

**Adair County SB40 Developmental Disability Board  
Executive Director's Report – September 14, 2021**

**Accountability:**

- Current Caseload - 413
- TCM logged hours:
  - April - 1,114 hours
  - May - 1,172 hours
  - June - 1,131 hours
  - July - 993 hours
  - August – 965 hours
- FY21: Averages 10 FTE SC, 1,058 Billable Hrs/Mo, 106 Hrs/SC/Mo
- Two new SCs started in August, not billing much yet. A 3<sup>rd</sup> SC starts late September.
- SC average caseload is 39 @ 2+ hrs/pp per mo reported billable against a goal of 35 per caseload @ average of 3.4 hrs/per person.
- We are in the process of reassigning caseloads to the new SCs and working towards getting all SCs to no more than 35 cases. (with Sean & Susan having no caseloads)
- Partnership for Hope grants continue to be covered by adequate reserves, one was added in August bringing the total to 48 grants currently approved.

Most of SCs are doing a great job of achieving the goal of logging events within 3 business days so that Dana has ample time for quality review.

TCM revenue is pacing behind budget ~\$24k due to billable hours below plan. We are hopeful that this will be made up in coming months as the new SCs start billing. This is somewhat offset by Benefit Insurance expense being under plan in August as the July Anthem payment was for August '21. We did pay an advance for September to United Health in August and we also have a refund due from Anthem, both recorded to Prepaid Insurance. Programming Direct expenses are over plan YTD mostly due to the two grants expensed in July that were 55% of the total annual budget.

I have been working with Julie Atchley, our Accounting Manager, along with Graves & Associates are accounting firm to convert all balance sheet accounts to a true accrual accounting system. This is resulting in adjusting entries to FYE21 P&L and Balance Sheet accounts, as well as July & August 2021 for FY22. In the past, our auditor (Gillum) would calculate and record all year-end adjusting entries such as revenue accruals, depreciation expense, prepaid insurance amortization and payroll expense accruals. After consulting with our new auditors, she was in agreement that those calculations should be done by the agency accountant and then true up each quarter. I am working with Julie on accounting templates and the true up process, which we will begin with the first quarter of FY22 (Sept 30, 2021).

**Infrastructure:**

Tiffany has prepared a list of all maintenance work that needs to be done and is reaching out to various 'handyman' contacts to get quotes to completing all of the items as one job. Most of the issues on the list are minor doors/wall repairs, fixture, carpet repairs, painting and ceiling tiles. We do need a new surge protector in the utility closet, the copier at the CLC needs repaired or replaced and we will be purchasing a new smaller and locking desk for Melissa at the CLC.

Huber has ordered the Server approved by the Board in August. It has not been received yet. Tiffany continues to work with Huber to finalize the plans for the installation once received.

**Community Engagement:**

We are excited about the announcement by MACDDS that the ATSU-AHEC Community Mentoring program was selected as the 2021 CUTTING EDGE AWARD recipient. We will be sharing all of that information with local media.

A doodle poll will be sent to the Board members to schedule the upcoming Board retreat. We are in the process of scheduling our first meeting of the committee to work on planning the Community Engagement Conference with TSU Students for a March 2022 Conference. On Sunday, 9/12, I participated in the

Chamber's annual Welcome Back Students event and had over 20 students share their email addresses for email blast requests for volunteers for SB40. In addition, after connecting through Julie Lochbaum, we have TSU students interested in serving as an advisory committee to SB40, specifically with our focus on the Greenwood Center project. These TSU students represent the neuro-diverse student organization on the TSU Campus.

The DSP Awards have been announced to the Provider agencies and are being awarded throughout the week 9/13-9/17, DSP Professional Week. In addition to awarding multiple bronze, silver and gold medals, we are presenting all DSPs with a gift certificate for a free meal in partnership with the Wooden Nickel. Press releases, social media announcements and other public announcements will be forwarded to our area contacts.

Jeff and Crystal met again with Kirksville Parks & Rec director Rodney Sadler to finalize the plans for the changing table. Rodney plans to submit the grant request from the city to this Board for the Board vote in October.

I have been exhibiting or have plans to exhibit at multiple community events. I plan to participate in NEMO Connect 10/1, Red Barn on 10/2 and SB40 will be present at the various local parades with staff, candy and our van. I also continue to participate in the Chamber's Government Affairs group, the NEMO Interagency group and the CIT group. Melissa Cline continues to represent the agency on KIRX's Area Scene. I also did a radio interview on Coffee Break with KMEM.

### **Talent & Leadership:**

The annual staff retreat is Wednesday, September 15th. The training focus will be on Emergency Preparedness, Aging Issues for people with IDD and Diversity. The staff has also planned a great team building event at the Escape Room in Kirksville.

Sean, along with Susan's support, has completed the performance evaluations due for September – although one of the meetings has been postponed until 9/18 due the SC being under quarantine. Virgie will be supporting Susan in the last two weeks of September as Sean will be on leave for the birth of his new baby.

We are monitoring the impact of the President's vaccine mandate announced by his Administration last week. So far it does not appear that the mandate impacts SB40 Boards, as we are neither a direct Federal contractor or subject to OSHA Regulations. However, Husch-Blackwell reported that the mandate for Medicare and Medicaid providers may come through CMS. CMS plans to issue a rule in October specific to hospitals, dialysis facilities, ambulatory surgical centers, and "other facilities" to vaccinate their staff as a condition of participation. It appears, so far, that only providers that are subject to federal surveys will be included. H-B is keeping track of the developments on this issue and reporting through MACDDS.

**Tier Supports:** We voluntarily enrolled with the Division for Tier Supports review. This is a review of our internal processes by the Division consultants and their focus with us is 'Coaching and Supports'. We felt that with all of the new leadership and newer staff within our organization, this review would be helpful. Our assigned DMH consultant is Cindy Hanebrink and locally we will work with Brandy Allen out of KRO. As a TCM Management team we believe that we have done a great job of identifying data that we use to monitor quantity of output of the SCs work efforts. We are excited that this project will help us to implement systems which focus on measurement and positive reinforcement of quality SC work efforts. The Support Team will begin by doing an internal assessment, which will include reviewing our existing reports, practices & policies. They will also do interviews with SB40 staff. Once their assessment is done, recommendations will be provided to us. We then begin working with the consultants on developing tools around those recommendations and monitoring the measurement data as we progress. All of this consultation is at no cost to SB40; DMH is very excited that we are volunteering partner with them on this project.

**State of Disability Issues:**

The Division continues to place a high priority on COVID response. The new term for services is 'Modified Monitoring' which is essentially the way that ACSB40 responded to the recent peaks caused by the variant, so we won't have any new practices associated with this.

I've officially joined a couple of MACDDS Committees. Effective this month I will also be on the TCM Contract Committee and the Government Affairs committee of this statewide group.

Adair County SB40 also continues to participate in State Division projects. These programs include

**HRST (Health Risk Screening Tool) Testing:** This is a new process for completing health assessments of individuals we serve. Provider RNs will assume responsibility for Health Assessments of all residential individuals. Service Coordinators across the state will soon be responsible for the health screening for all non-residential individuals on our caseloads. The process is currently outlined and now is being tested on Division software. Along with CVA, we are testing the software and process to make recommendations to the Division. Targeted implementation date is this Fall.

**ConnecXion Software Implementation:** This software was contracted by the Division with a vendor to be written to replace the 'CIMOR' software that Service Coordinators and Providers currently use. CIMOR is far outdated and has many inefficiencies. I am participating in a review and advisory capacity with the development of this software which is targeted to be launched around November 2022.