

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: December 8, 2021	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	Deena Handy	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Avery Nix	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input type="checkbox"/> Yes <input checked="" 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		<input 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		<input 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	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	After a meal and entertainment provided by the Dream Weavers, The Board Meeting was called to order at 7:12 PM by Angela Whidby.
Determine Presence of a Quorum	A quorum was present with 11 members in attendance.
Approval of Agenda	Motion to approve the agenda was made by Barbara Bosanko; second by Kent Woerner. Motion carried.
Approval of Minutes	Motion to approve the October 27, 2021 minutes as well as the special called November 29, 2021 meeting minutes was made by Barbara Bosanko; second by Carol Williams. Motion carried.
Board Chair Report	The Board Chair stated how much she enjoyed attending the GACSB Education Exchange in November and was glad to be meeting in person again. She also spoke to the importance of the new 988 number that will be used to obtain help during a mental health crisis.
CEO Report	<p>Cindy Levi reviewed the following in her report:</p> <ul style="list-style-type: none"> <li>• Distribution of the fourth round of COVID relief funding has been made and Avita received \$404,982.78</li> <li>• Those from the Board who were able to attend the GACSB Educational Exchange in November enjoyed it and we were lucky to have one of our own Board members, Terry Hawkins, as a presenter speaking about the Forsyth County Co-Responder program. Following the Educational Exchange, the GACSB Board engaged in a strategic planning session</li> <li>• Yellow Ribbon Suicide Prevention presentations have begun in schools again and in the past month 849 students have received the training</li> <li>• Hannah Quinn reported on the unannounced audit from the Health Care Facilities Regulation division of DCH. This audit was for our Home Care Provider license</li> <li>• Mary Donna McAvoy reported on the Georgia Collaborative ASO quality review of the CSU at our BHCC</li> <li>• Our Fidelity Monitoring Review for Supported Employment was received, and we received a Good Fidelity score</li> <li>• After meeting with the management company of the apartments where our Supported Apartment Program is located, there may be an increase in rent that will have to be handled despite not having an increase in DBHDD funding for the program in 10 years</li> <li>• Examples were given of Avita stepping in and helping those in need</li> <li>• Thank you to those Board Members who were able to be a part of our special called meeting concerning the MOU for acceptance of the Settlement Agreement offered by the manufacturers and distribution of opioids</li> <li>• Avita participated in CIT training hosted by the Gainesville City Police Department this week</li> </ul>
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> <li>• October's actual net operating results reflect a \$37,000 net surplus for the month and a \$260,000 surplus for the year to date</li> </ul>

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	<ul style="list-style-type: none"> <li>• Actual total monthly revenue compared to budget is an unfavorable variance of \$487,000 (or 17.2%) driven primarily by the unused capacity at the newly opened BHCC and the continued lower outpatient clinic revenues due to impacts of the COVID virus</li> <li>• For the month, we had a favorable expense variance from budget of \$523,000. This favorable variance is due to the lag in the hiring of positions for the new BHCC and other operating costs associated with the BHCC.</li> <li>• Our monthly net surplus variance from budget is an unfavorable \$36,000</li> <li>• Our Key Performance Indicators (KPIs) continue to exceed the targets established by DBHDD: <ul style="list-style-type: none"> <li>○ Cash on Hand – 77 days</li> <li>○ Current Ratio – 7.1</li> <li>○ Days of Covered Expenses – 188 days</li> <li>○ Long Term Debt Ratio – .14:1</li> </ul> </li> </ul>
Quarterly Corporate Compliance Report	<p>Cathy Ganter reviewed the following in her report (July 2021 – September 2021):</p> <ul style="list-style-type: none"> <li>• Number of Reports: Internal reports decreased; External reports increased</li> <li>• Subject area decreases: Health and Safety, Management Practices and Service Quality</li> </ul> <p>Subject areas remaining equal: Business Practices</p>
Committee Reports	<p>Board Governance:</p> <p>Kent Woerner reported that the following topics were discussed in the October committee meeting:</p> <ul style="list-style-type: none"> <li>• The committee looked through the CCBHC Board requirements to make sure that Avita was currently in line with what will be expected. We currently meet almost all the criteria, but this topic will continue to be reviewed.</li> </ul> <p>Community and Client Relations:</p> <p>Penny Penn reported that the following topics were discussed in the October committee meeting:</p> <ul style="list-style-type: none"> <li>• With Dawsonville IDD closed, Dahlonga is taking those clients and getting back into the community to offset the new IDD program in the area</li> <li>• Funds were added for the jail inreach program in Forsyth County</li> <li>• Both BH and BH Specialty programs are struggling with staff vacancies</li> </ul> <p>Finance:</p> <p>Seth Barnes Jr. reported that the following topics were discussed in the October committee meeting:</p> <ul style="list-style-type: none"> <li>• The P &amp; L was reviewed along with operating expenses</li> <li>• Greg provided a detailed breakdown of expenses, the largest of which is direct labor at 65%</li> </ul>
Holiday Bonus Discussion	<ul style="list-style-type: none"> <li>• After considering both the surplus and HHS monies recently received, the Executive Team suggested that all staff employed by Avita as of June 2021 would receive a holiday bonus of \$750 (Full Time) and \$375 (Part Time) in a check on December 15 in addition to their regular paycheck</li> <li>• Kent Woerner made a motion to approve the staff holiday bonuses, Terry Hawkins gave a second. Motion passed.</li> </ul>
Announcements	The next meeting will be a combination of in person and virtual meeting on January 26, 2022.
Adjournment	At 8:10 PM Kent Woerner made a motion to adjourn the meeting; second by Terry Hawkins . Motion passed

Angela Whidby/DS

1/26/22

Presiding Officer Signature

Date Approved

Respectfully submitted,

*Dana Sharitt*

Dana Sharitt, Recording Secretary