

Virginia Brain Injury Council

July 28, 2023, 1:00 – 4:00 p.m.

AGENDA

This is an **electronic** meeting, consistent with the approved electronic meeting policy adopted in December, 2022.

Welcome and Roll Call Introductions of Members Present	Mike Puglia
Review Proposed Agenda	Mike Puglia
<i>Proposed Action: Approve Proposed Agenda</i>	
Review of Previous Meeting Minutes	Mike Puglia
<i>Proposed Action: Adopt April, 2023 Minutes</i>	
Public Comment Period	Donna Cantrell
Updates from Director of Brain Injury Services	Chris Miller
Break	
Housing Workgroup Update	Chris Miller
Appoint Nominations and Elections Committee	Mike Puglia
Priorities Committee Process Update	Mike Puglia
Retreat Update and Planning	Chris Miller
Adjourn	

For meeting materials, please visit: <https://www.vadars.org/vbic.htm#currentmeeting>

NEXT MEETING: Friday, October 27, 2023

PUBLIC ACCESS: To watch the meeting live, please visit:

<https://dsa-virginia.zoomgov.com/j/1619737852?pwd=V1RiMjNtM29nZ1JDbhXTXVjM3d1dz09>

Passcode: 393079

PUBLIC COMMENT: All Public Comment is limited to 3 minutes per person.

Individuals wishing to make public comment during the meeting may contact Donna Cantrell using the contact information below or will be given the opportunity to indicate they wish to provide comment during the meeting.

Individuals who wish to provide public comment but are not able to attend the meeting may send their comments to Donna Cantrell using the contact information below. Comments must be received by close of business on Wednesday, July 26, 2023 to be read at the meeting.

Donna Cantrell contact information: email (donna.cantrell@dars.virginia.gov) or phone (804-662-7069).

NEXT MEETING: Friday, October 27, 2023

**Virginia Brain Injury Council
MINUTES**

April 28, 2023, 1:00 – 4:00 p.m.
8004 Franklin Farms Drive
Henrico, VA 23229

MEMBERS IN ATTENDANCE:

Mike Puglia, Chair
Kara Beatty, Vice Chair
Patrik Sandas, Secretary
Cara Meixner, Immediate Past Chair (Virtual, Caregiving Reason)
Maria Altonen (Virtual, Personal Reason)
Gayl Brunk (Virtual, Personal Reason)
David DeBiasi
Kristin Galles
Elizabeth Horn
Deborah Johnson
Amol Karmarkar
Kevin Koziol
Kelly Lang
Erika Lawhorn
Christiane Miller
Teri Morgan
Susan Moon
Steven Nape
Derek O'Neal
Nicholas Rudisill (Virtual, Medical Reason)
Maria Stransky
Amber Walter
George Worthington (Virtual, Personal Reason)
Jason Young

MEMBERS NOT IN ATTENDANCE:

Joani Latimer
Mark Murphy
Sandy Parker, Family Ombudsman
John Reynolds

OTHERS PRESENT:

Donna Cantrell, DARS, Staff to Council
Marcia DuBois, DARS, Deputy Commissioner, Division for Community Living
Kathryn Hayfield, DARS, Commissioner
Diane Nape, Family Member

MEMBERS OF THE PUBLIC OBSERVING THE MEETING ELECTRONICALLY:

No Limits Eastern Shore
Jodi Judge, Brain Injury Services of Southwest Virginia
Kyle Fulk, No Limits Eastern Shore
Joyce McKune/DARS IT Staff

Welcome and Roll Call Introductions of Members

Mike Puglia, Chair of the Virginia Brain Injury Council, called meeting to order.

Mike introduced 4 new members who were attending for the first time:

- Kristen Galles, Individual living with brain injury from Northern Virginia,
- Derek O’Neal, Individual living with brain injury from Northern Virginia,
- Steven Nape, Individual living with brain injury from Southwest Virginia, and
- David Debiasi, Current Executive Director of the Brain Injury Association of Virginia.

Mike invited members and guests to introduce themselves, and Donna Cantrell, staff to Council, confirmed that a quorum was present. Several members attended electronically:

- Cara Meixner – caregiving reason
- Nick Rudisill – medical reason
- Gayl Brunk – personal reason
- George Worthington – personal reason
- Maria Altonen – personal reason

No members present in the room objected to the members participating electronically.

Mike reminded Council members that within the past 3 years, Council agreed to make some changes to how it functions, including reducing the use of acronyms, slowing down the pace of the meetings, taking more frequent short breaks, and reviewing content upon re-entry.

Review Proposed Agenda

Mike asked members to review the proposed agenda. There were no changes, and the agenda was approved by consensus.

Review of Previous Meeting Minutes

Mike asked members to review the proposed Minutes from the January Quarterly meeting. There were no changes, and the Minutes were approved by consensus.

Welcome from DARS’ Commissioner

The Commissioner of the Department for Aging and Rehabilitative Services (DARS), Kathryn Hayfield, thanked members for attending and acknowledged that a lot of important changes were happening in brain injury in Virginia. She welcomed the new members and acknowledged Mike’s first full meeting as Chair.

The Commissioner noted that during the 2022 Virginia General Assembly, funds were awarded to expand brain injury case management into previously unserved areas of the state. She congratulated Community Brain Injury Services for expanding their coverage areas into the Middle Peninsula and parts of Southern Virginia, Brain Injury Connections of the Shenandoah Valley that is expanding into Rappahannock County, and Brain Injury Services of Southwest Virginia that will now cover Lunenburg, Mecklenburg, and Brunswick Counties, bringing their coverage area to 16,000 square miles. There are 12 counties that remain unserved, primarily in the Northern Neck and far southern regions of the state.

Steven Nape asked to have a copy of the map of the State that shows what areas are covered and by what organizations. This map is being updated by the Brain Injury Association of Virginia and will be provided to Council-members once it is available. DARS also has a document that indicates services and service areas that will be updated and provided.

The Commissioner also noted that after 30 years of effort and advocacy, Targeted Case Management will be implemented statewide in the next fiscal year. Targeted Case Management is case management for individuals living with severe brain injury that is supported by Medicaid funds. The process is still in development and a more detailed update on these changes will be provided at a later meeting.

The Commissioner noted that the General Assembly has not finalized the State budget for this year, however, the state of DARS funding is good since we are in the second year of a 2-year budget and funding is already in place for that. Mike thanked the Commissioner for her time and support.

Public Comment Period

One public comment, submitted by email from Kathy Stumm, was read by Donna Cantrell. A copy of Ms. Stumm's comments is included at the end of the minutes.

DARS Brain Injury Services Coordination Unit Director Chris Miller responded to some of the questions posed by Ms. Stumm. A copy of this response is included at the end of the minutes (Attachment A).

Priorities Committee Recommendations and Discussion

Jason Young, Chair of the 2023 Priorities Committee, shared the committee's recommended priorities:

- The mission of the Virginia Brain Injury Council is to "promote accessible, affordable, and appropriate services for Virginians with brain injury and their families by advising the lead state agency for brain injury, the Department for Aging and Rehabilitative Services (DARS)." Council requests that DARS bring in a trained facilitator to help Council members, DARS Brain Injury Services Coordination Unit staff and leadership to develop a clear definition of their roles in relation to this mission.

- Implementation of Targeted Case Management in fiscal year 2024 and a potential brain injury waiver will change the landscape of brain injury service delivery in Virginia. The Virginia Brain Injury Council will need education to understand these initiatives and regular updates so that Council can monitor progress and provide input and guidance to DARS, as needed.
- Continue the work of the existing Housing Workgroup to study and report back information learned and related recommendations to the Virginia Brain Injury Council. Extend the deadline for a report to the Council to April, 2024.

Discussion about the priorities included:

- Some members wanted to see recommendations more focused on services and policy rather than on Council's purpose and function.
- Some members felt that taking a step back to look at Council's mission and roles are to assure DARS' leadership, staff and Council members have a shared understanding of expectations is an important step at this juncture of the Council.
- The Committee's recommendations were in response to a survey of Council members earlier in the year. A copy of the survey responses will be included with the minutes.
- There was discussion of a need to better determine the needs of people living with brain injury and gaps in services or if previous surveys provide an adequate picture from which to develop priorities.
- There is a need to complete the annual plan for Brain Injury which was started previously. And there will be a needs assessment completed in Years 4 and 5 of the federal grant (State fiscal years 2025 and 2026).
- Donna provided an overview of the process of developing the Priorities submitted to the Commissioner. The annual priorities highlight areas the Council would like DARS to focus its attention and resources. This letter also plays a role in how new State General Funds are distributed, if the General Assembly passes a budget that includes new funding for brain injury services.
- Consideration was also given to folding transportation into the Housing recommendation. It was acknowledged that the issue of Housing encompasses many other aspects of services and supports, including transportation, accessibility, and safety, and that supports related to housing would be a natural focus of the workgroup.

Jason noted that the Committee felt that item #1 was important because doing the foundational work of developing a shared understanding of Council's form and function was critical to its work going forward in a significantly changing environment. He also noted that items 2 and 3 specifically address services through further education and policy recommendations. Specific to item #3, there is an existing Housing Workgroup that will be revived. David DeBiasi will now represent the Brain Injury Association of Virginia. Victoria Newman has rotated off of Council. Susan Moon from the Department of Behavioral Health and Developmental Services volunteered to join the housing workgroup in her place. Others are invited to participate if they desire.

Kelly Lang made a Motion to accept the priorities as recommended by the Committee and Maria Stransky Seconded. Mike called for a vote and the Motion passed with 2 members, Gayl Brunk and Kristen Galles, voting Nay. David Debiasi Abstained.

Council took a 10-minute break.

Appointment of Funds Dissemination Committee

Mike reminded Council that when the Virginia General Assembly allocates new funding for brain injury services, Council makes formal recommendations to the Commissioner of DARS for how the dollars should be distributed. The General Assembly has not passed the budget this year; however, there are line items in both the House and Senate budgets that address brain injury services. Council will appoint a Funds Dissemination Committee that will convene immediately if the budget containing new dollars for brain injury services is approved.

Mike asked for volunteers to serve on this committee. Members include:

- Chris Miller
- Kristen Galles
- Derek O'Neal
- Terry Morgan
- Mike Puglia, Chair

Appointment of Orientation Planning Committee

This is a new Ad Hoc, “as needed,” committee that is charged with redesigning the Orientation program for new member of Council. In the spirit of “nothing about us without us,” members of Council should also be a part of the redesign process. There is a program that exists now, but it is overwhelming for new members.

Members appointed are:

- Amber Walter
- Steven Nape
- Maria Stransky
- Chris Miller
- Donna Cantrell

Develop a Clear Definition of Council’s Purpose

Mike facilitated a discussion addressing one of the priorities that Council approved earlier in the meeting: developing a clear definition of Council’s and members’ purpose and roles in relation to DARS and to the mission of promoting accessible, affordable, and appropriate services for Virginians with brain injury and their families by advising the lead agency for brain injury services in Virginia.

Staff recommend working with a trained facilitator to help guide Council through this process. DARS and the state funded brain injury providers have experience with a facilitator that understands the brain injury service system in Virginia. Other members shared some of their experiences working with this organization and expressed support for this effort. DARS has funding to support this, including the costs associated with lodging and meals for Council members.

Members agreed that this would be a worthwhile project. They recommend it be held in two half day sessions. They also asked that the meeting be scheduled far enough in advance that members have time to plan. They recommended assuring that the majority of Council members are able to attend. Chris will follow up with the facilitator to determine the next steps and will survey Council members to determine if certain times of the year/summer are not available.

Ahead of this facilitated discussion, members have asked for information on the history of the Lead Agency, the Virginia Brain Injury Council and some of the rules and regulations that govern what Council can do and its structure. Members also requested information in the form of organizational charts to illustrate some of the complicated relationships between agencies and funding sources. Staff will provide this information.

Semi-Annual Federal Grant Update

Donna serves as Grant Manager for the federal grant from the Administration for Community Living, entitled: Project ACCESS (A Comprehensive Coordinated Entry to Services and Supports). This is a Federal Grant from Administration for Community Living and it is part of the Federal TBI State Partnership Program. DARS has successfully had this grant since the mid-1990s. This grant is a “systems-change” grant focused on building statewide capacity to provide services and is not intended to fund direct services. The current grant is on a 5 year cycle: August 2021 through July 2026.

Goal 1: Effective treatment for individuals with TBI and co-occurring behavioral health & substance use disorder.

- A project with the Virginia Department of Behavioral Health and Developmental Services.
- Sponsored a presentation hosted by the Brain Injury Association of Virginia called “Roll Up Your Sleeves: Strategies for the identification and management of traumatic brain injury in non-clinical settings.” This interactive workshop featured a nationally renowned speaker and was attended by 35 individuals primarily working in behavioral health and rehabilitation.
- Learning Practices Academy on Behavioral Health, potentially implementing a screening for behavioral health practitioners entitled “OBISS” (On-line Brain Injury Screening and Support System). Members have asked to see this tool and staff will make that available.
- Panel presentation at the Annual Meeting of the Virginia Association of Community Services Boards: *“Brain Injury, Dementia, and Cognition: Expanding the CSB Perspective.”* that includes representatives from brain injury services, behavioral health and substance use services.
- BIAV developed a virtual training on Behavioral Health and Traumatic Brain Injury that is live at www.BIAV.net and is currently being uploaded to the Commonwealth of Virginia

Learning Center for easy access by behavioral health employees across the Commonwealth of Virginia.

Goal 2: Supports for caregivers of individuals living with TBI.

- A partnership with the Brain Injury Association of Virginia (BIAV).
- BIAV is administering Part 2 of an on-line survey for caregivers to assess their needs and access to resources.
- BIAV has developed an on-line training module: “Navigating After a Brain Injury for Individuals and their Families.” The course provides basic information on brain anatomy, functional impacts of brain injury, effective interventions and available services and supports.
- BIAV has consulted with Sheltering Arms Institute around their model of a Peer Support Network.
- BIAV holds monthly Caregiver Support Groups and is offering a 3-day Support Group Leader training in May.

Goal 3: Increased access to and the ability to engage with culturally relevant brain injury specific programs and community-based resources.

- A partnership with Virginia No Wrong Door.
- No Wrong Door is uploading a version of the Ohio State Brain Injury Identification Method to their website so that individuals can screen and then be directed to appropriate services, if needed.
- No Wrong Door conducted an audit of website resources to develop a plan to increase brain injury specific information.
- Grant Staff sponsored a workshop entitled “Leading Through Change” for state funded service providers who will be affected by the State’s effort to implement “Targeted Case Management” and potentially a brain injury waiver program. This is a significant change to the system of care for individuals living with brain injury and will require that existing programs be flexible and prepared to quickly navigate a new environment.

Goal 4: The work of the Virginia Brain Injury Council will reflect the input of individuals living with traumatic brain injury.

- A project with the Virginia Brain Injury Council.
- The Membership and Structure Committee completed its work of examining Council's membership and structure and proposed a restructuring of Council's membership to increase the representation of individuals living with brain injury.
- The Virginia Brain Injury Council approved the recommendation and is on track to reach the 50% mark within 3 years.
- During this reporting period, Council solicited new applications for membership and recommended 3 individuals for appointment. The new members take their places during the April, 2023 meeting.
- Grant staff sponsored the registrations of the new members to attend the training: “Get On Board.” The program is designed and delivered by individuals living with brain injury to assist other individuals living with brain injury to identify how they can best serve their communities and how they can participate effectively on Boards and Councils. Council member Kelly Lang is one of the developers and facilitators. Attendees of this program will be asked for feedback once the 6-week program concludes.

Other Activities:

- Virginia's Federal grant staff attended the first and second annual SEED Summit, sponsored by the National Association of State Head Injury Administrators (NASHIA). The Summit is a program focused on developing state infrastructure.
- One of the recommendations that came out of the Summit is that Council may benefit from members completing a "one-page profile," to gather information on member strengths and interests. Council staff will be working with all members in the coming months to complete this profile and share and incorporate that information in future Council activities.

Chris acknowledged that there is a lot that happens in between meetings. She inquired of members, if it would be helpful for them to receive more information in between meetings so that they are not overloaded during meetings with status reports. Members all agreed that this would be helpful to their understanding of the state of brain injury in Virginia and can help guide their work moving forward. Chris will provide those updates electronically through email.

Adjourn

Mike thanked everyone for their robust participation in the meeting and asked for a Motion and a Second to adjourn. Derek O'Neal made the Motion and Patrik Sandas Seconded. The meeting adjourned at 3:30 p.m.

NEXT IN-PERSON MEETING: Friday, July 28, 2023

For meeting materials, please visit: <https://www.vadars.org/vbic.htm#currentmeeting>

Virginia Brain Injury Council I Committee/Workgroup Descriptions

- i.* Executive Committee. The Executive Committee shall consist of all Officers (i.e., Chair, Vice Chair, Secretary, Immediate Past Chair, and the Family Ombudsman).

The Executive Committee meets as needed in person or electronically. They develop the agenda for the upcoming meeting, considering input from Council members through discussion, surveys, or other communication.

The Executive Committee is subject to the decisions of the full Council. However, urgent action, i.e., action required within 48 hours, may be taken at the discretion of the Executive Committee. The Executive Committee cannot reverse a Council vote, establish, or change Council policy, or amend bylaws. Council members shall be notified by mail, e-mail, fax, or other means of written communication or by telephone as soon as practical following the action taken. Action taken by the Executive Committee shall be ratified at the next Council meeting and a written description of the action taken shall be included in the minutes.

- ii.* Nominations and Elections Committee. The Nominations and Elections Committee is appointed annually in July from among Council members eligible to vote. The Nominations and Elections Committee is responsible for soliciting nominees to fill At-Large and Officer member vacancies, per the guidelines contained in the Bylaws. The Nominations and Elections Committee may also choose to extend an invitation to select At-Large members to have their names nominated to serve one additional consecutive term. Recommendations of members approved by Council must be formally appointed to the Virginia Brain Injury Council by the Commissioner of DARS.
- iii.* Bylaws Committee. The Bylaws Committee is appointed from Council members in January when needed. The Bylaws Committee is responsible for reviewing Council bylaws and recommending additions, deletions, revisions, and other changes to Council membership for adoption, per Article XI of the Council's bylaws. The Bylaws Committee is chaired by the Secretary of the Council as noted in Article V of these bylaws.
- iv.* Priorities Committee. The Priorities Committee is appointed from among Council members in October of each year. The Priorities Committee is responsible for developing the Council's annual priorities for approval by the full Council. The Priorities Committee may consider information from a variety of sources including surveys, reports, or information from the Alliance of Brain Injury Services Providers or the Brain Injury Association of Virginia in developing its priorities. Once the annual Priorities of the Council are approved, the Chair submits them to the DARS Commissioner.

- v. Funds Dissemination Committee. The Funds Dissemination Committee is appointed only when new funds have been appropriated by the Virginia General Assembly. The Code of Virginia requires that in making decisions regarding the distribution of new funds, the DARS Commissioner must consider recommendations from the Virginia Brain Injury Council. The Committee may consider recommendations from the Brain Injury Association of Virginia, the Alliance of Brain Injury Service Providers, DARS' Brain Injury Services Unit, or other sources in developing its recommendations. Final recommendations approved by the full Council are forwarded to the DARS Commissioner.
- vi. State Plan Committee. The State Plan Committee is convened from Brain Injury Council members as needed to develop/update the state plan and then to regular review progress in meeting the goals of the plan. In developing the state plan, the Committee may consider the previous or existing plan, reports, data, and other information that identifies the needs of people living with brain injury and their families.
- vii. Housing Workgroup. The Housing Workgroup was convened in April, 2022 by the Council to review- housing resources, sharing information learned with Council and develop recommendation for how to address the housing and supportive services needs of individuals living with brain injury in Virginia. The Housing Workgroup may include Council-members and other stakeholders as requested by the Workgroup.
- viii. Orientation Planning Committee. The Orientation Planning Committee was established by the Council in April, 2023 to update the orientation process for new members. The Committee membership is made up of Council members.

NOTE: Unless otherwise noted, all Committees and Workgroup must include at least one member who has lived experience with brain injury.

Virginia Brain Injury Council
Public Access/ & Public Comment Information
(Effective 4/6/23)

PUBLIC ACCESS

Members of the public are invited to attend and observe all in-person meetings of the Virginia Brain Injury Council. Meetings are held on the fourth Friday of January, April, July and October. In person meetings are held at the Department for Aging and Rehabilitative Services (DARS), 8004 Franklin Farms Drive, Henrico, VA 23229.

On occasion the Council may choose to meet electronically. Dates and times of electronic meetings will be posted on the DARS Brain Injury Services Coordination Unit webpage at least one week prior to the meeting.

For meeting materials (available one week prior to the scheduled meeting), please visit:
<https://www.vadars.org/vbic.htm#currentmeeting>

On occasion the Council may choose to meet electronically. Dates and times of electronic meetings will be posted on the DARS Brain Injury Services Coordination Unit webpage noted above at least one week prior to the meeting.

PUBLIC COMMENT

Public comment will be accepted at each Virginia Brain Injury Council meeting. Members of the public who wish to make public comment in person at a meeting must sign in prior to the start of the meeting and will be called upon in the order they appear on the sign-in sheet.

Members of the public observing the meeting electronically who wish to make public comment, must notify Donna Cantrell by phone (804-662-7069) or email (donna.cantrell@dars.virginia.gov). All requests to provide public comment electronically must be received by the close of business on the day prior to the meeting.

All public comment is limited to two minutes. Ms. Cantrell will admit electronic attendees into the meeting one at a time to provide their comment. Following their public comment, each individual will be returned to observing the meeting electronically.

Members of the public who are unable to attend the Council meeting in person or electronically may provide written comment to Ms. Cantrell by mail or email. Written comment must be received by the close of business on the day before a Council meeting. Ms. Cantrell will read written comment received by the deadline at the meeting. Some public comment may be summarized to meet the two-minute timeframe.