

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: March 28, 2019	TIME: 7:21pm – 8:03pm
PLACE: Administrative Office, Board Room	PRESIDING: Kent Woerner, Rabun County Board Member

Attendance


Barbara Bosanko	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alan Wallhausen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Ed Nichols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sylvia Chassner	<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
Anne Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Executive Team Member Attendance

Cathy Ganter Cooper	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Derek Singleton	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hannah Cargle	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Spotlight on Services Community Living Supports (CLS)	<p>Jessica Reynolds, IDD Registered Nurse, supervisor for the program gave an informative presentation.</p> <ul style="list-style-type: none"> <li>CLS are in-home services designed to enable IDD adults to lead an independent life while remaining in their home or with family.</li> <li>The service is tailored to meet the needs of the individuals to enhance their daily life.</li> </ul>
Welcome & Call to Order	The March 28, 2019 meeting of the Board of Directors was called to order by Kent Woerner at 7:21pm
Determine Presence of a Quorum	A quorum was not present with only 4 members in attendance tonight.
Approval of Agenda	The agenda was not approved due to the absence of a quorum.
Review of Minutes	The February 26, 2019 minutes will be deferred for approval until the next meeting due to the absence of a quorum.
CEO Report	<p>Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> <li>HB 514 creates a Behavioral Health Reform &amp; Innovation Commission. Rep. Tanner is the sponsor of the bill. Cindy met with him and expressed interest in serving on the commission. When the bill passed the House and moved to the Senate, Cindy found out the CSBs were written out of the bill. Cindy spoke to the Senate and asked the committee to reconsider CSBs being represented on this commission. After discussion the Senate agreed to have 1 non-voting member from the GACSB. GACSB will continue to lobby for 2 CSB seats with a voice and vote on the commission.</li> <li>Took delivery of 19 leased vehicles from Milton Martin Honda</li> <li>BHCC Update--Kick off meeting with Winter Construction. Currently working on positioning of the building, getting permits, and the feasibility of tapping into the sewer system vs. a septic system.</li> <li>Unify North Georgia Collaborative Meeting was attended by 80 people to hear about the challenge of human trafficking in our area.</li> <li>Mental Health Awareness Training Grant</li> <li>Entered into a shared services agreement with Advantage Behavioral Health for the services of our Information Technology Director, Robert Wilson</li> <li>Monica Johnson and 6 staff from DBHDD attended our monthly Key Performance Indication meeting. They were impressed with the processes Avita has in place.</li> <li>Staff are working together to provide wrap around services for a client with mental health and developmental disability diagnosis</li> <li>Consolidation of community access locations in the East Region</li> <li>Staff recognized for going above and beyond</li> </ul>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> <li>• Law office of Stow, Garvin and Glenn expressed appreciation to our medical records department</li> <li>• Supported Apartment staff helping cover weekends at the WTRS</li> <li>• Upcoming Events <ul style="list-style-type: none"> <li>○ Youth MH First Aid Training: April 26<sup>th</sup></li> <li>○ Community Health &amp; Wellness Fair: May 15<sup>th</sup> at the Gainesville Clubhouse</li> <li>○ Applied Suicide Intervention Skills Training: August 29<sup>th</sup>-30<sup>th</sup> &amp; September 19<sup>th</sup>-20<sup>th</sup></li> <li>○ Avita Staff Fun Night at Babyland in Cleveland on May 17<sup>th</sup></li> </ul> </li> <li>• Happenings around Avita</li> <li>• Success Stories</li> </ul>
Financial Update	<p>Greg Ball, CFO reviewed the financial report for the month ending February 28, 2019.</p> <p><u>Consolidated Income Statement</u></p> <ul style="list-style-type: none"> <li>• February's net operating results reflect a \$262K net surplus for the month and \$356K for the fiscal year to date. This is a 10.4% margin for the month and 2% margin for the fiscal year to date.</li> <li>• 8 months prior year, year to date revenue was a positive change of \$891K.</li> <li>• 8 months prior year, year to date expenses was an unfavorable change of \$24K.</li> </ul> <p><u>Comparison of Budget to Actual</u></p> <ul style="list-style-type: none"> <li>• Revenue had a favorable variance of \$171K is primarily due to a one-time revenue receipt related to start-up costs associated with the BHCC.</li> <li>• Expenditures had a favorable variance from budget of \$16K primarily due to a favorable variance in salaries and benefits.</li> <li>• If we continue to meet budget the projected end of fiscal year surplus would be \$165K.</li> </ul> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• Cash on hand as of 2/28/19 is \$4.9 million</li> <li>• Decrease in receivables for the month</li> <li>• Total liabilities &amp; fund balance is \$9.7 million</li> </ul> <p><u>Financial Metrics (Key Performance Indicators)</u></p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 61 days; minimum standard is 30 days.</li> <li>• Current Ratio: 10.7:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 51.2 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.6:1; maximum standard is 2.5:1.</li> </ul>
Appointment of Nominating Committee	This agenda item will be deferred to the April 25, 2019 meeting.
Request Board Governance Committee to review Bylaws prior to ratification at July meeting	Board Governance Committee will begin their review of the bylaws at the next meeting on April 25, 2019.
Committee Reports	No Reports
Employee Turnover	<p>We have lost staff to:</p> <ul style="list-style-type: none"> <li>• Three of our staff took counseling positions at University of North Georgia</li> <li>• White County School System created a point person when there is a crisis at the school</li> <li>• Suicide Prevention &amp; Crisis Director in Towns County</li> </ul> <ul style="list-style-type: none"> <li>• Lori and Cathy are having to spend more time in their programs where there are staff shortages</li> <li>• We use interns, but they require a lot of supervision</li> <li>• HR is attending job fairs</li> </ul>
Announcements	<p>GACSB Educational Exchange ~ October 27-29, 2019 will be held at Callaway Gardens</p> <p>Sylvia Chassner announced she plans to attend.</p> <p>Action: Board Members will contact Regina Grisham if they would like to attend the conference.</p>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	GACSB Retreat/Strategic Planning Retreat ~ August 26-28, 2019 will be held at Brasstown Valley in Young Harris Sylvia Chassner plans to attend.
Adjournment	Kent Woerner adjourned the meeting at 8:03pm.
Presiding Officer Signature & Date Approved	 <span data-bbox="1203 342 1503 409">4-25-2019</span>

Respectfully submitted,

*Regina Grisham*

Regina Grisham  
Recording Secretary