

Adair County SB40 Developmental Disability Board

Executive Director's Report – December, 2018

Service Coordination – Current caseload = 404. Service coordinators have logged a total of 1,082 hours for the month, which is an average of 98 per service coordinator, and 66% of available time. We were off for 3 days for the Thanksgiving holiday and snow day, which did result in reduced logging.

Operations – We have hired the new accountant, Julie Atchley, and she will start on December 14th. With this addition to the staff, all of our existing offices at McPherson are full and we no longer have a conference room. Meetings with individuals and providers are now being held in the kitchen or off-site at other locations. We are also having issues with getting our lifts inspected as Wayne Hatfield, our technician, is working out of town and not available to meet with the inspectors.

We met our new Virtual Chief Information Officer with Huber, Jim Davis. He informed us that Windows 7 will no longer be supported as of January, 2020, so we will need to upgrade and/or replace all but 3 laptops to Windows 10.

We have received our Brand Design Guide from Jordan Worcester. We are now working on our new marketing materials, letterhead, forms, etc. We are also working on the comprehensive Outreach plan, which will be the other part of the Comprehensive Marketing plan. Once the board's strategic plan is finalized, we will be able to finish this.

PILOT Payment – The PILOT payment that we should be receiving from Kraft is not certain at this time due to Kraft disputing the assessed value of their property. Lacy King, the City Finance Director, met with me to explain the situation, and then we received a letter this week explaining the situation. I am not yet sure what portion we might be receiving, but I do not expect us to receive our full projected amount this year. The City is working with Kraft with dual purpose – to protect the taxing entities but also to keep Kraft here as they are vital to Kirksville's economy.

MACDDS – We continue to discuss and learn about Managed Care at the monthly meetings. Presenters in November were from Kansas and Iowa and in December from the Behavioral Health side of things in Missouri. The MACDDS organization has also nearly completed their governance restructuring. We will be voting on amended bylaws in the first part of 2019. We approved the 2019 budget and Legislative Priorities at the December meeting.

Community Development – Janet Gooch asked me to write a letter in support of Truman State University's MoExcels funding proposal for twin master's degrees in Mental Health and School Counseling and a hybrid online course to train Registered Behavior Technicians (RBT). The proposal is part of the larger project to create an interprofessional autism center.

Jorgi McNamara, director of Randolph County's SB40, invited me to participate in a meeting with folks from Moberly Area Community College regarding a Direct Support Professional (DSP) training program like what we have been discussing here in Kirksville with the Vo-Tech. MACC is very interested in putting this together to offer at all of their campuses. They plan to structure it similar to their CNA or CMT programs and may just need some startup funds to help with curriculum, which the multiple SB40s involved in the conversation are interested in helping with. After meeting with our local providers and Sheryl Ferguson from the Vo-Tech, what was needed to make this happen here in Kirksville was an ongoing commitment to fund a teacher for \$22/hour to do the program as well as to develop curriculum. Right now we are waiting to hear back from MACC, but I think their plan may be a better way to go and would have a regional impact rather than local. It would also open the door to Truman students taking the training and possibly being able to transfer credit to the Disability Studies minor as well as encouraging them to work as DSPs while they are in college.

CARF – We have had a few internal meetings to work on CARF items. We have also formed a Risk Management sub-committee that is working on proposed revisions to policies and trainings related to safety to ensure compliance.

Meetings/Events attended:

- 10/10/18 All-Staff Meeting
- 10/10/18 Mtg w/Accountant
- 10/11/18 CARF Committee Mtg
- 10/11/18 (Nancy) CIT Exec & Mtg
- 10/12/18 (Virgie) Interagency Mtg
- 10/16/18 Community Engagement Conference
- 10/16/18 (Krista) Project THRIVE
- 10/17/18 (Kim) Area Scene
- 10/17/18 (Nancy) Mtg w/Accountant
- 10/17/18 MACDDS Pre-Conference
- 10/18/18 (Krista) CASSP
- 10/18/18 (Krista) THRIVE Governing Bd
- 10/18/18 (Krista) System of Care
- 10/18-19/18 MACDDS Conference
- 10/19/18 (Toni) Community Opportunities
- 10/22/18 Pryor Training – Advanced Excel
- 10/22/18 (Virgie) Voc Rehab
- 10/22/18 (Virgie) CVA Mtg
- 10/23-31/18 Nancy Vacation
- 10/25/18 (Toni) Due Process
- 10/29/18 (Virgie) CVA Mtg
- 10/31/18 (Virgie) Regional Interagency Coordinating Council (RICC)
- 11/1/18 CLC Team Meeting
- 11/1/18 CARF Meeting
- 11/1/18 Management Meeting
- 11/2/18 (Sean & Dana) Charting the LifeCourse
- 11/3/18 Board Retreat – 9-2 @ CLC
- 11/5/18 Monthly TCM Call
- 11/6/18 (Nancy) Governmental Affairs
- 11/6/18 Employee Relations
- 11/6/18 Quarterly Provider Meeting
- 11/7-8/18 MACDDS Columbia
- 11/8/18 (Sean) CIT
- 11/8/18 (Kim) Dementia Training
- 11/9/18 (Virgie) Interagency Mtg
- 11/13/18 Conference Committee Mtg
- 11/13/18 Mtg w/Huber VCIO
- 11/14/18 All-Staff Meeting
- 11/14/18 Mtg w/ MACC re DSP Trng
- 11/15/18 (Krista) CASSP
- 11/15/18 Risk Mgmt Committee Mtg
- 11/15/18 (Nancy) Mtg w/Dale Barrett
- 11/15/18 (Nancy) Project THRIVE Gov Bd
- 11/15/18 (Nancy) System of Care
- 11/15/18 Thanksgiving Dinner
- 11/16/18 (MelissaC) Heartland Task Force
- 11/16/18 (Nancy) Community Opp Bd Mtg
- 11/19/18 Quarterly Face to Face w/KSRO
- 11/20/18 CLC Team Mtg
- 11/21/18 Inservice w/Creative Pathways

- 11/21/18 (Kim) Area Scene
- 11/22-23/18 Office Closed-Thanksgiving
- 11/26/18 Office Closed-SNOW
- 11/27/18 Pryor Trng-Leadership & Management Skills for Women
- 11/28/18 Mtg w/Laci King, City of KV
- 11/28/18 Accountant Interviews
- 11/29/18 Risk Management Committee Mtg
- 12/3/18 Monthly TCM Conference Call
- 12/4/18 (Nancy) Governmental Affairs
- 12/4/18 Employee Relations Committee Mtg
- 12/4/18 Management Meeting
- 12/5/18 TCM Workgroup-Columbia
- 12/5-6/18 MACDDS Meeting-Columbia
- 12/7/18 Staff Christmas Party
- 12/10/18 Toni's Team Monthly Meeting
- 12/11/18 Tools of Choice Training
- 12/11/18 Art Show Meeting
- 12/11/18 Finance Committee Meeting
- 12/11/18 Board Meeting

Upcoming Meetings/Events:

- 12/12/18 All-Staff Meeting
- 12/13/18 CARF Committee Meeting
- 12/13/18 (Nancy) CIT Meeting
- 12/14/18 Sunshine Law Training
- 12/14/18 Julie Atchley's first day
- 12/17/18 (Toni) Due Process
- 12/18/18 CLC Team Meeting
- 12/18/18 (Krista) Project THRIVE
- 12/19/18 Area Scene
- 12/20/18 (Krista) CASSP
- 12/20/18 (Nancy) System of Care
- 12/21/18 (Nancy) Comm Opp Bd Mtg
- 12/24-25/18 Office Closed-Christmas Holidays
- 12/26-27/18 CLC Closed
- 12/26-31/18 Nancy Vacation
- 1/1/19 Office Closed-New Year's Day
- 1/3/19 Management Meeting
- 1/7/19 Monthly TCM Conference Call
- 1/7-11/19 Kim & MelissaC Mandt Trainer Trng CLC Closed All Week
- 1/8/19 Employee Relations Committee
- 1/8/19 (Nancy) Governmental Affairs
- 1/8/19 Board Meeting
- 1/17/19 Chamber of Commerce Annual Mtg
- 1/21/19 Office Closed-MLK Day
- 1/23-24/19 MACDDS
- 4/25/18 – Art Show Business After Hours