**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

November 18, 2021

Teleconference

**Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Andrew Dennison (AD), Jeni Coyne (JC), Randy Owens (RO), Paula Gumpman (PG), Ruth Engelberg (RE), April Moseley (AM), Lisa Dawson (LD), Susannah Kidwell (SK), Rebecca Dugger (RD).

**Commissioners - Absent:**

Tim Wall, Gwen McKee, Stephanie Stallings.

**Staff:**

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

**Guests:**

Jane Jackson (JJ), Leona Rittenhouse (LR).

**Chairman’s Report**

CY – A quorum of 11 Commissioners are currently present.

CJ – I call the meeting to order at 10:35 a.m.

CJ – first up is the approval of last month’s minutes.

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

**Executive committee report:**

CJ – the Executive committee met this month and discussed the proposals for the Needs Assessment by GSU and UGA. We will discuss this item later in the meeting.

**Executive Director’s updates:**

**1.** Currently there are 94 submitted applications on staff desks. Staff continues to process Central Registry inquiries and new applications from those interested in a grant.

**2.** Kenisha and Jane Jackson (BIAG) traveled to Alabama to meet with Alabama’s TBI Resource Facilitation (RF) director to learn more about their program and its basic operational procedures and processes. Kenisha will update their meeting outcomes later in the meeting.

**3.** The Executive committee discussed current staff compensation. After discussion the committee tables this item until the December meeting so new committee members can be brought up to speed.

CJ – next up is the Distribution committee report.

Commissioner April Moseley joins the meeting at 10:40 a.m. – a quorum is present.

**Distribution committee:**

DB – The Distribution committee meet and approved the November grid for $82,048. Are there any questions regarding the grid? CY – we do have one person on the grid with a priority score between 30 and 39 requesting personal support services, applicant has C-level SCI.

DB – any other questions? None.

A quorum of 12 Commissioners are present.

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| **2. Motion:** To approve the November 2021 grid as submitted.  **Motion by:** Distribution committee  **Second by:** AD  **Vote:** Motion is approved unanimously. |

CY – again, new and sitting Commissioners are invited to attend the Distribution committee meetings to familiarize yourself with that committee’s process. These meetings occur the third Tuesday of each month at 10:30 a.m. (except November & December when it is moved up one week).

**Collections and Finance committee report:**

LC – collections for October 2021 were $153,584. CY - November collections are typically less than other months due to the holidays. Commissioners can check monthly surcharges collected for the Trust Fund at <https://courttrax.org/>

**Communications committee:**

CY – the Communications committee did not have a quorum for the November meeting. We have identified our featured grantee and Paige will begin interviewing shortly.

**TBI grant and activities:**

KT –

 Craig and I have been participating in weekly meetings with Jane Jackson and BIAG to prepare for the launch of the Resource Facilitation program. We have worked together to create BIAG’s job description for the resource facilitators and identified Clayton and Henry counties as our areas of focus for year 1.

 Jane and I traveled to Opelika, AL on November 10 to meet with State Head Injury Coordinator and her care coordination team to discuss the RF program and how it works. The team share a great amount of useful information that will help in launching our program.

 We have received our support plan from the TBI Technical Assistance Resource Center that will aid in us reaching the goals and outcomes we set when applying for the current grant cycle. The goals for the plan are to create a resource facilitation program to increase access to services and to conduct a state-wide needs assessment.

Performance Measures Report 1 August 1, 2021 - January 31, 2022 report due date of February 28, 2022

 BIAG IRP Updates ( July- October):

o BIAG serves as a point of contact for TBI information education and resources statewide. We are an access point for caregivers, families, veterans and the professionals who serve them including community partners statewide.

o BIAG received 297 contacts seeking information, community and state resources and various programs and services from July to Oct.

o Every call, text or email is entered. Our website contact form automatically populates LA.

o LA syncs with Mailchimp for e-newsletter, updates, other via emails

o BIAG utilizes a secure client database, LA, which collect details about the contact, demographics, reason for call, notes, and resources provided. LA is set to send reminders and tasks.

o Number of persons assisted for screenings were 11 with appropriate referrals to AAA providing referrals for Medicaid Waivers.

CY – I have provided copies of proposals for the new TBI Needs Assessment from the University of Georgia and Georgia State University. Kenisha and I have reviewed as has the Executive Committee. The Advisory Committee will make a recommendation as to which proposal will be chosen for funding. BB – UGA’s IHDD proposal seems to be the better of the two and is twice as long in detailing the scope of measures that will be undertaken to complete the assessment.

CY – Commissioner’s that wish to have their opinions heard on the proposals should let Craig or Kenisha know by Monday.

**New Business:**

CJ – please note that we are meeting one week earlier in December!

There being no further business the meeting was adjourned by motion (PG) at 11:22 a.m.

**The next Commission meeting will be on Thursday December 16, 2021 from 10:30 a.m. to 12:00 p.m.**