



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

---

*DRAFT Meeting Minutes \* January 20, 2017 \* 12:00 p.m. to 3:00 p.m.*

### **Members Present**

Heather Funkhouser Board, Virginia Department of Health  
David Cifu, M.D. (Chair), Virginia Commonwealth University, Department of Physical Medicine and Rehabilitation  
Raighne “Renny” Delaney, J.D., Bean, Kinney & Korman PC  
David Reid, Psy.D., Neuropsychologist, Augusta Psychological Associates  
Jim Rothrock (*Ex-officio*), Commissioner, Department for Aging and Rehabilitative Services  
Patrik Sandas, Ph.D., Associate Professor, University of Virginia

### **Staff**

Wanda Allen, DARS Brain Injury Services Unit  
Patricia Goodall, DARS Brain Injury Services Unit

### **Guests**

Alyssa Beam, VCU Office of Research  
Donna Cantrell, DARS Brain Injury Services Unit  
Anne McDonnell, Brain Injury Association of Virginia  
Beth Prunkl, DARS Procurement Specialist  
Robert Robinson, DARS Procurement Specialist  
Eleanor Williams, DARS CBS Division Fiscal Specialist

---

### **Welcome and Introductions**

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a quarterly business meeting at 12 p.m. at the Department for Aging and Rehabilitative Services (DARS) Central Office, Conference Room 101, 8004 Franklin Farms Drive, Henrico, VA. Dr. Cifu, Chair, called the meeting to order at 12:03 a.m. Dr. Cifu acknowledged the official appointment of David Reid, Psy.D. to the CNI Trust Fund Advisory Board and then asked each board member, staff, and guest to introduce themselves.

### **Approval of December 3, 2015 Meeting Minutes and Adoption of Today’s Agenda**

Dr. Cifu asked for a motion to approve the August 2016 meeting minutes. Renny Delaney made a motion to accept the minutes; motion was seconded by David Reid. Two typographical errors were noted. The minutes were approved.

Dr. Cifu asked for a motion to adopt the agenda for the January 20, 2017 meeting. David Reid made a motion to adopt the agenda as written; motion was seconded by Patrik Sandas. The agenda was adopted.

### **Public Comment Period**

Alyssa Beam with the VCU Office of Research asked when the awards would be made under the CNI's Request For Proposals (RFP) #17-002, which she noted they had submitted in February 2016. Dr. Cifu informed Ms. Beam that the Advisory Board would be deciding on awards during the current meeting. He stated that a formal announcement should be made in about 5-10 days.

Anne McDonnell with Brain Injury Association of Virginia (BIAV) announced their annual conference to be held at Short Pump Hilton Inn on March 10-11, 2017. The conference will be two days this year and will include a professional "advanced practice" focus on day one. Ms. McDonnell also announced that BIAV was sponsoring Brain Injury Awareness Day and a rally on February 1<sup>st</sup> at the General Assembly.

Ms. McDonnell also relayed to the board that Braintree Manor in Massachusetts, where several individuals with acquired brain injury reside (funded by Medicaid dollars through Department of Medical Assistance Services), is being sold to a new company, Kindred. The new company does not intend to continue operating the nursing home part of the business, which directly impacts Virginians with brain injury. Advocacy is needed for these individuals being displaced.

### **Agency Update**

DARS Commissioner James Rothrock stated the agency as a whole was in good shape, despite having to come up with \$4.6 million in cuts (only state general funds can be used for the reductions) during late 2016. Fortunately, the economy bounced back and the Governor restored the cuts. One of the pieces of legislation involving DARS Adult Protective Services resulted in a report on financial exploitation of adult victims, which is being recognized as a growing problem due to the increase in elderly population. Commissioner Rothrock addressed repayment of funds borrowed from CNI.

Commissioner Rothrock stated that he intends to fund the clubhouse proposal submitted by Community Brain Injury Services, "Evaluating Brain Injury Clubhouses and Effects on Neurobehavioral Functioning and Participation" using Commissioner Authority, per language in the Appropriations Act. The Commissioner stated that he would like the Board's endorsement but does not require it. He discussed previous proposals that he had funded through the years.

### **Financial Report**

Wanda Allen, staff to the CNI Trust Fund Advisory Board, provided a financial report to the Board. Total revenue year to date (YTD) for 2017-18 is \$444,825; interest paid to CNI Trust Fund year to date (YTD) was \$4,980; expenditures year to date (YTD) were \$119,402, leaving a balance of \$330,402. Cash balance available on 7/1/2016 was \$3,056,741 minus the cash transferred out \$1,500,000. This resulted in total cash on hand as of 7/1/2016 of \$1,556,741. The total cash on hand as of 12/31/2016 is \$1,887,142.

Patti Goodall and Eleanor Williams presented an Administrative Expenditure Analysis to the Board, seeking approval to submit a legislative request for an increase in the Fund's administrative fee, which is currently limited to 5% of the annual revenue amount. Dr. Cifu asked what percentage would bring the Trust Fund administrative costs into compliance, to which Eleanor replied 10%. The Board agreed that DARS should submit a request for legislative approval to increase the existing 5% administrative fee to 10%.

In regard to a \$1.5 million loan made by DARS from the CNI Trust Fund, Dr. Cifu stated that the CNI Advisory Board must request clarification and written documentation of the outstanding loan amount. Dr. Cifu also asked how the money was transferred through official state procedures; he was informed by Eleanor Williams, DARS Fiscal Specialist, that there is no formal state process for transferring money from one program to another within an agency. Rennie Delaney made a motion to empower the Advisory Board Chair to work with DARS staff to prepare a letter requesting written documentation and a specific time line for repayment of the \$1.5 million. This motion also included a separate letter to be submitted to the General Assembly requesting a change to the Code of Virginia to increase the Fund's administrative fee from 5% to 10%. Dr. Reid seconded them motion; the motion passed.

#### **Update on Request for Proposal (RFP) #17-002**

At 1:00 p.m., Dr. Cifu, the chair, asked that the Board go into closed executive session to consider the individual grants to be discussed and scored and awarded. The Board agreed by consensus, and all non-board members (with the exception of staff) were asked to leave.

At 2:00 p.m., Dr. Cifu asked that the Board come out of closed executive session. The Board agreed by consensus.

#### **UVA Project Update**

Donna Broshek, Ph.D. and Jeffrey Barth, Ph.D. participated in the meeting via Go To Meeting to provide the Board with an overview of their CNI-funded project implementing a brain injury screening project at eight community sites in Virginia.

#### **Adjourn**

Dr. Cifu motioned to adjourn meeting; Renny Delaney seconded the motion. Meeting was adjourned at 2:45 p.m.