

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: April 16, 2020	TIME: 7:04pm – 7:55pm
PLACE: Teleconference	PRESIDING: Barbara Bosanko, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shelly Echols	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tim Stamey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peggy Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Jennifer Scalia	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Executive Team Member Attendance

Cathy Ganter Cooper	<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	Greg Ball	<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
Welcome & Call to Order	The April 16, 2020 meeting of the Board of Directors was called to order by Barbara Bosanko at 7:04pm.
Determine Presence of a Quorum	A quorum was present with 13 members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Shelly Echols. Motion carried.
Review of Minutes	Motion to approve the March 19, 2020 minutes was made by Seth Barnes, Jr.; second by Alice Worthan. Motion carried.
Oath of Office	<ul style="list-style-type: none"> <li>• Carol Williams, representing Banks County affirmed the oath of office for the term ending 6/30/22.</li> <li>• Terry Hawkins, representing Forsyth County affirmed the oath of office for the term ending 6/30/22.</li> </ul>
Board Chair Report	Barbara Bosanko reported she misses everyone, the comradery and dinner.
CEO Report	<p>Cindy Levi reported.</p> <p>COVID- 19 State of Emergency</p> <ul style="list-style-type: none"> <li>• COVID- 19 Statistics as of April 16, 2020—across the state of Georgia there are 15,454 positive cases, across our 13 counties 734 positive cases and 15 deaths. Cindy asked that we take a moment of silence for those who have been affected by the coronavirus.</li> <li>• Cindy recognized the executive team for their leadership, flexibility and keeping staff informed. The executive team meets twice a day to make decisions. They are involved in regular updates/meetings/webinars with DBHDD and lots of adjustments have been made.</li> <li>• Personal Protective Equipment (PPE) has been difficult to obtain; suppliers have limited quantities and run out quickly. We received our first allotment of PPE from the Department of Public Health.</li> <li>• Avita is operating as an essential service and our centers remain open. Counselors and prescribers are working from home and clients are encouraged to keep their appointments by use of telehealth.</li> <li>• Residential services continue to operate 24/7 and necessary precautions have been implemented.</li> <li>• Virtual groups are being conducted by using Zoom.</li> <li>• Most behavioral health staff continue to work.</li> <li>• Due to discontinuing community access groups, there is limited work for our IDD staff. Work at the ITR and WTRS have been offered; others have taken paid time off or leave without pay. Our HR Department has reported to the Department of Labor staff who are eligible for Unemployment Compensation.</li> <li>• Cindy explained the contract amendments received from DBHDD and the financial support we will receive during this crisis.</li> <li>• Appendix K through the Department of Community Health will permit Retainer Payments for certain IDD services.</li> <li>• We will also receive funding from the CARES Act Relief Fund as a Medicare Provider. On April 10<sup>th</sup>, we received \$24,640.74.</li> <li>• The Army National Guard has offered to disinfect our residential programs and we are going to take advantage of this service.</li> </ul>

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	<p><u>Questions or Comments</u></p> <ul style="list-style-type: none"> <li>• Barbara reported that her daughter receives wellness checks from Avita staff.</li> <li>• How are clients who receive CAG services doing? Staff are calling individuals. They are missing the social interaction, and some are interacting by doing Facebook groups. We have been providing individual services to those who have requested.</li> <li>• How long are the telehealth sessions? They are 30-minute sessions.</li>   <li>• Site preparation work has started for the Behavioral Health Crisis Center.</li> <li>• The Rabun Clubhouse members and their families received Easter baskets and \$200 Ingle's gift card to purchase groceries. The gifts came from the Blue Ridge Toy Co. and anonymous donors.</li> <li>• Staff recognized for going above and above.</li> </ul>
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending March 31, 2020</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• March's net operating results reflect a \$138K deficit for the month and \$264K deficit for the fiscal year to date. This is a -6.4% margin for the month and -1.33% margin fiscal year to date.</li> <li>• Prior year, year to date revenue was a negative change of (\$342K)</li> <li>• Prior year, year to date expenses was a positive change of \$370K</li> </ul> <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• Revenue for the month had an unfavorable variance of \$242K primarily due to: <ul style="list-style-type: none"> <li>○ GIA favorable \$79K due to the reclass of WTRS and additional funding for Mental Health Treatment Court</li> <li>○ FFS was positive \$65K due to a lump sum payment of \$121K to supplement our revenues in March</li> <li>○ Medicaid OP deficit of \$74K due to vacant revenue generating positions, productivity challenges with existing staff and the negative impact of COVID- 19</li> <li>○ Other local funds deficit of \$127K due to staff challenges in our specialty services programs</li> <li>○ GIA was favorable \$83K due to reclassification of the WTRS revenue</li> <li>○ Medicaid Waivers deficit of \$63K for the month and deficit of \$392K FYTD is due to the ongoing IDD Connects issues and the impact of COVID- 19</li> </ul> </li> <li>• Expenditures for the month had a favorable variance of \$99K primarily due to unfilled staff vacancies</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 3/31/20 is \$5.8 million</li> <li>• Increase in capital assets due to the construction of our BHCC</li> <li>• Receivables for the month was \$2.2 million</li> <li>• Total liabilities &amp; fund balance increased to \$10.2 million</li> </ul> <p><u>Financial Metrics</u> (Key Performance Indicators)</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 78.4 days; minimum standard is 30 days</li> <li>• Current Ratio: 9.5:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 67.8 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.45:1; maximum standard is 2.5:1</li> </ul> <p><u>Questions</u></p> <p>Do we have a plan to catch up by the end of the fiscal year? We may not be able to, but we do expect to receive the IDD Medicaid revenue and nursing services revenue.</p>
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the January – March 2020</p> <ul style="list-style-type: none"> <li>• FTE's 374</li> <li>• Full time employees: 299; part time employees: 26</li> <li>• Turnover: full-time 22.47% (68 positions); part-time 19.23% (5 positions). Combined Turnover through March 2020: 22.46% (73 positions).</li> <li>• Vacancies: 34 full-time and 8 part-time</li> <li>• New Hires: 17 full-time and 3 part-time</li> <li>• Created 5 new positions</li> <li>• 3 Workman's Comp</li> </ul> <p>Currently we are only hiring critical positions due to COVID- 19. Staff have been remarkable, and we are thankful for the employees we have.</p>

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Nominating Committee Report	Penny Penn reported that she and the committee members (Kent Woerner & Angela Whidby) met by teleconference. Penny announced the slate of officers for Fiscal Year 2021. <ul style="list-style-type: none"> <li>• Barbara Bosanko, Chair</li> <li>• Angie Brown, Vice-Chair</li> <li>• Greg Ball will continue to serve as Treasurer and Regina Grisham as Secretary</li> </ul> The official vote by the board of directors will take place at the May 21, 2020 meeting.
Announcement	<ul style="list-style-type: none"> <li>• Cindy added that our financials for Fiscal Year 2020 doesn't look good even with 3 months left. Historically the second half of the fiscal year has been a time where we make up any deficits.</li> <li>• For the last several years we have worked hard to build up our reserves and have this to fall back on.</li> <li>• People questioned why we save the money; now they understand.</li> <li>• Some CSBs are having trouble making payroll. One CSB laid off 70 people, but we are holding our own.</li> <li>• Barbara said it is due to Cindy's leadership and the executive team members.</li> </ul>
Adjournment	With no further business, Barbara Bosanko adjourned the meeting at 7:57pm.

*Angie Brown/DS*

Presiding Officer Signature

5/21/2020

Date Approved

Respectfully submitted,

*Regina Grisham*

Regina Grisham  
Recording Secretary