

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: December 1, 2009	TIME: 7:13 PM – 8:52 PM
PLACE: Board Room @ Administrative Office	PRESIDING: Desiree' Reddick–Head, Board Chair Anne Mundy, Board Vice Chair

Attendance

Quentin Carr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Rufus Larkin	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tammy Foster	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Al Gonzalez	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lewis McAfee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Laurice Jennings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Desiree' Reddick–Head	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shelley Johnson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sarah Ruckstaetter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Marilyn Woodruff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

14 Filled Positions (2 Vacancies)

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Welcome & Call to Order	The December meeting of the Board of Directors was called to order by Board Chair, Desiree' Reddick–Head at 7:13 PM.		
Approval of Agenda	Motion to approve the agenda was made by Laurice Jennings; second by Alice Worthan. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 12 Board members attending this meeting.		
Review of Minutes	Motion to approve the October minutes was made by Joe Hirsch; second by Laurice Jennings. Motion carried.		
Business	<p><u>Board Chairperson's Report</u> Desiree' thanked Avita for the wonderful meal and for the Board members attending tonight. She asked if we could move the January meeting to the 19<sup>th</sup>. All agreed.</p> <p><u>CEO Report</u> Joe reported that over the past several months we have implemented several changes and we are starting to see improvement in our financials.</p> <p>The Ativa Board had a conference call with Christy Moore from Northeast Georgia Medical Center to talk about how to get fundraising started up. Some of the things we want to do require a lot of resources. Ms. Moore encouraged us to do "friend raising" and shared ideas on how to do this. Also discussed Ativa having a strategic plan.</p> <p>Joe attended a fundraiser at the Children's Center for Hope and Healing. The director, Rebecca Davis has offered to share how they do fundraising.</p>		

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	<p>In the packets there is a one page information sheet from the National Council on their upcoming conference. In the past Avita paid for some Board members to attend conferences. This year we have budgeted to send 2 members. There is an agenda specifically for Board members. If we register before December 12 we receive one of the symposiums at no extra charge. We did not send anyone last year. Laurice said this is an excellent opportunity to meet others around the country and network, get new ideas, etc.</p> <p><b>Action: Board members will let the officers know if they are interested in attending and the officers will make the decision on who to send.</b></p> <p>The funding cuts the State implemented in FY10, we have been hearing mixed messages. Dr. Shelp indicated CSBs did not receive cuts this year but in reality we received a 5% reduction. Joe spoke to Audrey Sumner. The Division is holding the 5% they withheld. Joe wants to send a letter to the State asking what the plan is to do with these dollars if another cut is not implemented. There is a GACSB Association meeting next week and Joe is going to advocate doing this. Do we have to provide service to pull down the dollars? GIA is an annuity payment. In looking at our service delivery, we are the same as last year or little higher. If the State implements the cut we have already prepaid.</p> <p>Gerry Cyranowski has turned in his resignation and will be leaving mid December. Gerry stated he was not actively seeking another job but an opportunity presented itself. Gerry said this has been the best job he has ever had and the best people he has ever worked with. His new position is closer to his family, the company is similar to Avita, and has similar services. This company is at a place where Avita hopes to be in 2-3 years. Joe acknowledged Gerry's work, the realignment of services in developmental disabilities and the move from hubs to regions. Joe Hirsch thanked Gerry for his help in Dawson County. In the interim the Executive Team is going to cover Gerry's duties and not replace him right away.</p> <p>Fiscal Overview Joe stated we are seeing some very positive trends. For October our loss is down to \$21,000 for the month. We expect a loss in November due to the holidays and furlough</p>	Board Members	12/7

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	<p>day. In October we had some one time payouts. We are very encouraged at this point.</p> <p>Marketing and Development Coordinator  Joe reported we recorded the conference call with Michael Flora but have had some difficulty accessing the recording. We have not advertised the position yet due to the Board members concerns. Anything we do with this position will be delayed gratification. Mr. Flora explained when Illinois experienced funding cuts his organization did not have to layoff staff because of his marketing efforts. Marilyn said Mr. Flora had some good ideas for Avita but she still has doubts about paying for the position. Mr. Flora has a number of marketing materials we could utilize. Shelley appreciated the fact that we could enhance what we have and how the public perceives what we provide. Alice asked if we did not have the resources without hiring someone. We have to work on developing new lines of business. We are working on a speaker's bureau and putting together a brochure. Alice is right that our staff can do some of the marketing. Anne's first reaction was not supportive of this position. After thinking more about it she feels like we need to explore this further. Lewis—if we want to not be so dependent on State funding we have to do something like this and it will be important to find the right person with the right skill set. Joe would like the support of the Board in advertising the position.</p> <p>Crisis Stabilization Unit  The Executive Team is looking at starting up a Crisis Stabilization Unit (CSU). Joe and Victor are visiting the Brunswick CSU next week and finding out how this CSB is working with Federally Qualified Healthcare Centers. Sarah said we used to have a CSU and we closed the program due to high building costs, wrong staffing, etc. We are the only CSB who doesn't have a CSU. We currently contract this service with Laurelwood. Joe feels we can build a 16 bed CSU here at Thurmond Tanner. There will be some one time build out costs. The \$1.6 million we receive from the State will be to fund 10 beds for indigent clients. The State is under pressure to take pressure off the state hospitals and they want more CSU beds. We could take the remaining 6 beds and sell to CMO's which pay \$500–600 per day which potentially could be a profit of \$1 million for Avita. This would help us fiscally. Laurice—why do we send people to Rome? Could we take these people in at a CSU? CSU is a</p>		

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	<p>level below the hospital. Level of care would have to be determined to see if a client would be appropriate for the CSU.</p> <p>Action: Joe will develop a business plan to present to the Board before any decision is made.</p> <p>Unfinished Business</p> <p>Sarah received a call from a parent who complained about clients being in the building too much. They wanted to know about the future for developmental disability services. They felt like the recent changes were not communicated. Sarah is concerned that we won't have someone in administration with a developmental disability background after Gerry leaves. She would like someone who can address concerns, research, etc. She feels we need input for developmental disabilities. Joe said we have a lot of field staff who have good developmental disability expertise. He asked if Board members receive phone calls to ask if they spoke to someone in management and that we have a grievance system in place to address their concerns. Marilyn hears similar concerns in Toccoa. During the meeting with Carl Rogers, Sarah found out people were looking elsewhere for services. She feels that we need a vision or plan for developmental disabilities. The rate study that the State said they would do is not going to happen. The State expects us to provide certain services at rates that are not realistic.</p> <p>New Business</p> <p><u>Corporate Compliance Report</u></p> <p>Dr. Roger Scott reported on program activity for months July – September, 2009 and compared to the same period in 2008.</p> <p>Summary</p> <p>Patterns &amp; Trends</p> <ul style="list-style-type: none"> <li>◆ Number of reports decreased 29% over the same period last year.</li> <li>◆ Service Quality increased 50%</li> <li>◆ Health &amp; Safety decreased 50%</li> <li>◆ Business Practices decreased 100%</li> </ul> <p>Analysis</p> <ul style="list-style-type: none"> <li>◆ Fewer Health &amp; Safety complaints alleging violation of transportation safety procedures.</li> <li>◆ Fewer reports of medication errors.</li> <li>◆ Absence of Business Practice complaints alleging double billing and copying/pasting of progress notes.</li> </ul>	Joe R	

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	<p>◆ Increased Service Quality complaints of alleged violation of policy on “Rights of Persons Served”.</p> <p>Committee Reports  <u>Board Development</u>—no report.</p> <p><u>Finance</u>—Al deferred to Victor. October is the first month of the full impact of the reduction in force. We made great strides in flattening the learning curve in the NOW and COMP waivers. The scheduling process in CareLogic has helped us identify how much we need to provide to the client. This had a significant impact. Dahlonga had great results and it is due to the process that changed. Field staff are monitoring and tracking each client. Medicare fees have been a problem. It takes 4-6 months to get acceptance on physician services. We can rebill the claims once accepted. Medicaid out-patient spiked due to persistence and follow up in CareLogic issues. There will challenges in November due to the holidays and furlough day. Victor believes January will be reflective of the sacrifices we have made.</p> <p><u>Human Resources</u>—Sarah reported they discussed the reduction in force and the fall event for staff at Jaemor. Sarah attended the event and found there was a good turnout. There was a lot of positive feedback from staff.</p> <p><u>Services</u>—No report. Rufus commended Avita for keeping services going with all of the budget reductions. He has heard there is another 8% reduction coming from the State.</p> <p><u>Strategic Planning</u>—Joe Hirsch reported the new strategic plan is being developed. The executive team will be working on the goals at their off site meeting on December 11.</p>		
Adjournment	Motion to adjourn by Anne Mundy; second by Rufus Larkin. Motion carried and the December Board meeting was adjourned at 8:52 PM.		
<p>Chair’s signature indicating approval:</p> <p><i>Desiree Reddick Head</i> <span style="float: right;"><i>1-19-10</i></span></p> <hr style="border-top: 1px dashed black;"/> <p>Desiree’ Reddick–Head <span style="float: right;">Date Approved</span></p>			

Respectfully submitted,

*Regina Grisham*  
 Regina Grisham  
 Recording Secretary