

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: December 6, 2016	TIME: 7:04 p.m. – 7:38 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Angela Whidby, Board Vice-Chair

Attendance

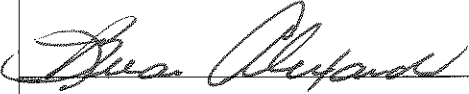
Brian Alexander	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Mitchell	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input 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	Terri Wofford	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Julie Gruen	<input checked="" type="checkbox"/> Yes <input 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
Gwen Hall	<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	Robert Wilson, Network Systems Administrator gave an overview of the Information Technology Department. He highlighted the improvements Avita has made in recent months.		
Welcome & Call to Order	The December 6, 2016 meeting of the Board of Directors was called to order by Board Vice-Chair, Angela Whidby at 7:04 p.m.		
Determine Presence of a Quorum	A quorum was present with 12 Board Members attending this meeting.		
Approval of Agenda	Motion to approve the agenda was made by Quentin Carr; second by Zadie Peters. Motion carried.		
Review of Minutes	Motion to approve the October 25, 2016 minutes was made by Quentin Carr; second by Sonny James. Motion carried.		
Business	<p><u>Vice-Chair Report</u> Angela Whidby announced the GACSB Day at the Capitol will be Thursday, February 23, 2017. Board Members were encouraged to attend.</p> <p><u>CEO Report</u> Cindy Levi highlighted the following in her report.</p> <ul style="list-style-type: none"> • Received Provider Numbers for our Group Peer Programs in Cumming, Dahlonega and Gainesville, and our Behavioral Health Outpatient Services location on Mabry Road in Gainesville effective July 1, 2016. We continue to wait for Provider Numbers for 3 Host Home Providers and Dawsonville. • Annual Avita Family Meeting was held October 28th. • The Department of Labor changes to the overtime rule has been stopped. • Six month Performance Monitoring Report was submitted November 30th. We received a score of 92%. • DD Contract Amendment from DBHDD was received. • Demorest DD Center is providing the Children's Center for Hope and Healing an office to provide counseling services 1 evening a week. • Gainesville DD Program received a memorial gift of \$2,400 • United Way Grant was renewed for another 3 year period. • Received the final report on our financial audit for FY16. • Received \$460 from the Gainesville Mayors Motorcade along with gifts • Staff recognized for going above and beyond. • Happenings around Avita & Success Stories <p><u>Individual with Lived Experience</u> In March 2015 the board voted to add an at large member with a person in</p>		

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	<p>recovery. Carol Fisher filled this requirement. Cindy contacted Mark Baker who retired from DBHDD 6 months ago and asked if he would be interested in serving on the Board. He has agreed. Motion to approve the appointment was made by Barbara Bosanko; second by Sonny James. Motion passed.</p> <p><u>Strategic Plan Goals for 2017 – 2019</u> The 4 goals, 1) Customer, 2) Learning & Growth, 3) Processes and 4) Financial were presented to the Board for approval. Sonny James made the motion to approve; second by Zadie Peters. Motion carried. The executive team will use the balance scorecard approach to develop the objectives, measures and targets.</p> <p><u>Financial Update</u> Victor Bowers reviewed the financial report for the month ending October 31, 2016. Financial Metrics</p> <ul style="list-style-type: none"> • Days of Cash on Hand: 62.3 days; minimum standard is 30 days • Current Ratio: 10.4:1; minimum standard is 1:1 • Days of Unreserved Net Assets to Total Expenses: 65.4 days; minimum standard is 60 days • Long Term Debt to Net Assets: 0.25:1; maximum standard is 2.5:1 <p>Variances Revenue had an unfavorable variance of \$91k primarily due to:</p> <ul style="list-style-type: none"> • Medicaid Waivers was unfavorable \$72k due to fewer host home providers and the delayed startup of the Dawsonville office. • Other local funds were unfavorable \$73k due to the specialty service programs ramping up to a more mature contract level of revenues. <p>Expenses had a favorable variance of \$18k primarily due to:</p> <ul style="list-style-type: none"> • Favorable variance of \$115k due to budgeted, unfilled staff vacancies and the new reimbursable contracts staffing levels in startup mode. • Unfavorable variance in Equipment expenses due to computer equipment upgrades and the business continuity project. • Repairs and Maintenance was higher this month. This was due to some one-time improvements made at the sites. <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> • We ended the month with a net deficit of \$31k and a \$3k net deficit for the year-to-date. If we meet budget going forward the projected year end surplus would be \$136k. <p><u>Georgia DCA Housing Resolution</u> Sonny James made the motion that we approve three Resolutions for the Georgia Department of Community Affairs, Continuum of Care grants by authorizing Victor Bowers, Chief Financial Officer, Roger Scott, Chief Operations Officer, Christie Brooksher, Financial Operations Manager and Allan Harden, Human Resources Director to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Quentin Carr. Motion passed.</p> <p><u>Committee Reports</u> Board Governance</p> <ul style="list-style-type: none"> • Allan Harden reported the committee has finished updating the Board Handbook and the Survey has been completed. <p>Client and Community Relations</p> <ul style="list-style-type: none"> • No report. 		

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	Finance <ul style="list-style-type: none"> • Sonny James reported the committee reviewed the financial report. 		
Announcements	<ul style="list-style-type: none"> • An appreciation gift was presented to Commissioner Sonny James for representing Habersham County as the elected official on the Board. • The gift to the Board Members was made by the Blairsville DD clients. • Roger Scott has submitted our CARF application. The survey will be sometime in May or June 2017. 		
Adjournment	There being no further business, Angela Whidby adjourned the meeting at 7:38 p.m.		
Presiding Officer signature indicating approval			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="61 562 527 655">  </div> <div data-bbox="630 596 813 667"> <p style="text-align: center;"><i>1-21-17</i> Date Approved</p> </div> </div>			

Respectfully submitted,

Regina Grisham

Regina Grisham
Recording Secretary