**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

Commission Meeting

December 19, 2024

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Andrew Dennison (AD), Tim Wall (TW), Michael Burns (MB), Randy Owens (RO), Ruth Engelberg (RE), Bob Bauer (BB), Rebecca Dugger (RD), Celeste Holmes (CH), Susannah Kidwell (SK).

**Commissioners - Absent:**

Gwen McKee, Lisa Dawson, Stephanie Freeman.

**Staff:**

Craig Young (CY), Diana Ballard (Dbd), Kenisha Tait (KT), Keisha Zachary (KZ), Rosetta Clark (RC), Dionne Braxton (DB).

**Guests:**

Morgan Barnett.

**Chairman’s Report:** Jane Warnock, Chair

The meeting is called to order at 10:38 a.m. – a quorum of 10 Commissioners is present.

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| **1. Motion:** to approve the draft minutes from the November 2024 Commission meeting.  **Motion by:** RO  **Second by:** BB  **Vote:** Roll-call vote - Approved unanimously. |

JW – next Craig will give his Director’s Report.

**Director’s Report** Craig Young, ED

**Operations**

**1.Applications/Grants**

There are 95 incomplete score/med (needing documentation/requests pending) applications in initial review and 24 applications submitted-incomplete. There is a wait list currently as we have 6 applications ready for January.

The Central Registry mailing will be sent out in December paid by TBI grant funds (if carryover is approved - BSITF funds will pay for the SCI injured letters).

**2. Accounting/Budget updates**

Collections for FY25 November 2024 = $145,335, up ~$48,000 over same period last year.

**3. Software Procurement**

Carahsoft/Cardinality – sent email to Cardinality and DPH accepting the contract for software services to be provided for the new grants management software application.

Cardinality has emailed receipt of my email and they are preparing the contract for signatures. Will provide update.

Have informed DPH OIT and HR regarding payment and budget codes for the project manager position.

JW – next is the December distribution grid. Ruth will review the grid for the Commission.

RE – The December grid total for awards is $80,065. Are there any questions regarding the grid? None.

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| **2. Motion:** to approve the December 2024 Distribution grid as presented.  **Motion by:** Distribution committee  **Second by:** RE  **Vote:** Approved Unanimously. |

**Accounting/Collections report:** Samantha McCray, Accounting Mgr

SM – the collections for November were $145,335 and for December we have collected so far $116,475 with five business days remaining.

**TBI grant report:** Kenisha Tait, TBI grant Mgr

* Advisory Committee meeting held November 26, 2024.
* Carryover documentation has been uploaded into grant solution. We are awaiting approval from ACL.
* BSITFC staff continues to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The workforce development workgroup met on December 3rd and discussed enhancing training options. The underserved populations workgroup will meet on December 19th.
* Commission staff continues to meet with BIAG on a bi-weekly basis.

**New Business:**

JW – a reminder that the DAR committee will meet in January and we hope many of you will be able to attend. I appoint Ruth Engelberg as DAR committee chairman.

The meeting is adjourned by JW at 11:22 a.m. Happy Holidays!

**The next Commission meeting will be held on Thursday January 23, 2025 from 10:30 a.m. to 12:00 p.m.**