**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

August 24, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

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

**Commissioners - Absent:**

Bethany Whetzel.

**Staff:**

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

**Guests:**

Jane Jackson, Yesica Cruz, Morgan Barnett.

**Chairman’s Report**

The meeting is called to order at 10:35 a.m. – a quorum of 13 Commissioners are present.

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

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

JW – we want to address adding another Commission member to the Distribution committee – any volunteers? Commissioner Ruth Engleberg assents to joining the Distribution committee. JW – thank you very much!

JW – the Executive committee met and we had a number of long discussions regarding the draft budget and legislative agenda which Craig will outline in his report.

**Executive Director’s Report**

CY - The FY2025 draft budget was discussed at length in the concurrent Finance and Executive committee meetings. The budget was impacted by an 11th hour addition of risk assessments mandated for both the FY2024 and draft FY2025 budgets. There was assessed to the operations budget additional costs totaling $82,856.00 by DPH as our part of increased insurance costs passed down from DOAS. The committees were concerned that this would leave fewer grant funds for future distributions to Georgia citizens. A wide-ranging discussion by the Commission ensued regarding potential impacts to our stakeholders.

CY – the draft 2025 budget has been recommended for passage by the Finance committee and we will take that up after the Distribution committee grant recommendations are acted upon.

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

**1. Applications/Grants**

a. Applications – August grid is $104,000. 61 applications on staff desks. Central Registry next mailing in August 2023 – costs have gone up about $1,000.00 for this mailing, postal service increase is partially the reason. Most of the cost of this mailing is grant funded.

Many thanks to our application team and Keisha for getting this completed quickly.

**2. Accounting/Budget updates**

Samantha McCray has assumed the A/P, A/R duties and making good progress with procurement training and vendor management responsibilities. We will be meeting with DPH budget office to discuss some needed re-rates from the FY24 budget comparison report (BCR).

**3. Website and Applicant database**

NextGen WorkDay grants module demonstration took place yesterday. It has much of the functionality that we would need from a new software procurement and may be right for the Commission. The two items not included are 1. an application portal and data storage capability and 2. the need to migrate our current and historical applicant files. Michael From also attended the meeting and had the following comments to me after the meeting:

• The system looks to be very robust with lots of functionality and is highly configurable.

• I feel it is a very large advantage that their grant module is already tightly integrated in with Vendor Mgt, A/P, A/R and reporting. This allows for less interfaces and exception handling. It also reduces the time needed to implement.

• The application design looks user friendly and intuitive. It was very helpful to be able to create new tabs within the browser for chasing down different information and keeping it handy on a different screen.

• I’d guess that 85% of the functionality needed is in this module and the 15% would need to be built and interfaced to this grant module. This would mainly be the external portal requirements. We spoke before about the work being done for the Cancer State Aid portal, I’m thinking this might be very similar to what you may need down the road. This system is about to go live here at the beginning of September. I suggest we setup a demo to see if this is the missing piece you need.

CY - We are scheduling a meeting in September. Any questions? None.

**COMMITTEE REPORTS:**

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

**Distribution committee:**

GM – thanks to staff for their good work. The grid has a total of $104,000 in grant requests. Any questions concerning the grid? None.

A quorum is present.

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

**Finance committee:**

GM – as earlier discussed the Finance committee reviewed and discussed the new assessments to the budget. CY – the items that have an asterisk in Column C are the new assessments which have been incorporated into the budget – amounts in Column J. Any questions regarding the draft 2025 budget? None.

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| **3. Motion:** to approve the draft FY2025 budget as recommended by the Finance committee.  **Motion by:** Finance committee  **Second by:** LD  **Vote:** Motion is approved unanimously. |

**Public Policy committee:**

JW – the Executive committee discussed the request for agency legislative agendas by OPB and we are recommending to the Commission a legislative initiative to add to the Central Registry statute language that will enable state general revenue funding of the Central Registry by the General Assembly for the 2025 session. The 2008 Senate study committee recommended funding for the Central Registry when funding became available (at that time recommended funding of $150,000 - adjusted for inflation ~$250,000). OPB has asked state agencies if they have additional funding needs for FY25 and would entertain requests up to three percent of budget if a request aligns with the Governor’s strategic goals. The BSITFC agenda would be forwarded to OPB for their assessment and recommendation.

A quorum is present.

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| **4. Motion:** to present a draft BSITFC 2025 legislative agenda for enabling language to fund the Central Registry for Traumatic Injuries to OPB.  **Motion by:** MK  **Second by:** BB  **Vote:** Motion is approved unanimously. |

**TBI grant and activities:**

* Year 3 beginning on August 1. Reporting for ACL is due August 30th. There are new reporting requirements for year 3 that we will work with BIAG to ensure the report is correct.
* The advisory committee met on August 8, 2023. We discussed offering an in-person option for meeting this grant year. We also discussed the creation of a customer service survey and created a sub-group that is scheduled to meet on August 23, 2023.
* 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 will meet again in August 1 to discuss the in person meeting that will be held in September.
* NASHIA’s annual SOS conference will be held September 11-4, 2023 in Minneapolis, MN. The virtual pre-conference will be held on September 7, 2023.
* Commission staff continues to meet with BIAG on a bi-weekly basis. The meetings now includes input from our NCAAPS SME in regards to our PH program.

**New Business:**

None

There being no further business the meeting is adjourned (JW) at 11:38 a.m.

**The next Commission meeting will be held on Thursday September 28, 2023 from 10:30 a.m. to 12:00 p.m.**