

MEETING MINUTES

Attendees

Voting Members

Mr. Pete Quinones, Chair
Mr. Michael McElveen, Secretary
Mr. Leland Johnson, Acting Treasurer
Ms. Lori Rakes, Board Member
Ms. Tonya Riddick, Board Member
Dr. Carol Holtz, Board Members
Ms. Karen Sparks, Board Member
Mr. Steve Grimsley, Board Member
Mr. Connor Hooper, Board Member
Mr. Thomas Brown, Board Member

Non-Voting Members

Mr. James Catanzaro Jr., Legal Counsel
Ms. Melanie Dallas, Chief Executive Officer
Mr. Rodney Moore, Vice President of New Market Innovation
Ms. Kathleen Varda, Foundation Director
Mr. Mike Mullet, Community Relations Director
Ms. Melissa O'Brien, Marketing Director
Ms. Melissa Stone, Executive Coordinator & Board Liaison

I. Call to Order

Action: Chair Pete Quinones called the meeting to order at 10:05 a.m.

II. Oath of Office for New Member

Action: Notary Public Melissa Stone administered the oath to Ms. Lori Rakes. Ms. Rakes will represent Bartow County. The members welcomed Ms. Rakes to the Governing Board.

III. Approval of Agenda

Action: The agenda was approved as presented upon unanimous vote of motion by Ms. Karen Sparks and second by Dr. Carol Holtz.

IV. Executive Session

Action: Upon unanimous vote of motion by Ms. Lori Rakes and second by Ms. Karen Sparks, the Governing Board moved into Executive Session to discuss or deliberate on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or an employee; and to consult with legal counsel regarding pending or potential

litigation, settlement, claims, administrative proceedings, or other judicial action brought by or against the facility, or any officer or employee, or in which the facility or any officer or employee may be directly involved.

V. Reconvention of Regular Session

The members convened into regular session. No action was taken.

VI. Treasurer Discussion

Chair Pete Quinones requested a moment of silence in remembrance of Treasurer Keith Ledford. Further discussion was tabled until the February 28, 2024, meeting.

VII. Consent Agenda Items

Action: The following consent agenda items were approved as presented upon unanimous vote of motion by Acting Treasurer Leland Johnson and second by Ms. Karen Sparks.

- Governing Board minutes for October 25, 2023
- Department of Community Affairs Permanent Supportive Housing Program Agreement & Award - GA0062L4B012215
- Department of Community Affairs Permanent Supportive Housing Program Agreement & Award - GA0159L4B012208
- Agenda Scorecard
- Community Relations & Marketing Report
- Grants Update
- Highland Rivers Foundation Report

VIII. Finance Committee Report

Acting Treasurer Leland Johnson stated the committee had reviewed the minutes from the prior meeting, the agency scorecard, and the financial statements. The committee encouraged Chief Financial Officer Marla Flynn and staff to get bids for a new financial auditing firm for the next fiscal year. The agency scorecard showed the agency was in good financial shape. The committee would like to keep an eye on turnover and the speed of hiring. Mr. Johnson asked Ms. Flynn to give an overview of the finances.

Ms. Flynn directed the members to the balance sheet in the packet. The balance sheet was as of October 2023. The total current assets were \$32,911,891 and were \$8,862,181 over the prior year. Cash was \$13,874,922 and was \$3,491,623 over the prior year. Accounts receivables were down due to the timing of payments from the Department of Behavioral Health and Developmental Disabilities. Accounts payable increased from the previous year. Her team was working to extend payment terms and improve cash flow in the short term. Other current liabilities decreased due to a decline in days payable outstanding. The key performance indicators showed 63.3 days cash on hand. The current ratio was 3.0.

The statement of revenue and expenses year to date showed a net profit of \$210,462. Total revenue was \$27,153,202. Grant in Aid was up \$284,443 from the budget. Fee for service revenue was down due to receiving fixed payments last year versus fee for service this year. Medicare revenue was down due to vacant positions. CMO revenue was down due to seasonal fluctuations in youth services. Total expenses were \$26,942,740. Salaries were down due to vacancies. IDD direct care expenses were

down due to fewer host homes. Pharmaceutical expenses increased \$115,932 due to the timing of the invoices from Genoa. Facility repairs and maintenance expenses increased \$12,252 due to repairs at the Women's Outreach program and the Behavioral Health Crisis Center (BHCC). The cameras were also replaced at the Polk County Crisis Stabilization Unit, which increased telecommunications and systems expenses. Other operating expenses increased \$705,036 due to the increase in the electronic health record invoice, Relias training platform invoice, and OWL invoice. In addition, Bridge Funding increased \$91,000 due to more clients in the apartments. She reminded the members the Bridge Funding expenses would be reimbursed by the Department of Behavioral Health and Developmental Disabilities. Highland Rivers Behavioral Health was financially stable.

Action: Upon unanimous vote of motion by Acting Treasurer Leland Johnson and second by Ms. Karen Sparks, it was requested that Chief Financial Officer Marla Flynn get bids for a new financial auditor for FY24.

IX. Compliance Committee Report

Committee Chair Tonya Riddick informed the members that no issues were identified during the committee meeting. The committee asked Legal Counsel to present new legislation at the next committee meeting.

X. CCBHC Report

Vice President of Community Engagement and Development Kathleen Varda directed the members to the CCBHC report in the packet. She gave the following highlights from the report.

- The open house for the new youth services clinic in Cobb County was held on November 28th. The event included a tour of the facility.
- Planning has started on a new Veterans drop-in center in Cobb County. The team will be working to find a new name for the center.
- Planning has started on a new paramedicine program that would expand co-respond with a case manager working with fire and rescue.
- Members of the CCBHC team were attending the National Association for the Dually Diagnosed (NADD) conference. Highland Rivers Behavioral Health was required to become NADD accredited to meet the contract requirements to become a CCBHC in Georgia.

XI. CEO Report

Chief Executive Officer Melanie Dallas directed the members to the CEO report in the packet. She gave the following highlights from the report.

- The kick-off for the new cohort of the leadership academy was held on December 1st. There were 80 people in attendance.
- The Highland Herald newsletter was revamped. A new edition was released in December. The edition included an article honoring Mr. Keith Ledford. Ms. Dallas had the privilege of attending Mr. Ledford's funeral. It was apparent through discussion with his family that he was very proud of his seat on the Governing Board.

XII. Recognition of Visitors

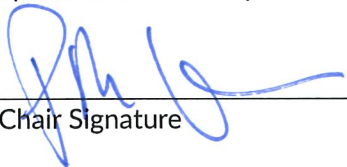
Chair Pete Quinones recognized Ms. Terry Gill, Advocate, and Ms. Taylor Croft, Atlanta Journal Constitution reporter.

XIII. Public Comment


There was no public comment.

XIV. Adjournment

Action: The meeting was adjourned upon unanimous vote of motion by Ms. Karen Sparks and second by Ms. Tonya Riddick.



Chair Signature



Date