

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: May 25, 2010	TIME: 7:00 pm – 8:27 pm
PLACE: Administrative Office – Board Room	PRESIDING: Desiree' Reddick–Head, 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 checked="" type="checkbox"/> Yes <input 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 May meeting of the Board of Directors was called to order by Board Chair, Desiree' Reddick–Head at 7:00 PM.		
Approval of Agenda	Motion to approve the agenda was made by Lewis McAfee; second by Deborah Mack. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 10 Board members attending this meeting.		
Review of Minutes	Motion to approve the March and April minutes was made by Anne Mundy; second by Laurice Jennings. Motion carried.		
Business	<p><u>Proposed Strategic Plan and Revised Mission and Vision Statements</u></p> <p>Quentin Carr reported. At our Board retreat last year we decided we needed an updated strategic plan and new mission and vision statements. The Strategic Planning Committee along with the Executive Team started from scratch on the new plan. They reviewed the current plan and reviewed numerous models and decided to use the Balanced Score Card (BSC) model. This approach utilizes 4 categories. Each category has a goal with objectives and measures. The goal tonight is to approve this plan and the revised mission and vision statements. The mission and vision are based on the new strategic plan. The blanks under the measures column won't be completed until the first quarter report. Targets and initiatives will be added to the BSC. The Executive Team will give a quarterly report to</p>		


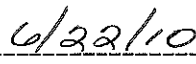
Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>ensure we are meeting the goals. Quentin Carr made the motion to approve the plan as presented; second by Lewis McAfee.</p> <p>Discussion:</p> <p>Sarah asked where the Developmental Disability clients fit into the plan. Under customer—the measures apply to people with Developmental Disabilities. It is geared towards all clients without differentiating between disabilities. The % will apply to all clients. When the other columns are added this will show more detail. We can approach this concern when the first quarterly report is presented. Improving access and outcomes pertains to all clients. We want to measure our effectiveness in the 4 main areas. The measures will have several targets and initiatives in order to meet the goals. Some targets will be general, some will be specific to behavioral health and some will be specific to developmental disabilities. This will be a 3 year plan instead of 5 years. Sarah would like to see a measure specifically for developmental disabilities. The measure is the attribute not the %. Improved functioning will include perspective from developmental disability families. LOCUS and CAFAS measures would be used for behavioral health; CIS would be for developmental disabilities. Department goals will be developed from this document which will include both behavioral health and developmental disabilities.</p> <p>Processes - 1.1. & 1.2—are these realistic? Yes, and it is a mandated external requirement. This speeds up access to care.</p> <p>Financial—Anne asked about the increase funding opportunities. Does this take into account ATIVA? Yes, because of the fund raising that will be done through ATIVA. Increasing days of cash on hand. This is a standardized measure which should be 60 days of cash on hand. Financial objective #5—committee recommended moving to customer area.</p> <p>Lewis feels like the goals are sufficient for each area and acknowledged that a lot of work was put into this new plan. Targets and Initiatives will be the responsibility of the</p>		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>Executive Team.</p> <p>Quentin called for the vote by asking those in favor to raise their hand. All in favor, so motion carried.</p> <p><u>CEO Report</u>—Joe Rutherford</p> <p>In the Board packets are 2 handouts. 1) DRAFT—What is a CSB? A Position Statement by the Georgia Association of Community Service Board and 2) Letter from Select Systems, LLC to Dr. Shelp.</p> <p>April financials showed a loss of \$57,000. We had several non routine expenses that attributed to the loss and include recruiter expense, relocation expenses for a new doctor, and Employee Assistance Program costs.</p> <p>Alice Worthan, Joe Hirsch and Joe Rutherford attended the recent GACSB annual retreat. They received information that will be used in board development. Several priorities were identified for the association to focus on next fiscal year and include:</p> <ul style="list-style-type: none"> • Develop long term legislative and key alliance strategy • Identify and share CSB – top performer best practices • Develop a marketing and PR strategy and • Research member expectations <p>DBHDD Status—Regions are being expanded from 5 to 6 statewide. The reason for expanding is to align a single state hospital to a single region and each region will report to one regional office. Currently some regions report to more than one regional office. Dr. Shelp discussed the DOJ suit and the state economic challenges. He informed the group that the state must increase CSP beds and fund more acute care services.</p> <p>2010 Legislative Session has adjourned. The budget for FY2011 passed and the final number is \$17.9 billion dollars which includes the \$1 billion dollars in federal stimulus money.</p> <p>CSP Status—we have received approval from our bank to fund the build out. A final proposal is being developed and</p>		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>will be presented to the Board next month as the Spotlight on Services presentation.</p> <p><u>Nominating Committee</u>—Al Gonzalez presented the slate of officers for next year. Quentin Carr—Chair Al Gonzalez—Co-Chair Lewis McAfee—Treasurer Desiree’ Reddick—Head—Secretary Action: The Board will vote on the slate of officers at the June meeting.</p> <p><u>Unfinished Business</u>—None</p> <p><u>New Business</u> Committee Structure of the Board—Joe reported an adhoc committee would be tasked to review the structure and decide how the committees can support the new strategic plan. Committees most likely will change with the exception of the Finance committee.</p> <p><u>Committee Reports</u> <u>Board Development</u> Anne reported that the group is working on a new board member handbook. They have discussed the 3 vacant positions and plan to meet with commissioners about getting these vacancies filled. Alice Worthan and Laurice Jennings are up for renewal and would like to continue on the board. We will follow up on sending the reappointment letters to the commissioners.</p> <p><u>Finance</u> Victor Bowers reported. Expenses incurred this month included the National Council Conference, performance management software, an increase in contract doctors in addition to the things Joe mentioned earlier. These large occurrences will not happen in May. The revenue numbers are on average. We continue to work on clean up and that is helping reduce our deficit.</p> <p><u>Human Resources</u> Sarah Ruckstaetter reported that the committee reviewed information from the administrative professionals’</p>		


Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>luncheon. Forty administrative staff attended. Training on Seven Habits of Highly Effective People is scheduled for May 27 & 28 and leadership will attend. Employee Family Picnic is scheduled for June 26th, 11am – 2pm at Tugaloo State Park. There will be lots of activities for the kids. Staff will be recognized for their years of service and the executive team is going to grill hamburgers and hotdogs. Board Members and their families are invited. The Glue Committee has been working on the customer service initiative.</p> <p><u>Services</u> – No report</p> <p><u>Announcements</u> Dr. Rubenow shared his resignation. He has accepted a position at the University of Arkansas Medical School in Fayetteville, Arkansas. We are working on the transition plan and identifying qualities for a subsequent Medical Director. The Board Officers have asked Joe to keep them informed in the recruitment process and to be involved in the decision making of this position.</p>		
Adjournment	Motion to adjourn by Lewis McAfee; second by Al Gonzalez. Motion carried and the May Board meeting was adjourned at 8:27 pm.		

Chair's signature indicating approval:

 _____ 

Desiree' Reddick-Head Date Approved

Respectfully submitted,


Regina Grisham
Recording Secretary