**Brain and Spinal Injury Trust Fund Commission**

200 Piedmont Avenue East Tower Suite 472 Atlanta, GA

Commission Meeting

May 23, 2024

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Andrew Dennison (AD), Rebecca Dugger (RD), Randy Owens, (RO), Lisa Dawson (LD), Stephanie Freeman (SF), Bob Bauer (BB).

**Commissioners - Absent:**

Bethany Whetzel, Tim Wall, Susannah Kidwell, Michael Burns.

**Staff:**

Craig Young (CY), Diana Ballard (Dbd), Dionne Braxton (DB), Kenisha Tait (KT), Samantha McCray (SM), Keisha Zachary (KZ).

**Guests:**

Morgan Barnett, Jane Jackson, Yessica Cruz.

**Chairman’s Report**

The meeting is called to order at 10:39 a.m. – a quorum of 9 Commissioners is present.

JW – we will take up the quorum vote items on the agenda first as we will likely lose quorum in thirty minutes or less.

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

**Distribution committee:**

GM – thanks again to staff for preparing application grid. There was just one change made to the grid and we have $84,000 in grants recommended for approval. DB – a grant request dollar amount was changed as it conflicted with the category cap for that item. The appropriate change is reflected on the grid.

GM - Any questions concerning the grid? None.

A quorum is present.

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

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

**Operations**

**1.Applications/Grants**

There are 78 submitted incomplete (needing documentation/requests pending) applications in initial review (some applications may be out-of-scope or ineligible for other reasons) and 34 applications submitted for phase two review/completion including policy required additional documentation, quotes, etc.

May grid grants ~$84,000.

CR mailing spoke with our account representative Steve McCart regarding the status of the outstanding invoice – we will receive a 10% discount on that invoice due to issues with that mailing.

**2. Accounting/Budget updates**

Collections for April 2024 were $174,307. May 2024 collections look normal.

Jane and I had a meeting with DPH on May 2nd to discuss the upcoming IT procurement. DPH CFO Will Bell and Accounting Director Shawn Dupree were in attendance. They presented a power point which purportedly shows that DPH had not fully taken all funds that were expended by DPH on behalf of payments for BSITF expenditures. I have reviewed the balances in our prior-year and current accounts and find the balances are what we would expect and do not believe that any funds are owed. We have a follow-up meeting on May 21st where we will present our facts to DPH and will advise of the results of that meeting at the next Commission meeting. GM – how far back are we looking? CY – 2013 and also reviewing prior to that year.

**3. Software Procurement**

On May 6th I met with the DPH Directors of Budget, Finance, IT, and Procurement to get the software procurement underway. We have been issued the necessary budget codes for the Contract Action Request (CAR). I am revising the Detail of Services Requested document for IT. Procurement states that an RFP is not necessary for projects below $500,000.00 – we will have to see what the projected costs will be further along the timeline.

**TBI TARC State Self Assessment Tool**

Discussion on the usefulness of Commission meeting time for the review of the TARC tool was positive and the committee felt that continued review by Kenisha was of value and should continue at subsequent Commission meetings.

Commissioners Lisa Dawson and Bob Bauer leave the meeting – a quorum is not present.

**COMMITTEE REPORTS:**

Due to the lack of quorum the May 2024 Committee reports will be provided at the June 2024 Commission meeting.

**New Business:**

None.

The meeting is adjourned due to lack of quorum (JW) at 10:58 a.m.

**The next Commission meeting will be held on Thursday June 27, 2024 from 10:30 a.m. to 12:00 p.m.**