

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: May 31, 2016	TIME: 7:08 p.m. – 8:44 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Carol Fisher	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terri Wofford	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Melissa Mitchell	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		


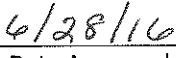
Executive Team Member Attendance

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

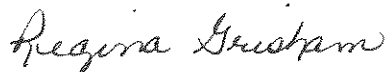
Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	Supported Employment Program Howard Stroud gave an overview of the program. Clients shared how the program has benefited them and the success they have achieved in their jobs. An employer also shared how pleased they are with the clients they have hired and the support provided by Avita staff.		
Welcome & Call to Order	The May 31, 2016 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:08 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Deborah Mack; 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 March 22, 2016 and April 26, 2016 minutes was made by Angela Whidby; second by Charles Higgs. Motion carried.		
Business	<p>Board Chair Report Brian Alexander reported that Zadie Peters husband passed away and her daughter is very ill. A sympathy card was signed by all Board Members in attendance tonight.</p> <p>CEO Report The Board approved Cindy Levi to become a CARF surveyor last year. CARF required her to complete 3 surveys and is now an official CARF surveyor. Cindy highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> • WTRS Program • Genoa Pharmacy • Improving safety and security at our facilities • Core BH & DD applications have been submitted to Beacon • Carnival held at our Mabry Road center • Cindy, Joe and Angela attended the GACSB Board Retreat • Conducting an assessment of our agency vehicles • "Just In Time" scheduling is being piloted at the Blairsville office • DD Employment Cafés • Results of the DD client satisfaction survey • Staff and clients attended the Spring Fling at St. Simons Island • Gainesville Clubhouse art show • Success story about an individual in our ACT program • Meeting at Union General Hospital • WellCare adjusted original proposed rates 		

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	<ul style="list-style-type: none"> • Six month Performance Monitoring Report • Staff recognition <p>Happenings around Avita</p> <ul style="list-style-type: none"> • Cigna Healthcare application has been submitted • Supported living program expansion • Submitted a sustainability plan to DBHDD for the APEX program • Blairsville DD Program picnic • North Georgia Youth Summit • Toccoa DD clients made an "All About Me" tree • People of Purpose packed 100 toiletry care packages • Demorest BH Lunch and Learn • Connecting with local Chambers of Commerce • Executive team helped man a booth at the American Psychiatric Association National Conference <p>Pictures</p> <ul style="list-style-type: none"> • Employee Newsletter • Outside patio set for the Administrative building • Appreciation letters from CSU clients <p><u>Financial Update</u></p> <p>Victor Bowers reviewed the financial report for the month ending April 30, 2016</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 62.1 days; minimum standard is 30 days • Current Ratio: 3.8:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 57.9 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.31:1; maximum standard is 2.5:1 <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> • We ended the month with a net surplus of \$212k. • Year-to-date surplus is \$1,263k. Compared to prior year-to-date the change is unfavorable \$600k. This is primarily due to the additional reimbursable contracts we added this year. These contracts are making progress. • If we continue to meet budget our projected year end surplus would be \$1,550k. <p>Upcoming Financial Audit</p> <ul style="list-style-type: none"> • Robert Baker and Associates will conduct the FY16 audit. <p><u>Human Resources Quarterly Board Report</u></p> <p>Allan Harden reviewed the data from January – March 2016</p> <ul style="list-style-type: none"> • FTEs: 303 • Turnover 24% • 19 Positions Vacated • Conducted 6 exit interviews • Added 9 new positions for new programs or program growth • 1 Workman's Comp <p><u>Nomination Committee Report</u></p> <p>Carol Fisher announced the slate of officers nominated for Fiscal Year 2017</p> <ul style="list-style-type: none"> • Chair: Brian Alexander • Vice-chair: Angela Whidby • Secretary: Charles Higgs • Treasurer: Sonny James <p>The vote will take place at the June meeting.</p>		

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	<p><u>Proposed Bylaw Changes</u> There are no proposed changes.</p> <p><u>Quarterly Corporate Compliance Report</u> Roger Scott reviewed the first quarter of Calendar Year 2016 and compared to quarter 4 of Calendar Year 2015. Report Subjects</p> <ul style="list-style-type: none"> • Health & Safety • Service Quality • Management Practices • Business Practices <p>Report Dispositions</p> <ul style="list-style-type: none"> • Finding of investigation <ul style="list-style-type: none"> ○ 72% substantiated ○ 28% unsubstantiated <p>Patterns & Trends</p> <ul style="list-style-type: none"> • Total reports decreased from 66 to 65 • Health & Safety had a significant increase from 22 to 30 • Management practices had a significant decrease from 31 to 20 • Business practices decreased from 2 to 1 • Service quality decreased from 12 to 14 <p><u>Committee Reports</u> Board Governance Brian Alexander reported.</p> <ul style="list-style-type: none"> • Updating Board Handbook • Planning for new Board member orientation <p>Community & Client Relations</p> <ul style="list-style-type: none"> • Roger Scott reported the committee did not meet. <p>Finance</p> <ul style="list-style-type: none"> • Sonny James deferred to Victor • Victor reported he is working on the budget for FY17. 		
Announcements	<p>Cindy Levi announced:</p> <ul style="list-style-type: none"> • Regions Bank notified us that they caught a fraudulent check. The check was reproduced and Cindy's signature was forged. There was a 2nd fraudulent check that was cashed. • Regions Credit Card contacted Cindy today about a possible fraudulent charge which we confirmed. A new card is being reissued. • Ransom Ware attacked our IT system. We expect to have our system back in business tomorrow. 		
Executive Session	<p>At 8:16 p.m. Angela Whidby made a motion to enter into executive session to discuss a personnel matter; second by Charles Higgs. Motion passed. Cindy Levi and Allan Harden were asked to stay. At 8:36 p.m. Sonny James made a motion to close executive session; second by Angela Whidby. Motion passed.</p>		
Open Meeting Resumed	<ul style="list-style-type: none"> • Todd Levent made the motion to reconsider the original vote to recommend a salary increase for Cindy Levi, CEO. Second by Angela Whidby. Motion passed. • Todd Levent made a motion to no longer recommend a salary increase for Cindy Levi, CEO for the 2015 performance appraisal. Second by Sonny James. Motion passed. • Todd Levent made a motion to approve a 5% performance based bonus for Cindy Levi, CEO based on her 2015 performance appraisal (based on current annual base salary). Second by Sonny James. Motion passed. 		
Adjourn	<p>With no further business a motion to adjourn was made by Sonny James;</p>		

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	second by Todd Levent. Motion carried and the May 31, 2016 meeting was adjourned at 8:44 p.m.		
Chair's signature indicating approval			
			
Brian Alexander		Date Approved	

Respectfully submitted,



Regina Grisham
Recording Secretary