

**Traumatic Brain Injury Services Coordinating Council (TBISCC)**  
**Meeting Minutes**  
**Thursday, September 21, 2023, 10:00 am – 3:00 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. Jeffrey J. Bazarian (Chair), Stephen Boese, Michael Davison, Andrew Lebwohl, Brent Feuz</p> <p><b>Council Members Present (via WebEx):</b> Paul Partridge, Clifford Hymowitz, Megan Clothier</p> <p><b>Council Members Absent:</b> Michael Kaplen, Maxine Smalling, Paul Novak, Crystal Collins, Edward Devitt</p> <p>A quorum of members was not present.</p> <p><b>DOH Staff (in-person):</b> Susan Lawless, Michael Jabonaski, Thomas Rees, Trang (Tiffany) Tran-Lee, Carla Nazaire Sonya Warren 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>A roll call was conducted at 10:11 am. <b>Dr. Bazarian</b> thanks all attendees for coming to the Council meeting and <b>T. Tran-Lee</b> notifies the council that a quorum is not present so the June 2023 meeting minutes will not be able to be approved. <b>Dr. Bazarian</b> states although a quorum is not present, we can review the meeting minutes so they can be approved during the December 2023 meeting, pending quorum.</p> <p><b>Dr. Bazarian</b> introduces the new Bureau Director, Michael Jabonaski, who had started a week prior. <b>M. Jabonaski</b> lets the council know he has been briefing himself on the TBISCC over the past week and states he is looking forward to working with everyone. <b>Dr. Bazarian</b> also introduced Stephen Boese who spoke to the council about his history. <b>S. Boese</b> stated he works for the Department of Education and has been involved with TBI related causes since the 1980’s brain injury legislature.</p> <p><b>S. Lawless</b> states that she noticed a clerical error in the meeting minutes from the September 2022 and the June 2023 meetings. She states that the minutes from June 2023 have two words that need to be switched as the council passed the Extraordinary Circumstances resolution on June 23, 2022 but tabled discussion of the draft model Extraordinary Circumstances procedure for a later date. The subject of draft procedures was raised again at the June 2023 meeting but was not voted on at that time.</p> <p>The council repeated the desire to invite more organizations to the council meetings. The forwarded list from BIANYS will be used to invite additional participants to future council meetings.</p>	

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<p><b>Open Meetings Law Update</b></p>	<p><b>S. Lawless</b> expresses to DOH to make edits to the errors from the September 2022 and June 2023 meeting minutes, for approval at the next TBISCC. She discusses that the ADA provision can excuse council members from having to attend the meeting in person. The Extraordinary Circumstances procedure would only apply to persons who do not qualify for the ADA exemption and made it clear that a quorum would need to have been reached for these individuals to qualify for Extraordinary Circumstances procedure. These individuals may vote remotely but do not count towards a quorum. <b>S. Lawless</b> states that best practice would always be to attend in person to guarantee a quorum and to request the Extraordinary Circumstances exception only in truly extraordinary circumstances.</p> <p>The council reviewed the procedure document for Extraordinary Circumstances. <b>S. Lawless</b> would like to remove the first sentence of the document and an updated draft will be circulated prior to the December 2023 meeting. The council will review the document for the next meeting, edit if needed, and then vote to adopt the procedures at the next meeting.</p> <p><b>T. Rees</b> poses the question, if a request is made for Extraordinary Circumstances, then who is doing the approving of such request. <b>S. Lawless</b> replies that it is open to discussion, but it can be DOH staff or the TBISCC Chair-Person, whichever the council prefers to include in the procedures that are ultimately adopted. <b>S. Boese</b> asks what would happen if the member who reaches out does not have the chance to do so 3 days prior. <b>S. Lawless</b> says she will review the council bylaws prior to the next meeting to determine if this question is addressed in the bylaws. However, she does express that the bylaws to provide for removal of council members by the Chair-Person in the event that a council member is habitually unable to attend the quarterly.</p>	
<p><b>Peer Support Presentation Baylor Scott and White Health</b></p>	<p><b>C. Hymowitz</b> introduces the presenters from Baylor Scott and White Research Institute, <b>Tara Ellis</b> and <b>Audrey Self</b>. <b>A. Self</b> introduces herself and states she is a TBI survivor and a peer mentor for the program. <b>T. Ellis</b> introduces herself as project lead for the program. <b>T. Ellis</b> and <b>A. Self</b> begin their PowerPoint presentation regarding their program and the services they offer.</p> <p>The Baylor Scott and White Research Institute purpose is to assist the transition from in-patient to home for TBI patients and their care partners through clinician led TBI education and TBI peer mentor support. They offer an education support series, TBI group support, a TBI peer mentor program and TBI support group. They offer 1 to 1 TBI peer mentor and mentee pairing and have 54 care partners for 90 TBI survivors.</p> <p><b>C. Hymowitz</b> is a proponent of peer mentoring and as this program is virtual recommends that is be offered in New York State as an option for TBI survivors for support.</p>	

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	<p><b>T. Rees</b> asks what the capacity limit is for this program.  <b>T. Ellis</b> and <b>A. Self</b> both confirm there is no capacity limit. They also state that the funding source is stable as the program's intent is to continue post foundation grant timeline of 2025.</p>	
<p><b>TBI Service Goal Recommendations and Service Gaps/Workplan</b></p>	<p><b>Dr. Bazarian</b> opens the discussion regarding the workplan reminding the council this workplan is based off the National Report which inspired the NYS report we have been working on over the past few TBISCC meetings. He turns the presentation over to <b>C. Nazaire</b> from the DOH who opens the discussion with the action items DOH has been working on to support the goals and recommendations of the Workplan.</p> <p><b>C. Nazaire</b> states the action items DOH has on their “to do” list are: Promoting the TBISCC more aggressively, accessing claims data for those on the TBI Waiver, coordinate with other departments to see if DOH can access claims data for those on Medicaid who have records of head injuries, look into small funding for a NYS TBI database, accumulate potential questions for a TBI census, find ACL data to include in said database, and look into TBI Model Systems and consolidate to use as a place to start for NYS to model after. <b>C. Nazaire</b> pulls up a document with 16 Model Systems that are nationally accredited so the council can see what is already available, two of which are in New York, NYU Langone and Icahn School of Medicine at Mount Sinai. <b>Dr. Bazarian</b> wanted to focus on the two from New York stating perhaps there is a way we can link those websites to the DOH TBI webpage. <b>T. Rees</b> states he would need to make sure linking an outside source would be allowed but he will look into it.</p> <p><b>C. Nazaire</b> shows the council what the NYU Langone website looks like and reads off what a TBI Model System is and its mission.</p> <p><i>“The Traumatic Brain Injury Model System (TBIMS) Program is funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) in the U.S. Department of Health and Human Services. The TBIMS began in 1987 and continues its mission to improve care and outcomes for individuals with TBI. Currently there are 16 TBIMS centers, each providing a multidisciplinary system of rehabilitation care, including emergency medical, acute medical, and post-acute services.”</i></p> <p><b>C. Nazaire</b> shows the council the resources of on the TBI Model Systems websites which include research, education, quality and performance initiatives, and resources for those with TBI. Of those resources she displays the infographics that the TBI Model Systems have which include resources on Understanding TBI, TBI and Headaches, and TBI and Chronic Pain, which the websites have in English and Spanish. <b>Dr. Bazarian</b> appreciated the resources and said he thought this was a good place to start.</p>	

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	The Model Systems have plenty of data and resources that could be adopted into the NYS DOH website or linked on the DOH website.	
<b>Open Discussion/ Council Members</b>	<p><b>S. Boese</b> discusses a provision in Bill No. A219 that would alter the athletic training licensure by changing ability of the athletic trainer to provide feedback or monitor school age children with concussions. <b>S. Boese</b> would like the council’s support in revising that section of the bill.</p> <p>The council had a discussion on the best way to facilitate the support of revising the bill.</p> <p><b>T. Rees</b> will seek council legal advice on this issue from <b>S. Lawless</b>.</p>	
<b>Public Comment</b>	<p><b>Dr. Andy Hess</b> from the Brain Injury Association discusses Bill No. 3184. <b>Dr. Hess</b> would like more help from the council with the legislature to update bills for TBI.</p> <p><b>Kate Berryan</b> discusses the lack of neurobehavioral assistance in NYS with examples of her daughter’s experience.</p>	
<b>Items to Discuss at the Next Meeting</b>	Continue with workplan.	
<b>Adjournment</b>	Since there was not a quorum present the meeting was ended by <b>Dr. Bazarian</b> at 2:44 PM.	