

**Brain and Spinal Injury Trust Fund Commission**  
2 Peachtree St NW Suite 26-426 Atlanta, GA  
Commission Annual Meeting  
November 16, 2017

**Minutes**

**Commissioners attending in person:**

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

**Commissioners attending via teleconference:**

Jane Warnock (JW), Randy Owens (RO), Tim Wall (TW), Susannah Kidwell (SK), Gwen McKee (GM), Bob Bauer (BB), Hank Fielding (HF).

**Commissioners - Absent:**

None

**Staff:**

Craig Young (CY), Dionne Braxton (DB), Keisha Zachary (KZ), Leslie Berry (LB), Tyimeka Brown (TB), Diana Ballard (DBd)

**Guests:**

Paige Havens, Minna Hong, Cele Locke, Henry Craig, Todd Rehm, Harvinder Makkar, John Shereikis, Jane Jackson.

**Chairman's Reports**

CY – A quorum of 12 Commissioners are present.

CJ – I call the meeting to order at 10:37 a.m. Welcome to our Annual Meeting!

A quorum of 12 Commissioners are present.

**1. Motion:** to approve the October 2017 draft Commission minutes as submitted.  
**Motion by:** BB **Second by:** JW  
**Vote:** Yes – 10, No – 0, Abstain – 2 (AD, SK.)  
Motion Passes.

LD joins the meeting.

CJ – Any nominations for the Secretary position on the Executive committee?  
The position has no formal duties as staff provides support. AD – I can serve as Secretary. CY – term is for one year and is repeatable for one additional year as voted on by the Commission.

**Executive committee report:**

CJ – the Commission’s 20<sup>th</sup> anniversary will be held in 2018; looking to have a celebration in the summer. I will appoint an Ad Hoc committee to oversee the preparations for the 20<sup>th</sup> Anniversary.

Appointed to the Ad Hoc committee are: BB, CH, RG, CJ and CY.

**Updates:**

CY - For July-October distribution grids = \$302,650. Budget for period was \$340,000.

For FY2017 the Commission approved 96.6% of submitted/completed applications for grants. This will be added to the CR letter to hopefully engender more applications. Hope to have another CR mailing (~3,100 letters) in December, will use a new vendor for the mailing.

A quorum of 13 Commissioners is present.

**2. Motion:** to approve the nomination of Andrew Dennison as Secretary of the Commission for a term of one year.

**Motion by:** LD **Second by:** CH

**Vote:** Yes - 12, No - 0, Abstain -1 (AD).

Motion Passes.

**Distribution committee:**

TW – The applicant grid for November is \$60,000 approximately. Any questions concerning the grid? None. CJ – why is the number of applicants down? CY – the number of applicants is not down, we have a number of applications (73 applicants with 133 requests) in the office but the applicants have not completed or submitted required items for presentation to the Distribution committee.

A quorum of 13 Commissioners is present.

**2. Motion:** To approve the November 2017 distribution grid as submitted.

**Motion by:** Distribution committee **Second by:** AD.

**Vote:** Approved unanimously.

**Home modification update:**

CY – pleased to introduce Dr. Harvinder Makkar from the Department of Community Affairs who administers the Home Access Program. The Commission provides \$150,000 per year for the Home Access Program to provide home modifications for Trust Fund applicants. Currently there are five applications for home modifications and four outstanding projects from prior years.

John Shereikis is the Special Needs Planning Manager for DCA of which the Home Access Program is one constituent program.

HM – we are working with the Centers for Independent Living and Community Action Agencies to renew our lines of communication in order to have projects done in a timely manner. Projects should take six weeks. Photos of completed projects are required and we will provide to the Trust Fund. We hope to have outstanding projects completed soon.

**Collections report:**

LB – collections for October 2017 were up compared to same month last year.

**Communications committee:**

CY – committee has subject materials needed...need Chair and Executive letters. CY and DB attended GETS conference. DB will take certification class for Drupal content strategist in February.

**Finance committee:**

BB – the Finance committee reviewed the first quarter budget comparison report. The year's expenditures are in line with budget so far.

**New Business:**

30 minutes for lunch will follow the Awards Presentations.

**Award Presentations and Photos**

*Outstanding Service Awards 2017*

Minna Hong, Shepherd Center, BSITFC Distribution committee  
Cele Locke, Shepherd Center, BSITFC Distribution committee

*Larry Huggins Memorial Award for Outstanding Committee Member 2017*

Henry Craig, former Commission Vice-Chair and Distribution committee  
Chairman

*Pathfinder Award for Significant Contributions to the Commission and Georgia 2017*

Stephanie Lotti, former Director of Data and Public Policy-BSITFC, Georgia  
Dental Association Emeritus Policy Director – accepted by on her behalf by  
husband, Todd Rehm.

**Discussion subjects**

1. The temporary housing pilot program discussion was wide-ranging. Those present feel that next steps are determining how many potential applicants are experiencing homelessness after discharge from a hospital. Contacting Grady hospital is recommended. DCA has an interest in the pilot program. CY will continue to explore if this initiative is feasible.

2. Public policy review – no bills have been dropped in the hopper - likely next week. Public Policy committee meets in December. The Commission was not contacted by the Governor's office for a summary of any proposed legislation.

The meeting was adjourned at 1:51 p.m. by motion (AD).

The next Commission meeting will be on Thursday, December 21, 2017 from 10:30 a.m. to 12:00 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-426.