

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: August 26, 2020	TIME: 7 PM
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input 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
Sherry Estep	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Hannah Quinn	<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 August 26, 2020, meeting of the Board of Directors was called to order by Barbara Bosanko at 7:01 pm
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 Kent Woerner; second by Anne Davis. Motion carried.
Approval of Minutes	Motion to approve the July 16, 2020, minutes was made by Angela Whidby; second by Kent Woerner. Motion carried.
Business	<ul style="list-style-type: none"> <li>a. Oath of Office for Board Chair – Read by Cindy Levi and repeated by Barbara Bosanko</li> <li>b. PSH Support Services Resolution – Barbara Bosanko read the Permanent Supportive Housing resolution, Angela Whidby made the motion to approve the resolution, Kent Woerner gave the second. Motion carried.</li> </ul>
Board Chair Report	Barbara lamented the fact that our meetings since Covid have all been by telephone and she is hopeful that we will be able to meet in person as we have new board members.
CEO Report	<p>Cindy Levi reviewed the following in her report:</p> <ul style="list-style-type: none"> <li>• We are now in month 6 of the public health emergency created by Covid 19. We track closely with NGHS and based on their data we opened back up in July. Due to a spike in numbers we had to start backing off in person services and increase the opportunity for Telehealth services to our outpatient clients. On the IDD side we had to close services and do some quarantining due to illness and exposure. Over the past 5 weeks our number of incident reports jumped by 141 for a total number of 316. The majority of those affected have had negative test results or have fully recovered. Sadly, we did have one outpatient client pass away in Toccoa. We continue to adjust our services based on CDC guidelines and the data available.</li> <li>• There was a question in the finance committee meeting asking about what staff are doing if their location is affected and they cannot work. If staff is quarantined, they use Paid Time Off, time off without pay or they can apply for unemployment. The same thing happens if we do not have enough work for everyone. We have been rotating staff to avoid anyone being affected too badly. The highest number per week of employees on unemployment was 19. We have not had to lay anyone off or put anyone on long term furlough.</li> <li>• State contracts have been received, so we now know how the budget cuts will affect us. Because of vacancies we had in our staff already, no staff positions had to be eliminated. Two of our staff were impacted, but we were able to move them to open positions successfully. Only 2 clients were impacted by the reduction in funding: one decided to retire and the other is reducing their level of services.</li> <li>• Appendix K – We can bill 3 episodes of 30 days or 90 days per individual. For those using services 5 days a week, their funding ran out in mid-July, but not those using 4 days or less per week, we will keep applying for the retainer fee until they are out of funding</li> </ul>

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	<ul style="list-style-type: none"> <li>• The CARES Act Stimulus Funding that we applied for through the Federal HHS Department was received. That funding totaled \$449,359 dollars which will help as Appendix K funds are exhausted. A total of 9 CSBs have received this funding, but the rest are still waiting. There was also word that larger counties received funding from the CARES Act. We contacted both Hall and Forsyth counties, but neither had received funding.</li> <li>• We are still waiting on business interruption insurance information and we are checking weekly.</li> <li>• We are awaiting clarification on a DBHDD policy change stating that a positive COVID diagnosis could not be the only reason we turned a client away. We are a residential program, not a hospital, and it creates a challenge for our unit because of our layout and we are not able to handle significant physical health conditions. We will now take no more than 12 clients because we cannot keep everyone separated with masks on. We are participating in a meeting on August 31st with DBHDD to discuss this topic further.</li> <li>• We were the victim of a cyber-attack last week that took down our servers. Because of a quick response by our IT staff and a secondary back up, the attack was minimized. This did affect our workforce for two days, but none of our data was exported. We are meeting with GA Technology Authority tomorrow to go over the report of what they found. We are up and operational now.</li> <li>• The CARF survey was done digitally this year. Cathy did a great job and it went smoothly. The result was a survey with zero recommendations – less than 1% of all CARF certified facilities receive zero recommendations.</li> <li>• DBHDD is rolling out a new service delivery model based on the CCBHC model that will include our BH and IDD services. DBHDD is insistent on moving forward despite the difficulties already realized this year. We will be guided though the Phase 1 service access GAP analysis, a review of our electronic health record and IT assessment and complete a feasibility and readiness poll. Many of those meetings have been scheduled and will continue to be scheduled into the future.</li> <li>• Our BHCC construction continues. All walls and underground systems are completed, and half of the slab has been poured, next Wednesday that slab will be completed.</li> <li>• Above and beyond employees were acknowledged</li> <li>• CIT – We provided a training for law enforcement on July 27 and another one is scheduled August 31 for Dawson County Sheriff’s Department</li> <li>• The co responder program with Forsyth Sheriff’s Department is going well and the counselor is getting settled in. We are excited about this opportunity.</li> <li>• We were contacted by Habersham and Stevens County hospitals who would like for Avita to provide mental health support services to their staff. They recognize the toll the current climate is taking on their employees and would like our assistance.</li> </ul>
Financial Report	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> <li>• \$59K deficit in July</li> <li>• Revenues – total shortfall during the month of July due to the revenue shortfall <ul style="list-style-type: none"> <li>➢ Grant in Aid slightly short due to fewer IDD clients in group services</li> <li>➢ Fee for service – We have been receiving a lump sum payment since April. The payment will continue through September.</li> <li>➢ Medicaid fees – slightly above our budget</li> <li>➢ HUD grants have not been approved yet. Once approved, we can issue the invoices</li> <li>➢ Unable to invoice ACT due to contract constraints</li> </ul> </li> <li>• Year Over Year: <ul style="list-style-type: none"> <li>➢ Revenues are down 9.5% from 2019 to 2020 due to some of our programs not being supported this year and the impact of Covid 19</li> <li>➢ Operating expenses have been reduced driven by less use of contracted medical professionals</li> </ul> </li> <li>• BHCC will be a significant expense in the next few months. The BHCC is projected to cost a total of \$11.3 million, and we have spent \$2.9 million to date. We are about 25% completed fiscally but not physically.</li> <li>• KPIs– <ul style="list-style-type: none"> <li>Cash on hand – 92.5 days</li> <li>Ratio 7:1</li> <li>Days of expenses – 104.2 days</li> </ul> </li> </ul>

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	Long term debt ratio - .33:1
Quarterly Compliance Report	Cathy Ganter Cooper reviewed the following in her report for April 2020-June 2020: <ul style="list-style-type: none"> <li>• Decrease in external and internal reports from 2019 to 2020 during the same time period</li> <li>• Decrease in all areas of reporting: Health and Safety, Service Quality and Management Practices</li> <li>• Business practices stayed the same</li> <li>• Trends – Reports decreased because services were not functioning normally, we had fewer staff and clients in the offices due to Covid</li> </ul>
Announcements	N/A
Adjournment	With no further business, Barbara Bosanko adjourned the meeting at 7:40pm.

Barbara Bosanko/DS  
 \_\_\_\_\_  
 Presiding Officer Signature

9/23/20  
 \_\_\_\_\_  
 Date Approved

Respectfully submitted,

Dana Sharitt

Dana Sharitt  
 Recording Secretary