

**Adair County SB40 Developmental Disability Board  
Executive Director's Report – June 28, 2022**

**Accountability:**

- Despite the challenges of an SC vacancy and medical leaves, the SC team out-performed the last two years with TCM services in both May and June. The management team also offered the SCs direct support to help maintain deadlines and quality goals.
- Although TCM revenue was significantly under budget in FY22, it was 14% higher than FY21 and staff were able to make up much of the short fall in the latter part of FY22. Expense savings by far offset revenue shortfall, with savings realized in Benefits costs under the new plan and Direct expenses under due to COVID issues. Indirect expenses were over budget essentially due to Depreciation expense not budgeted in FY22 but expensed monthly throughout the year at the recommendation of our Auditors.
- Cash reserves are being monitored and forecasted carefully as Property Tax revenues have plateaued and will not pick up again until around December. In closing out the year, administrative staff assured that we were well stocked with necessary supplies to sustain us until Tax revenues start to pick up again.
- In FY22, there was no deficit to report in Out of County service expense vs Out of County TCM revenue.

The financial committee met and reviewed the details of the proposed FY23 Budget. Recommendations for the proposed budget will be shared at the Board meeting.

HHS funds remaining are committed for the IT upgrade at the CLC, the balance of the Sensory room and the balance of the NEMO Resources website project. All other projects have been paid out and HHS funds recorded as revenue.

The financial audit preliminary work has been initiated by the independent auditors. June financials will include accruals and account 'true-ups' to assure that the 6/30/22 balance sheet accounts are as accurate as possible.

**Infrastructure:** -

**RingCentral** – The contract with Ring Central expires mid-October. Staff have been unhappy with services and lack of support from this vendor. We have entered into an agreement with Simplifi to replace their services this Fall. Simplifi costs are a bit less than Ring Central. Tiffany checked eight different references which were all very positive.

**CLC Parking Lot repair** – The Community Learning Center parking lot has work scheduled in July and August to repair the cement patches and be overlaid with Asphalt. The cost of this project is \$53k.

**DDRC back entrance repair** – We continue to struggle with trying to determine a permanent solution to this problem. We've had multiple recommendations with a wide range of costs. We are going to install an upgraded sump pump, see how that helps and then continue to plan going forward.

**Flooring** – We will not replace flooring at the DDRC until we are certain we've resolved the flooding issue. The carpet has been purchased for the CLC and we are installation will be completed in late June.

**Sensory Room & Swing** – we've secured an architect to draw up the plans to install the swing. That was done in June. Once approved by the City, we'll have to find a contractor to do the work (paid with HHS funds).

**Status of IT upgrade** – The new 'Owl' is working wonderfully at the DDRC. We will have to use the Owl with our new Smart Board at the CLC temporarily as the Soundbar with Camera is back ordered up to six months.

**Community Engagement:**

The NEMO Resources Website is nearly ready for launch. The interagency group has been involved with the planning and many local agencies are listed on this site. The website developer tells me we have over 300 services listed so far. Watch for an announcement when the site is ready.

The Parent Advisory group met in May and plans to meet on the 4<sup>th</sup> Saturday of each month at the CLC. Interest remains high. The Autism Advisory group needs to reconvene and is considering meeting just before the Parent group going forward. Saturdays seem to be a better time for maximum participation.

Adair SB40 is collaborating with Special Olympics for a Red, White & Blue Festival parade entry and we are hosting the athletes at an Ice Cream Social on Saturday, July 2<sup>nd</sup>. I've invited elected representatives to join us and some have shown interest in participating.

The health equity advisory committee met in early June and will meet next in August. The hospital will present at the August meeting. Work continues on this important effort. Our next planned collaboration is to pull together a community work group to focus on transition services and planning. We are referring to this group as a "Transition Coalition" and invitations have been sent.

We have begun planning our event for DSP Recognition week. Instead of a banquet, we will hold an outdoor event at the Ray Klinginsmith Amphitheatre on the afternoon/evening of Friday, September 16<sup>th</sup>. We will be sending out nomination forms for DSP awards in the next few weeks.

### **Talent & Leadership:**

The additional staff benefits approved by the Board in April were expensed in May and June and included Air Ambulance, Sam's Club memberships and \$1,000 pre-paid to Kirksville Aquatic Center. The employees are very appreciative to have and use these employee benefits.

The 2022 Staff Retreat has been scheduled for Tuesday, October 18<sup>th</sup>. The management team is working together to have a full day of training and reserve a few hours that afternoon for a recreational/team building activity. Mark your calendars! The Board retreat has been scheduled for Saturday, November 12<sup>th</sup>, 9a-4p.

### **State of Disability Issues:**

The TCM Contract negotiations with the State DMH-Division of DD, as facilitated by MACDDS, was finalized and the TCM Contract for Adair SB40 received. The contract was reviewed by both the Agency and MACDDS. The contract was for another three years, despite the request from MACDDS members to make it a one year agreement. Following review, and MACDDS /Division's instructions to strike one sentence in the contract, the contract was executed and returned to the State.

As the session wrapped up the consensus of members of the MACDDS Legislative committee is that the issue of eliminating Personal Property Tax is not going away. It is expected to be brought up again next session. However, there does seem to be a better and broader understanding of many of the legislators of the importance of guaranteeing a replacement revenue source for County agencies prior to this elimination being implemented. It is critical that we continue to educate our legislators on the negative impact loss of Personal Property Taxes would have on our services.

## Adair County SB40 Dashboard

### Variance to Budget

	<u>FY22</u>
Property Tax Revenue vs Budget	\$ 66,444
TCM Revenue vs Budget	\$ (89,158)
Personnel Expense vs Budget	\$ (90,078)
Program Direct Expense vs Budget	\$ (82,048)
In-Direct Expense vs Budget	\$ 48,234
Surplus/Deficit YTD	\$ 149,395

### Targeted Case Management

	<u>YTD</u>
Current Caseload	419
Number of Service Coordinators	11
Avg TCM Logged Hours/ Mo	1,024
FY21 Avg Billable Hours/Mo	1,058
Budgeted Log Hours/Mo	1,103
Average Logged Hours per SC	93
Budgeted Log Hours per SC	110
SC Avg Caseload	38
Avg Case Load Goal	35
Hours Per Person Served	2.24
Hours Per Person Served Goal	3.00

### Partnership for Hope Grants

	<u>YTD</u>
Total Annualized PfH Approved	76,727
Total Actual PfH Expense	29,386
Total Actual PfH Expense Last Year	36,702
# of Participants	51
Cash Reserves	520,342

### Personnel

	<u>YTD</u>
Total Budgeted Personnel (FTE)	20.5
Total Actual Personnel (FTE)	20.5
Total Budgeted SCs	12
Total Actual SCs	11

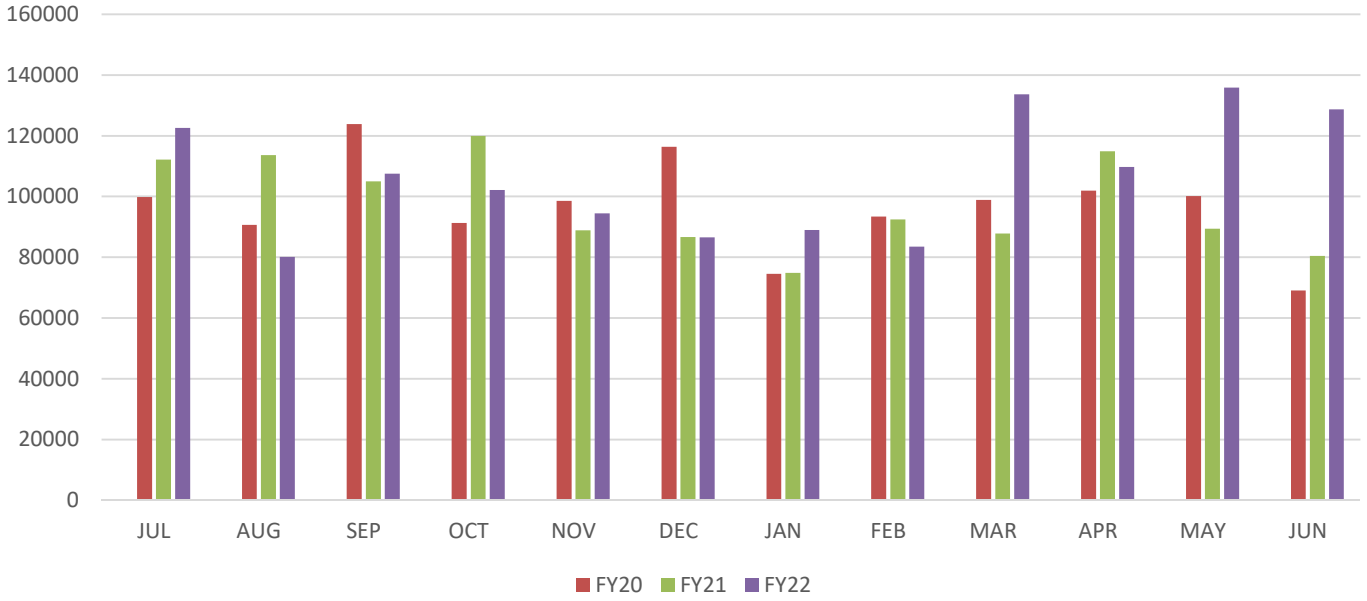
*\*Angie's hours budgeted in CLC Summer Program. Virgie's hours unbudgeted; somewhat offset by vacancy savings.*

### Community Learning Center

	<u>YTD</u>
CLC Direct Program Expense	6,802
CLC Staff Actual	1.5
CLC Staff Budgeted	1.0

\*A portion of the amount budgeted for Summer Youth Program was re-allocated to the PT CLC Program Assistant position eff 09/2021

### Monthly TCM Revenue FY20-FY22



### Program Funing FY19 Actual thru FY22

Excluding Greenwood Center \$300k Reserve

