**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

Commission Meeting

January 23, 2025

Teleconference

Minutes-Draft

**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).

**Commissioners - Absent:**

Stephanie Freeman, Tim Wall, Randy Owens,

**Staff:**

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

**Guests:**

Morgan Barnett, Jane Jackson.

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

The meeting is called to order at 10:34 a.m. – a quorum of 11 Commissioners are present.

We will start with quorum vote agenda items first as some Commissioners must leave the meeting early.

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| **1. Motion:** to approve the draft minutes from the December 2024 Commission meeting.  **Motion by:** BB  **Second by:** RE  **Vote:** Roll-call vote - Approved unanimously, one abstention (KC). |

CY – We want to welcome Kim Conley our new Commission appointee from the Department of Education. Kim is a member of our Children and Youth committee and has direct experience as a school nurse. KC – I have 20 years of experience as a school nurse and am currently the Program Manager for School Health at DOE.

JW – Welcome, we appreciate your service!

JW – next is the January 2025 distribution grid. Gwen will review the grid for the Commission.

GM – The January grid total for awards is $85,690. Are there any questions regarding the January grid? None.

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| **2. Motion:** to approve the January 2025 Distribution grid as presented.  **Motion by:** Distribution committee  **Second by:** RE  **Vote:** Approved Unanimously. |

**Director’s Report** Craig Young, ED

**Operations**

**1.Applications/Grants**

There are 66 incomplete score/med (needing documentation/requests pending) applications in initial review and 16 applications submitted-incomplete. In addition, I assigned five more applications yesterday. There is a wait list currently as we have 6 applications (likely more) ready for February, I assigned 3 more today.

Thanks to staff for knocking out these applications!

The Central Registry mailing will be sent out in January however, ACL has yet to approve the RF grant carryover funds per Kenisha. Once approval Is received, I will send the mailing list to Standard Press. Funds will be used for the Q2 and Q3 2024 mailings. SCI mailings are billed to a separate Trust Fund source.

**2. Accounting/Budget updates**

Collections for FY25 December 2024 = $183,409. Six months collected a total of $1,022,267. PO for the Cardinality project has been disbursed and a voucher created – first installment has been paid. Collections for this month are at $71,852 with a week left. We will likely collect less this month due to courts not meeting due to adverse weather conditions.

**3. Software Procurement**

Carahsoft/Cardinality – BSITF application team met with DPH IT project staff for introductions. Reviewed schedules and responsibilities. DPH requested BSITF staff work on enumerating database needs, wants and improvements to processes. Will meet weekly until DPH and Cardinality set up the project schedules – likely in February.

Scheduled meetings will take place on Monday’s and Thursday’s for the immediate future.

**Distribution and Application Review committee (DAR)** Ruth Engleberg – Chair

RE – the committee met in January and we had good and long discussion regarding the action items of Home Access Program and Vehicle distribution policy. No consensus on either item was reached and we will revisit these topics at our February meeting. Other agenda items were tabled and we will discuss as time allows at future meetings.

I invite any of you who have an interest or a passion for these issues to attend our meetings – all are welcome to participate.

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

* Corrections made to carryover documentation has been uploaded into grant solution. We are awaiting approval from ACL.
* Commission staff and BIAG met with the TARC on January 8, 2025.
* BSITFC staff continues to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The workforce development workgroup met on January 6th and discussed altering the meeting schedule. The underserved populations workgroup met on January 16th.
* The Advisory Committee will meet on January 28th, 2025.
* 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 – any questions for me? None.

**New Business:**

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

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