

Avita Community Partners
Board of Directors Meeting Minutes

DATE: July 23, 2019	TIME: 7:16pm – 8:32pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Shelly Echols	<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	Susan Harris	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jennifer Scalia	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ed Nichols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input 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 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
Spotlight on Services	Women's Treatment & Recovery Support Program Krista Joiner, Avita staff member gave an overview of the program. Client's shared their stories and how the program has helped in their recovery.
Welcome & Call to Order	The July 23, 2019 meeting of the Board of Directors was called to order by Board Chair, Angela Whidby at 7:16pm.
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 Seth Barnes; second by Angie Brown. Motion carried.
Review of Minutes	Motion to approve the May 28, 2019 minutes and June 27, 2019 minutes was made by Kent Woerner; second by Susan Harris. Motion carried.
Election of FY20 Officers	Printed ballots were marked, collected and the vote was unanimous. Barbara Bosanko was elected chair. Angie Brown was elected vice-chair.
Induction of FY20 Officers	Angie Brown, Vice-Chair affirmed the oath of office for Fiscal Year 2020. Barbara Bosanko, Chair will affirm the oath of office at the August meeting.
Oath of Office	Angela Whidby, representing Franklin County affirmed her oath of office for the term July 1, 2019-June 30, 2022. Seth Barnes, Jr., representing Hall County affirmed his oath of office the for term ending June 30, 2020. Mr. Barnes is completing the term vacated by Alan Wallhausen.
Board Designates Parliamentarian for FY20	Angela Whidby volunteered to serve as Parliamentarian.
Board Designates Representative to the GACSB	Kent Woerner is Vice-President for the GACSB Anne Davis made the motion to appoint Sylvia Chassner to represent Avita on GACSB; second by Kent Woerner. Motion carried.
Annual Approval of Board Policies	1. Billing and Fee Collection 2. Conflict of Interest 3. Corporate Responsibility 4. Ethical Standards 5. Media Relations Sylvia Chassner made the motion to approve the policies; second by Susan Harris. Motion passed.
Update Resolutions Delegating Power to CEO & CFO	The Resolutions delegating power to the CEO & CFO was signed by board members in attendance.
Board Chair Report	No report.
CEO Report	Cindy Levi highlighted the following in her report: <ul style="list-style-type: none"> • New Fiscal Year started July 1st and is also our 25th year in operation

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	<ul style="list-style-type: none"> • Twenty-eight former Salveo employees are now Avita employees. Salveo continues to provide prescriber coverage for the CSU • Forsyth County submitted the grant application to the Bureau of Justice for the Co-Responder Program • Northeast Georgia Health System (NGHS) is applying the Bureau of Justice Assistance’s Rural Response to the Opioid Epidemic Grant • State Health Benefit Holiday reduced our revenue by \$252,481 for the month of June • U.S. Federal Probation Office contacted Avita about providing services to probationers in Hall or Forsyth county • We continue to enhance our fleet of vehicles through leasing • Autism and CLS programs are expanding rapidly • DBHDD hosting • Authorization and Payment for Family Support Services transitioned to the Beacon Administrative Services Organization • Most CSBs are reporting a decrease in the number of IDD individuals served while Avita continues to add new waiver clients and add new host homes • Staff recognition <p>Upcoming Events</p> <ol style="list-style-type: none"> 1) Lori Holbrook will be presenting at the DBHDD Mental Health Symposium 2) GACSB Educational Exchange will be held at Callaway Gardens, October 27th-29th 3) ASIST (Applied Suicide Intervention Skills Training) is open to the public. We have counselors from other agencies and school programs signed up to attend.
Behavioral Health Crisis Center Update	<ul style="list-style-type: none"> • Cindy Levi reported that we received our preliminary estimate of \$15,709K from Winter’s Construction • Funding from DBHDD is \$9million • Avita’s commitment is \$3million • This leaves a shortfall of \$3.7million • The State is only providing funds for the BHCC • If we keep the 2nd floor for outpatient services, we would have to borrow \$3 million • Funding from other sources are not available • Another concern is the amount of parking we would need to support the 2nd floor • Cindy doesn’t feel it is fiscally responsible to add the 2nd floor • State wants to have the center ready by June 30, 2020 <p>Kent Woerner made the motion to recommend that Avita only build the BHCC and not the 2nd floor. 2nd by Shelly Echols. Motion carried.</p>
	<p>Greg Ball, CFO reviewed the financial report for the month ending June 30, 2019</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • June’s net operating results reflect a \$126K net deficit for the month and \$638K net surplus for the fiscal year to date. This is a -5.3% margin for the month and 2.3% margin for the fiscal year to date. • 12 months prior year, year to date revenue was a positive change of \$1,627K • 12 months prior year, year to date expenses was a positive change of \$1,402K • The month’s deficit was primarily due to the payment of staff bonuses, and a shortfall in Fee for Service revenue. We’ve had a challenge with acquiring and retaining counselors. <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenue had an unfavorable variance of \$26K primarily due to the challenges with Medicaid payors. The issues have been resolved and payments received. • Expenditures had an unfavorable variance of \$96K primarily due to the year end staff bonuses paid in June. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 6/30/19 is \$6.1 million • Receivables for the month was \$2.1 million • Total liabilities & fund balance is \$10 million

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	<p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 74.2 days; minimum standard is 30 days • Current Ratio: 10:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 53.5 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.56:1; maximum standard is 2.5:1
Proposed Budget for FY20	<p>Greg Ball, CFO presented the proposed budget for Fiscal Year 2020.</p> <ul style="list-style-type: none"> • The proposed budget is based on the contracts we have received for FY20 and the FY19 operating budget and the FY19 actuals (projected) • We budgeted a 1.7% increase in revenue • We budgeted a 2% increase in expenses • A net surplus of \$640,115 or 2.3% margin has been budgeted for FY20 <p>Sylvia Chassner made a motion to approve the proposed budget for FY20; second by Shelby Echols. Motion carried.</p>
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the April-June 2019 data.</p> <ul style="list-style-type: none"> • Full time employees: 276; part time employees: 27 • Turnover: full-time 32.25% (89 positions); part-time 44.44% (12 positions). Combined Turnover through June 2018: 25.86% (75 positions). • Vacancies: 39 full-time and 10 hourly • New Hires: 29 full-time and 8 hourly • Created 9 new positions • 2 Workman's Comp
Approve Georgia DCA Housing Resolutions	<p>Angie Brown made the motion to approve the Resolutions for the Georgia Department of Community Affairs (DCA), Continuum of Care grants by authorizing Greg Ball, Chief Financial Officer, Christie Brooksher, Financial Operations Manager, Cathy Ganter Cooper, Chief Operating Officer and Lori Holbrook, Chief Clinical Officer, to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Penny Penn. Motion carried.</p>
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the April-June 2019 data.</p> <ul style="list-style-type: none"> • Full time employees: 276; part time employees: 27 • Turnover: full-time 32.25% (89 positions); part-time 44.44% (12 positions). Combined Turnover through June 2018: 25.86% (75 positions). • Vacancies: 39 full-time and 10 hourly • New Hires: 29 full-time and 8 hourly • Created 9 new positions • 2 Workman's Comp
Committee Reports	<p>Board Governance</p> <ul style="list-style-type: none"> • Kent Woerner reviewed the results of the poll with regards to changing the monthly meeting day • The majority voted for 4th Tuesday • Discussed other meeting day options. Suggested meeting on the 4th Monday or the 3rd Thursday. <p>Penny Penn made the motion to change the meeting date to the 3rd Thursday, effective October 17, 2019; second by Anne Davis. Motion passed.</p> <ul style="list-style-type: none"> • The committee reviewed Cindy Levi's contract • New Board Member Orientation will be held August 22nd <p>Community & Client Relations</p> <ul style="list-style-type: none"> • Penny Penn reported that Gwen Hall, I/DD Director gave an update on the Intellectual & Developmental Disabilities program • Lori Holbrook, CCO gave an update on the Behavioral Health programs <p>Finance Committee</p> <ul style="list-style-type: none"> • The May 31, 2019 financials were reviewed • The proposed budget for FY20 was presented to the committee
Adjournment	<p>With no further business, Angela Whidby adjourned the meeting at 8:32pm.</p>

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Presiding Officer Signature and Date Approved	

Respectfully submitted,



Regina Grisham
Recording Secretary