

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: March 24, 2015	TIME: 7:08 p.m. – 7:51 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Sonny James	<input checked="" type="checkbox"/> Yes	<input 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	Todd Levent	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Judy Theilman	<input type="checkbox"/> Yes	<input checked="" 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	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	Charyl Durbin from the Gainesville Child & Adolescent Program showed various play therapy tools and how they are used during individual or group sessions. She also demonstrated how drums are used in therapy.		
Welcome & Call to Order	The March 24, 2015 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:08 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Brian Alexander. 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 February 24, 2015 minutes was made by Brian Alexander; second by Anne Mundy. Motion carried.		
Business	<p>Board Chair Report No report.</p> <p>CEO Report Cindy Levi gave a follow up on the presentation by Charyl Durbin. Funds to purchase materials came from the DBHDD System of Care grant. We also purchased materials for a suicide prevention program, anti-bullying program, and play therapy supplies for each center that can be used in the office or schools. Cindy highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> • Implementation date for the transition from DBHDD, Grant-In-Aid funding to Fee-For-Service has been pushed back to January 1, 2016. • Avita received a 2% increase in funding for Host Home services. Our contract host home providers will receive a 2% increase along with an increase in Room & Board payments effective April 1st. • Diversify our payer mix. We can accept Blue Cross Blue Shield; we entered into a contract with Pruitt Health and we have applied to be an in-network provider through Optum Health. • Recovery Oriented Self Inventory—there are 10 questions that relate to recovery. Cindy would like the Board to consider filling the vacant at-large member with someone in recovery. • The GACSB Board Member Interest Group held their first teleconference. Joe Hirsch represented Avita. Only 7 CSBs participated. • Follow up on the organizational climate survey. 22 staff volunteered to be on the Focus Group Committee and the Glue Committee added 2 additional staff members. • The Glue Committee is planning an employee appreciation luncheon in April, considering a monthly newsletter and planning an agency-wide family event in the fall. • We are applying for a \$300k grant from DBHDD to expand services in the 		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>schools.</p> <ul style="list-style-type: none"> We are applying to add another community support team to serve Habersham, Rabun and White Counties. The license has been received for the Intensive Treatment Residential program. We expect to start accepting individuals next month. GACSB Board Retreat—Joe Hirsch, Angela Whidby, Charles Higgs and Zadia Peters plan to attend. <p>Pictures of various activities around Avita</p> <ul style="list-style-type: none"> Newspaper article from the Gainesville Times DD Day at the Capitol Soldier visited the Toccoa Center and shared his experience while stationed in Iraq. Dahlongega and Demorest DD are making 100 stuffed monsters that will be given to children in the hospital. <p>Anne Mundy made the motion to add an at-large board member who is in recovery. Second by Brian Alexander. Motion passed. Cindy will be contacting some of the recovery groups such as NAMI.</p> <p><u>Pay Raises and/or Bonuses</u> Cindy does not have a proposal to submit at this time. She reported that staff received a Christmas bonus last year.</p> <p><u>Financial Update</u> Victor Bowers reviewed the February Financial Metrics.</p> <ul style="list-style-type: none"> We have 34 days of cash on hand. Current ratio is 2.5:1. Days of unreserved net assets to total expenses is 37.8 days. Long term debt to net assets is 0.2:1 for unpaid accrued leave. <p>Financial Statement Revenue and Expense Variances</p> <ul style="list-style-type: none"> Revenue had an unfavorable variance of \$129k and expenses had a favorable variance of \$191k. These variances were primarily due to clients and staff that were not able to get to the offices due to inclement weather. This impacted our Medicaid waivers and Medicaid outpatient revenue. Salary and benefits continue to be favorable due to unfilled budgeted vacancies. Our new contracts favorably impacted our bottom line. <p>FY15 Comparison of Budget to Actual</p> <ul style="list-style-type: none"> If we continue to meet budget going forward our projected year-end surplus would be \$1,770k. <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> Year-to-date surplus of \$1.4M compared to prior year-to-date surplus of \$446k had a favorable change of \$662,505. <p>Questions Charles Higgs asked about the funds we receive from the counties.</p> <ul style="list-style-type: none"> Cindy explained that we send letters to the counties requesting a financial contribution. Some counties tell us not to ask for an increase. If an increase is requested some counties want a detailed explanation on why the extra funds are needed. We are aware that some CSBs in North Georgia receive funding of \$1M or more. Avita receives approximately \$250k per year from our 13 counties collectively. The largest contribution we receive is \$53k. Some counties provide in-kind contributions such as supplying a building rent free in exchange for Avita providing services. Cindy added she is happy to share with each board member on what their 		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>respective county contributes.</p> <p><u>Appointment of Nominating Committee</u> Deborah requested Anne Mundy to chair the nominating committee and asked for volunteers. Charles Higgs and Brian Alexander volunteered to serve on the committee with Anne. They will announce the slate of officers in May and the vote will take place in June.</p> <p><u>Request Board Governance to review the Bylaws</u> Deborah requested the committee review the bylaws.</p> <p><u>Committee Reports</u> Board Governance – Anne Mundy reported. <ul style="list-style-type: none"> • The CEO Goals were reviewed and presented to the Board last month. The committee made the recommendation to approve. • They also reviewed Cindy’s recommendation that she submit to the Board of Directors for approval any agency-wide pay raises and/or bonuses. Community & Client Relations – Zadie Peters reported. Dr. Roger Scott reviewed the following topics with the committee. <ul style="list-style-type: none"> • Behavioral Health services program updates: <ul style="list-style-type: none"> ○ Intensive Treatment Residential Program ○ TANF Ready for Work ○ Funding to add 5 additional Case Managers ○ Community Support Team ○ Assertive Community Treatment Team ○ Developmental Disability services ○ Improvement at the Dahlonga DD center ○ Host Home Provider rate increase • Key Performance Indicators • Performance Monitoring Report • Improvements that have been made from prior year. Finance <ul style="list-style-type: none"> • Angela Whidby had nothing further to add to Victor’s report. <p><u>Board Vacancies</u> Charles Higgs asked why it is so hard to get a person to represent their county. <ul style="list-style-type: none"> • We’ve tried various ways to get these vacancies filled. • Todd Levent suggested contacting area churches for recommendations. </p> </p>		
Announcements	Cindy reported that we were notified yesterday that Jimmy Hooper resigned.		
Adjournment	There being no further business a motion to adjourn was made by Angela Whidby; second by Brian Alexander. Motion carried and the March 24, 2015 Board meeting was adjourned at 7:51 p.m.		

Chair's signature indicating approval

VICE-CHAIR

Deborah Mack

4/28/15

Deborah Mack **BRIAN ALEXANDER**

Date Approved

Respectfully submitted,

Regina Grisham

Regina Grisham
Recording Secretary