

Officers

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Diane Bogdan

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Jim Vyhnač

Secretary:
Ted Stachulski

TBI Staff:
Adèle Edelman,
Erin Weaver,
Glen McClintock

TBI Steering Committee
January 22, 2008, 12:30-2:30 p.m.

Present: Marsha Bancroft, Diane Bogdan, Heidi Goodrich, David O'Vitt, Ted Stachulski, Trevor Squirrel, Sheila Tourangeau, Adele Edelman, Glen McClintock and Erin Weaver.

I. Introductions

The meeting opened at 12:30 p.m.

II. Admission/Discharge Discussion

There were no TBI waiver clients to review at the time of the meeting. Erin explained there have been 8 discharges from the program and 7 approvals to the program since the beginning of the fiscal year. Erin also mentioned that M.N. had filled out another application for services and there was a discussion about her situation.

III. Update on New Grant

Glen informed the committee that he has been working hard at filling out the Partnership Grant renewal paperwork, which is due on February 10, 2008. He explained that even though the grant started at the end of 2007, he still has to provide documentation which shows how the grant was used in 2007.

Partnership Grant Goals and Objectives

Glen provided the committee with his Partnership Grant Goals and Objectives timeline and a discussion followed. Ted wanted to know how the Veterans with TBI are going to be identified as per Goal 1 Objective 1. Erin mentioned that Dr. Summerall should be able to provide that information as it pertains to Veterans who are being seen at the VA Polytrauma Clinic in White River Junction, Vermont. She also thought Clayton Clark, from the Vermont Office of Veterans Affairs, could provide some information as well. Ted mentioned that the VA benefits tracking system and the VA healthcare tracking system do not cross. It was mentioned that Veterans could also be identified thru their Primary care physicians. Glen mentioned that the BIAVT and Vermont 211 could help identify the number of Veterans who are being underserved.

BIA VT & NH Contract

Glen handed out a copy of the contract between the BIA of New Hampshire and the BIA of Vermont and a discussion followed. This contract details the specification of work to be performed:

1. Board development
2. Develop fundraising sustainability plan for the BIAVT

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3. Database development and enhancement
4. Neuro-Resource facilitation implementation, coordination and IRA support
5. Vermont BIA coordination and oversight of the Annual State Brain Injury Conference

Glen and Heidi had a meeting with Erin Hall, the Neuro-Resource Facilitation Coordinator at the BIA of New Hampshire, on January 15, 2008. After the meeting, they attended the TBI Conference Planning Committee meeting in White River Junction. Lori Sandefur, an outside contractor, was there to help with the conference planning as per the contract. Sheila informed the Steering Committee that the Conference Planning Committee members decided to have the Annual TBI Conference on October 29th at the Hilton Hotel in Burlington, Vermont.

IV. Resource Mapping

Glen handed out a Resource Mapping document and a discussion followed. Glen explained that the Neuro Resource Facilitation's (NRF) first order of business is to initiate the Resource Mapping process. Diane informed Glen that Flint Spring Associates, Donna Reback, Judy Dickinson and Joy Livingston, provided a skilled facilitating workshop a few years ago and helped with the State of Vermont Needs Assessment. Marsha talked about the Center for Disability and Community Inclusion (CDCI) at UVM and she told Glen that Bryan Dague (Advisory Board Member) could probably help him out. Sheila talked about the Alliance and Information Referral Services (AIRS) and how they had received a federal grant to provide I & R services and streamline I & R resources in the State of Vermont. Some of the information and referral resources in Vermont are: The Brain Injury Association of Vermont (BIAVT), the Vermont Center for Independent Living (VCIL), the Aging and Disability Resource Connections (ADRC) and Vermont 211. Heidi will create a survey form for the TBI Providers to find out what programs, services and options they provide. This information will provide a feedback loop to the BIAVT.

V. Advisory Board Future Direction

Diane pointed out that over the past year, the expertise on the Advisory Board may have been under utilized because activities associated with the needs assessment; action plan and Implementation Grant have either been completed or are winding down. It has felt like the Steering Committee has lost some of its focus, became vague in its requests to the Advisory Board, and we've reached a point where enough of the Advisory Board's time has been spent on training activities. It feels like its time to refocus and develop a new work plan. She suggested that the TBI Program staff need to be

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the drivers of ideas and need to bring clear objectives, a structured framework, and an Agenda with purpose. They also need to challenge the Advisory Board to find ways to get reenergized and involved in the new Partnership Grant. Some suggestions from the whole committee follow:

- Look at the By Laws and figure out if the committee needs to make changes to the way it operates.
- Look at what role the new grant has in the committee.
- Look at what issues still need to be addressed and resolved and figure out how the Advisory Board can help with advice and augmentation.
- Have a planning meeting to create an action plan. The plan needs to be brought to the Advisory Board to see if the members are still interested in helping.
- The TBI Program staff will bring new ideas and agenda items (that they want the Advisory Board to work on) to the Steering Committee. The TBI Program staff will explain the focus and give clarification of those ideas. The Steering Committee will help prioritize those ideas and set them on the Agenda for the Advisory Board.
- Schedule the Advisory Board meetings for 3 hours and get back to having work groups and breakout sessions.
- Bring to the Advisory Board the agenda with the top 5 items we are struggling with and ask them for something (advice, direction to go, can they help augment something?, etc.).
- David O'vitt and Erin Weaver will work on broadening the provider base.
- Read and update the Advisory Board Operating Guidelines.
- Bring the Steering Committee meeting minutes to the Advisory Board meeting for discussion.
- Send all meeting minutes to Diane before sending them to the rest of the committee; include these minutes with the agenda when emailing them to the Advisory Board members.

VI. Other

- Trevor Squirrell went to the House Human Services Committee meeting to talk about the Trust Fund. He was accompanied by Eric Fitzpatrick, Senator Ed Flanagan, and Rep. Bill Frank. All members got their points across well and they hope to get the bill off the wall and into committee very soon.
- Ted handed out over 300 Veteran's TBI Survival Guides in 2007. His goal for 2008 is 1000 with funding from the Partnership Grant.
- The BIA has run out of funds for the targeted case management

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program.

- Ted, Erin, Glen and Trevor will be meeting with Congressman Peter Welch in February to talk about Vermont Veterans and Traumatic Brain Injury, the importance of Information and Referral, the need for greater collaboration between the State and VA Services, and the Trust Fund and Legislative Report.
- The committee will recommend Clayton Clark to the Advisory Board at the February 5th meeting.

VII. Public Comments

None given.

Meeting adjourned 2:37 p.m.

Upcoming Meetings:

The next TBI Advisory Board meeting will be held on February 5th from 9:00 a.m. -12:00 p.m. at Stanley Hall in Room 107, Waterbury State Complex.

Respectfully submitted,

Ted Stachulski
Secretary