**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

September 22, 2022

Teleconference

Minutes

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Chase Jones (CJ), Jane Warnock (JW), Andrew Dennison (AD), Yolanda Virden (YV), Lisa Dawson (LD), Randy Owens (RO), Ruth Engelberg (RE), Stephanie Freeman (SF), Susannah Kidwell (SK), Gwen McKee (GM), Rebecca Dugger (RD), Tim Wall (TW).

**Commissioners - Absent:**

Paula Gumpman, Bob Bauer, Stephanie Stallings, Matt Krull,

**Staff:**

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

**Guests:**

Cassandra Palmer (CP), Jane Jackson (JJ), Leona Rittenhouse (LR). Morgan Barnett (MB), Sonasha Braxton (SB).

**Chairman’s Report**

CY – A quorum of 12 Commissioners are currently present.

CJ – I call the meeting to order at 10:36 a.m.

CJ – First order of business is the approval of last month’s minutes.

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| **1. Motion:** to approve the August 2022 draft Commission minutes.  **Motion by:** TW  **Second by:** RO  **Vote:** Unanimously approved. |

**Executive committee report:**

CJ – Craig will give his BSITFC operational report.

**Executive Director’s updates:**

**Operations**

CY -

**1. Applications/Grants**

Applications: There are 113 applications on staff desks currently.

There is a waiting list (5 applicants) for the October grid. I received notice yesterday that the 2022 Q2 GHA Central Registry data is available for download. We hope to have a Central Registry mailing in October.

**2. Accounting/Budget updates**

a. Still getting accounts updated – applicant database accounting module – I have permissions to edit payment screen, input vendors (multiple), etc. Crescerance has updated accounting security permissions. I am working through July/August invoices to see if there are any unpaid or otherwise unprocessed invoices to be found. Found a receivable that had been erroneously deposited in a Clayton county public health center account; AR will notify me when the transaction has been reversed.

**3. Website and Applicant database**

Update – Chase and I met with Engagifii/Crescerance marketing manager and CEO to talk about next steps. The gist of the discussion was if our accounting needs would be able to be accommodated by their new cloud-based software. Company CEO Namit Bhatia felt that Engagifii would be able to provide the CRM and DMS to accompany a more fully built out Capitol Impact applicant database. He recommended that a Requirements Document be undertaken – cost to us would be $25,000 but we would “own’ that document and could take it to other vendors for the purpose of obtaining quotes for other databases. The full buildout was estimated in the $200K range if Engagifii produced it with approximately $25,000 annually for the customer license and customer support services. We are asking DPH IT to weigh-in on these costs to see if they are appropriate.

**4. TBI federal grant**

We should have the Needs Assessment by the end of the month. Resource Facilitation program will present on their first six months of operation at the September Commission meeting.

NASHIA Annual conference was held September 7-9. Kenisha hosted the virtual Georgia information “booth”.

Kenisha traveled to Denver for the NASHIA Seed Conference and will update you later in the meeting.

**5. Personnel**

Accounting Manager position is approved by HR and Budget office and recruitment has begun.

HR will be handling all resumes and forwarding to us those that meet the position criteria.

The posting is on the DPH Jobs website.

**Committee reports:**

**Distribution committee:**

TW – the September 2022 grid for $86,950.00 was presented to the Distribution committee. Are there any questions about the grid? None.

A quorum of 12 Commissioners are present.

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| **2. Motion:** To approve the 2022 Distribution grid as submitted.  **Motion by:** Distribution committee  **Second by:** LD  **Vote:** Motion is approved unanimously. |

**Collections and Finance:**

CY – Collections for August were $170,041. For FY2022 we collected surcharges in the amount of $1,913,774. September collections are at ~$85K with six business days left in the month. I have access to IPAS where I can monitor our Treasury accounts.

**Communications committee:**

CY - 1. Please think about an appropriate Tag Line for our upcoming Annual Report.

2. Website, SiteImprove – DB -has requested a ticket with DSG to put a banner with our new eFax line on the home page. Website metrics are static, expected between Central Registry mailings.

3. BSITFC database procurement – CY and CJ met with Engagifii to see if they would be able to incorporate the current BSITFC database into their new cloud operating system. CY and CJ met with Engagifii CEO Namit Bhatia to review the applicant database and its accounting functions.

4. Needs Assessment report by IHDD is due by the end of September.

5. BIAG CP - meetings included a very positive meeting with a large hospital system regarding the Resource Facilitation program…more to come. Camp TBI is this weekend, back to in-person this year.

**TBI grant and activities:**

KT –

* The semi-annual report for year one of the ACL SPP was submitted on August 30, 2022.
* The advisory committee will meet on September 27, 2022.
* BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. There were no workgroup meetings for the month of September due to multiple conferences.
* NASHIA’s annual SOS conference was held on September 7-9, 2022. The RF program was the feature of Georgia state’s showcase during the conference. Kenisha attended NASHIA’s first SEED Summit September 14-16, 2022. The summit focused on:
* **S**trengthening State Systems
* **E**nhancing State Infrastructure
* **E**ngaging existing or new partners
* **D**eveloping programs that optimize outcomes for individuals you serve.

KT – I have a powerpoint that will show our progress on the ACL TBI grant for year 1, this is the semiannual report. Presentation follows.

CJ – interesting data, thanks for all your work.

**Brain Injury Association of Georgia Resource Faciliation Program**

CP – BIAG is the Commission’s contractor for Resource Facilitation program activities for the state of Georgia. We have prepared a Powerpoint that details the programs activities and the new data system we have developed on HUB. We are very please and excited with the forward momentum of this project.

The Powerpoint is presented to the Commission.

CJ – well done, keep up the good work. CY – thanks to all the RF program staff and to Kenisha and BSITF staff for collaborating on this important work.

CJ – please distribute copies of all the powerpoints to Commission members.

**New Business:**

CJ – Again - I want to begin a new feature to our monthly Commission agenda with opportunities for agencies and organizations present to the Commission at each meeting – five to ten minutes on what they do that impacts Georgians with TBI and SCI. If you would like to present or know of someone that would like to please contact me for further information and scheduling.

There being no further business the meeting is adjourned by motion (LD) at 11:38 a.m.

**The next Commission meeting will be held on Thursday October 27, 2022 from 10:30 a.m. to 12:00 p.m.**