



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

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***Meeting Minutes \* September 7, 2012***

**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
David Reid, Psy.D., Chair	Augusta Psychological Associates, Waynesboro
Jim Rothrock ( <i>Ex-officio</i> )	Department for Aging and Rehabilitative Services, Richmond

*\*Ms. Melton participated via teleconference due to her new residence being out of state.*

**Members Absent**

Teresa Poole                                      Blacksburg

**Staff**

Kristie Chamberlain                          Department for Aging and Rehabilitative Services, Staff

**Guests**

Lee Ritterband, Ph.D.	University of Virginia
Michelle Hilgart	University of Virginia
Eileen Hammar	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 Central Office of the Department for Aging and Rehabilitative Services at 8004 Franklin Farms Road, Henrico, VA. Dr. Reid, Chair, convened the meeting at 10:03 a.m. Dr. Reid informed board members and guests that Page Melton would be participating in the meeting via teleconference from St. Louis.

**Public Comment Period**

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

**Approval of September 7, 2012 Agenda**

**The Chair, Dr. Reid indicated that the agenda will stand approved as read.**

**Approval of June 8, 2012 Meeting Minutes**

**The Chair, Dr. Reid indicated the meeting minutes will stand approved as read.**

**Updates from the Department for Aging and Rehabilitative Services (DARS):**

- As discussed previously, the Secretary of Health and Human Resources, William A. Hazel, Jr., MD, created a new agency due to the work of Governor McDonnell's Commission on Government Reform and Restructuring which was established by

Executive Order (EO) No. 2 (2010). The new agency is Virginia Department for Aging and Rehabilitative Services (DARS). As of July 1, 2013, the Department of Social Services Adult Protective Services and Adult Services units will also come under DARS. Things are going well under the new agency. Evidence of the merge is the receipt of a one year lifespan respite grant offering up to \$400/family for respite services across the lifespan (infants, adolescents, young adults and aging parents with disabilities) totaling \$133,000. The DARS divisions of aging, brain injury, independent living and case management came together to brainstorm the grant application content. Kristie Chamberlain, current staff to the CNI Trust Fund will be splitting her time assisting in administering the grant in addition to her CNI, TBI Federal Grant and other brain injury services coordination unit duties as assigned.

- Legislation was submitted by the Department for Aging and Rehabilitative Services as the administrative agency for the Commonwealth Neurotrauma Initiative (CNI) Trust Fund to change The (CNI) Trust Fund Advisory Board members from Governor appointed to Commissioner appointed effective July 1, 2013. This change supports the Governor's push for reform and reorganization within government. The CNI Trust Fund Advisory Board will need to redraft bylaws, and board terms once the change is implemented. This does not impact the original intent of the Fund to disburse CNI funds (when available) through a competitive grant application process for research proposals and innovative community-based rehabilitation programs to Virginia-based institutions and entities.
- The Department for Aging and Rehabilitative Services has awarded two new brain injury service providers through a request for proposals due to having to pull funding from a different provider over an unfortunate fiscal administrative concern. The new vendors are: 1) No Limits Eastern Shore, Inc.: to operate a long standing day program on the Eastern Shore called "No Limits" and Eggleston Services, Inc. in Virginia Beach, to operate Beacon House, a clubhouse for individuals with brain injury. Services to the consumers in those areas were not interrupted by the change in vendors. Patti Goodall oversees both of these vendors.

**Grantee Presentation: "Development & Feasibility of an Internet Intervention to Prevent Pressure Ulcers in Adults with Spinal Cord Injury", University of Virginia: Lee Ritterband, Ph.D. and Michelle Hilgart, M.Ed.**

Dr. Ritterband and Michelle Hilgart gave a very thorough presentation on the grant work to date, website and participants. The grant was funded to develop and test feasibility of internet intervention for adults with spinal cord injury (SCI) to prevent pressure ulcers (PRU) and promote protective health behaviors. The Board shared content from the site and offered to set up accounts for board members individually so they could experience the study directly if they so wished. They are currently in recruitment for the study with several individuals having completed the study at this time. Dr. Ritterband requested time on the board agenda when the study comes to a close to share results and thanked the board for the no-cost extension opportunity. The Commissioner offered a reminder that funding is not available for continuation after the no-cost extension is complete. The Board thanked Dr. Ritterband and Michelle for their time and information.

**Grantee Presentation: “Common Ground: Linking Wounded Warriors and Community Support Providers”, Virginia Commonwealth University: Eileen Hammar**

Ms. Hammar provided a historical background on the grant as well as an update on the status of the grant deliverables. Through Virginia Commonwealth University working with the Wounded Warrior Program, the CNI Trust Fund grant’s original goals were to sharpen the focus on: 1) service gaps for veterans and their families, 2) training needs of community providers and 3) evidence-based and promising practices in supporting veterans experiencing combat stress. Through the grant and the partnership with the Wounded Warrior program, VCU has organized and hosted numerous regional trainings, developed a training plan, held two large scale conferences, organized a webinar and are currently investigating online training sites to identify a suitable introductory level training for community providers. Ms. Hammar discussed their no-cost extension focus and plans for sustainability. The Commissioner reminded Ms. Hammar that there is no funding available to continue the project after the no-cost extension. The Board thanked Ms. Hammar for her time and energy working on this project.

**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, 2012 total revenue into the Fund has been \$17,504,884.03. The Trust Fund has awarded \$17,782,135.22 in grant awards (\$84,6499.64 of which is administrative services) since July 2003. The Fund currently has an obligated balance of \$(277,251.19). Obligated funds = revenue minus grant awards made to date. Staff reviewed monthly expenditures of grantees during State Fiscal Year (SFY) 2012 for June, and State Fiscal Year (SFY) 2013 for July & August versus monthly revenue into the Fund for the same period. Staff also reviewed estimated projected average monthly expenditures for FY’13.

Staff and the Board reviewed a new carryover request from Crossroads to Brain Injury Recovery on an already approved no-cost extension to use additional realized unspent funds (\$3667.62) due to staff turnover three months before the third year of the grant was to end. The additional funds would be used to carry on current grant activities such as piloting the triage team concept and tele-health for sustainability—both initiatives already in play through the original no-cost extension. **Doug Harris made a motion to consider the request to approve the use of the \$3,667.62 in the already approved no-cost extension through December 31, 2012. Dr. Helm seconded. The motion passed unanimously.** Staff will modify their contract to show the allowance of the remaining \$3,667.62. Staff also explained that because this grantee operated under quarterly allotments, the Fund isn’t reimbursing for expenditures, the grantee is just tracking and accounting for use of expenditures for funds already received.

Staff addressed when the board may want to release another Request for Proposals. Staff advised the Board to allow their cash to increase so when they do make a grant award(s) they have enough cash to cover all grant expenditures from year one through year three. Staff also reminded the board they do not have to award the number of grants as they have in the past at one time.

Commissioner Rothrock requested that staff informally poll prior grantees to see what they feel are priority areas that should be addressed related to the CNI Fund’s mission. The Board agreed

that the results could help to lead future discussions in the spring. Staff will poll grantees in an email asking for responses.

**Future Meeting Dates**

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

- Friday, December 7, 2012 (DARS)

**Dr. Reid adjourned the meeting at 12:15 p.m.**