

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: September 26, 2017	TIME: 7:03pm – 7:47pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby

Attendance

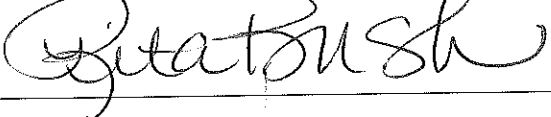
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Victor Anderson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alan Wallhausen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mark Baker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Charles Higgs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Executive Team Member or Avita Staff Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cathy Ganter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hannah Cargle	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gwen Hall	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Spotlight on Services Peer Support Program	Tony Lisenbee from the Gainesville Peer Support Program introduced 2 clients who receive peer support services. The clients shared how the services they receive from Avita have improved their quality of life.
Welcome & Call to Order	The September 26, 2017 meeting of the Board of Directors was called to order by Board Chair, Angela Whidby at 7:03 p.m.
Determine Presence of a Quorum	A quorum was present with 10 Board Members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Brian Alexander; second by Kent Woerner. Motion carried.
Approval of Minutes	Motion to approve the August 22, 2017 minutes was made by Victor Anderson; second by Anne Davis. Motion carried.
Oath of Office	Susan Harris, representing Stephens County affirmed her oath of office for the term July 1, 2017 – June 30, 2020.
Board Chair Report	Angela Whidby reported that she will be attending the GACSB Educational Exchange Conference on October 22-24, 2017. Other board members attending are Sylvia Chassner, Anne Davis and Alan Wallhausen.
CEO Report	<p>Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> <li>• Impact of Hurricane/Tropical Storm Irma</li> <li>• Steering committee for the development of the new emergency department services at Northeast Georgia Medical Center to address the opioid crisis visited a program in Connecticut.</li> <li>• The nurse and paramedic that compose “The Team” from Habersham Medical Center met with Avita staff.</li> <li>• Construction project at the Thurmon Tanner office.</li> <li>• Derek Singleton has been training with Victor Bowers this month.</li> <li>• Dr. Mathews, the psychiatrist for Gainesville Adult Outpatient retired and an immediate replacement was found. Dr. Kolipaka is another new physician and is working in our Cumming office.</li> <li>• Technical Assistance was provided by Avita staff to Cobb Douglas CSB. Mary Donna McAvoy provided some consultation to the Clayton CSB as they are considering opening a CSU.</li> <li>• Cindy, staff and clients from our developmental disability programs attended the Georgia Gathering.</li> <li>• Robert Baker and Associates have completed the field work for the audit. A positive</li> </ul>

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	<p>adjustment of \$157k will added to the bottom line.</p> <ul style="list-style-type: none"> <li>• Corrective Action Plan was submitted to CARF.</li> <li>• Contract with the VA expires on September 30th. Cindy was notified today that the VA will extend the contract.</li> <li>• Finalizing a new Host Home Provider contract. We are working with 9 potential providers.</li> <li>• We are exploring the possibility of adding a new IDD service called Community Living Support.</li> <li>• Results of IDD satisfaction survey</li> <li>• Staff recognized for going above and above</li> <li>• Monthly themed bulletin boards in our outpatient offices to provide education on topics such as suicide</li> <li>• Crisis Intervention Team training was provided in Dawsonville.</li> </ul> <p>Upcoming Events</p> <ul style="list-style-type: none"> <li>• Victor's retirement reception September 29<sup>th</sup> from 2-4pm.</li> <li>• Avita's Annual Family meeting will be October 20<sup>th</sup> at 4pm.</li> <li>• Employee appreciation event at Jaemor Farms on December 15<sup>th</sup> from 5:30-8:30pm.</li> </ul> <p>Board Members are welcome to attend any of these events.</p>
Financial Update	<p>Victor Bowers, CFO reviewed the financial report for the month ending August 31, 2017.</p> <p><u>Financial Metrics</u></p> <ol style="list-style-type: none"> <li>1. Days of Cash on Hand: 81.4 days; minimum standard is 30 days.</li> <li>2. Current Ratio: 10.6:1; minimum standard is 1:1.</li> <li>3. Days of Unreserved Net Assets to Total Expenses: 81.3 days; minimum standard is 60 days.</li> <li>4. Long Term Debt to Net Assets: 0.17:1; maximum standard is 2.5:1.</li> </ol> <p><u>Consolidated Income Statement</u></p> <p>Revenues had an unfavorable net variance of \$6k primarily due to:</p> <ul style="list-style-type: none"> <li>• The unfavorable variance of \$75k in Other Local funds is related to the reimbursable contract billings vs. budget for new contracts ramping up.</li> <li>• The favorable variance of \$40k in Medicaid Outpatient is related to the CMO's releasing payments.</li> </ul> <p>Expenses had a favorable variance of \$74k primarily due to:</p> <ul style="list-style-type: none"> <li>• The favorable variance of \$75k in Salaries and Benefits due to unfilled budgeted vacancies.</li> <li>• The favorable variance of \$27k in Equipment relates to a budget error on a reimbursable contract that will be corrected in September.</li> <li>• Family Support services had an unfavorable variance \$27k due to the increase in reimbursable expenditures that contribute favorably to GIA.</li> </ul> <ul style="list-style-type: none"> <li>• We ended the month with a net surplus of \$122k or 5.5% margin.</li> <li>• Year-to-date our net surplus is \$277k.</li> <li>• If we continue to meet budget the projected year end net surplus would be \$830k.</li> </ul> <p>Impact of Irma on September numbers.</p> <ul style="list-style-type: none"> <li>• Expect revenue to drop approximately \$66k</li> </ul>
Georgia DCA Housing Resolution	<p>Alan Wallhausen made the motion that we approve the Resolution for the Georgia Department of Community Affairs, Shelter Plus Care, Supportive Services Grant, and the Emergency Solutions Grant by authorizing Cathy Ganter, Chief Operations Officer, Lori Holbrook, Chief Clinical Officer, Christie Brooksher, Financial Operations Manager and Allan Harden, Human Resources Director to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Brian Alexander. Motion passed.</p>

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Committee Reports	<p>Board Governance</p> <ul style="list-style-type: none"> <li>• Kent Woerner reported that he was elected chair.</li> <li>• The committee is planning to do new board member orientation in October.</li> </ul> <p>Community &amp; Client Relations</p> <ul style="list-style-type: none"> <li>• Sylvia Chassner reported the committee was updated on developmental disability services, specialty services and behavioral health services.</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>• Alan Wallhausen reported that Victor reviewed the financial report with the committee.</li> </ul>
Executive Session	At 7:35pm Alan Wallhausen made a motion to enter into executive session to discuss a personnel matter. Second by Brian Alexander. Motion passed. Allan Harden was asked to stay. Executive session closed at 7:46pm and the open meeting resumed.
Adjournment	With no further business, Angela Whidby adjourned the meeting at 7:47pm.
Presiding Officer signature indicating approval	
	
<div style="text-align: right;">10/24/17</div> <div style="text-align: center;">Date Approved</div>	

Respectfully submitted,

*Regina Grisham*

Regina Grisham  
Recording Secretary