**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

May 26, 2022

Teleconference

**Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Susannah Kidwell (SK), Paula Gumpman (PG), Ruth Engelberg (RE), Andrew Dennison (AD), Matt Krull (MK), Yolanda Virden (YV), Stephanie Freeman (SF), Lisa Dawson (LD).

**Commissioners - Absent:**

Tim Wall, Stephanie Stallings, Randy Owens, Gwen McKee, Rebecca Dugger.

**Staff:**

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

**Guests:**

Jane Jackson (JJ), Cassandra Palmer (CP).

**Chairman’s Report**

CY – A quorum of 10 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 April 2022 draft Commission minutes.  **Motion by:** BB  **Second by:** PG  **Vote:** Unanimously approved. |

Commissioner Lisa Dawson joins the meeting – a quorum is present.

**Welcome:**

CJ – welcome everyone. I would like to introduce our newest Commissioner appointed by the Governor, Ms. Stephanie Freeman. Please tell the Commissioner a little about yourself.

SF – I am very happy to join the Commission. I was injured and sustained a TBI a number of years ago. I have been working to increase TBI awareness and life’s possibilities after injury.

CJ – we look forward to learning from you and your experiences in recovery and community living.

**Executive committee report:**

CJ – the Executive committee met last week and discussed a number of items including Stephanie’s appointment and Strategic Planning; which is due to OPB on July 11, 2022. Craig will update our current plan and expand to incorporate FY24-FY25 in the draft plan, then send to the Executive committee for comment prior to the next Executive Committee meeting. The Executive committee can then make a recommendation to the Commission at the June 2022 Commission meeting.

Standard Press reports that there are no window envelopes to be had in Atlanta currently due to supply chain issues so there has been a delay in the Central Registry mailing. CY – Standard Press contacted me yesterday and said they are able to move forward with the mailing.

CJ – Craig will update the other items for the Commission.

**Executive Director’s updates:**

**Operations**

Budget updates

Met with William Bell, DPH CFO who provided a high-level accounting review of FY2022 and reported that we currently have a good expense to budget ratio. I reviewed our upcoming FY2023 budget, updated the actual AOB from $1.3 million (FY22) to $1.6 million for 2023 and where the additional funds are projected within those budget classes. Also included is the new TBI grant. BB – what is the ratio? What is good? CY – there was no actual ratio, just a statement that our ratio looked good in terms of current year expenses to budgeted. LD – for this time of year in the budget cycle an agency should have spent about ninety percent of budget.

TBI Grant

I have drafted a contract with the Brain Injury Association for the new ACL Public Health Workforce grant. It is under legal review in the DPH contracts office.

Kenisha will update on the rest of the grant news in her report.

Website and Applicant database

Chase and I met with Georgia Technology Authority on Friday to review with them our need for a new application database, CRM and data management systems, etc. GTA provided us with questions to ask our current vendor regarding data and system ownership, operating system specifications, etc., which I transmitted to our vendor – have not yet received their reply.

Dionne and I attended the annual Digital Services conference on Thursday. A Chatbox may be a new feature to consider for our website.

Reminder to Commissioners to fill out the online Needs Assessment Survey.

**Committee reports:**

**Distribution committee:**

PG – the May 2022 grid for $84,440 was presented to the Distribution committee. The committee had some discussion around hand controls portability. Are there any questions about the grid? None.

A quorum of 11 Commissioners are present.

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

**Collections and Finance:**

LC – Collections for April were $163,168. May collections are looking positive. We have collected thus far $1.7 million this year which exceeds our FY23 collections of $1.61 million.

**Communications committee:**

CY – the Communications committee met in May. Web traffic is at normal levels but Diana has reported an increase in new web applications since the start of May. We are reviewing website pages for opportunities to provide more clearly written instructions for grant application processes.

**TBI grant and activities:**

KT –

 Advisory committee met on May 24, 2022. Working to add new members to the committee as some have moved or resigned.

 BIAG and UGA are working together to identify children and families (Parent 2 Parent) and veterans to complete the needs assessment surveys.

 We are continuing to meet with BIAG on a weekly basis to discuss the progress of the RF program and create materials to be disbursed to stakeholders. We are also studying for the CBIS Certification test to be taken this quarter.

 BSITFC staff and RF program staff attended the Underserved Populations May monthly meeting where the discussion covered what areas we feel are of the most need in the state. Georgia facilitated the Workforce Development workgroup may meeting and led the discussion about resource facilitation that helped to identify products for submission for year one of the grant. A survey has been created to determine a focus for the workgroup.

 Kenisha and Jane are working with the GA TA NCAAPS team and have completed the TA plan that includes 52 hours of TA for the TBI program, RF Program.

KT – thanks for your support of the TBI grant program!

**New Business:**

There being no further business the meeting is adjourned by motion (MK) at 11:17 a.m.

**The next Commission meeting will be on Thursday June 23, 2022 from 10:30 a.m. to 12:00 p.m.**