

 **Virginia Brain Injury Council Meeting****Meeting Minutes-FINAL
October 26, 2006****Members Present:**

Paul Aravich, Ph.D.	Eastern Virginia Medical School
Karen Brown	Brain Injury Services, Inc.
Helen Butler, RN	Brain Injury Services of Southwest Virginia
Gary Chiaverotti	Family Member
Dane DeMoss	Woodrow Wilson Rehabilitation Center
Patti Goodall	Virginia Department of Rehabilitative Services
Katherine Lawson	Virginia Board for People with Disabilities
Page Melton	Family Member, Richmond VA
Anne McDonnell, OTR/L	Brain Injury Association of America
Carole Norton, Ph.D.	Private Practice
Susan Rudolph, RN	The Arc of Greater Prince William
Julie Triplett	Virginia Office for Protection & Advocacy
Jason Young	Virginia Alliance of Brain Injury Service Providers

Members Absent:

Paul Blais	Survivor, Hampton, VA
Donna Broshek, Ph.D.	University of Virginia Health Sciences Center
Sandy Dyche	Survivor, Richmond, VA
Pat Wilkins	Family Member, Harrisonburg, VA
Nadia Webb, Psy.D.	Adult & Pediatric Neuropsychology
Nathan Zasler, M.D.	Tree of Life Services & Concussion Care Centre of VA
Nancy Bullock, RN	Virginia Department of Health
Treven Pickett, Psy.D.	McGuire Veterans Administration Medical Center
Gwen Smith, RN, MSN	Virginia Department of Education
Paul Sharpe, RN, NREMT-P	Virginia Department of Health
Russell Payne	Virginia Department of Mental Health, Mental Retardation & Substance Abuse Services

Board Staff:

Kristie Chamberlain	Virginia Department of Rehabilitative Services
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Meeting Guests:

Amy Armstrong, Ph.D.	Virginia Commonwealth University, Department of Rehabilitation Counseling - Retreat Facilitator
Jennifer Clarke	Brain Injury Association of Virginia
Commissioner Rothrock	Commissioner, Virginia Department of Rehabilitative Services

The Virginia Brain Injury Council meeting was called to order at 1:25 PM.

Public Comment:

There were no public comments offered.

Approval of the Minutes:

Helen Butler made a motion to approve the meeting minutes of the April 28, 2006 meeting as corrected; Karen Brown seconded the motion. The motion passed unanimously.

Karen Brown made a motion to approve the meeting minutes of the July 28, 2006 meeting; Anne McDonnell seconded the motion. The motion passed unanimously.

NEW BUSINESS:

Review of the Morning Retreat:

Dr. Aravich provided a review of the morning's council Retreat with Dr. Amy Armstrong as the Retreat facilitator. As part of the Commissioner's charge, the Council reviewed its vision, mission, and purpose:

VISION:

The vision of the Virginia Brain Injury Council (hereinafter referred to as "Council" or "VBIC") is that Virginians and their families who experience disability due to brain injury will build a quality of life of their choosing.

MISSION

The mission of the Virginia Brain Injury Council is to promote accessible, affordable, and appropriate services for Virginians with brain injury and their families by advising the lead state agency for brain injury, the Department of Rehabilitative Services

PURPOSE

A. The purpose of the Virginia Brain Injury Council is to advise the Commissioner of the Department of Rehabilitative Services, the lead state agency for brain injury in Virginia, on the needs of Virginians with brain injury and to make recommendations to the Commissioner regarding the development and delivery of brain injury services in the Commonwealth of Virginia.

B. The Council is charged by the Department of Rehabilitative Services to:

- i. Provide recommendations to the Commissioner of the Department of Rehabilitative Services on the disbursement of state general funds appropriated for brain injury services, including priorities and criteria for the use of funds;
- ii. Serve as the advisory body to Virginia's federal Traumatic Brain Injury Act grant; and
- iii. Carry out other duties and activities related to brain injury as requested or approved by the Commissioner of the Department of Rehabilitative Services.

Commissioner Rothrock also asked that the Council provide him with recommendations regarding the composition of the Council, i.e., how many members, who should serve on

Council, etc. Dr. Aravich, Chair appointed a committee to study the issue and prepare a recommendation to the Council for consideration. Dr. Aravich also appointed Karen Brown to chair the “Council Composition Committee” whose members include Page Melton, Susan Rudolph, Ann McDonnell, and Patti Goodall, with Dr. Aravich as ex-officio. The Council Composition Committee will provide an update at the January meeting with a goal of providing final recommendations to the Commissioner by the April meeting.

TBI Grant Update:

Jennifer Clarke, the new Statewide Resource Coordinator for the Brain Injury Association of Virginia (BIAV) reviewed the goals of Virginia’s federal TBI Act grant with the Council:

Goal One: Data - BIAV is identifying and using data from various sources to provide evidence-based information to guide policy and program decisions. As part of this goal, BIAV is researching the Department of Health’s Annual Behavioral Risk Factor Surveillance Survey (BRFSS). There have not been any questions related to brain injury in this survey since Virginia began implementing the Survey in 1989 and this one of the objectives that BIAV hopes to accomplish for the Department of Health’s 2007 survey.

Goal Two: Advocacy - BIAV is working to providing survivors, caregivers, and other interested parties with the tools to become effective self and systems advocates. BIAV is editing the curriculum for an existing Advocacy Academy, which is a course that trains families and survivors to be better self advocates.

Goal Three: Capacity Building - In many ways, this is the “core” and overarching goal of the federal project, to maintain and strengthen the infrastructure for Virginia’s brain injury service delivery system. DRS and BIAV are working with Anne Deaton, Ph.D., a neuropsychologist, to revise Virginia’s Brain Injury State Action Plan. DRS has also contracted with the National Association of State Head Injury Administrators (NASHIA) and have invited Susan Vaughn, Director of Public Policy, to address Council on January 26 to discuss other states’ action plans and councils.

Goal Four: Education - BIAV is expanding the range and access to brain injury related educational opportunities for survivors, family members, and professionals. BIAV is working with The McGuire Veterans Administration (VA) Medical Center to establish a resource library on brain injury for veterans and their families as part of this goal.

Goal Five: Outreach - Outreach is defined as increasing knowledge of and access to quality brain injury support, services, and information for all Virginians. This includes working with minority groups, and BIAV is developing contacts with the VCU Spanish Community liaison to discuss adapting their existing resources for the Hispanic community, and also plans to establish a relationship with Native Virginians to assess the need for supports, services, and information among Virginia’s tribes.

Council members recommended that BIAV work with LAWSA, Governor’s school, mentors, faith based organizations, Parish nursing, Free clinics, and domestic violence centers.

Additional Updates from BIAV:

BIAV has closed its Roanoke office because the Regional Resource Coordinator, Juanita Thornton, resigned. Ms. Thornton received funding through a Commonwealth Neurotrauma Initiative (CNI) Trust Fund grant to establish a clubhouse for people with brain injury in Roanoke. BIAV transferred funding for Ms. Thornton's position to the Northern Neck, where Lorraine Justice serves as Regional Resource Coordinator (including Fredericksburg area). BIAV received a state contract to establish two additional Regional Resource Coordinator positions in Lynchburg to cover Roanoke to Farmville, and one in the Harrisonburg to Fishersville area.

Dr. Aravich asked that the Council express its appreciation to Juanita Thornton for her work in the Roanoke area as a Regional Resource Coordinator and also her contributions to the Roanoke Chapter of the Brain Injury Association of Virginia.

Funding Allocations:

Council members discussed funding allocations resulting from the Department of Rehabilitative Services' recently issued Request for Proposals (RFPs) for brain injury services, notably the sustainability of current programs. Dr. Aravich indicated that the process of using the Virginia Brain Injury Council to provide recommendations on funding to DRS worked well. **Susan Rudolph made a motion for the Council to write a letter to Commissioner Rothrock formally requesting increased funding to address the sustainability and expansion of Brain Injury Services in the Commonwealth in the next budget cycle for the state agency. Helen Butler seconded the motion. Karen Brown requested a "friendly" amendment to the motion to include gratitude to the Commissioner for requesting the Council to provide input into the dissemination process. The amended motion passed unanimously.**

The Council's Participation in Grant Support Letters:

Discussion ensued on the Council's response to outside inquiries for support letters for grant applications (local, federal, etc.). **Gary Chiaverotti made a motion that the Council consider writing letters of support only for grants when requested by the Commissioner of the Department of Rehabilitative Services. Karen Brown seconded the motion. The motion passed unanimously.**

OLD BUSINESS:

Educational Session:

The Chair, Paul Aravich reviewed the Council considering the inclusion of a 15 minute educational session at each Council meeting as a standing portion of the agenda. Discussion ensued. The council agreed to the inclusion of an educational session at each meeting.

Nominating Committee:

The Nominations and Elections committee (Susan Rudolph, Chair, Paul Aravich, ex-officio, Donna Broshek, Helen Butler, and Nadia Webb) presented the slate of nominees for the position

of Chair, Anne McDonnell, and the position of Secretary, Helen Butler. The Council voted to accept the slate unanimously.

The Nominations and Elections Committee will solicit nominations from the Council to develop a slate of at-large member positions, to be voted upon at the January 26, 2007 meeting. The slate will be presented to Council members ten (10) days prior to the January 26, 2007 meeting.

Gary Chiaverotti made a motion that the Virginia Alliance of Brain Injury Services Providers (VABISP), as a standing member of the Council, have the same voting privileges as all other voting members. Carole Norton seconded the motion. The motion passed unanimously. (Background: At the January 26, 2006 meeting, the Council passed a motion to add the Virginia Alliance of Brain Injury Services Providers as a standing member position. A motion was also passed specifying that the VABISP standing member would have to abstain from votes involving perceived or real financial conflict of interest.)

Bylaws Committee:

Carole Norton reported for the Committee, since Pat Wilkins, Chair, was unable to attend. Dr. Norton stated that the Committee is making progress on the bylaws changes, but they decided to postpone a vote to adopt revised bylaws until the January 26 meeting. Dr. Aravich also suggested that, due to the overwhelming task, additional members be appointed to the Committee to assist the Committee. Dr. Aravich appointed Helen Butler and Gary Chiaverotti. Per bylaws, the Committee will provide members with a draft of the proposed revisions within five business days of the vote (per standing bylaws).

Neurobehavioral Committee:

Dr. Aravich, Chair, reported that the Committee's "white paper" should be completed in December 2006. The Council agreed that Harvey Jacobs, Ph.D. could join the committee as an expert.

Veterans Affairs Subcommittee:

Anne McDonald reported the Brain Injury Association of Virginia (BIAV) is collaborating on a project with the Veterans Administration (VA) McGuire Hospital to establish a resource library for veterans and their families (this is an activity of the federal TBI Act grant). Anne also reported that Michelle Nichols is the new coordinator who replaced Treven Pickett, Psy.D. – Dr. Pickett was the VA McGuire Hospital's representative on the Council. Ms. Nichols expressed interest in attending Council meetings regularly and staff to the Council has been in contact with Ms. Nichols to provide information on the date and time.

Dr. Aravich, Chair, adjourned the meeting at 4 p.m.