**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

October 22, 2020

Teleconference

**Minutes-draft**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Gwen McKee (GM), Susannah Kidwell (SK), Chase Jones (CJ), Lisa Dawson (LD), Rebecca Dugger (RD), Paula Gumpman (PG), Jane Warnock (JW), Andrew Dennison (AD), Randy Owens (RO), Bob Bauer (BB), Chuck Stone (CS), Stephanie Stallings (SS), Tim Wall (TW).

**Commissioners - Absent:**

None

**Staff:**

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

**Guests:**

Leona Rittenhouse (OPB).

**Chairman’s Report**

CY – A quorum of 13 Commissioners are currently present.

CJ – I call the meeting to order at 10:34 a.m. First order of business is to approve the minutes from our September Commission meeting.

A quorum of 13 Commissioners are present.

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| **1. Motion:** to approve the September 2020 draft Commission minutes.  **Motion by:** RO  **Second by:** JW  **Vote:** Approved unanimously with one abstention – BB. |

**Executive committee report:**

CJ – the Executive meeting took place in September. We are taking nominations for Commission Vice-Chairman as Gwen has fulfilled her two-year term and must rotate off. I would like to nominate Commissioner Jane Warnock for Commission Vice-Chairman. We will also accept self-nominations from the floor today. Are there any other nominations for the position of Commission Vice- Chairman? None.

BB – I move the nominations be closed.

TW – I second the closing of nominations.

A quorum of 13 Commissioners are present.

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| **2. Motion:** Nomination of Commissioner Jane Warnock for position of Commission Vice-Chairman for a term of one year (renewable) beginning November 1, 2020.  **Motion by:** CJ  **Second by:** GM  **Vote:** Approved Unanimously. |

CY – thanks to Gwen for her valuable contributions as Vice-Chairman and thank you Jane for volunteering to serve as our new Vice-Chairman.

**Distribution committee:**

TW – There was discussion about two applicants, 1. regarding hyperbaric treatment (not allowed by policy) and 2. a vehicle over the mileage limit (inspection certifies useful life of 50,000 miles). Is there any discussion or questions/concerns regarding the October 2020 Commission Distribution grid? CJ – question regarding hyperbaric therapy. DB – this was a proposed therapy but since it is not allowed by policy the request for that has been removed.

TW– any other questions about the grid? None.

A quorum of 13 Commissioners are present.

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| **3. Motion:** To approve the October 2020 grid as submitted.  **Motion by:** Distribution committee  **Second by:** PG  **Vote:** Motion is approved unanimously. |

PG – I thank the Distribution committee for elevating me to voting member status. I look forward to serving on the Distribution committee.

Commissioners Andrew Dennison and Paula Gumpman leave the meeting.

**Executive Director updates:**

CY – Staff continues to work via telework and in-office as needed. Currently there are 49 applications on staffs’ desks. New applications 10/6 to 10/21 are 42.

The Central Registry mailing was sent October 6th to 1,635 admitted to a Georgia hospital in the first quarter or 2019.

The Executive committee discussed prior-year budgets where not all administrative funds were expended. Leslie provide spreadsheets with budgets by class for the committee. The majority of unspent funds were due to changes in lease agreements and staff salary changes due to exit from Commission employment.

CJ – we discussed upcoming November ballot item Amendment 1 and any possible impact on the Commission’s funding. Funds generated by surcharges are to go only to those entities that legislation specifies and not be used for other purposes. There is some other language that discusses in what cases those funds can be directed in an emergency by the Governor. We will continue to review the amendments ramifications.

Commissioner Lisa Dawson and Tim Wall leave the meeting. A quorum of 9 Commissioners are still present.

**Collections and Finance report:**

LC – Through September all accounts are in-balance with revenue exceeding costs. The collections report shows that for FY21 September collections were $133,416. For October we have collected thus far $93,000 with seven days left.

Any questions? None. CJ – nice to see improvement in collections.

The Finance committee will meet next Wednesday October 28th at 1:00 p.m. and we will continue the conversation about prior-year administrative budgets - all are welcome to attend.

**Communications committee:**

CY – the Communications committee discussed social media for the Commission and are looking for another vendor quote to see what would be efficacious for our social media outreach. Other topics included items for the upcoming annual report, cover story and secondary stories. Dionne has found a grantee for our annual report and forwarded his information to Paige for her interview. Paige is getting ready for document assignments for staff.

**Advisory committee and TBI Grant Update:**

Kenisha Tait

1. Virtual NASHIA Conference was held September 22-29 and was very well done with interesting subject experts providing a wide range of TBI-related topics. Jane Jackson (BIAG) and Lorraine Barr (ADRC) attended as state partners with our grant as well as Craig and myself.

2. Workgroup Updates: Workgroups met during the NASHIA Conference and continue to meet and work on products related to Advisory Boards, Sustainable Partnerships and Central Registries.

3. The TBI grant FOA should be released this month for the next cycle of grant funding.

4. The BSITFC Advisory committee will meet Monday October 26, 2020 at 10:00 a.m. via Microsoft Teams virtual meeting. All Commission members are welcome and encouraged to attend.

5. Thanks for your support of the TBI Implementation Partnership Grant program.

**New Business:**

CJ – I want to congratulate Commissioner Stephanie Stallings, Dept. of Public Safety - Georgia State Patrol on her recent promotion. Stephanie is the first woman at GSP to attain the rank of Lieutenant Colonel.

The meeting is adjourned at 11:09 a.m. by motion - BB.

**The next Commission meeting will be one week earlier on Thursday November 19, 2020 from 10:30 a.m. to 12:00 p.m.**