

[00:00:05.07] - Kimberly Robinson

Well, let's go ahead and get started. It's 2: 03. I want to thank everybody for joining today. Our discussion is going to be about the Brain and Spinal Cord Injury Program's charter. We renew it every year, and we're going to look at it for any changes that we need. Before we get started, I'm going to go ahead and do roll call. Jeremy is not here today, so I'm going to do roll call. If I call your name, if you just tell me present, that would be wonderful. Don Chester. Kevin Molen.

[00:00:43.10] - Speaker 3

Present.

[00:00:45.13] - Kimberly Robinson

Patty Lance. Jill Olnik. Dr. Valbuena. Present. Dr. Higdon is excused today. He sent me an email notice. Dr.. Terry Rayburn.

[00:01:12.06] - Speaker 1

Present.

[00:01:14.11] - Kimberly Robinson

Ruthanne Tattersall.

[00:01:16.12] - Speaker 1

Present.

[00:01:16.15] - Kimberly Robinson

Thank you. All right. I'm going to pull up the charter here. Oh, I'm sorry. We don't have a quorum for today, so we can't approve minutes At this time, if another Council member joins us, then we'll have a quorum of five, and we'll be able to do minutes from May first. I'm going to pull up the charter here. I started to just make some known obvious changes to the charter just to expedite this process for today. The things that I updated was the amendment date, which will be today's date, June fifth, 2025. I highlighted when the charter will end is June 30th, 2025. I did update the appointment for all of Council members here. I updated that. What we're going to talk about is we can start at the beginning and see if there's anything you want to change. We're going to start where stakeholders begins because the background, the mission, vision, values, and statutory requirements, that never changes. We're just going to skip right on down and go to Stakeholders and see if there's anything that the Council member has for recommendations to update or change in this section here for stakeholders.

[00:02:51.10] - Speaker 3

I think it reads well.

[00:02:57.02] - Kimberly Robinson

Okay. Committees, the Council Council had agreed to end with the public awareness. We combined public awareness with the PQI. I need to take Madonna out of here. Let me change Madonna. This is now Jill. We're going to remove the Public Awareness Committee, if you all are still in I'm in agreement on that. I agree. I think we had voted on that in a previous meeting, so I'm going to take this one out. Is there a recommendation for a new committee that you would like to replace this with, or do you just want to stick with the one committee?

[00:03:46.13] - Speaker 3

I'm on the performance quality improvement. I don't have any recommendations right now. Does anybody?

[00:03:52.10] - Kimberly Robinson

No. Okay.

[00:03:55.01] - Speaker 1

No, I don't at this time. Okay.

[00:04:01.12] - Kimberly Robinson

I'll change this once we have an approved charter, then I'll change this date here. I'm going to just go to the next page here. The goals, objectives, and outcomes, and where the statutory alignment is for each of these, we have three goals that are set in here. So if we want to look at each one and see if there's anything that you want to change, to add. If we want to add another goal, we certainly can do that as well. So the first one is to elevate. The goal is to elevate, monitor, and provide visibility to the program's success and opportunities for improvement. Project, which we've done a very good job over this last year of really promoting the program and getting it out there to the public. Between the council and my managers and everybody, I think we've done a really good job this past year. The objective was to elevate, monitor, and provide guidance for quarterly reports of program services, resources, and stakeholders, develop specific and quantifiable performance measures to elevate program efficiency and success. Outcomes, I'm just going to keep moving unless somebody makes a suggestion. The outcome was tools that will provide data that can be used to identify necessary services and needed program quality performance improvements to support community reintegration of B-Skip clients.

[00:05:43.06] - Kimberly Robinson

A quarterly report is disseminated to all council members. Performance improvement statistics that can be utilized to demonstrate program success rates and other relevant data. Then, of course, these are the statues associated with this goal. I think that's good.

[00:06:05.07] - Speaker 3

Likewise.

[00:06:07.07] - Speaker 1

I agree.

[00:06:08.01] - Kimberly Robinson

All right. The second goal is that Council will maintain an understanding of the statutes and rule promulgation for process legislative change and make recommendations in the best interests of the people served. The objective was to review current statutes, both and related to TBI-SCI, review for administrative process to develop and submit proposed legislation under the Process for Funding for Public Awareness, Education and Outreach, Understand, excuse me, the Process for Funding for Public Awareness, Education and Outreach activities, review existing rules, both programmatic and those related to TBI-SCI, and review the Administrative Process for Rule promulgation. Thank you. The outcome... I'm sorry. Go ahead. No, go ahead, Kari.

[00:07:07.08] - Speaker 1

For the objectives, I feel like we have done one, right?

[00:07:14.01] - Kimberly Robinson

So we could We're working on where we're going to go with the standards that you all redid. This is where the standard is going to play into all of these objectives because once it gets through legal and comes back, then it goes into rule, rulemaking. If there has to be a legislative change, it'll come about during that process. Identification of next steps to develop a B-Skip legislative proposal and rule promulgation funding proposal. Then the statutes associated with that No changes. Number 3 is increase public awareness, education, and outreach for TBI/SCI issues and the BISCET program. Develop a strategy and associated pass to disseminate information and resources to the public. Ensure relevant and timely information dissemination, communication to TBI-SEI populations regarding current issues, identify audiences and other stakeholders to best create awareness of the BSCAP program. Develop a strategy and associated tasks to identify and develop educational opportunities and resources for TBI-SEI community, develop a strategy and associate a task to conduct outreach activities as needed to achieve Council goals, ensure relevant outreach and communication to TBI-SEI populations regarding current issues, identify audiences and other stakeholders to best conduct outreach for program awareness. Then this was in here, italicize points to be discussed and finalized by individual committees.

[00:09:15.09] - Kimberly Robinson

I think that was done, but this was never taken out. That's why we had the two committees. We had PQI and public awareness. Now we're combining into one. Do we want to discuss any of these italicized points further?

[00:09:46.06] - Speaker 1

I don't think so. I think we could remove the italicized points to be discussed and finalized and then just change it all to regular font.

[00:09:57.04] - Speaker 3

Okay. Yeah, both A, B, italicized looks All right, it's fine.

[00:10:05.10] - Kimberly Robinson

Okay. I'm not real good here in... I'm trying to find where I take off the italicized here. I won't wait one time on-If you right click on it again.

[00:10:18.10] - Speaker 3

Okay. Highlight and right click one more time.

[00:10:22.15] - Kimberly Robinson

Oh, right here. Decrease underline. There. Thank you. Thank you, Kevin. I've never right clicked on anything in-When in doubt, right click it out. Oh, hey, I like that. I could remember that. Remember that? I appreciate it, though. Excellent.

[00:10:49.13] - Speaker 3

I'm going to trademark it.

[00:10:52.06] - Kimberly Robinson

All right, and then the next, this is outcomes was resources and information are available to all Bsgip to all providers and consumers in the TBI communities in Florida. I think that links back to our resource center, primarily. We're linking back to our resource center. Any changes, any recommendations so far?

[00:11:23.07] - Speaker 1

No.

[00:11:24.07] - Speaker 3

Okay. We talk about public awareness because I know that we had the B-Skip redo the website. Do we actually ever bring in the... I mean, of course, it's covered in how we're creating awareness, but do we ever specifically talk about the website as one of the tools?

[00:11:41.07] - Kimberly Robinson

Oh, yeah. We promote the website all the time.

[00:11:44.11] - Speaker 3

No, of course, but I'm saying on this actual form itself, or is it needed? Or do we just consider it tools or resources?

[00:11:53.15] - Kimberly Robinson

I would consider it as part of a tool and a resource. I've never emphasized it on the charter, but if you want to put it in there or make it stand out more, emphasize it more, we certainly can.

[00:12:08.13] - Speaker 3

I don't know if it makes an initial difference or not. Any of the tools that we have that are highlighted or redone, I just want to make sure that they do receive the public awareness the best and highest ability.

[00:12:25.07] - Kimberly Robinson

Anybody else want to weigh in on that? Yeah, I actually I think it's a good idea to be there to highlight it more. So do you want to highlight it here under Outcomes? The Tools. But Yeah, on outcomes. So you have goals, objectives, and outcomes. So I would put it under outcomes. So what would you like to add? Because what they are doing is Google Analytics on the resource center, so we can actually track how many hits we get and where they come from. Some are actually from other countries. We're actually getting hits from other countries. And so Becky and Amanda, they work on a Google Analytics to actually see where people are going the most, what are they looking for the most, and where are we getting hits from?

[00:13:24.10] - Speaker 3

That is unique.

[00:13:25.14] - Speaker 1

Yeah, I think adding that we review that report, maybe quarterly, I think that would be just great knowledge for us to have.

[00:13:39.07] - Kimberly Robinson

I agree.

[00:13:40.09] - Speaker 1

It could be part of showing impact, something you could measure almost. And then it might give us more insight into the areas of focus that we should go to. If we're not getting hits in certain areas, maybe that should be where we focus in spreading awareness.

[00:14:02.14] - Kimberly Robinson

Something like that. I believe Becky has been at the council meeting our big council meetings. They've started to bring up the Google Analytics, and they're actually running reports on what they're getting back on that.

[00:14:25.09] - Speaker 3

Yeah, it would be nice to see our strong points, areas of weakness or areas that we can capitalize on.

[00:14:31.15] - Kimberly Robinson

I agree. Okay. Anything else you want to add?

[00:14:48.02] - Speaker 1

Should we put in something about social media? I'm always the one that's going to bring that up. I think we need to put that somewhere in here that we start incorporating incorporating that more, whether that's the council maybe helping create posts that can be repeated on a regular basis. But I think that incorporating social media would be a really great thing for us to do to spread awareness.

[00:15:17.15] - Kimberly Robinson

All right. I'm going to put creative ways. Okay. Because I know DOH has their website, and I've worked with them trying to get stuff out there.

[00:15:27.13] - Speaker 1

I've seen a couple of things.

[00:15:30.12] - Kimberly Robinson

Well, I'm very glad to hear that. That's a struggle. Find creative ways to promote the SCIP through social media.

[00:15:44.04] - Speaker 1

Yes.

[00:15:46.04] - Kimberly Robinson

What social media?

[00:15:49.07] - Speaker 1

How about- I would put promote and educate.

[00:15:53.13] - Kimberly Robinson

Okay. How about this? Various platforms of social media. That way we're not limiting ourselves to just one circle. That one section. Yeah. Great ideas.

[00:16:33.05] - Speaker 1

On the number 3, where it talks about ensure relevant outreach and communication, it talks about stakeholders and being best I think it was on this one, about awareness programs. I know Becky spoke to us at our meeting last time about doing one online, on the website, had brain injury awareness. Historically, has B-Skip ever partnered with events for those types of awareness months?

[00:17:05.06] - Kimberly Robinson

What we have now on the website is when it's Brain Injury Awareness Month or Spinal Cord Injury Awareness Month, we have a banner that comes out all month long that tells you that it is. I believe when you click on it, it will take you to events specific for that awareness. She also has Events tab out there where when we do identify an event that's going on, whether it's for a brain or spinal cord injury, awareness, anything like that, she has a place where she can add events so that people can go out. Like family café could be an event that gets added there if people want to know more about family cafe.

[00:17:49.03] - Speaker 1

Right. Okay, great.

[00:17:51.09] - Kimberly Robinson

We do have that on the site currently.

[00:17:55.08] - Speaker 1

Is it ever a thing where you partner? Like B-Skip and so and so host events themselves?

[00:18:06.04] - Kimberly Robinson

Historically, no, we have not co-hosted an event with anybody. Okay. Unless you want to... I don't consider Family Cafe co-hosting. We had always been a vendor there and promoted the program there, but not co-hosting, no. I don't know that I would want to put that in here because of available funding that we have for those types of events. I don't want to hold Biscuit accountable if we don't have funding for something like that.

[00:18:44.05] - Speaker 1

I was just curious. Thank you for explaining.

[00:18:47.10] - Kimberly Robinson

Good question. Of course, my pleasure. Great ideas. Anything else? If you think of something as we move along, we can come back to it. Okay. All right. Council procedures, agendas outlining meeting objectives shall be published at least two weeks in advance of meetings. Conference call meetings shall be held at least quarterly. Face-to-face virtual meetings shall be held as feasible and as often as necessary. Meetings shall be conducted in accordance with Robert's rules of order. Council members shall review meeting summaries and provide feedback or revisions as required. Council members' responsibilities, direct the Council's mission and moderate all meetings, lead the Council through problem solving, collaboration, and continuous improvement to achieve Council goals and objectives, provide leadership to ensure consensus is obtained on Council goals and recommendations, accommodate all viewpoints on issues, and communicate Council needs based on the consensus, thoughts, and opinions of the Council members. That was a mouthful.

[00:20:18.06] - Speaker 1

That was.

[00:20:23.11] - Kimberly Robinson

Oh, I'm sorry. There were more down here. I was thinking that was it. My apologies. Under Council procedures, there was also Council members shall participate and assign BSCIAC. Special committees, Council members shall actively participate and promote an environment that supports DOH iCare values, innovation, collaboration, accountability, responsibility, and Excellence. Then it has, BSC IAC members attend and participate in meetings, provide review and feedback as instructed, Research assigned issues and share results with Council members collaborate on the development of resolutions related to the BSC IAC issues. Constraints, time-related. Outcomes must be completed within the time frame specified. Resource-related. Council members may have competing priorities. Resources may become unavailable because of regular job responsibilities. Organizational related leadership may delegate responsibilities to Council members. Quarterly updates on assignments are required. Funding related, funding shall be taken into consideration to ensure the most efficient use of Florida's taxpayers money. Agency travel restrictions may limit the ability to conduct face-to-face meetings. Then for assumptions, delivery related, outcomes will be goals-specific. Outcomes will be delivered within the specific time frames unless Council members have been given additional time to work on a report. Resource-related, Council members will actively participate in meetings. Council members shall complete action items and/or assignments.

[00:22:20.15] - Kimberly Robinson

Output related in all activities, the Council shall provide advice and expertise and strive to fulfill the mission of the Brain and Spinal Cord Injury program. The Council will focus primarily on activities necessary to meet identified strategies and objectives. Any recommendations for changes?

[00:22:48.11] - Speaker 1

The only thing would be, do we need to put... Is this a space where we put something about if people aren't attending meetings or if they're not participating? They become an active in the council if there's what we do about that?

[00:23:05.09] - Kimberly Robinson

Yes. That is actually in our bylaws.

[00:23:09.02] - Speaker 1

Okay.

[00:23:10.04] - Kimberly Robinson

That's in our bylaws. In our bylaws, it states, I'm going to paraphrase, that if you miss more than two meetings in a row and they aren't excused, then that could be, I think, construed as voluntary resignation. What happens is with the attendance, I don't 100% stick to that by law because it's so hard to get council members. But when it really gets excessive, then I do send a letter out to the members who have not been attending any, and I will ask them what their intention is. If they want to continue with the council. I quote them what it says in bylaws about attendance, and I give them the option to respond to my email. If they don't respond to me back in writing, and I put this in the email, then it is understood that that is their volunteer resignation from the council. I give them a date in which they have to respond back to. If they don't respond back by that date, then I take them off the council. Because that's a volunteer resignation.

[00:24:33.15] - Speaker 1

Okay. I don't have any suggested changes.

[00:24:44.00] - Speaker 3

Does anybody else I think it reads well.

[00:24:51.00] - Kimberly Robinson

Okay. We can't vote on this because we don't have enough council members. We don't have a quorum, but I'll save these changes. And so At our next meeting... Let me save this before I do

anything. Save my changes. The next meeting... Forgive me because I need to go back and refresh my mind. If you all were in agreement that we were going to have this committee meeting once a month, or were we going to every other month? I know I think quarterly was discussed, but I think quarterly got shot down. I was of the mindset that we were doing every other month, but I don't 100% recall.

[00:25:46.13] - Speaker 1

I feel like we said we wanted to meet this month so that we could do the charter, and then we were going to go to every other month.

[00:25:53.14] - Kimberly Robinson

That's what I remember, too. Okay. Then our next meeting, and we like to keep it on Thursdays. That seemed to be a good day for everybody. Then the next meeting would be... August. Yeah. What's the first Thursday in August on my calendar? Where's my team? August seventh. August seventh? Okay. Well, I'm not going to change this here. I'll change it on the next one. August Okay. So what we're going to do is we're going to set up recurring meetings like we did this last year. But our process improvement for that is there's going to be more than one organized Organizer on the calendar event so that if something has to be changed, more than one person can change the calendar event. Last year, Kaitlyn created them all, and I couldn't make any edits to her calendar event. So this year, there's going to be more than one Organizer, but we'll set these up to automatically go out so that you guys will have them in advance. Right now for the first face to face meeting, our big council meeting for the year, I'm looking to schedule that for November 13th, and it'll be at Betty Eastley again in Tallahassee.

[00:27:26.10] - Kimberly Robinson

That's where I'm looking to do that. Okay. Definitely November 13th. I have to see if Betty Eastley is available. Okay. Just to give you all a heads up on that.

[00:27:47.09] - Speaker 1

Thank you. I wanted to ask another question while it's on my mind. This could fall under what goals we've already had. But I know the peer support programs are trying to get started again. Is there any type of goal that would be helpful for the council to have to help get those programs advertised more or if we can help develop them in some way? Would that be helpful or is that not something that we should focus on?

[00:28:16.10] - Kimberly Robinson

I'm going to say not to focus on that right now. The reason I'm saying that is the problem that the program has with peer mentors, the peer mentor program. One, it's getting peer mentors, but mostly it's how we have to enroll them. We have to enroll them as a volunteer through the state, and we have to issue an authorization to them in order for them to pair up with one of our clients that are currently in service. We can't offer that peer mentor program to anybody outside of our program that is not actively enrolled. It's not a peer mentor program where we can just send people out. We can't set it up that way like other agencies have, where they can refer out and so forth. We can't do that. It's really hard for us to get that up and going. Years before when FSCRC, which is the Florida Spinal Cord Injury FSCRC Resource Center. I always have to say it out loud there. When they had our Resource Center, and that was Anthony and Justin Stark, who was running that, they weren't really B-Skip. They were able to do a peer mentor program a little bit differently than what we can do now because the resource center is B-Skip.

[00:29:57.15] - Kimberly Robinson

We have struggles there. That's why I'm saying I don't think I want to put that or I don't recommend that to be a goal here because I don't think it's one that the council can reach as a goal.

[00:30:13.10] - Speaker 1

Okay.

[00:30:13.13] - Kimberly Robinson

I just don't. I wish we could do things differently with that because that is something I'd really like to have. But the way the state is in their HR department and what we have to go through, the mentors

don't want to go through that because most of them have a certain amount of income that they can claim, and we have to pay them as a mentor. We have to issue an authorisation saying we're paying them. They can say no charge back to the program, but it's not really working well, and we haven't found a better way around it. That's my long, short story, Kari.

[00:30:59.07] - Speaker 1

Yeah, no, it's okay. I just wanted to make sure that if there was anything we could do that we could help.

[00:31:06.05] - Kimberly Robinson

I appreciate that. I think it's a wonderful program.

[00:31:13.04] - Speaker 1

Yeah, I think peer support is invaluable to people. That's why I wanted to mention it.

[00:31:21.05] - Kimberly Robinson

I think what Becky has out there, she has resources to other places that offer peer mentor, and we can refer people to those other places that are offering services. If you have resources for that that we don't already have, that would be wonderful to be able to put on the website.

[00:31:45.11] - Speaker 1

Well, I'm developing a program here at my facility, so when it's up and going, I will let you know. Okay, wonderful. But yeah, up here in the Panhandle, I'm not familiar with anything else in our area at the moment.

[00:32:08.12] - Kimberly Robinson

Is there anything else the council? I know we have some public guests on our meeting today. Is there any new business or any suggestions that anybody would like to bring up for the council for discussion?

[00:32:31.04] - Speaker 1

No.

[00:32:33.10] - Kimberly Robinson

All right. Do I hear a motion to adjour then? And we'll bring the charter back up in August for voting to vote on.

[00:32:48.13] - Speaker 3

Excellent. I mean, I'll give a motion to a term, but just one quick question, are we going to get a copy of this before we do the voting, just in case?

[00:32:55.05] - Kimberly Robinson

Yes. So what I would like to start utilizing is that SharePoint that Rob set up for everybody. That seems to be a good holding place where we can go out and put documents and you all can go out and look at these at your leisure.

[00:33:11.04] - Speaker 3

Excellent.

[00:33:12.07] - Speaker 1

Will you put that link with the minutes and with the invites as well for the SharePoint?

[00:33:19.12] - Kimberly Robinson

Yes, absolutely. Okay, great.

[00:33:21.12] - Speaker 1

Thank you.

[00:33:23.13] - Kimberly Robinson

Yeah, that's a great idea. I don't have to be looking for emails back.

[00:33:27.08] - Speaker 1

Right, I know. I have to type in All the time. We talk all the time about something.

[00:33:40.15] - Kimberly Robinson

Perfect. All right. Do I hear a second motion to join? Second. Okay. All right. Well, thank you very much. I appreciate you all taking time out of your day to join. Thank you. It was a pleasure. Thank you. Enjoy the rest of your day. You too. Bye-bye. Bye-bye..