

The Connecticut Traumatic Brain Injury Advisory Committee Handbook

TRAUMATIC BRAIN INJURY

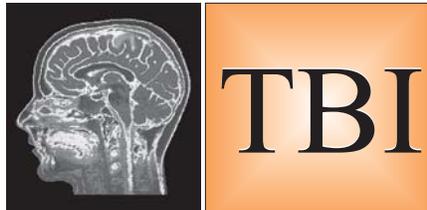


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CONNECTICUT TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE

PURVIEW AND EXPECTATIONS

Congratulations on your appointment to Connecticut's Traumatic Brain Injury Advisory Committee (TBI Advisory Committee). As a member of the Connecticut TBI Advisory Committee you represent the interests and concerns of Connecticut's residents who are living with traumatic brain injuries. This Committee is charged with increasing public awareness, engaging in advocacy, and assisting with policy and program issues related to traumatic brain injury.

Information and general community awareness about TBI is largely unknown, at this writing, in Connecticut. Therefore, TBI Advisory Committee members must actively participate in various initiatives, activities, collaboratives, and, most importantly, work in concert with each other and DSS staff in order to educate, increase awareness, expand resources, and improve the TBI service delivery system.

TBI Advisory Committee members are expected to regularly attend quarterly Committee meetings. Members who are unable to attend should call or email the DSS staff person responsible for staffing the Committee as soon as possible. This will allow important information to be mailed for review and input.

CONNECTICUT TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE

MISSION STATEMENT

The Mission of the TBI Advisory Committee is to:

- Ensure that the needs of individuals with traumatic brain injury and their families are addressed;
- Ensure that programs and services for persons with brain injuries support optimal growth or the potential for growth for each individual and the aggregate;
- Monitor progress made towards the development of an integrated, coordinated service delivery system; and
- Provide oversight of the implementation of the Action Plan and suggest changes, when necessary, to the plan based on the needs of people with traumatic brain injuries

CONNECTICUT TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE

TBI ADVISORY COMMITTEE COMPOSITION

The TBI Advisory Committee shall be comprised of:

- One representative from the Department of Mental Retardation*
- One representative from the Department of Children and Families*
- One representative from the Department of Mental Health and Addiction Services*
- One representative from the Department of Corrections*
- One representative from the State Department of Education*
- One representative from the Office of Protection and Advocacy for persons with Disabilities*
- Two representatives from the Department of Social Services* (One Waiver representative and One BRS representative)
- Two representatives from the Department of Public Health* (Title V MCH Director and Trauma Registry Unit representative)
- Two representatives from the Brain Injury Association of Connecticut
- Five Representatives from the professional TBI service provider community
- Two representatives from the Legislature
- Three persons with traumatic brain injuries
- Three family members of persons with traumatic brain injuries
- Four persons chosen by the Commissioner of the Department of Social Services

*Commissioner or designee

CONNECTICUT TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE

OFFICE AND PROJECT STAFF

The TBI Advisory Committee is staffed by DSS and its records are maintained by the Connecticut Department of Social Services. The office is located at 25 Sigourney Street, Hartford; staff can be contacted at (860) 424.5668 or (860) 424.5058.

The Department of Social Services' Committee designated staff consists of the Implementation Project Director and Project Coordinator who, among other duties, maintain TBI Advisory Committee records and documents, gather information, collect data, inform the Committee about national and local issues related to brain injury, respond to Committee related inquiries, manage meeting related logistics, and staff sub-committees and/or work groups.

CONNECTICUT TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE

Traumatic Brain Injury Advisory Committee Job Description

- Advisory Committee members are expected to attend four meetings per year
- Each meeting will not exceed two hours
- It is expected that the work of the Advisory Committee will be ongoing

QUALIFICATIONS

Members should possess the following qualities:

- A concern and dedication to improve programs and services for individuals with traumatic brain injury
- An open mind
- Futuristic thinking
- The ability to analyze needs, concerns, and assets, integrate data from state and rank the importance of identified concerns for individuals with traumatic brain injury

Committee members will benefit:

- Through increased awareness of the social, economic, and environmental factors that effect individuals with traumatic brain injury
- By sharing their expertise, resources, and experience
- By sharing information learned with others
- By being involved in collaborative efforts that have the potential of producing major impact

RESPONSIBILITIES OF THE CHAIR

- Coordinate the Advisory Committee functions
- Represent the TBI Committee at various functions
- Attend meetings
- Conduct elections for new Advisory Committee members
- Organize and administer projects that address the needs of individuals with traumatic brain injury
- Communicate ways to better record and meet the needs of individuals with traumatic brain injuries and their families

RESPONSIBILITIES OF THE COMMITTEE

- Work collaboratively with state agencies, advocates, elected officials, and other providers to advance and understanding and response to the needs of individuals with traumatic brain injury
- Archive and develop materials that are official communications and minutes
- Share the results of needs assessments in order to increase statewide awareness on pressing issues
- Coordinate outreach to TBI programs at various agencies and institutions
- Identify potential new members and work group participants to the Advisory Committee
- Incept and coordinate outreach and involvement of unserved and underserved communities
- Work proactively for the inclusion of TBI issues in presentations, sessions, panels, and on task forces and committees
- Share information on searching for and securing grants to sustain and support the work of the committee
- Encourage regional and national networking to increase program partnerships

Appointment of members of the Advisory Committee shall be made by the Commissioner of the Department of Social Services based primarily on recommendations from the Nominating Committee of the TBI Advisory Committee

CONNECTICUT TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE

TBI ADVISORY COMMITTEE BY-LAWS

It is the expressed intent of these by-laws to facilitate a Traumatic Brain Injury Advisory Committee led by survivors, family members, and service providers along with other people and agencies having an interest in traumatic brain injury. Every opportunity will be used to foster and create such a Committee in which individuals with traumatic brain injury and family members are encouraged to take leadership roles.

I. NAME

The name of the group shall be

The Connecticut Traumatic Brain Injury Advisory Committee (TBI Advisory Committee)

II. FUNCTION

The functions of the Connecticut Traumatic Brain Injury Advisory Committee are to:

- Ensure that the needs of individuals with traumatic brain injury and their families are addressed,
- Ensure programs and services for persons with traumatic brain injury support optimal growth or the potential for growth,
- Monitor progress made towards the development of an integrated, coordinated, service delivery system,
- Provide oversight and monitor the implementation of the TBI Action plan; and
- Provide oversight and guidance of the annual report submitted to HRSA.

III. MEMBERSHIP

Membership of this Committee shall consist of appointed and ex-officio members.

A. Appointment

1. Appointment of members of the Committee shall be made by the Commissioner of the Department of Social

Services based primarily on recommendations from the Nominating Committee of TBI Advisory Committee needs.

2. All vacancies shall be filled in the same manner as the original appointments. In cases in which a vacancy occurs prior to the expiration of the Member's term, such appointments shall complete the original term.

B. Composition

1. The Committee shall be composed of a minimum of 20 voting members in addition to the non-voting ex-officio members. Each individual organization or major division within an organization shall have one vote. The Commissioner of the Department of Social Services may appoint additional members.
2. Insofar as practicable, the Committee shall include people with traumatic brain injuries, family members of people with traumatic brain injuries, representatives of state government, representatives of professional TBI service providers and advocates.
3. Members shall be appointed with consideration given to statewide geographic, ethnic, cultural, gender, and socio-economic representation.
4. Members must comply with Connecticut's Code of Ethics.

C. Terms

1. Members shall be appointed for a term of 3 years
2. Members may be reappointed but membership may not exceed six consecutive years.
3. State Agency Commissioners or their designees shall be members of the committee for as long as this responsibility is delegated to them.
4. Current Committee members will be grandfathered in for the life of the Implementation Grant.

D. Attendance

1. Committee members must report to the Co-Chairpersons or DSS staff of their planned attendance or non-attendance at a regular or special Committee meeting.
2. Members with 2 unexcused absences during their term may be asked to resign from the Committee.

IV. MEETINGS

A. Frequency

1. The TBI Advisory Committee shall meet at least quarterly.
2. The first meeting of the year shall be the annual meeting.
3. At the last meeting of the fiscal year, the regular meetings for the following fiscal year shall be scheduled.
4. Special meetings may be held if necessary at the call of the Co-Chairpersons or project staff.

B. Procedures

1. Any Committee member who is unable to attend a meeting will notify DSS staff; there may not be a meeting if a majority is not present.
2. The Commissioner of the Department of Social Services shall be invited to attend the annual meeting.
3. Persons wishing to make a presentation to the Committee shall submit their request to DSS staff not less than 14 days prior to the meeting. Presentations may be made at the discretion of the Co-Chairpersons or only upon matters appearing on the agenda.
4. Persons wishing to submit written material should do so at least 14 days in advance of a scheduled meeting to ensure that Committee members will have adequate time to receive and review materials.
5. Special meetings may be called by the Co-Chairperson only with good cause. Special meetings may also be called by a majority of the members of the Committee. A special meeting does not include task forces; such a

meeting is an emergency meeting of the Committee for business that cannot wait until the next regular Committee meeting.

6. Cameras and recording devices may be used at open meetings provided they do not obstruct the meeting.
7. The presiding officer may exclude any person from the meeting for repeated behavior that disrupts the meeting.
8. The Committee may conduct meetings by electronic means only in circumstances where such a meeting in person would be impossible, or impractical.

C. Voting

1. All voting members may vote on a motion before the Committee.
2. When a quorum is present, a position is carried by an affirmative vote of a majority of the entire membership of the Committee.
3. For a formal motion, the Committee shall maintain information sufficient to indicate the vote of each member present.
4. Any vote by mail shall have the tabulated results presented by e-mail as soon as possible and the ballots retained for a period of six months for confirmation of results.

D. Quorum

1. A majority of the appointed membership shall constitute a quorum.

E. Meeting Notice

1. Notice to members must be at least five working days prior to the meeting date. A four-week notice is encouraged to accommodate schedules of the membership.
2. Public notice for Committee meetings must be done not less than 24 hours prior to the meeting.

V. OFFICERS/ ELECTIONS

A. Officers

1. Shall be defined as the elected positions of Committee Co- Chairpersons, Committee Secretary, Task Force Chairpersons, and Work Group Chairpersons.
2. All officers must be voting members on the Committee.
3. Officers shall be elected from a slate of voting Committee members presented by the Nominating Committee.
4. Co-chairpersons must be a traumatic brain injury survivor or family member and a designee from the Department of Public Health or the Department of Social Services.

B. Duties

1. Committee Co-Chairpersons: The Chairs shall be responsible for conducting committee meetings.
2. Committee Secretary: The Secretary's role is to record minutes of each meeting and submit to the DSS staff within 7 days of the meeting and to members within 7 days following that submission.
3. Task Force/ Working Committee Chairs: These Chairs shall be responsible for conducting their specific Task Force or Working Committee meeting.

C. Election/Term/Progression

1. Nominations for officer positions shall take place at the annual meeting.
2. Election shall take place at the annual meeting.
3. The Co-Chairs and Secretary shall not serve more than two consecutive one-year terms.
4. In the event of a vacancy, the position will be filled by election at the next regular meeting after the vacancy occurs.

VI. TASK FORCES/ WORKING COMMITTEES

Task Forces and Work Groups shall be formed on an as-needed basis.

VII. CONFLICT OF INTEREST

Committee members shall not engage in activities that present a conflict of interest. In addition, Committee members should be aware that the appearance of a conflict of interest can hamper the ability of the Committee to fulfill its Mission. Consequently, Committee members should avoid the appearance of a conflict of interest.

- A. Members are prohibited from applying for any project when they are involved in recommending the project or designing or developing the request for proposal
- B. Members who serve or whose family members serve as officers, directors, partners, consultants, or employees of the applicant being evaluated shall be excluded from voting, and advising on voting, or voting on evaluation of that application and all other applicants submitting proposals in that category.
- C. Members must comply with Connecticut's Gift law

VIII. REVISION TO THE BY-LAWS

Any Connecticut Traumatic Brain Injury Committee initiated revisions to these by-laws shall be done only after due notification of the membership and through the approval of the majority of all members eligible to vote.

- A. Members will be notified in writing at least two weeks prior to any meeting where any proposed revisions to these by-laws will be on the agenda. Such notification shall include current by-law language, the proposed new by-law language, and a statement of rationale for the proposed changes.
- B. After notification, by-law changes shall be made through an affirmative vote by the majority of the entire eligible voting membership.

- C. By-law changes will be in effect at the meeting immediately following the vote.
- D. When in conflict, the by-laws are superseded by the Code of Connecticut