

Brain and Spinal Injury Trust Fund Commission
2 Peachtree St NW Suite 26-426 Atlanta, GA
Commission Meeting
April 27, 2017

Minutes

Commissioners attending in person:

Chase Jones (CJ), Rajaunnda Gandy (RG), Cheryl Harris (CH), Lisa Dawson (LD), Andrew Dennison (AD).

Commissioners attending via teleconference:

Bob Bauer (BB), Gwen McKee (GM), Randy Owens (RO), Jane Warnock (JW), Tim Wall (TW).

Commissioners - Absent:

Barbara Means-Cheeley, Susannah Kidwell.

Staff:

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

Guests:

Jane Jackson

Chairman's Reports

CY – A quorum of 9 Commissioners are present.

CJ – I call the meeting to order at 10:39 a.m. Welcome!

A quorum of 9 Commissioners is present.

1. Motion: to approve the March 2017 draft Commission minutes as submitted.

Motion by: TW **Second by:** JW

Vote: Unanimously approved.

AD and LD join the meeting.

Executive committee updates:

CY – DPH IT came to the office to try to determine what is on the RSC servers.

The passwords provided by RSC did not work. DPH called and emailed them requesting they submit valid passwords.

GTA came to the office and provided staff with an overview of the website project timeline, responsibilities, etc. We have started review of current website pdf's and

corresponding pages. The goal is to pare down the number of pdf's to essential documents.

Central Registry mailing has yielded a 4 percent response rate. We would like to see if we can improve that number by editing CR document text and benefitting from a more "official" looking website. This could be one of our program goals for evaluation. LD – DPH can send a BSITF letter to trauma hospitals which could help inform hospital staff about the resources the Commission has to offer.

Public Policy – CJ – Rep. Houston introduced a bill for a study committee on surcharges. Did not go to committee so it would need to be re-submitted for the next legislative session.

Distribution committee:

TW – The applicant grid for April has one recommend denial – the applicant has already purchase a vehicle. The grid budget was increased by \$30,000 to help spend the funds that were tentatively budgeted for DCA. Any questions concerning the grid? AD – concerned about funding neurorehabilitation. DB – we have funded in the past. If there is a concern about experimental nature of a request we bring it to the attention of the Distribution committee. AD – cognitive rehab can't be conflated with cognitive rehab, we need to be aware of that with future applications.

3. Motion: To approve the April 2017 distribution grid as submitted.

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

Vote: Approved unanimously.

Collections update:

LB – collections were up in March and April is trending higher.

Communications committee:

CY - The committee met and discussed a Public Policy requested one-pager for information to hand out to stakeholders. Chase, Paige and Craig will create a draft document.

Public Policy committee:

CJ – we will continue to work with partners to help us identify new revenue streams.

New Business:

The strategic planning meeting will reconvene at approximately 12:15 p.m. after lunch.

The meeting was adjourned by motion (CH) at 11:47 a.m.

Strategic Planning meeting

Attending:

Chase Jones, Cheryl Harris, Lisa Dawson, Barbara Means-Cheeley, Raj Gandy, Andrew Dennison, Bob Bauer, Jane Warnock, Gwen McKee, BSITF staff.

The planning meeting reconvened at 12:20 pm.

Agency Goals

Evaluation goal for the state of Georgia? LD - A goal is needed but one that is not just how many dollars spent or awards made. Something that describes customer experiences like the stories on the front of each month's distribution grid.

Discussion – AD - use of goal attainment scale may be something to emulate. Need to use consistent criteria on an ordinal scale. BMC – feedback from applicants will be useful. RG – we can improve our process by conducting focus groups with our customers. DB – Commission staff has done focus groups in the past.

Budget

Review of powerpoint by CY. AD – not sure why Treasury accounts vary as they do. A very long discussion ensued regarding how funds flow to the Commission's various accounts. Also, discussion regarding how prior-year funds are used and the status/accuracy of future cash-plans.

CY – we can arrange in-depth budgeting education for those that want it.

Distribution

CY – we want to stay abreast of applicant trends. There is an observed rise in applications from those in nursing homes (rather than a community-based living) with co-occurring disorders.

VA applicants are not supplying their DOD medical records that provide the documentation of their injury. Instead, they are providing a letter from a VA nurse or other individual that the applicant is attending the TBI support group. We should have access to the same medical record as the VA.

Home modifications budget for FY2017 is moved to the regular distribution grid as DCA suffered a lack of capacity to complete our projects due to staff turnover.

GM – grant application process is difficult for those with TBI. A bulleted one-pager would be useful. CY – the application is long but there are documents that must be sent by the applicant which cannot be waived. We do provide FAQ's and a checklist for applicants in the application packet.

Public Policy

CJ- we will revisit the requested surcharge study committee with additional clarification of the scope and goals to be considered in the statutory language. Due to our balances in the 932 and 686 there may be pushback regarding our future needs for additional revenue streams. We need to show the needs of our applicants and how we assist. Perhaps moving the lifetime cap back to \$15,000 would help spend our reserve. CY – we can also lower the OMT score to increase the number of applicants; that would not require a formal change to distribution policy.

CJ – any ideas regarding additional revenue streams from stakeholders is helpful. I feel the best one currently is to raise the percentage from 10 to 15 percent for our surcharges.

JW – we need to keep in mind the needs of Georgians with TBI and SCI and how much they rely on us to keep funding their grant requests.

Motion to adjourn by AD at 2:42 p.m.

The next Commission meeting will be on **Thursday – May 25, 2017** from **10:30 a.m. to 12:00 p.m.** at the Commission offices at 2 Peachtree St NW Suite 26-426 Atlanta, GA 30303 in conference room 121.