

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: September 25, 2012	TIME: 7:14 p.m. – 8:13 p.m.
PLACE: Board Room @ Administrative Office	PRESIDING: Quentin Carr, Board Chair

Attendance

Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Cone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Al Gonzalez	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sarah Ruckstaetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Marilyn Woodruff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Laurice Jennings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rufus Larkin	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

11 Filled Positions (5 Vacancies)

Agenda Items/Key Discussion Points	Outcomes (Decisions, Action Items)	By Whom	By When
Spotlight on Services	Assertive Community Treatment Team Cindy McLaughlin gave an informative presentation. Ben Savage, the team leader was introduced and answered questions from the board members.		
Welcome & Call to Order	The September 25, 2012 meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:14 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Anne Mundy; second by Laurice Jennings. 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 August 28, 2012 minutes was made by Laurice Jennings; second by Alice Worthan. Motion carried.		
Business	<p><u>Board Chair Report</u> Quentin Carr reported there will be an executive session later in the meeting to discuss a personnel matter.</p> <p><u>CEO Report</u> Cindy McLaughlin's report was previously emailed. She highlighted the following from her report.</p> <ul style="list-style-type: none"> • Poster contest winner • Financial audit • APS Healthcare audit • Audit exception • Central & Western Region Directors • Innovations Grant <p><u>Financial Update</u> Victor Bowers reported the results of August. We achieved a \$40k surplus and a \$115k surplus for the year to date. The favorable revenue variance of \$8k was due to an increase in Medicaid waivers of \$19k, \$7k from county participation and \$7k for all other revenue sources. Favorable expense variance of \$77k was due to vacant or unfilled positions and medication costs. Mr. Bowers reviewed the Balance Sheet and explained the assets, liabilities and fund balance. The 13 months comparative profit and loss spreadsheet was also reviewed.</p>		

Agenda Items/Key Discussion Points	Outcomes (Decisions, Action Items)	By Whom	By When
	<p>Committee Reports</p> <p>Board Governance – Anne Mundy reported:</p> <ul style="list-style-type: none"> • Met with Zada Peters who is interested in filling the Towns County vacancy and gave her an overview of Avita. We will be asking the commissioner to make the appointment. • Franklin County vacancy has been filled. • Forsyth County is checking references on an individual to fill their vacancy. • Banks County vacancy – the committee has asked Cindy to contact the commission • Board Orientation for new members • Discussed trainings for the entire board • Working with Allan on a self-assessment and trainings for the entire board • Working with Quentin on the CEO assessment <p>Client & Community Relations – Rufus Larkin and Roger Scott reported:</p> <ul style="list-style-type: none"> • Discussed ACT Team • Advancement and promotion for staff • Reward staff due to tough economic times • Client satisfaction report • Avita benchmarks compared to state and national • Market our services and public relations; build bridges with the community • Mobile crisis team next July • Ativa wants to do staff appreciation treat baskets again this year. <p>Finance Quentin would like to add more members to this committee. If there are board members who would be willing to transfer to this committee to let him know.</p> <p>Fundraising - Quentin Carr reported:</p> <ul style="list-style-type: none"> • The committee has asked Avita's Glue Committee and Regional Directors for input and ideas. 		
Adjournment	Motion to adjourn by Laurice Jennings; second by Deborah Mack. Motion carried and the September 25, 2012 Board meeting was adjourned at 8:13 p.m.		

Chair's signature indicating approval

VICE-CHAIR

Anne Mundy 10-23-2012

Quentin Carr

Date Approved

ANNE MUNDY

Respectfully submitted,

Regina Grisham

Regina Grisham

Recording Secretary