

**TBI Council Minutes – January 8, 2014  
SeaTac Marriot Hotel - SeaTac, WA**

<b>Agenda Topic</b>	<b>Discussion</b>	<b>Decision</b>	<b>Next Steps</b>
<p><b>Introductions</b> <b>Approval of Minutes</b></p> <p><b>TBIC Mission read</b></p> <p><b>Meeting Norms</b></p> <p><b>Executive Committee Report</b></p>	<p>Meeting was called the TBIC meeting to order at 9:15 am. Participants introduced themselves and their role at the meeting (see attendance list with these minutes).</p> <p>Eric read the TBIC Mission Statement.</p> <p>Purpose and Meeting Norms were read.</p> <p>Regina provided the Executive Committee report. Number one, how to increase membership? Number two, TAC effectiveness and having a facilitator in each TAC group as well as setting up meeting outside of the council meetings. This proposal is to that decisions can be made more efficiently and well informed. The unbudgeted funds decision package voting will occur today.</p> <p>The TBI Conference will be held April 27 and 28 at the Seattle Airport Marriott. The September seminar in Spokane is in works.</p> <p>We will be participating in a get to know you exercise during the meeting today.</p> <p>We will also be discussing Provail and their housing proposal as well as 2015-2017 priorities.</p>	<p>Minutes of the November meeting were approved with a correction. The Motion passed by unanimous vote,</p>	

Bruce asked about the Comprehensive Plan and where it was in legislation. Ben responded that it had been turned in to the legislature and that he had not heard anything so far.

Deborah clarified that reference to the Resource Center is different than the Resource Line and that documents need to be clear.

Holly asked for clarification regarding the conference and seminar. Eric explained that the conference was in Seattle on April 27-28 and the Seminar details had not been finalized.

Taku asked about recruitment and if we had any regulations regarding minority participation. Eric explained the governor appointment process as well as the agency representative process. Eric also discussed the membership committee and its proposed role in recruitment and retention.

<p><b>Public Introductions</b></p>	<p>Public members were given the opportunity to introduce themselves and talk about why they were in attendance.</p>		
<p><b>DSHS and Budget Report</b></p>	<p>Ben Reported that the TBI Housing Coordinator has closed, no bids were received. Ben is working with contracts to perhaps take a different approach to the Housing Coordinator position.</p> <p>2015 TBI Conference planning committee meetings ongoing weekly—speakers have been finalized and Save The Date notice has been sent out. The scholarship applications will be posted on the website and emailed out next week. A mailing will also take place to make sure that as many groups as possible will be aware of the conference and opportunities.</p> <p>Ben addressed TBIC member recruitment and that it is in full swing; a notice was posted on TBIWashington.org</p> <ul style="list-style-type: none"> <li>○ Physician</li> <li>○ Clinical Psychologist or Social Worker</li> <li>○ Family member</li> <li>○ Individual with TBI</li> <li>○ Not-for-Profit Organization</li> </ul> <p>Ben talked about the membership team and a meeting that was held to discuss recruitment plans, initial and ongoing training and retention plans.</p> <p>Ben will be attending the State independent Living Council meeting; their purpose is to promote independent living for individuals with disabilities.</p> <p>The RFP for the Insurance Coordinator has changed to an RFQQ. Nothing will change in the publication just in the presentation by</p>		

bidders.

Ben reintroduced Jack Patton from Labor and Industries and thanked him for taking the time to attend the TBI council meeting.

Ben talked about Kadlec Resource Center in Kennewick Washington and their application for the not-for-profit position on the council.

Ben discussed the council's participation in the Assistive Technology Conference at St. Martins University on February 26, 2015.

Ben provided a budget report and reviewed the balance sheet. Questions arose regarding the new FTE, budget carryover and time delay of the balance sheet.

The FTE position is part of our legislative package and will go through the legislative process. When approved a hire could occur by August 2015.

The budget carryover does not apply to biennium account balances, any money left over at the end of the biennium will return to the 12T account.

The balance sheet is typically two months behind, what is reported on in a given month is two months behind of the actual budget balance. This is due to reporting time and invoice receipt. We try and keep the balance sheet as up to date as the reports allow.

Ben posted the Remove, Reduce, Educate, Adjust, and Pace document on the TBI website and can email copies if people would like them.

**Unbudgeted Decision  
Package  
Presentations**

Holly asked about a TBI Waiver. Deborah explained what a TBI Waiver is and how people would generally qualify for it. Eric added to the conversation regarding 1915 C of the Social Security Act and how it is implemented state by state.

Eric gave an overview of the unbudgeted decision package process and how the presentations would go as well as the voting.

Taku asked about the type of questions that could be asked during the DP presentations. Eric responded that there were no restrictions on the questions that could be asked.

The points of contact for the decision packages were identified so that individuals could ask questions during the break.

The conflict of interest policy was reviewed.

Rachelle began the DP presentations with the TBI Train the Trainer videos.

A question was asked by Regina if the council would see the videos, the answer was yes. Mary Ellen asked if the CJTC current contract had funds in it that could cover the costs if an amendment was completed. The answer was yes.

Holly asked if there was one video with six segments. Rachelle explained that there are six videos.

A motion was made to approve the DP, a second was recorded. The DP was brought to vote. Bruce, Regina, Jennifer, holly, Jason, Taku and Eric voted yes. Mary Ellen and Deborah voted no. Motion was passed.

The next DP was removed from the voting as a decision by HCS Chief to pay for the Informational Display without going through the DP process.

Deborah presented the DP regarding the TBI Impact video. The video will be used for building awareness around the personal stories of individuals who benefit from TBI supports.

Regina asked about consents? Deborah explained that BIAWA uses blanket consent forms during events so that people know their stories may be told and there is an opt out opportunity as well.

Taku asked about cost breakdown. Deborah explained the process they have used in previous videos they have completed.

Betty asked if the video would be branded as a TBI Council video. Deborah responded yes. Bruce asked if captioning costs were minimal. Deborah responded yes.

Eric asked for a motion. Betty made the motion, Eric seconded the motion. The DP was taken to vote.

Yes votes were Sharon, Betty, Bruce, Sheryl, Eric, Jennifer, Holly, Jason, Taku and Mary Ellen. Nay votes, Regina and Lynn. Abstentions, Deborah.

Deborah presented the decision package regarding the printing of TBI materials for the public. TBI Resource center pamphlets and Mayo Clinic booklets. The pamphlets are not a new design just extra printing that current funding does not allow for.

A motion was made by Holly, seconded by Eric. Vote was taken;

**Council Meeting Work Plan**

yeas Mary Ellen, Taku, Jason, holly, Jennifer, Eric, Regina, Sheryl, Bruce, Betty, Lynn and Sharon. None opposed. Deborah recuses herself.

Jennifer presented the TBI School transition educator needs product part 1. A partnership between the Harborview injury prevention and research center and the brain injury alliance of Washington to conduct this needs assessment, which would then further guide our program development efforts within the school work TAC.

A motion was made to vote on the school transition decision package, it was seconded. The yeas included, Mary Elle, Taku, Jason, Holly, Jennifer, Eric, Regina, Sheryl, Bruce, Betty, Lynn and Sharon. None opposed. Deborah abstained.

Jason presented the service dog outreach and training videos. The proposal is for two-minute videos right now in that two different the individuals with service dogs or seeking service dogs and then possibly training about what research and types of things. The budget around our video reflects the use of their internal videographer.

Taku asked about the percentage of general users of service animals versus specifically TBI survivors. Jason did not have current data on hand.

Holly asked if the videos would be for those specifically with TBI or all disabilities. Jason responded that the videos would be for all disabilities not just TBI.

Motion was made for voting on service dog decision package. Motion was seconded. Vote; yeas included Deborah, Sharon, Lynn,

Bruce, Sheryl, Regina, Eric, Jennifer, Holly, Taku and Mary Ellen. No opposition. Jason and Betty abstained.

Education of the TBI Council presented by Betty. Conference attendance, national speakers, sponsor of speakers to out of state conferences, opportunity for council members to present TBI-related issues at various conferences.

Sharon asked if there was flexibility with the spending. If we don't spend it on sponsoring a speaker could we use it to bring a speaking in to speak to the council?

Motion was made to take a vote, seconded. Yeas; Deborah, Sharon, Lynn, Betty, Bruce, Sheryl, Regina, Eric, Jennifer, Holly, Jason and Taku. Opposed; Mary Ellen.

Laurie from Washington State University presented a proposal for the assessment of brain injury of Veterans who are incarcerated in Washington State prisons.

We want to provide a baseline study of how TBI incarcerated veterans utilize institutional resources and adapt to the prison environment, identify ways to enhance WDOC programming for tykes to use, engage treatment and also reduce their disciplinary infraction. We want to use the knowledge to better coordinate services with community drivers -- providers, and most importantly, expand knowledge across disciplines about TBI affected individuals who are living in institutions.

Bruce asked if the plan was to use a survey method.

Laurie responded. "We have an assessment tool and that assessment

tool, there's a short version of it, and it is a face-to-face instrument, and it's a validated tool that other prisons have used.”

Taku asked about other research that was completed within similar populations. Laurie responded by identifying other studies that have been completed and the findings of those studies.

A motion was made to approve the decision package, it was seconded. Voting; yeas: Mary Ellen, Jason, Jennifer, Eric, Regina, Sheryl, Bruce, Betty, Lynn, Sharon and Deborah. None opposed. Abstentions; Holly and Taku.

Mary Ellen and Taku would have liked a little more time to review the decision packages so they could have been prepared with more questions. The Executive Committee took note of their concern.

There was some positive feedback about the decision making process and the amount of information that was shared with the council so that informed decisions could be made.

Acknowledgments were given to those who came to present and spent precious time preparing the decision packages and bringing them forward for vetting.

Lunch...

TAC Meetings...

**Technical Assistance  
Committee Reports**

Scott reported out for Awareness TAC, there were not enough people to have a meeting. The next meeting will take place in February.

Taku reported on School & Work TAC. They discussed the Clubhouse project and asked for monthly reports from Provail. They also requested that Provail attend the March meeting and present regarding their deliverables. They also discussed the Mobile App, Jason provided an update regarding the mobile app decision package.

Betty provided a report for the Community Living TAC. Discussion about support groups, Housing Coordinator and the Insurance Coordinator.

Discussion regarding the rework of the Housing Coordinator and what future discussions may look like.

Also discussed a draft decision package from Provail regarding a TBI Housing proposal.

The March agenda was discussed. The School/Work TAC has requested that the Mobile App decision package be brought back to the TAC in March and then put forward to the council for a vote in May.

Rachelle of CJTC spoke regarding the train-the-trainer on January 12th to the 16<sup>th</sup> and that anyone who wanted to become a trainer could attend.

A roundtable discussion regarding meeting feedback was conducted. Long-term vision, timeliness, budget clarity, TAC work, and great ideas were some of the positive statements made. Public members, more attendance, additional information for the TACs so members

	<p>can be better prepared.</p> <p>Discussion regarding bad weather and emergency communication regarding the January meeting. If there is snow and does not allow safe transportation individuals can contact Ben.</p> <p>Meeting was adjourned.</p>		
<b>Adjourn</b>	The meeting ended at 3:00 pm		

**TBIC Members Present**—Holly Delcambre, Jason Alves, Sheryl Lamberton, Jennifer Schonberger, Betty Schwieterman, Regina Smithrud, Lynn Steckline, Deborah Crawley, Bruce Santy, Eric Dean, Taku Mineshita, Sharon Ashman, Mary Ellen Dawson,  
**TBIC Members Absent**—John Evans, Janet Masella, Jane Kucera Thompson, Pete Stone, Tom Gray, Tamara Cooper-Woodrich, Lynn Siedenstrang  
**Facilitators**—Jeanie Simmons and Maralise Hood Quan (PCDRC)  
**Public Guests**- Rachelle Parslow, Scott Bloom, Andy Phillips, Laurie Drapela, Faith Lutze