



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * March 14, 2014

Members Present

Terry Glenn	Department of Corrections, Richmond
Doug Harris, JD	Department of Health (Commissioner's Designee), Richmond
Laurie Lindblom, MD	Veterans Administration, Hampton
Jim Rothrock (<i>Ex-officio</i>)	Department for Aging and Rehabilitative Services, Richmond
Patrik Sandas, PhD	University of Virginia, Charlottesville

Members Absent

David Cifu, MD	Virginia Commonwealth University, Richmond
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Staff

Kristie Chamberlain	Department for Aging and Rehabilitative Services, Staff
Patti Goodall	Department for Aging and Rehabilitative Services

Guests

Teresa Poole	Blacksburg, Carilion Clinic
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The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at 11 AM at Department for Aging and Rehabilitative Services (DARS), in the Division of Aging's conference room at 1610 Forest Avenue, Suite 100, Henrico, VA. Doug Harris convened the meeting at 11:08 a.m. as an interim Chair. Guests and members introduced themselves.

Terry Glenn noted that the ramp to the building provided him some trouble and requested that staff bring this to the attention of the appropriate parties within the office park. Staff assured him she would email them and keep him apprised of the response.

Public Comment Period

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

Approval of March 14, 2014 Agenda

Doug Harris as acting Chair indicated that the agenda will stand approved as read.

Approval of December 6, 2013 Meeting Minutes

Dr. Lindblom offered a motion to approve the Meeting Minutes of December 6, 2013. Terry Glenn seconded. The motion passed unanimously.

Election of a New CNI Trust Fund Advisory Board Chair

Staff reviewed the timeline in the bylaws for election of a new board chair which indicates every two years. Additionally, Dr. Reid, the previous chair, rotated off the Board in January 2014, so a new chair would need to be elected at this meeting. Staff reviewed the expectations of chairing the CNI Trust Fund Advisory Board, as well as the amount of staff support available to the chair.

Dr. Lindblom made a motion to defer discussion and a vote on a new chair until the June 2014 meeting when Dr. Cifu and Commissioner Rothrock would both also be present.

Rosemary Rawlins seconded the motion. The motion passed unanimously.

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

- Commissioner Rothrock thanked Teresa Poole (previous CNI Board Member) for her time on the Board from 2005-2013. Commissioner Rothrock also welcomed the two new board members, Dr. Sandas (present) and Dr. Cifu (not present). He reviewed that DARS found out the very morning of the board meeting that there was a glitch with 60 of Governor McDonnell's last appointments, as they were not forwarded to the General Assembly for formal confirmation. After discussion it was noted that Dr. Sandas was impacted by this glitch and staff would be working with him on next steps for an official appointment.
- The General Assembly is not finished and will come back March 24, 2014 to decide on a budget for State Fiscal Year (SFY) 2015 which begins July 1st. At this time the Governor is in support of Medicaid expansion to close an insurance coverage gap and the House is opposed so that is why no agreement on the budget has been reached yet. The Commissioner informed the Board that every day that Medicaid doesn't come into Virginia, the Commonwealth stands to lose \$5,000,000.
- The General Assembly has been good to DARS. At this time, DARS will receive \$150,000 for brain injury services case management in the Governor's budget. The Senate also has another \$350,000 for brain injury services in its budget. Any brain injury funding included in the Commonwealth's final budget will be included in a Request For Proposals (RFP) to be released by DARS. Currently the Brain Injury Services Coordination Unit of DARS oversees 10 organizations that operate 13 programs funded by about \$3.9 million in Commonwealth of Virginia state general funds.
- Guardianship can be an issue in brain injury as well as with the aging process. The Department of Behavioral Health and Developmental Disabilities (DBHDS) is working closely with DARS to provide guardianship for people in state training centers for people with intellectual disabilities to move them out of the training centers and into community settings. There is \$99,000 in the Governor's budget for this initiative and \$319,000 in the House budget. This money will allow the Commonwealth to form more Guardianship contracts.

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 February 28, 2014 total revenue into the Fund has been \$18,956,536.99. The Trust Fund has awarded \$18,021,183.86 in

grant awards (\$954,529.20 of which is administrative services) since July 2003. The grant award total is slightly lower than what was presented in December because several grants did not expend all of their available grant awards during their no-cost extensions, so those funds automatically go back into the Trust Fund as available. This decreases the amount of grant funding awarded out by the amount that is unspent. The Fund currently has a cash balance (revenue minus grant awards) of \$935,353. Staff explained that the only current expenditures are administrative and one new grant award: #14-076 [quarterly allotments to a one-year grant award to Brain Injury Services Inc. which serves as cash match to DARS' Traumatic Brain Injury (TBI) Federal Grant allowing drawn down of \$270,000 federal funds to the Commonwealth].

Though a Request for Proposals (RFP) for the *Option-A, Research on the Mechanisms and Treatment of Neurotrauma* is anticipated to be released in the first half of 2014, those contracts will not be scheduled to begin for several months after the release of the RFP releases. This continues to allow the Fund to up its cash base so that it has the funds available to pay monthly expenditures, versus waiting on revenue to come in to cover expenditures. Additionally, should revenue fall lower during some months, the Fund will have cash on hand to cover monthly expenditures and will not be over extended.

Staff reviewed the monthly expenditures versus revenue with the Board, as well as the current grant's expenditures which are disseminated via quarterly allotments and not as reimbursement payments.

Future Request for Proposals

The Board had discussed releasing an *Option-A, Research on the Mechanisms and Treatment of Neurotrauma* Request for Proposals (RFP) in January 2014. Staff reviewed a series of internal delays in drafting the Request for Proposal with new internal procedures and policies in our Purchasing Department. Staff has been meeting regularly with the new Procurement Officer and staff to keep things moving with the development of the RFP. Staff anticipates the release of the RFP in late spring. For this reason, staff suggested canceling the May CNI Board meeting and moving the date to late June. The Board agreed a June 20th date worked for all present. Staff would check with the board members missing to ensure it also worked for them. The Board would plan on meeting from 10 AM to 4 PM.

Patti Goodall reviewed a one-year contract that will be made with James Madison University for \$125,000 to update the Virginia Brain Injury Council's Neurobehavioral White Paper, originally prepared in 2010. The CNI grant will result in a revised, comprehensive document, *Access to Neurobehavioral Services in Virginia*, that provides a common definition of "neurobehavioral treatment and services" for use in Virginia; identifies prevalence of individuals with brain injury in Virginia who have neurobehavioral needs; describes where and how Virginians with neurobehavioral treatment needs are currently served; identifies neurobehavioral treatment and services currently available in Virginia; and contains a literature review of promising models and interventions to address neurobehavioral issues, as well as a review of promising practices and approaches in other states. This proposal will also be able to serve as cash match for the first year of DARS' Federal TBI Grant from the Department of Health and Human Services – if awarded – beginning June 1, 2014. Due to cash match being a requirement, this will allow the Commonwealth to draw down \$250,000 for year one of the grant.

Future Meeting Dates

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

- Friday, June 20, 2014 (this meeting will run approximately 10 AM to 4 PM due to review of CNI Option A proposals).
- Friday, September 12, 2014
- Friday, December 5, 2014

Doug Harris, Acting Chair, adjourned the meeting at 12:45 p.m.