

Avita Community Partners
Board of Directors Meeting Minutes

DATE: May 28, 2019	TIME:s 7:06pm – 8:19pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Chair

Attendance



Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" 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	Susan Harris	<input checked="" type="checkbox"/> Yes <input 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	Ed Nichols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input type="checkbox"/> Yes <input checked="" 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		
Anne Davis	<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 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 type="checkbox"/> Yes <input checked="" 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	Hannah Cargle	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Spotlight on Services	HUM-N (High Utilizer Management Navigator) Tiffany Gober gave an informative presentation about this new service. Tiffany provides support to individuals who have a high utilization of inpatient services.
Welcome & Call to Order	The May 28, 2019 meeting of the Board of Directors was called to order by Board Chair, Angela Whidby at 7:06pm. Introductions
Determine Presence of a Quorum	A quorum was present with 9 board members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Peggy Brown; second by Susan Harris. Motion carried.
Approval of April 25, 2019	Motion to approve the April 25, 2019 minutes was made by Barbara Bosanko; second by Sylvia Chassner. Motion carried.
Oath of Office	Shelly Echols, Hall County Commissioner affirmed her oath of office for the term ending December 31, 2022.
CEO Report	<p>Cindy Levi highlighted the following in her report</p> <ul style="list-style-type: none"> • Salveo staff who work in the CSU are transitioning to Avita employees effective July 1, 2019 • 85 Yellow Ribbon Suicide Prevention trainings were held the first year • Employee Appreciation Event was held May 17th and over 200 were in attendance • Leases expire on 5 Ford Fusions at the end of the month and will be replaced with Hyundai Elantra's. We are exploring leasing vans for IDD. • Stephens County Behavioral Health Collaborative, "Partnership for a Drug Free Stephens" hosted an Opioid Symposium • Forsyth County Sheriff Department and Gainesville City Police Department are interested in starting a co-responder partnership with Avita • Another round of audits from Health Care Facility Regulation • The Administrative Services Organization is doing a 6-month follow-up visit with the CSU • DBHDD has made some changes to the Key Performance Indicators • DBHDD Operations Committee is exploring the "cost of being a CSB" • Community Living Support Team assisted an individual so that her parents could take a vacation • Commissioner Kent Woerner, our Rabun County Board Member agreed to run for the GACSB Board Vice-President • Staff recognized for going above and beyond • Upcoming Events: CIT Training, ASIST Training and GACSB Educational Exchange • Pictures: HB 514 signing, Carter Center MH Forum, Evolve Program Event
End of Year Employee Bonus	<ul style="list-style-type: none"> • For the past several years, Avita has awarded staff with an end of year bonus • The bonus will be 1 week pay for Avita employees • The cost to pay out the bonus will be approximately \$259K • FYTD we have a surplus of \$469K and we are expecting another \$200K from Beacon

	Sylvia Chassner made a motion to approve the employee bonus; second by Susan Harris. Motion carried.
Resolution Delegating Power to CFO	Angela Whidby read the Resolution delegating power to Greg Ball, Chief Financial Officer. Motion to approve the Resolution was made by Barbara Bosanko; second by Anne Davis. Motion carried.
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending April 30, 2019</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • April's net operating results reflect a \$22K net surplus for the month and \$469K net surplus for the fiscal year to date. This is a 1.0% margin for the month and 2.1% margin for the fiscal year to date. • 10 months prior year, year to date revenue was a positive change of \$1,053K • 10 months prior year, year to date expenses was an unfavorable change of \$145K <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenue had an unfavorable variance of \$104K primarily due to the delay in receipt of Fee-for-Service revenues due to system issues • Expenditures had a favorable variance from budget of \$134K primarily due to a favorable variance in salaries and benefits <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 4/30/19 is \$5.6 million • Receivables for the month was \$2.2 million • Total liabilities & fund balance is \$9.6 million <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 75.9 days; minimum standard is 30 days • Current Ratio: 14.9:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 57.2 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.59:1; maximum standard is 2.5:1
Corporate Compliance Quarterly Report	<p>Cathy Ganter, Chief Operations Officer reviewed the first quarter (January-March) of Calendar Year 2019 and compared to the same period in 2018.</p> <ul style="list-style-type: none"> • Total reports increased from 113 to 147 <p>Report Subjects</p> <ul style="list-style-type: none"> • Service Quality increased from 44 to 54 • Management Practices decreased from 52 to 33 • Health & Safety increased from 17 to 56 • Business Practices increased from 0 to 4 <p>Report Dispositions, Finding of Investigation</p> <ul style="list-style-type: none"> • Q1/2018: 99% substantiated; 1% unsubstantiated • Q1/2019: 95% substantiated; 5% unsubstantiated
Strategic Plan Update	<p>Cathy Ganter, Chief Operations Officer gave a status report for the period July 2018 – December 2018. 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>
Nomination Committee Report	<p>Barbara Bosanko announced the slate of officers for FY2020.</p> <ul style="list-style-type: none"> • Barbara Bosanko, Chair • Angie Brown, Vice-Chair • Greg Ball will continue to serve as Treasurer and Regina Grisham as Secretary <p>Nominations were open to the floor. No additional nominations were made. The vote will take place at the June 27, 2019 meeting.</p>
Proposed Bylaw(s) Changes	Barbara Bosanko reported Board Governance Committee, Cindy Levi and Allan Harden reviewed the bylaws. There are no changes.
Committee Reports	<p><u>Board Governance</u></p> <p>Barbara Bosanko reported that Cindy Levi presented the new board member orientation.</p>

	<p><u>Community & Client Relations</u> Penny Penn reported that Gwen Hall, I/DD Director gave an update on the Intellectual & Developmental Disabilities program. Cathy Ganter, COO gave an update on the Behavioral Health Specialty Services programs.</p> <p><u>Finance</u> Greg Ball reported that he reviewed the details of the Finance Committee report for the month ending March 31, 2019.</p>
Adjournment	Motion to adjourn by Angela Whidby; second by Sylvia Chassner. Motion carried, and the May 28, 2019 Board meeting was adjourned at 8:19pm.
Presiding Officer Signature & Date Approved	 

Respectfully submitted,



Regina Grisham
Recording Secretary

