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# Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

# *Meeting Minutes \* September 20, 2019 \* 9:00 a.m. to 12:00 p.m.*

## Members Present

* David Cifu, MD (Chair), VCU Department of PM&R
* Kathryn Hayfield, Commissioner, DARS
* Raighne (Renny) Delaney, JD, Bean, Kinney & Korman PC
* Patrik Sandas, PhD, Associate Professor, University of Virginia
* Heather Funkhouser Board, Virginia Department of Health

## Staff

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

**Guests**

* 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
* Kevin Koziol, Director, Independent Living Services
* Richard Bagby, Executive Director, United Spinal Association of Virginia
* Katie Sloan, Fundraising Chair, United Spinal Association of Virginia

**Welcome and Introductions**

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting in Conference Rooms 101, 103-105 at the Department for Aging and Rehabilitative Services (DARS), 8004 Franklin Farms Drive, Henrico. Virginia. David Cifu, MD, Chair, called the meeting to order at 9:05 am and asked everyone to introduce themselves to the group.

#### **Approval of June 14, 2019 Meeting Minutes and Adoption of Today’s Agenda**

Renny Delaney motioned to approve, Patrik Sandas seconded. The June 14, 2019 minutes were approved.

Renny Delaney motioned to approve, Heather Board seconded. The September 20, 2019 agenda was approved.

#### **Public Comment Period**

Dr. Cifu asked for public comment; none was offered.

**Presentation:**

Richard Bagby, Executive Director and Katie Sloan, Fundraising Chair, United Spinal Association of Virginia, presented on the progress of their CNI grant award entitled “SCI/D Peer Mentor and Family Support Program”. The award payments were suspended temporarily due to suspected embezzlement within United Spinal. In the meantime, they were asked to submit a plan of improvement and proof that improvements are taking place. Richard assured the Board that the improvement plan was completed and that the deliverables for this grant have actually increased. Renny Delaney requested a copy of the audit as proof the organization is out of this financial situation completely. Dr. Cifu told Richard to make contact with VATS regarding his new Ramps project. Dr. Cifu also informed Richard and Katie to update the budget to account for more deliverables as well as staff positions. More detailed information was discussed after the presentation.

**Financial Report**

Wanda Allen, staff to the CNI Trust Fund Advisory Board, provided a financial report. Total revenue for 2018-19 is $811,901.00; interest paid to CNI Trust Fund is $59,304.36; expenditures total $1,386,162.21, leaving a balance of ($514,956.36). DARS payback of $600,000 was posted in June 2019.

The cash balance available on 7/1/2018 was $3,090,448.71. Revenue minus expenditures PLUS the $600,000.00 which was paid back in June, left a cash balance of $3,175,492.35.

Cash balance available on 7/1/2019 is $3,175,492.35. Revenue YTD 19-20 $61,115.65 minus expenditures $149,849.38 leave a cash balance of $3,086,758.62.

**Other Business**

The United Spinal contract was discussed at length and everyone was in agreement with Renny’s motion to appoint Commissioner Hayfield to decide the appropriate and reasonable contract modifications that should be made after thorough review of the May 2019 completed audit performed by William Hale. The motion was seconded by Patrik Sandas and the Board passed.

The Board discussed the information presented by CNI staff on venues for the Research Colloquium. Dr. Cifu suggested that the colloquium be held in conjunction with another DARS conference to save time and money. The Board thought it reasonable for CNI staff to help plan if sharing of conferences was possible. Staff should prepare to discuss at the December CNI Advisory Board Meeting.

A new research RFP cycle was discussed and the Board concluded that CNI staff should plan for a March 2020 release date. The four current research grants will be complete by March 2020.

A change request was submitted for grantee VCU-Melody Mickens (PI) “Virginia Spinal Cord Injury Outreach and Services Clearinghouse.” Due to Dr. Mickens accepting a position at the University of Utah, the request was for the naming of a new principal Investigator, Zina Trost, PhD, who will be joining the faculty on September 30, 2019 as an Associate Professor in the VCU Center for Rehabilitation Science and Engineering (CERSE). The Board approved this modification.

**Adjourn**

David Cifu, MD adjourned the meeting at 10:30 am.

**Next meeting date**

The next quarterly meeting of the Commonwealth Neurotrauma Initiative Trust Fund will be held on **Friday, December 6, 9:00 a.m. to 12:00 p.m., DARS Central Office, Henrico, Virginia**.