



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * March 11, 2011

Members Present

Terry Glenn	VA Department of Corrections, Richmond
Doug Harris, J.D.	VA Department of Health (Commissioner's Designee), Richmond
Page Melton	Family Member/Caregiver, Richmond
Teresa Poole	NeuroRestorative Virginia, Blacksburg
David Reid, Psy.D., Chair	Augusta Psychological Associates, Waynesboro
Jim Rothrock (<i>Ex-officio</i>)	VA Department of Rehabilitative Services, Richmond

Members Absent

Gregory Helm, M.D., Ph.D.	University of Virginia Medical Center, Charlottesville
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Staff

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

Guests

Helen Butler	Brain Injury Services of Southwest Virginia
Fred Capps, Ph.D.	Woodrow Wilson Rehabilitation Center
Mary-Margaret Cash	VA Department of Rehabilitative Services, CBS Division
Eileen Hammar	Virginia Commonwealth University, The Partnership for People with Disabilities
Frank Hayes	Brain Injury Services of Southwest Virginia
Dena Schall	VA Department of Rehabilitative Services, CBS Division

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Central Office of the Department of Rehabilitative Services in Richmond. David Reid, Psy.D., Chair, convened the meeting at 10:04 a.m.

Public Comment Period

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

Dr. Reid requested that guests introduce themselves.

Approval of December 3, 2010 Meeting Minutes

Doug Harris made a motion to approve the meeting minutes from the December 3, 2010 meeting; Terry Glenn seconded the motion. The motion passed unanimously.

Approval of March 11, 2011 Agenda

The agenda was approved as presented.

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, 2011, total revenue into the Fund has been \$15,892,830. The Trust Fund has awarded \$17,134,695 in grant awards (\$704,100 of which was administrative services expenditures) since July 2003. The Fund currently has an obligated balance of \$1,946,000 (obligated funds equals revenue minus grant awards made to date). Staff reviewed the average monthly revenue collections from FY'99 through FY'10. Staff discussed with the Board that the FY '11 revenue into the Fund has continued to decrease at an alarming rate since August 2010 and is averaging about \$83,000 (down from an average of \$100,000 per month). Staff reminded the Board that due to the sharp decline in monthly revenue, the Fund is in a fragile fiscal situation. To assist with cash disbursement, the Department of Rehabilitative Services, as the administrative agency, has taken measures to allow the Fund to continue to reimburse grantees through June 30, 2011. Doug Harris made a comment to staff to review the Regulations regarding revenue at the next available opportunity.

Kristie Chamberlain reviewed the monthly expenses of the Fund, with a projection of future expenditures. She discussed the Virginia Department of Taxation's projections of a continued decline in revenue in FY'11 and FY'12. Staff reviewed in detail the recommendations from the DRS' Fiscal Services Department for an across the board reduction in all grants for FY'12 budgets (July 1, 2011-June 30, 2012). The Board reviewed reductions that ranged from 11 to 35 percent. **Terry Glenn made a motion that the grantees be informed immediately by the Chair through Staff to prepare a scenario that will allow them to renegotiate their contracts with DRS/CNI for FY'12 reflecting an eleven percent reduction on their original Year Three grant awards. Doug Harris seconded the motion. The motion passed unanimously.**

Doug Harris made a motion that staff should be authorized to review all carryover requests submitted between the months of March and June to carry forth unexpended grant funds from FY'11 to FY'12 on a case by case basis using the current revenue trend at the time of the request as an additional factor when making approvals. If carryover is allowed for any grantee (from Year Two to Year Three, which is FY '12), expenditures for FY'12 will not be allowed to exceed what the eleven percent reduction equals. Terry Glenn seconded the motion. The motion passed unanimously.

RFP #10-327 "Development of a Web-Based Case Management System" Status Update

Staff informed the Board that following the Board meeting in December, DRS' Director of Grants/Contracts/ Purchasing that it cannot hold an Request For Proposals (RFP) open for months at a time with no award date in sight. Therefore, since RFP #10-327 would not be awarded for at least a year, the decision was made to officially cancel it. If the Board wishes to fund the development of a web-based case management system in the future, a new RFP would be released.

CNI Grant #10-177/VCU: “Common Ground: Linking Wounded Warriors” Update

Eileen Hammar from Virginia Commonwealth University provided a detailed update on the status of grant goals and objectives for CNI Grant #10-177. VCU has partnered with the Virginia Wounded Warrior program on the grant initiatives. Ms. Hammar discussed the trainings they have had around the Commonwealth, as well as the upcoming opportunities this spring and summer. Ms. Hammar discussed the partnerships with the Department of Health Professions for some of their marketing efforts. Commissioner Rothrock asked that Ms. Hammar write up a small paragraph on how they partnered and send it to him. A big upcoming conference will take place August 9th at Virginia Military Institute (VMI) for colleges and universities to look at the best ways of working with the Veterans on their campuses. VCU is forming an Advisory Committee and will hold several Advisory Committee teleconference calls to develop the focus of the conference. Commissioner Rothrock commented that Kristie Chamberlain will be representing DRS on that Advisory Committee. The Board thanked Ms. Hammar for attending and providing the update on the grant.

CNI Grant #10-173/Brain Injury Services of SW Virginia Grant Update

Helen Butler and Frank Hayes updated the Board on their grant initiatives to date. Brain Injury Services of Southwest Virginia serves an 11,500 square mile radius. This grant has allowed them to focus on offering life skills training to those in far southwest Virginia. BISSWVA explained in detail the delays in hiring the pertinent personnel (due to the rural locations) as well as the successes they have seen meeting their client goals. Ms. Butler shared some of their fundraising initiatives to keep the grant going upon completion of the three years. Mr. Hayes shared some personal case management success stories that were a direct result of the grant. The Board thanked them for attending and providing an update on their grant’s activities.

CNI Grant #07-062/Woodrow Wilson Rehabilitation Center Substance Abuse Program for Neurotrauma Update

Fred Capp, Ph.D. provided the Board with a final report presentation which focused on the feasibility of opening a Substance Abuse Program for Neurotrauma at Woodrow Wilson Rehabilitation Center. Dr. Capps shared the most recent updates from their grant activities since his last report to the Board which addressed the Spinal Cord Injury Feasibility Study (which occurred September 20 through October 1, 2010). Dr. Capps also reviewed findings and recommendations and answered questions from the Board. The Board thanked Dr. Capps for his work on the grant and wished him well with future endeavors.

Updates from the Department of Rehabilitative Services (DRS) Commissioner:

- Effective March 1, 2011, the Department of Rehabilitative Services (DRS) is going into “Order of Selection” and will not be opening any new cases for the foreseeable future. Once the “Order of Selection” is eased, only persons with the most significant disabilities will be served, based on substantial functional limitations. The Commissioner explained that DRS will still offer diagnostics; however, all new cases will go on a wait list.
- The Commissioner is convening a study under Secretary Hazel to look at services provided to adult Virginians to look at ways within Health and Human Resources to better coordinate programs to make them more complementary.
- The Department of Medical Assistance Services (DMAS) approached DRS to establish a work group to look at issues related to neurobehavioral treatment services for people with brain injury and challenging behaviors. Carolyn Turner, Manager of Community

Rehabilitation Case Management Program, and Patti Goodall, Manager of Brain Injury Services Coordination Unit are both a part of this workgroup.

Future Meeting Dates

Staff reviewed the future quarterly meeting dates with the Board members. The Board reminded staff of their wish to have grantees present updates on their grants at future board meetings.

- Friday, June 10, 2011
- Friday, September 16, 2011
- Friday, December 9, 2011

Dr. Reid adjourned the meeting at 12:40 p.m.