

APPROVED
07.13.22



GEORGIA TRAUMA COMMISSION

Georgia Trauma Commission Budget Committee

March 16, 2022
Meeting Minutes

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

Call to Order: 5:02 PM on Wednesday, March 16, 2022. A quorum was established with five committee members present.

STANDING AGENDA ITEMS

1. Consent Agenda

R. Medeiros welcomed everyone and briefly reviewed the agenda items for the meeting.

2. Approval of the February 9, 2022, Meeting Minutes

R. Medeiros asked if anyone had any questions or concerns regarding the February meeting minutes (ATTACHMENT A). Courtney Terwilliger asked for an adjustment to page 4 of the meeting minutes specifying a maximum of 3% allocation to OEMST and a correction to the code number. (double check and put in this as the exact language from the law. I don't think any additional information needs to be included)

Committee members agreed on the update to the minutes, and R. Medeiros asked for a motion to approve.

[MOTION GTCNC BUDGET COMMITTEE 2022-03-01:](#)

[Motion to approve the minutes of the February 9, 2022, Budget Committee meeting with the proposed adjustments.](#)

MOTION BY: Courtney Terwilliger

SECOND BY: JamesDunne

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 on track. Today we will focus on the FY 23 budget. The Governor signed into law and passed the AFY budget. Katie can begin to move forward executing those spend plans that we have agreed upon and that the full Commission voted on.

4. Super Speeder Summary

R. Medeiros referenced the last slide of the Super Speeder Summary (ATTACHMENT B). We will make sure we present this slide each time we meet. We need to track where the super speeder funds are falling throughout the year. As of now, it appears we are 11% ahead. Moving forward for FY 23, since we receive the full appropriations upfront, we want to make sure we keep a close eye on projections and actuals. We may need to do course corrections based on super speeder actuals.

5. FY 2023 Budget

We have condensed the Spend Plan for the FY budget (ATTACHMENT C) into one page. We do have the detailed version in case questions arise. These are the high level line items of expenditures for the \$21,444,840, which is what we anticipate is going to pass the house and go to the Senate. We are moving forward on the assumption of getting this full amount. We have reviewed this budget in our other meetings, and there hasn't been any significant change other than taking the summer and winter meeting dollars that were spread out between GQIP, The Foundation, and The Commission and pulling them all up underneath Commission operations.

Dr. Dunne asked about the MAG MRC allocation and if we decided to continue funding them. We had concerns about funding one MRC and not giving opportunity for funding to any other MRCs. R. Medeiros answered that the Grants and Contracts Workgroup looked at each entity we provide funds to either by grant or contract, MRC included. Since MAG's Medical Reserve Corps is a state asset, it's slightly different from the local MRCs. MAG MRC can be deployed anywhere in the state if called upon by the Governor. Liz and Dr. Ashley will meet with the MAG leadership because it was challenging to identify alignment with 3.11.102 and our strategic plan. We want to determine what services they could offer education-wise related to disaster preparedness and possibly include other local MRCs. Maybe they could facilitate two large-scale drills in the southeastern and northwest areas with local MRCs and trauma centers. MAG also facilitates an extensive amount of Stop the Bleed courses, and maybe they could help cover areas in certain parts of Georgia. We discussed providing MAG with a three-year auto-renew grant for a set amount with our

Grants and Contracts Workgroup. We would re-evaluate at the end of the grant period adding another grant cycle based on need.

Courtney Terwilliger asked why we would move from a contract to a grant. With a grant, they don't have as much accountability. Liz Atkins added that right now, they do invoice quarterly without any set deliverables except their annual report to the full Commission.

MAG is currently at \$170,000 within the budget, and we would need to see their budget and how they use the money to determine if that number will go up or down. Liz shared MAG's budget proposal (ATTACHMENT D), which shows the breakdown of how they spend their funds. It's reasonable to ask them to invoice. R. Medeiros noted the Foundation sent a document that has the approved budget amounts by line item then a drawdown with supporting documents for each quarter to demonstrate fiscal responsibility. She suggested having a similar process for all contractees and grantees. It's a higher-level conversation that will have to take place.

Discussion took place regarding what the future AFY allocation could look like. There may not be an AFY unless there is a significant overage of Super Speeder or due to fireworks. It's not going to be like anything we have had in the past.

L. Atkins recommended voting for approval of the FY 2023 Proposed Budget, so we can have a called Commission meeting and Katie can get things out the door. R. Medeiros advised voting on a tentative proposal in the event we have to make any changes. L. Atkins added that the Commission could propose the changes when they vote on it. R. Medeiros stated we need to be cautious of the timeliness and coordination of bringing it to the full Commission until we have some resolution on some items.

R. Medeiros asked if there were any other questions or concerns on the FY 2023 Proposed Budget and asked for a motion.

[MOTION GTCNC BUDGET COMMITTEE 2022-03-02:](#)

[I make the motion to tentatively approve the FY 2023 Spend Plan as stated](#)

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.

6. Reallocation plan for FY 22 budget

R. Medeiros reviewed the proposed re-allocation plan with the committee (ATTACHMENT E). K. Hamilton reviewed all expenditures to date and prepared a re-allocation plan based

on anticipated expenses remaining in the FY. Due to reduction in the AFY budget we reduced the amount allocated to trauma centers, we proposed to true up or get close to adding back the amount we took. However, when we looked at the line items where funds were unexpended, there were funds in the EMS stakeholder's budget, \$288,000. We are proposing that we take that money and add it to the equipment grants with the AFY dollars then provide the remainder to the trauma centers.

Dr. Dunne asked what's the salary of the FTE not filled. L. Atkins confirmed it was the vacant deputy director position and there is no current plan to fill that position. If there is a need for additional staff in the Commission office, we need to modify the description, details, and amend the amounts. The \$15,000 is a buffer for the Attorney General working on the confidentiality and disclosure statements for the quality project and Arbormetrics. If it doesn't get expended, it will go into the center distribution.

Under the EMS Stakeholders' money, Tim Boone requested an additional \$25,000 for equipment. Courtney stated the EMS subcommittee will vote on the reallocation as-is and he will discuss the request with Tim to find out what is going on. \$228,322.21 will be reallocated to EMS expenditures, either the full amount and equipment grants or minus the \$25,000 for the equipment Tim Boone needs with the remainder to the equipment grants. \$290,592.19 would be reallocated and redistributed with the AFY funds to the trauma centers. R. Medeiros asked for a motion to approve.

MOTION GTCNC BUDGET COMMITTEE 2022-03-03:

I make the motion to approve the AFY2022 Reallocation Spend Plan with the expectation of \$228,322.21 reallocated to EMS expenditures, either full amount and equipment grants or minus the \$25,000 for Tim Boone. \$290,592.19 reallocated and redistributed with the AFY funds to the trauma centers

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.

Courtney Terwilliger will take the \$228,322.21 to the EMS Committee for approval. He will talk to Tim first and then will need to schedule a called meeting for a proposal.

7. Grants and Contracts Work Group Recommendations Review

R.Medeiros stated that the grants and contracts workgroup has completed their review and she and Ms. Atkins are working on putting a document together that reflects all the current grants, contracts, the existing deliverables, and the proposed deliverables so the committee can review

and make final recommendations to bring forth to the full commission. We should have that ready for you by our Budget Committee meeting on April 13th.

R. Medeiros asked Courtney if there was any progress on the Senator Burke funds.

At this time, we are trying to develop the curriculum of the classes. Liz and I had a meeting for an educational design of MARCH PAWS and were told the minimum project they worked on was \$200,000. We could look at working with Georgia Southern, Georgia Hospital Association, the Association County Commissioners, and re-engage Carol. L. Atkins added it's probably going to take a little bit of money to package up something decent that looks professional and that is enduring. R. Medeiros brought up the issue of where the course will be housed. Kyndra Holm advised of a free platform Jimmy Colquitt utilizes for some of his courses. It might be useful and won't have to go through the procurement process since it's free. R. Medeiros to share the platform with Liz.

Recap, Objectives, and Preplanning for April meeting

Discussion ensued around the following steps, including:

- February minutes approved with corrections
- FY 2023 Spend Plan tentatively approved
- Liz and Dr. Ashley will meet with the MAG leadership to identify alignment with 3.11.102 and our strategic plan
- Reallocation plan for FY 22 budget approved
- Courtney Terwilliger will discuss \$25,000 request with Tim Boone. Then take the \$228,322.21 to the EMS Committee for approval.
- Grants and Contracts Workgroup document should be ready for review by next Budget Committee meeting.
- R. Medeiros to share the free education platform information with Liz.

MOTION GTCNC BUDGET COMMITTEE 2022-03-04:

Motion to Adjourn

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.

The meeting adjourned at 5:47 PM

Minutes by G. Saye