

Adair County SB40 Developmental Disability Board Executive Director's Report – June 25th, 2024

Accountability:

A three-year proposal from Graves & Associates was received but had massive increases built into each term. We solicited bids from other accounting firms recommended by other members of MACDDS without success. Recommend signing 3 year agreement.

TCM Services continue to have the highest caseload count in the history of the organization, including the highest number of Non-Medicaid cases. The TCM revenue is forecasted to close the year 4% over last year. We will be 94% of TCM Revenue budget. Our FY24 Budget overestimated the impact of the caseload increases, but we are incredibly pleased with the bringing in the highest TCM revenue year in agency history.

We anticipate true-up adjustments to the accruals for vacation and payroll in June and that it will have a positive impact on the year end close, contributing to the surplus. TCM revenue accruals should be right on target with no true-up needed.

Infrastructure:

The cement work on the CLC parking lot has been scheduled and should be completed before the end of June. The Generator for the CLC has been ordered and a 50% down payment was made. The security equipment was bid on and ordered and should be paid for by the end of the year.

Community Engagement:

Presentations were made this month at both the State of the County and at the City Council's meeting with local agencies. At the City Council meeting, Andrea Rowland with High Hope Employment reported that they will be delaying re-hiring some of the COI staff until September as they continue to try to fill the Job Coach positions that take over had created. Also, they have identified several repairs to the donated property that needed to be addressed. The roof has multiple leaks, none of the vehicles would start and some of the shredding equipment was jammed up or not operating properly. They are in the process of making all those repairs. They did confirm that they will continue to be the glass recycling drop off site. All seemed pleased with their report.

The planning for the VTN (Volunteer Transportation Network) continues to develop and conversation with CAP NEMO, AAA and NEMO RPC management sounds very promising for our area. I stressed that SB40 wants to be at the table, and certainly has some tax levy funds to contribute to this effort but would not be appropriate for leading the group.

Local media provided ample coverage of our Spotlight Award announcement, enrollment to our summer program and promoting many of the events and training on our CLC Calendar! Social media impact saw a lot of growth.

Talent & Leadership:

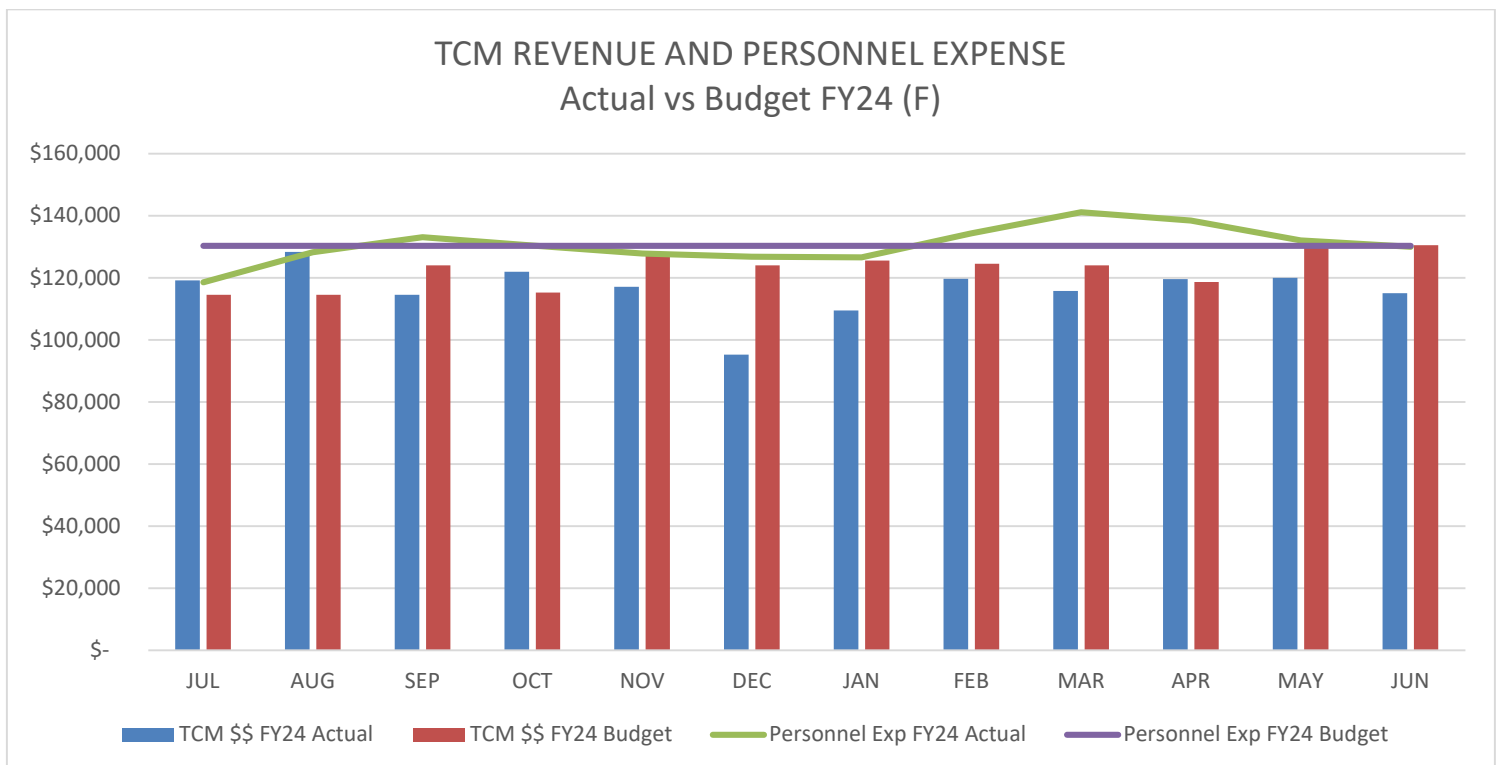
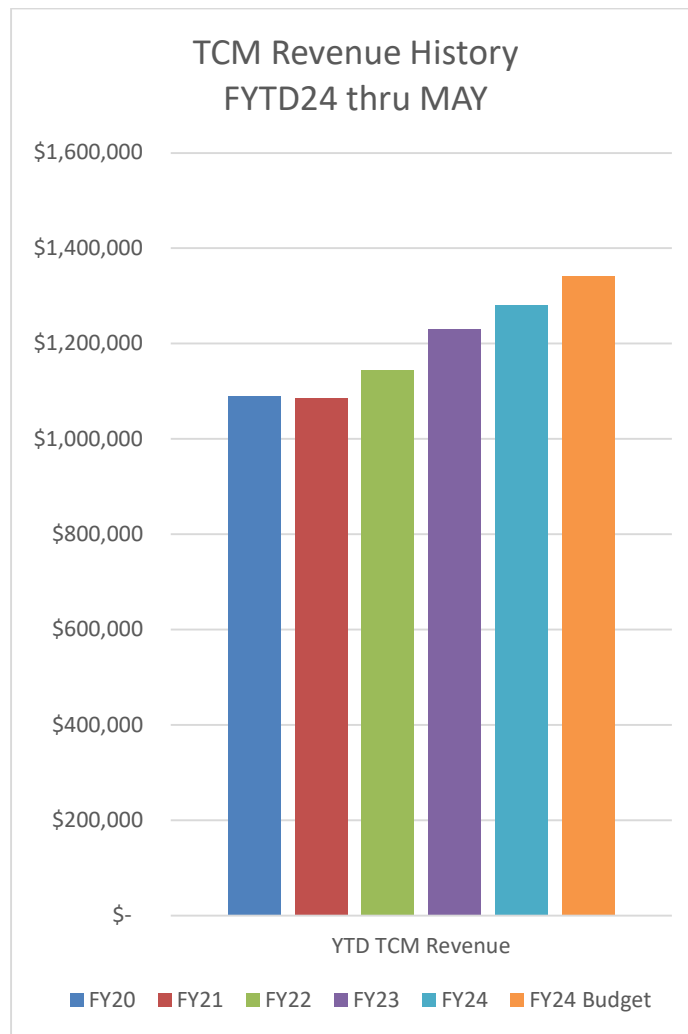
We are so proud of Tiffany Busch for earning her SHRM Certification. She took the test in early June and passed it on her first try. This is an extremely difficult test, but Tiffany sailed through the training and testing. Having her HR Certification is extremely valuable to Adair SB40. She will have to earn CEUs in the future to retain her certification.

Employees were informed of the new PTO Buyback plan approved by the Board last month. Three employees submitted requests. The vacant Service Coordinator position was offered and accepted by a candidate who should be starting in the first week of July. The Community Resource Coordinator position which was approved by the Board in May was shared with all staff, all were encouraged to apply if they had an interest. We had one internal candidate, Tatiana Dixon. We met with and she will begin working in the role of CRC effective 7/1/2024. With the new hire and Tatiana's new role we will have 12 SCs and 1 CRC. If caseloads continue to increase at the pace that they have since January, we anticipate having justification for adding a 13th SC by the 1st of the calendar year.

Almost all staff are now trained and certified in Mental Health First Aid after our staff training in May. Given the impact of mental health issues and the local mental health crisis we are experiencing, it became critical that all staff had completed this training and be prepared to respond to mental health emergencies when they arise.

State of Disability Issues:

With the Session over, we are extending efforts to stay in touch with our elected representatives and beginning to plan the legislative coffee chat in the Fall. We are thinking that we may want to schedule it after the new Executive Director is selected but before the next session starts so that we can take advantage of the meeting to introduce everyone. Meanwhile, at MO DMH, clear measures are being taken to tighten up funding approval processes and tightly control current and future utilization requests.



Adair County SB40 Dashboard			May-24	
Variance to Budget	Actual FY22	Actual FY23	May-24	
Property Tax Revenue vs Budget	\$ 68,209	\$ (8,213)	\$ 38,000	
TCM Revenue vs Budget	\$ (89,158)	\$ (3,597)	\$ (70,185)	
Personnel Expense vs Budget	\$ (90,078)	\$ (11,761)	\$ 4,556	
Program Direct Expense vs Budget	\$ 7,952	\$ (12,150)	\$ (89,179)	
In-Direct Expense vs Budget	\$ 48,234	\$ (8,533)	\$ (8,182)	
Surplus/Deficit YTD	\$ 59,396	\$ (56,518)	\$ 126,486	
Targeted Case Management	Actual FY22	Actual FY23	May-24	
Current Caseload	420	449	454	
Number of Service Coordinators <i>working</i>	10.5	11	12	
Avg TCM Logged Billable Hours/ Mo	1,070	1164	1223	
Avg TCM PAID Billable Hours/ Mo	1,024	1082	1123	
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	61	100.0	
Budgeted Billable Hours/Mo	1,096	1,097	1,184	
Average Billable Hours per SC	102	98	102	
Budgeted Log Hours per SC	104	91	92	
Actual Caseload Per SC	40	41	38	
Goal Caseload Per SC	35	35	35	
Actual Hours per Person Served	2.55	2.59	2.69	
Goal Hours per Person Served	3.00	3.00	3.00	
Actual Average Billable Hours Per Day Per SC	n/a	4.9	4.9	
Goal Average Billable Hours Per Day Per SC	n/a	5.6	5.6	
Partnership for Hope Grants	Actual FY22	Actual FY23	YTD	
Total Annualized PfH Approved	76,727	56,604	53,521	
Total Actual YTD PfH Expense	29,386	33264	26254	
Total Actual PfH Expense Last Year	36,702	29386	29386	
# of Participants	51	38	32	
Cash Reserves	520,342	599,662	754,382	
Personnel	Actual FY22	Actual FY23	YTD	
Total Budgeted Personnel (FT)	20	20	21	
Total Budgeted Personnel (PT)	1	4	3	
Total Actual Personnel (FT)	19.0	21	21	1 SC Vacancy; Admin Asst increased to FT
Total Actual Personnel (PT)	3.0	3	2	Custodian budget 1 person, now 3 ppl but same hours
Total Budgetted SCs	12	12	13	
Total Actual SCs	11	13	12	1 SC Vacancy
Community Learning Center	Actual FY22	Actual FY23	YTD	
CLC Direct Program Expense	6,802	12217	8641	*Includes Summer Youth Program Expense
CLC Staff Actual	1.5	1.5	1.5	
CLC Staff Budgeted	1.0	1.5	1.5	