

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: October 24, 2017	TIME: 7:19pm – 7:47pm
PLACE: Administrative Office, Board Room	PRESIDING: Rita Bush, Vice-Chair

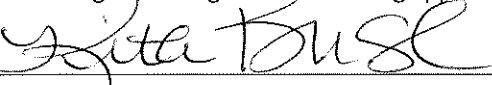
Attendance

Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Victor Anderson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alan Wallhausen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mark Baker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<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 October 24, 2017 meeting of the Board of Directors was called to order by Board Vice-Chair, Rita Bush at 7:19 p.m.
Determine Presence of a Quorum	A quorum was present with 12 Board Members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Brian Alexander; second by Kent Woerner. Motion carried.
Approval of Minutes	Motion to approve the September 26, 2017 minutes was made by Brian Alexander; second by Barbara Bosanko. Motion carried.
Board Chair Report	No report due to the absence of Angela Whidby.
CEO Report	<p>Cindy Levi highlighted the following in her report</p> <ul style="list-style-type: none"> <li>• Impact of Hurricane Irma</li> <li>• Roofing and carpet projects</li> <li>• Recovery Coaches from Georgia Council on Substance Abuse</li> <li>• Gainesville Adult Outpatient Office is offering Saturday hours</li> <li>• Technical Assistance provided to Cobb/Douglas CSB</li> <li>• Consultation provided to Clayton CSB</li> <li>• Dawsonville Crisis Intervention Team Training provided for Law Enforcement</li> <li>• Break-in at Hartwell office – Security cameras have been installed at the Hartwell Office due to a recent break-in. Active shooter incident on the Hartwell property.</li> <li>• New IDD audit Tool has been implemented</li> <li>• Presented at the Behavioral Health Symposium</li> <li>• Annual Family Meeting was held October 20th</li> <li>• Holiday bonus was announced</li> <li>• GACSB Educational Exchange concluded today. Board members that attended were Sylvia, Alan and Anne.</li> <li>• 6 APEX counselors and Cathy Ganter attended the Annual Conference on Advancing School Mental Health in Washington D.C.</li> <li>• Expansion of several new services were introduced October 1<sup>st</sup></li> <li>• Evolve Staff participated in several events in the community</li> <li>• Avita’s American Sign Language program has expanded statewide</li> <li>• DBHDD asked Avita to add the services of a Regional Housing Outreach Coordinator</li> <li>• Staff recognition</li> <li>• Employee appreciation event at Jaemor Farms on December 15<sup>th</sup> <ul style="list-style-type: none"> <li>○ Action: Board Members will RSVP to Regina Grisham if they would like to attend.</li> </ul> </li> </ul> <p>Pictures</p> <ul style="list-style-type: none"> <li>• Recovery bash</li> </ul>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> <li>• Fall Art Show at the Gainesville Clubhouse</li> <li>• Hartwell, Toccoa, Demorest pumpkin contest</li> </ul> <p>Derek Singleton, CFO reviewed the financial report for the month ending September 30, 2017.</p> <p><u>Financial Metrics</u></p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 79.5 days; minimum standard is 30 days.</li> <li>• Current Ratio: 7.6:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 74.4 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.17:1; maximum standard is 2.5:1.</li> </ul> <p><u>Consolidated Income Statement</u></p> <p>September's actual net operating results reflect a \$137k net deficit for the month and a \$139k net surplus for the fiscal year to date.</p> <p>Revenues had an unfavorable variance of \$198k for the month and an unfavorable variance of \$123k for the fiscal year to date.</p> <ul style="list-style-type: none"> <li>• State contract services, Medicaid Outpatient and Medicaid Waivers were unfavorable due to fewer billable days in the month.</li> <li>• The unfavorable variance of \$81k in Other Local Funds is related to the reimbursable contract billings vs. budget for new contracts, ramping up of new MAT service.</li> </ul> <p>Expenses had a favorable variance of \$10k for the month and favorable variance of \$100k for the fiscal year to date.</p> <ul style="list-style-type: none"> <li>• The favorable variance of \$65k in Salaries and Benefits due to unfilled budgeted vacancies.</li> <li>• An unfavorable variance of \$16k in Family Support Services related to an August invoice that was not accrued in August and paid in September.</li> <li>• Equipment had a favorable variance of \$8k due to a budget error that was corrected in September.</li> </ul> <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• First quarter revenues was under budget \$122k</li> <li>• First quarter expenses was under budget \$101k</li> <li>• If we continue to meet budget the projected surplus by the end of the fiscal year would be \$642k</li> </ul> <p>Mr. Singleton reviewed the remaining pages in the report:</p> <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• FY17 &amp; FY18 Comparative Monthly Profit &amp; Loss</li> </ul>
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the report for the period of July – September 2017</p> <ul style="list-style-type: none"> <li>• Current Employee Count: 248 full-time; 32 part-time</li> <li>• Turnover: full-time was 10.89% (27 positions); part-time was 7.11% (2 positions). Exit interviews revealed better opportunities, salary, and some are relocating.</li> <li>• Vacancies: 28 full-time; 10 hourly</li> <li>• New hires: 16 full-time; 5 hourly</li> <li>• New positions created: 4</li> <li>• Workman's Comp: 0</li> </ul>
Adjournment	<p>With no further business, a motion to adjourn was made by Brian Alexander; second by Charles Higgs. Motion carried and the October 24, 2017 Board meeting was adjourned at 7:47 p.m.</p>
<p>Presiding Officer signature, indicating approval</p> <p> 1-23-2018</p> <p>Date Approved</p>	

Respectfully submitted,



Regina Grisham  
Recording Secretary