

Avita Community Partners
Board of Directors Meeting Minutes

DATE: January 16, 2020	TIME: 7:14pm – 7:57pm
PLACE: Administrative Office, Board Room	PRESIDING: Barbara Bosanko, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Davis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shelly Echols	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jennifer Scalia	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Susan Harris	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input 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
Melissa Cammack	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sylvia Chassner	<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
Spotlight on Services	Crisis Stabilization Unit Mary Donna McAvoy, CSU Director and staff gave an overview about the services provided and the people who are served.
Welcome & Call to Order	The January meeting of the Board of Directors was called to order by Barbara Bosanko at 7:14pm
Determine Presence of a Quorum	A quorum was present with 10 members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Anne Davis; second by Kent Woerner. Motion carried.
Review of Minutes	Motion to approve the December 3, 2019 minutes was made by Seth Barnes, Jr.; second by Angie Brown. Motion carried.
Oath of Office	Alice Worthan, representing Hart County affirmed the oath of office. Ms. Worthan is completing the term that ends June 30, 2022.
Board Chair Report	No report.
CEO Report	<p>Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> • DBHDD budget cuts in supported employment. During a conference call Avita was told our revised allocation was 137 slots which is the same number in our current contract. We hope this is accurate but will confirm when we receive the contract amendment. • Behavioral Health Reform and Innovation Commission held their first meeting on December 16th. Cindy shared a newspaper article about the commission and the list of commission members. • DBHDD and Department of Community Health (DCH) are collaborating to reduce duplication in the system for the service providers. • The Healthcare Facility Regulation Division of DCH has decided to allow for a “deemed status” for accrediting bodies. Since Avita is accredited by CARF, inspection of our services for Community Living Supports, Intensive Treatment Residential and Drug Abuse Training/Education Program will be waived. • 2020 Georgia Legislature began on January 13th. We are hoping the Open Meetings Act will be amended to recognize Community Service Boards (CSB) as having statewide jurisdiction. This change would allow CSBs to hold meetings via teleconference. • The Christmas Holiday was joyous for many individuals Avita serves due to the donation of gifts from many community groups. Avita offices made donations to organizations in their communities. • Georgia Medicaid submitted 2 new waiver applications to The Centers for Medicare and Medicaid Services. • Two nursing procedure codes utilized for prior authorization and claims submission were discontinued and will be replaced with one procedure code. Beacon was not prepared for the change which will impact payment for nursing services provided. • Information Technology updates were required to keep our systems operating and compatible with other connecting systems.

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	<ul style="list-style-type: none"> • Staff recognized for going above and beyond Cindy added to her report. • Pines of Lanier notified us they were purchased by another company. The lender told the buyer they will only approve a certain percentage of corporate leases which would be 14 units for Avita. A conference call is scheduled tomorrow to begin making plans. • BHCC Update: we met with the contractor and engineer today. The land disturbance permit application was submitted yesterday. We hope to get approval next week. Cost of the project is higher than we anticipated. Out of \$6M in reserves we have committed \$3M. • Upcoming Events <ul style="list-style-type: none"> ○ Recovery Day at the Capitol – January 28th ○ Mental Health Day at the Capitol – February 7th ○ CSB Day at the Capitol – February 12th ○ Partnership for a Drug Free Hall County Forum on Marijuana – February 13th
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending December 31, 2019.</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • December's net operating results reflect a \$91K deficit for the month and \$81K deficit for the fiscal year to date. This is a -4.2% margin for the month and -0.6% margin fiscal year to date. • Prior year, year to date revenue was a positive change of \$427,153 • Prior year, year to date expenses was a positive change of \$524,286 <p><u>Comparison of Budget to Actual</u></p> <p>Revenue for the month had an unfavorable variance of \$238K primarily due to:</p> <ul style="list-style-type: none"> • The technical issues with IDD Connects. We are providing services, but not getting paid. When the technical issues are resolved we will recoup this revenue in the coming months. • The unfavorable variance in fee-for-service and Medicaid revenue is due to revenue-generating staff vacancies and productivity challenges with existing staff. We are looking for ways to improve clinical staff and prescriber productivity. • Failed activities and failed claims are also being addressed. • Medicare revenue is down due to the decision made to temporarily not take new Medicare clients. • Expenditures for the month had a favorable variance of \$50K primarily due to open positions. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 12/31/19 is \$7.1 million • Receivables for the month was \$1.1million • Total liabilities & fund balance is \$10.6million <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 97.8 days; minimum standard is 30 days • Current Ratio: 7.2:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 60.6 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.58:1; maximum standard is 2.5:1
Human Resources Quarterly Report	<p>Allan Harden, HR Director reported:</p> <p>Turnover continues to be higher than we would like, but we maintained this quarter. We also changed recruitment companies.</p> <p>Allan reviewed the October - December 2019 data and compared to the same period in 2018.</p> <ul style="list-style-type: none"> • FTE's 370 • Full time employees: 298; part time employees: 33 • Turnover: full-time 16.78% (31 positions); part-time 12.12% (4 positions). Combined Turnover through December 2019: 16.31% (54 positions). • Vacancies: 38 full-time and 17 part-time • New Hires: 26 full-time and 7 part-time • Created 1 new position • No Workman's Comp <p>Questions</p> <p>Do we do exit interviews? Yes.</p> <p>Reasons shared with Allan are documentation requirements, salary, caseload size. Some staff are moving out of the area. Some don't return after they've been on maternity leave. There is no common theme.</p>
Adjournment	With no further business, Barbara Bosanko adjourned the meeting at 7:57pm.

Barbara Bosanko/RG

Presiding Officer Signature

Electronic signature

3/19/20

Date Approved

Respectfully submitted,

Regina Grisham

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Recording Secretary