**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

May 25, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Lisa Dawson (LD), Susannah Kidwell (SK), Jane Warnock (JW), Andrew Dennison (AD), Tim Wall (TW), Randy Owens (RO), Bethany Whetzel, Stephanie Freeman (SF).

**Commissioners - Absent:**

Michael Burns, Randy Owens, Bethany Whetzel.

**Staff:**

Craig Young (CY), Kenisha Tait (KT), Keisha Zachary (KZ), Diana Ballard (Dbd).

**Guests:**

Jane Jackson

**Chairman’s Report**

The meeting is called to order at 10:34 a.m. – a quorum is present.

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

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

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

**Operations**

**1. Applications/Grants**

a. Applications – on pause.

The Distribution grid for May = ~$50K.

The June distribution grid may also be affected by the move to TT due to applicant paper files unavailable to staff having been packed and locked. Access will not occur until the week of May 30 toJune 2. Applications must be placed (in order) back in the filing cabinets. There are no applications on the wait list. GM – do we want to skip the June Commission meeting and meet in July? CY – the Commission can certainly entertain that option.

b. Twin Towers Move –We have disposed of all non-salvage office furniture, sold via DOAS.

AssetWorks BSITF office inventory 100 percent complete on 5-5-23.

All applicant files have been moved to secured strapped totes for the move to new location. Staff basically got this done in one day!!

Vendor Management process continues to be a problem. There are 20 grantees who cannot get goods or services because there is little movement of these applications on the SAO Vendor Management Portal.

Approving grants is problematic because they cannot get their goods and services in a timely manner. There is no explanation for these delays. BB – can we escalate to get some resolution? CY – I will ask through channels what is going on.

**2. Accounting/Budget updates**

The latest requisition for Accounting/Finance manager has identified a probable candidate to whom we can make an offer but before we can move to offer a position a background check and education verification have to be done by DPH first.

**3. Website and Applicant database**

Michael has once again pressed for an answer about purchasing the new Database in light of state NextGen project so let’s revisit this from last meeting – below:

From last Executive committee meeting:

“Michael also asked that I relay to you that per our procurement, there are some considerations the Commission should be aware of, specifically the NextGen project underway with State Accounting Office and GTA. We could find ourselves with a new procurement and then in 2025/6 the state may require us to switch over to their new IT programs (which will also include grants modules for state agencies). So, do we want to pay for a new service now that may be unusable in a couple of years? And if Engagifii is unwilling to provide U.S. software support how do we cope in the interim?”

BB – we wouldn’t want to spend twice if avoidable. CY – let me see if DPH IT Director would be willing to address the Commission at our July Commission meeting regarding the NextGen program regarding what those posited requirements are for state agencies. Do all state agencies go under the state IT umbrella in terms of software as service, cloud hosting, security, software engineering, data management, CRM, etc.

**4. Annual Report**

The final Annual report was distributed to the committee – any feedback? RE – I am not listed in the Commission roster. BB – two persons are listed as Vice Chairman. CY – I will let our consultants know that we have edits that are needed.

**5. Commission**

DOE has not provided a new representative.

**6. Pros and Cons - revenue**

Need your input!

**New Business**

CY - Move June Commission meeting to last Thursday of the month June 29th as we will likely not have anywhere near a full grid. JW – what about calling off the meeting and reconvene in July with a large grid as Gwen suggested?

CY – that is possible but either change will require a quorum Commission vote to do so. The regular Commission meeting is the 4th Thursday in June on the 22nd. The next Executive committee meeting would be the day before the Commission meeting because of how the calendar falls. If we have the Commission meeting on the 22nd the Distribution committee would meet on 13th so Dionne would have to create the grid on the 9th. Staff would only have 4 days at most to complete applications and that isn’t feasible,

JW – we will discuss at the Commission meeting next week. CY – I will place on the agenda.

**COMMISSION MEETING SCHEDULE FOR JUNE 2023**

The Commissioner’s discussed the advisability of having a June 2023 meeting in light of the absence of a Distribution Grid due to the unavailability of application paper files for three weeks.

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| **2. Motion:** To cancel the scheduled June 2023 Commission meeting.  **Motion by:** BB  **Second by:** MK  **Vote:** Approved unanimously |

**COMMITTEE REPORTS:**

JW – Tim Wall will proceed with the Distribution committee recommendations to the Commission.

**Distribution committee**

TW – thanks to staff for their good work. The grid has a total of $$47,872 in grant requests. Any questions concerning the grid? None.

A quorum is present

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| **3. Motion:** To approve the May 2023 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** MK  **Vote:** Motion is approved unanimously. |

**Collections and Finance:**

CY – the Commission collected surcharges totaling $155,779 down from prior year April 2022. We will likely collect less this fiscal year.

Commissioner Stephanie Freeman joins the meeting at 10:54 a.m.

**TBI grant and activities:**

* 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 met on April 4 to review the competencies spreadsheet and to discuss reframing the workgroup. We also met on May 2 to continue the conversation. The underserved populations workgroup met on April 20 and West Virginia talked about the programs in their state. Georgia facilitated the May 18th meeting and discussed our RF programs.
* The TBIPH Grant’s annual report was submitted on April 28th, 2023.
* The State Plan Committee completed revising the state plan.

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

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**New Business:**

JW – discussions regarding future initiatives for revenue enhancement for the Commission continues. Your input is needed so we can come up with the best way to move forward with any initiative(s).

There being no further business the meeting is adjourned (RE) at 11:08 a.m.

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