

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: September 22, 2015	TIME: 7:14 p.m. – 8:10 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Executive Team Member Attendance

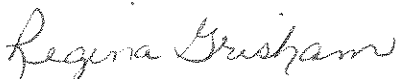
Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <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
Spotlight on Services	Orlando Hanon gave an informative presentation on the Family Support Services Program. A family who receives support for their child shared how the program has benefited their family.		
Welcome & Call to Order	The September 22, 2015 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:14 p.m.		
Approval of Agenda	Todd Levent requested the Avita Family Presentation be added to the agenda. Motion to approve the amended agenda was made by Todd Levent; second by Margaret Gregory. 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 August 25, 2015 minutes was made by Angela Whidby; second by Sonny James. Motion carried.		
Business	<p>Avita Family Presentation</p> <ul style="list-style-type: none"> • Todd Levent attended at the Cumming office and observed staff during Cindy's presentation. He only saw a few staff excited about what they were hearing. <p>Cindy gave the Board a copy of her PowerPoint presentation and highlighted:</p> <ul style="list-style-type: none"> • Focus group • Incentive programs for both behavioral health and developmental disabilities. • Opportunity to cash out PTO. • Christmas bonus for both part-time and full-time staff who have been employed at least 6 months. • Bringing counselors salary up to market levels in hopes that they will stay. • Career ladder implemented for BH & DD core programs <p>Cindy received some negative emails but also received positive feedback. There was also disappointment as all staff were hoping for a pay increase.</p> <p>Board Chair Report</p> <ul style="list-style-type: none"> • Brian Alexander reported that he visited the Cleveland office today and received a warm reception. • He is planning to visit monthly, take donuts to the staff and get to know them better. • Brian encouraged the board to visit the offices in their respective 		

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	<p>counties.</p> <ul style="list-style-type: none"> • Joe Hirsch added that he went to the Toccoa office for Cindy’s presentation. He said staff was very caring about the people they serve. • Charles Higgs added that he is very happy with the services his son receives and is pleased that the county will be providing additional space. <p>CEO Report</p> <p>Cindy Levi highlighted the following in her report that was previously emailed to the Board.</p> <ul style="list-style-type: none"> • Preparing for the implementation of the Georgia Collaborative ASO. It is being delayed until later in October. • ASL contract has been received to develop a team of: ASL-Fluent Counselor, Case Manager and Peer Support. • Entered into an agreement with Jackson & Coker to find an onsite physician for our Demorest clinic. • Met with Union Co. Sheriff Mack and his deputies. • Met with Dr. Blocker, Director of the Emergency Department at Union General Hospital. • Presented at the Hall County Juvenile Court Quarterly Stakeholders meeting. • Host Home Provider training • Georgia Mental Health Consumer Network conference • Avita selected as a recipient of McDonalds “Coffee with a Cause” <p>Pictures</p> <ul style="list-style-type: none"> • Direct Support Professional Week • Tim Ingram’s retirement • 80th birthday party for a Dahlonega client <p>Financial Update</p> <p>Victor Bowers reported the financial audit was completed during August. Due to changes in accounting standards we were required to make a pension fund adjustment to the State Employee Retirement System. This adjustment impacted our fund balance by \$1M.</p> <p>August Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 53.7 days; minimum standard is 30 days. • Current Ratio: 3.2:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 47.1 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.38:1; maximum standard is 2.5:1 <p>Variations from Budget</p> <p>Revenues had an unfavorable variance of \$68k primarily due to:</p> <ul style="list-style-type: none"> • GIA was unfavorable \$54k due to reduced usage in DD Respite and Family Support services. • Medicare was favorable \$49k due to payments released on a previous hold for re-credentialing paperwork filed on time but misplaced by Medicare. Billing Department staff attended a meeting in Birmingham to address issues we have had with Medicare. • Other local funds were unfavorable \$38k due to delayed startups for new reimbursement contracts and existing programs plus the accounts receivable accrual adjustment. <p>Expenses had a favorable variance of \$167k primarily due to :</p> <ul style="list-style-type: none"> • Salary and benefits had a favorable variance of \$103k due to unfilled 		

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	<p>budgeted vacancies and reimbursement services contracts ramping up to contract levels.</p> <ul style="list-style-type: none"> If we continue to meet budget the projected year end surplus would be \$566k. <p>Balance Sheet</p> <ul style="list-style-type: none"> It has been revised due to the pension adjustment we were required to make. <p><u>Committee Reports</u></p> <p>Board Governance</p> <ul style="list-style-type: none"> Joe Hirsch reported that he was elected chair. He asked for an update on the strategic plan and met with Cindy, Allan and Roger. An update on the strategic plan will be presented to the board at an upcoming meeting. <p>Community & Client Relations</p> <p>Zadie Peters reported that Roger Scott reviewed the following with the committee:</p> <ul style="list-style-type: none"> Organizational Climate Action Plan <p>He gave an update on:</p> <ul style="list-style-type: none"> Developmental Disability programs New host home providers Filling vacant positions Behavioral Health have been working on their budgets Women's Treatment & Recovery Support program ASL grant SAIOP program expansion Staff training VA contract <p>Finance</p> <ul style="list-style-type: none"> Avita participates in a Transparency Group with several other CSBs. Information is shared on how well we are doing compared to the others. Key Performance Indicators. The state does not share information and the risk map has not been updated. We were told Avita is the only CSB who has submitted all information. There are 5 CSBs that the state has concerns about. 		
Executive Session	At 8:10 p.m. a motion was made by Angela Whidby to enter into executive session to discuss a personnel matter; second by Joe Hirsch. Motion passed. Allan Harden was asked to stay.		
Adjourn	With no further business the open meeting was adjourned at 8:10 p.m.		
<p>Chair signature indicating approval <i>VICE CHAIR</i> </p>			
Brian Alexander	ANGELA WHIDBY	Date Approved	10/27/15

Respectfully submitted,



Regina Grisham
Recording Secretary