**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

December 21, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Andrew Dennison (AD), Tim Wall (TW), Bob Bauer (BB), Bethany Whetzel (BW), Rebecca Dugger (RD), Lisa Dawson (LD), Randy Owens (RO), Stephanie Freeman (SF).

**Commissioners - Absent:**

Susannah Kidwell, Michael Burns.

**Staff:**

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

**Guests:**

Jane Jackson, Morgan Barnett.

**Chairman’s Report**

The meeting is called to order at 10:37 a.m. – a quorum of 9 Commissioners are present.

JW - first item is to approve the draft minutes from the November Commission meeting.

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| **1. Motion:** to approve the draft November 2023 Commission minutes.  **Motion by: BB**  **Second by: RO**  **Vote:** Approved unanimously. |

**Executive committee report Jane Warnock**

The Executive committee met and had a short meeting. Craig can provide our updates.

**Executive Director’s Updates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Craig Young**

**1.Applications/Grants**

The grid for December will be +/- $85K. Currently staff has 25 incomplete submitted applications and ~98 incomplete score/med docs not yet received.

The Central Registry mailing will go out in January. The federal grant carry-over to fund the mailing has not yet been finalized…those funds will pay for the cost of the CR mailing.

Wireless printer for File Room has yet to be connected by DPH.

**2. Accounting/Budget updates**

Collections for December 2023 are $135K with four more business days to go.

Continue to have difficulty getting vendors approved by the vendor management office.

BW – the state’s check printing system was down and no checks could be printed (and mailed). We had to go to manually writing checks to pay vendors. CY – I had no communications regarding that issue.

**3. Website and Applicant database**

Have requested annual cost details for DPH Cancer State Aid program, no response yet. We need to have some figures regarding monthly cost of portal administration and cost of GTA services.

LD – CSA has a new director – I will forward her name to you.

**4. Commission**

Still awaiting appointments from DHS, DOE and Governor’s office. Will send a New Year’s reminder.

**5. Communications**

Met with Paige Havens onsite and discussed annual report with staff. Looking for applicant stories, themes, etc. Agreed upon a production schedule for the FY2023 Annual Report

Any questions? None.

**COMMITTEE REPORTS:**

JW – Gwen McKee will proceed with the December Distribution committee recommendations to the Commission.

**Distribution committee:**

GM – thanks to staff for the preparation of the grid. There was not much discussion concerning the grid. The grid is a little low, has a total of $85,361 in grant requests. Any questions concerning the grid? None.

A quorum is present.

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| **2. Motion:** To approve the December 2023 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** RO  **Vote:** Motion is approved unanimously. |

**Accounting and Collections Update:**

CY – November collections were $148,618. For December we have collected $135K through today with four business days remaining in the month.

**TBI grant and activities:**

* The Advisory Committee met on Tuesday, November 28 at 10am. We reviewed the TBI TARC State Self-Assessment Tool that will be completed by committee members and reviewed in the January 2024 meeting.
* Year 2 carryover request documentation has been uploaded to Grant Solutions and is awaiting approval from ACL.
* BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The Workforce Development Workgroup met on December 5 and attended a presentation on communities of practice. The Underserved Populations workgroup will meet on December 21st. Alaska will review their state program during this meeting.
* Commission staff continues to meet with BIAG on a bi-weekly basis. One update for BIAG, Cassandra Palmer is on a leave of absence and Morgan Barnett has been appointed interim Executive Director by the BIAG board. Jane Jackson has taken on the additional clients of Cassandra’s so the SPP program continues to run smoothly, thanks to Jane and Morgan.

BB – please send out the TBI TARC State Self-Assessment Tool to the Commission members so they can fill out. This will help us understand your level of understanding of the BSITFC role as lead agency. KT – will do!

**New Business:**

CY – I have included in your meeting materials the Applicant Grid Characteristics for the first six months of this fiscal year. Craig highlights some of the rows of data as “of interest” to the Commissioners.

JW – Wishing all of you Happy Holidays!

**The next Commission meeting will be held on Thursday January 25, 2023 from 10:30 a.m. to 12:00 p.m.**