

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: May 27, 2014	TIME: 7:19 p.m. – 8:37 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Al Gonzalez, Board Chair

Attendance

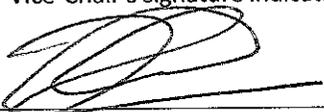
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rufus Larkin	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sarah Ruckstaetter	<input checked="" type="checkbox"/> Yes <input 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
Al Gonzalez	<input checked="" type="checkbox"/> Yes <input 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 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

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	Crisis Apartments Cindy Levi gave an informative PowerPoint presentation. Janice Modisett who works in the program introduced a client who has benefited from this new service. He shared how Avita has helped get his life pointed in a new direction.		
Welcome & Call to Order	The May 27, 2014 meeting of the Board of Directors was called to order by Board Chair, Al Gonzalez at 7:19 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Brian Alexander; second by Angela Whidby. 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 April 24, 2014 minutes was made by Anne Mundy; second by Joe Hirsch. Motion carried.		
Business	<p>Board Chair Report</p> <p>Al Gonzalez expressed how much he has enjoyed working with the Board. He thanked Quentin Carr for finishing out the year for him. Cindy Levi presented an appreciation gift to Al for his many years of dedicated service.</p> <p>Nomination Committee Report</p> <ul style="list-style-type: none"> • Deborah Mack, Chair • Brian Alexander, Vice-Chair • Angela Whidby, Treasurer • Zadie Peters, Secretary <p>The floor was opened for additional nominations. Anne Mundy made the motion to close the nominations. Second by Joe Hirsch. Motion passed. The vote will take place at the June 24, 2014 meeting.</p> <p>Proposed Bylaw Changes</p> <p>Anne Mundy, Chair of the Board Governance Committee makes the following motion to the Board of Directors of Avita Community Partners: "Be it resolved that Board Governance Committee presents to the Board of Directors of Avita Community Partners changes and updates to the bylaws that are incorporated into the passing of Senate Bill 349 and be it resolved that Board Governance Committee presents any and all changes or updates of Bylaws since August 23, 2011 as follows."</p>		

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	<p>Anne highlighted the changes/updates to:</p> <ul style="list-style-type: none"> • Preamble • Article IV Appointed Members, Section 1. Basis for Allocation of Terms • Article IV, Appointed Members, Section 3. Basis for Allocation of Elected or Appointed Officials • Article IV Appointed Members, Section 3. Standard Board Appointments and Required Oath of Office • Article IV, Appointed Members, Section 6. Disqualification from Membership • Article XI, Personnel, Section 2. Chief Executive Officer • Article XII, Conflicts of Interest, Section 3. Authority of Individual Board Members • Article XII, Conflicts of Interest, Section 6. Code of Ethics for Employees <p>The proposed changes will layover for 30 days, voted on in June and become effective July 1, 2014.</p> <p>CEO Report Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> • Core Service Redesign project • Waiver Amendment for Developmental Disability services from the Center for Medicaid & Medicare • Rate increases • Community Access services change from 60 to 90 hours • Information Technology project • Agency wide picnic • Intensive Treatment Residential Program • Succession Planning • GACSB Association Board Retreat – Joe Hirsch added it was a great experience. Board changes were discussed. Funding was discussed. Survey results were presented and the majority was favorable to create an interest group. Angela Whidby also enjoyed the retreat and said Joe gave a good summary. • Qualifacts Contract • CARF Survey, June 2-4, 2014 • Full-time psychiatrist for Hart and Stephens Counties and part-time psychiatrist for Gainesville • Highlights around Avita • Birthday Party Invitation from Marilyn Woodruff • Pictures: memory garden, Special Olympics, and fishing rodeo <p>Financial Update Victor Bowers reported April ended with a net surplus of \$144k and a \$1.1M surplus for the year-to-date. Revenue had a favorable variance of \$58k due to: new Grant-In-Aid host home providers, Family Support reimbursable services, new Medicaid Waiver clients and a 5 week month. Expense variance of \$54k was also favorable due to unfilled budgeted vacancies and reduced medical contractor services. Other expenses were unfavorable due to the purchase of computer software. If we continue to meet budget the projected year-end surplus could be as high as \$1.3M.</p> <p>Cindy added that the state wants CSBs to have 60 days of cash on hand. We currently have approximately 31 days. We are going to advocate for reducing the number of days.</p>		

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	<p>Anne Mundy requested an update on our properties. Victor Bowers reported we currently have for sale by owner signs on each parcel. Victor is in process of getting the 2 parcels of land appraised. After the appraisals are completed we will make a decision on whether to list the properties for sale with a real estate broker or continue to sell on our own.</p> <p>Quarterly Corporate Compliance Report Roger Scott reviewed the findings for January – March 2014 and compared to the same period in 2013.</p> <ul style="list-style-type: none"> • Number of reports decreased from 53 to 52. • Service quality increased from 18 to 23. • Management practices increased from 3 to 17. • Health and safety decreased from 32 to 11. <p>Committee Reports Board Governance Anne Mundy reported the committee has worked on the proposed bylaw changes that were presented tonight. Quentin Carr asked we have a plan regarding the changes to the Chief Executive Officer? Yes. The contract/compensation will be reviewed before it is submitted to the DBHDD Commissioner.</p> <p>Community and Client Relations Dr. Larkin reported the committee reviewed:</p> <ul style="list-style-type: none"> • Client Satisfaction Report • CARF accreditation standards • New services • Expansion of supported employment and case management services • Update on ACT Team Program and community support team <p>Finance Anne Mundy had nothing further to report.</p>		
Announcements	<ul style="list-style-type: none"> • Quentin Carr thanked the nominating committee members. • Barbara Cone is resigning. She has spoken with Lamar Paris and has found a potential replacement. • Anne Mundy thanked Al Gonzalez for all he has done and how much he will be missed. 		
Adjournment	Motion to adjourn by Angela Whidby; second by Zadio Peters. Motion carried and the May 27, 2014 Board meeting was adjourned at 8:37 p.m.		
Vice-Chair's signature indicating approval  Quentin Carr			
Date Approved 6/27/14			

Respectfully submitted,



Regina Grisham
Recording Secretary