

Virginia Brain Injury Council Meeting
Meeting Minutes
October 26, 2007
Prepared by Helen Butler, Secretary

Members Present:

Paul Aravich, Ph.D.	Eastern Virginia Medical School
Scott Bender, Ph.D.	University of Virginia Health System
Helen Butler, RN	Brain Injury Services of SWVA
Tia Campbell, RN, BSN, NCSN	Virginia Department of Education
Page Melton	Family member
Carole Norton, Ph.D	Professional
Susan Rudolph, RN	The Arc of Greater Prince William
Micah Sherman	Survivor
Darlene Cooper	Woodrow Wilson Rehabilitation Center
*For Gerald Showalter	
Kelli Williams	Professional
Jason Young	Alliance of Brain Injury Service Providers

Members Absent:

Marianna Abashian	Brain Injury Association of America
Theresa Ashberry	Family member
Nancy Bullock, RN	Virginia Department of Health
Gary Chiaverotti	Family member
Jeanette DuVal, LCSW	Director of Juvenile Competency, Va. Dept. of Mental Health
Patti Goodall	Virginia Department of Rehabilitative Services
Katherine Lawson	Virginia Board for People with Disabilities
Anne McDonnell	Brain Injury Association of Virginia
Michelle Nichols	McGuire Veterans Administration Medical Center
Julie Triplett	Virginia Office of Protection and Advocacy
Nadia Webb, Psy. D.	Professional
Russell Payne	Virginia Department of Mental Health, Mental Retardation & Substance Abuse Services
Paul Sharp, RN, NREMT-P	Virginia Department of Health

Board Staff:

Kristie Chamberlain	Virginia Department of Rehabilitative Services
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Other Persons In Attendance:

Karen Brown	Brain Injury Services, Inc.
Jennifer Clarke	Brain Injury Association of Virginia
Anne Deaton, Ph.D.	Consultant, TBI Action Plan

Tara Ostarly
Commissioner Jim Rothrock
Lynn Scott
Leigh Wion

Neurological Rehabilitation Living Centers
Virginia Department of Rehabilitative Services
Brain Injury Association of Virginia
High Street Clubhouse

CONVENING OF THE MEETING

The Virginia Brain Injury Council meeting was called to order at 1:07 p.m. by Susan Rudolph, Vice-Chair. Fellow Council members introduced themselves and then other persons in attendance.

Approval of Minutes

The July 27, 2007 meeting minutes were distributed and reviewed. Paul Aravich made a motion to approve the meeting minutes; Page Melton seconded. The motion carried unanimously.

Approval of Agenda

The October 26, 2007 agenda was distributed. Paul Aravich made a motion to approve the October 26, 2007 meeting agenda; Micah Sherman seconded. The motion carried unanimously.

Public Comment:

A public comment period was held, however there was no public comment.

Remarks from the DRS Commissioner

Commissioner Jim Rothrock provided the following updates, announcements and suggestions:

- 1) The Commissioner has been traveling around the state in observation of Disability Employment Awareness Month. He has participated in many locally organized events.
- 2) The current budget deficit of \$600 million announced by Governor Kaine required every department in the Commonwealth to propose budget reductions of 5%, on average. The Commissioner commended the Governor and Secretary Tavenner for limiting the reductions proposed in the brain injury programs to one reduction. This reduction was the elimination of the contract DRS had with the Brain Injury Association of Virginia (BIAV) to administer the Brain Injury Registry. The Commissioner commented that even though the state budget was cut, funds from the Commonwealth Neurotrauma Initiative (CNI) Trust Fund were used, with approval by the CNI Board, to fund investigating how to make outreach services more effective. This contract is with BIAV and extends through June, 2009.
- 3) The Joint Legislative Audit and Review Commission team led by Eric Messick completed its study of brain injury in the Commonwealth and presented a report to the Commission. DRS is responding to the report by: 1) Working with BIAV to change the emphasis of the registry toward a focus on how to get direct services information to people with brain injury; 2) Locating resources to increase program evaluations of current brain injury programs; 3) Creating neurobehavioral interventions, emphasizing funding to programs at the local level to encourage intervention before the issues spiral out of

- control; 4) Encouraging the community to advocate for a brain injury waiver if that is what they feel is needed.
- 4) The Commissioner requested the Council provide to him more than one recommendation per open Council At-Large membership position. He would like to ensure diversity across the state is included in the selection process.

Paul Aravich thanked the Commissioner for keeping BIAV alive with funding from CNI. Paul recommended the Council be represented at Commission level hearings. Jim Rothrock commented that the Council should contact him to request a speaker at any Commission gathering and he would let the Council know if he thought it could be arranged.

Paul Aravich commended the Joint Legislative Audit and Review Commission (JLARC) team for their work.

Jason Young motioned that the Council write a letter of appreciation to the Governor and Secretary Tavenner thanking them for not cutting any brain injury funding during the 2007 budget cuts; Paul Aravich seconded. The motion carried unanimously.

Susan Rudolph strongly encouraged all Council members to read the JLARC report. Staff will email the report to council members as an attachment.

NEW BUSINESS

Brain Injury Association of Virginia (BIAV) In-Kind Contribution Sheet

Jennifer Clarke distributed copies of an in-kind donor form for Council members to complete and return to her for the federal grant. The form will track hours spent on council activities including travel (but no meals).

Legislative Agenda of the Virginia Alliance of Brain Injury Service Providers

Jason Young reported that Fran Rooker made an appointment with the Governor to discuss funding for brain injury services and invited Jason, Anne McDonnell and Tina Trudel to attend. Based on the results of this meeting, the recent recommendations of the Joint Legislative Audit and Review Commission (JLARC) report, the Alliance established the following legislative agenda:

- 1) Support what the Governor includes in his budget for brain injury services;
- 2) Seek funding to expand services throughout the Commonwealth, including but not limited to, expansion of the core footprint of services (Case Management, Regional Resource Coordination and Day Programs); increased funding of DRS controlled direct services programs such as Brain Injury Direct Services and Personal Assistance Services; funding for central information, referral and outreach services; increased funding for existing programs to address wait lists;
- 3) Pursue strategies to increase the number of neurobehavioral treatment beds in the Commonwealth, including but not limited to, establishing a brain injury waiver for Medicaid eligible survivors and General Funds for non-Medicaid eligible survivors;
- 4) Support for codification of the Council if that is the route the Council chooses to go.

Paul Aravich commended Fran Rooker on her willingness to engage the Governor on behalf of survivors, families and providers of brain injury services.

Jason Young further reported the Alliance recommends the Council write a letter to the Commissioner supporting an increase in the number of Department of Rehabilitative (DRS) positions to support the expansion of brain injury service programs. Page Melton made a motion from this recommendation; Carole Norton seconded. The motion carried unanimously. Helen Butler suggested a Council member prepare the letter rather than DRS staff who support the Council. Susan Rudolph, Vice-Chair acknowledged she would ask Anne McDonnell, the Council Chair to prepare the letter.

Discussion regarding codification of the Council ensued. Jason Young motioned a subcommittee be formed to analyze the pros and cons to codification. Page Melton seconded. Discussion ensued. Paul Aravich motioned the Executive Committee of the Council analyze the pros and cons of codification; Carole Norton seconded. The motion carried unanimously.

OLD BUSINESS

Federal TBI Act Grant Update

Jennifer Clarke distributed a written report on second year, third quarter activities. Excerpts include:

- BIAV has a new database, completed training and is making the necessary modifications in preparation to launch the new database.
- BIAV and the Virginia Office of Protection and Advocacy (VOPA) have completed eight Advocacy Academy trainings around the state.
- Distribution of over 205 pieces of specialized materials about brain injury to professionals and over 1,395 professionals received training through presentations.
- Five articles are in process of being translated into Spanish by volunteers.
- Preparation for March 8, 2008 annual conference in Richmond.

Update on Virginia's Brain Injury Action Plan for 2007-2012

Consultant: Ann Deaton, Ph.D., braininjuryvirginia@davinciresources.com

Anne Deaton, Ph.D., the consultant working on the Brain Injury Action Plan reported 47 surveys were received. Of these, 17 were survivors; 10 family members of survivors; 20 were professionals. The statewide distribution of returned surveys was 6% from Northern Virginia; 19% from Southwest Virginia; 26% from Eastern Virginia; 38% from Central Virginia; 8% Western Virginia and 2% out of state.

Dr. Deaton distributed a handout of goals and objectives identified from the results of this survey and asked Council members to rank order these and return to her by the end of the meeting. Staff to the Council distributed the handout to absent members via email and asked that all members return the survey to Dr. Deaton by November 6.

Committee Reports

- 1) Neurobehavioral Services Committee. Paul Aravich, Chair of the Neurobehavioral Committee reported he is working to finalize a draft of the report to forward to the

Governor's office by the end of next week as requested. He will distribute the draft to committee members for review and comment then finalize the report within a month following the committee's review. Paul requested stories of survivors be forwarded to him for possible inclusion in the report.

- 2) Bylaws Committee. Staff to the Council distributed copies of the revised bylaws to members and guests. Helen Butler, Chair of the Bylaws Committee presented the following amendments:
 - Inclusion of the Council Composition committee's approved recommendations including the number of at-large members (13) and the composition requirements of these members.
 - Expectation of voting members to serve on at least one subcommittee.
 - Encouragement of non-voting members to serve on at least one subcommittee.
 - Eligibility of non-voting members to make motions and nominate candidates for at-large members and officers.
 - Elections processes to include final approval by the Commissioner.
 - Expectation of Nominations Committee member nominated for an officer position to excuse self from discussion of the officer she/he is nominated for and; rejoining the subcommittee deliberations following such discussion.
 - Addition of Ad Hoc Committee to the list of possible committees.

Susan Rudolph suggested a vote be held electronically after Helen Butler clarifies with Commissioner Rothrock the intention of his previous comments regarding selection of candidates to serve on the Council. Susan suggested the language reflect what the Commissioner intends. Helen commented there was another meeting of the bylaws committee to be held in the near future to discuss a few minor amendments. These along with the clarification of elections process will be included in the next amendment of the bylaws and distributed via email for a vote.

Paul Aravich suggested the committee review the document for consistency in the terms "committee" and "subcommittee".

- 3) Elections and Nominations. Susan Rudolph, Chair of the Elections and Nominations Committee presented the slate of officers due for election as follows: Vice Chair, Carole Norton; Secretary, Helen Butler. Paul Aravich motioned approval of the slate, Kellie Williams seconded. The motion carried unanimously.
- 4) Veterans Committee. A written report was distributed for members to review.

ADJOURNMENT OF THE MEETING:

Susan Rudolph summarized the Council's action items from the meeting and adjourned the meeting at 3:35 p.m.

Respectfully submitted by Helen Butler, RN, Secretary of the Virginia Brain Injury Council

SUBCOMMITTEE REPORTS:
State of States Federal Grant: BIAV/DRS
Nominations and Elections
Bylaws
Veterans

October 26, 2007 MEETING

Second Quarter, Year Two Summary for the Brain Injury Association of Virginia (BIAV): State of States (SOS) Federal Grant
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Goal One: DATA

- Submitted Call for Proposal for the CDC and the Virginia Department of Health's Behavioral Risk Factor Surveillance Survey (BRFSS) in August and were notified in September that our proposal was excellent but our questions were not accepted for the survey this year. We can submit again next summer
- BIAV is in possession of a new database, has completed training, and is making the necessary modifications in preparation to launch the new database
- Continuing to evaluate how to make a more effective outreach program through a variety of mechanisms

Goal Two: ADVOCACY

- Completed last three Advocacy Academy trainings with the Virginia Office for Protection and Advocacy (VOPA) in Lynchburg, Harrisonburg, and Virginia Beach. Total BIAV and VOPA completed eight presentations around the state and had over 120 participants
- The Virginia General Assembly's Joint Legislative Audit and Review Commission (JLARC) completed their year long study about the access to state-funded brain injury services in Virginia. BIAV gave an advocate's response at the Joint Commission on Healthcare meeting and a Disability Commission meeting
- Several brain injury advocates met with Governor Kaine to discuss services for persons with brain injury

Goal Three: CAPACITY BUILDING

- State Action Plan update is progressing
- Continuing to work towards having the Virginia Brain Injury Council established in the Code of Virginia; we have identified twenty-four states where the Council is mentioned in the code
- Participating in the Virginia Alliance of Brain Injury Service Providers and assisting to form the 2008 Alliance Legislative Agenda

Goal Four: EDUCATION

- Over 205 pieces of specialized materials about brain injury given to professionals
- Over 1,395 professionals received training through presentations and workshops
- Spoke at a national VA Polytrauma Support Clinic Teams Conference in Chicago, IL
- Continue to participate in the McGuire VA Family Education Series
- Will attend and display at the Virginia is for Heroes conference on 10/17/07
- BIAV's next annual conference date set for March 8, 2008 in Richmond, VA

Goal Five: OUTREACH

- Five articles are in the process of being translated into Spanish by volunteers; BIAV will post these on our website once they are complete
- Provided materials to the City of Richmond's Hispanic Liaison's Office
- Outreach to the Virginia Council on Indians and the Virginia Indian tribes continue
- Responded to requests from the media and several news articles about brain injury were printed in response to the JLARC study
- Provided brain injury educational materials at three public events including a domestic violence awareness and prevention day for Spanish speakers in Chesterfield

REPORT FROM THE NOMINATIONS AND ELECTIONS COMMITTEE

The Nominations & Elections Committee met via teleconference on August 7, 2007. Members include: Jason Young, Gary Chiaverotti, Theresa Ashberry, Susan Rudolph Carole Norton, Anne McDonnell (ex-officio) and Kristie Chamberlain (non-voting/staff).

Nominations and Elections forms for the two open officer positions were emailed out to Council Members on August 28 with subsequent reminders. The Council received two nominations for the two open Officer positions. Due to Carole Norton being on the committee at the time of her nomination, she stepped down for further discussions on the Vice-Chair slot. Kelli Williams was appointed by the Council Chair, Anne McDonnell to fill in Ms. Norton's position in the event that further vice-chair discussions needed to occur. The Officer slate put forward by the Committee is as follows:

- Helen Butler for Secretary
- Carole Norton for Vice-Chair

The Committee will meet again soon after the October 26 meeting to discuss the At-Large positions to be filled. Ms. Norton will come back onto the committee into her position at that time to assist with the filling of the At-Large positions. Members will be asked to submit nominations to the Council for the open at-large member positions and elections will be held at the January meeting. Once the slate is approved by the Council, it will be submitted to the Commissioner of the Department of Rehabilitative Services for final approval and appointment of new voting members to the Council.

REPORT FROM THE BYLAWS COMMITTEE

The bylaws subcommittee met twice via teleconference on August 30, 2007 and again on October 5, 2007 following the July 27 Council meeting. Members of the subcommittee included Anne McDonnell, Helen Butler, Kelli Williams, Jeanette Du Val, Patti Goodall (advisory/non-voting/staff) and Kristie Chamberlain (non-voting/staff).

A summary of the subcommittee's bylaws amendments are:

- Incorporation of the Composition Subcommittee recommendations approved at the April 27 Council meeting
- Review of how survivor is defined in the bylaws
- Clarification of the nominations process for all members
- Further definition of the advisory member role
- Addition of ad hoc committee category
- Addition of expectation of members to serve on committees

A slate of these amendments will be presented to the Council at the October 26 meeting for a vote.

REPORT FROM THE VETERANS COMMITTEE

The Veterans' Subcommittee met via phone conference on 10-22-07 to discuss / revisit the purpose of the committee. Anne McDonnell as Chair of the Subcommittee expressed that BIAV does not feel as though they've involved the members of this committee adequately, and would like to broaden the perspective of the group. Members felt that the committee could be a group to give guidance and opinion on veteran's affairs to Commissioner Rothrock.

There was discussion as to the work processes and focus of the committee and whether all state agencies are working together to assure vets are receiving comprehensive services. Issues such as who is taking the lead roll, demand for services in community, educational needs and opportunities and what other states are doing were also discussed. Other possible areas of focus for the committee included assigning tasks as needed when there is an important issue, researching the issue and coming to consensus on what we would like the Commissioner to reflect upon, and investigating state agency and community partners.

It was decided that the committee's next activity will center around mental health issues.

Issue: How Virginia's Mental Health System is going to play a role in serving troops and veterans with brain injury.

Report Outline:

1. Background of the problem
2. Relevant policy implications (state / federal)

3. What do we know about the demand being placed on any state agency by veterans and troops of the current war
 - a. Agencies involved: DRS, DMHMRSAS
 - b. What's their role
 - c. How ready are they
4. Other states efforts
5. Recommendations