

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: February 24, 2015	TIME: 7:30 p.m. – 8:06 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	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Jimmy Hooper	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input 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	Judy Theilman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input 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	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	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 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 February 24, 2015 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:30 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Brian Alexander; second by Joe Hirsch. 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 December 2, 2014 minutes and the January 27, 2015 minutes was made by Sonny James; second by Brian Alexander. Motion carried.		
Business	<p><b><u>Board Chair Report</u></b> No report.</p> <p><b><u>CEO Report</u></b> Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>• CSB Day at the Capitol</li> <li>• DBHDD Meeting <ul style="list-style-type: none"> <li>○ CSB Financial Risk Map</li> <li>○ Graphs showing where Avita was in 2009 to 2015 projections: 1) Operating Margin 2) Liabilities to Total Revenue 3) Unrestricted net Assets 4) Days of Cash on Hand 5) Personnel Cost to Revenues</li> </ul> </li> <li>• Georgia Collaborative Administrative Services Organization</li> <li>• Funding changes</li> <li>• Performance Monitoring Report &amp; Key Performance Indicators</li> <li>• Senate Bill 314</li> <li>• Senate Bill 131</li> <li>• Implement Weather</li> <li>• GACSB Board Member Interest Group Teleconference on March 2<sup>nd</sup>.</li> <li>• Organizational Climate Survey Report</li> </ul>		

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	<p><b><u>Financial Update</u></b>  Victor Bowers reviewed the January Financial Metrics.</p> <ul style="list-style-type: none"> <li>• Days of cash on hand are 38 days.</li> <li>• Current ratio – 2.4:1</li> <li>• Days of Unreserved Net Assets to Total Expenses – 39.7 days.</li> <li>• Long Term Debt to Net Assets 0.2:1 is for unpaid accrued leave.</li> </ul> <p>Financial Statement  Revenue had an unfavorable variance of \$103k primarily due to:</p> <ul style="list-style-type: none"> <li>• 2 holidays impacted Medicaid Waivers and being able to provide CAI/CAG services.</li> <li>• Ramping up new contracts. Case Management and Community Support Team services are maturing towards their budget.</li> </ul> <p>Expenses had a favorable variance of \$218k primarily due to:</p> <ul style="list-style-type: none"> <li>• A favorable variance in salary and benefits due to unfilled budgeted vacancies.</li> <li>• A favorable variance in family supports related to reduced limits in the FY15 contract.</li> </ul> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• We ended the month with a net surplus of \$229k and a \$1,275k surplus for the year to date.</li> <li>• Compared to the prior year to date we are ahead \$568k.</li> </ul> <p>Comparison of Budget to Actual</p> <ul style="list-style-type: none"> <li>• If we continue to meet budget going forward our projected year-end surplus would be \$1,707k.</li> </ul> <p><b><u>Resolution for the Renewal of the Shelter Plus Care Grant</u></b>  Anne Mundy made the motion to approve the resolution by authorizing Victor Bowers, Roger Scott and Allan Harden to be signers to draw funds from the Department of Community Affairs on behalf of Avita Community Partners. Second by Angela Whidby. Motion passed.</p> <p><b><u>CEO Goals for Fiscal Year 2015</u></b>  Anne Mundy reported that Cindy presented her goals to Board Governance tonight. The Committee makes the recommendation to approve the following goals:</p> <ul style="list-style-type: none"> <li>• Program Expansion by adding the Intensive Residential Treatment Program and the TANF Ready to Work Program.</li> <li>• Professional Development by completing the training to become a CARF surveyor.</li> <li>• Performance Monitoring: Avita will achieve an overall score of 90 or above on the semi-annual DBHDD Performance Monitoring Report.</li> </ul> <p>Brian Alexander made the motion to approve these goals; second by Angela Whidby.  Action: Regina will send a copy of the goals to all board members.</p>		

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	<p><b>Pay Raises and/or Bonuses for Avita Employees</b>  Cindy proposes that the CEO submit for approval to the Board of Directors any recommendations for agency-wide pay increases and/or bonuses. A proposal will be given to the Board in March, then back to the committee in April. It would layover for 30 days then voted on in May.</p>		
Announcements	<p><b>2015 GACSB Board Retreat</b>  The retreat is scheduled for May 14<sup>th</sup> and 15<sup>th</sup> in Dublin. Avita will cover the cost for any Board Member who would like to attend.</p>		
Adjournment	<p>There being no further business a motion to adjourn was made by Joe Hirsch; second by Sonny James. Motion carried and the February 24, 2015 Board meeting was adjourned at 8:06 p.m.</p>		
Chair's signature indicating approval			
			
Deborah Mack	Date Approved	3/24/15	

Respectfully submitted,



Regina Grisham  
Recording Secretary