***Attendees:***

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Representing*** | ***Attended*** |
| Berlow, Bob | MDLC | Yes (by phone) |
| Blackfield, Anne | MDOD | Yes (by phone) |
| Blowe, Marc | Guest | Yes |
| Caughlan, Jan | Professional | Yes |
| Carney, Joan | BIAMD | Yes |
| Coppinger, Mary Lou | Family Member | Yes  |
| Danzler, Joyce | Injury Prevention | Yes |
| Eisenberg, Norma | Family Member | Yes |
| Elinoff, Laurie | Individual with TBI | Yes |
| Farmer, Denise | OHS | Yes |
| Harman, Pamela | Professional | Yes (by phone) |
| Hartman, Paul | Individual with TBI | Yes (by phone) |
| Helfrich, Marny | MSDE | Yes |
| Hutchinson, Marlana | Guest | Yes |
| Hutchinson-Troyer, Linda | BIAM | Yes |
| Kerrigan, Martin | Individual with TBI | Yes |
| Kirtz, Terry | Family Member | Yes  |
| Lauterbach, Margo | Professional | Yes (by phone) |
| Marion, Nikisha | BHA | Yes by phone) |
| O'Dea, Stefani | BHA | Yes |
| Pugh, Bryan | BIAM | Yes |
| Rhinehart Mello, Catherine | Guest | Yes  |
| Roher, Dawn | Guest | Yes |
| Starr, Caitlin | Guest | Yes |
| Waldstreicher, Delegate Jeff | General Assembly | Dwayne (by phone) |
| Walker-Pittman, Adrienne | Individual with TBI | Yes |
| Deely Wood, Christine | Family Member | Yes (by phone) |

***Absentees:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Anyadike, Grace | ADAA |  | King, Nancy Senator | General Assembly |
| Baldwin, Angela | Individual with TBI |  | Mays, Carole | MIEMSS |
| Boone, Judy | DORS |  | McElwee, Jamie | Professional |
| Cernich, Alison  | NIH |  | Watrous, Cari | MDOD |
| Davis, Corey | Individual with TBI |  |  |  |
| Foxwell, Raymond | Law Enforcement |  |  |  |
| Furman, Janet | DDA |  |  |  |

***I.*** ***Call to order:***

 Meeting was called to order at 1:09 and meeting attendees introduced themselves.

***II.*** ***S.A.F.E. Subcommittee:***

* The monitoring of the Strategic Plan was discussed.
* A request was made to have a summary of Action Steps as an attachment to the Board meeting minutes. All future minutes will have a table of Action Steps and Stefani will explore the possibility of reminders built into Google calendar to follow up with Board members on Action Steps.
* Partner sharing – it was requested that one Governor appointed member and one state agency appointed member partner share in upcoming meetings.

***III.*** ***Partner Sharing:***

 Mary Lou Coppinger, family member, shared the story of her son who was involved in a motorcycle accident in 1986.

 Jan Caughlan from Healthcare for the Homeless shared information about her organization. A presentation at a future Board meeting was requested.

***IV. Chairperson Election:***

 Martin Kerrigan was nominated for Chairperson of the Board. ***A motion was made to elect Martin as Chairperson and was unanimously approved.***

***V. Feedback from Brain Injury Awareness Day in Annapolis***

 There was a lot of positive feedback regarding the Brain Injury Awareness Day. A lengthy discussion followed regarding topics brought up during the Awareness Day, i.e. Affordable Care Act, case management, transportation, psychiatric services, and housing.

***VI: Board Manual:***

 Expectations for participation/board member’s responsibilities: Stefani suggested adding “Members remain on the Board until they are replaced.”

 It was decided to include the name of the four standing subcommittees in the manual: Brain Injury Waiver/LTC, Education, Trust Fund and SAFE.

 Include templates of agenda, minutes, partner sharing etc. in the manual.

***A motion was made to form an Executive Committee. The motion was seconded and unanimously approved.***

 There was discussion about attendance and the issue of attending 50% of meetings for Governor and agency appointed members. It was decided that only Governor appointed Board member’s attendance is required to be reported to the Governor but attendance will be tracked for all members and can be reviewed by Chair or Executive committee once it is established.

 Stefani passed around a template of the proposed TBI Advisory Board website which would include:

* Revolving pictures in the middle
* Meeting dates
* Minutes and reports
* Quick links to other organizations

***VII: Subcommittee Updates:***

 Brain Injury Waiver/Long Term Care:

 The Brain Injury Waiver has to be renewed every 5 years so a BI Waiver Advisory Committee meeting was held to review the changes for the renewal and get stakeholder input. The renewal will be submitted next week.

 Education:

The committee isin the process of setting up a meeting date and location. Marny will explore the possibility of getting a room through CTE in Columbia.

 Trust Fund:

 There was discussion about the lack of revenue in the trust fund and how that impacts ability to pay for services.

***VIII: Strategic Planning Updates:***

 Speakers have been arranged for the upcoming Board meetings. In July there will be a webinar regarding TBI registries. At the September meeting there will be a presentation on Brain Injury Case Management Systems and Stefani requested that they focus on states where the case management system is funded through a trust fund.

***IX: Board Member Announcements:***

* Martin requested that subcommittees have drafts of recommendations for the annual report by the July Board meeting.
* Joyce Denzler thanked the Board for input on the Regional Resource Guide. The link to the guide will be sent to Stefani.
* Strike it Big for Brain Injury will be held on Saturday
* Eat-A-Peach Challenge will be held in August and volunteers are needed.
* Classes are forming to become a Certified Brain Injury Specialist. Information can be found at [www.biamd.org](http://www.biamd.org)
* Dr. Karmadi will join Sinai as a physiatrist seeing brain injury patients as they transition from inpatient to outpatient.
* Tickets are available for Art Across America, a showcase of art by artists with disabilities.
* The CDC will be conducting a household phone survey to obtain data on concussion and brain injury.

**X: *Adjournment:***

 Meeting adjourned at 2:59.

***Summary of Action Steps:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Topic*** | ***Discussion*** | ***Action to be Taken*** | ***Responsible*** | ***Planned Completion*** | ***Status*** |
| Summary of action steps. | Create a table at the end of the minutes with summary of action steps | Set reminders in Google calendar to follow up with Board members on assigned Action Steps | Stefani | Ongoing |  |
| Partner Sharing follow-up. |  | Presentation by Jan Caughlan about Healthcare for the Homeless | Jan Caughlan | At future Board Meeting |  |
| Board Manual |  | * Change/Add language (see section VI of minutes).
* Include the names of the committees in the manual.
* Include templates of agenda, minutes, etc.
 | Terry Kirtz & Stefani O’Dea | Board comments to be submitted by 5/31/16 |  |
| Executive Committee |  | Form an Executive Committee | Board chair and staff | November 2016 |  |
| Education Committee |  | Schedule a meeting within 60 days. | Martin | July 11,2016 |  |
| Annual Report | Recommendations for the report | Subcommittees should have a draft of recommendations  | Sub-committee chairs | By July Board meeting |  |