

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: July 23, 2013	TIME: 7:12 p.m. – 7:58 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Quentin Carr, Board Chair

Attendance

Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Al Gonzalez	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Michael Bohn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sarah Ruckstaetter	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rufus Larkin	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Marilyn Woodruff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Cone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

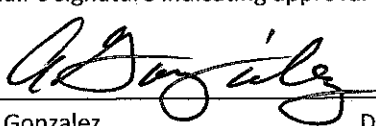
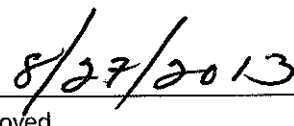
2 Vacancies

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna Hall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy McLaughlin	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Stephanie Davis	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Roger Scott	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	Client Satisfaction Evaluation Roger Scott presented the results of the FY2013 survey. Overall the findings were very positive. We use the data to determine how we can improve, and focus on areas that had negative responses.		
Welcome & Call to Order	The July 23, 2013 meeting of the Board of Directors was called to order by Board Chair, Quentin Carr at 7:12 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Anne Mundy; second by Deborah Mack. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 12 Board members attending this meeting.		
Review of Minutes	Motion to approve the June 25, 2013 minutes was made by Rufus Larkin; second by Brian Alexander. Motion carried.		
Business	<p>Induction of Board Officers Al Gonzalez, Quentin Carr, Anne Mundy and Deborah Mack affirmed their oath of office as chair, vice-chair, treasurer and secretary for Fiscal Year 2014.</p> <p>Oath of Office Michael Bohn, Forsyth County representative and Rita Bush, Banks County representative affirmed their oath of office for the term 7/1/13 – 6/30/16. Angela Whidby is absent will affirm her oath of office next month.</p> <p>Board Designates Parliamentarian for FY14 Anne Mundy was reappointed by Al Gonzalez.</p> <p>Annual Approval of Board Policies</p> <ol style="list-style-type: none"> 1. Corporate Responsibility 2. Ethical Standards 3. Billing & Fee Collection 4. Conflict of Interest 5. Media Relations <p>Cindy McLaughlin reported that Media Relations and Ethical</p>		

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	<p>Standards had some minor changes. Quentin Carr made the motion to approve the policies as amended; second by Zadie Peters. Motion passed.</p> <p>Update Resolutions Delegating Power to CEO & CFO Rufus Larkin made the motion to approve the resolutions; second by Deborah Mack. Motion passed. The resolutions were signed by all board members present.</p> <p>Board Chair Report No report.</p> <p>CEO Report Cindy McLaughlin highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> • The Trauma Conference hosted by the Children’s Center for Hope and Healing sponsored by Avita was a huge success. 		
	<p>Cindy added to her report</p> <ul style="list-style-type: none"> • Tickets are available for the Children’s Center for Hope and Healing 6th Annual Gala on August 17th at Smithgall Art Center in Gainesville. • ARC of Northeast Georgia spring dance • Demorest staff recognition • Lake Living Magazine – Avita staff and clients were featured in the magazine for volunteering in the Meals on Wheels program. • Certificate from a Blairsville client expressing appreciation to staff. <p>Questions</p> <p>Mobile Crisis Services—how will that affect our CSU?</p> <ul style="list-style-type: none"> • After Benchmark makes an assessment they will make referrals to our CSU if it requires this level of care. • If the CSU is not appropriate they will make a referral to the appropriate outpatient clinic for follow up the next day. • We have entered into a memorandum of understanding with Benchmark. <p>Criminal History Clearances—why are we offering to the public?</p> <ul style="list-style-type: none"> • This is only for employment purposes and is restricted to HR staff to administer the fingerprinting process. • We will receive a small stipend for anyone outside the agency. • We won’t receive results on anyone outside our agency. • Are there any procedures in place? Yes. <p>CSU and narrowing scope of treatment--Do we anticipate a drop in revenue?</p> <ul style="list-style-type: none"> • No, we don’t expect any negative impact. This change will make a better continuity of care for our clients. <p>Financial Update Victor Bowers reported we ended the month with a net deficit of \$215k and a year to date surplus of \$923k or 4% margin. Factors</p>		

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	<p>that attributed to the loss were due to:</p> <ul style="list-style-type: none"> • The accrual made for the employee bonus. Cindy reported 223 employees received an additional week pay. • We also spent \$103k on upgrading our facilities and for vehicle purchases. • We had an expected expense surge in Family Support Services due to the additional funding from the state. <p><u>Annual Adoption of FY14 Budget</u> Victor Bowers presented the budget for Fiscal Year 2014. Anne Mundy made the motion to approve the budget; second by Quentin Carr. Motion passed.</p> <p><u>Quarterly Corporate Compliance Report</u></p> <ul style="list-style-type: none"> • Roger Scott reviewed the results from April – June 2013 and compared to the same period in 2012. • Number of reports decreased from 36 to 21. • Areas that had a significant decrease were management practices and health and safety. 		
Announcements	<p><u>Avita Brochure</u> An updated brochure of Avita services was given to each member.</p> <p><u>Strategic Planning Ad Hoc Committee</u></p> <ul style="list-style-type: none"> • Al asked for volunteers to work with the executive team. • What is involved? There will be meetings with the executive team. Specific areas are looked at and we assess where we are currently. • How often do you meet? That is still being determined. • Joe Hirsch, Barbara Cone and Michael Bohn volunteered to serve. 		
Adjournment	<p>Motion to adjourn by Anne Mundy; second by Quentin Carr. Motion carried and the July 23, 2013 Board meeting was adjourned at 7:58 p.m.</p>		
<p>Chair's signature indicating approval</p>  			
Al Gonzalez	Date Approved		

Respectfully submitted,



Regina Grisham
Recording Secretary