**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

April 27, 2023

Teleconference

Minutes-draft

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Michael Burns (MB), Ruth Engelberg (RE), Gwen McKee (GM), Lisa Dawson (LD), Susannah Kidwell (SK), Jane Warnock (JW), Andrew Dennison (AD), Tim Wall (TW), Randy Owens (RO), Bethany Whetzel, Stephanie Freeman (SF).

**Commissioners - Absent:**

Matt Krull, Rebecca Dugger.

**Staff:**

Craig Young (CY), Dionne Braxton (DB), Kenisha Tait (KT), Keisha Zachary (KZ).

**Guests:**

Morgan Barnett (MB).

**Chairman’s Report**

The meeting is called to order at 10:32 a.m. – a quorum is present.

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

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| **1. Motion:** to approve the draft March 2023 Commission minutes.  **Motion by: BB**  **Second by: TW**  **Vote:** Approved unanimously. |

**Updates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Craig Young**

**Operations**

**1. Applications/Grants**

a. Applications - There were 104 applications on staff desks on 4-12-23.

The Distribution grid for April = ~$50K.

May distributions may also be affected by the move to TT, scheduled for week of the May Commission meeting. Distribution committee recommended that staff take through those on the wait list for the May grid to manage the expected files restricted access. CY – this may also affect our June grid.

b. Twin Towers Move – progress meetings are held weekly and bimonthly walk-throughs – see attached handout. We have disposed of all scrap electronics for hard drive erasure by DPH.

AssetWorks BSITF office inventory 75 percent complete on 4-12-23.

We are down to 4 full-time operations staff, Dionne, Keisha and Diana and myself.

**2. Accounting/Budget updates**

The latest requisition for Accounting/Finance manager has been posted and we are receiving applications from that applicant pool. Two interviews completed out of seven offered to candidates. Dionne and Keisha have taken on Tyimeka’s assigned applicants (17). Have identified Vendor Management as an area where we can make significant improvement once new staff are brought on board. SAO is automating vendor sign-up which will hopefully help speed up the lengthy process which often leads to unspent grants.

**3. Website and Applicant database**

Database issues are rectified by vendor. Have revised Requirements Document for all stakeholders and requested DPH IT staff database permissions are operationalized by vendor.

Meet on April 18th with DPH IT Director Michael From and some of his team to discuss procurement issues and regaining project momentum. Michael will be meeting with Engagiffi to discuss operational issues regarding software. Also discussed the state’s NextGen software acquisition, changing from Peoplesoft to Workday. Discussed implications for state agencies as this is built out – ETA late 2025.

**4. Annual Report**

Paige Havens has sent 4-13-23 draft of Annual report, updates at meeting. JW – we need our stakeholders stories to tell to legislators. CY – Paige may be able to assist, that is her specialty.

**5. Commission**

DOE has not provided a new representative. BB – we need to get an appointee. CY – I can ask the Governor’s appointment’s secretary for an assist.

**6. Public Policy**

FY2024 budget passed by General Assembly. Governor must sign. $2,000 cost of living adjustment for state employees was included in budget. We must adjust FY24 salaries accordingly – our FY24 budget did include a 4.5 percent increase in staff salaries so the changes basically even-out.

**COMMITTEE REPORTS:**

JW – Gwen McKee will proceed with the Distribution committee recommendations to the Commission.

**Distribution committee**

GM – thanks to staff for their work putting the grid together. The grid was down, has a total of $53,000.00 in grant requests. There was little discussion. Any questions concerning the grid? None.

A quorum is present

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| **2. Motion:** To approve the April 2023 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** RO  **Vote:** Motion is approved unanimously. |

**Collections and Finance:**

CY – the Commission collected surcharges totaling $156,720 in March 2023. Current collections for April are $140,917 with 1 business days left in the month for collections. BB – that is $20K down for the year, not promising. CY – the months of May and June are our strongest months for collections and hope that continues,

**TBI grant and activities:**

* BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The workforce development and training workgroup met this month on April 4 to review the competencies spreadsheet and to discuss reframing the workgroup. The underserved populations workgroup met on April 20 and West Virginia talked about the programs in their state.
* The TBIPH Grant’s annual report is due on April 30th and is currently being completed.
* The State Plan Committee completed revising the state plan.

Commission staff continues to meet with BIAG on a bi-weekly basis.

**New Business:**

JW – want to inform the Commission that our discussions in the Executive committee regarding future initiatives for revenue enhancement for the Commission will be shared once the committee has had a chance to meet and craft a draft for those talking points.

There being no further business the meeting is adjourned at 11:08 a.m.

**The next Commission meeting will be held on Thursday May 25, 2023 from 10:30 a.m. to 12:00 p.m.**