

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: June 16, 2015	TIME: 7:25 p.m. – 8:02 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Deborah Mack, Board Chair

Attendance

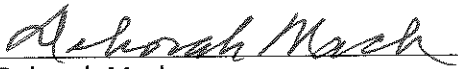
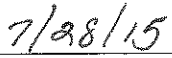
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sonny James	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Quentin Carr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Todd Levent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Judy Theilman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Janice McAllister	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Roger Scott	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Welcome & Call to Order	The June 16, 2015 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:25 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Zadie Peters; second by Brian Alexander. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 8 Board members attending this meeting.		
Review of Minutes	Motion to approve the May 26, 2015 minutes was made by Sammy Reece; second by Zadie Peters. Motion carried.		
Business	<p><b>Board Chair Report</b></p> <p>Deborah Mack reported she attended the Georgia Mountains Regional Commission meeting. She would like to have Avita make a presentation at one of their upcoming monthly meetings.</p> <p><b>CEO Report</b></p> <p>Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>• Performance Monitoring Report was submitted May 29<sup>th</sup>. Our overall score was 92. Cindy pointed out the few areas we need improvement. We expect our score to be higher on the next report due to changes we are implementing.</li> <li>• Organizational Climate Focus group final meeting will be July 24<sup>th</sup>.</li> <li>• Ambulatory Detox Program closed May 29<sup>th</sup>. Clients that need this service will go to our CSU.</li> <li>• We responded to DBHDD's Statement of Need (SON) for DD customized employment.</li> <li>• We responded to a second SON for American Sign Language fluent professionals. We will partner with ViewPoint Health so we can include Gwinnett County with Avita's 13 counties.</li> <li>• Our Veteran's Administration (VA) contract expires July 31<sup>st</sup>. We will be responding to the VA's Request for Quotation and hope to continue providing behavioral health services to the veterans in our catchment area.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Potential Mergers of CSBs and Challenge Grants. DBHDD will not be awarding the grants to the few CSBs who responded. A copy of the letter issued to the CSB Association was given to the Board Members.</li> <li>• City of Flowery Branch meeting. After further research we found that a Crisis Center is approved for M-1 zoning. We notified the city that we would not be making application for rezoning.</li> </ul> <p>Other Highlights around Avita:</p> <ul style="list-style-type: none"> <li>• Temple University research study has been completed. We will be receiving a report later this year.</li> <li>• Play Therapy Room has been completed at the Gainesville Youth Services Office.</li> <li>• Brenau University Occupational Therapy interns are working with our Peer and DD Programs in Hall County.</li> <li>• Dream Weavers' 100 Monster Project Ceremony.</li> <li>• Cindy will be attending the CARF Surveyor Training next week in Tucson, AZ.</li> </ul> <p><b><u>Financial Update</u></b></p> <p>Victor Bowers reviewed the May Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 45 days; minimum standard is 30 days.</li> <li>• Current Ratio: 3.1:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 52.3 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.12:1; maximum standard is 2.5:1</li> </ul> <p>Financial Statement</p> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• We ended the month with a surplus of \$235k.</li> <li>• The year-to-date surplus is \$2,119k.</li> <li>• Compared to the prior year-to-date the change was a favorable \$969k.</li> <li>• Behavioral Health &amp; Developmental Disability programs were both profitable.</li> </ul> <p>Revenue and Expense Variances</p> <p>Revenue had a favorable variance of \$2k primarily due to:</p> <ul style="list-style-type: none"> <li>• Favorable GIA variance of \$29k for Family Support and Autism services nearing and exceeding budgeted revenues.</li> <li>• Unfavorable variance in Medicaid Waivers due to staffing availability to provide CAI services.</li> <li>• Unfavorable variance in Other Local funds for the accounts receivable accrual adjustment of \$18k and reimbursement/non reimbursement contracts net \$14k.</li> <li>• Favorable variance of \$38k in all other line items due to the year-end close for the HUD, Emergency Shelter Grant funding of \$26k.</li> </ul> <p>Expenses had a favorable variance of \$142k primarily due to:</p> <ul style="list-style-type: none"> <li>• Unfilled budgeted vacancies and a decrease in physician contracts as more physicians are moving to employee.</li> </ul>		

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	<p>Comparison of Budget to Actual</p> <ul style="list-style-type: none"> <li>If we continue to meet budget the projected year-end surplus would be \$2,195k.</li> </ul> <p><b>Proposed Budget for FY16</b></p> <p>Victor Bowers presented the proposed budget for Fiscal Year 2016.</p> <ul style="list-style-type: none"> <li>The budget is very conservative and is based on what we currently know.</li> <li>The budget has a net surplus of \$322k.</li> <li>A lot of the Grant-in-Aid we receive for core services will be changing to Fee-for-Service January 1<sup>st</sup>.</li> <li>Infrastructure money of \$500k is going away January 1<sup>st</sup>.</li> <li>\$150k in startup funds for the new programs we added this year are not in this budget.</li> <li>Reimbursement contracts – we have to spend before we are reimbursed.</li> <li>This budget may change for the better depending on what the state does.</li> </ul> <p>Charles Higgs made a motion to accept the proposed budget; second by Joe Hirsch. Motion passed.</p> <p><b>Election of Officers for FY16</b></p> <ul style="list-style-type: none"> <li>Printed ballots were marked, collected and the vote was unanimous.</li> <li>The FY16 officers will affirm their oath of office next month.</li> </ul>		
Adjournment	There being no further business a motion to adjourn was made by Brian Alexander; second by Zadio Peters. Motion carried and the June 16, 2015 Board meeting was adjourned at 8:02 p.m.		
Chair's signature indicating approval			
			
Deborah Mack		Date Approved	

Respectfully submitted,



Regina Grisham  
Recording Secretary