

Avita Community Partners
Board of Directors Meeting Minutes

DATE: July 28, 2021	TIME: 7:00 PM
PLACE: Virtual and Teleconference available through Zoom	PRESIDING: Angela Whidby, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deena Handy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<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	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shelly Echols	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Sherry Estep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input 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	Mary Donna McAvoy	<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	Hannah Quinn	<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	After the Spotlight on Services presentation by the BHCC, the Board Meeting was called to order at 7:00 PM by Angela Whidby.
Determine Presence of a Quorum	A quorum was present with 11 members in attendance.
Approval of Agenda	Motion to approve the agenda was made by Barbara Bosanko; second by Alice Worthan. Motion carried.
Approval of Minutes	Motion to approve the June 23, 2021, minutes was made by Barbara Bosanko; second by Sherry Estep. Motion carried.
Oath of Office	Angela Whidby read her Oath of Office to hold the Board Chair position for FY22.
Board Chair Report	N/A
CEO Report	<p>Cindy Levi reviewed the following in her report:</p> <ul style="list-style-type: none"> • One of our first guests at the new CSU was successfully admitted, treated, and placed with an HHP; this is a good example of full circle care that Avita is trying to attain with our new BHCC • Workforce vacancies have been one of our greatest challenges, we are currently down 54 staff positions • The new CSU portion of the BHCC has opened and our bed capacity is currently 20, we will increase to full capacity of 30 beds as we gain more trained staff • Senator Warnock's office visited the BHCC July 12, and we were encouraged to reach out to their office for support • Avita received a COVID-19 grant from DBHDD that was used for care packages and mental health billboards around Hall County • The Department of Community Health delayed mandatory claims submission for Electronic Visit Verification from July 1, 2021 to October 1, 2021
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> • For the full FY 22, Avita reported a surplus of \$613K, or a 2.3% margin. • A portion of the FY21 surplus was invested in staff year end bonuses, the write-off of the remaining costs to upfit CSU, one-time BHCC technology costs, and exterior painting at the Avita Administrative Offices. • Current full year revenues are \$26.65 million, slightly above budget. • Current full year expenses are \$26.0 million, or 1.3% favorable to budget. • The BHCC is at 100% completion and we were approximately \$90,000 (or 0.8%) above budget for construction costs • Our Key Performance Indicators (KPIs) continue to exceed the targets established by DBHDD: <ul style="list-style-type: none"> ○ Cash on Hand – 63 days ○ Current Ratio – 6.8:1 ○ Days of Covered Expenses – 147 days ○ Long Term Debt Ratio – 0.13:1

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Quarterly HR Report	<p>Allan Harden reviewed the following in April 2021 – June 2021 HR report:</p> <ul style="list-style-type: none"> • Current count for both full and part time employees is 280 • Turnover rate for full time employees is 30.42% and part time employees is 70% • We have 82 positions vacant at the BHCC • This quarter we had 25 new hires and 2 workman’s comp cases • DBHDD gave approval for the 3% increase for CEO salary • The Paid Parental Leave ACT will apply to CSBs, Allan is working with GADAS for policy assistance
Other Business	<p>Approval of Board Policies</p> <ul style="list-style-type: none"> • Board Policies were reviewed, and no changes were suggested. Barbara Bosanko made the motion that they be accepted as is, Alice Worthan gave a second. Motion passed. <p>Designation of Parliamentarian</p> <ul style="list-style-type: none"> • Kent Woerner volunteered to hold the position of Parliamentarian for FY22. Barbara Bosanko made the motion to accept Kent as Parliamentarian, Terry Hawkins gave a second. Motion passed.
Committee Reports	<p>Board Governance:</p> <p>Kent Woerner reported that the following topics were discussed in the June committee meeting:</p> <ul style="list-style-type: none"> • The Bylaws were reviewed, and no changes were suggested • New legislation topics including teleconferences and the Parental Leave Act were discussed • Avita registered for an ERA Commons account • The transition from CSB to CCBHC was discussed and it was noted that MTM was offering technical training to aid in the process • A letter was to be submitted to DBHDD for the CEO to receive the 3% pay increase that was given to fellow Avita employees <p>Community and Client Relations:</p> <p>Deena Handy reported that the following topics were discussed in the June committee meeting:</p> <ul style="list-style-type: none"> • IDD has a new team lead in Blairsville • Overall IDD numbers have increased but the programs are short staffed • The Dawsonville IDD office was closed, and those clients are now being served in Dahlonega • Banks County now has groups meeting • Hall County BH is using interns to help with the staff shortage • The Community Support Teams have an increase in clients • Supported Housing is full and Supported Employment numbers are rising • APEX counselors are helping with OP while school is not in session • Case Management will be implementing a new electronic tracking system • The Rabun Clubhouse is fully staffed, and Gainesville Clubhouse has a new staff member <p>Finance:</p> <p>Seth Barnes Jr. reported that the following topics were discussed in the June committee meeting:</p> <ul style="list-style-type: none"> • The conservative FY22 budget was reviewed and showed no new programs and a 1% margin for next year
Announcements	N/A
Adjournment	At 7:55 PM Barbara Bosanko made a motion to adjourn the meeting; second by Alice Worthan. Motion passed

Angela Whidby/DS

8/25/21

Presiding Officer Signature

Date Approved

Respectfully submitted,

Dana Sharitt

Dana Sharitt, Recording Secretary