



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * September 16, 2011

Members Present

Terry Glenn	Department of Corrections, Richmond
Doug Harris, J.D.	Department of Health (Commissioner's Designee), Richmond
Gregory Helm, M.D., Ph.D.	University of Virginia Medical Center, Charlottesville
*Page Melton	Family Member/Caregiver, Richmond
Teresa Poole	NeuroRestorative Virginia, Blacksburg
David Reid, Psy.D., Chair	Augusta Psychological Associates, Waynesboro
Jim Rothrock (<i>Ex-officio</i>)	Department of Rehabilitative Services, Richmond
*Ms. Melton participated via telephone.	

Staff

Kristie Chamberlain	Department of Rehabilitative Services, CNI Program Staff
Patti Goodall	Department of Rehabilitative Services, CNI Program Staff

Guests

Mary-Margaret Cash	Department of Rehabilitative Services, Richmond
Michelle Hilgart	University of Virginia, Charlottesville
Elizabeth Lincoln	Crossroads to Brain Injury Recovery, Harrisonburg
Lee Ritterband, Ph.D.	University of Virginia, Charlottesville,
Dena Schall	Department of Rehabilitative Services, Richmond
Polly F. Sweeney	Governor's Advisor, Richmond
Michelle Witt	Crossroads to Brain Injury Recovery, Harrisonburg

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Central Office of the Department of Rehabilitative Services at 8004 Franklin Farms Road, Richmond, VA. Dr. David Reid convened the meeting at 10:05 a.m. Dr. Reid explained to the Board that Board member Page Melton, who was out of state, would be participating via telephone.

Public Comment Period

A public comment period was held; no public comment was offered.

Approval of March 11, 2011 Meeting Minutes

Doug Harris made a motion to approve the meeting minutes from the June 10, 2011 meeting; Terry Glenn seconded the motion. The motion passed unanimously.

Approval of June 10, 2011 Agenda

The Commissioner requested to be moved up earlier on the agenda. The Board approved the amended agenda with this request.

Updates from the Department of Rehabilitative Services (DRS) Commissioner:

- Executive Order (EO) No. 2 (2010) - Establishing the Governor's Commission on Government Reform and Restructuring was put in place to conduct a comprehensive, systematic and ongoing evaluation of the effectiveness and need for the state's existing agencies, governing bodies, programs, and services. As a result of this EO, the Commission on Government Reform and Restructuring reported out with a recommendation for the Department of Rehabilitative Services (DRS) to combine with the Virginia Department for the Aging (VDA), as well as inclusion of some functions of the Department of Social Services (DSS) under one umbrella agency. Possible name for the new agency is "Department of Aging and Rehabilitative Services;" however; this is a preliminary suggestion. The combination of agencies is not being done to reduce staff, though the issue of looking at duplication of services when combining 2.5 entities must be considered. The idea behind combining agencies is to follow the national trend of combining programs that provide long-term services to adults. Brain injury services programs, centers for independent living, area agencies on aging, and employment services organizations should not be impacted directly.
- DRS, as an agency, is doing well. DRS is hopeful for a "positive" session for the upcoming General Assembly.

Grantee Report: "Putting Our Heads Together for Brain Injury"

Michelle Witt and Elizabeth Lincoln of Crossroads to Brain Injury Recovery in Harrisonburg, provided an update on the status of their grant goals, objectives, accomplishments, as well as thoughts for future activities related to the grant. Ms. Witt and Ms. Lincoln reviewed the needs assessment process and results; two case studies highlighting crisis intervention situations involving people with brain injury; and development of a "risk assessment" protocol to determine who is likely to need of crisis services so that earlier interventions can be provided.

Grantee Report: "Development and feasibility of an internet intervention for adults with spinal cord injury to prevent pressure ulcers."

Michelle Hilgart and Lee Ritterband, Ph.D. of the University of Virginia in Charlottesville, updated the Board on their grant activities to date, including plans to implement the pilot program during the next month or so. Dr. Ritterband provided a general overview of Internet interventions detailing how the grant is both similar to, and different from, other Internet intervention programs. Ms. Hilgart took the Board through the iSHIFTup Program mapping and processes, answering questions about how and when the pilot would be implemented. The Board was particularly interested in how Internet "reminders" would be integrated into the intervention program. Dr. Ritterband and Ms. Hilgart indicated that they would like to return in early 2012 to apprise the Board of grant progress since much of their grant activity occurs during year three.

Financial Report: Kristie Chamberlain

Kristie Chamberlain, staff to the CNI Trust Fund Advisory Board, provided a review of the current financial status of the Fund. Since its inception in 1998 through August 31, 2011 total revenue into the Fund has been \$16,457,272. The Trust Fund has awarded \$17,012,732 in grant awards (\$789,803 of which is administrative services) since July 2003. The Fund currently has an obligated balance of \$1,345,262.28 (obligated funds equal revenue minus grant awards made to date). Staff reviewed monthly expenditures of grantees during State Fiscal Year (SFY)

2012 for July and August, versus monthly revenue into the Fund for the same period. Dr. Reid also reviewed the annual revenue and asked the Board to take note of the decrease in annual revenue over the last five years.

Staff reported that each grant had an 11% percent reduction in year three (July 1, 2011-June 30, 2012) of their grant awards as a cost-reduction action. Staff has already received questions on whether carryover will be allowed from year two to year three and has responded that any carryover request, if approved, will not be available for expenditures until FY'13 through a no-cost extension (NCE), per the decision at March Board meeting. At the meeting, one grantee was given full carryover approval and a second carryover request was partially approved based on the large amount of the total request. The balance of that grantee's carryover request was tabled until early 2012 when the Board will have a better idea of Fund's fiscal status based on revenue in FY'12. Staff stated that it will emphasize to grantees that tabling a carryover request does not mean automatic approval or denial; it simply means the request will be reviewed at a later date. Other carryover requests will be reviewed on a case by case basis.

Dialogue followed regarding the possible reasons for a decline in revenue into the Fund other than an indirect correlation to the economy's drop over the last few years. Dr. Reid, as Chair of the Board, made a request that staff look into pursuing an inquiry into the Department of Motor Vehicles searching for data on: 1) the number of revoked licensees and 2) the number of reinstated licenses in the last ten years.

Staff reported that the last two "active" research grants finished their no-cost extensions and that final reports are due by October 1, 2011.

Future Meeting Dates

Staff reviewed the future quarterly meeting dates with the Board members.

- Friday, December 9, 2011
 - Staff reviewed the option of having the two research grantees who finished their no-cost extensions in June 2011 present to the Board at the December meeting. Staff will coordinate with grantees to schedule the presentations.

Dr. Reid adjourned the meeting at 12:30 p.m.