

**Brain and Spinal Injury Trust Fund Commission**  
2 Peachtree St NW Suite 26-426 Atlanta, GA  
Commission Meeting  
March 22, 2018

**Draft Minutes**

**Commissioners attending in person:**

Chase Jones (CJ), Cheryl Harris (CH).

**Commissioners attending via teleconference:**

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

**Commissioners - Absent:**

Barbara Means-Cheeley (BMC), Lisa Dawson (LD), Raj Gandy (RG).

**Staff:**

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

**Guests:**

Claire Creech.

**Chairman's Reports**

CY – A quorum of 9 Commissioners are present.

CJ – I call the meeting to order at 10:36 a.m. Any edits to the minutes from the previous meeting? None

A quorum of 9 Commissioners are present.

**1. Motion:** to approve the February 2018 draft Commission minutes.

**Motion by:** BB **Second by:** RO

**Vote:** Approved unanimously.

AD joins the meeting at 10:38 a.m.

**Executive committee:**

Updates

CJ – The TBI grant workplan has been included in the meeting materials. We are working on the third narrative draft currently. BB has received the narrative and is

reviewing. The budget narrative is due Friday. The application is proceeding well and have received some of the Letters of Support.

GM – how much is the grant for and how long? CJ – Total of three years Commission obligation of \$75,000/yr. and federal funds of \$150,000. For a total of \$225,000 each year. JW – how will Commission operating budgets pay the match. CY – our 686 Treasury account has \$1.2 million in unappropriated funds. We also have prior year funds we can use – Chase and I received a green light from our OPB analyst.

BIAG is willing to contribute financially to the grant – amount TBD.

CY – other updates:

1. HB673 Distracted driving – the Governor has come out in support of the bill. Senate Judiciary committee will vote soon only four days left in the session.
2. Staff is continuing to call applicants that have only started an application but left it incomplete. There are 105 applications on staff desks currently.
3. MOU for procurement has not been written, DPH and AG's office not responding to our requests. Have sent another email to AG liaison to the Commission; then on to DOAS if necessary.
4. Strategic Planning meeting is **April 26<sup>th</sup>** not the 22<sup>nd</sup> as written on the agenda.

**Distribution committee:**

TW – The applicant grid for March has 11 applicants with requests amounting to \$108,170, staff did a great job getting applicants completed. Any questions concerning the grid? None.

A quorum of 10 Commissioners is present.

**2. Motion:** To approve the March 2018 distribution grid as submitted.

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

**Vote:** Approved unanimously.

**Ad Hoc 20th Anniversary committee:**

BB – we have reserved the Auditorium at the Shepherd Center for Thursday November 1, 2018 – thanks to Shepherd Center for making this possible.

CJ – the Commission meeting schedule for October and November will remain as normally scheduled but with possible reduced agendas.

**Advisory committee:**

CC – the Advisory committee met in February and discussed the objectives of the TBI grant. Offered support to the Commission if needed in whatever capacity.

**Collections report:**

LB – collections for February 2018 were higher than the same period last year. March is trending to surpass last year. CY – the remaining months of the year are typically good ones for collections. We are up +2.1 percent year through February compared with last year.

Minutes taken by: CY

Minutes approved on:

**Communications committee:**

CY – we are continuing surveys of the Central Registry for content comprehension.

DB – finished advanced Drupal editing class. Learned to create webforms and have installed one on the website that will survey the Central Registry content from those visiting our website. CY – we sent out ~7,000 Central Registry letters and ~64 people indicated on their application they received a letter from us. Need to find out why more people aren't motivated by our CR letter to apply.

CH – discusses the new Empowerline database which has taken the place of the old ESP database for services that can assist Georgians with disabilities of all ages and also elderly.

**Public Policy committee:**

CY – met and discussed bills listed in the Executive committee updates.

**New Business:**

None.

The meeting was adjourned at 11:20 a.m. by motion (CH).

**The next Commission meeting and Strategic Planning process will be on Thursday, April 26, 2018 from 10:30 a.m. to 3:30 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-426. Lunch will be served – please RSVP your attendance!**