**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

July 27, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Lisa Dawson (LD), Jane Warnock (JW), Andrew Dennison (AD), Tim Wall (TW), Randy Owens (RO), Michael Burns (MB), Bob Bauer (BB).

**Commissioners - Absent:**

Bethany Whetzel. Susannah Kidwell, Stephanie Freeman, Matthew Krull, Rebecca Dugger.

**Staff:**

Craig Young (CY), Samantha McCray (SM), Kenisha Tait (KT), Keisha Zachary (KZ), Diana Ballard (Dbd), Dionne Braxton (DB).

**Guests:**

None.

**Chairman’s Report**

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

JW - first item is to approve the draft minutes from the May Commission meeting as we did not have a June meeting.

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| **1. Motion:** to approve the draft May 2023 Commission minutes.**Motion by: BB****Second by: TW****Vote:** Approved unanimously. |

JW – Commissioner Tim Wall is stepping down from the Distribution committee co-chair role and I want to thank him for his many years of service on this committee. Gwen McKee is the current Chair but I want to add more Commissioners to the committee and add a co-chair to take some of the work off of Gwen’s plate. I am asking for volunteers to step forward. GM – I also want to thank Tim for his role and the perspective he brings to the committee. I will be contacting some of you about joining us on this committee. CY – thank you Tim! RE – what is the time required for this committee? CY – meeting once a month on the third Tuesday at 10:30 a.m. – not a large time requirement. Dionne Braxton is the liaison to the committee and prepares the distribution grid for the committee and also takes notes, schedules meetings – she has been doing a great job for many years.

**Executive Director’s Report**

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

**1. Applications/Grants**

a. Applications – July grid is $60,000. 54 applications currently being processed. Central Registry next mailing in August 2023 – costs have gone up about $1,000.00 for this mailing, postal service increase is partially the reason. Most of the cost of this mailing is grant funded.

Vendor Management redux - process continues to be a problem. LD – we are seeing the same problem with SAO.

**2. Accounting/Budget updates**

Samantha McCray out due to accident but is recuperating at home. Samantha is learning the BSITF accounts payable process and hope to begin training on vendor management soon. Samantha and I had a meeting with the DPH budget manager and reviewed our FY2024 budget by class and account. FY2024 budget codes for the BSITF’s AOB will remain the same, federal grant codes will change but have yet to receive those codes. DPH is in year-end close mode and A/P payments are on pause. The final BCR 998 report should be available in August. Attached are the year end balances for the Treasury Accounts. The 2131 (current account) and 2305 (prior-year) accounts do not reflect prior-year grant obligations and are overstated.

We will begin analyzing the operations costs for FY23 and begin the process of creating our draft FY2025 budget. The Commission’s surcharge collections for FY23 were $1,867,201.95 This is $46,573 less than our current FY24 budget of $1.91 million

Obligated grants (rescind report) total FY23 = $540K and all FY22 and before $170K = $710K total obligated grants on the rescind report. Rescind means that there is an outstanding balance that is either being drawn down or grants that have aged and are less than one year to the required rescind date (if there is no account activity by the grantee).

**3. Website and Applicant database**

Engagifii had some programming difficulty related to the implementation of the new caps but database appears to be working now as requested.

NextGen meeting with the State Accounting Office and DPH IT will take place in August. We will have the opportunity to review the planned grants management software to see if it is compatible with our grant administration needs. If not, the procurement for a new software and data management solution will begin. NextGen schedule for implementing new accounting, grants, procurement and vendor management is currently Q4 2025.

**4. Commission**

The Commission’s FY24 strategic plan was submitted to OPB on schedule and you received the final draft last week. We will await any feedback from OPB and bring it to the committee for review. JW – thanks to all of you who participated in the meeting to review and recommend new BSITF goals.

**COMMITTEE REPORTS:**

JW – Tim Wall will proceed with the Distribution committee recommendations to the Commission.

**Distribution committee**

TW – thanks to staff for their good work. The grid has a total of $60,000 in grant requests. Any questions concerning the grid? None.

A quorum is present

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

**Collections and Finance:**

CY – the Commission collected surcharges in June totaling $187,514. For the fiscal year 2023 the Commission collected $1,867,202 in surcharges which will be the basis for the FY2025 budget. Surcharge collections are posted daily at <https://courttrax.org> if you want to see which courts are remitting.

The FY25 budget is due to OPB on September 1, 2023 - the Finance committee must meet early August to recommend a FY2025 budget to the Commission at our August Commission meeting.

**TBI grant and activities:**

* Year 2 of the TBI SPP grant will end on July 31 with year 3 beginning on August 1. Reporting for ACL is due August 30th, and we will work with BIAG to complete the report.
* 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 will meet again in August to review the competencies spreadsheet and to discuss reframing the workgroup. The underserved populations workgroup met on July 20th.
* Kenisha traveled to Savannah on July 13 to meet with Jill Ferrington (NCAPPS) and Yesica Cruz to discuss the PH program.
* Commission staff continues to meet with BIAG on a bi-weekly basis. The meetings now includes input from our NCAAPS SME in regards to our PH program.

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**New Business:**

JW – please consider volunteering for the Distribution committee!

CY – thanks to staff for their flexibility and resourcefulness during our move.

There being no further business the meeting is adjourned (JW) at 11:08 a.m.

**The next Commission meeting will be held on Thursday August 24, 2023 from 10:30 a.m. to 12:00 p.m.**