

North Dakota Brain Injury Advisory Council  
November 9, 2023  
Meeting Minutes

**BIAC Voting Members Present:** Sarah Ring, Chair; JoNell Bakke, Vice Chair; Nan Kennelly, Jessica Siefken; Shannon Cook; Brad Hawk; Andrea Hochhalter; Michelle Westbrook

**BIAC Non-voting Members Present:** Denise Harvey, ND Protection & Advocacy; Melissa Klocke-Joyce, DHHS Medicaid; Morgan Edmundson, ND DPI; Elizabeth Oestreich, DHHS - Injury Prevention; Erica Reiner, DHHS Adult and Aging; Tami Conrad, DHHS-Behavioral health Division; Barb Burghart, DHHS-Voc Rehab; Mary Waldo, DHHS-Trauma; Rebecca Quinn, NDBIN

**Presenters/Guests:** Jill Ferrington, National Association of State Head Injury Administrators (NASHIA); Carly Endres, NDBIN; Nickie Livedalen, NDBIN; and Brittany Hanson

#### **Call to Order and Welcome**

Chair Sarah Ring called the meeting to order at 12:05PM CT. She welcomed BIAC members and invited them to introduce themselves.

#### **Introductions and Check-Ins**

Members introduced themselves.

#### **Quorum**

Quorum was established.

#### **Review of Agenda**

Sarah presented the agenda (*attachment*) and asked for additions or edits from the group. Suggested an addition to the agenda regarding the consideration of a new member application. This is proposed to be done before the Review of the Bylaws. Nan made a motion to approve the agenda with this addition and Andrea seconded. The agenda was approved with the addition.

#### **Review and Approval of Minutes**

Sarah presented the minutes from the August 9<sup>th</sup> and 10<sup>th</sup> Quarterly Meeting. There were no changes. Denise made a motion to approve the minutes; Nan seconded; Minutes were approved.

#### **Brain Injury Systems Study Overview**

Jill Ferrington, NASHIA, completed the Interim Brain Injury Systems Study Overview (*slides attached*)

#### **Advisory Council Orientation Toolkit**

Jill Ferrington, NASHIA, completed the Advisory Council Orientation Toolkit Overview (*slides attached*)

### **Election of Secretary Position**

Sarah called for nominations for secretary. Jessica Siefken volunteered to be secretary; she is a voting member and on the Strategic Planning Committee already. No other nominations were presented. Nan moved to close nominations and appoint Jessica as the Secretary for the council; Brad seconded; Motion passed for Jessica Siefken to be the Secretary.

### **New Member Application: Robin Swanson**

Robin Swanson has applied to the Governor's Office for nomination to the Council. Robin was invited to introduce herself to the council. Robin is a individual with brain injury living in Fargo. She has a passion for raising awareness and getting more involved. Mary Waldo was also introduced as a Department of Health and Human Services as the State Trauma System Coordinator and was welcomed. Nan moved to approve Robin's application; Jessica seconded; Motion passed that the Governor's office can move forward to appoint Robin to the council.

### **Council By-Laws Overview**

Review of the by-law changes and legislative changes that changed the language in the by-laws. The changes are clear in red color and strike through for what needed to be taken out. Michelle moved to accept these changes to the By-Laws; JoNelle seconded; Motion passed.

### **State Plan Committee Updates**

Committees have started meeting and had some updates on what they are working on. Members are still encouraged to join any committee in areas that they feel fit for them. Committees are meeting monthly except for the month of the council meetings – those will be off-months for the committees unless they choose to meet.

### **NDBIN Update**

NDBIN is hiring 2 new positions, interviews will start soon. Rebecca gave an update on Salesforce and how that is going to change how NDBIN documents what they are doing. Reports should be coming soon.

### **Agency Provider Updates**

Tami updated the council that new terms/dates for council members have been approved by the Governor's office and so those changes will be made to the council.

Denise said that Protection and Advocacy has a program that works with individuals of all disabilities, brain injury included, on working through employment barriers and keeping social security.

Sarah stated that the CBIS training at Sanford was great; many OTs, PTs, and Speech Therapists are now CBIS certified. About 20 Sanford staff attended that weekend training.

### **Setting Dates for 2024**

The 3<sup>rd</sup> Thursdays of the month Quarterly seem to be working out well – those dates would be February 15<sup>th</sup>; May 16<sup>th</sup>; August 15<sup>th</sup>; and November 21<sup>st</sup> from Noon to 3pm. Discussion was had regarding an in-

person meeting either in August or May. Rebecca will look into the availability of the Heritage Center, and this will also be put into an upcoming survey so be on the lookout to confirm dates for 2024!

**Public Comments**

There was no public comment.

**Adjournment**

2:23: Andrea moved to adjourn the meeting; Jonelle seconded; meeting adjourned.

**Meeting Contact Information:**

*The Brain Injury Advisory Council follows established state guidance regarding the scheduling and management of state advisory councils. The Brain Injury Advisory Council currently holds scheduled meetings via onsite and videoconference options. Members of the public can access the meeting and participate in the public comment period by attending in person.*

**Brain Injury Advisory Council Mission.**

*The Mission of the North Dakota Brain Injury Advisory Council is to improve the quality of life for all individuals with brain injury and their families through brain injury identification, awareness, prevention, research, education, collaboration, support services and advocacy.*

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