



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * June 18, 2010

Members Present

Terry Glenn	VA Department of Corrections, Richmond
Doug Harris, J.D.	VA Department of Health (Commissioner's Designee), Richmond
Gregory Helm, M.D., Ph.D.	University of Virginia Medical Center, Charlottesville
Page Melton	Caregiver, Richmond
Teresa Poole	Lakeview Blue Ridge, Blacksburg
David Reid, Psy.D., Chair	Augusta Psychological Associates, Waynesboro
Jim Rothrock (<i>Ex-officio</i>)	VA Department of Rehabilitative Services, Richmond

Staff

Kristie Chamberlain	VA Department of Rehabilitative Services, CNI Program Staff
Patti Goodall	VA Department of Rehabilitative Services, CNI Program Staff

Guests

Fred Capps, Ed.D.	Woodrow Wilson Rehabilitation Center
Mary-Margaret Cash	Department of Rehabilitative Services
Cynthia O'Donoghue, Ph.D.	Crossroads to Brain Injury Recovery Grant
Dena Schall	Department of Rehabilitative Services
Polly Franks Sweeney	Special Advisor to the Governor on Disability Issues for the Workforce
Michelle Witt	Crossroads to Brain Injury Recovery

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Department of Rehabilitative Services, 8004 Franklin Farms Drive, Richmond. David Reid, Psy.D., Chair, convened the meeting at 10:08 a.m.

Public Comment Period

A public comment period was held at 10:09 a.m. No public comments were made.

Dr. Reid requested that guests/presenters introduce themselves. Jim Rothrock introduced Polly Franks Sweeney, the Special Advisor to the Governor on Disability Issues for the Workforce. Ms. Sweeney may attend future meetings of the Board and will be getting to know many of the boards and councils under the Department of Rehabilitative Services.

Approval of December 4, 2009 Minutes

Terry Glenn made a motion to approve the meeting minutes from the April 9, 2010 meeting with a minor wording change regarding past and present tense on page 2; Teresa Poole seconded the motion; it passed unanimously.

Approval of June 18, 2010 Agenda

There were no additions to the agenda.

Presentation by CNI Grant #10-174, Crossroads to Brain Injury Recovery

Michelle Witt, Executive Director of Crossroads to Brain Injury Recovery and Cynthia O'Donoghue, Board President and the principal investigator on the CNI grant "Putting Our Heads Together for Brain Injury" updated the Board on the status of their grant activities with particular emphasis on a survey sent to 266 service providers (nearly 50% return rate); outcomes of a focus group; and a review of best practices. CBIR is finishing Year One of their grant June 30, 2010 and is excited to make progress moving from cooperation to collaboration among providers in Year Two which begins July 1, 2010. The Board thanked them for their update.

Presentation by CNI Grant #07-062, Woodrow Wilson Rehabilitation Center

Fred Capps, Ed.D., of Woodrow Wilson Rehabilitation Center (WWRC) presented an update to the Board on the "Substance Abuse Services" grant which just finished its fourth year (three contract years and a one-year no-cost extension). A 10-day pilot study in April 2010 offered substance abuse treatment services to individuals with brain injury. The pilot study required the cooperation of fourteen different departments on the WWRC campus. The results were encouraging showing that WWRC can provide substance abuse treatment to a small number of individuals (fifteen or less) without substantial administrative or structural changes. To provide substance abuse treatment to more than fifteen individuals, the Center would require a significant change in structure to accommodate the living needs of participants. The grant has recently been approved for a 6-month no-cost extension to complete a second pilot study in September/October for individuals with spinal cord injury. They are currently in the process of identifying candidates to participate and are developing appropriate treatment and curriculum protocols. The final report on this grant will be available after December 31, 2010. The Board thanked Dr. Capps for his presentation.

Update from the DRS Commissioner, James Rothrock

- DRS is in good budgetary shape as a result of stimulus funds and stewardship with employees.
- DRS has been investing in efforts called "Project Search", which originally came out of Cincinnati to connect area employers to students with autistic spectrum disorder (ASD). DRS partners with a local government or hospital, school division, college or university to provide internships to some of the younger DRS consumers. Just a few weeks ago, DRS celebrated the graduation of six youth with Asperger's Syndrome who completed an internship from October to May at St. Mary's Hospital in Richmond. DRS had similar successful projects at MCV, Chesterfield, and Hampton Roads. A video of this graduation celebration can be found at this link: <http://www.bonsecoursgoodsharing.org/mission-values/projectsearch/>. The St. Mary's interns were all offered jobs at the end of their graduation. This is another example of how the DRS Vocational Rehabilitation Program can transform lives.
- Commissioner Rothrock reported that he was able to identify agency funds to be used by the state-funded Brain Injury Services (BIS) Programs to enhance the working relationships and collaborative activities between the BIS Programs and DRS' Vocational Rehabilitation field offices. Specific Vocational Rehabilitation / BIS Program goals were

written into each of the State Fiscal Year 2011 contracts, which were modified to include the agency funds. The funds will allow more effective and more comprehensive services to DRS consumers with brain injury, while also offsetting the \$194,000 (or 5%) budget reduction that was taken from the state funded programs for FY '11. The new contract goals and activities will benefit the VR service system, as well as individuals with brain injury and the service providers statewide.

- Commissioner Rothrock recommended that the Brain Injury Services Coordination Unit, overseen by Patti Goodall, provide \$60,000 of the Brain Injury Direct Services (BIDS) Fund to each of the state-funded Brain Injury Services (BIS) Programs that provide direct services to consumers (11 of the 13 programs provide direct services). The BIDS Fund will offer \$5,000 to each program to use for direct services and goods for eligible consumers. The intention of the BIDS fund will remain the same, but the oversight by DRS decreases and the overall hierarchy of approval is more manageable by the Brain Injury Services Coordination Unit.

Financial Report

Kristie Chamberlain, staff to the Advisory Board, provided an overview of the CNI Trust Fund finances. Since its inception in 1998 through May 31, 2010 total revenue into the Fund is \$15,151,300. The Trust Fund has awarded \$17,752,200 in grant awards (including \$620,092 in administrative services) since July 2003. The Fund currently has an obligated balance of \$2,600,890 (obligated funds: revenue minus grant awards), with an available balance of \$386,336 (revenue minus expenditures to date). FY' 2010 revenue into the Fund is averaging about \$96,712.

Review of Chair Term Length

Staff explained that there was a request to review the Chair's term length and revise from one year to two year terms. **Teresa Poole made a motion that CNI Trust Fund staff review the bylaws in their entirety for any suggested revisions in addition to the Chair term length and report back at the September 17, 2010 board meeting. Page Melton seconded the motion; it passed unanimously.**

Consent Agenda

Staff reviewed the concept behind a Consent Agenda. The Board discussed whether it would be applicable to CNI meetings. Due to the length and frequency of the meetings, there was overall consensus that the Board will reserve the ability to use it when it seems appropriate, e.g., when reviewing grants and other lengthy meetings, but will not use it on a regular basis at this time.

Re-Release of the Brain Injury Services Case Management Software Request for Proposals

Staff updated the Board on the Request for Proposals (RFP) #10-327 *Development of a Web-Based Brain Injury Services Case Management Software System* that was released May 14, 2010. The intention of this RFP is to assist the state-funded Brain Injury Services (BIS) Programs in managing and operating their programs, as well as to improve DRS' ability to provide general oversight of the contracts. The web-based Brain Injury Case Management Software (BICMS) System will provide a consistent approach to collecting, using, and reporting data. The nine state-funded Brain Injury Services (BIS) Programs will use the system to enhance the daily operation of their 12 programs and to prepare reports for DRS and for their own use. The statewide application will store each organization's data and will provide a web interface for

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displaying and entering staff and organizational data. Data for each organization is accessible only to that organization, and to DRS.

Thirteen (13) responses to Request for Proposals # 10-327 were received on June 14, 2010, the deadline for submission of proposals. These applications are currently being reviewed by an internal review committee consisting of DRS Information Systems staff. A review panel, facilitated by CNI staff, will be held on July 16th at DRS Central Office. CNI Staff anticipate a contract start date on or around September 1, 2010. DRS and Staff will make the final decision on the award per earlier approval by the CNI Board. However, the results of the review panel will be presented at the next Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board on Friday, September 17, 2010.

Review of Suggestions from the Public for Research Topics

The Board discussed the option of releasing a Request for Proposals in 2010 (specifically, Option-A, Research on the Mechanisms and Treatment of Neurotrauma). Staff informally surveyed the current and past grantees, Virginia Brain Injury Council members, providers, etc. for suggestions on what priorities the Board might focus on during the next round of funded research grants. Staff received 11 responses (many with multiple suggestions in one response). Staff and the Board reviewed the responses. Dr. Helm suggested that cellular regeneration is missing from Neurotrauma research in Virginia and it could tie in with the suggestion for research on trauma with associated dementias and repair and regeneration as noted by other researchers as current hot topics. As an educational opportunity, Dr. Helm will do a presentation to the Board on cellular regeneration at the September 17, 2010 board meeting. The Board felt that this priority area may be a new way to support “state of the art” research in the Commonwealth.

Staff provided a timeline on the release of the Option-A RFP in 2011. Tentatively it would be released around the middle of January 2011, due March 1, 2011 with contract start dates of July 1, 2011. This would allow an entire year for the Trust Fund’s base to grow, decreasing obligated funds and thereby showing a responsible grant award plan.

Evaluation Results of the Research Colloquium Held on April 9, 2010

Staff reviewed the processes for evaluating the Research Colloquium which was held April 9, 2010. This year, in keeping up with the Governor’s initiative to “go green,” staff e-mailed participants a link to a Survey Monkey program evaluation. The evaluation consisted of 10 questions. Though the attendees were reminded multiple times to respond to the survey, only eight individuals completed the survey. Overall comments were positive with productive suggestions to consider for future research colloquia. Staff concluded that historically responses have been higher with paper evaluations collected at the close of the event and recommended paper be used for the next colloquium.

Staff also reviewed the problem with last minute no-shows at the Colloquia. At the April 9, 2010 Research Colloquium, nine individuals did not show and did not cancel which cost the Commonwealth because lunch was provided to participants. Dr. Helm suggested that the Board look at offering the Colloquium on a Saturday versus a weekday to draw more interest among the

funded researchers, their team members and colleagues (as they would be more likely to be able to attend).

Future Meeting Dates

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

- Friday, September 17, 2010- DRS Central Office
- Friday, December 3, 2010-DRS Central Office

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