

Avita Community Partners
Board of Directors Meeting Minutes

DATE: September 24, 2019	TIME: 7:07pm – 8:16pm
PLACE: Administrative Office, Board Room	PRESIDING: Barbara Bosanko, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Melissa Cammack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input type="checkbox"/> Yes <input checked="" 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	Intensive Treatment Residential Program Nicole Ridley, program director and staff spoke about the services provided to the individuals who reside in the home. Board Members had an opportunity to meet and talk with the individuals receiving services.
Welcome & Call to Order	The September 24, 2019 meeting of the Board of Directors was called to order by Board Chair, Barbara Bosanko at 7:07pm.
Determine Presence of a Quorum	A quorum was present with 8 board members in attendance.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Sylvia Chassner. Motion carried.
Review of Minutes	Motion to approve the August 22, 2019 minutes was made by Sylvia Chassner; second by Jennifer Scalia. Motion carried.
Board Chair Report	Barbara Bosanko did not have a report this month.
CEO Report	<p>Cindy Levi welcomed our guests from Banks and Hart Counties. Cindy shared information on the following events</p> <ul style="list-style-type: none"> • Partnership for a Drug Free Hall, October 10th. The community forum is on “The Truth About Vaping” • State Opioid Response Fall Festival, October 26th at Jaemor Farms • Hall County HealthSmart Expo, October 16th at Gainesville Civic Center • 2nd Annual NAMIWalks North Georgia, November 9th in downtown Gainesville • GACSB Educational Exchange, October 27th-29th at Callaway Gardens <p>Pictures</p> <ul style="list-style-type: none"> • Letters of appreciation from families to staff during Direct Support Professional Week • Dream Weavers, Billy & Michelle met with special educators from White County • Josh sporting a character from his book “Truly: First Omnibus” <p>Cindy highlighted the following in her report</p> <ul style="list-style-type: none"> • State budget reductions have been prioritized for three areas • Cindy was selected to serve on the Mental Health Reform and Innovation Commission • Avita entered into an agreement with the Enotah Drug Court to provide Medication Assisted Treatment • GACSB Annual Board Retreat was held at Brasstown Resort in Towns County • Avita staff presented the Yellow Ribbon Suicide Prevention Program at Dawson and Union County Schools, Crisis Intervention Training was presented to Forsyth County law enforcement and Narcan training to Stephens County law enforcement. Avita hosted 2 ASIST (Applied Suicide Intervention Skills Trainings) at our administrative office. • Avita’s Cumming office has been dealing with homeless individuals camping in the woods adjacent to the office • Direct Support Professionals Week recognized our DSPs • Wander North Georgia donated \$1,580 to the Rabun Clubhouse • Just in Time Scheduling is being implemented with prescribers across Avita

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	<ul style="list-style-type: none"> • 28th Annual Peer Conference was attended by 13 clients and 2 staff members • Beacon system glitches resulted in services delivered but not paid • Billing Team developed and presented a comprehensive billing training to support staff • Staff recognition • Happenings around Avita • Success Stories
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending August 31, 2019</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • August’s net operating results reflect a \$26K net surplus for the month and \$133K surplus for the fiscal year to date. This is a 1.1% margin for the month and 2.9% fiscal year to date. • Prior year, year to date revenue was a positive change of \$287,709 • Prior year, year to date expenses was a positive change of \$102,139 <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenue for the month had an unfavorable variance of \$80K primarily due to the shortfalls in Fee for Service and Medicaid revenue • Expenditures for the month had a favorable variance of \$134K primarily due to open positions, offset by training expenses and equipment purchases related to the upgrade to Windows 10 <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 8/31/19 is \$6.3 million • Receivables for the month was \$2 million • Total liabilities & fund balance is \$10.2million <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 85.6 days; minimum standard is 30 days • Current Ratio: 10.6:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 62.6 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.55:1; maximum standard is 2.5:1
Strategic Plan Update	<p>Cathy Ganter, Chief Operations Officer gave a status report for the period January 2019 – June 2019. The goals, objectives, measures and targets were reviewed in each of the 4 quadrants.</p> <ol style="list-style-type: none"> 1. Customer 2. Learning & Growth 3. Processes 4. Financial <p>We are meeting the majority of the targets in each area. We continue to work on targets we are not meeting.</p>
Georgia Department of Community Affairs Housing Resolution	<p>Angela Whidby made a motion to approve the Resolution for the Georgia Department of Community Affairs, Shelter Plus Care Services Grant by authorizing Greg Ball, Chief Financial Officer, Christie Brooksher, Financial Operations Manager, Cathy Ganter Cooper, Chief Operating Officer, Lori Holbrook, Chief Clinical Officer, to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Sylvia Chassner. Motion passed.</p>
Committee Reports	<p>Board Governance</p> <ul style="list-style-type: none"> • Barbara Bosanko and Allan Harden reported that the committee discussed the CEO Evaluation • Cindy Levi conducted a new board member orientation <p>Community & Client Relations</p> <ul style="list-style-type: none"> • Sylvia Chassner reported that Lori Holbrook, CCO gave an update on the Behavioral Health Programs • Gwen Hall, I//DD Director gave an update on the Intellectual/Developmental Disabilities programs <p>Finance</p> <ul style="list-style-type: none"> • Greg Ball, CFO reported that he reviewed a list of revenue sources for FY20
December Meeting Date	<p>Historically we have met the first Tuesday in December. Cindy asked the board members present if they had any conflicts with December 3rd. Board members had no conflicts. The meeting will be held on Tuesday, December 3rd at 7pm.</p>
Executive Session	<p>At 7:52pm, Angela Whidby made a motion to enter in to executive session to discuss a personnel matter; second by Jennifer Scalia. Motion passed.</p> <p>Angela Whidby made a motion to close executive session; second by Avery Nix. Motion passed and the open meeting resumed at 8:08pm.</p>
CEO Annual Performance Review	<p>Sylvia Chassner made a motion to give an exceptional rating on Cindy Levi’s annual performance review; second by Angela Whidby. Motion passed.</p>

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Adjournment	With no further business Melissa Cammack, a motion to adjourn; second by Angela Whidby. Motion carried and the September 24, 2019 Board meeting was adjourned at 8:16pm.

Presiding Officer signature indicating approval:  Date: 12/3/19

Respectfully submitted,



Regina Grisham
Recording Secretary