

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: July 28, 2015	TIME: 7:18 p.m. – 8:25 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Deborah Mack, Board Chair and Brian Alexander

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Judy Theilman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Guest: Carol Fisher			

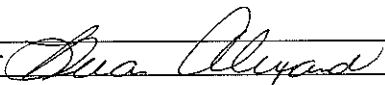
Executive Team Member Attendance

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

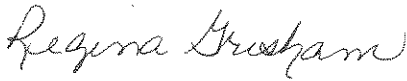
Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	Gainesville Substance Abuse Clubhouse for Youth Kevin Young, program director of the Clubhouse gave an information presentation about the services they provide to youth with addiction problems. He introduced a client from the program who shared his experience and how much the program has helped him and his family.		
Welcome & Call to Order	The July 28, 2015 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:18 p.m. Cindy introduced guest Carol Fisher from Rabun County who is interested in serving on the Board.		
Approval of Agenda	Motion to approve the agenda was made by Joe Hirsch; second by Brian Alexander. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 8 Board members attending this meeting.		
Review of Minutes	Motion to approve the June 16, 2015 minutes was made by Brian Alexander; second by Rita Bush. Motion carried.		
Business	<p>Induction of Officers for FY16</p> <ul style="list-style-type: none"> • Brian Alexander and Sonny James affirmed their oath of office as chair and treasurer for Fiscal Year 2016. • Angela Whidby and Zadie Peters are absent and will affirm their oath of office as vice-chair and secretary next month. <p>Deborah Mack turned the meeting over to Brian Alexander.</p> <p>Oath of Office</p> <ul style="list-style-type: none"> • Brian Alexander and Charles Higgs each affirmed their oath of office for the term July 1, 2015 – June 30, 2018. • Quentin Carr and Zadie Peters will affirm their oath of office next month. <p>Board Designates Parliamentarian for FY16</p> <ul style="list-style-type: none"> • Brian Alexander appointed Joe Hirsch. <p>Annual Approval of Board Policies</p> <ol style="list-style-type: none"> 1. Billing and Fee Collection 2. Conflict of Interest 3. Corporate Responsibility 4. Ethical Standards 5. Media Relations <p>Joe Hirsch made the motion to approve the policies; second by Deborah Mack.</p>		

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	<p>Motion passed.</p> <p><u>Update Resolutions Delegating Power to CEO & CFO</u></p> <ul style="list-style-type: none"> • The resolutions have been updated for Fiscal Year 2016. • The resolutions were signed by all board members present. <p><u>Board Chair Report</u></p> <p>No report.</p> <p><u>CEO Report</u></p> <p>Cindy Levi added to her report that was emailed to the Board.</p> <ul style="list-style-type: none"> • A goal of our strategic plan is for Board Members to have contact with their county commissioner(s) twice a year. A form was routed for those present to note any contact they've had with their commissioners. • Thank you letter from clients served in the CSU • Picture of the Intensive Treatment Residential home • Picture of the fence and plants made by the Dahlonga DD woodworking group. • Dream Weavers were featured in Creative Consulting Services newsletter • Blairsville participated in Special Olympics • Upcoming Western Dance for special needs individuals September 18th. <p>Cindy highlighted the following in her report.</p> <ul style="list-style-type: none"> • Organizational Climate Focus Group recommendations. The executive team will be reviewing, prioritizing and making a decision on which recommendations we will be able to do. • Awarded a Systemic Change Grant in Developmental Disability Programs for \$50,000. • Contract awarded to develop a team of American Sign Language-Fluent Counselor, Case Manager and Peer Support. • Veteran's Administration (VA)--We responded to the Request for Quotation to provide behavioral health services to veterans. • People of Purpose are individuals in our Toccoa DD Program. They are making sleeping mats out of plastic grocery bags that will be distributed to the homeless. The mats are donated to ACTS Outreach of Georgia. • Cleveland office is making renovations for additional offices. Medlink opened a clinic next door to our office this week. • We are working with Union County for additional space for our Blairsville programs. • Gainesville DD moved into space formerly occupied by Ambulatory Detox. • The Intensive Treatment Residential Program stepped down their 1st client to the Supported Apartment Program. • State Contracts---we have only received our DD contract. We expect the other contracts within 7-10 days. • We are expanding our addiction disease groups. • Rate study for DD residential services. • Organizational restructuring with local oversight. • Community Access Program Incentive is being finalized. • Receiving quotes for cyber insurance. Cyber-attack is not covered under the State insurance. <p><u>Financial Update & Annual Adoption of FY16 Budget</u></p> <p>Victor Bowers reviewed the June Financial Metrics.</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 52days; minimum standard is 30 days. • Current Ratio: 6.6:1; minimum standard is 1:1. • Days of Unreserved Net Assets to Total Expenses: 49.5 days; minimum 		

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	<p>standard is 60 days.</p> <ul style="list-style-type: none"> Long Term Debt to Net Assets: 0.12:1; maximum standard is 2.5:1 <p>Victor added that we have renewed our \$750k Line of Credit in case there is a disruption in revenue from the changes the state is implementing in FY16.</p> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> We ended the month with a net surplus of \$142k. The 4th quarter ended with a surplus of \$156k. The year-to-date surplus is \$2,262k. Compared to the prior year-to-date the change was a favorable \$1,083k. <p>Revenue Variances were favorable \$35k primarily due to:</p> <ul style="list-style-type: none"> GIA was favorable due to Family Support and Autism services nearing and exceeding budgeted revenues. Medicare was favorable due to work done on denied claims. End of year expenses activities for the System of Care program. <p>Expense Variances were favorable \$32k primarily due to:</p> <ul style="list-style-type: none"> Unfilled budgeted vacancies and a decrease in physician contracts as more physicians are moving to employee. Equipment was unfavorable due to start up purchases for the new TANF program. All other expenses were unfavorable primarily due to the unbudgeted depreciation expenses. The end of year expenses for the Rabun Clubhouse activities and purchases made with the System of Care funds. <p>FY16 Budget</p> <ul style="list-style-type: none"> There have been no changes with the proposed budget presented last month that was voted on and approved. <p>Questions</p> <p>What is the purpose of the line of credit? It would only be used for emergency purposes.</p> <ol style="list-style-type: none"> Interruption of revenue due to changes in CPT codes. Reorganization of core services from Grant-In-Aid to Fee-For-Service. New vendor who reviews and authorizes services. The company is brand new in Georgia. This change has been delayed 90 days to give software vendors more time to make changes to the electronic health record. <p>What is the interest rate and what will this cost?</p> <ul style="list-style-type: none"> 3.5% if we draw funds or 0.5% a year. <p>Who lobbies for the CSBs?</p> <ul style="list-style-type: none"> The GACSB Association. <p>Cindy added that the state has provided technical assistance and training this past year to help the CSBs prepare for these changes.</p> <p><u>Committee Reports</u></p> <p>Board Governance No report</p> <p>Community & Client Relations Roger Scott reported that he reviewed the following with the committee:</p> <ul style="list-style-type: none"> Behavioral Health program updates New records that were set in FY15 Staff recruitment Focus on quality of programs Growth of behavioral health specialty programs APEX project to expand services in the schools (2 in Hall, 1 in Franklin and 1 in 		

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	<p>Lumpkin) and expand home-based services.</p> <p>Finance</p> <ul style="list-style-type: none"> • Sonny James reported we received the Continuum of Care grant from the Georgia Department of Community Affairs (DCA). <p>A motion was made by Sonny James that we approve the Resolution for the Georgia Department of Community Affairs, Continuum of Care grant by authorizing Victor Bowers, Chief Financial Officer, Roger Scott, Chief Operations Officer, Christy Case, Fiscal Operations Manager and Allan Harden, Human Resources Director to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Deborah Mack. Motion passed.</p> <p>Rabun County Vacancy</p> <p>Carol Fisher would like to represent Rabun County on our Board.</p> <p>Sonny James made the motion that Carol Fisher be appointed; second by Deborah Mack. Motion passed.</p> <p>Action: A letter will be sent to the Rabun County Board of Commissioners recommending the appointment of Ms. Fisher.</p>	Cindy Levi	
Announcements	<p>Georgia Association of Community Service Boards Educational Conference is scheduled for October 25-27, 2015 at Chateau Élan.</p> <p>Avita will pay the registration fee for any board member who would like to attend.</p> <p>Action: Board Members will notify Regina Grisham if they would like to attend.</p>	Board Members	
Adjournment	<p>There being no further business a motion to adjourn was made by Deborah Mack; second by Joe Hirsch. Motion carried and the July 28, 2015 Board meeting was adjourned at 8:25 p.m.</p>		
Chair's signature indicating approval			
Brian Alexander  Date Approved 8-24-2015			

Respectfully submitted,



Regina Grisham
Recording Secretary