**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

December 17, 2020

Teleconference

 **Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

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

**Commissioners - Absent:**

Lisa Dawson, Chuck Stone.

**Staff:**

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

**Guests:**

Leona Rittenhouse (LR) - OPB, Jane Jackson (JJ) - BIAG.

**Chairman’s Report**

CY – A quorum of 11 Commissioners are currently present.

CJ – I call the meeting to order at 10:35 a.m. First order of business is to approve the minutes from our October Commission meeting.

A quorum of 11 Commissioners are present.

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| **1. Motion:** to approve the November 2020 draft Commission minutes.**Motion by:** BB **Second by:** TW**Vote:** Approved unanimously. |

CJ - We are moving the Distribution committee up in the agenda to accommodate those that have other conflicting meetings that could affect quorum.

**Distribution committee:**

TW – Is there any discussion or questions/concerns regarding the December 2020 Commission Distribution grid? None.

A quorum of 11 Commissioners are present.

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| **2. Motion:** To approve the December 2020 grid as submitted.**Motion by:** Distribution committee **Second by:** GM**Vote:** Motion is approved unanimously. |

**Executive committee report:**

CJ – the Executive committee did not meet in December.

**Executive Director updates:**

CY – Staff continues to work via telework and in-office as needed.

1. Currently there are 58 applications on staffs’ desks and 8 home mod applications.

The Central Registry mailing to 8,549 Georgians is completed.

Ryan Loke in the Governor’s office will be approving the Commission’s monthly Distribution grid moving forward but to date has not approved the October or November grids. I was in touch with him a week ago when he asked me to re-send those two grids previously sent. (update: both Oct & Nov grids were approved on 12-18-20).

**Collections and Finance report:**

LC – Through November all accounts are in-balance with revenue exceeding costs. The collections report shows that for FY21 November collections were $128,640.

Any questions? None.

**Communications committee:**

CY – the Facebook page creation for the Commission by Magnolia Media is underway. Facebook page postings are considered temporary communications by the Georgia state archives and so we do not have any additional administrative costs for social media.

December 18th is the deadline for annual report materials to Paige Havens.

**TBI Grant Update:**

KT - The state annual plan workgroup continues to make excellent progress on the annual TBI grant plan. The SAP workgroup has completed four goals and set objectives for those goals. We are weekly discussing performance evaluation metrics for the goal objectives and activities.

We are actively participating in the grant workgroups and subcommittees.

Working on the grant six-month reporting period PMR.

Craig and I had a meeting with our new ACL TBI grant program officer this week and we were able to discuss our challenges, opportunities and accomplishments.

**New Business:**

CJ – safe and happy holidays to all of you!

JJ – BIAG is recruiting new board members and a new Treasurer. Please let me know if you know of interested individuals.

The meeting is adjourned at 10:58 a.m. by motion – BB & GM.

**The next Commission meeting will be on Thursday January 28, 2021 from 10:30 a.m. to 12:00 p.m.**