

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

### **Executive Director's Report – December, 2020**

**Service Coordination** – Current caseload = 414. Logging for October was 1,027 hours and for November was 845 hours. We had two service coordinators on leave for both months and another for the 2<sup>nd</sup> half of November, with several people using leave time as well. Virgie started part-time the second week of November to help out. With Connie's retirement effective December 4<sup>th</sup>, we are looking for a new SC to fill her position. The other service coordinators have done an amazing job stepping up to fill in their coworkers' absences. We are now in the testing stage of the ISP project through FileBound to increase efficiencies.

**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** – John Gillum has been engaged for the FY2020 audit and is beginning the process of sending out confirmations.

**Talent/Leadership** – As mentioned earlier, we will be hiring a Service Coordinator to replace Connie after her retirement. We will hold a virtual retirement party in January. We are also looking for a new board member to fill the vacancy left with Jo Hall's passing. Team morale has been somewhat low with all of the current challenges with the pandemic. We have been trying to find new and creative ways to connect. We will be holding a virtual Christmas party this Friday. All team members will receive a "Christmas Party in a Bag" and join together virtually for games and social time on Friday.

**Outreach** – We continue working with ATSU on the Community Mentors program. We will review progress in January. I presented at the virtual State of the County address and also did a video for the virtual Joint Service Club luncheon. Melissa is finishing up a video to be shared with the area schools on how to refer children for services and what services are available. Virtual programming continues on our Facebook page and virtually.

**MACDDS** – We continue to move forward in a virtual manner. We are currently exploring a possible partnership with MARF, the provider state association. We have passed our budget and determined our legislative priorities for 2021. I am in the process of transferring the treasurer duties to the 2021 treasurer and will be taking over my duties as President-Elect. We hope to return to in-person meetings in the spring.

**Other** – Rudy Riley, board president for Community Opportunities Sheltered Workshop, informed me that Tom Ireland has resigned as Executive Director. They are working out a process for hiring a replacement.

**Meetings/Events attended:**

- 10/14/20 All-Staff Meeting
- 10/14/20 ATSU Clinical Experience Interview
- 10/15/20 CASSP
- 10/15/20 MACDDS Board Meeting
- 10/15/20 State of Education Address
- 10/15/20 UR Committee Meeting
- 10/15/20 System of Care
- 10/16/20 Heartland Task Force
- 10/16/20 All-Staff Virtual Lunch Celebration
- 10/20/20 CLC Team Meeting
- 10/20/20 MACDDS Annual Report Mtg
- 10/21/20 TCM Team Meeting
- 10/22/20 MACDDS Meeting
- 10/22/20 Robert Cox Training
- 10/22/20 Tiffany-KV Leadership Institute
- 10/23/20 UR Committee Meeting
- 10/23/20 DMH Conference Call
- 10/23/20 HIPAA Training
- 10/23/20 DSP Training Mtg
- 10/23/20 Friday Happy Half Hour
- 10/26/20 MACDDS Strategic Alliance Mtg
- 10/27/20 ATSU CMP Presentation re SB40
- 10/28/20 MOCABI Training
- 10/28/20 Due Process Committee Mtg
- 10/29/20 MACDDS Board Meeting
- 10/30/20 UR Committee Meeting
- 10/30/20 DSP Training Mtg
- 10/30/20 HIPAA Training
- 11/2/20 Monthly TCM Conference Call
- 11/3/20 Employee Relations Meeting
- 11/3/20 Chamber Governmental Affairs Mtg
- 11/3/20 Management Team Mtg
- 11/3/20 Quarterly Provider Mtg
- 11/4/20 TCM Team Meeting
- 11/4/20 MACChat
- 11/5/20 MACDDS
- 11/5/20 IMS ISP Workgroup Mtg
- 11/6/20 UR Committee Meeting
- 11/6/20 DMH Conference Call
- 11/11/20 All-Staff Meeting
- 11/12/20 Tiffany-KV Leadership Graduation
- 11/13/20 UR Committee Meeting
- 11/17/20 State of the County Address
- 11/18/20 TCM Team Meeting
- 11/18/20 Area Scene
- 11/18/20 CVA Drive-Thru Thanksgiving Dinner
- 11/19/20 Social Committee Meeting
- 11/19/20 CASSP
- 11/19/20 MACDDS Board Meeting
- 11/19/20 System of Care Meeting
- 11/20/20 UR Committee Meeting
- 11/20/20 DMH Conference Call
- 11/23/20 Due Process Committee Meeting
- 11/24/20 MACDDS Strategic Alliance Meeting
- 11/24/20 Present @ Joint Service Club Lunch

- 11/26-27/20 HOLIDAYS-Office Closed
- 11/30/20 MACDDS Strategic Alliance Meeting
- 12/1/20 Chamber Governmental Affairs Mtg
- 12/1/20 Management Team Meeting
- 12/2/20 TCM Team Meeting
- 12/2/20 MACDDS TCM Meeting
- 12/2/20 MACDDS Conference Committee Mtg
- 12/2/20 MACChat
- 12/2/20 Social Committee Meeting
- 12/2/20 UR Committee Meeting
- 12/2/20 DSP Training Meeting
- 12/2/20 MC Present to ATSU Culture Awareness
- 12/3/20 MACDDS Meeting
- 12/4/20 UR Committee Meeting
- 12/4/20 DMH Conference Call
- 12/7/20 Monthly TCM Call
- 12/8/20 Board Meeting

**Upcoming Meetings/Events:**

- 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 TCM Team 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 System of Care
- 12/17/20 MACDDS Governmental Affairs
- 12/18/20 UR Committee Meeting
- 12/21/20 MACDDS Exec Mtg
- 12/24/20 HOLIDAY – Office Closed
- 12/25/20 HOLIDAY – Office Closed
- 12/28/20 MACDDS Exec Mtg
- 1/1/21 HOLIDAY – Office Closed
- 1/4/21 Monthly TCM Call
- 1/5/21 Employee Relations Meeting
- 1/5/21 Chamber Governmental Affairs
- 1/5/21 Management Team Meeting
- 1/6/21 TCM Team Meeting
- 1/12/21 Board Meeting