

Avita Community Partners
Board of Directors
Meeting Minutes

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|---|--------------------------------------|
| DATE: April 26, 2011 | TIME: 7:00 - 7:45 p.m. |
| PLACE: Board Room @ Administrative Office | PRESIDING: Quentin Carr, Board Chair |

Attendance

| | | | |
|------------------|---|-----------------------|---|
| Quentin Carr | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Lewis McAfee | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Al Gonzalez | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Anne Mundy | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Joe Hirsch | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Desiree' Reddick-Head | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Laurice Jennings | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Sarah Ruckstaetter | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Shelley Johnson | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Marilyn Woodruff | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Rufus Larkin | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Alice Worthan | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Deborah Mack | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |

13 Filled Positions (3 Vacancies)

| Agenda Items | Key Discussion Points/Outcomes/Decisions/Action Items | By Whom | By When |
|-------------------------------|--|---------|---------|
| Welcome & Call to Order | The April meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:00 p.m. | | |
| Approval of Agenda | Motion to approve the agenda was made by Anne Mundy; second by Lewis McAfee. Motion carried. | | |
| etermine Presence of a Quorum | A quorum was present 9 with Board members attending this meeting. | | |
| Review of Minutes | Motion to approve the March 22, 2011 minutes was made by Alice Worthan; second by Laurice Jennings. Motion carried. | | |
| Business | <p>Board Chair Report</p> <p>Quentin reported we are moving forward with the CEO search. We had our grand opening of the CSU and he thanked those who were able to attend.</p> <p>CEO Report</p> <p>Cheryl reported that her board communication was emailed earlier today. She thanked Laurice for giving the invocation at the grand opening, Deborah representing the board and the other board members who were able to attend. We had a wonderful turnout.</p> <p>With the increasing need for public relations and marketing we have contracted with Alpine Communications. In your packet are several articles about the CSU.</p> <p>Cheryl welcomed Dr. Gokal, our new medical director. Mary Donna Hall our new director of nursing was not able to attend tonight.</p> | | |

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| | <p>The Search Committee began the interviews yesterday. We interviewed two candidates Monday and the third candidate is scheduled for Thursday.</p> <p>A letter that was sent to Burns and Associates is included in your packet. This firm helped with the developmental disability (DD) rate study and the outcome was very disappointing. An additional concern is in the area of DD audits. We had two different auditors send conflicting messages to staff; each having a different way on how they want to see notes written.</p> <p>We signed a contract with the Mountain Judicial Circuit in Habersham County. This is a great opportunity to partner with the court program and expand our services.</p> <p>We are working on re-establishing services in White County and plan to open an office sometime this summer. We are also looking at partnering with MedLink in Rabun County. Cheryl is meeting with MedLink Thursday to discuss a partnership.</p> <p>We had 38 staff along with the kids from the Clubhouse who participated in the Hall County Chamber 5k walk/run.</p> <p>The ATIVA Board is working on a grant and has offered to sponsor a staff recognition event. They will share more information at a future meeting.</p> <p>In March we achieved a \$70k margin. Victor will share more details in his report.</p> <p>Our CARF Survey has been scheduled for June 22, 23, 24.</p> <p><u>Committee Meetings by Teleconference</u> Quentin reported that a couple of the committees met by teleconference and it went well. He recommends we do this again before the next board meeting and then report next month. We will move forward with this approach.</p> <p><u>Financial Update</u> Victor Bowers reported. In March we had a 5-week month which helped generate additional revenue. For the quarter we did quite well and ended with a \$38k surplus. The favorable revenue variance of \$61k was due to issues that were resolved with a couple of host home providers and February services</p> | | |

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| | <p>that were paid in March. The unfavorable variance is due to staff start up expenses with the CSU and the transition with Laurelwood. Where will the fees from the CSU show? It is state grant in aid funded and we receive 1/12 payment each month. When we start getting Medicaid clients this will add additional revenue. The VA can refer to us also. If we meet budget for the remainder of the year we would end the year with a deficit of \$137k. What will help reduce this deficit is the funds we paid Laurelwood, and the refund from the state on the health benefits expense. We are optimistic that we could end the year with a small margin.</p> <p>Renewal of Board Policies Quentin said we are to review and renew the following policies on an annual basis. 1) Ethical Standards, 2) Media Relations, 3) Corporate Responsibility, 4) Billing & Fee Collection, 5) Conflict of Interest. These policies are based on CARF standards. Lewis McAfee made the motion to approve all policies. Second by Anne Mundy. Motion passed.</p> <p>Anne recommends we review the bylaws soon. She requested that Regina Grisham email the bylaws to the board development committee to review.</p> <p>Announcements Quentin announced we have a strong candidate from the interviews yesterday. We have one more candidate to interview Thursday.</p> | | |
| Adjournment | Motion to adjourn was made by Laurice Jennings; second by Sarah Ruckstaetter. Motion carried and the April Board meeting was adjourned at 7:45 p.m. | | |

VICE Chair's signature indicating approval

AL GONZALEZ

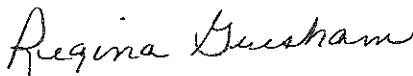
Quentin Carr



Date Approved

5/24/2011

Respectfully submitted,



Regina Grisham

Recording Secretary