

Avita Community Partners
Board of Directors Meeting Minutes

DATE: October 25, 2018	TIME: 7:14pm – 7:52pm
PLACE: Administrative Office, Board Room	PRESIDING: Barbara Bosanko


Attendance

Victor Anderson	<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
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Jennifer Scalia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alan Wallhausen	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Avery Nix	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<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
Welcome & Call to Order	The October 25, 2018 meeting of the Board of Directors was called to order by Barbara Bosanko at 7:14pm
Determine Presence of a Quorum	A quorum was not present with only 7 Board Members attending this meeting.
Approval of Agenda	The agenda was not approved due to the absence of a quorum.
Review of Minutes	Approval of the September 25, 2018 meeting minutes will be deferred until the December 4, 2018 meeting due to the absence of a quorum.
Oath of Office	Peggy Brown, representing Union County affirmed her oath of office for the term ending June 30, 2021.
CEO Report	<p>Cindy Levi highlighted the following in her report</p> <ul style="list-style-type: none"> • Avita selected by DBHDD as the “Provider of the Year” • Avita Family Meeting is scheduled for November 16th—Board Members were invited to attend at the service in their county • First Georgia NAMI Walk 5K was held October 20th • Yellow Ribbon Suicide Prevention Presentations to 1,115 individuals • Crisis Intervention Team Training was presented to Hall County Officers • Received our business license for Hyde Park Apartments • Avita hosted a documentary entitled “Intelligent Lives” • Drug Court client organized a Recovery Rally in Habersham County • Stephens County CST and Cindy participated in the Mental Health Coalition • Ninth Annual Georgia Gathering was held at Unicoi State Park, October 4th & 5th • Individuals from Lavonia and Carnesville sold artwork at the Pilot Club Art Show in Atlanta • Georgia Collaborative ASO Audit results • Staff recognized for going above and beyond • Behavioral Health Crisis Center Update <ul style="list-style-type: none"> ○ Survey completed ○ Geotechnical completed ○ Hulsey Gay Bell was selected for the architect ○ Spoke with Jeff Minor about funding <p>Upcoming Events</p> <ul style="list-style-type: none"> • GACSB Educational Exchange will be held October 28th-30th at Jekyll Island Convention Center • Golden Goals Award Ceremony will be held November 15th at the Metropolitan Club in Alpharetta
Financial Update	<p>Derek Singleton, CFO reviewed the financial report for the month ending September 30, 2018</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • September’s net operating results reflect a \$140K net surplus for the month and \$171K for the fiscal year to date. This is a 6.1% margin for the month and 2.6% margin for the fiscal year to date. • 3 months prior year, year to date revenue was a positive change of \$81K.

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	<ul style="list-style-type: none"> 3 months prior year, year to date expenses was a positive change of \$31K. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> Cash on hand as of 9/30/18 is \$5.28 million <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> Days of Cash on Hand: 74.4 days; minimum standard is 30 days. Current Ratio: 12.9:1; minimum standard is 1:1. Days of Unreserved Net Assets to Total Expenses: 81.1 days; minimum standard is 60 days. Long Term Debt to Net Assets: 0.16:1; maximum standard is 2.5:1.
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the July - September 2018 data.</p> <ul style="list-style-type: none"> Full time employees: 269; part time employees: 25 Turnover: full-time 7.81% (21 positions); part-time 12.00% (3 positions) Vacancies: 25 full-time and 9 hourly New Hires: 26 full-time and 2 hourly Created 10 new positions 2 Workman's Comp
Technology Update	<p>Robert Wilson, Network Systems Administrator, highlighted the latest achievements the IT Department has been working on this year</p> <p>Fusion</p> <ul style="list-style-type: none"> Sip phone Conversion Data Conversion SD-Wan <p>Office 365</p> <ul style="list-style-type: none"> Email SharePoint Office Application <p>Security Upgrades</p> <ul style="list-style-type: none"> Trend Micro Cisco Umbrella Phish Alert <p>Digital Signage</p> <ul style="list-style-type: none"> Installed Displays at 10 sites <p>Additional Upgrades</p> <ul style="list-style-type: none"> Windows 10 Replaced 100% of staff laptops Continue to upgrade older desktops/monitors
Georgia DCA Housing Resolution	Due to the absence of a quorum, this agenda item will be deferred to the December 4, 2018 meeting.
Announcements	<p>Avery Nix announced that he has a new job. He is the marketing coordinator at Eagle Overlook Recovery for Adolescents.</p> <p>This is a residential addiction program for adolescent males, ages 13-17. The program is in Dahlonega.</p> <p>Board Member Assessment</p> <p>Allan Harden requested board members to complete the assessment and return to him or Regina Grisham.</p>
Adjournment	Barbara Bosanko adjourned the meeting at 7:52pm
Presiding Officer Signature and Date Approved	 1/22/19

Respectfully submitted,



Regina Grisham
Recording Secretary