

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: October 22, 2025	TIME: 6:10 PM
PLACE: Avita Administrative Offices and Zoom	PRESIDING: Samantha Turner, Chair

Attendance

Kandy Bond	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Monika Knight	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	UNFILLED (Hart)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rachel Mathis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kim Stephens	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bobby Mayfield	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Samantha Turner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kathy Cooper	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Lisa McCall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	David White	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
David Owens	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Brenda Hochmuth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Perkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kelly Woodall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Team Member Attendance

Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Don Reimer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cathy Ganter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jenny Heuer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hannah Quinn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Catherine Murphy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Call to Order	The Board Meeting was called to order at 6:10 PM by Samantha Turner, Chairman.
Quorum	A quorum was present with 14/17 members.
Approve Agenda	Motion to approve the agenda made Barbara Bosanko, seconded by Kim Stephens, was unanimous.
Approval of Minutes	Motion to approve the minutes from September 24, 2025 was made by Barbara Bosanko, seconded by Monika Knight. Passed unanimously.
Board Chair Report	Samantha Turner shared reminders about the educational exchange this coming weekend.
CEO Report -Cindy Levi	<p>Anne Campbell and I attended the QualiFacts Executive Summit in Nashville, September 28<sup>th</sup> – 30<sup>th</sup>. QualiFacts, through their CareLogic platform has provided Avita's Electronic Medical Record (EMR) since 2008. Their Executive Summit solicited input from 75 executives across the nation utilizing any of the 3 EMR platforms they carry regarding future needs and capacity. The theme of "Amplify change" was heard throughout the 3 days. They also updated us on their future product offerings in the upcoming year. Their CEO Josh Schoeller shared information about their partnerships with other vendors to bring Artificial Intelligence products, a suite of data analytics, client engagement offerings, and revenue cycle management enhancements. Monica OSS, CEO of Open Minds also gave a glimpse into the future of BH services speaking to the need for successful leadership and management through uncertainty. She also emphasized the need for a firm foundation built on metrics-based, data-driven management practices and culture. She also gave a shout out to Avita for receiving the Community Impact Through Innovation Award.</p> <p>DBHDD held its annual Behavioral Health Symposium at Callaway Gardens October 1<sup>st</sup>- 3<sup>rd</sup>. The highlight for Avita came the first night of the conference when Avita received a Regional Outstanding Provider Award for Region 1. Special recognition was given to our Deaf Services Program. There were 9 staff in attendance who enjoyed the conference presentations and received CEUs required to maintain licensure.</p> <p>October 3<sup>rd</sup>, 8:30 am – 3:30 pm Northeast Georgia Trauma Conference, Grace Episcopal Church Gainesville: 17 Avita staff attended. Avita is a major sponsor of this conference utilizing funds we obtain through our System of Care contract through DBHDD.</p> <p>Jeremy Lynn and I had the opportunity to present 3 days of Yellow Ribbon Suicide Prevention training to Franklin County students over the past month. There were 257 sixth grade students and 109 ninth grade</p>

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	<p>students trained on the risk and warning signs of suicide and how to get help when needed. Several students were referred for counselor follow-up based on their indication of suicidal thoughts, attempted suicide in the past or desire to speak with someone. Based on the fact that all schools are now required to offer suicide prevention training to students in grades 6-12, three additional Avita staff completed the training to become Yellow Ribbon trainers. They are Heather Ourada, Matt Mote, and Megan Walker.</p> <p>We are scheduled to present the Yellow Ribbon Program to students at Habersham 9<sup>th</sup> Grade Academy on October 30<sup>th</sup>. Our new trainers will shadow us to become better prepared to present the training in the future.</p> <p>Anne Campbell, Don Reimer and I had the opportunity to present a nationwide webinar to share Avita's Case Study on our BHCC. Hosted by "Open Minds" on October 16<sup>th</sup>, the "Circle Executive Roundtable" presentation was on the enhancements provided at Avita's BHCC that resulted in a great consumer experience and increased revenue in the Crisis Service Center portion of the facility. We were proud to share our success with other executives.</p> <p>We continue to test and enhance Avita's virtual assistant, Mila over the past month. We want to ensure that Mila can respond to a variety of questions our clients may ask when contacted and that the responses are both accurate and empathetic. Another area of improvement is reducing the lag time when Mila responds on voice calls. We're getting closer to launching this artificial intelligence tool created to encourage return to our clinics following the client's initial intake. We are also testing a Spanish-speaking version of Mila.</p> <p>Taylor Allen, LPC, attended to Deaf Expo Workshop in Statesboro, GA on September 27<sup>th</sup> to network and advertise Avita. Taylor met many agencies and staff to discussed ASL services including therapy and case management; many of the agencies in south coast east regions had no idea ASL services exist in those areas.</p> <p>A baby shower was held at Avita's administrative office on October 8<sup>th</sup> for Alyssa Wallace, our HR Training Support Clerk. She is expecting a baby boy in mid-November. We enjoy celebrating the growth of the Avita family!</p> <p>Joe Hirsch, an Avita Board member who served for 12 years from 2006 – 2018 passed away following a bout of lung cancer at the age of 98 on October 8<sup>th</sup>. Allan Harden and I represented Avita at Joe's funeral services. After retiring from his career in insurance, Joe and his wife moved to Dawsonville where he began his second career of volunteerism. In addition to serving on Avita's Board, he was a CASA volunteer, volunteered at his church, and was an active member of the Lions Club and Knights of Columbus. He was a very generous man with a giving heart, a passion to serve, and enjoyed dancing and having fun!</p> <p>The "Fall into Recovery" event scheduled for October 14<sup>th</sup>, 4:00 pm – 6:00 pm and sponsored by MedLink in Commerce was postponed until Spring. Perhaps the name will change to "Spring into Recovery".</p> <p>Avita's Supported Employment Program received a visit from DBHDD on October 15<sup>th</sup> to conduct a Fidelity Monitoring Review. Although we won't have the formal report for a few weeks, many positive comments were made by the reviewers so we're hoping for a good score.</p> <p>With the selection of Cathy Ganter Cooper as Avita's next CEO and the resignation of Michael Foust, we did some re-alignment of duties and promoted 2 current Avita staff into executive level positions. Both of these individuals will assume their new roles November 16<sup>th</sup>. Catherine (Cat) Murphy will be Avita's next Chief Operating Officer, transitioning from the position of Health and Safety Director and Jenny Heuer will assume the role of Chief Program Officer, transitioning from the position of ACT Team Lead. We wish them both success in their new roles.</p>

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	<p>We continue to have challenges with the office in Blairsville. Everything from a leaky roof to rodents and regular water/sewage pipe breaks have left the facility less than desirable for use by our staff and those we serve. There have been several meetings with the new Union County sole commissioner, Harold Collins who indicates he'd like to help us but it's a very old building with many problems. Most recently he said there aren't any other appropriate and available county-owned buildings we could use, so he's looking at county-owned land. We've also reached out to the Towns County commissioner Cliff Bradshaw who also indicates they don't have a space for us. A small group of Avita staff are on the hunt for a property we could potentially use in one of those 2 counties. Additionally, our group that used to meet in Lavonia is still temporarily working out of the Toccoa site until work is completed at the Royston location to conform to standards set by the State Fire Marshall.</p> <p>Upon the request of DBHDD, Avita submitted a proposal for Intensive Residential Services for individuals with Intellectual and Developmental Disabilities and co-occurring behavioral challenges. The proposal includes the purchase of land and construction of 2 new homes, each with 4-bedroom suites and shared living room and kitchen space. The projected cost is just over \$3 million. Avita's ask is for DBHDD to fund ½ of this expense.</p> <p>One of our long-term ACT clients, Edna was crowned Prom Queen at the Chestnut Ridge Nursing and Rehab Center where she currently resides. She's had a rough several years with both physical and mental health conditions. The smile on her face says it all! She's happy and doing well.</p> <p>The Zone Arcade in Blue Ridge, GA, hosted the staff and individuals from our Blairsville IDD Center for a fun and exciting day. The day was filled with laughter, excitement, and arcade games that everyone enjoyed. Whether they were a seasoned gamer or just looking to have fun with their friends and staff, The Zone Arcade had something for everyone. As a special treat, they offered FREE pizza to keep the energy levels high while they challenged their skills on their favorite games!</p> <p>Avita would like to recognize the following staff for going "Above and Beyond:" Anne Campbell, Kenslei Krippner, Malli Bennett, Paige Huggins, and Jolyn Matheson. Thanks for all you do!</p>
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> <li>• September (end of Q1 for FY26) saw a \$97,000 surplus. This brings the FY surplus to \$2.3 million.</li> <li>• Current year revenues without the Employment Retention Credit (ERC) payment (\$1.762 million) are \$909,000 above prior year revenues which is 9.4% increase over prior year's revenues.</li> <li>• The total surplus is \$538,000 without the ERC.</li> <li>• Current year expenses are \$406,000 which is a 4.2% increase above prior year expenses.</li> <li>• Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> <li>○ Cash on Hand is 102 days—well above the 30-day minimum</li> <li>○ Current Ratio – 10:1</li> <li>○ Days of Covered Expenses – 97 days –well above the minimum of 60 days</li> <li>○ Long Term Debt Ratio – .14:1 – well below the maximum of 2.5:1</li> </ul> </li> </ul>
HR Quarterly Report	Allan shared the following:

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	<div><div><div>HR Quarterly Board Report July – September 2025</div><div>FTE's: 385</div><div>Turnover Current Employee Count (FT) End of September - 334 Current Employee Count (PT) End of September - 36</div><div>FT Turnover Rate - End of September 2025: 7.19% (16 positions) PT Turnover Rate - End of September 2025: 16.67% (6 positions) Combined Turnover through September 2025 – 5.95% (22 positions)</div><div>Turnover Previous Year (FY2025) FT Turnover Rate - End of September 2024: 8.75% (28 positions) PT Turnover Rate - End of September 2024: 36.67% (11 positions) Combined Turnover through September 2024 – 11.14% (39 positions)</div></div><div><div>Vacancies<ul style="list-style-type: none"><li>BHCC 12 FT 1 PT</li><li>Other Avita Programs 17 FT (13 BH, 4IDD) 3 Hourly (1BH, 2IDD)</li></ul></div><div>55 New Hires (Jul. - Sept.) 50 full time 5 hourly</div><div>Workman's Comp (6) 3 injury caused by clients 3 employee falls</div></div></div>																																																																																		
Housing Grant Acceptance SPC 24C364 AND 25C259 PSH (\$60K)	<p>Brenda Hochmuth made a motion to accept the HUD grant indicated in the packet “24C364/GA0176L4B012410” and seconded by Barbara Bosanko. Passed unanimously.</p> <p>Brenda Hochmuth made a motion to accept the HUD grant indicated in the packet “25C259” and seconded by Barbara Bosanko. Passed unanimously.</p>																																																																																		
CEO and CFO authorization signature forms	<p>Motion made by Carol Williams to update the CEO authorization form to allow the new CEO, Catherine Ganter Cooper, to begin signing contracts and managing financial funds on January 1<sup>st</sup> 2026 and to renew the CFO form to sign contracts and conduct business on behalf of Avita, seconded by Kim Stephens passed unanimously.</p>																																																																																		
Holiday Bonus	<p>Cindy shared the proposal sent forth by the Executive Teams. A motion was made by Brenda Hochmuth and seconded by Kim Stephens. It passed unanimously. The distribution is as follows with the full-time employees on the top and part time on the bottom of the spreadsheet:</p> <table><tr><th>Length of Service</th><th># of employees</th><th>Bonus amount</th><th>Benefits</th><th>Per employee total</th><th>TOTAL EXPENSE</th></tr><tr><td>Hired prior to 07/01/2023</td><td>182</td><td>\$ 1,500.00</td><td>\$ 603.00</td><td>\$ 2,103.00</td><td>\$ 382,746.00</td></tr><tr><td>Hired from 72/01/2023 through 06/30/2024</td><td>43</td><td>\$ 1,000.00</td><td>\$ 402.00</td><td>\$ 1,402.00</td><td>\$ 60,286.00</td></tr><tr><td>Hired from 07/01/2024 through 06/30/2025</td><td>70</td><td>\$ 750.00</td><td>\$ 301.50</td><td>\$ 1,051.50</td><td>\$ 73,605.00</td></tr><tr><td>Hired after 06/30/2025</td><td>33</td><td>\$ 300.00</td><td>\$ 120.60</td><td>\$ 420.60</td><td>\$ 13,879.80</td></tr><tr><td></td><td>328</td><td></td><td></td><td></td><td>\$ 530,516.80</td></tr></table> <table><tr><th>Length of Service</th><th># of employees</th><th>Bonus amount</th><th>Benefits</th><th>Per employee total</th><th>TOTAL EXPENSE</th></tr><tr><td>Hired prior to 07/01/2023</td><td>15</td><td>\$ 750.00</td><td>\$ 80.25</td><td>\$ 830.25</td><td>\$ 12,453.75</td></tr><tr><td>Hired from 72/01/2023 through 06/30/2024</td><td>9</td><td>\$ 500.00</td><td>\$ 53.50</td><td>\$ 553.50</td><td>\$ 4,981.50</td></tr><tr><td>Hired from 07/01/2024 through 06/30/2025</td><td>8</td><td>\$ 300.00</td><td>\$ 32.10</td><td>\$ 332.10</td><td>\$ 2,656.80</td></tr><tr><td>Hired after 06/30/2025</td><td>4</td><td>\$ 200.00</td><td>\$ 21.40</td><td>\$ 221.40</td><td>\$ 885.60</td></tr><tr><td></td><td>36</td><td></td><td></td><td></td><td>\$ 20,977.65</td></tr><tr><td>TOTAL</td><td>364</td><td></td><td></td><td></td><td>\$ 551,494.45</td></tr></table>					Length of Service	# of employees	Bonus amount	Benefits	Per employee total	TOTAL EXPENSE	Hired prior to 07/01/2023	182	\$ 1,500.00	\$ 603.00	\$ 2,103.00	\$ 382,746.00	Hired from 72/01/2023 through 06/30/2024	43	\$ 1,000.00	\$ 402.00	\$ 1,402.00	\$ 60,286.00	Hired from 07/01/2024 through 06/30/2025	70	\$ 750.00	\$ 301.50	\$ 1,051.50	\$ 73,605.00	Hired after 06/30/2025	33	\$ 300.00	\$ 120.60	\$ 420.60	\$ 13,879.80		328				\$ 530,516.80	Length of Service	# of employees	Bonus amount	Benefits	Per employee total	TOTAL EXPENSE	Hired prior to 07/01/2023	15	\$ 750.00	\$ 80.25	\$ 830.25	\$ 12,453.75	Hired from 72/01/2023 through 06/30/2024	9	\$ 500.00	\$ 53.50	\$ 553.50	\$ 4,981.50	Hired from 07/01/2024 through 06/30/2025	8	\$ 300.00	\$ 32.10	\$ 332.10	\$ 2,656.80	Hired after 06/30/2025	4	\$ 200.00	\$ 21.40	\$ 221.40	\$ 885.60		36				\$ 20,977.65	TOTAL	364				\$ 551,494.45
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Committee Reports:	<p><b>Finance:</b> Brenda shared that Finance Committee discussed the first quarter operating results. Avita is showing a \$538,000 surplus for the first 3 months.</p> <p>We then looked at Avita’s cash position. Avita currently have \$4.4 million in operating cash and \$7.1 million in savings investments – for a total cash position of \$11.5 million. DBHDD requires 60 days of cash on hand (or \$6.6 million), leaving an excess reserve of cash of \$4.9 million.</p> <p>Cathy joined the committee meeting and gave background information on the WTRS (Women’s Treatment Recovery Services) program, as we reviewed the financials for this program for the prior fiscal year. The program is funded by a DBHDD grant. Last year, WTRS reported a deficit of \$132,000.</p>																																																																																		

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	<p><b>Governance:</b> Monika shared they looked over Cindy's yearly review. They also reviewed a form to distribute for board member assessments.</p> <p><b>Client and Community Relations:</b> Kim Stephens shared that Don at the BHCC was working to increase salaries and hire more people to accomplish 3 12-hour shifts. She shared Lori was working on implementing the new suicide prevention guidelines by Nov. 1<sup>st</sup>. Hannah covered IDD rates and ratios. Cindy shared the IDD pilot proposal.</p>
Closed Session for Personnel Reasons: CEO performance evaluation	Barbara Bosanko made a motion to go into closed session, seconded by Kim Stephens at 7:05 pm. Passed unanimously. A motion to come out of closed session was made by Brenda Hochmuth and seconded by Kim Stephens at 7:12 pm.
Announcement	Please sign the CEO and CFO authorization for signatures form on the way out.
Adjourn at 7:13 pm	Barbara Bosanko made a motion to adjourn, seconded by Monika Knight. Unanimously passed.

*Samantha Turner*

December 3, 2025

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Presiding Officer Signature, Chair, Samantha Turner

\_\_\_\_\_  
Date Approved

Respectfully submitted,

*Hariah Hutkowski*

Hariah Hutkowski, Recording Clerk