**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

 Commission Meeting

February 27, 2025

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Andrew Dennison (AD), Michael Burns (MB), Ruth Engelberg (RE), Bob Bauer (BB), Rebecca Dugger (RD), Celeste Holmes (CH), Susannah Kidwell (SK), Gwen McKee (GM) Lisa Dawson (LD), Kim Conley (KC), Brian Pettersson (BP), Stephanie Freeman (SF), Tim Wall (TW), Randy Owens (RO).

**Commissioners - Absent:**

None.

**Staff:**

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

**Guests:**

Morgan Barnett, Jane Jackson, Imane Bassit.

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

The meeting is called to order at 10:35 a.m. – a quorum of 13 Commissioners are present.

We will begin with approval of the minutes from the previous meeting.

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| **1. Motion:** to approve the draft minutes from the January 2025 Commission meeting.**Motion by:** BB**Second by:** TW**Vote:** Approved unanimously |

JW – I want to welcome our new Commissioner who will represent the Georgia Department of Human Services – Brian Pettersson. Please tell us about your role at DHS.

JB – I am the DHS Assistant Deputy Commissioner, Office of Health Law and Policy. I look forward to working with you

**Director’s Report** Craig Young, ED

**Operations**

**1.Applications/Grants**

There are 64 incomplete score/med (needing documentation/requests pending) applications in initial review and 36 applications submitted-incomplete.

The Central Registry mailing (5,964 letters) has been sent to Standard Press for mailing. Payment was via our TBI grant funds. The TBI SPP grant carryover from FY24 has been approved by ACL. We are monitoring the current status of our ACL grant as to viability for the rest of the grant life cycle. ACL canceled hosting a TBI grantee meeting in D.C. in March due to new meetings restrictions that have been implemented at the federal level. Kenisha will attend the other scheduled Brain Injury Awareness meetings and will update you later.

**2. Accounting/Budget updates**

Collections for FY25 January 2025 = $138,056; lower than previous years, likely due to the snow days that impacted court’s schedules across the state. We have collected for February thus far ~$170K with 2 business days remaining.

Samantha is on FMLA leave currently, she has reported that her procedure went well and she Is on schedule with her recuperation. Has notified us that she will likely be out until April 1st.

**3. Software Procurement**

Cardinality – BSITF application team met with DPH IT and Cardinality daily for the last two weeks. We have been going into more detail with them about our legacy database and how our process works. We will continue daily meetings this week.

We are making good progress and there is active participation Q&A in these meetings between our staff, DPH IT and Cardinality. I am sharing a draft of the Phase 1 Workflow diagram that Cardinality created.

The DPH IT program director Jay Mistry is retiring and our last meeting with him will be on Friday. Our project manager Sid Peechargardi is doing a good job and have confidence in his abilities to carry us forward.

**5. Public Policy**

Legislative session is in full swing. I have only seen one bill that could impact the Commission - SB28. Please inform me or Jane if you see other bills dropped that may pertain to the Commission.

Appropriations hearings are ongoing. Our budget figures for FY25 and FY26 are accurate as they appear in those budget documents currently.

**6. NextGen/Workday**

As mentioned previously the go-live date for Human Capital Management (HCM) and Payroll functions of GA@WORK (aka Workday), the state’s new Enterprise Resource Planning (ERP) system replacing TeamWorks, is moving from April 2025 to October 2025 to align with the go-live date for the Finance and Procurement functions of the system.

I have been in touch with DPH HR regarding the BSITF’s Supervisory Organizational chart within the draft GA@work database and provided DPH with our organizational chart to compare with what is currently displayed NextGen. DPH HR reports that our information is correct.

JW – next up is the February 2025 Distribution grid. Gwen will review the grid for the Commission.

GM – The January grid total for awards is $80,141. Are there any questions regarding the February grid? None.

Commissioner Randy Owens joins the meeting – a quorum is present.

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| **2. Motion:** to approve the February 2025 Distribution grid as presented.**Motion by:** Distribution committee**Second by:** RO and SK.**Vote:** Approved Unanimously. |

**DAR committee Update** Ruth Engleberg, Chair

RE – the Distribution and Application revision committee meet last week and discussion again centered on home modifications and vehicle awards. The committee has reviewed the status of bathroom modification projects that went uncompleted due to high costs above what the Commission provides ($10,000). We learned that there is a manufacturer that provides a roll-in shower kit that can be installed by non-professionals for a cost of $3,500.00. There could be other costs for installation, demolition, etc. It is felt that this could be a way to continue to fund these projects through DCA.

Vehicle grants are being rescinded at an increasingly high percentage of the total vehicle awards over the last three years. The committee is continuing to look for innovative ways that we can continue to provide adequate grant funds and to more individuals.

JW – we invite all new and current Commissioners to our DAR meetings to contribute to the discussion. Any ideas regarding Distribution policy should be communicated to Craig or Jane.

Commissioner Rebecca Dugger joins the meeting, a quorum is present.

**TBI Grant Program Update** Kenisha Tait, Program Manager

ACL TBI Grant Updates

February 2025

* Year 3 carryover approved by ACL.
* Hill Day will be held on March 5, 2025 in Washington, D.C.
* BSITFC staff continues to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The workforce development workgroup did not meet this month. The underserved populations workgroup met on February 20 were Idaho discussed their state programs.
* Commission staff continues to meet with BIAG on a bi-weekly basis.

**Strong Infrastructure Components for Brain Injury (BI): State Self-Assessment Tool**

Building a strong state infrastructure takes time, effort, and planning from many individuals and organizations. There are several key components necessary to create a comprehensive state system of services, partners, funding, and policy. Infrastructure building is a process and requires routine assessment, regardless of the level achieved.  This tool was created to assist BI partners and collaborators in determining which level best describes the state’s progress, and to give some guidance to what a more comprehensive system could include. It is designed to be a guide, and that should be used for routine reassessing, or at various points to assist in state planning efforts, such as conducting a new needs assessment, developing, or updating a state plan, or applying for a grant opportunity.

KT reviews Component #8 of the TBI TARC State Infrastructure assessment.

**New Business:**

None

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

**The next Commission meeting will be held on Thursday March 27, 2025 from 10:30 a.m. to 12:00 p.m.**