

**TBI Advisory Board Meeting**  
**October 20, 2009**  
**Office of Protection & Advocacy**  
**60B Weston Street**  
**Hartford, CT 06120**  
**1:00-3:00PM**

Attendees: Gary Allen, Heidi Chelednik, Sage Cochran, Carrie Kramer, Charley Lyons, Mari Merwin, Lynne Neff, Amy Palmer, Julie Peters, John Sandford, Billye Simmers, Susan Werboff, Betty Zoubek

Visitor: Liane Gelman-Wegener

Excused: Sarah Harvey, Sara Lourie, Craig Sears, Dan Bannish

Absent: Sylvia Gafford-Alexander, Dorian Long, Donna Montelle, Barbara Sheldon, Geralyn O'Neil-Wild

Recorder: Terry Holley

- I. Attendance was taken by Billye Simmers and a form was distributed so that each board member could list their mailing address -participants introduced themselves
- II. Previous minutes from 7/21/09 were reviewed and a motion moved by Charley Lyons and second by Julie Peters to accept the minutes as corrected-Correction under Old Business #1 stating: Sylvia Gafford-Alexander reported that Donna Montelle will post meeting dates and minutes onto the DSS Website, but **the process** is involved and will take time to post this information. Motion passed.
- III. Committee Reports submitted are attached
  - a. There were no reports available from the Coordination Committee and the Minimum Standards Committee
  - b. Executive Committee-Billye Simmers reported that the next meeting will be in Nov. 09.
  - c. Nomination Committee- Charley Lyons reported that there are two applicants for Board membership. The nominating committee welcomes recommendations of persons interested in participating on the Board. All recommendations should be submitted in writing to Charley Lyons.
  - d. TBI Screening Tool Committee-Billye Simmers reported that DMHAS ABI Services will present an overview of the Connecticut TBI Screening Tool Project to the five regions throughout the Statewide DMHAS Local Mental Health Network.
  - e. Cultural Competence Committee-Mari Merwin reported that focus of this Committee will be prevention of TBI among teens.

- f. Waiver Review Work Group-Carrie Kramer reported that the group will be developing information on all waivers-The Workgroup will meet immediately after the Board meeting 10/20/09.

IV. Old Business:

- a. Update on the DSS TBI Symposium held 10/16/09-Gary Allen reported the Symposium was very informative-Carrie Kramer reported the event was well organized and the presenters were great.
- b. Updates of Board activities on DSS Web Site-Sue Werboff expressed the concern regarding a mandate from the Secretary of State for minutes to be posted within a particular time frame-Billye Simmers will contact DSS to follow up on this issue.
- c. Board membership from Gaylord Hospital and Dept. of Labor was referred to the Nomination Committee.
- d. Agency Report Form-The format of this report will be edited to incorporate the recommendations made by the Board.

V. New Business:

- a. Cultural Competence Committee name change to Outreach and Awareness Committee
- b. There is no date scheduled for the next Minimum Standards Committee Meeting

VI. Agenda Topics for January Annual meeting of TBI Advisory Board

- a. Election of Officers
- b. HRSA Grant application update

VII. Next Meeting dates:

- Executive Committee meets in November '09
- TBI Advisory Board meeting January 19, 2010 1:00-3:00 P&A Office, 60B Weston St. Hartford, CT