



Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board

Meeting Minutes * December 8, 2023 * 9:00 a.m. to 9:54 a.m.

Members participating Virtually

- Richard Bagby, Executive Director, United Spinal Association of Virginia
- Heather Funkhouser Board, Virginia Department of Health
- Raighne (Renny) Delaney, JD, Bean, Kinney & Korman PC
- Kathryn Hayfield, Commissioner, DARS
- David Cifu, MD (Chair), VCU Department of PM&R
- Joshua Sloan, Bankruptcy Analyst, Truist
- David Reid, PsyD, Neuropsychologist, Augusta Psychological Associates

Staff

- Jacole Thomas (staff), CNI Trust Fund Program Specialist, DARS Brain Injury Services Coordination Unit

Guests

- Carolyn Turner, Director, DARS Office of Disability Programs
- Chris Miller, Director, DARS Brain Injury Services Coordination Unit
- Donna Cantrell, Program Specialist, DARS Brain Injury Services Coordination Unit
- Cara Kaufman, Policy Analyst, DARS

Welcome and Introductions

David Cifu, MD (chair) called the meeting to order and roll call was taken. This was an all virtual meeting and quorum was achieved.

Public Comment Period

No public comments.

Approval and Adoption

Due to not achieving quorum at the September 15, 2023 meeting the following items were voted on during this meeting:

- Approval of the June 16, 2023 meeting meetings
- Adoption of the September 15, 2023 meeting agenda
- Approval of September 15, 2023 meeting minutes
- Adoption of the December 8, 2023 meeting agenda

Adoption of Bylaw amendments

Approval of Bylaw amendments by roll call vote (The Bylaws were brought back in alignment with Code 51.5-180 (B.) that states “The chairman shall be elected from the membership of the Advisory Board for a term of one year and shall be eligible for reelection.”)

Vote for Chair and Vice-Chair

With the Amended Bylaws passed, and the current chair, Dr. David Cifu not up for re-election as his term expires in June 2024, votes were held for the Chair and Vice Chair positions. With a unanimous vote, Richard Bagby was elected Chair with a start time of right after this meeting and Joshua Sloan also with a unanimous vote was elected Vice Chair.

Advisory Board Terms

David Cifu currently holds the position of “a person licensed to practice medicine in Virginia experienced with brain or spinal cord injury” and Renny Delaney “a Virginian with traumatic brain injury or a caretaker thereof” both have terms expiring in June 2024 and neither are up for re-election as this is both of their second terms. The Commissioner’s office has been previously notified of the vacancies. The Board decided as individuals apply to the CNI Board, Jacole Thomas will notify Shakira Brown in the Commissioner’s office.

Financial Report

Jacole Thomas shared that overall the Fund continues to trend down as projected and the projections are still on track. There is still have a high CNI balance as projected and the projection is that we will really start to see a decrease in the CNI Trust Fund at the middle to end of SFY25. Shared the following numbers:

SFY24 Quarter 1

	July 2023	August 2023	September 2023
Beginning Balance	3,022,652.66	3,082,322.66	3,137,497.66
Revenue	59,670.00	55,175.00	59,950.00
Grant Payments	214,053.25	0.00	2,644.82
Expenses	3,611.17	3,785.80	3,129.76
Ending Balance	3,082,322.66	3,137,497.66	3,197,447.66

RFA Update

RFA #28493 closed on October 13, 2023. The evaluation committed consisting of Chris Miller, David Jackson, and Donna Cantrell have met twice thus far and are still discussing and working with Procurement when they seek clarification or additional information from the applicant.

CNI Update

Noel Anderson of Anderson Music Therapy Services and Jacole Thomas, DARS staffperson representing CNI, were interviewed October 11, 2023 on local PBS show “Whatever It Takes” with Tom Landon.

The Board was surveyed and they agreed they only wanted presenters at the start and end of a grant. Sharing of an interim report would be fine otherwise.

The 2024 meeting dates will be shared as follows: March 15, June 21, September 20 and December 13.

The Advisory Board was informed that the Triennial report covering State Fiscal years 2021-2023 was approved by the Secretary’s Office and will soon be available on LIS.

Other Business

There were no other business items.

Adjourn

The Chair adjourned the meeting at 9:54 a.m.