

Virginia Brain Injury Council

January 26, 2024, 1:00 – 4:00 p.m.

DETAILED AGENDA

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

1:00-1:10 **Welcome and Roll Call** Mike Puglia

1:10-1:20 **New Agenda Format** Mike Puglia

Purpose: Review the new agenda format to determine if changes made it easier for Council members to fully participate in meetings. Changes include information on the topic and how to prepare to for discussion.

Preparation: Review new agenda format.

Proposed Action: Provide feedback on new agenda format.

1:20-1:25 **Review Proposed Agenda** Mike Puglia

Preparation: Review the Agenda prior to the meeting.

Proposed Action: Approve Proposed Agenda

1:25-1:30 **Approve Previous Meeting Minutes** Mike Puglia

Preparation: Review the Minutes prior to the meeting.

Proposed Action: Approve October Minutes

1:30-1:45 **Public Comment Period** Mike Puglia

Purpose: Allows the public to share their thoughts about issues that are important to them with the Council. The Council listens and may choose to discuss a topic at a future meeting.

1:45-2:00 **New Council Meeting Day/Time** Mike Puglia

Purpose: Chose a meeting time that works for most Council members based on the Council survey.

Preparation: None.

Proposed Action: Vote to approve moving the meeting to 4th Wednesdays at noon during the months of January, April, July, and October. Vote to begin this change in April, 2024 or July, 2024.

2:00-2:10 **BREAK**

Committee Reports

Purpose: To keep VBIC members informed of committee activities and progress.

2:10-2:30 **Nominations and Elections Committee** TBD

Purpose: Update members about the on-going revisions to the process for recruiting new Virginia Brain Injury Council members.

Preparation: Review a brief written summary of proposal.

Proposed Action: Vote to extend membership terms for one year to allow changes in meeting days/times, Orientation processes, and membership structure to occur.

2:30-2:50 **Orientation Planning Committee** Steven Nape

Purpose: Update Council members on the Committee's progress of developing a comprehensive orientation for new and current members.

Preparation: Review written list of proposed content areas.

Proposed Action: Provide input into the content that is being proposed for the updated Orientation program.

2:50-3:00 **Priorities Committee** Jason Young

Purpose: Update members about the work the Priorities Committee is doing to develop the 2024 Priorities Letter to be sent from the Chair of the Virginia Brain Injury Council to the Commissioner of DARS.

Preparation: Complete On-line Priorities Survey prior to the January 26th Meeting.

Proposed Action: Provide feedback, as requested, to Priorities Committee.

3:00-3:15 **State Plan Committee** David DeBiasi

Purpose: Update Council members regarding the Committee's activities during the past quarter.

Preparation: None at this time.

Proposed Action: Provide feedback to State Plan Committee

3:15-3:25 **Housing Workgroup Report** Kelly Lang

Purpose: Update VBIC related to what the Committee has learned and the plan for developing recommendations to be presented at the April. 2024 meeting.

Preparation: None

Proposed Action: None at this time.

3:25-3:35 **BREAK**

3:35-3:50 **Director's Report** Chris Miller

Purpose: Provide information about Virginia activities related to brain injury serviced in Virginia.

Preparation: Review Director's Report prior to meeting.
Proposed Action: None

3:50-4:00 **Process for Handling New Business**

Mike Puglia

Purpose: Explain how New Business will be handled moving forward.
Preparation: None
Proposed Action: None

4:00 **Adjourn**

NEXT MEETING: Friday, April 26, 2024

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

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, January 24, 2024 to be read at the meeting.

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

Virginia Brain Injury Council

January 26, 2024, 1:00 – 4:00 p.m.

SIMPLE AGENDA

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1:00-1:10	Welcome and Roll Call	Mike Puglia
1:10-1:20	New Agenda Format	Mike Puglia
1:20-1:25	Review Proposed Agenda	Mike Puglia
1:25-1:30	Approve Previous Meeting Minutes	Mike Puglia
1:30-1:45	Public Comment Period	Mike Puglia
1:45-2:00	New Council Meeting Day/Time	Mike Puglia
2:00-2:10	BREAK	
Committee Reports		
2:10-2:30	Nominations and Elections Committee	TBD
2:30-2:50	Orientation Planning Committee	Steven Nape
2:50-3:00	Priorities Committee	Jason Young
3:00-3:15	State Plan Committee	David DeBiasi
3:15-3:25	Housing Workgroup Report	Kelly Lang
3:25-3:35	BREAK	
3:35-3:50	Director's Report	Chris Miller
3:50-4:00	Process for Handling New Business	Mike Puglia
4:00	Adjourn	

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VBIC Nominations and Elections Committee

Report/Proposal: January 26, 2024

Members: Nick Rudisill (*Chair*); Deborah Johnson; Kelly Lang; Susan Moon; Teri Morgan; Cara Meixner; Stephen Nape; Chris Miller

Committee is proposing a new recruitment process that includes:

- Identifying prospective groups, individuals, influencers, or audiences.
- Developing new “marketing” materials and consistent messaging.
- Determining new timelines.
- Incorporating new membership requirements (once finalized).
- Launching the new Recruitment and Application process.
- Vetting prospective members.
- Incorporating new Orientation processes (once finalized).

Proposal: The Committee proposes extending current Council membership terms for one year. Members whose terms are set to expire in March, 2024 would remain members through March, 2025.

Virginia Brain Injury Council

Orientation Committee

Proposed Orientation Topics for Feedback

January 26, 2024

Having reviewed other orientation programs, the Orientation Committee has produced the following list of topics for VBIC new member orientation. Fortunately, Donna has already produced a significant amount of material for many of these topics. Our work will involve, among other things, revising existing material (as needed) and considering alternate delivery methods (e.g., video, copywriting, graphic design, web-based resources, etc.). At this stage, we request feedback from the full Board regarding the topics listed below. If we have missed any topical areas, please let us know as soon as possible. The Board can expect a progress report at the April meeting.

Orientation Topics

- Overview & Goals of Orientation
- Mission Statement
- Charge of the Board
- History of the Board
- Staff Organization Chart
- Board Roles & Responsibilities
- List of Current Board Membership
- List of Committees & Committee Membership
- Strategic Plan
- Funding Sources
- By-laws
- Past Quarterly Meeting Minutes
- Agenda for First Meeting
- Upcoming Meetings
- Introduction to Brain Injury
- Recent VBIC Accomplishments & Highlights
- Events/Activities/Current Topics of Interest
- How Do We Work? Robert's Rules of Order
- Mentorship Program
- Frequently Used Acronyms & Terms
- Miscellany
- FAQs

Virginia Brain Injury Council

Brain Injury Services Unit Director's Report – January 2024

1. **Priorities Survey**

The 2024 Priorities survey has been sent to all Council members. If you do not see it in your email, please check your spam folder. If it is not there, let Chris Miller know and she will send you a link. The survey closes on Friday, January 19th to allow the Priorities Committee time to review and prepare to discuss as needed at the January 26th Council meeting. The Priorities Committee will make their final recommendations to the Council at the April 2024 meeting.

2. **Medicaid**

Targeted Case Management for people with severe Traumatic Brain Injury began officially January 1, 2024. We expect start up to be gradual as providers are still putting processes in place. DARS Brain Injury Services Coordination Unit is assisting them with training of the required assessment device (MPAI4 – Mayo Portland Adaptability Inventory.)

3. **2024 General Assembly Session**

The 2024 General Assembly session started on January 10, 2024.

While a Brain Injury Waiver did not make it into the Governor's budget, two bills have been submitted as of mid-day January 12th. They are almost identical in language.

HB 593 (<https://lis.virginia.gov/cgi-bin/legp604.exe?241+sum+HB593>) says DMAS will amend the state plan.

HB 1064 (<https://lis.virginia.gov/cgi-bin/legp604.exe?241+sum+HB1064>) says DMAS will seek authority through the state plan.

Please remember that you **cannot advocate** for legislation as a representative of the Virginia Brain Injury Council. You **can advocate** as an individual. And we encourage you to stay connected with the Brain Injury Association of Virginia (BIAV) (<https://www.biav.net/about-us/advocacy/>) regarding advocacy for all bills related to brain injury.

If you are interested in pending legislation related to disability in general, the disAbility Law Center is a good place to follow. (<https://www.dlc.org/legislative-highlights-2>) Their newsletter is always interesting and informative.

If you are interested in advocacy related to the behavioral health, substance use disorder, and intellectual or developmental disabilities, the Virginia Association of Community Services Boards (<https://vacsb.org/advocacy-public-policy/>) maintains a list of the bills they follow on their website.

One bill they are tracking relates access to the mental health crisis system for individuals with cognitive and neurocognitive disorders (including brain injury): <https://lis.virginia.gov/cgi-bin/legp604.exe?241+sum+SB176>.

4. Brain Injury Services in Unserved Counties

We are in the process of finalizing details related to expanding brain injury Case Management in several new counties. As soon as the award has been finalized, I will share that information with you.

5. New Leadership in Two State Funded Brain Injury Programs

Brain Injury Connections of the Shenandoah Valley hired new Executive Director, Anne Taetzsch Fitzgerald in August, 2023. Ms. Fitzgerald has experience in nonprofit leadership, marketing, and fundraising.

January 2024, Donna Meltzer joined Brain Injury Services, Inc. as their new Executive Director. Ms. Meltzer has worked for several organizations leading public policy change and organizational change, including the Epilepsy Foundation. Most recently, she was CEO of the National Association of Councils on Developmental Disabilities.