

Adair County SB40 Developmental Disability Board Executive Director's Report – October 11, 2022

Accountability:

- We are fully staffed to budget with the hire of the 12th SC. Given how rapidly our caseload list is growing, in some part due to our Community Outreach, we are still recruiting. We plan to hire the 13th SC if the right candidate applies.
- Billable hours in September are expected to be around 1200 hours logged. At 437 cases on the case load as of September 30th, we are currently at record highs in terms of people and hours of services delivered.
- We estimate that the September hours of service per individual will be 2.7 compared to our goal of 3 hours on average.
- TCM Receipts for hours billed through June are slightly under our accrued revenue at last fiscal year (06.30.22), the true up of -\$9k was adjusted to YTD TCM revenue on September financials.
- Crystal met with the Presiding Commissioner, Mark Shahan, and discussed organizational mission, goals and practices along with discussing the responsibilities of the SB40 Board members in reviewing and monitoring agency grants. Mr. Shahan plans to share the information with the other two commissioners and make them aware of our regular Board meeting schedule.
- We continue to have no deficit of Out of County services to Out of County TCM revenue.
- Personnel expenses are pacing 88% to budget, including -9% on salary expense and -21% on benefits. Benefits are expected to go up with the new quote for new benefit year that we anticipate to get in Oct.
- Revenue accruals remain conservative. Indirect expense is pacing ahead of the year due to Filebound annual cost paid in full in August, and aside from that is pacing below plan.

There remains \$17k left in the HHS Stimulus payment to cover items on back order and contractors unavailable to do the work agreed upon yet. Melissa Cline is assisting with the follow up on items remaining to be completed including the installation of the swing in the sensory room and IT upgrade equipment on back order. Final payments for the interagency community website NEMO Resources, which is now up and live, will be billed soon. This website has been well received by community support agencies and governmental representatives. Some of the remaining HHS dollars will be allocated to promoting NEMO Resources.

Infrastructure: -

Phone Services: We had only a few minor bumps in the road transitioning from Ring Central to Simplifi, but we do have the new phone service system in place. Customer service thus far has been a great improvement over Ring Central, with system capabilities and cost equal. Tiffany has done an outstanding job overseeing this transition.

CLC Parking Lot repair – The cement work done on the CLC parking lot looks great and it is in a much better condition now. The Asphalt contractor has indicated that he is having difficulty fitting our job into his schedule. We discussed the possibility of postponing the asphalt for now, and just maintaining the existing cement by filling cracks and possible sealing it. It would take a different contractor to do that. We are asking for direction from the Board on this matter.

DDRC repairs – We have approached a new potential contractor to bid on other minor repairs to do at the DDRC. We are still waiting on his response. There is a PT position budgeted for the routine building maintenance work and we continue to be open to that option should a potential candidate be identified.

Community Engagement:

The NEMO Resources Website is live. This leaves only the Sensory Room and IT Upgrade to complete. Once completed, we will host an open house or another Sensory day at the CLC again to spread the word about this great facility.

Community Outreach initiatives include social media, the website, the newsletter, press releases, radio interviews, attendance to community events such as Parades, NEMO Connect and school festivals. Our goal of communicating who SB40 is and what services we provide has been successful and contributes to the rapid increase in caseloads over the past few months.

We've begun planning for the March 2023 Community Engagement Conference. The date is Tuesday, March 21st, 2023. It will be held at TSU again. That day is also World Down Syndrome Day, so we plan to tie some associated sessions and speakers into that. The Theme focus will be "Dream Big" or "Creating a Great Life".

Breakout sessions and keynote will be based on strategies for life planning in all stages of life. An invitation has been sent to one potential keynote speaker and we are anxiously waiting a response.

Since combining the SOC & Interagency group, the attendance is down. We will monitor this to determine if a different approach needs to be considered. The group has asked that the meetings be virtual, however with attendance down, it's possible that we need to begin meeting in person for more interaction. CASSP is now facilitated by the Kirksville school district and SOC by KRO. We are also working with the school district on the Transition Fair, scheduled for 10/26 & 27 in the KHS Library. Several agencies have registered to exhibit.

Our focus for small groups at the CLC continues to be developing the Parent Support Group. This appears to be where the most interest is at this time. Melissa has scheduled a presentation from Sandy Keyser (DMH 'Employment First' project) on Benefits Planning, which will allow parents to learn how their children can enter the workforce without jeopardizing many of their federal benefit programs. Sandra's first presentation is October 13th.

Talent & Leadership:

Several staff and one Board member are registered to attend the MACDDS Conference Oct 5-7 in Columbia. In addition, we have other staff registered for multiple training opportunities in coming weeks. We also have the trainer for the staff retreat in October booked.

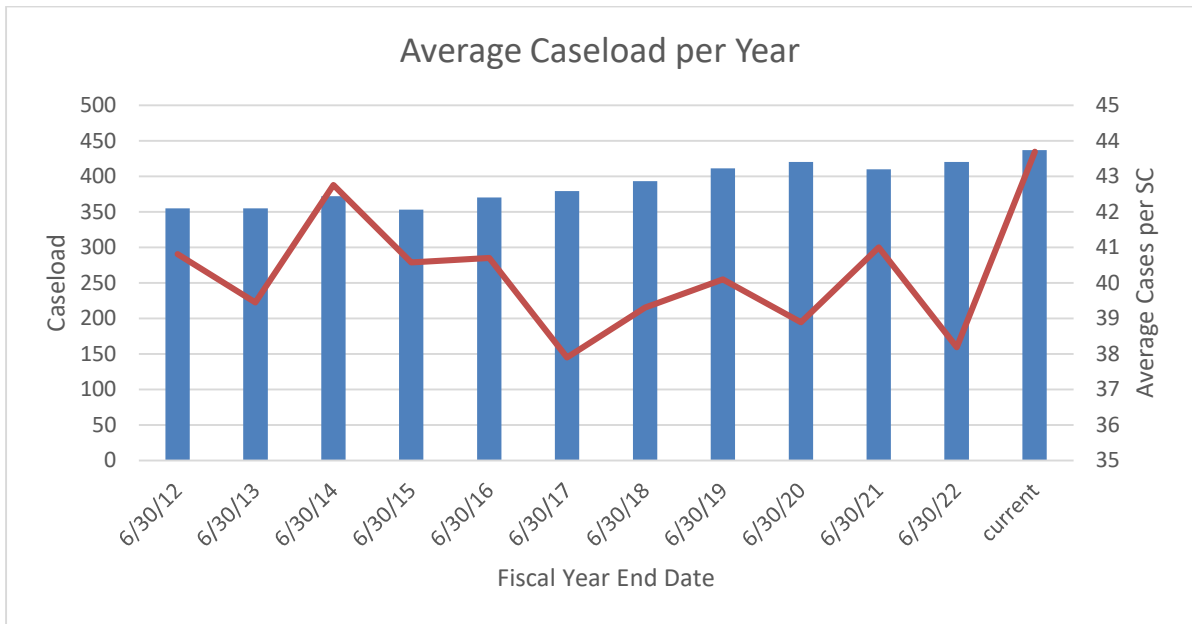
The TCM Management team is assigning additional trainings through Relias for SCs to have completed by the end of the year. Staff are also being encouraged to participate in various training opportunities shared by DMH and other entities. Those attending trainings are then asked to present at the staff meeting. Training time is not included in calculations of TCM Productivity.

Staff have been informed that as the potential of severe weather hits, we will mirror the decision making of the Kirksville School District. If the Kirksville Schools close, both the CLC and DDRC will be closed. However, staff are expected to work from home or take PTO. Staff will be permitted to do in-person visits if they feel safe to do so and have approval of their supervisor.

State of Disability Issues:

The MACDDS Governmental Affairs committee is wrapping up their legislative priorities and will be distributing information to share at the Capital with reps during the session. There has been much additional communication about the concerns on funding for Children's Division. Sen. O'Laughlin attended a presentation in Macon County that echoed our concerns about impact of funding decisions on that Division. We continue to be in close communication on that and other issues.

Adair County SB40 Dashboard		Sep-22
<u>Variance to Budget</u>	<u>Actual FY22</u>	<u>Pacing YTD</u>
Property Tax Revenue vs Budget	\$ 68,209	\$ (31,500)
TCM Revenue vs Budget	\$ (89,158)	\$ 1,039
Personnel Expense vs Budget	\$ (90,078)	\$ (43,965)
Program Direct Expense vs Budget	\$ 7,952	\$ (43,825)
In-Direct Expense vs Budget	\$ 48,234	\$ 9,075
Surplus/Deficit YTD	\$ 59,396	\$ 59,355
<u>Targeted Case Management</u>	<u>Actual FY22</u>	<u>Thru 09.22</u>
Current Caseload	420	437
Number of Service Coordinators <i>working</i>	10.5	10
Avg TCM Logged Billable Hours/ Mo	1,070	1186
Avg TCM PAID Billable Hours/ Mo	1,024	1101
Budgeted Log Hours/Mo	1,096	1,097
Average Logged Hours per SC	102	119
Budgeted Log Hours per SC	104	110
SC Avg Caseload	40	44
Avg Case Load Goal	35	35
Hours Per Person Served	2.55	2.71
Hours Per Person Served Goal	3.00	3.00
<u>Partnership for Hope Grants</u>	<u>YTD</u>	
Total Annualized PfH Approved	76,727	77323
Total Actual YTD PfH Expense	29,386	5462
Total Actual PfH Expense Last Year	36,702	29386
# of Participants	51	51
Cash Reserves	520,342	525557
<u>Personnel</u>	<u>YTD</u>	
Total Budgeted Personnel (FT)	20	20
Total Budgeted Personnel (PT)	1	4
Total Actual Personnel (FT)	19.0	19
Total Actual Personnel (PT)	3.0	3
Total Budgeted SCs	12	12
Total Actual SCs	11	11
<u>Community Learning Center</u>	<u>YTD</u>	
CLC Direct Program Expense	6,802	1923
CLC Staff Actual	1.5	1.5
CLC Staff Budgeted	1.0	1.5



Sept - 22: 1 SC Vacancy, 1 SC on Leave – 437 Caseload

