



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.