

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: September 27, 2016	TIME: 7:19 – 7:49 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, Board Chair

Attendance

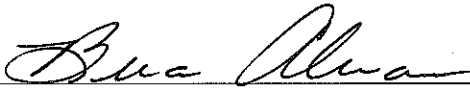
Brian Alexander	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Charles Higgs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Melissa Mitchell	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Barbara Bosanko	<input type="checkbox"/> Yes	<input 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Quentin Carr	<input type="checkbox"/> Yes	<input checked="" 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	Terri Wofford	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Julie Gruen	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No						

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Tina Jay	<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	Cindy Levi	<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	<p><b>Strategic Plan Update</b></p> <p>Roger Scott gave a status report on the following quadrants:</p> <ul style="list-style-type: none"> <li>• Customer</li> <li>• Learning and Growth</li> <li>• Processes</li> </ul> <p>Victor Bowers gave an update on the 4<sup>th</sup> quadrant:</p> <ul style="list-style-type: none"> <li>• Financial</li> </ul> <p>We are meeting the majority of the targets. We continue to work on areas that we are not meeting or are border line.</p>		
Welcome & Call to Order	The September 27, 2016 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:19 p.m.		
Approval of Agenda	Due to the absence of a quorum the agenda was not approved.		
Determine Presence of a Quorum	8 of 16 members are in attendance; therefore, we do not have a quorum.		
Review of Minutes	Minutes of the August 23, 2016 meeting deferred until the next meeting due to the absence of a quorum.		
Business	<p><b>Induction of FY17 Board Chair</b></p> <ul style="list-style-type: none"> <li>• Brian Alexander affirmed his oath of office as chair for Fiscal Year 2017.</li> </ul> <p><b>Board Designates Parliamentarian for FY17</b></p> <ul style="list-style-type: none"> <li>• Defer until the next meeting.</li> </ul> <p><b>Board Chair Report</b></p> <ul style="list-style-type: none"> <li>• Brian Alexander did not have a report this month.</li> </ul> <p><b>CEO Report</b></p> <p>Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> <li>• Summit Crossing Apartments – Commissioner Levent assisted with the issue of the County requesting we have a business license</li> <li>• Chili Cook off at Gainesville Outpatient</li> <li>• Georgia Collaborative Administrative Service Organization Audit</li> <li>• Shared Services Agreement with Advantage Behavioral Health has been finalized for Information Services</li> <li>• Avita Family Meeting is scheduled October 28<sup>th</sup> at 4pm</li> <li>• Partnered with DCH, Consolidated Transportation to provide transportation for the Lavonia DD Center</li> <li>• We are still waiting for provider numbers for several of our service locations</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Whole health and wellness is being encouraged with both BH and DD clients</li> <li>• Dahlonega DD clients were recognized for their work at the Georgia Mountain Food Bank</li> <li>• Blairsville DD planted a garden and made a party platter from the vegetables harvested and took to a local dance</li> <li>• Safe and appropriate housing challenge for Avita clients</li> <li>• Staff recognized for going above and beyond</li> <li>• Pictures <ul style="list-style-type: none"> <li>○ Certificate of Appreciation</li> <li>○ The Georgia Gathering</li> </ul> </li> <li>• Happenings around Avita &amp; Success Stories</li> <li>• Tina Jay, Director of DD Services is leaving</li> <li>• Towns County contribution of \$5,200</li> <li>• GACSB Educational Exchange – Joe Hirsch and Angela Whidby will be attending</li> </ul> <p><b><u>Financial Update</u></b>  Victor Bowers reviewed the financials for the month ending August 31, 2016.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 65.9 days; minimum standard is 30 days</li> <li>• Current Ratio: 11.6:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 68.1 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.24:1; maximum standard is 2.5:1</li> </ul> <p>Consolidated Income Statement  For the month of August we had a net surplus of \$24k and a \$58k deficit for the year-to-date.</p> <p>Variances  Revenue was unfavorable \$190k primarily due to :</p> <ol style="list-style-type: none"> <li>1) Unfavorable SCS, FFS Adult of \$49k</li> <li>2) Unfavorable variance in DD Medicaid Waivers of \$68k</li> <li>3) Unfavorable variance in Other Local Funds of \$63k due to delayed startups with our specialty services program plus the accrued net revenue adjustment.</li> </ol> <p>Expenses had a favorable variance of \$144k primarily due to:</p> <ol style="list-style-type: none"> <li>4) Favorable variance of \$194k in Salary/Benefits due to budgeted, unfilled staff vacancies and the new reimbursable contracts staffing levels in start-up mode.</li> <li>5) Family Supports Services had an unfavorable variance of \$22k due to an increase in expenditures. This contributed favorably to the net GIA variance.</li> <li>6) Equipment had an unfavorable variance of \$22k due to security enhancements we have made at the mental health centers, IT computer equipment upgrades and the business continuity project.</li> </ol> <p>If we continue to meet budget the projected year-end surplus would be \$154k.</p> <p><b><u>Committee Reports</u></b>  Board Governance</p> <ul style="list-style-type: none"> <li>• Joe Hirsch reported that the committee would like to propose that each Board Member have a name badge.</li> <li>• Legacy Link is conducting a workshop on Dementia. It is scheduled for October 27<sup>th</sup> in Helen.</li> </ul> <p>Community and Client Relations</p> <ul style="list-style-type: none"> <li>• Roger reported that he gave an update on the programs, changes and</li> </ul>		

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	<p>challenges, and new opportunities we have.</p> <p>Finance</p> <ul style="list-style-type: none"> <li>Victor Bowers reported that the annual audit field work has been completed. Changes made were in the pension fund which affected our bottom line by a positive \$160k.</li> </ul>		
Announcements	<p>Board Handbook &amp; Assessment</p> <ul style="list-style-type: none"> <li>Allan Harden announced the Board Handbook has been updated. Board members were instructed to sign the page acknowledging receipt of the notebook and give to Allan or Regina.</li> <li>Allan reminded the Board Members to turn in the Assessment if they have completed it. They may also email the assessment to Allan.</li> </ul>		
Adjournment	Brian Alexander adjourned the meeting at 7:49 p.m.		
Presiding Officer signature indicating approval			
			
<div style="text-align: right;"> <p>10/25/16</p> <p>Date Approved</p> </div>			

Respectfully submitted,



Regina Grisham  
Recording Secretary