

APPROVED
07.21.25



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Finance & Budget Committee

May 5, 2025

Meeting Minutes

[Meeting Documents Link](#)

Zoom Meeting

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Pete Quinones, Chair, GTC Secretary/Treasurer	Dr. Dennis Ashley, GTC Chair
Dr. Regina Medeiros, GTC Vice-Chair	Courtney Terwilliger, GTC Member
Dr. James Dunne, GTC Member	
Jesse Gibson, Northeast Georgia Medical Center	

OTHERS PRESENT	REPRESENTING
Elizabeth Atkins	GTC, Executive Director
Katie Vaughan	GTC, Finance Operations Officer
Gabriela Saye	GTC, Business Operations Mgr
Crystal Shelnutt	GTC, Regional Trauma Systems Development Mgr.

CALL TO ORDER

The meeting began at 3:45 PM on Monday, May 5th, with four committee members present.

APPROVAL OF MEETING MINUTES

Presented by Pete Quinones

With a quorum established, Pete requested a motion to approve the April 14th meeting minutes.

MOTION GTCNC FINANCE COMMITTEE 2025-05-01:

Motion to approve April 14, 2025, meeting minutes as submitted

MOTION BY: James Dunne

SECOND BY: Jesse Gibson

VOTING: All members are in favor of the motion.

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

BUDGET UPDATE

Presented by Katie Vaughan

Katie Vaughan shared that the regular standing items are deferred.

USE OF REMAINING FY2025 FUNDS

Presented by Pete Quinones

Due to the time sensitivity of reallocation funds, Pete proposed to use any remaining additional FY2025 funds for:

- Stop the Bleed

- MedEd Prep

The goal is to allocate the remaining budget funds without needing another vote or risking returning funds to the Treasury. Katie advised that if remaining funds occur, the amount would be between \$1,000 and \$2,000.

MOTION GTCNC FINANCE COMMITTEE 2025-05-02:

Motion to allocate remaining FY2025 funds to Stop the Bleed and MedEd Prep

MOTION BY: James Dunne

SECOND BY: Jesse Gibson

VOTING: All members are in favor of the motion.

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

Committee members asked if the Foundation had raised Stop the Bleed kits. Gabby advised that during the February Commission meeting, the Foundation shared it had raised \$14,810 toward its goal of \$50,000 for Stop the Bleed kits. Liz advised that additional updates are expected at the Foundation Board meeting on the first Wednesday of the month.

FY2025 FINAL SPEND PLAN REVISION

Presented by Katie Vaughan

Katie reported minor revisions to the FY2025 Spend Plan (**ATTACHMENT A**). The Committee had originally allocated \$12,915 for the Bingocize license renewal, but it was shared that the Area Agencies on Aging (AAA) will cover the renewal costs. It was proposed to reallocate the \$12,915 into the 80/20 split between trauma centers and EMS.

MOTION GTCNC FINANCE COMMITTEE 2025-05-03:

Motion to approve the FY2025 Final Spend Plan revision

MOTION BY: Jesse Gibon

SECOND BY: Regina Medeiros

VOTING: All members are in favor of the motion.

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

FY2026 PERFORMANCE-BASED PAY (PBP) CRITERIA

Presented by Gabriela Saye

Gabby provided an overview of the proposed FY2026 PBP criteria (**ATTACHMENT B**). It was noted that all stakeholders (contractors, trauma centers, and burn centers) had the opportunity to review the respective PBP and submit feedback.

Contractor PBP Review:

- Groups included: RTAC Coordinators, Dr. Tim Boone, Georgia Trauma Foundation
- PBP criteria will be tiered
- The RTAC Coordinators have one new metric linked to one-on-one meetings with Crystal Shelnutt.
- Dr. Tim Boone and the Georgia Trauma Foundation have the same criteria as last year.

MOTION GTCNC FINANCE COMMITTEE 2025-05-04:

Motion to approve the FY2026 contractor PBP

MOTION BY: Regina Medeiros

SECOND BY: James Dunne

VOTING: All members are in favor of the motion.

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

Trauma Center and Burn Center PBP Review:

- A workgroup of eight stakeholders reviewed the criteria
- An open comment period was held March 10-21. There were 21 submissions, 9 with feedback, and 8 criteria identified for review.
- Significant changes from the open comment period:
 - Level III Centers: Addition of Registra virtual National TQIP attendance
 - Level IV Centers: Removed NTDS data submission requirement
 - Reduced at-risk percentage from 19% to 17%
- Other PBP additions previously shared:
 - Time to first dose VTE prophylaxis (Levels I-III, and Burn)
 - Time to surgical repair in geriatric patients (Levels I-III)
 - Continuing education for registry professional (Level IV)
- Future PBP Considerations:
 - Virtual TQIP participation for Level IVs
 - Clarification on TMD/COT membership value
 - Creation of supplemental reference documents for PBP criteria
 - Development of statewide education for data abstractors

Gabby also shared that the PBP criteria will be tracked within the fiscal year versus calendar year. The FY2026 performance will influence the FY2028 funding, with a new cadence shift. Committee members commended Gabby for the summary presentation, recognizing the depth and effort behind the compilation.

[MOTION GTCNC FINANCE COMMITTEE 2025-05-05:](#)

[Motion to approve the FY2026 Trauma Center and Burn Center PBP](#)

MOTION BY: James Dunne

SECOND BY: Regina Medeiros

VOTING: All members are in favor of the motion.

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

FY 2026 INJURY PREVENTION PROPOSAL

Presented by Elizabeth Atkins

With Bingocize funding secured for two more years by the Area Agencies on Aging (AAA), there is a new request to fund other injury prevention components (**ATTACHMENT C**), such as:

- Facilitator training (new and renewal)
- Course materials
- Master trainer certification for the Matter of Balance program
- Organizational licensure for Matter of Balance

The total amount requested is \$11,715. Fall injuries are the leading cause of injury statewide, so these programs address a critical prevention need. Dr. Medeiros emphasized that teaching Matter of Balance aligns with the mission and is widely accepted.

[MOTION GTCNC FINANCE COMMITTEE 2025-05-06:](#)

[Motion to approve the \\$11,715 FY2026 injury prevention proposal](#)

MOTION BY: Regina Medeiros

SECOND BY: James Dunne

VOTING: All members are in favor of the motion.

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

FY2026 BUDGET

Presented by Katie Vaughan

Katie reviewed the FY2026 budget highlights (**ATTACHMENT D**):

Staff Development Increase

- The budget increased to \$15,000 to support leadership training opportunities for all staff. It was shared that Gina and Liz took leadership courses through UGA, and the goal is to expand access agency-wide.

Staff Merit Increase

- Pete proposed a 3.5% merit-based salary increase for Georgia Trauma Commission staff. He shared that the salaries will align with market rates for similar roles in similar fields. The total cost would be \$20,779.

IT Security & Equipment Increase

- Due to security risks, DPH IT advised against using personal devices for those with .gov emails. A plan has been developed to transition RTAC coordinators to lease laptops to ensure data security. Crystal Shelnett shared that laptops were preferred due to the need for document creation and virtual meetings.

Stop the Bleed Program

- \$250,000 allocation for training initiatives and equipment. This amount is a new inclusion for FY2026. The program has previously been covered via FY2025 reallocation funds. The FY2026 amount will help maintain an open application period and ongoing program delivery.

Office and Broadband Services

- Increased costs due to DPH IT's recommendation for secure broadband service to enhance cybersecurity.

GQIP and Emory Updates

- Budget reflects GQIP proposal approvals, Emory salary adjustments, and role expansions.

Budget decreases were noted for staff cell and meeting expenses.

Katie reviewed the FY2026 proposed budget, which includes Commission Operations, System Development, GQIP, Foundation, and Office of EMS and Trauma (**ATTACHMENT E**). The 80/20 split is maintained between trauma centers and EMS. The total budget (excluding Firework Revenue) is \$28,940,946. Katie added that budget trends from FY2023 through FY2026 are included in the report for review (**ATTACHMENT F**).

MOTION GTCNC FINANCE COMMITTEE 2025-05-07:

Motion to approve the FY2026 proposed budget

MOTION BY: Jesse Gibson

SECOND BY: Regina Medeiros

VOTING: All members are in favor of the motion.

Pete thanked committee members for their time and dedication. The next committee meeting is scheduled for June 13, 2025, at 3:30 PM.

SUMMARY OF ACTION ITEMS & ADJOURNMENT

- The committee approved to allocate additional remaining FY2025 funds to Stop the Bleed and MedEd Prep.
- The committee approved the FY2025 Final Spend Plan revision (**ATTACHMENT A**).
- Gabby provided an overview of the proposed FY2026 PBP criteria (**ATTACHMENT B**).
- The committee approved the FY2026 contractor PBP
- The committee approved the FY2026 Trauma Center and Burn Center PBP
- Liz reviewed an FY2026 injury prevention funding request (**ATTACHMENT C**)
- The committee approved the \$11,715 FY20206 injury prevention proposal
- Katie reviewed FY2026 budget highlights (**ATTACHMENT D**), the FY2026 proposed budget (**ATTACHMENT E**), and advised that budget trends from FY2023 through FY2026 are available for review (**ATTACHMENT F**)
- The committee approved the FY2026 proposed budget.

Meeting minutes respectfully submitted by Gabriela Saye