**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

Commission Meeting

February 22, 2024

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), Rebecca Dugger (RD), Lisa Dawson (LD), Susannah Kidwell (SK), Stephanie Freeman (SF).

**Commissioners - Absent:**

Michael Burns, Randy Owens, Bethany Whetzel.

**Staff:**

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

**Guests:**

Jane Jackson, Yessica Cruz, Imane Bassit.

**Chairman’s Report**

The meeting is called to order at 10:35 a.m. – a quorum of 10 Commissioners is present. We will move directly to the quorum vote items first as some Commissioners have other meetings to attend.

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

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| **1. Motion:** to approve the draft minutes from the January 2024 Commission  **Motion by: JW**  **Second by: AD**  **Vote:** Approved unanimously. |

**Distribution committee:**

GM – thanks to staff for your good work preparing a larger the grid of $92,000. There was not much discussion regarding the applicants.

Any questions concerning the grid? None.

A quorum is present.

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| **2. Motion:** To approve the February 2024 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** **TW**  **Vote:** Motion is approved unanimously. |

**Executive committee report Jane Warnock**

The Executive committee met on Wednesday and discussed the TBITARC state self-assessment tool. We will continue our discussions and bring our recommendations to the Commission this spring.

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

**1.Applications/Grants**

The grid for February will be +/- $92K. Currently staff has 111 incomplete applications being processed. The Central Registry mailing materials have been forwarded to our mailhouse vendor and should be in the mail in the next few weeks (not a first-class mailing).

**2. Accounting/Budget updates**

Collections for January 2024 were $171,000.

Samantha and I met with DPH A/P regarding vendor management process and A/P issues and had very good responses that will 1. Set 0 days net for processing of BSITF BEF’s, and 2. Establishes 3 days for vendor management forms from BSITF to be processed and forwarded to SAO.

We appreciate DPH’s steps to make this process as seamless as possible.

There is a meeting for all state Vendor Management Liaisons upcoming in March.

**3. Website and Applicant database**

I recommend that we take steps to initiate the procurement of a website portal; this is something that NextGen won’t provide and we must get the DPH procurement process initiated. NextGen meeting upcoming on Feb. 29th.

**4. Commission**

Sent letters via email (1-4-24) requesting appointments from DHS and DOE – still no responses yet.

**5. Public Policy**

Watching several bills in the General Assembly, HB1339, 1187 and 1047 among others.

**COMMITTEE REPORTS:**

**Accounting and Collections Update:**

SM – December collections were $171, For January we have collected $128,886 through today with five business days remaining in the month.

**TBI grant updates:**

* Commission staff and BIAG attended NASHIA’s SE Regional member meeting on February 7. We also ACL’s Quarterly meeting on February 7. Kenisha is currently working on the semi-annual performance report for the TBI grant.
* The Children & Youth Committee met on February 15.
* ACL Traumatic Brain Injury (TBI) Partners Day will be held on February 29
* BSITFC staff continues to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The Workforce Development Workgroup met on February 6 and the workgroup started the review of training materials. The Underserved Populations workgroup met on February 15 and West Virginia’s Resource Facilitation Program.
* Commission staff continues to meet with BIAG on a bi-weekly basis.

**New Business:**

None

The meeting is adjourned by motion (JW) at 11:03 a.m.

**The next Commission meeting will be held on Thursday March 28, 2024 from 10:30 a.m. to 12:00 p.m.**