

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: April 18, 2017	TIME: 7:23 p.m. – 7:47 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Vice-Chair


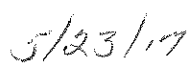
Attendance

Brian Alexander	<input type="checkbox"/> Yes <input checked="" 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
Victor Anderson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mark Baker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Charles Higgs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Terri Wofford	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Joe Hirsch	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Mitchell	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

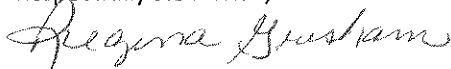
Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Welcome & Call to Order	The April 18, 2017 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:23 p.m.		
Determine Presence of a Quorum	We do not have a quorum since there are only 4 of 16 Board members in attendance.		
Approval of Agenda	The agenda was not approved due to the absence of a quorum.		
Review of Minutes	The February 28, 2017 and March 28, 2017 minutes will be deferred for approval until the May meeting due to the absence of a quorum.		
Business	<p><u>Board Chair of Report</u> No report due to absence of Brian Alexander.</p> <p><u>CEO Report</u> Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> • The State and nationwide has seen an increase in suicides. We are placing posters in all of our waiting rooms encouraging people to talk to one of our staff. • Cindy thanked those in attendance tonight. Board Governance is going to survey the board and get feedback on how we can improve attendance. We are not permitted to hold meetings by teleconference and we have business items coming up that require a vote. • Donations <ul style="list-style-type: none"> ○ \$100 from Sautee Nachoochee Center ○ \$500 from Grace Presbyterian Church ○ \$5,900 from Home Depot • Publicity of the Dawsonville open house • Avita did not apply for Supplemental Support funds • Partnered with Georgia Department of Driver Services • Avita is participating in a Recovery Focused Initiative • Executive Team met with Robert Dorr from DBHDD via webinar. • Landlords for clients in the Georgia Housing Voucher Program did not receive their rent payments in April due to an issue with Beacon Health Options. Avita paid the landlords and will be reimbursed. • Evolve Program for emerging adults hosted several events. • Billy Shaw a former Buffalo Bills All Pro star spoke to the Toccoa DD clients • Staff recognition • Happenings around Avita 		

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	<p>Financial Update</p> <p>Victor Bowers reviewed the financial report for the month ending 3/31/17.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 63.3 days; minimum standard is 30 days. • Current Ratio: 10.9:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 66.2 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.24:1; maximum standard is 2.5:1 <p>Variations from Budget</p> <p>Revenues had a favorable variance of \$212k primarily due to:</p> <ol style="list-style-type: none"> 1) GIA was a favorable \$173k due to the Transitional payment from the state of \$140k and the approval of provider number applications for Peer/Group and Substance Abuse services. 2) Medicaid Outpatient was favorable \$27k due to catch up payments from processing prior month's crossover funding on Medicare clients. More valid Medicaid authorizations previously rejected were paid by the ASO after their system issues were resolved. 3) Medicare was unfavorable \$19k due to clients meeting their calendar year annual deductibles. When clients pay their deductibles, the revenue is posted to Client Fees. 4) Medicaid Waivers was unfavorable \$51k due to DCH/DBHDD releasing several months of CRA revenue on one client's account. Community Access and Residential services continue to be below aggressive budgets. <p>Expenses had a unfavorable variance of \$39k primarily due to:</p> <ol style="list-style-type: none"> 5) Favorable variance in salary and benefits of \$65k due to unfilled budgeted vacancies and in the start-up of reimbursable contracts. 6) Family Support Services was unfavorable \$66k due to an increase in expenditures which contributed favorably to the GIA variance. <ul style="list-style-type: none"> • If we continue to meet budget and the additional Transitional Assistance payment of \$140k each month we should end the year with approximately \$684k net surplus. <p>HR Quarterly Report</p> <p>Allan Harden reviewed the January – March 2017 data.</p> <ul style="list-style-type: none"> • Current Employee Count – 265 full time; 33 part-time • Turnover – full-time 15.47% (41 positions); part-time 30.30% (10 positions. Allan does exit interviews and has not determined any trends on why people leave. • Vacancies—8 full-time and 2 hourly • 20 new hires—15 full-time; 5 hourly • No new positions • 3 Workman's Comp <p>2017-2019 Strategic Plan</p> <p>Due to the absence of a quorum the vote to approve the Strategic Plan will be deferred until the May meeting.</p>		
Adjournment	Angela Whidby adjourned the meeting at 7:47 p.m.		
Presiding Officer signature indicating approval			
			
		Date Approved	

Respectfully submitted,



Regina Grisham
Recording Secretary