

**Virginia Brain Injury Council  
IN PERSON Quarterly MEETING  
October 22, 2025  
12:30 – 3:30 p.m.**

**DRAFT Meeting Minutes**

**MEMBERS PRESENT:**

|                                    |   |
|------------------------------------|---|
| Kara Keuthan, Chair                | Maria Altonen (Virtual, Distance)             |
| Andrew Davie (Virtual, Distance)   | Susan Moon                                    |
| Kevin Shive (Virtual, Distance)    | Steven Nape, Vice-Chair (Virtual, Disability) |
| Karen Ludwig (Virtual, Distance)   | Dan Reeves (Virtual, Distance)                |
| John Norment (Virtual, Disability) | Jason Young                                   |
| Ivan Velickovic                    | Susan Baxter                                  |
| Ann Bevan (Virtual, distance)      | Rebecca Herbig (Virtual, Distance)            |
| Gayl Brunk                         |   |
| Kelly Lang, Secretary              |   |

**MEMBERS ABSENT:**

|                   |                |
|-------------------|----------------|
| Britney Chambers  | Kristen Galles |
| Joani Latimer     | Susan Elmore   |
| Justine Young     | Amber Walter   |
| Martha Montgomery | Amol Karmarker |
| Erika Sisson      | Teri Morgan    |

**STAFF PRESENT:**

Amy Loving, DARS, Director of Brain Injury Services  
Marcia DuBois, DARS (Virtual)  
Carolyn Turner, DARS (Virtual)  
Cassidy Morton (Virtual)  
Joyce McKune (Virtual)  
David Mackenzie (Virtual)

**GUESTS AND PUBLIC:**

|                             |                                   |
|-----------------------------|-----------------------------------|
| Tim Klabunde (Virtual)      | Kathy Stumm (Virtual)             |
| Jodi Judge (Virtual)        | Cynthia O'Donoghue, JMU (Virtual) |
| Anne Fitzgerald (Virtual)   | Rachel Evans (Virtual)            |
| Cara Meixner, JMU (Virtual) | Sarah Pickford                    |
| Sara Aly                    | Donna Meltzer                     |

**Welcome and Roll Call of Members Present**

Kara Keuthan called the meeting to order at 12:35 p.m. Kara Keuthan asked Amy Loving to verify if a quorum was present. Amy Loving verified that a quorum was present including the members participating virtually due to distance, caregiving, and disability.

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Kara welcomed all who were attending in person, virtually, and the public to the meeting. Kara asked for feedback on anyone who was able to attend the in-person tour of the brain injury provider from which the meeting was being held. A couple members had attended the tour and stated that it was helpful information to know more about what services are being provided by the brain injury providers.

**Review Proposed Agenda**

Kara Keuthan drew members attention to the Proposed Agenda and ask if there are any changes to it. No changes were requested. Susan Moon made a motion to accept the proposed agenda, Kelly Lang seconded. Agenda was accepted by consensus.

**Review/Approve DRAFT Minutes from July's Quarterly Meeting**

Kara Keuthan asked members to review the July Meeting minutes. No changes were requested. Susan Baxter made a motion to accept the July meeting minutes, Steven Nape seconded. July meeting minutes were accepted by consensus.

**Public Comment Period**

Kara Keuthan asked Amy Loving if there was anyone present that requested to make public comment. There were no requests prior to the meeting or during the public comment time.

**Federal Grant Update**

Kara Keuthan asked Amy Loving, Cara Meixner and Cynthia O'Donoghue to provide an update on the Federal Grant work and Needs Assessment progress. Amy Loving provided the overview of the Federal Grant, the objectives, and updates on the progress made between February 1 and the end of July 2025. Cara Meixner and Cynthia O'Donoghue from JMU provided and update on the Needs Assessment. The Needs Assessment should be completed by July 2026. The current Federal Grant ends July 2026.

Kelly Lang asked about the State Plan as it is part of the Federal Grant. Amy Loving let her know that there was a committee on the Council that worked on providing information regarding the State Plan. The State Plan is in DRAFT form at the current moment and will hopefully be finalized soon. Several Council members had questions about this. Susan Baxter noted that the planning for the next State Plan would probably need to start soon to have the time to advise on it.

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There was some discussion on the No Wrong Door as part of the Federal Grant objectives and Marcia DuBois was able to provide some information to the Council on the set up of the No Wrong Door program.

**BREAK**

**Brain Injury Services Update**

Amy Loving provided a couple of quick updates regarding Brain Injury Services from DARS.

- The Commonwealth Neurotrauma Initiative has their RFA out right now with a focus on services.
- The main DARS office is moving to a new location so the next in-person Council meeting will be at the new location in April 2026.
- As requested in the April 2025 meeting, Amy Loving gave an overview of General State Funding and the Brain Injury Provider contracts.
- Review of VBIC Survey that was sent out just before and a month after the last Council meeting.
  - General response for the survey was low – only 6 respondents.
  - Positive Feedback was provided around length of meetings, committee work, and
  - Opportunities to network and get to know other council members was suggested.
  - For topic areas, learning more about the providers and services they provide was one and housing was another that came up across all the respondents.

**Break Out Session**

**Alliance of Brain Injury Services Providers (the Alliance) Update**

Jason Young, Chair of the Alliance, gave an update on Council's legislative Agenda for the 2026 Legislative Session. He also gave an update on a concern that the Alliance had regarding changes being made on the upcoming RFP process for new contracts with DARS. There was concern that services were being changed and therefore would create a barrier to getting services, especially Case Management. There was much discussion and questions regarding this topic. Members of the council wanted to hear more about this. Steven Nape and John Norment shared their personal stories with the Council of how essential their brain injury Case Manager was to their recovery. Amy Loving stated that there had been many conversations with the Brain Injury Providers and that the conversations continue regarding this. Amy Loving also reminded council members that advocacy is great but lobbying on behalf of the council or Agency is not permitted.

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## **Committee Reports and Activities**

### *Nominating Committee*

Steven Nape is the Chair of that Committee and gave an overview. The Committee met once during this quarter. Steven Nape provided an update on current Council membership and vacancies, noting that the recent appointment of the representative from MTM Transportation is no longer eligible to serve, and the company suggested a replacement member.

After some discussion as a committee, it was decided that everyone interested in being a VBIC member should complete the same application and review process. Rather than consider the suggested MTM replacement now, the committee decided to have Donna Cantrell reach out to the potential candidate to see if she is interested in applying formally for consideration. As a result, there is a vacancy in one of the Public and Nonprofit Private Health Related Organization positions currently.

Steven Nape shared that in addition to that vacancy, there are currently 5 vacancies for individuals with lived experience and 2 current members' terms are expiring in March and the Committee has asked Donna Cantrell to reach out to them to see if there is interest in serving a second term.

Steven Nape let Council know that they would be meeting again in Jan ahead of the next quarterly Council meeting to review more applications. He reminded Council that applications are still being accepted in a rolling in basis so if they know anyone interested in applying to send them to the website.

### *Priorities Committee*

Kara Keuthan reviewed the next committee need by asking for volunteers to serve on the Priorities Committee. The committee needs 4 members. The responsibility of the committee was reviewed. Kara Keuthan asked for volunteers from the floor. Susan Baxter, Ivan Velickovic, Susan Moon, and Jason Young volunteered.

Kara Keuthan asked for a vote on the slate of committee members. Kelly Lang made a motion to accept the Priorities Committee members, Gayl Bunk seconded. Motion passed by consensus in a full Council vote.

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**New Business**

Kara Keuthan asked if there is any new business to be discussed. Amy Loving noted that the 2026 meeting dates have been publicized and will be posted within 10 days of this meeting. The January meeting is all-virtual.

Steven Nape requested that the topic of the changes to brain injury services, specifically case management services, be discussed at the next meeting in January. Steven Nape made a motion for this and Kelly Lang seconded the motion. The motion passed by consensus with a full Council vote. Additionally, discussion on the State Plan was also requested for January meeting.

**Adjourn**

Hearing no more additional new business, Kara Keuthan asked for a motion to adjourn the meeting at 3:42pm. Kelly Lang made a motion to adjourn the meeting and Jason Young seconded. Meeting was adjourned.

**NEXT MEETING: Wednesday, January 28, 2026 from 12:30 p.m. to 3:30 p.m.**

**January's meeting will be all VIRTUAL.**