

The purpose of the Traumatic Brain Injury Advisory Committee is to provide recommendations to the commissioner of the Department of Human Services on program development and concerns regarding the health and human service needs of people with traumatic brain injuries. Gov. Carlson designated the DHS TBI Advisory Committee in 1997 as the statewide TBI Advisory Council and DHS as the lead state agency for purposes of the state TBI grants funded by the federal Health Resources and Services Administration through the TBI ACT of 1996. A state TBI advisory council and lead agency are among the core components of state TBI infrastructure.

## **Department of Human Services**

# **Traumatic Brain Injury Advisory Committee Operations Guide**

### **Final April 13, 2017**

The Operations Guide is the procedural structure for the Traumatic Brain Injury Advisory Committee of the Department of Human Services (DHS).

#### **I. Authority Clause**

The authority of the Traumatic Brain Injury Advisory Committee (TBIAC) is established and empowered by Minn. Stat. 256B.093, as amended in 1991.

#### **II. Purpose**

The original and primary purpose of the TBIAC is to provide recommendations to the Commissioner of the Department of Human Services on program development and concerns regarding the health and human service needs of persons with brain injury. The secondary purpose is to provide recommendations to any DHS unit or state department regarding brain injury.

The additional purpose and role of the TBIAC is to serve as Minnesota’s Statewide TBI Advisory Board with respect to brain injury infrastructure expectations from the federal TBI Act. When the state TBI grant programs started in 1997, the TBIAC was designated by Governor Carlson as the Statewide TBI Advisory Board and DHS was designated as the lead state agency. Strong representation from individuals with brain injury and/or family members, and organizations that serve individuals of various demographics with brain injury, other service providers representing the system continuum, medical and non-medical are required. Designated TBIAC committee members shall participate in and collaborate with the Minnesota Brain Injury Interagency Leadership Council (ILC) to meet this purpose.

### III. Membership

The membership of this advisory committee shall consist of appointed and ex-officio members.

#### A. Appointment.

1. The members and Committee Chair shall be appointed by the Commissioner of the Department of Human Services.
2. A vacancy shall be filled by a new member with a full two year term regardless of the amount of the term left of the person that they are replacing.

#### B. Composition.

1. The TBIAC shall consist of no less than ten members and no more than thirty voting members in addition to the non-voting ex-officio members.
2. The Minnesota Brain Injury Alliance shall retain a membership position on the committee. This member shall be the Executive Director or recommended for appointment by the Executive Director of the Minnesota Brain Injury Alliance. This member is to meet all membership requirements.
3. TBIAC members shall include people with brain injuries; family members of people with brain injuries; and other service providers representing the system continuum for people with brain injuries, medical and non-medical. It is suggested that TBIAC representatives be from the following areas; acute care hospital; acute rehabilitation hospital; sub-acute rehabilitation; community based services; people who represent adult and children's interests; representatives of federal, state and local government; representatives of religious, charitable, fraternal, civic, educational, legal, veteran, welfare and other professional groups and organizations.
4. The TBIAC shall strive for cultural, geographic and gender representation.
5. The following people or their designees shall serve as ex-officio, non-voting members of the TBIAC.
  - a. The commissioner of Health
  - b. The commissioner of Employment and Economic Development
  - c. The commissioner of Education
  - d. The commissioner of Corrections
  - e. The commissioner of Human Services and representatives from the following divisions: Disability Services, Mental Health, Alcohol and Drug Abuse, Direct Care & Treatment and Child & Family Services.

C. Terms.

Voting members shall serve for a two-year term unless otherwise appointed by the Commissioner. No member may serve more than three consecutive two-year terms, but may be re-nominated after one year off the committee. As part of the Minnesota Brain Injury Alliance's ongoing membership, the member representing the Minnesota Brain Injury Alliance may exceed the term limits listed above.

D. Application.

The Secretary of State (SOS) issues notices of vacancies on the TBIAC as vacancies occur. Each month a list of vacancies appears at [www.sos.state.mn.us](http://www.sos.state.mn.us). An application form also is available on the site. For more information, contact the Secretary of State's Office at 651-297-5845 or [open.appointments@state.mn.us](mailto:open.appointments@state.mn.us).

By the June meeting each year, the membership committee will make recommendations to the steering committee for approval of a slate of candidates to fill vacancies annually and as vacancies occur. The full committee will vote on the steering committee's recommendations at the June full committee meeting. The Chair of TBIAC will create a list of members whose membership is ending each year by January so members can choose to reapply. The Chair will also help ensure each new member takes the Oath of Office during the orientation process.

#### IV. Meetings

A. Frequency.

1. The full committee shall meet bi-monthly on the even numbered months of each year. Steering committee and subcommittee meet every month.
2. At the first meeting of the fiscal year, a schedule of meetings for the year shall be established.
3. The Chair may call special meetings if necessary.

B. Voting.

1. All appointed members may vote on a motion before the TBIAC.
2. A majority of the appointed membership shall constitute a quorum for purpose of voting.

C. Meeting Notice.

1. Notice to members must be five working days prior to meeting date. A two-week notice is encouraged to accommodate schedules.

## V. Responsibilities

### A. Advisory Committee.

1. Advise the Commissioner of the Department of Human Services on program service needs of persons with traumatic brain injury.
2. Advise the Department of Human Services on legislation regarding the development and provision of financing services to people with brain injury.
3. Encourage state departments and other agencies to conduct needed research in the field of brain injury and to provide necessary services.
4. Meet the requirements as the Statewide TBI Advisory Board for purposes of the State TBI Grants. Full participation in periodic Needs & Resource Assessments that result in the updating of the State TBI Action Plan are expected as well as involvement in State TBI Grant projects by engaging with DHS grant project administrators and key grant interagency partners with regard to accountability and quality. Participate in planning and project implementation, communications and outreach, monitoring of outcomes and deliverables and assisting with problem-solving and support for sustaining efforts.
5. Participate as able in learning communities, training, and technical assistance offered for Statewide TBI Advisory Boards through the Federal TBI Program.

### B. Officers

1. Chair (Commissioner appointed).
  - a. Manage the overall functioning of the TBIAC.
  - b. Facilitate input and communication from all committee and subcommittee members.
  - c. Serve as the primary communication channel between the TBIAC and the Department of Human Services.
  - d. Identify issues and concerns of the TBIAC and ensure they are addressed.
  - e. Establish committee agenda, prioritizing issues and ensuring pertinent information is presented.
  - f. Compile an Annual Report of the Advisory Committee for submission to the Commissioner of the Department of Human Services. The Annual Report will also be shared with the membership of the Minnesota BI Interagency Leadership Council to best address TBIAC interagency accomplishments, concerns, and recommendations that involve other state agencies and are therefore beyond the scope of just DHS.

2. Vice Chair.

- a. The Vice Chair shall perform the Chair's functions in the Chair's absence. The Vice Chair shall chair the Annual Report process in concert with the Sub-Committee chairs. In addition, the Vice-Chair shall chair the Grants subcommittee.

C. Election/Terms/Progression.

1. The membership shall recommend the Chair (appointed by Commissioner) and Vice Chair from a slate of officers prepared by the Steering Committee.
2. Elections take place at the June meeting.
3. The Chair shall serve one year term. Second consecutive term would need to be approved by the steering committee.
4. An in-term vacancy in the office of the Chair will be filled by succession of the Vice Chair. An in-term vacancy in the office of the Vice Chair will be filled by election of a candidate selected by the steering committee.

**VI. Steering Committee and Subcommittees**

A. Steering Committee.

1. The steering committee shall be comprised of the Chair, Vice Chair, Past Chair, Chairs of the subcommittees, and the designated representative of the Minnesota Brain Injury Alliance.
2. The Chair, with the approval of the full TBIAC, may appoint additional members to the steering committee to better meet annual goals.
3. The steering committee shall do the business of the TBIAC when the committee is not in session.
4. The steering committee shall designate a member as its representative on the BI Interagency Leadership Council.
5. The steering committee will recommend a member of the TBIAC that has a brain injury to attend the BI Interagency Leadership Council. The person recommended will be approved by the full committee.
6. The steering committee shall recommend, with the approval of the Full TBIAC, the appointment of one member with brain injury to represent the committee in occasional State TBI Grant operations meetings and annual grantee meetings as required by Federal TBI Program. Additional representatives may be appointed for specific project subcommittee(s) or may be developed as indicated per grant projects.

B. Subcommittees.

1. The Chair, with the approval of the full TBIAC, may create and appoint persons to work in subcommittees.
2. All members will participate in at least one subcommittee.
3. In June of each year, the subcommittees will submit an annual report to the full TBIAC of their goals and accomplishments as well as recommendations for inclusion in the TBIAC's Annual Report to the Commissioner of Human Services that is also shared with the Minnesota BI Interagency Leadership Council.

**VII. Attendance**

Members are expected to attend each full meeting and to attend meetings for one subcommittee. Minimally, attendance should be at least 50% of all full and subcommittee meetings. Efforts to provide a substitute to attend meetings are appreciated; however, continuity with the committee business and effectiveness is compromised. Attendance is calculated based on the member's attendance. If a substitute is provided, the member is still considered absent. In the event that they miss three consecutive meetings, a motion may be made by the Chair to remove the member from the TBIAC.