

Avita Community Partners  
Board of Directors  
Meeting Minutes

|  |  |
|--|--|
| DATE: January 26, 2016                   | TIME: 7:12 p.m. – 7:59 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 | Charles Higgs | <input type="checkbox"/> Yes <input checked="" 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 | Judy Theilman | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Carol Fisher     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Todd Levent   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Angela Whidby | <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 |               |   |

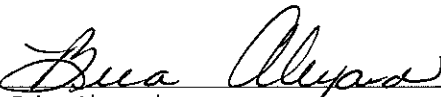
Guests: Terri Wofford, Hart County; Melissa Mitchell, Stephens County

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              | <b>Women's Treatment Recovery Support (WTRS) Program</b><br>Lauren Kraemer, program manager presented information about this new program. WTRS is a residential addiction treatment program for women and includes therapeutic child care for children under 12 years old. The program is funded by the Georgia Department of Family and Children Services.  |         |         |
| Welcome & Call to Order            | The January 26, 2016 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:12 p.m.   |         |         |
| Approval of Agenda                 | Motion to approve the agenda was made by Sonny James; second d by Deborah Mack. Motion carried.  |         |         |
| Determine the Presence of a Quorum | A quorum was present with 8 Board members attending this meeting.  |         |         |
| Review of Minutes                  | Motion to approve the December 1, 2015 minutes was made by Quentin Carr; second by Joe Hirsch. Motion carried.   |         |         |
| Business                           | <p><b>Board Vice-Chair</b><br/>Angela Whidby reported the GACSB Day at the Capitol is February 10th, 8:30 a.m. – 2:00 p.m. She is planning to attend with Cindy. Any Board Member is welcome to attend. To RSVP, contact Regina Grisham.</p> <p><b>CEO Report</b><br/>Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>• Avita Gives Back</li> <li>• City of Gainesville Mayors Motorcade</li> <li>• NAMI donation to residents at the Supported Housing Program</li> <li>• Georgia ASO went live in December</li> <li>• Recognition of Anne Campbell, Lori Holbrook and team members</li> <li>• Meeting with Commissioner Berry agreed that DBHDD will cover the costs</li> <li>• ASL Program has started.</li> <li>• Staff recognized for going Above and Beyond</li> <li>• Agency assessments of the CSU and BH programs.</li> <li>• Griffin-Hammis Customized Employment Training for DD staff</li> <li>• Dr. Tom Cobb is our new full time psychiatrist for Habersham County</li> <li>• Dream Weavers and the MLK Peace Walk</li> <li>• Dahlonega DD Office was flooded</li> <li>• WTRS program</li> <li>• New contract negotiated with our telemed provider</li> <li>• Skype account opened to use for interviewing employment candidates</li> </ul> |         |         |

| Agenda Items | Key Discussion Points/Outcomes/Decisions/Action Items   | By Whom | By When |
|--------------|---|---------|---------|
|              | <ul style="list-style-type: none"> <li>• Governor's proposed budget for FY17</li> </ul> <p>Happenings Around Avita</p> <ul style="list-style-type: none"> <li>• New Forensic Program</li> <li>• Demorest IOP expansion</li> <li>• Ian Brower selected to chair the CSB Addictive Disease Special Interest Group</li> <li>• Supported apartments holiday party at Jaemor Farms</li> <li>• Flu Shots offered to staff</li> </ul> <p>Upcoming Events</p> <ul style="list-style-type: none"> <li>• WTRS Open House, January 28<sup>th</sup> 11:30 a.m. -1:30 p.m.</li> <li>• CSB Day at the Capitol, February 10<sup>th</sup> 8:30 a.m. – 2:00 p.m.</li> <li>• Janice McAllister's retirement celebration, February 26<sup>th</sup> 3-5pm at the Demorest DD Center</li> </ul> <p>Cindy added to her report:<br/>Results of the Avita Organizational Climate Survey.</p> <ul style="list-style-type: none"> <li>• There was significant improvement over most areas.</li> <li>• There were 2 areas that were slightly down that we are addressing.</li> </ul> <p><b><u>Financial Update</u></b></p> <p>Victor Bowers reported.<br/>FY16 Budget Changes</p> <ul style="list-style-type: none"> <li>• The changes to the FY16 budget approved last month increased our year-end surplus from \$454,699k to \$1,262,564.</li> </ul> <p>Victor reviewed the financial report for the month ending December 31, 2015.<br/>Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 59.2 days; minimum standard is 30 days.</li> <li>• Current Ratio: 3.5:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 53.6days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.34:1; maximum standard is 2.5:1</li> </ul> <p>Variations from Budget<br/>Revenues had an unfavorable variance of \$178k due to:</p> <ul style="list-style-type: none"> <li>• Unfavorable variance in GIA due to reduced DD Respite usage, family support services and DD CAG services.</li> <li>• Other local funds were unfavorable due to delayed startups for new contracts.</li> <li>• All other line items were unfavorable due to VA rate changes.</li> </ul> <p>Expenses had a favorable variance of \$249k due to:</p> <ul style="list-style-type: none"> <li>• Favorable variance in salaries and benefits due to unfilled budgeted vacancies.</li> <li>• Contracts were favorable due to a few physicians on leave.</li> <li>• All other expenses had a favorable variance due to a reduction in DD respite usage, employee travel expense reimbursement, training expenses to host home providers, utility expenses and vehicle fuel.</li> </ul> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• Net income variance from budget is a favorable \$71k.</li> <li>• If we continue to meet budget our projected year-end net surplus would be \$1,478k.</li> </ul> <p>Comparison of Budget to Actual</p> <ul style="list-style-type: none"> <li>• The 2<sup>nd</sup> quarter of FY16, revenues and expenses were up.</li> <li>• The 2<sup>nd</sup> quarter net surplus was down 36% due to the employee bonus paid out in November.</li> </ul> <p><b><u>FY15 Financial Audit Report Summary</u></b></p> <ul style="list-style-type: none"> <li>• Victor presented the FY15 audit report prepared by Garland, Williams and Associates.</li> <li>• We had a clean audit with no exceptions.</li> <li>• There were no issues with internal controls.</li> <li>• Victor demonstrated how the audit figures are derived from our unaudited P&amp;L</li> </ul> |         |         |

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|--|--|---------|---------|
|  | <p>reconciliation to the audited P&amp;L. He pointed out the differences on the full accrual vs. the adjusted modified cash basis. There was one favorable adjustment of \$39k in accounts receivable balance.</p> <p><b>HR Quarterly Report</b></p> <p>Allan Harden reviewed the October—December 2015 data.</p> <ul style="list-style-type: none"> <li>• Current Employee Count—253 full-time; 33 part-time</li> <li>• Turnover—full-time 19.76%; part-time 48.48%; combined annualized 23.08%. Allan compared turnover to the same period in 2014.</li> <li>• Positions vacated—10 voluntary and 1 assisted.</li> <li>• New positions created—6</li> <li>• Workman’s Comp—none</li> </ul> |         |         |
| Executive Session  |  |         |         |
| Chair’s signature indicating approval  |  |         |         |
|  |  |         |         |
| Brian Alexander  | Date Approved  |         | 2/23/16 |

Respectfully submitted,



Regina Grisham  
Recording Secretary