**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

July 28, 2022

Teleconference

**Minutes - Draft**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Andrew Dennison (AD), Yolanda Virden (YV), Lisa Dawson (LD), Tim Wall (TW), Randy Owens (RO), Gwen McKee (GM), Rebecca Dugger (RD).

**Commissioners - Absent:**

Stephanie Stallings, Matt Krull, Ruth Engelberg, Paula Gumpman, Stephanie Freeman, Susannah Kidwell.

**Staff:**

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

**Guests:**

Cassandra Palmer (CP), Jane Jackson (JJ), Leona Rittenhouse (LR).

**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 – First order of business is the approval of last month’s minutes.

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| **1. Motion:** to approve the June 2022 draft Commission minutes.  **Motion by:** BB  **Second by:** TW  **Vote:** Unanimously approved. |

Commissioner Randy Owens joins the meeting – a quorum is present.

**Executive committee report:**

CJ – Craig will give his BSITFC operational report.

**Executive Director’s updates:**

**Operations**

1. Applications/Grants

The monthly applicant grid for FY2023 will be $85,000 per month. The Home Access Program (home mods) will be budgeted at $100,000. The FY2023 total Distribution budget will be $1,120,000.

Applications: There are 72 applications on staff desks currently (7-13-22).

From 6-30 to 7-13 there were 90 new applications of which 47 were submitted.

Central Registry mailing of 12,787 letters were mailed.

2. OPB strategic plan/Budget updates

a. the strategic plan FY22-25 was transmitted to OPB. No feedback yet.

b. received the final BCR 998 report for FY2022. Our FY22 Actual Operating Budget (AOB) was $1,362,757. Our ending expenditures (including home mods) was $1,360,242 (there may be re-rates). The obligated grants carry-over (from the Rescind report) was $534,931.

c. we will begin meetings to allocate the FY2024 budget which the Commission must approve at the August Commission meeting. The AOB budget for FY24 will be our surcharge collections from 7-1-21 to 6-30-22 = $1,913,774.81

d. the FY2023 AOB budget of $1,611,604 has been loaded by DPH.

e. we zeroed out the 2131 account to start the fiscal year with a zero balance (first allotment for FY23 July of $134,300 will remain. Those funds ($1,002,456.87) will go to the 2305 prior-year account.

3. Contracts

Update –

a. Renewed the contract with BIAG for the next year of the ACL TBI grant cycle which starts on August 1, 2022.

b. Renewed the contract with Department of Community Affairs (DCA) to provide home access modification grants for $100,000.

c. Renewed the contract between DPH and BSITFC for FY2023.

4. Website and Applicant database

Update – meeting with the DPH Chief Information Officer was moved to next week.

5. TBI federal grant

Received the Needs Assessment report from UGA IHDD office. The final copy with additional graphics will be sent at the end of July. Initial concern communicated to IHDD is that this assessment has a small sample size, does not quantify TBI medical resources within the state or by county and generally relies on qualitative and anecdotal information. There is a liberal sprinkling of charts and recommendations.

**Committee reports:**

**Distribution committee:**

TW – the July 2022 grid for $83,740.00 was presented to the Distribution committee. The committee discussed the request for Adam0496 for farm equipment which falls under the vocational support category – all committee members supported the request. Are there any questions about the grid? None.

A quorum of 10 Commissioners are present.

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| **3. Motion:** To approve the July 2022 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** GM  **Vote:** Motion is approved unanimously. |

**Collections and Finance:**

LC – Collections for June were $182,697. For FY2022 we collected surcharges in the amount of $1,913,774. These collections will constitute our base budget for FY2024.

I have attached our year-end budget expense report for FY2022 for your information – any questions? None.

**TBI grant and activities:**

KT –

 The contract for year 2 of the TBI SPP grant has been completed and signed. Year 2 of the grant will begin on August 1, 2022, in addition to the TBIPH Workforce Grant.

 The needs assessment has been completed and a draft has been submitted. Chase, Craig, Bob, and Kenisha have reviewed the draft and will send feedback to the team to address concerns.

 The RF program has identified 73 participants since piloting the program in January. They have also assisted over 40 individuals with trust fund applications.

 BSITFC staff and RF program staff continue to attended the monthly meetings for the Underserved Populations and Workforce Development workgroups.

 Jill Ferrington, the TBI SME with the GA TA NCAAPS team met with the RF Team on June 28th and July 12th RF to speak with BIAG about program progress and data crosswalks.

CY – I attached our FY2022 year-ending Awards by Subcategory report and our Awards Analysis by Injury report. Once again Transportation was the most requested and highest funded category (over >$500,000) followed by Personal Support Services and Medical care.

I have also attached a CDC produced infographic that details TBI payers by insurance type private or public.

**New Business:**

None

There being no further business the meeting is adjourned by motion (GM) at 11:09 a.m.

**The next Commission meeting will be on Thursday August 25, 2022 from 10:30 a.m. to 12:00 p.m.**