

Avita Community Partners
Board of Directors Meeting Minutes

DATE: July 27, 2022	TIME: 7:00 PM
PLACE: Avita Administrative Offices and Zoom	PRESIDING: Kent Woerner, Chair

Attendance

Seth Barnes, Jr.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alice Worthan	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carol Williams	<input type="checkbox"/> Yes <input checked="" 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	Kent Woerner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sharon Bucek	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rachel Mathis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Shelly Echols	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Penny Penn	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Brenda Hardy	<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		

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	Hannah Quinn	<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	Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Call to Order	The Board Meeting was called to order at 7:02 PM by Kent Woerner.
Determine Quorum	A quorum was present with 10 members.
Approval of Agenda	Motion to approve the agenda by Barbara Bosanko, seconded by Terry Hawkins, passed unanimously.
Approval of Minutes	Motion to approve the June 22 minutes by Barbara Bosanko, seconded by Sharon Bucek, passed unanimously.
Board Chair Report	Kent welcomed everyone and did the oath of the chair and office for himself.
Oath of Office	Brenda Hardy and Terry Hawkins recited and signed their oath of office.
CEO Report	<p>Cindy reviewed the following in her report:</p> <ul style="list-style-type: none"> • GA 1915c COMP waiver was finally approved. • The sale approved for .27 acres of Avita land at Thurmon Tanner is moving along with a closing date of August 11. • Cindy met with the Williamson's and explained the property situation: if they wanted to purchase the 2 acres at the BHCC north end they need to get it surveyed, do an appraisal, and make an offer. We have not heard back from them. • The BHCC had some personnel movements last month and were shared at the meeting. • A video crew from Imagine Hope was at the BHCC on July 20th to film a video. • On July 13th we have several representatives from the Governor's office and Commissioner Fitzgerald tour the BHCC. • The UNG Art department will be starting a Public Mural class in the spring of 2023 to paint murals on the BHCC's bare walls. • Cindy attended the Annual Trauma Conference that was hosted by the Children's Center for Hope and Healing on July 15. • We obtained our main DBHDD contracts for FY23. • Avita is increasing our gas reimbursement rate to .58 (if no company vehicle handy) and .29 (if a vehicle is handy but decided to use own vehicle). • We will be starting a new service with Forsyth County in August. • We are getting very close to opening the Rabun County office as renovations have been completed. • Our leases are getting closer to finalization at the Pines of Lanier. • We need more host home providers. • The following staff have been recognized for going above and beyond this last month: Penelope Hudson, Gabriela Vilchis, Mindy Merritt, Kulisha Beasley, Sonja "Maria" Hadavi, Drake Stanifer, and Valerie Tolbert.

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Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> • June saw a \$7,000 surplus. Our fiscal year to date is a positive \$554,000. • Current year revenues are \$3.5M (or 13.2%) above prior year revenues. • Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> ○ Cash on Hand lowered to 69 days – from 83 days in June – still well above the 30 day minimum ○ Current Ratio – 5.4:1 – down from last month’s 5.8:1 ○ Days of Covered Expenses – 68 days –still well above the minimum of 60 days ○ Long Term Debt Ratio – .12:1 – same as last month
Quarterly HR Report	<p>Allan reviewed the following in his report:</p> <ul style="list-style-type: none"> • We have 281 FT and 30 part time positions currently. • Turnover rate for FT is 23.84% and PT is 33.33%. • Previous year turnover at the end of June was 25.71% for FT and 70% for PT. • We currently have 28 FT and 33 hourly vacancies at the BHCC and 30 FT and 9 hourly vacancies at other Avita Programs. • APR-JUNE new hires were 36 FT and 8 hourly. • Worker’s Comp include 4 claims.
Annual Approval of 5 policies	<p>A motion to approve all 5 policies (Media Relations, Conflict of Interest, Corporate Responsibility, Billing and Fee Collection, and Ethical Standards) was made by Barbara Bosanko and seconded by Terry Hawkins. Passed Unanimously.</p>
Designation of Parliamentarian	<p>Kent Woerner appointed Barbara Bosanko as the Parliamentarian for FY23.</p>
Delegation of Authority Documents	<p>A motion to update and approve both Cindy Levi and Gregory Ball to sign contracts on behalf of the board was made by Terry Hawkins and seconded by Rachel Mathis. Passed Unanimously.</p>
Committee Reports	<ul style="list-style-type: none"> • Board Governance: Kent reviewed what we already passed over the last 2 months. • Community and Client Relations: None available • Finance: None available
Announcements	<ul style="list-style-type: none"> • Barbara’s husband was appointed to the DBHDD for Lumpkin County. • Sharon Bucek (White County) reported that she sent a thank you note to her county board representative for the \$7,500 in funding they provided Avita for FY23. • Kent is going to be on the ACCG Health Committee.
Adjournment at 9:15 pm	<p>Barbara Bosanko made a motion to adjourn followed by Sharon Bucek, who seconded it--unanimous.</p>

Kent Woerner

August 24, 2022

Presiding Officer Signature

Date Approved

Respectfully submitted,

Hariah Hutkowski

Hariah Hutkowski, Recording Clerk