

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: July 25, 2017	TIME: 6:58pm – 7:50pm
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Chair

Attendance

Brian Alexander	<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
Victor Anderson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mark Baker	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Danny Yearwood	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Guest: Alan Wallhausen

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cathy Ganter	<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				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Spotlight on Services: Assertive Community Treatment Team (ACT)	Jo McGowen is a registered nurse who works on the team. She gave an overview of the services the team provides to help the clients they serve achieve their recovery goals. Jo introduced a client who is receiving ACT services. He shared how much the program has helped him in his recovery.
Call to Order	The July 25, 2017 meeting of the Board of Directors was called to order by Outgoing Board Chair, Brian Alexander at 6:58pm.
Determine Presence of a Quorum	A quorum was present with 12 Board Members attending this meeting.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Kent Woerner. Motion carried.
Review of Minutes	Motion to approve the June 27, 2017 minutes was made by Angela Whidby; second by Barbara Bosanko.
Welcome	Guest Alan Wallhausen from Hall County was welcomed to the meeting. Hall County plans to appoint Alan to represent the county on our Board of Directors. Board Members and Executive Team Members introduced themselves.
Induction of Officers	<ul style="list-style-type: none"> <li>• Angela Whidby, Chair</li> <li>• Rita Bush, Vice-Chair</li> <li>• Charles Higgs, Treasurer</li> <li>• Brian Alexander, Secretary</li> </ul> Each officer affirmed their oath of office for Fiscal Year 2018.
Oath of Office	<ul style="list-style-type: none"> <li>• Anne Davis, representing Habersham County affirmed her oath of office for the term remaining July 1, 2017 – June 30, 2018.</li> <li>• Danny Yearwood, representing Stephens County affirmed his oath of office for the term July 1, 2017 – June 30, 2018.</li> </ul>
Board Designates Parliamentarian for FY18	Angela Whidby made the motion to appoint Commissioner Victor Anderson; second by Brian Alexander. Motion passed.
Board Designates Representative to the Georgia Association of Community Service Boards (GACSB)	Angela Whidby made the motion to appoint Anne Davis and Kent Woerner as alternate to represent Avita; second by Barbara Bosanko. Motion passed.
Annual Approval of Board Policies	<ol style="list-style-type: none"> <li>1. Billing and Fee Collection</li> <li>2. Conflict of Interest</li> <li>3. Corporate Responsibility</li> <li>4. Ethical Standards</li> <li>5. Media Relations</li> </ol>

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	Brian Alexander made the motion to approve the policies; second by Charles Higgs. Motion passed.
Update Resolutions Delegating Power to CEO & CFO	<p>Motion to approve the Resolution delegating power to the CEO was made by Brian Alexander; second by Charles Higgs. Motion passed.</p> <p>Motion to approve the Resolution delegating power to the CFO was made by Charles Higgs; second by Rita Bush. Motion passed.</p>
CEO Report	<p>Cindy Levi added to her report that was emailed to the board members. \$1,044,015 would have been our year end margin; actual year end margin is \$527,762. The difference is due to the following expenses that were accrued in June.</p> <ul style="list-style-type: none"> <li>• The employee bonus and associated fringe benefits.</li> <li>• Expenses for repairs and maintenance on the administrative building.</li> </ul> <p>Cindy highlighted the following in her report:</p> <ul style="list-style-type: none"> <li>• We received another 3 year CARF accreditation</li> <li>• Avita is partnering with the Georgia Council on Substance Abuse and Northeast Georgia Medical Center to implement a new service in the Emergency Departments</li> <li>• Another new partnership is with Habersham Medical Center. HMC received a grant to develop a team to visit individuals in their homes who have a history of frequent emergency room visits.</li> <li>• Presentation to the Kiwanis Club about our services. The club gave Avita a \$100 donation.</li> <li>• Thurmon Tanner office is getting a facelift</li> <li>• We are addressing our Information Technology needs</li> <li>• We are moving to a cloud based Domain Name System (DNS)</li> <li>• Open house at Blairsville office and courtyard dedication</li> <li>• Chestatee Ford volunteered at our Dahlonega DD Center</li> <li>• Blairsville DD team and Hartwell BH team met the requirements for incentive pay.</li> <li>• Staff recognition</li> <li>• Happenings around Avita</li> <li>• Success stories</li> </ul>
Financial Update	<p>Victor Bowers, CFO reviewed the financial report for the month ending June 30, 2017.</p> <p><u>Financial Metrics</u></p> <ol style="list-style-type: none"> <li>1. Days of Cash on Hand: 59.7 days; minimum standard is 30 days.</li> <li>2. Current Ratio: 6.7:1; minimum standard is 1:1</li> <li>3. Days of Unreserved Net Assets to Total Expenses: 56.5 days; minimum standard is 60 days.</li> <li>4. Long Term Debt to Net Assets: 0.22:1; maximum standard is 2.5:1</li> </ol> <p>The reason we did not meet KPI #3 were due to additional expenses accrued that Cindy mentioned in her report.</p> <p><u>Variances from Budget</u></p> <p>Revenues had a favorable variance of \$333k primarily due to:</p> <ol style="list-style-type: none"> <li>1) GIA was favorable \$137k due to the Transitional Assistance payment of \$140k we received from the state and pending Provider number applications approved for Peer and Substance Abuse services.</li> <li>2) Medicaid Outpatient was favorable \$142k due to catch-up payments from processing prior month's crossover funding on Medicare clients. More Medicaid authorizations previously rejected were paid by the ASO after their system issues were resolved.</li> <li>3) County contributions were accrued in June for payments that will be received in July.</li> </ol> <p>Expenses had a unfavorable variance of \$492k primarily due to:</p> <ol style="list-style-type: none"> <li>4) Salary and Benefits were unfavorable \$147k due to employee bonus accrued for their work in FY17 and paid in July.</li> <li>5) Equipment had an unfavorable variance of \$23k for expenses related to CARF preparations.</li> <li>6) All other expenses were unfavorable \$325k for repairs and maintenance, accrued expenses for the approved expenses on the Thurmon Tanner building and Microsoft software upgrade.</li> </ol>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<p>Victor highlighted the remaining pages in the report.</p> <ul style="list-style-type: none"> <li>• FY17 Comparison of Budget to Actual</li> <li>• Balance Sheet</li> <li>• 13 Months Comparison P&amp;L</li> </ul>
Human Resources Quarterly Report	<p>Allan Harden, HR Director reviewed the April-June 2017 data.</p> <ul style="list-style-type: none"> <li>• Turnover: full-time 24.05% (63 positions); part-time 47% (17 positions). Most turnovers have been in clinicians, CRCs and recently front desk staff.</li> <li>• Vacancies: 18 full-time and 7 hourly</li> <li>• 17 New Hires: 18 full-time and 9 hourly</li> <li>• Created 3 new positions</li> <li>• No Workman's Comp</li> </ul> <p>Allan added that it is time to start Cindy's performance appraisal. If you have been on the board 6 months or longer to complete the form and return to him by August 11<sup>th</sup>.</p>
Request to Change December Meeting Date	<p>Cindy requested the December meeting be changed from the 5<sup>th</sup> to the 12<sup>th</sup>. Barbara Bosanko made the motion to approve the change; second by Brian Alexander. Motion passed.</p>
Committee Reports	<p>Board Governance</p> <ul style="list-style-type: none"> <li>• Cindy Levi reported the committee did a new board member orientation.</li> </ul> <p>Community &amp; Client Relations</p> <ul style="list-style-type: none"> <li>• Angela Whidby reported that Hannah Cargle gave an update on the Intellectual &amp; Developmental Disabilities services.</li> <li>• Cathy Ganter gave a report on the Specialty Services programs.</li> <li>• Lori Holbrook gave a report on the Behavioral Health Outpatient Services.</li> </ul> <p>Finance</p> <ul style="list-style-type: none"> <li>• Charles Higgs reported that Victor Bowers reviewed the financial report.</li> <li>• He commended Victor and Cindy for getting Avita to a place where we are financially stable.</li> </ul>
Announcements	<p>GACSB Educational Exchange, October 22-24, 2017 at Chateau Elan</p> <ul style="list-style-type: none"> <li>• Cindy encouraged Board Members to attend. If a Board Member has to travel over an hour, Avita will pay for lodging.</li> </ul> <p>Action: Board Members will notify Regina Grisham if they would like to attend.</p> <p>Save the Date: December 15<sup>th</sup> at Jaemor Farms</p> <ul style="list-style-type: none"> <li>• There will be a Holiday Party for staff and their family. Board Members are welcome to attend.</li> </ul>
Adjournment	<p>With no further business, Angela Whidby adjourned the July 25, 2017 meeting at 7:50pm.</p>
<p>Presiding Officer signature indicating approval</p> <p> </p> <p>Date</p>	

Respectfully submitted,



Regina Grisham  
Recording Secretary