

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: October 27, 2015	TIME: 7:32 p.m. – 8:35 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Board Vice-Chair

Attendance

Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Charles Higgs	<input type="checkbox"/> Yes <input checked="" 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	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" 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
Carol Fisher	<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
Margaret Gregory	<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
Welcome & Call to Order	The October 27, 2015 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:32 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Deborah Mack; second by Joe Hirsch. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 9 Board members attending this meeting.		
Review of Minutes	Motion to approve the September 22, 2015 minutes was made by Zadie Peters; second by Sonny James. Motion carried.		
Business	<p><u>Oath of Office</u> Carol Fisher, representing Rabun County affirmed her oath of office. She is finishing term ending 6/30/16.</p> <p><u>Vice-Chair Report</u> Angela Whidby reported that she and Joe Hirsch attended the GACSB Educational Exchange Conference this week. Highlights of the conference:</p> <ul style="list-style-type: none"> • Kevin Hines spoke about his suicide attempt by jumping off the Golden Gate Bridge. • Session on "Suicide: Core Skills in Assessment & Management". <p>Action: Regina Grisham will email a copy of the information from this session to the Board Members.</p> <ul style="list-style-type: none"> • DBHDD presentation • Commissioner Berry's presentation • Cindy added that a copy of the updated Risk Map and Dashboard is in the Board packets. Cindy pointed out that Avita moved from high risk to minimal risk. Overall, we are pleased with our progress. <p><u>CEO Report</u> Pictures of various events and activities were shared with the Board.</p> <ul style="list-style-type: none"> • Golden Goal Awards • Hartwell Scarecrow Contest • Demorest decorated pumpkins • Hartwell held a "Pink Out" Day • Gainesville Peer Support Newsletter <p>Cindy highlighted the following in her report</p> <ul style="list-style-type: none"> • Georgia Collaborative ASO has been postponed until December 2015. • Implementation of the Cash Out Program (COP) • Recognition Program – HR Department and 5 staff were recognized. • Participated in the Hall County Teen Maze Project 	Regina Grisham	10/30

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	<ul style="list-style-type: none"> • BH Symposium—Cindy was part of a panel that presented on telemedicine. • The Dream Weavers and People of Purpose participated in the Georgia Gathering. • Renovations have been completed at the Gainesville Specialty Center and the Hall County Intensive Outpatient Program has moved into their new office. • Hall County Forensic Project has started. • Avita hosted Mental Health First Aid Training. • Recognition brunch for Carry-On Trailers will be held on November 30th. Cindy added to her report that was previously emailed. • Avita is hosting the RESPECT Institute Training this week. Board Members are invited to attend the Graduation on Thursday, at 10:30 a.m. • We received a bill from National Premier Laboratories that was not part of our agreement. We are working with other labs and will enter into another agreement. • Interviewing ASL candidates this week. • Deaf services are now supplying interpreters at no cost to Avita. • Janice McAllister has announced her retirement March 1st. An Assistant Director will be hired to work with Janice before her retirement and we hope they will move into the director position. Janice has 32 years of service with Avita. <p><u>Financial Update</u></p> <p>Victor Bowers reviewed the financial report for the month ending September 30, 2015.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 51.7 days; minimum standard is 30 days. • Current Ratio: 3.3:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 46.7 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.36:1; maximum standard is 2.5:1 <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> • For the month of September we ended with a surplus of \$144k, a 5.6% margin. • Year-to-date surplus is a favorable \$433k. • Compared to the prior year-to-date we are down \$32k. <p>Revenue Variances from Budget was an unfavorable \$118k primarily due to:</p> <ul style="list-style-type: none"> • GIA was unfavorable \$29k due to reduced Family Support DD respite usage and Supported Employment. • Medicare was favorable \$10k due to payments released that were previously denied due to an error made by Medicare. • Other local funds were unfavorable \$68k due to delayed start up for new reimbursement contracts and existing reimbursement contracts, plus the accounts receivable accrual adjustment. <p>Expense Variances from Budget was a favorable \$151k primarily due to:</p> <ul style="list-style-type: none"> • Salary and benefits had a favorable variance of \$77k due to unfilled budgeted vacancies and reimbursement services contracts ramping up to contract levels. • Contracts were favorable due to favorable variances in contract physician budget and DD host home contractors. • All other expenses were favorable \$42k due to reduced expenses in respite, repairs and maintenance and vehicle repairs. 		

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	<ul style="list-style-type: none"> • If we continue to meet budget the projected year end surplus would be \$599k. <p>Balance Sheet</p> <ul style="list-style-type: none"> • Cash continues to increase. • New liability for the state pension has been added to the report. <p>13 Month Comparative P&L</p> <ul style="list-style-type: none"> • Salaries increased due to the adjustments made. • Equipment increased due to purchases for new programs and replacing old computers. <p>Quarterly Corporate Compliance Report</p> <p>Dr. Roger Scott presented the 3rd quarter report for July – September 2015 and compared to the same period in 2014.</p> <ul style="list-style-type: none"> • Total reports increased slightly from 50 to 52 • Subject Areas <ul style="list-style-type: none"> ○ Service Quality decreased from 18 to 8 ○ Management Practices increased from 17 to 26 ○ Health & Safety stayed the same at 13 ○ Business Practices increased from 2 to 4 • Finding of Investigation <ul style="list-style-type: none"> ○ 81% substantiated; 19% unsubstantiated 		
Announcements	<p>Flu Shots</p> <ul style="list-style-type: none"> • Joe Hirsch reported that DCH recommends that flu shots be offered to staff. • Avita would cover the cost for uninsured part-time employees. • Allan is checking with local pharmacies in our counties to see if they would come to our offices. • Another option would be for Avita to purchase the serum and our nurses would administer the vaccine. <p>Joe Hirsch made a motion to approve this recommendation; second by Deborah Mack; motion carried.</p> <p>Board Handbook</p> <ul style="list-style-type: none"> • Joe would like input from the Board before it is updated. <p>Board Self-Assessment</p> <ul style="list-style-type: none"> • We have not completed a self-assessment in a couple of years. This will be done in 2016. 		
Adjournment	Motion to adjourn by Zadie Peters; second by Sonny James. Motion carried and the October 27, 2015 Board meeting was adjourned at 8:35 p.m.		
<p>Chair's signature indicating approval</p> <p><i>Brian Alexander</i> 12/1/15</p> <p>Brian Alexander Date Approved</p>			

Respectfully submitted,

Regina Grisham

Regina Grisham
Recording Secretary