

Avita Community Partners
Board of Directors Meeting Minutes

DATE: June 26, 2018	TIME: 7:26pm – 8:13pm
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	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Victor Anderson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" 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	Julie Gruen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alan Wallhausen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angelia Brown	<input type="checkbox"/> Yes <input checked="" 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
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<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 June 26, 2018 meeting of the Board of Directors was called to order by Board Chair, Angela Whidby at 7:26 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 Brian Alexander; second by Kent Woerner. Motion carried.
Review of Minutes	Motion to approve the May 22, 2018 minutes was made by Sylvia Chassner; second by Barbara Bosanko. Motion carried.
Oath of Office	Avery Nix, affirmed his oath of office for the term June 26, 2018 – June 30, 2021. Board Members and the Executive Team introduced themselves to Mr. Nix.
Board Chair Report	Angela Whidby reminded board members about the GACSB Educational Exchange Conference scheduled for October 28-30, 2018 in Jekyll Island. Notify Regina Grisham if interested in attending.
CEO Report	<ul style="list-style-type: none"> • Cindy Levi presented a PowerPoint of the first Avita Gathering. Individuals who participate in the IDD Day Programs enjoyed activities centered around the theme of "Life Balance". • Mary Donna McAvoy shared a story about a client who received treatment in our crisis stabilization unit and the heart-warming note he gave her when he was discharged. • The move from Summit Crossing Apartments in Cumming to Hyde Park Apartments in Demorest is complete • Letters sent to school superintendents offering to present information about the Yellow Ribbon Program • Cindy, Jenna and Cassandra did a Yellow Ribbon Presentation to youth at the Georgia System of Care Conference • Cindy, Jenna and Cassandra were featured on the morning radio show on WCHM in Clarkesville • Avita has been invited by community partners to participate in 4 grant applications • DBHDD changed how we submit our Performance Monitoring Report. Gainesville Adult Outpatient had the highest score of 90. Our combined score of all clinics was 85. We continue to work with each clinic to improve their areas of deficit. • Avita staff provided Crisis Intervention (CIT) training to law enforcement officers in Blairsville and Cornelia • We received 4 Medicaid Provider Numbers for new Host Home Providers • We will receive additional funding for 2 more beds at our Women's Treatment Program. We had our first graduate from the Medication Assisted Treatment program. • Bonus checks will be issued to employees on June 29th • Mid-level management restructuring at our outpatient clinics

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	<ul style="list-style-type: none"> • Requested additional \$330k to expand the number of counselors we have assigned to schools in our area • Staff recognition • Success story--Garrett was chosen to play ping pong in the Special Olympics World Games in Dubai, India next March
Financial Report	<p>Derek Singleton, CFO reviewed the financial report for the month ending May 31, 2018</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • May's net operating results reflect a \$47K net surplus for the month and a \$661K net surplus for the fiscal year to date. This is a 2.1% margin for the month and 2.8% margin fiscal year to date. • 11 Months prior year to date revenue was a positive change of \$4K. • 11 months prior year to date expenses was a positive change of \$30K. <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenues had an unfavorable net variance of \$6K for the month and an unfavorable net variance of \$444K for the fiscal year to date. • Expenditures had an unfavorable net variance of \$11K for the month and a favorable net variance of \$517K for the fiscal year to date. • If we continue to meet budget the projected fiscal year end net surplus would be \$738K. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 5/31/18 is \$6.5M <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 94.6 days; minimum standard is 30 days. • Current Ratio: 6.8:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 84.5 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.16:1; maximum standard is 2.5:1.
FY19 Proposed Budget	<p>Derek Singleton present the proposed budget for Fiscal Year 2019</p> <ul style="list-style-type: none"> • Derek reviewed with the finance committee tonight. • The proposed budget is based on the few contracts we have received for FY19 and the operating budget for FY18. • The proposed budget does not include the Behavioral Health Crisis Center. • Derek thanked the executive team for their work in building their budgets for FY19 <p>Angela Whidby made a motion to accept the proposed budget; second by Charles Higgs. Motion passed.</p>
FY19 Election of Officers	<ul style="list-style-type: none"> • Printed ballots were marked, collected and the vote was unanimous • Angela Whidby will serve as Chair and Rita Bush will serve as Vice-Chair • The Board appointed Derek Singleton to serve as Treasurer and Regina Grisham as Secretary • The officers will affirm their oath of office next month
Board Meeting Schedule	<p>Kent Woerner reported that Board Governance has discussed ideas on how to improve board member attendance. Some of our meetings conflict with the county commission meetings prohibiting some of our elected officials from attending.</p> <p>The committee proposes the following:</p> <ul style="list-style-type: none"> • For the months of January, March, May, July and September the board will continue to meet on the 4th Tuesday. • For the months of February, April, June, August and October the committee/board meetings will be held on the 4th Thursday. • There will be no meeting in November. The December meeting will be held the 1st Tuesday. <p>Anne Davis made the motion to accept the new schedule; second by Victor Anderson. Motion passed.</p>
Announcements	<p>Charles Higgs and Brian Alexander are coming off the board.</p> <ul style="list-style-type: none"> • Cindy presented a gift of appreciation and thanked them for their years of service and dedication to serving on the Board of Directors.

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	<ul style="list-style-type: none"> Charles and Brian commended Cindy for her great leadership and leaving the organization in good hands.
Adjournment	With no further business Angela Whidby adjourned the meeting at 8:13pm.
Presiding Officer Signature indicating approval	
	
<div style="text-align: right;">  Date Approved </div>	

Respectfully submitted,



Regina Grisham
Recording Secretary