

Brain and Spinal Injury Trust Fund Commission
2 Peachtree St NW Suite 26-426 Atlanta, GA
Commission Meeting
June 28, 2018

Minutes

Commissioners attending in person:

Hank Fielding (HF), Lisa Dawson (LD), Barbara Means-Cheeley (BMC).

Commissioners attending via teleconference:

Jane Warnock (JW), Randy Owens (RO), Gwen McKee (GM), Raj Gandy (RG), Susannah Kidwell (SK), Tim Wall (TW), Andrew Dennison (AD), Chase Jones (CJ).

Commissioners - Absent:

Cheryl Harris, Bob Bauer.

Staff:

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

Guests:

Michelle LaPlaca – Chair, BIAG.

Chairman's Reports

CY – A quorum of 9 Commissioners are present.

CJ – Welcome! I call the meeting to order at 10:32 a.m. Any edits to the minutes from the previous meeting? None

A quorum of 9 Commissioners are present.

1. Motion: to approve the May 2018 draft Commission minutes.

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

Vote: Approved unanimously.

CJ – we will move to the Distribution committee vote first as some have tight schedules.

JW and LD join the meeting at 10:39 a.m.

Distribution committee:

TW – The applicant grid for June has 14 applicants with requests amounting to \$125,125.15, Any questions regarding the grid? GM – was there any discussion regarding the grid by the Distribution committee? TM – Grif8277 had committee

Minutes taken by: CY

Minutes approved on: 7-26-18

discussion and as a result one of their requests was reduced to \$1,250 for massage therapy only. Any other questions? None

A quorum of 11 Commissioners is present.

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

Motion by: Distribution committee **Second by:** RO

Vote: Approved unanimously.

CY – thanks to staff for ending the year with a big grid; our distribution benefits should be very close to our annual budgeted amount.

Mailed CR letter to 45 dual diagnosis injured June 5th and no applications have been requested or started in the electronic application portal to date. Reasons for no response are unclear. Two different letters mailed to see if one more effective than the other but no responses makes that a non-issue. Overall the CR mailings response rate is very low (mailings of ~7,000 annually). With the federal TBI grant we will mail to an additional ~20,000 TBI treated in an emergency department.

BMC – you may want get BSITF materials to hospital social workers, discharge planners, and GMCF to reach ICWP recipients. Try the GA Association of Hospital Social Workers. Also, GAP-Sharon Collins at DCH.

LD need to continuously keep materials flowing to these individuals due to turnover, send on an annual or bi-annual basis. Seek other modes of contact, social media, Facebook.

CY – Have requested Facebook grant us the ability to designate new administrator(s) and editors for the Commission FB page. Have not had a response yet.

LD – suggest staff create new Facebook page and post concurrently with the current page and drive current “followers” to the new page. Remove old page after a year.

Executive committee:

CJ – 1. The TBI grant was awarded to the Commission, June 10th. Thanks to all who had a part in drafting this grant application and getting it properly submitted on time. Craig will present more information on the grant later in the agenda.

2. DPH suggested using a third-party vendor to help write contract specs for the database procurement but this could be costly using an outside vendor. The individual that wrote our current database program indicated that he would be able to provide the technical and application processes for incorporation in to the RFP at a cost of \$2,000 which I think is very reasonable. Craig will create an agreement for his services so we can get this part of the procurement underway.

3. 20th Anniversary logo and sponsorship letter sent out; please send to those you think may want to review this opportunity. Sent to R&R Mobility. CY – they have not yet responded, will touch base. CJ – need to set a deadline, end of July,

so we will know what we should budget. We will add more event speakers and limit remarks to 5-7 minutes each. Should get word on Governor's availability soon.

4. Craig is reviewing staff job classifications and scope of work for the Executive committee.

5. CY - FY2019 MOU with DCA was discussed Monday with DCA program representatives. Three projects are still works-in-progress and will be completed in FY19. We will agree to the same funding as in FY18 and try to get as many projects as possible submitted early so they can be completed by fiscal years' end.

Collections report:

LB – collections for May were lower than same month for 2017. The Atlanta Municipal court has not remitted funds yet. CY – Atlanta municipal court has not remitted funds for March – June. We will have the year-end final collections on July 1st. Collections for this period will form the basis of our FY2020 actual operating budget (AOB).

Federal TBI grant:

CY – three-year grant cycle started effective 6-1-18. Will begin recruiting a project manager (must completed training in Neo-Gov first on July 11). Have ordered laptop, phones, etc. for employee. In the meantime we will be getting TBI CR mailing ready and creating MOU's for partnerships.

We must have 50 percent individuals with TBI on the Advisory committee by end of the grant project. Hope to onboard five this year and will lean on BIAG for assistance to get qualified persons to apply. Also, must have representatives from Ombudsman, CIL and TBI P&A on the Advisory committee. We will need to reconstitute this committee but also keeping SCI represented as well.

GM – need to find meeting dates that work for everyone, Mondays are difficult.

Grant call on Tuesday, we can move funds within the budget up to 25 percent without prior approval from ACL. Also can add, remove grant projects that are deemed necessary. Appear to have good flexibility here according to ACL staff. Funds are available now. LD – be sure to give plenty of time (6 months) in grantsolutions.gov and DPH grants office to address carry-over of funds for next grant year (SFR).

New Business:

GM – “Betting Big on BIAG” will be the next fundraiser for BIAG. Will be held in August – Dunwoody, GA. More details soon.

CJ – article in the AJC on Tuesday regarding GA nursing homes – Cheryl Harris is mentioned in the article.

Everyone have a safe and happy Fourth of July celebration...the office will be closed on July 4th.

The next Commission meeting will be on Thursday, July 26, 2018 from 10:30 a.m. to 12:00 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-426.

The meeting is adjourned by motion (GM) at 11:37 a.m.