

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: July 27, 2010	TIME: 7:12 - 8:45 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Al Gonzalez	<input type="checkbox"/> Yes <input checked="" 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 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)

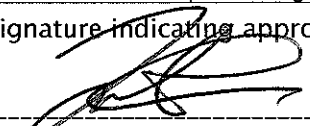
Guests: Ken Barrett, Eddie Hoyle, Carol Perkins

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Induction of FY11 Officers	Quentin Carr and Desiree Reddick-Head affirmed their oath of office as chair and secretary.		
Ativa Report	Ken Barrett, Eddie Hoyle, and Carol Perkins are in attendance tonight. Ken reported that a \$2,200 donation was made to Camp Sparrowood. The reason they chose Camp Sparrowood is because it is integrated with Camp Glisson. Ativa received a \$1,000 grant from Woodmark International. They also applied for a grant from the North Georgia Foundation but did not receive.		
Welcome & Call to Order	The July meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:12 pm.		
Approval of Agenda	Motion to approve the agenda was made by Shelley Johnson; second by Joe Hirsch. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 9 Board members attending this meeting.		
Review of Minutes	Motion to approve the June minutes was made by Joe Hirsch; second by Sarah Ruckstaetter. Motion carried.		
Business	CEO Report—Joe Rutherford reported that Dr. Rubenow's reception occurred July 14 <sup>th</sup> . There was a good turnout of staff, board members and others from the community. Dr. Rubenow has agreed to be available for any loose ends on a contractual basis during the transition period. Dr. Suneel Katragadda will be filling in as interim medical director. He worked for us in the past and we established a short-term contract over the next 3 months for 6 hours a week. He will be a resource to the executive team and will come to our office on an as needed basis. We have one internal candidate and a couple from the outside who have applied		

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	<p>for the position. We are advertising on The National Council website and other psychiatric publications.</p> <p>Alice Worthan and Joe met with the Hart County Board of Commissioners to give a status report. Alice did a great job. The commission asked if we were planning to close the Hartwell office which had been rumored and we assured them no. Joe plans to spend more time attending the commission meetings across our 13 counties.</p> <p>Sarah asked for us to meet with Paula Phillips, Director of RING and Susan Wright, Hall Co. Schools Special Education/Transition Coordinator. The group discussed how their organizations could collaborate and increase communication. Joe, Roger Scott, Connie Hampton and Terri Reed attended.</p> <p>Joe Hirsch invited Joe to attend the Kiwanis Club today and they gave a presentation about Avita and our services and spoke about being a community resource for Dawson County.</p> <p>Fiscally we have a couple of strikes against us. Some CSBs in the state receive substantially more county participating dollars. One county receives \$1.4 million compared to our \$120k. Advantage Behavioral Health covers 10 counties and they receive approximately \$300k. Regina is developing a statewide spreadsheet to gather statistics. Joe plans to share with the GACSB Association and ask if the other CSBs would be willing to share the amount of funds they receive from their respective counties. Joe wants to see how we compare to others in the state.</p> <p>CSU Update—we are waiting for final word from the state for the increase in funding we requested. Everything has been put on hold. DOJ and the State have reached an impasse until the suit has been settled. The hospitals have started reducing beds. Laurelwood is feeling the impact of this which has increased their bed days. Laurelwood has agreed not to impose a rate increase on us.</p> <p>Articles  AJC – Perdue Orders New State Spending Cuts—we have heard CSBs may be exempt from the additional 4% cut discussed in this article.  AJC – No Medicaid Money May Mean More State Cuts—this article addresses the stimulus dollars Congress wants to</p>		

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	<p>eliminate.</p> <p>AJC - Expand Community Behavioral Health Services Now Letter to Judge Pannell &amp; Response to an Invitation—GACSB Association is asking to be included in the formal discussions between DOJ, DBHDD and other private individuals.</p> <p>Grants - Roger Scott reported that we have received 3 new modest grants. One is final and 2 are pending.</p> <ol style="list-style-type: none"> <li>1. Expansion of our Supported Apartment program</li> <li>2. \$100k to expand our SA program</li> <li>3. Hall County Health Department asked about our interest in assuming a grant that focuses on HIV/AIDS. They want to transfer the grant to us and it amounts to \$40k a year. There is potential to expand the grant.</li> </ol> <p>Budget Process—a lot of work has been done by Roger, Victor and their staff. We received our contract from the state. The net change was a 2% decrease or \$226k. Program managers were mandated to design a break even or small margin budget. This year they budgeted for seasonality revenue and expenses. We are budgeting a ½ % to 1% margin for FY11. We have a significant loss for June that Victor will explain later.</p> <p><u>Oath of Office</u> Alice Worthan, Shelley Johnson and Laurice Jennings read their oath of office for another 3 year term.</p> <p><u>Delegation of Authority for CEO And CFO</u> - each board member present signed the documents.</p> <p><u>Annual Approval for DCA HUD Program</u>—The annual renewal (7/1/10 - 6/30/11) for authorization to pull down DCA/HUD funds for our Supported Apartment is due. Desiree' Reddick—Head made the following motion: I move that we approve the HUD Program Participation agreement 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 Joe Hirsch. Motion carried.</p> <p><u>Committee Reports</u> Board Development—Joe Rutherford reported. The group is working on continuing education for board members, an</p>		

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	<p>organized curriculum, and a new board member curriculum where new board members could meet with the Executive Team before their first meeting. There are a lot of good materials that we can utilize. Currently we have 3 vacancies (Banks, Franklin, Towns). They are looking at identifying skill sets that currently don't exist and make recommendations to the county commissions. Joe plans to meet with the county commissioners of our vacant counties first. Desiree' said some counties run an advertisement in the papers announcing the vacancy. Laurice shared how Laura Tyler came to Rabun County to meet with the commissioners and now the county gives participating dollars to Avita. Board members would like to have materials/resources that they can use to present to their commissions to show who we are and what we do.</p> <p>Finance—Victor Bowers reported that the committee has reviewed the FY11 budget which has a ½ % margin. The budget is being loaded. Year end financials—June was a loss month of \$170k. There was a surge in family support funds paid out. Some families hold their receipts and submit all at the end of the year. We also purchased the 3<sup>rd</sup> van for our DD program; we had some new telephone system expenses, physician recruiter fees and the developmental disability audit payback of \$115k. We ended the year with a \$2.173 million loss. When you compare the loss to the prior year it was about the same. \$400k was due to the physician budget. We had a big turnover and incurred a large locum tenens expense for the year. We are making strategic changes by hiring fewer doctors and more APRNs. We originally budgeted \$0 for locum tenens.</p> <p>Revenues—seasonality issues are sometimes whimsical. Waivers were down significantly. We are still challenged with cash, we have a credit line if needed, and we are protected. If we have cuts from the state, change in payers from APS to HP will cause revenue interruption.</p> <p>HR – No report except Sarah commented how HR does great work with little resources for staff events.</p> <p>Services—Rufus reported how he hopes we don't have to cut additional staff, discussed some of the bright spots in services. Roger said the group has looked at efficiencies with fewer staff and the A&amp;E project which Roger will present more on next month. We improved efficiencies and have kept overhead down. We made huge progress by</p>		

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	<p>cutting the deficit by 2/3 in the last half of the year. Productivity has improved and staff is earning the incentive pay. We are going to have some additional staff reductions this next fiscal year. Roger feels like the ground work has been laid to have a better year. Staff reduction will be around 15. Only one program had a significant reduction. Others will be by attrition or retirement. If we replace a doctor with an APRN this saves us over \$100k a year. We now have 5 APRNs and fewer physicians. APRNs are highly sought after by other CSBs in the state. We are going to keep a perpetual ad running to recruit APRNs.</p> <p>Strategic Planning—Quentin reported the committee is no longer meeting.</p> <p>Discussion of future committee structure/function—Quentin suggested putting together an ad hoc committee to review and bring a recommendation back to the board on the direction we should go. The ad hoc group should be made up of the current committee chairs. We could meet by conference call or prior to the board meeting at 5:30pm. Sarah volunteered to be part of the ad hoc group. Rufus said we need ideas, an action plan, and core values so we don't keep going round and around. He likes the ad hoc idea. Quentin will ask Anne and Al to participate. We hope to have by the end of this year a new approach for the committees.</p>		
Announcements	Joe presented Marilyn Woodruff with a plaque and thanked her for serving as Secretary.		
Adjournment	Motion to adjourn by Sarah Ruckstaetter; second by Shelley Johnson. Motion carried and the July 27, 2010 Board meeting was adjourned at 8:45 pm.		
<p>Chair's signature indicating approval:</p> <p> _____</p> <p>Quentin Carr <span style="margin-left: 300px;">8/24/10</span> Date Approved</p>			

Respectfully submitted,

*Regina Grisham*

Regina Grisham  
Recording Secretary