

APPROVED
10.16.23



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Budget Committee

August 28, 2023

Meeting Minutes

[Meeting Documents Link](#)

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
Katie Hamilton	Georgia Trauma Commission, Finance Operations
Gabriela Saye	Georgia Trauma Commission, Executive Assistant

STANDING AGENDA ITEMS

CALL TO ORDER

A quorum was established at 11:00 AM on Monday, August 28, 2023, with four committee members present. Dr. Regina Medeiros advised that most of the standard agenda items will be deferred to focus on items for approval.

APPROVAL OF MEETING MINUTES

Presented By Dr. Regina Medeiros

Dr. Medeiros asked for a motion to approve the July meeting minutes.

MOTION GTCNC BUDGET COMMITTEE 2023-08-01:

Motion to approve July 17, 2023, meeting minutes as submitted.

MOTION BY: James Dunne

SECOND BY: Dennis Ashley

VOTING: All members are in favor of the motion.

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

FY 2025 PROPOSED BUDGET

Presented by Dr. Regina Medeiros

Dr. Medeiros reviewed the FY 2025 Proposed Budget (**ATTACHMENT A**) with the Office of Budget and Planning (OPB) changes. The left column notates the FY 2024 budget, and the right column notates the proposed FY 2025 budget.

We are required to reduce 1% of part of our budget, \$7,256,269, which will total a \$70,563 decrease. It is unclear how OPB determines which section of the budget is subject to the reduction and which portion is not.

To determine which line items receive a deduction, OPB advised identifying programs that are underperforming or that don't align with the mission and vision of the department. Programs for proposed reduction are MAG MRC and GQIP Emory NSQIP budget. While MAG MRC and NSQIP perform tremendously, they do not directly align with our mission and vision. We want to continue supporting the programs without impacting the priority of EMS and Trauma Center funding. Both programs were reduced by \$35,281.50 each.

The reduction in the Commission Operations budget was noted due to the year-to-year changes in staff benefits. In addition, some increases occurred in FY 2023 and FY 2024, which are unconfirmed for FY 2025 and, therefore, removed from staff salaries. The reduction in Commission Operations, "above the line," was redistributed to the Trauma Center and EMS budgets, "below the line," with an 80/20 split.

The Committee discussed in detail the NSQIP reduction. Dr. Medeiros clarified that NSQIP was selected for the decrease due to continuous leftover funds, and the Research Fellow position is now funded through a separate grant. In FY 2024, Emory was allocated \$141,828 to support NSQIP (**ATTACHMENT B**). With the \$35,281.50 reduction, NSQIP will still receive over \$100,000.

Dr. Ashley reviewed the origin of the NSQIP funding, highlighting its connection to GQIP, and goal to decrease complications and mortality. Dr. Ashley expressed concern about the communication needed to advise both programs of the reduction and its reasoning. Dr. Medeiros clarified that while both programs are valuable, they do not directly support the Commission's code. The Georgia Trauma Commission is underfunded, and funds must be allocated to trauma centers and EMS, who provide direct care to trauma patients.

Dr. Medeiros requested an NSQIP funding overview since the start to review their expense to budget. Courtney Terwilliger emphasized reviewing and reevaluating funded initiatives to ensure they align with our mission and vision to improve trauma care.

MOTION GTCNC BUDGET COMMITTEE 2023-08-02:
Motion to approve FY 2025 draft working budget.

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.

Dr. Medeiros explained that budget proposals are due by September 1. After we receive our final budget, we will review the FY 2025 budget again for final approval. We will include the proposed budget draft in the November Commission report.

TRAUMA REGISTRY START-UP GRANTS FOR RURAL LEVEL IV CANDIDATE CENTERS

Presented by Dr. Regina Medeiros

We are commencing to review the one-time start-up funding for rural level IV candidate trauma centers to support their ESO registry costs. The grant will encourage upcoming trauma centers to use ESO and provide financial support during the initial stages. If centers move into Imagetrend instead of ESO, it will cause data import issues with GQIP. It is more cost-effective for us to provide a small stipend to

cover the cost of web-based hosting for their registry. Katie advised that the upcoming centers are Stephens County Hospital, Toccoa; Evans Memorial, Claxton; Washington County Regional Medical Center, Sandersville; Liberty Regional Medical Center, Hinesville. If additional centers come into the system, the Committee can approve funding by email. The grant will be facilitated as a reimbursement grant, and the plan is to utilize fireworks revenue, which is still to be published. Right now, all contracted trauma centers receive registry funding to cover costs. The start-up grant is a one-time allocation to get the registry installed and going. Afterward, the center will be responsible for the costs until they come designated and contract with the Georgia Trauma Commission.

Dr. Medeiros suggested that we can fund other upcoming centers not currently on the list if funds are available.

MOTION GTCNC BUDGET COMMITTEE 2023-08-03:

Motion to approve a one-time startup grant to cover registry costs of upcoming level IV centers as funds are available.

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.

BUDGET COMMITTEE MEMBER CANDIDATES

Presented by Dr. Regina Medeiros

Dr. Medeiros brought forth two Budget Committee member candidates for committee discussion. Due to the budget timeline and the need for a quorum to approve items, it is essential to add more committee members. The two candidates are:

- Jesse Echols-Gibson, Trauma Program Director at Northeast Georgia Medical Center.
- Pete Quinones, Principle and CEO at MetroAtlanta Ambulance Service. Pete is also a Commission member.

Courtney advised that the Budget Committee can recommend members for the Commission Chair to appoint. Dr. Dunne clarified that non-Commission members can sit on the Committees. Dr. Medeiros added that the Attorney General's Office did advise that the amount of Commission members in a committee does not matter. Dr. Medeiros will ask Liz to provide the Attorney General letter and the Budget Committee member recommendation letter to the Commission Chair.

No further discussion or concerns were raised.

SUMMARY OF ACTION ITEMS & ADJOURNMENT

Prior to adjournment, the Committee addressed the need to review the Commission Bylaws at the November Commission meeting. We are currently in excess of terms for Secretary-Treasurer and Vice-Chair. It was noted that the Commission's Secretary-Treasurer serves as the Budget Committee Chair. Dr. Medeiros also mentioned that we are trying to write standard operating procedures for the budget to keep things going.

- Discussed a 1% reduction of the FY 2025 proposed budget per the OPB instructions (**ATTACHMENT A**). The reduction totals \$70,563 and will impact MAG MRC and NSQIP allocations. Dr. Medeiros requested a NSQIP funding overview from the start of funding to review their expense to budget over the years.
- The Committee approved the FY 2025 draft working budget, which will be included in the

November Commission budget report.

- The Committee approved one-time start-up grants to cover registry costs of upcoming level IV centers as funds are available.
- Dr. Medeiros will recommend two additional Budget Committee members for appointment by the Commission Chair: Jesse Echols-Gibson and Pete Quinones. Dr. Medeiros will ask Liz to provide the Office of Attorney General's letter regarding the number of Commission members within a Committee.
- The Committee discussed the need for the Commission to address Committee terms at the next Commission meeting.

MOTION GTCNC BUDGET COMMITTEE 2023-08-04:

Motion to adjourn

MOTION BY: Dennis Ashley

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 12:07 PM.

Minutes by G. Saye