

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: January 27, 2015	TIME: 7:12 p.m. – 8:46 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Anne Mundy, Board Parliamentarian

Attendance

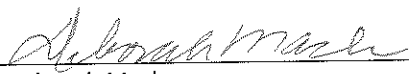
Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jimmy Hooper	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Zadie Peters	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input type="checkbox"/> Yes <input checked="" 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
Charles Higgs	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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	Michelle Thompson, Program Director for the Supported Apartment Program spoke about the outreach that was made to the homeless during the recent cold weather. 25 individuals which included 2 families were provided a room at an extended stay motel in Gainesville. The individuals and families were connected with other resources in the community.		
Welcome & Call to Order	The January 27, 2015 meeting of the Board of Directors was called to order by Board Parliamentarian, Anne Mundy at 7:12 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 7 of 14 Board Members in attendance		
Review of Minutes	Minutes of the December 2, 2014 meeting could not be approved due to not having a quorum and will be deferred until the next meeting.		
Business	<p><b>Upcoming Events</b></p> <ul style="list-style-type: none"> <li>• GACSB Association is hosting CSB Day at the Capitol on February 12<sup>th</sup> from 9AM - Noon</li> <li>• DBHDD is hosting a meeting at 2 Peachtree on February 12<sup>th</sup> from 2-4PM. Joe Hirsch, Angela Whidby, Deborah Mack and Cindy Levi will attend. Action: Notify Regina or Cindy by February 6, 2015 if you would like to attend.</li> </ul> <p><b>CEO Report</b></p> <p>Cindy Levi highlighted the following in her report that was previously emailed:</p> <ul style="list-style-type: none"> <li>• Received \$1,260 in cash from the Gainesville Mayor's Motorcade along with gifts to distribute to our clients.</li> <li>• Donation of \$10 Wal-Mart gift cards from NAMI to the Supported Apartments residents.</li> <li>• Avita Gives Back Program</li> <li>• MTM Training/webinar for Board Members is scheduled for May 20<sup>th</sup>, 9AM - Noon.</li> <li>• Performance Monitoring Report was submitted to DBHDD December 31<sup>st</sup>.</li> <li>• Dr. Seabolt, a new psychiatrist for our Blairsville Center is starting February 2<sup>nd</sup>.</li> <li>• We are expanding our substance abuse groups.</li> <li>• The Key Financial Indicators (KPI) will be reviewed with DBHDD in February.</li> <li>• We received the results of the Organizational Climate Survey. A full report will be given to the Board after the Executive Team reviews and develops strategies to address areas of concern.</li> </ul>	Board Members	

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	<ul style="list-style-type: none"> <li>• DBHDD and DCH approved a 2% increase in reimbursement rates for our Developmental Disability services effective December 11, 2014.</li> <li>• We did an analysis of our 61 vehicle fleet and entered into an agreement with Enterprise to lease 5 vehicles.</li> <li>• Intensive Treatment Residential Program—the final inspection was completed this afternoon. We are in process of hiring staff.</li> <li>• TANF Program—we received the contract and the program will be housed at Glen Cove Apartments in Gainesville.</li> <li>• Cindy has been approved to become a CARF Surveyor and will attend a training session June 24-26, 2015.</li> <li>• Ativa donated 12 hygiene baskets for the Crisis Apartment Program.</li> <li>• Cindy shared a Gainesville Times newspaper article where Avita was recognized for helping a family.</li> <li>• Formal Dance for clients with developmental disabilities will be held at the YMCA on February 20<sup>th</sup>.</li> <li>• Picture of Blairsville clients participating in a wood working project at Home Depot.</li> </ul> <p><b>Financial Update</b></p> <p>Victor Bowers reviewed the Financial Metrics.</p> <ul style="list-style-type: none"> <li>• Our days of cash on hand are 29.2 days. We had fewer expenses in December which contributed to the cash.</li> <li>• The days of unreserved net assets to total expenses continues to improve.</li> <li>• We are meeting the standard for current ratio and long term debt to net assets.</li> </ul> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• For the month of December we ended with a net surplus of \$244k (11.8% margin) and a \$1,046k surplus (8.7% margin) for the year-to-date.</li> </ul> <p>Revenue had an unfavorable variance of \$22k due to:</p> <ul style="list-style-type: none"> <li>• DD Family Support services ramping up.</li> <li>• Case Management and Community Support Team services ramping up to mature budget expectations.</li> </ul> <p>Expenses had a favorable variance of \$183k primarily due to:</p> <ul style="list-style-type: none"> <li>• Favorable variance in salaries and benefits.</li> <li>• Contracts were favorable due to the reduced number of hours worked by the contract physicians during the holidays.</li> <li>• Reduced expenditures in Family Support services while ramping up for the new-year.</li> </ul> <p>Comparison of Budget to Actual</p> <ul style="list-style-type: none"> <li>• The 2<sup>nd</sup> quarter of FY15 ended strong.</li> <li>• If we continue to meet budget our projected year-end surplus would be \$1,593k.</li> </ul> <p><b>FY14 Financial Audit Report Summary</b></p> <ul style="list-style-type: none"> <li>• Victor Bowers presented the FY14 audit report prepared by Robert Baker and Associates. He demonstrated how the audit figures are derived from our financial statements.</li> <li>• We had a clean audit with no findings or exceptions noted.</li> <li>• Victor pointed out on page 6 of the report how our revenue could be impacted in FY16 due to Grant-In-Aid funding changing to Fee-For-Service.</li> </ul> <p><b>HR Summary Report</b></p> <p>Allan Harden reviewed the July–December 2014 data.</p> <ul style="list-style-type: none"> <li>• New hires—22 full-time and 13 hourly.</li> <li>• The combined turnover rate for this period was 20.08% (27 positions). This was slightly down from 29 positions in 2013. The strategic plan goal for</li> </ul>		

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	<p>turnover is 15%.</p> <ul style="list-style-type: none"> <li>• Positions Vacated—18 full-time and 9 hourly.</li> <li>• New Positions Created—10 full-time and 4 hourly. These new positions are for the new intensive treatment residential program, additional staff due to the increase in intensive outpatient groups and additional staff to work with new developmental disability waiver clients.</li> <li>• Positions vacated are reviewed by members of the executive team to determine if they need to be replaced.</li> <li>• Current staff count is 228 full-time and 34 hourly.</li> </ul> <p><b>2014 Corporate Compliance Annual Report</b></p> <p>Dr. Roger Scott presented a PowerPoint and reviewed the following slides:</p> <ul style="list-style-type: none"> <li>• Program Purpose, Objectives and Priorities</li> <li>• Key Federal Initiatives</li> <li>• U. S. False Claims Act</li> <li>• Whistleblower Protection</li> <li>• Program Components and Effectiveness</li> <li>• What We Expect of Employees &amp; Contract Service Providers</li> <li>• Program Activity</li> <li>• Report Types, Subjects and Dispositions (2011 – 2014)</li> <li>• Data Trends</li> <li>• Conclusions</li> </ul> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• As the state moves to the fee-for-service environment, are we anticipating any mergers? No because of measures we are putting in place for access to care and productivity standards for clinicians.</li> <li>• Are we expecting an impact in funding? If the state requires us to pay for state health benefits for all employees instead of only those who use the benefits this will impact us. We are advocating to DBHDD that we only pay for individuals who use the benefits and not all employees.</li> </ul> <p><b>Resolution for the Renewal of the Shelter Plus Care Grant</b></p> <p>This resolution authorizes 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. Quentin Carr made the motion to approve the resolution; second by Joe Hirsch.</p> <p>Action: Quentin requested Regina Grisham to review the bylaws to determine if the motion could be approved by teleconference.</p>		
Adjournment	Meeting adjourned at 8:46 p.m.		
Chair's signature indicating approval			
			
Deborah Mack	Date Approved 2/24/15		

Respectfully submitted,



Regina Grisham  
Recording Secretary