

Avita Community Partners
Board of Directors Meeting Minutes

DATE: October 17, 2019	TIME: 7:19pm – 8:09pm
PLACE: Administrative Office, Board Room	PRESIDING: Angie Brown, Vice-Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sylvia Chassner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<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
Peggy Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Susan Harris	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Melissa Cammack	<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

Executive Team Member Attendance

Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cathy Ganter Cooper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hannah Cargle	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Gwen Hall	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The October 17, 2019 meeting of the Board of Directors was called to order by Board Vice-Chair, Angie Brown at 7:19pm.
Determine Presence of a Quorum	A quorum was not present with 7 board members in attendance.
Approval of Agenda	The agenda was not approved due to the absence of a quorum.
Review of Minutes	Due to the absence of a quorum, approval of the September 24, 2019 minutes will be deferred until the next meeting.
Board Chair Report	No report
CEO Report	<p>Cindy Levi highlighted the following in her report</p> <ul style="list-style-type: none"> • We were notified by DBHDD that there will be state budget cuts in Family Support, Residential and Supported Employment Services. Total budget cuts for FY20 equal \$142,450. • Avita hosted a kick-off luncheon for the 2nd annual NAMIWalks North Georgia. • Avita was selected by the US Federal Probation office to serve probationers in northeast Georgia. • The President of Carry-On Trailer contacted Cindy about their interest in purchasing our property in Lavonia. • Our BHCC planning team met with the DBHDD site inspector for input on our facility plans. Permits have been applied for and we hope to break ground in November. • We received 7 new vans on October 9th. These vans are replacing older vans in our DD programs and one for the Cumming Peer program. • 17 vehicles have been taken out of service; we are awaiting the titles from the Georgia Department of Human Services in order to have the vehicles removed and sent to surplus. • Just in Time Scheduling has been implemented and has opened time on the prescriber schedules so individuals can be seen when needed. • Crisis Intervention Team training is scheduled for the week of October 14th at the University of North Georgia, Dahlonega campus. • The Georgia Gathering was held at Unicoi State Park for self-advocates and staff who support them. • The Behavioral Health Symposium was held at Callaway Gardens on October 3rd and 4th. Lori Holbrook, Chief Clinical Director was part of a panel that presented on providing mental health treatment to an older population. • We are awaiting response from Beacon on claims not paid due to their system glitches. • Hall County Chamber of Commerce Health Smart Expo theme was mental health. Cindy gave an overview of Avita services. • Avita participated in 2 Recovery Rally's in Clarkesville and Gainesville. There were approximately 450 people who attended the Gainesville rally. • The Women's Treatment Program had all 14 beds filled. There were 3 births and 2 clients successfully discharged. • Staff recognized for going above and above and give a smile winners. • Happenings around Avita and Success Stories were highlighted.

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	<ul style="list-style-type: none"> • Cindy received a copy of the Final Report of the Senate Study Committee on the Excessive and Duplicative Regulatory oversight of Community Based Intellectual and Developmental Disability Services. Cindy reviewed the committee recommendations.
Lavonia Property	<ul style="list-style-type: none"> • Carry-On Trailer is interested in purchasing our Lavonia property. We paid \$183K for 2 parcels (8.4 acres). • In 2014 we had it reappraised and it appraised at \$62K. • Carry-On Trailer leases a building to Avita for \$1.00 per year. They have been a good partner by hiring some of our clients. They asked for first right of refusal if we decide to sell. • Cindy would like to get a new appraisal and asked for input from the board. • Kent Woerner reported Franklin County is experiencing rapid growth. • The board recommended that Cindy move forward with getting a new appraisal.
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending September 30, 2019</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> • September’s net operating results reflect a \$42K net surplus for the month and \$175K surplus for the fiscal year to date. This is a 1.8% margin for the month and 2.5% fiscal year to date. • Prior year, year to date revenue was a positive change of \$307,862 • Prior year, year to date expenses was a positive change of \$4,126 <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> • Revenue for the month had an unfavorable variance of \$97K primarily due to the shortfalls in IDD Medicaid Waivers and BH Fee for Service. IDD revenue shortage is due to challenges with the new IDD Connects which is holding up payment. When the system is fixed, we will get paid retroactively. There have also been challenges in getting IDD Medicaid Waivers renewed. • Expenditures for the month had a favorable variance of \$59K primarily due to open positions and lower contractor costs. <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> • Cash on hand as of 9/30/19 is \$6.3 million • Receivables for the month was \$2 million • Total liabilities & fund balance is \$10.4million <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> • Days of Cash on Hand: 84.6 days; minimum standard is 30 days • Current Ratio: 10.4:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 62.1 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.56:1; maximum standard is 2.5:1
Quarterly Human Resources Report	<p>Allan Harden, HR Director reported</p> <ul style="list-style-type: none"> • The U.S. Department of Labor salary adjustment is being reviewed. • Northeast Georgia Health System (NGHS) and Anthem have not come to an agreement. Currently NGHS is out of network. Open Enrollment starts Monday. Many Avita staff have Anthem for their health insurance. If Anthem and NGHS don’t come to an agreement staff have other options to choose from. <p>Allan reviewed the July-September 2019 data:</p> <ul style="list-style-type: none"> • FTE’s 370—the increase is due to Salveo employees transferred to Avita employees • Full time employees: 293; part time employees: 33 • Turnover: full-time 10.58% (31 positions); part-time 12.12% (4 positions). Combined Turnover through September 2019: 10.74% (34 positions). Turnover has stabilized but we still have a lot of vacant positions. • Vacancies: 53 full-time and 15 hourly—most are behavioral health vacancies. We made a salary adjustment for staff who work evenings, nights and weekends. We hope this helps with retention. • New Hires: 28 full-time and 8 hourly • Created 34 new positions • 1 Workman’s Comp
Adjournment	Angie Brown adjourned the meeting at 8:09pm

Barbara Basanko
Presiding Officer Signature

12/3/19
Date Approved

Respectfully submitted,

Regina Grisham

Regina Grisham
Recording Secretary