

Avita Community Partners
Board of Directors Meeting Minutes

DATE: October 26, 2022	TIME: 7:00 PM
PLACE: Avita Administrative Offices and Zoom	PRESIDING: Kent Woerner, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<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	Terry Hawkins	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Brenda Hardy	<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	Shanna Prather	<input checked="" type="checkbox"/> Yes <input 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	Hannah Quinn	<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	Allan Harden	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Call to Order	The Board Meeting was called to order at 7:01 PM by Kent Woerner.
Determine Quorum	A quorum was present with 11 out of 18 members.
Approval of Agenda	Motion to approve the agenda by Barbara Bosanko, and seconded by Angela Whidby, passed unanimously.
Approval of Minutes	Motion to approve the September 28th, 2022 minutes by Barbara Bosanko, seconded by Shanna Prather, passed unanimously.
Board Chair Report	Kent welcomed everyone with nothing new to report.
CEO Report	<p>Cindy reviewed the following in her report:</p> <ul style="list-style-type: none"> • Providers of IDD Services finally began receiving the retro-payments with the 5% rate increase which was effective July 1, 2021. Unfortunately, payments were only received for state-funded contract services. As efforts have been in place for several years to move individuals receiving state-funded services to Medicaid waivers, the number of individuals remaining on the state-funded roles is very small. In total, Avita is anticipating over \$200,000 in retro-payments. The state-funded portion was only \$17,000 of the total owed to us. Recent communication from DBHDD indicates we should expect to receive full payment by the end of December. • Since opening our BHCC last June, we've struggled to have adequate staffing of nurses and counselors. We haven't been able to hire or retain these levels of professionals at the pay rates approved in our budget. The decision was made by our executive team that we had to raise wages for these 2 job classes for those working at the BHCC. We've also added a 5% shift differential for working over-nights and a 10% shift differential for working weekends. All Avita staff are encouraged to help us recruit for these positions as we are offering a \$1500 referral bonus for staff hired in these job classes after completion of 30 days of employment, followed by another \$2500 after 6 months of employment. • Over the past month, the BHCC census has been holding between 25 – 30 guests, with several days when all 30 beds were full. • Georgia Providers were very surprised when we received a letter on October 12th announcing the retirement of Commissioner Judy Fitzgerald. She will be retiring from state service at the end of the year. • Avita is participating in both the IDD and Behavioral Health Rate Studies. We have completed surveys and provided costing information in hopes of increased reimbursement rates through Medicaid and DBHDD state funding for services provided next calendar year. Any new rates will require approval by the Center for Medicare and Medicaid. Georgia Legislators will also have to allocate the funds required to cover the state match. Rates Providers are currently being paid are over a decade old and do not cover the cost of providing services.

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	<ul style="list-style-type: none"> • On September 28th, the Hall County Courts brought together key community representatives to discuss how everyone can work together better to meet the mental health needs in the community during the Hall County Mental Health Summit. • Franklin County Middle School in Carnesville requests suicide prevention training for their students annually. Grace and I spent 2 days at the school on October 20th and 21st, training all their 6th grade students on suicide prevention. We prefer to train between 25-50 students per training, so we can keep the youth engaged and watch for any signs of concern. • We rounded out the month of suicide prevention training on Saturday, October 22nd, participating in a day of training for foster parents. As there has been an increase in suicides since the onset of the COVID pandemic, we are happy for the opportunities to provide these trainings. • Avita’s annual Host Home Gathering and recognition event was held at the event venue of Denise Eller in Habersham County on October 5th. • Our local offices are encouraged to participate in community events. Our Hartwell office is taking part in the “Scarecrows on the Square” event this year. Their scarecrow entry is “Expose Your Inner Hero.” Lori and Grace represented Avita at the Lanier Tech Resource Fair on October 13th. Sometimes we have multiple programs represented at an event. Libby from APEX and Clint from the Journey Clubhouse teamed up to attend the Student Services and Programs Fair on October 18th at the Gainesville Middle School Campus. Participating in these types of activities gives us visibility in the community with the hope that it will spark more interest in the services we provide. • October is National Disability Employment Awareness Month. The Georgia Association of People Supporting Employment First (APSE) is recognizing local employers, their employees, and supported employment professionals, presenting 7 statewide awards during their virtual ceremony on October 27th. Avita submitted 2 nominations, one for Employee of the Year and the other for Small Employer of the Year. Jerry has worked on the Habersham County cleaning crew for 20 years and was nominated for Employee of the Year. We were notified that our nominee for Small Employer of the Year, the Habersham County Commissioners, was selected to receive the award. The Habersham County Commissioners have employed members of Avita’s cleaning crew to clean 8 of their county offices for 25 years. They have demonstrated their commitment to employing individuals with disabilities and are truly the best selection for this honor. We thank them for their partnership and congratulate them on this recognition. • The following staff have been recognized for going “Above and Beyond” over the past month: Lori Holbrook, Brooke Atkinson, Cathy Burton, Anita Lawler, Noon Maneevan, and Victoria Williams. 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"> • September saw a \$80,000 surplus. • Current year revenues are \$888,000 (or 12.5%) above prior year revenues. • Current expenses continue to be nearly spot on to our projections. • Current year expenses are \$1,000,000 (or 14.8%) above prior year levels. • Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> ○ Cash on Hand is 75 days– still well above the 30 day minimum ○ Current Ratio – 6.4:1 ○ Days of Covered Expenses – 66 days –still well above the minimum of 60 days ○ Long Term Debt Ratio – .12:1 – same as last month – remains the same as we have minimal long-term debt
Staff Retention Bonuses	<p>Cindy shared her proposals of issuing a staff retention bonus with the remaining covid relief funds. This includes:</p> <p>3 tiers of Retention Bonuses issued to staff based on their length of service with Avita during the pandemic. The amounts listed below (minus taxes) will be issued as a separate direct deposit on the November 15, 2022 pay date. To be eligible, you must still be employed by Avita on November 15, 2022. The Retention Bonuses will be paid to both full-time and part-time staff because everyone stepped up to help.</p>

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	<p>Tier 1 – hire date prior to 3/15/2020 - \$1200 Tier 2 - hire date between 3/15/2020 – 3/15/2021 - \$800 Tier 3 - hire date between 3/16/2021 – 3/30/2022 - \$600</p> <p>Angela Whidby made the motion to approve which Bruce Palmer seconded the motion to approve. It passed unanimously.</p>
HR Quarterly Report	<p>Allan Harden shared his report via recorded message: The main points included:</p> <ul style="list-style-type: none"> • Current employee count of 278 (FT) and 33 (PT) = 311 • FT Turnover rate was 8.63% • PT Turnover rate was 18.18% • Vacancies include 25 FT and 7 hourly staff at the BHCC • Other Avita programs include 27 FT and 6 hourly vacancies • We had 38 new hires from July- September • No new positions created • 2 workman comp claims that were caused by clients
Committee Reports	<p>Board Governance:</p> <ul style="list-style-type: none"> ○ Assessment was discussed. ○ Discussed option of Cindy presenting program information instead of the board report on certain months. ○ Discussed Cindy’s performance evaluation <p>Community and Client Relations:</p> <ul style="list-style-type: none"> • Intellectual and Developmental Disabilities <ul style="list-style-type: none"> ○ Host Home - Several of our Host Home Providers are getting older and are thinking about retiring so we are recruiting for new Host Home Providers for several of our individuals. It can take up to a year to get a new Host Home Provider approved. ○ Community Access – There are several individuals that stopped coming to services when COVID started that have yet to return. We are going into the community to try to build the program back up. ○ We had 2 full days of in-person training for staff. • Behavioral Health Outpatient <ul style="list-style-type: none"> ○ Our sites are ramping back up for the Fall with C&A clients returning to school and the community meetings starting again. ○ In Cleveland, one of our community support works completed her certification to be a Certified Peer Specialist-Parent. She will be facilitating some groups for parents. ○ We have several staff vacancies across the agency that we are working to fill. ○ Behavioral Health Crisis Center – Lori is currently working on updating procedures and raising the standards for staff. ○ We are getting ready to submit the Key Performance Indicators for FY2022 to the State. • Behavioral Health Specialty Services <ul style="list-style-type: none"> ○ Assertive Community Treatment – We are working to increase our census now that we have several positions filled. We recently had a fidelity review, and we are expecting to receive those scores around mid-September. ○ Women’s Treatment & Recovery Supports – This program is full and is doing well. ○ Community Housing – We had our first fidelity review for the GA Housing Voucher Program, and it went very well.

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	<ul style="list-style-type: none"> ○ Supported Employment – We recently had a fidelity review. We have not received the scores yet, but we suspect that we did well. ○ Gainesville Clubhouse – We have hired a Team Lead and a counselor. The Clubhouse is fully staffed for the 1st time in 5 years. We are now working to increase our client census. ○ Rabun Clubhouse – We are working to increase the number clients in the program. We currently have around 20 clients. ○ Intensive Treatment Residence – All four beds are currently full. ○ APEX – The school year has started again, and the APEX counselors are back in most of the schools. We have a Team Lead that has been in place for around 6 months and is continuing to learn the program and the schools. ○ Emerging Adults – This program is still doing well. ○ American Sign Language – We have 1 counselor vacancy that we are working to fill. Our numbers are increasing in this program. ○ Commission on Accreditation of Rehabilitation Facilities – We have a survey every three years and our next survey will be next Spring or Summer. <p>Finance:</p> <ul style="list-style-type: none"> ● Discussed the operating budget and how we made our assumptions ● July saw a \$4,000 surplus. ● Current year revenues are \$68,000 (or 2.7%) above prior year revenues. ● Current expenses are nearly spot on to our projections. ● Current year expenses are \$315,000 (or 13.9%) above prior year’s levels. ● Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> ○ Cash on Hand is 89 days– still well above the 30 day minimum ○ Current Ratio – 6:1 ○ Days of Covered Expenses – 68 days –still well above the minimum of 60 days ○ Long Term Debt Ratio – .12:1 – same as last month – remains the same as we have minimal long-term debt ○ We are off to a great start of FY23
Adjourn at 8:05 pm	Barbara Bosanko made a motion to adjourn, seconded by Bruce Palmer, and they adjourned unanimously.

Kent Woerner

12-1-22

Presiding Officer Signature

Date Approved

Respectfully submitted,

Hariah Hutkowski

Hariah Hutkowski, Recording Clerk