**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

May 27, 2021

Teleconference

**Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Gwen McKee (GM), Susannah Kidwell (SK), Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Randy Owens (RO), Lisa Dawson (LD), Tim Wall (TW), Paula Gumpman (PG), Rebecca Dugger (RD).

**Commissioners - Absent:**

Lisa Dawson, Andrew Dennison.

**Staff:**

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

**Guests:**

Leona Rittenhouse (LR) – OPB, Jane Jackson (JJ) – BIAG.

**Chairman’s Report**

CY – A quorum of 10 Commissioners are currently present.

CJ – I call the meeting to order at 10:45 a.m.

A quorum of 10 Commissioners are present.

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| **1. Motion:** to approve the April 2021 draft Commission minutes.  **Motion by:** BB  **Second by:** TW  **Vote:** Approved unanimously. |

**Executive committee report:**

CJ – the Executive committee approved a final change in status for Leslie Collins who has been promoted to Grade M Fiscal Officer/Accounting Manager. Congratulations and thank you for all you do for the Commission.

**Updates**

The ACL TBI grant has been uploaded and submitted in Grants.gov. They sent notification of successful submission. The results will be known late June. The new grant would begin July 1st. Thanks to Kenisha for her work on the grant and thanks to the Brain Injury Association of Georgia for agreeing to provide services (if approved) for Resource Facilitation. The RF program would utilize the bulk of the grant funding throughout the five-year grant cycle.

**Executive Director’s updates:**

1. Currently there are 49 applications assigned and being processed by staff.

2. GVRA has not yet contacted us regarding a new GVRA Commission appointee.

3. There currently are four new home access modification applications and will send $50,000.00 to DCA for those projects and have money available for any new application(s) for the remainder of the fiscal year.

4. Central Registry mailing to ~10,600 Georgians on May 11, 2021. Next mailing will be in July (FY22).

**Distribution committee:**

TW – The Distribution committee meet and approved a May grid for $71,427. Any questions regarding the May grid? None.

A quorum of 10 Commissioners are present.

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| **2. Motion:** To approve May 2021 grid as submitted.  **Motion by:** Distribution committee  **Second by:** RO & GM  **Vote:** Motion is approved unanimously. |

**Advisory committee update:**

KT – the Advisory committee meeting took place on May 25, 2021. We primarily discussed the ACL grant opportunity and proposed activities. The ACL workgroups have completed their work and finalized products. The grant cycle ends May 31st. We have requested a no-cost extension of ~$75K from ACL for the remainder of unspent funds that would be used for continued I&R services through November 30th.

**Collections and Finance report:**

LC – April collections were $131,018. With one day left we have collected $182,097 for May and have exceeded last year’s collections. Any questions?

CY – this is the most we have collected in one month since April 2012.

**New Business:**

SK – I saw the Commission’s PSA run before the PBS Hemmingway special; was that intentional? CY – Yes, our account manager Rhonda Schulick acted on that opportunity. Our PSA’s have not really impacted our overall total applications submitted – likely due to the pandemic.

There being no further business the meeting was adjourned by motion (TW) at 11:10 a.m.

**The next Commission meeting will be on Thursday June 24, 2021 from 10:30 a.m. to 12:00 p.m.**