

**APPROVED**  
**04.15.24**



# GEORGIA TRAUMA COMMISSION

## Georgia Trauma Commission Budget Committee

March 18, 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	GTC, Executive Director
Katie Hamilton	GTC, Finance Operations Officer
Gabriela Saye	GTC, Business Operations Mgr
Crystal Shelnett	GTC, Regional Trauma System Development Mgr

## STANDING AGENDA ITEMS

### CALL TO ORDER

A quorum was established at 3:30 PM on Monday, March 18<sup>th</sup>, with four committee members present. Dr. Regina Medeiros advised today's meeting will focus on the FY 2025 Georgia Trauma Foundation and Office of EMS and Trauma proposals. Courtney Terwilliger and Dr. Dennis Ashley joined shortly after the roll call.

### APPROVAL OF MEETING MINUTES

*Presented By Dr. Regina Medeiros*

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

#### [MOTION GTCNC BUDGET COMMITTEE 2024-03-01:](#)

Motion to approve February 19, 2024 meeting minutes as submitted.

**MOTION BY:** Pete Quinones

**SECOND BY:** Dr. James Dunne

**VOTING:** All members are in favor of the motion.

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

## **FY 2025 GEORGIA TRAUMA FOUNDATION PROPOSAL**

*Presented by Dr. Regina Medeiros*

Dr. Medeiros referenced the FY 2025 Georgia Trauma Foundation (GTF) Proposal (**ATTACHMENT A**) and asked committee members to provide feedback or questions for clarification. Members also reviewed the Foundation's FY 2024 operational expenses and future projections (**ATTACHMENT B**).

The GTF FY 2025 proposal noted an increase in funding from \$272,500 to \$350,800, prompting questions about the foundation's projections and historical issues. The team also discussed the purpose and performance of the Foundation, with concerns raised about its financials and long-term viability. The following items were discussed and requested for further clarification:

### Line Items:

- Payroll: Address variance in payroll expense between Q3/Q4 compared to actuals in Q1/Q2.
- Fundraising Expense: Why is there an increase in Q3?
- What is the Governance line item?
- Is there a budget line item for the upcoming Gala fundraiser event?

### Residual Funds:

- Clarification was requested on the residual funds. What were they used for?

### Fundraising:

- Have any funds been raised outside of grants? If so, what initiatives have been supported?
- What is the revenue goal for the upcoming fundraiser event?
- What are the major obstacles to fundraising success?

### Structure:

- What is the role of the Foundation Board? What is its responsibility?
- What is the role of the Commission with GTF? Is GTC required to fund the Foundation's operational expenses in perpetuity? Or is the goal to have the Foundation raise enough funds to support itself?

**Note:** Courtney Terwilliger left early at 3:56 PM.

Discussion ensued regarding the loss of the fundraising consultant and the absence of fundraising progress and strategy. The O.C.G.A. § 31-11-102 (8) states, "The commission shall also be responsible for creating, maintaining, and overseeing a foundation to raise funds specifically for investment in this system and overall trauma funding." It was noted the Georgia Trauma Commission exercises its authority over the Georgia Trauma Foundation by approving its board members.

It was suggested that if the Foundation has an excess of funds from the previous allocations, there is no need for additional funding. Committee members expressed the need for the Foundation to raise as much funds as the Commission provides them.

The committee further discussed the need to establish concrete expectations for the Georgia Trauma Foundation. Dr. Medeiros suggested the members address their concerns with the Georgia Trauma Foundation during the April Budget Committee meeting.

## **FY 2025 OFFICE OF EMS AND TRAUMA PROPOSAL**

*Presented by Dr. Regina Medeiros*

Dr. Medeiros referenced the FY 2025 Office of EMS and Trauma Proposal (**ATTACHMENT C**) and asked committee members to provide feedback or questions for clarification. It was noted the FY 2025 budget request is higher than the 3% of the trauma trust fund. OEMST based its FY 2025 proposal on the full \$23 million budget.

The following items were discussed and requested for further clarification:

Personnel/Operational:

- A breakdown of personnel costs needs more clarity on trauma vs. EMS roles. How did OEMST determine the FTE allocation?
- Why are items like cell phones and software noted? Are those expenses not managed by the departmental budget?

Statutory Responsibilities:

- How are expenses tied to the three statutory deliverables around trauma system administration, recruitment, and research?
- Is OEMST actively recruiting trauma centers or only responding to requests?
- There were concerns about high-cost estimates for designation site visits.
  - Most ACS visits are virtual; is there a need for OEMST to be onsite?
  - How many trauma centers are expected to be designated in FY 2025?

Travel:

- More details on conference travel and education expenses are needed. How many employees are going to each conference?
- There needs to be a guarantee that the funds will be used to support TQIP attendance for the Trauma Registrar and the Trauma Coordinator.

Registry:

- Why is there an Imagetrend expense? The assumption was that the platform was free.

Committee members discussed holding OEMST accountable to the same standards as other funded programs. It was suggested that OEMST provide deliverables that tie back to the Georgia code requirements. There isn't a contract or invoicing procedure with OEMST, but we could ask them to provide an end-of-fiscal-year annual report to advise how the funds were spent.

Dr. Ashley expressed concern about the lack of mileage reimbursement to OEMST employees. It was clarified that state employees must deduct their work commute miles before reimbursement can begin. Pete Quinones advised the mileage reimbursement is an IRS statute and would double-check with a CPA external firm.

After reviewing proposals, Dr. Medeiros suggested that future budget proposals be conducted in the same manner as the legislative appropriation hearings. Therefore, entities requesting funding can schedule a time to discuss their funding proposal with the committee, and in turn, the committee can ask clarifying questions.

## **SUMMARY OF ACTION ITEMS & ADJOURNMENT**

Before adjournment, Dr. Medeiros asked committee members to think about the EMS funding oversight, whether the budget committee should review the funding allocations, or if EMS Committee oversight should remain as is.

Dr. Medeiros also celebrated recent progress in the trauma system stabilization proposal, with the

House of Representatives allocating \$2.5 million to initiate a multi-year plan to stabilize the trauma network funding. The language advances and recognizes the need for future funding.

- Committee members reviewed the FY 2025 Georgia Trauma Foundation (GTF) Proposal (**ATTACHMENT A**) and the FY 2024 GTF Operating Expenses to date (**ATTACHMENT B**). Dr. Medeiros will send a list of clarification questions to GTF and request they attend the April meeting to discuss concerns.
- Committee members reviewed the FY 2025 Office of EMS and Trauma (OEMST) Proposal (**ATTACHMENT C**). Dr. Medeiros will send a list of clarification questions to the OEMST and request they attend the April meeting to discuss concerns.
- Dr. Medeiros asked committee members to think about the EMS funding oversight and whether the budget committee should review the funding allocations or if EMS Committee oversight should remain as is.
- If there are any additional questions or concerns regarding the proposals, please email Dr. Medeiros, Liz Atkins, and Katie Hamilton.

**MOTION GTCNC BUDGET COMMITTEE 2024-03-02:**

**Motion to adjourn**

**MOTION BY:** Dr. James Dunne

**SECOND BY:** Dr. Dennis Ashley

**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.