

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: December 1, 2015	TIME: 7:30 p.m. – 8:50 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, Board Chair

Attendance

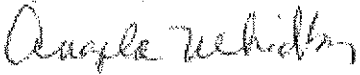
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Judy Theilman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Carol Fisher	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Janice McAllister	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Roger Scott	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	Intensive Treatment Residential Program Susan Kulow, program manager and the residents spoke about the program and the positive impact it has had on their recovery.		
Welcome & Call to Order	The December 1, 2015 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:30 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Deborah Mack; second by Sonny James. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 11 Board members attending this meeting.		
Review of Minutes	Motion to approve the October 27, 2015 minutes was made by Quentin Carr; second by Angela Whidby. Motion carried.		
Business	<p>Board Chair Report Brian Alexander encouraged the board members to visit the offices in their respective counties and get to know the staff.</p> <p>CEO Report Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> • Attended and testified before the Intellectual and Developmental Disabilities Study Committee on November 12th and the Children’s Behavioral Health Study Committee on November 18th. • Attended the Rosalynn Carter Symposium on Mental Health Policy. • RESPECT Institute Training • Staff recognition for going “Above and Beyond” • Middle Management Academy • Avita’s Shelter Plus Care Programs are ranked in the top 10 in Georgia • System of Care Grant awarded • Lavonia center hosted a luncheon to show appreciation to Carry-on Trailers for leasing the building to us for \$1 per year. • ASL Program is rolling out today. • We have added 10 Fusions and 2 Transit vans to our fleet <p>Pictures</p> <ul style="list-style-type: none"> • Cindy and Rosalynn Carter • Renovated space at Gainesville Specialty Center • Sensory board for Gainesville DD program made by a Brenau intern • Occupational therapy student project with the peer support group • Toccoa clients recognition of first responders • Lamar Paris attended the Blairsville thanksgiving lunch and posted a 		

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	<p>picture and comments on his Facebook page.</p> <p>Cindy added to her report</p> <ul style="list-style-type: none"> • Performance Monitoring Report <ul style="list-style-type: none"> ○ Score 92; weighted score 93 ○ We continue to work on standards that we did not meet or are marginal. • Transparency Group Report <ul style="list-style-type: none"> ○ We are 2nd highest in the state on the number of clients served ○ We are 2nd highest in number of children served and ○ 1st in number of clients served with a developmental disability ○ We are 9th in funding ○ Cash on hand – 3rd highest in the state with 52 days <p><u>Financial Update</u></p> <p>Victor Bowers reviewed the financial report for the month ending October 31, 2015.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 54.1 days; minimum standard is 30 days. • Current Ratio: 3.4:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 49.0 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.36:1; maximum standard is 2.5:1 <p>Consolidated Income Statement</p> <p>Revenues</p> <ul style="list-style-type: none"> • GIA was unfavorable due to reduced Family Support services and DD Respite usage. • Other revenue was unfavorable due to delayed startups for the new cost reimbursement contracts. <p>Expenses</p> <ul style="list-style-type: none"> • Salaries and benefits expenses continue to be favorable, though lower in past months due to cash out of accrued leave and the impact of salary increases. This was offset by unfilled budgeted vacancies. • The actual net operating results reflect a \$110k surplus for the month and a \$544k surplus for the year-to-date. • Compared to the prior year-to-date we are down \$189k. This change is due to the new programs we've added which increased our expenses. • If we continue to meet budget we would end the year with a net surplus of \$569k. <p><u>FY16 Proposed Budget Changes</u></p> <p>Victor Bowers presented the proposed changes to the FY16 Budget.</p> <ul style="list-style-type: none"> • Revenues increased due to the expansion of the system of care grant. • We also received 2 new contracts. Emerging Adults Support Services and American Sign Language (ASL) program. • Expenses also increased due to hiring staff for these new programs. <p>Motion to approve the proposed changes to the FY16 Budget was made by Charles Higgs; second by Joe Hirsch. Motion carried.</p> <p><u>Strategic Plan Update</u></p> <p>Roger Scott gave a status report on the following quadrants.</p>		

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	<ul style="list-style-type: none"> • Customer • Learning and Growth • Processes <p>Victor Bowers gave an update on the 4th quadrant.</p> <ul style="list-style-type: none"> • Financial <p>We are meeting the majority of the targets. We continue to work on targets that we are not meeting or are border line.</p> <p><u>Committee Reports</u></p> <p>Board Governance Joe Hirsch reported.</p> <ul style="list-style-type: none"> • Orientation for new board members is being planned. • Discussion on Board vacancies for Hart, Stephens and Lumpkin counties. <p>Client and Community Relations Angela Whidby reported that Roger Scott reviewed with the committee the following:</p> <ul style="list-style-type: none"> • 14 specialty programs • Challenges in recruiting staff for behavioral health services • 8 clients attended the RESPECT Institute Training <p>Janice McAllister gave an update on developmental disability services.</p> <ul style="list-style-type: none"> • 2 clients received an award at the Golden Goal Awards event • Staff and clients attended the Georgia Gathering • Customized employment training for staff is scheduled for January and February • Incentive program and career ladder have been implemented • Received billing numbers for 2 host home providers; we are still waiting on 3 other homes. <p>Finance Sonny James reported that Victor Bowers reviewed:</p> <ul style="list-style-type: none"> • Financial reports • The switch to Fee-For-Service was supposed to go live January 1, 2016 but Beacon could not meet the October 1st deadline. • Go live has been changed to July 1, 2016. 		
Announcements	<p>Flu Shots Update Arrangements with the county health departments are being made. For our larger sites the health department will come to the office. Staff from our smaller sites can go to the health department.</p>		
Adjournment	<p>There being no further business a motion to adjourn was made by Angela Whidby; second by Todd Levent. Motion carried and the December 1, 2015 Board meeting was adjourned at 8:50 p.m.</p>		
Vice Chair's signature indicating approval			
 1-26-16			
-Brian-Alexander ANGELA WHIDBY		Date Approved	

Respectfully submitted,



Regina Grisham
Recording Secretary