

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: January 22, 2019	TIME: 7:10pm – 7:57pm
PLACE: Administrative Office, Board Room	PRESIDING: Barbara Bosanko, Board Parliamentarian

Attendance


Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" 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	Julie Gruen	<input checked="" type="checkbox"/> Yes <input 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	Alan Wallhausen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Ed Nichols	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input 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 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	Derek Singleton	<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
Spotlight on Services Autism Services	Juliette Bacon, Board Certified Behavior Analyst gave an overview of the services available to children and adolescents diagnosed with Autism Spectrum Disorder. The services will be available across our 13-county catchment area.
Welcome & Call to Order	The January 22, 2019 meeting of the Board of Directors was called to order by Board Parliamentarian, Barbara Bosanko at 7:10pm
Determine Presence of a Quorum	A quorum was present with 10 Board Members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Alan Wallhausen; second by Sylvia Chassner. Motion carried.
Review of Minutes	Motion to approve the September 25, 2018, October 25, 2018 and December 4, 2018 minutes was made by Penny Penn; second by Sylvia Chassner. Motion carried.
Oath of Office	Ed Nichols, representing the elected official from Habersham County, affirmed his oath of office for the term 1/22/19 – 12/31/20. Board Members and the Executive Team introduced themselves to Commissioner Nichols.
Board Chair Report	No report due to the absence of Angela Whidby.
CEO Report	<p>Cindy Levi shared pictures and upcoming events with the board.</p> <ul style="list-style-type: none"> <li>• EVOLVE Event pictures</li> <li>• Partnership for a Drug Free Hall, January 24<sup>th</sup>, 6pm-7:30pm at Gainesville First Baptist Church</li> <li>• GACSB Day at the Capitol—Wednesday, February 13<sup>th</sup>, 9am-4pm</li> <li>• Unify North Georgia meeting scheduled for Tuesday, February 26<sup>th</sup>, 11am-2pm</li> </ul> <p>Cindy highlighted the following in her report</p> <ul style="list-style-type: none"> <li>• Naloxone Kits – Avita received the kits, distributed to our offices and placed in the company vehicles. Cindy met and trained clients in our Hall County substance use group.</li> <li>• Site visits at all Avita locations</li> <li>• Leased vehicles</li> <li>• Funding from DBHDD for the construction of Avita’s Behavioral Health Crisis Center</li> <li>• Exploring options with a staffing agency that would free up monies to increase staff wages and the possible cost savings for Avita’s contribution to the State Health Benefit Plan</li> <li>• Cindy attend the Habersham County Board of Commissioners meeting and gave an overview of Avita’s services</li> <li>• Community generosity to Avita clients during the Christmas Holiday</li> <li>• Avita staff from administration gave gifts to the WTRS women and their children; Cleveland office donated cold weather clothing items to the CSU; Cleveland office donated personal hygiene items to the local women’s shelter.</li> <li>• Providing 3 cubicles for staff who work for HOPE Atlanta, PATH. They are working with homeless individuals in Hall County.</li> <li>• New program—HUM-N (High Utilizer Management Navigator)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Hosting Mental Health Awareness Trainings this year. Avita received funding from DBHDD.</li> <li>• Happenings around Avita</li> <li>• Yellow Ribbon Program</li> </ul>
Executive Team Changes	<p>Cindy reported that Derek Singleton will be stepping down as CFO for Avita in our shared services agreement with View Point Health at the end of March.</p> <p>We received very qualified candidates. Interviewed 5 applicants, checked references and we are making an offer to one of the candidates.</p> <p>Our medical director, Dr. Gokal is also leaving at the end of March to work full-time in his private practice. We have 2 physicians interested in serving as medical director.</p>
Request to Change Date of February & March meetings	<ul style="list-style-type: none"> <li>• Cindy asked the Board if they would change the February meeting from the 28<sup>th</sup> to the 26<sup>th</sup>. She has a personal commitment on the 28<sup>th</sup>.</li> </ul> <p>Susan Harris made the motion to change the meeting to February 26<sup>th</sup>; second by Alan Wallhausen. Motion carried.</p> <ul style="list-style-type: none"> <li>• Cindy will be attending the National Conference in Nashville, TN, March 24<sup>th</sup>-March 27<sup>th</sup>.</li> <li>• She asked the Board if they would change the March meeting from the 26<sup>th</sup> to the 28<sup>th</sup>.</li> </ul> <p>Susan Harris made the motion to change the meeting to March 28<sup>th</sup>; second by Angie Brown. Motion carried.</p>
Financial Update	<p>Derek reviewed the financial report for the month ending December 31, 2018.</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• December's net operating results reflect a \$62K net surplus for the month and \$16K for the fiscal year to date. This is a 2.9% margin for the month and 0.1% margin for the fiscal year to date.</li> <li>• 6 months prior year, year to date revenue was a positive change of \$285K.</li> <li>• 6 months prior year, year to date expenses was an unfavorable change of \$164K.</li> </ul> <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• Revenue had an unfavorable variance of \$272K is primarily due to a net unfavorable variance in GIA and FFS.</li> <li>• Expenditures had a favorable variance from budget of \$268K primarily due to a favorable variance in salaries and benefits.</li> <li>• If we continue to meet budget the projected end of fiscal year surplus would be \$165K.</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 12/31/18 is \$5.27 million</li> </ul> <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 79.6 days; minimum standard is 30 days.</li> <li>• Current Ratio: 9.2:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 57.1 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.63:1; maximum standard is 2.5:1.</li> </ul>
Human Resources Quarterly Report	<p>Allan Harden, Human Resources Director reported on the term October – December 2018</p> <ul style="list-style-type: none"> <li>• Full time employees: 284; part time employees: 27</li> <li>• Turnover: full-time 10.92% (31 positions); part-time 14.81% (4 positions)</li> <li>• Combined Turner: 11.25% (35 positions)</li> <li>• Vacancies: 26 full-time and 16 hourly</li> <li>• New Hires: 33 full-time and 3 hourly</li> <li>• Created 18 new positions</li> <li>• 2 Workman's Comp</li> </ul>
Georgia Department of Community Affairs Housing Resolution	<p>Alan Wallhausen made the motion to approve the Resolution for the Georgia Department of Community Affairs (DCA), Continuum of Care grants by authorizing Cathy Ganter Cooper, Chief Operating Officer, Lori Holbrook, Chief Clinical Officer, Allan Harden, Human Resources Director and Christie Brooksher, Financial Operations Manager to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Sylvia Chassner. Motion carried.</p>
Adjournment	<p>With no further business Susan Harris made the motion to adjourn; second by Alan Wallhausen. Motion carried, and the January 22, 2019 Board meeting was adjourned at 7:57pm.</p>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Presiding Officer Signature and Date Approved	 2/26/19

Respectfully submitted,



Regina Grisham  
Recording Secretary