

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: August 26, 2014	TIME: 7:32 p.m. – 8:52 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	Zadie Peters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jimmy Hooper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Judy Theilman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Quentin Carr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input type="checkbox"/> Yes <input checked="" 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
Welcome & Call to Order	The August 26, 2014 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:32 p.m. Deborah Mack welcomed our new members. Board members and executive team members introduced themselves for the benefit of our new members.		
Approval of Agenda	Motion to approve the agenda was made by Charles Higgs; second by Brian Alexander. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 10 Board members attending this meeting.		
Review of Minutes	Motion to approve the July 22, 2014 minutes was made by Rita Bush; second by Brian Alexander. Motion carried.		
Business	<p><b>Oath of Office</b> Joe Hirsch, Jimmy Hooper, Margaret Gregory and Todd Levent, each affirmed their oath of office.</p> <p><b>Board Chair Report</b> Deborah Mack reported Dr. Larkin submitted his resignation.</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>• Contracts <ul style="list-style-type: none"> <li>○ VA contract has been extended through October 31<sup>st</sup> while a solicitation to bid is being prepared</li> <li>○ Fee for service contract for Child &amp; Adolescent core services was renewed</li> <li>○ Case management contract expansion</li> <li>○ Community support team contract was renewed</li> <li>○ System of Care contract has been finalized</li> </ul> </li> <li>• Core Service Redesign Project <ul style="list-style-type: none"> <li>○ MTM Services is providing technical assistance trainings</li> </ul> </li> </ul>		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	<p>to prepare for the changes in FY16</p> <ul style="list-style-type: none"> <li>○ The first 6 months of FY16 will be 1/12 payment and fee for service for the remaining 6 months.</li> </ul> <ul style="list-style-type: none"> <li>• Statement of Need—we are applying for a one time grant up to \$100k for Transitional Age Youth and Young Adult Supplemental Support Funding</li> <li>• We are opening a behavioral health outstation in Dawsonville.</li> <li>• We have located a house in Dahlonega to lease for the Intensive Treatment Residential Program.</li> <li>• Our HIV Program was highlighted in the HIV Quarterly Report.</li> <li>• September is Recovery Month—an event has been planned on the 20<sup>th</sup> at Laurel Park in Gainesville.</li> <li>• One of our supported employment success stories was highlighted in the DBHDD Newsletter</li> <li>• Toccoa DD Basketball team</li> <li>• Georgia CSB Association, Educational Exchange Conference at Lake Lanier Islands</li> </ul> <p><b><u>Financial Update</u></b></p> <p>Victor Bowers reported we ended the month with a net surplus of \$137k.</p> <p>Revenue Variances from Budget was an unfavorable \$83k due to:</p> <ul style="list-style-type: none"> <li>• Reduced volume in Medicaid medical services.</li> <li>• Failed Medicaid claims—this is not lost money just delayed. Failed claims are worked on weekly.</li> </ul> <p>Expense Variances from Budget were favorable \$187k due to:</p> <ul style="list-style-type: none"> <li>• Salary and benefits due to unfilled budgeted vacancies.</li> <li>• Contracts were favorable due to reduction of physician contract services.</li> <li>• Reduction in expenditures for Family Support Services.</li> </ul> <p>Financial Metrics</p> <ul style="list-style-type: none"> <li>• The State has requested we report 4 additional items. 1) Days of cash on hand, 2) current ratio 3) Days of Unreserved Net Assets to Total Expenses 4) Long-term Debt to Net Assets.</li> <li>• The ratio includes our estimated liability for unpaid accrued leave.</li> </ul> <p><b><u>Georgia DCA Housing Resolution</u></b></p> <p>Brian Alexander made the motion that we approve the Resolutions for the Georgia Department of Community Affairs, Emergency Shelter Grant, the Shelter Plus Care Supportive Services Grant, and the Street Outreach Project Grant by authorizing Victor Bowers, Chief Financial Officer, Roger Scott, Chief Operations Officer and Amphon Johnson, Fiscal Operations Manager to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Joe Hirsch. Motion passed.</p> <p><b><u>Executive Session</u></b></p> <p>Brian Alexander made a motion at 8:12 p.m. that the Board enter into Executive Session to discuss a personnel matter. Second by Joe Hirsch. Motion passed. Allan Harden was asked to stay. Executive</p>		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
	session closed at 8:51 p.m.		
Adjournment	There being no further business Deborah Mack adjourned the August 26, 2014 meeting at 8:52 p.m.		
Chair's signature indicating approval			
			
Deborah Mack	Date Approved		

Respectfully submitted,



Regina Grisham  
Recording Secretary