

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: March 22, 2016	TIME: 7:10 p.m. – 8:37 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Board Vice-Chair

Attendance



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

Executive Team Member Attendance

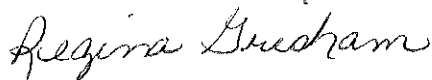
Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tina Jay	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<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
Spotlight on Services	APEX Program We are currently providing school-based mental health services to a total of 138 students at Lyman Hall, South Hall Middle School, Lumpkin County Middle and High Schools and Franklin County Middle School. Staff shared with Board members some of their success stories.		
Welcome & Call to Order	The March 22, 2016 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:10 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Quentin Carr; second by Deborah Mack. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 10 Board members attending this meeting.		
Review of Minutes	Motion to approve the March 22, 2016 minutes was made by Rita Bush; second by Joe Hirsch. Motion carried.		
Business	<p><u>Oath of Office</u> Melissa Mitchell, Stephens County representative affirmed her oath of office. She is completing term ending 6/30/17.</p> <p><u>Board Vice-Chair Report</u> Angela Whidby reported that the GACSB Retreat is scheduled for May 3-4, 2016 and will be held at Jekyll Island. There is no cost for the registration and Avita will pay for lodging. Action: Board members will notify Regina Grisham if they would like to attend.</p> <p><u>CEO Report</u> Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> • Developmental Disability program individual and team incentives earned and distributed. • American Sign Language program is expanding the number of counties served to 18. • Emerging Adult Program • Signed lease for new Dawsonville office. Cindy spoke with Commissioner Berg— about increasing the county contribution. • Submitting letters to the counties asking for an increase in their contribution. Cindy asked the board to advocate on our behalf. • Hall and Forsyth Peer groups now have transportation so they can get out in the community. • Client success story Forsyth County IOP Program • Applying for additional affordable housing grants 	Board Members	

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<ul style="list-style-type: none"> • The National Council Conference • Allan attended a “Train the Trainer” on how to respond to an active shooter. Q: how do we enforce people who have a permit to carry a gun? • It is part of our contraband policy that prohibits bringing a gun to work. • We have been doing safety assessments at all of our buildings and making some changes to make them safer. • Results of the Organizational Climate Survey have been distributed to all staff. • Working on configuring a back-up internet service with Verizon • Human Resources Audit—we were notified that Avita will receive an award on March 31st for achieving model in 2 areas and substantial compliance among 23 agencies audited. <p>Happenings Around Avita</p> <ul style="list-style-type: none"> • APEX Program • Gainesville Clubhouse Mentor • Supported Employment Program • Dr. Armistead our ACT Team physician is leaving. Cindy interviewed a prospective candidate who is very interested in the position. <p><u>Financial Update</u></p> <p>Victor Bowers reviewed the financial report for the month ending February 29, 2016.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 56.4 days; minimum standard is 30 days • Current Ratio: 3.6:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 52.5 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.33:1; maximum standard is 2.5:1 <p>Consolidated Financial Statement</p> <p>Revenue had an unfavorable net variance of \$187k due to:</p> <ul style="list-style-type: none"> • Delayed startup for the new reimbursable contracts • Reduced DD Respite usage • Delayed revenue in Medicaid Waivers due to the improper diagnosis code use. <p>Expenses had a favorable net variance of \$194k due to:</p> <ul style="list-style-type: none"> • New reimbursable contracts staffing levels ramping up • Reduced spending in family support services • Contracts favorable due to the number of active host home providers and <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> • For the month we ended with a net surplus of \$138k and \$928k for the year-to-date. <p>Projection by end of fiscal year</p> <ul style="list-style-type: none"> • If we continue to meet budget the projected year-end net surplus would be \$1,444k <p><u>Annual Corporate Compliance Report</u></p> <p>Roger Scott presented a PowerPoint and reviewed the following slides:</p> <ul style="list-style-type: none"> • Program Purpose & Objectives & Priorities • Key Federal Initiatives • U.S. False Claims Act • Whistleblower Protection • Program Components & Effectiveness • What we expect of employees & contract service providers • 2015 Program Activity • Report Types, Subjects and Dispositions (2011 – 2015) • Data Trends • Conclusions 		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p><u>Appointment of Nominating Committee</u> Carol Fisher, Quentin Carr and Joe Hirsch volunteered to serve on the committee. They will announce the slate of officers in May and the vote will take in June.</p> <p><u>Request Board Governance Committee to review Bylaws prior to ratification at July meeting</u> Angela Whidby requested the committee review the bylaws.</p> <p><u>Committee Reports</u> Board Governance – Joe Hirsch reported</p> <ul style="list-style-type: none"> • Board Handbook is under revision • Planning for a new Board Member Orientation: date to be determined <p>Community & Client Relations</p> <ul style="list-style-type: none"> • No report. Carol Fisher reported they did not have a quorum. <p>Finance – Quentin Carr reported.</p> <ul style="list-style-type: none"> • The committee reviewed and discussed the financial reports. 		
Adjournment	Motion to adjourn by Quentin Carr; second by Angela Whidby. Motion carried and the March 22, 2016 Board meeting was adjourned at 8:37 p.m.		
Chair's signature indicating approval			
			
Brian Alexander		Date Approved	

Respectfully submitted,



Regina Grisham
Recording Secretary