



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * December 4, 2020 * 9:00 a.m. to 12:00 p.m. **Electronic meeting, pursuant to Item 4-0.01 of the 2020 Appropriation Act.**

Quarterly CNI Advisory Board Meeting. This meeting was held electronically using the Zoom video teleconferencing platform. This meeting was recorded and was also streamed, real time, to YouTube for public viewing.

Members Present

- David Cifu, MD (Chair), VCU Department of PM&R
- Kathryn Hayfield, Commissioner, DARS
- Scott Dickens, President and Executive Producer, Rocket Pop Media
- Heather Funkhouser Board, Virginia Department of Health
- Raighne (Renny) Delaney, JD, Bean, Kinney & Korman PC
- Patrik Sandas, PhD, Associate Professor, University of Virginia

Members not present:

- David Reid, PsyD Neuropsychologist, Augusta Psychological Associates

Staff

- Wanda Allen (staff), CNI Trust Fund Program Specialist, DARS Brain Injury Services Unit

Guests

- Chris Miller, Director, DARS Brain Injury Services Coordination Unit
- Carolyn Turner, DARS Division for Community Living, Director for Disability Programs
- Marcia Dubois, Deputy Commissioner, DARS Division for Community Living
- Donna Cantrell, Federal Grant Program Specialist, DARS Brain Injury Services Coordination Unit
- Charlotte Arbogast, DARS Policy Analyst

Welcome and Introductions

David Cifu, MD, Chair, called the meeting to order and completed roll call attendance.

Approval of September 18, 2020 Meeting Minutes and Adoption of Today's Agenda

Minutes stand as written. Roll call vote taken and approved unanimously.

Agenda adopted by consensus as written, without objection or changes.

Public Comment Period

No Public comments submitted.

Financial Report

Wanda Allen, staff to the CNI Trust Fund Advisory Board, provided a financial report. Total revenue received YTD 2020-21 is \$205,045. Interest received \$7,777. Expenditures YTD \$216,716 (which includes Grants and Administrative), leaving a balance YTD 2020-21 of \$-3,894

Cash balance available on 7/1/2020 was \$2,836,554. Revenue minus expenditures leaves a current Cash balance of \$2,832,660 as of 12/1/2020.

Note: Revenue average \$51,261

CNI Periodic Review— *Charlotte Arbogast, DARS Policy Analyst*

After the presentation on the CNI Periodic Review of Virginia Administrative Code Chapter citation: 22VAC30-50, VAC Chapter Title, Policies and Procedures for Administering Commonwealth Neurotrauma Initiative Trust Fund, Board member Renny Delaney made a motion that the Board recommend:

1. Support for these changes to the regulations as presented by the Department;
2. The Commissioner pursue a Fast Track process to make the regulatory changes; and
3. Support a study of, and possible legislation for, the appointment and eligibility of grant reviewers as required in Section 51.5-180 of the Code of Virginia (as modified with a friendly amendment suggested by DARS staff).

This motion was seconded by Heather Board.

Roll call vote taken and approved unanimously. The motion passed.

RFP Discussion

After review of the CNI financials and projections for next five (5) years, David Cifu made a motion to move forward with the re-issue of the \$1.8M Research Request for Proposal. The motion was seconded and a roll-call vote was taken and approved unanimously. The motion passed.

The Board discussed specific language to be used in the re-issue to include the impacts of COVID19 and the long-term effects in the Neurotrauma area. Also discussed giving priority to clinical translation grants. Commissioner Hayfield commented that this would be more in the spirit of CNI.

The Board agreed on the timeframe for issuing the CNI Services RFP. Plans were made to move forward with issuing the services grant after review of finances during the Spring (March 2021) meeting.

By-Laws Change

It was discussed that the by-laws and the Code of Virginia did not match in regards to the Chair position on the CNI Board. Renny Delaney made the motion to move forward with conforming the By-laws to the Code with respect to section 2 of the bylaws on the term of Chair. It will read “The Chairman shall be elected for a term of one (1) year and shall be eligible for re-election”.

Motion was seconded and a roll-call vote was taken and approved unanimously. The motion passed.

A new position of vice-chair was discussed by the Board and a motion was made by Renny Delaney to move forward with the vice-chairmanship to be pulled from the membership of the Board for a term of one (1) year and shall be eligible for re-election. Motion seconded and a roll-call vote was taken and approved unanimously. The motion was passed.

Board Chairmanship and Vice-chairmanship election dates were discussed. Motion was made by Renny Delaney to hold elections during the first meeting of the State Fiscal Year (SFY) which would be September. Heather Board seconded the motion and a roll-call vote was taken and unanimously approved. The motion passed.

Board members Rotating Out June 2021

Dr. Cifu acknowledged the great work and service of both Scott Dickens and Patrik Sandas on the CNI Board as well as the Commonwealth of Virginia for the past eight (8) years. Charlotte Arbogast deemed it very appropriate for CNI staff to share with Board members/Board candidates the process for applying for membership through the Governor of Virginia's office. Wanda Allen will provide Board members with a written description of the application process. The two positions becoming available July 1, 2021 are individual with Spinal Cord Injury or caregiver and Citizen-at-large.

Update on current active grantees:

Wanda Allen, staff to CNI Board, gave an update on all eight (8) active CNI grantees. Following the update, Dr. Cifu recommended having the McGuire Research PI, Dr. Gitchel present to the Board at our next meeting on his research as it would be in the completion process. The Commissioner agreed. Dr. Cifu noted that this should become practice to have grantees present in person/ZOOM to the Board and with a written summary at subsequent Board meetings after they complete their grants. The Board agreed.

Adjourn

Motion was made and seconded to adjourn meeting. All in agreement via roll-call vote. Meeting was adjourned.