

**APPROVED**  
**10.17.22**



# GEORGIA TRAUMA COMMISSION

## Georgia Trauma Commission Budget Committee

September 19, 2022

Meeting Minutes

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

**Call to Order:** 3:40 PM on Monday, September 19, 2022. A quorum was established with three of four committee members present.

### **STANDING AGENDA ITEMS**

#### **1. Consent Agenda**

Dr. Medeiros asked Katie Hamilton to briefly review the consolidated tracking tool (ATTACHMENT A) and Super Speeder Summary (ATTACHMENT B). We won't have an expense to budget until after the first quarter invoices are submitted.

#### Consolidated Tracking Tool Review

- Purchase order tracking has the open purchase orders with their original amounts and what we have drawn off the order.
- Purchase order invoice tracking details all the invoices that we've received and sent for signatures
- You will also find tabs that track basic expenses, vendor management, and contracts.
- Highlighted areas are items we are currently waiting on for signature, resolution, or revision.

Dr. Medeiros added that this tool provides details on where the dollars are going so we can ensure we are fiscally responsible and accountable. Katie and Gabby input and track all the information provided.

## Super Speeder Summary

- There are various breakdowns included within the attachment so that you can see variances and patterns between fiscal years
- Also included is the final breakdown of the revenue for FY2022.

Dr. Medeiros added to previous years; we did finish FY 2022 one percent over. At the start of FY 2022 in July, we were 16% under, but by the second month, we were breaking even.

## 2. Approval of the July 13, 2022, Meeting Minutes

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

### [MOTION GTCNC BUDGET COMMITTEE 2022-09-01:](#)

#### **Motion to approve the July 13, 2022, Budget Committee meeting minutes.**

**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.

## 3. Budget Timeline

The budget timeline is still in draft form. We're trying to work out what needs to be done each month to keep us on track. We have done some tweaking over the past couple of years to ensure we are proactive in our budget planning.

## 4. Grants and Contracts Work Group Recommendations

We are going to table the grants and contracts work. We have worked on adding Performance-Based Pay for grants and contracts. We have also requested all vendors utilize the formatted invoice tool instead of using their own invoice templates.

## 5. Emory SBAR

Katie Hamilton reviewed the Emory SBAR (ATTACHMENT D).

In FY 2017, funds were not restored to the Emory purchase order, which resulted in a discrepancy of \$17,786.11 and an inability to pay Emory according to the contractual amount. Since then, proper purchase order reconciliations have been put in place to prevent future issues such as this. Paying the funds out of FY 2023 contingency would comply with the contracted amount and protect the future relationship with Emory.

GTC is already taking action to prevent a future recurrence:

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- a. Require all contractors to use the GTC invoice template that reflects the balance of funds
- b. Periodic reconciliation cadence for all purchase orders

Dr. Medeiros asked for a motion to approve the \$17,786.11 payment to Emory.

**MOTION GTCNC BUDGET COMMITTEE 2022-09-02:**

**Motion to approve the outstanding \$17,786.11 payment to Emory with FY 2023 contingency funds.**

**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.

**6. ACS Trauma Systems Rural Focused Consultation Visit**

Liz Atkins referenced the ACS Proposal for the Rural Focused Visit cost, including the updated cost of \$130,000 (ATTACHMENT E). Originally, we thought this would only be rural-focused, but it would also include a full trauma system consult; It is essentially two separate visits. We originally budgeted for \$65,000 per their published cost on their website, but the ACS has responded that they have not done a consult under \$115,000 in a long time. They have sent the tentative schedule (ATTACHMENT F), which includes two days in Cordele and one day in Cartersville.

- Day 1
  - Cordele
  - Full system overview
  - Full Day
- Day 2
  - Cordele
  - Rural southern stakeholder meeting
  - 4 hours
- Day 3
  - Cartersville
  - Rural northern stakeholder meeting
  - 4 hours

The committee discussed the schedule and outline of the day requirements and time allotted. There was concern regarding the amount of time allocated for the rural-focused portion of the visit and fear the needs of the rural areas are getting marginalized. We have

had meetings with the ACS and have provided them with the framework of what we would like them to focus on during this visit:

1. EMS transportation system
2. Provider clinical and procedural competency, both initial and ongoing competency maintenance
3. Financial sustainability for recruitment and retention of staff providers and trauma centers into the system
4. Disassociation between rural Georgia and urban Georgia
5. Lack of outcomes data and process measures to guide targeted effects of intervention

There was also a concern about who will complete the Pre-Review Questionnaire. We will partner with OEMS&T to answer the PRQ Questions. The PRQ is not as intensive as a hospital PRQ. When we answer the PRQ, it was suggested that we provide a general answer and then a rural-specific answer if there are rural-specific issues related to an area we should highlight and address.

**MOTION GTCNC BUDGET COMMITTEE 2022-09-03:**  
**Motion to approve the updated ACS Trauma Systems Rural Focused Consultation Visit cost \$130,000.**

**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.

### **Recap, Objectives, and Preplanning for October meeting**

Discussion ensued around the following steps, including:

- Committee approved the outstanding \$17,786.11 payment to Emory with FY 2023 contingency funds.
- ACS Trauma Systems Rural Focused Consultation Visit
  - Committee approved the updated ACS Trauma Systems Rural Focused Consultation Visit cost of \$130,000.
  - ACS Trauma Systems Rural Focused Consultation Visit includes two full system and rural-focused visits.
  - Committee reviewed the tentative schedule (ATTACHMENT F) and the time allotted.
  - We will partner with OEMS&T to answer the PRQ Questions
    - Suggestion to include rural specific answers for certain areas

**MOTION GTCNC BUDGET COMMITTEE 2022-09-04:**

**Motion to Adjourn**

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**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 4:30 PM

Minutes by G. Saye