

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: March 28, 2017	TIME: 7:04 p.m. – 7:48 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, Chair

Attendance

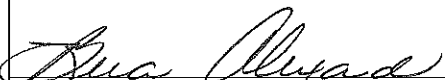
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Margaret Gregory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Victor Anderson	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Julie Gruen	<input type="checkbox"/> Yes <input checked="" 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	Charles Higgs	<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	Joe Hirsch	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Terri Wofford	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Quentin Carr	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Melissa Mitchell	<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		
Gwen Hall	<input checked="" type="checkbox"/> Yes <input 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
Spotlight on Services	Intellectual Developmental Disability Services Clients from the Avita IDD programs did paintings and shared stories about themselves.		
Welcome & Call to Order	The March 28, 2017 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:04 p.m.		
Determine Presence of a Quorum	We do not have a quorum since there are only 8 of 16 Board members in attendance.		
Approval of Agenda	The agenda was not approved due to the absence of a quorum.		
Review and Approval of Minutes	The February 28, 2017 minutes will be deferred for approval until the April meeting due to the absence of a quorum.		
Business	<p><b>Board Chair of Report</b> Brian Alexander did not have anything to report this month.</p> <p><b>CEO Report</b> Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> <li>• Dawsonville Open House</li> <li>• Revised Financial Risk and upcoming meeting with Robert Dorr</li> <li>• Electronic Health Record – increased down time over the past month. Qualifacts was hit with a cyberattack.</li> <li>• Cindy presented to the Hall County Chamber Health Care committee</li> <li>• Gainesville Youth Services staff attended a Wellness Fair</li> <li>• Proposal to add 2 more paid beds to our WTRS Program</li> <li>• E-prescribing of Schedule II medications</li> <li>• ZIX encryption software</li> <li>• Collection of client fees</li> <li>• Staff recognized for going above and beyond</li> </ul> <p>Happenings around Avita</p> <ul style="list-style-type: none"> <li>• Night to Shine event</li> <li>• 100 Monsters project</li> <li>• Local author visited Toccoa site</li> <li>• Carnesville program recognized First Responders</li> <li>• DD and Family Support Programs attended the Stephens Co. High School Family Night</li> <li>• Prom dresses and tuxedos donated through our partnership with Habersham Co. Family Connections</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Tenah House has made 6 referrals to Dawsonville for mental health services.</li> <li>• Success Stories</li> </ul> <p>Cindy added to her report</p> <ul style="list-style-type: none"> <li>• Article in the Gainesville Times</li> <li>• Thank you letter from client</li> </ul> <p><b><u>Financial Update</u></b></p> <p>Victor Bowers reviewed the financial report for the month ending 2/28/17.</p> <p>Financial Metrics</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 54.2 days; minimum standard is 30 days. The drop in cash was due to fewer work days and a higher burn rate. We also had an extra benefits payment to the state which equates to an extra 5 days of cash.</li> <li>• Current Ratio: 10.8:1; minimum standard is 1:1</li> <li>• Days of Unreserved Net Assets to Total Expenses: 59.8 days; minimum standard is 60 days</li> <li>• Long Term Debt to Net Assets: 0.24:1; maximum standard is 2.5:1</li> </ul> <p>Variations from Budget</p> <p>Revenues had a favorable variance of \$84k primarily due to:</p> <ol style="list-style-type: none"> <li>1. GIA was favorable \$128k due to the Transitional Assistance payment from the state of \$140k.</li> <li>2. Medicaid outpatient was favorable \$56k due to catch-up payments from processing prior month's crossover funding on Medicare clients. In addition, more valid Medicaid authorizations previously rejected were paid by the ASO after their system issues were resolved.</li> <li>3. Medicare was unfavorable \$24k due to clients meeting their calendar year annual deductibles. As the clients pay their deductibles to Avita, this will be posted to the Client Fees revenue line.</li> <li>4. Medicaid Waivers was unfavorable \$113k due to an accounting entry to correct a prior year to date revenue over statement. Also fewer residential and community access services and the delayed startup of the Dawsonville program.</li> </ol> <p>Expenses had a favorable variance of \$2k primarily due to:</p> <ol style="list-style-type: none"> <li>5. Favorable variance in salary and benefits of \$53k due to unfilled budgeted vacancies.</li> <li>6. Family Supports Services had an unfavorable variance of \$27k due to an increase in expenditures which contributed favorably in the net GIA variance.</li> <li>7. All other expenses had an unfavorable variance of \$39k due to increases in supplies and materials and lab expenses.</li> </ol> <p>FY17 Comparison of Budget to Actual</p> <ul style="list-style-type: none"> <li>• If we continue to meet budget and the additional Transitional Assistance payment of \$140k each month we should end the year with approximately \$651k net surplus.</li> </ul> <p><b><u>Corporate Compliance Report</u></b></p> <p>Cathy Ganter presented the 2016 Annual Report.</p> <ul style="list-style-type: none"> <li>• Program Purpose, Objectives &amp; Priorities</li> <li>• Key Federal Initiatives</li> <li>• U.S. False Claims Act</li> <li>• Whistleblower Protection</li> <li>• Program Components &amp; Effectiveness</li> <li>• What we Expect of Employees &amp; Contract Service Providers</li> <li>• 2016 Program Activity</li> <li>• Report Types, Subjects &amp; Dispositions</li> <li>• Data Trends</li> <li>• Conclusions</li> </ul>		

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	<p><b><u>Appointment of the Nominating Committee</u></b>            Angela Whidby, Terri Wofford and Victor Anderson volunteered to serve on the committee. The committee will announce the slate of officers in May and the vote will take place in June.</p> <p><b><u>Request Board Governance Committee to review Bylaws</u></b>            Brian Alexander requested Board Governance to review the Bylaws prior to ratification at the July Meeting.</p> <p><b><u>Committee Reports</u></b>            Board Governance  <ul style="list-style-type: none"> <li>• Allan Harden reported the committee will be reviewing the bylaws and are planning an orientation for new board members.</li> </ul>           Community &amp; Client Relations  <ul style="list-style-type: none"> <li>• No report</li> </ul>           Finance  <ul style="list-style-type: none"> <li>• No report</li> </ul> </p> <p><b><u>Vote on 2017-2019 Strategic Plan</u></b>  <ul style="list-style-type: none"> <li>• Vote deferred until next month.</li> </ul> </p>		
Announcements and Additional Comments	<ul style="list-style-type: none"> <li>• Charles Higgs reported that the expansion in Blairsville has made a tremendous difference for the clients in the IDD program.</li> <li>• Reminder: The April meeting was changed the 25<sup>th</sup> to the 18<sup>th</sup>.</li> <li>• Angela Whidby announced that Cindy will be representing Avita at an event for foster parents on April 22<sup>nd</sup>.</li> <li>• Charles Higgs asked that a reminder be sent to IDD families to update their information on the Compass website. Gwen Hall will send a memo to the families.</li> </ul>		
Adjournment	Brian Alexander adjourned the meeting at 7:48 p.m.		
Presiding Officer signature indicating approval			
 Brian Alexander		5/23/17 Date Approved	

Respectfully submitted,



Regina Grisham  
 Recording Secretary