

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: September 23, 2014	TIME: 7:37 p.m. – 8:34 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Deborah Mack, Board Chair

Attendance


Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jimmy Hooper	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input 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
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Charles Higgs	<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 checked="" type="checkbox"/> Yes <input 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	<b>Crisis Stabilization Program</b> Mary Donna McAvoy presented information about the program. She also gave a tour of the unit.		
Welcome & Call to Order	The September 23, 2014 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:37 p.m. Deborah welcomed our new member Commissioner Sonny James. Each Board Member and Executive Team Member introduced themselves.		
Approval of Agenda	Motion to approve the agenda was made by Brian Alexander; second by Angela Whidby. 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 August 26, 2014 minutes was made by Rita Bush; second by Brian Alexander. Motion carried.		
Business	<p><b>Oath of Office</b> Sonny James affirmed his oath of office as the elected official representing Habersham County.</p> <p><b>Board Chair Report</b> Deborah Mack reported that she participated in The Joy of Victory, a recovery awareness workshop sponsored by Avita. The program was held at St. John Baptist Church in Gainesville.</p> <p><b>CEO Report</b> Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>• Core Redesign Project</li> <li>• MTM Training on Collaborative Documentation</li> <li>• New DBHDD Policies               <ol style="list-style-type: none"> <li>1. Community Service Board Oversight</li> <li>2. Fiscal Standards and Practices</li> <li>3. Financial Audits</li> </ol> </li> <li>• Cindy has requested the finance committee to review in more detail and make recommendations to ensure Avita's compliance.</li> <li>• Women's TANF Ready to Work Program – we committed to provide the service after the state told us we are the safety net. Hall County DFCS said there is a huge need for this service. The</li> </ul>		

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	<p>state is looking to provide some start up funds. All 13 counties will be able to utilize the program.</p> <ul style="list-style-type: none"> <li>• Senate Bill 349 – we have fulfilled the requirement of 4 elected officials.</li> <li>• Shelter Plus Care and HUD Grants Audit</li> <li>• Intensive Treatment Residential Program—a lease has been signed for a house in Dahlonaga.</li> <li>• Georgia CSB Association is holding a meeting to form a Board Member Interest Group. All CSB Board Members are invited to participate.</li> <li>• Highlights around Avita</li> </ul> <p><b>Financial Update</b></p> <p>Victor Bowers reported we ended the month of August with a net surplus of \$185k and a \$322k surplus for the year to date. The net surplus variance from budget was \$56k.</p> <p>Revenue Variances</p> <ul style="list-style-type: none"> <li>• GIA was unfavorable \$79k due to ramping up in family support services.</li> <li>• Medicaid waivers were unfavorable \$40k due to authorization numbers that lapsed. The revenue will be recovered once the client reapplies for a new number. This is a rare occurrence.</li> <li>• Other local funds were unfavorable \$17k primarily due to reimbursement contracts capped out plus new start up reimbursable contracts beginning this year.</li> </ul> <p>Expense Variances</p> <ul style="list-style-type: none"> <li>• Salaries and benefits favorable \$52k due to unfilled budgeted vacancies.</li> <li>• Contracts were favorable due to reduced physician contractor services.</li> <li>• All other expenses were favorable primarily due to a reduction in family support expenses.</li> </ul> <p>Financial Metrics</p> <ul style="list-style-type: none"> <li>• This report is part of the core redesign requirement that we report to the state.</li> <li>• Days of cash on hand will fluctuate due to receivables.</li> <li>• If we continue to meet budget the projected year end surplus would be \$1.2M. We are \$100k ahead of last year.</li> </ul> <p><b>Committee Reports</b></p> <p><b>Board Governance</b></p> <p>Anne Mundy reported the committee is planning to do new board member orientation next month. The Board Handbook is being revised and should be ready next month.</p> <p><b>Community and Client Relations</b></p> <p>Zadie Peters reported that Dr. Scott gave a preliminary report on the client satisfaction survey which will be presented to the Board at the December meeting. They also reviewed the Key Performance Indicators and the challenges we face during the year of transition. The Organizational Overview booklet was reviewed and will be mailed to our community partners.</p> <p><b>Finance</b></p> <p>Quentin Carr reported the committee reviewed and discussed the financial report in more detail.</p>		

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	<p><b>Executive Session</b>            Brian Alexander made the motion at 8:14 p.m. for the Board and Allan Harden to enter into executive session to discuss a personnel matter. Second by Angela Whidby. Motion passed. At 8:33 p.m. Angela Whidby made the motion to close execution session. Second by Quentin Carr. Motion passed.</p> <p><b>Open Meeting Resumed</b>            Anne Mundy made the motion to give Cindy Levi a 3% increase effective 9/1/14 with no bonus. Second by Quentin Carr. Motion passed.</p>		
Adjournment	There being no further business, Deborah Mack adjourned the September 23, 2014 meeting at 8:34 p.m.		
Chair's signature indicating approval			
 <span style="float: right;">10/28/14</span>			
Deborah Mack	Date Approved		

Respectfully submitted,



Regina Grisham  
 Recording Secretary