MINUTES

Meeting was called to order at 10:12a.m. Quorum was established.

1. Welcome/Introduction Tom Brown, Chair
Brown called the meeting to order and welcomed group. Bunkers and Samson introduced selves as newest ex-officio members for IVRS and Dept of Ed respectively.

2. Review and Approval of the Agenda & Minutes Tom Brown, Chair
Members reviewed the agenda. It was noted that per request of Moskowitz, that the order of ex-officio reports would be flexible as she needed to leave the meeting early.

Huff moved; Moravec seconded that the agenda be approved. Motion carried.

Minutes were reviewed from the January 17, 2014 meeting.

Huff moved to accept minutes. Sebert seconded. Motion carried.

Discussion:
- Cogil and Jones noted the minutes did not reflect their attendance. Minutes will be revised accordingly.
- Brown reminded appointed members to submit an application if they are interested in having their term renewed. He also shared that he had contact with the Governor’s office and they are agreeable to have the Council review new
applications and provide recommendations for appointments. Tell and Samson volunteered to assist if needed. Krishel and Jones indicated they will not be reapplying and Linn stated he is unsure at this time.

3. **IDPH/HRSA & Budget Report**

   Budget report was presented by LeHew and are included with the minutes.
   - Questions were received from Brown and Lauer related to unobligated HRSA funds that remained at the end of the project. Process related to extension, with due dates, was explained. Brown recommended that the Project Officer be contacted verbally to ask for a no-cost extension with intent to use toward the purchase of tote bag materials.
   - Brown stated that if a new HRSA grant be awarded, a timeline or Gantt chart of project deadlines should be submitted to the council.

   **Sebrett made a motion to recommend that the BI program Manager contact the HRSA program officer to make a verbal request for a no-cost extension. Second by Jordal. Motion passed.**

   **Costigian made a motion to approve the BIS budget report. Tell Second. Motion passed.**

   **Action: Executive task force to provide recommendations for $27,840 unobligated under contractual.**

   **Linn made a motion to approve the HRSA budget report. Tell Second. Motion passed.**

   **Tell moved to amend the council budget to move $3,314 to prevention, $1,000 to travel, $2,600 to other (tote bag materials) and $400 for the purchase of a table top banner for exhibiting. Seconded by Linn. Motion passed.**

   - Jordal inquired if monthly updates could be sent to the council in between meetings to keep up to date. Brown offered that webinar or teleconference meetings could also be held for information sharing between the quarterly in person meetings.
   - A new ex-officio for IDPH has been identified and will begin at the next meeting. Analisa Pearson is with the Family Health bureau and Title V/Early childhood program.

Ferguson provided a report highlighting activities during the last quarter which is included with the minutes.

   - There was discussion around the TBI Community of Practice Brain Care Guide. Feedback from the council was positive. Brown would like to see this used widely across the state.

   **Action: Ferguson will email the council a copy of the cover letter that will be sent along with the Guide to the pilot sites.**

4. **Prevention Task Force Report**

Tell provided an update to the Council on the work of the Prevention task force.

   - The task force would like to produce copies of falls prevention materials
The group is reviewing youtube videos on falls prevention and may recommend posting to the ACBI website.

Brown recommended using CDC material when possible.

Task force plans to meet May 19 next.

5. Service Task Force Report

Moravec provided an update to the council on the activities of the Service task force.

- Many guide books for educators and prevention cards were distributed at the BIAIA conference in March. Would like to exhibit at that event again next year and one other event to be determined.

- Ideas the task force is considering for next project include reprint of guide book for educators to be distributed with pediatric tote bag; assisting with development of a IBIRN directory to be made public; customizing and distributing the **Reduce, Educate, Accommodate & Pace** tool (aka “REAP”) for Iowa.

Break for Lunch at 11:30 am. Meeting reconvened at 12:37 pm.

Rejoining the meeting were Brown, Jordal, Costigan, Jones, Sebert, Cogil, Byrnes, Huff. Bunkers, Moskowitz, Davenport, Reimers, LeHew, Samson, and Woodworth also rejoined the meeting and Lauer joined by phone.

6. State Agency Reports

IME/DHS report was presented by Moskowitz and is available with the minutes.

- 983 are currently on the BI waiver wait list. This represents an approximate 23 month wait.

- Current budget proposal recommends $7,451,376 to buy down the HCBS Waiver waiting list. Those waiting longest will be prioritized.

- BI waiver training has gone live and an informational letter will be going out soon. [http://www.ime.state.ia.us/Providers/OnlineTools.html](http://www.ime.state.ia.us/Providers/OnlineTools.html)

- July 1st the SIS assessment will start. The BI upper limit for cap will no longer include Case management and HVM in the budget. The upper age limit for BI waiver eligibility will be removed.

Davenport was also present and provided verbal information about MH/DS regionalization.

IVRS representative Bunkers introduced herself to the council. As this was her first meeting, a written report was not provided. Verbal information was shared regarding the IVRS wait lists.

Dept of Ed representative Samson introduced herself to the council. As this was her first meeting, a written report was not provided.

- Family advocacy training (“Parents as Presenters”) will be held on Sept 26-27. Applications are due June 2 and stipends are available.
• Iowa Transition Conference 2014 will be held Sept 23-25. For more information visit [https://www.edevents.org/conferences/11/iowa-transition-conference-2014](https://www.edevents.org/conferences/11/iowa-transition-conference-2014)

Dept for the Blind representative Reimer was present but a written report was not provided.
• Currently there is no waitlist for services.
• Jordal requested a copy of the “White Cane” magazine. The latest information can be found at [http://idbonline.org/publications/white-cane](http://idbonline.org/publications/white-cane)

7. Service and Training Partners

Brain Injury Alliance of Iowa Director of Programs and Services Brandi Jensen provided a written report which is included with these minutes.
• 3 family, caregiver, and survivor conferences are being planned for the upcoming year.
• NE Iowa regional conference will be held again on Sept 4-5
• The Family Ambassador did not receive any calls during the life of the program, despite a variety of marketing methods. This position will be discontinued and the current ambassador has agreed to be a mentor within the Brain Injury Support Network.

Iowa Association of Community Providers Director of Training Ben Woodworth provided a written report which is included with these minutes.
• Brain Injury Re-entry Guide for Corrections Staff has been completed, formatted, and will be printed for distribution.
• Woodworth co-facilitated a daylong test prep course for individuals interested in the information from the Academy of Certified Brain Injury Specialist. It was determined a day was too short for this training and he is working on breaking this out into several sessions consisting of a blend of webinar and in person sessions.
• The Iowa HCBS online brain injury training will eventually be available utilizing the College of Direct Supports Program.
• A copy of the evaluation for cognitive rehabilitation training was shared. Brown recommended surveying program participants pre/post training to measure any change in service delivery by providers participating in the training. Woodworth stated he will take this into consideration.

8. Public Comment
There was no public comment.

Cogil motioned for the meeting to adjoin. Second by Huff. The meeting was adjourned at 2:30 p.m.

*Minutes submitted by Maggie Ferguson, IDPH Brain Injury Program Manager*