

APPROVED
09.19.22



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Budget Committee

July 13, 2022
Meeting Minutes

Attending	Affiliation
Regina Medeiros, GTC Secretary/Treasurer, Chair Budget Committee	Augusta University Health
James Dunne, MD, GTC Vice-Chair & Vice-Chair Budget Committee	HCAMemorial
Courtney Terwilliger, GTC Member	Emanuel Medical Center
Elizabeth Atkins, Executive Director	Georgia Trauma Commission
Katie Hamilton, Finance Officer	Georgia Trauma Commission

Call to Order: 4:00 PM on Wednesday, July 13, 2022. A quorum was established with five committee members present.

STANDING AGENDA ITEMS

1. Consent Agenda

Dr. Medeiros welcomed everyone, briefly reviewed the agenda items for the meeting, and asked if anyone had questions on the contract and invoice tracking tool or expense to budget items.

2. Super Speeder Summary

Dr. Medeiros referenced the Super Speeder Summary (ATTACHMENT A). We did have a 2% positive variance for May. Slide 3 displays the trendlines of FY2021 and FY2022, and the number of funds per month can fluctuate. We should expect to have the June numbers soon; There is a slight delay due to the year-end budget close. This year we will receive the total budget upfront but can only spend 1/12 of it monthly. If reconciliation is needed at the end of the year, it will come out of our amended funds, which may only be fireworks.

3. Approval of the March 16 Meeting Minutes

Dr. Medeiros asked if anyone had any questions or concerns regarding the March meeting minutes (ATTACHMENT B) and asked for a motion to approve

[MOTION GTCNC BUDGET COMMITTEE 2022-07-01:](#)

Motion to approve the March 16, 2022 Budget Committee meeting minutes.

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.

4. Grants and Contracts Work Group Recommendations

Last month we sent out a one-page document (ATTACHMENT C) highlighting the overview and work done by the grants and contracts team. We looked at each grantee and contractor and noted some performance pay levels for 2024. We will email it out again and ask for your feedback and recommendations.

5. Future Meeting Cadence

There was discussion regarding the current meeting date/time and the possibility of moving it to accommodate everyone's schedule. Over the past couple of meetings, we have rarely been a full complement, and due to the size of the group, if two members cannot attend, the meeting is canceled. We need more time to discuss our budgeting priorities and global proposals. Dr. Dunne mentioned it would be hard for himself and possibly Dr. Ashley to attend earlier in the day because we can't control our clinic schedules. It's nearly impossible to have an hour meeting during the middle of the day. Liz Atkins added that the currently scheduled time runs against another meeting Dr. Ashley has. Possible solutions discussed:

- We could send out a survey to the members to indicate what meeting rotation would work best.
- Adding subcommittees or workgroups to the Budget Committee to focus on specific areas of need, such as budget timelines, policies and procedures, contracts, and grants. Then, those subcommittees could bring their recommendations forward to the full Committee for review and approval.
- Allow more committee members to join, specifically from the Trauma Administrators committee, so the meeting continues as long as there is a majority. We would not be able to add another Commission member because then that would be considered an open Commission meeting with a quorum.

There is much work going on behind the scenes between Dr. Medieros, Liz, and Katie, out of necessity, that should be getting done during the meetings. Something needs to change, and it would be helpful to have more people involved to keep these meetings

going. We want the necessary approvals and paper trail to say that we ran this through the chain.

We'll send out a poll to see if there is a different day of the week that works for the majority of us. Consider who you recommend joining this committee, and we can discuss it at next month's meeting. We need the time to make decision points, and at this time, we don't have enough people to discuss the finer details.

6. FY2024 Budget Proposal

Dr. Medeiros referenced the FY2024 Budget Proposal (ATTACHMENT D) that must be submitted to the Office of Planning and Budget. We will need to vote on this today.

Katie mentioned that this document is based on the FY2023 Proposal. We would like to look at the trauma center funding for FY2024 and increase the budget for the ESO web-hosting for the registry support for Levels III and IV. We would also like to include funding for the unfunded centers. At a future meeting, we will need to figure out how we would adjust the million dollars, but it does not need to be discussed today.

For procedural clarification, the trauma centers have their contract with ESO. We fund the trauma centers, and ESO will contact the trauma centers to get them set up with the services. It is in their GTC contract that they have to go with ESO. However, it is not in their contract to "web-host."

There was concern regarding the wording "trauma center and physician stakeholders" within the document. Dr. Medeiros clarified that it was 75% hospital and 25% physician readiness, which is the uncompensated care piece centers voted on to use for different purposes. It is with the hospitals, not with individual physicians.

[MOTION GTCNC BUDGET COMMITTEE 2022-07-02:](#)

[Motion to approve the FY2024 Budget Proposal](#)

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.

7. Establishment of Trust Fund

We have obtained some documents from the Department of Public Health, which they are requesting we fill out to get the trust fund established. We're in the process of working through those and will require Dr. Ashley's signature and identification. They have given us a treasury contact as well. Historically our funds were in the treasury, and now they will

be allocated to the trust fund and under our control. We'll have access to the money versus the state budget. We will still have the normal budgeting process and are still not exempt from state rules for budgeting and spending. Liz will probably still provide testimony for our funds to show them all the great things we are doing.

8. FY2022 Closeout Process

Katie reviewed the FY2022 closeout (ATTACHMENT E) to provide an overview of how we did with the budget last year. At the previous meeting, we voted on the reallocation plan with our remaining funds, which is included in the far right column. We have been in constant contact with the DPH and the budget department and will return \$440. DPH was concerned about why we have a small budget cushion, and we explained that we must spend all our funds. We don't want any remaining funds, which is unheard of in their world. We do want to receive more information as to why they were so concerned with our process.

Dr. Medeiros added she would like to see more focus on detailed line items for budgets so we can look at what we've done over the last two years. It would be nice to have a formalized process for spending the remaining funds at the end of the year.

We need to think about how we will report to the full commission. Dr. Dunne recommended providing a brief overview of what was budgeted, what was spent, if we were over/under budget, and an explanation.

Recap, Objectives, and Preplanning for October meeting

Discussion ensued around the following steps, including:

- Please review the grants and contracts recommendations and provide any feedback before our next meeting (ATTACHMENT C)
- We will be considering a new meeting date and time for our meeting that works for everyone's schedule.
- Please let us know if you have any recommendations on possible new members for our committee
- FY2024 Proposed Budget approved (ATTACHMENT D)
 - At a future meeting, we will need to figure out how we would adjust the million dollars for Level III/IV centers and unfunded centers.
- The trust fund is in the process of getting established by DPH, pending paperwork.
- We will be returning \$440 of unspent funds from FY2022.

[MOTION GTCNC BUDGET COMMITTEE 2022-07-03:](#)

Motion to Adjourn

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.

The meeting adjourned at 4:54 PM

Minutes by G. Saye