**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

January 25, 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), Bethany Whetzel (BW), Rebecca Dugger (RD), Lisa Dawson (LD), Randy Owens (RO), Susannah Kidwell (SK).

**Commissioners - Absent:**

Michael Burns, Stephanie Freeman.

**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, Morgan Barnett, Imane Bassit.

**Chairman’s Report**

The meeting is called to order at 10:33 a.m. – a quorum of 11 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 December 2023 Commission minutes.**Motion by: BB****Second by: TW****Vote:** Approved unanimously. |

**Executive committee report Jane Warnock**

The Executive committee met on Wednesday and discussed the TBITARC state self-assessment tool. Craig will go over this in his report.

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

CY – my computer will be forced to reboot in 35 minutes so we will have to move rapidly before I lose connectivity to the web.

**1.Applications/Grants**

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The grid for January will be +/- $83K. Currently staff has 103 incomplete applications being processed.

**2. Accounting/Budget updates**

Collections for December 2023 were $182,590…best in a decade.

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

Still have not received approval from ACL to spend the carryover from the last budget year for which continues to delay our Central Registry mailing. ACL is actively reviewing but no word yet.

**3. Website and Applicant database**

Have not received requested annual cost details for DPH Cancer State Aid program. NextGen meeting in December – there were no pertinent updates, schedule remains the same.

**4. Commission**

Sent letters via email (1-4-24) requesting appointments from DHS and DOE – still no responses yet. Have provided end of year reports to DOAS and DAA

**5. Public Policy**

General Assembly is currently in session with FY2024 budget amendments hearings ongoing. Provided information to the Senate and House budget offices regarding BSITFC collections and programs and budget request (no amendments to FY24 budget).

**6. TBI TARC State Self-Assessment Tool**

The Advisory committee will review and fill out the first six items in the tool. The Executive committee will review the tool and determine which sections are in need of review/detailed explanation before requesting Commission members fill out the tool (though you can if you are comfortable with doing so).

**COMMITTEE REPORTS:**

JW – Gwen McKee will proceed with the January 2024 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 $83,000 in grant requests. We discussed Ervi0821 regarding the ability to fund both items in the same application which saves the applicant time and effort. Any questions concerning the grid? None.

A quorum is present.

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

**Accounting and Collections Update:**

SM – December collections were $182,590. For January we have collected $144K through today with four business days remaining in the month.

**TBI grant and activities:**

* The TBI TARC State Self-Assessment Tool was distributed to the Advisory committee for completion.
* I will be attending the SEED conference and Brain Injury Awareness Day in Washington DC – upcoming in March.
* Morgan Barnett has been promoted to the Executive Director position for BIAG.
* BSITFC staff continues to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The Workforce Development Workgroup met on January 2. The workgroup focus for this year will be reviewing and discussing trainings and stakeholder buy-in. The Underserved Populations workgroup met on January 18 and reviewed Iowa’ Neuro RF Child Welfare Collaborative Project.
* Commission staff continues to meet with BIAG on a bi-weekly basis.

**New Business:**

None

The meeting is adjourned by motion (BB) at 11:00 a.m.

**The next Commission meeting will be held on Thursday February 22, 2024 from 10:30 a.m. to 12:00 p.m.**