

Traumatic Brain Injury Fund Advisory Committee Meeting

July 14, 2011

Utah Department of Health (Room 128)

2:00 pm – 3:30 pm

MINUTES

Committee Members Present:

Ron Roskos, Nita Smith, Sarah Sanders, Natalie Whatcott, and Ann Russo (via phone).

Committee Members Excused:

Whitney Johnson, Trisha Keller

UDOH Support Staff:

Sue Dubois and Missi Leak

Welcome & Introductions:

- Sarah welcomed everyone to the meeting.
- Trisha Keller and Whitney Johnson excused.

Approval of May Minutes:

- UBIC has a PayPal account, not BIAU.
- Nita had a booth at the BIAU 5K instead of the BIAU Conference.
- With these changes the minutes were approved.

Task Updates:

- **TASK:** Ron and Nita need to tell Trisha how many people they can serve and the money they can spend by December:
 - They have both given her an estimate.
- **TASK:** Trisha to schedule a meeting with Nita, Joyce, and Trisha to talk to Dr. Patton to introduce the Fund to him:
 - Has not taken place.
- **TASK:** Trisha to check to make sure that the website has the new logo on it:
 - Natalie checked on this during the meeting. It is there!
- **TASK:** Nita to re-send Trisha the person she has:
 - She sent that to her.
- **TASK:** Committee members to submit at least one person either TBI Survivor or professional to Trisha. (That way we can have a back-up list for the future):
 - This was a good reminder to the committee and this task will be submitted by the next meeting.
 - The purpose for this is so that we can have a list on hand.
- **TASK:** Either Whitney or Trisha to call members not here to see if they are still committed to the committee:
 - Being worked on, update next meeting.

Update on Funding & Contracts:

- All contracts for the new contract period has been signed, completed, and approved (Phoenix Services and BIAU). They will extend until December 31st of 2011 and then, if they are spent out, all our funds should be expended.

Update on Joint Sustainability Efforts with UBIC Members:

- Stickers from Absolute Communications at U of U were printed.
 - These will go to Bike and Ski shops.
- They decided to give us another semester.
- They have a FaceBook page and are updating it constantly.
- Whitney/Jenny to send Absolute Communications weekly updates.

TASK: Nita to talk to Whitney about managing the new account for this effort.

*Whitney to call Nita.

- utahbraininjurycouncil.net website to make donations.
 - This is linked to their FaceBook page.
- The students developed the Band-Aid sticker.
 - This is completely separate from the Health Department.
- The stickers have Phoenix's link on the back.
- Money that comes from the stickers will go towards survivors only (resource facilitation), or go into the fund.
- The TBI Fund is focusing on fund raising efforts.

Strategic Plan – Review and Next Steps:

- **TASK:** Natalie to make a contact with her former grant writing professor:
 - They are right in the middle of their grant classes.
 - Natalie will check back with her professor.
 - This was to have a class work on a grant for the committee.
 - Sue is very close to Marilyn Hammond (Natalie's former Professor) and will talk to her about getting a student to write a grant for the TBI Fund for their final assignment.
 - Our committee can provide any information needed for this student.
 - She will report at the next meeting.
- **TASK:** Nita to forward grant opportunities that are emailed to her to Natalie/Whitney:
 - Nita sent a couple emails to Natalie from Grant Station.
- **TASK:** Trisha to send the cohesive message to committee:
 - Nita will look for the last elevator speech.
 - Feb 2010 is the last time we updated the elevator speech (talking points).
- **TASK:** Missi to find websites that list activities/events. And make a master list:
 - Committee members discussed this task and tried to figure out why we need this master list.
 - Since Whitney is sending weekly information to Absolute Communications we might as well have her do this as well so that this task is not redundant.

- If Whitney needs a few ideas, have her email committee if needed.
- Absolute Communications needs us to send them updates, because there is a lot of information to pull from on the internet, and they wanted to post things that are pertinent to Utah.
- **TASK:** Sue to send out the Strategic Plan to the committee.
 - The committee will revisit the plan at the next meeting.
 - The sustainability for both groups (Fund and UBIC) has the same objectives and goals in sustaining the Fund.
 - The committee feels that we are to advise the fund only, not add extra tasks to our schedules.
 - The purpose of this group is to advise the Health Department on the Fund.
 - The committee will re-define the plan as to what we can do, and not have a list of tasks that we cannot do at the next meeting.
 - We can now effectively meet and discuss ways to get more money, and geographical limitations (wanting to provide services in Logan and St. George).
 - We can discuss evaluation on what has worked and hasn't worked with the agencies the Fund is contracted through, to make it better for next time.
 - There is a Federal Manual now; we should be looking at that.
 - Proposed that we re-evaluate the plan as to its pertinence.
 - We need to be prepared to talk to Dr. Patton.

Legislative Report:

- What do we want to include in this report?
- Will there be anecdotal stories as well as numbers and quantitative data? Who will supply the information?
 - Nita and Ron to supply information, as well as from some neuro-psychs at the U of U.
 - Contact the U to see if they want to give a statement of the impression of the benefit of doing this.
 - Who to make the contact?
- What format will it be presented to the Legislature?
 - The format should be the same as last year's.
- This report due in November.

Other Items:

- Meeting schedule for the rest of the year:
 - Have Trisha look at the next meeting.
 - This committee meets at the Health Department's request.

Agenda Items for Next Meeting:

- Review and update the Strategic Plan.
 - Re-define our purpose and realistic goals for group.

- The committee to make a list of the questions we would ask about what has been happening along the Wasatch Front.
 - Discussion on what the current issues are.

Next Scheduled Meeting
September 08, 2011
Utah Department of Health
1:00 – 2:30 PM
Room 125
(Conference Line: # 801-521-3615)