

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: August 23, 2018	TIME: 7:37pm – 8:50pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Chair

Attendance

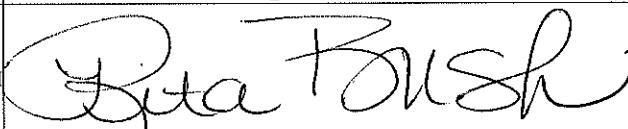
Victor Anderson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Jennifer Scalia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alan Wallhausen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Avery Nix	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" 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	Derek Singleton	<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
Spotlight on Services	Avita's Recovery Video was shown to the board members. The video is Avita clients telling their recovery story. The video is shown in the lobby of all behavioral health offices.
Welcome & Call to Order	The August 23, 2018 meeting of the Board of Directors was called to order by Board Chair, Angela Whidby at 7:37pm.
Determine Presence of a Quorum	A quorum was present with 10 Board Members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Barbara Bosanko; second by Kent Woerner. Motion carried.
Review of Minutes	Motion to approve the July 24, 2018 minutes was made by Barbara Bosanko; second by Alan Wallhausen. Motion carried.
Induction of FY19 Board Chair	Angela Whidby, Chair affirmed the oath of office for Fiscal Year 2019
Oath of Office	Jennifer Scalia, representing White County affirmed her oath of office for the term July 1, 2018 – June 30, 2021.
Board Chair Report	Angela Whidby reminded the board of the upcoming GACSB Educational Exchange, October 28-30, 2018 and will be held at the Jekyll Island Convention Center.
CEO Report	<p>Cindy Levi highlighted the following in her report</p> <ul style="list-style-type: none"> <li>• Avita has been selected as a finalist for the Behavioral Health Provider of the Year Award</li> <li>• Cindy was recognized as the Community Partner of the Year by Benchmark Human Services</li> <li>• NAMI Walks Kick-off Luncheon</li> <li>• Partnership for a Drug Free Hall is hosting its 3<sup>rd</sup> Community Form</li> <li>• 100% of IDD staff met the productivity requirements; 79% earned the incentive</li> <li>• Blairsville Center received funds in memory of an individual who passed away recently</li> <li>• The Healthcare Facility Regulation Division of the Department of Community Health has made unannounced audit visits at our outpatient offices</li> <li>• Robert Baker and Associates are doing the financial audit this week</li> <li>• Avita participated in an Outpatient Sustainability Study with 6 other CSBs</li> <li>• Yellow Ribbon Suicide Prevention Program presentations have been made to Dawson, Lumpkin, Habersham, Union and White County School Counselors</li> <li>• Avita retained the services of Rochester and Associates, an engineering firm to begin site work-up for Avita's Behavioral Health Crisis Center</li> <li>• Partnership with Georgia Highlands Medical Center in Cumming has expanded</li> <li>• Habersham County drug court client is organizing a rally as his community give back project</li> <li>• The Pines of Lanier rent increase</li> <li>• Avita was well represented at the Annual Peer Conference at St. Simon's Island</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staff recognized for going above and beyond</li> <li>• Happenings around Avita &amp; success stories</li> <li>• Dr. Joglekar is providing telemedicine services from her home in Texas</li> <li>• Email from Dr. Seabolt complimenting Cindy's leadership</li> </ul>
Financial Report	<p>Derek Singleton, CFO reviewed the financial report for the month ending July 31, 2018</p> <p><u>Financial Metrics</u> (Key Performance Indicators)</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 92.7 days; minimum standard is 30 days.</li> <li>• Current Ratio: 6.9:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 84.6 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.16:1; maximum standard is 2.5:1.</li> </ul> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• July's net operating results reflect a \$21K net surplus for the month and fiscal year to date. This is a 1% margin for the month and fiscal year to date.</li> <li>• 1 Month prior year to date revenue was a negative change of \$214K.</li> <li>• 12 months prior year to date expenses was a negative change of \$133K.</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 7/31/18 is \$6.1K</li> </ul>
Quarterly Corporate Compliance Report	<p>Cathy Ganter Cooper reviewed the 2nd quarter (April - June) of Calendar Year 2018 and compared to the same period in 2017.</p> <ul style="list-style-type: none"> <li>• Total reports increased from 55 to 113. Increase was due to under reporting last year. Staff have received more education in corporate compliance reporting <ul style="list-style-type: none"> <li>○ Service Quality increased from 16 to 74</li> <li>○ Management Practices increased from 27 to 37</li> <li>○ Health &amp; Safety increased from 12 to 15</li> <li>○ Business Practices increased from 0 to 1</li> </ul> </li> <li>• Report Dispositions, Finding of investigation: <ul style="list-style-type: none"> <li>○ Q2/2017: 89% substantiated; 11% unsubstantiated</li> <li>○ Q2/2018: 90% substantiated; 10% unsubstantiated</li> </ul> </li> </ul>
Strategic Plan Update for the Period October 2017 – March 2018	<p>Cathy Ganter Cooper, COO gave a status report on the 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>• We are meeting most of the targets in each area.</li> <li>• We continue to work on targets we are not meeting.</li> </ul>
Select Systems, LLC Resolution	<p>Cindy Levi read the Resolution to the Board.</p> <p>Avita is a member of Select Systems, LLC and their purpose is to help with managed care contracts. They do the high-level negotiating on behalf of the CSBs. There is no risk and the benefit is the bargaining power of a larger group. Cindy Levi will be the Member Representative and Derek Singleton will be Alternate Representative.</p> <p>Anne Davis made the motion to approve the Resolution; second by Alan Wallhausen. Motion carried.</p>
Georgia DCA Housing Resolution	<p>Alan Wallhausen made the motion to approve the Resolution for the Georgia Department of Community Affairs (DCA), Shelter Plus Care and Emergency Solutions grants by authorizing Cathy Ganter Cooper, Chief Operating Officer, Lori Holbrook, Chief Clinical Officer, Allan Harden, Human Resources Director and Christie Brooksher, Financial Operations Manager to be signer to draw funds from DCA on behalf of Avita Community Partners. Second by Ken Woerner. Motion carried.</p>
Executive Session	<p>At 8:26pm Barbara Bosanko made a motion for the board to enter executive session to discuss a personnel matter; second by Kent Woerner. Motion passed. Allan Harden and Derek Singleton were requested to stay. At 8:49pm, executive session closed, and the open meeting resumed.</p>
CEO Performance Review	<p>Cindy Levi received a 4.0 on her annual performance review. The Board recommends an increase in salary to \$184,000.</p> <p>Motion to approve the 4.0 rating on Cindy Levi's performance review and an increase in salary was made by Kent Woerner; second by Barbara Bosanko. Motion carried.</p>

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Adjournment	With no further business a motion to adjourn was made by Barbara Bosanko; second by Alan Wallhausen. Motion carried. The August 23, 2018 Board meeting adjourned at 8:50pm.
Presiding Officer Signature indicating approval & date approved	 9/25/18

Respectfully submitted,



Regina Grisham  
Recording Secretary