b>		Senate				x	5.1.2017	4.30.2023
<b>Lisa Anderson - OPEN</b>	X				Family	x	9.1.2017	8.31.2021
<b>Tami Conrad</b>			DHS - Behavioral Health					Pending
<b>David Biberdorf - OPEN</b>	X				Future Survivor Slot	x	9.1.2017	8.31.2021
<b>Christine Greff</b>			DoH Trauma - Emergency Services				8.1.2021	8.31.2023
<b>Shannon Cook</b>	X				Survivor	x	9.1.2017	8.31.2023
<b>Dawn Pearson</b>			DHS - Medicaid				7.6.2020	8.31.2022
<b>Denise Harvey</b>			Protection and Advocacy				9.1.2017	8.31.2023



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<b>Jean Herauf - OPEN</b>	X		Future Survivor Slot	x	9.1.2017	8.31.2023
<b>Barbara Burghart</b>		DHS Vocational Rehabilitation			9.20.2019	8.31.2023
<b>Nan Kennelly</b>	X		Open Provider	x	9.1.2017	8.31.2023
<b>Austyn Kloehn</b>	X		Open Provider	x	9.1.2017	8.31.2021
<b>Skipp Miller</b>	X		Indian Affairs Survivor	x	3.1.2018	8.31.2023
<b>Janna Pietrzak - OPEN</b>	X		Stroke Appointee			Pending
<b>Sarah Ring</b>	X		Organization Representative	x	9.1.2017	8.31.2021
<b>Elizabeth Oestreich</b>		DoH Injury Prevention				Pending
<b>Haley Lang</b>		DPI				Pending
<b>NEW - OPEN</b>	X		Survivor	x		Pending