

**Virginia Brain Injury Council**  
**Priorities Committee Meeting DRAFT MINUTES**  
**December 3, 2024, 12:00 p.m.**

**Welcome & Introductions**

Committee Members Present: Jason Young, Derek O’Neal, Gayl Brunk, Dan Reeves, Mike Puglia

Others Present: Carolyn Turner, Charlotte Arbogast, Donna Cantrell (staff)

Donna Cantrell called the meeting to order and noted that this was a public meeting and that a quorum was present.

**Election of Chair**

Mike Puglia made a motion that Jason Young serve as Chair; Dan Reeves seconded the motion. The motion passed, with Jason abstaining.

**Review of Purpose of the Priority Letters**

The Committee reviewed the purpose of the Priorities Letter: annually, the Virginia Brain Injury Council submits a letter to the Commissioner of the Department for Aging and Rehabilitative Services (DARS) that describes recommendations on areas or efforts related to brain injury that Council wants to see DARS, and the Commissioner focus on for the coming year. The Priorities Letter may include recommendations related to funding, direct services or other related topics.

**Briefly Review History of the Priorities Letters**

Members briefly reviewed the past 3 Priorities Letters and discussed their approach to the letter that is to be submitted in April 2025.

**Next Steps**

Donna noted that the Committee would need to have a report to Council by January 10, 2025, and that if they wanted feedback from Council members, this would also need to be addressed prior to that date. The Committee expressed a desire to meet again before the winter holidays to more specifically identify what additional information may help inform their recommendations. This might include a review of recommendations from the Alliance of Brain Injury Services Providers and the Brain Injury Association of Virginia, as well as the Priorities Survey that was used in 2023.

Donna will send a doodle poll to determine what date/time work best.

**Public Comment**

There was no public comment.

**Adjourn**

The meeting adjourned at 1:00 p.m.