

# ADVISORY COUNCIL ON BRAIN INJURIES July 15, 2011

# Iowa Lutheran Hospital 700 E. University, Des Moines, Iowa Swanson Conference Room

#### **MINUTES**

#### 1. Welcome/Introduction

Jack Hackett, Chair

Members participating:

Staci Bell, Thomas Brown, Dennis Byrnes, Jack Hackett, Michael Hall, Donald Heckert, Kathy Herring, Walter (Dave) Johnson, Rhonda Jordal, Sue Lewis, Joseph Linn, Renee Moravec, Peggy Parker, Stacy Simatovich

Members not in attendance:

Jill Crosser

IDPH staff participating:

Megan Hartwig, IDPH, Brain Injury Program; Binnie LeHew, IDPH, Injury Prevention Program

Ex Officio Representatives participating:

Kathy Winter, Div. of Voc Rehab; Toni Reimers, Dept. for the Blind; LeAnn Moskowitz, DHS; Theresa Armstrong, DHS;

Others Participating

Heidi Smith, BIA-IA; Ben Woodworth, IACP; Kay Corriere, Dept. on Aging; Kellie Harmon past ACBI member; Emily Emonin, past ACBI member

#### Meeting was called to order at 10:03 a.m.

Hackett called the meeting to order and welcomed the group. Hackett welcomed and thanked the new members. He explained this is an important two years as the ACBI will be working on the state plan for brain injury. Hackett stressed the ACBI is a working council and member participate is important. Hackett reminded all members when the group is at the table dealing with council business all perspectives are important and members need to consider them as such and not only focus on their own issues and agendas.

The

#### 2. New Member Introductions

All ACBI members

All individuals present at the meeting introduced themselves and gave a brief update of why they are participating in the ACBI.

# 3. Review and Approval of the Agenda

Jack Hackett, Chair

Hackett requested a discussion of the mental health redesign study group that DHS will be leading.

Johnson motioned to accept the agenda with the requested changes; Hall seconded; motion carried.

# 4. Review and approval of the 4/15/2011 ACBI Minutes Jack Hackett, Chair

Minutes were reviewed. Emonin asked for clarification regarding the Cognitive Rehabilitation task force. Hackett felt it would still be an as needed task force. Emonin expressed she would still serve on the task force if it was the council's wish.

Heckert motioned to accept minutes from the 4/15/2011 ACBI meeting. Herring seconded; motion carried.

### 5. Task Force Reports

**Task Force Chairs** 

#### **Executive Task Force Report**

Hackett

Hackett discussed the cognitive rehabilitation task force; he explained how important and key it is to a person's recovery. He shared the cognitive rehabilitation task force was developed to address this issue.

### Action: Megan to send the Cognitive Rehabilitation 2011 White Paper to all ACBI members.

Hackett explained to the group that in the past the ACBI has been able to review the candidates for the ACBI. This year the council did not have this opportunity. Hackett plans to communicate with the governor's office to request the ACBI be able to be involved in the process in the next year.

# Action: Hackett to draft a letter to send to the Governor's office regarding ACBI review of applicants for council.

The group reviewed the Executive Task Force minutes from the April 14, 2011 meeting.

Simutovich motioned for the minutes from the April 14, 2011 Executive Task Force be approved as written. Johnson seconded; motion carried.

### Administrative Rules Task Force

Emonin

Emonin thanked the following members for their work on the Administrative Rules Task Force: Dave Demarest, Jack Hackett, Kellie Harmon, Pat Crawford, Connie Holmes and Tom Brown (Emonin was chair of this task force). Emonin reported the revised administrative rules are

currently being reviewed by the Administrative Code Editor. The editor had a suggestion regarding the ACBI mission statement. Emonin requested Brown read the current mission statement. Brown read the following:

#### **Current Council Mission**

The council's mission is to represent individuals with brain injury, their families, and all Iowans through advocacy, education, training, rehabilitation, research and prevention. By means of these *efforts we bring about awareness to others, and hope* and healing to survivors of brain injury. The council will accomplish this mission through the following activities:

- Studying the needs of individuals with brain injury and their families.
- Making recommendations regarding the planning, development, and administration of a comprehensive statewide service delivery system.
- Promoting and implementing injury prevention strategies.

Emonin requested Harmon read the proposed change in the mission statement. Harmon read the following:

### Proposed change to ACBI Mission

The council's mission is to represent individuals with brain injury, their families, and all Iowans through advocacy, education, training, rehabilitation, research and prevention. By means of these *efforts the council brings about awareness to others and serves as a source of hope* and healing to survivors of brain injury. The council will accomplish this mission through the following activities:

- Studying the needs of individuals with brain injury and their families.
- Making recommendations regarding the planning, development, and administration of a comprehensive statewide service delivery system.
- Promoting and implementing injury prevention strategies.

Hackett opened discussion regarding the proposed change in the mission statement. Heckert agreed it was important to go over it many times. Simatovich had concern regarding the inclusion of families in the mission statement. He stressed the importance of autonomy for survivors of brain injury. Hackett agreed autonomy was important and stressed that families were mentioned second to survivors. Brown explained the statewide nature of the mission statement. He expressed the council's focus is to help great numbers of people not only individuals.

Administrative Rules Task Force motioned to adopt the revised version of the mission statement. Johnson seconded; motion carried.

Emonin stated she would like to see the rules in place as soon as possible. She requested any other edits needing ACBI approval would be sent by email to ACBI members; members who do not have email will be sent by U.S. Postal Service.

<u>Action: Megan to send any edits needing ACBI approval to ACBI members by email or U.S.</u>
<u>Postal Service.</u>

# Action: Megan to send ACBI members final rules notice with dates for comment by email or U.S. Postal Service.

Hackett thanked Emonin for all of her work with the Administrative Rules Task Force.

# Prevention Task Force

Harmon

Harmon gave an overview of activities the Prevention Task Force has taken part in including the card game, falls DVD, maker boards and helmet distribution. Harmon stressed it will be important for the ACBI to continue to keep prevention activities in mind especially with the change in the administrative rules. Harmon explained the prevention and service task force will no longer be standing task forces when the revised administrative rules go into effect, rather prevention and service activities will be carried out through the state plan.

Harmon discussed the card game in-depth, explaining it had been sent to fourth grade teachers to use in their classrooms as well as a survey link for feedback. Harmon shared there were no responses to the survey. Harmon gave the Survey Monkey login information to Megan to keep with the card game file. Harmon also shared the card game had been submitted to the CDC for an award. She has not heard back from CDC so assumes the game did not win an award. Harmon stated she would be available to answer questions in the future regarding past prevention task force activities. If members need to contact her, the ACBI staff person has her information. Emonin offered that prevention activities can be difficult to measure. Hackett share the prevention task force had been involved in the graduated drivers' license legislation and other falls prevention activities. Harmon ended discussion by saying council members are encouraged to bring any ideas they have for prevention activities and programs to the council.

#### Service Task Force

Herring reported the service task force had not met in the past year. Hackett expressed the Cognitive Rehabilitation task force had come out of the service task force. The ACBI had a booth at the spring BIA-IA conference for service providers. He shared the ACBI has also monitored numbers of individuals on the Brain Injury Waiver waiting list via reports from DHS during council meetings. Emonin stated the cognitive rehabilitation task force hopes to be able to have cognitive rehabilitation recognized by Medicaid and Medicare as a covered service in Iowa.

## Nominations Task Force

Emonin

Emonin passed out the proposed nominations slate and shared that David Demarest, Kellie Harmon and she had been appointed as the Nominations Task Force. She explained that the slate came from current ACBI members, not new members. Emonin presented the slate and requested all look at it. The ACBI will vote at the October meeting. Emonin read the slate and stated that nominations could come from the floor after discussion. Hackett requested any nominations from the floor; none were made. The following was the approved slate for vote at the October 2011 meeting:

Chair: Jack Hackett

Vice Chair: Kathy Herring Secretary: Tom Brown

Services Task Force Chair: Michael Hall Services Task Force Vice Chair: Jill Crosser Prevention Task Force: Dave Johnson

Prevention Task Force Vice Chair: Sue Lewis

*Jordal motioned to approve the slate as written. Heckert seconded; motion carried.* The group took a break from 10:58 a.m. to 11:09 a.m.

Hackett made a brief presentation thanking outgoing council members for their work. He presented the outgoing members who were present with a box of chocolates and a certificate from the Governor's Office.

Brown motioned on behalf of the service task force for ACBI approval of the cognitive rehabilitation white paper and for the paper to be sent to all ACBI members. Johnson seconded; motion carried.

#### 6. State Plan Discussion

Hackett

Hackett requested Hartwig explain the State Plan for Brain Injury. Hartwig provided background information including that NeuroResource Facilitation had come out of the state plan. Hackett discussed other accomplishments from the state plan including service provider training, and advocating for the brain injury waiver. Brown shared the history of the state planning process and how it helps with legislative action and process. He expressed this is a way the council can make recommendations to the governor's office.

Action: Hackett to appoint a steering committee for the State Plan Task Force; all to consider if you are interested in this steering committee.

# 7. IDPH Update & ACBI Budget Report

LeHew

LeHew handed out report to ACBI (attached to these minutes), and explained each budget item. She shared that expenses are currently on target for FY2011. LeHew discussed there are some funds for staff in the ACBI budget that can be used for drivers for ACBI members. Council members are to find their own drivers, but drivers can be reimbursed for mileage, time spent and meals. The appropriated amount for the ACBI is \$23,743. The appropriated amount for Brain Injury Services is \$483,600. LeHew explained the HRSA budget and that currently staff costs are covered by the HRSA grant.

Simatovich motioned to accept the ACBI budget. Heckert seconded; motion carried.

# Action: ACBI members to contact Megan Hartwig if they will be using a driver to get to ACBI meetings.

LeHew reported on IDPH activities stating that health care reform is a big topic currently. She discussed the following:

• Community Transformation Grant: for promoting the prevention of chronic conditions, disabilities, etc. Disability is becoming a focus of the community health department

- around the state. The grant was written with more activity programming. This was a competitive grant and IDPH does not have the award yet; awards will happen in the fall.
- Disability and health Grant: supports healthcare provider trainings on topics such as communication. This grant also includes programming on living well with a disability. It would be good if the living well portion could be a part of the community transformation grant if possible. There may not be a competitive process for this grant next year.
- Youth Suicide Prevention Grant: there is currently an application out for this grant. Dale
  Chell was IDPH staff for this grant in past funding cycles. The funding cycle ended
  before the grant award this cycle. Chell is no longer with the department because of the
  loss of this grant this was not a state cut. The position was covered by federal dollars
  from the grant not state funds. The position may be funded again in the fall if IDPH
  receives the grant.

Brown reminded the group that the ACBI is an advisory body on the budget, and can make recommendations on how budget funds are to be spent. Hackett asked LeHew about the HRSA grant cycle. Hackett felt it would be important to establish a state appropriation for a Brain Injury staff position at IDPH instead of relying on HRSA funds for this position. LeHew explained there is still a line for staff in the ACBI budget. Brown stated he felt the ACBI could request more funding to assist with the ACBI staff position in the ACBI budget. He stated the second option would be to move some money from the Brain Injury Services Program appropriation for ACBI/Brain Injury staff. LeHew expressed that budget requests need to happen by October. Brown stated he felt the ACBI needs to make these requests to the Governor's office. Hackett reminded the group that the ACBI can advocate in a way that IDPH cannot and that it will important for the ACBI to advocate in the next year. Hackett requested a motion for the Executive task force to develop an advocacy plan.

Brown motioned for the Executive Task Force to develop an advocacy plan for the coming year. Herring seconded.

Discussion: Hackett felt this would be more than a one step process; there needs to be more of a strategic approach, more than just a letter. Johnson noted the governor's office receives a lot of letters and agreed there should be an entire plan. Emonin reminded the group the new Executive task force would not take effect until after the vote at the October meeting. She reminded the group the only members of the Executive task force currently left were Hackett, Johnson and Hall.

Jordal added an addendum to the motion: Chair will appoint an interim task force to develop an advocacy plan for the coming year. Seconded by Johnson; motion carried.

Action: Hackett to appoint an interim task force to develop an advocacy plan for the coming year.

Action: ACBI members to communicate to Hackett if they are interested in serving on the interim task force.

8. HRSA Report

Hartwig

Hartwig reported on the following recent activities for the HRSA grant:

- End of year financial reporting
- Department of Corrections trainings in conjunction with IACP and Dept. of Corrections staff.
- Domestic Violence trainings to be established.

Upcoming activities include:

- Completing the carryover request that will be due at the beginning of August. IDPH is looking at approximately \$80,000 in carryover funds for activities to be completed prior to March 31, 2012.
- Technical assistance call with NORC on July 28, 2011.
- End of year reporting due to HRSA in August.

Hackett called a break for lunch from 11:59 a.m. to 12:45 p.m.

The group was called back to order at 12:53 p.m.

# 9. Recap of ACBI Business

Emonin announced that Lee Woodruff, the wife of the reporter Bob Woodruff will be speaking at St. Luke's hospital in Cedar Rapids in the fall. Linn stated he had information about the event. Emonin encouraged ACBI members to participate if they were able to.

# Action: Hartwig to send information to ACBI members about Woodruff event.

# 10. Agency Reports/Updates

<u>DHS</u> Armstrong

Armstrong talked about the email that was forwarded to ACBI members seeking their participation in the mental health redesign brain injury workgroup. Hackett asked about specifics of the workgroup. Armstrong explained the BI workgroup does not have a timeframe like some of the other workgroups, but the plan is for the group to meet at least twice a month beginning in August and going through at least October. The workgroup will be made up of 10 to 12 individuals, but meetings are open to the public so anyone may come to the meetings if you are not able to make a commitment to the group. There will be no reimbursement for members of the group and meetings will be in person. There will be a website for agendas, notes and minutes.

Brown motioned for the ACBI to recommend to IDPH that expenses for ACBI members participating be reimbursed. Simutovich seconded; motion carried.

The following individuals volunteered for the workgroup: Tom Brown

Rhonda Jordal

Stacy Simatovich

Dave Johnson

Jack Hackett Michael Hall

Herring would like to see meeting notices sent to all ACBI members.

# Action: Hartwig to send out workgroup meeting notices to all ACBI members.

# Department on Aging

Corriere

Corriere reported that September 23<sup>rd</sup> is national falls awareness day. She encouraged ACBI members to participate in local programs in their respective parts of the state. Some of the activities from the prior year included: health checks, balance testing, walks, and educational opportunities. Unintentional falls are the number one cause of death for people over 64. She discussed A Matter of Balance Programming. There is information on falls workshops around the state at on this website: http://www.iowahealthylinks.org.

LeHew commented that IDPH will have a falls prevention website and hopes to be able to link it to the ACBI website.

<u>DHS</u> Moskowitz

Moskowitz shared the following two reports with the ACBI:

- BI Waiver Service Stats 7-15-11 (attached)
- 7-15-11 ACBI Report (attached)

The group discussed the BI waiver waiting list. Brown asked who the ACBI could talk to and how the group can advocate for funding for the BI waiver. There was a discussion of what had been done in the past to "buy down" waiver slots.

Moskowitz reported the online Brain Injury Waiver training language is being altered to make the language less technical and more easily understandable to people.

Moskowitz shared that Iowa Medicaid Enterprise is working to be more efficient. One of the ways this is happening is by all of the information bulletins being emailed.

# Action: Megan to get on mailing list for information bulletins and send appropriate ones to ACBI.

Moskowitz discussed the proposed changes to the respite rules. Hackett asked if the ACBI should advocate for this issue. Moskowitz stated she would like to see the ACBI remain neutral on the topic. It would be better for the ACBI to present other cost saving measures. The change in the respite rules was designed to be as cost savings measure.

Moskowitz discussed the employment first workgroup.

# <u>Action: ACBI members to contact Moskowitz if interested in participating in the Employment First Workgroup.</u>

Moskowitz discussed the Neurobehavioral Rehabilitation Task Force. The group and subgroups have met several times. Moskowitz will be working with Geoff Lauer from the Brain Injury Association of Iowa and Julie Fidler Dixon from On With Life to work on cleaning up the draft the administrative rules. Moskowitz is hopeful Neurobehavioral Rehabilitation will be a covered service by April or July 2012.

Moskowitz lastly reported IME is no longer requiring prior authorization for items under \$50.00.

# Vocational Rehabilitation

Winter

Kathy Winter spoke on behalf of Vocational Rehabilitation. Report is attached to these minutes. Hackett noted during her report how important vocational rehabilitation is and that not drawing down federal dollars makes for a lack of services in Iowa.

# **Department of Education**

Jim Flansburg is the new representative from the Department of Education. He was not able to make it to the meeting, but sent an email that will be attached to these minutes. Hartwig read the email out loud to the group.

### Department for the Blind

Reimers

Reimers reported the new White Cane magazine is available online:

http://www.idbonline.org/publications/white-cane-magazine-summer-2011. Reimers also had print copies available for the group. Reimers shared that she sees a need for more providers to be trained about TBI and noted the Department for the Blind does not currently have a waiting list for services, including employment services. Brown asked if the Department for the Blind worked with individuals with limited vision. Reimers stated the department can work with individuals who have some vision loss, degenerative eye disease and legally blind. Vision loss can be related to a disability; a person does not have to be completely blind to qualify for services, it is a case by case decision.

Hackett called for a break at 2:04 p.m.; Hackett called the group back to order at 2:20 p.m.

### 11. Service and Training Partner Reports

**BIA-IA/IACP** 

#### Brain Injury Association of Iowa

Smith

Smith shared a written report with the group that included information on the Brain Injury Support Network, Neuro Resource Facilitation, Training and Education, and Tote bags.

Smith shared that Sue Lewis and Kathy Herring from the ACBI were members of a group that were looking at the informational resources in the tote bags. Smith said that Lewis had suggested a video that might be out of production called: "The Outside to the Inside: Including Students with Brain Injury". Brown stated the council office has a copy of the video.

# Action: Hartwig to provide a copy of the video "The Outside to the Inside" to Smith.

Smith stated the group looking at the tote bags had suggested making them available at libraries through interlibrary loan. Emonin suggested the totes be available at organization libraries such as the Autism Association. LeHew suggested making a tote available at the State Library as well. It was suggested the Libraries could have laminated cards available explaining how to access the virtual tote as these would always be current. Brown shared that he had a concern with including information from ChildServe as it is an agency and other agencies are not allowed to put marketing materials in the totes. He stated if it was going to be open to one agency it could set

precedence. Emonin stated she would caution BIA-IA in including materials that seem to promote or market specific programs or products.

Smith reported the Midwest Advocacy Project is looking for more participants.

Action: ACBI members to contact Heidi Smith at BIA-IA if they are interested in participating in the Midwest Advocacy Project or if they know of someone who would like to participate.

#### Iowa Association of Community Providers

Woodworth

Woodworth shared two reports with the council; reports attached. Woodworth discussed the trainings for the Department of Corrections staff. They have been very receptive to staff education. Woodworth shared that he will be presenting along with Hartwig and Department of Corrections staff at the Annual Summer School for Helping Professionals.

Brown requested information from IACP and BIA-IA regarding program sustainability activities and plans.

#### 12. Public Comment

Byrnes commented that during meetings he is reflective on what is being discussed and shares his thoughts when he feels he has something to contribute. Byrnes has been working with homeless veterans in Iowa City. He believes the ACBI needs to embrace the veteran population and services for them. He noted that many have substance abuse issues. Byrnes added he felt the link between brain injury and sleep and substance abuse should be looked at. He discussed a television program he had watched called "Stand Down"

(http://www.cbsnews.com/video/watch/?id=6961937n),

http://easterniowalife.com/2010/09/10/stand-down-for-homeless-is-friday/ - link to article in Cedar Rapids Gazette on Eastern Iowa Stand Down.

### 13. Adjourn

Hackett adjourned the meeting at 3:11 p.m.

Minutes submitted by Megan Hartwig