

APPROVED
02.19.24



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Budget Committee

January 22, 2024

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	
Pete Quinones, GTC Member	
Jesse Gibson, Northeast Georgia Medical Center Trauma Program Director	

OTHERS PRESENT	REPRESENTING
Elizabeth Atkins	Georgia Trauma Commission, Executive Director
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 1:00 PM on Monday, October 16, 2023, with six committee members present.

APPROVAL OF MEETING MINUTES

Presented By Dr. Regina Medeiros

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

MOTION GTCNC BUDGET COMMITTEE 2024-01-01:

Motion to approve October 16, 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.

BUDGET COMMITTEE REFERENCE DOCUMENT OVERVIEW

Presented by Katie Hamilton

Dr. Medeiros asked Katie Hamilton to provide an overview of all budget committee reference documents (pages 2-9).

- **Expense to Budget**
 - Expenses are noted through December 31, 2023.
 - We are on track with most items and will discuss reallocation items under another agenda item.
 - As a reminder, under System Development, we always carry over funds from the previous year.
 - Trauma Center's first invoices are due January 31, 2024. By the next meeting, trauma center expenses to budget will be close to 50%.
- **Purchase Order Tracking**
 - The current open purchase orders are listed, and note how much we have remaining in each one.
- **Super Speeder Revenue**
 - A peak was noted in October; we are 12% above the cumulative.
- **Budget Timeline**
 - We are working to improve the timeline with the establishment of the trauma trust fund.
- **Trust Fund Statement**
 - We have provided a copy of our trust fund statement for review.

Jesse Gibson inquired about the FY 2021 Senator Burke Grant. Courtney Terwilliger explained Senator Burke infused \$350,000 into the Georgia Trauma Commission budget two years ago to improve trauma programs in Southeast Georgia. The decision was made to utilize the funding for the MARCH PAWS initiative. The funds were encumbered to Emanuel Medical Center to lead the initiative. To date, 5% of the funds have been paid, and Emanuel Medical Center is working to invoice another 25%. Upcoming expenses include course video development and course equipment. If there are any remaining funds after the MARCH PAWS development is completed, there may be opportunities to provide equipment grants to smaller trauma centers in need.

TRAUMA SYSTEM STABILIZATION PLAN

Presented by Elizabeth Atkins

Elizabeth Atkins provided an update on the Trauma System Stabilization Proposal and recent progress. The proposal has been presented to the Governor's policy team and House and Senate appropriation chairs, and there are upcoming meetings with the Lieutenant Governor's team and the Senate Health and Human Services.

There is a one-pager with talking points in development with a marketing team, and it will be finalized before the upcoming meetings. Dr. Medeiros emphasized committees and trauma centers can use the document to spread the message for additional funding.

Courtney Terwilliger and Pete Quinones shared they have yet to hear specific information about the proposal within their networks.

Dr. Medeiros assured the committee will be kept in the loop on the proposal's progress.

REGISTRY START-UP GRANT APPROVAL FOR THREE YEARS

Presented by Dr. Regina Medeiros

Dr. Medeiros reviewed the grant application for registry startup costs (pages 10-14), reminding the committee of the prior approval for registry startup funding for prospective trauma centers. The Georgia Trauma Commission has created a grant application formalizing the process for centers in the pipeline seeking funding to offset registry startup costs.

Elizabeth Atkins highlighted the need for quarterly updates on progress toward designation, emphasizing the importance of deliverables. There will be a minor edit, which will require centers to submit a GQIP report template to ensure progress.

MOTION GTCNC BUDGET COMMITTEE 2024-01-02:

Motion to approve the Registry Start-Up Grant application, including the edit of adding a GQIP template report.

MOTION BY: James Dunne

SECOND BY: Pete Quinones

VOTING: All members are in favor of the motion.

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

GOVERNOR'S BUDGET REPORT

Presented by Dr. Regina Medeiros and Elizabeth Atkins

Dr. Medeiros presented the FY 2025 Draft Working Budget for committee review (page 15). Elizabeth Atkins advised the 3% enhancement/1% reduction was removed as it did not make it to the Governor's Budget.

Elizabeth Atkins provided a brief history of the working budget and its structure. The Commission no longer has an amended budget process; therefore, the working budget is the tentative allocation of the total budget. Budget areas include funding for Commission operation expenses, system development initiatives, MAG, Georgia Quality Improvement Program, Injury Prevention, Georgia Trauma Foundation, and DPH Office of EMS and Trauma (DPH OEMST). After those items are totaled, the remainder of the budget is split 80% to trauma center distribution and 20% to EMS Stakeholders.

Jesse Gibson inquired about the DPH OEMST funding. Elizabeth Atkins clarified that Georgia Code 31-11-102(9) states that "the State Office of EMS/Trauma shall receive an annual distribution from the commission of not more than 3 percent of the total annual distribution from the fund in the fiscal year. These funds shall be used for the administration of an adequate system for monitoring state-wide trauma care, recruitment of trauma care service providers into the network as needed, and for research as needed to continue to operate and improve the system. . ." We have been working with DPH OEMST to understand how the Georgia Trauma Commission funding is spent.

Courtney Terwilliger asked when the committee would start detailed discussions of budget line items. Katie Hamilton and Dr. Medeiros clarified that discussions will happen once the budget amount is finalized, typically after legislative approval. The working document is based on the prior year since we do not know the final approved budget amount.

MOTION GTCNC BUDGET COMMITTEE 2024-01-03:
Motion to approve the draft working budget document
MOTION BY: Courtney Terwilliger

The committee continued discussions on the working draft budget process, and concerns were expressed about the lack of scrutiny in the budget approvals. Committee members expressed a need for more thorough discussions on line items before presenting the budget to the Commission. Concerns were raised about submitting a budget to the Governor's Office and communicating that the proposed budget is a working document subject to change. Suggestions included assigning percentages to budget line items rather than fixed amounts and having additional meetings or workgroups before the final numbers are released. Elizabeth Atkins reviewed the budget timeline and the state requirements for submitting preliminary budgets (page 8).

It was proposed to schedule a working call after MLK Day to discuss budget items in more detail or propose a preliminary budget in July as a placeholder based on potential funding scenarios. In conclusion, members expressed an understanding of the complexities of the budgeting process and a willingness to work collaboratively to address concerns. The motion was restated.

MOTION GTCNC BUDGET COMMITTEE 2024-01-03:
Motion to approve the FY 2025 draft working budget document
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 INITIAL REALLOCATION PLAN

Presented by Dr. Regina Medeiros and Katie Hamilton

Dr. Medeiros introduced the FY 2024 Initial Reallocation Plan (page 16), which outlines leftover FY 2024 funds to be redistributed. Katie Hamilton reviewed the document, stating the top half are the line items with leftover funds; we also need to reallocate the firework funds. The bottom half outlines the proposed disbursement of the leftover funds, including a registrar education course, marketing firm partnership, Patient Safety Organization (PSO) attorney funding, Stop the Bleed training equipment, onboarding South Georgia Medical Center as a designated center, and providing Phoebe Putney and Southern Regional funding as they pursue designation.

Questions were raised about the PSO attorney being a recurring expense, to which it was clarified that it wouldn't be and that the attorney would be kept on retainer for peer review work.

MOTION GTCNC BUDGET COMMITTEE 2024-01-04:
Motion to approve the FY 2024 Initial Reallocation Plan
MOTION BY: Courtney Terwilliger
SECOND BY: Dennis Ashley
VOTING: All members are in favor of the motion.
ACTION: The motion **PASSED** with no objections nor abstentions.

ACS VERIFICATION VISITS DATES EXTENDED

Presented by Elizabeth Atkins

The discussion shifted to extending the trauma center ACS verification date requirements due to ACS delays. Elizabeth Atkins proposed tabling the discussion until more information about the completion of consult visits was available.

Dr. Medeiros mentioned concerns about the ACS's difficulty in scheduling verification visits and the need to work with them to find reasonable timeframes.

SUMMARY OF ACTION ITEMS & ADJOURNMENT

Before adjournment, Dr. Medeiros encouraged committee members to share ideas on improving the preliminary budget information for review.

- Kaite Hamilton reviewed Budget Committee reference documents (pages 2-9).
- Elizabeth Atkins provided an update on the Trauma System Stabilization Proposal. A one-pager will be finalized before upcoming legislative presentations.
- The Budget Committee reviewed and approved the Registry Start-Up Grant application, including the edit of adding a GQIP template report (pages 10-14).
- The Budget Committee reviewed and approved the FY 2025 draft working budget document (page 15).
- The Budget Committee reviewed and approved the FY 2024 Initial Reallocation Plan (page 16).
- The ACS verification date extension discussion was tabled until more information was available from the ACS.

MOTION GTCNC BUDGET COMMITTEE 2024-01-05: **Motion to adjourn**

MOTION BY: Jesse Gibson

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 2:43 PM

Minutes by G. Saye.