

Brain and Spinal Injury Trust Fund Commission
2 Peachtree St NW Suite 26-416 Atlanta, GA
Commission Meeting
May 23, 2019

Minutes

Commissioners attending in person:

Chase Jones (CJ), Barbara Means-Cheeley (BMC), Randy Owens (RO),
Susannah Kidwell (SK), Andrew Dennison (AD), Raj Gandy (RG), Cheryl Harris
(CH), Lisa Dawson (LD).

Commissioners attending via teleconference:

Gwen McKee (GM), Hank Fielding (HF), Tim Wall (TW), Jane Warnock (JW).

Commissioners - Absent:

Bob Bauer.

Staff:

Craig Young (CY), Leslie Berry (LB), Diana Ballard (DB), Kenisha Tait (KT).

Guests:

Mary Owens, Leona Rittenhouse.

Chairman's Reports

CY – A quorum of 10 Commissioners are present.

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

A quorum of 10 Commissioners are present.

1. Motion: to approve the April 25, 2019 draft Commission minutes.

Motion by: TW **Second by:** GM

Vote: Approved unanimously.

Commissioners Barbara Means-Cheeley, Andrew Dennison join the meeting.

CJ – the Executive committee did not meet; Craig will give updates next.

Executive updates:

CY

1. Met on 5/14 with DPH grant staff regarding grant budget and re-rates. Leslie and Kenisha will give more detail in their reports.

2. The Intergovernmental agreement between DPH and DHS for funding for Information and Referral services (BIAG) will not likely be completed by the end of the federal grant budget year 1 (ends on 5/31/19). BSITF staff will be collaborating with DPH grant budget office to effect a carry-over of these funds to budget year 2 which begins 6/1/19. DHS wishes to continue with the IGA/grant in budget year 2.

Note: Received notice from ACL/Grant Solutions that funds for grant budget year 2 have been deposited and are now available. Budget year 2 funds should be disbursed according to the grant schedule.

Distribution committee:

TW – The applicant grid for May 2019 has 8 applicants with requests amounting to \$87,335. Staff did their usual excellent job in processing the applications. Discussion centered on the cost of an Action Track Stander which is costly but great technology. Any questions? None.
A quorum of 12 Commissioners are present.

2. Motion: To approve the May 2019 distribution grid as submitted.

Motion by: Distribution committee **Second by:** GM

Vote: Approved unanimously.

Finance and Collections report:

LC – April 2019 collections to date were \$137,529. Our budget is essentially the same for the first ten months of the year as in FY18. Met with our interim DPH budget analyst - was an opportunity to review and edit our budget line by line so the budget comparison report for the Commission (and grant) expenditures are properly coded. Our donations are now deposited in our 2306 Treasury account.

Communications update:

CY – Dionne and I attended the Digital Services agency meeting yesterday. The meeting addressed upcoming migrations and content management. Dionne and I have completed our content audit and are now waiting for Digital Services to process that information into Drupal 8. There will be an upgrade for all state agency websites including new branding and state logo. We will have several templates to choose from. Several agencies have already completed this such as Attorney General's office and ADA office. You can see how those look if curious about the new layout. Content management should always refer to our number one priority – applicants.

We are currently sending out different combinations of letters, infographics and envelopes in order to ascertain which will be most effective in generating submitted applications from those we contact via the Central Registry mailing.

Advisory committee/TBI Grant Update

KT – Advisory committee met on Monday May 20th and a quorum was present. We had discussions centered around preliminary dialog with the Veteran's Administration and how we might partner to obtain services for those with TBI.

Lorraine at the ADRC was instrumental in getting VA representatives to begin these conversations and more meetings will follow. We have two potential new Advisory committee members, Claire is attempting to call them to interview before extending an invitation to join.

KT – I attended the BIAG strategic planning meeting in May and provided information about the grant to the board. Other meetings attended include ADRC VA meeting, DECAL meeting, DAS meeting, ICWP meeting, as well as the three ACL grant workgroups (Advisory boards, Central Registry, Using data to connect people). Workgroup products will be submitted to us for inclusion in our grant year 1 report as well as outcomes from our goal activities. I will submit a draft of the report to DPH grants office and to Craig for review before final submission to ACL.

New Business

CY– the Commission’s strategic planning meeting is after this meeting. Please sign-in so we can generate the lunch expense report.

The next Commission meeting will be on Thursday June 27, 2019 from 10:30 a.m. to 12:00 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-416.

The meeting is adjourned by motion (AD) at 11:20 a.m. and after a ten-minute break we will begin the strategic planning session.

STRATEGIC PLANNING MEETING

11:33 a.m., a quorum of 9 Commissioners are present.

CY – please direct your attention to the screen for the current FY16-19 Commission strategic plan. We will review the goals for each domain and discuss where we currently stand with the goal and if we feel it should remain (in some form) in our next strategic plan. We do not yet have the Governor’s goals for the State of Georgia put we can begin to prioritize what we need to accomplish generally in the areas of Commission Administration, Distribution and Central Registry. We can combine elements from the State Action Plan in to the TBI grant goals for budget year 2 of the grant (SFY2020).

Distribution - Program Goal: Increase the accessibility and availability of Commission resources.

Our priority is to increase the number of submitted applications to 60 percent of total for FY19. The ratio was 55 percent in FY18. Barriers include lengthy application process requiring cognitive skills that our applicants may or may not have due to their injury. There are multiple confounding factors and staff is working to make the paper application (used by ~35 percent of applicants) less formidable by ‘chunking’ the application in sections and only providing the

necessary minimum material instead of the current 49-page document. Required items include letter from a physician or hospital with injury information, U.S. citizenship, Georgia residency and an eligible OMT score derived from the daily living survey (currently set at 40). AD – how many are excluded because a score lower than the minimum? CY – it is not tracked now, but it is a small number. AD – can we track to confirm? CY – yes, we will start including in our Applicant Characteristics report beginning in June. AD – what is the average OMT score? CY – it is in the 60+/- range (actual for CY18 is 67.2 percent). AD – do applicants know there is a score generated from the survey? CY - no, the survey design is to obtain unbiased answers to the questions.

Disseminate application materials and related information to stakeholders across Georgia.

CY – this goal has been substantially increased by the TBI grant, an additional 19,000 letters were sent in 2019 to Georgians seen in a hospital emergency room (duration less than 24 hours) and diagnosed with a TBI. GM – how do we track the number of people we have contacted? CY – the Marketing to Organizations report is a spreadsheet staff updates monthly, it records the number of ‘touchpoints’ for our outreach to the public, organizations, and other entities. The number of touchpoints will increase over the course of the TBI grant.

LUNCH BREAK – 12:05 p.m.

Strategic Plan Review continues at 12:39 p.m.

Central Registry (CR) - Program Goal: Increase Central Registry Effectiveness and Outreach

CY – the CR data is provided to the General Assembly, Governor’s Office of Planning and Budget and various other state agencies. We receive few requests for CR data from outside organizations (only 3 for FY19).

To increase the number of applications we are working with our mail house vendor to provide us with potential solutions to our low mailing response rate. Other states receiving the TBI grant also report low response rates. We have available budget (AOB and grant) to upgrade print materials and add infographics to help our applicants understand who we are and how we can help them with their rehabilitation needs. New cost quotes are being developed by the mail house for our review.

State Action Plan - Program Goal: Needs Assessment

CY - The current Needs Assessment is ten-years old. Part of our TBI grant activities is to support a new Needs Assessment as we draft an annual TBI plan for the state of Georgia as required by the ACL grant. We have had preliminary discussion with Georgia Health Policy Center at Georgia State University. It may be possible to collaborate along with the Brain Injury Association of Georgia. The Advisory committee will be charged with drafting an annual statewide TBI plan for Commission approval.

This section of the next strategic plan will be incorporated in to the TBI grant section to avoid duplication and present more clearly the objectives and activities that are undertaken for the next four years.

Commissioner Raj Gandy joins the meeting.

Operations:

Program Goal 1: Enhance Administrative Effectiveness

'Educate Commission members through use of data to guide decision making process when setting policy.' The data reports staff provides are limited by the current applicant database. A scalable database with enhanced querying capabilities is on hold as DPH procurement is unable to make progress with our procurement request of December 2017.

Staff effectiveness is augmented through cross-training between different positions, undertaking increased responsibility by adding new skill sets to further customer support which will yield increased applications submitted and completed.

Program Goal 2: Strengthen Financial Systems

Application for TBI grant was accepted and grant has been awarded for three years.

Declining revenue due to decreased convictions was discussed. Reviewed DDS reports on DUI (few drug-related convictions), and Reckless Driving convictions. Discussed HB576 - priority list; CH opined that due to the GA Supreme Court decision to void refusal information at trial would render the topic of priority lists pointless and thus HB576 would be better re-purposed or dropped.

Program Goal 3: Enhance Applicant Database and Web Site Software Migration to Drupal 8

Applicant database project on hold. New website and content migration in process. New branding will reassure applicants that the website is a legitimate State of Georgia agency.

Program Goal 4: Increase Awareness and Use of Trust Fund through Communications

Increasing 'touchpoints' through TBI grant's Public Service Announcement (PSA) campaign yielded ~500,000 consumer touchpoints according to GPB. Increasing referrals through the ADRC 'Empowerline', and increased Central Registry mailing should increase Commission visibility in terms of services offered to our stakeholders. Twentieth Anniversary was well attended and publicized. Social media usage of Twitter. Facebook page is down and replacement has not taken place due to Facebook not responding to our requests.

Federal Grant ACL

Program Goal 5: Implement the Georgia TBI Partnership Project

Implement an annual TBI plan. Rebalance Advisory committee; objective - comprised with 50 percent membership survivors (8 out of 16).

Create all necessary IGA's, CAR's, and other contracts one year in advance in order to observe budget timelines.

Budget and Finance PowerPoint

CY – this powerpoint was created to educate new personnel in DPH Finance as to the mission of the Commission, its legislative priorities, duties, and policy as it may impact DPH budget, accounting, grants, procurement, legal and accounts payable offices as an independent executive agency attached to DPH for administrative purposes.

Other Discussion

GM – would like the Commission to revisit policy around the rules regarding emergency funding and lifetime caps on grants. Argue that after a certain number of years the Commission could make available more grants to former recipients. CY – the Commission would not be able to contact the former recipients if future grant extensions were to be allowed. Emergency funding is not feasible as the Governor's office must approve each individual grant submitted to it (by statute). A minimum of 30 days will pass before a Commission and Governor's approval are obtained and another 30 days net is payment policy of the state of Georgia. We can discuss these items at future Commission meetings.

The meeting was adjourned by motion (AD) at 2:32 p.m.