

**Traumatic Brain Injury Services Coordinating Council (TBISCC)**  
**Meeting Minutes**  
**Thursday, September 22, 2022; 11:00 am – 1:30 pm**  
**One Commerce Plaza, 99 Washington Avenue, Albany, NY**  
**16<sup>th</sup> Floor, Conference Room 1613**

Topic	Discussion	Action/Next Steps/Who/When
<b>Attendance</b>	<p><b>Council Members Present (in person):</b> Dr. Jeff Bazarian, Chair, Crystal Collins, Dennis Barlow, Paul Novak, Dr. Paul Partridge, and Maxine Smalling.</p> <p>A quorum of members was not present.</p> <p><b>Council Members Present (via WebEx):</b> Michael Davison, Clifford Hymowitz and Megan Clothier.</p> <p><b>Council Members Absent:</b> Ed Devitt, Brent Fuez, and Michael Kaplen.</p> <p><b>DOH Staff:</b> Maribeth Gnozzio (DOH Representative on behalf of Susan Montgomery), Susan Lawless, Anna Ko, Carla Nazaire, Trang (Tiffany) Tran-Lee, Maureen Schips and Richard Lehnert.</p> <p>Note: The meeting was conducted in person and via WebEx.</p>	
<b>Welcome / Announcement New Member(s)/ Review of old business</b>	<p><b>M. Gnozzio</b> called the meeting to order at 11:13 am. <b>Dr. Bazarian</b> conducted the roll call. <b>M. Gnozzio</b> informed the Council members that there was not sufficient membership in attendance necessary for a quorum to conduct business.</p> <p><b>Dr. Bazarian</b> confirms that as the Chair, the meeting is to proceed for informational purposes.</p> <p><b>M. Gnozzio</b> provided an update on the reorganization at the New York State Department of Health, specifically on the newly formed Office of Aging and Long-Term Care (OALTC). The office will focus on services to Seniors and Long-Term Care service recipients. The Bureau of Community Integration and Alzheimer Disease (BCIAD) will be moved into the OALTC. The new Center of Aging and Long-Term Care Finances and Supports will be headed by <b>Andrew (Andy) Lebwohl</b>, who will begin working with the Department by the second week of October.</p> <p><b>Dr. Bazarian</b> asked what the practical implications of the change in organization would be to the TBISCC. <b>M. Gnozzio</b> responded there are no real implications other than the changes to the leadership. <b>P. Novak</b> asked for information on the experience of the new leadership. <b>M. Gnozzio</b> responded that <b>Mr. Lebwohl</b> is an Assistant Counsel with the New York State Housing Finance Agency in the Division of Housing and Community Renewal. When he assumes his position as Center Director, we anticipate he will be actively involved with the Council. <b>Dr. Bazarian</b> would like the Council to begin to focus on specific issues in the workplan. At the National level there are topics of priority that the Council could use to select ideas that pertain to New York State and making them more user friendly for the TBI population. <b>Dr. Bazarian</b> presented if the Council can proceed with voting on the previous meeting minutes. <b>M. Gnozzio</b> indicated the approval of the previous minutes for both the June and September meeting will be tabled until the next</p>	

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	<p>meeting when a quorum is achieved. <b>Dr. Bazarian</b> asked if there are comments on the June meeting minutes. No comments received.</p>	
<p><b>Open Public Meetings Law</b></p>	<p><b>S. Lawless</b> discussed the Extraordinary Circumstances provision of the Open Public Meetings law. The Council voted on June 23, 2022 to adopt the model resolution related to video conferencing but tabled the Extraordinary Circumstances provision. <b>S. Lawless</b> provided packets with an edited model resolution taking out reference to the adoption of procedures. The committee on Open Government wrote this model resolution that Councils can use to adopt the extraordinary circumstances provision, and they also drafted a set of model procedures having to do with video conferencing. The definition of Extraordinary Circumstances currently in law is: “Unless such members are unable to be physically present at any such meeting location due to extraordinary circumstances, including disability illness caregiving responsibilities, or any other significant or unexpected factor or event, which precludes the member's physical attendance at such meeting.” The Council also discussed Reasonable Accommodations as they apply to the specific make-up of the Council and the implications of the ADA on requiring in person attendance to meet the definition of a quorum. Several ideas were presented to address this issue. <b>S. Lawless</b> agreed to complete more research on the topic for the next meeting. Another question was raised to see if the Council can adopt a resolution to reduce the number of members necessary to constitute a quorum number.  <b>S. Lawless</b> will research and get back to the Council.</p>	
<p><b>Presentation from NASHIA</b></p>	<p><b>M. Gnozzio</b> introduced <b>Rebecca Wolfkiel</b>, who is the Executive Director of the National Association of State Head Injury Administrators (NASHIA). <b>R. Wolfkiel</b> presented on what resources/support NASHIA has to offer to the Council. <b>R. Wolfkiel</b> stated that NASHIA supports State programs that help people impacted by Brain Injury and to support best practices related to their services. Highlights of the PowerPoint presentation included: NASHIA is membership based with opportunities for all members in the community. NASHIA provides resources and informational newsletters along with social media, training, Federal Advocacy-Partnering with States, and Public Policy in Action. <b>R. Wolfkiel</b> stated that TBISCC is a group that NASHIA would like to engage with and asked how NASHIA can support TBISCC efforts. <b>R. Wolfkiel</b> said the ACL-TBI state partnership technical assistant center, which is run out of the Administration for Community Living has an advisory leadership group of people impacted by TBI. As a member of this group, <b>C. Hymowitz</b> believes it would be a great resource of information for the TBISCC. <b>Dr. Bazarian</b> asked how NASHIA can help New York State (NYS). <b>R. Wolfkiel</b> said that NYS can have 2 people as part of the membership advisory council, and it would be beneficial to network with other states. Discussion with the Council and <b>R. Wolfkiel</b> yielded that NASHIA could be a great partnership for NYS at the national level. <b>R. Wolfkiel</b> offered to set up a policy meeting to discuss more on the public policy side and learn more about advocacy efforts in New York and how they align nationally with NASHIA to foster a partnership.</p>	

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<b>TBI Service Goal Recommendations and Service gaps</b>	<b>M. Gnozzio</b> reminded the group that the meeting times were reduced during the pandemic and asked the Council if these meetings should be extended since we are back to in-person meetings. The Council agreed and the meetings will now be from 10am-2pm. <b>Dr. Bazarian</b> directed the Council to the Workplan for discussion. A workplan including goals from the national work plan by the National Academy were discussed goal by goal. <b>Dr. Bazarian</b> would like to put the goals into laymen’s terms and tailor them to goals that will work in New York State (NYS). Goal 1 was determined as not pertinent to NYS and can be removed. Goal 2 was determined appropriate to NYS and should remain in the workplan. <b>M. Smalling</b> commented that Goal 2 should be kept completely as presented. Goal 3 was discussed and would be combined into one. Goal 4 and Goal 5 should be kept in the workplan with modifications. <b>Dr. Bazarian and M. Smalling</b> suggested tabling the discussion on the rest of the goals for the next meeting and to start with Goal 6 at the next meeting.	
<b>Member Updates</b>	<b>M. Davison</b> began discussion of the shortages of resources in Home Care. The shortage of direct care staff is impacting the provision of services. <b>M. Gnozzio</b> agreed and commented that the issue is not solely related to staff wages. <b>C. Hymowitz</b> commented that Home Health Care staff are not feeling valued. <b>M. Smalling</b> mentioned the Times Union article summary regarding indexing minimum wage. <b>P. Novak</b> commented the meeting had focused goals and great follow through.	
<b>Public Comment</b>	No public comment was presented.	
<b>Items to Discuss at the Next Meeting</b>	Workplan starting with Goal 6, and <b>S. Lawless</b> to get back to the Council with her research on Extraordinary Circumstances provision.	
<b>Adjournment</b>	Meeting was adjourned at 1:05 PM.	