

Commonwealth Neurotrauma Initiative Trust Fund
DRAFT

Meeting Minutes
December 8, 2006 DRAFT!

Members Present

Terry Glenn	Department of Corrections, Richmond
Doug Harris, J.D.	State Health Commissioner Designee, Richmond
Gregory Helm, M.D., Ph.D.	University of Virginia Medical Center, Charlottesville
David Reid, Psy.D., Chair	Comprehensive Health Systems, Fishersville

Members Absent

Teresa Poole	Lakeview Neurocare, Roanoke
Jim Rothrock <i>(ex-officio)</i>	Department of Rehabilitative Services, Richmond

Staff

Kristie Chamberlain	Department of Rehabilitative Services, CNI Program Administrator
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Guests

Peter Patrick, Ph.D.	University of Virginia
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The Commonwealth Neurotrauma Initiative (CNI) Advisory Board met for a regular quarterly business meeting at 1602 Rolling Hills Drive, Assistive Technology Loan Fund Authority Conference Room, Suite 107, in Richmond, Virginia. Dr. David Reid, Chair, convened the meeting at 10:07 a.m.

Commissioner James Rothrock spoke via teleconference but did not participate in business of the day.

Public Comment Period

A public comment period was held. No public comments were offered.

Approval of September 22, 2006 Minutes

Terry Glenn made a motion to approve the minutes of the September 22, 2006 meeting; Richard Bendall, MD seconded; motion passed unanimously.

Approval of December 8, 2006 Agenda

Doug Harris made a motion to approve the agenda of the December 8, 2006 meeting; Terry Glenn seconded; motion passed unanimously.

Presentation from Peter Patrick, Ph.D., University of Virginia, CNI Grant 04-093

Peter Patrick, Ph.D., Principal Investigator presented on the findings of the University of Virginia's CNI Grant #04-093: *"The Use of Donepezil in the Restoration of Executive Function Following Pediatric Traumatic Brain Injury"*. The purpose of this study examined the relationship between the return of executive function skills in children/adolescents following severe TBI and their use of the medication donepezil (Aricept). Dr. Patrick reviewed the components and outcomes of the study. Of considerable mention is that this is the only placebo controlled trial of aricept on children in the nation. Dr. Patrick spent considerable time reviewing the lessons learned with the Board and thanked the board for the opportunity.

Review of DRS Council Retreat

Commissioner Rothrock invited the Chairs of all of the advisory groups that are comprised under the DRS "umbrella" to come together at WWRC in mid-November. The groups consisted of the Virginia Brain Injury Council, The Disability Services Council, State Rehabilitation Council, Independent Living Council, the Employment Services Organization representatives (ESO's) and Virginia Assistive Technology System (VATS). The goal was to bring them together to talk about the roles of the different councils to try to understand the workings of the agency and how to work better together. It was concluded that this will hopefully become an annual event in the spring/summer or early fall. Dr. Reid represented CNI at the event. Dr. Reid made the first day and was sick and was not there the 2nd day.

Financial Report

Kristie Chamberlain provided a comprehensive overview of the CNI Trust Fund finances. Since its inception in 1998 through November 30, 2006, the Trust Fund has awarded \$12,209,176.11 in grant awards, and has expended \$315,888.33 on administrative services beginning in FY '03 through November 30, 2006. The fund currently has an obligated balance of \$1,515,853.81. The Trust Fund receives approximately \$103,000 per month. When new grant awards under Option-A RFP are funded, the Fund will continue to carry an "obligated" balance.

Request for a Six Month No-Cost Extension

CNI Grant 05-309, Virginia Commonwealth University, Principal Investigator: Tony Gentry, Ph.D. "PDA-Enabled Job Coaching Project" requested another six-month no-cost extension to allow the grant to train more (16) additional job coaches in using the cognitive aids. The no-cost extension will move the end date for this contract to June 30, 2007. **Dr. Bendall made a motion to approve the no-cost extension, Doug Harris seconded the motion; the motion passed unanimously.**

Old Business

Re-election or Election of Board Chair

Staff reviewed with the Board the election of a new board chair or re-election of David B. Reid, Psy.D. as Board Chair for another year (initially voted as Chair in December 2005). *Per bylaws, "the chairperson shall be elected from the membership of the Advisory Board for a term of one year and shall be eligible for reelection."* Staff opened the floor for other nominations one more time. Hearing none **Terry Glenn made a motion to vote to re-elect Dr. Reid as Board Chair for another year, Doug Harris seconded the motion; the motion passed unanimously. The Board vote passed unanimously on electing Dr. Reid as Board Chair for another year. All were in favor.** David B. Reid, Psy.D. will be Chair for a term of one year.

Review of Release Date for Option-A RFP

Staff reviewed the release date of an Option-A Research Request for Proposal (RFP). The Board agreed that the motion from the September 22, 2006 Board meeting would stand "***Jim Rothrock made a motion that DRS release an Option A Request for Proposal in January of 2007 (staff to determine the exact date) with an effective date for operation of July 1, 2007. Terry Glenn seconded the motion. The motion passed unanimously.***"

Timeline:

Release- January 30, 2007

Due- Monday, April 2, 2007

Reviewers Score- April 9, 2007-May 11, 2007

Board meeting- May 25, 2007 (9 a.m. to 1 p.m.)

Staff Create Contracts/MOU's from May 25-June 30, 2007

Contract Start date of July 1, 2007.

Staff will use the three reviewers from across the nation to review and rank the proposals.

Dr. Helm requested that a memo or email be sent out with the release of the Request for Proposal stating that he will abstain from voting on the new RFP contract awards due to his affiliation with University of Virginia as a neurosurgeon.

Dr. Helm also asked staff to look at excluding SWAM (Small, Women-Owned and Minority Business Participation) from the screening criteria. Staff explained that SWAM must be included as it is in the Regulations as part of the screening criteria and is a Governor initiative. Dr. Helm then asked that staff include clearer information on SWAM for the universities. Staff agreed to look into including clearer verbiage on the SWAM requirements.

Review of Additions to the RFP Mailing List

Board staff updated the Board on the status of reaching out to broaden the distribution list for the Option A Request for Proposal (RFP). Virginia Commonwealth University (VCU) has agreed to send out the email announcement for us distributing the RFP as appropriate; Donna Broshek, Ph.D. at University of Virginia has agreed to distribute to the neuropsychologists registered in the

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Commonwealth. Staff is still waiting to hear from Virginia Tech and University of Virginia. Staff has also planned to add Eastern Virginia Medical College to the list to distribute the RFP.

Matrix of Funded Research Grantees

Staff reviewed the excel matrix of previously funded Option-A Research grants. This matrix will be shared with the reviewers of the new applications in the spring. This is purely informational, just because a project has been funded in the past does not preclude the institution, principal investigator or subject matter from being funded in the future.

UPDATES:

Commissioner Rothrock explained he was looking at a project to do research on how people learn about the services that organizations in the Commonwealth provide. The Commissioner has identified adequate funds from other places to conduct an informal study to help the Commonwealth to be more responsive to individuals with BI, Cord injury and other disabilities.

Dr. Reid spoke to a brain injury survivor group in Fishersville in November and gave information on the CNI Trust Fund, brain injury clubhouses in Virginia and the Department of Rehabilitative Services. Dr. Reid stated that the group was not aware of most of the services he described so he put them in contact with Patti Goodall for further information.

Next Meeting Date:

May 25, 2007

Dr. Reid, Chair adjourned the meeting at 11:48 a.m.