

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: January 25, 2011	TIME: 7:06 p.m. - 8:00 p.m.
PLACE: Board Room @ Administrative Office	PRESIDING: Quentin Carr, Board Chair

Attendance

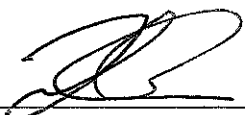
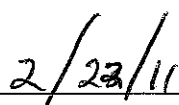
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lewis McAfee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Al Gonzalez	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/>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

13 Filled Positions (3 Vacancies)

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Welcome & Call to Order	The January meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:06 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Laurice Jennings; second by Alice Worthan. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 11 Board members attending this meeting.		
Review of Minutes	Motion to approve the December minutes was made by Lewis McAfee; second by Alice Worthan. Motion carried.		
Business	<p>Board Chair Report</p> <p>Quentin reported we continue to move forward with the CEO search.</p> <p>CEO Report</p> <p>A copy of Cheryl's report is in each board members folder along with a couple of news articles.</p> <p>Cheryl spoke about the implications of the weather earlier this month and the offices being closed two days and delayed opening two days. Staff volunteered to work Saturday to provide services.</p> <p>The build out of the Crisis Stabilization Unit is underway. Our contractor is so vested in what we are doing and he has been</p>		

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	<p>great to work with. We contracted with a physician group who will provide medical coverage for the first year. We are coming in under budget by contracting with this group. This group has done this before and we've received good references. We expect our Certificate of Occupancy March 15.</p> <p>Last Thursday the Department of Behavioral Health and Developmental Disabilities announced the closing of the state hospital in Rome June 30th. People will be discharged to the community. There will be no developmental disability clients in any of the hospitals by 2015. Request for Proposals are being planned to provide more community services. We may be able to fill our Medical Director position with a doctor who works in Rome. We are interviewing him next Wednesday. Cheryl was very impressed in her phone conversations with him.</p> <p>We have not heard from the department on the statement of need for developmental disability crisis services. We hope to hear this week. We've checked the state websites for announcements.</p> <p>We had a developmental disability audit by the Department of Community Health that resulted in a payback. Victor is negotiating with the state attorney. The problem was with the audit was in the area of documentation. If needed we will involve our attorney. There were 18 months of audit reviews.</p> <p>December financials - we had a positive month of \$2,500.</p> <p>Cheryl and Roger are doing site visits and this is going well. Staff is very appreciative of Cheryl and Roger taking time to visit with them.</p> <p>We started telemedicine and it is going well. We have a great doctor providing the service.</p> <p><u>Strategic Plan Quarterly Report</u></p> <p>Dr. Roger Scott distributed the performance report with dashboard. The report presents data on the key measures of the organizational health for each of the four goals outlined in</p>		

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	<p>the Strategic Plan/Balanced Scorecard.</p> <p>Customer BH and DD Client Satisfaction – we have sustained a high level of satisfaction. 2300 surveys were completed. This shows that we are meeting the needs of our clients.</p> <p>Learning & Growth Key indicator was staff turnover. Turnover declined from 17% to 12%. Avita has been recognized for staff retention and our efforts in this area.</p> <p>Processes We are doing well in access to services. We are meeting standards and in some areas we have excelled. Productivity averages have increased. DD access to services also showed an increase. We are providing 93% of authorized services.</p> <p>Financial Days of operating cash on hand- target was 20 days and actual was 21 days. Ultimately we want to build up to 60 days which is going to take time.</p> <p>The detail was distributed and Quentin asked for the board members to take home and read. This document is very important and shows how the organization is doing. Many of the goals are in difference stages. We have the ability to break out by region down to a specific county. The plan is aligned all the way down to staff. Roger can also break down by program.</p> <p><u>Financial Update</u> Victor Bowers reported. In the folders is a copy of the annual audit that we received in December. It also has a cover sheet from the auditor. Page 18 – there is a new footnote with a financial plan on how we will overcome our losses. Page 36 – you will see no x’s on internal control. There were no violations in this area.</p> <p>Annex K – a copy was given to the finance committee members. This document states that we are financially</p>		

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	<p>solvent.</p> <p>Financial Statements Our success for the quarter shows revenue expense control. What changed dramatically is our controlled expenses went down. Example: YTD in 2009 compared to this year we have cut our losses \$1.2 million. We are doing more with less revenue. A lot of sacrifices have been made. Funding is starting to come back. There are more RFPs, with the closing of the hospitals and CSBs are needed more than ever.</p> <p><u>Approval of New Shelter Plus Care Grant Award</u> Lewis McAfee made the motion that we approve the Georgia Department of Community Affairs, State Housing Trust Fund, Participation Agreement for the new Shelter Plus Care grant award by authorizing staff in the following capacity to be signers to draw funds from DCA on behalf of Avita Community Partners: Chief Financial Officer, Chief Operations Officer, and Fiscal Operations Manager. Second by Alice Worthan. Motion carried.</p> <p><u>Executive Session</u> Lewis McAfee made the motion at 8:00 p.m. for the Board to enter into executive session to discuss a personnel matter. Second by Al Gonzalez. Motion carried. Executive session closed at 8:20 p.m.</p>		
Adjournment	There being no further business the meeting adjourned at 8:20 p.m. The board members were given a tour of the construction of the Crisis Stabilization Unit.		
<p>Chair's signature indicating approval:</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="86 1470 410 1656">  _____ Quentin Carr </div> <div data-bbox="410 1470 1258 1656">  _____ Date Approved </div> </div>			

Respectfully submitted,

Regina Grisham

Regina Grisham
Recording Secretary