

Avita Community Partners
Board of Directors Meeting Minutes

DATE: April 24, 2018	TIME: 7:21PM – 8:01PM
PLACE: Administrative Office, Board Room	PRESIDING: Charles Higgs, Treasurer

Attendance

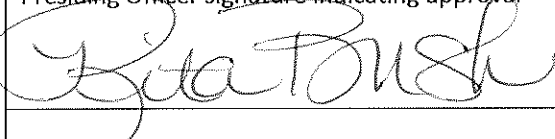
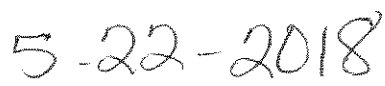
Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Victor Anderson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alan Wallhausen	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" 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				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The April 24, 2018 meeting of the Board of Directors was called to order by Board Treasurer, Charles Higgs at 7:21 p.m.
Determine Presence of a Quorum	A quorum was present with 9 board members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Barbara Bosanko; second by Kent Woerner. Motion carried.
Review of Minutes	Motion to approve the February 27, 2018 minutes was made by Barbara Bosanko; second by Sylvia Chassner. Motion carried. Motion to approve the March 27, 2018 minutes was made by Kent Woerner; second by Anne Davis. Motion carried.
Board Chair Report	No report due to Angela Whidby absence this evening.
CEO Report	Cindy Levi reported that the Board Governance Committee discussed board member attendance, if meeting a different night would improve attendance and a survey the committee is working on. Cindy highlighted the following in her report: <ul style="list-style-type: none"> • Summit Crossing Apartments gave notice that they are not going to renew our leases. • The Journey, Gainesville's Clubhouse participated in a variety of activities. • Avita is responding to a Statement of Need, issued by DBHDD for a new service called LIGHT-ETP (Listening, Inspiring and Guiding Health Transitions-Early Treatment Program). • A short video clip about Avita was produced for the FUTURES Program, which is part of the Georgia Network for Educational and Therapeutic Supports. • Family Support Program ran out of funding due to demand. We submitted a request to DBHDD for an additional \$250K. • Rabun Clubhouse building has a new owner. • Lumpkin CAG helped the Sheriff's Department stuff Easter Eggs. • Blairsville CAG prepared a community give-back meal for church groups. • Dream Weavers participated in the Very Special Arts Festival in Sautee. • Staff recognition for going above and beyond. • Providing HIV and Hepatitis C screenings at the Chatuge Regional Hospital's Health Fair on May 5th. • GACSB Educational Exchange is scheduled for October 28th-30th at Jekyll Island Convention Center. • Met with Kim Jones about the NAMI walk scheduled for October in Gainesville. NAMI would like Avita to partner with them. • Cindy welcomed Avery Nix to the meeting. Avery is interested in filling the vacancy on the board

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items																														
	<p>as the person with lived experience. Avery has been in long-term recovery, is a Certified Addiction Recovery Empowerment Specialist and works for Georgia Council on Substance Abuse. Avery shared that he has been in recovery for 3 years and grew up in Hall County.</p> <p>2018 Legislative Summary</p> <ul style="list-style-type: none"> • Key Budget Items • Upcoming elections 																														
Media Relations Policy	<ul style="list-style-type: none"> • Cindy reminded board members to contact Allan Harden for any media communications. • Sylvia wrote an article for the local newspapers and sent to Allan Harden for review. She followed the protocol in the policy. 																														
Financial Update	<p>Derek Singleton, CFO reviewed the financial report for the month ending March 31, 2018</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • March’s net operating results reflect a \$143K net surplus for the month and a \$476K net surplus for the fiscal year to date. This is a 6.3% margin for the month and 2.4% margin fiscal year to date. • 9 Months prior year to date revenue was a positive change of \$269K. • 9 months prior year to date expenses was a positive change of \$250K. <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenues had a favorable net variance of \$84K for the month and an unfavorable net variance of \$431K for the fiscal year to date. • Expenditures had a favorable net variance of \$20K for the month and a favorable net variance of \$429K for the fiscal year to date. • If we continue to meet budget the projected fiscal year end net surplus would be \$663K. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 3/31/18 is \$5,788,960 <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. 																														
Human Resources Report	<p>Allan Harden, Human Resources Director gave an overview of our current workforce by generation. We have 5 generations.</p> <table border="1" data-bbox="423 1304 1284 1518"> <thead> <tr> <th>Generation</th> <th>Born</th> <th>Age</th> <th># Staff</th> <th>% of workforce</th> </tr> </thead> <tbody> <tr> <td>Gen 2</td> <td>1995 --></td> <td>< 22</td> <td>3</td> <td>1%</td> </tr> <tr> <td>Millennials</td> <td>1980-1995</td> <td>23-38</td> <td>105</td> <td>35%</td> </tr> <tr> <td>Gen X</td> <td>1965-1979</td> <td>39-53</td> <td>105</td> <td>35%</td> </tr> <tr> <td>Baby Boomers</td> <td>1946-1964</td> <td>54-72</td> <td>81</td> <td>28%</td> </tr> <tr> <td>Silent Generation</td> <td>1925-1945</td> <td>73-93</td> <td>1</td> <td>0.3%</td> </tr> </tbody> </table> <p style="text-align: center;">TOTAL STAFF 295</p> <p><u>Quarterly Report</u></p> <p>Allan reviewed the report for January – March 2018 and compared to the same period in 2017</p> <p>Turnover</p> <ul style="list-style-type: none"> • Current Employee Count – 258 full time; 32 part-time • Full-time 21.32% (55 positions); part-time 15.63% (5 positions). Combined – 20.69% (60 positions) <p>Turnover Previous Year</p> <ul style="list-style-type: none"> • Employee count: 265 full-time; 33 part-time • Turnover: 15.47% (41 positions); part-time 30.30% (10 positions); combined 17.11% (51 positions) <ul style="list-style-type: none"> • Vacancies: 25 full-time and 9 hourly • 18 new hires— 15 full-time; 3 hourly 	Generation	Born	Age	# Staff	% of workforce	Gen 2	1995 -->	< 22	3	1%	Millennials	1980-1995	23-38	105	35%	Gen X	1965-1979	39-53	105	35%	Baby Boomers	1946-1964	54-72	81	28%	Silent Generation	1925-1945	73-93	1	0.3%
Generation	Born	Age	# Staff	% of workforce																											
Gen 2	1995 -->	< 22	3	1%																											
Millennials	1980-1995	23-38	105	35%																											
Gen X	1965-1979	39-53	105	35%																											
Baby Boomers	1946-1964	54-72	81	28%																											
Silent Generation	1925-1945	73-93	1	0.3%																											

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> • 3 New Positions • 2 Workman's Comp
Appointment of Avery Nix	Avery is interested in serving on the Board. He meets the requirement of a person with lived experience. Motion to approve the appointment was made by Barbara Bosanko; second by Sylvia Chassner. Motion carried. Avery will take the oath of office at the next meeting to make the appointment official.
Adjournment	Motion to adjourn by was made by Kent Woerner; second by Angie Brown. Motion carried and the April 24, 2018 Board meeting was adjourned at 8:01pm.
Presiding Officer signature indicating approval 	
<div style="text-align: right;">  Date Approved </div>	

Respectfully submitted,



Regina Grisham
Recording Secretary