

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: May 26, 2015	TIME: 7:12 p.m. – 8:13 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Deborah Mack, Board Chair

Attendance

Brian Alexander	<input type="checkbox"/> Yes <input checked="" 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	Sonny James	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Judy Theilman	<input type="checkbox"/> Yes <input checked="" 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	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Charles Higgs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

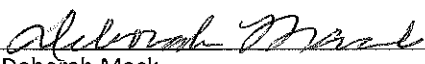
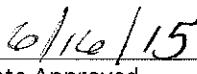
Executive Team Member Attendance

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	Supported Employment Program Howard Stroud gave a report on the number of clients served, the number currently employed and the number who no longer need the support of the program. Employment specialist staff shared success stories with the Board.		
Welcome & Call to Order	The May 26, 2015 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:12 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Quentin Carr; second by Joe Hirsch. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 8 Board members attending this meeting.		
Review of Minutes	Motion to approve the April 28, 2015 minutes was made by Anne Mundy; second by Sonny James. Motion carried.		
Business	<p><b>Board Chair Report</b> No report.</p> <p><b>Oath of Office</b> Commissioner Sammy Reece, representing Banks County affirmed his oath of office.</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>• MTM Training – Getting Your Board on Board. Board Governance will review and bring back any recommendations.</li> <li>• Executive Summary of the first meeting of the Organizational Focus Group.</li> <li>• Ambulatory Detox Program officially closes Friday, May 29<sup>th</sup>. Staff has been reassigned to other programs.</li> <li>• GACSB Association Board Retreat. A summary of the various workgroups responsible for the implementation of the strategic plan is in. Joe Hirsch added the retreat was very informative and goals for the future were set. Fee-for-service was discussed.</li> <li>• Statement of Need for Systemic Changes in Developmental Disability Programs. Focus is on customized employment.</li> <li>• Georgia Medical Care Foundation (GMCF) Audit – There was significant improvement from the last audit.</li> <li>• Presentation to Stephens County Commissioners – they have</li> </ul>		

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	<p>committed to finding someone to appoint to the Board.</p> <ul style="list-style-type: none"> <li>• We have developed a flyer that will be distributed in Rabun and Hart counties to help in recruiting for Board members to represent these counties.</li> <li>• Dawson County space that was offered for a satellite office is not handicap accessible and cannot be made accessible.</li> <li>• Flowery Branch City Manager contacted us about our crisis stabilization unit being out of compliance with the city's zoning code. The city issued a certificate of occupancy back in 2011. After meeting with the city officials we decided to review with our attorney.</li> </ul> <p>Other Highlights around Avita:</p> <ul style="list-style-type: none"> <li>• 364 families are enrolled in the Family Support Program</li> <li>• Employee appreciation lunches were held this month</li> <li>• Program expansion in Forsyth County</li> <li>• Research study through Temple University</li> <li>• Weekly conference call with Glen Cove Apartments on the renovations for the TANF program</li> <li>• Avita monthly newsletter</li> </ul> <p><b><u>Financial Update</u></b></p> <p>Victor Bowers reviewed the April Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand 39.6</li> <li>• Current Ratio 2.9:1</li> <li>• Days of Unreserved Net Assets to Total Expenses 44.8 Days</li> <li>• Long Term Debt to Net Assets is 0.2:1</li> </ul> <p>Financial Statement Consolidated Statement</p> <ul style="list-style-type: none"> <li>• We ended the month with a surplus of \$139k.</li> <li>• Our year-to-date surplus is \$1.8M.</li> <li>• Compared to the prior year-to-date the change was a favorable \$791k.</li> </ul> <p>Revenue and Expense Variances Revenue was down \$21k primarily due to:</p> <ul style="list-style-type: none"> <li>• An unfavorable variance in Medicaid waivers due to staffing availability to provide CAI services.</li> <li>• Other local funds were unfavorable due to an accrual adjustment of \$12k.</li> <li>• Grant-in-Aid funds were favorable due to Family Support Services nearing budgeted revenues and an increase in autism services.</li> </ul> <p>Expenses were a favorable \$62k primarily due to:</p> <ul style="list-style-type: none"> <li>• Unfilled budgeted vacancies and a decrease in physician contracts as more physicians are moving to employee.</li> </ul> <p>Comparison of Budget to Actual</p> <ul style="list-style-type: none"> <li>• If we continue to meet budget the projected year-end surplus would be \$2,052k.</li> <li>• Victor added he is working on the FY16 budget which will be presented to the Board next month.</li> </ul> <p><b><u>HR Summary Report</u></b></p> <p>Allan reviewed the January – March 2015 data.</p> <ul style="list-style-type: none"> <li>• 237 full-time employees; 31 part-time employees.</li> <li>• The combined annualized turnover rate for this period was 19.90% (40 positions).</li> <li>• Positions vacated: 12 voluntary and 1 assisted. Currently we have 20</li> </ul>		

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	<p>part-time and 10 full-time vacant positions.</p> <ul style="list-style-type: none"> <li>• There were 6 new positions created.</li> <li>• Worker's Comp: 1 new report and 1 ongoing.</li> </ul> <p><b><u>Nomination Committee Report</u></b>  Anne Mundy announced the slate of officers nominated for Fiscal Year 2016</p> <ul style="list-style-type: none"> <li>• Brian Alexander, Chair</li> <li>• Angela Whidby, Vice-Chair</li> <li>• Zadia Peters, Secretary</li> <li>• Sonny James, Treasurer</li> </ul> <p>The vote will take place next month.</p> <p><b><u>Proposed Bylaw(s) Changes</u></b></p> <ul style="list-style-type: none"> <li>• Anne Mundy reported there are no changes to the bylaws.</li> </ul> <p><b><u>Corporate Compliance Report</u></b>  Roger Scott reported on the first quarter of Calendar Year 2015 and compared to the first quarter of Calendar Year 2014.</p> <ul style="list-style-type: none"> <li>• Total reports down</li> </ul> <p>Report Subjects</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Service Quality</li> <li>• Management Practices</li> <li>• Business Practices</li> </ul> <p>Report Dispositions</p> <ul style="list-style-type: none"> <li>• 55% substantiated</li> <li>• 45% unsubstantiated</li> </ul> <p>Trends</p> <ul style="list-style-type: none"> <li>• Volume of reports decreased from 52 to 47</li> <li>• Service Quality Reports decreased from 23 to 17</li> <li>• 5 reports were received through the external hotline.</li> </ul> <p><b><u>Committee Reports</u></b>  Board Governance  Anne Mundy reported.</p> <ul style="list-style-type: none"> <li>• Reviewed the Bylaws</li> <li>• CEO performance review</li> <li>• How to address absences</li> </ul> <p>Community and Client Relations</p> <ul style="list-style-type: none"> <li>• Zadia Peters reported the committee did not meet.</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>• Nothing further to add to Victor Bowers report.</li> </ul>		
Announcements	<p>June Meeting</p> <ul style="list-style-type: none"> <li>• Cindy asked if the June meeting could be changed from the 23<sup>rd</sup> to the 16<sup>th</sup>.</li> <li>• She will be attending the CARF training in Arizona the week of June 22<sup>nd</sup>.</li> <li>• Agreed to change the meeting to the 16<sup>th</sup>. Action: Regina will notify Board members that are absent of the date change.</li> </ul> <p>Board Member Recognition</p> <ul style="list-style-type: none"> <li>• Cindy presented an appreciation gift to Anne Mundy for her 11 years of dedicated and loyal service to the Board.</li> </ul>	Regina	5/27/15

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Adjournment	There being no further business a motion to adjourn was made by Sonny James; second by Zadie Peters. Motion carried and the May 26, 2015 Board meeting was adjourned at 8:13 p.m.		
Chair's signature indicating approval			
			
Deborah Mack		Date Approved	

Respectfully submitted,



Regina Grisham  
Recording Secretary