

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: August 23, 2016	TIME: 7:30 p.m. – 8:03 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Board Vice-Chair

Attendance

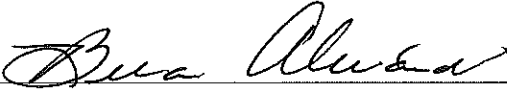
Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Mitchell	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input type="checkbox"/> Yes <input checked="" 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	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Carol Fisher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terri Wofford	<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		

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
Welcome & Call to Order	The August 23, 2016 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:30 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Sonny James; second by Charles Higgs. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 12 Board members attending this meeting.		
Review of Minutes	Motion to approve the July 26, 2016 minutes was made by Quentin Carr; second by Sonny James. Motion carried.		
Business	<p><u>Induction of FY17 Vice-Chair</u></p> <ul style="list-style-type: none"> Angela Whidby affirmed her oath of office as vice-chair for Fiscal Year 2017. <p><u>Oath of Office</u></p> <ul style="list-style-type: none"> Rita Bush, representing Banks County affirmed her oath of office for the term July 1, 2016 – June 30, 2019. Angela Whidby, representing Franklin County affirmed her oath of office for the term July 1, 2016 – June 30, 2019. Terri Wofford, representing Hart County affirmed her oath of office for the term July 1, 2016 – June 30, 2019. Cindy Levi announced that Carol Fisher, representing Rabun County has been diagnosed with stage 4 cancer and is under hospice care. <p><u>Board Vice-Chair Report</u></p> <p>Angela Whidby reported the GACSB Educational Exchange is scheduled for October 23-25, 2016 at Chateau Elan. Representatives from all CSBs attend. Avita will cover the cost of the registration. If a Board Member feels like it is too far to travel each day, Avita will consider paying for the hotel. Action: Board Members will notify Regina Grisham if they would like to attend.</p> <p><u>CEO Report</u></p> <p>Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> Representatives from the Governor’s Office of Planning & Budget, DBHDD & GACSB toured ViewPoint Health, Advantage BHS and completed their tour at Avita. The group was very complimentary of our programs. Avita hosted the Unify North GA Collaborative today. Avita is hosting the Behavioral Health Aging Conference tomorrow. Security enhancements at all offices have been completed. 	Board Members	

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<ul style="list-style-type: none"> • Met with White County Superintendent about utilizing space at the 9th Grade Academy once it is closed. • Partnered with Habersham County Family Connections to purchase school supplies. • Avita is participating in health fairs hosted by Medlink. • Trainings have been held for Avita supervisors and managers. • Glitch at Summit Crossing apartments; Commissioner Levent is going to help resolve. • Georgia Administrative Service Organization (ASO) will conduct a full agency-wide audit. • Two women have graduated from the Women’s Treatment Program. • Reimbursed \$42k from DBHDD for costs associated with the ASO implementation. • DD Groups made cards and gifts for law enforcement to show their appreciation. • 2 DD clients entered their artwork in the Creative Recovery Art Exhibition. • Staff turnover and program expansion. • Staff recognition. • Happenings around Avita and success stories. <p><u>Financial Update</u></p> <p>Victor Bowers reviewed the financial report for the month ending July 31, 2016.</p> <ul style="list-style-type: none"> • July is the first month FFS for core adult services and we are adjusting to the changes. • We met all of the KPIs in July. • Beacon Connects is denying peer and SAIOP services. They are mandating we get a provider number for these services. We submitted our applications several months ago and are still waiting. Until the provider number is issued the services will continue to be denied. <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 75 days; minimum standard is 30 days • Current Ratio: 7:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 65 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.29:1; maximum standard is 2.5:1 <p>Variances</p> <p>Revenue were unfavorable \$366k primarily due to:</p> <ul style="list-style-type: none"> • Unfavorable variance of \$96k in FFS Adult being less than the dollar volume needed for 70% of FFS. • Unfavorable variance of \$95k in Medicaid waivers due to aggressive service budgets in Demorest and the delay in opening the new Dawsonville site. • Unfavorable variance of \$29k in GIA due to increase in services in Family Support which was offset by no DD respite usage and less CAG/CRA services than budget • Other local funds were unfavorable \$128k due to delayed startups in some of our reimbursable contracts. <p>Expenses had a favorable variance of \$233k primarily due to:</p> <ul style="list-style-type: none"> • Favorable variance of \$205k in Salary/Benefits due to budgeted and unfilled staff vacancies and the new reimbursable contracts in startup mode. • Victor anticipates August will be a better month. • If we continue to meet budget the projected year-end surplus would be \$205k. 		
Announcements	<ul style="list-style-type: none"> • Joe Hirsch asked the Board Members to complete the assessment and return to Allan Harden next month. 		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<ul style="list-style-type: none"> The Board Handbook revision will be distributed at the September meeting. 		
Adjournment	There being no further business Angel Whidby adjourned the August 23, 2016 meeting at 8:03 p.m.		
Presiding officer signature indicating approval			
			
<div style="text-align: right;"> 10/25/16 Date Approved </div>			

Respectfully submitted,



Regina Grisham
Recording Secretary