

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: January 24, 2017	TIME: 7:06 p.m. – 8:05 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, Board Chair

Attendance

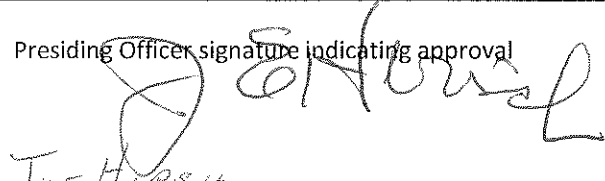
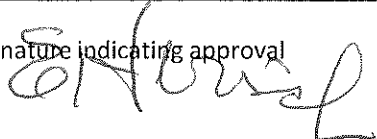
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Mitchell	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mark Baker	<input checked="" type="checkbox"/> Yes <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
Barbara Bosanko	<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
Rita Bush	<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
Quentin Carr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terri Wofford	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cathy Ganter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Roger Scott	<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		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	System of Care Program Cathy Ganter gave an overview of how the funds are utilized in our youth services programs. For example, some families have difficulty in getting their children to appointments. Avita purchased gas cards to give to families to help minimize this barrier. Funds are used to provide evidence-based practice training for clinicians. The funds are also used to support non-billable services through our community partnerships.		
Welcome & Call to Order	The January 24, 2017 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:06 p.m.		
Determine Presence of a Quorum	A quorum was present with 11 Board Members attending this meeting.		
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Charles Higgs. Motion carried.		
Review of Minutes	Motion to approve the December 6, 2016 minutes was made by Quentin Carr; second by Joe Hirsch. Motion carried.		
Business	<p><u>Oath of Office</u> Mark Baker affirmed the oath of office for term January 24, 2017 – December 31, 2019. Board Members and the Executive Team introduced themselves to Mr. Baker.</p> <p><u>Board Chair of Report</u> No report this month.</p> <p><u>CEO Report</u> Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> Avita Organizational Survey Results. Cindy reviewed the results of the 2016 survey and compared to 2014, and 2015. Areas highlighted in yellow show improvement. Areas needing improvement we continue to work on. Provider Numbers Update. We received provider numbers for several programs but still have challenges in getting paid. We recently received our number for the new Dawsonville DD office. It is slated to open February 6th. We are still waiting for the Dawsonville BH office. Cindy has scheduled a meeting with DBHDD, DCH and the ASO to share our concerns about the lengthy process. 		

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	<ul style="list-style-type: none"> • Recognition of Roger Scott for 21 years of service who is retiring January 31st. • Effective February 1st Cathy Ganter and Lori Holbrook will assume their new roles. • Vehicles--we replaced 1/3 of our fleet last year. We recently added 2 new lift vans through the Enterprise lease program with buyout at the end of the lease. • Community Access groups activities during the holidays. • Gainesville Hall County Motorcade donation and gift cards from NAMI were given to clients in the ACT, Peer and Supported Apartment programs. • ACT team and Supported Employment Program received their fidelity monitoring scores. Both programs received exemplary performance. • ASL program staff provided a sign language class to staff and clients in our Gainesville Community Access Program. • WTRS program participants are busy providing community service. • We are waiting for a contract amendment for additional funding for Family Support Services and the Rabun Clubhouse. • Changes in the VA contract. • Staff recognition for going above and beyond. • Happenings around Avita. • Client success stories. • CSB Day at the Capitol. • Cindy added to her written report <ul style="list-style-type: none"> ○ Gainesville Times article. ○ Recovery Focused Change and Technical Assistance Demonstration will be hosted by Avita this Thursday. <p><u>Financial Update</u></p> <p>Victor Bowers reviewed the financial report for the month ending December 31, 2016.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 69 days; minimum standard is 30 days • Current Ratio: 10:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 66.9 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.25:1; maximum standard is 2.5:1 <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> • For the month we ended with a net surplus of \$19,653 which is a profit margin of 0.9%. • Year-to-date, the deficit is \$91,055. • Six months prior year-to-date is an unfavorable \$802k. <p>Variances from Budget</p> <p>Revenues had an unfavorable variance of \$132k primarily due to:</p> <ol style="list-style-type: none"> 1) Unfavorable \$51k in State Fee-For-Service, adult services. Mental health and substance abuse services were less than the dollar volume needed for 70% FFS. Avita offices were also closed 2 days for the holiday. 2) Medicaid Waivers were unfavorable \$67k due to fewer host home providers, fewer community access services provided and the delayed startup of the Dawsonville program. 3) Other local funds were unfavorable \$11k due to less reimbursable activities in our cost reimbursement contract. 4) Other revenues were unfavorable \$17 due to decrease in private insurance and collection of client fees. <p>Expenses had a favorable variance of \$133k primarily due to:</p> <ol style="list-style-type: none"> 5) Favorable variance in salary and benefits of \$147k due to unfilled budgeted vacancies. 6) Family Supports Services had an unfavorable variance of \$25k due to an increase in expenditures. This contributed favorably to the net GIA 		

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	<p>variance.</p> <p>7) Equipment expenses were unfavorable \$6k due to IT computer equipment upgrades and additional vehicle leases.</p> <p>Comparison of Budget to Actual</p> <ul style="list-style-type: none"> • Victor reviewed the 2nd quarter and compared to 1st quarter. • If we continue to meet budget going forward we would end the year with a \$20k net deficit. We still expect to end the year with a small surplus. <p><u>FY16 Financial Audit Report Summary</u></p> <ul style="list-style-type: none"> • Victor presented the FY16 audit report prepared by Robert Baker and Associates. • We had a clean audit with no exceptions or changes. • There were no issues with internal controls. • Victor demonstrated how the audit figures are derived from our unaudited P&L reconciliation to the audited P&L. He pointed out the differences on the full accrual vs. the adjusted modified cash basis. There was a favorable adjustment in the Pension funds liability. <p>Angela Whidby made a motion to accept the audit; second by Charles Higgs. Motion passed.</p> <p><u>HR Report to the Board</u></p> <p>Allan Harden reviewed the July – December 2016 data.</p> <ul style="list-style-type: none"> • Current Employee Count at the end of December was 262 full-time and 34 part-time. • Combined annualized turnover through December was 12.54% (37 positions). • Allan compared turnover to the same period in 2015. • Vacancies: 16 full-time and 9 hourly. • New Hires: 39 full-time and 14 hourly. • Created 10 new positions. • Allan pointed out we are doing better than the industry average and we actively recruit for vacant positions. • We had 6 Workman’s Comp claims during the 6 month period. 		
Adjournment	With no further business a motion to adjourn was made by Quentin Carr; second by Rita Bush. Motion carried and the January 24, 2017 Board meeting was adjourned at 8:05 p.m.		
<p>Presiding Officer signature indicating approval</p> <p></p> <p>Joe Hirsch</p> <p></p> <p>Date Approved 2/28/17</p>			

Respectfully submitted,



Regina Grisham
Recording Secretary