

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: July 26, 2016	TIME: 7:05 p.m. – 8:07 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Sonny James, Treasurer

Attendance

Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Julie Gruen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Mitchell	<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	Zadie Peters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Carol Fisher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terri Wofford	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

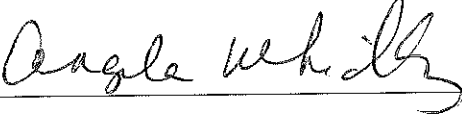
Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tina Jay	<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	Cindy Levi	<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	Emerging Adult Support Services Program Jenna Parmer and Jade Cohen gave an overview of the program. They work with individuals ages 16-26 who are struggling with mental illness and/or substance abuse challenges. We offer this service in Hall, Forsyth and Lumpkin Counties.		
Welcome & Call to Order	The July 26, 2016 meeting of the Board of Directors was called to order by Board Treasurer, Sonny James at 7:05 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Quentin Carr; second by Deborah Mack. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 11 Board members attending this meeting.		
Review of Minutes	Motion to approve the June 28, 2016 minutes was made by Joe Hirsch; second by Charles Higgs; motion passed.		
Business	<p><b><u>Induction of FY17 Officers</u></b></p> <ul style="list-style-type: none"> <li>Sonny James and Charles Higgs affirmed their oath of office as treasurer and secretary for Fiscal Year 2017.</li> <li>Brian Alexander and Angela Whidby are absent and will affirm their oath of office as chair and vice-chair at the next meeting.</li> </ul> <p><b><u>Oath of Office</u></b></p> <ul style="list-style-type: none"> <li>Julie Gruen, representing Forsyth County affirmed her oath of office for the term July 1, 2016 – June 30, 2019.</li> <li>Rita Bush, Angela Whidby, Carol Fisher and Terri Wofford are absent and will affirm their oath of office at the next meeting.</li> </ul> <p><b><u>Board Chair Report</u></b> No report.</p> <p><b><u>Board Designates Parliamentarian for FY17</u></b> Quentin Carr made the motion to defer until next the next meeting due to Chair, Brian Alexander absent this month; second by Sonny James. Motion passed.</p> <p><b><u>Annual Approval of Board Policies</u></b></p> <ol style="list-style-type: none"> <li>Billing &amp; Fee Collection</li> <li>Conflict of Interest</li> <li>Corporate Responsibility</li> <li>Ethical Standards</li> </ol>		

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	<p>5. Media Relations            Quentin Car made the motion to approve the policies; second by Deborah Mack. Motion passed.</p> <p><b><u>Update Resolutions Delegating Power to CEO &amp; CFO</u></b>            Motion to approve the Resolution delegating power to the CEO was made by Zadie Peters; second by Quentin Carr. Motion passed.</p> <p>Motion to approve the Resolution delegating power to the CFO was made by Deborah Mack; second by Barbara Bosanko. Motion passed.</p> <ul style="list-style-type: none"> <li>The resolutions were signed by all board members present.</li> </ul> <p><b><u>CEO Report</u></b></p> <ul style="list-style-type: none"> <li>Cindy Levi displayed pictures of the developmental disability services expansion and Open House held in Blairsville today.</li> </ul> <p>Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> <li>16 members from DBHDD met with the executive team and toured the Gainesville outpatient offices, ACT Team office and WTRS.</li> <li>Avita's Facebook Page</li> <li>Met with representatives from Cargill and Presco Properties about our services.</li> <li>New housing program at Summit Crossing in Cumming is progressing.</li> <li>Staff training: Ethics Training and Play Therapy Training was offered to Avita staff and other clinicians outside our agency. Coaching for Success will be held on August 12<sup>th</sup>.</li> <li>Habersham County Crisis Intervention Team training was held the week of June 27<sup>th</sup> and was a huge success.</li> <li>Cindy and Tina Jay met with the Region 1 field Office of DBHDD to discuss contract challenges in the Developmental Disability programs.</li> <li>July 1<sup>st</sup> began the Fee-for-Service for Behavioral Health Core Services.</li> <li>We are still waiting for our provider number for our new Dawsonville Office.</li> <li>We have replaced 1/3 of our vehicles this past fiscal year.</li> <li>Exploring opportunities for additional space in Forsyth County. Georgia Highlands Medical Services is reserving 5 offices for Avita staff to provide behavioral health services.</li> <li>DD Community Access Groups have been busy with giving back in their communities.</li> <li>County contributions have increased for FY17.</li> <li>Our request for a funding advance from DBHDD was denied because we are no longer at risk.</li> <li>The ASO implementation costs are going to be reimbursed by DBHDD through the GACSB Association. We expect to receive \$42k.</li> <li>Staff recognition for going above and beyond.</li> </ul> <p>Happenings around Avita</p> <ul style="list-style-type: none"> <li>Blairsville Police Department met with our DD program.</li> <li>Town Hall Meeting is scheduled for August 27 at the Georgia Center for the Deaf and Hard of Hearing.</li> <li>Gainesville Clubhouse focus this summer has been on life skills.</li> <li>Rabun Clubhouse hosted 4 family trips last month.</li> <li>Supporting 156 individuals in our housing programs.</li> <li>All requirements in the US DOJ vs. GA ADA Settlement have been achieved in supported employment.</li> <li>Avita assisted with Habersham Family Connection to fill 150 backpacks with school supplies.</li> <li>Success story in the WTRS Program.</li> </ul> <p><b><u>Financial Update</u></b></p>		

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	<p>Victor Bowers reviewed the financial report for the month ending June 30, 2016.</p> <p><b>Financial Metrics</b></p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 57.2 days; minimum standard is 30 days</li> <li>• Current Ratio: 4.7:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 58.9 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.29:1; maximum standard is 2.5:1</li> </ul> <p><b>Consolidated Income Statement</b></p> <ul style="list-style-type: none"> <li>• We ended the month with a net surplus of \$170k. 60% of the net surplus was from BH and 40% from DD.</li> <li>• The year-to-date surplus is \$1,607,835.</li> </ul> <p>Revenue had an unfavorable net variance of \$13k primarily due to:</p> <ul style="list-style-type: none"> <li>• The favorable variance in Grant in Aid is due to the increase in DD Family Support services, no DD Respite usage and delay startups for some of the reimbursable contracts.</li> </ul> <p>Expenses had a favorable variance of \$40k primarily due to:</p> <ul style="list-style-type: none"> <li>• The favorable variance in salary and benefits due to budgeted and unfilled staff vacancies.</li> <li>• Favorable variance in contracts due to fewer contract physicians and host home providers.</li> <li>• Equipment had an unfavorable variance primarily due to the purchase of IT devices for the rollover connectivity project.</li> <li>• Family Support services had an unfavorable variance due to the expected year-end increase in expenditures. This contributed to the favorable Grant in Aid variance.</li> </ul> <p><b>FY16 Financial Audit</b></p> <ul style="list-style-type: none"> <li>• The financial auditors from Robert Baker and Associates are scheduled for August 29<sup>th</sup>.</li> </ul> <p><b><u>Committee Reports</u></b></p> <p><b>Board Governance</b></p> <p>Joe Hirsch reported:</p> <ul style="list-style-type: none"> <li>• The committee is planning orientation for new board members.</li> <li>• The Board Handbook is being updated and will be finished within the next 2 months.</li> </ul> <p><b>Community &amp; Client Relations</b></p> <p>Roger Scott reported:</p> <ul style="list-style-type: none"> <li>• Gave an overview of our new programs.</li> <li>• Gave a progress report on the new Dawsonville office.</li> <li>• Reported on the outpatient and specialty programs challenges.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Sonny James had nothing further to add to Victor's report.</li> </ul> <p><b>Questions</b></p> <p>How many CSBs are not at risk and how many are at risk?</p> <ul style="list-style-type: none"> <li>• 4 CSBs are in the critical category; 7 are at high risk. The remaining CSBs fall in the medium or minimal risk categories.</li> <li>• Avita moved up to the medium risk category.</li> <li>• The GACSB is offering to help these CSBs. Avita has been contacted by some CSBs for assistance but others don't want help.</li> <li>• The sharing of data is transparent.</li> <li>• DBHDD wants the CSBs to be a strong safety net.</li> </ul> <p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• One of the biggest challenges is recruiting, hiring and keeping qualified staff.</li> <li>• As we expand services it is harder to find qualified applicants.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• We've had challenges in retaining staff at Dahlonga DD. This program has clients with higher needs and some require a one-to-one ratio of client and staff.</li> <li>• We have raised pay at this center which has helped.</li> <li>• Hannah Cargle is currently serving as interim team lead.</li> <li>• We use interns as much as we can.</li> <li>• HR Department is working on a flyer to distribute within the communities.</li> </ul>		
Announcements	Zadie expressed her appreciation during the time when she lost her husband and daughter.		
Adjournment	There being no further business a motion to adjourn was made by Quentin Carr; second by Todd Levent. Motion carried and the July 26, 2016 Board meeting was adjourned at 8:07 p.m.		
Presiding officer signature indicating approval			
			
<div style="display: flex; justify-content: space-between; align-items: center;"> <span data-bbox="727 730 894 760">Date Approved</span> <span data-bbox="751 674 911 726">8/23/16</span> </div>			

Respectfully submitted,

*Regina Grisham*

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Recording Secretary