

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: April 26, 2016	TIME: 7:31 p.m. – 8:12 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, Board Chair

Attendance

Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charles Higgs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Zadie Peters	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<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
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Judy Theilman	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Carol Fisher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terri Wofford	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Melissa Mitchell	<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 April 26, 2016 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:31 p.m.		
Approval of Agenda	The agenda could not be approved due to not having a quorum.		
Determine Presence of a Quorum	We do not have a quorum since there are only 8 of 17 Board Members in attendance.		
Review of Minutes	Minutes of the March 22, 2016 could not be approved due to not having a quorum and will be deferred until the next meeting.		
Business	<p><b><u>Oath of Office</u></b> Terri Wofford, representing Hart County and Barbara Wofford, representing Lumpkin County each affirmed their oath of office.</p> <p><b><u>Board Chair of Report</u></b> Brian Alexander reported that he spoke to the White County Chamber of Commerce. The chamber has a business after hours meeting that he thought would be good for Avita to participate in. It would be an opportunity for Avita to educate Chamber Members about our services.</p> <p><b><u>CEO Report</u></b> Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> <li>• Women’s Treatment and Recovery Service Residential Program</li> <li>• Customized Employment Grant</li> <li>• Attended the Developmental Disabilities (DD) Learning Collaborative</li> <li>• Attended the SPADD conference</li> <li>• Attended the DD Transition Meeting to learn more about DD individuals residing in state facilities.</li> <li>• Met with Genoa Pharmacy regarding privatizing our pharmacy</li> <li>• New Dawsonville Office – new flooring has been laid, furniture ordered, and the provider application has been submitted.</li> <li>• Suicide Prevention Policy</li> <li>• Attended the Human Resource Award Program with Allan Harden</li> <li>• Attended the Hart County Commissioners Meeting with Terri Wofford</li> <li>• Lumpkin County has appointed Barbara Bosanko</li> <li>• Attended a meeting at Union General Hospital</li> <li>• NAMI hosted a Crisis Intervention Training in Gainesville</li> <li>• Wellcare notified us of rate changes</li> <li>• Team Incentive Program for behavioral health staff</li> <li>• GACSB recommending some changes to the Association’s Bylaws.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Rabun Clubhouse partnered with Lady Bug Organic Farm. Their fidelity monitoring review went very well.</li> <li>• Staff recognition for going above and beyond</li> </ul> <p>Happenings around Avita</p> <ul style="list-style-type: none"> <li>• DD Programs are hosting Employment Cafes</li> <li>• Renovations at the Blairsville office</li> </ul> <p>Cindy added to her written report:</p> <ul style="list-style-type: none"> <li>• County contribution information</li> <li>• Need additional host home providers. They are paid a daily training stipend plus room and board. 1 or 2 clients would reside in the home.</li> <li>• Employee Newsletter</li> <li>• Thank you letter from client</li> <li>• Document with list of services offered at each office was distributed</li> <li>• Cindy, Joe Hirsch and Angela Whidby will be attending the GACSB Retreat</li> </ul> <p><b>Financial Update</b></p> <p>Victor Bowers reviewed the financial report for the month ending March 31, 2016.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 61.2 days; minimum standard is 30 days</li> <li>• Current Ratio: 3.7:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 56 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.32:1; maximum standard is 2.5:1</li> </ul> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• We ended the month with a net surplus of \$124k which is a 5.8% margin.</li> <li>• Revenue had an unfavorable variance of \$132k due to delayed startups with new contracts, delayed revenue in Medicaid Waivers for using the wrong diagnosis code and no GIA DD respite usage.</li> <li>• Expenses were favorable \$153k due to reduced spending in family support services, reduced employee travel expense reimbursement and reduced utility expenses.</li> <li>• Year-to-date surplus is \$1,051k. Compared to prior year-to-date the change is an unfavorable \$700k. This is primarily due to salary adjustments and hiring staff for new programs.</li> <li>• If we continue to meet budget our projected year end surplus would be \$1,465k.</li> </ul> <p>3<sup>rd</sup> Quarter of FY16 compared to previous quarter</p> <ul style="list-style-type: none"> <li>• Revenue was slightly down at -0.11%</li> <li>• Expenses were down -1.20%</li> <li>• Net surplus increased 23.10%</li> </ul>		
Adjournment	With no further business Brian Alexander adjourned the meeting at 8:12 p.m.		
<p>Chair's signature indicating approval</p> <p><i>Brian Alexander</i>      5/31/16</p> <p>Brian Alexander      Date Approved</p>			

Respectfully submitted,

*Regina Grisham*

Regina Grisham  
Recording Secretary