**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

January 27, 2022

Teleconference

**Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Randy Owens (RO), Susannah Kidwell (SK), Rebecca Dugger (RD), Tim Wall (TW) Gwen McKee (GM), Lisa Dawson (LD), Jeni Coyne (JC).

**Commissioners - Absent:**

Stephanie Stallings, Paula Gumpman, Ruth Engelberg, Andrew Dennison.

**Staff:**

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

**Guests:**

Leona Rittenhouse, Jane Jackson, Cassandra Palmer, Kelly Campbell.

**Chairman’s Report**

CY – A quorum of 9 Commissioners is currently present.

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

CJ – We will move first to our items requiring quorum vote as some members have scheduling conflicts. First up is the approval of last month’s minutes.

|  |
| --- |
| **1. Motion:** to approve the December 2021 draft Commission minutes.  **Motion by:** BB  **Second by:** RD  **Vote:** Approved unanimously. |

**Distribution committee:**

TW – The Distribution committee met and approved the January 2022 grid for $85,000. There was some discussion regarding personal support services and how taxes are paid by the applicant’s provider. Are there any questions regarding the grid? None.

A quorum of 9 Commissioners are present.

|  |
| --- |
| **2. Motion:** To approve the January 2022 grid as submitted.  **Motion by:** Distribution committee  **Second by:** GM  **Vote:** Motion is approved unanimously. |

**Welcome:**

CJ – I would like to welcome our guests today. Cassandra Palmer is the new Executive Director of the Brain Injury Association of Georgia (BIAG). Kelly Campbell is the Vice Chairman of the BIAG board of directors. Jane Jackson has moved to the position of the Director of Resource Facilitation for BIAG.

**Executive committee report:**

CJ – the Executive committee discussed the Governor’s budget proposal for an increase of $5,000 for full-time state employees. We are reviewing the proposal for how it may impact Commission budget for AFY22 and FY23. Staff is preparing some charts to show impacts for those respective years. As the Commission does not receive general revenue funds from the state we must be mindful of changes within the current budget that might project us to fall outside of budget compliance.

GM – these funds are for waiver employees? CY – No. RD – These increase in funds for the waivers is separate. Commissioner Dugger gives an overview of the funding parameters for providers under the waiver programs.

**Executive Director’s updates:**

**1. Operations: -** Currently there are 44 submitted applications on staff desks. Staff continues to come into the office as necessary.

**2. TBI grant:** – there is a new ACLTBI grant opportunity that was just released. Kenisha will provide details in her report to the Commission later.

**3. Website and Application database:** - In conversation with our vendor regarding their migration to a new cloud-based web architecture. They are uncertain as to whether or not they will be able to continue to host our website and database. Should find out if this is feasible or not by the end of the month. They have assured me that we would have adequate time before we would have to find a new vendor.

Starting in February the Commission will begin using Outlook as the mode for notifying Commissioners and committee members regarding upcoming meetings. We will begin using Teams for our virtual Commission meetings starting in February. Please let me know if you need any help with either Outlook or Teams. Teams is free and can be used on your Windows or IOS operating system and there is an app for your computer, tablet or phone.

**Committee reports:**

**Collections and Finance committee report:**

LC – collections for December 2021 were $135,436. January collections are at $145,380 currently. The Finance committee met this past Tuesday and we reviewed the first and second quarter expenditures. Watching budget hearings to see if any changes to AFY22 budget.

Commissioner Randy Owens joins the meeting at 10:49 a.m.; a quorum is present.

Commissioner Jeni Coyne leaves the meeting at 11:00 a.m.; a quorum is present.

**Communications committee:**

CY – the Communications committee met in January and have just about wrapped up the FY2021 Annual Report. Digital Services Georgia announced an upgrade to Drupal 9 operating system but there have been some glitches that we have found. We have notified DSG regarding these issues.

**TBI grant and activities:**

KT –  Advisory Committee meeting was held on Monday we have three openings on the Advisory committee.

 The RF contract with BIAG was approved in December 2021 the program launched January 3, 2022.

 Craig and I continue to meet with BIAG weekly and will continue to do so for six months as we implement the Resource Facilitation (RF) program. We conducted an orientation for RF staff on January 5, 2002.

 We have begun monthly Technical Assistance calls with the TBI TARC Center in accordance with our support plan and to assist in the rollout of the RF program.

 Georgia has been assigned to the Workforce Training & Development workgroup and our first meeting was held on 1/18/22. We are also assigned to the Underserved Populations workgroup and met on 1/26/22.

 TBI Stakeholder Day is scheduled for March 8, 2022 and will be held virtually.

There is a new ACL TBI grant funding opportunity that we are applying for. This is additional funding for all TBI SPP funded state programs. The grant is for two years and for up to $45,000 annually depending on the number of states applying (could be less). This grant application is due February 23, 2022 so not much time to prepare the application.

There being no further business the meeting was adjourned by motion (JW) at 11:13 a.m.

**The next Commission meeting will be on Thursday February 24, 2022 from 10:30 a.m. to 12:00 p.m.**