

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: August 22, 2019	TIME: 7:15pm – 7:53pm
PLACE: Administrative Office, Board Room	PRESIDING: Barbara Bosanko, Chair


Attendance

Seth Barnes, Jr.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shelly Echols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Jennifer Scalia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Melissa Cammack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Team Member Attendance

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

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The August 22, 2019 meeting of the Board of Directors was called to order by Board Chair, Barbara Bosanko at 7:15pm Barbara welcomed new board member, Melissa Cammack representing Forsyth County.
Determine Presence of a Quorum	A quorum was present with 10 board members in attendance.
Approval of Agenda	Motion to approve the agenda was made by Anne Davis; second by Sylvia Chassner. Motion carried.
Review of Minutes	Motion to approve the July 23, 2019 minutes was made by Susan Harris; second by Anne Davis. Motion carried
Induction of FY20 Board Chair	Barbara Bosanko, affirmed the oath of office for Fiscal Year 2020.
Oath of Office	Kent Woerner, representing Rabun County affirmed his oath of office for the term July 1, 2019-June 30, 2020. Melissa Cammack, representing Forsyth County affirmed her oath of office for the term July 1, 2019-June 30, 2020.
Board Chair Report	No report.
CEO Report	<p>Board and Executive Team Members introduced themselves to Melissa Carmack. Cindy Levi shared information about upcoming events</p> <ul style="list-style-type: none"> <li>• The Truth about Vaping, October 10<sup>th</sup> at Gainesville First Baptist Church</li> <li>• Drug Free Hall Fall Festival, October 26<sup>th</sup> at Jaemor Farms</li> <li>• EVOLVE Program event</li> </ul> <p>Pictures</p> <ul style="list-style-type: none"> <li>• Community Picnic at Pitts Park</li> <li>• Fernbank Museum &amp; Botanical Gardens</li> </ul> <p>Cindy highlighted the following in her report:</p> <ul style="list-style-type: none"> <li>• Performance Monitoring Review Report will be submitted by the end of the month</li> <li>• State Health Benefit Plan contribution</li> <li>• DBHDD required to cut 4% from FY19 budget</li> <li>• Submitted proposal to DBHDD to cover salary and benefits for 14 counselors</li> <li>• NGHS starting a residency program and wants Avita to help with the mental health rotation</li> <li>• Funding for the Hall County Mental Health Court</li> <li>• Family Support Services transitioned to a new payment process through Beacon ASO</li> <li>• Employees from the Mars Wrigley Plant in Flowery Branch participated in give-back days by volunteering at our Women’s Treatment Program. Cindy shared pictures of the projects.</li> <li>• We placed a hold on accepting new Medicare and Commercial Insurance clients in our outpatient clinics</li> <li>• Staff recognized for going above and beyond</li> <li>• Happenings around Avita</li> </ul>

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	<ul style="list-style-type: none"> <li>GACSB Educational Exchange at Callaway Gardens, October 27<sup>th</sup>-29<sup>th</sup>. Board Members interested in attending, please notify Regina Grisham.</li> </ul>
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending July 31, 2019</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>July's net operating results reflect a \$107K net surplus for the month and fiscal year to date. This is a 4.7% margin for the month and fiscal year to date.</li> <li>12 months prior year, year to date revenue was a positive change of \$204,503</li> <li>12 months prior year, year to date expenses was a positive change of \$85,784</li> </ul> <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>Revenue for the month and fiscal year to date had an unfavorable variance of \$104K primarily due to the shortfalls in Fee for Service and Medicaid revenue</li> <li>Expenditures for the month and fiscal year to date had a favorable variance of \$134K primarily due to open positions</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>Cash on hand as of 7/31/19 is \$6.1 million</li> <li>Receivables for the month was \$1.9 million</li> <li>Total liabilities &amp; fund balance is \$10 million</li> </ul> <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> <li>Days of Cash on Hand: 87 days; minimum standard is 30 days</li> <li>Current Ratio: 16.8:1; minimum standard is 1:1</li> <li>Days of Unreserved Net Assets to Total Expenses: 65.4 days; minimum standard is 60 days</li> <li>Long Term Debt to Net Assets: 0.54:1; maximum standard is 2.5:1</li> </ul>
Quarterly Corporate Compliance Report	<p>Cathy Ganter, COO presented the quarterly report for the period April – June 2019 and compared to the same period in 2018.</p> <ul style="list-style-type: none"> <li>Total Reports decreased from 127 to 115</li> <li>Report Subjects decreased in all areas except in Health &amp; Safety which increased from 15 to 35. The increase is from more accurate reporting, an increase in auto incidents and medication errors.</li> <li>Finding of Investigation Q2/2019: 96% substantiated; 4% unsubstantiated</li> <li>Finding of Investigation Q2/2018: 90% substantiated; 10% unsubstantiated</li> <li>Summary Patterns &amp; Trend</li> </ul>
Select Systems, LLC Resolution	<p>Avita is a member of Select Systems, LLC. Their purpose is to help with managed care contracts. They do the negotiating on behalf of the CSBs. A benefit is the bargaining power of a larger group. Cindy Levi is the Member Representative and Greg Ball is the Alternate Representative.</p> <p>Sylvia Chassner made the motion to approve the Resolution; second by Kent Woerner. Motion carried.</p>
Staff Vacancies	<p>Turnover</p> <ul style="list-style-type: none"> <li>Last month we lost 18 staff members</li> <li>We lost a lot of counselors to the schools</li> <li>Staff that worked non-traditional hours have left</li> </ul> <p>HR Focus</p> <ul style="list-style-type: none"> <li>Attending job fairs</li> <li>Referral bonus for staff up to \$500</li> <li>Pilot program with a company that has texting capability to see if we get a boost in applicants</li> <li>Working with a company on how to better market our jobs; i.e. video ads</li> </ul>
Adjournment	<p>With no further business, Barbara Bosanko adjourned the meeting at 7:53pm.</p>
Presiding officer Signature Indicating approval & date approved	 <p>9/24/19</p>

Respectfully submitted,



Regina Grisham  
Recording Secretary