

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: September 28, 2010	TIME: 7:00 p.m. – 9:27 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Marilyn Woodruff	<input type="checkbox"/> Yes <input checked="" 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 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
Welcome & Call to Order	The September meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:00 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Deborah Mack; second by Laurice Jennings. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 10 Board members attending this meeting.		
Review of Minutes	Motion to approve the August 24, 2010 minutes was made by Al Gonzalez; second by Joe Hirsch. Motion carried.		
Business	<p><u>Board Chair Report</u> Quentin stated we have a lot of work ahead of us with Joe's impending departure. As a board we have to keep moving forward. Quentin presented Joe a plaque thanking him for his leadership.</p> <p><u>CEO Report</u> Joe reported that his decision to leave Avita is purely for family reasons. An opportunity presented itself that would allow him to return to Tampa. Joe acknowledged the hard work that has been done and we've laid the groundwork to begin rebuilding our agency. Joe commended the Board for their dedication and commitment to Avita.</p> <p>CSP Development—we are still waiting for our contract amendment. Joe emails our Regional Coordinator weekly asking when we can expect to receive. Victor is evaluating the build out as it impacts cash flow. We may delay building the unit for 3-4 months.</p>		

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	<p>Medical Director—the internal candidate who applied did not qualify. We have 2 candidates that we have interviewed by telephone and are making plans to bring in for an interview. Who we hire can help develop the CSP and telemedicine.</p> <p>IT Director—before David left he brought in the top 2 candidates for interviews. David and his team have made a recommendation and the ET will be discussing further at their meeting tomorrow.</p> <p>DOJ vs. Georgia—a status hearing is scheduled for November 8th. The GACSB may be called in to testify. If Board members or Avita staff receives a call please refer to administration, which will refer to the GACSB Association.</p> <p>Financial—We met our budget expectations the first 2 months of this fiscal year. We are \$23k ahead of what we budgeted. One area of concern is that our health insurance premium increased \$21k a month. The state extended this for the next 9 months which equals \$189k that we did not budget. They say the premium will be reduced the last 3 months of the year and be budget neutral by year end.</p> <p>Department of Community Affairs, Continuum of Care Plan—Roger and his staff are making application to expand funding for additional supported housing beds. This will double the existing beds from 100 to 200. These beds are designated for the homeless who have a disability. More information will be presented at the Educational Exchange Conference.</p> <p>GACSB Annual Educational Exchange Conference—Information was emailed to the Board members. Avita will pay for one Board member to attend. Since the conference will be held at Lake Lanier Islands we will not pay for lodging. Other Board Members are encouraged to attend at their own expense.</p> <p>Commercial Outpatient Development at Thurmond Tanner—The Executive Team has had discussions on this topic. This would be a way to diversify our revenue and become less dependent on State funding. We think we can develop and</p>		

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	<p>roll out quickly. Rufus asked how we would staff. There are a couple of models. One is to use existing staff and do revenue sharing (i.e. 60/40 split). Take current staff and schedule them one day a week at this site. Demand for services will dictate how we will staff. Area wise we can look at population density, incomes, poverty levels, etc. When we develop a business plan we will include the demographics.</p> <p>Medicaid Billing Conversion from ACS to HP—The conversion takes place November 1st. Providers expect delays in billing processing which will result in revenue disruption. Providers can apply for an advance and receive 80% of their usual weekly billing.</p> <p>County Participation Funding Project—Joe believes there are disparities in funding. Regina is putting together a state matrix to capture this data. We will be able to compare to the other CSBs in the state. What Joe has learned from other CEOs is that they have worked for years to get more funds from their respective counties.</p> <p>Dahlonega DD Facility Improvement—we are meeting with the commissioners to request approval for some improvements. A company donated cubicles that will be set up for office space for staff. New carpet will be installed. We will be meeting with Stan Kelly prior to the commissioners meeting on October 7th at 9:30 a.m.</p> <p>Graph—this shows historical information in regards to revenue, expenses and net surplus/deficit history with the FY11 Budget.</p>		
Executive Session	<p>Joe Hirsch made the motion at 7:55 p.m. that the Avita Board of Directors enter into Executive Session to discuss a personnel matter. Second by Deborah Mack. Motion carried.</p> <p>The Board meeting was called back to order at 9:15 p.m.</p>		
New Business	<p><u>Interim CEO</u> Motion made by Anne Mundy; second by Laurice Jennings to appoint Cheryl Barnet as interim CEO. Motion carried.</p> <p><u>Nomination of CEO Search Committee</u> Anne Mundy, Chair; Lewis McAfee, Quentin Carr, Shelley</p>		

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	<p>Johnson and Deborah Mack were nominated. Quentin asked these members to notify him if they are willing to serve.</p> <p><u>Annual Approval of the DCA Shelter Plus Care Grant Agreement</u> Lewis McAfee made the motion that we approve the Georgia Department of Community Affairs Participation Agreement for the Shelter Plus Care Program by authorizing staff in the following capacity to be signers to draw funds from DCA on behalf of Avita Community Partners: Chief Operations Officer, Chief Financial Officer, and Fiscal Operations Manager. Second by Deborah Mack. Motion carried.</p> <p><u>Board Representative for Georgia Association of Community Service Boards</u> Defer to October meeting.</p> <p><u>Committee Reports</u> Defer to October meeting.</p>		
Adjournment	Motion to adjourn by Quentin Carr; second by Al Gonzalez. Motion carried and the September 28, 2010 Board meeting was adjourned at 9:27 p.m.		
Chair's signature indicating approval			
Quentin Carr		Date Approved	

Respectfully submitted,

Regina Grisham
Recording Secretary