**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

December 15, 2022

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

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

**Commissioners - Absent:**

Yolanda Virden, Stephanie Stallings.

**Staff:**

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

**Guests:**

Cassandra Palmer (CP), Morgan Barnett (MB), Sonasha Braxton (SB).

**Chairman’s Report**

CY – A quorum of 12 Commissioners are currently present.

BB – I call the meeting to order at 10:33 a.m. First up is the approval of the minutes from the December meeting.

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| **1. Motion:** to approve the draft November 2022 Commission minutes.  **Motion by:** JW  **Second by:** MK  **Vote:** Approved unanimously. |

BB – Craig will start us off with the Executive Director’s report and then I will discuss the Executive committee recommendation to the Commission.

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

**Operations**

**1. Applications/Grants**

a. Applications - There are ~138 applications on staff desks currently (12-7-22).

New unsubmitted applications for the CR receipt date of October 22nd thru December 1st = 180 applications that yielded thus far 91 new submitted applications for staff to process.

The grid for December = ~$77K, no wait list.

RE – how are unsubmitted and submitted applications determined? How do rescinds occur as filling out new applications is burdensome. CY – applications, even when withdrawn, can be reopened whenever applicants forward required documents as a general rule. CY then shared the BSITFC database to show how the application process works viewing one current grantee.

b. Twin Towers Move – last DPH moving meeting was in November. Storage boxes for all divisions have been procured and designated spaces for equipment and surplus items were outlined. Meeting held yesterday with contractor for the move to TT for those assigned to the 4th floor. I requested additional secure bins for materials that need to be shredded (Melvin). Completed the AssetWorks training so I can upload all transfer records of items to be surplused/scrapped to the DOAS Surplus Property portal.

**2. Accounting/Budget updates**

The new requisition for the Accountant 2 position has been posted. We have two applicants that I will contact to see what their current interest is and if salary range is acceptable. If so, we will move forward with process.

Surcharge collections for November were $151,410. $78,350 thus far in December.

**3. Website and Applicant database**

Bob and I met with William Bell DPH CFO regarding the new software procurement for the Commission. Mr. Bell agreed that funds are available and the prior-year account 2305 should be the fund source for the procurement. Discussed that the Commission will need to vote to authorize an estimated amount for this procurement at approximately $500,000.00. Mr. Bell wondered what the annual cost of operating would be and based on discussions with Engagifii and with DPH IT an annual cost was estimated at $80-$100K – which is within available funds based on the BSITF annual collections according to Mr. Bell though he cautioned an item to be aware of during the procurement RFP. BB – I asked where would the $100K fall within the budget? Mr. Bell outlined it would fall on Operations but is within scope of prior annual budgets and would not create an adverse budget impact. CY - Our current cost for hosting by our vendor is ~$13,000.00 so this is a big potential increase.

BB – the Executive committee voted unanimously to recommend to the Commission the approval of funds from the Commission’s prior-year funds (Acct. 2305) to meet the cost of procuring a database software program to include a data management and customer relationship management system and a project engineer at a cost of ~$500,000.00 and to also authorize up to $100,000.00 per year for a cloud-based vendor managed portal.

The Executive committee’s recommendation requires a 2nd for a motion. MK – I second the Executive committee’s recommendation. BB – is there any discussion? AD – the cost of the project seems high and the funds would be better put to use funding grants. CY reviewed the documents from the prior Commission meetings to provide context regarding costs vis-à-vis the IT project costs for the DPH Cancer State Aid software and database management system that was recently procured. MK – has consideration been given to requesting a Request for Information (RFI)? CY – I will ask Michael From (DPH’s CIO) if this is a step we want to undertake before moving on to a Request For Proposals (RFP) for the procurement. LD – another cost factor is additional security that will be necessary for securing Personal Health Information (PHI) and other required processes/software that Georgia Technology Authority mandates. MK – I call the question. BB – a second has been made and the question called.

CY – Randy Owens and Rebecca Dugger have left the meeting. A quorum of 10 Commissioners is present.

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| **2. Motion:** To approve the of use of prior-year funds (2305 account) for: **a.** new software for an applicant database, data management system and customer service management including IT project management equal to ~$500,000.00 and **b**.~$100,000.00 budget for annual vendor management of databases, hosting and other costs to be determined.  **Motion by:** Executive Committee  **Second by:** MK  **Vote:** Approved unanimously. |

BB – we will next consider the Distribution committee recommendations to the Commission. Will Gwen provide the grid review.

GM – The grid was approved with no comment or discussion. Any questions regarding the December grid? None.

A quorum of 10 Commissioners are present.

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| **3. Motion:** To approve the December 2022 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** MK  **Vote:** Motion is approved unanimously. |

**Collections and Finance:**

CY – the Commission collected $151,410 in November 2022. Current collections for December are ~$75,000.00. December is traditionally a smaller surcharge collections month.

**TBI grant and activities:**

KT -

 Advisory Committee meeting held on November 29, 2022.A quorum was present. We discussed the census quick facts sheet and the final needs assessment. The state plan committee will begin meetings in January 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 met on December 6, 2022. The group discussed identifying and reviewing existing competencies to disseminate by May of 2022. The underserved populations workgroup will meet on December 15th.

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

**New Business:**

BB – Happy holidays and best wishes for a happy New Year!

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

**The next Commission meeting will be held on Thursday January 26, 2023 from 10:30 a.m. to 12:00 p.m.**