

Adair Count SB40 Developmental Disability Board Executive Director's Report – November 6, 2021

Accountability:

The October billable hours on the (new) Board Dashboard (attached) is preliminary. Since we are having the Board meeting for November a tad earlier than unusual, logging is not complete for October yet.

- TCM revenue is pacing at 91% to budget, -\$40k YTD, but up 1% from September. We still believe we will be able to make up the shortfall from staffing vacancies through the fiscal year
- Personnel expense is under budget due to savings in employee benefit insurance. YTD Personnel expense is -\$56k
- The \$52k prepaid Anthem premiums on the Balance Sheet was refunded with a check received this week
- The largest expense variance is related to booking depreciation expense monthly, which was unbudgeted. Depreciation does not affect cash flow, but is an expense that needs recorded.
- Julie and I completed our analysis of out-of-county expenses related to services provided in comparison to out-of-county TCM revenues and there is no deficit to report.
- Just a reminder that our accounting methodology is now totally converted to an accrual based accounting system.
- We continue to forecast the FY22 to end with a surplus over budget, however this assumption includes TCM revenue overcoming the shortages in the first four months and ending the year at budget.

Debra Wohlers was appointed as the new Director by the Adair County Commissioners in October, replacing retiring Director, Bev Grubrich.

Job Descriptions are in draft form for all position except the Executive Director. They are under review by the managers and staff. Goals are being established for each position to have benchmarks which will be utilized in monthly reviews and annual performance evaluations. I will work with the personnel committee to review and update the Executive Director description to the new format.

The Emergency preparedness/Disaster planning manual is still being worked on. All management suggestions are in and now comparing to CARF requirements.

Infrastructure:

After several months of trying to secure an independent contractor to complete several minor facilities and grounds repairs, we opted to use the dollars budgeted in repairs and maintenance to hire an on-call maintenance staff person so that we can get those items completed. Our new on-call employee will start the work in November and we believe we may actually save us money through the year.

The bids for the new water heater at the McPherson office were reviewed, the heater purchased and installed in October. We now need to secure carpet sanitization services since the leak caused issues.

The van at the Community Learning Center has been repaired and is now returned to the CLC. We need to determine the best way to secure it so that there is no more theft or vandalism to it.

Although Huber ordered the new Server approved by the Board in August, it has not been received yet. The laptops did come in and Huber is working to get them in use. The three older laptops will be retained, 1 as a spare for the office and the other 2 in use at the CLC with the Transitions in Employment group.

Since the copier at the CLC was down and unable to be repaired, we were pleased to receive an offer through Tonda Lain that her company wanted to donate their relatively new copier since she was going to begin working remotely and shut down their office on Patterson Street.

Community Engagement:

Several staff supported outreach this month, with participation in local parades and local trunk or treats. We also held coffee chats with CAP NEMO and Preferred that was very informative. We have a coffee chat coming up soon with StationMD and Avenues, the new domestic violence/sexual abuse advocacy agency in Kirksville. There are multiple opportunities being identified for potential collaboration through these coffee chats.

I continue my participation in the Chamber Government Affairs committee, the MACDDS Government Affairs committee and participated in the City of Kirksville's annual Local Legislative meeting in October. I've been working with Terry Combs at CVA to keep our legislators updated on disability issues, and they continue to voice their concerns and support.

The CLC initiated two new groups in October, the TIE Network (Transitions in Employment for ages 15-25) and the Autism Community Advisory Board (in partnership with the TSU Neurodiversity Student group, thanks to Julie Lochbaum's connections!) Both meetings were exciting and hold a lot of promise for success. Angie is gathering contact information on HR Coordinators in Northeast Missouri so that we can begin our outreach efforts with them.

We have begun planning for the Community Engagement Conference. I am working to secure they keynote speaker and we need to get sponsorships for the activity. We need volunteers for this event, so I encourage Board members to consider how they can help.

Melissa Cline and I met with Jessica Rook. Jessica will begin presenting a series of webinars at the CLC that should help our caregivers plan with estate planning, looking out powers of attorney, trusts, wills etc. This has been an unmet need for our aging caregivers who have adult children in their homes. Access to the trainings will be hybrid, both in-person and virtual. She will begin trainings twice each month after the first of the year.

Talent & Leadership:

We took the time to recognize the TCM team in October during National Case Management week with a breakfast served prior to the October all staff meeting. We also recognized everyone over five years of service with a certificate of appreciation.

Tiffany worked with Husch Blackwell and confirmed that we should be using the federal program E-Verify with for I-9 completion with all new hires. She has enrolled and we are set going forward.

The employee committees have been up and going in the month of October. The Social Committee hosted a Halloween event for the staff's children/grandchildren that was wonderful. They are working on the plans for the upcoming Holiday season. The Charity committee distributed candy to several individuals we serve. Andy and his Charity committee are also working together to support the annual Thanksgiving Dinner coordinated through CVA.

Several staff participated in a refresher on the Missouri Sunshine Law coordinated by MACDDS through Husch Blackwell.

State of Disability Issues:

The Division has been training on the new Waiver definitions all through October. Several staff members have participated in multiple webinars. There are some changes that will require revisions to ISPs by the SCs. For example, individuals in ISLs and Host Homes are no longer eligible for services like Community Integration, Skills Development or Transportation. There is also a new code to arrange for Hospital staffing should an individual be placed in a hospital during their ISP year, they should have this code in their plan so that the provider can staff and support them during their hospital stay (for needs not met by routine hospital care.)

Adair County SB40 Dashboard

<u>Variance to Budget</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>YTD</u>
Property Tax Revenue vs Budget	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (9,667)
TCM Revenue vs Budget	\$ 8,958	\$ (34,078)	\$ (6,016)	\$ (11,452)	\$ (42,588)
Personnel Expense vs Budget	\$ (10,317)	\$ (44,574)	\$ 4,386	\$ (4,951)	\$ (55,456)
Program Direct Expense vs Budget	\$ 38,166	\$ (12,081)	\$ (17,445)	\$ (18,976)	\$ (10,336)
In-Direct Expense vs Budget	\$ (11,296)	\$ (6,079)	\$ 23,492	\$ 3,150	\$ 9,267
CapEx	\$ (917)	\$ 2,881	\$ (917)	\$ 4,831	\$ 5,878
Surplus/Deficit YTD	\$ (11,109)	25806	\$ (19,983)	\$ 5,787	\$ 501

<u>Targeted Case Management</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>YTD</u>
Current Caseload	413	413	411	413	413
Number of Service Coordinators	9.5	11.5	12.5	12.25	11
TCM Logged Hours	993	935	1070	1033	4,031
FY21 Avg Billable Hours	1058	1058	1058	1058	12,696
Budgeted Log Hours	1103	1103	1103	1103	13,236
Average Logged Hours per SC	105	81	86	82	88
Budgeted Log Hours per SC	110	110	110	110	110
SC Avg Caseload	43	36	33	34	36
Avg Case Load Goal	35	35	35	35	35
Hours Per Person Served	2.4	2.3	2.6	2.5	2
Hours Per Person Served Goal	3.4	3.4	3.4	3.4	3

<u>Partnership for Hope Grants</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>YTD</u>
Total Annualized PfH Approved	74982	74982	76236	78625	76,206
Total Actual PfH Expense	0	2470	2226	2940	7,636
Total Actual PfH Expense Last Year	2736	2563	2429	2189	9,917
# of Participants	48	48	50	51	49
Cash Reserves	312497	227884	196907	161430	224,680

<u>Personnel</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>YTD</u>
Total Budgeted Personnel (FTE)	20.5	20.5	20.5	20.5	20.5
Total Actual Personnel (FTE)	18.5	20.5	22	21.25	21
Total Budgeted SCs	12	12	12	12	12
Total Actual SCs	9.5	11.5	12.5	12.25	4

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

<u>Community Learning Center</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>YTD</u>
CLC Direct Program Expense	\$ 52	\$ 235	\$ 317	\$ 84	172
CLC Staff Actual	1	1	1.5	1.5	1
CLC Staff Budgeted	1	1	1	1	1

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