**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

November 16, 2023

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), Michael Burns (MB), Bob Bauer (BB), Susannah Kidwell (SK), Bethany Whetzel (BW), Rebecca Dugger (RD).

**Commissioners - Absent:**

Lisa Dawson, Stephanie Freeman, Randy Owens.

**Staff:**

Craig Young (CY), Samantha McCray (SM), Keisha Zachary (KZ), Diana Ballard (Dbd), Dionne Braxton (DB), Rosetta Clark (RC).

**Guests:**

Jane Jackson, Morgan Barnett, Cassandra Palmer.

**Chairman’s Report**

The meeting is called to order at 10:35 a.m. – a quorum of 10 Commissioners are present.

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

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

**Executive committee report Jane Warnock**

We had discussion regarding the new database project and review of the Cancer State Aid’s new online portal and application software; Craig will provide some more information. As this is preliminary information we elected to not go into detail about it until we learn more about cost and how it fits in to NextGen project that the state is undertaking.

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

**1. Applications/Grants**

Staff has a full grid for November and gathering more for December’s grid. The Governor’s office just approved the September and October grids on Monday. Informed them regarding early grids upcoming due to the holidays.

Grid for November is $87,850.

We have a new temp worker Rosetta Clark who is picking up our process quickly.

**2. Accounting/Budget updates**

Collections for October were good(!) at $169,091.

Provided a Factsheet from DCA regarding the process for home modifications. Will request some additional information from DCA HAP about the process that may be missing.

**3. Website and Applicant database**

Participated in a review session with Cancer State Aid program staff and DPH IT on Tuesday August 7th. Provided Executive committee with link to the TEAMS meeting presentation. Reviewed some of the key software/grants items for CRM and back-end processes. Using Microsoft partner affiliate Stralto to provide SAAS management for their portal. Data is in the cloud - hosted by the State of Georgia. Very nice looking application but next question to be answered is the cost and waiting to hear back regarding the different component costs.

**4. Commission**

Again a big thank you to Susannah for agreeing to serve as Treasurer. We provided Susannah with the BSITF Financial Powerpoint for her review. The Finance committee will meet in December.

No appointments from DHS or word from the Governor’s office.

Any questions regarding any of the previously mentioned operations activity? None.

**COMMITTEE REPORTS:**

JW – Gwen McKee will proceed with the November Distribution committee recommendations to the Commission.

**Distribution committee:**

GM – thanks to staff preparation of the grid the Distribution committee meeting was a short one. The grid has a total of $87,850 in grant requests. Any questions concerning the grid?

A quorum is present.

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| **2. Motion:** To approve the November 2023 Distribution grid as submitted.**Motion by:** Distribution committee **Second by:** TW**Vote:** Motion is approved unanimously. |

CY – an update regarding our visit to Shepherd Center on Monday, we had a tour of Shepherd Center and visited with the vehicle dealers that were present to discuss the increase in modified vehicle caps, driver’s evaluations, costs of modifications and of vehicle costs.

**Accounting and Collections Update:**

SM – September collections were $169,091. For October we have collected $73,322 through today with eight business days remaining in the month.

**TBI grant and activities:**

* Kenisha attended Alabama’s TBI Summit on October 26. The summit included presentations on brain injury and substance abuse, Alabama’s crisis line, and Emory VA services.
* ACL held the state partnership program’s quarterly meeting on November 8. ACL’s staff presented and discussed the new TBI TARC State Infrastructure Assessment tool.
* The Advisory Committee will meet on Tuesday, November 28 at 10am.
* Year 2 carryover request documentation has been submitted to DPH and is awaiting approval.
* BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. The Workforce Development Workgroup met on November 7 and attended a presentation on instructional design and trainings. The Underserved Populations workgroup will meet on November 16.

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

**New Business:**

CY – please mark your calendars for our next meeting that will be held one week earlier in December on the 21st.

JW – Wishing all of you a happy Thanksgiving!

**The next Commission meeting will be held one week earlier on Thursday December 21, 2023 from 10:30 a.m. to 12:00 p.m.**