

APPROVED
07.17.23



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Budget Committee

April 17, 2023

Meeting Minutes

[Link to Meeting Documents and Attachments](#)

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, Finance Operations
Gabriela Saye	Georgia Trauma Commission, Executive Assistant
Cheryle Ward	Georgia Trauma Foundation, Executive Director
Dr. John Bleacher	GTC Member/Georgia Trauma Foundation Chair

STANDING AGENDA ITEMS

CALL TO ORDER

A quorum was established at 3:38 PM on Monday, April 17, 2023, with four committee members present.

Dr. Regina Medeiros asked to approve the meeting minutes and proceed to the Georgia Trauma Foundation request before addressing other meeting items.

APPROVAL OF MEETING MINUTES

Presented By Dr. Regina Medeiros

Dr. Medeiros asked if anyone had any questions or concerns regarding the January or February meeting minutes.

[MOTION GTCNC BUDGET COMMITTEE 2023-04-01:](#)

[Motion to approve January 23, 2023, and February 20, 2023, meeting minutes as submitted](#)

MOTION BY: Dennis Ashley

SECOND BY: James Dunne

VOTING: All members are in favor of the motion.

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

GEORGIA TRAUMA FOUNDATION FY2024 PROPOSAL AND CARRYOVER REQUEST

Presented by Dr. John Bleacher

The Georgia Trauma Foundation is asking for an increase in FY2024 funds from last year's allocation to \$272,500 (**ATTACHMENT A**). They have also submitted a request to have the ability to carry over FY2023 unspent funds totaling \$34,000 (**ATTACHMENT B**).

Dr. John Bleacher reviewed both attachments with the committee. Some notes:

- We request a carryover of \$34,000; of that, \$31,000 is earmarked for the fundraising consultants we have hired but have not been paid.
- The current balance sheet reflects \$221,000 in our account. To clarify, \$114,000 is grant/donation money from donors. \$107,000 is a reserve fund.
- We have researched and checked with several references and determined a 501c3 requires three to six months' worth of operating expenses in reserve for unexpected expenses.
- The Georgia Trauma Commission statute states it will support the Foundation's operational expenses, which reassures donors their donations will go entirely to programmatic support and projects.
- The Foundation will be more diligent in segregating Georgia Trauma Commission funds and donor/revenue-raised funds to ensure transparency between operational expenses and donations. Dr. Dunne suggested having the funds in a separate, different account.
- The increase in funds reflects the true operational need of the Georgia Trauma Foundation. The Georgia Trauma Foundation does not expect big increases each year.

The committee thanked Dr. Bleacher and Cheryle Ward for presenting their request and will review all FY2024 proposals later during the meeting.

EXPENSE TO BUDGET REPORT (ATTACHMENT C)

Presented Katie Hamilton

We are currently in line with the expense to budget. We did move the meeting expense up, so you will see a negative number there; we moved money from contingency to cover meeting expenses. We also have some open slots for the Region 4 and 9 RTAC Coordinators. We left leave two months' salary and a business expense buffer. The remainder of the unused RTAC funds were notated in the approved FY2023 Reallocation Plan.

SUPER SPEED REVENUE SUMMARY (ATTACHMENT D)

Presented By Katie Hamilton

We received an update with the March numbers right before this call but did not have time to update the slides. There was an increase in February revenue, and we are up 3%- out of the red.

The slides will be updated for the May Commission meeting with the March numbers.

Dr. Medeiros asked about the status of the fireworks fund. Katie advised we have not received them in our budget yet.

APPROVAL OF FY2024 PROPOSALS

Presented By Dr. Regina Medeiros

Dr. Medeiros stated the committee will need to review the MAG FY2024 Proposal. As we continue

receiving additional fund requests, we will have to look hard at what fits our mission and what doesn't. We do not have a tremendous amount of additional funds to grow the trauma system.

MAG Proposal Discussion (ATTACHMENT E):

- We have discussed making their grant a three-year grant, and this year would be the third. We did not make the three-year grant period official or advise them of it on their grant application.
- The current request is the same amount as last year, \$170,000.
- We need to determine if MAG fits our mission or how we need them to support the system. Disaster preparedness is not included in the legislators' writing to develop the Commission.
- There could be alternate agencies that could support MAG and its mission. Maybe we can find alternate funding sources for them.
- The Georgia Trauma Commission is their only funding source, to our knowledge.

More discussion ensued regarding the political consequences of cutting funds to MAG. In summary, we can continue to fund them this year, but we need to obtain additional funding to continue supporting them or work with them to develop another funding source. We cannot grow the trauma system, which we're legislatively required to do, and fund other things.

[MOTION GTCNC BUDGET COMMITTEE 2023-04-02:](#)
[Motion to approve the FY2024 MAG proposal requesting \\$170,000.](#)

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.

Georgia Trauma Foundation Proposal Discussion (ATTACHMENT A and B):

- The Foundation currently submits quarterly invoices for a flat amount of funds.
- There was a recommendation to change their invoicing process from a flat amount to reimbursement with invoices and receipts as required from other contractors.
- We need them to separate their funds to provide a clear picture of operating costs and report donations.
- There was concern about the return on investment. The request is almost a 50% increase, and they should be raising funds for us in return.
- The Foundation board members are not paid. They must pay a donation to be board members.
- There was a recommendation to set a fundraising goal.
- The Foundation should review costs associated with grant expenses and not lump them together with Foundation expenses.

[MOTION GTCNC BUDGET COMMITTEE 2023-04-03:](#)
[Motion to approve the Georgia Trauma Foundation request to carry over the FY2023 funds.](#)

MOTION BY: Courtney Terwilliger

SECOND BY: James Dunne

VOTING: Courtney Terwilliger and James Dunne are in favor of the motion

ABSTAIN: Regina Medeiros

ACTION: The motion **PASSED** with no objections and one abstention.

MOTION GTCNC BUDGET COMMITTEE 2023-04-04:

Motion to require the Georgia Trauma Foundation to submit invoices based on actual expenses with receipts in their FY2024 contract and to separate operational and donation funds moving forward.

MOTION BY: Courtney Terwilliger

SECOND BY: James Dunne

VOTING: Courtney Terwilliger and James Dunne are in favor of the motion

ABSTAIN: Regina Medeiros

ACTION: The motion **PASSED** with no objections and one abstention.

Liz Atkins stated we must look at the overall impact of increasing the funds to the Georgia Trauma Foundation. If we approve the increase, we are lessening the money available for trauma centers. We also discussed bringing on the remaining trauma centers and increasing the level III and IV stipend. Do we still want to continue the 80/20 split or do something different? Unfortunately, the current session is over, so we cannot receive additional funds from the legislation for the upcoming year. Every time we increase other funds, it comes from the trauma center and EMS buckets.

Dr. Dunne advised it would be helpful with requests for an increase in funds to see our total budget and where the impact will be. He recommended using the FY2024 fireworks funds to replenish the trauma center and EMS funds due to the GTF increase impact.

The committee will hold on to the FY2024 GTF proposal amount vote until a budget impact analysis is completed.

APPROVAL OF FY2024 OPERATIONS BUDGET (ATTACHMENT F)

Presented By Liz Atkins

Liz Atkins advised we need a vote to approve the FY2024 operations budget. We have a deadline of June 1st for contracts to go out.

- We have contracted with a Stop the Bleed Coordinator to assist with our Stop the Bleed expansion, \$50,000 a year. He started on March 1st and was introduced during our last Commission meeting. He will provide a quarterly report at our next meeting to review current efforts.
- We may be pivoting the time to definitive care to involve the help of UGA. We don't have a formal proposal yet, but it is an estimate of what it may cost. Due to his expertise, we may need to ask Etienne Pracht for help if UGA cannot do it.
- We are considering contracting a Prehospital Research Consultant, Dr. Bulger, with the University of Washington. They would be providing a consult and telling us what we need. We do not have a formal proposal for the cost yet.
- The office of EMS and Trauma is requesting a full 3% fund allocation. DPH has also requested the Commission pay the cost of living increase for all OEMST personnel.

The committee determined it was important to have Dr. Ashley as part of the discussion. The committee will facilitate a called committee meeting to review and approve the FY2024 budget before the May Commission meeting.

SUMMARY OF ACTION ITEMS & ADJOURNMENT

- Committee approved: the FY2024 MAG proposal requesting \$170,000.
- Committee approved: the Georgia Trauma Foundation's request to carry over the FY2023 funds.
- Committee approved: Require the Georgia Trauma Foundation to submit invoices based on actual expenses with receipts in their FY2024 contract and to separate operational and donation funds moving forward.
- The committee still needs to review the Trauma System Planner job description (ATTACHMENT G).
- A called committee will be scheduled to review the Georgia Trauma Foundation increase request, Office of EMS and Trauma 3% true-up request, and their impact on the FY2024 budget. It is important to have all committee members present for the discussion and obtain the votes to bring the whole budget for Commission voting.

MOTION GTCNC BUDGET COMMITTEE 2023-04-05:

Motion to adjourn

MOTION BY: Courtney Terwilliger

SECOND BY: James Dunne

VOTING: All members are in favor of the motion

ACTION: The motion **PASSED** with no objections and no abstentions

The meeting adjourned at 5:20 PM

Minutes by G. Saye