



# Brain and Spinal Cord Injury Advisory Council Charter

*Adopted: July 1, 2024*

**Amended June 5, 2025**

**Background:**

The Brain and Spinal Cord Injury Advisory Council (BSCIAC) was created for the purpose of acting as an advisory body to the Brain and Spinal Cord Injury Program (BSCIP). The specific authority for the council, including membership and duties, are outlined in section 381.78 (1), Florida Statutes. The council shall consist of 18 members appointed by the State Surgeon General. Each member shall have an appointment for a 4-year term not to exceed 2 terms. The chair and vice-chair shall be elected by the Council annually in May of each year.

**BSCIAC Mission:** To provide advice and expertise to the Brain and Spinal Cord Injury Program.

**BSCIAC Vision:** All eligible clients will reach their full potential of community reintegration through programs and case management services.

**BSCIAC Values:** Customer service and satisfaction, public welfare and safety, collaboration, ethics, and quality improvement.

**Statutory Requirements (s. 381.78 (4), Florida Statutes):**

The purpose of the Council is to provide advice and expertise to the Department of Health (DOH) in the preparation, implementation and periodic review of the Brain and Spinal Cord Injury Program.

**Appointed Council Members:**

Dr. Brian Higdon (Chair)  
Jill Olinick (Vice -Chair)  
Don Chester  
Kevin Mullin  
Vacant – SCI Survivor or Family Member  
Patty Lance -  
Vacant TBI Survivor or Family Member  
Vacant - TBI Survivor or Family Member  
Vacant – TBI Survivor or Family member  
Vacant – TBI Survivor or Family member  
Vacant - Special Needs of Children with TBI or SCI  
Vacant - Special Needs of Children with TBI or SCI  
Vacant - Veteran or Family Member with TBI  
Vacant - Veteran or Family Member with TBI  
Dr. Adriana Valbuena Valecillos  
Carrie Rayburn  
Dr. Abilash Haridas  
Ruthann Tattersall

**Stakeholders:**

Florida residents with Moderate-to-Severe Traumatic Brain or Spinal Cord injuries, their families, and caregivers.

- Florida licensed Hospitals
- Florida licensed Rehabilitation Facilities
- Brain Injury Association of America
- Brain Injury Florida
- Center for Independent Living
- United States Brain Injury Alliance
- Health Care Professionals
- Other local, state, and federal government organizations

**Committees:**

- Performance/Quality Improvement Committee – Jill Olinick (Chair).

**Timeframe:**

Charter end date: June 30, 2026

<b>Goals:</b>	<b>Objectives:</b>	<b>Outcomes:</b> <i>(This element is the expected result to a specific measure.)</i>	<b>Statutory Alignment:</b>
<p>1. Evaluate, monitor and provide visibility to program's success and opportunities for improvement.</p>	<ol style="list-style-type: none"> <li>1. Evaluate, monitor and provide guidance for quarterly reports of program services, resources, and stakeholders.</li> <li>2. Develop specific and quantifiable performance measurements to evaluate program efficacy and success.</li> </ol>	<p>Tools that will provide data that can be used to identify necessary services and needed program quality/performance improvements to support community reintegration of BSCIP clients.</p> <p>A quarterly report is disseminated to all council members.</p> <p>Performance improvement statistics that can be utilized to demonstrate program success rates and other relevant data.</p>	<p>s. 381.7395, Florida Statutes</p> <p>s. 381.75, Florida Statutes</p>
<p>2. The council will maintain an understanding of the statutes and rule promulgation process for legislative change and make recommendations in the best interest of the people served.</p>	<ol style="list-style-type: none"> <li>1. Review current statutes, both programmatic and related to TBI/SCI.</li> <li>2. Review for administrative processes to develop and submit proposed legislation.</li> <li>3. Understand the process for funding for public awareness, education, and outreach activities.</li> <li>4. Review existing rules, both programmatic and those related to TBI/SCI.</li> <li>5. Review the administrative process for rule promulgation.</li> </ol>	<p>Identification of next steps to develop a BSCIP legislative proposal and rule promulgation funding proposal.</p>	<p>s. 381.739-381.79, Florida Statutes</p> <p>s. 381.75, Florida Statutes</p> <p>s. 381.76, Florida Statutes</p>

<p>3. Increase public awareness, education and outreach for TBI/SCI issues and the BSCIP program.</p>	<ol style="list-style-type: none"> <li>1. Develop a strategy and associated tasks to disseminate information and resources to the public. <ol style="list-style-type: none"> <li>a. Ensure relevant and timely information dissemination communication to TBI/SCI populations regarding current issues.</li> <li>b. Identify audiences and other stakeholders to best create awareness of the BSCIP program.</li> </ol> </li> <li>2. Develop a strategy and associated tasks to identify and develop educational opportunities and resources for the TBI/SCI community.</li> <li>3. Develop a strategy and associated tasks to conduct outreach activities as needed to achieve council goals. <ol style="list-style-type: none"> <li>a. Ensure relevant outreach and communication to TBI/SCI populations regarding current issues.</li> <li>b. Identify audiences and other stakeholders to best conduct outreach for program awareness.</li> </ol> </li> </ol> <p>/</p>	<p>Resources and information are available to all providers and consumers in the TBI/SCI communities in Florida.</p> <p>Review BSCIP Resource Center google analytics quarterly.</p> <p>Find creative ways to promote and educate BSCIP through various platforms of social media.</p>	<p>s. 381.79 (1)(b), Florida Statutes</p>
<p><b>Council Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Agendas outlining meeting objectives shall be published at least two weeks in advance of meetings.</li> <li>2. Conference call meetings shall be held at least quarterly.</li> <li>3. Face-to-face or virtual meetings shall be held as feasible and as often as necessary.</li> <li>4. Meetings shall be conducted in accordance with Robert's Rules of Order.</li> <li>5. Council members shall review meeting summaries and provide feedback or revisions, as required.</li> </ol>		<p><b>Council Responsibilities:</b></p> <p><u>BSCIAC Chair:</u></p> <ol style="list-style-type: none"> <li>1. Direct the Council's mission and moderate all meetings.</li> <li>2. Lead the Council through problem solving, collaboration and continuous improvement to achieve council goals and objectives.</li> <li>3. Provide leadership to ensure consensus is obtained on Council goals and recommendations.</li> <li>4. Accommodate all viewpoints on issues and communicate council needs based on the consensus votes and opinions of the Council members.</li> </ol>	

<ol style="list-style-type: none"> <li>6. Council members shall participate in assigned BSCIAC Special Committees.</li> <li>7. Council members shall actively participate and promote an environment that supports DOH's ICARE values (Innovation-Collaboration-Accountability-Responsibility-Excellence).</li> </ol>	<p><b><u>BSCIAC Members:</u></b></p> <ol style="list-style-type: none"> <li>1. Attend and participate in meetings.</li> <li>2. Provide review and feedback as instructed.</li> <li>3. Research assigned issues and share results with council members.</li> <li>4. Collaborate on the development of resolutions related to BSCIAC issues.</li> </ol>
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<p><b>Constraints:</b></p> <ol style="list-style-type: none"> <li>1. Time Related:       <ol style="list-style-type: none"> <li>a. Outcomes must be completed within the timeframes specified.</li> </ol> </li> <li>2. Resource Related:       <ol style="list-style-type: none"> <li>a. Council members may have competing priorities.</li> <li>b. Resources may become unavailable because of regular job responsibilities.</li> </ol> </li> <li>3. Organizational Related:       <ol style="list-style-type: none"> <li>a. Leadership may delegate responsibilities to council members.</li> <li>b. Quarterly updates on assignments are required.</li> </ol> </li> <li>4. Funding Related:       <ol style="list-style-type: none"> <li>a. Funding shall be taken into consideration to ensure the most efficient use of Florida taxpayers' money.</li> <li>b. Agency travel restrictions may limit the ability to conduct face-to-face meetings.</li> </ol> </li> </ol>	<p><b>Assumptions</b></p> <ol style="list-style-type: none"> <li>1. Delivery Related:       <ol style="list-style-type: none"> <li>a. Outcomes will be goal specific.</li> <li>b. Outcomes will be delivered within the specified timeframes (unless council members have been given additional time to work on a report).</li> </ol> </li> <li>2. Resource Related:       <ol style="list-style-type: none"> <li>a. Council members will actively participate in meetings.</li> <li>b. Council members shall complete action items and/or assignments.</li> </ol> </li> <li>3. Output Related:       <ol style="list-style-type: none"> <li>a. In all activities, the Council shall provide advice and expertise and strive to fulfill the mission of the Brain and Spinal Cord Injury Program.</li> <li>b. The Council will focus primarily on activities necessary to meet identified strategies and objectives.</li> </ol> </li> </ol>
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