

Virginia Brain Injury Council

July 26, 2024, 1:00 – 4:00 p.m.

AGENDA

This is an **electronic** meeting, consistent with the approved electronic meeting policy adopted in December, 2022.

<https://dsa-virginia.zoomgov.com/s/1615064730>

Passcode: 574919

(Council member will be promoted to panelists once they've joined the meeting.)

Welcome and Roll Call of Members Present	Mike Puglia
Review Proposed Agenda	Mike Puglia
Preparation: Review the Agenda prior to the meeting. Proposed Action: Approve Proposed Agenda	
Review of Previous Meeting Minutes	Mike Puglia
Preparation: Review the April DRAFT Minutes prior to the meeting. Proposed Action: Approve April Minutes	
January 2024 Meeting Minutes	Mike Puglia
Goal: Review and approve January 2024 meeting minutes. Preparation: Review written transcript of January discussion. Proposed Action: Vote to approve the January 2024 Meeting Minutes.	
Public Comment Period	Mike Puglia
Goal: To allow the public to have an opportunity to address the Council. Preparation: None Proposed Action: None	
DARS' Brain Injury Services Update	Carolyn Turner
Goal: To provide an update on Brain Injury Services Coordination Unit. Preparation: None Proposed Action: None	
DARS Commissioner Hayfield Update	Kathy Hayfield
Goal: To hear from DARS' Commissioner Proposed Action: None	

BREAK

Committee Reports

Goal: To keep VBIC members informed of committee activities and progress.

Preparation: None.

Proposed Action: None.

Executive Committee

Mike Puglia

Bylaws Committee

Patrik Sandas

Orientation Committee

Steven Nape

Alliance Update

Jason Young

Goal: Inform Council members about progress related to the implementation of Targeted Case Management.

Preparation: None.

Proposed Action: None.

Housing Update

Marcia DuBois

Goal: Updated Council regarding conversations with the housing consultant discussed at the April meeting.

Preparation: None

Proposed Action: None

New Business

Mike Puglia

Goal: Allow members to bring items of interest to the floor for discussion.

Preparation: None

Proposed Action: As time allows, the Executive Committee would like to discuss the future professional development topic of pediatric brain injury and the possibility of moving the October In-Person Meeting to an off-site location.

Adjourn

Mike Puglia

NEXT MEETING: WEDNESDAY, October 23, 2024, 12:30 p.m. thru 3:30 p.m.

For meeting materials, please visit: <https://www.vadars.org/vbic.htm#currentmeeting>

PUBLIC ACCESS: To watch the meeting live, please visit:
<https://dsa-virginia.zoomgov.com/s/1615064730>
Passcode: 574919

PUBLIC COMMENT: All Public Comment is limited to 3 minutes per person.

Individuals wishing to make public comment during the meeting may contact Donna Cantrell using the contact information below or will be given the opportunity to indicate they wish to provide comment during the meeting.

Individuals who wish to provide public comment but are not able to attend the meeting may send their comments to Donna Cantrell using the contact information below. Comments must be received by close of business on Wednesday, July 24, 2023 to be read at the meeting.

Donna Cantrell's contact information: email (donna.cantrell@dars.virginia.gov) or phone (804-662-7069).

Virginia Brain Injury Council

April 26, 2024, 1:00 – 4:00 p.m.

DRAFT MINUTES

In-person at Department for Aging and Rehabilitative Services, Central Office
8004 Franklin Farms Drive Henrico, VA 23229

MEMBERS IN ATTENDANCE:

Mike Puglia, Chair
Kara Beatty, Vice Chair
Patrik Sandas, Secretary
Cara Meixner, Immediate Past Chair (virtually, personal reason)
Maria Altonen
Ann Bevan
Gayl Brunk
Kristen Galles
Deborah Johnson
Amol Karmarkar
Kevin Koziol
Kelly Lang
Elizabeth Horn
Christiane Miller
Teri Morgan
Susan Moon
Derek O'Neal
John Reynolds
Nicholas Rudisill
Erika Sisson
Maria Stransky (virtually, personal reason)
Amber Walter
Linda Wilkinson
George Worthington
Jason Young

MEMBERS NOT IN ATTENDANCE:

Steven Nape
Joani Latimer

DARS STAFF IN ATTENDANCE:

Donna Cantrell, DARS, Staff to Council
Marcia DuBois, DARS, Deputy Commissioner, Division for Community Living
Carolyn Turner, Director, Disability Programs
Betsy Civilette, DARS Director of Communications

MEMBERS OF THE PUBLIC IN ATTENDANCE:

Liz Wilson, Brain Injury Association of Virginia

OTHERS OBSERVING VIRTUALLY:

Kathy Stumm, Family Caregiver

Nichole Davis

Estella Obi-Tabot, Joint Commission of Health Care

Steve (last name not available)

Welcome and Introductions of Members Present

Mike welcome everyone and Donna verified that a Quorum was physically present. Mike asked members to introduce themselves for 2 new members: Linda Wilkinson (Interim Chair of the Brain Injury Association of Virginia) and Ann Bevan (the new member representing the Department of Medical Assistance Services/DMAS).

Two (2) members participated virtually and members present did not object to their full participation in the meeting. Members participating virtually were:

- Cara Meixner - personal reason
- Maria Stransky - personal reason

Rescinding Council Action Extending Member Terms

Chris acknowledged that after a review of the Bylaws by DARS policy staff, the decision voted on at the January meeting extending member terms was not allowed.

This means Nick Rudisill has completed his second and final term per the Bylaws and is not eligible to continue as a Council member. Mike thanked Nick for his 6-years of service and valuable contributions to the Council and presented him a certificate commemorating his membership.

Amber Walter and Kelly Lang both completed their first three-year terms in March. Had the Council presented a slate in January, they were eligible to be appointed to second terms. Both have indicated that they would like to continue to serve if appointed to a second term.

Appointments to Orientation Planning Committee and Housing Workgroup

The current bylaws allow the Chair to appoint non-Council members to ad hoc Committees. Mike appointed Amber Walter to the Orientation Planning Committee and Kelly Lang to the Housing Workgroup and the State Plan Input Committee.

Review Proposed Agenda

DRAFT Minutes were approved by consensus.

Review of Previous Meeting Minutes

Prior to approving the January meeting Minutes, Kristen objected to the change in process regarding the addition of new business to the agenda. After a vote to add New Business to meeting agendas in July, 2023, the Executive Committee asked members to

submit requests for new business items to them ahead of time for consideration. Kristen expressed that the original vote should stand and there should be a new vote to change any Council process.

After discussion regarding what was decided at the January meeting, Gayl Brunk made a motion to table the approval of the January Meeting Minutes until the July meeting, allowing time for the January meeting recording to be reviewed to see what was discussed. Derek O'Neal seconded the motion. Members present and eligible to vote approved the motion, with Ann Bevan abstaining. The Minutes were tabled until the July meeting. Donna will review the meeting recording and provide a transcript of the discussion.

Mike noted that following the January meeting, he received a request from a member to make Council-member's personal stories part of the agenda. After discussion, the Executive Committee agreed that personal stories are important but that there may be other opportunities aside from Quarterly Business meetings for them to share. For example, the Orientation Planning Committee is considering how to incorporate stories into the Orientation process, and Council may choose to invite personal stories from members as specific topics come up on the agenda. One suggestion to choose 2-3 members to do quick shares at set points during meeting, might be one option to be considered at future discussions.

Public Comment Period

Kathy Stumm asked to make Public Comment. Ms. Stumm began by giving some background related to her advocacy for her brother Tom, who is a Virginia resident currently living in the Virginia Home. She acknowledged the great amount of substantive work Council achieved over the past quarter. She expressed some frustration with the 3-minute time limit on public comment and that the Meeting Materials were not posted to the public website until the day before, which did not allow her to written comments, as requested. She also noted that records from other past meetings were not complete and needed to be reviewed.

Ms. Stumm agreed that New Business is an important part of meetings and that it should be included in all agendas. She noted that she's spoken at several past meetings and made numerous calls to the Secretary's Office and has yet to receive a response from DARS or the Secretary's Office.

Ms. Stumm encouraged members to reach out to the Joint Commission on Health Care, to Senator Gonzala Hashmi, and to the staff person at the Commission who is studying barriers to brain injury services in Virginia. Ms. Stumm has extensive experience navigating the system on behalf of her brother and knows a great deal about working within the system in Virginia as it relates to housing. She noted that she might be a good resource for the Housing Workgroup, should that committee continue in the future.

Ms. Stumm very much appreciates the good work Council has done and will submit written comment following the meeting related to the individual items on the Agenda

and their respective written materials. Mike thanked her and noted that staff will share her written comments with members once they become available.

COMMITTEE REPORTS:

Housing Workgroup Report

Kelly Lang, Chair of the Housing Workgroup, explained that the Housing Workgroup began in 2021, as a result of the 2021 Priorities Letter. The Workgroup acknowledged that housing is an extremely complex issue that requires many partners and supportive services and is an area that needs further consideration. Kelly reviewed the findings and recommendations that would be shared with DARS' leadership and other agencies as appropriate. This report will be shared with the DARS' Commissioner. Council members are free to share it within their own agencies and networks. The Workgroup's final report is Attachment A.

Several members expressed their appreciation for the depth and breadth of the Report and discussed issues around funding. It was suggested that grants could be a source of funding for some of the recommendations and that the report should be shared with the Commonwealth Neurotrauma Initiative (CNI) Advisory Board to make them aware of the issue. At the request of the Council, DARS staff will report back on any further action taken.

Ann Bevan serves on the Interagency Housing Workgroup and offered to share the report with them and discuss ways to share data that could support the Council housing related recommendations. Council members accepted her offer. Council also asked that staff report back with any feedback from the DARS' Commissioner after she receives the report.

Council took a short break.

Funds Dissemination Committee Recommendations

Mike Puglia, Chair of the Committee, noted that the 2024 Virginia General Assembly appropriated new funding for brain injury services in Virginia. The final amount of the funding is still unknown as the General Assembly continues work on the budget. Mike presented the recommendations for dissemination of new funds (included in Attachment B.) Gayl noted that the item 314 1c and 2c were reversed and should be corrected for the record.

The committee recommended supporting the formula for workforce retention funds developed by the Alliance of Virginia Brain Injury Providers and the Brain Injury Association of Virginia. If the amount of these funds is changed from the original amount, the committee supports the formula developed by the Alliance and BIAV, if all members agree.

The committee recommends that funds for expansion first provide funding for the eight unserved counties. They recommend that any funds remaining be distributed according to a plan developed by the Alliance and BIAV, as long as all members agree.

Deborah Johnson made a motion to approve the Funds Dissemination Committee recommendations; Kristen Galles seconded. The Motion passed with all members voting to approve the recommendations, with Linda Wilkinson and Jason Young abstaining. Recommendations will be shared with the Commissioner of DARS.

Priorities Committee Recommendations

Jason Young, Chair of this Committee, reported on Committee discussions and proposed recommendations for the Fiscal Year 2025 Council Priorities. He noted that there are more priorities that remain on the list of important projects, but the Committee decided to focus on four areas that were achievable in the coming year. The recommendations include:

1. Increase Council understanding of the availability of behavioral health services for people living with brain injury.
2. Bring awareness to the benefits of and barriers to Cognitive Rehabilitation for people living with brain injury.
3. Learn more about the needs and current services for youth living with brain injuries.
4. Increased Neurobehavioral Services and/or Medicaid Waiver funding for services for people living with brain injury.

The Committee also wanted to support the recommendations that the Council's Housing Workgroup included in its report to the Council. Council members agreed that the Housing recommendations be included fully as a priority.

Derek O'Neal made a motion that the priorities recommendations be approved, adding support for the Housing Workgroup report as a fifth recommendation. Linda Wilkinson seconded. All members present voted to approve the Fiscal Year 2025 Priorities. Revised Priorities including this change can be found in Attachment C.

Council took a short break.

Council Membership Proposal

DARS presented a revised Council membership structure to bring that meets ACL requirements for both 50% of members being individuals with lived experience and incorporating specific organizations that 1) ACL requires and 2) that Council feels are important to have a seat at the table. Members representing organizations that are not specifically required by ACL will become Ex-Officio members.

Chris reviewed the structure and asked Council to endorse the DARS plan, noting that nothing will officially change until the Bylaws have been amended and approved. Kara Beatty made a motion to approve the proposed structure; Linda seconded and the motion passed unanimously. The approved membership structure can be found in Attachment D.

Bylaws Committee Appointments

Mike Puglia noted that several items in the Bylaws need to be updated, based on recent Council votes and discussions: Membership structure, committee appointment and

reporting schedules, and potentially information related to nominations and elections timelines and terms.

Mike noted that the Bylaws Committee will need to meet several times over the next quarter to make and finalize revisions, providing them a minimum of 10 days prior to the July meeting for approval.

Mike asked for volunteers to serve on this Committee. Patrik Sandas (Chair), Kristen Galles, John Reynolds, and Derek O'Neal volunteered. Donna will convene this group within the next 2-3 weeks.

Orientation Planning Committee Report

On behalf Committee Chair, Steven Nape, Amber Walter briefly summarized the Committee's work over the past 6 months. A summary of this work is attached as Attachment E. Members are encouraged to offer their feedback/input as they are comfortable doing, by emailing Donna directly or by responding to the post-meeting survey that will follow this meeting.

Director's Report

Chris Miller, Director of Brain Injury Services, provided a written summary ahead of the meeting, describing activities related to brain injury services in Virginia (attachment F).

Closing Protocol

Mike thanked members for their participation in the meeting and reminded them that if they have New Business, they would like to have the Executive Committee consider for the July meeting, to submit those topics by May 31st.

Mike reminded members that the next meeting will be held on Friday, July 26, 2024, but after that, the regular meeting schedule changes to Thursday afternoons at 12:30 p.m. Members voted to have the July, 2024 meeting be virtual.

Deborah Johnson made a motion to adjourn the meeting; Derek O'Neal seconded this and the meeting adjourned at 3:37 p.m.

Adjourn

NEXT MEETING: Friday, July 26, 2024
1:00 – 4:00 p.m.
Virtual

***REMINDER:* The October Quarterly meeting moves to Wednesdays at 12:30 p.m. through 3:30 p.m.**

The October meeting date is: Wednesday, October 23, 2024.

Virginia Brain Injury Council

January 26, 2024, 1:00 – 4:00 p.m.

MINUTES

This was an electronic meeting consistent with the Electronic Meeting Policy that became effective in December, 2022.

MEMBERS IN ATTENDANCE:

Mike Puglia, Chair

Patrik Sandas, Secretary

Maria Altonen

Gayl Brunk

David DeBiasi

Kristen Galles

Deborah Johnson

Amol Karmarkar

Kevin Koziol

Kelly Lang

Joani Latimer

Erika Lawhorn

Elizabeth Horn

Christiane Miller

Susan Moon

Steven Nape

Derek O'Neal

John Reynolds

Nicholas Rudisill

Maria Stransky

Amber Walter

George Worthington

Jason Young

MEMBERS NOT IN ATTENDANCE:

Kara Beatty, Vice Chair

Cara Meixner, Immediate Past Chair

Teri Morgan

Sandy Parker, Family Ombudsman

DARS STAFF IN ATTENDANCE:

Donna Cantrell, DARS, Staff to Council

Marcia DuBois, DARS, Deputy Commissioner, Division for Community Living

OTHERS OBSERVING VIRTUALLY:

Kathy Stumm, Family Caregiver

Rachel Evans, Executive Director, No Limits Eastern Shore

Kyle Fulk, No Limits Eastern Shore

Jodi Judge, Brain Injury Solutions

Cara Kaufman, DARS' Policy and Legislative Services
Jacole Thomas, DARS' Brain Injury Services Coordination Unit

Welcome and Attendance

Council Chair, Mike Puglia, welcomed everyone and called the meeting to order at 1:03 p.m. Donna verified a quorum was present and took attendance by roll call.

Mike reminded members that they should avoid using acronyms when possible and to please allow space for all members to participate in the discussions. Members were asked to only use chat if they were having technical difficulties and to use the "raise hand" option if they wished to speak.

New Agenda Format

In response to member feedback expressing a desire for more information on the agenda items, staff took proactive measures.

Traditionally, staff sends out an agenda before meetings. In addition to the standard agenda, a more detailed version was created. This enhanced agenda included:

- The purpose of each agenda topic,
- Guidance on how to prepare for each item in advance of the meeting, and
- Clearly outlined proposed actions for members, where relevant.

The response from members was positive. Many appreciated the additional detail, finding it valuable for better preparation. Moving forward, both simplified and detailed versions of the agenda will be provided before meetings. This flexibility allows members to choose the format that suits them best, aligning with their preferences and needs.

Review Proposed Agenda

There were no changes to the proposed agenda, and it was approved by consensus.

Approve Previous Meeting Minutes

There were no changes to the proposed October, 2023 Meeting Minutes, and they were approved by consensus and will be posted to the VBIC website (Attached).

Public Comment Period

Mike reminded Council members and the public that public comment was limited to 3-minutes per individual. Council does not respond to public comment in real time but does use it to inform their thinking in future business.

Donna received one request for Public Comment. Kathy Stumm's Public Comment can be found as Attachment B.

Ms. Stumm raised concerns about the accessibility of materials posted on the public site, suggesting alternatives for easier access. She expressed frustration at the lack of feedback or contact from DARS three months after her October testimony, seeking clarification on the status of her suggestions. Additionally, she emphasized the importance of DARS supporting a study commissioned by the Joint Commission on Health Care, urging the Council to consider this in their Priorities Letter work. Jason Young echoed Ms. Stumm's concerns regarding DMAS having a representative on Council and about member's ability to discuss public comment at the time they occur in meetings. The Chair thanked Ms. Stumm for addressing the Council.

New Council Meeting Day/Time

During the Retreat, concerns were raised about the difficulty of holding 3-hour Friday afternoon meetings, especially for members traveling long distances. In response, a survey was conducted to find alternative dates and times, and results suggested moving meetings to 12:00 p.m. to 3:00 p.m. on the 4th Wednesday of January, April, July, and October.

Kristen Galles motioned that the meeting be moved to noon to 3:00 pm the fourth Wednesday in January, April, July, and October effective April 2024. Nick Rudisill seconded.

After discussions, Kristen amended her motion to hold meetings from 12:30-3:30 p.m. on the 4th Wednesday of January, April, July, and October and to implement this change starting in October 2024. Patrik Sandas seconded, and the motion passed with the majority of members voting in favor; Derek O'Neal and Kelly Lang voted Nay. The motion passed.

Committee Reports

Mike reminded members that most of the work of the Virginia Brain Injury Council occurs during committee meetings. Several committees held meetings during the past quarter.

Nominations and Elections Committee

The Nominations and Elections Committee met 2 times last quarter. Members include: Nick Rudisill – Chair, Deborah Johnson, Teri Morgan, Kelly Lang, Cara Meixner, Chris Miller, Susan Moon, Steven Nape, and Donna Cantrell (staff).

The Committee addressed challenges in recruiting new members for the Council due to various ongoing factors:

1. Uncertainty in meeting dates and times, which was resolved during the last agenda item.
2. Ongoing redesign of Council's New Member Orientation program.
3. Consideration of shifting regular membership terms away from the current recruitment during the holidays and April start.

4. Ongoing revisions to marketing materials, timelines, and the recruitment process.

To address these issues, the Committee proposed extending membership terms scheduled to expire in March 2024 through March 2025. The Council discussed the need for bylaws amendments, the impact on increasing members with lived experience of brain injury and confirmed member-willingness to extend terms. Three out of four members agreed to extend their terms: Kelly Lang, Amber Walter, and Nick Rudisill, while one member, Sandy Parker, declined. The motion to extend the terms for three members through March 2025 was approved with Gail Brunk and Kelly Lang voting against it

Council took a 10-minute break.

Orientation Planning Committee

Orientation Committee Members include: Steven Nape (Chair), Donna Cantrell, Chris Miller, Maria Stransky, Amber Walter.

The Orientation Committee Report is Attachment C. Comments included a request for more detailed information on the funding DARS receives for brain injury services, including specific amounts and distribution. Members inquired about information on other agencies providing services to people with brain injury and their funding sources.

Overall, members expressed support for the content and the potential use of alternative content delivery methods. Steven mentioned the Committee's plan to develop an Orientation webpage for members to access information as needed. Donna informed the Council about collaboration with DARS' Webmasters. Members were encouraged to submit any additional comments or suggestions on the discussed topics.

The Committee will provide an update of their progress at the April meeting.

Housing Workgroup Report

Kelly Lang, Chair, recognized the Workgroup members: Elizabeth Horn, Jason Young, Marcia DuBois, Sandy Parker, Susan Moon, David DeBiasi, Chris Miller, and Donna Cantrell (staff).

Kelly provided an update on the work the Housing Workgroup has been doing, noting that they've been reviewing various housing-services models from around the country and spending time processing what they've learned. The Workgroup will have draft recommendations to present to Council at the April Quarterly Council Meeting.

The Housing Workgroup asked the Priorities Committee to include housing as a priority when making recommendations to the Council in April.

State Plan Committee

David DeBiasi updated Council on the work of the State Plan Committee. Members include: David DeBiasi, Chris Miller, Kelly Lang, George Worthington, Kristen Galles, Donna Cantrell (staff).

David reported that during its first meeting, the Committee agreed on the importance of conducting a comprehensive needs assessment before writing the 2024-2027 state plan. However, due to the early stages of the assessment, the Committee will develop a plan based on existing information, including current Administration for Community Living (ACL) grant goals and ongoing projects.

The Committee aims to use the needs assessment results when available to develop a more comprehensive plan for 2027 and beyond.

No immediate action is needed. The Comprehensive Needs Assessment is scheduled for years 4 and 5 of the Federal Grant (2024-2026).

Priorities Committee

Members include: Jason Young (Chair), Chris Miller, Kristen Galles, Derek O'Neal, Amol Karmarkar, Patrik Sandas, and Donna Cantrell (staff).

Jason updated Council on the results of the Priorities Survey (Attachment D), noting that 4 and 5 were evenly-scored and opening up the discussion of adding Housing to the list.

1. Expand mental health services for people living with brain injury
2. Increased Cognitive Rehabilitation Services for people living with brain injury services
3. Increased Neurobehavioral Services and/or Medicaid Waiver Funding for brain injury services
4. Increased focus on children/adolescent brain injuries
5. Collect and disseminate more and better information about services including medical, rehab, Neuropsych, mental health, case management by region

Jason sought feedback from Council members ahead of the next Committee meeting. Discussion included a request for more detailed information on how the weighted averages were calculated and an acknowledgment that all listed items were important. There was a consensus to formally add Housing to the priority list, and a suggestion was made to administer a follow-up survey to refine the results.

Kelly inquired about the scope and purpose of the Priorities Letter. Jason clarified that the Council writes the letter to the Commissioner of DARS, providing recommendations that DARS may consider in decision-making.

The Committee plans to present their recommendations for Council approval at the April 2024 Quarterly meeting. No immediate action is required at this time.

Council took a 10 minute break.

Director's Report

Chris Miller, Director of the Brain Injury Services Coordination Unit, provided a written brief update about Virginia activities related to brain injury services in Virginia (Attachment E) prior to the meeting.

David DeBiasi invited Council members to join advocates at Brain Injury Awareness Day at the Virginia General Assembly Tuesday January 30th. Jason Young provided information on the Legislative Priorities for the Alliance of Brain Injury Services Providers and the Brain Injury Association of Virginia.

Process for Handling New Business

Mike Puglia announced a procedural update, stating that future meeting minutes sent by Donna will include a deadline for receiving requests for new business items. This allows sufficient time for the Executive Committee to consider them for the next meeting agenda. Kristin suggested sending reminders before the due date to ensure member awareness.

With no further business, a motion to adjourn the meeting was made by Derek O'Neal and seconded by Nick Rudisill, concluding the VBIC Quarterly Meeting.

Next Meeting is Friday, April 26, 2024, at DARS' Central Office.

Transcript of discussion related to New Business from January 26, 2024
Quarterly Meeting:

Time mark - 2:41.36

Mike Puglia: This is usually the point where we would have New Business and we just open up the floor. We talked about this during the Executive Committee meeting, and we felt like that didn't do justice to the individuals and to the topics brought forward because we didn't have enough information ahead of time to really have a full discussion of any type of new business. So what we wanted to do moving forward, to ensure that any ideas that anybody has or any information that you want to bring forward, that we're able to get that information ahead of time, that we're able to look at it as an Executive Council and get you answers directly, or if its something that needs to be brought before the full Council, that we're able to go back to the individual, look at what's being proposed and get the proper education and get that information out so that we're able to have a discussion that does it justice. So, with that, when Donna sends out the minutes, she's going to include a date when requests for new business items need to be received and that'll be considered by the Executive Committee. So, Donna, when she sends out the minutes from the Quarterly Meetings, she's going to include a date for when requests for when New Business can be brought forward and that way we can possibly put that on the agenda.

Kristen Galles: 2 things: one, what would be most helpful to do that is not just in the minutes, but before that date comes up, whatever that date may be, the day before, the week before, saying "hey, if you have new items that you want to add to the agenda, do it by tomorrow or do it by April whatever." Because again, brain injury, need reminders. I think of it in terms of my ABA meetings, and they're lawyers without brain injury and we get those reminders about adding to the agenda. So, I would make that request.

The other thing would be that I thought we had voted as a Council, I don't know if it was in April or July, that we would have a kind of mop up thing at the end, whether its New Business or further discussion or something, that we had already approved doing that. I'm hoping this is trying to make that more effective rather than trying to limit that.

Mike: I'll answer the first one that's noted. I think that's a really good idea to have that go out quarterly and then maybe a week ahead of time, saying last requests for proposals. For the second part, I don't remember us voting on anything in particular, but Chris or Donna, do you have anything?

Chris Miller: There was a decision at that meeting to add the New Business at the end, and you are correct Kristen. The purpose of this is an attempt to make this item more useful to have informed discussion and not just trying to think of things off the top of your head. So, it's really an attempt to make sure we, as Mike said, that we do justice to the things you want to talk about.

Kristen: I really appreciate that and giving us a chance to add items to the agenda at that part. I just would hope that as we finish the meeting, if things come up, or if people think that “whoa, something wasn’t addressed” or oh they had another idea at the very end, people can talk about it, or what did we miss today.

Chris: Sorry Mike, I’m going to do one more thing: don’t forget that at 4:15 today, you’re post meeting survey will go out. You’ll get a reminder on Monday; some of you will get another reminder on Thursday.

Derek: Reminders are great.

Mike: You’re going to be a grandfather Derek, just reminding you.

Derek: Thank you so much, I needed to be reminded of that. *laughing*

Mike: Did anybody else have anything else on that topic?

No further discussion on the topic of New Business – adjourn protocol.