

Avita Community Partners
Board of Directors Meeting Minutes

DATE: 6/18/20	TIME: 7:07 pm
PLACE: Teleconference	PRESIDING: Angie Brown, Vice-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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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
Sylvia Chassner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alice Worthan	<input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Gwen Hall	<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	Hannah Quinn	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Regina Grisham	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items
Welcome & Call to Order	The June 18, 2020, meeting of the Board of Directors was called to order by Angie Brown at 7:07 pm
Determine Presence of a Quorum	A quorum was present with 10 members in attendance tonight.
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Shelly Echols. Motion carried.
Review of Minutes	Motion to approve the May 21, 2020, minutes was made by Angela Whidby; second was made by Terry Hawkins. Motion carried.
Board Chair Report	No report due to Barbara Bosanko's absence.
CEO Report	<p>Cindy Levi highlighted the following in her report:</p> <p>Covid 19 Update:</p> <ul style="list-style-type: none"> • Continued impact of operations by Covid 19 – since the onset we have had 124 incident reports, 13 individuals have been quarantined, 5 clients tested positive, none of the clients were in our facilities during the 14 day contagious period, 4 employees have tested positive but we have had zero positive employee cases this last month. The current number of cases in the area are being checked and there has been a significant decline. • We are making plans to bring staff back to offices July 1, and the staff have been notified. This will be a phased in process – we will continue taking temps and offering masks to anyone who comes into the office. Masks will not be required, but we will have them available. We will continue to offer Telehealth services to our vulnerable clients, but the choice to take advantage of that service will be theirs. PPE is still being received from DPH at no charge and we currently have a generous supply of masks, hand sanitizer, disinfectant spray and gloves. We were able to purchase sanitizing wipes from Sam's Club. <p>Financial Uncertainty of the Current Times:</p> <ul style="list-style-type: none"> • Funding is currently uncertain, we have applied for a second round of stimulus funds (about 2% of regular revenue), and we are expecting the money to go directly into our account, we were informed that Appendix K will only cover 30 days and the extension waiver by DBHDD was denied. In areas where we exceeded the 30-day maximum, we may have to pay the money back. DBHDD is having a webinar next week on how to use Telehealth services with IDD, but we are not planning on taking advantage of that because we cannot see how it would work for our current clients. • Still waiting on information from business interruption insurance claim and we are being told they are working on it. • GEMA grant is on hold until we know about business interruption insurance – other CSBs have been able to move forward with the GEMA grant because they could make a claim, but they can only make one proposal submission and only for PPE • We await final state budget decisions – Gov. Kemp asked for all state agencies to submit an 11% budget reduction (84M reduction for DBHDD), they presented a budget to the state

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	<p>appropriations committee, but we won't know anything until the budget is approved. We have no specifics on how the budget cuts will affect us.</p> <p>BHCC Construction:</p> <ul style="list-style-type: none"> Moving forward, grading continues, and wall construction began. Rock blasting occurred, and they may need more which will increase costs. Trees were removed and pipe is being moved for utilities, rain has slowed work down over the last few weeks. <p>Program highlights:</p> <ul style="list-style-type: none"> 65 greeting cards made by those in our Women's Treatment Program were delivered to a local nursing home, and a thank you card from an individual that served in Stephens county was received <p>CARF survey:</p> <ul style="list-style-type: none"> Will take place electronically, July 22-24, 2020. Cathy has been working with the team to get ready for the process, uploading policies and procedures and drafting a survey schedule <p>Going above and beyond:</p> <ul style="list-style-type: none"> 6 staff recognized this month <p>Staff Changes:</p> <ul style="list-style-type: none"> Gwen Hall and Regina Grisham retiring – thank you for your dedicated service Hannah Quinn moving into IDD director position, formerly assistant director Dana Sharitt – moving into administrative assistant position Dr. Seabolt – seeking another opportunity Dr. Robert Cobiella – has been working with us in Hartwell and Toccoa, he will continue to see patients and will be Medical Director starting July 1
Financial Update	<p>Greg Ball –</p> <ul style="list-style-type: none"> Surplus of 46K in May, with a YTD surplus of 33K Revenues short 7% YTD, expenses are 4.9% Year over year our revenues have decreased 3%, due to Covid we are not experiencing incremental revenues like usual in spring Expenses – 1.3 million favorable to budget, we have not been filling open positions and some staff are working fewer hours, reduced use of contracted medical professionals due to reduced volumes, travel and transportation costs are lower than usual driven by coronavirus YTD expenses are similar to last fiscal year, but there are adjustments – part of that change is that CSU staff have moved to Avita employees Revenues vs Expenses 33K slight surplus, last year we had a larger surplus Balance Sheet – We did not receive our payment from grant invoices until June – we have now received those which is why our cash is lower Capital assets – increase because of BHCC KPI – Cash on Hand 82 days, Ratio 11:1 Days of expenses 89.6 days – increasing due to surplus of the last two months LTD ratio - .38:1
Proposed Budget for FY21	<p>Greg Ball-</p> <ul style="list-style-type: none"> No reductions received yet from DBHDD, the budget we are presenting shows no new programs or reduction in programs, we will make adjustments after we know what is happening at the state level , we plan to incorporate the impact of budget cuts fairly easily and are planning a surplus of 79K for the current fiscal year 26.7M in revenue expected in FY21 26.5M in expenses expected in FY21 We assume to maintain current staffing levels and only fill critical open positions, 2/3 of our expenses are staffing – labor is 64-66% of budget This is not final, but preliminary due to the unknown of state funding <p>Motion to approve by Angela Whidby; Second by Kent Woerner</p> <p>Motion carried</p>
Board Policies Review	<p>The board can decide if they want to make changes to the Board Policies or approve them as written.</p> <p>The Policies under review are:</p> <ul style="list-style-type: none"> Billing and Fee Collection Policy Conflict of Interest Policy

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	<ul style="list-style-type: none"> • Corporate Responsibility Policy • Ethical Standards Policy • Media Relations Policy <p>Motion to approve all five policies made by Angela Whidby; Second by Shelly Echols Motion carried</p>
By-laws	<p>Reviewed during May 21, 2020 meeting. Motion to approve by Angela Whidby; second by Peggy Brown Motion carried</p>
Board Officers Oath of Office FY21	<p>Angie Brown read oath as Vice Chair</p>
Announcement	<p>Kent Woerner– suggested to board to advocate for the CSBs through local legislators – the extreme situation call for that, he would be happy to discuss with members to get input, please advocate in a positive way because these are difficult times, people will need help because they have lost jobs and experienced other difficulties Angela Whidby - People working from home are having a difficult time being secluded Cindy will send out talking points to all board members</p> <p>Angela Whidby – will Dr. J becoming back? Cindy – He will not be returning</p>
Adjournment	<p>With no further business, Angie Brown adjourned meeting at 7:49 pm Angela Whidby made a motion to adjourn, Second by Kent Woerner</p>


Presiding Officer Signature

7/16/2020
Date Approved

Respectfully submitted,



Dana Sharitt
Recording Secretary