

Avita Community Partners
Board of Directors Meeting Minutes

DATE: December 1, 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Avery Nix	<input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input 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	Shanna Prather	<input checked="" type="checkbox"/> Yes <input 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 7:06 PM by Kent Woerner.
Determine Quorum	A quorum was present with 10 out of 18 members.
Approval of Agenda	Motion to approve the agenda with a slight revision of moving up 2 grants to the beginning of the agenda was made by Barbara Bosanko, and seconded by Sharon Bucek, passed unanimously.
Approval of Minutes	Motion to approve the October 26 th , 2022 minutes by Barbara Bosanko, seconded by Sharon Bucek, passed unanimously.
Board Chair Report	Kent welcomed everyone.
GRANT 22C101 – PSH	Motion made by Barbara Bosanko, seconded by Rachel Mathis to accept/approve grant 22C101. Passed unanimously.
GRANT 22C251 – Emergency Solutions	Motion made by Barbara Bosanko, seconded by Rachel Mathis to accept/approve grant 22C251. Passed unanimously.
CEO Report	<p>Cindy reviewed the following in her report:</p> <ul style="list-style-type: none"> • Changes are coming more quickly than expected at the Department of Behavioral Health and Developmental Disabilities (DBHDD). In October, Judy Fitzgerald, Commissioner of DBHDD announced her retirement from state service at the end of this calendar year. At the beginning of November, the announcement was made that November 15th was her last day serving as Commissioner. Monica Johnson, Director of Mental Health Services at DBHDD, was named Interim Commissioner. Within a week, we were informed that effective December 16, 2022, Kevin Tanner will be appointed as the next Commissioner of DBHDD. • Brian Dowd from the Department of Community Health (DCH) announced at the IDD Senate Study Committee meeting on November 10th that the Providers of IDD Services would begin receiving the retro-payments with the 5% rate increase for January – November of 2021 the week of November 14, 2022. Avita received our remittance advice, reprocessing the claims on November 21 for the first wave. All funds due should be paid to Providers by the end of December. Moreso, this IDD Senate Study committee meeting was the 5th and final public meeting. They will meet privately on December 14th to formulate their recommendations and budget request. Presenters at all 5 meetings emphasized the need for increased reimbursement rates, increased IDD staff wages, and the urgency to eliminate the waiting list and provide services and supports to the over 7,000 Georgians on the Planning List. Collectively, the 22 Community Service Boards (CSBs) serve over 3,000 individuals. Avita currently provides 206 individuals with community access services, 52 in Host Homes, and 363 with family supports. • Avita is participating in both the IDD and Behavioral Health Rate Studies. We are anxiously awaiting the next steps in both studies. Draft rate tables will be presented to the IDD rate

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	<p>study advisory group on Dec. 7th as proposed by Burns and Associates. After input from the Advisory Committee, they will be presented to the DCH Board for their approval. The next step will be public comment, then back to the DCH Board, followed by submission to the Center for Medicare and Medicaid. Georgia Legislators will also have to approve the allocation necessary to cover the state match portion of the Medicaid rates. It's quite a lengthy process. The BH Rate Study is still awaiting distribution of the cost study to providers for completion.</p> <ul style="list-style-type: none"> • EKG provided a 30-day notice to terminate their contract with us. Their last day of service will be December 9th. We are obtaining bids from other security companies. We also received notice of a 25% rate increase effective in January 2023 from the janitorial service at the BHCC. Our plan is to give them a 30-day notice of contract termination the beginning of December. We will hire our own janitorial staff for the BHCC. • As approved by the Board, employee retention bonuses based on length of service during COVID were distributed to 175 Avita employees on November 15th. Employees were very grateful for the additional monies and recognition of their commitment to Avita during COVID. Avita opened its Rabun County office on November 7th. Staff are initially working there 2 days per week offering services of counseling, medication management, and nursing. As the demand for services increases, we will be open additional days per week. An open house and ribbon cutting will be held on December 2nd beginning at 2:00 pm. • Congratulations to Avita's Supported Employment Team on achieving Exemplary Fidelity during the most recent fidelity monitoring review. They achieved a score of 119 out of a possible 125 with zero areas identified as needing corrective action. This is a 6-point increase from last year's review. A 5-point scoring matrix is used and reviews 25 different areas. Howard Stroud and his team received 19 ratings of "5" and 6 ratings of "4". The DBHDD fidelity monitoring team was very complimentary of the work they do to assist individuals to obtain and retain employment. A special shout-out goes to Debbie Rucker, one of Avita's Supported Employment Specialist in Hartwell and Toccoa for achieving a 75% employment rate for those she supports. • Thanks to the 8 Avita staff and 4 Board members who attended this year's GACSB Educational Exchange November 6th – 8th. There were interesting educational opportunities for everyone as there were Board member, BH clinical, medical, IDD, and administrative tracks available. • Avita is making changes to our job postings to be more appealing to potential applicants. Over the next year, we will be adding video links to better portray the job responsibilities. • Avita staff always make the holidays special for the individuals served. Our Program staff facilitated events like pumpkin carving and scarecrow contests across our offices. They also hosted Thanksgiving luncheons. • To better facilitate the transition of individuals experiencing a behavioral health crisis from the Stephens County Hospital's Emergency Department to Avita's BHCC, I met with hospital leadership on October 24th. Their CEO and Director of Emergency Services came for a tour on November 2nd to see our facility and better understand what happens there. • The Williamson family, neighbors to our BHCC property had the piece of property surveyed which they are interested in purchasing from Avita. The track is 2.68 acres of the 9.188 acres we own. This portion of the property has a stream running through it and they'd like to have access to it for their cattle. The next step will be to have the parcel appraised to determine its current value. • The following staff have been recognized for going "Above and Beyond" over the past month: Esmeralda Reyes, Megan Walker, Belinda Loudermilk, Jo McGowan, Nakiya Harrison, Carrie Manning, Tanya Hunt, and Alex Miller. Thanks to these employees for their dedication to Avita's mission. • Cindy finished by discussing upcoming events, happenings around Avita, and success stories.

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Financial Update	<p>Greg Ball reviewed the following in his report:</p> <ul style="list-style-type: none"> • October saw a \$89,000 surplus. • Current year revenues are \$1.2 million (or 12.7%) above prior year revenues. • Current expenses continue to be nearly spot on to our projections except for the BHCC where because we have a staffing shortage, and the projected expenses are less. • Current year expenses are \$1,300,000 (or 13.9%) above prior year levels. • Our Key Performance Indicators (KPIs) continued to exceed the targets established by DBHDD: <ul style="list-style-type: none"> ○ Cash on Hand is 87 days– still well above the 30 day minimum ○ Current Ratio – 6.5:1 ○ Days of Covered Expenses – 71 days –still well above the minimum of 60 days ○ Long Term Debt Ratio – .12:1 – same as last month – remains the same as we have minimal long-term debt and this only accounts for retirement within the state pool
Strategic Plan and Corporate Compliance (July – Sept 2022)	<p>Cathy reported:</p> <ul style="list-style-type: none"> • Under corporate compliance there were 119 total reports in Calendar year #3 versus 81 in the last calendar year #3. The subject of each report: last year there were 46 reports for service quality to 56 this year; health and safety 30 last year versus 53 this year and management practices of 5 last year to 10 this year. The finding of investigation continues to be very low, 4 last year were unsubstantiated while 3 this year. To summarize, internal reports increased from 77 to 113 and external reports increased from 4 to 6. • The strategic plan outcomes were updated for July – Sept of 2022. Cathy highlighted a few specifics. In the customer section under 1.2 we have a 5.59 days score when the maximum will not exceed 14 business days from intake to the 1st physician appointment. We also boast a 77.88% score for people that show up to those appointments (we need to exceed 70%). Under 1.1 under “learning and growth” we reported 100% staff completing core competency skills training.
October Committee Reports	<p>Board of Governance: Kent shared they did not have a quorum. Minutes of August 24th meeting tabled until February 2023 meeting. They discussed succession planning for Cindy & Greg’s positions though it may be a long way off. Kent shared he would prefer an “understudy” as the way to transition. Barbara agreed.</p> <p>Finance: Greg shared Q1 financial results. We are tracking close to budgeted levels. The revenue fluctuations are attributable primarily to timing of payments to us.</p> <p>Greg further shared information on the cash investments that the board approved in June 2022. So far, we have invested \$2,000,000 with a weighted average rate of 2.8% which is projected to generate \$56,050 over the next year.</p> <p>Greg also shared the monetary AND in-kind contributions of each county within Avita’s catchment area. The total in cash donations from all the counties is \$210,000. In-kind contributions vary by county, and he shared each of those specifics. Many of the in-kind donations included having a building provided or paying a maintenance fee instead of rent for the use of a facility.</p> <p>Lastly, the annual external audit is in the final stages, and we should be getting back the audited financial statements in early November.</p> <p>Community and Client Relations: A quorum was not present, but they discussed the following with no actions:</p> <ul style="list-style-type: none"> • Intellectual and Developmental Disabilities <ul style="list-style-type: none"> ○ Polly Thomas, the Team Lead over the Toccoa and Hartwell offices, retired on September 30th. We were able to promote another staff member to be the new Team Lead for this area.

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	<ul style="list-style-type: none"> ○ Hannah went to the SPADD Meeting on October 17th and was told that it could be the middle of December before we could receive the back pay for the 5% rate increase. ● Behavioral Health Outpatient <ul style="list-style-type: none"> ○ We have seen an increased number of flu and strep cases among our staff at many of our outpatient sites. This is causing our front offices to be short staffed in some locations. ○ October was Recovery Month. We participated in several community events during the month. ○ Autism is utilizing part of the Mabry Road office to see clients. ○ Lori represented Avita at a resource fair at Lanier Technical College. ○ Sharon Bucek inquired about if there is an increase in the number of clients seeking services during the holidays. ● Behavioral Health Specialty Services <ul style="list-style-type: none"> ○ The accreditation survey with the Commission on Accreditation of Rehabilitation Facilities (CARF) will be taking place in March or April. Cathy is working on the application to submit by November 30th. Once the application has been submitted, we will be notified as to the exact dates of the survey. In 2020, CARF performed a virtual survey due to COVID. We have chosen to have a virtual survey again this time.
Adjourn at 8:15 pm	Barbara Bosanko made a motion to adjourn, seconded by Rachel Mathis, and they adjourned unanimously.

Kent Woerner

1/25/23

Presiding Officer Signature

Date Approved

Respectfully submitted,

Hariah Hutkowski

Hariah Hutkowski, Recording Clerk