**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

June 23, 2022

Teleconference

 **Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Susannah Kidwell (SK), Paula Gumpman (PG), Ruth Engelberg (RE), Andrew Dennison (AD), Matt Krull (MK), Yolanda Virden (YV), Stephanie Freeman (SF), Lisa Dawson (LD), Tim Wall (TW), Randy Owens (RO), Gwen McKee (GM), Rebecca Dugger (RD).

**Commissioners - Absent:**

Stephanie Stallings.

**Staff:**

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

**Guests:**

Jane Jackson (JJ), Leona Rittenhouse (LR).

**Chairman’s Report**

CY – A quorum of 13 Commissioners is currently present.

CJ – I call the meeting to order at 10:33 a.m.

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

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

Commissioner Rebecca Dugger joins the meeting – a quorum is present.

**Executive committee report:**

CJ – the Executive committee met last week and discussed a number of items including the draft strategic plan.

The plan has four goals: 1. New applicant database. 2. Resource Facilitation program services expanded statewide. 3. Undertaking a BSITFC Return on Investment report with relevant health outcome measures for TBI/SCI. 4. A comprehensive review and revision of BSITFC Distribution policies.

The Executive committee has made a recommendation to the Commission to adopt the draft plan at the June 2022 Commission meeting.

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| **2. Motion:** to approve the Executive committee recommendation to adopt the draft 2022-2025 Strategic Planning goals as presented.**Motion by:** Executive committee**Second by:** SK**Vote:** Approved unanimously. |

CJ – Craig will update the other items for the Commission.

**Executive Director’s updates:**

**Operations**

CY - The Central Registry mailing has gone out, there was a cost increase per letter of five cents. The mailing should hit mailboxes next week. There are currently 98 applications on staff desks.

A quick review of modified vans at Mobility Works today shows that there are no vehicles available under $15,000 (our current cap for modified vehicles). Mobility works shows an inventory of 23 vehicles available between $15,000 and $20,000. Commission approved vehicles purchased is showing a decrease over the last five years in number of vehicles purchased -14% and in the amount of distribution budget expended for the category it is down -9.7%. Inflation in this category is showing a 41% increase. We should keep this in mind. MK – is $15K realistic for vans? CJ – we have looked at this in the past, our revenue is not keeping up with rising costs and we may need to review via the DAR committee. LD – since I have been a Commissioner the overall number one category that lacks funding is transportation and that is the number one item that keeps people from returning to the community after an adverse health event. RE – does this extend to vehicle modifications? CY – awards are up to $15K. CJ – mods for my van were $30K. Depends on the level of injury and what a person’s circumstances dictate.

**Committee reports:**

**Distribution committee:**

PG – the June 2022 grid for $68,323.40 was presented to the Distribution committee. The committee had no questions. Are there any questions about the grid? None.

A quorum of 14 Commissioners are present.

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

**Collections and Finance:**

LC – Collections for May were $176,943. June collections are looking positive. Our monthly expenses are less than monthly revenue. CY – I provided our GSCCA Surcharge report for your review. This lists the courts by name and their remittance for the month. At the end of the report is a list of courts who are overdue in reporting surcharges. CJ – this report is available online at courttrax.org

**Communications committee:**

CY – the Communications committee met in June. Web traffic is at normal levels though we have one applicant story that is generating about 50 hits a month. We have contacted that person to see if there is a reason for this anomaly.

We are beginning to look for applicant stories for our next annual report – hopefully with a Resource Facilitation angle.

Commissioner Bob Bauer joins the meeting. A quorum is present.

**TBI grant and activities:**

KT –

 The contract for the TBIPH Workforce Grant has been completed and signed. BIAG is currently recruiting for an additional bi-lingual RF. We are also finishing up the contract for year 2 for the TBI SPP grant.

 The needs assessment is wrapping up and should be completed by the projected end date of July 2022.

 We are continuing to meet with BIAG on a weekly basis to discuss the progress of the RF program and create materials to be disbursed to stakeholders. We are also studying for the CBIS Certification test to be taken this quarter.

 BSITFC staff and RF program staff attended the monthly meetings for the Underserved Populations and Workforce Development workgroups. We also completed the survey created by the Workforce Development group in preparation for grant year 2.

 Met with Jill Ferrington the TBI SME on June 14, 2022, in preparation for the GA TA NCAAPS team meeting. Jill will attend the June 28th RF program meeting to speak with BIAG about program progress and data crosswalks.

**New Business:**

CY – I placed in your meeting materials a Brain Injury Tip Sheet created by the American Congress of Rehabilitation Medicine. This document may be useful to our new Commissioners in terms of understanding functional and cognitive issues after TBI.

There being no further business the meeting is adjourned by motion (MK) at 11:25 a.m.

**The next Commission meeting will be on Thursday July 28, 2022 from 10:30 a.m. to 12:00 p.m.**