

APPROVED
12.15.21



**GEORGIA TRAUMA
COMMISSION**

Georgia Trauma Commission Budget Subcommittee
November 10, 2021
Meeting Minutes

Attending	Affiliation
Regina Medeiros GTC Secretary/Treasurer, Chair Budget Subcommittee	Augusta University Health
James Dunne, MD GTC Vice-Chair & Vice-Chair Budget Subcommittee	HCA Memorial
Dennis Ashley, MD GTC Chairman	Atrium Navicent Health
Courtney Terwilliger, GTC Member	Emanuel Medical Center
Elizabeth Atkins, Executive Director	Georgia Trauma Commission
Katie Hamilton, Finance Officer	Georgia Trauma Commission

Call to Order: 4:00 PM on Wednesday, November 10, 2021. A quorum was established with five subcommittee members present. Dr. Dennis Ashley joined the meeting a few minutes later.

STANDING AGENDA ITEMS

1. Consent Agenda

R. Medeiros mentioned the expense to report and invoice tracking were sent before the meeting for review. Let us know if you have any concerns.

2. Approval of the August 11, 2021, Meeting Minutes

R. Medeiros asked if anyone had any questions or concerns regarding the August meeting minutes.

MOTION GTCNC 2021-11-01:

Motion to approve the minutes of August 11, 2021, Budget Subcommittee conference call.

MOTION BY: Jim Dunne

SECOND BY: Courtney Terwilliger

VOTING: All members are in favor of the motion.

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

3. Budget Timeline Check-in

R. Medeiros discussed the Budget Timeline, which L. Atkins pulled up and shared. It shows if we are on track with what we are supposed to be doing. It is November/December, and we are currently aligned with our AFY 2022 and FY 2023 budgets. We will focus on finalizing that in preparation for when Liz goes forth to the appropriations committee to request the dollars for our budget. You all have the documents to look at for the December meeting when we will discuss if this is the right amount in the buckets, if we want to change things, and if it aligns with our priorities.

L. Atkins added the timeline is helping, and maybe we can get down to five to six meetings a year. Regina is working with the contract and grants workgroup to ensure those deliverables are in line and support our strategic plan, distributing our money to the essential areas.

Regina agreed with the notion of fewer meetings. There might be a couple of months where we meet more consecutively to finalize items, but we can have a gap in between. The timeline has helped us become proactive in our decision planning.

New Business

4. AFY 2021 TC grant application review

R. Medeiros moved on to the new business portion of the agenda since it will take up the bulk of this call. Everyone should have received the one-time funding grant applications from the participating trauma centers. We can look at them to approve and bring them up to the Commission. Just as a reminder, this is AFY 2021 funding we had, and we sent this to the center to notate what they would spend the funds on. They have to get an affidavit notarized to ensure they will spend the money on what they have listed.

L. Atkins shared the document and added that these are centers that we currently don't contract with their readiness, uncompensated care, registry support. L. Atkins reviewed the following centers:

- Piedmont Cartersville
 - Fairview Park
 - C. Terwilliger had a question about the cell saver. D. Ashley explained that it cleans the blood from the patient, and it's given back to them.
 - AU Pediatric Program
 - L. Atkins asked the center to add some description to the items, which is on the second page of their request. A lot of the supplies are to accommodate bigger kids and obtain the equipment they didn't have.
 - Wellstar Cobb
 - Doctor's Hospital
 - L. Atkins asked about the handouts, and the amount of money they notated looked excessive. They know the grant is not guaranteed money, so they explained they are looking to purchase various things to keep on hand for the next couple of years.
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R. Medeiros thanks Liz for reviewing the centers, and everyone should have a copy of the applications. Liz asked for clarification about the number of centers, and there aren't any level IVs since they are being funded? Katie confirmed, there are no level IVs. No questions or concerns by the subcommittee members.

[MOTION GTCNC 2021-11-02](#)

Motion to bring one-time grant applications forth to the Commission November 18, 2021 meeting to approve expenses.

MOTION BY: Courtney Terwilliger

SECOND BY: Jim Dunne

VOTING: All members are in favor of the motion.

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

R. Medeiros stated to Liz that it might be nice to show legislation the equipment centers could obtain for the trauma patients.

5. Rural Subcommittee-TCAA Membership

R. Medeiros stated we had a request from the Rural Subcommittee for TCAA membership funding. TCAA, Trauma Centers Association of America, is an entity that lobbies on behalf of trauma centers on the federal level. They have valuable resources, and the rural Subcommittee asks if the Commission would consider utilizing some of their funds to get started with TCAA and continue their membership. TCAA has a special rate right now.

L. Atkins and Katie Hamilton stated for Level III and IV, it would cost about \$26,000 for a year's worth of membership. L. Atkins added that this would be an excellent opportunity to discuss with the Administrator's group. We need them to tackle those funding formulas. The time is good to have a financial consultant, and we also need to underscore that the Commission is the payer of last resort.

R. Medeiros mentioned it's a small investment for a good return considering everything they provide with financial consulting.

J. Dunne stated he would be interested in allowing a c-grant for one year. We then need to educate the Administrator's group on what TCAA has to offer. If Level III and IV benefit from being part of TCAA, they can continue to fund it themselves. My fear is we would continue to fund this, and centers won't utilize it. R. Medeiros agreed that we could give them the funds to get started, but you will have to take it on if you find value in it.

J. Dunne asked where the money would come from? L. Atkins stated if it's under 25,000, we can use the reallocation funds or operational funds that aren't going to be spent. This wouldn't touch the AFY money.

L. Atkins mentioned she spoke with TCAA, and centers would have to register themselves, and then we would reimburse them, similar to ACS. The full Commission would have to approve this, and TCAA is aware we have to go through this process and will honor the price for us.

C. Terwilliger agreed that TCAA adds value and would need to encourage them to use it. Maybe TCAA can help us track who is using the membership. I would like to show the Rural Subcommittee support with approving this.

[MOTION GTCNC 2021-11-03](#)

Motion to bring Level III and Level IV requests for TCAA membership to the Commission November 18, 2021 meeting for expense approval.

MOTION BY: Courtney Terwilliger

SECOND BY: Jim Dunne

VOTING: All members are in favor of the motion.

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

6. Vendor/Contractor Draft Documents

R. Medeiros shared the grants and contracts workgroup has been looking at each of the groups we give funding to and their process. We're slowly trying to move to a process where everyone puts their budget together, and they submit their request for dollars to the budget subcommittee. We were working with Warren Averett to help us develop some documents and tools to utilize. We drafted a cover letter and spreadsheet we would like to distribute soon. We want to use more of a zero-based budgeting perspective, where we can ask them what they need/want by line item and based on the total dollar amount we have to expend with our budget. We then decide whether we can support their requests. We can send the cover letter and tool to the group for review and feedback before the December Subcommittee meeting. L. Atkins added that we need to work on the deliverables and hold individual groups accountable.

7. Funding Priorities List: AFY, FY, Residual Funds

R. Medeiros stated we are going to have operating dollars that will be leftover. We have a proposal that the budget subcommittee will have some leeway, within reason, to move money within line items more expeditiously than waiting for the next full Commission meeting for vote. D. Ashley stated other organizations do have discretion on what they can spend, so I think it is reasonable for the budget subcommittee to do so. However, there would need to be guardrails in place. J. Dunne asked if being a state entity complicated things? Do we have to give more transparency on what we're doing or make the guardrails transparent? I want to make sure it doesn't look like we're funding our priorities versus what the actual Commission would fund. C. Terwilliger added he thinks a reasonable plan to move forward with, but not new projects or new funding ideas. The dollars should be moved around within projects that the Commission already supports. The timeliness of the decisions should warrant some leeway since we can lose unspent money. J. Dunne also stated we should provide the Commission disclosure of what funds were moved if they were done before the meeting. R. Medeiros agreed that those decisions could be put in writing in our budget subcommittee reports. We would have leeway if we are going to lose a certain amount of dollars in an area that isn't expending, then we would move those dollars to an area in need already supported by the Commission. I would not feel comfortable with new activities or projects without Commission approval.

If everyone is comfortable with the idea, we can draft a formal motion to bring forth to the Commission meeting on the 18th. C. Terwilliger added that it appears all three of the Commission members present agree with the request. They just need to get the semantics of

the motion ready. Liz mentioned that Katie is creating a list of supported Commission line items that we could move money to, such as Stop the Bleed Kits and AVLS equipment, which support our strategic plan and make the best use of our money. L. Atkins also added that House Bill 511 is in motion and signed by the governor, which means the super speeder funds will be earmarked for us. The dollars will go into an interest-bearing trust, which should be established by July 21, 2022, and won't be subject to budget cuts

Recap, Objectives, and Preplanning for September/October Meeting

Discussion ensued around the following steps, including:

- One-time grant applications approved by the Subcommittee and will bring forth to the Commission for a vote
- Rural Subcommittee TCAA membership approved by the Subcommittee and will bring forth to the Commission for a vote
- Regina, Liz, and Katie will work together to draft a formal motion for leeway to move around funds within Commission-supported initiatives.
- The vendor/Contractor cover letter and tool will be sent out to the group and discussed at the December meeting.
- We will try to finalize the budget for legislation at the December meeting

MOTION GTCNC 2021-11-04

Motion to Adjourn

MOTION BY: Dennis Ashley

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 5:00 PM

Minutes by G. Saye