

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: January 24, 2012	TIME: 7:25 p.m. – 8:52 p.m.
PLACE: Board Room @ Administrative Office	PRESIDING: Quentin Carr, Board Chair

Attendance

Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Al Gonzalez	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lewis McAfee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Carol Jackson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sarah Ruckstaetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Laurice Jennings	<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

12 Filled Positions (4 Vacancies)

Agenda Items	Key Discussion Points /Outcomes /Decisions/ Action Items	By Whom	By When
Spotlight on Services	Cynthia Murray and Darlene Cooper gave an informative presentation on the Intensive Addiction Treatment Services Program. A packet of information about the program was given to each board member.		
Welcome & Call to Order	The January 24, 2012 meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:25 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.		
view of Minutes	Motion to approve the December 6, 2011 minutes was made by Anne Mundy; second by Deborah Mack. Motion carried.		
Business	<p><b><u>Financial Audit Report – Robert Baker, CPA</u></b>            Mr. Baker shared his background and his past involvement in serving as a board member for Albany Community Service Board and the State Regional Board. He audits 23 community service boards in Georgia. There are three components of the audit.            1) Confirm the accuracy of the numbers on the financial statements;            2) internal controls that include invoices and payroll; and            3) compliance testing.            There were no compliance findings this year.            An area of concern is the negative fund balance. Avita has incurred a \$5M deficit over the past 3 years. Mr. Baker suggested tracking costs per program (silo model) to determine which program is losing money.</p> <p>Action: Quentin requested the finance committee and executive team to come up with some solutions and bring a recommendation next month.</p> <p><b><u>Cleveland Center</u></b>            We pay \$1,100 month in rent and are using existing staff for this office. How many clients will we need to serve to cover the costs? 600. How are we marketing? Media, open house, schools, businesses, etc. We contract with Wendy Alpine to assist with our marketing efforts.</p> <p><b><u>Carol Jackson Oath of Office</u></b>            Deferred to February 28, 2012 meeting.</p> <p><b><u>Board Chair Report</u></b>            No report.</p>	Lewis, Al, Executive Team	2/28

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	<p><b><u>CEO Report</u></b>  Cindy McLaughlin highlighted the following from her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>• White Co. Office</li> <li>• Rabun co. Office</li> <li>• DD Group article</li> <li>• Georgia Health Article—client from our supported apartment program was featured.</li> <li>• Intensive Addictive Treatment Services</li> <li>• Region One Pilot Project <ul style="list-style-type: none"> <li>○ RFP—Quentin reported that the Board Chairs and CEOs felt strongly about not moving forward and Commissioner Shelp agreed.</li> </ul> </li> <li>• Resolution approved at last meeting – we have not moved forward yet.</li> <li>• DD Rate Study</li> <li>• Negotiated a new contract with Psychiatric Services of America</li> <li>• Client satisfaction survey conducted by uSPEQ.</li> </ul> <p><b><u>Financial Update</u></b>  Victor Bowers reported that we incurred a \$175k loss for the month of December and the YTD deficit is \$184k. Factors that attributed to the loss are:</p> <ul style="list-style-type: none"> <li>• Billable hours were down due to staff time off during the holidays.</li> <li>• Medicaid waivers down \$81k</li> <li>• Medicare down \$29k</li> <li>• Prior year audit recoupment</li> <li>• Health insurance increased 34%</li> <li>• Locum tenens and contracts increased</li> <li>• Pharmaceuticals increased—we are exploring group purchasing.</li> </ul> <p>Other factors that will help make up this deficit are:</p> <ul style="list-style-type: none"> <li>• 401k holiday</li> <li>• CSU contract reduction for 2 months and newly negotiated contract through March 2013.</li> <li>• Revenue clean-up project for new billing module.</li> </ul> <p>There may be a state subsidy to help offset the increase in health benefits and the 2% reduction in state funds for the remainder of this fiscal year.</p> <p><b><u>4<sup>th</sup> Quarter Corporate Compliance Report</u></b>  Dr. Roger Scott reviewed the 4<sup>th</sup> quarter findings and compared to the same period last year. Total reports increased. Subject areas that increased are service quality and health and safety. Reasons for the increase are due to new standards for host home providers and raised standards for medication monitoring. There were no client incidents, only documentation errors. Host home providers are being trained and we are identifying gaps.</p> <p><b><u>Announcements</u></b>  The Board Handbook is being finalized. There are 4 sections. Anne requested each member to review and send feedback. We also need bios for several board members.  Action: Regina will email the 4 sections to each board member.</p>	Regina	1/31

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	Action: Board members will send feedback to Anne. Action: Identified board members will email their bio to Anne.  Next Board Meeting – Quentin requested the committees meet prior to the next meeting and be prepared to report next month.	All	2/10 2/10
Adjournment	Motion to adjourn by Deborah Mack; second by Joe Hirsch. Motion carried and the January 24, 2012 Board meeting was adjourned at 8:52 p.m.		

11CE Chair's signature indicating approval

*Al Gonzalez*                      *2/28/2012*  
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 Quentin Carr                      Date Approved

AL GONZALEZ

Respectfully submitted,

*Regina Grisham*

Regina Grisham  
 Recording Secretary