

## Adair County SB40 Developmental Disability Board

### Executive Director's Report – April, 2018

**Service Coordination** – Current caseload = 388. Service coordinators have logged a total of 1,047.43 hours for the month, which is an average of 104.7 hours each. Letters have gone out to all of those affected by the changes with Community Resource Coordination. It is our intention that the transition process be seamless.

**Equipment/Property** – The new card locks at the Learning Center will be installed this week. The on-call phone was replaced as the old one was continuously draining the battery. The new furniture and television are in the employee break room, which provides a quiet place for staff to take their breaks. We are still looking for a sale on a refrigerator for the downstairs space, and volunteers will be getting the treadmill from Nancy's house to bring to the room as well. It has been suggested that we investigate removing the wall between the kitchen and Nancy's current office to create a larger conference room where all employees would be able to sit around the table at the same time and having Nancy's office move to the current conference room with modifications made to muffle sound and provide discretion.

**Human Resources** – The Employee Relations Committee continues to meet monthly to listen to employee feedback and plan social activities. Nancy is working with Loren Billington to begin the transition to outsourcing the bookkeeping/accounting functions. Dick Goldbaum met with Nancy, the board and the full management team to discuss results of the interviews and to do training on organizational management. The management team adopted "The Four Agreements" and "We Will" statements as guidelines for our organization. These will be shared and discussed at the all-staff meeting on 4/11. Challenges with our current Targeted Case Management structure have been discussed. Virgie and Tonya will be visiting with our TCM entities to see how they are structured and gather ideas for how we should be structured going forward. Nancy has visited with other SB40 directors regarding human resources, employee assistance programs and benefits administration and will gather additional information to see if there is a good solution for us. We will also be working on succession plans for all positions in the organization.

**Marketing Update** – Emily LaMarche has developed our new logo based on feedback for the board and staff. She continues to work on a comprehensive marketing plan including messaging, color palette and a brand book. The goal is to have initial marketing pieces developed this week for debut next week at the State of the County address.

**MACDDS** – Robyn Kaufman from Boone County shared a presentation on Managed Care, which will be shared with our SB40 board. There was discussion about MACDDS working to ensure we are ready for it when it comes to Missouri. There was a presentation from MORENet regarding a discounted technology package available for MACDDS members. The Division shared information on current state revenues and the DSP (Direct Support Professional) crisis.

**Community Learning Center (CLC)** –Melissa has been conducting interviews for the summer youth program. Preparations continue for the upcoming Art Show. The community reception and Chamber Business After Hours will be held on 4/19/18. Dementia training has been held in the community. See the CLC monthly report for more information.

#### Meetings/Events attended:

- 3/14/18 All-Staff Meeting
- 3/14/18 (Nancy) Phone Mtg w/Dick Goldbaum
- 3/15/18 (Krista) CASSP
- 3/15/18 (Nancy) System of Care
- 3/16/18 (Nancy) Comm Opp Board Mtg
- 3/20/18 (CLC) Project Mgmt Trng Des Moines
- 3/20/18 (Virgie) Project THRIVE Provider Mtg
- 3/21/18 (Nancy) Area Scene
- 3/21/18 SC MOCABI Training
- 3/23/18 NEMO CIT Banquet
- 3/24/18 Be the Light 5K
- 3/24/18 Dementia Trng @ Take Root
- 3/26/18 (Virgie) Voc Rehab
- 3/26-28/18 Dick Goldbaum in Kirksville
- 3/27/18 Art Show Mtg
- 3/27/18 Dick Goldbaum meet w/board
- 3/28-29/18 MACDDS in Columbia

- 4/2/18 Holiday-Office Closed
- 4/3/18 (Nancy) NAMI Training
- 4/4/18 Management Meeting
- 4/5-4/16/18 Virgie on Vacation
- 4/5/18 Pryor Leadership Training
- 4/6/18 CVA Benefit

**Upcoming Meetings/Events:**

- 4/9/18 Art entries due
- 4/10/18 Tiered Support Summit-Columbia
- 4/10/18 Board Meeting
- 4/11/18 All-Staff Meeting
- 4/11/18 (Nancy) Project THRIVE Governing Bd
- 4/11/18 Art Show Meeting
- 4/12/18 (Nancy) CIT Meeting
- 4/13/18 (Tonya) Interagency Meeting
- 4/16/18 Art show begins
- 4/17/18 (Nancy) State of the County Address
- 4/17/18 (Virgie) Project THRIVE Provider Mtg
- 4/17/18 Art show judging
- 4/18/18 Area Scene
- 4/18/18 (Tiffany & Lana) Pryor Training
- 4/19/18 (Krista) CASSP
- 4/19/18 (Nancy) System of Care
- 4/19/18 Level of Care Webinar
- 4/19/18 Art Show Reception

- 4/20/18 Quarterly Face-to-Face w/KSRO
- 4/20/18 (Nancy) Comm Opp Bd Mtg
- 4/20/18 Volunteer Appreciation Day
- 4/23/18 (Virgie) Vocational Rehabilitation
- 4/25/18 (Virgie & Tonya) TCM Mtg-Columbia
- 4/25-26/18 (Nancy) MACDDS-Columbia
- 5/1/18 Quarterly Provider Meeting
- 5/1/18 (Nancy) Governmental Affairs Mtg
- 5/2/18 Pryor Training
- 5/4/18 (Tonya) Charting the LifeCourse-Columbia
- 5/7/18 Monthly TCM Call
- 5/8/18 Board Meeting
- 5/9/18 All-Staff Meeting
- 5/10/18 (Nancy) CIT Meeting