

Avita Community Partners
Board of Directors Meeting Minutes

DATE: August 23, 2023	TIME: 7:00 PM
PLACE: Avita Administrative Offices and Zoom	PRESIDING: Kent Woerner, Chair

Attendance

Barbara Bosanko	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Brenda Hardy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kim Stephens	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Angie Brown	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Terry Hawkins	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Samantha Turner	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sharon Bucek	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rachel Mathis	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kathy Cooper	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Bruce Palmer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carol Williams	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Alton Fry	<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
Bo Garrison	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Shanna Prather	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alice Worthan	<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	Don Reimer	<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	Hannah Quinn	<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 7:01 PM by Kent Woerner.
Determine Quorum	A quorum was present with 14 out of 18 members.
Approval of Agenda	Motion to approve the agenda made by Barbara Bosanko, and seconded by Bruce Palmer, passed unanimously.
Approval of Minutes	Motion to approve the July 26, 2023 minutes by Barbara Bosanko, seconded by Carol Williams, passed unanimously.
Board Chair Report	Kent welcomed everyone. Shared about the opioid settlement what his county is doing. They have been receiving checks since January and are just setting it aside until they provide guidance on what and how to spend the money. He will likely be pushing to pass it through to Avita since Avita can show how the money is spent and encouraged all the other board members to find out what their county, if they participated in the settlement, is doing with their funds.
Oath of Office	1 individual gave their oath of office: --Samantha Turner, Stephens County, term through 6/30/26
CEO Report	<p>Cindy reviewed the following in her report:</p> <ul style="list-style-type: none"> • At last month's meeting I reported on the great conversation the IDD Leadership Team in Habersham County and I had with Representative Victor Anderson. Denise shared with him the many activities of the Dream Weavers Community Access Group. As she talked about the stories behind the stuffed monsters and owls they made and distributed, we noticed it struck a chord with him. He explained that his mother owned some Home Goods stores and that since her passing, he has stored many rolls of fabric in the warehouse of his business, hoping to one day find a use for it. On August 1st, a truckload of fabric was delivered to Avita's Habersham location. It will be used to make many stuffed creatures to give away to those in need of a smile or those deserving recognition. We thank Rep. Anderson for his thoughtful donation. • Avita is the recipient of a \$27,272 grant from Kaiser Permanente. These funds can be used to eliminate barriers for our clients so they can receive the healthcare they need. Some examples could include: payment for medication (behavioral health or physical health), use of an interpreter, payment for GED class, and one month payment of rent or utilities to avoid loss of home or utility disconnection. • The leadership team meet with Judge Laine about the 1021 process in Hall County. We have established a better way to communicate when the judges make orders and Avita receives court ordered clients. • DBHDD's Leadership Team is evaluating many of the policies, procedures, and processes that are currently in place. They are looking for ways to improve the system and improve efficiency. This past month, Avita was involved in several information gathering sessions

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	<p>with DBHDD for this purpose. Topics discussed included the CSU Bed Board process, CSU Medical Clearance, and the Provider Enrollment Process. We are hopeful that the input provided will help shape an improved Behavioral Health and Intellectual/Developmental Disability service delivery system.</p> <ul style="list-style-type: none"> • The Georgia Association of Community Service Boards (GACSB) held its annual strategic planning retreat on August 6th – 8th at Brasstown Valley Resort in Towns County. Avita’s Board Chair, Commissioner Kent Woerner and I represented Avita at this retreat. Six key focus areas were developed for the upcoming year. They include: 1) the bed capacity study 2) advancing the Certified Community Behavioral Health Clinic (CCBHC) model 3) law enforcement support for community restoration resources, jail in-reach, transportation pilot for involuntary commitment, advocacy for expansion and funding of co-response teams, coordination of Sheriff outreach in local communities to strengthen our partnerships 4) DBHDD relationship management 5) opioid settlement and 6) legislative education. • Union County Board member, Shanna Prather and I met with Union County Commissioner Paris on August 8th. We shared our appreciation for Union County providing Avita with office/program space and discussed the need for repairs and building maintenance. Following our meeting, Hannah Quinn, Avita’s IDD Director gathered staff, families of those we serve, and interested volunteers to discuss modifications to the courtyard to reduce the amount of upkeep required to offer a nice outdoor space for the individuals we serve to enjoy. • The GACSB statewide Human Resource/Compliance Focus Group met in Macon on August 10th. Avita was represented by Allan Harden, Cathy Ganter, and Justin Dudkiewicz. This meeting had a heavy focus on the new criminal background check process through FieldPrint. Our team shared the frustration we experience in our attempts to hire Certified Peer Specialists (CPS) who aren’t passing the criminal background checks. Avita’s suggestion is to conduct a background check prior to accepting them into the CPS training class. No sense utilizing the scarce training resources for someone who won’t be able to work in the field because they can’t pass the background check. • DBHDD has resumed holding Provider Meetings in person. Providers are required to have representation at these meetings as outlined in our provider contract. The IDD Statewide Provider Meetings were held on August 15th, 16th, and 17th in different areas of the state. Hannah Quinn, Michelle Burgess and I represented Avita at these meetings. Updates were presented on the sunsetting of Appendix K, NOW and COMP Waiver Policies, and the 2% rate increase. General updates were also presented by various DBHDD IDD department staff. • The Dahlonega IDD facility received a face lift. A little paint can go a long way in sprucing up the facility and it has! We thank Lumpkin County for providing us this space. Avita sets aside funds monthly to use for building maintenance projects like this one. • This Month’s Awareness Campaign for Dawson County focused on two topics. Kathryn Hughes developed a “sleep hygiene” board, focusing on ways to get better sleep and Anne Gambill educated clients on the “feel good” chemicals in the brain. • Gainesville IDD hosted Hannah, from Georgia Power. She explained how power plants provide energy for all the things we need. What made it particularly interesting was that our individuals built their own power plants using marshmallows and toothpicks! They had so much fun and enjoyed eating a marshmallow while building them. Hannah always brings props, equipment, and safety gear that linemen use. • Avita has partnered with the Northeast Georgia Health System’s Psychiatry Residency Program. Residents in the program will spend a month training with Avita’s Behavioral Health Crisis Center and Assertive Community Treatment Team staff. We’re hoping that one of the Residents will choose to work for Avita when they complete their training. Dr. Amanda Hendrick is our first Resident. We will have a Resident in these programs 6 out of the next 12 months.

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	<ul style="list-style-type: none"> Last month Josh Hoose, Darian Campbell, Mindy Merriett, Orlando Hannon, Bricelynn Palumbo, and Melissa Hoffman were recognized for going above and beyond. We thank all these employees for her dedication to Avita and for living out its mission.
Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> July saw a \$54,000 deficit. Current year revenues are \$2.728 million. Current year expenses are \$2.782 million. Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> Cash on Hand is 86 days—well above the 30-day minimum Current Ratio – 10:1 Days of Covered Expenses – 81 days—well above the minimum of 60 days Long Term Debt Ratio – .17:1 – well below the maximum of 2.5:1
Corporate Compliance (April – June 2023) and Strategic Plan for Q2 of calendar year	<p>Cathy Ganter shared the quarterly numbers that included for Corporate Compliance: <u>Patterns & Trends</u></p> <p>Internal reports increased – 70 < 74 External reports increased – 0 < 1</p> <p>Subject area increases:</p> <ul style="list-style-type: none"> Management Practices – 9 < 12 Health and Safety – 11 < 23 Business Practices – 0 < 2 Work Environment Issues – 0 < 1 Subject area decreases: Service Quality – 50 > 37 <p><u>Strategic Plan highlights</u></p> <p>Under Customer: 1.5 client engagement rate is exceeding 70% at 77.74% and 3.2 number of individuals served is exceeding last year by 50 clients</p> <p>Under Learning and Growth: 1.1 3 trainings were given this quarter and the goal for the year is 4, 2.1 our voluntary turnover rate is below our goal of 25% at 23.75%, and 6. meetings began to take place for the Glue Committee in June</p> <p>Under Processes: 1.4.2 Avita will earn 90% of cost reimbursed contracts and we are at 93%, and 3.3 we earned another 3 years of CARF accreditation.</p> <p>Under Financial: We are doing outstanding by beating all the DBHDD minimums.</p>
CEO Contract/Performance Review	<p>Barbara Bosanko made a motion to go into closed session, seconded by Sharon Bucek, and they did so. Back in open session Barbara Bosanko made a motion to grant Cindy Levi a 4 rating out of 4 for her annual performance review.</p>
Announcements	<p>November 29th was set for the Nov/Dec board meeting. Board Secretary read the email from Lavonia effectively saying they will pursue other avenues for land purchase. Also reminded folks to sign the delegation of authority document and reminded folks about the GASCB leadership conference. Board Secretary will also try and get out a calendar of events for Mental Health Awareness Month in our 13 counties.</p>
Committee Reports:	<p>Finance: Kent Woerner reported on Brenda’s behalf from August’s Finance Committee. He shared Finance discussed the opioid settlement and all the <u>revenue</u> sources by percentage breakdown. That included 38% expense reimbursement for the State of Ga, 10% for fee for service from GA, 23% for Grant in Aid from GA, 24% from Medicaid, and 5% from other categories.</p> <p>Board of Governance: Barbara Bosanko shared from tonight’s meeting that they discussed the evaluation process, specifically for Cindy Levi, and the board action that occurred earlier. They also discussed and reviewed attendance for board members with suggestions on how to nudge everyone to fully participate in our board meetings.</p> <p>Community and Client Relations: Penny Penn share some of the following:</p> <ul style="list-style-type: none"> Intellectual and Developmental Disabilities <ul style="list-style-type: none"> There are some Host Home Providers that are wanting to discontinue being providers. We are working to move the effected individuals to new homes. The Dahlonega Center was painted recently, and it is looking much more inviting for the individuals.

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	<ul style="list-style-type: none"> • Behavioral Health Outpatient <ul style="list-style-type: none"> ○ We provide autism services in all 13 counties in the clients’ homes and in Hall County, we have started providing in-clinic services for our clients. We have also started taking clients into the community to provide skill building services. ○ We have a new certified peer specialist on the Co-responder Team. The previous peer specialist transferred to the Jail In-reach program. In July, there were a total of 47 calls where the Co-Responder Team assessed on scene and 41 calls were able to be resolved at the scene, 5 individuals were sent to the hospital, and only 1 resulted in an arrest. ○ The Hall County Jail In-reach program has been running for about a month and have had 25 unduplicated contacts. ○ The Hall County Peer program is providing clients with a variety of activities such as tai chi, yoga, and an eight-week food education class with the University of Georgia. • Behavioral Health Specialty Services <ul style="list-style-type: none"> ○ The APEX counselors have been trying to come up with creative ways to introduce themselves to the school staff for the new year. One counselor in Forsyth made a tray of baked goods to take to the staff at her schools. We have a paid internship available through the APEX grant. Cathy will be interviewing an applicant that is interested in the Franklin County APEX position. ○ There are a number of community meetings in our 13 counties and to help make sure that Avita is represented at as many of these meetings as possible Lori has created a calendar to track all the meetings and who will be attending.
Adjourn at 8:16 pm	Barbara Bosanko made a motion to adjourn, seconded by Kathy Cooper, and they adjourned unanimously.

Kent Woerner

Presiding Officer Signature

9/27/23

Date Approved

Respectfully submitted,

Hariah Hutkowski

Hariah Hutkowski, Recording Clerk