



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

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***Meeting Minutes \* June 11, 2021 \* 9:00 a.m. to 12:00 p.m.***

**Electronic meeting, pursuant to Item 4-0.01 of the 2020 Appropriation Act.**

Quarterly CNI Advisory Board Meeting. This meeting was held electronically using the Zoom video teleconferencing platform. This meeting was recorded and was also streamed, real time, to YouTube for public viewing.

### **Members Present**

- David Cifu, MD (Chair), VCU Department of PM&R
- Kathryn Hayfield, Commissioner, DARS
- Patrik Sandas, PhD, Associate Professor, University of Virginia
- Scott Dickens, President and Executive Producer, Rocket Pop Media

Members not present:

- Heather Funkhouser Board, Virginia Department of Health
- David Reid, PsyD, Neuropsychologist, Augusta Psychological Associates
- Raighne (Renny) Delaney, JD, Bean, Kinney & Korman PC

### **Staff**

- Wanda Allen (staff), CNI Trust Fund Program Specialist, DARS Brain Injury Services Unit

### **Guests**

- Chris Miller, Director, DARS Brain Injury Services Coordination Unit
- Carolyn Turner, DARS Division for Community Living, Director for Disability Programs
- Marcia Dubois, Deputy Commissioner, DARS Division for Community Living
- Donna Cantrell, Federal Grant Program Specialist, DARS Brain Injury Services Coordination Unit

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### **Welcome and Introductions**

David Cifu, MD, Chair, called the meeting to order.

### **Approval of March 12, 2020 Meeting Minutes and Adoption of Today's Agenda**

Minutes stand as written without objection or changes and approved by consensus.

Agenda adopted by consensus as written, without objection or changes.

### **Public Comment Period**

No Public comments submitted.

### **Financial Report**

Wanda Allen, staff to the CNI Trust Fund Advisory Board, provided a financial report. Total revenue received YTD 2020-21 is \$583,913.93. Interest received \$17,098.39. Expenditures YTD \$580,860.95 (which includes Grants and Administrative), leaving a balance YTD 2020-21 of \$20,151.37.

Cash balance in the trust fund available on 7/1/2020 was \$2,836,554. Revenue minus expenditures leaves a current Cash balance of \$2,856,705.01 as of 4/30/2021.

Financials over the past quarter:

Revenue received (with interest) \$217,073. Expenditures \$182,004. Ending balance for this quarter \$35,069.

Note: Revenue average \$60,101 increase of \$7,087 from last report.

Note: Revenue average \$60,101 is a decrease of \$11,175 from last year.

Trust Fund Beginning Balance 2/1/2021 \$2,821,636. Net activity \$35,069. Ending Cash Balance 4/30/2021 = \$2,856,705. Cash balance last year 4/30/2020 = \$2,976,096

### **RFP Update**

- Status of Research RFP - Research RFP 22-009 closed 4/21/2021 and 9 proposals from 3 different entities were received. Proposals have been sent out to 3 outside experts with a return date of 6/25/2021. Next step will be for the Board to call a special session during late July or early August to score and discuss negotiations. Current Board members can be on the Scoring Committee however, they will need to continue the process until the end. If new members are appointed by the Governor during that time, they will not be able to join in this process.
- Update on Services RFP – The services RFP has been updated and submitted to DARS purchasing. They are anticipating a release date sometime in September. Once released, the process from closing until award is approximately 6 months which puts the award date approximately March-April 2022.
- Update on ACL TBI Federal Grant – The Board approved CNI funding for 2 projects submitted for the ACL TBI Federal Grant. The project for years 1, 2 and 3 at 130,000/year will be to fund No Wrong Door expanded database for Brain Injury. The project for years 4 and 5 will fund two (2) staff at James Madison University for a statewide needs and resources assessment.

Wanda Allen completed roll call attendance (due to oversight at the beginning of meeting)

### **Update on current grantees:**

All four (4) active CNI services grantees were offered a 3-month No Cost Extension (due to COVID) at the end of their contracts if needed and all four accepted. These no cost extensions will be for August 1, 2021 – October 31, 2021. They were informed if more time is needed past the 3 months, a formal justification for more time would be required. Three of the four grantees informed CNI staff that they would be submitting formal requests for more time at the September 2021 meeting. McGuire Research project has been completed and a final report is being prepared. VCU project “Pain-T Alleviation” will be concluding their No Cost Extension

on 6/30/2021 with a final report due by August 30, 2021. Cash Match for the Federal Grant “TBI Implementation Partnership” is set to end 9/30/2021.

**Special Announcement**

The Board acknowledged Scott Dickens and Dr. Patrik Sandas for their exemplary service to the CNI Advisory Board over the past 8 years. They were both invited to continue on the Board until such time the Governor appoints new members. Recognition/appreciation plaques were displayed to the group. CNI staff will mail immediately after meeting.

**Adjourn**

The Chair adjourned the meeting.