**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

December 16, 2021

Teleconference

**Minutes - Draft**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Andrew Dennison (AD), Randy Owens (RO), Paula Gumpman (PG), Ruth Engelberg (RE), Susannah Kidwell (SK), Rebecca Dugger (RD), Tim Wall (TW) Gwen McKee (GM), Stephanie Stallings (SS).

**Commissioners - Absent:**

April Moseley, Lisa Dawson, Jeni Coyne.

**Staff:**

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

**Guests:**

Leona Rittenhouse (LR).

**Chairman’s Report**

CY – A quorum of 11 Commissioners are currently present.

CJ – I call the meeting to order at 10:36 a.m.

CJ – first up is the approval of last month’s minutes. TW – correction to the minutes referring to Distribution committee meeting day, it written in the minutes as Wednesday but the correct day is Tuesday. CY – I will make that edit.

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| **1. Motion:** to approve the November 2021 corrected draft Commission minutes.  **Motion by:** BB  **Second by:** TW  **Vote:** Approved unanimously. |

**Executive committee report:**

**Executive Director’s updates:**

**1.** Currently there are 66 submitted applications on staff desks. Staff continues to come into the office as necessary. Staff has been working to withdraw applications that are over 45 days without all required documents. Applications are re-opened whenever we receive additional documentation up to one year.

CJ – next up is the Distribution committee report.

**Distribution committee:**

TW – The Distribution committee met and approved the December grid for $80,970. Are there any questions regarding the grid? AD – application for neurology – the VA will not pay? TW – No, not a service-related injury and no other insurance. AD – are we allowing family members to provide personal support services? CY – Yes.

TW – any other questions? None.

A quorum of 11 Commissioners are present.

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| **2. Motion:** To approve the December 2021 grid as submitted.  **Motion by:** Distribution committee  **Second by:** PG  **Vote:** Motion is approved unanimously. |

**Collections and Finance committee report:**

CY – collections for November 2021 were $155,173. December collections are at $77,000 with half the month to go. There will be a Finance committee meeting in January after we receive the quarterly financials.

**Communications committee:**

CY – the Communications committee did not have a quorum for the November meeting. Our feature story is complete and all materials are due to Paige by December 30th for editing.

**TBI grant and activities:**

KT –

 The Advisory Committee meeting held on November 22, 2021. The committee reviewed the vendor bids for the Needs Assessment and voted to proceed with the UGA proposal. We discussed the Alabama RF program Needs Assessment proposals. We also discussed the Shepherd Program Model Systems as well as reviewed 2019 Motor Vehicle Crash Report, TBI deaths by state, distracted driving brochure, and TBI State Supports 5-year Outcomes.

 Craig and I continue to meet with BIAG weekly as we prepare to launch the RF program. Craig submitted the contract to DPH and we just received approval. We plan to start the program in January.

The draft Needs Assessment IGA with UGA/IHDD has been sent to them for their review.

 The no-cost extension for the grant cycle 2018-2021 ended on November 30. Our final performance measurement report is due February 28, 2022.

 Craig, BIAG and I met with the TBI Technical Assistance Resource Center to discuss the creation of the resource facilitation program and its goals and outcomes.

Commissioner Randy Owens joins the meeting at 10:50 a.m.

**New Business:**

CY – The Public Policy committee will begin meeting early in January. Any Commissioners interested in joining the committee should let me know. The Committee reviews proposed legislation to see if statutes would impact the Commission or the disability community.

CJ – Happy holidays and best wishes for the New Year to all!

There being no further business the meeting was adjourned by motion (BB) at 10:57 a.m.

**The next Commission meeting will be on Thursday January 27, 2022 from 10:30 a.m. to 12:00 p.m.**