**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

March 23, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

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

**Commissioners - Absent:**

Bethany Whetzel, Stephanie Freeman.

**Staff:**

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

**Guests:**

Jane Jackson (JJ).

**Chairman’s Report**

BB – Jane will try to join the meeting later. I call the meeting to order at 10:34 a.m.

CY – A quorum of 9 Commissioners is currently present.

BB – Next order of business is to approve the February 2023 Commission draft minutes.

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

LD – joins the meeting.

BB – the Executive committee had several important conversations, in particular the staff openings that persist and Craig having to step in to fill those job responsibilities. The state of Georgia allows for additional Temporary Supplemental Payments at a 2.5 percent of base-salary for employees who are performing another lower level employees job duties. The Executive committee strongly recommends that this temporary increase be granted to Craig Young for performing the Accounting Manager position duties and would be retroactive to August 16, 2023. The increase is modest and would add about eighty dollars per pay-period to his paycheck. Is there any discussion? None.

A quorum is present.

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| 2. **Motion**: to recommend to the Commission that temporary additional salary, amount as prescribed by DOAS rule (2.5%), shall be provided to the Executive Director for the performance of additional duties of the Accounting Manager position retroactive to August 16, 2022 and until the Accounting Manager position is filled.  **Motion by:** Executive committee  **Second by:** RD  **Vote:** Motion Approved Unanimously. |

CY – thank you for your support!

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

**Operations**

**1. Applications/Grants**

a. Applications - There were 93 applications on staff desks on 3-22-23.

There is a full grid for February = ~$85K, 3 on wait list? DB – yes.

b. Twin Towers Move – DPH moving meeting is now weekly on Tuesday afternoons. Met with DPH Facilities manager and obtained 90 secure totes for our applicant files. We obtained five more shred bins and had seven filled for shredding. Thanks to staff for diligently working to get us close to our pre-move goal for this date.

**2. Accounting/Budget updates**

The latest requisition for Accounting/Finance manager has been posted and we are receiving applications for the applicant pool. Tyimeka Brown resigned and so we will need to hire a new Accounts Payable assistant. I am filling in for her day to day duties and Dionne and Keisha have taken on Tyimeka’s assigned applicants (17).

RE – can we get a link to the job opening? CY - Yes

**3. Website and Applicant database**

CrowdStrike has been implemented on our laptops and BitStrike is being offered to Engagifii to protect the BSITF server. No progress has been made due to the increased demands on my time for the Accounting, A/P-A/R, Vendor management, etc. Meeting with DPH IT liaison next Monday. Having some issues with the database and have contacted Engagifii.

We will discuss the other items in the Director’s updates in the Committee Updates portion of the agenda.

**COMMITTEE REPORTS:**

BB - Tim Wall with the Distribution committee recommendations to the Commission.

**Distribution committee**

TW – As always, thanks to staff for doing an excellent job with the grid. The grid has a total of $95,000.00 in grant requests.There was only a little discussion regarding the off-road wheelchair request. Any questions concerning the grid? None.

A quorum is present

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| **2. Motion:** To approve the March 2023 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** RO  **Vote:** Motion is approved unanimously. |

**DAR committee:**

GM – The DAR committee ended its discussions last Tuesday and the recommendations to the Commission for changes to the BSITF Distribution Policies are in your meeting materials. We thank all who joined in those meetings and provided valuable input regarding the issues at hand. The committee members felt that we should halve the funding for the Home Access Program to $50,000 and increase the Lifetime maximum grant cap from $10,000 to $12,000. We also felt with increases in costs it was helpful to allow additional funding for modified vehicles and we recommend increasing the cap from $15,000 to $18,000.

Are there any questions regarding the recommendations? None.

BB – hearing none we will vote separately on each recommendation.

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| 1. **Motion:** to recommend to the Commission that the funding for the Home Access Program be $50,000.00 annually, decreasing from $100,000.00. Remaining balance of $50,000.00 to be placed in the annual distribution grant budget.   **Motion by:** MK.  **Second by:** TW  **Vote:** Approved unanimously |

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| 1. **Motion:** to recommend the grant lifetime cap be increased from $10,000.00 to $12,000.00. The cap increase is not retroactive for applications received prior to July 1, 2023.   **Motion by:** MK  **Second by:** SK  **Vote:** Approved unanimously. |

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| 1. **Motion:** to recommend that the category cap for modified vehicles and vehicle modifications be increased from $15,000.00 to $18,000.00. The increase is not retroactive for applications received prior to July 1, 2023.   **Motion by:** MK  **Second by:** TW  **Vote:** Approved unanimously. |

BB – thank you for your votes. The Distribution Policies will be changed accordingly and go into effect on July 1, 2023.

JW – thanks to all of the committee members and Gwen for chairing the committee.

CY – thanks to Gwen, Bob, Jane and all the other participants. Thanks to staff and Keisha Zachary for their support of the committee.

**Collections and Finance:**

CY – the Commission collected surcharges totaling $134,815 in February 2023. Current collections for March are $134,422 with 6 business days left in the month for collections. Any questions? None.

**TBI grant and activities:**

KT

* 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 did not meet this month but there was subcommittee on March 13 that we attended to complete identifying and categorizing competencies. The underserved populations workgroup met on March 16.
* Kenisha and Cassandra attended NASHIA’s Seed Summit and Hill Day March 7-9 in Arlington, VA and D.C. While attending Hill Day we spoke with staff for Senator’s Ossoff and Warnock to highlight the Trust Fund, BIAG, and the RF program.
* The State Plan Committee has consistently met and made great progress with the annual plan. I will provide that plan at the April Commission meeting.
* Kenisha and Cassandra attended the VA’s Virtual retreat on March 16 and presented on the TBI Grant, Trust Fund, and Rf Program.
* Commission staff continues to meet with BIAG on a bi-weekly basis.

**New Business:**

JW – I want to thank Bob Bauer for stepping in for me today.

There being no further business the meeting is adjourned by MK at 11:30 a.m.

**The next Commission meeting will be held on Thursday April 27, 2023 from 10:30 a.m. to 12:00 p.m.**