

**Brain and Spinal Injury Trust Fund Commission**

2 Peachtree St NW Suite 26-416 Atlanta, GA

Commission Meeting

April 25, 2019

**Minutes-draft**

**Commissioners attending in person:**

Chase Jones (CJ), Barbara Means-Cheeley (BMC)

**Commissioners attending via teleconference:**

Randy Owens (RO), Gwen McKee (GM), Susannah Kidwell (SK), Hank Fielding (HF), Tim Wall (TW), Andrew Dennison (AD), Jane Warnock (JW), Raj Gandy (RG), Cheryl Harris (CH).

**Commissioners - Absent:**

Bob Bauer, Lisa Dawson.

**Staff:**

Craig Young (CY), Leslie Berry (LB), Tyimeka Brown (TB), Diana Ballard (DBd), Dionne Braxton (DB), Kenisha Tait (KT).

**Guests:**

Jane Jackson.

**Chairman's Reports**

CY – A quorum of 10 Commissioners are present.

CJ – I call the meeting to order at 10:34 a.m.

A quorum of 10 Commissioners are present.

**1. Motion:** to approve the March 28, 2019 draft Commission minutes.

**Motion by:** RO **Second by:** TW

**Vote:** Approved unanimously.

Commissioner Barbara Means-Cheeley joins the meeting.

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

### **Executive updates:**

CY

1. Met on 4/11 with DPH finance managers and staff regarding budget amendments, TBI federal grant, BSITF receivables and budget comparison report (BCR) re-rates; all have been or will be completed by the end of the fiscal year according to DPH Finance officials. Our budget amendment was effected on April 9th. LB - Receivables have been transmitted to Treasury for deposit in our 2306 Treasury account.
2. The MOA (now IGA) 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. Note: Received notice from Grant Solutions that funds for grant budget year 2 have been deposited and are now available. BIAG will not have to provide funding per their letter of support because no federal funds were distributed for this MOA (per DPH grants staff). GM - There won't be a reduction in budgeted funds that go to BIAG? CY – no. Funds will be requested for carry-over for budget year 1. Budget year 2 funds should be disbursed according to the grant schedule.
3. Senate Appropriations bill had an added line item for directed grant funding for the Trust Fund by Side by Side Clubhouse. That item went to the budget conference committee. CJ – the item is for directed funding that would go the Side by Side Clubhouse for brain injury services; Side by Side had not discussed this measure with the Commission. The conference committee decided to place this item in the DCH budget. BMC – how did that come to be? CJ – the conference committee made the determination.

### **Distribution committee:**

TW – The applicant grid for April 2019 has 9 applicants with requests amounting to \$75,000. Staff did their usual excellent job in processing the applications. Any questions? None.

A quorum of 11 Commissioners are present.

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

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

**Vote:** Approved unanimously.

### **Finance and Collections report:**

LC – March 2019 collections to date were \$106,364. A decline of -7.7% from the previous year. Our meeting with DPH finance gave us an opportunity to discuss the incompleteness of our BCR report and the lack of proper accounts for the federal grant. I am creating a spreadsheet with proper accounts per our budget submission to give to our current interim budget analyst. There has been a number of changes in DPH finance personnel and many positions are currently not filled.

**Communications update:**

DB – we have received notice that Digital Services will begin the Drupal 8 upgrade for our website. Attending a May 22<sup>nd</sup> conference with Digital Services where we will be updated on the schedule for this project.

**TBI Grant Update**

KT – I have provided a two-pager on our recent grant activities for your information.

.

**New Business**

CY– the state strategic planning meeting for the Commission is after the May Commission meeting. Please send us any topics you may have for this meeting. Leslie will need to know if you are attending so we can submit names to DPH for the lunch expense report.

**The next Commission meeting will be on Thursday May 23, 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 11:17 a.m.**