

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: August 24, 2010	TIME: 7:40 pm - 8:10 pm
PLACE: Board Room @ Administrative Office	PRESIDING: Quentin Carr, Board Chair

Attendance

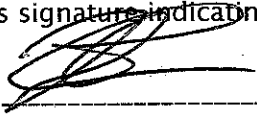
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lewis McAfee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Al Gonzalez	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Desiree' Reddick-Head	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Laurice Jennings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sarah Ruckstaetter	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Shelley Johnson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Marilyn Woodruff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rufus Larkin	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

13 Filled Positions (3 Vacancies)

Agenda Items/Key Discussion Points	Outcomes (Decisions, Action Items)	By Whom	By When
Spotlight on Services	<p>Dr. Roger Scott gave a presentation on the Access & Engagement Quality Improvement Initiative. Avita applied and was approved to participate in the year long project. Roger reviewed the project objectives.</p> <p>The key initiatives included: scheduling & no show management, central access and revised productivity standards. Roger reviewed the following slides:</p> <ul style="list-style-type: none"> • Intake Process Cost - 18% Decrease • Appointment no show rate decreased 13% • Appointment cancellation rate decreased 31% • Appointment kept rate increased 10% • Number days from first call to intake appointment decreased 62% • Number of days from intake to first psychiatric appointment decreased 37% • Number of days from intake to first counseling appointment decreased 36% • Average number billable hours per clinician per month increased 24% • 27% staff reduction 6% increase in admissions • 27% staff reduction 2% increase in number persons served 27% staff reduction 1% increase in service 		

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	<p>events provided</p> <p>Conclusion: Efficiency gains enabled Avita to manage the impact of a 14% reduction in State funding and a 27% staff reduction. Number of admissions, number of persons served, number of service events provided, and productivity (average billable hours per month per clinician) increased.</p>		
CEO Report	<p>Joe Rutherford reported:</p> <p>Medical Director – Dr. Katragadda who previously worked for Avita is filling in as interim medical director. We have one internal candidate that we will be interviewing soon.</p> <p>CSP – we received approval from DBHDD for our request for an increase in our contractual finding. We will be receiving \$332k which is \$52,000 more than we asked for.</p> <p>ATIVA – Joe has a call scheduled with Laura Tyler this week to discuss a fund raising opportunity through The Northeast Georgia Medical Center that we want to apply for. The approved recipient stands to be potentially awarded \$175k.</p> <p>Land Assets – we plan to list our two undeveloped properties for sale. The parcels are located in Franklin and Hall Counties. The sale of the land would be used to increase our days of operating cash on hand.</p> <p>Final Budget Developed for FY2011 – has been completed and loaded into the ledger. The budgeted margin is a positive variance of \$106k.</p> <p>Financial Update – the first 3 months of this fiscal year we incurred a \$240k loss. We closed the month with a \$24k positive variance. We budgeted a loss of \$240,570 and actual loss of \$216k occurred.</p> <p>401K Modifications – Joe was on a personnel task force subcommittee. It was determined that CSBs can make modifications to the retirement plan and several in the state are making changes. Avita proposes that as of November 1, 2010 we will match the employee's contribution dollar for dollar up to 7.5% of salary. Based on current level of contribution and employee participation we expect to</p>		

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	<p>reduce our expenses annually \$431k or \$287k for this fiscal year.</p> <p>Other:</p> <p>Magellan Authorization Impact - we are watching denials closely.</p> <p>GACSB Association Update</p> <ul style="list-style-type: none"> • Supportive Housing - 10,000 units over the next 5 years. • ACT Programs - what does a rural ACT look like is being discussed. • Contracting Staff - due to IRS audits a contractor can not look too much like an employee. We discussed with our attorney who is reviewing. We currently have several staff working as contractors and we are making sure our contracts are in order. • DOJ vs. State of Georgia - It will be December or January before the lawsuit goes through the court system. There is a chance DOJ could take over the department. 		
Welcome & Call to Order	The August meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:40 pm.		
Approval of Agenda	Motion to approve the agenda was made by Lewis McAfee; second by Al Gonzalez. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 8 Board members attending this meeting.		
Review of Minutes	Motion to approve the July minutes was made by Alice Worthan; second by Joe Hirsch. Motion carried.		
Business	<p><u>Induction of FY11 Co-Chair and Treasurer</u> Al Gonzalez and Lewis McAfee affirmed their oath of office as co-chair and treasurer.</p> <p><u>Strategic Plan Report Summary for Year Ending June 30, 2010</u> A copy of the report was distributed. The Board Members will review and discuss at the next meeting.</p> <p><u>Quarterly Compliance Report</u> Dr. Roger Scott reviewed the results from April-June, 2010 and compared to the same period in 2009. The number of</p>		

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	<p>reports decreased from 63 to 49. Subject areas with significant increase were none. Management practices decreased from 20 to 11 and Health and Safety decreased from 16 to 9.</p> <p><u>Executive Session</u> A motion was made by Desiree' Reddick-Head to move into Executive Session. Executive Session was so moved and personnel issues were discussed. Executive Session was closed at 8pm.</p> <p><u>Announcement</u> David West reported that he submitted his resignation yesterday. A transition plan is being developed. David has a very stable team and believes his department can continue to run smoothly while recruiting for his replacement.</p>		
Adjournment	Motion to adjourn by Al Gonzalez; second by Joe Hirsch. Motion carried and the August Board meeting was adjourned to committees at 8:10 pm.		
Chair's signature indicating approval: <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="175 1066 430 1180">  </div> <div data-bbox="831 1066 1031 1209"> <p style="font-size: 1.5em;">9/28/10</p> </div> </div> <hr style="border: 0.5px dashed black;"/> <div style="display: flex; justify-content: space-between;"> Quentin Carr Date Approved </div>			

Respectfully submitted,

Regina Grisham

Regina Grisham
Recording Secretary