

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: December 4, 2018	TIME: 7:21 – 7:57pm
PLACE: Administrative Office, Board Room	PRESIDING: Barbara Bosanko

Attendance


Victor Anderson	<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
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peggy Brown	<input type="checkbox"/> Yes <input checked="" 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 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	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
Spotlight on Services	Gainesville Developmental Disability Services Program <ul style="list-style-type: none"> <li>Staff and clients demonstrated how they start their day by doing yoga.</li> <li>The clients made the appreciation gifts for the board members.</li> </ul>
Welcome & Call to Order	The December 4, 2018 meeting of the Board of Directors was called to order by Board Member, Barbara Bosanko at 7:21pm.
Determine Presence of a Quorum	A quorum was not present with only 7 Board Members attending this meeting.
Approval of Agenda	Due to the absence of a quorum the agenda was not approved.
Review of Minutes	Approval of the September 25, 2018 minutes and the October 25, 2018 minutes will be deferred until the January 22, 2019 meeting due to the absence of a quorum
CEO Report	Cindy Levi highlighted the following in her report <ul style="list-style-type: none"> <li>City of Gainesville staff and Hall County staff donated gifts and \$1,139 to Avita</li> <li>Blue Ridge Toys donated cash and gifts to the Rabun Clubhouse</li> <li>Avita Family Meeting--Debbie Atkins from DBHDD kicked off the meeting by presenting the Provider of the Year Award. Goals were reviewed, and new goals set for the upcoming year.</li> <li>HUM-N (High Utilizer Management Navigator) position will work with individuals who are high utilizers of inpatient services by linking them to supportive services in their community.</li> <li>NAMIWalks North Georgia correction: 212 walkers, 21 teams. Over \$25,000 was raised.</li> <li>GACSB Educational Exchange was held October 28<sup>th</sup> – 30<sup>th</sup>. The focus was on leadership.</li> <li>Forsyth County Commissioner Cindy Mills visited the Cumming Office.</li> <li>Partnership with Stephens County Hospital Emergency Department</li> <li>Yvonne Vickers, our Health and Safety Coordinator conducted random health and safety inspections</li> <li>Community Access Group Activities</li> <li>Certificate of Excellence from DOAS, Office of Fleet Management was presented to Avita</li> <li>CAG participant in Dahlonga was recognized by his employer and featured in the Dahlonga newspaper</li> <li>Staff recognized during our recent ASO Audit</li> <li>Staff from Gainesville Outpatient Clinic achieved their CPCS (Certified Professional Counselor Supervisor) credentials</li> <li>Staff recognized for going above and above</li> <li>Golden Goals Award Ceremony</li> <li>Toccoa Office is planning a Law Enforcement Appreciation Day</li> </ul>
Teleconference Meetings	<ul style="list-style-type: none"> <li>Cindy shared that we were not permitted to have teleconference meetings</li> <li>Cindy will bring the state code for further review at the January meeting</li> </ul>

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Financial Update	<p>Derek Singleton, CFO introduced Christie Brooksher, Fiscal Operations Manager.</p> <p><u>FY18 Audit Report (Draft)</u>  Derek gave an overview of the FY18 draft audit report</p> <ul style="list-style-type: none"> <li>• The audit was conducted by Robert Baker &amp; Associates, Certified Public Accountants</li> <li>• Avita received a clean opinion</li> <li>• We had a positive change in our net margin of \$671K</li> <li>• Trends of the key financial data from FY10 to FY18 showed Avita’s progress in achieving financial stability</li> </ul> <p>Derek reviewed the financial report for the month ending October 31, 2018.</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• October’s net operating results reflect a \$102K net surplus for the month and \$272K for the fiscal year to date. This is a 4.4% margin for the month and 3.1% margin for the fiscal year to date.</li> <li>• 4 months prior year, year to date revenue was a positive change of \$180K.</li> <li>• 4 months prior year, year to date expenses was a positive change of \$11K.</li> </ul> <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• Revenue had an unfavorable variance of \$58K is primarily due to a net unfavorable variance in GIA and FFS.</li> <li>• Expenditures had a favorable variance from budget of \$94K primarily due to a favorable variance in salaries and benefits.</li> <li>• If we continue to meet budget the projected end of fiscal year surplus would be \$594K.</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 10/31/18 is \$5.38 million</li> </ul> <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 76.2 days; minimum standard is 30 days.</li> <li>• Current Ratio: 14.5:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 83.1 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.16:1; maximum standard is 2.5:1.</li> </ul>
Georgia DCA Housing Resolution	Due to the absence of a quorum, this agenda item will be deferred to the January 22, 2019 meeting.
Quarterly Corporate Compliance Report	<p>Cathy Ganter Cooper, Chief Operating Officer reported on the period July – September 2018 and compared to the same period in 2017</p> <ul style="list-style-type: none"> <li>• Total reports increased from 55 to 96</li> </ul> <p>Report Subjects</p> <ul style="list-style-type: none"> <li>• Service Quality increased from 10 to 60</li> <li>• Health &amp; Safety increased from 14 to 20</li> <li>• Business Practices increased from 0 to 1</li> <li>• Management Practices decreased from 25 to 15</li> </ul> <p>Report Dispositions</p> <ul style="list-style-type: none"> <li>• Percent substantiated decreased from 94% to 81%</li> <li>• Percent unsubstantiated increased from 6% to 19%</li> </ul>
Committee Reports	<p>Board Governance – Allan Harden reported:</p> <ul style="list-style-type: none"> <li>• New Board Member Orientation</li> <li>• Board Member Assessment</li> </ul> <p>Client and Community Relations—no report</p> <p>Finance – no report</p>
Announcements	<ul style="list-style-type: none"> <li>• Cindy Levi announced that a Holiday Bonus was given to staff. Full-time received \$500; part-time received \$250.</li> <li>• Organizational climate survey is open for staff to complete</li> </ul>
Adjournment	Barbara Bosanko adjourned the meeting at 7:57pm.

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Presiding Officer Signature and Date Approved	 1/22/19

Respectfully submitted,



Regina Grisham  
Recording Secretary