

Avita Community Partners
Board of Directors Meeting Minutes

DATE: December 12, 2017	TIME: 7:18pm – 7:51pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Chair

Attendance

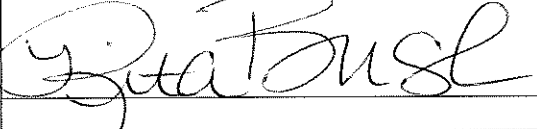
Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Victor Anderson	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alan Wallhausen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Mark Baker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charles Higgs	<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		

Executive Team Member Attendance

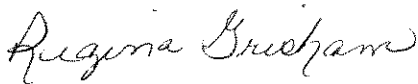
Cathy Ganter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gwen Hall	<input checked="" type="checkbox"/> Yes <input 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
Spotlight on Services	Cindy Levi gave a presentation on The Golden Goals Luncheon and Awards Ceremony held at the Emory Conference Center on October 30 th . This event honors individuals with intellectual and developmental disabilities (IDD) that have made noteworthy achievements. Seven of the thirteen awards were presented to Avita clients.
Welcome & Call to Order	The December 12, 2017 meeting of the Board of Directors was called to order by Board Chair, Angela Whidby at 7:18 p.m.
Determine Presence of a Quorum	We do not have a quorum since there are only 7 of 16 Board members in attendance.
Approval of Agenda	The agenda was not approved due to the absence of a quorum.
Review of Minutes	The October 24, 2017 minutes will be deferred for approval until the January meeting due to the absence of a quorum
Board Chair Report	Angela Whidby had nothing to report this month.
CEO Report	Cindy Levi highlighted the following in her report <ul style="list-style-type: none"> • Avita will be receiving 100 Narcan kits • Partnership with Georgia Council on Substance Abuse • Georgia Collaborative ASO Audit • Inspection by the office of Healthcare Facilities Regulations • Holiday bonus for staff • Yellow Ribbon Suicide Prevention • Donation from Dawson County Rotary Club • Quarterly supervisor/manager training was on Servant Leadership • Spoke to the Health Care Committee of "One Hall" • Invited to speak to staff at The Good News Medical Clinic • University of North Georgia students will be filming identified clients to share their recovery stories • Avita was sued by a former client • Debit/Credit card machines are available at all outpatient office • Dawson County Board of Commissioners recognized Joe Hirsch • Hall County Mayors Motorcade • Housing program experienced 3 unexpected deaths • Staff recognition for going above and beyond • Employee appreciation event at Jaemor Farms December 15th

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	<ul style="list-style-type: none"> • Organizational climate survey during the month of December • Happenings around Avita • Success Stories • Appreciation gifts made by the Dahlenega & Dawsonville IDD Centers were given to board members.
Financial Update	<p>Derek Singleton, CFO reviewed the financial report for the month ending October 31, 2017</p> <p><u>Consolidated Income Statement</u> October's actual net operating results reflect a \$121k net surplus for the month and a \$261k net surplus for the fiscal year to date (3% margin).</p> <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenues had a favorable net variance of \$2k for the month and an unfavorable net variance of \$122k for the fiscal year to date. • October's favorable net variance is primarily due to a favorable variance of \$74k in Medicaid Fees. • Expenses had a favorable net variance of \$82k for the month and favorable variance of \$183k for the fiscal year to date. • October's favorable net variance is primarily due to a favorable variance of \$51k in salary and benefits and a favorable variance of \$24K in other operating costs. <p><u>Key Performance Indicators</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 82.2 days; minimum standard is 30 days. • Current Ratio: 10.6:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 81.5 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.17:1; maximum standard is 2.5:1. <p>Mr. Singleton reviewed the remaining pages in the report:</p> <ul style="list-style-type: none"> • Balance Sheet • 13 Months Comparative Profit & Loss
FY17 Financial Audit Report	<p>Mr. Singleton gave an overview of the FY17 Financial Audit Report</p> <ul style="list-style-type: none"> • Robert Baker & Associates, Certified Public Accountants conducted the audit. • Avita received a clean opinion. • There was a favorable net adjustment of \$157K, resulting in an audited net margin of \$681K. • Trends of the key financial data from FY10 to FY17 showed Avita's progress in achieving financial stability.
Quarterly Corporate Compliance Report	<p>Cathy Ganter, COO reviewed the report for the period of July – September 2017 and compared to the same period in 2016.</p> <p>Total reports increased from 44 to 55</p> <p>Report Subjects</p> <ul style="list-style-type: none"> • Service Quality increased from 9 to 10 • Management Practices increased from 21 to 25 • Health & Safety stayed the same at 14 <p>Report Dispositions</p> <ul style="list-style-type: none"> • Percent substantiated increased from 84% to 94% • Percent unsubstantiated decreased from 16% to 6%
Committee Reports	<p>Board Governance</p> <ul style="list-style-type: none"> • Kent Woerner reported the committee held a new board member orientation. <p>Community & Client Relations</p> <ul style="list-style-type: none"> • Cathy Ganter reported to the committee how Avita is developing relationships and resources in the community.

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	<p>group services. Efforts are underway to make the group services provided at the Senior Center more successful.</p> <p>Finance</p> <ul style="list-style-type: none"> • Charles Higgs reported that Derek reviewed the financial report with the committee. • Charles added that Derek has transitioned well.
Adjournment	Angela Whidby adjourned the meeting at 7:51pm.
Presiding Officer Signature indicating approval	
<div style="display: flex; justify-content: space-between;"> <div data-bbox="108 451 641 579">  </div> <div data-bbox="779 493 1071 579"> <p>1-23-2018 Date Approved</p> </div> </div>	

Respectfully submitted,



Regina Grisham
Recording Secretary