

*Commonwealth Neurotrauma Initiative Trust Fund*

**Meeting Minutes  
December 14, 2007 **DRAFT****

**Members Present**

<b>Terry Glenn</b>	<b>Department of Corrections, Richmond</b>
<b>Doug Harris, J.D.</b>	<b>State Health Commissioner Designee, Richmond</b>
<b>Teresa Poole</b>	<b>Lakeview Blue Ridge, Blacksburg</b>
<b>David Reid, Psy.D., Chair</b>	<b>Comprehensive Health Systems, Fishersville</b>
<b>Jim Rothrock</b> <i>(Ex-officio)</i>	<b>Department of Rehabilitative Services, Richmond</b>

**Members Absent**

<b>Richard Bendall, Jr., MD</b>	<b>Monelison Family Physician, Lynchburg</b>
<b>Gregory Helm, M.D., Ph.D.</b>	<b>University of Virginia Medical Center, Charlottesville</b>

**Staff**

<b>Kristie Chamberlain</b>	<b>Department of Rehabilitative Services, CNI Program Administrator</b>
<b>Patti Goodall</b>	<b>Department of Rehabilitative Services, Manager, BI/SCI Services</b>

**Guests**

<b>Richard Luck, Ph.D.</b>	<b>Woodrow Wilson Rehabilitation Center</b>
<b>Juanita Thornton</b>	<b>Phoenix Star Clubhouse</b>
<b>Laura Anglin</b>	<b>Phoenix Star Clubhouse</b>
<b>Craig Kunderman</b>	<b>Phoenix Star Clubhouse</b>
<b>Adam Cox</b>	<b>Phoenix Star Clubhouse</b>

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The Commonwealth Neurotrauma Initiative (CNI) Advisory Board met for a regular quarterly business meeting in the Lobby Conference Room at 8004 Franklin Farms Drive in Richmond, Virginia. Dr. David Reid, Chair, convened the meeting at 10:11 a.m.

**Public Comment Period**

A public comment period was held. No public comment was taken, however Staff played a voicemail message for the Advisory Board that was left on Staff's voicemail from the Wintergreen Adaptive Ski Program (CNI Grant #07-061). The message was praising the Ski Spectacular in Colorado that the mentors and mentees attended where they had an opportunity to ski with over 800 individuals with disabilities.

**Approval of September 21, 2007 Minutes**

**Doug Harris made a motion to approve the minutes. The motion passed unanimously.**

## **Approval of December 14, 2007 Agenda**

**Commissioner Rothrock asked for a 30-second update on the General Assembly activities to be added to the agenda. The agenda was adopted as distributed with the addition.**

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### **Presentation from Richard Luck, Ph.D., Woodrow Wilson Rehabilitation Center**

Richard Luck, Ph.D. presented a progress report on the activities of the Woodrow Wilson Rehabilitation Center CNI Grant #07-062 on behalf of Fred Capps, Ph.D. and himself. This grant is to develop and house a neurotrauma substance abuse program at Woodrow Wilson in Fishersville (now in its 2<sup>nd</sup> year of funding). As part of the report, Dr. Luck showed a video that was developed specifically for a series of statewide town meetings to determine what the needs of the individuals in the community are to be sure the program targets those needs as well as to market the idea of the substance abuse program to rally support among community partners. The video focuses on the intent of the substance abuse program and interviews two consumers who attended Woodrow that both experienced substance abuse issues as a result of their injuries.

### **Presentation from Juanita Thornton, Phoenix Star Clubhouse**

Juanita Thornton, Executive Director of the Phoenix Star Clubhouse, a non-profit community-based day program which is a program of the Brain Injury Resource & Development Center, gave an update on the activities of the clubhouse (now in its 2<sup>nd</sup> year of funding). Ms. Thornton also showed a video of Virginia delegates who support the clubhouse in the area as well as members in the clubhouse sharing the impact the opening of the clubhouse has had on them. Two clubhouse members, Craig Kunderman and Adam Cox attended the meeting in person and gave a brief personal snapshot of their experiences through the Clubhouse.

### **Comments from the Commissioner of DRS**

Commissioner Rothrock gave a brief update on the status of the General Assembly.

### **Financial Report**

Kristie Chamberlain, staff to the Advisory Board, provided an overview of the CNI Trust Fund finances. Since its inception in 1998 through November 30, 2007, total revenue into the Fund is \$12,036,625.77. The Trust Fund has actually awarded \$14,615,108.30 in grant awards (including \$398,273.32 in administrative services since July 2003 & a new Commissioner's authority award to Brain Injury Association of Virginia in the amount of \$141,666.67). The Fund currently has an obligated balance of \$2,578,482.53 (revenue minus grant awards), with an available balance of \$1,438,200.32 (revenue minus expenditures). The current monthly average in fees and interest into the Trust Fund in Fiscal Year (FY) 2008 (began July 1, 2007) is \$105,350.70 per month.

### **Election or Re-Election of 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 **Doug Harris made a motion to re-elect Dr. Reid as Board Chair for another year, Teresa Poole seconded the motion; the motion passed unanimously.** David B. Reid, Psy.D. will be Chair for a term of one year from December 2007-December 2008.

#### **Review of Request to Release a Targeted Research RFP on Neurobehavioral Services**

The Board opted to table this agenda item to the next meeting (tentatively scheduled for March 14, 2008).

#### **Release of any Request for Proposal in 2008**

The Board opted to table this agenda item to the next meeting (tentatively scheduled for March 14, 2008).

#### **Chair's DRAFT Letter to Katie Couric**

Dr. Reid re-explained to the Board that he had drafted a letter to Katie Couric noting Virginia's accomplishments with the CNI Trust Fund which encouraged her to bring public attention to what trust funds are doing currently to assist in establishing similar funds in every state in the country. Discussion ensued. Per direction by the Chair and Board members, staff will send the letter with new revisions by mid-January and email the final copy that is mailed to Katie Couric to the board for informational purposes.

#### **FY'07 Annual Report to the Governor**

Staff and the Commissioner explained that the Governor is looking at reports submitted to his office and the staff time spent on them. Staff explained to the Board that it is likely that there will be legislation that will change the report from an annual basis to a tri-annual basis in order to save Commonwealth staff dollars and time in submitting the reports annually.

#### **DRS Board/Council Summit Report**

Dr. Reid attended the third Joint Council Leadership Summit in November. This is an opportunity as the Chair/Vice-Chair of Councils/Boards under the DRS umbrella to come together and share collaboration opportunities. Dr. Reid shared what he learned at the meeting with the other board members.

#### **Donations to the Fund**

A format for donations to the Trust Fund has been reviewed due to a request by a board member, Dr. Reid, to submit a donation to the Fund in honor of an individual. Staff explained that they hope to add a link on the CNI website specifically for donations so that if there is interest by the public, it will make the effort easier. Staff is working with DRS IT to see if this can happen.

#### **Future Meeting Dates**

Friday, March 14, 2008

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