**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

November 17, 2022

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Randy Owens (RO), Ruth Engelberg (RE), Stephanie Freeman (SF), Gwen McKee (GM), Rebecca Dugger (RD), Bob Bauer (BB), Stephanie Stallings (SS), Matt Krull (MK), Lisa Dawson (LD), Susannah Kidwell (SK), Jane Warnock (JW).

**Commissioners - Absent:**

Yolanda Virden, Andrew Dennison, Tim Wall.

**Staff:**

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

**Guests:**

Leona Rittenhouse (LR), Morgan Barnett (MB), Sonasha Braxton (SB).

**Chairman’s Report**

CY – A quorum of 10 Commissioners are currently present.

BB – as interim Chairman I call the meeting to order at 10:35 a.m. As you all know, Chase has resigned as Commission Chairman and I will be fulfilling those duties as required of the Vice Chairman. CY – we appreciate Chase’s leadership over the last ten years.

BB – we will move to the minutes and then other quorum items first for those that need to leave the meeting early.

BB – First order of business is the approval of last month’s minutes. A quorum of ten Commissioners are present.

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| **1. Motion:** to approve the October 2022 draft Commission minutes.  **Motion by:** GM  **Second by:** SM  **Vote:** Approved 9-Yes, SK Abstained |

BB – we should recognize Chase Jones for his many contributions to the Commission and I therefore nominate Chase for the 2022 Outstanding Service Award

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| **2. Motion:** to approve Chase Jones as recipient of the Commission’s 2022 Outstanding Service Award.  **Motion by:** BB  **Second by:** GM  **Vote:** Approved unanimously. |

BB – we will next consider the Distribution committee recommendations to the Commission. Tim Wall is unavailable and would Gwen provide the grid review.

GM – The grid was approved, only discussion item was for Dock3153. The committee wanted the applicant to first be approved to drive prior to funding for a vehicle. BB – the vehicle award amount does not seem adequate. GM – the applicant will have to work with that amount. CY – it can be used as a down payment if they can get approved for a loan. GM – any other questions? None.

A quorum of 10 Commissioners are present.

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| **3. Motion:** To approve the November 2022 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** SK  **Vote:** Motion is approved unanimously. |

Commissioner Randy Owens joins the meeting – a quorum is present.

**Executive committee report:**

BB – Craig will give his BSITFC operational report.

**Executive Director’s updates:**

**Operations**

**1. Commission**

CY – In addition to Chase leaving the Commission Paula Gumpman has had to resign from the Commission due to work considerations. A new representative from DOE will need to be appointed by the Education Commissioner. Lisa Dawson, Public Health appointee, is also looking to step down after many years of dedicated service (12+). LD – the demands on my time have become too great and I want to have this position filled by someone that can devote the requisite time necessary for it. CY – thank you for your devoted service to the Commission over the years – it is greatly appreciated.

CY - Attended the coordinator’s meeting yesterday for the DPH Twin Towers move, we will begin moving items for surplus or removal very soon.

**2. Applications**

Still receiving a large number of calls from the Central Registry mailing. Since 10-22-22 we have had 194 new applications with 79 submitted. There are currently 165 applications on staff desks and we will likely see a waiting list for the near future. Thanks to staff for their hard work to get these applications processed in a timely manner.

**3. Accounting/Budget updates**

Continuing to submit invoices to A/P. A/R issues are being cleared up. DPH staff have been very helpful with these accounting functions. Thanks to Tyimeka Brown for her knowledgeable efforts to keep us up to speed with the A/P process.

**4. Website and Applicant database**

We have an estimated budget for our procurement of new software systems for our applicant database of $400,000 to $500,000 based on costs from a similar project with the DPH Cancer State Aid program. We have scheduled a meeting with the DPH CFO to determine the appropriate fund source for this procurement. Once that is determined the Commission would vote at our next meeting to approve the allocation.

**5. TBI federal grant**

The TBI Needs Assessment was received on October 28th and a copy was sent to all Commissioners. If you have any comments for the authors please forward to me so we can get those comments to them. The ACL TBI grant paid for this report.

**6. Personnel**

I have canceled the requisition for the Accounting Manager 3 position, all the applicants were looking for a much higher salary than we can offer. I have created a new requisition for a lower salary grade Accountant 2 position that only require a bachelor’s degree in accounting or a business degree with the required accounting courses successfully completed.

**Committee reports:**

**Collections and Finance:**

CY – Collections for October 2022 were $156,606. Thus far in November we have collected $73,806.00.

**TBI grant and activities:**

KT – thanks for all your well wishes; I had to cancel the Advisory committee’s Strategic Plan subcommittee meeting and will reschedule for January.

 The carryover request for unobligated from year one has been approved.

 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 November 1 and continued to discuss the workplan document for year 2 product. The underserved populations workgroup will meet on November 17th.

 Our quarterly TARC call was held on November 8, 2022.

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

**New Business:**

None.

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

**The next Commission meeting will be held one week earlier in November on Thursday December 15, 2022 from 10:30 a.m. to 12:00 p.m.**