**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

January 26, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Michael Burns (MB), Ruth Engelberg (RE), Gwen McKee (GM), Bob Bauer (BB), Matt Krull (MK), Lisa Dawson (LD), Susannah Kidwell (SK), Jane Warnock (JW), Andrew Dennison (AD), Tim Wall (TW).

**Commissioners - Absent:**

Stephanie Freeman, Rebecca Dugger, Randy Owens.

**Staff:**

Craig Young (CY), Dionne Braxton (DB), Keisha Zachary (KZ), Kenisha Tait (KT), Diana Ballard (Dbd), Tyimeka Brown (TB).

**Guests:**

Cassandra Palmer (CP), Morgan Barnett (MB), Jane Jackson (JJ), Bethany Whetzel (BW), Imane Bassit (IB).

**Chairman’s Report**

BB – I call the meeting to order at 10:35 a.m.

CY – A quorum of 9 Commissioners is currently present.

BB – Craig, please introduce our new members and guests. CY – Welcome new Commissioners:

Lt. Michael Burns – Dept. of Public Safety – GA State Patrol

Bethany Whetzel – GA Vocational Services

Welcome to new OPB analyst:

Imane Bassit

BB – Next order of business is to approve the December 2022 Commission draft minutes.

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| **1. Motion:** to approve the draft December 2022 Commission minutes.  **Motion by:** BB  **Second by:** JW  **Vote:** Approved unanimously. |

BB – Craig will start us off with the Executive Director’s Updates.

**Updates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Craig Young**

**Operations**

**1. Applications/Grants**

a. Applications - There are 62 applications on staff desks currently (1-24-23).

New submitted applications January 2023 = 23

There is a full grid for January = ~$80K.

Have been unable to download 2022 Q3 CR data and have contacted GHA regarding the technical issues that need to be addressed.

b. Twin Towers Move – next DPH moving meeting will be next week. Storage boxes are in our possession.

Impromptu meeting with the GBA’s Sr. Project Manager for the TT move this week. We discussed surplus staging, filing cabinets (and contents) designated for move to East Tower 4th floor. Exchanged contact information. Have begun pulling files for shredding (>5 years for A/P invoices). Waiting on shred bins from DPH to begin removal/shredding of old applicant files.

Staff meeting next week to review DPH move schedule and projected completion dates for various agency activities.

**2. Accounting/Budget updates**

Requested from DPH HR new metrics for the requisition for the Accountant 2 position - 3rd posting date TBA. Requested information on what universities are information is being relayed to and how.

Surcharge collections for December 2022 were $136,935.

Collection for January 2023 thus far = $142,683 with 3 more business days to go.

**3. Website and Applicant database**

Spoke with Engagifii CEO regarding their desire to bid on the new database procurement. He stated they intend to bid but also wants the Commission to spend $30K on the requirements document. He explained that the programming language(s) to be used need to be fully understood and a requirements document produced by staff would not have software coding requirements. I have asked him to meet with Michael From (DPH CIO) to discuss his concerns about the software coding and the requirements document. I have no update on when or what that discussion yielded at this time.

**4. TBI federal grant**

Advisory committee meeting was held in January – Kenisha will provide updates.

**5. Commission**

We have had no appointments by the Governor’s office; I have been in contact with the Governor’s appointments Secretary this week.

I reached out to Paula Gumpman regarding the DOE appointee vacancy –

received no reply, will contact the Commissioner of DOE to find out who and when an appointee is contemplated.

**6. Communications**

2022 Annual Report construction is underway, thanks to all who provided photos and bio updates.

January website metrics are normal, 679 website hits and 240 hits on “Apply for a Grant”.

Digital Services Georgia (DSGa) announced a new state website design refresh (entitled “Bloom”) to be rolled out this spring. The purpose is to make content easier to find and read. Staff will be able to preview our new website and make any revisions before it goes live.

Review - External Communications document. The Commission currently has no legislation in the hopper. The General Assembly is devoting most of its energies to the amended FY2023 current budget. We have no amendments and our budget information for AFY23 and FY24 was accurately reported in the DPH budget.

Review of document produced by GOHS: Overview of Motor Vehicle Crashes in 2019.

**COMMITTEE REPORTS:**

BB – we will next consider the Distribution committee recommendations to the Commission. Gwen will provide the Distribution grid review.

**Distribution committee**

GM – The grid was approved with no comment or discussion. Any questions regarding the January grid? AD – why would private insurance not pay for a psychiatrist? DB – the applicant reported that his carrier would not pay, so it is within policy to pay in this instance. RE – there are problems with insurance and psychiatry services. GM – our household must pay cash for psychiatry because the psychiatrist will not accept Medicare, Medicaid or private insurance. It is a big problem.

BB – any other questions regarding the grid? None.

A quorum of 10 Commissioners are present.

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| **3. Motion:** To approve the January 2023 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** BB  **Vote:** Motion is approved unanimously. |

**DAR committee:**

GM – The DAR committee met to review Distribution Policy, looking particularly at Commission revenue, category caps, lifetime caps, the rising costs of goods and services and how inflation has affected our ability to provide grants to our applicants - especially those applying for vehicles and home access modifications. We had very good discussions and have created a subcommittee to look in detail at home modifications and some issues with that program. That committee will meet on February 6, 2023 and you are all welcome to attend that meeting for further discussion on that topic.

**Collections and Finance:**

CY – the Commission collected surcharges totalling $136,935 in December 2022. Current collections for January are ~$146,000.00 with 3 business days left in the month for collections.

**TBI grant and activities:**

KT

* ACL will hold a virtual TBI Partner Day on February 28, 2023 from 12-4 PM
* BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The workforce development and training workgroup met on January 10 where we worked on identifying overlaps in competencies. The underserved populations workgroup met on January 19th. The workgroup discussed the meeting schedule for the year and Oregon discussed the state’s TBI systems and resources.
* Our bi-monthly TARC call was held on January 10, 2023. We discussed the progress of the RF program and TARC state workplan for Georgia.
* Commission staff continues to meet with BIAG on a bi-weekly basis.

Commissioner Matthew Krull joins the meeting. A quorum is present.

**New Business:**

None.

There being no further business the meeting is adjourned by motion (BB) at 11:10 a.m.

**The next Commission meeting will be held on Thursday February 23, 2023 from 10:30 a.m. to 12:00 p.m.**