

Avita Community Partners
Board of Directors Meeting Minutes

DATE: 7/16/2020	TIME: 7:00
PLACE: Teleconference	PRESIDING: Angie Brown, Vice-Chair

Attendance

Seth Barnes, Jr.	<input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie 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
Peggy Brown	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jennifer Scalia	<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 July 16, 2020, meeting of the Board of Directors was called to order by Angie Brown at 7:04 pm.
Determine Presence of a Quorum	A quorum was present with 12 members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Carol Williams. Motion carried.
Review of Minutes	Motion to approve the June 18, 2020, minutes was made by Angela Whidby; second by Terry Hawkins. Motion carried.
Business	<p>Oath of Office:</p> <ul style="list-style-type: none"> The Oath of Office was read by Angie Brown, Seth Barnes, Jr., and Sherry Estep. <p>Election of Parliamentarian for FY21:</p> <ul style="list-style-type: none"> Angela Whidby was nominated to continue in the position of parliamentarian. Seth Barnes Jr. made the motion; second by Tim Stamey. Motion carried with none opposed. <p>Election of Representative to GACSB:</p> <ul style="list-style-type: none"> Kent Woerner was nominated to be the representative for GACSB. Angela Whitby made the motion; second by Peggy Brown. Motion carried with none opposed.
Board Chair Report	N/A due to absence of Board Chair
CEO Report	<p>Cindy Levi highlighted the following in her report:</p> <ul style="list-style-type: none"> Supporting the individuals we serve under current circumstances has been a challenge. We have adjusted the way we do business considering our staff's health, being directed by the CDC guidelines and the executive orders of the state of Georgia. As of today, we have had 195 Covid incidents. Those staff testing positive are all being quarantined for the recommended 14 days. On July 2, an individual was admitted to our CSU that tested positive. The individual was isolated, the other clients that had direct contact with the individual were quarantined and no new admissions were made to the CSU. The unit was thoroughly cleaned and disinfected. Those individuals are still in the CSU and one of our CSU staff came back with a positive test. A DD staff member has tested positive today so we notified all the individuals that they were in contact with and they will all be quarantining. We began the first phase of reopening July 1. Most of our BH clients are still taking advantage of telehealth meetings. We are meeting in groups of 10 or less for BH and DD. Temperatures are being taken every time someone leaves the building and comes back in. Individuals are not being admitted if they have symptoms or have a known exposure, and everyone is wearing masks and encouraging social distancing and frequent hand washing. We are still receiving PPE from DPH – we currently have a good range of supplies but are purchasing sanitizing wipes locally. We were just notified today that we will no longer be receiving PPE from DPH. We will have to purchase supplies in the future.

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	<ul style="list-style-type: none"> • Waiting is the word of the month. We have not received our HHS stimulus funding and Greg has been checking several times a week for updates. HHS has contracted with Optum healthcare and they are only reviewing the applications one day a week and releasing funds one day a week. Our Congressional delegation has been contacted and I have asked them to advocate on our behalf to federal HHS. They have done so, but we are still waiting. The forensic accounting firm is expecting to give their analysis to DAS concerning our business interruption insurance about a distribution, but DAS has indicated that it will not be resolved anytime soon • The Appendix K waiver that was submitted for Medicare and Medicaid – we have received conflicting information regarding what can be paid. A webinar was presented on July 13 regarding what was permissible for payments, we are still unsure what we will receive or what we will have to pay back based on misinformation. As of July 13, we are told that we could bill for 30 days of retainer payment, and that DCH is submitting another waiver to allow for 2 additional episodes of retainer payments of 7 days per episodes. This is because 7 is the number of days approved as bed hold days in Georgia for nursing homes. We are trying to determine the number of days billed for each individual, compared to the 44 days that are allowed. Anything over the 44 days must be voided, and funds recouped. • Our services are only at 25% of normal capacity. Staff are taking PTO and being moved around to accommodate numbers. When staff run out of PTO they go into leave without pay and they can claim unemployment – no one is in that status yet. Some people are out due to health reasons – this week that number will be up by 7/8. When we did start bringing staff into the buildings, some staff requested reasonable accommodations, we have successfully accommodated them. We do require that they have a doctor’s excuse. • The state budget passed, and we have cuts of \$315,947 in BH this year to include the elimination of funding for case management. Case management will be moved to total fee for service, we will have to make certain that they are billing enough to cover their expenses. Housing outreach coordination program was eliminated. Funding reductions to Supported Employment, APEX and Mental Health Clubhouse. IDD funding was reduced by \$717, 907. Family support and community access services were where these cuts occurred. We are awaiting new guidelines and have been told that priority of services will be for those who are on waiver services. Half of our clients are waiting for approval for waiver funding. We are hopeful to eliminate a large portion of that cut through the waiver funding. • Initial staff adjustments due to the eliminated Housing Outreach Coordinator and one Family Support Staff have been handled by moving those staff to other vacant positions. We have not had to lay off any staff due to funding reductions. • BHCC – Power poles relocated, and the deformed block issue resolved, retaining wall nearing completion, on last 6 ft for a 40 ft wall, a drone tour attached to report • Please see report for other items, above and beyond, success stories and upcoming events <p>Questions and Answers:</p> <ul style="list-style-type: none"> • Angela – Will the patients be able to use telehealth next month? Cindy – Our plan is to give clients the option, the only thing that would change that is if the state said we could no longer provide telehealth services Kent – Telehealth is going to be extended from what he heard today, more information Tuesday • Angela – What if you forget your next call? Lori – They should be calling you to schedule an appointment, and she will follow up to confirm about a reminder call • Anne – Have any of our clients gotten Covid? Cindy – Yes, but no one hospitalized that we know of, and many have fully recovered
Financial Update	<p>Greg Ball – Financial Report Presentation</p> <ul style="list-style-type: none"> • Results for month of June shows a \$35K deficit, for full fiscal year \$4K deficit • In mid-June we stopped the IDD retainer program, pending resolution of open statewide issues so we did not receive supplemental funding for that half of June. In addition, we have not received any supplemental funding from HHS for BH Medicaid. We have continued receiving our fee for service lump sum revenues. • Full year revenues for FY20 – ended the year with a \$2 million shortfall to our budget mostly due to a shortage in Medicaid fees

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	<ul style="list-style-type: none"> • Year over Year revenues – decreased 3.5% • Full year expenses – \$1.5 million favorable to our budget, driven by salaries and benefits – open positions across the agency and fewer hours worked during the pandemic and reduced use of contracted medical professionals • Current year vs last year expenses – we came in \$300K less in expenses than the prior year • Comparisons of FY19 and FY20 – we essentially broke even this year due revenue shortage because of the pandemic • Cash – We have \$7.4 million cash on hand • Capital assets – increase due to payments to BHCC construction • Fund balance – increase due to investment of BHCC by DBHDD • KPI – trend has been consistently positive <ul style="list-style-type: none"> Cash on hand – 89 days (30 recommended) Ratio – 6.4 (target is 1.0) Days of Expenses – 91.6 days (target 60 days) Long term debt ratio - .35:1 (target 2.5:1)
HR Quarterly Report	<p>Allan Harden – April – July 2020</p> <ul style="list-style-type: none"> • 374 FTE • 286 full time employees, 27 PT hourly employees, have not filled some positions due to Covid • Turnover rate at 30%, hard to compare last year and this year • Reduction in force – only had to lose 2 positions, but able to move them to open positions • All IDD positions on hold due to financial uncertainty • We are still hiring and doing new employee orientation, following the requirements given by the state of emergency order of no more than 10 people and at least 6 ft between participants and wearing masks • The mindset de-escalation and CPR training are not being done. They will resume when it becomes safe. Online Mindset training is being utilized • Created team lead to APEX program • Workers Compensation - 1 injury during this quarter, minor • Employees assistance program – FY20 – 20 times it was utilized this year, up some from last year, 12 of 20 instances happened this calendar year so maybe due to pandemic (family issues and emotional issues) • 8 requests for accommodations that we were able to grant • 7/8 will probably go on unemployment – have Covid or have been exposed
Committee Reports	<p>Board Governance – Kent Woerner</p> <ul style="list-style-type: none"> • No report <p>Community and Client Relations – Penny Penn</p> <ul style="list-style-type: none"> • IDD doing wellness checks with clients, they were having to be creative with activities for clients • CLS staff offering as many services as possible, soft opening scheduled for the first two days of July, weekly check ins by prescribers were being done, concerned that there would be increase in hospitalized clients, increase in new clients who were referred to Avita after being hospitalized • rearranging waiting rooms and taking temperatures in all areas of services <p>Finance Committee – Angie Brown</p> <ul style="list-style-type: none"> • Reviewed proposed FY21 budget, assumed no new revenue streams and no staffing growth, waiting on state vote FY21 budget, additional uncertainty due to Covid 19, Avita is prepared to present a future budget at a future date
Announcements	<ul style="list-style-type: none"> • Third Thursday difficult for everyone to attend • We will move board meetings to the fourth Wednesday of month • Next meeting August 26, 2020 <ul style="list-style-type: none"> • Kent – share any information from his visit to the White House? Ten commissioners were given opportunity to attend, some telehealth information, but more updates on Tuesday,

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	<p>all counties have been allocated money for PPE equipment, right now only 30% of those funds can be spent, when that portal opens up there is the possibility it could be purchased and donated to CSBs, he will be pushing his county finance staff to see if that portal is currently open, more information is needed</p> <ul style="list-style-type: none"> • Cindy – We currently need more disinfectant wipes and regular surgical
Adjournment	With no further business, Angela Whidby made the motion to adjourn and Terry Hawkins made the second. Angie Brown adjourned the meeting at 7:59 pm.

Angelia A Brown
 Presiding Officer Signature

8/28/2020
 Date Approved

Respectfully submitted,

Dana Sharitt
 Recording Secretary