



Georgia Trauma Commission

Right Patient, Right Hospital, Right Time, Right Means

**GEORGIA TRAUMA COMMISSION
MEETING MINUTES**

Thursday, 20 November 2014
10:00 AM to 12:00 PM

Grady Memorial Hospital
80 Jesse Hill Jr. Drive, SE
Atlanta, Georgia 30303

Grady Trauma Auditorium

COMMISSION MEMBERS PRESENT	COMMISSION MEMBERS ABSENT
Dr. Dennis Ashley, Chairman Ms. Linda Cole, RN, Vice Chair Dr. Fred Mullins Dr. Robert Cowles Dr. Jeffrey Nicholas Mr. Courtney Terwilliger Mr. Mark Baker	Ms. Elaine Frantz, Secretary/Treasurer (<i>Excused</i>) Mr. Victor Drawdy (<i>Excused</i>)

STAFF MEMBERS & OTHERS SIGNING IN	REPRESENTING
Jim Pettyjohn John Cannady Dena Abston Daniel Walsh Will Bell Keith Wages Renee Morgan Kelly Nadeau David Foster Dr. Leon L. Haley Chris Mosley Liz Atkins Lori Mabry Scott Maxwell Dr. John Harvey Greg Pereira Randy Pierson Susan Bennett Wendall Scott Lewis Jim Sargent Heyward Wells Gina Solomon	Georgia Trauma Care Network Commission, staff Georgia Trauma Care Network Commission, staff Georgia Trauma Care Network Commission, staff Georgia Office of Attorney General Governors Office of Planning and Budget State Office of EMST State Office of EMS/T DPH Emergency Preparedness and Response (EPR) State Office of EMS/T (Region I) Emory University Grady Memorial Hospital Grady Memorial Hospital Georgia Trauma Foundation Mathews & Maxwell, Inc. Medical Association of Georgia (Region III Chairman) Children's Healthcare of Atlanta Floyd EMS JMS Burn Center Walker County Fire Dept./Hutcheson North Fulton Hospital Doctors Hospital of Augusta (JMS Burn) Gwinnett Medical Center

Janet Schwalbee Jane Ellis Laura Garlow Jo Roland Tina Wood Diane Kilbourn Paul Lundy Jessica Story	Gwinnett Medical Center Emory University/Grady Kennestone Hospital Archbold Medical Center Redmond Regional Hospital Redmond Regional Hospital Warren Averett, LLC Warren Averett, LLC
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Call to Order: 10:07 am

Welcome Remarks

Mr. Christopher Mosley

Dr. Ashley introduced Christopher Mosley as the COO/VP at Grady and thanked him for hosting the 6th annual Commission meeting. Mr. Mosley specifically thanked Dr. Ashley, Linda Cole and Dr. O'Neal for their support of the trauma system. He thanked Dr. Nicholas for working with Morehouse College, Emory University and Grady. The trauma program could not be possible without him or Liz Atkins.

Quorum Established: 10:11 AM, 5 of 9 commission members present at this time. Mr. Daniel Walsh confirmed quorum present. Elaine Franz and Vic Drawdy were excused from the meeting. Dr. Bob Cowles joined the meeting at 10:15 AM and Mark Baker joined the meeting at 10:17 AM, 7 of 9 members present.

Welcome/Chairman's Report

Dr. Dennis Ashley

Dr. Ashley welcomed everyone to the meeting. He wanted to update everyone on Dr. Pracht's data on mortality and survivability for trauma patients being treated at designated trauma centers vs. being treated at non-designated facilities. Georgia was represented well at the TQIP annual conference in Chicago. Dr. Ashley wanted to recognize Ms. Liz Atkins for all her contributions during the TQIP conference. She presented during breakout sessions, on TQIP Basics for the TPMs and TQIP Collaborative along with himself, and represented the State of Georgia well. He reported that Georgia has been well represented at the past 3 annual TQIP conferences competing with Texas and Michigan as the leader, making good publicity at the National level for Georgia.

He reported the TMD's call was on Monday, 17 November of this week. They are already beginning to work on research projects now for next year.

Administrative Report

Mr. Jim Pettyjohn

Mr. Pettyjohn reported the administrative report was provided to the Commission members this week via email and posted to the website. He discussed the upcoming January workshop meeting to take place in Macon at the Macon Marriott City Center.

APPROVAL OF MINUTES

MOTION GTCNC 2014-11-01:

I make the motion to approve the minutes of the 21 August 2014 Commission meeting as written.

Approved 22 January 2015

MOTION BY: LINDA COLE

SECOND BY: DR. FRED MULLINS

VOTING: Members in favor of the motion included: Dr. Ashley, Linda Cole, Dr. Mullins, Dr. Nicholas, Dr. Cowles with Mark Baker not voting and Courtney Terwilliger abstaining.

ACTION: The motion ***PASSED*** with no objections, and one abstention.

The 21 August 2014 Commission Minutes as approved will be an attachment to these minutes.

FY 2015 First Quarter Budget Report

Ms. Dena Abston

Ms. Abston reported the Budget Subcommittee has reviewed the full/complete expenditure vs. budget workbook document and discussed the specifics via conference call, which occurred on 21 October 2014. She gave a brief synopsis of the Budget Areas where cost savings were possible to occur and major expenses encumbered or accounted for thru 15 October 2014.

DPH OEMS/T

Ms. Renee Morgan & Mr. Keith Wages

Ms. Morgan reported five facilities have joined the registry adding a years worth of data prior to possibly becoming a designated trauma center. There are also at least 5 non-designated facilities that are in jeopardy of closing. She reminded the Commission that Lower Oconee closed its doors for operations and is no longer designated. She also mentioned that the Hospital Authority of Wilkes County DBA Wills Memorial Hospital, Inc. was de-designated on 21 July 2014 from being a Level 4 trauma center.

Mr. Wages reported that ambulance services are improving data quality by completing the patient tracking forms appropriately. He stated that the Centers for Disease Control and Prevention's (CDC) Office of Infectious Disease (OID) has been changing policies and building their systems upon the recent Ebola outbreak to be prepared for care of an infected patient properly. He has attended some of their meetings and sees the need for the Trauma System to be ever evolving to be prepared for any trauma patient. He thanked Ernie Doss, Jim Pettyjohn, and John Cannady for the efforts taking place for building the Trauma System and planning the Strategic Workshop.

He reported that Trauma System Evaluation Committee (TSEC) has been working to see real data and working with EMS to deliver that message to ensure improvement in the data quality. Angie Rios has been working on the validity of data being collected.

Trauma Center & Physician Funding Subcommittee

Ms. Linda Cole

Ms. Cole reported this Subcommittee is working on bringing a recommendation for a new funding methodology at the January Commission meeting.

Georgia Trauma Foundation, Inc.

Dr. Fred Mullins & Ms. Lori Mabry

Ms. Mabry reported she has been the Director for the Foundation for a year and has been working with the Board to define the direction of the Foundation. She stated they have been working on an amendment to the Foundation bylaws that would have the following statement changed to:

Approved 22 January 2015

- Under Article 3 Board of Directors 3.2 Number and Appointment, "...at least one (1) and up to three (3) Directors shall be members of the GTC. The GTC remaining Directors shall be elected by the Board of Directors of the Corporation, subject to the approval of the GTC. The Corporation, subject to the approval by the GTC, may fix the number of Directors and their qualifications by resolution adopted from time to time by the Corporation."

Mr. Pettyjohn mentioned the amended bylaws of the Foundation were provided to the GTC members in their Admin Report. Mr. Daniel Walsh added that on 14 October 2014 provided a letter of advice about the two primary changes being discussed in the bylaws. He stated that elected Board members would be elected members by GTC, which also has authority to define changes to the bylaws and terminate or vote on potential Foundation board members. Dr. Mullins reported the change was to the amount of GTC members. Ms. Mabry indicated a goal of the Foundation is to increase the Board members from 3 to 9 soon.

APPROVAL OF GEORGIA TRAUMA FOUNDATION BYLAWS CHANGES

MOTION GTCNC 2014-11-02:

I make the motion to approve the changes as stated in the Amended and Restated Bylaws of Georgia Trauma Foundation, Inc. as presented and written.

MOTION BY: DR. FRED MULLINS

SECOND BY: DR. BOB COWLES

VOTING: All Members are in favor of the motion.

ACTION: The motion ***PASSED*** with no objections or abstention.

The Amended and Restated Bylaws for the Georgia Trauma Foundation, Inc. are posted to the website in the Admin Report for today's meeting.

System Planning and Implementation

Mr. John Cannady

Mr. Cannady gave the following RTAC updates:

- Region 7 recently voted unanimously to begin taking steps to formalize an RTAC.
- Region 4 is working to identify leadership in order to continue RTAC formation
- Region 5 is working on a project to identify where car accidents are taking place causing multiple traumas and how to focus prevention efforts.
- Region 6 has been working on some PI projects and using agreed upon metrics to measure the effectiveness of the RTAC plan"

Mr. Cannady also stated that some RTACs are working on their BIS assessments and growing out of the planning stages to actually being able to move to the implementation stages. He then welcomed, Dr. John Harvey from Gwinnett Medical Center and Medical Association of Georgia (MAG) to give a presentation.

Medical Association of Georgia

Dr. John Harvey

Dr. Harvey thanked the Commission members for allowing him to present the following proposal of funds. He began by telling the Commission he participated in the Defense

force during Hurricane Katrina, Rita, and Wilma. He stated that he was the Speaker of MAG for several years, but has been elected as the president. He reported there has been an identified need for the development of Statewide Medical Reserve Corps (MRC) for the purpose of assembly and preparation of the Mobile Surge Capacity Facility for use at the designated response site and statewide assistant for medical issues to local incident command for a declared emergency response. He gave a proposal to Dr. Ashley. He stated the Federal application was completed and approved in October 2014. This disaster response team would be nationally recognized. Funding would provide for 40-50 team members to have support gear and uniforms as well as training materials for a total of \$75,000.

Dr. Harvey's proposal will be Attachment 1 to these minutes.

GAEMS Contracts Progress Report

Mr. Paul Lundy and Ms. Jessica Story

Mr. Pettyjohn opened by welcoming back Warren Averett, LLC (WA) to the meeting. Mr. Lundy began by stating that after the August meeting they were to work with GAEMS and GTC staff to gather any additional information to the Agreed Upon Procedures (AUP) report. He reported no additional changes had been made to the report since last meeting and provided another copy of the report to the Commission members. He pointed out that the memo with a subject of "Residual Funds" from Mr. Terwilliger is included as Attachment E to their report and on page 21.

Ms. Story reported that WA has been facilitating the review of the FY 2013 Contract Progress Report (CPR). She provided the following outline of events:

- 29 July 2014 GTC sent GAEMS the FY 2013 CPR and indicated a due date of 02 September 2014.
- 05 October 2014 GAEMS provided a draft version of the FY 2013 CPR report to GTC, which was forwarded to WA.
- 13 October 2014 a "final" version of the FY 2013 CPR was provided from GAEMS to GTC, which was forwarded to WA.
- Ms. Story mentioned there were several back and forth editing conversations with GTC and GAEMS subsequent to the 13 October 2014 draft.
- 29 October 2014 WA received a revision to the FY 2013 CPR from GAEMS. She noted this was the last correspondence with GAEMS to date and that there were still items not completed or received with the latest revision.
- As of 12 November 2014 WA had contacted GAEMS at least three times for the necessary revisions that were still needed and did not receive a response or the updated FY 2013 CPR as of that date.

Discussion ensued and Dr. Ashley asked Mr. Terwilliger about the \$150,000 residual funds plan and where he intended to spend those funds. Mr. Terwilliger gave several handouts to the Commission members while stating these documents were further "answers" to the unsupported costs identified in the WA report. Mr. Terwilliger referred the GTC members to the AUP report by WA page 9 stating some of the "unsupported costs" in Attachment B were explained in the handouts. The handouts included the following documents:

1. An email dated 22 December 2011 from Nita Ham to Jeff Smith which details the price quote and invoice for 50 Medical First Responder books from Jones &

- Bartlett Learning, LLC for \$1,997.50. The bill to party is indicated as Georgia Department of Public Safety Training Center paid by MasterCard.
2. "GTCNC and GAEMS Equipment Grant Program Year III" titled excel spreadsheet print out which indicated 2012 Grant Amount was \$388,641.20 and added \$49,005.02 of residual from 2010 grant monies and \$769.42 residual from 2012 leadership monies for a total of \$438,415.64, but the total award amount was \$438,411.99 with actual expenditures for \$384,026.71 leaving a balance of \$54,385.28. Mr. Terwilliger indicated these residual funds were rolled into the FY 2013 equipment grant monies.
 3. "GAEMS/GEORGIA TRAUMA COMMISSION 2010 EQUIPMENT GRANT END OF GRANT REPORT JULY 2012" titled excel spreadsheet print out which indicated Grant total of \$321,651, Dispersed total of \$272,645.78, Not-dispersed total of \$3,158.22 and Not Claimed total of \$45,847. Total amount of residual funding was \$49,005.22 (not-dispersed total plus not claimed total). Mr. Terwilliger indicated these residual funds were rolled into the FY 2012 equipment grant monies. He also described the unsupported costs for FY 2010 Trauma Care-Related Supplies/Equipment Grant Program on page 9 of the AUP report included the \$11,913 of these residual funds.
 4. "GAEMS and Educators Conference" brochure was the last item Mr. Terwilliger handed out. The conference was held from 18-21 October 2014 at the Savannah Riverfront Marriott. He pointed the Commission members inside the brochure to pages 4 and 5, which held the agenda items for the conference. He highlighted the sections of the conference that were trauma related and wanted them to be noted.

Mr. Terwilliger indicated that he feels comfortable that GAEMS has already provided all the training and equipment as the contract stated. He stated he has never been asked to provide cancelled checks in the deliverables of the contract. He reported that Kim (referring to Kim Littleton, Executive Director of GAEMS) just got through with the GAEMS conference in Savannah last week and might be why she has not responded on the CPR. He stated Jim Pettyjohn, Judy Geiger, and he met to try to determine the residual fund usage during September 2011. He is also working with Keith Wages about how to purchase the Learning Management System, which is an online web based learning system. It has not been his intention to "take" monies from anyone. He reported that he would spend the monies within the proposals laid out in his memo added to the AUP report on page 21 as Attachment E. He also indicated that if needed he could supply the following to the Commission members: Magazine about triage and how it should be done; magazine about the leadership course; and the financial audit report upon completion.

Discussion ensued; Mr. Baker asked how the contracts would be reconciled. Mr. Baker also asked about the recommendations from the AUP's performed did not mention any "material weaknesses". Mr. Lundy explained this engagement was not a financial statement audit but specific agreed upon procedures focused on GAEMS's contract compliance Mr. Lundy went on to explain that if the report was accepted as drafted, it would not be materially changed by the information provided by Mr. Terwilliger. The report as it stands now in draft form is materially complete. Mr. Baker was still concerned about the accounting principals and the recommendations from the AUP's.

Approved 22 January 2015

Mr. Lundy reported the recommendations from WA were on page 10 of the report and that page 8 provided a summary of their observations. Dr. Ashley suggested monitoring GAEMS contracts and reports on a monthly or semi-monthly basis going forward.

Dr. Ashley suggested Commission members accept the draft report as presented and written. Mr. Lundy mentioned the handouts provided today by Mr. Terwilliger does not materially change the conclusions of the report.

APPROVAL OF GAEMS AUP REPORT BY WARREN AVERETT

MOTION GTCNC 2014-11-03:

I make the motion to approve the draft report as presented and written knowing the information provided today by Mr. Terwilliger does not materially change the auditors' observations and recommendations or conclusions of the report.

MOTION BY: DR. DENNIS ASHLEY

SECOND BY: LINDA COLE

VOTING: All members voted in favor of the motion except Courtney Terwilliger who abstained.

ACTION: The motion ***PASSED*** with no objections, and one abstention.

DISCUSSION: Ms. Cole asked if we would be in violation of SB 60 if GAEMS paid OEMS/T for the \$50,000 deliverable mentioned in the memo Mr. Terwilliger provided on page 23 of the report since it will exceed the 3% already received to Mr. Walsh? Mr. Walsh needs to have an official request in order to answer her question.

The draft report by Warren Averett presented will be Attachment 2 to the meeting minutes. The four handouts mentioned above and provided by Mr. Terwilliger will be added to the meeting minutes as attachment 3.

EMS Subcommittee/GAEMS Update

Mr. Courtney Terwilliger

Mr. Terwilliger reported the leadership program just commenced with only one drop out that would have to repeat the course next year for credit. He also reported the EMS Subcommittee is working on how they will spend FY 2015 funds. Their upcoming meeting will occur on 11 December.

GCTE Update

Ms. Gina Solomon

Ms. Solomon reported there are multiple classes coming up which include TNCC, ENPC, and others. She mentioned the Registry course that just commenced taught 53 people with a combination of registrars, PI managers, and TMDs. The GCTE, TMDs, and Georgia TQIP groups are working on research projects on trauma.

Law Department Report

Mr. Daniel Walsh

Mr. Walsh did not have anything to report.

Approved 22 January 2015

NEW BUSINESS

Dr. Dennis Ashley

Dr. Ashley asked Commission members if there was any new business to discuss. None were mentioned. He indicated he had issues trying to get on the Georgia TQIP conference call this week and therefore, could not provide his GTC update. He wanted to remind everyone of the January workshop for strategic planning with the state trauma plan being reviewed. The planning committee for the workshop includes: Jim Pettyjohn, Carol Pierce, John Cannady, Renee Morgan, Lori Mabry and Keith Wages.

Meeting Adjourned: 12:05 PM

Minutes crafted by: Dena Abston