

Avita Community Partners  
Board of Directors Meeting Minutes

DATE: October 28, 2020	TIME: 7:00 PM
PLACE: Teleconference	PRESIDING: Barbara Bosanko, Chair

Attendance

Seth Barnes, Jr.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Shelly Echols	<input checked="" type="checkbox"/> Yes <input 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 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	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 October meeting of the Board of Directors was called to order by Barbara Bosanko at 7:00 pm
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 Terry Hawkins. Motion carried.
Approval of Minutes	Motion to approve the September 23, 2020, minutes was made by Tim Stamey; second by Sherry Estep. Motion carried.
Board Chair Report	<ul style="list-style-type: none"> <li>• Barbara reminded everyone to vote for their favorite IDD artwork piece. The options were e-mailed to them by Dana Sharitt and they can respond to her.</li> </ul>
CEO Report	<p>Cindy Levi reviewed the following in her report:</p> <ul style="list-style-type: none"> <li>• CCBHC readiness assessment began in September and is composed of three sections:               <ol style="list-style-type: none"> <li>1. Readiness tool - worked on by ET and completed, MTM will be reviewing results with us on November 3</li> <li>2. IT Readiness Assessment – 100 staff that completed a survey about our IT tools and HER program</li> <li>3. GAP Assessment – Analyzes 1<sup>st</sup> call to 1<sup>st</sup> contact</li> </ol> </li> <li>• The information will be compiled and sent to DBHDD</li> <li>• MTM will do assessment of DBHDD also and will come back with recommendations</li> </ul> <p>What happens after this?</p> <ul style="list-style-type: none"> <li>• SAMHSA has offered grants to states to move forward with this model before</li> <li>• GA has applied and was not awarded a grant, but they want to possibly move forward</li> <li>• It is expensive to make this transition and the state will apply next time; RFP may be issued as soon as the first of 2021</li> <li>• 1 year of planning before implementation</li> <li>• A new payment model is a large part of the transition</li> </ul> <ul style="list-style-type: none"> <li>• DBHDD distributed additional Core Mental Health Service funding – The one-time payment to Avita was \$109,498 in October and Avita additionally received \$56,250 as an equity bump. We will receive the same bump for November and December 2020. In 2021, an additional \$56,250 per month will be added to our Fee-for-Service MRL and available for us to earn.</li> <li>• Cares Act Funding – Greg applied for this, our application was submitted and are pending results</li> <li>• Stimulus funding was available through local govt – we reached out to Hall and Forsyth, but they plan to use the money for their county operations</li> <li>• BH outpatient services are being provided primarily via telehealth, unless deemed medically necessary to be in person</li> <li>• Staff are working in offices except for those with special accommodations and we are still taking the same Covid precautions</li> </ul>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> <li>• IDD – Mostly being provided in person but some are using Telehealth to stay connected to their groups</li> <li>• We can still bill for appendix K payments, but we will be exhausting that funding soon</li> <li>• Residential and community-based services are happening in person with the appropriate precautions</li> <li>• BHCC – Construction is moving along</li> <li>• Business interruption insurance – still no resolution</li> <li>• DBHDD pulled the initiative for the Assisted Outpatient Treatment Program in Hall County that was mentioned last meeting. The meeting scheduled for October 29 was postponed due to impending weather.</li> <li>• DBHDD – Awarded a Covid 19 SAMHSA grant for suicide prevention. Avita’s portion is \$60,000 and the focus is in Hall county.</li> <li>• Cindy and Greg attended the Dawson County Commissioners budget committee and requested \$15,000 from their annual budget to help offset the \$50,000+ we incur for our Dawson location.</li> <li>• Avita entered into a program letter of agreement with the Psychiatry Residency Program of Northeast Georgia Medical Center. They want the residents to receive community-based education and we are proud to be a part of that program.</li> <li>• Avita’s Fidelity monitoring Review took place in October and we are awaiting the result.</li> <li>• 11 staff members were recognized with Above and Beyond awards this month</li> </ul> <p>Recommendation to the board regarding employee bonuses:</p> <ul style="list-style-type: none"> <li>• Historically we give bonuses at end of the fiscal year and at holiday time if monies allow. We did not give an end of year bonus. We are in the financial position now to offer a holiday bonus. Our employees have worked hard during the pandemic and we believe that it would help boost the morale of employees.</li> <li>• All employees that have been hired prior to April 1 will receive the following: \$750 for Full-Time Staff, \$350 Part Time</li> <li>• Those hired from April 1-July 1: \$500 Full Time, \$250 Part Time</li> <li>• Barbara Bosanko called for a vote on the recommendation. Angela Whidby made the motion to accept the recommendation concerning Avita employee holiday bonus, second by Ann Davis, the motion carries</li> </ul> <p>Questions?</p> <ul style="list-style-type: none"> <li>• Kent Woerner – When a vaccine comes out, health care workers will be the first to receive it, have we heard anything about Avita employees being able to receive the vaccine prior to it being made available to the general public?</li> <li>• Cindy – The information she has read only speaks to nursing care, assisted living facilities, hospital workers, community living arrangements - we will stay on top of that</li> <li>• Angela Whidby - November 10 – Complex Training for Senior Adults with Mental Illness – can board members attend? Cindy – the target audience is physicians but please feel free to attend</li> </ul>
HUD Participation Agreement Resolution	<ul style="list-style-type: none"> <li>• Resolutions for Shelter Plus Care program contracts #GA0176L4B011905 and #GA0051L4B011912 were read by Cindy Levi and presented to the Board.</li> <li>• Angela Whidby makes a motion to approve the resolutions and 2<sup>nd</sup> by Kent Woerner, resolutions passed</li> </ul>
Financial Report and FY20 Audit Report	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> <li>• Q1 of FY21 finished with a surplus of \$348,000 or 5.4% positive margin</li> <li>• Revenues – Short of budget \$163,000</li> <li>• 2021 revenues compared to 2020 – 6% (or \$400,000) less than this time last year</li> <li>• In FY21, some of our program funds were reduced, and some programs were not renewed – we will see that negative variance throughout the year</li> <li>• Expenses – Favorable variances which are primarily in Salaries and Benefits, when compared to both budget and prior year are due to Covid-19</li> </ul>

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
	<ul style="list-style-type: none"> <li>• Both our expenses and our revenues are less than this time last year. However, our surplus of \$348,000 at 9/30/20 is greater than at this same time last year (\$175,000).</li> <li>• BHCC cost to date – \$4.47 million of the total \$11.8 million anticipated costs, mostly construction related</li> <li>• Cash level is now above \$6 million and Capital assets have increased due to construction of the BHCC</li> <li>• KPIs are well in excess of DBHDD targets Cash on hand – 100 days Ratio – 8:1 Days of Covered Expenses – 135 days Long term debt ratio - .27:1</li> </ul> <p>Audited Financial Statements:</p> <ul style="list-style-type: none"> <li>• External audit by Robert Baker and Associates has been completed. The audit team was very complementary There were no recommendations.</li> <li>• Audited P &amp; L – \$190,811 surplus which is different than what we presented at 6/20/20</li> <li>• This is due to modifications required to present according to governmental accounting standards (depreciation, deferred compensation liability and compensated absences liability).</li> </ul>
Strategic Plan Report	<p>Cathy Ganter reviewed the following in her report: Reporting 6 months of data (January-March and April – June) in the four areas:</p> <ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Learning and Growth</li> <li>• Processes</li> <li>• Financial</li> </ul> <p>Many of our numbers were skewed due to timing and Covid-19. We are continuing to work on the targets that we are not meeting.</p>
Quarterly Human Resources Report	<p>Allan Harden reviewed the following in his report:</p> <ul style="list-style-type: none"> <li>• We have not had to lay off any staff since the beginning of Covid</li> <li>• We have not filled some vacancies and we are down 24-28 positions comparing 2019 to 2020</li> <li>• Turnover rate is at 8.18% Full Time positions and 23.08% for Part Time</li> <li>• 25 positions on hold</li> <li>• Hired 10 Full Time and 3 Part Time staff in the first quarter</li> <li>• No new positions created</li> <li>• Challenges: External threat of competition offering more compensation for positions, we are receiving applicants, that is not true in some parts of the state, as there is more demand it will be difficult to get quality people</li> </ul>
Announcements	<ul style="list-style-type: none"> <li>• No meeting in November</li> <li>• December meeting will be held December 2</li> <li>• Video and telephone options for our next meeting in December</li> </ul>
Adjournment	At 7:59 PM Angela Whidby made a motion to adjourn the meeting; Second by Anne Davis, motion passed

Barbara Bosanko/DS  
 \_\_\_\_\_  
 Presiding Officer Signature

1/27/2021  
 \_\_\_\_\_  
 Date Approved

Respectfully submitted,

*Dana Sharitt*

Dana Sharitt  
 Recording Secretary