

**Brain and Spinal Injury Trust Fund Commission**  
2 Peachtree St NW Suite 26-426 Atlanta, GA  
Commission Meeting  
August 24, 2017

**Minutes**

Commissioners attending in person:

Chase Jones (CJ), Lisa Dawson (LD), Barbara Means-Cheeley (BMC).

Commissioners attending via teleconference:

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

Commissioners - Absent:

Cheryl Harris, Hank Fielding, Raj Gandy.

Staff:

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

Guests:

Robin Blount – GVRA.

**Chairman's Reports**

CY – A quorum of 9 Commissioners are present.

CJ – I call the meeting to order at 10:37 a.m. Welcome! We have some attendees who must leave the meeting early. We will start the meeting with our quorum-vote required items first.

A quorum of 9 Commissioners are present.

<p><b>1. Motion:</b> to approve the July 2017 draft Commission minutes as submitted. <b>Motion by:</b> SK <b>Second by:</b> TW <b>Vote:</b> Yes – 8, No – 0, Abstain – BB. Motion Passes.</p>
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BMC joins the meeting.

**Distribution committee:**

TW – The applicant grid for August is \$86,000 approximately. Any questions concerning the grid? None.

A quorum of 10 Commissioners is present.

**2. Motion:** To approve the August 2017 distribution grid as submitted.  
**Motion by:** Distribution committee **Second by:** RO.  
**Vote:** Approved unanimously.

**Finance committee:**

BB – the Finance committee made their recommendation for the FY2019 budget and it was reviewed by the Executive committee. The budget is in line with previous year’s budgets and funding is limited to benefits and administration due to the constrained surcharge collections. CJ - The Executive committee passed a recommendation that \$10,000 be moved from temp labor to Distributions (benefits). The budget will be supplemented with an additional ~\$340,000 for distributions. This amount brings the final budget to our normal funding level. Any questions? GM – what is “Special Group Me”? LB – it is special group meetings, for example, the costs of holding the annual meeting or other special events...cost for space rental, meals, etc.

**3. Motion:** To approve the FY2019 budget as submitted.  
**Motion by:** Finance committee **Second by:** RO  
**Vote:** Passed unanimously.

**Executive committee:**

CJ – the Federal TBI grant is to be replaced by a new program in the Administration for Community Living called the Partnership for Innovation, Inclusion and Independence. The states would create a new cross-disability council between TBI grantees, DD Councils and SCIL’s. The grant funding for FY2018 (Federal) would be at 1/3 of funds available last year for these programs. Impact to the Commission is negligible because we have not had the Federal TBI grant in a number of years. CY – 70 callers on the phone, none were in favor of this realignment of the grant and funding levels. Nothing will be determined until Congress passes a budget. GM – how can one go about advocating on this issue? CJ – U.S. congress is the appropriate avenue.

**Executive committee – CY updates:**

1. website on schedule; going live on August 25<sup>th</sup>. If you have items you would like posted on the website please pass along the information along to Craig for consideration.
2. BIAG grant terms have been accepted by BIAG and we are receiving preliminary applicant information.
3. There has been no word from the AG’s office on the Affidavit of Citizenship question and we will continue to use the notarized affidavit of citizenship as required in our application process.

4. The FY2019 draft budget will be forwarded to OPB.
5. No updates on Raymond Shields.
6. DCA home mod contract was returned to DCA to reflect that annual funds not spent or encumbered should be returned to the Commission at year-end close. (Also, please note that requiring 'before and after' photographs is required by DCA for all projects according to the contract.)
7. Budgeted distributions for FY2017 lagged, this was due to DCA home mod funds not being expended due to the prior year projects not being completed. Funds were also not properly displayed in database reports and we are auditing our awards to find discrepancies. Conservative allocation of budget was also a contributing factor. More funds can be amended in to the budget to augment distributions if the Commission wishes to do so.
8. FY18 distribution budget is \$85,000/month.

**Collections report:**

LB – collections for July 2017 were down slightly compared to last month.

**New Business:**

CY – congratulations to Gwinnett Medical Center's Concussion Institute. The ribbon-cutting ceremony on the new Care-A-Van mobile concussion platform was very well attended. The vehicle can provide baseline testing, IMPACT testing, concussion education and real-time injury evaluation. Paige Havens had a significant hand in making this concept a reality.

The Commission meeting is adjourned by motion at 11:53 a.m.

The budget and finance review was concluded at 2:19 p.m.

The next Commission meeting will be on Thursday – September 28, 2017 from 10:30 a.m. to 12:00 p.m. at the Commission offices at 2 Peachtree St NW Suite 26-426.