***Attendees:***

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Representing*** | ***Attended*** |
| Baldwin, Jeronica | OHS | Yes |
| Bastinelli, Sandra | Individual with TBI | Yes |
| Berlow, Bob | MDLC | Yes |
| Cadenhead, Larry | Family Member | Yes |
| Carney, Joan | BIAMD | Yes |
| Danzler, Joyce | Injury Prevention | No |
| Edmonston, Stasia | Guest | Yes |
| Elinoff, Laurie | Individual with TBI | Yes |
| Gallop, Tom | Family Member | Yes |
| Harman, Pamela | Professional | Yes (phone) |
| Hartman, Paul | Individual with TBI | Yes |
| Helfrich, Marny | MSDE | Yes (phone) |
| Hutchinson, Marlana | Guest | Yes |
| Hutchinson-Troyer, Linda | BIAMD | Yes |
| Jones, Alisa | Guest | Yes |
| Kerrigan, Martin | BIAMD | Yes |
| Kirtz, Terry | Guest | No |
| Marion, Nikisha | Staff/BHA | Yes |
| Mayes, Carole | MIEMSS | Yes |
| Nesbitt, Jessica | BIAMD/Guest | Yes |
| O'Dea, Stefani | BHA | Yes |
| Pugh, Bryan | BIAMD | Yes |
| Rinehart-Mello, Catherine | BIAMD/Guest | Yes |
| Robb-McGrath, Kirsten | Guest | Yes |
| Ruff, Melissa | Family Member | Yes |
| Schoenbrodt, Lisa | Professional | Yes |
| Starr, Caitlin | BIAMD | Yes |
| Synovec, Caitlin | Guest | Yes |
| Terry, Jarrod | Guest | Yes |
| Thomas, Steven | Guest | Yes |
| Waldstreicher, Delegate Jeff (ex-officio) | General Assembly | Wayne |
| Walker-Pittman, Adrienne | Individuals with TBI | Yes |

***Absentees:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Boone, Judy | DORS |  | Furman, Janet | DDA |
| Cernich, Alison (ex-officio) | NIH |  | Peterson, Keisha | OGCSHCN |
| King, Senator Nancy (ex-officio) | General Assembly |  | Gallagher, Amanda | Professional |
| Eisenberg, Norma | Family Member |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

Meeting was called to order at 1:11 p.m. and meeting attendees introduced themselves.

***II.*** ***Approval of Meeting Minutes:***

A motion was made to approve the July meeting minutes. The motion was seconded and   
 unanimously approved.

After the meeting minutes were approved the advisory board’s formal report for 2018 was brought up and discussed. There were concerns because the report has to go through the approval process with Department of Health and the Governers office prior to formal submission. Many of the TBI Advisory Board members had concerns about needing approval since this board is an advisory board. It was decided and voted on, that a letter by the chair of the advisory board (explaining the purpose of the board) in conjunction with the advisory board report. This motion was approved by the board with Carol Mayes abstaining from the vote.

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

The S.A.F.E committee discussed:

* The education legislation that began in 2017. The education subcommittee will have a meeting to discuss working towards obtaining bi-partisan support from the House of Delegates and Senate.
* Status of increasing the trust fund through MVA donation option.
* Status of past legislation for Maryland to start a state brain injury registry and which department is in charge of collecting data related to the registry.
* Training brain injury provider staff in Certified Brain Injury Specialist (CBIS) or Qualified Brain Injury Support Person (QBISP).

***IV.*** ***Partner Sharing:***

No one had signed up for partner sharing this meeting.

Individuals who signed up for the November meeting:

* Catherine Mello, BIAMD – Not a member
* Steven Thomas, Anne Arundel County Crisis Intervention

***V: Advisory Board Staffing Changes:***

The Behavioral Health Administration (BHA) has contracted with the Brain Injury Association of Maryland (BIAMD) to provide Brain Injury Waiver Case Management. Catherine Rinehart-Mello, and the new employee, Jessica Nesbitt, were introduced to the board. Caitlin Starr is now direct supervisor of the case management roles. As part of the contract, the BIAMD will provide the administrative support to the TBI Advisory Board.

***VI: Federal TBI Grant Proposals (Administration on Community Living)***

As of 07/01/18, Stasia Edmonston is now the program coordinator for the new federal TBI partnership grant from the Administration on Community Living. The Administration on Community Living oversees the federal TBI program. The grant will focus on several initiatives. In general, it will focus on enhancing services for individuals with TBI across the lifespan. The focus for Maryland is targeting the opioid epidemic and how it relates to brain injury.

***VII: Annual Report Deadlines***

***Report is due on November 30th, but BHA needs to hand it in by the end of September, 2018. Send edits and feedback to*** [***stafeni.odea@maryland.gov***](mailto:stafeni.odea@maryland.gov)***.***

***During the second half of meeting, members broke into small groups to review 2018 report draft.***

***VIII: New Business/Board Member Announcements:***

* The Brain Injury Association of Maryland is hosting their 13th Annual Scarecrow Classic will be hosted on September 30, 2018 at UMBC in honor of Christopher Burdette https://www.biamd.org/2018-scarecrow-5k-and-1-mile-walk.html
* The BIAMD discussed using AmazonSmile to purchase things from Amazon for a donation
* The BIAMD has received a grant from the Office of Healthcare Quality (OHCQ) to test a brain injury training curriculum (Brain Injury 101, Cognitive Behavioral Issues, Nursing Issues, Brain Injury and Opioids) in urban and rural nursing facilities.
* The BIAMD is looking for presenters for their 03/28/19-03/29/18 annual conference. https://www.biamd.org/2019-biamd-annual-conference.html
* Sinai will be hosting their Fall series on Chronic Pain 09/04/18. CEU’s are available for professionals. Details can be found on Sinai’s website. http://www.lifebridgehealth.org/SinaiRehabilitationCenter/PainManagementServices.aspx
* Stefani O’Dea projects that the Maryland Access Point presentation will occur either at the November 2018, or in 2019 advisory board meetings. Maryland Department of Aging has been invited to present. The Club House presentation has not yet been coordinated.

***X: Remaining 2018 Meetings:***

Nov 14, 1-3 p.m. at MDOT. SAFE Committee meets at noon.

***XI*: *Adjournment:*** Meeting adjourned at 3:00 p.m.

***Summary of Action Steps:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Topic*** | ***Discussion*** | ***Action to be Taken*** | ***Responsible*** | ***Planned Completion*** |
| 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 |
| Executive Committee |  | Form an Executive Committee | Board chair and staff | November 2016 |
| Presentation Regarding Club Houses |  |  | Stefani | At future Board meeting |
| Presentation by Maryland Access Point |  | Invitation to MD Dept of Aging | Stefani | At future Board meeting |
| Partner Sharing Follow-up |  | Presentation on ABLE Account | Anne Blackfield | At future Board meeting |
| Partner Sharing | Amanda Gallagher |  |  | July Board Meeting- completed |
| Partner Sharing | Larry Cadenhead |  |  | July Board Meeting- completed |
| Strategic Plan |  | Update on Strategic Plan goals |  | Every January |
| Standing Agenda Item | Parking Lot Issues in Annual Report |  |  | All future Board meetings |

***Annual Report- Parking Lot Items:***

|  |  |
| --- | --- |
| ***Issue*** | ***Person(s) introducing issue*** |
| Law enforcement- risk of brain injury and return to duty guidelines | Ray Foxwell |
|  |  |