



**TRAUMATIC BRAIN INJURY ADVISORY COUNCIL**

Date: December 10, 2008

Time: 10:00am-2:00 pm

Location: Public Health; Cardinal Room

<b>TYPE OF MEETING</b>		Quarterly Meeting		
<b>FACILITATOR</b>		Marilyn Lash, Chairperson		
<b>ATTENDEES</b>				
<b>NAME</b>	<b>PRESENT</b>	<b>NAME</b>	<b>PRESENT</b>	<b>GUESTS</b>
<b>(Council Members)</b>				
Chip Baggett	<input checked="" type="checkbox"/>	Carol Ornitz	<input checked="" type="checkbox"/>	Tami Guerrier-Project STAR
Spencer Clark	<input checked="" type="checkbox"/>	Grey Powell	<input checked="" type="checkbox"/>	Lori Stickney-CPI
Christina Craig	<input type="checkbox"/>	Sharon Rhyne	<input type="checkbox"/>	Carol Collins-CPI
Michele Elliott	<input type="checkbox"/>	Holly Riddle	<input type="checkbox"/>	Jamie Pierce-DMH
Sandra Farmer	<input checked="" type="checkbox"/>	Scott Sagraves	<input type="checkbox"/>	John Harris-DMH
Martin Foil	<input type="checkbox"/>	Elsie Siebelink	<input checked="" type="checkbox"/>	Betsy MacMichael-FIFNC
David Forsythe	<input type="checkbox"/>	Charlie Smith	<input type="checkbox"/>	
Travis Glass	<input type="checkbox"/>	Jim Swain	<input checked="" type="checkbox"/>	
Flora Hammond	<input type="checkbox"/>	Tom Winton	<input checked="" type="checkbox"/>	
Tonia Harrison	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Linda Herbert	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Holli Hoffman	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Steve Hooper	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Ken Jones	<input type="checkbox"/>		<input type="checkbox"/>	
Ana King	<input checked="" type="checkbox"/>	<b>Staff to Council</b>	<input type="checkbox"/>	
Marilyn Lash	<input checked="" type="checkbox"/>	Joan Kaye	<input checked="" type="checkbox"/>	
Chuck Monnett	<input checked="" type="checkbox"/>	Jan White	<input checked="" type="checkbox"/>	
Liz Newlin	<input type="checkbox"/>	Sandy Ellsworth	<input checked="" type="checkbox"/>	

**1. Agenda topic: Welcome, Introductions****Marilyn Lash**

<b>Discussion</b>	Ms. Lash welcomed everyone and members introduced themselves.		
<b>Conclusions</b>			
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	

**2. Agenda topic: Review of Minutes****Marilyn Lash**

<b>Discussion</b>	Minutes were reviewed and Ms King noted a change to be made on the Licensure Taskforce. Several completion dates were added. A motion was made by Ms. Ornitz with a second by Ms. Harrison to adopt the minutes with those changes; all in favor and motion passed.		
<b>Conclusions</b>	The minutes were adopted with noted changes.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
The minutes will be posted on the web.	Janice White	12/11/08	

**3. Agenda topic: Review of Old Business****Marilyn Lash**

<b>Discussion</b>	<p>Ms. Lash noted that completion dates had not been determined for some action items at the last meeting. Items will be noted below with expected completion dates.</p> <ul style="list-style-type: none"> <li>Veterans TBI Brochure- Mr. Harris has already been gathering data for the brochure. Ms. Kaye and Mr. Harris have templates of other brochures which can be modified for use in this project.</li> <li>Dissemination of "Call to Action" paper to Legislators by the Division has not happened yet. Discussion ensued that a one page summation of the paper needs to be written</li> </ul>		
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	<p>and distributed to accompany the longer document and/or for selected distribution. Mr. Baggett will supply the list, including the newly elected legislators.</p> <ul style="list-style-type: none"> <li>• The Health Services Committee drafted a letter to Ms. Wainwright regarding the impact of single stream funding on the distribution, management and accountability for TBI funds. This draft was presented to Council today for review and comment.</li> <li>• The Health Services Committee is drafting a position paper on the impact of single stream funding, the use of TBI funds and the impact on TBI services.</li> <li>• Council will look for legislative sponsors for bill to change Statute including: TBI to ABI, Council name and membership provisions.</li> <li>• Systems of data collection were researched by Ms. Lash and Ms. Ornitz. They developed a draft template of demographics and services which would be helpful for Council.</li> <li>• Draft position statement regarding TBI screening during the Screening/Triage/Referral (STR) process at the LMEs.</li> <li>• Explore the possibility of a TBI presentation at the LME Directors meeting.</li> <li>• Discussed the need for reporting of more detailed data of persons with TBI who are served in the MH/DD/SAS system.</li> <li>• Information for the State Plan continues to be gathered.</li> <li>• A short-term Licensure Task Force will be convened to explore this issue and how it affects TBI Group Homes. Ms. King gave updated information that DHHS was instructed via legislation from the last session to review Special Assistance (SA) rates and develop an appropriate rate for special care units for persons who have a disability due to mental illness or TBI. DSS is taking the lead in this study and was to provide a report to the LOC and the Fiscal Research Division of the General Assembly in January, 2009. However, DHHS has a contract with a national housing expert consulting group, the Technical Assistance Collaborative or TAC, to study the whole range of housing needs for individuals with disabilities. DSS is awaiting recommendations from this housing expert before studying the SA rate issue. The recommendations from both of these efforts will impact the work of the short-term Licensure Task Force of the TBI Advisory Council.</li> </ul>	
<b>Conclusions</b>	Completion dates will be assigned for all Action Items at each Council Meeting.	
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Veterans TBI Brochure.</li> </ul>	J. Harris, S. Farmer, J. White, J. Kaye	1/31/09
<ul style="list-style-type: none"> <li>• Development of the one page summation of the "Call to Action" Paper.</li> </ul>	J. Kaye, S. Farmer	12/31/08
<ul style="list-style-type: none"> <li>• Distribution of the "Call to Action" summation to all Legislators.</li> </ul>	J. Kaye	2/1/08
<ul style="list-style-type: none"> <li>• Letter to Ms. Wainwright regarding TBI funding will be revised based on comment and sent.</li> </ul>	D. Forsythe, M. Lash	1/15/09
<ul style="list-style-type: none"> <li>• Position on single stream funding will be revised and sent to Ms. Wainwright with the letter.</li> </ul>	D. Forsythe, M. Lash	1/15/09
<ul style="list-style-type: none"> <li>• Changes to Statute and sponsors for bill.</li> </ul>	M. Lash, S. Farmer, C. Ornitz	Ongoing
<ul style="list-style-type: none"> <li>• Explore systems for data collection at the Division level for more accurate and detailed reporting to Council.</li> </ul>	S. Clark, J. Kaye	Ongoing
<ul style="list-style-type: none"> <li>• Send spreadsheet developed by Ms. Lash and Ms. Ornitz to Council via email.</li> </ul>	J. White	12/15/08
<ul style="list-style-type: none"> <li>• Draft position statement regarding TBI screening during STR process.</li> </ul>	S. Ellsworth, J. White	3/11/09
<ul style="list-style-type: none"> <li>• Determine future date for TBI presentation at LME Directors meeting.</li> </ul>	S. Clark, J. Kaye	2/1/09
<ul style="list-style-type: none"> <li>• Lead Agency to give quarterly financial report and explore more detailed data gathering as stated above.</li> </ul>	S. Clark	Ongoing

<ul style="list-style-type: none"> <li>Information is being requested from DPH, DHSR and OEMS for TBI State Plan.</li> </ul>	S. Rhyne, M. Elliott, H. Hoffman	12/31/09
<ul style="list-style-type: none"> <li>Licensure Task Force will meet and provide a status report although this will not be a final recommendation to Council.</li> </ul>	A. King	2/2/09

**4. Agenda topic: Nomination for Vice Chair of TBI Advisory Council** **Marilyn Lash**

<b>Discussion</b>	Ms. Lash noted that the Vice Chair position on Council is vacant as David Forsythe resigned from the Vice Chair position to Chair the Health Services Committee. She nominated Carol Ornitz for the Vice Chair position. She also welcomed other nominations from the floor although none were forthcoming. Ms. Ornitz spoke of her experience both as a professional and as the parent of a son with TBI. Additionally, Ms. Lash noted that Ms. Ornitz has been Co-Chair of the Legislative Committee. Ms. Lash recommended that Christina Craig, designee of the NC Hospital Association and new member of Council, take on the responsibility of Co-Chair of the Legislative Committee with Ms. Farmer. Ms. Craig has agreed to this commitment.		
<b>Conclusions</b>	Ms. Ornitz was nominated as Vice Chair of Council, all were in favor. Ms. Craig will be Co-Chair of the Legislative Committee.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	

**5. Agenda topic: DMH Lead Agency Report**

**Joan Kaye, Spencer Clark  
Sandy Ellsworth, Jan White**

<b>Discussion</b>	<p>Ms. Lash welcomed Ms. Kaye as a new member of the TBI team from the Division.</p> <ul style="list-style-type: none"> <li>Ms. Ellsworth reported that with her increased responsibilities with the DD waivers, her role with TBI would be more limited. Roles and responsibilities are still to be determined and will reported at the next Council meeting.</li> <li>Ms. Kaye and Ms. White reported on the HRSA Grant including a brief description of the goals included in the grant. Ms. Lash thanked the entire grant committee; however, she expressed concerns over the Division's handling of the process, including the late start.</li> <li>Ms. Lash and Ms. Ornitz raised concern over the Division's oversight and priority setting, citing the inconsistencies in Ms. Wainwright's report to the LOC. Ms. Kaye reported that she is already in the process of correcting the erroneous figures in the PowerPoint on the LOC site.</li> <li>Mr. Clark gave a quarterly financial report on a new spreadsheet. Distinctions were made between contracts, recurring allocations and non-recurring allocations. Money to single stream funding was also discussed and the difficulty of tracking that once it leaves the Division. He explained to Council about the overall budget reductions set out by the Governor and how two LMEs had made budget reductions in TBI funds.</li> <li>A reporting format for the LMEs was discussed including specific reporting on TBI funds in January, March and July. Mr. Clark explained that the Division can get reports on non-UCR funds but reminded Council that his is not claims data therefore will not have specific client data. Client specific data will need to be manually reported.</li> <li>Ms. Lash reported that she and Ms. Ornitz had looked at other state's data collection systems, specifically FL and MA. A spreadsheet of desired information was developed and will be sent to Council. She asked if there is any logic to seeking exception to the single stream methodology for TBI. Mr. Clark noted that many groups would like to do that and asked that the Division be allowed to try to get the data that the Council is seeking.</li> <li>A discussion regarding provider difficulty in dealing with different LMEs ensued. In addition, providers have difficulty getting payment in a timely manner; this is challenging, especially for small providers.</li> <li>Mr. Clark described that allocations cannot be made until the final budget is complete and the Division has its money from the State. Final continuation allocations and individual allocations are not made until 45 days after the final budget.</li> <li>Ms. Kaye reported that she is working on the TBI State Plan. The Plan and a reviewer form will be developed. Discussion regarding who should have input ensued. The Council felt strongly that persons with TBI and their families should have input. It was pointed out that the more input you get, the longer the process. Input may be</li> </ul>
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	<p>sought through TBI support groups, Veterans and Latinos and put on the web for general review.</p> <ul style="list-style-type: none"> <li>Ms. Kaye reported on the TBI Waiver. She distributed a copy of a PowerPoint given to the State Joint Select Committee on Military and Veterans Affairs regarding TBI waivers. Members reported that there is confusion about waivers among the Legislators and that in the future the Council may design a one page explanation for legislators.</li> <li>Ms. Lash asked John Harris for an update about Veterans issues. He reported that nothing will happen until the new administration enters office.</li> <li>Ms. White reported that she was unable to present at the NC Conference on Aging due to travel restrictions. Further prevention report will be given under committee reports.</li> </ul>	
<b>Conclusions</b>		
<b>Action Items</b>		
<ul style="list-style-type: none"> <li>Corrections to the LOC PowerPoint.</li> <li>Financial report and consumer info from LMEs.</li> <li>Financial/demographic spreadsheet to Council.</li> <li>A shorter version of the TBI State Plan should be developed for review.</li> </ul>	<p>J. Kaye S. Clark, S. Ellsworth J. White J. Kaye, J. White, J. Swain, S. Ellsworth, S. Farmer, T. Winton, T. Guerrier, E. Siebelink</p>	<p>12/31/08 Quarterly 12/15/08 1/15/09</p>
<ul style="list-style-type: none"> <li>Comments and revisions back from Council on TBI State Plan.</li> <li>Dissemination plan for TBI State Plan.</li> <li>Completion of TBI State Plan.</li> </ul>	<p>J. Kaye (to gather) S. Farmer J. Kaye</p>	<p>1/30/09 2/2/09 7/1/09</p>

**6. Agenda topic: First In Families of North Carolina**

**Betsy Mac Michael**

<b>Discussion</b>	<p>Betsy MacMichael, State Director of First In Families of North Carolina (FIFNC), gave a PowerPoint presentation regarding FIF and how the organization serves persons with TBI in the state of NC. She described the twelve chapters which serve 38 counties as well as the Lifetime Connections Program which was part of the TBI Grant proposal for HRSA. Further information can be found at the organization's web site: <a href="http://www.fifnc.org">www.fifnc.org</a>. Ms. MacMichael also reported that she had been involved in a Spanish speaking TV program in which TBI services were described. The Council will be sent the link to the show.</p>		
<b>Conclusions</b>	<p>FIFNC and its chapters across the state have a unique way of serving consumers with TBI.</p>		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
The link to the Open Net TV broadcast will be sent to Council	J. White	12/15/08	

**7. Agenda topic: TBI Project STAR**

**Tami Guerrier**

<b>Discussion</b>	<p>Ms. Lash asked Ms. Guerrier to describe TBI Project STAR (Services Targeted fro All Referrals). Ms. Guerrier gave a handout about Project STAR, their connection to the TBI Model Systems and numbers of consumers served. She also discussed how the BIANC Family and Community Support Office is housed within Project STAR in Charlotte.</p>		
<b>Conclusions</b>			
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	

**8. Agenda topic: Trauma Care in NC**

**Holli Hoffman**

<b>Discussion</b>	<p>Ms. Lash asked Ms. Hoffman to speak to the Trauma system in NC. Ms. Hoffman reported that there are 12 Trauma Centers in the State of NC. North Carolina has the most advanced trauma centers in the southeast but remain unfunded by the State. Advances have been made in data collection and a Study Commission is now being requested by the State Trauma Advisory Council. Ms. Lash asked Ms. Hoffman to give a detailed report at the next TBI Advisory Council meeting and she agreed.</p>		
<b>Conclusions</b>	<p>Trauma and TBI have much to learn from each other and share.</p>		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
Ms. Hoffman will give a detailed presentation at the TBI Advisory Council Meeting	Holli Hoffman	3/11/09	

**9. Agenda topic: Legislative Action Plan for 2009****Marilyn Lash  
Legislative Comm.**

<b>Discussion</b>	Ms. Lash and Mr. Baggett led a discussion regarding legislative priorities for the next year. Mr. Baggett suggested that the Council would complete a report regarding brain injury in the State and sponsors would be found for a bill. This would include information regarding ABI vs. TBI, recommended changes to the statute, and data which is available (from DPI). Cost data would not be available. If the bill fails, the General Assembly (GA) would ask for data and the Council could then ask for a fast track on a Study Commission. If many items are included in one bill, the GA could pass all or any part of the recommendations. Council discussed that money should be requested for administrative aspects of the Council (i.e. mailings). Mr. Baggett stated that the bill filing deadline is the end of April.		
<b>Conclusions</b>	Sponsors for a bill for brain injury should be found and a bill proposed in the long session in 2009.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
<ul style="list-style-type: none"> <li>Research which members of the GA were in attendance when original TBI Statute was presented in 2003.</li> <li>Find appropriate, interested sponsors for a brain injury bill.</li> </ul>	Mr. Baggett	1/30/09	
	Legislative Committee	2/1/09	

**10. Agenda topic: Committee Reports****Marilyn Lash  
Janice White**

<b>Discussion</b>	<p><b>Health Services Committee:</b> Mr. Forsythe has sent drafts of both the letter regarding funding to L. Wainwright and a position paper on single stream funding. Additionally, he has talked with several LMEs, who appear not to be interested in formal TBI Service definitions, but want to develop their own.</p> <p><b>Prevention Committee:</b></p> <ul style="list-style-type: none"> <li>The committee continues to gather email lists for the injury prevention survey but this was put on hold during the grant writing. This committee will meet again after the New Year.</li> <li>Discussion of concussions and the recent news regarding the NC High School Athletic Association recommendation of Certified Athletic trainers in every high school. It was decided that a committee would be formed to look at this since March is TBI Awareness Month and BIAA has designated 2009 for concussion and sports related TBI.</li> </ul>		
<b>Conclusions</b>	Committees will continue work on projects in the new year.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
<ul style="list-style-type: none"> <li>See action items under Old Business for Health Services items.</li> <li>Continue injury prevention survey.</li> <li>Committee to be formed for TBI Awareness Month activities</li> </ul>	D. Forsythe L. Newlin, J. White J. White, L. Newlin, C. Ornitz, S. Farmer, T. Guerrier, S. Hooper	3/11/09 1/15/09	

Ms. Lash thanked everyone for their participation. There being no further business, the meeting was adjourned at 1:45pm.