

Adair County SB40 Developmental Disability Board Executive Director's Report – April 12, 2022

Accountability:

- There HHS funds for COVID related special projects which was approved by the Board has been earmarked and Purchase Orders issued. Most of the money is now committed.
- TCM services had another phenomenal month in March, delivering a record 1,315 billable hours. TCM revenue is now ahead of FY21 Year to Date totals and is anticipated to remain ahead of the previous year through the end of FY22.
- Property Tax revenues have slowed as anticipated with the taxpayer receipts cycle. The reserves we have in place will now have to fund the Agency through the end of the calendar year.
- There continues to be no deficit to report in Out of County service expense vs Out of County TCM revenue.

The administrative staff has been busy updating, reviewing and writing policy in preparation for CARF review hopefully later this year. However, the first policy which we are presenting to the Board for approval is the Medical Leave Bank policy. This has been revised at the request of the staff. After review of the changes, the Board will be asked to approve the changes.

Infrastructure:

The new server has arrived and Huber has scheduled the install for early Tuesday, April 12th.

After no RFPs were returned for the construction of a pavilion, administrative support staff moved forward with securing bids for IT Upgrades for both offices. An Owl-Pro purchased for the DDRC has greatly enhanced conference meetings. We have secured a bid through KCAV, a vendor used by TSU and recommended by Dianne Richmond at the university. The customer service has been superior and we have issued a PO to upgrade the CLC technology for better conferencing, virtual instruction and audio controls.

A PO has also been issued for the equipment for the multi-sensory room. At the recommendation of Adair County Commissioners, the City was asked to come view the plans for the installation of the swing. Stan East felt that it would be important to have a professional contractor with liability insurance draw up plans for city approval and then install it. We are working on reaching out to potential vendors to continue this project. The sensory room equipment is starting to arrive.

Community Engagement:

The March Developmental Disabilities awareness month activities was a massive outreach to the communities in the counties that we serve this month. After great attendance to the annual conference, we also enjoyed good participation with the new Spotlight Awards, engagement with local school districts and the library on book distributions and a lot of media coverage. In addition, on April 2nd the Autism Sensory Open House gave us an opportunity to see some new faces, refer others for TCM services and announce the opening of the sensory room soon.

The NRMC Advisory committee meeting went very well on April 5th. The committee worked together to complete a SWOT analysis and specify some goals to be working towards. The communication flow already appears to be improved. The committee would like to take advantage of the momentum and continue to meet monthly for now.

The Community Opportunities Inc. grant request for was distributed in March, however the COI Board meeting had to be postponed due to weather. They will reconvene on April 15th. In the meantime, I met with the Director who gave me a full tour of the facilities and discussed the program. COI management staff attended the conference in March and also hosted an exhibit table.

Talent & Leadership:

The TCM team has requested some time to focus on the changes recently implemented with the Service Coordinators and needs some time to catch their breath. They are working very hard to adapt processes to the requested depth of detail and supports offered. They also are now adapting to the return of full services effective April 1st. In light of their concerns, participation in meetings and committee work will be placed in a holding pattern for now..

The CLC Team has been filling up the calendar with many new activities and attendance is increasing. The participation in the opportunity for grief support has been fair. We really thought that there was more need for this type of service. However, those that are participating seem to be benefiting from the project. The Autism Advisory committee is transitioning with the graduation of the TSU students. We are planning to break the group into two separate meetings, one for adult self-advocates and the other for younger parents of kids with autism. Melissa is also deeply involved with planning the summer employment programs.

In light of the need to back down on work load of the TCM Management Team, I will continue to meet with Brandy Allen, Positive Supports Consultant, of Kirksville Regional Office on Tier Supports, as well as participate in a workgroup asked to create TCM objectives for the Values Based Purchasing plans.

State of Disability Issues:

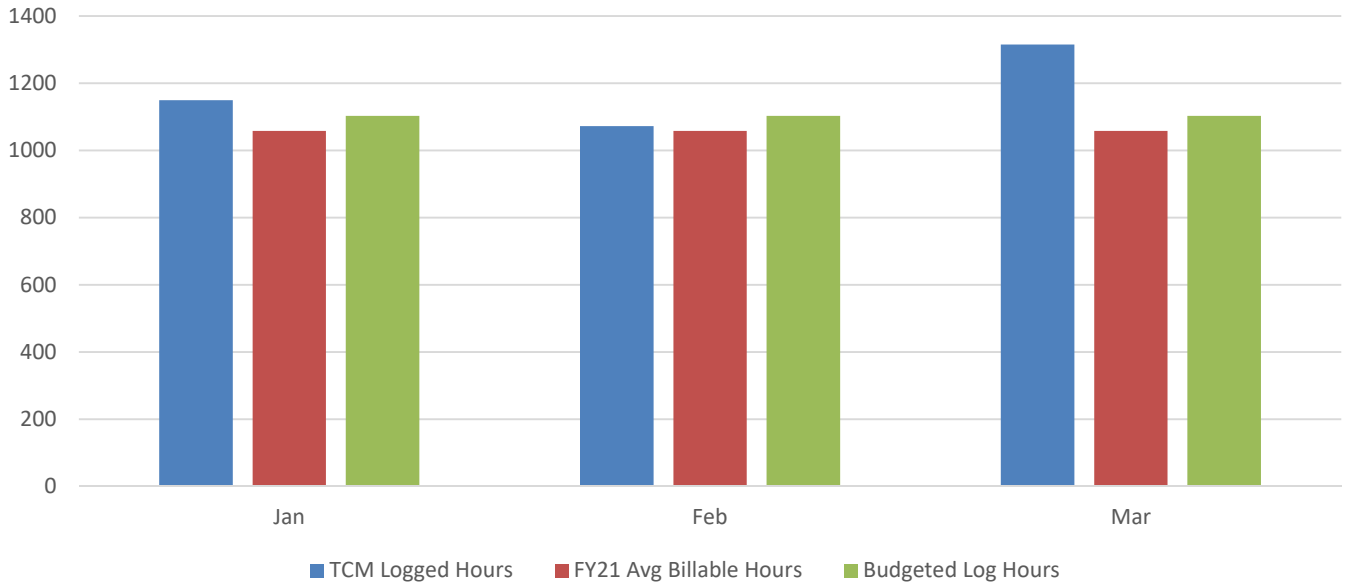
We were pleased that Representative Busick and all of the Adair County Commissioners were able to attend and enjoy the Conference. The word spread quickly the next day at the AAIDD conference in Columbia and garnered some interest in the ATSU program. UMKC reached out to gather more information about the ATSU Mentoring program, and while we are happy to share our progress it doesn't appear that this will be a potential grant source for this effort.

The candidate for the Director's position at Greenwood Center for Autism was a strong candidate. We are hopeful that his recruitment will progress with TSU. Senator Blunt's legislative aide, Sarah Graff, announced that the \$4 million had been secured in federal funding to help the project move forward. If TSU successfully hires this candidate, we will need to transfer about half of the funds in reserve to the school to offset this cost.

Susan Lassabe drafted the response on behalf of our agency to present to the State regarding the proposed CSRs on the MAAS Assessment and subsequent process changes. In addition, staff attended the Divisions walk-through of the coming Case Management software, ConnecXion, and left the meeting with many questions. I will be sharing their concerns with the Division at the next MACDDS/MARF co-presentation.

Adair County SB40 Dashboard				
<u>Variance to Budget</u>	<u>YTD</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
Property Tax Revenue vs Budget	\$ 185,173	\$ (14)	\$ 236,008	\$ (36,320)
TCM Revenue vs Budget	\$ (123,354)	\$ (24,652)	\$ (30,118)	\$ 20,072
Personnel Expense vs Budget	\$ (78,270)	\$ (5,040)	\$ (6,642)	\$ (1,644)
Program Direct Expense vs Budget	\$ (42,555)	\$ (16,771)	\$ (17,172)	\$ 31,496
In-Direct Expense vs Budget	\$ 16,991	\$ (3,278)	\$ 7,854	\$ 6,678
CapEx	\$ 5,500	\$ 539	\$ -	\$ (917)
Surplus/Deficit YTD	\$ 199,038	\$ 40,224	\$ 221,772	\$ (52,967)
<u>Targeted Case Management</u>	<u>YTD</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
Current Caseload	415	417	419	417
Number of Service Coordinators	11	11.5	12	12
TCM Logged Hours	9,594	1149	1072	1315
FY21 Avg Billable Hours	12,696	1058	1058	1058
Budgeted Log Hours	13,236	1103	1103	1103
Average Logged Hours per SC	93	100	89	110
Budgeted Log Hours per SC	110	110	110	110
SC Avg Caseload	36	36	35	35
Avg Case Load Goal	35	35	35	35
Hours Per Person Served	3	2.8	2.6	3.2
Hours Per Person Served Goal	3	3	3	3
<u>Partnership for Hope Grants</u>	<u>YTD</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
Total Annualized PfH Approved	75,483	78410	72134	67106
Total Actual PfH Expense	19,546	2500	1994	2713
Total Actual PfH Expense Last Year	27,189	3530	4612	3438
# of Participants	49	47	49	47
Cash Reserves	368,367	586117	692672	643074
<u>Personnel</u>	<u>YTD</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
Total Budgeted Personnel (FTE)	20.5	20.5	20.5	20.5
Total Actual Personnel (FTE)	21	22	22	22
Total Budgeted SCs	12	12	12	12
Total Actual SCs	9	11.5	12	12
<i>*Angie's hours budgeted in CLC Summer Program. Virgie's hours unbudgeted; somewhat offset by vacancy savings.</i>				
<u>Community Learning Center</u>	<u>YTD</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
CLC Direct Program Expense	344	\$ 634	\$ 291	\$ 596
CLC Staff Actual	1	1.5	1.5	1.5
CLC Staff Budgeted	1	1	1	1

TCM Logged Billable Hours



Monthly TCM Revenue LY vs TY

