



## TRAUMATIC BRAIN INJURY ADVISORY COUNCIL

**Date:** 6/10/09

**Time:** 10:00am-2:00 pm

**Location:** PH Bldg. #1; Reaves 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 type="checkbox"/>	Chuck Monnett	<input checked="" type="checkbox"/>	Ana King
Cindy Boyd	<input checked="" type="checkbox"/>	Liz Newlin	<input checked="" type="checkbox"/>	Tami Guerrier
Spencer Clark	<input checked="" type="checkbox"/>	Carol Ornitz	<input checked="" type="checkbox"/>	Diane Harrison
Christine Craig	<input checked="" type="checkbox"/>	Grey Powell	<input checked="" type="checkbox"/>	Brenda Harrington
Michiele Elliott	<input type="checkbox"/>	Sharon Rhyne	<input checked="" type="checkbox"/>	Jamie Pierce
Sandra Farmer	<input checked="" type="checkbox"/>	Holly Riddle	<input checked="" type="checkbox"/>	
Martin Foil	<input type="checkbox"/>	Scott Sagraves	<input checked="" type="checkbox"/>	
David Forsythe	<input checked="" type="checkbox"/>	Elsie Siebelink	<input checked="" type="checkbox"/>	
Travis Glass	<input checked="" type="checkbox"/>	Charlie Smith	<input type="checkbox"/>	
Flora Hammond	<input type="checkbox"/>	Jim Swain	<input checked="" type="checkbox"/>	
Tonia Harrison	<input checked="" type="checkbox"/>	Tom Winton	<input checked="" 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"/>	
Charisse Johnson	<input type="checkbox"/>	<b>Staff to Council</b>	<input type="checkbox"/>	
Susan Johnson	<input checked="" type="checkbox"/>	Joan Kaye	<input checked="" type="checkbox"/>	
Ken Jones	<input type="checkbox"/>	Jan White	<input checked="" type="checkbox"/>	
Marilyn Lash	<input checked="" type="checkbox"/>		<input 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 no changes were noted.		
<b>Conclusions</b>	A motion was made by Ms. Herbert, with a second by Ms. Boyd to accept the minutes. The minutes were adopted as presented.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
The minutes will be posted on the web.	Janice White	7/1/09	

### 3. Agenda topic: Old Business/Assignments

**Carol Ornitz**

<b>Discussion</b>	Ms. Ornitz has developed a new Action Item spreadsheet which she will utilize to track assignments and completion dates. She has also included the information regarding bills presently in the General Assembly which she will follow as well.		
<b>Conclusions</b>	A tracking system has been developed for Advisory Council assignments.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
Track tasks assigned at all TBI Advisory Council meetings.	Carol Ornitz	Ongoing	

**4. Agenda topic: Lead Agency Report**

**S. Clark/J. Kaye/J. White**

<b>Discussion</b>	<p>Ms. Kaye reported on general issues from the Division:</p> <ul style="list-style-type: none"> <li>• Sandy Ellsworth has taken on more DD responsibilities therefore will no longer work on TBI issues. Ms. Kaye will continue to be the Program Manager and Ms. White will be the Program Coordinator. Ms. Ellsworth will continue to be available for consultation.</li> <li>• The HRSA grant responsibilities were outlined and the implementation plan was outlined.</li> <li>• The draft TBI State Plan was sent to the Council on May 28 with a reviewer worksheet. Comments on the plan are due back to the Division on June 19th.</li> <li>• Policies are presently being developed regarding recurring and non-recurring allocations along with guidelines for allocations.</li> <li>• A monthly conference call with all LME-TBI contacts is being instituted this month.</li> </ul> <p>Mr. Clark gave a fiscal report including:</p> <ul style="list-style-type: none"> <li>• An updated LME report was distributed with financial information available through 6/8/09. Questions were asked and answered regarding specific funding showing on the report.</li> <li>• The Division has been actively redistributing money over the last two months to utilize as much as possible before the end of the fiscal year. Unexpended funds do not roll over and revert back to the General Assembly (GA).</li> <li>• It is unclear what the budget will be for next year as the GA has not yet completed a budget. Allocations cannot occur until a budget has passed and been certified.</li> <li>• A report was given as to what money is unused at this time and that LMEs with funds remaining will try to use those funds before the end of the FY. At this late date, funds cannot be transferred from one LME to another.</li> <li>• The Cross Area Service Program (CASP) was again explained and will be set up at Eastpointe for ReNu Life. Consumers from any LME can access the CASP for use at ReNu Life.</li> </ul>	
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>• Ms. Lash requested that written guidelines be shared with Council and that a brochure regarding the TBI Program at the Division and LME level be developed. This will include information regarding the new Ombudsman Program being developed through the HRSA grant.</li> <li>• Information about accessing care needs to be updated on the TBI website. Ms. Herbert referenced the Division's flow chart which will be reviewed for appropriateness for inclusion.</li> <li>• Ms. Riddle reported on DD Council activities which TBI Council members may be interested in as it relates to TBI.</li> <li>• Ms. Lash inquired about funds to be used for activities such as waiver development.</li> <li>• Mr. Forsythe requested that the Division have a figure which it keeps as the lowest amount of funding which will be reserved for TBI. Mr. Clark reiterated that the GA formulates the budget.</li> </ul>	
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>
1. Guidelines regarding TBI allocations will be developed.	Kaye/White	12/9/09
2. A brochure will be developed describing TBI services through the Division and LMEs.	Kaye/White	March 2010
3. Update the Division's TBI website.	Kaye/White	9/9/09

**5. Agenda topic: Prevention Activities**

**L. Newlin/J. White/S. Rhyne**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Ms. Newlin reported that the Injury Prevention Survey had been taken over by the Injury and Violence Prevention Branch at Public Health (PH). The survey has gone out this week. The Prevention Committee will meet with PH to analyze the results.</li> <li>• Ms. Rhyne reported that there were Federal funds available this year for falls however NC did not qualify. This was a one year grant and it will be posted again next year. By that time NC will have completed the core structure needed with the Falls Prevention Coalition to qualify to apply. PH will lead in this activity.</li> <li>• Ms. White reported on the activity on the grant shared by UNC and Duke on The Period of PURPLE Crying. This prevention initiative for Abusive Head Trauma (formerly called Shaken Baby Syndrome) has now entered phase II and continues to reach hospitals, clinics and physicians across the state.</li> <li>• Ms. White and Ms. Rhyne reported on PH's Injury and Violence Prevention Branch's 5 year strategic planning process which involved various groups and state agencies, all involved in prevention.</li> </ul>	
<b>Conclusions</b>	The Injury Prevention Survey went out via email this week from PH. This will allow greater understanding of prevention efforts going on across the state and how TBI prevention efforts may be included.	
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>
1. Meet with PH to look at and analyze survey results.	Newlin/White	9/9/09

**6. Agenda topic: Department of Public Instruction (DPI) Report**

**S. Hooper/T. Winton**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Mr. Winton presented first on Brain Injury in the Public Schools. These numbers are reported from Special Education and are not medical in nature. The schools track acquired brain injury and not just TBI.</li> <li>In December of 2008 there were 473 students classified as TBI across the state. There are students with ABI as well as TBI who are in categories such as "other health impaired" and "multiple disabilities" therefore it is difficult to get accurate numbers.</li> <li>Training of the school psychologists explained, including the registry detailing who has been trained. The registry currently lists 227 school psychologists who have been trained. This training occurs through the Center for Development and Learning (CDL) at UNC.</li> <li>Description of Local Educational Authorities (LEAs) of which there are 115, Charter Schools and Mobile Resource Teams.</li> <li>Description of Individualized Education Plan (IEP) vs. a 504 Plan (Rehab Act).</li> <li>DPI is looking at revising a manual from 1997 entitled "Best Practices in Assessment and Programming for students with TBI".</li> <li>Working on creating an online module which will be part of Project STAR's online curriculum.</li> <li>Dr. Hooper described the national Pediatric Acquired Brain Injury (PABI) Plan developed by Patrick Donahue. PABI will serve individuals between the ages of 0-25.</li> <li>CDL has applied for and been awarded a Lead Agency Position for PABI which has no funding as of this time. CDL will be the Reintegration/Long-Term Care Coordinating site for the Southeastern Region. Dr. Hooper described proposed staffing and goals and objectives should funding be awarded.</li> </ul>									
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>The schools are serving students with all types of acquired brain injury.</li> <li>They are continuing to train school psychologists regarding brain injury.</li> </ul>									
<b>Action Items</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"><b>Person(s) Responsible</b></th> <th style="width: 20%;"><b>Deadline</b></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>A short description will be written of how to access assistance through the public schools when calls are received by the Brain Injury Association or the Division of MH/DD/SAS from a parent.</li> </ul> </td> <td>Tom Winton</td> <td>9/9/09</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Create an online module which will be part of Project STAR's online curriculum.</li> </ul> </td> <td>Tom Winton</td> <td></td> </tr> </tbody> </table>		<b>Person(s) Responsible</b>	<b>Deadline</b>	<ul style="list-style-type: none"> <li>A short description will be written of how to access assistance through the public schools when calls are received by the Brain Injury Association or the Division of MH/DD/SAS from a parent.</li> </ul>	Tom Winton	9/9/09	<ul style="list-style-type: none"> <li>Create an online module which will be part of Project STAR's online curriculum.</li> </ul>	Tom Winton	
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**7. Agenda topic: Licensure workgroup**

**Ana King**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Ms. King reviewed the particulars of the licensure bill which is presently in the General Assembly (GA). It has been moved to the Appropriations Committee to rule out negative financial impact. She reminded the group that DHHS is still reviewing the housing needs of individuals with disabilities and therefore the question of Special Assistance rates has yet to be answered.</li> <li>Ms. Riddle reminded the Council that the DD Council has an informational piece titled "Seeing is Believing" that looks at licensing issues as well as the licensing of direct providers.</li> </ul>						
<b>Conclusions</b>	The Council supports HB 1309 introduced by Verla Insko.						
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**8. Agenda topic: Legislative Action Plan**

**S. Farmer/C. Craig**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Ms Craig updated the Council on to the Licensure bill. The changes in the Statute regarding TBI Advisory council were added to this bill.</li> <li>Ms. Farmer told the Council that cuts in the State system would eliminate 60,000 to 90,000 jobs. This is the type of economic information to emphasize when talking to Legislators as this will hit home in their Districts.</li> </ul>						
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>The Council should support all of the bills presently in the General Assembly including the Medicaid Waiver bill.</li> <li>Members of Council should also write individual letters.</li> <li>State employees can write to Legislators if on their own time and their home computers.</li> </ul>						
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**9. Agenda topic: Support Letters & Council Positions**

**S. Rhyne**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>Ms. Lash reminded Council that this topic has come up several times now for various efforts. She asked Ms. Rhyne to address this issue and how this is handled by other Councils.</li> <li>Ms. Rhyne reminded the Council that State employees may not lobby, therefore Council needs to do that in support of important issues.</li> <li>Council may support DMH as well as other issues.</li> <li>When Council writes support letters they may not come from a State employee or from a state computer.</li> <li>Need to decide if there should be one general letter from Council or if it is better to get individual letters to increase the "count" of letters coming in for support or a particular issue.</li> <li>Council may come up with talking points and support materials to give to partners to assist with efforts.</li> <li>Council may ask Legislators if a representative from a certain State Division may come along for informational purposes only.</li> <li>Supporting documents should address the burden/cost of activity as well as the evidence base behind it.</li> <li>Ms. Riddle reminded the Council that there is a group called NC Disability Action Network which is internet based and over 2000 strong. Additionally, June is the anniversary of the Umstead decision and the Council should support this initiative.</li> <li>Ms. Lash asked the Council how situations should be handled if two organizations both ask Council for support letters for the same grant.</li> </ul>		
<b>Conclusions</b>	<ul style="list-style-type: none"> <li>Situation will dictate if a single letter from Council is warranted or if members should write individual letters.</li> <li>Council will need to review By-Laws to determine how to handle multiple requests for support letters.</li> </ul>		
<b>Action Items</b>		<b>Person(s) Responsible</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>By-Laws to be reviewed and bullet points to be developed for what should be supported.</li> </ul>		H. Riddle, M. Lash, S. Hooper, S. Rhyne	9/9/09

**10. Agenda topic: Wrap-Up**

<b>Discussion</b>	<p>Ms. Lash reported that the annual report to the Governor is due. She wants to get on the LOC agenda and report on the issues that the Council wants to support:</p> <ul style="list-style-type: none"> <li>Licensure</li> <li>Waiver</li> <li>Service Definitions</li> <li>Trust Fund</li> </ul>		
<b>Conclusions</b>	The meeting was concluded. Ms. Ornitz made a motion to adjourn, second by Ms. Farmer.		
<b>Action Items</b>		<b>Person(s) Responsible</b>	<b>Deadline</b>

Ms. Lash thanked everyone for their participation. There being no further business, the meeting was adjourned at 2:10 pm.