

Avita Community Partners
Board of Directors Meeting Minutes

DATE: May 21, 2020	TIME: 7:06pm – 7:56pm
PLACE: Teleconference	PRESIDING: Angie Brown, Vice Chair

Attendance

Seth Barnes, Jr.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Shelly Echols	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tim Stamey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Jennifer Scalia	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Executive Team Member Attendance

Cathy Ganter Cooper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Gwen Hall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The May 21, 2020 meeting of the Board of Directors was called to order by Angie Brown at 7:06 pm
Determine Presence of a Quorum	A quorum was present with 11 members in attendance.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Kent Woerner. Motion carried.
Review of Minutes	Motion to approve the April 16, 2020, minutes was made by Angela Whidby; second by Sylvia Chassner. Motion carried.
Board Chair Report	No report due to Barbara Bosanko's absence
CEO Report	<p>Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> • Regina Grisham will be retiring at the end of June 2020, and Dana Sharitt is training and will be taking over the position upon Regina's retirement. • 97 Covid-19 incident reports have been filed which includes symptoms, potential exposures, known exposures, quarantines and all Covid-19 testing (both positive and negative results). Catherine Ashley and Olivia Knox in our health and safety department has done a good job tracking • 38 individuals have been quarantined due to possible or actual exposure, 16 Avita clients tested positive but none of them were in Avita facilities within the 14-day contagious period • One host home provider tested positive with no symptoms, 4 staff tested positive, but all are recovering and three have returned to work • Everyone is screened upon entering Avita facilities and visitors are being restricted. We are taking temperatures, masks are being provided and are to be worn in all facilities; executive leadership team have had calls at 9am and 4pm daily since mid-March, and that will be reduced to once a day now. • For the past 4 weeks we have received PPE (Personal Protective Equipment) from DPH (Department of Public Health). We have not had to purchase masks, hand sanitizers, gloves, face shields and coveralls. We donated 350 coveralls to NGMC. Sanitizing wipes and Lysol have been difficult to find. No contact thermometers were a challenge to find as well, but we have them now. • IDD staff have been documenting services and billing thanks to Appendix K. They have been delivering packets to those who would be using services and staff are also providing companion sitter services and relief for host home providers. • Appendix K: There has been a question about if it was available for an entire year. We were told we could not furlough staff if we were going to file for retainer payments but are now being told that there is a 30-day maximum for billing. Ron Wakefield said he is advocating for us so we can continue to receive the retainer payments for paying staff. We are waiting on a final answer. • All Avita offices are open with limited staff. Our BH services are mostly being provided through Telehealth but clients can come in for a personal visit if they prefer. We are also allowing people to come in and pick up their prescriptions.

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	<ul style="list-style-type: none"> • We have business interruption service with our insurance package through DOAS– up to \$25M to include infectious disease. DOAS has submitted a claim and we are waiting for the results • A GEMA grant has been applied for, but we must wait to see if our business interruption insurance will pay out first • GA National Guard sanitized CSU, administration offices and residential program spaces. After we had a Covid positive test they came back to sanitize our supported apartments and women’s treatment program. Habersham county maintenance has disinfected the facilities we use there twice. <p>Questions? Sylvia Chassner asked what do we do if Appendix K does not pay like Avita was originally told? Cindy Levi responded that those were the reasons we keep a surplus in our bank account.</p> <ul style="list-style-type: none"> • CARF Survey will be done remotely July 22-24, and we will receive a discount due to no travel by the surveyors • State budget – All departments were to reduce their budgets by 14% for FY21 (for DBHDD that adds up to \$172M). We are waiting to hear how this will impact Avita services • BHCC – received full funding for the new center; clearing of land is complete; retaining walls have not begun because of rain • Admin office – recent flood in the kitchen because of a hose that came loose from the ice maker; we have done temporary fixes and are waiting on insurance to move forward • A written story was provided by Carly Anderson, a staff member in Blairsville. She shared how much our clients in that area have enjoyed Avita staying in touch during this time and how much it has meant to her personally.
Financial Update	<p>Greg Ball, CFO reviewed the financial report for April 2020</p> <ul style="list-style-type: none"> • April surplus of \$252K, reduced overall YTD deficit to \$13K • Appendix K – Recovered lost revenue from March • As of April 30, our financial story looks more positive, bur our results less predictable in the current situation • YTD – up \$1M • We are receiving supplemental funding from DBHDD • Medicaid funds show a shortfall • Revenues – year over year down - due to Covid-19 we are not experiencing incremental revenue like usual • During March and April our operating expenses were reduced almost 10K per day. This is due to having fewer staff, staff are working fewer hours and staff are using PTO and unpaid leave • We have reduced our use of contracted prescribers as well pharmaceutical purchases, transportation costs, and host home provider expenses all being down • Cannot compare FY19 and FY20 but we are close to break even this year. While there is lots of unpredictability, breaking even in FY20 is within target. • We are in a healthy cash position; capital assets increased and will continually increase and fund balance increases (through operations and through investments). • Our key performance indicators continue to look positive
Quarterly Corporate Compliance Report	<p>Cathy Ganter, COO reviewed the quarterly report for January – March 2020 and compared to the same period in 2019.</p> <ul style="list-style-type: none"> • Total reports decreased from 147 to 121 <p>Report Subjects</p> <ul style="list-style-type: none"> • Service Quality increased from 54 to 57 • Management Practices decreased from 33 to 16 • Healthy and Safety decreased from 56 to 47 • Business Practices decreased from 4 to 1 • Increase in substantiated incidents from 5 to 7
Election of Officers for FY21	<p>Cindy Levi reported:</p> <ul style="list-style-type: none"> • Last month the Nominating Committee presented to the Board, Barbara Bosanko as Chair and Angie Brown as Vice Chair • Dana Sharitt will be the Secretary, taking over for Regina Grisham

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	<ul style="list-style-type: none"> • CFO, Greg Ball, will be Treasurer • Any opposed? None • Unanimous positive vote
Proposed Bylaw(s) Changes	<p>Kent Woerner reported: Two bylaws changes proposed by the Board Governance Committee</p> <ul style="list-style-type: none"> • Article 1 – change in name • Article 11 – language changes • Vote will be held next month according to the bylaws
Committee Reports	<p>Board Governance Kent Woerner reported:</p> <ul style="list-style-type: none"> • The committee reviewed the proposed Bylaw changes <p>Community and Client Relations Penny Penn reported that the executive team members reviewed:</p> <ul style="list-style-type: none"> • IDD discussed how they were affected by Covid-19, in BH the number served has declined in groups and clients were being called instead. Peggy Brown started on an online group allowing IDD clients to check on each other • Community Living Support – continued providing services • Summer camp - Were working out how to allow for social distancing • BH outpatient– Normal business hours however people worked from home and Telehealth could be used CSS – used phone calls and individual meetings with PPE, Skype being used for staff meetings • Peer groups are on hold • BH Specialty Services – residential services working as usual, clubhouses are closed, and case management has rotated staff between home and office <p>Finance Committee Angie Brown reported that Greg Ball reviewed with the committee:</p> <ul style="list-style-type: none"> • Operational challenges related to Covid 19 and clients not wanting to keep their appointments • Supplemental funding is being provided through DBHDD, the CARES relief fund and the state retainer plan for Medicaid • Waiting to hear about supplemental payments for behavioral health services
Adjournment	With no further business, Angie Brown adjourned the meeting at 7:56pm.


 Presiding Officer Signature

6/18/2020
 Date Approved

Respectfully submitted,



Dana Sharitt
 Recording Secretary