

**Traumatic Brain Injury Services Coordinating Council  
Meeting Minutes  
Wednesday, December 9, 2020; 10:00 am – 12:00 pm  
Meeting Conducted Via Web Ex**

Topic	Discussion	Action/Next Steps/Who/When
<b>Attendance</b>	<p><b>Council Members Present:</b> Michael Kaplen, Esq. (Chair), Brent Feuz, Crystal Collins, Earl Schmidt, Michael Davison, Nina Baumbach, Ed Devitt, Dr. Jeffrey Bazarian, Maxine Smalling, Clifford Hymowitz (joined at 11:30 am). The Council members attended via Web Ex and introduced themselves. Ten (10) members were present to achieve a quorum. <b>M. Smalling</b> stated she had to leave the meeting at 11:00 am, so any official business or necessary votes should be held by then.</p> <p><b>DOH Staff:</b> Maribeth Gnozzio, Laurie Arcuri, Teri Schmidt, Anna Ko, Fern Fletcher, Tricia Curley, Stephen Casscles, Esq. (Division of Legal Affairs).</p>	
<b>Welcome and Introductions</b>	<p><b>M. Kaplen</b> called the meeting to order at 10:10 am. <b>M. Kaplen</b> stated that his term as Chair is coming to an end on May 31, 2021, and is supportive of a change in leadership. <b>S. Casscles</b> stated that election for a new Chair should ideally be held during the next Council meeting on April 14, 2021 and, that way, the new Chair's term will begin during the June 2021 meeting. Nominations will be accepted from the floor during the April meeting, and if any Council members would like to run, it would be announced at that time. There would be a motion, a first and second for each nomination. Final voting will be completed via private email submitted to the DOH staff. <b>S. Casscles</b> will count the final vote and announce the new Chair. All members agreed to this election process.</p>	
<b>Review and Approval of September 23, 2020 TBISCC Meeting Minutes</b>	<p><b>M. Kaplen</b> introduced a motion to adopt the September 23, 2020 meeting minutes. <b>E. Schmidt</b> motioned to approve the minutes. <b>E. Devitt</b> seconded the motion. <b>M. Kaplen</b> indicated the minutes were adopted.</p>	
<b>Review and Discuss Updated By-Laws</b>	<p><b>S. Casscles, Esq.</b> presented the final draft by-laws and discussed updates. The last time the by-laws were adopted was 2014. Subsequently, there are new ethics laws and the addition of the Concussion Management Advisory Committee, which warrant an update to the by-laws. This change in ethics standards is required for all Councils within the DOH. After the final draft is reviewed by the members today, a motion to accept could be made and the by-laws will be adopted at the next meeting. <b>M. Kaplen</b> questioned the Concussion Management Advisory Committee and asked if the mandate included in the by-laws was too broad. He presented that the Advisory Committee was specifically for sports concussions. <b>M. Kaplen</b> and <b>M. Davidson</b> both presented that the Council does not have resources or staff, and the DOH needs to consider this so we can make recommendations and proceed effectively in the next year. <b>Dr. Bazarian</b> questioned if the by-laws can be amended to finalize how recommendations are made to the DOH and how DOH replies. <b>S. Casscles</b> stated that the by-laws can be formalized, which go by Roberts Rules of Order. When presenting a recommendation, the Council would make a</p>	

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motion, second that motion and the recommended action would proceed. **M. Gnozzio** suggested that the Council would be well served to adopt protocols for presenting recommendations to the Department. **Dr. Bazarian** inquired as to what resources are necessary for the Council to work effectively. **M. Kaplen** indicated the Council requires assistance from DOH in terms of a of staff/resources and questioned how other DOH Councils work. **M. Smalling** stated that as a state employee, she recognizes that there are limitations related to the Council's operations. She indicated that the Council may be better served to first identify what action(s) they are able to take with the available resources. What can the members do and address as a group? It should be a multi-year plan, be realistic regarding funds and people involved. Based on our knowledge and resources, what can we accomplish without assistance from DOH? Instead of just listening during these meetings, what can I (as a member) walk away and do, like homework, and bring back to the group? If we need assistance from the DOH, whether it be staffing, it should be a sit down with the DOH separately and looked at realistically.

**S. Casscles** reminded members that **M. Smalling** is only on the call until 11:00 am, and the by-laws still need to be adopted because of the Code of Ethics law (Article V). **M. Kaplen** introduced a motion to amend the by-laws to include Article V (ethics standards) (only) and adopt them at the next meeting. **E. Devitt** motioned to approve; **M. Davison** seconded the motion. **M. Kaplen** declared the motion approved to amend the by-laws. The remaining provisions of the proposed by-laws will be discussed at the next meeting, and determined if they should be adopted and the subsequent Council meeting. It should be noted that when **M. Smalling** left the meeting, **C. Hymowitz** joined the meeting and, therefore, a quorum was still in place.

**M. Kaplen** would like to look into the neurological issues as related to COVID-19, and expressed dissatisfaction that DOH was unable to secure a speaker on the topic. **Dr. Bazarian** presented that he was not sure if neurologic issues related to COVID was an issue within the scope of the Council. Neurologic issues are not "traumatic" and/or "acquired;" **M. Kaplen** presented that he felt the topic was appropriate if the conversation was about the treatment of individuals with TBI in a COVID environment. **B. Feuz** asked if due to the lack of resources for this committee, if the Council is tied to DOH for funding. **S. Casscles** stated that this is an advisory council to the DOH; there is no funding outside of the DOH, and the Council cannot apply for grants because it is not authorized to do so.

**M. Kaplen** stated he will establish a committee/working group with **Dr. Bazarian**, **M. Davison** to discuss mission of the Council and will arrange meetings with the DOH to further define the role and function of the Council. **E. Schmidt** seconded the motion. DOH stated that since **M. Smalling** was not available to vote, there is no longer a quorum. **M. Kaplen** said he will write a recommendation letter regardless. It was left open if such Council mission statement would be included in the by-laws.

**M. Kaplen** stated he would like to see archived documents and questioned where they were located. **M. Gnozzio** stated that as previously indicated, all available meeting minutes and documents are posted on

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	<p>the DOH website. <b>E. Schmidt</b> requested DOH make a shareable secure folder of all archived documents. <b>M. Gnozzio</b> offered to scan any documents that any Council member provides and to forward that information to members. The DOH storage of documents is a secure system and not available to the public. <b>M. Kaplen</b> indicated that he will provide DOH with scanned copies of all of his historic records related to the Council.</p>	
<p><b>TBISCC and Concussion Management Advisory Committee Mission Statements</b></p>	<p><b>Current Concussion Management Advisory Committee members: Dr. Jeff Bazarian, Brent Feuz, Cliff Hymowitz, Paul Novak</b></p> <p><b>Dr. Bazarian</b> worked with several Council members on Concussion Management. He stated that there is a lot of information on the DOH website, but it is not organized in a user-friendly way. He asked if the TBISCC site can be reorganized and provide a link to the <i>Ontario Living Foundations</i> guide as they update their information frequently. <b>M. Gnozzio</b> stated that there are DOH staff currently working to improve access to the website and make it more user friendly. DOH is hoping to develop a link specific to the TBISCC. This will facilitate <b>C. Hymowitz’s</b> request for establishing more social media presence. DOH offered to invite a representative from the DOH Communications Office to join a future TBISCC meeting to discuss proposed changes. <b>M. Gnozzio</b> will inquire whether DOH can provide outside links on the DOH website. Council members should forward the links they would like to include on the TBISCC site to the TBI mailbox.</p> <p><b>Dr. Bazarian</b> stated that <b>B. Feuz</b> has some ideas regarding how EMS has a better understanding of TBI. Additionally, <b>Dr. Bazarian</b> stated that Dr. Jeremy Cushman would be helpful in these conversations, and will provide his contact information to <b>M. Gnozzio</b>. <b>Dr. Bazarian</b> also indicated that he would like to recommend a potential nomination for Council membership. <b>Dr. Bazarian</b> has the name of someone who may be interested, and will provide contact information to <b>M. Gnozzio</b>.</p> <p><b>Dr. Bazarian</b> and <b>M. Gnozzio</b> indicated that after the last Council meeting, they discussed the mission statement for the Concussion Management Advisory Committee. Other Councils provide their mission statement on the meeting agenda. DOH could not confirm a specific mission statement for the TBISCC, or the Concussion Management Advisory Committee. <b>Dr. Bazarian</b> will draft the Concussion Management Advisory Committee statement, and DOH will draft the TBISCC statement for members’ review by the next meeting.</p> <p><b>Dr. Bazarian</b> suggested that the Council may be more effective if the Chair were to assign “homework assignments” at the end of a meeting, and Council members could continue to work between meetings. That information would then be presented at the next meeting. <b>M. Kaplen</b> asked for volunteers. <b>E. Devitt, C. Hymowitz, B. Feuz</b> volunteered to work on the Concussion Management Advisory Committee mission statement with <b>Dr. Bazarian</b>, and <b>M. Gnozzio</b> volunteered to assist with development of the</p>	<p>Volunteers <b>Dr. Bazarian, C. Hymowitz and B. Feuz</b> offered to work on Concussion Management Advisory Committee mission statement.</p> <p><b>M. Kaplen</b> will send TBISCC members and DOH historic documents he has related to the TBISCC.</p> <p><b>M. Gnozzio</b> to work on a general TBISCC mission statement with volunteers <b>E. Devitt</b> and <b>C. Hymowitz</b>.</p> <p><b>Dr. Bazarian</b> will send <b>M. Gnozzio</b> contact information regarding a speaker for the next Council meeting.</p>

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	<p>general TBISCC mission statement with <b>E. Devitt</b> and <b>C. Hymowitz</b>. Once both mission statements are developed, the Council can determine if such statements should be included in the Council by-laws.</p> <p><b>M. Kaplen</b> has a partial document from 1994. That document does have the mission statement and goals, and he will forward to <b>M. Gnozzio</b> and all members. <b>M. Gnozzio</b> will then draft a general Council mission statement.</p>	
<b>Member Updates</b>	<p><b>M. Kaplen</b> and members reviewed 2021 TBISCC meeting dates: April 14, June 16, September 29, and December 8.</p> <p><b>Dr. Bazarian</b> inquired about having more frequent meetings, and <b>M. Davison</b> requested a meeting be set for February. <b>M. Gnozzio</b> stated that Council members can set up ad-hoc meetings without DOH. DOH could assist with logistics, but it is not necessary for staff to always attend ad-hoc meetings. Whoever sets it up will have host duties, which can be handed off to an alternate host. <b>M. Kaplen</b> suggested dates in January to continue discussions.</p> <p><b>S. Casscles</b> explained that Open Meetings Law requires providing public notice, and a quorum will be required for a formal meeting. The number in attendance determines if the meeting is ad-hoc vs. formal meeting. <b>S. Casscles</b> will review the Public Officers Law and will provide guidance regarding the construct of the meeting. <b>M. Gnozzio</b> stated that DOH will withhold scheduling a meeting in January until <b>S. Casscles</b> provides information on ad-hoc meetings and the applicability of the Open Meetings Law.</p>	<p><b>S. Casscles</b> will research the Public Officers Law and Open Meetings Law and report back to the Council regarding notice to the public, having a quorum, legal vs. open meetings.</p>
<b>Public Comment</b>	<p><b>M. Davison</b> inquired if there were any further questions or comments, to which the response was “no.” No other public comments were found in the WebEx chat box.</p>	
<b>Adjournment</b>	<p><b>M. Kaplen</b> motioned to adjourn the meeting. <b>B. Feuz</b> seconded the motion. The meeting adjourned at 12:08 pm.</p>	