

## **Adair County SB40 Developmental Disability Board Executive Director's Report – August 22nd, 2023**

### **Accountability:**

July surplus exceeded plan due to staff vacancy and timing of some expenses, however it is anticipated that the Agency will continue to perform to plan for the majority of the year. We are not aware of any upcoming variances to the fiscal year 2024 budget.

Property Tax revenue was accrued conservatively. TCM revenues were slightly under plan for July but with a good chance of making that up in August. The variance is around \$3,500 and will be trued up in September if need be. Service Coordinators provided about 79 hours of services to non-Medicaid recipients in July, which is slightly up from historical averages and approximately 1/3 were Out of County hours. Out of County revenues adequately covered to costs of those services.

The vacancy savings realized were from a medical leave and also the open administrative assistant position. The medical leave has ended and the open position is now filled.

### **Infrastructure:**

When Kirksville received massive amounts of rain in a storm at the end of July, the basement flooded just slightly. Thanks to Susan, Tiffany and Andy for coming in a cleaning up the mess that Saturday morning. It was made much easier due to the cement floor upgrade we invested in a few months ago. The amount of flooding in the basement was significantly down, which is a miracle given the amount of rain experienced. We are not aware of any other major infrastructure issues at this time.

### **Community Engagement:**

We hosted the dental clinic to at the DDRRC for mostly CVA/CHS residential services consumers. The clinic was held this week.

The ATSU I/DD I/DD Club is actively working with Melissa to set up some volunteer opportunities with the medical students. We are grateful for their interest despite ATSU dropping the elective course. Crystal has also scheduled multiple educational sessions with the ATSU AHEC program which seems to be popular with the incoming students.

Informal discussions continue with Preferred Family Healthcare to assure that their leadership is aware of growing and changing needs for services in our area. The TCM Management Team expressed concern about the potential for loss of some smaller service providers who may be struggling with DMH's systems changes and also the labor market shortage. We hope to facilitate open communications between DMH and PFH in order to assure seamless, continuation of services should access to providers change.

The first Summer Camp held for two weeks at the Catholic Newman Center went well and came in under budget. The activities were very engaging for the students and I am confident they will attend again next year. We will be encouraging those who participated to join the Transition Coalitions 'after school club' starting this Fall at William Matthew Middle School and sponsored by teacher Jacinda Rhoads.

Thanks to Deb Wohlers who hosted the STIRR graduation at the Learning Center at the end of July. We had the largest class ever graduate from this program. Fourteen participants had spent the last several months learning about their rights and responsibilities as members of their community. The program participants were very proud of their achievements, as they should be, and a wonderful graduation ceremony was held.

### **Talent & Leadership:**

Katy Kaestner started as our part-time Administrative Assistant and is doing great! Katy comes to us from Sodexo where she worked closely with many of the individuals in our services.

Kayla Gonzalez's last day as Service Coordinator is Friday, August 25<sup>th</sup>. She's been an amazing SC and we will miss her greatly. We have been recruiting for another SC and were pleased that Jennifer Lunsford from the Schuyler County area accepted our offer. She will begin working with us the last week of August, just a couple of days before Kayla leaves.

The annual State audit of TCM Services was completed in July. Sean, Susan, Dana, Lana and Tiffany were all engaged with providing the data and documentation for the review of the assigned auditor. This year was the first year that the State used a third party contracted service, Columbus Group, to complete our audit. The audit was completed virtually. We were pleased that only a few minor concerns were identified, all of which have been addressed with staff or were corrected even before the audit. We were pleased that the audit included a qualitative review of SC work, in addition to administrative review. Qualitative work is where our team really stands out, and the auditor mentioned how impressed she was with what she found. She also liked the Stop Light report which we do weekly and plans to 'steal' the idea for implementation elsewhere. We celebrated the positive audit results at the TCM meeting in August with breakfast for the staff.

Staff training opportunities are being evaluated very carefully and in accordance with our needs and our budget. However, the Department of Mental Health has postponed all training for ConnecXion at this time. They seem more focused on fixing the many problems with their MAAS Assessment system, which is inhibiting ability to get services authorized and creating a lot of extra work for the SCs. Hopefully whatever corrections are being made to the ConnecXions system will result in a more efficient launch of that system.

### **State of Disability Issues:**

Upon reports that Dan Gier with DESE has continued to disrupt working relationships between SB40 Boards and Sheltered Workshops in other areas of the State, MACDDS consulted with Husch & Blackwell and sent Dan, his supervisor and MASWM letters spelling out their concerns. Dan nor DESE has responded to MACDDS, however MASWM President Rob Liberi did reach out and requested a meeting with MAC leadership.

Board members are encouraged to attend the Legislative Coffee Chat on Monday, August 28<sup>th</sup>, 9a – 11a, followed by a social hour 11a-Noon. We will have a very full agenda along with some community leadership participation which I believe our Legislators will find very helpful. So far, we have confirmed that the Regional Director of the Children's Division, PA Rhonda Noe, a consumer and Dr. Sue Thomas from TSU will all help present. We are waiting for confirmation from a participant from Kirksville Schools.

Legislation filing timelines start in December and the Session will convene in January, but work has already begun. DMH is preparing their budget proposal to the Governors, and although the Division has indicated they plan to ask DMH to include a TCM rate increase in their proposal we have no assurances that will happen. MACDDS is currently focused on working with the Division and DMH to get that proposal in front of the Governor. Then we wait for the Governor's proposed budget to be submitted for FY25 (effective July 1<sup>st</sup>, 2024).

Not wanting to waste any time with our legislators, now is the time to begin educating them on what TCM services are and why we need the rate increase. We also need to continue our discussions about protecting property tax revenues. There is still a lot of 'chatter' amongst State leadership that this will be back on the table for review again this session, with even the possibility of eliminating all personal AND real estate property taxes. Please keep an eye out for any call to action that may be necessary to protect our funding.

Adair County SB40 Dashboard			Jul-23
<b>Variance to Budget</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Jul-23</b>
Property Tax Revenue vs Budget	\$ 68,209	\$ (8,213)	\$ 237
TCM Revenue vs Budget	\$ (89,158)	\$ (3,597)	\$ (25,989)
Personnel Expense vs Budget	\$ (90,078)	\$ (11,761)	\$ (57,807)
Program Direct Expense vs Budget	\$ 7,952	\$ (12,150)	\$ 62,902
In-Direct Expense vs Budget	\$ 48,234	\$ (8,533)	\$ 44,824
Surplus/Deficit YTD	\$ 59,396	\$ (56,518)	\$ 20,432
<b>Targeted Case Management</b>	<b>Actual FY22</b>	<b>Actual FY23</b>	<b>Jul-23</b>
Current Caseload	420	449	444
Number of Service Coordinators <i>working</i>	10.5	11	11.5 * 1 SC on leave, 1 SC in Orientation
Avg TCM Logged Billable Hours/ Mo	1,070	1164	1162
Avg TCM PAID Billable Hours/ Mo	1,024	1082	1149
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	61	79
Budgeted Billable Hours/Mo	1,096	1,097	1,184
Average Billable Hours per SC	102	98	101
Budgeted Log Hours per SC	104	91	92
Actual Caseload Per SC	40	41	39
Goal Caseload Per SC	35	35	35
Actual Hours per Person Served	2.55	2.59	2.62
Goal Hours per Person Served	3.00	3.00	3.00
Actual Average Billable Hours Per Day Per SC	n/a	4.9	5.1
Goal Average Billable Hours Per Day Per SC	n/a	5.6	5.6
<b>Partnership for Hope Grants</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>
Total Annualized PfH Approved	76,727	56,604	55,055
Total Actual YTD PfH Expense	29,386	33264	2975
Total Actual PfH Expense Last Year	36,702	29386	29386
# of Participants	51	38	35
Cash Reserves	520,342	599,662	595,448
<b>Personnel</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>
Total Budgeted Personnel (FT)	20	20	21
Total Budgeted Personnel (PT)	1	4	3
Total Actual Personnel (FT)	19.0	21	21
Total Actual Personnel (PT)	3.0	3	3
Total Budgeted SCs	12	12	13
Total Actual SCs	11	13	13 * 1 SC on leave, 1 SC in Orientation
<b>Community Learning Center</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>
CLC Direct Program Expense	6,802	12217	515
CLC Staff Actual	1.5	1.5	1.5
CLC Staff Budgeted	1.0	1.5	1.5