**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

March 24, 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), Gwen McKee (GM), Lisa Dawson (LD), Jeni Coyne (JC), Paula Gumpman (PG), Ruth Engelberg (RE), Andrew Dennison (AD), Yolanda Virden (YV).

**Commissioners - Absent:**

Tim Wall, Stephanie Stallings.

**Staff:**

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

**Guests:**

Leona Rittenhouse (LR).

**Chairman’s Report**

CY – A quorum of 12 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 February 2022 draft Commission minutes.**Motion by:** BB**Second by:** PG**Vote:** 1 Abstained JC; 11 – Yes. |

**Welcome:**

CJ – welcome everyone!

**Executive committee report:**

CJ – the Executive committee met and had discussion on several topics that Craig can discuss in his updates.

**Executive Director’s updates:**

**Operations**

1. Applications/Grants

The February grid will be ~$82,000. Central Registry - We have had 167 new applications since Feb. 11th, 70 have been submitted so far. There are 103 applications on staff desks currently.

I received training for HR managers (within DPH) who use NeoGov. DPH uses NeoGov for hiring and other personnel functions such as changes in status, pay, classification etc. Also, 2 Peachtree building is closed for electrical repairs till Monday. We still need to go in to the office occasionally to check fax, mail, etc.

2. Budget updates

a. Governor’s budget AFY22 signed by Governor on March 16th. Hearings on FY23 budget appropriations have begun – the Commission’s FY23 budget listed in the appropriations tracking sheet was correct.

Crossover Day at the Legislature was Tuesday. Legislative day 35 is this Friday. Only five days left in the session.

3. Public Policy

House Bill 439 Motor vehicles; installation of ignition interlock devices as a condition of probation for individuals convicted of a first offense of driving under the influence. Did not cross-over.

House Bill 1502 - would allow the local agency (law enforcement) to recoup costs of administering blood test to suspected DUI arrests. The stated cost is ~$125 for blood test. This could affect surcharge collections. Dead for this session.

4. Website and Applicant database

CY – database procurement – we need to find out what type of budget we need and speak with OPB about funding source as a first order of business. LR – discuss in FY23. Attended DPH Procurement Seminar as a refresher and will take advantage of any other procurement trainings if they are offered.

5. Grant budget/invoices

CY - Issue with invoices from BIAG that were not paid in the proper grant period. ACL has advised that those funds are no longer available. Executive committee will discuss next steps and budget impact. We have instituted new processes to prevent this from happening again.

**Distribution committee:**

PG – The Distribution committee met and approved the March 2022 grid for $81,415. Are there any questions regarding the grid? CJ – question regarding request of Kay0498 for medical care? Seems to have taken a while to be seen for injury. PG – there had been no discussion in the committee regarding this particular applicant. AD – CT scan should have been performed at the time of treatment in the Emergency Department. Now is asking for imaging and what other type of medical care? DB – asking for imaging and there is a quote in the file from Emory hospital. TB – applicant has several items that may be needed. CY – we cannot pull the file because the building is closed until Monday. This request for medical services is allowed under policy and not uncommon to get a request for whatever medical services are prescribed as necessary by a physician. DB – we get the care plan after approval of grant. Leslie and Craig make sure that the services in the medical plan are the ones that are paid. If outside the plan any invoice would not be paid. GM – sounds like case management is needed. Dbd – applicant is receiving Resource Facilitation (up to two years). CY – applicant can always apply for case management if they desire it. CJ – let’s follow up with this case at next month’s meeting with a progress report.

CY – the applicant grid characteristics were updated through March. Row 8 you will see the applicants beginning in October with OMT scores between 30 and 39. From October thru March there were four grantees funded with these scores. Three had quadriplegia and requests for modified vehicles and one has paraplegia and requested personal support services. These are not low priority requests, though the overall OMT scores are low, and are deserving of grants.

BB – looks like distributions will be around one million for the year? CY – monthly grant budget this year is $80,000/mo., not including home access modifications.

Commissioner Randy Owens joins the meeting at 10:59 a.m.

A quorum of 13 Commissioners are present.

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

**Committee reports:**

Communications committee:

CY – the Communications committee met in March. The FY2021 Annual Report was in your meeting materials. Dionne has posted on the website. Let us know what you think.

Costs of annual report printing have risen ($7.60/copy) and factoring in production costs the per copy cost is $12.67. We should take a look at whether or not we want to have a physical copy printed in the future or move to an

electronic version (PDF) only. CJ – discussed producing a one-pager for our stakeholders with links and QR code to our website for the full annual report.

GM – what is 508 compliance regarding the annual report? CY – 508 compliance are federal rules to make print materials accessible to individuals with disabilities. The document font is larger and therefore the annual report increases the number of pages and more pages to print.

**TBI grant and activities:**

KT – we have had a busy month…

 ACL has requested and received a revised budget justification for the Expanding Public Health Workforce Grant that is projected to start on April 1, 2022. Due to the number of applications received, the amount that will be awarded if approved will be $86,400.

 The needs assessment is progressing. Dr. Hamida Jinnah reviewed and discussed the various surveys and is accepting and reviewing feedback. RE – can you have survey responses by family members more clearly indicated in the selection titles? KT will send an email now.

 BIAG has contracted a new RF database software and is moving to HUB as our next CRM provider. Cost of $45 per month.

 February’s Central Registry mailing has fielded more calls to both BIAG phone numbers. Inquiries by correctional inmates, they receive all medical and rehabilitation services from Dept. of Corrections medical services. They can apply for a TF grant after they have finished their sentence.

 TBI Stakeholder Day was held on March 8, 2022. Sessions included: Survivor Engagement Strategies, Domestic Violence and the Effect on Children, Effective Partnerships with Behavioral Health, & Strategies for Using and Leveraging Data.

 Brain Injury Awareness Day was held virtually.

KT – it is great seeing the Resource Facilitation and Needs Assessment coming to fruition; very excited to see where it leads.

Collections and Finance:

LC – Collections for February were $135,466 with five business days to go in the period. Quarterly expenditures were less than collections. For the year we will collect over $1.35 million by the end of this month.

**New Business:**

JC – the Division of Aging Services has a new director, Mary Lee Boatwright Quinn. Her background was with the Alzheimer’s Association and public policy. LD – great choice to lead DAS.

There being no further business the meeting is adjourned by motion (AD) at 11:45 a.m.

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