

## **Virginia Brain Injury Council: Nominating Committee**

**December 9, 2024**

### **MINUTES**

#### **Welcome & Introductions**

Members and Others present introduced themselves briefly and Donna verified that a quorum was present. The meeting was called to order.

Members Present: Teri Morgan, Cara Meixner, Susan Moon, Steven Nape

Others Present: Carolyn Turner, Charlotte Arbogast, Marcia DuBois, Donna Cantrell

Donna noted that under the new bylaws, this Committee, as it is made up today, will continue its work as a group until the April 2025 full Council meeting, when a new Nominating Committee will be formed with membership as required under the new bylaws.

Donna also noted that this is a public meeting that is noticed on DARS website and that the Committee Chair will briefly summarize the Committee's activities since the last quarterly meeting.

#### **Election of Chair**

Donna noted that the Committee would need to elect a chair and asked if there was a volunteer to serve. Steven Nape volunteered, and Donna noted that she would support him, particularly during this meeting since he hadn't seen most of the materials ahead of time. Donna noted that in April, 2025, a new committee would be appointed at the April Quarterly meeting and they would need to elect a new chair. During the transition, however, this existing committee would all have voting privileges and be able to submit recommendations for appointment to the DARS' Commissioner directly.

Steven Nape volunteered to serve as Chair and the committee unanimously voted to approved that.

#### **Review Committee Purpose and Structure**

Donna reviewed a summary that described the purpose and responsibilities of this committee, noting that they will screen candidates for at large positions and submit their recommendations to the Commissioner for appointment. Committee members will also screen candidates for officer positions and submit a slate of candidates to the full Council for elections.

#### **Review Potential Application Materials**

Members were asked to review the draft membership application that DARS provided prior to the meeting. Members made numerous suggestions for changes to improve accessibility, update language, and re-order questions. Members also asked DARS to consider offering the form/s in multiple formats including a fillable form and possibly an

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on-line form, for prospective members who prefer to respond using those methods. Donna will follow up on those suggestions.

Steven made a motion that the application be approved with changes and, after final review by the committee, be finalized for use. Cara seconded the motion. All members approved the motion.

Members then reviewed the draft recruitment flyer that is intended to accompany the application. Members suggested that these 2 documents be combined into one, for ease of use and dissemination. Members had many suggestions related to language and accessibility that will be incorporated in the final draft that will be sent for their final review. After review, the documents will be available for immediate use.

Susan motioned that, as with the application, the flyer be approved with suggested changes and sent for final review and approval. Cara seconded and the motion passed unanimously.

Donna will have the final revised documents to Committee Members before December 20<sup>th</sup> so they can be reviewed and ready to be pushed-out in early January.

### **Vacancies**

Donna and Charlotte briefly reviewed the status of current Council membership and updated them on some recent changes that would impact available slots in January.

As of November 25, 2024, Council needed to fill a number of slots, including:

- 11 slots for individuals with a brain injury
- 2 slots for family members or caregivers and
- 1 slot for a public and nonprofit private health related organization.

However, several recent changes are pending that will impact those numbers:

1. Elizabeth Horn remains the disAbility Law Center of Virginia representative through the end of the calendar year. In January, that will shift over to Bekah Herbig.
2. Justine Young, Director of Piedmont Senior Resources, will be coming on the Council as the Aging & Disability Resource Center (ADRC) representative. As you may remember, in Virginia Area Agencies on Aging (AAA) serve as the Aging & Disability Resource Centers. Justine is looking forward to joining the Council and bringing her perspective to the group.
3. Amber Walter will be appointed effective January 1 to the public and nonprofit private health related organization, and Kelly Lang will be appointed effective January 1 as an individual with a brain injury. These appointments are being made

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under the Commissioner's authority in the bylaws and in direct response to the request by the Council to get their memberships on the Council straightened out.

4. Mike Puglia and Cara Meixner will be rotating off the Council after the January meeting. Mike's slot will sunset and Cara's family member/caregiver slot will open as a vacancy.
5. Kara Keuthen has been reappointed by the Commissioner under a new four-year term as an individual with a brain injury. That term will start after the January 22 meeting. This will be her second full term to the Council.
6. At the end of March, John Reynolds will rotate off the Council and his slot will sunset.

With those anticipated changes, in January, Council will be recruiting for:

- 9 slots for individuals with a brain injury
- 3 slots for family members or caregivers and
- 1 slot for a public and nonprofit private health related organization.

Members were then reminded that during the October quarterly meeting, the question came up about whether or not there was a requirement that Council members be residents of Virginia. DARS staff was unsure of the response to that, and they were asked to seek guidance from federal partners; the Administration for Community Living. On Monday, December 9, 2024, our ACL Contract Officer responded that, yes, according to the intent of the 2021 Funding Opportunity Announcement, brain injury advisory board/council members should represent the population of the state in which they are serving; therefore, they should be residents of that state.

### Recruitment Strategies

Donna reviewed the committee's scope and directive, related to the recruitment process.

- The Nominating Committee seeks out members who represent the population of Virginia, to the extent feasible, and who display a variety of qualities, including those of injury severity, race, gender, age, and geographic location.
- DARS will assist interested candidates in applying for At-Large Voting Member slots as requested and will accept applications on a rolling basis. Applications will be batched and submitted to the Nominating Committee as they become available and as vacancies occur.
- The Committee has the authority to review and screen candidates, which may include interviewing candidates, for At-Large Voting Member slots and submit those directly to the DARS Commissioner for consideration.

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Donna briefly reviewed the typical recruitment process that has been used in the past, noting that they share applications and other marketing materials through the following channels:

- Virginia Brain Injury Council members
- Virginia Alliance of Brain Injury Services Providers/Alliance
- Brain Injury Association of Virginia
- Commonwealth Neurotrauma Initiative Trust Fund Advisory Board Members
- DARS' Social Media
- Area Agencies on Aging, Centers for Independent Living, and the disAbility Law Center of Virginia, etc.

These organizations are asked to share the information/opportunities widely with their networks as well. Committee Members were asked for other suggest for audiences that might be opportunities for expanded outreach. They suggested:

- Other agency's social media (i.e. DBHDS's Facebook page, etc.)
- Possibly the Developmental Disabilities Waiver waitlist
- Community Services Boards and the Virginia Alliance of Community Services Boards

DARS' staff will work on a pre-packaged media package for social media and marketing purposes.

DARS also asked the committee to consider hosting a couple of informational sessions for potential candidates instead of 1-in-1 interviews. DARS can host and provide technical support, and the sessions might include a presentation with background on the Council and a time for Q&A. Committee members enthusiastically supported this option.

### Next Steps

The Committee may convene briefly 30 minutes prior to the full Council's January 22, 2025 meeting. Donna will provide the link to join early.

### Public Comment

No members of the public were present during this meeting; no public comment was received in writing in advance of the meeting. There was no public comment.

### Adjourn

The meeting adjourned at 1:06 p.m