National Association of State Head Injury Administrators
Membership Meeting

Date: September 25, 2019        Time:  11:50a-1:30 CT

TYPE OF MEETING
Annual Membership Meeting

FACILITATOR
Heather Hotchkiss, President

INVITED GUESTS:
Membership Attendees: List attached

ATTENDEES

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>PRESENT</th>
<th>STAFF Present</th>
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<tbody>
<tr>
<td>(Board Members)</td>
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<tr>
<td>Heather Hotchkiss</td>
<td>President, SW Region At Large Member</td>
<td>☑</td>
<td>Rebecca Wolfkiel</td>
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<tr>
<td>Gabriela Lawrence-Soto</td>
<td>Secretary</td>
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<td>Donna Huckestein</td>
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<td>Monica Lichi</td>
<td>President Elect</td>
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<td>Susan Vaughn</td>
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<td>Stefani O’Dea</td>
<td>Past President, Acting Membership Chair</td>
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<td>Haleigh Cushen</td>
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<tr>
<td>Maria Crowley</td>
<td>Acting Treasurer</td>
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<td>Becky Corby</td>
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<tr>
<td>Judy Dettmer</td>
<td>Public Policy Chair</td>
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<tr>
<td>Augusta Cash</td>
<td>Emeritus Member</td>
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<tr>
<td>Venice Wood</td>
<td>SE Region At Large Member</td>
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<tr>
<td>Keri Bennett</td>
<td>Training and Education Chair</td>
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<tr>
<td>Maggie Ferguson</td>
<td>NW Region At Large Member, SOS Co-Chair</td>
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<tr>
<td>Sara Lane</td>
<td>NE Region At Large Member</td>
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<tr>
<td>Jennifer Braun</td>
<td>SOS Co-Chair</td>
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1. Agenda topic: President’s Report

Discussion

A. Call to Order
B. Approval of 2018 Minutes by Gabriela Lawrence-Soto
   1. Importance of partnership
   2. Update on NASHIA priorities and initiatives that have moved forward with the Ridge Policy Group
   3. New dues structure explained
   4. Public policy priorities adopted for the 116th Congress
   5. Reminder that minutes had been emailed/copy on table
   6. Approval of 2018 Membership Meeting Minutes - Gabriela Lawrence-Soto, Secretary. Ms. Judy Dettmer-motioned to approve; Ms. Maria Crowley-seconded – vote: all I’s, no abstentions, no discussion, approved 2018 minutes
C. Leadership changes
   1. Stefani O’Dea – was appointed acting Membership Committee Chair since Nikki Adams was unable to chair that committee this year. Thank you to Nikki for your service!
   2. I encourage you to get involved in committee work with the Association – it’s a wonderfully supportive group of professionals. This service brings great opportunities for leadership and networking. Please feel free to connect with any of us on the board, our regional reps have a colorful nametag, or fill out the “Join a NASHIA Committee” sheet.
D. Dues restructure – you all voted last year to restructure some of our categories which have truly added value.
   1. States can partner across state agencies for additional state members to get involved.
   2. New category for Supporting Organization: We currently have 6 supporting
organizations (5 nonprofit and 1 for profit) totaling 18 associate memberships.

a. Spotlight on TN (leveraged within their state, promoted this on social media, increased the significance and value)
b. Due to this new structure by July of this year, we exceeded our total membership revenue budget from 2018.

3. No changes to the dues structure this year, therefore no vote needed

E. Policies and Procedures Review – it had been a few years since we had reviewed and revised our Association procedures. Thanks to Becky Wolfkiel, Augusta Cash and Susan Vaughn for working on these with me (Heather Hotchkiss) to update our procedures. They are in the final review steps.

F. The Susan Vaughn Legacy Scholarship was created and announced at the 30th annual celebration. To honor past leaders and provide the opportunity for new attendees (or those who may have difficulty paying for SOS) to join us at our SOS Conference each year for learning, networking, and renewal. An application will be developed and available for the 2020 SOS Conference. An application review committee will be assembled.

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<th>2. Agenda topic: Executive Director's Report Rebeccah Wolfkiel</th>
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<td><strong>Discussion</strong></td>
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<td>A. Membership Campaign: We had a successful 2019 membership drive. We are always striving to provide valuable services to our membership. As a result of the dues restructuring, our membership and revenue has increased.</td>
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<td>B. Technical Assistance</td>
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<td>1. NCAPPS – We were a proud partner of the NCAPPS effort during its inaugural year.</td>
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<td>2. TARC – We are a partner on several proposals for the ACL TBI Technical Assistance and Resource Center (TARC)</td>
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<td>3. NASHIA has expanded technical assistance opportunities to outside of state governments, such as the Craig Hospital partnership which enabled NASHIA to provide consultation on HCBS systems that support individuals with brain injury</td>
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<td>4. NASHIA is expanding our group of contractors to include experts like Dr. John Corrigan and Anastasia Edmonston. These new consultants allow us to support states with new capabilities and expertise.</td>
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<td>C. Annual Report – We have transitioned the annual report timeline to reflect a calendar year to allow us to better present on our activities. The 2019 Annual Report will be available in February 2020 and disseminated electronically.</td>
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<td>D. 30 Year Anniversary – NASHIA has celebrated the 30 year anniversary by honoring former leaders at the SOS conference, creating a new legacy scholarship program, commencing a $30 for 30 campaign and utilization of a special logo.</td>
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<td>E. Partnerships and collaborations with National Association peers and Federal partners important to our community’s success.</td>
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### 3. Agenda topic: Finance & Audit Report

**Maria Crowley**

**Discussion**

The Finance and Audit Committee reports expenses and income to the Board of Directors. The Committee with assistance from the Executive Director develops an annual budget which is submitted to the Board for approval. NASHIA is supported through member dues and supporters, private donations, conference fees, in-kind contributions, and technical assistance contracts.

A. The Committee Chair reported on revenue and expenses compared to the prior year, and shared information about how funds are spent.

1. What your membership supports:
   a. Training and Education: Conference and Meetings
   b. Training and Education: Webinars and Online Resources, Newsletters
   c. Technical Assistance: National, State and Individual
   d. Public Policy: National, State and Local
   e. Awareness and Outreach: National, State and Individual
   f. Dues, Subscriptions
   g. Organization Infrastructure

2. NASHIA 2019 operating expenses: 32% operations; 68% on programs. 2018 figures: 34% operations; 66% on programs.

### 4. Agenda topic: Membership

**Stefani O’Dea**

**Discussion**

A. Membership Dues – highlighted new structure, no proposed changes
B. Reviewed current member make-up
C. Comparison to 2018 membership
D. Thanked membership committee members
E. Promoted recruitment and importance to get involved
F. Reported out on trends and categories of membership

### 5. Agenda topic: Training & Education

**Keri Bennett**

**Discussion**

A. Acknowledgement of committee members and their hard work
B. Archived webinars are available on the website
C. Capital News Live webinar
D. Ethics and brain injury series
E. CDC response to opioid epidemic
   1. Flyer will be distributed on upcoming opioid series
F. Developing guides on job responsibilities/job descriptions for webinar roles and support within the committee
G. Committee strategic work plan for 2020 due at end of year
H. Welcome new members and ideas for training topics

### 6. Agenda topic: Public Policy

**Judy Dettmer**

**Discussion**

A. Acknowledgement of committee members and their hard work
B. Reauthorization of TBI program
C. Appropriation increase FY ‘19
   1. $1 million from House budget
D. OAA reauthorization passed at committee. Due for vote on the floor – Call to Action contact your representatives
### 7. Agenda topic: New Business

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<tr>
<th>Discussion</th>
<th>New Business</th>
<th>Heather Hotchkiss</th>
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| **A. Awards** | 1. William A.B. Ditto Award, presented by William Ditto – Karen Keating, NC  
2. Katie Cash Award, presented by Augusta Cash – Anastasia Edmonton, MD  
3. Friend of NASHIA Award, presented by Stefani O’Dea – National Association of State Mental Health Program Directors (NASMHPD), Dr. Brian Hepburn and Meighan Haupt, Chief of Staff  
4. Partnership Award, presented by Rebeccah Wolfkiel – Centers for Disease Control and Prevention  
5. President’s Award, presented by Heather Hotchkiss – Rebecca Wolfkiel, NASHIA; Jennifer Braun, MO |                  |
| **B. Other Business** | 1. Announcement of SOS 2020  
2. Acknowledgement of First-time attendees, picture requested |                  |
| **C. Member Comments - none** | |                  |
| **D. Adjourn - There being no further discussion, meeting was adjourned.** | |                  |
2019 NASHIA Annual Member Meeting Attendees

Nikki Adams - PA Department of Health
James K. Akkidas, MPH - West Virginia University CED
Isabella Baker - Grant Thornton
Carrie Bambrough - Phoenix Services
Traci Barney - Utah Department of Health
Erica Bates - Minds Matter LLC
Sheena Batts - TBI of Kentucky
Landa Bell Carson - Brain Injury Coalition
Keri Bennett - Nebraska VR (Vocational Rehabilitation)
Laura Bennett - BIAV
Sandy Biber - Massachusetts Rehabilitation Commission
Madeleine Boel - Grant Thornton
Alix Bonardi - Human Services Research Institute
Carmen Boucher - Rhode Island Department of Health
Jennifer Braun - Bureau of Special Health Care Needs
Section for Community Health Services and Initiatives
Thomas Brown - Brookhaven Neurorehabilitation Network
Donna Cantrell - VA Dept. for Aging and Rehabilitative Services
Virgilio Caraballo - Rehabilitation Specialists
Augusta Cash -
Cheryl Catsoulis, CBIST - The Journey Brain Injury Community Services
Scott Collins - TBI of Kentucky
Carrie Collins-Fadell - Brain Injury Alliance of Arizona
John Corrigan, PhD - The Ohio State University
Bevin Croft - Human Services Research Institute
Maria Crowley - ADRS
Maureen Cunningham - Brain Injury Association of Missouri
Seija Curtin - Brain Injury Alliance of Colorado
Paula Denslow - TN Disability Coalition - Brain Links
Judy Dettmer - Colorado Department of Human Services
William Ditto - Shore Consultation & Training Services
Robert Doljanac - UMKC-Institute for Human Development
Jean Doster - TN Department of Health
Cindy Dundas - PA Department of Health
Stasia Edmonston - Maryland Behavioral Health Administration
Amy Eng - Alabama Head Injury Foundation
Maggie Ferguson - Iowa Dept of Public Health
Karen Ferrington - CDHS-MINDSOURCE
Amy Gaier - Brain Injury Association of Kansas and Greater KC
Nicole Godaire - Brain Injury Association of Massachusetts
Teah Gulley - NeuroRestorative
Deborah Gutteridge - NeuroRestorative
Victoria Harding - NeuroRestorative
Michele Heydon - State of Kansas / KS Dept. for Aging & Disabilities
Heather Hotchkiss - Colorado Department of Education
David Hughes - Human Services Research Institute
Terri Imus - UAMS - Institute for Digital Health & Innovation
Arin Jayes - Brain Injury Association of Maryland
Brandi Jensen, BS, CBIS - Brain Injury Alliance of Iowa
Dave Johnson -
Debra Kamen -
Karen Keating - Brain Injury Association of NC
Eileen Kelly - Minnesota Department of Human Services
David King - Minnesota Brain Injury Alliance
June Klein-Bacon - Brain Injury Alliance of Iowa
David Kracke - University of Oregon
Kimberly Lamb - UAMS-Institute for Digital Health & Innovation
Sara Lane - VT Dept. Disabilities, Aging & Independent Living
Carla Lasley - Nebraska VR
Geoff Lauer - Brain Injury Alliance of Iowa
Gabriela Lawrence-Soto - Massachusetts Rehabilitation Commission
Mya Lewis - DHHH - DMH/DD/SAS
Monica Lichi - Ohio Brain Injury Program
Tammy Lovell - Alabama Department of Rehabilitation Services
Nikisha Marion - Behavioral Health Administration/ MDH
Shanna Mays, MBA-HCA - Arizona Complete Health
Melissa McCart - University of Oregon
Sam McElwine - Missouri Department of Health and Senior Services
Christine Medeiros - Texas Health and Human Services Commission
Janice Megel - United States Brain Injury Alliance
Julie Myers - Pennsylvania Department of Health
Jess Nesbitt - Brain Injury Association of Maryland
Stefani O'Dea - Maryland Behavioral Health Administration
Jim Pender, LMSW - Iowa Department of Human Services
Sandy Pendergraft - Brain Injury Association of North Carolina
Jason Pirtle - Brookhaven NeuroRehabilitation Network
Scott Pokorny - NC Department of Health and Human Services
Laurie Powell - University of Oregon
Scott Powell - Alabama Head Injury Foundation
Bryan Pugh - Brain Injury Association of Maryland
Rebecca Quinn - North Dakota Brain Injury Network
Annie Randolph - Brain Injury Alliance of Iowa
Dani Reed - UAA Center for Human Development
Jennifer L. Reid - MRC/ Statewide Head Injury Program
Peggy Reisher - Brain Injury Alliance of Nebraska
Catherine Rinehart Mello - Brain Injury Association of Maryland
Jacq Rose - State of Vermont, DOC
Keisha Rowe Nunn - Texas Health and Human Services Commission
Courtney Sand - Brain Injury Alliance of Iowa
Sara Schlegelmilch - Minnesota Brain Injury Alliance
Susan Segelquist - State of Kansas / KS Dept. of Aging & Disabilities
Scott Shaw, MA - NeuroRestorative
Caitlin Starr - Brain Injury Association of Maryland
Rita Steindlberger - Brain Injury Alliance of New Jersey
Kenisha Tait - Brain and Spinal Injury Trust Fund Commission
Miranda Talkington - WVU Center For Excellence in Disabilities
Jill Tilbury - MInnesota Department of Human Services
April B. Turner - Alabama Department of Rehabilitation
Janet Tyler, Ph.D. - Colorado Department of Education
Susan Vaughn - National Association of State Head Injury Administ
Steven Wade - Brain Injury Association of New Hampshire
Lorraine Wargo - N/A
Tonia Wells - TBI of Kentucky
Jan White - NC Division of Public Health
Tim Williams - Grant Thornton
Janet Williams, PhD - Minds Matter LLC & communityworks, inc.
Carolan Wishall - United Healthcare Community and State
Venice Wood - Department of Health and Senior Services
Toby V. Yak - Iowa Department of Public Health
Craig Young - Brain and Spinal Injury Trust Fund Commission