**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

October 26, 2023

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Jane Warnock (JW), Ruth Engelberg (RE), Gwen McKee (GM), Lisa Dawson (LD), Andrew Dennison (AD), Tim Wall (TW), Randy Owens (RO), Michael Burns (MB), Bob Bauer (BB), Susannah Kidwell (SK), Stephanie Freeman (SF).

**Commissioners - Absent:**

Bethany Whetzel.

**Staff:**

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

**Guests:**

Jane Jackson, Morgan Barnett.

**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 August Commission meeting.

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

Commissioner’s Lisa Dawson and Randy Owens join the meeting. A quorum is present.

JW – we must nominate and elect a new Treasurer to serve on the Executive committee. I want to thank Gwen for generously serving as our Treasurer and serving on the Executive committee for the past two years – Gwen will continue to serve as co-chair on of the Distribution committee and we appreciate your service there as well.

SK – I will volunteer to serve as Treasurer. JW – thank you for your willingness to serve. Are there any other nominations? None.

CY – we need a motion and a second to formalize Susannah’s acceptance as Treasurer.

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| **2. Motion:** To approve Susannah Kidwell as BSITFC Treasurer for a term of one year that can be extended an additional year.  **Motion by:** GM  **Second by:** BB  **Vote:** Unanimously approved. |

JW – our thanks again Susannah for your willingness to serve. CY – thank you Susannah; I will be sending you our FY24 budget powerpoint for your review.

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

**1. Applications/Grants**

New grant applications continue to come in from the Central Registry mailing. Grid for October will be ~$80,000.00; there were more files that could not be completed for October’s grid – and will hopefully be ready for November. Bringing on a new temp worker this month.

**2. Accounting/Budget updates**

Samantha’s P-card has been activated by DPH. Met with the DPH P-card administrator and provided background information about grant categories, caps and our grantee needs for not readily available goods and services particularly in rural areas of Georgia. He provided us with a good refresher on how to use the system in TeamWorks.

I presented the BSITFC FY2025 budget to OPB in a very brief meeting. Noted was the need for a new software system for the Commission and how NextGen project was impacting that project timeline.

**3. Website and Applicant database**

I have yet to review the Cancer State Aid portal (but have requested to do so) to see how they intake grant applications and what may inform our decision for our future grant portal. Our new portal will have to provide document management and have CRM functionality with, hopefully, automated tools to help our applicants understand how to fill out our application, submit/upload documents and provide status updates.

**4. Commission**

I met with the OPB Human Services policy advisor and his team to review our legislative agenda that was earlier transmitted to the Governor’s office. Questions dealt mainly with how the Central Registry statute impacts our originating legislation and vice-versa (it does not). They contacted me with a follow-up regarding federal funds used to augment the funding for the CR. They will be back in touch. We did have a request by the House budget office for the name of a contact for providing a fiscal note for upcoming legislation so we can assume from that message that our legislative initiative is under consideration.

**COMMITTEE REPORTS:**

JW – Gwen McKee will proceed with the 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 $81,000 in grant requests. Any questions concerning the grid?

A quorum is present.

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| **2. Motion:** To approve the October 2023 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** LD & RO  **Vote:** Motion is approved unanimously. |

**Accounting and Collections Update:**

SM – September collections were $156,133. So far for October we have collected $141,000 through today with three business days remaining in the month. We have our P-card approved ready to make purchases.

**TBI grant and activities:**

CY – Kenisha is in Alabama at a regional summit meeting for ACL grantee states. Her activities are provided in your materials. We had a quarterly meeting with our ACL program grant manager. Discussed progress with BIAG present at the meeting as well. No issues, the SF425 grant financial report has been posted in GrantSolutions.com.

 Kenisha will attend Alabama’s TBI Summit on October 26, 2023.

 NASHIA’s annual SOS conference

 BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups.

 Our NCAPPS technical assistance grant concluded on September 30, 2023. Jill Ferrington is working on a summary of services provided that will be shared once completed.

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

**New Business:**

JW – I wanted to bring to your attention a new pilot program called “Dial-A-Ride” that will be rolled out by GDOT in 17 counties.

LD – there is a quarterly IPRCE injury prevention meeting tomorrow. Attendees will include the GA Municipal Assn.

MB – the GA State Patrol are seeing a number of ATV accidents and a corresponding increase in Georgians injured.

There being no further business the meeting is adjourned (JW) at 11:20 a.m.

**The next Commission meeting will be held one week earlier on Thursday November 16, 2023 from 10:30 a.m. to 12:00 p.m.**