

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: March 19, 2020	TIME: 7:04pm – 8:04pm
PLACE: Teleconference	PRESIDING: Barbara Bosanko, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shelly Echols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Tim Stamey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carol Williams	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jennifer Scalia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Executive Team Member Attendance

Cathy Ganter Cooper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gwen Hall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The March 19, 2020 meeting of the Board of Directors was called to order by Barbara Bosanko at 7:04pm.
Determine Presence of a Quorum	A quorum was present via teleconference with 11 members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Anne Davis; second by Seth Barnes, Jr. Motion carried.
Review of Minutes	Motion to approve the January 16, 2020 minutes was made by Angela Whidby; second by Anne Davis. Motion carried.
Oath of Office	Commissioner Timothy Stamey, representing the elected official from Habersham County affirmed the oath of office. Carol Williams, representing Banks County was unable to attend. The oath of office will be deferred to the April 16, 2020 meeting.
Board Chair Report	None
CEO Report	<p>Cindy Levi highlighted the following in her report:</p> <p>Coronavirus</p> <ul style="list-style-type: none"> <li>• The coronavirus has impacted our operations.</li> <li>• There are confirmed cases of coronavirus in Hall and Forsyth Counties.</li> <li>• School closures are impacting staff ability to come to work</li> <li>• Meetings, conferences and trainings have been canceled.</li> <li>• The crisis stabilization unit is at capacity (16 beds).</li> <li>• We are following social distancing guidelines.</li> <li>• Group services have been suspended and we've transitioned clients to individual based services as staff permits.</li> <li>• We are doing as much as we can by phone and/or telemedicine.</li> <li>• We are calling clients to encourage them to have their session by telephone.</li> <li>• The client reminder call message says if they are having any coronavirus symptoms to call the office and cancel their appointment.</li> <li>• We have installed intercom systems at all our sites to screen people before they enter the building.</li> <li>• If we don't have work for staff, they are using PTO or leave without pay.</li> <li>• Tomorrow we have a conference call with DBHDD to discuss providing services telephonically.</li> <li>• Monday, the GACSB CEOs are having a conference call with DBHDD leadership. We are going to ask that fee-for-service (FFS) and expense reimbursed contracts be paid out by monthly allotment through the end of the fiscal year.</li> <li>• Department of Community Health (DCH) approved behavioral health services provided by telephone.</li> <li>• We are requesting DCH approve IDD, Community Access Group and Individual services be provided in the home.</li> </ul> <p>Questions:</p>

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	<ul style="list-style-type: none"> <li>• How many in our catchment area have the coronavirus? 10. But, there are no confirmed cases with our staff or clients currently.</li> <li>• Please explain the 1/12 payment. Years ago, DBHDD paid our contract by making a 1/12 payment each month; when fee for service was implemented, we get paid based on the services we deliver with a maximum. For the remaining funds that have not been drawn down we are asking that these funds be paid out 1/12 through the end of the fiscal year.</li> <li>• Do you think we would go back to the 1/12 payment system? Is it likely? That is the request that we made, and we will ask during the meeting Monday. It is not likely that DBHDD will continue the 1/12 payment after the pandemic ends. Many businesses that are closed still have the ability to pay their employees. We don't have the ability to do that because we don't have the funds coming in to cover it.</li> <li>• When do WE have to start laying people off? At this point there are some staff in our IDD program having to take leave without pay, because they don't have any paid time off available to them. If they are laid off, they can apply for unemployment.</li> <li>• What is the timeframe? It is on an individual basis. Allan Harden reported the DOL states they can apply for unemployment benefits if their schedule has been altered.</li> <li>• We received the land disturbance permit for the BHCC. We were expecting the construction company would start the mobilization today but that has been delayed. There is a building on the property that has confirmed asbestos. The construction company must take special precautions in demolishing the building.</li> <li>• The CARF Survey, scheduled for April 15-17<sup>th</sup> has been canceled. It will be rescheduled in July or August.</li> <li>• We applied to expand counseling services in the schools through the APEX program. We requested \$254K. We think DBHDD may delay awarding the contracts until the coronavirus emergency has subsided.</li> </ul>
FY19 Financial Audit Report	<p>Greg Ball, CFO reported.</p> <ul style="list-style-type: none"> <li>• Robert Baker and Associates, an independent CPA firm conducted the audit.</li> <li>• We received a clean report and unqualified opinion.</li> <li>• One recommendation. Tighten up our reconciliation of payroll related liability accounts. We have implemented reconciliation measures and are reviewing each month.</li> <li>• We have made significant positive trends over the past 10 years.</li> </ul>
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending February 29, 2020.</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• February's net operating results reflect a \$2,392 surplus for the month and \$127K deficit for the fiscal year to date. This is a 0.1% margin for the month and -0.7% margin fiscal year to date.</li> <li>• Prior year, year to date revenue was a negative change of (\$95,471)</li> <li>• Prior year, year to date expenses was a positive change of \$356,388</li> </ul> <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• Revenue for the month had an unfavorable variance of \$196K primarily due to: <ul style="list-style-type: none"> <li>○ FFS deficit of \$60K due to vacant revenue generating positions and productivity challenges among existing staff.</li> <li>○ Medicaid OP deficit of \$56K due to the same reasons in FFS</li> <li>○ Other local funds deficit of \$152K due to staff challenges in our specialty services programs.</li> <li>○ GIA was favorable \$83K due to reclassification of the WTRS revenue</li> <li>○ Medicaid Waivers YTD deficit of \$329K is due to the ongoing IDD Connects issues. We expect to recover the revenue once the issues are resolved.</li> </ul> </li> <li>• Expenditures for the month had a favorable variance of \$183K primarily due to open positions.</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 2/29/20 is \$5 million</li> <li>• Receivables for the month was \$2.5 million</li> <li>• Total liabilities &amp; fund balance is \$9.6million</li> </ul> <p><u>Financial Metrics</u> (Key Performance Indicators)</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 75 days; minimum standard is 30 days</li> <li>• Current Ratio: 16.8:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 66.2 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.46:1; maximum standard is 2.5:1</li> </ul>

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2017-2019 Strategic Plan	<p>Cathy Ganter Cooper, COO reported.</p> <ul style="list-style-type: none"> <li>• The final report of the 2017-2019 Strategic Plan was emailed to the board members last month for review.</li> <li>• If there are no questions, we will review the new plan.</li> </ul>
2020-2022 Strategic Plan	<p>The Executive Team developed the new plan using the balanced scorecard method.</p> <p>There are 4 quadrants:</p> <ol style="list-style-type: none"> <li>1. Customer</li> <li>2. Learning &amp; Growth</li> <li>3. Processes</li> <li>4. Financial</li> </ol> <ul style="list-style-type: none"> <li>• Each section has goals, objectives, measures, targets, responsible party and timeframe for reporting.</li> <li>• This new plan will be more of a working document and will be reviewed more frequently. Some are monthly, some are calendar year.</li> <li>• We removed some objectives that we were meeting consistently and added some new objectives.</li> </ul>
Corporate Compliance Annual Report	<p>Cathy Ganter Cooper, COO presented the 2019 Annual Report. She reviewed the following:</p> <ul style="list-style-type: none"> <li>• Program Purpose, Objectives &amp; Priorities</li> <li>• Key Federal Initiatives</li> <li>• U.S. False Claims Act</li> <li>• Whistleblower Protection</li> <li>• Program Components &amp; Effectiveness</li> <li>• Expectations of Employees and Contract Service Provider</li> <li>• 2019 Program Activity</li> <li>• Report Types, Subjects &amp; Dispositions for the past 5 years (2015-2019)</li> <li>• Data Trends from 2018 to 2019</li> <li>• Conclusions</li> </ul>
Appointment of Nominating Committee	<ul style="list-style-type: none"> <li>• Cindy reported that 2 officers (Chair &amp; Vice-Chair) are elected each year.</li> <li>• Other officers are Secretary and Treasurer which are Regina Grisham and Greg Ball. According to the bylaws, employees can serve in these positions.</li> <li>• Barbara Bosanko and Angie Brown have agreed to serve another year as chair and vice-chair.</li> <li>• We still must have 3 board members to serve on the nominating committee. They will only be required to have a conference call before the next board meeting. If the committee has anyone they would like to recommend in addition to Barbara and Angie, they will report to the board at the April meeting.</li> <li>• Angela Whidby, Penny Penn and Kent Woerner volunteered to serve on the committee.</li> </ul> <p>Action: Regina will set up a call for the committee members.</p>
Request Board Governance to Review the Bylaws	<ul style="list-style-type: none"> <li>• Cindy reported that each year the Board Governance Committee is asked to review the bylaws.</li> <li>• Since April is a committee meeting month, they will review and make any recommended changes to the full board.</li> <li>• If there are changes the board will vote at the July meeting.</li> </ul>
Adjournment	<p>With no further business, Barbara Bosanko adjourned the meeting at 8:04pm.</p>

Barbara Bosanko/RG  
 Presiding Officer Signature

4/16/20  
 Date Approved

Respectfully submitted,

*Regina Grisham*  
 Regina Grisham  
 Recording Secretary