



## **Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board**

***Meeting Minutes \* February 2, 2024 \* 9:00 a.m. to 10:51 a.m.***

### **Members participating In Person**

- Heather Funkhouser Board, Virginia Department of Health
- Kathryn Hayfield, Commissioner, DARS
- Joshua Sloan, (Vice Chair) 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**

- Chris Miller, Director, DARS Brain Injury Services Coordination Unit
- Donna Cantrell, Program Specialist, DARS Brain Injury Services Coordination Unit
- David Jackson, Grants Compliance Lead, DARS, Fiscal Division
- Renee Tabb, Procurement Supervisor, DARS, Procurement
- Lynnita Smith, Senior Procurement Officer, DARS, Procurement
- Lisa Martinez, Senior Procurement Officer, DARS, Procurement

### **Welcome and Introductions**

Josh Sloan, (Vice Chair) called the meeting to order. This was a hybrid meeting and quorum was achieved.

### **Public Comment Period**

No public comments.

### **Review and Discussion of Grant Applications**

After much deliberation The Board believes they have enough information that they would be willing to fund three out of the five grant applications. However one additional applicant they desired additional information from. Procurement is to follow-up with applicant and ask them to present to the Board and have clarifying questions answered.

Renee Tabb advised that this information is to remain confidential until Procurement makes the award.

**Adjourn**

The Vice Chair adjourned the meeting at 10:51 a.m.

FINAL