



*Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board*

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*Meeting Minutes \* December 3, 2010*

**Members Present**

Terry Glenn	VA Department of Corrections, Richmond
Doug Harris, J.D.	VA 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> )	VA Department of Rehabilitative Services, Richmond

**Staff**

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

**Guests**

Mary-Margaret Cash	VA Department of Rehabilitative Services, CBS <i>Division</i>
Dena Schall	VA Department of Rehabilitative Services, CBS <i>Division</i>
Elizabeth Getzel	Virginia Commonwealth University
Christine Grauer	Virginia Commonwealth University

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The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Department of Rehabilitative Services, 8004 Franklin Farms Drive, Richmond. David Reid, Psy.D., Chair, convened the meeting at 10:03 a.m.

**Public Comment Period**

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

Dr. Reid requested that guests introduce themselves.

**Approval of September 17, 2010 Meeting Minutes**

**Teresa Poole made a motion to approve the meeting minutes from the September 17, 2010; Terry Glenn seconded the motion. The motion passed unanimously.**

**Approval of December 3, 2010 Agenda**

Staff offered a slight modification to the agenda (where meeting dates are listed, the March meeting will be Friday, March 11, 2011 not Friday, March 18, 2011). **Terry Glenn made a motion to prepare the agenda with the modification; Teresa Poole seconded. The motion passed unanimously.**

### **Update from the DRS Commissioner, James Rothrock**

- Commissioner Rothrock shared that the agency is doing well. Disability Determination Services (DDS) adjudicates claims for Social Security (SSI and SSDI). DRS recently added 100+ positions in DDS, all federally funded. On average, DDS receives 90,000 claims/year for Social Security benefits and only 40,000/year are approved.
- Woodrow Wilson Rehabilitation Center (WWRC) is still doing well and is sitting at 300+ people being served on site per day (about 3,500 individuals served/year).
  - Woodrow Wilson Rehabilitation Center CNI Grant staff will update the Board at the March 2011 meeting. The grant has demonstrated that the long-term viability of the program is not likely, as appropriate funding (reimbursement) source is not available. Drs. Capps and Luck will provide detailed update at March meeting.
- Virginia's Secretary of the Office of Health and Human Services, Dr. Bill Hazel, is strongly interested in Health Reform. It is anticipated that in 2014 there will be 400,000 new Medicaid recipients because of the loosening of the financial eligibility guidelines. This will greatly increase the number of Virginians accessing healthcare.
- Brain Injury Services of Southwest Virginia (BISSWVA) in Roanoke held a celebration to honor their founder, Fran Rooker, who was named one of 10 national recipients of the *Robert Wood Johnson Foundation Community Health Leaders Award*. The award honors exceptional men and women who have overcome significant obstacles to tackle challenging health and health care problems facing their communities. Rooker received the award during a ceremony at the RWJ Foundation in Princeton, N.J., on August 12, and is the third Virginia recipient in the 17-year history of the award. Commissioner Rothrock was asked to speak at the celebration. Brain Injury Services of Southwest Virginia is a current and past grant recipient of CNI funds. The award recognized Fran's efforts to improve the lives of individuals and families struggling with brain injury – particularly in a rural part of the State where no brain injury specific services existed prior to her advocacy work.
- The Commissioner updated the Board on the Governor's proposed budget. He stated that Virginia is lagging behind with the budget and it is possible that brain injury funding will be cut. The Governor's report will come out December 17 indicating where cuts will be taken.

### **RFP #10-327 "Development of a Web-Based Case Management System" Status Update**

Staff informed the Board that due to a decrease in Revenue into the Fund that DRS made the decision to hold on awarding a grant from the open Request for Proposals #10-327. Discussion ensued. **Teresa Poole made a motion to continue withholding funding of RFP #10-327 until such time as revenue increases, and to ask that staff keep the RFP on the Board's agenda for future meetings, so that updates can be given and discussed. Doug Harris seconded the motion. The motion passed unanimously.**

### **Financial Report & Discussion of Cash Management Measures**

Kristie Chamberlain, staff to the Advisory Board, provided a thorough overview of the finances of the Commonwealth Neurotrauma Initiative (CNI) Trust Fund. Since its inception in 1998 through November 30, 2010 total revenue into the Fund is \$15,790,947.95. The Trust Fund has awarded \$17,134,694.28 in grant awards (and \$704,091.74 in administrative services expenditures) since July 2003. The Fund currently has an obligated balance of \$2,047,838.07

(obligated funds are revenue minus grant awards to date). Staff reviewed that FY '11 revenue into the Fund has decreased alarmingly since August and was averaging \$87,652. Staff informed the Board that due to the sharp decline in monthly revenue, the cash balance of the Fund had been diminished and the Fund was dangerously close to a problem with paying grantee expenditures on a month to month basis. Due to the decrease in revenue, DRS had taken action to modify three contracts that currently operate on a quarterly allotment reimbursement basis vs. a monthly reimbursement basis. Those three contracts will be modified to a monthly allotment basis in 2011. This will assist with cash disbursement.

Staff discussed additional options for cash management measures in the future. Additionally, staff and the Board discussed scenarios for future No Cost Extension (NCE) practices and carryover allowances with future grant awards. **Page Melton made a motion to delay the release of any Request for Proposals (RFP) in 2011 until the revenue in the Fund shows a monthly increase on an ongoing basis - or current grants have expired - and the cash balance is rebuilt. Teresa Poole seconded the motion. The motion passed unanimously.**

**CNI Grant #10-176/VCU: “Preparing Veterans with SCI for Post Secondary Education: Development and Implementation of a Mobile Supported Education Model” Update**

Elizabeth Getzel and Christine Grauer from Virginia Commonwealth University provided a detailed update on the status of grant goals and objectives for CNI Grant #10-176. The grant has 20 active participants, the average age is 39 years, 47% are White, 47% are African American and six percent are Asian. Eighty-four (84%) percent of the population are Veterans, 16% of that population are Active Duty. Fifty percent (50%) have a Traumatic Brain Injury, 40% have a Spinal Cord Injury and 10% have both TBI and SCI. The findings to date are that working with service members is a multi-step process and understanding the needs of the service members is crucial. The project is essential to assisting this population in meeting its educational goals. The Board reminded them that the funds were to be used for Virginia residents only, if a member of the program's primary residence is out of state, they can no longer participate in the program. The Board thanked them for attending and providing an update on the grant.

**Future Meeting Dates**

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

- Friday, March 11, 2011
- Friday, June 10, 2011
- Friday, September 16, 2011
- Friday, December 9, 2011

**Dr. Reid adjourned the meeting at 12:26 p.m.**