

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: December, 2020	TIME: 7:00 PM
PLACE: Virtual and Teleconference available through Zoom	PRESIDING: Barbara Bosanko, Chair

Attendance

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

Executive Team Member Attendance

Cathy Ganter Cooper	<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
Hannah Quinn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Greg Ball	<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 December meeting of the Board of Directors was called to order by Barbara Bosanko at 7 PM following a Spotlight on Services via video presentation by Hannah Quinn, Avita IDD staff and clients.
Determine Presence of a Quorum	A quorum was not present with 7 members in attendance.
Approval of Agenda	N/A
Approval of Minutes	N/A
Board Chair Report	No report
CEO Report	<p>Cindy Levi reviewed the following in her report:</p> <ul style="list-style-type: none"> <li>• The annual Beacon Audit occurred virtually November 16<sup>th</sup> and Avita received higher scores in all areas which included Behavioral Health, Intellectual/Developmental Disability and the CSU than in the previous year. Teams have reviewed the scores and have already put processes in place to address any deficiencies.</li> <li>• We received a Fidelity Monitoring Review of our Supported Employment program resulting in “Good Fidelity” of 113 which was higher than the previous year.</li> <li>• CBHCC assessments have all been completed and we are awaiting the final report and recommendations for next steps</li> <li>• Employee appreciation incentives were handed out and received with gratitude</li> <li>• Cares Act Funding – We have submitted our application for the 4<sup>th</sup> round of funding and our status is pending</li> <li>• Over 500 Covid-19 incident reports have been tracked by our Health and Safety department; we remain diligent in keeping Covid protocols in place</li> <li>• We received Covid-19 tests to use in the CSU and residential programs at no cost from DPH</li> <li>• We had some damage to our BHCC from the remnants of Hurricane Zeta, but all issues have been remedied; the drone video was shown and the strides that have been made to the building</li> <li>• Business interruption insurance has been accepted and we are waiting on the distribution schedule to be announced</li> <li>• Avita was selected to receive additional funding through APEX 3.0 to add counselors in 19 more schools in our service area</li> <li>• In conjunction with 5 other agencies, Avita helped host a virtual training on “Complex Clinical Management of Older Adults with Serious Mental Illness” The training was on November 10 and 80 participants were in attendance</li> <li>• CIT training will be presented to the Alto Police Department the week of December 14<sup>th</sup>.</li> </ul>
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> <li>• We have a surplus in October of \$120,000 and YTD of \$468,000</li> <li>• Revenue - We are \$275,000 short of our budgeted levels all due to Covid 19 lowering our volume of services offered, as well as a \$600,000 shortfall YTD mostly due to reduced funding in programs and the impact of Covid</li> </ul>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> <li>• Expenses – Our expenses are currently lower due primarily to salaries and benefits. We have 40-50 open positions and reduced operating expenses, including travel, training and general supplies. Our overall expenses are down 10% YTD.</li> <li>• Due to Covid, both revenues and expenses have decreased compared to prior year. We have a \$468,000K surplus this year compared \$204,000 at this same time last fiscal. This is due to our expenses reducing at a higher rate than our revenues.</li> <li>• BHCC –\$456,000 has been spent this month, with a total of \$4.9 million in total expenses to date. We have currently completed 41.7% of the total cost.</li> <li>• We have \$7 million dollars in our cash reserve</li> <li>• We have \$12 million dollars in our fund balance</li> <li>• KPIs: Cash on hand – 112 days Ratio – 8.5:1 Days of Covered Expenses – 134 days Long term debt ratio – 2.5:1</li> </ul>
Quarterly Compliance Report	<p>Cathy Ganter reviewed the following in her report:</p> <ul style="list-style-type: none"> <li>• This data is representative of the 3<sup>rd</sup> quarter of the calendar year (July-September 2020)</li> <li>• Numbers were similar between now and this time last year. Despite the uptick of incident reports due to Covid-19, our overall numbers are staying equal because we are not getting the same “normal” incident reports</li> <li>• Our overall trends are that internal reports increased, and external reports decreased</li> <li>• Health and Safety numbers stayed the same, Management Practices, Service Quality and Business Practices were all decreased in number due to most of our locations not being able to do business as usual</li> </ul>
Committee Reports	<ul style="list-style-type: none"> <li>• Board Governance – Kent Woerner – <ul style="list-style-type: none"> <li>✓ Board assessment was reviewed and kept the same</li> <li>✓ New member orientation was held by Cindy in October</li> <li>✓ Virtual meetings as well as Spotlight on Services were discussed</li> </ul> </li> <li>• Community and Client Relations – Penny Penn – <ul style="list-style-type: none"> <li>✓ IDD - 64% were back in services, Dahlonga and Dawsonville combined their services, some groups have started getting back out doing things in the community</li> <li>✓ BH Outpatient– Sites are making sure they have adequate PPE so they can have clients visit in person, trying to keep all clinics open in spite of Covid affecting Avita staff, groups being held for mental health where possible, the co-responder program is going well in Forsyth County</li> <li>✓ Specialty Services - Vacant position in ACT, WTRS is not at full capacity, the Gainesville clubhouse is meeting again, but the Rabun Clubhouse is seeing clients virtually, 49 schools are being served through APEX</li> <li>✓ Care Management – 400 reports since March for Covid 19, client surveys are being sent out and those results will be reported as a future meeting</li> </ul> </li> <li>• Finance – Angie Brown – No report</li> </ul>
Announcements	Merry Christmas and Happy New Year
Adjournment	Barbara Bosanko made a motion to adjourn the meeting; and Tim Stamey gave a second, the motion passed

Barbara Bosanko/DS  
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 Presiding Officer Signature

1/27/2021  
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 Date Approved

Respectfully submitted,

*Dana Sharitt*

Dana Sharitt  
 Recording Secretary