

BRAIN INJURY COMMITTEE **DRAFT** MINUTES

February 4, 2019 – 2:00 PM

Smyrna State Service Center, Smyrna, DE

QUORUM PRESENT: 15

PRESENT: Sharon **Lyons**, BIAD, Co-Chair; Christine **Applegate**, EN Navigator, Bayhealth; Sybil **Baker**, GACEC (obo Wendy Strauss); Linda **Brittingham**, Christiana Care Health System (CCHS); Andrew **Buridan**, Brain Injury Advocate/Support Group; Susan **Campbell**, Social Services Senior Administrator, DHSS/DMS/Birth To Three; Tammy **Clifton**, DOL/ DVR, Senior Counselor (for Andrea Guest, Director); Susan **Cowdery**, LTSS Medical Director, BCBS, Highmark Health Options; Nicholas A. **Duko**, Program Mgr., BCBS Highmark Health Options; Brian **Eng**, Esquire, Community Legal Aid Society, Inc., Disabilities Law Program; Katie **Freeman**, DSCYF, DPBHS, Psychologist (for Robert Dunleavy LCSW); Michael **Gould**, DOI; **Kristin Harvey**, DDC (obo Steve Yeatman); Dale **Matusevich**, DOE, ECE, Education Associate, Transition Services (for Mary Ann Mieczkowski); Karen **McGloughlin**, Director of Women's Health (for Dr. Karyl Rattay, Director); Dorothy **Prior**, Psychologist (obo Marie Nonnemacher); Dr. Ron **Sarg**, DCVA/MOAA; DLP; Tiffany **Taylor**, Post-Acute Medical Center Dover (obo DeFarno); and Dee **Rivard**, SCPD.

ABSENT: Thomas **Cairo**, Bayhealth Neurosurgery; George **DeFarno**, Survivor and Director, Post-Acute Medical Center (Dover); Debbie **Dunlap**, Parent of a survivor/Advocate; Francis **Haggerty**, Director Polytrauma & TBI Program, VAMC; Mary **Iampietro**, A. I. DuPont Children's Hospital; Dr. Charles **Jin**, (DSAMH); (obo Elizabeth Romero, Director); Ann **Phillips**, Parent of a survivor; Nancy **Ranalli**, Easterseals, Director of Community Outreach; Wendy **Strauss**, GACEC; Jamila **Waigwa**, DHSS/DSAAPD; Megan **Witman**, Encompass Health.

GUESTS (Not able to vote or count toward quorum)

IN-PERSON – Deborah Akinola, Neighbor Care (info@neighborcare-hcfs.com)

TELECONFERENCE PARTICIPANTS: Michelle **Hood**, St. Francis LIFE; John **McNeal**, Survivor/SCPD Director;

CALL TO ORDER

Sharon Lyons called the meeting to order at 2:08 p.m., requesting everyone to introduce themselves.

ADDITIONS/DELETIONS TO THE AGENDA

Sharon inquired if there were any additions or deletions for the agenda.

- Christine requested to remove her update on the Bayhealth Stroke Registry as she was not able to speak with anyone yet.
- Karen requested Data Development Subcommittee members to remain after the BIC meeting to discuss their meeting schedule.
- John McNeal advised that he did not have a follow-up on Sussex Hospitals due to a recent death in his family.

- Sharon told members that we needed to move item IV. New Business, Election of Chair to the first item of business following approval of January's meeting minutes.

APPROVAL OF PREVIOUS MEETING'S MINUTES

Sharon inquired if everyone had sufficient time to review the minutes of our last meeting on January 7.

- Tammy Clifton provided a correction on page 6 for clarification stating that she has been voluntarily expanding DVR services.
- Ron Sarg made a motion to approve the minutes as amended, Dale Matusevich seconded the motion with voting committee members in attendance unanimously approving the motion.

NEW BUSINESS

Election of Chair - Sharon made a brief announcement as to why we needed a new Chair for the Brain Injury Committee due to former Chair Ann Phillip's resignation and Sharon's load being too heavy to assume the role of Chair. She assured everyone that she will remain as the Vice-Chair and that she will continue to lead meetings whenever the Chair is unable to attend.

- Sharon announced the nominees for Chair as:
 - Megan Whitman, the Executive Director from Encompass Health;
 - Christine Applegate, Nurse Navigator for Bayhealth Neurosurgery; and
 - Tammy Clifton, Senior Counselor with the Division of Vocational Rehabilitation.
- Sharon requested each nominee to introduce themselves and provide a brief background of their experience.
- Following nominee introductions, ballots were distributed to voting members requesting them to write the name of the person they were voting for as Chair. John reminded everyone that they also needed to write their name on the ballot as part of the official record as required by the Delaware Department of Justice (DOJ) to ensure only voting members elected the Chair.
- Dee collected member's ballots and tabulated the results prior to showing Sharon who the BIC members elected as their new Chair.
- Sharon announced committee members' election of Tammy Clifton as the new Chair of the Brain Injury Committee offering Tammy her congratulations.

OLD BUSINESS

- **Brain Injury Awareness Month (March)**
 - Dee reminded members that since proclamations are completed upon request and do not extend beyond the sitting Governor making the proclamation that someone will need to contact Governor Carney's Office through their website to request a Brain Injury Awareness Month proclamation for this year.
- **Public Health TBI Data Update**
 - Karen advised that since TBI Data is updated annually it is too soon for them to have newer data available than previously provided. The newer data will not be available for a while.

- **TBI Fund Application Review Committee Update**

- The TBI Fund currently has 3 applications pending for 2019 with one of them coming from the Delaware Joining Forces website.
- Katie inquired if anyone else has a website to share TBI information with. A representative from the Birth to 3 agency volunteered to share the information on their website.
- Sybil Baker suggested sharing the information with the Disability Hub website.
- Tammy will mention it to her supervisor to determine if she can share the information on the DVR website.
- Another committee member suggested that all BIC members send an email out to the staff in their organizations to share the information.
- John advised that he is sharing the TBI information with hospitals and trauma centers by sharing a letter that was created by Nancy Ranalli. John advised that he plans to go through the trauma directors as his point of contact. Since Nancy was not at today's meeting, he advised that Dee will share the revised letter with Nancy requesting her to affix her signature and return the document to Dee.

- **Data Development Subcommittee Update**

- Karen shared that the subcommittee met just prior to this meeting in addition to meeting last week.
- The members are focusing on the Brain Injury registry to see what other states have a registry and what information they included in their registries.
- Members are looking at legislation from other states.
- Karen advised that this is a process that they have just begun and promised that she will have more to report later.

- **Prevention and Outreach Subcommittee Structure Development**

- One of the main goals of this subcommittee is outreach so it would be good to have members from each county.
- Sharon talked about hiring someone to work for us to provide information sharing resources in order to share information on the Brain Injury Trust Fund, available support groups, and upcoming events relating to brain injuries.
- Sharon shared what the Brain Injury Association of Delaware is reviewing with the Brain Injury Association of America (BIAA) vs. the Brain Injury Alliance (BIA) stating that information sharing is what the BIAA does. They have people who are responsible to go out and make contacts. Unfortunately, the BIC does not have funding for marketing and promotion or funds to create information packets.
- John shared that the State Council for Persons with Disabilities (SCPD) did have our budget increased minimally and that we do have the capacity in our office to create and print brochures and other documents. He advised that we can find the means to put together a packet of information to share what is available for survivors and that he will let the committee know what resources are available.
- Karen inquired about the capacity to print materials in sufficient quantity to be able to distribute the information to every Delaware survivor, facility, and doctor. John felt strongly that there are ways that are cost effective to be able to make this happen.
- Sharon advised that BIA of DE could provide their mission statement.
- Karen advised that it would be up to the Prevention and Outreach Subcommittee to decide what information would go into the packet.

- Tammy stated that we could include a link for people to download the information to print out themselves in order to provide the different resources from all the agencies involved.
- Another suggestion was to divide the State by county or region in order to have an initial personal contact with outreach organizations along with having a place on the SCPD website available for interested organizations to download an informational packet.
- Having a committee member designated in each county to make themselves available as a contact person to arrange for someone to provide organizations a brain injury presentation is another avenue for consideration.
- Kristin advised that the Developmental Disabilities Council pays a contractor to develop all of their materials. They upload the information onto a branded flash drive that they provide to individuals at different facilities in order to share the information.
- Never underestimate the power of a personal story. Kristin suggested that even a cellphone video that the Committee could post to a YouTube® website dedicated to SCPD/Brain Injury Committee would provide powerful testimony.
- John liked Kristin's idea stating that we know a number of people with traumatic brain injuries who are willing to share their stories. However, he advised that we need to investigate this idea to see if he is able to pull funds from the Department of Safety & Homeland Security (DSHS) for this project. He is unsure exactly what our contractual services are at this time but felt that we would be able to coordinate with DSHS to perhaps pull money from another agency. He shared that DSHS has been very, very gracious with funding, including this year's budget. Perhaps there could be a collaboration with Delaware State Police (DSP) or it could be tied into stories relating to motorcycle helmets. The DSHS has a central contract with the Office of Highway Safety (OHS) for marketing.
- Susan Campbell, the representative from Birth-To-Three was able to obtain grants from Hallmark and other corporations and is more than happy to research this for the Committee.
- John stated that there is nothing that would prevent us from looking for Brain Injury Awareness Grants.
- BIC members recommended that the Prevention and Outreach Subcommittee be comprised of 3 to 6 members consisting of at least one member from each county
- Andrew shared that he is a BIC member from Sussex County.
- Kristin will reach out to Tamara Good.
- John stated that between this meeting and the next, Dee will send out an email to all BIC members to determine who is interested in serving on the Prevention and Outreach Committee that asks them to provide their county of residence.
- Tammy made a motion that Dale seconded to hold off until April to formally create this subcommittee. Voting committee members in attendance unanimously approved the motion.
- **2019 Brain Injury Conference Update**
 - Katie is speaking about brain injury and return to school.
 - Sharon asked Dale to encourage school nurses to attend this conference. Dale advised that the correct point of contact is Mike Rodriguez. Dale will send Mike's contact information to Sharon.
 - George DelFarno is presenting at the conference.

- There is a Nurse Panel comprised of nurses from Bayhealth.
- Wade Scott, an attorney will also provide a presentation.
- Ann Phillips is presenting on “Aging with a Brain Injury -- How does that affect everybody.” She is hoping that both her and her co-presenter’s children will also speak during the presentation.
- Kirill Alekseyev from Post-Acute Medical will speak on concussions, mild traumatic brain injuries, and available resources.
- Right now Sharon believes that she has enough speakers; however, she is waiting on the return of all of speaker packets.
- Nursing was approved for CEUs previously through 2021. Sharon stated that the nursing approves for 3 years. However, Sharon is not sure how to apply for PT, OT, and Speech CEUs.
- Kristen offered to email Sharon some information and told Sharon that she can email her for additional information on how to apply.
- Sharon still needs to send the **28th ANNUAL BRAIN INJURY CONFERENCE** Agenda, objectives, and speaker CVs.
- For a LCSW, you don’t need to have pre-approval. However, nursing attendees have to put their license number when signing in and leaving conferences.
- **By-law Creation**
 - John reminded members that this committee still needs to create by-laws since it is a free standing committee with authority to act independently of SCPD.
 - Dee shared that Title 29, Chapter 82, Subsection 8210(c) provides the Brain Injury Committee’s responsibilities and that by-laws cannot exceed responsibilities granted them in their creation document which is found under this section of the Delaware Code.
 - Karen inquired if BIC is establishing a subcommittee to develop these by-laws and received an affirmative response.
 - Karen McGloughlin, Brian Eng and Kristin Harvey volunteered to assist with the By-law formation.
 - Karen made a motion to limit the by-law subcommittee to 3 individuals that was seconded by Kristin. Voting members of BIC in attendance unanimously approved the motion with Sharon thanking Karen, Brian and Kristin for volunteering for this subcommittee.
 - John shared that the SCPD previously held retreats to help in the formation of bylaws. While Kristin acknowledged his offer; she suggested allowing the By-law Subcommittee to have a crack at developing the by-laws first and if BIC members felt that more was needed then BIC could move forward with holding a retreat.
- **Additional Discussion**
 - BIC members suggested that it might be a good idea to take John up on his Retreat suggestion for the formation of the Prevention and Outreach subcommittee suggesting that it would be good to hold the retreat somewhere in Sussex County in order to encourage Sussex membership.
 - The Prevention and Outreach Subcommittee is not being formed until spring.
 - Sharon Lyons advised that she would like to be a part of the Prevention and Outreach Subcommittee advising that she lives in New Castle County.

- Christine Applegate and Andrew Burdan live in Sussex County and Tammy Clifton lives in Kent County. All four expressed interest in joining the subcommittee.

ANNOUNCEMENTS

- **2019 Junior Partners In Policymaking Program**
 - Kristin Harvey shared that DDC is now accepting applications for their Junior Partners in Policymaking Program intended for young adults between the ages of 15 and 22. This program will run from June 16 – 21, 2019.
 - This program teaches advocacy skills so individuals with disabilities can take a more self-directed approach in their own life.
 - The majority of attendees have to be people with disabilities.
 - Attendees check in on Sunday to receive orientation and stay all week in fully accessible dormitory rooms at Delaware State University. On Friday, while Legislature is out-of-session, attendees will go to Legislative Hall to speak on a matter that is important to them. Following their remarks they will attend a party.
 - Dee will send out a link to information on the Developmental Disabilities Council website that also contains a link to the program application link before the minutes are sent out as well as including a link in the minutes. The registration deadline was extended until April 1. <https://ddc.delaware.gov/>
 - Kristin advised that the information should be on the DDC website by tomorrow morning at DDC.delaware.gov near the bottom of their homepage.
 - BIC members can also call Kristen at 739-3623 for additional information.
- Karen McGloughlin brought up information from the minutes of the last BIC meeting relating to a suggestion to schedule a meeting with Senator Nicole Poore on Brain Injury Awareness inquiring if the meeting was scheduled yet.
 - John advised that setting up a meeting is not an issue stating that he is meeting with her next week at A. I. DuPont on another issue. John promised to work on setting up a meeting.
 - Karen inquired about why specifically the meeting was being set with Senator Nicole Poore?
 - John replied that it was being set up with her because she is a good champion of many issues the State Council has had in the past.
 - Katie inquired as to which Legislators might have a personal connection to brain injuries.
 - John responded that Senator Nicole Poore has a child with a significant disabilities adding that she is more than just an interested legislator.
 - Sharon added that Senator Poore's son was previously one of Sharon's patients.
- Karen questioned under the VA on page 5 of the previous meeting minutes located 2/3 of the way down the page that a motion was made for the Brain Injury Committee to support the DCVA to support Brain Injury Awareness stating that she would appreciate a link for the Data Development Subcommittee so they can also track it within the subcommittee. Ron Sarg will provide Karen a link and copy once the document is finalized.

- Ron Sarg, congratulated Mike from DOI for attending and surviving his first Committee meeting.
- Mike stated that the DOI is willing to sound out some of the larger insurance carriers in the state and that he volunteered to handle this in addition to accessing State Farm and whoever is writing insurance in Delaware. He just needs to see something in writing. Please email him suggestions to Michael.Gould@delaware.gov or call him at 302-674-7304.

ADJOURNMENT

- Ron Sarg motioned to adjourn, and Kristin Harvey seconded his motion. Sharon called for discussion and hearing none, called for a vote by committee members present who unanimously approved the motion to adjourn.
- With no further business to discuss the meeting adjourned at 3:40 p.m.

NEXT MEETING

The next Brain Injury Committee meeting is scheduled for
Monday, March 4 at 2:00 p.m., in the
Smyrna Rest Area Conference Room