

Avita Community Partners
Board of Directors Meeting Minutes

DATE: January 27, 2021	TIME: 7:00 PM
PLACE: Virtual and Teleconference available through Zoom	PRESIDING: Barbara Bosanko, Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sherry Estep	<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	Deena Handy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jennifer Scalia	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Angie Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Peggy Brown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Avery Nix	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Anne Davis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shelly Echols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Executive Team Member Attendance

Greg Ball	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Lori Holbrook	<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	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hannah Quinn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The January 2021 meeting of the Board of Directors was called to order by Barbara Bosanko at 7:00 PM following a Spotlight on Services via video presentation from Supported Employment by Howard Stroud and staff.
Determine Presence of a Quorum	A quorum was present with 14 members in attendance.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Kent Woerner. Motion carried
Approval of Minutes	Motion to approve the October 28, 2020, and December 2, 2020, minutes was made by Angela Whidby; second by Carol Williams. Motion carried.
Board Chair Report	N/A
Oath of Office	Bruce Palmer, County Commissioner in Habersham County, received and read his Oath of Office in December at the Habersham County Commissioner Office as well as reading it during the January meeting in front of the Avita Board.
CEO Report	<p>Cindy Levi reviewed the following in her report:</p> <ul style="list-style-type: none"> • The annual Organizational Climate Survey was completed by the Avita staff, of the 33 total categories we improved over the prior year in 26 of them, the largest decline was 4% in the area of “I am comfortable talking about my background and cultural experience with my colleagues”. • Crisis Intervention Team Training for law enforcement was held for both the Alto Police Department and the Forsyth County Sheriff’s Department • The final scores from the Certified Community Behavioral Health Clinic (CCBHC) Readiness Assessment was completed and reviewed with DBHDD, we reviewed our IT Assessment on January 19th and our overall readiness assessment tool will be reviewed on February 2, we anticipate the transition from Phase 1 Assessment to Phase 2 Technical Assistance within the next few months. • We did not receive additional funding from the 4th round of CARES Act • Our Performance Monitoring Report score was received with an overall score of 81%, 2 areas required corrective action and our team has already come up with action plans to improve those areas • Avita is currently administering Binax Now Rapid COVID-19 tests to our staff and clients as needed • Despite the Pandemic, our staff were creative with Christmas celebrations that took place at many of our residential locations • PowerTime electronic time keeping system was implemented by our HR department this month • No budget cuts are expected in FY22 by DBHDD • Construction continues at our BHCC and much progress is being made • We will be submitting a losses and expenses report to determine how much we will be compensated by our Business Interruption Insurance due to COVID-19

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	<ul style="list-style-type: none"> Above and Beyond recognitions were listed
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> December 2020 ended with a \$150,000 surplus for the month and a \$626,000 surplus for the first 6 months of FY20 Current year revenues are \$659,000 (or 4.9%) below prior year levels. Shortfall is attributable to reduced client volumes during the pandemic. Current year expenses are \$1.36 million (or 10%) below prior year levels. The agency is currently operating with 31 open positions. Operating expenses are reduced due to the pandemic. For FY21 our YTD operating margin is 4.8%, compared to 0.6% at this same point in time last fiscal year. The construction continues at the BHCC and we have spent \$6.8 million (or 57.6%) of the estimated project cost of \$11.8 million. Our Key Performance Indicators (KPIs) continue to exceed the targets established by DBHDD: <ul style="list-style-type: none"> Cash on hand – 109 days Ratio – 5.8:1 Days of Covered Expenses – 165 days Long term debt ratio – .16:1
Human Resources Quarterly Report – October 2020 – December 2020	<p>Allan Harden reviewed the following in his report:</p> <ul style="list-style-type: none"> Current employee count is 268 full time and 22 part time Combined full time and part time turnover ratio through December 2020 was 15.17% We currently have 25 full time staff vacancies October 2020 – December 2020 we had 22 new hires (17 full time, 5 hourly) 4 full time and 2 hourly new positions have been created
Announcements	N/A
Adjournment	At 7:49 PM, Angela Whidby made a motion to adjourn the meeting; second by Alice Worthan, motion passes

Barbara Bosanko/DS

 Presiding Officer Signature

2/24/2021

 Date Approved

Respectfully submitted,

Dana Sharitt

 Dana Sharitt
 Recording Secretary