

Avita Community Partners
Board of Directors Meeting Minutes

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|--|--------------------------------------|
| DATE: June 27, 2017 | TIME: 7:34pm – 8:27pm |
| PLACE: Administrative Office, Board Room | PRESIDING: Angela Whidby, Vice-Chair |

Attendance

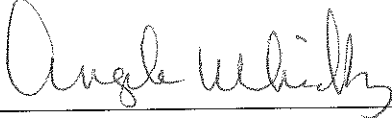
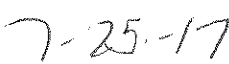
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|-----------------|---|--|------------------|---|-----------------------------|---------------|---|--|
| Brian Alexander | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Quentin Carr | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Deborah Mack | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Victor Anderson | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Margaret Gregory | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Penny Penn | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Mark Baker | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Julie Gruen | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Sammy Reece | <input type="checkbox"/> Yes | <input checked="" 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 | Angela Whidby | <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 | Kent Woerner | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

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 | Mary Donna McAvoy | <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 | Guest: Hannah Cargle | <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 | | | |

| Agenda Items | Key Discussion Points/Outcomes/Decisions/Action Items | By Whom | By When |
|--------------------------------|---|---------|---------|
| Welcome & Call to Order | The June 27, 2017 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:34pm. | | |
| Determine Presence of a Quorum | A quorum was present with 9 Board Members attending this meeting. | | |
| Approval of Agenda | Executive session was added to the agenda. Motion to approve the amended agenda was made by Quentin Carr; second by Joe Hirsch. Motion carried. | | |
| Review of Minutes | Motion to approve the May 23, 2017 minutes was made by Quentin Carr; second by Deborah Mack. Motion carried. | | |
| Business | Hannah Cargle, Assistant IDD Director was welcomed to the meeting. Board Chair Report No report due to absence of Brian Alexander. CEO Report Cindy Levi highlighted the following in her report. <ul style="list-style-type: none"> • CARF Survey June 12-14 • Represented Avita as a panel member at a training session at the Aging and Disability Resource Connection's Healthy Communities Summit • Presented our strategies to the GACSB Data Analytics Committee on how we acquired and maintain our days of cash on hand • Recognized at Georgia Highlands Medical Service's open house for providing behavioral health counseling services • Implemented direct deposit for contractors • \$55,000 funding from Hall and Forsyth Counties • ASL Program is growing • ASL partnered with the EVOLVE program to provide a laptop for ASL client who graduated as Valedictorian • ITR Program making connections in the community • Medication assisted treatment at the WTRS has been approved • Gainesville IDD group participated in a variety of activities • Toccoa IDD group made personal care kits for the Boston Ronald McDonald House. One of our staff will be staying there while her daughter undergoes a procedure. • Appreciation to the Towns Union Master Gardeners Club • Piano donated to the Dawsonville IDD Center | | |

| Agenda Items | Key Discussion Points/Outcomes/Decisions/Action Items | By Whom | By When |
|--------------|---|---------|---------|
| | <ul style="list-style-type: none"> • Master Gardener selected our Dahlenega IDD Center for her gardening project • Staff recognized for going above and beyond • Financial status – we are projecting a net surplus of \$927k. We have 74 days of cash on hand. The executive team has decided to issue a bonus to staff on July 15th. The bonus will be an additional week pay. • Administration Building Improvements--new roof, painting and carpet. • Happenings around Avita • Success Stories <p>Financial Update</p> <p>Victor Bowers reviewed the financial report for the month ending May 31, 2017. We ended the month with a net surplus of \$229k</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 74.2 days; minimum standard is 30 days. • Current Ratio: 13.1:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 76.6 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.22:1; maximum standard is 2.5:1 <p>Variations from Budget</p> <p>Revenues had a positive variance of \$163k primarily due to:</p> <ol style="list-style-type: none"> 1) GIA was favorable due to the Transitional Assistance payment of \$140k from the state. We will receive this extra payment through June 30th. 2) Medicaid Outpatient was favorable \$102k 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. 3) Medicaid waivers were unfavorable \$81k due to aggressive budgets and loss of Host Home providers. <p>Expenses had a favorable variance of \$50k primarily due to:</p> <ol style="list-style-type: none"> 4) Salary and benefits had a favorable variance of \$83k due to unfilled budgeted vacancies and in the start-up of reimbursable contracts. 5) Family Support Services was unfavorable \$46k due to an increase in expenditures which contributed favorably to the GIA variance. 6) All other expenses were unfavorable \$32k due to repairs and maintenance in preparation for CARF and an increase in spending for the reimbursable contracts that are reimbursable as revenues. <ul style="list-style-type: none"> • The projected year end surplus which will include the \$140k payment from the state will be approximately \$1M. <p>Balance Sheet</p> <ul style="list-style-type: none"> • A new section has been added to this report. Sources of Cash and how the cash is used. <p>13 Months Comparative P&L</p> <p>FY18 Proposed Budget</p> <p>Victor Bowers presented the proposed budget for Fiscal Year 2018.</p> <ul style="list-style-type: none"> • Victor reviewed with the Finance Committee tonight. • It is a conservative budget and the format is the same as FY17. • The budget has a net surplus of \$451,722 or 1.7% margin. <p>Deborah Mack made a motion to accept the proposed budget; second by Charles Higgs. Motion passed.</p> <p>Victor Bowers Retirement Announcement</p> <p>Victor will be retiring September 30th. Derek Singleton, CFO for ViewPoint Health will be working for Avita in a shared services agreement. Derek will be available to</p> | | |

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| | <p>Avita 2 days a week. Victor's other responsibilities will be assigned to other staff.</p> <p><u>Election of Officers</u></p> <ul style="list-style-type: none"> Printed ballots were marked, collected and the vote was unanimous. The FY18 officers will affirm their oath of office next month. <p><u>Presentation of Gifts</u></p> <p>Cindy presented gifts of appreciation to Quentin Carr, Joe Hirsch and Deborah Mack. She thanked them for their years of service and dedication to serving on Avita's Board of Directors.</p> <p><u>Vote on Changes to Bylaws</u></p> <p>Joe Hirsch reviewed the changes to the bylaws presented last month. Motion to approve the changes was made by Quentin Carr; second by Mark Baker. Motion carried.</p> <p><u>Executive Session</u></p> <p>At 8:18pm a motion was made by Angela Whidby to enter into executive session to discuss a personnel matter; second by Joe Hirsch. Motion carried. Executive session closed at 8:21pm and the open meeting resumed.</p> <p>Quentin Carr made a motion that the CEO be included in receiving the bonus of one week pay; second by Charles Higgs. Motion carried.</p> | | |
| Adjournment | A motion to adjourn was made by Deborah Mack; second by Quentin Carr. The June 27, 2017 meeting adjourned at 8:27pm. | | |
| Presiding Officer signature indicating approval   | | | |
| Date Approved | | | |

Respectfully submitted,



Regina Grisham
Recording Secretary