

Avita Community Partners
Board of Directors Meeting Minutes

DATE: May 22, 2018	TIME: 7:09pm – 7:57pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Chair

Attendance



Brian Alexander	<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
Victor Anderson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alan Wallhausen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes <input 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		

Executive Team Member Attendance

Cathy Ganter	<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	Hannah Cargle	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The May 22, 2018 meeting of the Board of Directors was called to order by Board Vice-Chair, Rita Bush at 7:09 p.m.
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 Julie Gruen; second by Anne Davis. Motion carried.
Review of Minutes	Motion to approve the April 24, 2018 minutes was made by Charles Higgs; second by Alan Wallhausen. Motion carried.
Board Chair Report	Due to the absence of Angela Whidby there is no report.
CEO Report	<p>Cindy Levi highlighted the following in her report</p> <ul style="list-style-type: none"> • Avita staff are educating law enforcement across northeast Georgia about mental health, substance use and intellectual/developmental disabilities • Finalized leases for 5 townhomes in Demorest • Filmed client recovery stories • Submitted proposal in response to the Statement of Need for a service called LIGHT-ETP (Listening, Inspiring and Guiding Healthy Transitions—Early Treatment Program) • Family support program is being restructured to right size the program • Additional \$6 million to build a Behavioral Health Crisis Center • DBHDD contacted Cindy about opening a Recovery Support Center which we declined at this time • We hired a Director for the Deaf Services program • Recruiting to fill several Registered Nurse positions • EVOLVE, the Emerging Adult Program hosted 5 events last month • Staff recognized for going above and beyond • Eight Community Transition Planning Assessments in the Habersham County Jail • Upcoming Events: GACSB Educational Exchange, October 28-30 at Jekyll Island Convention Center • Pictures of various events IDD have participated in • Avita achieved the highest tier in the State Office of Fleet Management, Quarterly Report. • Happenings around Avita and success stories
Financial Report	<p>Derek Singleton, CFO reviewed the financial report for the month ending April 30, 2018</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • April's net operating results reflect a \$138K net surplus for the month and a \$614K net surplus for the fiscal year to date. This is a 6.3% margin for the month and 2.8% margin fiscal year to date.

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	<ul style="list-style-type: none"> • 10 months prior year to date revenue was a positive change of \$144K. • 10 months prior year to date expenses was a positive change of \$352K. <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenues had an unfavorable net variance of \$7K for the month and an unfavorable net variance of \$438K for the fiscal year to date. • Expenditures had a favorable net variance of \$99K for the month and a favorable net variance of \$528K for the fiscal year to date. • If we continue to meet budget the projected fiscal year end net surplus would be \$755K. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 4/30/18 is \$5,754,048 <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 84.1 days; minimum standard is 30 days. • Current Ratio: 9.2:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 82.1 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.16:1; maximum standard is 2.5:1.
Corporate Compliance Report	<p>Cathy Ganter Cooper reviewed the first quarter (January – March) of Calendar Year 2018 and compared to the same period in 2017.</p> <ul style="list-style-type: none"> • Total reports increased from 65 to 113. Increase was due to under reporting last year. Staff have received more education in corporate compliance reporting and expect the next quarter will level out. <ul style="list-style-type: none"> ○ Service Quality increased from 13 to 44 ○ Management Practices increased from 28 to 52 ○ Health & Safety stayed the same at 17 ○ Business Practices was 0 • Report Dispositions, Finding of investigation: <ul style="list-style-type: none"> ○ Q1/2017: 84% substantiated; 16% unsubstantiated ○ Q1/2018: 99% substantiated; 1% unsubstantiated
Nomination Committee Report	<p>Rita Bush requested Cindy Levi to share information she found in the bylaws. Cindy reported the bylaws indicate that Secretary and Treasurer do not have to be board members. Her recommendation is for the board to appoint Regina Grisham, administrative assistant as Secretary and Derek Singleton, CFO as Treasurer.</p> <p>Are there nominations from the floor?</p> <ul style="list-style-type: none"> • Angela Whidby was nominated for Chair • Rita Bush was nominated for Vice-Chair <p>No additional nominations were made. The vote will take place at the June 26, 2018 meeting.</p>
Proposed Bylaw(s) Changes	<p>Kent Woerner reported that the Board Governance Committee, Cindy Levi and Allan Harden thoroughly reviewed the bylaws and there are no proposed changes.</p>
Committee Reports	<p><u>Board Governance</u></p> <p>Kent Woerner reported that the committee reviewed the new Board Self-Assessment tool. The Bylaws were reviewed and no changes are recommended. Board Attendance was discussed and we will be polling the board for input on other days to meet during the month. The Board Handbook is being updated.</p> <p><u>Community and Client Relations</u></p> <p>Sylvia Chasner reported that Gwen Hall, IDD Director gave an update on the Intellectual & Developmental Disabilities program. Lori Holbrook, CCO gave an update on the Behavioral Health Programs. Cathy Ganter Cooper, COO updated the committee on the Specialty Services Programs.</p> <p><u>Finance</u></p> <p>Charles Higgs reported that Derek Singleton reviewed the details of the finance report. Charles commended Cindy and the executive team for decisions made to make Avita financially viable and for being good stewards of our financial resources.</p>
Announcements	<p>Avita Gathering T-Shirt Ballot</p> <p>6 designs were shown to the board. Board members were asked to vote for their favorite.</p>

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Adjournment	With no further business Rita Bush adjourned the meeting at 7:57pm.
Presiding Officer Signature indicating approval	
	Date Approved 

Respectfully submitted,



Regina Grisham
Recording Secretary