



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

***Meeting Minutes \* September 15, 2023 \* 9:00 a.m. to 10:43 a.m.***

### **Members Present**

- Kathryn Hayfield, Commissioner, DARS
- David Cifu, MD (Chair), VCU Department of PM&R
- Joshua Sloan, Bankruptcy Analyst, Truist

### **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

### **Staff**

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

### **Guests**

- Caitlyn Berry, Health & Wellness Outcomes Manager
- David Robbins, Outreach Coordinator
- Chris Miller, Director, DARS Brain Injury Services Coordination Unit
- Carolyn Turner, Director, DARS Office of Disability Programs
- Lisa Wright, Administrative Assistant DARS Office of Disability Programs

### **Welcome and Introductions**

David Cifu, MD (chair) called the meeting to order and roll call was taken. Three advisory Board members were physically present and therefore quorum was not achieved

### **Public Comment Period**

No public comments.

### **Approval and Adoption**

Due to not achieving quorum, the following items were not voted on:

Approval of the June 16, 2023 meeting meetings

Adoption of the September 15, 2023 meeting agenda

## **Grantee Presentation**

Caitlyn Berry and David Robbins from Sportable Adaptive Sports and Recreation presented on one of their CNI awarded projects:

1. *Services\_ "Reducing Barriers to Participation in Adaptive Sports & Wellness Programs for Underserved Individuals with SCI and/or TBI to Enhance Health and Wellness" This grant began January 12, 2023 and ends December 31, 2025.*

Goal: Target 30 new athletes, with at least 50% from underserved (i.e. POC or from geographically segregated areas) populations

### **Phase One achievements:**

Converted 17 people with SCI/TBI this year as new Sportable members!  
(51% from underserved communities)

Hired Outreach Coordinator

Formed Advisory Panel

Developed Athlete Ambassadors Program

Research!

- Spark Mill
- New Athlete Survey
- Analysis of secondary data

Continued program delivery with 5-12 programs a week, renewed focus on entry-level programs  
Piloted Sportable Walking program

### **Challenges**

*IRB*

*Scheduling cohorts NCHPAD*

*Enrollment Barriers*

*One-and-done approach*

## **CNI Update**

The next RFA is open allowing for both Option A and Option B applications. This RFA will close on October 13, 2023. The Triennial Report has been vetted internally and forwarded by Catherine Harrison to the Secretary's office for approval.

## **Financial Report**

Shared SFY 2022 and 2023 financial data as follows:

### **Beginning Trust Fund Balance SFY22 : 2,801,765.60**

Revenue 763,101.95

Grant Payments 499,723.95

Expenses 45,944.36

Ending Balance 3,019,199.24

### **Beginning Trust Fund Balance SFY23**

(Includes \$21,250 from FY22 added after close)

Revenue 775,316.73

Grant Payments 711,426.65

Expenses 60,436.67

Ending Balance 3,043,902.65

Also shared the updated six-year projection (after SFY23 closing), which allots for awarding up to ten grants at the maximum allowable level of \$450,000 over three years. Award of up to ten grants is planned between January 2024 and January 2027.

## **Other Business**

The Board could not vote on the new chair and co-chair positions as a quorum was not achieved. The Board members agreed to send their nomination via email to David Cifu, MD and Raighne (Renny) Delaney, JD.

## **Adjourn**

The Chair adjourned the meeting at 10:43 a.m.