**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

September 23, 2021

Teleconference

**Minutes**

**Commissioners attending in person:**

None.

**Commissioners attending via teleconference:**

Gwen McKee (GM), Susannah Kidwell (SK), Chase Jones (CJ), Jane Warnock (JW), Bob Bauer (BB), Andrew Dennison (AD), Jeni Coyne (JC), Randy Owens (RO), Paula Gumpman (PG), Rebecca Dugger (RD).

**Commissioners - Absent:**

Stephanie Stallings, Tim Wall, Lisa Dawson.

**Staff:**

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

**Guests:**

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

**Chairman’s Report**

CY – A quorum of 10 Commissioners are currently present.

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

A quorum of 10 Commissioners are present.

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

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

**Executive committee report:**

CJ – The Executive committee further discussed the idea of lowering the OMT priority score from 40 to 30 to confer eligibility in that particular section of the application process. This is not a change in policy but in process. The Executive committee voted unanimously at its September 15th meeting to recommend the Commission vote to adopt this change which will make more applicants eligible for consideration for a Trust Fund grant. The Executive committee further instructed that the change be reviewed after six months have elapsed – March 2022.

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| **2. Motion:** The Executive committee recommends to the Commission a lowering of the OMT priority score floor to a score of 30 from the current floor of 40.  **Second:** GM  **Vote:** Unanimously approved. |

AD – we should also take a look at the cost of transportation and other goods and services as costs have risen and category caps have remained the same for some time. PG – also cost of modifications, is vehicle operable? JW – increasing costs for care giving is an issue too. GM – perhaps tie the grant to income?

BB – I think we should meet to discuss these issues in another committee. CJ – we can convene the DAR committee to discuss these and other pertinent issues regarding category caps, transportation, personal support services, DME, etc.

CY – the DAR committee will meet directly after the October 19th Distribution committee at 11:00 a.m. to begin this discussion. CJ – all Commissioners are welcome to participate in the DAR committee.

CJ – we must vote for new Commission officers for Secretary and Treasurer. Please give consideration to volunteering to one of the these positions. The only requirement is to attend the Executive committee meetings which are held one week prior to the Commission meetings on Wednesday’s at 10:00 a.m.

**Executive Director’s updates:**

1. We have notified by mail the applicants whose one-year deadline for grant usage has expired. We will continue to notify those prior year grantees as they near their respective deadline date. There are 69 applications on staff desks currently with more expected when the Central Registry mailing drops next week.

2.The new ACLTBI grant funds are now available for use. We have met with Jane Jackson at the Brain Injury Association of Georgia regarding the carryover funding from the first grant which ends November 30, 2021. Invoices for I & R services are being paid. Next steps are to begin the procurement and contract process for the new grant. ACL has not had a grantee meeting and we do not know what ACL’s goals and performance measure requirements are and cannot begin contract writing without this information for the contract deliverables.

3. The Governor’s office of Appointments Director forwarded information regarding our new Commission appointee - Ruth Ellen Engelberg from Mansfield, GA and is to be sworn in the week.

I will provide on-boarding materials to the new Commissioners and providing the essential documents needed to participate in upcoming Commission meetings.

4. The FY2023 approved BSITFC budget along with our performance measures and strategic plan updates have been submitted to OPB. There has been no feedback yet concerning those documents which are attached to this meeting notification email. BB – why do we not send performance measures for number of applications received or submitted…it shows the considerable work staff does to make an application “completed”. CY – this is an OPB evaluation measure, not one that we suggested. I agree that received or submitted applications show the actual amount of work being done in the application process.

CJ – next up is the Distribution committee report.

**Distribution committee:**

DB – The Distribution committee meet and approved the September grid for $69,059. Are there any questions regarding the grid? None.

A quorum of 10 Commissioners are present.

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

**Collections and Finance committee report:**

LC – collections for August 2021 were up and came in at $ $171,009. For FY2021 we collected $1,611,604 We collected $248K more than 2020. September collections are currently at $123,402.

CY – the Communications committee did not meet but I have included in your materials a spreadsheet with the results from the FY21 application field, “How did you hear about the Commission?”. Results are in line with previous years; Central Registry letter, Brain Injury Association of Georgia, and Word of Mouth were the top three ways applicants found out about the Commission.

**TBI grant and activities:**

KT – we received notification of 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. Thanks to all of you for your support of the grant and its activities. The grantee kickoff meeting was delayed and will be held on September 25th. We will meet with our new project officer at this meeting and find out more about grant performance measures and other items that we need to create a contract for Resource Facilitation.

We will be meeting with BIAG the week following this meeting to go over what we have learned.

**New Business:**

JJ – BIAG is having its “Virtual” TBI camp for survivors, caregivers and invite anyone with an interest in attending to contact me.

There being no further business the meeting was adjourned by motion at 11:35 a.m.

**The next Commission meeting will be on Thursday October 28, 2021 from 10:30 a.m. to 12:00 p.m.**