

NOTICE OF PUBLIC MEETING

Notice is hereby given that a public meeting of the Brain Injury Oversight Committee will be held on July 18, 2025, from 1:00 to 3:00 PM. The meeting will be held virtually at <https://unmc.zoom.us/j/93187290074?pwd=az5T9QpeQ5WDN5Sc3x1OPy5AvneCp9.1> (Meeting ID: 931 8729 0074; Passcode: 599967), and in person at Easterseals Nebraska located at 12565 W Center Rd, Suite 100, Omaha, NE 68144. Visitor parking is available in front of the building. The agenda and meeting materials to be discussed by the committee can be found at <https://www.unmc.edu/aboutus/community-engagement/bioc/>. If members of the public and media have further questions about the meeting, contact Michael Hrnčírik at (402) 559-5837 or mhrncirik@unmc.edu.

The Nebraska Open Meetings Act may be accessed at <https://nebraskalegislature.gov/laws/statutes.php?statute=84-1407>.

BRAIN INJURY OVERSIGHT COMMITTEE MEETING AGENDA

July 18, 2025

1:00 PM to 3:00 PM

- I. Call to Order
- II. Open Meetings Act Statement
- III. Introduction and roll call
- IV. Approval of the agenda
- V. Public Comment
- VI. Approval of Minutes from April 18, 2025
- VII. Committee Review NOFO revisions discussed at April 18, 2025 meeting
- VIII. Set FY 2025–26 timeline and goals
- IX. UNMC Invoice and BIOC FY26 budget
- X. Discuss strategies to increase awareness and promotion of the NOFO
- XI. Consider reserving funds for future NOFOs
- XII. Revisit the protocol for conflict of interest during funding votes
- XIII. Address additional housekeeping needs
- XIV. Next meeting September 19th (Virtual) 2025 1:00-3:00 PM
 - Review annual report(s) from funding recipient(s)February 20th, 2026
 - Form Subcommittee for reviewing applications
 - Bi-Annual report from the funding recipient
 - Updates on Committee TermsApril 17th, 2026
 - Vote on fund recipient(s)
- XV. Adjourn

Brain Injury Oversight Committee (BIOC) Meeting Minutes

Date: April 18, 2025

Time: 1:00 PM - 3:00 PM

Location: Madonna Rehabilitation Hospitals – Lincoln Campus, 5401 South St., Lincoln, NE 68506, Clay Meeting Room

Notice

Public notice of future meetings will be available on the University of Nebraska Medical Center (UNMC) website at least 10 days prior to each meeting.

Members Present:

Shauna Dahlgren, Peggy Reisher, Tiffany Armstrong, Jeff Baker, Dale Johannes, Sara Morgan, Anna Cole, Lindy Foley, and Tom Janousek

Members Absent:

Dr. Kody Moffatt, Lorie Regier, and Sheila Kennedy

UNMC Staff:

Mike Hrcirik

Guest:

None

Meeting Proceedings

Call to Order

Shauna Dahlgren called the BIOC meeting to order at 1:02 PM.

Announcement of the Availability of the Open Meetings Act

Public notification of this meeting was made on the UNMC website. A link to the Nebraska Open Meetings Act was included in the agenda, and a paper copy was available in the meeting room.

Introductions and Roll Call

As committee members are already familiar with one another, formal introductions were skipped for this meeting.

Approval of Agenda

The agenda was reviewed and unanimously approved following a motion by Dale Johannes, seconded by Peggy Reisher.

Public Comment

No public comments were submitted or stated.

Approval of Previous Meeting Minutes

The minutes from the February 21, 2025, meeting were reviewed and approved by unanimous consent following a motion by Sara Morgan, seconded by Jeff Baker.

Abstentions: Tom Janousek, Lindy Foley, and Anna Cole (not present at the previous meeting).

Vote on the FY 2025 Fund Recipient

Tiffany Armstrong provided a report on behalf of the workgroup, which included herself, Kody Moffatt, and Dale Johannes. The group met on March 27, 2025, to review the Notice of Funding Opportunity (NOFO) applications. The Brain Injury Association of Nebraska (BIA-NE) was the sole applicant and received a score of 298 out of 300 possible points.

The workgroup recommended that BIA-NE be awarded the full \$475,000 in funding for the next fiscal year.

Tiffany also recommended revisions to future NOFOs to include scoring criteria for the following required attachments:

- 2–4 letters of support
- IRS Form 990
- Agency's financial statement
- Board-approved organizational budget for the current year

The committee discussed these additions and the benefits/risks of disbursing all funds in one upfront lump sum. The committee suggested including language in the NOFO noting that the BIOC reserves the right to revise the reporting and disbursement schedule and to also reference the four required attachments where relevant on the scoring form. Mike Hrnecirik and the Executive Committee will draft these revisions for review at the July 18 meeting.

Motion 1:

Jeff Baker made a motion to award BIA-NE \$475,000, with up to \$50,000 directed to Lightbridge Charitable Solutions for use of their phone app.

Seconded by: Tom Janousek

The committee held extended discussion. Key points included:

- Jeff Baker shared that Lightbridge created an app that individuals can use to set reminders, connect with others, and that is currently being used by some in the Veteran community, which is how he had learned of the app.
- Lightbridge did not apply for FY 2025 funds, but some committee members were familiar with it.
 - Tom Janousek states Lightbridge is getting funding from the DBH.
 - Members of the workgroup reviewed their application last year and at that time the workgroup chose to not recommend funding them due to numerous concerns at that time. Without a current application from Lightbridge the workgroup members are unsure if those concerns remain.
- Jeff Baker implied that BIA-NE was approached by Lightbridge about a partnership for this funding cycle. Peggy Reisher clarified that Lightbridge did not approach BIA-NE about a partnership for this year's NOFO.
- Jeff Baker clarified that his motion was not made on Lightbridge's behalf but reflected concern over recurring awards to BIA-NE without additional competition.
- The committee agreed to discuss NOFO promotion strategies at the July 2025, meeting.
- Concerns were raised about perceived conflicts of interest regarding Peggy Reisher. Peggy stated she annually files a conflict of interest form with the Secretary of State and abstains from funding votes. She also offered to step out for this discussion and during future votes, if needed. Jeff Baker said he did not believe that was necessary at this time.

Outcome: Tom Janousek later withdrew his second motion and Jeff Baker withdrew his original motion.

Motion 2:

Jeff Baker made a new motion to award \$450,000 to BIA-NE and retain \$25,000 in a reserve fund for future projects.

Outcome: The motion failed for lack of a second. Committee members expressed openness to revisiting the idea at a future meeting but emphasized that, due to limited meeting frequency and uncertainty around whether unused funds could be reallocated by DHHS or the Administration, the current practice remains to award all funds in a single cycle.

Final Motion:

Tiffany Armstrong motioned to award the full \$475,000 to BIA-NE as recommended by the workgroup.

Seconded by: Dale Johannes

Roll Call Vote:

- Peggy Reisher – Abstained
- Jeff Baker – No
- Tom Janousek – Yes
- Sara Morgan – Yes
- Lindy Foley – Yes
- Dale Johannes – Yes
- Tiffany Armstrong – Yes
- Anna Cole – Yes
- Shauna Dahlgren – Yes

Motion passed.

Vote on Vice-Chair and Secretary Positions

Shauna Dahlgren stated no additional nominations were received for the vice-chair or secretary roles.

- Kody Moffatt expressed willingness to continue as Vice-Chair.
- Peggy Reisher expressed willingness to continue as Secretary.

Motion: Jeff Baker motioned, and Lindy Foley seconded, to reappoint Kody Moffatt as Vice-Chair and Peggy Reisher as Secretary.

Outcome: The motion passed unanimously. **Abstention:** Peggy Reisher

Upcoming Meetings (All 1:00 – 3:00 PM CST)**July 18, 2025 (Virtual)**

- Committee Review NOFO revisions as discussed at April 18, 2025 meeting.
- Set FY 2025–26 timeline and goals
- Discuss strategies to increase awareness and promotion of the NOFO
- Consider reserving funds for future NOFOs
- Revisit the protocol for conflict of interest during funding votes
- Address additional housekeeping needs

September 19, 2025 (Virtual)

- Review annual report(s) from funding recipient(s)
-

Adjournment

A motion to adjourn was made by Tiffany Armstrong and seconded by Shauna Dahlgren at 3:05 PM. The motion passed unanimously.

Minutes respectfully submitted by:

Peggy Reisher, Secretary

Brain Injury Oversight Committee

**Brain Injury Oversight Committee (BIOC)
Notice of Funding Opportunity (NOFO)**

Deadline: ~~March 15, 2026~~5

The Brain Injury Oversight Committee is pleased to announce an opportunity of support funding provided by the state of Nebraska and the Nebraska Department of Health and Human Services. The committee has \$475,000 available to meet the statutory objective of assisting the community of individuals living with a brain injury. Award funding will be for project(s) starting on or after July 1, 202~~6~~5, and up to one year long. Only projects that achieve the funding objectives of the committee and Nebraska statute will be considered.

To learn more about the Brain Injury Oversight Committee, please visit our [website](#). If you have any questions email BIOC.applications@nebraska.gov.

Purpose and Intent

The Brain Injury Oversight Committee (BIOC) consists of nine public members, including individuals with brain injury or family members and other representatives, each of whom are appointed by the governor, and the following directors, or their designees: The Commissioner of Education; the Director of Behavioral Health of the Department of Health and Human Services; and the Director of Public Health of the Department of Health and Human Services. The Brain Injury Oversight Committee was created by LB481 in 2019. Sections 71-3701 to 71-3706 of the Nebraska Revised Statutes are the Brain Injury Assistance Act.

The purpose of the committee, as stated in Nebraska Revised Statute 71-3704, is to:

- Provide financial oversight and direction to the University of Nebraska Medical Center in the management of the Brain Injury Assistance Act.
- Develop criteria for expenditures from the Brain Injury Assistance Act.
- Represent the interest of individuals with a brain injury and their families through advocacy, education, training, rehabilitation, research, and prevention.

Funding and Expenditure Priorities

As stated in Nebraska Revised Statute 71-3705 (2)(a)

The program shall provide assistance for individuals with a brain injury by paying for contracts with outside sources that specialize in the area of brain injury. Such outside sources shall work to secure and develop community-based services for individuals with a brain injury; provide support groups and access to pertinent information, medical resources, and service referrals for individuals with a brain injury; and educate professionals who work with individuals with a brain injury.

As stated in Nebraska Revised Statute 71-3705, (2)(b) Expenditures from the program will include, but not be limited to:

- Resource facilitation. Resource facilitation shall be given priority and made available to provide ongoing support for individuals with a brain injury and their families for coping with brain injuries. Resource facilitation may provide a linkage to existing services and increase the capacity of the state's providers of services to individuals with a brain injury by providing brain-injury-specific information, support, and resources and enhancing the usage of support commonly available in a community. Agencies providing resource facilitation shall specialize in providing services to individuals with a brain injury and their families.
- Voluntary training for service providers in the appropriate provision of services to individuals with a brain injury.
- Follow-up contact to provide information on brain injuries for individuals on the brain injury registry established in the Brain Injury Registry Act.
- Activities to promote public awareness of brain injury and prevention methods.
- Supporting research in the field of brain injury.
- Providing and monitoring quality improvement processes with standards of care among brain injury service providers; and
- Collecting data and evaluating how the needs of individuals with a brain injury and their families are being met in this state.

Award Information:

Funding Instrument Type: Grant

BIOC Allocation Period: July 1st 202~~5~~⁴ – June 30th 202~~6~~⁵, Fiscal Year 202~~6~~⁵

Total Funding: \$475,000

Funding Source: State of Nebraska, Not Federally Funded

Estimated Number of Awards: 1 or more, with a maximum award amount of \$475,000 depending on the number of awards made.

Estimated Award Date: April 21st, 202~~6~~⁵

Award Period of Performance: July 1st 202~~6~~⁵ – June 30th 202~~7~~⁶, Fiscal Year 202~~7~~⁶

Application Guidelines/Process:

Eligibility

As stated in Nebraska Revised Statute 71-3705, (2)(a)

Outside sources shall operate, at a minimum, statewide, and in targeted areas as defined and determined in the contract, with individuals with brain injury; work to secure and develop community-based services for individuals with a brain injury; provide support groups and access to pertinent information, medical resources, and service referrals to individuals with a brain injury; and educate professionals who work with individuals with a brain injury.

Submission Requirements for Applicants

Application Deadline

Applications will be accepted through 11:59 pm Central Time on March 15th, 202~~6~~⁵. If the application is not submitted before the deadline, it will not be reviewed.

Submission Method

Applications will be sent to: BIOC.Applications@nebraska.gov Paper applications will not be accepted. Applications must be submitted in an electronic format. Acceptable file types are spreadsheets (for budget forms), word processing files for narratives, and PDF files may be substituted for spreadsheets or word processing files. It is preferred that the application be submitted as a single document.

Submission Requirement

The proposal must be signed by an authorized official for the proposing entity.

- **Application Font and Spacing**
 - Arial size 11, single spaced, .5-inch margins
- **Project Contacts**
 - Project Coordinator/Director: Provide names and contact information of responsible parties of the project.
- ~~**Additional Attachments Required**~~
 - ~~Letters of Support: 2-4 letters as it relates to the ability to handle the project description or work plan~~
 - ~~A copy of the Tax form 990 from the most recently completed year (if applicable)~~
 - ~~A copy of the company's financial statements from the most recently completed year (if applicable)~~
 - ~~Board approved organizational budget for current year~~

Budget Summary Template

<i>Budget Summary Template – BIOC Application</i>		
<i>PERSONNEL SUMMARY</i>		
POSITION TITLE	ROLE ON PROJECT	SALARIES & WAGES + FRINGE BENEFITS
		\$
		\$
		\$
TOTAL SALARIES & WAGES + FRINGE BENEFITS		\$
<i>OPERATING AND SUPPLIES COSTS</i>		
CONTRACTED SERVICES		\$
SUPPLIES		\$
TRAVEL		\$
OTHER EXPENSES (itemize by category)		\$
TOTAL OPERATING AND SUPPLIES COSTS		\$
TOTAL COSTS		\$

Evaluation Process

Applications will be reviewed in three phases.

- Phase I: All applications will be initially reviewed for eligibility and completeness by the executive committee members (the Chairperson, Vice Chairperson and Secretary). Applicants will be notified if their applications did not meet eligibility and/or published submission requirements.
- Phase II: A workgroup (of 3 to 6 committee members) will score applications based on the criteria/scoring system described within this notice.
- Phase III: Committee Discussion/Vote on Awarding Funds at a Committee meeting.

Application Evaluation and Performance Measurements

Evaluation and Performance Measurement

Maximum Points for Application: 100

Committee members will evaluate the applications based on the following criteria:

Project, Summary, Description and Work Plan (limited to 6 pages)

Maximum Points: 60

- Provide brief statement (3-4 sentences) that clearly states the project goal (2 points)
- Describe the needs being met and how these relate to the Brain Injury Assistance Act priorities (13 Points)
- Define how the project will focus on resource facilitation as described in the Brain Injury Assistance Act (15 points)
- Describe how the project will meet broad, long-term objectives and specific aims (10 Points)
- Describe the potential long-term community impact (10 Points)
- Explain what data will be collected – include description of reports/outputs (10 Points)

Budget Summary

Maximum Points: 5

- Budget Justification Narrative - explain the need and uses of the requested funding (*The funding from BIOC will not be used to purchase capital equipment or other capital purchases.*)
- Provide a project budget for requested funds (a sample template is available as part of this notice.)

Qualifications

Maximum Points: 20

- Organization's history and capacity to take on the project (5-10 Points)
- What sets you apart from other organizations (5 Points)
- Attach job descriptions for key positions. If individuals are already hired for the key positions, attached their resumes or CV (5 Points)
- Attach the following:
 - A copy of the Tax form 990 from the most recently completed year (if applicable) (1 point)
 - A copy of the company's financial statements from the most recently completed year (if applicable) (2 points)
 - Board approved organizational budget for current year (2 points)

Coordination and Collaboration

Maximum Points: 15

- Description of community involvement - document the strength of relationships with other agencies to achieve common goals and priorities of the BIOC (limited to one page) (10 Points)
- Letters of Support: 2-4 letters as it relates to the ability to handle the project description or work plan (5 points)

Expectations of Awardees

- Awardees will agree to the terms and conditions of the Award Agreement including:
 - Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award submitted to another funding source. Overlap occurs when substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications

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or awards, regardless of the funding source. Any overlap will be resolved by the BIOC with the applicant prior to award.

- Semi-annual reports made in writing and in person to the BIOC stating progress, challenges and future plans.
- Any substantial deviations from the proposed project will be communicated to the committee and must be approved prior to implementation.
- The Award Agreement will incorporate the Notice of Funding Opportunity and the proposal as submitted for reference.
- Funds should be expended within one year of the award date. Unspent funds exceeding 15% of the original award will need to be reported to the committee. The committee may approve no cost extensions of expenditures upon request.
- The committee reserves the right to set forth additional requirements of the recipient(s) including but not limited to additional monitoring requirements to the disbursements of funds.

Brain Injury Oversight Committee (BIOC) Application Review Form

Project Title: _____
Applicant Organization: _____
Reviewer (Committee Member Name): _____
Date: _____

Committee members will provide a score (based on the below criteria) to reflect their assessment of the application for funding.

Application Total Score: _____ (Maximum Points for Application: 100)

_____ **Reviewer Score**

Project Description and Work Plan (Maximum Points: 60)

- Provide brief statement (3-4 sentences) that clearly states the project goal (2 points) _____
 - Describe the needs being met and how these relate to the Brain Injury Assistance Act priorities (13 Points) _____
 - Define how the project will focus on resource facilitation as described in the Brain Injury Assistance Act (15 points) _____
 - Describe how the project will meet broad, long-term objectives and specific aims (10 Points) _____
 - Describe the potential long-term community impact (10 Points) _____
 - Explain what data will be collected – include description of reports/outputs (10 Points) _____
- Total Project Description and Work Plan Points** _____

Budget Summary (Maximum Points: 5)

- Budget Justification Narrative – explain the need of the requested funding and attach project budget (5 Points) _____
- Total Budget Summary Points** _____

Qualifications (Maximum Points: 20)

- Organization's history and capacity to take on the project (~~5~~**40** Points) _____
 - What sets them apart from other organizations (5 Points) _____
 - ~~Key~~ job descriptions and attached resumes/CV (5 Points) _____
 - ~~Copies of most recent: Tax document 990 or equivalent (1 point) financial statements (2 points) approved organizational budget. (2 Points)~~ _____
- Total Qualifications Points** _____

Coordination and Collaboration (Maximum Points: 15)

- Description of community involvement relationships with other agencies to achieve common goals and priorities of the BIOC (~~10~~**5** Points) _____
 - ~~Letters of Support: 2-4 letters as it relates to the ability to handle the project description or work plan. (5 points)~~ _____
- Total Coordination and Collaboration Points** _____

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Michael Hrcirik
University of Nebraska Medical Center
985080 Nebraska Medical Center Omaha,
NE 68198-5080

Bill To: Shauna Dahlgren
Brain Injury Oversight Committee Chair
12565 West Center Rd Suite 100 Omaha,
NE 68144

Amount Due: \$25,000.00 USD

Original

Description	Quantity	UOM	Amount	Net Amount
Administrative, Accounting and Budgeting services Period 07/01/2024 - 06/30/2025	1.00	NA	\$25,000.00	\$25,000.00
			Subtotal	\$25,000.00
			Sales Tax	\$0.00
			Amount Due	\$25,000.00

Contact Information

Biller Name: Michael Hrcirik
Biller Email: mhrncirik@unmc.edu
Biller Phone: 402-559-5837

UNIVERSITY OF NEBRASKA MEDICAL CENTER
NE Revised Statute 71-3703 - Brain Injury Oversight Committee
FY2025 (July 1 2024 - June 30th 2025)

As of July 9th 2025

SOURCES OF FUNDS

Beginning Fund Balance, July 1st 2024	\$	19,410
Cash Funds - State of Nebraska / Nebraska DHHS	\$	500,000

TOTAL SOURCES OF FUNDS

\$ 519,410

USES OF FUNDS

Awards made to recipient(s) Budget	\$	475,000
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Administration, Accounting, Budgeting

UNMC Contracted Services for Administration, Accounting, Coordination and Website Maintenance (not yet approved)	\$	25,000
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Committee Operating Expenses

Email Addresses (Invoice not yet received)	\$	840
Committee Travel Reimbursements	\$	314

TOTAL USES OF FUNDS

\$ 501,154

ENDING FUND BALANCE, JUNE 30th 2025

\$ 18,256

Note: No more than 10% of the fund shall be used for administration of the fund

UNIVERSITY OF NEBRASKA MEDICAL CENTER
NE Revised Statute 71-3703 - Brain Injury Oversight Committee
Proposed Budget for FY2025 (July 1 2025 - June 30th 2026)

SOURCES OF FUNDS

Beginning Fund Balance, July 1st 2025	\$	18,256
Cash Funds - State of Nebraska / Nebraska DHHS	\$	500,000

TOTAL SOURCES OF FUNDS

\$ 518,256

USES OF FUNDS

Awards made to recipient(s) Budget	\$	475,000
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Administration, Accounting, Budgeting

UNMC Contracted Services for Administration, Accounting, Coordination and Website Maintenance Budget	\$	25,000
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Committee Operating Expenses

Operating Budget	\$	5,000
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TOTAL USES OF FUNDS

\$ 505,000

ENDING FUND BALANCE, JUNE 30th 2026

\$ 13,256

Note: No more than 10% of the fund shall be used for administration of the fund