

Brain and Spinal Injury Trust Fund Commission
2 Peachtree St NW Suite 26-426 Atlanta, GA
Commission Meeting
June 22, 2017

Minutes

Commissioners attending in person:

Chase Jones (CJ), Cheryl Harris (CH), Lisa Dawson (LD), Hank Fielding (HF),
Barbara Means-Cheeley (BMC)

Commissioners attending via teleconference:

Gwen McKee (GM), Jane Warnock (JW), Tim Wall (TW), Andrew Dennison
(AD), Randy Owens (RO), Rajaunnda Gandy (RJ).

Commissioners - Absent:

Bob Bauer, Susannah Kidwell.

Staff:

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

Guests:

Jane Jackson

Chairman's Reports

CY – A quorum of 9 Commissioners are present.

CJ – I call the meeting to order at 10:36 a.m. Welcome!

A quorum of 9 Commissioners are present.

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

Motion by: RO **Second by:** GM

Vote: Unanimously approved.

LD joins the meeting.

Executive committee:

CJ – the Executive committee affirmed the budgeted FY2018 merit increases for
staff and the change in classification for the Executive Director from N to Q with a
FY18 salary of the Q minimum for the E.D.

Updates:

- CY – 1. DPH IT has attempted to find solutions to the RSC servers but cannot gain access and we are likely at a dead-end here. Will let the AG’s office know and next steps to proceed.
- 2. Staff attending GTA training for new website...on schedule.
- 3. BIAG grant request final draft will go to the Executive committee and after approved a copy to BIAG. Commission will vote on funding request at the July Commission meeting.
- 4. Requested that the AG’s office look at the requirements for Affidavits of Citizenship from our applicant since DDS license/ ID card requirements now require the submission of all of these elements to obtain a license. This makes our current Affidavits duplicative and unnecessary in my opinion. Will keep you updated.
- 5. Meeting with DCA was positive. We have 4 projects remaining and when completed our account balance will be a credit of under \$1,000. We will send funding for FY2018 after year-end closing is completed.

Distribution committee:

TW – The applicant grid for June is \$112,000 approximately. Any questions concerning the grid?

None.

A quorum of 10 Commissioners is present.

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

Motion by: Distribution committee **Second by:** GM, RG.

Vote: Approved unanimously.

Collections update:

LB – collections were up in May, and one week to go to close of year. Projecting collections to be above FY17.

Applicant – Grid Characteristics:

CY – the final for FY17 shows only 9 children completed applications and approved by the Distribution committee. LD – I would like any prior-year data regarding children with Shaken Baby syndrome and applicants whose injury was caused by violence. BMC – would like to have applicants who are receiving ICWP waiver tracked for FY18.

CY – the number of TBI exceeded SCI for applications completed in FY17.

CY – currently the Commission’s total grant obligations equals approximately \$750,000 not including June’s grid obligations.

New Business:

JJ – will provide a flyer for BIAG’s new fundraiser to be held on July 29th. BIAG is also planning a brain injury conference for October.

CJ – Craig and Leslie will be conducting a Budget refresher course after the Commission meeting in July. Please let us know if you plan to attend in person.

The next Commission meeting will be on Thursday – July 27, 2017 from 10:30 a.m. to 12:00 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-426

Motion to adjourn meeting at 11:16 a.m. by CH.