

Avita Community Partners
Board of Directors Meeting Minutes

DATE: January 23, 2018	TIME: 7:02 p.m. – 7:45 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Rita Bush, Vice-Chair

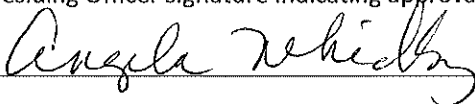
Attendance


Brian Alexander	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Victor Anderson	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Margaret Gregory	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Alan Wallhausen	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Mark Baker	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Susan Harris	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Kent Woerner	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Guests:		
Sylvia Chassner	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Rick, Angie & Laura Brown		

Executive Team Member Attendance

Cathy Ganter	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Gwen Hall	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Derek Singleton	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No						

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Spotlight on Services	American Sign Language Program Crystal Hardy, LAPC and DeAnna Swope, Case Manager gave an informative presentation about the services they provide to deaf or hard of hearing individuals.
Welcome & Call to Order	The January 23, 2018 meeting of the Board of Directors was called to order by Board Vice-Chair, Rita Bush at 7:02 p.m.
Determine Presence of a Quorum	A quorum was present with 12 board members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Victor Anderson; second by Charles Higgs. Motion carried.
Review of Minutes	Motion to approve the October 24, 2017 minutes was made by Barbara Bosanko; second by Mark Baker. Motion carried. Correction to the December 12, 2017 minutes was made by Derek Singleton, CFO. Motion to approve the amended minutes was made by Charles Higgs; second by Barbara Bosanko. Motion carried.
CEO Report	<p>Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> • Funding from DBHDD for the Yellow Ribbon Suicide Prevention Program • Presentation to staff at the Good News Clinic • Met with staff at Habersham Medical Center • Gifts received from the Mayors Motorcade were distributed to individuals in our Supported Housing Program, Peer and ACT Services • Staff gave back to their community in various ways during the holiday season • Individuals have volunteered to tell their recovery story and will be filmed by UNG students • Employee and family event at Jaemor Farms • Organizational Climate Survey was conducted in December and 79% of staff participated • No deficiencies found in our Drug Abuse Treatment and Education program re-licensure survey • APEX program is serving 22 schools and will be adding 5 more in February • New services available for children and adolescents diagnosed with Autism Spectrum Disorder • Applying to become a provider of Community Living Supports services • Rob Hill's retirement after 29 years of service • Staff recognized for going above and beyond • Regions Bank brought bagels to our administrative office to show appreciation for our business. They are offering a financial planning training to staff on Feb. 13th. • Hall County Outpatient services—we offer adult services 1 Saturday a month and C&A services are offered during evening hours 2 days a week. • WTRS had another drug free baby born recently.

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	<ul style="list-style-type: none"> • Story in the Gainesville Times about an individual who receives Avita services. <p>Upcoming Events</p> <ul style="list-style-type: none"> • CIT training will be held in Blairsville the week of Feb. 12th. • Making presentation to Dawson County Rotary Club. • January is mental health wellness month. • DBHDD, Risk Map meeting will be held Feb. 26th
Financial Report	<p>Derek Singleton, CFO reviewed the financial report for the month ending December 31, 2017.</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • December's net operating results reflect a \$40K net surplus for the month and a \$180K net surplus for the fiscal year to date. This is a 2% margin for the month and 1.4% margin fiscal year to date. <p><u>FY18 Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenues had an unfavorable net variance of \$181K for the month and an unfavorable net variance of \$394K for the fiscal year to date. • Expenditures had a favorable net variance of \$159K for the month and a favorable net variance of \$248K for the fiscal year to date. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash continues to increase. Ending cash at 12/31/17 was \$5,518,562 <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 86.1 days; minimum standard is 30 days. • Current Ratio: 8.6:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 83.5 days; minimum standard is 60 days. • Long Term Debt to Net Assets: 0.17:1; maximum standard is 2.5:1.
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the report for the period of October – December, 2017 and compared to the same period in 2016.</p> <p>Turnover</p> <ul style="list-style-type: none"> • Current Employee Count: 253 full-time; 37 part-time • Turnover at the end of December 2017: full-time: 16.21% (41 positions); part-time: 5.41% (2 positions) • Employee Count at end of December 2016: 262 full-time; 34 part-time • Turnover at the end of December 2016: full-time: 11.07% (29 positions); part-time: 23.53% (8 positions) <p>End of December 2017</p> <ul style="list-style-type: none"> • Vacancies: 30 full-time; 9 hourly • New Hires: 26 full-time; 5 hourly • New Positions Created: 1 • Workman's Comp: 2 (no lost time)
Strategic Plan Update	<p>Cathy Ganter Cooper, COO gave a status report on the 4 quadrants</p> <ol style="list-style-type: none"> 1. Customer 2. Learning & Growth 3. Processes 4. Financial <p>We are meeting the majority of the targets in each area. We continue to work on targets we are not meeting.</p>
Adjournment	<p>With no further business, a motion to adjourn was made by Charles Higgs; second by Anne Davis. Motion carried and the January 23, 2018 adjourned at 7:45 p.m.</p>
<p>Presiding Officer signature indicating approval</p> <p> 2/27/18</p> <p>Date Approved</p>	

Respectfully submitted,

 Regina Grisham
 Recording Secretary