**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

August 25, 2022

Teleconference

**Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Andrew Dennison (AD), Yolanda Virden (YV), Lisa Dawson (LD), Randy Owens (RO), Stephanie Stallings (SS), Matt Krull (MK), Ruth Engelberg (RE), Paula Gumpman (PG).

**Commissioners - Absent:**

Stephanie Freeman, Susannah Kidwell, Gwen McKee, Rebecca Dugger, Tim Wall.

**Staff:**

Craig Young (CY), Dionne Braxton (DB), Keisha Zachary (KZ), Kenisha Tait (KT), Diana Ballard (Dbd), Tyimeka Brown (TB).

**Guests:**

Cassandra Palmer (CP), Jane Jackson (JJ), Leona Rittenhouse (LR). Morgan Barnett (MB), Sonasha Braxton (SB).

**Chairman’s Report**

CY – A quorum of 11 Commissioners are currently present.

CJ – I call the meeting to order at 10:34 a.m.

CJ – First order of business is the approval of last month’s minutes.

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| **1. Motion:** to approve the July 2022 draft Commission minutes.  **Motion by:** BB  **Second by:** PG  **Vote:** Unanimously approved, 2 not voting RE, MK, – not at prior meeting. |

**Executive committee report:**

CJ – Craig will give his BSITFC operational report.

**Executive Director’s updates:**

**Operations**

CY -

1. Applications/Grants

There are 122 applications currently on staff desks. We continue to receive applications that were initiated by our Central Registry letters.

Attended the DPH agency Move Project to Twin Towers presentation for coordinators. BSITFC staff will meet Monday to discuss roles and responsibilities for our section.

2. OPB strategic plan/Budget updates

a. CY - the strategic plan FY22-25 was transmitted to OPB. Feedback received was that the next plan and its goals should have more measurable and time-bound information included.

The Finance committee met and approved the draft FY2024 budget for recommendation to the Commission. Copy of that document was sent out to you Monday. We will discuss further in the Finance committee section of today’s meeting.

3. Contracts

Update – CY - all FY2023 contracts have been executed.

4. Website and Applicant database

Update – CJ - met with the DPH Chief Information Officer and discussed options. Cost of entirely new system ~$1 million which is more than anticipated and over our small budget. We have spoken with our current vendor about staying with them and additional enhancements that may be possible to the current software.

CY – emailed the Crescerance CEO Mr. Batia and the ball is in their court.

5. TBI federal grant

BB - Spoke with IHDD regarding our feedback to the draft Needs Assessment, they incorporated our main points, added relevant data and maps regarding medical care across Georgia – this will be a much improved document. CY – agreed, we have until mid-September to provide additional data requested by IHDD. CJ – do they need additional input by us or for the survey? CY – no. They have contacted the organizations that have yet to provide data.

6. Personnel

Leslie Collins has exited employment by the Commission. The Accounting Manager position requisition has been made and is pending HR approval. Job posting will follow.

Currently we do not have an agency P-card which will affect some of our applicants and vendors.

I have had great support from DPH Finance staff during this transition. I have also received great support from Tyimeka Brown who is handling vendor forms and Accounts Payable functions. All BSITF staff have been working to help us manage and respond to the accounting needs of the Commission.

**Committee reports:**

**Distribution committee:**

CJ – the August 2022 grid for $83,251.00 was presented to the Distribution committee. Are there any questions about the grid? None. PG – glad to see we are assisting more children this month.

A quorum of 11 Commissioners are present.

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| **2. Motion:** To approve the 2022 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** MK  **Vote:** Motion is approved unanimously. |

**Collections and Finance:**

CJ – the Commission will need to pass the draft FY2024 budget. As mentioned elsewhere, the FY2024 budget is a flat budget (essentially the FY23 budget) that will be “trued up” to reflect our actual surcharge collections of $1,913,775. Leona Rittenhouse from OPB explains the budgeting process for the FY2024 budget cycle. CJ – the additional ~$300,000 will be added to the Trust Fund’s budget for grants to Georgians with TBI/SCI.

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| **3. Motion:** to approve the FY2024 BSITFC draft budget as submitted  **Motion by:** Finance committee  **Second by:** MK  **Vote:** Unanimously approved |

CY – Collections for July were $134,176. For FY2022 we collected surcharges in the amount of $1,913,774. August collections already exceed $130K with four business days left in the month.

**TBI grant and activities:**

KT –

 Year 2 of the ACL SPP grant began on August 1, 2022. This year we will focus on expanding the RF program and completing our state plan. BIAG has hired two new Resource Facilitators. Morgan Barnett is working with the SPP program and Dr. Sonasha Braxton will be working with TBIPH Workforce grant.

 Kenisha finalizing the semi-annual report for the ACL SPP grant which is due by August 31, 2022.

 During the first 6 months, the RF program provided 381 resources to clients and received 19 referrals through the ADRC/AAA program.

 BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. Both workgroups are identifying products to produce for year 2 of the SPP grant.

 NASHIA will hold their annual SOS conference September 7-9, 2022. Kenisha will also attend NASHIA’s first SEED Summit September 14-16, 2022 in Denver, CO.

CY reviewed the FY2022 Applicant Characteristics Grid with the Commissioners and provided a copy of the “How did you hear about the Commission?” report.

**New Business:**

CJ – I want to institute a new feature to our monthly Commission agenda. We will have the opportunity for agencies and organizations present to the Commission at each meeting – five to ten minutes on what they do that impacts Georgians with TBI and SCI. If you would like to present or know of someone that would like to please contact me for further information and scheduling.

There being no further business the meeting is adjourned by motion (MK) at 11:27 a.m.

**The next Commission meeting will held on Thursday September 22, 2022 from 10:30 a.m. to 12:00 p.m.**