

**MEETING MINUTES**  
**Brain and Spinal Cord Injury Advisory Council**  
**Performance & Quality Improvement**  
**Committee Meeting**  
**February 25, 2022**

**MEETING OVERVIEW**

**Date:** February 25, 2022

**Time:** 2:00 pm-3:00 pm

**Topic of Discussion:** BSCIP Advisory Council Performance and Quality Improvement Committee Meeting

**Location:** Via Microsoft Teams Video Conference

**IN ATTENDANCE**

1. Kimberly Robinson (BSCIP Section Administrator)
2. Rober Pfister (BSCIP Unit Administrator)
3. Kimberly Schoffel (BSCIP Statewide Services Administrator)
4. Gemma Best-Smith (BSCIP Regional Manager)
5. Valerie Collins (BSCIP Regional Manager)
6. Jose Dubrocq (BSCIP Regional Manager)
7. John Wanecski (BSCIP Regional Manager)
8. Robert Casavant (BSCIP System Administrator)
9. Justin Stark (BSCIP Resource Center Manager)
10. Robyn Tipton (BSCIP Resource Coordinator)
11. Joanne Hoertz (PQI Committee Member)
12. Natalie Alden (PQI Committee Member)
13. Suzanne Doswell (PQI Committee Member)
14. Kevn Mullin (PQI Committee Member)

**CALL TO ORDER AND APPROVAL**

Meeting called to order at 2:07 pm PM EDT

PCIC meeting minutes from December, 2021 were approved.

Motion made by Natalie Alden

Seconded by Kevin Mullin

No objections.

Minutes are approved unanimously.

**TOPICS DISCUSSED**

**I. ATTENDANCE:**

Discussion on whether there were enough committee members to have a quorum.  
There were half in attendance.

**II. FAMILY CAFE:**

Robert Pfister said that a few case managers and both Resource Center people will be in attendance to help with the attendance table and providing information to improve the quality and performance of the services BSCIP provides. Mr. Pfister said the new QR code would be put to use. Brochures, tip sheets, and other materials will be handed out. He encouraged anybody to register that does have a disability, and to spread the word on Family Café. The dates were confirmed as being Memorial Day Weekend. Mr. Pfister recommended if anyone was interested in going, they should book a hotel early because they were filling up quickly. Natalie Alden discussed the vendors at Family Café, how some will have information on cross disability, sever those with IDD, and is a great resource for information. Mr. Pfister agreed, and mentioned that he and Kimberly Robinson had discussed the possibility of having an interactive exhibit for the prescreening tool. Suzanne Doswell asked if Committee members would still get the materials that will be passed out at Family Café. Mr. Pfister confirmed they would, and Ms. Doswell said it would be great for the Committee's education. Kimberly Robinson asked if anyone would be interested in Provider Enrollment packets as well, and it was confirmed that all Committee members would like that packet.

**III. APD WAIVER**

During the discussion on family café, Natalie Alden spoke about the APD Waiver, and that if the brain injury is sever enough that it affects the IQ of the individual, that person could apply for the Developmental Disabled Waivers versus the Long Term Care Waiver if they suffered a traumatic brain injury prior to age 18. She spoke of her sister who had a traumatic brain injury at the age of 6, who qualified for the Development Disability Waiver, which offers more services than a long term care waiver, such as assistance for employment. Robert Pfister took note for the BSCIP pediatric population and said he was glad there were regional managers on the call so they could take note as well. Ms. Alden further expressed that those on the Developmental Disabled Waiver could qualify for group homes, as long as they meet the criteria, and additional funding for discretionary spending.

**IV. VENDOR ENROLLMENT**

Robert Pfister said that BSCIP is always looking for new vendors, there are rural areas with no vendors, and there are new vendors with new technology, such as for smart homes and monitoring software. Mr. Pfister asked that if anyone has any contacts or knows of any vendors, to send them to him.

**V. STAFF SUMMIT & IN-SERVICES**

Robert Pfister said BSCIP hopes to have an in-person staff summit in the next fiscal year, possibly June of 2023. At this time he is looking for guest speakers who can improve upon the program. He would like to have this every year going forward.

Natalie Alden later asked about presenting, it has been previously discussed between herself and Mr. Pfister. They agreed to have a call after the Committee meeting.

Joanne Hoertz asked if there were dates, and Kimberly Robinson said that if anyone wanted to speak, they did not have to wait for the staff summit, they could

go speak with staff at any time. It was asked if the subjects should be more clinical or leadership related, and Ms. Robinson responded that more clinical would be best so that BSCIP could continuously provide information to staff to keep them knowledgeable of services. Kevin Mullen interjected that he felt anyone from the Council could speak on various topics because they live it on a day-to-day basis, and can provide insight. Mr. Pfister agreed that knowledge is valuable because there is a difference in planning for discharge and how to plan post discharge.

He also discussing having an in-service for disability rights and what the program should know when advocating for the injured population. He would like to have testimonials, such as the one Mr. Zeidman had offered to do during a previous meeting.

#### **VI. PROCEDURES**

Working to modify field operating procedures that may be vague or do not apply to day-to-day processes. Mr. Pfister is getting feedback from regional managers. Also meeting with staff more on a voluntary basis. Also doing refresher training, such as a training for closures.

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| <b>NEXT MEETING &amp; ADJOURNMENT</b> |
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The next BSCIP Advisory Council Meeting will be held April 21, 2022 via Microsoft Teams.

The meeting ended at 2:37 pm EDT.

Move to adjourn made by Joanne Hoertz

Seconded by Kevin Mullen

No objections

Meeting adjourned.