

**Virginia Brain Injury Council
ALL VIRTUAL MEETING
July 23, 2025
12:30 – 3:30 p.m.**

DRAFT MEETING MINUTES

MEMBERS PRESENT:

| | |
|---------------------------------------|--------------------------------|
| Kara Keuthan, Chair | Amol Karmarkar |
| Andrew Davie | Kelly Lang |
| Kevin Shive | Marcia DuBois (for Amy Loving) |
| Karen Ludwig | Susan Moon |
| Susan Elmore | Teri Morgan |
| John Norment | Steven Nape |
| Ivan Velickovic | Dan Reeves |
| Ann Bevan | Erika Sisson |
| Gayl Brunk | Maria Stransky |
| Kristen Galles | Amber Walter |
| Joliefawn Liddel (for Rebecca Herbig) | Jodi Judge (for Jason Young) |

MEMBERS ABSENT:

| | |
|------------------|-------------------|
| Susan Baxter | Joani Latimer |
| Britney Chambers | Justine Young |
| Brian Arnold | Martha Montgomery |
| Maria Altonen | Erika Sisson |

STAFF PRESENT:

Kathryn Hayfield, DARS, Commissioner
Donna Cantrell, DARS, Staff to Council
Charlotte Arbogast, DARS, Policy and Legislative Affairs

GUESTS and PUBLIC:

Kathy Stumm
Rachel Evans

Welcome and Roll Call of Members Present

Kara Keuthan called the meeting to order at 12:33 p.m. Kara Keuthan asked Donna Cantrell, Staff to Council, to verify if a quorum was present. Donna Cantrell reminded members that a quorum is a simple majority of voting members and a quorum required in order for Council to conduct business and record votes. She verified that a quorum was present.

Virginia Brain Injury Council
ALL VIRTUAL MEETING
July 23, 2025
12:30 – 3:30 p.m.

Kara Keuthan welcomed members to the virtual meeting and encouraged members to avoid using acronyms and technical language when speaking.

Special Introduction of Members and New Appointees

Kara Keuthan welcomed nine newly-appointed members to the Council meeting and invited all members and staff to introduce themselves. She asked that attendees to share their names, where they live, and their history with brain injury, if they felt comfortable doing so. Donna Cantrell facilitated this using the membership and attendance lists.

Review Proposed Agenda

Kara Keuthan drew members' attention to the Proposed Agenda and asked if there were any changes to it. There being no changes, Amber Walter motioned that the agenda be accepted as presented; Steven Nape seconded the motion, and the motion passed unanimously.

Review/Approve DRAFT Minutes from April's Quarterly Meeting

Kara Keuthan asked if there are any changes to the April minutes.

Gayl Brunk asked to revisit the Agenda. She noted that the Agenda did, in fact, need to be amended to reflect the review of the Draft April Minutes, rather than the Draft January Minutes. This was noted.

Kelly Lang made a motion to accept the Draft April Meeting Minutes with no changes. Gayl Brunk seconded, and the minutes were accepted by consensus.

Public Comment Period

Kara Keuthan asked Donna Cantrell if anyone had signed up to give public comment. Donna Cantrell reported that no one has signed up and asked that those observing the meeting indicate using the raise hand emoji if they wanted to give comment at this time. Seeing none, public comment was closed.

At this time, Kevin Shive asked for some clarification. He noted that he had reviewed pre-meeting materials and attended the New Member Orientation the week before this meeting. All of his materials referred to "TBI" (traumatic brain injury), and he was concerned about whether or not he was appropriate for membership since his brain injury was an "ABI" (acquired brain injury). Donna Cantrell noted this and explained that in recent years, national consensus is moving away from defining brain injury by degrees, instead

Virginia Brain Injury Council

ALL VIRTUAL MEETING

July 23, 2025

12:30 – 3:30 p.m.

moving toward considering brain injury as a chronic condition. She explained that because these discussions are so prevalent in national discussions, DARS sought guidance from the Administration for Community Living (ACL) several times in recent years. They have consistently been advised that ACL supports including individuals with acquired brain injuries on grant-funded advisory boards.

Kristen Galles noted that an Orientation for new members had been mentioned several times and wondered if those materials could be made available to all Council members. She also asked if current Council materials could be updated to reflect the term brain injury instead of “TBI.” Donna Cantrell noted that all Council materials are public records and can be made available upon request. She will include the updated New Member Orientation slides with the Draft Meeting Minutes when they are distributed after the meeting.

Council Operating Procedure Update

Because Council had so many new members and reviewing operational procedures can benefit all, Kara Keuthen asked staff to briefly review some of the Council’s general operating procedures. Donna Cantrell explained:

- Civility – Members are reminded to refrain from interrupting other members when they are speaking and to allow time for all members to participate in discussions during meetings.
- Public Meetings – All Council meetings, including Committee meetings, are guided by the Freedom of Information Act (FOIA) and are open to the public. Members of the public can attend or watch all meetings and request written records of the Council. Council materials are a matter of public record and discussions via group emails are also subject to FOIA. Council members are reminded to keep that in mind as they move through their work.
- New VBIC Email – The Virginia Brain Injury Council is getting its own email address. In the future, applications will be sent to a generic VBIC@dars.virginia.gov email mailbox. DARS’ Brain Injury Services Director and Council Staff have access to this mailbox and will check it regularly.
 - It is intended that members will start receiving meeting notices and other materials from this address as well, and Donna Cantrell will let members know when that email address goes live.

Commissioner’s Update

Kara Keuthen thanked Commissioner Kathy Hayfield for attending the meeting and asked her to address Council.

Virginia Brain Injury Council

ALL VIRTUAL MEETING

July 23, 2025

12:30 – 3:30 p.m.

- The Commissioner expressed appreciation for the large number of new members and welcomed them to their first meeting. She noted that they were appointed to four-year terms.
- Commissioner Hayfield also thanked members for submitting their annual Priorities Letter and the Funds Dissemination Letter. She uses these letters to inform her and the agency's work.
- She noted that while the General Assembly passed a budget that included new funding for brain injury services, that funding did not appear in the final budget due to a veto by Governor Youngkin.
- The Commissioner noted that we were entering Year 5 of the 5-year Federal Grant, and an RFP (Request for Proposals) for the new TBI federal grant may be released in the spring for the next federal grant cycle, but we do not have any more information at this point.

Brain Injury Services Update

Kara Keuthan introduced Marcia DuBois, Deputy Commissioner of the Division for Community Living (DCL), who explained that the Director of Brain Injury Services was away; therefore, she was giving the Brain Injury Services Update.

1. She reminded Council that they heard at the April meeting that the General Assembly approved additional funds for brain injury services that included \$600,000 for workforce retention and \$750,000 for the expansion of services. However, the Governor vetoed those appropriations and there were no new dollars to be considered. Providers remained at level funding this fiscal year (\$10.3 million total).
2. She noted that DARS is redesigning its websites so members may notice the site will have a different look and functionality in the near future.
3. She also noted that DARS is moving. It is anticipated that all DARS' offices will be relocated to a newer, larger office on Cox Road next to the Department of Social Services (DSS) later this fall. Council staff will provide further information as the date draws nearer.

Council took a short break.

Alliance of Brain Injury Services Providers Update

Kara Keuthan invited Dan Reeves, the Executive Director of the Brain Injury Association of Virginia, to give an update on behalf of the Alliance of Brain Injury Services Providers. Mr. Reeves noted that the Vice Chair of the Alliance was in attendance, and he passed this topic to Jodi Judge.

Virginia Brain Injury Council
ALL VIRTUAL MEETING
July 23, 2025
12:30 – 3:30 p.m.

Jodi Judge briefly reminded Council members that the Virginia Alliance of Brain Injury Services Providers ('the Alliance') is a group of state-funded brain injury services providers that meets monthly to collaborate on projects that involve the group and coordinate future plans that affect them as a whole. She explained that earlier in the year, the Alliance submitted a letter to the Commissioner, expressing their support for the funding the General Assembly had passed in their budget and making recommendations on how that funding might be allocated. The Alliance has also begun work on their 2026 Legislative Agenda and had a meeting with the Spanberger campaign. They are attempting to hold a similar meeting with the Sears campaign, but details are still pending.

Kristen Galles asked if it was possible for Council to get more information on what services the state-funded programs provide and to what areas of Virginia. She is interested in learning where the state allocated dollars go and what services they provide, including the numbers served. It was noted that DARS writes an Annual Report on Brain Injury that goes to the General Assembly in the fall of each year, and that might be of interest to Council. Dan Reeves noted that as the organization responsible for statewide Information and Referral, the Brain Injury Association of Virginia is happy to assist with this presentation. Marcia DuBois also agreed that a presentation on state-funded programs is appropriate for Council and noted that providers have made presentations about their services to the Council in the past. Jodi Judge agreed and she feels certain each program/organization would be happy to participate in such a presentation.

Committee Reports and Activities

Kara Keuthan noted that during this section of the agenda, the Council hears from the chairs of any Council committees that met during the previous quarter. The Nominating Committee is the only one that was active during the past quarter.

Nominating Committee

Kara Keuthan introduced Steven Nape, Chair of the Nominating Committee, and asked him to provide an update on the actions the Nominating Committee took during the last quarter.

Steven Nape reminded Council members that the process for appointing At-Large members was changed within the last year. During the Bylaws update process, the Nominating Committee was given the authority to make recommendations directly to the Commissioner, without having to first receive approval from the full Council. This new process reduced the amount of time between applications being received and appointments being made. As a result, since the last quarterly meeting in April, Council

Virginia Brain Injury Council
ALL VIRTUAL MEETING
July 23, 2025
12:30 – 3:30 p.m.

was able to bring on nine new At-Large members who were introduced earlier in this meeting.

Steven Nape noted that the Nominating Committee realized there were so many new members coming on board at one time. Therefore, they elected to not fill the remaining vacancies right away. There are still five vacancies for individuals living with brain injury. Members are asked to continue to share the recruitment materials and the application widely so that the Nominating Committee can potentially fill these positions within the coming year. Steven Nape noted that the applications that have been previously received are still open for consideration as the Committee moves forward.

Kara Keuthan asked for clarification of the application process. Donna Cantrell reminded members that the applications are accepted on a rolling basis and that the application can be found on the DARS website. Donna Cantrell indicated that she will share the application and outreach materials with members when the Draft Meeting Minutes are distributed.

Steven Nape explained that after being formally appointed to At-Large Member terms by the DARS Commissioner, new members received a brief New Member Orientation last week. The overall Orientation process is still being updated/revised. Kristen Galles shared a link to Nebraska's Orientation process that she feels the Committee might benefit from reviewing.

Steven Nape also noted that members may have noticed that Derek O'Neal was not present. Derek's family relocated to another state earlier this month. As a result, Derek's term has ended, and his position has now become open.

Steven Nape then drew members' attention to the Officer Slate. He explained that according to the new Bylaws, all voting members (At-Large and Agency-Representative Voting Members) were eligible to serve in Officer roles. The Nominating Committee considered the current membership and made their recommendations, which can be seen on the attached Officer Slate.

Steven Nape turned this over to Kara Keuthan, who thanked the Nominating Committee for their work. She asked Donna Cantrell to briefly review the responsibilities of each position, which she did. Donna Cantrell then reviewed the Officer Slate, noting that Kara Keuthan was proposed to serve as Chair, Steven Nape was nominated to serve as Vice Chair, and Kelly Lang was suggested to serve as Secretary. The Immediate Past Chair and Family Ombudsman positions will remain vacant for the time being because there is no one currently on the Council eligible to fill those positions.

**Virginia Brain Injury Council
ALL VIRTUAL MEETING
July 23, 2025
12:30 – 3:30 p.m.**

After that, Kara Keuthan invited discussion and asked if there any nominations from the floor. There were no nominations from the floor, and Susan Elmore made a motion that the Officer Slate be accepted as written. Dan Reeves seconded the motion. Kara Keuthan asked if anyone was opposed to the Officer Slate. John Norment, Andrew Davie, Karen Ludwig, and Joliefawn Liddell abstained from voting. Hearing no other objection, the Slate was approved as presented.

New Officers assumed their roles at the end of the meeting.

VBIC SURVEY

Kara Keuthan described the VBIC/Council Survey and its purpose. She reminded members that they received the link to the survey on July 11th, along with other meeting materials. They will get another reminder in the next week or so to complete it. The survey is anonymous so all members will get the reminders. If they've already completed it, the reminder can be disregarded. Surveys are due by August 8th, and the results will be reviewed during the October meeting.

New Business

Kara Keuthan asked members if anyone has new business they wanted to discuss. Donna Cantrell shared information related to the next Quarterly Meeting scheduled for October 22, 2026. She reminded them that in October 2024, Council members inquired about resuming the practice of holding the October Meetings at an off-site location when possible. Members were in favor of this so DARS worked with the state-funded provider in Northern Virginia to secure a space for the meeting. The meeting will be held in-person in Northern Virginia at the Brain Injury Services Office/Adapt Clubhouse, 2826 Old Lee Highway, Suite 100B, Fairfax, VA 22031. A tour of the facility will be available for those members who want to arrive at 11:30 a.m. Donna will be asking members to RSVP for the tour before the meeting, and further details will be provided at a later date.

Kara Keuthan asked for a motion and a second to adjourn the meeting. Gayl Brunk made the motion, and Amol Karmarkar seconded it. The meeting adjourned at 2:35 p.m.