

## **Adair County SB40 Developmental Disability Board**

### **Executive Director's Report – January, 2021**

**Service Coordination** – Current caseload = 409. Logging for December was 922 hours with 2 service coordinators on leave for most of the month, many people using leave time, and Connie's retirement on 12/4. Virgie continues to work part-time to help out. Our two new employees will start training on Monday, 1/11, and will hopefully be ready for a partial caseload fairly quickly as they are already very familiar with the position and the system. The rest of the team continues to do an amazing job making sure things are covered.

**Infrastructure** – Our facilities remain closed to the public. Several team members have been quarantined at various times, and we continue to limit people in the office. RingCentral is working well for our phones and team chat. We are still learning all of its capabilities. Snow removal has been scheduled for the winter.

**Accountability** – The management team reviewed our goals for 2020 and were pleased that many of them were met even with the pandemic. We are establishing our goals for 2021. John Gillum should be in the office soon to complete the FY2020 audit.

**Talent/Leadership** – As mentioned earlier, our two new employees begin on 1/11. Diane Barber will be a full-time Service Coordinator. Sarah Espy will serve as a part-time Service Coordinator and part-time Communications Specialist filling the vacancy left by Kim Baker. Having Sarah focus on communications will provide clear definition between her and Melissa Cline's roles as well as tap into her specific skill set. We will be holding a virtual retirement party for Connie Johnson on January 22<sup>nd</sup>. We are visiting with a couple of people to fill the board vacancy left with Jo Hall's passing. Hopefully we can have someone on board for the February board meeting. We sent out an anonymous check-in survey to team members to evaluate their well-being and determine interest in receiving the COVID vaccine. More than 2/3 of the team would like the vaccine, so we will look into getting our organization on the list as soon as the vaccine is available for people in category 1b. Several members of our team volunteered and worked together to prepare and deliver Christmas dinner to 24 people in our services who would have ordinarily taken part in the Community Christmas dinner, which was canceled due to the pandemic.

**Community Engagement** – Melissa and the folks from ATSU presented on Area Scene in December about the Community Mentors program. Virtual programming continues on our Facebook page and virtually. Melissa will be attending Mandt Instructor recertification at the beginning of February, and then we will look at starting to offer some additional Mandt classes as this is a great need for several providers.

**MACDDS** – We continue to meet virtually with legislators to discuss the importance of fully funding DD services. As we do not yet have an Executive Director, I continue to work behind the scenes to help with administrative functions such as preparing dues statements, reviewing the annual report and legislative push card, and preparing the agenda for the membership meeting. We have completed our organizational self-assessment and are excited about the possibilities for the coming year. We are still hoping to resume in-person/hybrid meetings later this spring.

**Other** – Rudy Riley, board president for Community Opportunities Sheltered Workshop, informed me that Charlie Jennings has been hired as Executive Director.

**Meetings/Events attended:**

- 12/9/20 All-Staff Meeting
- 12/11/20 UR Committee Meeting
- 12/11/20 Team Christmas Party
- 12/14/20 MACDDS Exec Mtg
- 12/15/20 CLC Team Mtg
- 12/15/20 Strategic Alliance Meeting
- 12/16/20 Area Scene
- 12/16/20 Due Process Meeting
- 12/17/20 CASSP
- 12/17/20 MACDDS Board Meeting
- 12/17/20 TCM Team Mtg/MOCABI Trng
- 12/17/20 System of Care
- 12/17/20 MACDDS Governmental Affairs
- 12/18/20 UR Committee Meeting
- 12/18/20 DMH Conference Call
- 12/18/20 Mtg w/Legislative Consultant
- 12/22/20 Mtg for MACDDS Treasurer transition
- 12/24/20 HOLIDAY – Office Closed
- 12/25/20 HOLIDAY – Office Closed
- 12/30/20 UR Committee Mtg
- 1/1/21 HOLIDAY – Office Closed
- 1/4/21 Monthly TCM Call
- 1/4/21 MACDDS Strategic Alliance Mtg
- 1/5/21 Employee Relations Meeting
- 1/5/21 Chamber Governmental Affairs
- 1/5/21 Management Team Meeting
- 1/6/21 TCM Team Meeting
- 1/7/21 TCM Mgmt Mtg
- 1/8/21 UR Committee Mtg
- 1/8/21 DMH Conference Call
- 1/11/21 ATSU CMP Meeting
- 1/11/21 MACDDS Exec Mtg
- 1/11/21 Diane & Sarah's First Day! ☺
- 1/12/21 Board Meeting

- 1/29/21 UR Committee Meeting
- 2/1/21 Monthly TCM Call
- 2/1/21 MACDDS Exec Mtg
- 2/2/21 Employee Relations
- 2/2/21 Chamber Governmental Affairs
- 2/2/21 Management Team Mtg
- 2/2-4/21 Therap National Conference
- 2/3/21 TCM Team Mtg
- 2/4/21 MACDDS Board Mtg
- 2/4/21 VCIO Visit
- 2/5/21 State of City Address
- 2/5/21 UR Committee Meeting
- 2/5/21 DMH Conference Call
- 2/8-10/21 Melissa Mandt Training
- 2/9/21 APPY Hour Training
- 2/9/21 Board Meeting
- 2/15/21 HOLIDAY – Office Closed

**Upcoming Meetings/Events:**

- 1/13/21 All-Staff Meeting
- 1/13/21 Legislative Conf Call-C Smith
- 1/15/21 UR Committee Mtg
- 1/18/21 HOLIDAY – Office Closed
- 1/19/21 CLC Team Meeting
- 1/20/21 TCM Team Meeting
- 1/20/21 Area Scene
- 1/20/21 Due Process Meeting
- 1/20/21 Strategic Alliance Meeting
- 1/21/21 CASSP
- 1/21/21 MACDDS Board Meeting
- 1/21/21 System of Care
- 1/21/21 MACDDS Governmental Affairs
- 1/22/21 UR Committee Meeting
- 1/22/21 DMH Conference Call
- 1/22/21 Connie's Retirement Party
- 1/25/21 MACDDS Exec Mtg
- 1/27/21 MAC Chat
- 1/27/21 MACDDS Conference Comm Mtg
- 1/28/21 MACDDS