



**BRAIN INJURY ADVISORY COUNCIL (BIAC)**

Date: September 11, 2019

Time: 10:00 am- 3:00 pm

Location: The Governor's Institute  
1121 Situs Court, CR 325  
Raleigh, NC

<b>TYPE OF MEETING</b>		Quarterly Meeting		
<b>FACILITATOR</b>		David Forsythe, Chairperson		
<b>ATTENDEES</b>				
<b>NAME</b>	<b>PRESENT</b>	<b>NAME</b>	<b>PRESENT</b>	
<b>Voting Council Members</b>		<b>Non-Voting Council Members</b>		<b>GUESTS</b>
David Forsythe	<input checked="" type="checkbox"/>	Alan Dellapenna	<input type="checkbox"/>	Carol Ornitz
Pier Protz	<input checked="" type="checkbox"/>	Cindy DePorter	<input checked="" type="checkbox"/>	Laurie Stickney
Jean Andersen	<input checked="" type="checkbox"/>	Amy Douglas	<input type="checkbox"/>	Michelle Merritt
Craig Fitzgerald	<input type="checkbox"/>	Travis Williams	<input type="checkbox"/>	Cristina Phillips
Martin Foil	<input checked="" type="checkbox"/>	Michiele Elliott	<input checked="" type="checkbox"/>	Lauren Costello
Christine Fernandini	<input checked="" type="checkbox"/>	Kenneth Bausell	<input checked="" type="checkbox"/>	Steve Strom
Carmaletta Henson	<input type="checkbox"/>	Dreama McCoy	<input type="checkbox"/>	Lynette Gordon
Thomas Henson, Jr.	<input checked="" type="checkbox"/>	Lee Lewis	<input checked="" type="checkbox"/>	Mamie Hutnik
Lynn Makor	<input checked="" type="checkbox"/>	Tracy Buchanan	<input checked="" type="checkbox"/>	Jordan Slade
Karen McCulloch	<input checked="" type="checkbox"/>	Jim Swain	<input checked="" type="checkbox"/>	
Sarah Stroud	<input checked="" type="checkbox"/>	Melinda Munden	<input checked="" type="checkbox"/>	
Donna White	<input type="checkbox"/>			
Jan White	<input checked="" type="checkbox"/>			
Geana Welter	<input checked="" type="checkbox"/>			
Diane Westbrook	<input checked="" type="checkbox"/>			
Patricia Babin	<input checked="" type="checkbox"/>			
Ryan Lamb	<input checked="" type="checkbox"/>	<b>Staff to Council</b>		
Dave Wickstrom	<input checked="" type="checkbox"/>	Scott Pokorny	<input checked="" type="checkbox"/>	
Jerome Frederick	<input checked="" type="checkbox"/>	Sandy Pendergraft	<input checked="" type="checkbox"/>	
Virginia Knowlton-Marcus	<input checked="" type="checkbox"/>	Michael Brown	<input checked="" type="checkbox"/>	
John Dickerhoff	<input checked="" type="checkbox"/>	Stephanie Jones	<input checked="" type="checkbox"/>	
Roseanne Randall	<input checked="" type="checkbox"/>			
Sue Collier	<input checked="" type="checkbox"/>			
Dr. Josh Bloom	<input checked="" type="checkbox"/>			
Wes Cole (Laurie Leach)	<input checked="" type="checkbox"/>			
Daniel Pietrzak	<input checked="" type="checkbox"/>			

**1. Agenda topic: Welcome, Review of Minutes & Introductions**

**David Forsythe**

<b>Discussion</b>	David Forsythe, chair, welcomed everyone to meeting. Introductions were made by all in attendance. David shared the following information in relation to his autobiography: <ul style="list-style-type: none"> <li>Retired Executive Director with Person County Group Homes</li> <li>Appointed to the Brain Injury Advisory Council (BIAC) in 2004, 2008, and 2019</li> <li>Stroke survivor in 2018</li> </ul>		
<b>Conclusions</b>	David advised as the committee-chair his vision is to focus on TBI-related issues with the expectation of brief updates from the council members.		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
The minutes for June 2019 will be distributed, read and approved during December 2019 meeting.	Scott Pokorny	12/31/2019	

**2. Agenda topic: TBI and Sports Concussion**

**Dr. Josh Bloom**

<b>Discussion</b>	Dr. Josh Bloom, Carolina Sports Concussion Clinic, provided the following information during his presentation: <ul style="list-style-type: none"> <li>Concussions and Sub-Concussions are common amongst head contact sports.</li> <li>Most states are only allowing full contact on game day and limited contact during practice.</li> <li>Dr. Bloom shared the CrashCourse video, a free concussion education resource, with the committee. The video identified the following information:             <ul style="list-style-type: none"> <li>What is a concussion</li> <li>Common signs and symptoms of concussions</li> <li>Care and treatment for concussions</li> <li>Statistical data regarding sports related concussions</li> </ul> </li> <li>Dr. Bloom solicited feedback and an endorsement from the council regarding the CrashCourse video being used for North Carolina student athletes.</li> <li>The following feedback was given regarding the CrashCourse video:             <ul style="list-style-type: none"> <li>The Crashcourse video is a better resource for student athletes then the documentation required by the school system.</li> <li>A female athlete should be used in future videos.</li> <li>Can current student athlete local laws be influenced to require the public school system to utilize the CrashCourse?</li> <li>Establish better collaboration to utilize CrashCourse and build upon the work that has already be done.</li> </ul> </li> </ul>		
<b>Conclusions</b>	Committee Vote <ul style="list-style-type: none"> <li>The council voted 16 <i>yea</i> and 0 <i>no</i> to the following motion: The Brain Injury Advisory supports the CrashCourse Concussion education as a concussion resource for student athletes. In addition, the council supports the Crash Course video being posted to DMH/DD/SAS and BIANC's website.</li> <li>The council voted 16 <i>yea</i> and 0 <i>no</i> to amend the motion: The Brain Injury Advisory supports the CrashCourse Concussion education as a concussion resource for <b>youth</b> athletes. In addition, the council supports the Crash Course video being posted to DMH/DD/SAS and BIANC's website.</li> </ul>		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
Scott Pokorny disseminated the CrashCourse video and presentation via email to the council on September 13, 2019.	Scott Pokorny	9/13/2019	

**3. Agenda topic: TBI Waiver Update**

**Kenneth Bausell, Michelle Merritt and Cristina Phillips**

	The joint update was provided regarding the TBI Waiver: <ul style="list-style-type: none"> <li>The TBI Waiver is in its second year of the waiver with 11 months operational.</li> <li>The active partners in the waiver are:             <ul style="list-style-type: none"> <li>NC Medicaid</li> <li>DMH/DD/SAS</li> <li>DSS</li> <li>Alliance</li> <li>BIAC</li> <li>BIANC</li> </ul> </li> <li>Active committees to support the waiver are:             <ul style="list-style-type: none"> <li>TBI Waiver Implementation Team</li> <li>Sub-Committee- Health Literacy Committee</li> <li>Alliance TBI Waiver Stakeholder Committee</li> <li>Alliance TBI Waiver Provider Learning Collaborative</li> </ul> </li> <li>The current participant status for the waiver are the following:</li> </ul>		
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	<ul style="list-style-type: none"> <li>○ 108 individuals have been placed on the interest registry</li> <li>○ 25 of the 108 individuals have presented their information to Alliance Medical Team- In process</li> <li>○ 80 of the 108 individuals have received reach out by Alliance to learn more about their individual situations</li> <li>○ 16 of the 108 individuals are now ACTIVE on the waiver</li> <li>○ 6 more individuals are very close to having packets sent to DSS According to Portland's Bureau of</li> <li>• Potential barriers in locating individuals for the waiver: <ul style="list-style-type: none"> <li>○ Complexity of Population – Physical and Behavioral Health Care needs while having limited natural supports</li> <li>○ Identification of Catchment area population- TBI Dx not always primary-Data Pulls, Provider and MCO Access Center assistance is a must</li> <li>○ Development of TBI Residential Specific Programs</li> </ul> </li> <li>• TBI services used to date by beneficiaries are: <ul style="list-style-type: none"> <li>○ Personal Care Services</li> <li>○ Life Skills Training</li> <li>○ In-Home Intensive Supports</li> <li>○ Residential Supports</li> <li>○ Day Supports</li> <li>○ Special Case Consultation</li> </ul> </li> </ul>	
<b>Conclusions</b>		
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>

#### 4. Agenda topic: TBI State Action Plan Update

**Stephanie Jones and Scott Pokorny**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• The following joint updates were provided regarding the TBI State Plan: <ul style="list-style-type: none"> <li>○ The TBI State Action Plan update workgroup has met a total seven times to date – with five external stakeholder meetings and 2 internal DMH meetings.</li> <li>○ There have been approximately 30 entries of feedback received to date and as a result of the invaluable feedback received via email or meetings there will be the following updates: <ul style="list-style-type: none"> <li>▪ Two separate documents—one that focuses on goals/objectives and the other to provide goals/objectives, statistics, program descriptions and other TBI- related detail.</li> <li>▪ Ongoing, the report will be updated annually.</li> <li>▪ The Goals and Objectives section has been condensed and will include all measurable goals with the overall appearance of the report having a consistent font size, text alignment and spacing to increase accessibility.</li> <li>▪ All Service/program sections have been updated and will appear alphabetized.</li> </ul> </li> <li>○ A member from DMH/DD/SAS's Consumer and Community Engagement team will be reviewing the final product to offer feedback on assuring the plan is user friendly for TBI survivors.</li> <li>○ Additional collaboration with other divisions and departments on future plan updates has been solicited. There will be a member from Aging and Adults Division that will be joining our future meetings.</li> <li>○ The results from the TBI Needs and Gaps Assessment will be reviewed, and information incorporated into the report.</li> <li>○ A final draft will be presented and discussed at BIAC's December meeting. Any recommendations for changes will be considered and a vote will be taken. The document will be submitted to management at DMH/DD/SAS for final review/approval.</li> </ul> </li> </ul>	
<b>Conclusions</b>	The next TBI Action Plan workgroup meeting is scheduled for October 21 at the Governor's Institute (1121 Situs Ct., Raleigh) CR. 325 between 1 p.m.– 3:30 p.m. The conference number for this meeting is (919) 233-1565.	
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>

#### 5. Agenda topic: Committee Revitalization

**Sue Collier and Diane Westbrook**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Sue Collier stated the new sub-committees should consider working within a formalized and disciplined structure, create standardize wording for each committee, have regular opportunities to present findings and work to the full committee and have clearly defined chairs and co-chairs.</li> <li>• The following recommendations were provided regarding restructuring the council's sub-committees: <ul style="list-style-type: none"> <li>○ The following committees should remain as a part of the council: <ul style="list-style-type: none"> <li>▪ Children and Youth</li> <li>▪ Health Services and service Delivery renames to Service Delivery</li> <li>▪ Legislative renamed to Public Policy</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Prevention</li> <li>○ The following committee should be eliminated as part of the council: <ul style="list-style-type: none"> <li>▪ Veterans</li> </ul> </li> <li>○ The following committee should be placed on hold: <ul style="list-style-type: none"> <li>▪ Family Consumer</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Ms. Collier advised the proposed recommendations were intended to incorporate Veteran and Family Consumer committees work into the proposed committees and not to exclude any members.</li> <li>• The council provided the following feedback regarding the proposed sub-committee recommendations: <ul style="list-style-type: none"> <li>○ Veterans should remain an active sub-committee.</li> <li>○ Determine the purpose of having a standalone Veteran's sb-committee or could it not be incorporated within the other sub-committees.</li> <li>○ The council's charter is to look at the bigger picture and not just Veteran's TBI-related initiatives.</li> <li>○ Don't forget the families of veterans that utilize local services. Veterans sub-committee should not be eliminated but placed on hold.</li> </ul> </li> </ul> <p>Diane Westbrook provided the council with list of recommended language changes to by-laws.</p> <ul style="list-style-type: none"> <li>• The language in the by-laws can be modified once 30 days prior notice have expired of the proposed changes.</li> <li>• There were additional proposed language changes to the following by-laws below:</li> </ul>						
<b>Conclusions</b>	<p>Committee vote: The council voted 15 <b>yea</b> and 0 <b>no</b> to the following motion:</p> <ul style="list-style-type: none"> <li>○ (#6): All Council members are encouraged to serve on one or more Standing committees. Non-Council members may also be recruited to participate on Standing Committees. <b>Addition:</b> All Council members <b>are suggested to</b> serve on one or more Standing committees. Non-Council members may also be recruited to participate on Standing Committees.</li> <li>○ (#7) Children and Youth, Service Delivery System, Public Policy, Prevention, Family and Consumer (<b>will continue forward with the new names as indicated</b>) <b>Addition:</b> Family and Consumer and Veterans (<b>will convene as needed</b>)</li> </ul>						
<b>Action Items</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Person(s) Responsible</th> <th style="width: 25%;">Deadline</th> </tr> </thead> <tbody> <tr> <td>Confirm if sub-committees are responsible for their own minutes.</td> <td>Diane Westbrook</td> <td>12/31/2019</td> </tr> </tbody> </table>		Person(s) Responsible	Deadline	Confirm if sub-committees are responsible for their own minutes.	Diane Westbrook	12/31/2019
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#### 6. Agenda topic: Committees

**David Forsythe**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• David Forsythe advised the subcommittees to provide a brief report out during December's meeting.</li> <li>• David recommended to the Public Policy committee to pursue prevention efforts for e-scooters.</li> <li>• David sought clarification regarding the requirements for individuals to chair or co-chair a sub-committee and their voting rights.</li> </ul>						
<b>Conclusions</b>	David was advised that only of the executive board members have voting privileges, therefore one of executive boards members should occupy the chair or co-chair position for each sub-committee.						
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#### 7. Agenda topic: Council Update

**Scott Pokorny**

<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Scott Pokorny provided the committee with the following information: <ul style="list-style-type: none"> <li>○ A status report of new appointments, reappointments and pending seats to the council.</li> <li>○ A listing of council members' name, email address and seat affiliation</li> <li>○ A listing of the appointing bodies</li> </ul> </li> <li>• An appointed member doesn't have voting privileges until their seat is approved in an appointment bill.</li> <li>• Attendance to council members are reported to <b>management</b>. Members will be notified in letter form when absent from council meetings.</li> <li>• The next council meeting will be held on October 16, 2019. The agenda items for this meeting will include a council orientation, national TBI legislation and guest speakers.</li> </ul>									
<b>Conclusions</b>	<p>Committee vote: The council voted 15 <b>yea</b> and 0 <b>no</b> to the following motion: Dr. Karin Reutur-Rice, chair and Thomas Henson and Dr. Pete Duquette, co-chair - Children and Youth, Beth Overby, chair - Public Policy</p> <ul style="list-style-type: none"> <li>• Scott disseminated the council membership listing via email on 9/20/2019.</li> <li>• David recommended that seat referrals for the council be sent to the appointing bodies in letter form.</li> <li>• Carol Ornitz recommended that attendance policy for the council be included in statute.</li> </ul>									
<b>Action Items</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 20%;">Person(s) Responsible</th> <th style="width: 45%;">Deadline</th> </tr> </thead> <tbody> <tr> <td>• Modify the council's listing to reflect the work number and address for State employees</td> <td>Scott Pokorny</td> <td>12/31/2019</td> </tr> <tr> <td>• Inquire to the appointing bodies if the council can make referrals for pending seats</td> <td>Scott Pokorny</td> <td>12/31/2019</td> </tr> </tbody> </table>		Person(s) Responsible	Deadline	• Modify the council's listing to reflect the work number and address for State employees	Scott Pokorny	12/31/2019	• Inquire to the appointing bodies if the council can make referrals for pending seats	Scott Pokorny	12/31/2019
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**8. Agenda topic: Adjourn**

<b>Discussion</b>	David thanked everyone for their participation. The meeting was adjourned at 2:45 p.m.		
<b>Conclusions</b>			
<b>Action Items</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>	
Next meeting scheduled for 10/16/19 from 9:30 a.m. – 3:30 p.m. located at Governor’s Institute			

Respectfully submitted: Stephanie Jones, Michael Brown and Scott Pokorny.