

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

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

**Service Coordination** – Current caseload = 420. Logging for July was 1,117 hours, which is an average of 101.6 hours per 11 service coordinators and close to where we should be. Several SCs continue to work remotely to limit the amount of people in the office each day. SCs have resumed face-to-face outdoor open-air visits as appropriate effective 8/1, which will help increase logging with travel time. They are using a pre-planning checklist to ensure their and the individuals' safety related to possible COVID transmission. We are still not entering people's homes and/or passing/sharing paperwork. All DMH providers must have virtual capabilities effective 9/1, which will help with our monitoring requirements. We are beginning a project with FileBound to automate some more of our processes with electronic records in order to better track where a document is in the pipeline and to ensure all required forms are included. The TCM Management Team also revised the SC Benchmarks related to performance tracking with extensive feedback from the SCs related to goals and processes.

**Infrastructure** – Our facilities remain closed to the public. Tiffany, Julie, Laura and I have returned to the office full-time. Connie, Andy, Tonya and Tom are in the office daily, and the other SCs come in as needed. Our custodian, Kevin, has returned to work and is cleaning the public areas of the office daily. The Community Learning Center remains closed with activities being done virtually. We have offered to providers to work with them on getting staff Mandt-certified as needed. Most of this can be completed virtually, and the hands-on portion will be conducted outdoors. We have implemented COVID procedures for our team and continue to procure needed Personal Protective Equipment (PPE) and cleaning supplies. Our new key card system and water bottle fillers have been installed to remove touch points and provide tracking for who has been in the building.

**Outreach** – Our local Community Engagement Conference will be going virtual and include a virtual art show as well. We are also looking for ways to recognize Direct Support Professionals and supporters as we will not hold our in-person annual meeting this year. We have been working with ATSU to get their Community Mentors program up and running. Thus far, three of our individuals have been appointed to their advisory board. We still have an opening for one more. Kim and Melissa are also reaching out to STIR graduates to recruit 24 mentors for the new class of medical students. We also received a thank you note from FLATS for our support and are listed on their campaign brochure as a community partner.

**MACDDS** – MACDDS continues to hold shorter virtual meetings until we are safely able to be together again. We are working to develop our legislative priorities for this year with focus on funding and eliminating the waitlist. We are also working to update our strategic plan.

**Community Learning Center** – Kim and Melissa continue to host Facebook Live events twice daily to share programming on our SB40 Facebook page. They have also launched the Circles class and Informed Citizen class online through Google Classroom. More information about CLC outreach can be found in their monthly report.

**Meetings/Events attended:**

- 6/24/20 All-Staff Meeting
- 6/24/20 MACDDS Office Cleanup
- 6/25/20 UR Meeting
- 6/25/20 MACDDS Meeting
- 6/26/20 MACDDS Board Meeting
- 6/26/20 DMH Conference Call
- 6/26/20 Friday Happy Half Hour
- 6/29/20 Supported Decision Making Consortium
- 6/30/20 COPLAC Conference Presentation
- 7/1/20 TCM Team Meeting
- 7/2/20 UR Meeting
- 7/2/20 Management Team Meeting
- 7/2/20 DMH Conference Call
- 7/3/20 HOLIDAY-Office Closed
- 7/7/20 Employee Relations Meeting
- 7/7/20 Chamber Governmental Affairs Mtg
- 7/8/20 Conference Committee Mtg
- 7/8/20 TCM Management Team Mtg
- 7/9/20 UR Meeting
- 7/9/20 MACDDS Board Meeting
- 7/10/20 DMH Conference Call
- 7/10/20 Friday Happy Half Hour
- 7/13/20 Monthly TCM Call
- 7/15/20 All-Staff Rained Out ☹️
- 7/15/20 Area Scene
- 7/15/20 Conference Committee Meeting
- 7/15/20 UR Meeting
- 7/15/20 National DD Professionals Day
- 7/16/20 CASSP
- 7/16/20 UR Meeting
- 7/16/20 System of Care
- 7/16/20 MACDDS Governmental Affairs
- 7/16-17/20 Best Buddies Virtual Conference
- 7/17/20 DMH Conference Call
- 7/17/20 UR Meeting
- 7/17/20 Friday Happy Half Hour
- 7/20/20 Due Process Meeting
- 7/20/20 Meeting with CVA
- 7/21/20 CLC Team Meeting
- 7/22/20 MACDDS Conference Meeting
- 7/22/20 TCM Team Meeting
- 7/22/20 ATSU Clinical Experiences Meeting
- 7/22/20 Autism Webinar
- 7/23/20 UR Meeting
- 7/23/20 Tiffany-Kirksville Leadership Institute
- 7/23/20 MACDDS Meeting
- 7/23/20 MACDDS Board Meeting
- 7/24/20 DMH Conference Call
- 7/24/20 Board Member Orientation
- 7/24/20 Friday Happy Half Hour
- 7/27/20 Meeting w/ATSU Mentors Project
- 7/29/20 CARES Funding Webinar
- 7/29/20 MACDDS Finance Committee Meeting
- 7/30/20 UR Meeting

- 7/30/20 Management Team Meeting
- 7/31/20 DMH Conference Call
- 7/31/20 Friday Happy Half Hour
- 8/3/20 Monthly TCM Call
- 8/3/20 Conference Committee Meeting
- 8/4/20 Employee Relations Meeting
- 8/4/20 Chamber Governmental Affairs Mtg
- 8/4/20 Quarterly Provider Meeting
- 8/4/20 Transportation Task Force Meeting
- 8/6/20 UR Meeting
- 8/6/20 MACDDS Strategic Planning Small Group
- 8/6/20 Mtg w/IMS re Project Support
- 8/7/20 Friday Happy Half Hour
- 8/12/20 In-Person Monitoring Webinar
- 8/12/20 All-Staff Birthday Lunch @ Point
- 8/13/20 MACDDS Legislative Committee Mtg
- 8/13/20 UR Meeting
- 8/14/20 DMH Conference Call
- 8/14/20 Friday Happy Half Hour
- 8/17/20 Conference Committee Meeting
- 8/18/20 CLC Team Meeting
- 8/18/20 Board Meeting/Public Hearing

**Upcoming Meetings/Events:**

- 8/19/20 All-Staff Meeting
- 8/19/20 Area Scene
- 8/19/20 Tiffany-Kirksville Leadership Institute
- 8/20/20 CASSP
- 8/20/20 MACDDS Board Meeting
- 8/20/20 System of Care
- 8/20/20 MACDDS Legislative Committee Mtg
- 8/21/20 Community Opportunities Board Mtg
- 8/26/20 MACDDS TCM Meeting
- 8/26/20 MACDDS Conference Committee Mtg
- 8/27/20 MACDDS Meeting
- 8/28/20 UR Meeting
- 9/1/20 Employee Relations Meeting
- 9/1/20 Chamber Governmental Affairs Mtg
- 9/1/20 Management Team Meeting
- 9/3/20 MACDDS Board Meeting
- 9/7/20 HOLIDAY – Office Closed
- 9/8/20 Board Meeting
- 9/9/20 All-Staff Meeting