



**Advisory Council on Brain Injuries  
Administrative Rules Task Force  
February 23, 2011 – Meeting Minutes**

The meeting was called to order by Emily Emonin, task force chair at 2:07 p.m.

**ACBI Administrative Rules Task Force Members Present**

Tom Brown    David Demarest    Emily Emonin  
Connie Holmes (via phone)    Kellie Harmon (via phone)

**IDPH Staff Present**

Megan Hartwig    Binnie LeHew

The meeting began with members reviewing the minutes from the last meeting. There were no questions or additions to the minutes from the November 23, 2010 meeting. It was questioned as to whether official minutes needed to be kept for task force meetings. Emily thought maybe the task forces could have notes.

*Action Item: The Task Force would like to know Heather Adams' opinion regarding meeting minutes vs. notes.*

The Task Force next reviewed Heather Adams' answers to the Administrative Rules Task Force meeting questions from November 23, 2010 meeting. The group compared Heather's answers to Chapter 55. The group decided they definitely want to include the ACBI mission in their rules.

There was discussion regarding how many standing Task Force should be a part of the ACBI. The group decided they want to keep the Service and Prevention Task Forces. They might want to add a standing State Plan Task Force as well as an Information and Education Task Force. There was discussion that an Information and Education Task Force might have a similar function of the Prevention Task Force. There was also discussion regarding Executive Task Force being the only standing Task Force as the rules will state that other Task Forces may be established as needed.

The group then discussed changing the minimum number of ACBI members from nine to twelve. There was discussion regarding how the ACBI has had an average number of 15 members serving the past few years. Tom explained the history behind 15. He explained that if the group gets too big there can be issue with accomplishing what needs to be accomplished in meetings. Rationale to go from 9 to 15 members is that the council requires such a broad base of membership. The T.F. would like to make the minimum membership 12 with three year terms for rotation. If the Council had 15 members, five could go off each year instead of half every two years. TF would like to see if a member is replaced midterm the new member would finish out the past members term, not start a new three year term.

It was discussed regarding how the Chair can appoint members to specific Task Forces. Discussion moved to specific revisions of the Administrative Rules and the ACBI procedural document.

*Action Item: Megan to type up draft of Chapter 55 changes.*

Meeting was adjourned at 4:35 p.m.

Minutes submitted by Megan Hartwig