**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

 Commission Meeting

September 28, 2023

Teleconference

Minutes-draft

**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),

**Commissioners - Absent:**

Bethany Whetzel. Stephanie Freeman.

**Staff:**

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

**Guests:**

Jane Jackson, Morgan Barnett.

**Chairman’s Report**

The meeting is called to order at 10:34 a.m. – a quorum of 12 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 August 2023 Commission minutes.**Motion by: BB****Second by: TW****Vote:** Approved unanimously. |

JW – the Executive committee met last week and Craig will provide the updates.

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

**1. Applications/Grants**

The Central Registry mailing was sent; the BIAG RF Program reports many calls regarding the letter and potential grants from the Trust Fund. There were ~12,000 addresses for this mailing. Our web traffic has spiked as expected. The Resource Facilitation program reports many calls as well from those receiving our letter. The letter was sent with English and Spanish text. Our next CR mailing will go out towards the end of the calendar year.

The grid for September will have seven applicants; staff had to pull two applicants off the grid for further review or grid would have been over $100k.

**2. Accounting/Budget updates**

Samantha McCray has had a P-card issued to her so we will be able to order certain items from vendors that were unavailable from a payment perspective. We have received training from the P-Card Administrator and are now just waiting for the security and credit checks. Samantha has started on the vendor management portion of her job responsibilities; I will continue to follow up with those from mid-August and prior. Vendor management continues to be slow – the automated state system for vendor management has yet to be operational.

Samantha and I met with the DPH deputy budget director regarding our draft FY2025 budget.

Samantha and I have a meeting with new OPB Director and his team on October 3rd to review the FY2025 budget.

**3. Website and Applicant database**

The database algorithm is unable to properly account for grants that have been awarded and spent partially. We have had Engagifii attempt to modify the algorithm for payments but to no avail. Staff will have to manually monitor/edit those grants as they are paid to ensure there are no overages.

I provided a NextGen fact sheet for you to review. Again, it would seem that the WorkDay grants module would work for us though we would need to use funds for data migration, designing the module to fit our needs and to obtain a public facing web portal for electronic applications/records – my opinion as a non-IT employee. GM – can we leverage Engagifii in some way – do other state agencies use them? CY – only GCDD, they are primarily working with schools/school boards who use their customer service modules such as meeting scheduling, event planning, etc. BB – will Engagifii continue to provide hosting services until 2026? CY – that is our current plan.

**4. Commission**

The Commission’s legislative agenda was transmitted to the Governor’s office. I met with the OPB legislative staff on September 27th to discuss the Commission’s initiative and answer any questions. The meeting was cordial and information about the Central Registry statute vis-à-vis the Trust Fund statute were answered. OPB will contact me in a month or two to provide feedback on the initiative.

The Governor’s office appointments director informed me that Matthew Krull is no longer employed by the state of Georgia – left for a new job in the private sector. I provided the Governor’s appointments director with a current roster of the Commission at her request. We have two agency vacancies and one Governor’s appointment vacancy.

**COMMITTEE REPORTS:**

JW – Gwen McKee will proceed with the Distribution committee recommendations to the Commission.

**Distribution committee:**

GM – thanks to staff for their good work. The grid has a total of $70,410 in grant requests. Any questions concerning the grid? None.

A quorum is present.

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

**Accounting and Collections Update:**

SM – August collections were $163,775. September collections were at $148,922 today. Meeting with OPB to discuss the FY2025 budget next week. I am now providing one-on-one accounting services for our grantees and vendors.

**TBI grant and activities:**

September 2023

* The Customer Service Survey sub-committee has met throughout the month of September to create a questions for individuals who have received grants to answer about their experience.
* NASHIA’s annual SOS conference was held September 11-14, 2023 in Minneapolis, MN.
* BSITFC staff and RF program staff continue to attend the monthly meetings for the Underserved Populations and Workforce Development workgroups. Both workgroups met in-person during the SOS Conference and had in-depth discussions.
* The advisory committee will meet on Tuesday, September 26, 2023.
* Our NCAPPS technical assistance grant will conclude on September 30, 2023. Jill Ferrington will complete a summary of services provided that will be shared during our October meeting.
* Commission staff continues to meet with BIAG on a bi-weekly basis.
* Meet with Julie Krupa at the NASHIA meeting – she provided information regarding RSVP program (meets monthly at Shepherd Center). RE – I volunteer with RSVP – it is a great project. KT – I plan to visit during the October intake.

**New Business:**

LD – for Resource Facilitation FindHelpGA.org is a useful website for staff to access those resources. Also, additional assistance for veterans is available – will send links.

There being no further business the meeting is adjourned (JW) at 11:24 a.m.

**The next Commission meeting will be held on Thursday October 26, 2023 from 10:30 a.m. to 12:00 p.m.**