**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

Commission Meeting

March 28, 2024

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Andrew Dennison (AD), Tim Wall (TW), Bob Bauer (BB), Rebecca Dugger (RD), Susannah Kidwell (SK), Stephanie Freeman (SF), Michael Burns (MB), Randy Owens, (RO).

**Commissioners - Absent:**

Lisa Dawson, Bethany Whetzel.

**Staff:**

Craig Young (CY), Diana Ballard (Dbd), Dionne Braxton (DB), Rosetta Clark (RC), Kenisha Tait (KT)

**Guests:**

Morgan Barnett Jane Jackson, Yessica Cruz.

**Chairman’s Report**

The meeting is called to order at 10:33 a.m. – a quorum of 11 Commissioners is present.

JW - first item is to approve the draft minutes from the February Commission meeting.

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| **1. Motion:** to approve the draft minutes from the February 2024 Commission  **Motion by: BB**  **Second by: SF**  **Vote:** Approved unanimously. |

**Distribution committee:**

GM – thanks again to staff for preparing application grid. There was not much discussion regarding the applicants, due to the good work being done by staff.

Any questions concerning the grid? None.

A quorum is present.

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| **2. Motion:** To approve the March 2024 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** RE  **Vote:** Motion is approved unanimously. |

**Executive committee report Jane Warnock**

The Executive committee met on Wednesday and discussed the TBITARC state self-assessment tool. Bob will go over the tool.

**BB** – we would like for all Commissioners to fill out the tool to the best of their knowledge. There will definitely be items that are not familiar to you or you do not have knowledge of, and that is perfectly fine - just leave those items blank. We want to use this tool to get an understanding of your knowledge of the Commission and the instrument will also help to inform you about the external landscape regarding TBI in general for state agencies. Grantee agencies (including the Trust Fund) will all be somewhere across the spectrum of basic, intermediate and advanced infrastructure. This tool gives us a picture of what parameters to think about and where we could, should (or should not) build Georgia’s infrastructure for TBI.

Please send your forms to Craig or a member of the Executive committee so we can compile the results.

**Executive Director’s Updates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Craig Young**

**1.Applications/Grants**

There are 20 submitted incomplete (needing documentation/requests pending) applications in initial review (some applications may be out-of-scope or ineligible for other reasons) and 30 applications submitted for phase two review/completion including policy required additional documentation, quotes, etc. Closed 73 applications that were without activity over 60 days.

The Central Registry mailing has been delivered and staff is fielding calls and email inquiries.

March grid is for 11 grants at $87,000 total.

**2. Accounting/Budget updates**

Collections for February 2024 were $179,072 which is much above historical collections for February (avg Feb collections for last 7 years is $119,902/mo.). BB – third highest collections for a month!

CY - March collections are lower than usual so there is likely an adjustment that will happen.

SAO vendor management office had their annual training for state agency liaisons Wednesday, Samantha and I attended. New vendors that want direct deposit are looking at 6-8 weeks per SAO and 2 weeks approval for other modes of payment. We also have to add in DPH vendor maintenance office processing times of 3-5 days. New forms will go into effect May 1st.

**3. Public Policy**

Down to last legislative day of the session. HB916 FY2025 appropriations – Senate appropriations committee met Thursday morning to iron out some details that the House and Senate are not in agreement about. The Commission funding per 2023 collections is our final budget of $1,848,188 which is correctly inputted in this budget.

Watching HB1410, would create a State Housing Trust Fund for the Homeless – the funding mechanism would be directed funds appropriated by the General Assembly.

**4. Annual Report**

All materials have been forwarded to Paige Havens for editing and production; she will be visiting our grantee in Franklin, GA for photos and wrap-up.

**COMMITTEE REPORTS:**

**Accounting and Collections Update:**

CY – February 2024 collections were $179,072 which is a new high for February as mentioned. Collections for March with one more day to go is $133,530.

**TBI grant updates:**

 ACL Traumatic Brain Injury (TBI) Partners Day was held on February 29

 Kenisha attended the SEED Summit on March 5th and 7th 2024. Sessions included data, resource facilitation, advisory boards, funding, and innovation practices.

 Kenisha also attended BIAA’s Hill Day on March 6, 2024. Hill day included a Brain Injury Awareness fair and visits to representatives and senators to highlight the BSITFC and RF program. We met with staffers from Senator Warnock’s office and other Congressmen/women to highlight the work currently being done in Georgia and the need for additional ACL grant program funding.

 Workgroup meetings for March will resume in April.

 Commission staff continues to meet with BIAG on a bi-weekly basis.

**New Business:**

JW - Morgan Barnett is the new Brain Injury Association of Georgia Executive Director and will provide us with news from BIAG.

MB – BIAG continues to provide TBI Resource Facilitation for the Trust Fund’s TBI grant as your contractor. We have seen an uptick in calls and emails due to the recent Central Registry mailing by the Commission.

BIAG continues to hold many fund-raisers including a golf-themed activity, walk for TBI and the September Camp BIAG. Goal is to have at least 30 families for the camp.

The meeting is adjourned by motion (JW) at 11:19 a.m.

**The next Commission meeting will be held on Thursday April 25, 2024 from 10:30 a.m. to 12:00 p.m.**