

Avita Community Partners
Board of Directors Meeting Minutes

DATE: May 25, 2022	TIME: 7:00 PM
PLACE: Avita Administrative Offices and Zoom	PRESIDING: Angela Whidby, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input 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	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carol Williams	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sharon Bucek	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rachel Mathis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shelly Echols	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Sherry Estep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Executive Team Member Attendance

Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<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	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hannah Quinn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The Board Meeting was called to order at 7:00 PM by Angela Whidby.
Determine Presence of a Quorum	A quorum was present with 11 members.
Approval of Agenda	Motion to approved by motion of Barbara Bosanko, seconded by Kent Woerner, passed unanimously.
Approval of Minutes	Motion to approved by motion of Barbara Bosanko, seconded by Kent Woerner, passed unanimously.
Board Chair Report	Angela welcomed everyone and moved straight into the agenda to the CEO report.
Oath of Office	Rachel Mathis was sworn in as a board member. Her term will expire on 6/30/24.
CEO Report	<p>Cindy reviewed the following in her report:</p> <ul style="list-style-type: none"> • Avita’s operations continue to move forward, opening more opportunities for community outings and social interactions as the impact of COVID lessens. Last month, we had a few isolated incidents of COVID which impacted our services, but not to the magnitude of prior months. • All the Mental Health bills we were tracking were signed into law. • Significant progress has been made in our negotiations surrounding The Pines of Lanier. • We are still waiting for the retro-active rate increase back to July 1, 2021 for IDD services provided. • We were notified by DBHDD that the 5% rate increase approved in Georgia’s last Appendix K submission which is retro-active to July 1, 2021, will not be received until August of 2022. The new rates will be in the system and all billing submitted effective July 1, 2022, will include the 5 % rate increase. • May is Mental Health Awareness Month, and the first week of the month was designated Children’s Mental Health Week. Avita offices celebrated by wearing green ribbons, resource tables at our offices, and special bulletin boards. • The Dahlonega IDD group hosted an Open House at their facility on Friday, May 20th. • Avita signage is being updated at our facilities. • We applied for accessibility grants through Peachstate Care Management Organization. • Recently, we added a new partnership with Brenau University’s Physician Assistant Program. • Avita has been collaborating with other Hall County Partners to promote the United Way’s “Reach Out” Campaign. The theme of this campaign is to “Reach Out” for help when experiencing challenges associated with brain health. • The White County Chamber of Commerce hosted a Business Expo on May 12th. • Forsyth County has obtained funding to expand the Co-Responder Program to add 2 additional teams. This involves Avita hiring 2 additional clinicians.

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	<ul style="list-style-type: none"> The following staff have been recognized for receiving the most nomination in the “Give a Smile” campaign over the past month: Renee Carroll, Melania Medlin, Krista Evans, and Lori Kirkpatrick. Thanks to these employees for their dedication to Avita’s mission.
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> April saw a \$154,000 surplus. Our fiscal year to date is a positive \$313,000. Current year revenues are \$2.5M (or 11.7%) above prior year revenues. Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> Cash on Hand – 83 days – down from 91 days Current Ratio – 5.9:1 – down from last month’s 6:1 Days of Covered Expenses – 63 days Long Term Debt Ratio – .12:1 – same as last month
End of FY 22 Bonus	<p>Cindy Levi reviewed the proposal by sharing our cash on hand and projected cash on hand.</p> <p>The recommendation from the Executive Team includes a 3-tiered approach. 1. An additional paycheck for salaried employees who were hired prior to July 1, 2021, and an averaged paycheck for hourly employees hired prior to July 1, 2021. 2. A 1-week bonus for salaried employees that were hired between July 1, 2021 through Dec. 31, 2021, and an averaged 1-week of pay for hourly workers. 3. A lump sum of \$500 for all salaried and hourly workers hired between Jan. 1st through May 31, 2022. It is noted that there will not be matching 401K. The minimum bonus any staff will receive is \$500.</p> <p>Barbara Bosanko motioned to pass it, with Kent Woerner seconding it. The motion passed unanimously.</p>
Corporate Compliance Report and Strategic Plan	<p>Cathy Ganter reviewed the following in her report:</p> <ul style="list-style-type: none"> Compared to the same quarter of the last fiscal year: Drop in internal reports by 12, from 79 to 67; external reports a drop from 6 to 3; overall 15 less reports were produced We had 9% unsubstantiated claims versus 5% last fiscal quarter. She highlighted other patterns and trends with subject areas. Went over the quarterly strategic plan update and provide the status of the objectives.
Nominating Committee Report	<p>Barbara Bosanko’s report included nominating Kent Woerner as the Chairman for the next fiscal year and Penny Penn as the Vice-chair. Alice Wortham made the motion to approve, Terry Hawkins seconded. It passed unanimously.</p>
Proposed Bylaw changes	<p>Kent Woerner shared 3 changes that the board should vote on next month; page 4, Sec 1 allocation of terms, page 8, Sec 5 tenure, and page 30, Sec 7 allowing the COO to sign checks.</p>
Committee Reports	<ul style="list-style-type: none"> Board of Governance: Kent referred to the Bylaw changes. Community and Client Relations: Penny Penn shared the minutes to their last meeting. Highlights included: <ul style="list-style-type: none"> Host Home – Recently a few of our individuals have been exhibiting some behavioral issues that are causing their host home providers to not want them back in the home. We are struggling to find new homes for these individuals. Family Support – We are continuing to distribute funds for this year to families. Community Access – The individuals are enjoying being back in the community. Community Living Supports – There are several vacancies that we are working to fill. Behavioral Health Outpatient <ul style="list-style-type: none"> We are attending some community events to help the community learn about Avita services. We are moving back to providing face-to-face services at our outpatient centers. We have a new team lead for the Dahlenega Peer Program. We are still working with Forsyth County on their plans for a new Whole Health Facility. The CST program has doubled their census over the last year.

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	<ul style="list-style-type: none"> ➤ We are working with Commissioner Woerner to secure a location to provide services in Rabun County. • Behavioral Health Specialty Services <ul style="list-style-type: none"> ➤ Assertive Community Treatment – We have 4 staff vacancies that we are working to fill but despite the staff shortage, we are continuing to serve our clients. ➤ Women’s Treatment & Recovery Supports – We are still recruiting to fill the vacant positions. There are currently 12 out of 14 beds filled. ➤ Gainesville Clubhouse – The new program manager that was going to start next month has fallen through, so we are back to recruiting. We have hired a family advocate. This program services clients 13-17 years old. ➤ Rabun Clubhouse – This program’s numbers are beginning to increase again. We are currently serving 19 clients ranging in age from 6 to 13 years old. ➤ APEX – We currently have 12 counselors and a team lead servicing 67 schools. We have received funds to start a paid internship. ➤ American Sign Language – This program serves the entire state of Georgia. We currently have 1 staff vacancy. <p>Finance Committee: Angie was not present, but all was covered under the Financial report with Greg.</p>
Announcements	None.
Adjournment	Barbara Bosanko made a motion to adjourn followed by Alice Wortham who seconded it. Unanimous.

Angela Whidby/hh

June 22, 2022

Presiding Officer Signature

Date Approved

Respectfully submitted,

Hariah Hutkowski

Hariah Hutkowski, Recording Clerk