

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: June 24, 2014	TIME: 7:35 p.m. – 8:40 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Quentin Carr, Vice-Chair

Attendance

Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input 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	Sarah Ruckstaetter	<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	Angela Whidby	<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	Marilyn Woodruff	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No


Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Janice McAllister	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Roger Scott	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Guest: Charles Higgs, Union County

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Welcome & Call to Order	The June 24, 2014 meeting of the Board of Directors was called to order by Board Vice-Chair, Quentin Carr at 7:35 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Anne Mundy; second by Joe Hirsch. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 9 Board members attending this meeting.		
Review of Minutes	Motion to approve the May 27, 2014 minutes was made by Barbara Cone; second by Joe Hirsch. Motion carried.		
Business	<p><u>Vice Chair Report</u></p> <ul style="list-style-type: none"> • Quentin Carr reported he worked on preparing for the meeting tonight. <p><u>Recognition of Board Service</u></p> <ul style="list-style-type: none"> • Cindy thanked Barbara Cone for her 2 years of service and for finding her replacement. • Sarah Ruckstaetter has 13 years of service and Marilyn Woodruff has 10 years. Since Sarah and Marilyn are absent Cindy will be meeting with them individually. <p><u>CEO Report</u></p> <ul style="list-style-type: none"> • Cindy recognized Deborah Mack for her award from the Chamber of Commerce. • Cindy shared pictures of the NAMI picnic for residents at the supported apartments. • Thomas Fewell had a letter to the editor published. • Rabun Clubhouse is hosting a carnival on June 28th to raise awareness in the community. <p>Cindy highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> • CARF Survey • Rabun Clubhouse Fidelity Survey • ACT Fidelity Review • Meetings with Banks, Forsyth, Habersham and Hall Counties to discuss the impact of SB349. • Challenge in finding a suitable house for the Intensive Treatment Residential Program. • Highlights around Avita 		

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	<p><u>Request for Letter of Recommendation and Support for CEO to become a CARF Surveyor</u></p> <ul style="list-style-type: none"> • One of the CARF surveyors made a recommendation that Cindy become a surveyor. • She will be required to conduct a minimum of 2 surveys per year. • A 15 page application has to be completed and it requires the Board of Directors to give a letter of recommendation. • Surveyor training is 1 week. • Avita has benefited from having Roger as a surveyor. <p>Quentin Carr made a motion to hold over until next month to make sure there would not be a conflict of interest. Second by Zadie Peters. Motion carried.</p> <p><u>Board Member Information Requested for Provide Applications</u></p> <ul style="list-style-type: none"> • Personal board member information has been requested from the Department of Community Health (DCH) on our Medicaid applications. • We are to provide the name, address, date of birth and social security number for each board member. • Cindy challenged this request. • If we don't comply then DCH won't provide a Medicaid number. • The State's legal counsel reviewed and indicated we have to submit this information. • Concerns were discussed. • We don't have a consensus of the Board to provide the social security number. <p><u>Financial Update</u></p> <ul style="list-style-type: none"> • Victor Bowers reported the month of May reflects a net surplus of \$58k and \$1,151k for the year-to date. • Victor reviewed the revenue and expenses variances. • We spent \$58k for information technology upgrades and \$31k for facility repairs and maintenance in preparation for the CARF Survey. • Revenue from budget was favorable \$24k and expenditures from budget were a favorable \$30k. • The net income variance from budget is a favorable \$54k. • We plan to do an employee recognition award which will bring down the projected year end surplus from \$1.2M to \$875k - \$950k. • Cash in Bank on Hand and Cash Reserve currently is at 25 days. <p><u>Proposed Budget for FY15</u></p> <ul style="list-style-type: none"> • Victor Bowers presented the budget for Fiscal Year 2015. • The budget has a net surplus of \$554k. • The budget was built on new programs we will be adding and ramping up other programs. • Some expenses such as workers compensation and insurance went down. • This budget gives us some flexibility. <p>Deborah Mack asked if there will be any salary increases.</p> <ul style="list-style-type: none"> • The state has indicated that there may be a 1% raise for all state and CSB employees. • We will have to wait until we receive our state contract to see if the state adds additional funds for raises. <p><u>Bylaw Changes</u></p>		

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	<p>Anne Mundy made the motion at the May 27, 2014 to amend the Bylaws. There being no further discussion the Bylaws stand approved.</p> <p>Election of Officers for FY15 Printed ballots were marked, collected and the vote was unanimous.</p> <p>Induction of Officers for FY15</p> <ul style="list-style-type: none"> • Deborah Mack, Angela Whidby and Zadi Peters affirmed their oath of office as chair, treasurer and secretary for Fiscal Year 2015. • Brian Alexander is absent and will affirm his oath of office as vice-chair next month. <p>Executive Session Deborah Mack made the motion to enter into executive session at 8:23 p.m. to discuss a high profile case that involves a former client. Second by Joe Hirsch. Cindy Levi and Roger Scott were asked to stay. Executive session closed at 8:39 p.m. and the meeting resumed.</p>		
Announcements	<p>The Children's Center for Hope and Healing Educational Program</p> <ul style="list-style-type: none"> • Board members are welcome to attend. • If interested please notify Regina Grisham. 		
Adjournment	<p>There being no further business a motion to adjourn was made by Anne Mundy; second by Deborah Mack. Motion carried and the June 24, 2014 Board meeting was adjourned at 8:40 p.m.</p>		
Chair's signature indicating approval			
<div style="display: flex; justify-content: space-between;"> <div data-bbox="77 953 552 1050">  Deborah Mack </div> <div data-bbox="552 953 1541 1050"> 7/22/14 Date Approved </div> </div>			

Respectfully submitted,



Regina Grisham
Recording Secretary