

APPROVED
04.17.23



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Budget Committee

January 23, 2023
Meeting Minutes
Zoom Meeting

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Dr. Regina Medeiros, Chair, GTC Secretary/Treasurer	Dr. Dennis Ashley, GTC Chair
Dr. James Dunne, GTC Vice-Chair	
Courtney Terwilliger, GTC Member	

OTHERS PRESENT	REPRESENTING
Elizabeth V. Atkins	Georgia Trauma Commission, Executive Director
Katie Hamilton	Georgia Trauma Commission, Staff
Gabriela Saye	Georgia Trauma Commission, Staff

STANDING AGENDA ITEMS

CALL TO ORDER

A quorum was established at 3:30 PM on Monday, January 23, 2023, with three of the four committee members present.

Dr. Regina Medeiros asked Katie Hamilton to review the Expense to Budget, Consolidated Tracking Tool, and Super Speeder Revenue.

EXPENSE TO BUDGET REPORT (ATTACHMENT A)

Presented Katie Hamilton

Katie reviewed the report and advised of some highlights and notes:

- Expenses are shown through January 13, 2023.
- We are in line with most of our expenses. There are a few items we end up reallocating towards the end of the year, like office supplies.
- The fiscal year is from July 1st through June 30th. Everything should be close to 50% at this time
- Commission per diems have started to come in, so we plan to increase it over the next month.
- NameCheat is an increase of \$9.64 to maintain the RTAC website
- Region 5 RTAC is funded all up front to Navicent, which is why it's at 100%
- Please note we carry a couple of months worth from the prior fiscal year to cover the transition from the old PO to the new PO for the RTACS. They should be at 30 to 40% at this point.
- Region 3 RTAC has a new coordinator, Danielle Johnson, which is why her PO percentage is lower.

Dr. Medeiros suggested Katie highlight areas of concern for future Budget Meetings to make it easier to review.

CONSOLIDATED TRACKING TOOL (ATTACHMENT B)

Presented By Katie Hamilton

The main use of the tool is to track purchase orders and invoices. We also utilize the tracking tool for internal operations: expense tracking, contract execution, contract invoices, vendor management, and so forth.

SUPER SPEED REVENUE SUMMARY (ATTACHMENT C)

Presented By Katie Hamilton

Slide 3 shows the upwards trend, in line the FY 2022. Slide 4 shows our cumulative totals. We are chipping away at the percentage difference between the cumulative variance between both years.

Dr. Medeiros stated we are only 2% behind and expect it to go into the positive.

APPROVAL OF MEETING MINUTES

Presented By Dr. Regina Medeiros

Dr. Medeiros asked if anyone had any questions or concerns regarding the October or November meeting minutes.

MOTION GTCNC BUDGET COMMITTEE 2023-01-01:

Motion to approve the October 17, 2022 and November 21, 2023, meeting minutes as submitted.

MOTION BY: Courtney Terwilliger

SECOND BY: James Dunne

VOTING: All members are in favor of the motion.

ACTION: The motion **PASSED** with no objections nor abstentions.

OLD BUSINESS

FY 2024 PBP METRICS FOR ALL CONTRACTORS (ATTACHMENT D)

Presented By Liz Atkins

We are starting with a low percentage at risk. We don't want it to be punitive. We have listed each contractor's proposed PBP and their contract deduction. The deduction will take place during their last payment. We did engage the stakeholders in self-determining the PBP. The deliverables are indicated in their contract, but we are now assigning a value to them.

Courtney Terwilliger asked about the GEMSA course timeline. Liz Atkins stated the PBP is regarding their invoicing, not the dates of the courses.

MOTION GTCNC BUDGET COMMITTEE 2023-01-02:

Motion to approve the FY 2024 PBP for all contractors

MOTION BY: James Dunne

SECOND BY: Courtney Terwilliger

VOTING: All members are in favor of the motion.

ACTION: The motion **PASSED** with no objections nor abstentions.

OPTIMIZATION OF TRAUMA/BURN CENTER CONTRACT LANGUAGE

Presented By Liz Atkins

We are looking to optimize the trauma center contract language so that it is clear that verification is required. We are also looking into changing the invoice to a single payment for at least the level I and II centers.

NEW BUSINESS

FY 2023 REALLOCATION: \$3,225,991.09 (ATTACHMENT E, TOP SECTION)

Presented By Katie Hamilton

- We will be receiving the fireworks funds through the Department of Revenue.
- Dr. Medeiros recommended having a small budget cushion of funds rolled over. Due to the establishment of the trust fund, we are no longer subject to sending funds back to the treasury. Nevertheless, we still want to spend the majority of funds by the end of the fiscal year to demonstrate we need more funding.
- The reallocation of funds includes fireworks funds, AMC and Grady Burn funds, and unused contingency funds.
- The cut-off to encumber the funds (assigning the funds to a vendor) is May 26th. Once you encumber the funds, we can't change it. On the state side, once funds are encumbered, it is considered spent.

FY 2023 funds reallocation distribution and discussion:

- Distribute fireworks reallocation, \$1,497,315.27, to EMS and Trauma Centers. \$21,388.18 to contingency.
- Distribute AMC and Grady Burn funds, \$1,550,064.00, to all trauma centers. The committee discussed level III/IV increase options. We can increase the base rate based on the historical increase of the level I and II centers, which was 42%. The base rate for level IV is 10,000, and 42% will increase them to 14,200, which is not much of an increase. We propose we double the base rate for level IV centers to 25,000 and increase level III centers to 75,000 rather than the historical 42%. After allocating to the level III/IV centers, we can distribute the leftover funds between the level I and II trauma centers. (**ATTACHMENT F**)
- Additional reallocation funds, \$178,611.82, allocate all to contingency.

FY2023 Reallocation Plan (**ATTACHMENT G**) was edited with the discussion points during the meeting and approved to move forward.

MOTION GTCNC BUDGET COMMITTEE 2023-01-03:

Motion to approve the FY 2023 Reallocation Plan (ATTACHMENT G)

MOTION BY: Courtney Terwilliger

SECOND BY: James Dunne

VOTING: All members are in favor of the motion.

ACTION: The motion PASSED with no objections nor abstentions.

FY 2024 ADDITIONAL FUNDS: \$699,935 (ATTACHMENT E, BOTTOM SECTION)

Presented By Katie Hamilton and Liz Atkins

The attachment outlines the additional money we have for FY2024. This is a one-time additional fund occurrence due to the following:

- The state has given us a cost of living adjustment of 13,566.
- \$686,369.00 is the true-up from the FY 2022 Super Speeder funds and reinstatement fees. Moving forward, we will not receive true-ups with our trust fund.

Liz Atkins recommended spending the additional funds on the following:

- Additional GQIP Research Resident: \$102,220- includes salary and travel for one additional resident. The 102 is an addition to the baseline GQIP budget.
- Hire a Georgia Trauma Commission System Development Performance Improvement employee rather than a GQIP Data Analyst.
 - At this time, the need for a system development performance improvement employee is greater than the Arbormetrix data analyst

There was discussion regarding the shift from a data analyst to a system development performance improvement employee. The committee requests the PI employee’s job description, expectations, and where they fall within the organization. In addition, the committee requests the current job description for the GQIP Director state employee role. We can defer the approval of the FY2024 additional funds until the next meeting.

Dr. Medeiros clarified the Deputy Director role was never filled, and the role would be changed to the system development employee. We would be filling a vacant position with a new title.

Before adjournment, Dr. Dunne asked if there was a timeframe for Phoebe Putney’s verification. Liz Atkins stated no, but it should be within the year.

SUMMARY OF ACTION ITEMS & ADJOURNMENT

- Committee reviewed and approved FY2024 PBP for all contractors
- Committee reviewed and approved FY2023 \$3,225,991.09 Reallocation Plan:
 - Committee reviewed increase of level III/IV funds and approved option B, 75,000 base for level III centers and 25,000 for level IV centers.
- Committee reviewed FY2024 Additional Funding suggestions and will review further at next meeting
- Liz Atkins will send members the GQIP Executive Director job description. In addition, provide the committee with the potential system development performance improvement employee’s job description, expectations, and where they fall within the organization

MOTION GTCNC BUDGET COMMITTEE 2023-01-04:

Motion to adjourn the meeting

MOTION BY: Courtney Terwilliger

SECOND BY: James Dunne

VOTING: All members are in favor of the motion.

ACTION: The motion PASSED with no objections nor abstentions.

The meeting adjourned at 4:30 PM

Minutes by G. Saye