

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: December 6, 2011	TIME: 7:20 p.m. – 9:00 p.m.
PLACE: Board Room @ Administrative Office	PRESIDING: Quentin Carr, Board Chair

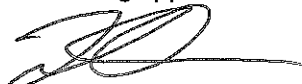
Attendance

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sarah Ruckstaetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Laurice Jennings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Marilyn Woodruff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rufus Larkin	<input checked="" type="checkbox"/> Yes <input 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		

11 Filled Positions (5 Vacancies)

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Spotlight on Services	Stefanie Davis and Lydia Johnson gave an informative presentation on the Family Support Program. Two families shared how they have personally benefited from the service they have received.
Welcome & Call to Order	The December 6, 2011 meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:20 p.m.
Approval of Agenda	Motion to approve the agenda was made by Anne Mundy; second by Lewis McAfee. Motion carried.
Determine Presence of a Quorum	A quorum was present with 11 Board members attending this meeting.
Review of Minutes	Motion to approve the October 25, 2011 minutes was made by Lewis McAfee; second by Al Gonzalez. Motion carried.
Business	<p>Board Chair Report – Quentin will report during the fundraising committee report.</p> <p>CEO Report – Cindy highlighted the following from her report that was previously emailed.</p> <ul style="list-style-type: none"> • Spotlight on Services • Donations for The Children’s Center for Hope & Healing • Packages sent to troops • Jaemor event & recognizing Cheryl’s retirement • Partnering with MedLink—entered into a cooperative agreement • Mental Health Clubhouse – close to finalizing on a property in Rabun Co. and plan to open in Feb. • Meeting with Commissioner Frank Shelp • Request for Proposal (RFP) to integrate Behavioral Health & Addictive Disease services and create efficiencies within the mental health system. <ul style="list-style-type: none"> ○ Position paper and summary that outlines the CSBs position on the RFP ○ LLC and private non-profit ○ Focus is on the most in need, reduce number of clients going to the emergency rooms, diverting those into treatment instead of jail and the homeless. ○ Discussion on the LLC and the means to create efficiencies amongst the 5 CSBs. Each CSB will have equal voting power. Efficiencies being looked at are administratively. ○ CSBs are in the best position because they are the largest provider. ○ Letter & Resolution saying we authorize CEO to move forward with the other

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	<p>CEOs in Region One and create the LLC and non-profit.</p> <ul style="list-style-type: none"> ○ A copy of the Resolution was reviewed and discussed. Quentin addressed the legalities and language of the Resolution. <p>Anne Mundy made the motion to approve the resolution with the stipulation that "Board" is the organization; second by Laurice Jennings. Motion carried.</p> <p><u>Financial Update</u></p> <p>The month of October ended with a surplus of \$50k and the YTD deficit is \$15k. This is a big improvement from last year. Factors contributing are cost control measures we put into place, and an increase in revenue due to the efforts of the Billing Department.</p> <p><u>DCA Program Participation Agreement</u></p> <p>This grant will be used to expand our supported apartment program. Lewis made the motion that we approve the Georgia Department of Community Affairs, new Shelter Plus Care Grant award by authorizing staff in the following capacity to be signers to draw funds from DCA on behalf of Avita Community Partners: Chief Financial Officer, Chief Operations Officer and Fiscal Operations Manager. Second by Al Gonzalez. Motion passed.</p> <p><u>Quarterly Corporate Compliance Report</u></p> <p>Dr. Roger Scott reviewed the results from July – September, 2011 and compared to the same quarter in 2010. Total reports increased from 34 to 42.</p> <p><u>Strategic Plan Report</u></p> <p>Dr. Scott reviewed the Balance Scorecard Dashboard Report. The key performance measures are Customer, Learning and Growth, Processes and Finance. Allan Harden reported that staff turnover continues to decline. Victor Bowers commented on the Finance quadrant and not meeting goal of days operating cash on hand.</p> <p><u>Committee Reports</u></p> <p>Board Governance—Anne Mundy</p> <ul style="list-style-type: none"> ➤ The Board Handbook is being revised. Sherry Phillips will be emailing a form to update board member bios. ➤ Working on filling the vacancies on our board ➤ Looking at current board composition ➤ Organize trainings ➤ Board member job description for a board member <p>Community & Client Relations—Marilyn Woodruff</p> <ul style="list-style-type: none"> ➤ Discussed the committee focus ➤ Reviewed data compiled by Dr. Scott ➤ Video about Avita and the services we provide ➤ Staff raises <p>Finance – Lewis McAfee</p> <ul style="list-style-type: none"> ➤ Robert Baker will be attending the next meeting to give an audit report. ➤ Land assets and divestiture strategies <p>Fundraising – Quentin Carr</p> <ul style="list-style-type: none"> ➤ Contact with Robyn Gunnoe from the Georgia CSB Association who is forwarding studies on good fundraising activities and the use of non-profits. ➤ How to collaborate with Ativa ➤ Looked at fundraiser for land and decided no

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	<ul style="list-style-type: none"> ➤ Looking at purpose of raising funds for operational costs vs. services, bottom line and raises.
Adjournment	Motion to adjourn by Anne Mundy; second by Joe Hirsch. Motion carried and the December 6, 2011 Board meeting was adjourned at 9:00 p.m.
Chair's signature indicating approval:  1/24/2012	
Quentin Carr	Date Approved

Submitted,

Regina Grisham

Regina Grisham
Recording Secretary