



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * June 27, 2025* 10:00 a.m. to 1:00 p.m.

Members participating In Person

- Joshua Sloan, Bankruptcy Analyst, Truist
- David Reid, PsyD, Neuropsychologist, Augusta Health
- Richard Bagby (Chair), Executive Director, United Spinal Association of Virginia
- Kathryn Hayfield, Commissioner, DARS
- Dr. Joseph Svoboda. MD, Spinal Cord Injury Fellow, VCU Health and Central Virginia Veterans Health Administration
- Cara Meixner, PhD, Professor, Graduate Psychology, James Madison University

Members Absent

- Heather Funkhouse Board, Virginia Department of Health

Staff

- Carolyn Turner (acting staff), CNI Trust Fund Program and DARS Brain Injury Services Director

Welcome and Introductions

Richard Bagby, (chair) called the meeting to order and roll call was taken. Quorum was met.

Adoption

By unanimous vote the following items were approved with the change listed.

- o Adoption of March 14, 2025, meeting minutes. Cara Meixner indicated that there was an error under the Welcome New Member section resulting in an extra letter. The board then unanimously voted to adopt the March 14, 2025 meeting minutes.

- o Adoption of June 27, 2025, meeting agenda

Public Comment

No public comment.

CNI Program Update and Financial Report

Carolyn Turner, Acting Staff provided an overview and update of the current CNI Grants. The presentation included information regarding the current subgrantees as well as year-to-date expenditures. The board received information about the current balances and projected balances.

The group discussed the need to prepare for a new Request for Application (RFA) with a focus on services. Members expressed a desire to cast a wide net to increase applications and ensure that programs that may be interested in applying have an opportunity to do so. In addition, the board focused on the current practices which include cap per grantee of \$450,000 (\$150,000/yr) for up to three years. Continued discussion involved the possibility of inflation adjustment thereby increasing the cap limit to \$600,000 for the upcoming Community Based Services Grants. Richard Bagby made a motion that the upcoming RFA for Community Based Services be capped at \$600,000. This motion was seconded by Joshua Sloan. The CNI Board unanimously approved this motion. The board will revisit this when the RFA for Research begins. The board estimates that there should be enough funding to possibly fund 6-8 new grants.

Carolyn Turner, Acting Staff, will work with procurement to begin the RFA process.

There was a discussion regarding whether an organization can receive CNI grant funding outside the Commonwealth. At current guideline state that applicants must reside in the Commonwealth.

Bylaws

The CNI Advisory Board provided a reminder regarding the approved and adopted bylaws and members were encouraged to review the materials. There was no further action taken.

Electronic Meeting Policy

The CNI Advisory Board received the approved and adopted and reaffirmed CNI's Electronic Meeting Policy. This was a reminder and there was no further action taken.

Other Business

No new business.

Recognition

Richard Bagby, (Chair) acknowledged the outstanding contribution of David Reid, PsyD, Neuropsychologist to the Commonwealth Neurotrauma Initiative Trust Board (CNI). Dr. Reid has provided outstanding service and expertise to the CNI Board for over 10 years. He was presented with a certificate of appreciation for his service as well as a gift. Board members were able to celebrate Dr. Reid in person as this was his final meeting. He shared some comments and acknowledged his appreciation for having the opportunity to serve.

Adjourn

Having no further business, Chairperson Bagby adjourned the meeting at 12:30 p.m.