

Avita Community Partners  
Board of Directors—Meeting Minutes

DATE: June 28, 2016	TIME: 7:38 p.m. – 8:04 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input type="checkbox"/> Yes <input checked="" 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	Sammy Reece	<input type="checkbox"/> Yes <input checked="" 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	Judy Theilman	<input type="checkbox"/> Yes <input checked="" 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	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Carol Fisher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Terri Wofford	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Mitchell	<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
Welcome & Call to Order	The June 28, 2016 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:38 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Quentin Carr; second by Angela Whidby. 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 May 31, 2016 minutes was made by Sonny James; second by Angela Whidby. Motion carried.		
Business	<p><b>Board Chair Report</b> No report this month.</p> <p><b>CEO Report</b> Pictures</p> <ul style="list-style-type: none"> <li>• Children’s Center for Hope and Healing Conference</li> <li>• Garden boxes at the Rabun Clubhouse</li> <li>• Anne Campbell receiving the Thought Leadership Award</li> <li>• Fishing Rodeo</li> <li>• Clients that attended the Spring Fling</li> </ul> <p>Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>• Avita sponsored the The Children’s Center for Hope and Healing Conference through funds we received from the DBHDD System of Care Grant</li> <li>• Genoa Pharmacy – we are not going to move forward</li> <li>• Attended the Qualifacts User Group Conference</li> <li>• We received additional funding to expand Supportive Housing in Forsyth County.</li> <li>• Training for our staff on Worker’s Compensation and Coaching for Success</li> <li>• Avita staff are presenting at the Habersham County Crisis Intervention Team training</li> <li>• FY17 Contracts</li> <li>• July 1<sup>st</sup> Fee for Service for BH Core Services</li> <li>• Provider applications for the new Dawsonville office has been submitted</li> <li>• All DD Centers ended the month with a positive margin and 27 DD staff earned incentive pay.</li> <li>• We are connected to HealtheConnection, a local health information exchange system.</li> <li>• Two new lift vans have been ordered and 2 used lift vans purchased for our DD programs.</li> <li>• Staff recognized for “going above and beyond”</li> <li>• Happenings around Avita</li> </ul> <p>In addition</p> <ul style="list-style-type: none"> <li>• Commissioner Berry committed to reimbursing \$42k for the expenses we incurred with the ASO changes. Cindy contacted him and is waiting for a reply.</li> </ul>		

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	<p><b><u>Financial Update</u></b>  Victor Bowers reviewed the financial report for the month ending May 31, 2016</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 67.1 days; minimum standard is 30 days</li> <li>• Current Ratio: 3.8:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 62.1 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.3:1; maximum standard is 2.5:1</li> </ul> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• We ended the month with a net surplus of \$174k.</li> <li>• Revenues had an unfavorable variance of \$60k due to no DD Respite usage, CAG/CRA revenue vs. the full amount budgeted and a favorable offset by the increase in Family Support services. Other local funds were unfavorable due to delayed startups with some of our reimbursable contracts. WTRS is now able to bill the full contract amount of \$44k per month.</li> <li>• Expenses had a favorable variance of \$90k primarily due to a favorable variance in Salary/Benefits due to budgeted and unfilled staff vacancies. Contracts were favorable due to fewer contract physicians and a loss of several host home providers. Equipment was unfavorable due to purchases made for the new Dawsonville office and the purchase of IT devices for the rollover connectivity project.</li> <li>• If we meet budget in June the projected year-end surplus would be \$1,580k.</li> </ul> <p><b><u>FY17 Proposed Budget</u></b>  Victor Bowers reviewed the proposed budget for Fiscal Year 2017.</p> <ul style="list-style-type: none"> <li>• Victor reviewed with the Finance Committee tonight. It is a very conservative budget.</li> <li>• The format is the same as previous budgets except a separate line was added for Adult Fee-For-Service.</li> <li>• The budget has a net surplus of \$556,339.</li> </ul> <p>Sonny James made a motion to accept the proposed budget; second by Angela Whidby. Motion passed.</p> <p><b><u>Election of Officers</u></b></p> <ul style="list-style-type: none"> <li>• Printed ballots were marked, collected and the vote was unanimous.</li> <li>• The FY17 officers will affirm their oath of office next month.</li> </ul> <p><b><u>Proposed Bylaw(s) Changes</u></b>  Joe Hirsch reported Board Governance reviewed the bylaws and there are no changes. Joe made a motion to approve the bylaws; second by Angela Whidby. Motion carried.</p>		
Adjournment	There being no further business a motion to adjourn was made by Sonny James; second by Angela Whidby. Motion carried and the June 28, 2016 Board meeting was adjourned at 8:04 p.m.		

Chair's signature indicating approval  
TREASURER

*Sonny James* 7/26/16  
Brian Alexander Date Approved

*SONNY JAMES*  
Respectfully submitted,

*Regina Grisham*

Regina Grisham  
Recording Secretary