**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

 Commission Meeting

April 25, 2024

Teleconference

Minutes-draft

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Andrew Dennison (AD), Tim Wall (TW), Bob Bauer (BB), Rebecca Dugger (RD), Susannah Kidwell (SK), Michael Burns (MB), Randy Owens, (RO), Lisa Dawson (LD).

**Commissioners - Absent:**

Stephanie Freeman, Bethany Whetzel.

**Staff:**

Craig Young (CY), Diana Ballard (Dbd), Dionne Braxton (DB), Rosetta Clark (RC), Kenisha Tait (KT), Samantha McCray (SM), Keisha Zachary (KZ).

**Guests:**

Morgan Barnett, Jane Jackson, Yessica Cruz.

**Chairman’s Report**

The meeting is called to order at 10:34 a.m. – a quorum of 11 Commissioners is present.

JW - first item is to approve the draft minutes from the March 2024 Commission meeting.

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| **1. Motion:** to approve the draft minutes from the March 2024 Commission **Motion by: RO****Second by: BB****Vote:** Approved unanimously. |

**Executive committee report Jane Warnock**

The Executive committee met on Wednesday and discussed the TBITARC state self-assessment again. There had not been any responses from Commissioners so the Executive committee suggests that staff review each component page (if relevant) for 5-10 minutes during the Commission meetings

This tool gives us a picture of possible infrastructure to think about and where we could, should (or should not) build Georgia’s infrastructure for TBI.

AD – we should rank the component tool pages to come up with some form of priority action items (do some brainstorming) - will help us see what is feasible/warranted.

BB – unchecked boxes from the tool could still help us determine areas that need discussion and what other states are doing. We can only do this if Commissioner’s submit their assessment tool to us. It is perfectly fine not to check a box if you don’t know what it is for.

**Executive Director’s Updates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Craig Young**

**1.Applications/Grants**

There are 63 submitted incomplete (needing documentation/requests pending) applications in initial review (some applications may be out-of-scope or ineligible for other reasons) and 33 applications submitted for phase two review/completion including policy required additional documentation, quotes, etc.

April grid numbers ~$89K.

There have been 63 submitted applications for the 30 days of the Central Registry mailing window. This exactly mirrors the number received for the 30-day period of the prior CR mailing from 9-1-23 to 10-1-23. Additional applications from this mailing will continue to come in albeit slowly. USPS mail delays are a problem for non first-class mail.

Getting the next CR mailing prepared now to ensure it is delivered before June 2024.

**2. Accounting/Budget updates**

Collections for March 2024 were $140,203; the collection levels for February and March were reversed. April collections look to be normal at this date.

**3. Public Policy**

FY2025 budget not yet signed by the Governor. State of Georgia staff cost of living adjustments of four percent (not to exceed $3k max per employee) will be added to the FY2025 budget. Certificate of Need suspension for rural hospitals that meet criteria was signed by the Governor.

**4. Annual Report**

There are no email lists available for General Assembly members’ district offices according to the House and Senate clerk’s offices. I have sent to House email addresses. Will have to manually pull emails addresses for Senate but the report has been posted and available on the Senate intranet.

Dionne posted the new annual report to our website.

**5. Software Procurement**

Met with SAO and Deloitte on 4-11-24 to gain clarification on whether or not WorkDay would be adequate for Commission grants management. Prevailing opinion was no so we will move forward with our procurement efforts. Next step is meeting with DPH CFO regarding the budget for the procurement.

Engagifii has requested that the Commission take advantage of a year’s subscription for current database administration starting September 2024 for $10,000.00. This is a savings but the dates would put it outside the FY2025 budget (already approved by the Commission). Two months would fall in the FY2026 budget so I will need to find out if IT contracts can be accommodated and paid upfront or not. It would be good to have the current database as a backup to a new software system, particularly if Engagifii is not the selected vendor. The Executive committee endorsed obtaining this subscription of one year at an appropriate start and end date.

**COMMITTEE REPORTS:**

**Distribution committee:**

GM – thanks again to staff for preparing application grid. There was not much discussion regarding the applicants, all requesting Transportation grants.

Any questions concerning the grid? None.

We appreciate the good work being done by staff.

A quorum is present.

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| **2. Motion:** To approve the March 2024 Distribution grid as submitted.**Motion by:** Distribution committee **Second by:** RO**Vote:** Motion is approved unanimously. |

Commissioner Lisa Dawson leaves the meeting – a quorum is present.

**Accounting and Collections Update:**

SM – March 2024 collections were $140,203. Collections for April with three more days to go is $140K.

**TBI grant updates:**

* Kenisha completed the PH Grant Annual Report that is due on April 30.
* Commission staff and BIAG met with NASHIA for a bi-monthly TARC call on April 9 and provided program updates.
* Commission staff and BIAG have been invited to join the Georgia Policy Academy and will attend their town hall discussion.
* Kenisha attended the IPRCE TBI Task Force Meeting
* Commission staff continues to meet with BIAG on a bi-weekly basis.

**Strong Infrastructure Components for Brain Injury (BI): State Self-Assessment Tool**

Building a strong state infrastructure takes time, effort, and planning from many individuals and organizations. There are several key components necessary to create a comprehensive state system of services, partners, funding, and policy. Infrastructure building is a process and requires routine assessment, regardless of the level achieved.  This tool was created to assist BI partners and collaborators in determining which level best describes the state’s progress, and to give some guidance to what a more comprehensive system could include. It is designed to be a guide, and that should be used for routine reassessing, or at various points to assist in state planning efforts, such as conducting a new needs assessment, developing, or updating a state plan, or applying for a grant opportunity.

**New Business:**

None.

The meeting is adjourned by motion (JW) at 11:28 a.m.

**The next Commission meeting will be held on Thursday May 23, 2024 from 10:30 a.m. to 12:00 p.m.**