**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

October 28, 2021

Teleconference

**Minutes - Draft**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Gwen McKee (GM), Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Andrew Dennison (AD), Jeni Coyne (JC), Randy Owens (RO), Paula Gumpman (PG), Stephanie Stallings (SS), Ruth Engelberg (RE), April Moseley (AM).

**Commissioners - Absent:**

Rebecca Dugger, Tim Wall, Lisa Dawson, Susannah Kidwell.

**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 10:34 a.m.

A quorum of 11 Commissioners are present.

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

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

CJ – We have two new Commissioners joining us today for their first meeting. I would like to welcome Ruth Engelberg and April Moseley to the Commission. Please share any pertinent information with the Commission on how you came to be appointed to our organization.

RE – I am the mother of a child with a TBI. My background was in construction management and have found my skills as a project manager have helped considerably since my daughter’s injury. I am happy to join the Commission.

AM – I am the Georgia Vocational Rehabilitation Agency appointee to the Commission. My professional background is in Occupational Therapy and I work in the Assistive Technology section at VR. I work with Georgians injured by a TBI or SCI. I knew former BSITF Commissioner Gene Spalding.

CY – Gene was a member of the Distribution committee and a valued (and missed) advocate for the disability community.

**Executive committee report:**

CJ – the Executive committee did not meet this month. We do need to address the upcoming Executive committee openings for Secretary and Treasurer. I would like to nominate Paula Gumpman as Secretary to the Commission for a renewable term of one year.

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| **2. Motion:** Nomination of Paula Gumpman as Secretary of the Brain and Spinal Injury Trust Fund Commission for a renewable term of one year.  **Motion by:** CJ  **Second:** BB  **Vote:** Unanimously approved. |

CJ – I would like to nominate Gwen McKee as Treasurer of the Commission for a renewable term of one year.

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| **3. Motion:** Nomination of Gwen McKee as Treasurer of the Brain and Spinal Injury Trust Fund Commission for a renewable term of one year.  **Motion by:** CJ  **Second:** BB  **Vote:** Unanimously approved. |

**Executive Director’s updates:**

1. There are 104 applications (including the current grid) on staff desks currently. We have had a large number of phone calls due to the mailing of ~4,100 Central Registry letters. DBd – we have had 40 requests for paper applications. We will continue to notify those prior year grantees as they near their respective deadline date.

CJ – next up is the Distribution committee report.

**Distribution committee:**

DB – The Distribution committee meet and approved the October grid for $79,869. Are there any questions regarding the grid?

CJ – new Commissioners please feel free to ask questions regarding these recommendations for grant funding. AM – is there some kind of process for determining priority. CY – There are three scores on the grid for each applicant. Dionne Braxton determines the Injury Score and the Request Score using a formula developed by the Commission. The third score for the application is a daily living survey score that generates the score for use in determining priority which is currently a minimum of 30. AD – the daily living survey (aka Outcome Measurement Tool or OMT) is an algorithm that was constructed by Shepherd Center and the Commission. It is not a validated instrument but the assessment focuses on those domains that determine need in a post-acute rehabilitation home setting.

DB – any other questions? None.

A quorum of 11 Commissioners are present.

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| **4. Motion:** To approve the October 2021 grid as submitted.  **Motion by:** Distribution committee  **Second by:** JW  **Vote:** Motion is approved unanimously. |

CY – new and sitting Commissioners are invited to attend the Distribution committee meetings which occur the third Wednesday of each month at 10:30 a.m. (except November & December when it is moved up one week). Dionne Braxton will send the next Distribution committee meeting notice to new Commissioners.

**Collections and Finance committee report:**

LC – collections for September 2021 were up and came in at $ $151,078.. September collections are currently at ~$146,000. Commissioners can check monthly amount of surcharges collected for the Trust Fund at <https://courttrax.org/>

**Communications committee:**

CY – the Communications committee met and discussed our next annual report theme and potential taglines. If you have suggestions please send to Chase or me. We have identified a candidate for the annual report profile who is a new addition to the Advisory committee.

Digital Services Georgia (DSG) has upgraded their system and takes ownership of some system reporting that is outside the scope of what subscribers can actively access and edit.

**TBI grant and activities:**

KT – for new Commissioners information, we received approval of our application for the 5-year TBI grant ($170,000 annually) from the Administration for Community Living which has a start date of August 1, 2021.

October 28, 2021

 The annual NASHIA Conference was held virtually September 20-24, 2021. Craig, Dr. Bauer, Naquan Escort (ADRC Rep.), and I attended. Sessions included Pediatric Lifetime History of Traumatic Brain Injury & other Acquired Brain Injuries, TBI and Chronic Pain, Brain Injury & Intimate Partner Violence and a host of other topics.

 ACL’s kick-off webinar took place on September 29,2021.

Purpose:

o Create and strengthen person-centered, culturally competent systems of services and supports that maximize the independence and overall health and well-being of people with TBI across the lifespan and the people who support them.

o Increased self-determination, independence, quality of life

o Highly streamlined, coordinated pathways to services & supports

o Increased availability of high-quality, person-centered, culturally competent, evidence-based services and supports

o Increased capacity to serve and support diverse and underserved populations

Goals:

o Better coordinated public investment in effective, high-quality, equitable, evidence-based services & supports, resulting in fewer people with TBI encountering barriers to needed services and supports

o Better collaboration and coordination across state systems and agencies

o Ample opportunities for all people with TBI to participate meaningfully in state efforts and plans to improve services & supports

o Enhanced data collection to show level of need for (and barriers to) various types of services and supports across systems

o Greater understanding of state demographics, resources, and program impact as well as effectiveness of services or supports

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

 BIAG IRP Updates ( July-September):

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 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. Every call or email is entered. Our website contact form automatically populates LA. LA syncs with Mailchimp for enewsletter, updates, other via emails.

o Number of persons assisted during August: 4 screenings with appropriate referrals to AAA providing referrals for Medicaid Waivers. As an Option Counselor Specialist, IRP provides Level 1 screenings which are important to determine the level of care needed and the appropriate waiver to support their care plan. Their screening is done with the individual and a caregiver or other family member they chose to be included as part of the person approach for determining goals and care plans. BIAG may be included in follow-ups as the transition is made for home care support. BIAG is working with two (2) individuals with SGRC in Waycross.

o IRP assisted 15 individuals who needed guidance about the grant application and provided a link to the Trust Fund website and online application to start the process. We received additional calls from 3 individuals with questions about the grant and others checking on their progress. BIAG assisted 56 individuals with application process for various financial services and state programs such as Medicaid, Waivers, Food Stamps, Utility Assistance, and HUD Rental & Housing. Working together, we are offering a person centered approach to Georgian’s statewide impacted by a TBI. They receive critical resources and funding to aid in their recovery and become productive members in their community.

o We provided 338 resources and consultation services in August which included the Trust Fund grant information. IRP provided guidance, information and resources that were a part of a person centered approach for the individual with a TBI to transition into their home, and continue to receive community resources. BIAG has a database of resources specific to brain injury ranging from health care professionals who are expert in treating TBI’s in their field to home providers, TBI Facilities, housing to financial, home modifications, ombudsman, medical equipment to support groups to education, strategies and understanding challenges with a TBI. Because TBI impacts their loved one and family members, we provide help and resources they need in coping with their loved one and respite care.

**New Business:**

CY – please note that we are meeting one week earlier in November!

There being no further business the meeting was adjourned by motion (PG) at 11:45 a.m.

**The next Commission meeting will be on Thursday November 18, 2021 from 10:30 a.m. to 12:00 p.m.**