

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: July 24, 2018	TIME: 7:12pm – 8:09pm
PLACE: Administrative Office, Board Room	PRESIDING: Rita Bush, Vice-Chair



Attendance

Victor Anderson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angelia Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alan Wallhausen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Executive Team Member Attendance

Cathy Ganter	<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
Welcome & Call to Order	The July 24, 2018 meeting of the Board of Directors was called to order by Board Vice-Chair, Rita Bush at 7:12pm.
Determine Presence of a Quorum	A quorum was present with 8 Board Members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Barbara Bosanko; second by Sylvia Chasner. Motion carried.
Review of Minutes	Motion to approve the June 26, 2018 minutes was made by Barbara Bosanko; second by Alan Wallhausen. Motion carried.
Induction of FY19 Officers	Rita Bush, Vice-Chair affirmed the oath of office for Fiscal Year 2019. Angela Whidby, Chair will affirm the oath of office at the August meeting.
Oath of Office	Anne Davis, representing Habersham County, Barbara Bosanko, representing Lumpkin County and Sylvia Chasner, representing Towns County affirmed their oath of office for the term July 1, 2018 – June 30, 2021.
Board Designates Parliamentarian for FY19	Barbara Bosanko volunteered to serve as Parliamentarian.
Board Designates Representative to the GACSB	Barbara Bosanko made the motion to appoint Kent Woerner and Sylvia Chassner to represent Avita on the GACSB; second by Alan Walhausen. Motion passed.
Annual Approval of Board Policies	<ol style="list-style-type: none"> <li>1. Billing and Fee Collection</li> <li>2. Conflict of Interest</li> <li>3. Corporate Responsibility</li> <li>4. Ethical Standards</li> <li>5. Medica Relations</li> </ol> Rita Bush made the motion to approve the policies; second by Barbara Bosanko. Motion passed.
Update Resolution Delegating Power to CEO	The resolution delegating power to the CEO was signed by board members present.
Board Vice-Chair Report	No report
CEO Report	Cindy Levi highlighted the following: <ul style="list-style-type: none"> <li>• AJC newspaper article on suicide</li> <li>• Behavioral Health Crisis Center</li> <li>• Letter of Intent to provide Autism Services</li> <li>• Partnership with Hall and Dawson County Accountability Courts</li> <li>• Partnering with NAMI to host a mental health awareness walk</li> <li>• DBHDD changes to the KPIs (Key Performance Indicators) for FY19</li> <li>• Avita staff provided Crisis Intervention Team (CIT) training to law enforcement</li> </ul>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> <li>• WTRS program continues to develop partnerships in the community</li> <li>• Avita implemented a site-wide paging system</li> <li>• The Georgia Department of Community Health, Office of Healthcare Facility Regulation are making site inspections</li> <li>• Private Home Care License was approved July 20<sup>th</sup></li> <li>• Avita ended FY18 with a healthy financial margin</li> <li>• Staff recognition</li> <li>• Upcoming events</li> </ul>
Financial Report	<p>Derek Singleton, CFO reviewed the financial report for the month ending June 30, 2018</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• June's net operating results reflect a \$248k net deficit for the month and a \$413K net surplus for the fiscal year to date. This is a -11.5% margin for the month and 1.6% margin fiscal year to date.</li> <li>• 12 Months prior year to date revenue was a negative change of \$360K.</li> <li>• 12 months prior year to date expenses was a negative change of \$245K.</li> </ul> <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• Revenues had an unfavorable net variance of \$80K for the month and an unfavorable net variance of \$524K for the fiscal year to date.</li> <li>• Expenditures had an unfavorable net variance of \$246K for the month and a favorable net variance of \$271K for the fiscal year to date.</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 6/30/18 is \$5.9M</li> </ul> <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 73.4 days; minimum standard is 30 days.</li> <li>• Current Ratio: 7.8:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 70.1 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>RECAP of FY2018 Reinvestments from Net Operating Margin</u></p> <ul style="list-style-type: none"> <li>• Reinvestment into Staff: \$273,927</li> <li>• Reinvestment into Infrastructure: \$50,000</li> <li>• Reinvestment into Programs: \$4,690</li> <li>• Total Reinvestment: \$328,617</li> </ul>
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the April-June 2018 data.</p> <ul style="list-style-type: none"> <li>• Full time employees: 261; part time employees: 29</li> <li>• Turnover: full-time 25.29% (66 positions); part-time 31.03% (9 positions). Allan reported we are better than average compared to other CSBs in the state.</li> <li>• Vacancies: 23 full-time and 8 hourly</li> <li>• New Hires: 16 full-time and 7 hourly</li> <li>• Created 5 new positions</li> <li>• 2 Workman's Comp</li> </ul>
Committee Reports	There were no reports
Adjournment	With no further business Rita Bush adjourned the meeting at 8:09pm.
<p>Presiding Officer Signature indicating approval</p> <p> </p> <p style="text-align: center;">Date Approved</p>	

Respectfully submitted,

A handwritten signature in cursive script that reads "Regina Grisham".

Regina Grisham  
Recording Secretary