

**Adair County SB40 Developmental Disability Board  
Executive Director's Report – May 10, 2022**

**Accountability:**

- Adair SB40 expects to close the year with approximately \$121k surplus, excluding any additional CapEx and building maintenance projects that the Board elects to pursue this fiscal year.
- TCM services had relatively normal April, delivering approximately 1,010 billable hours. TCM revenue is pacing ahead of FY21 Year to Date totals and is anticipated to remain ahead of the previous year through the end of FY22.
- We currently have one SC on medical leave and one vacant SC position which we are actively recruiting for.
- Property Tax revenues have slowed as anticipated with the taxpayer receipts cycle. The cash reserves we have in place will be needed 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.
- Personnel costs continue to remain under budget due to the switch to United Health Care earlier this year.

We are very close to ready for financial committee review of the proposed FY23 Budget. However, with Benefit insurance, we did ask the employee benefit insurance company to propose the policy starting on 9/1/22 to end on 12/31/22 this year. Moving forward the employee benefit insurance plan will be based upon a calendar year with a typical Nov/Dec open enrollment period. This will enable staff to better track deductibles and out-of-pocket, etc., which are based on calendar year by all insurance providers.

In checking with our auditors on accounting for the use of the HHS Stimulus funds (currently on hold in a liability account), we were advised that when we expend the money for the projects we are approved for, we need to record the funds as revenue and the expenditures as increases to our assets. Thus the additional revenue will add to our projected surplus. Since we are recording depreciation expense on our assets each month, capital expenditures are added to assets and do not impact (or reduce) the surplus.

Adair County is being audited by Nate Zoschke and Matt Brickey of McBride, Lock & Associates out of Kansas City. As part of their audit of the County, they are also auditing county agencies, such as Adair SB40. They will be working with Julie at the end of May to do their fieldwork at our offices. They do have our independent audit.

**Infrastructure:** -

As part of the budgeting process we are preparing a 5 year CapEx plan for Board review:

**CLC Parking Lot repair** – The Community Learning Center parking lot has several areas that have concrete breaking down, have uneven surface for walking and present a safety hazard. We are pursuing quotes to repair the parking lot and suggest that the repair be completed this fiscal year due to the anticipated surplus. So far we have one quote to repair the concrete work, which is ~\$24k.

**DDRC back entrance repair** – The flooding that continuously occurs in the basement of the McPherson property during rainy season is overworking the sump pump which is probably too small and is aging. The basement has experienced flooding often over the years, resulting in mold spores developing in the walls and carpeting. We recently paid over \$2k to have the basement carpet sanitized. The walls were repaired last fall, also at a significant cost. We have been asking for multiple consultations with various contractors to get proposals to provide a permanent solution to preventing future flooding and possibly replace the sump pump with a pump with larger capacity.

**Flooring** – Once the back entrance issue is resolved we believe that we need to replace the flooring of the DDRC basement. We are also securing quotes to replace the carpet at the CLC.

**Sensory Room & Swing** – all of the sensory room equipment has now been received except the extension for the swing. The City of Kirksville requires that they review and approve the plans for installing the swing, and we are speaking to multiple contractors regarding that project. In the meantime, the rest of the equipment can be installed. The CLC staff is working on that project this month.

**Status of IT upgrade** – The new 'Owl' is working wonderfully at the DDRC. For the CLC, we have issued the Purchase Order and ordered the equipment for the IT upgrade at the CLC which will enable us to do virtual programming and host conferences/meetings. The equipment has been ordered through KCAV, and audio visual solutions company referred to us by TSU. We are hopeful that the equipment will arrive and be installed in May. Several management staff will train on its use.

### **Community Engagement:**

The Autism Advisory Committee is becoming more active. They have been in communication with Dr. Herscovitch, Greenwood Center, and he plans to attend their next May 18<sup>th</sup>. The group is also planning to split into two groups, one for adult self-advocates and one for parents of school aged children with autism. The first parent group meeting is Sat., May 28<sup>th</sup>. There was a lot of interest in this group from parents during the sensory open house and we expect a big crowd. Dr. Herscovitch also plans to be introduced to parents at that meeting.

The NRM Health Equity group continues to meet and agreed that in June a representative from the Division will present on Station MD Telehealth and also the new Health Risk Screening tool. In July the NRM Quality Assurance Director, Tammy Western, will present on NRM processes and structure. Once we all feel that we have a good understanding of the universal issues, the group will split into sub-committees to plan 1) training for medical professionals of NRM, 2) develop formal processes for improving services and communications and 3) develop group support of on-going data based quality assurance reviews.

Susan Lassabe and members of the Autism Advisory Board represented Adair SB40 at the Kirksville Diversity Fair on April 30<sup>th</sup>. We've had much positive feedback about their participation.

### **Talent & Leadership:**

The positive 360 Employee Survey was shared with the staff following the Board meeting last month.

At the April MACDDS meeting, the membership discussed employee benefits provided to recognize employee commitment and assure employee retention. Since Political sub-division employees are legally prohibited from receiving bonuses, the membership was pursuing other forms of employee recognition. Adair SB40 management are proposing the addition of smaller benefit plans to be purchased for each full-time employee this fiscal year due to the surplus projected, and then evaluate the continuation of these benefits each fiscal year, depending upon projected surplus. Some of the benefits provided to other entity employees which were reported as very popular include Air Ambulance, shopping club and health/fitness club memberships. After researching the services available in our area, we are proposing the following expenditures this fiscal year:

- 1) Air Ambulance household membership (would only be active as long as the employee was in our employment. Estimated cost \$65/year per employee, total annual cost of \$1,300.
- 2) Sam's Club plus membership, \$100/year per employee, total annual cost of \$2,000 and
- 3) Passes to Kirksville Aquatic Center. Purchase \$1,000 in passes this fiscal year and propose budget for up to \$500/Qtr in passes FY23. Passes can be used by FT employee, their immediate family or 2 guests. The passes would be used on first-come basis and end when the allocated amount is reached.

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

The State FY23 Budget is currently in reconciliation between the State Senate and House. The negotiations have moved the DMH Division proposed rate stabilization funds back to the 'Enhanced FMAP' one-time-only excess funds, and not coming from general revenue. This creates some challenges for DMH to determine how (and if) those costs would be paid for in future years.

The TCM Contract negotiations with the State DMH-Division of DD, as facilitated by MACDDS, is wrapping up. What we know: on-call services will be optional, there will be no increase in TCM rates, the contract mandates Case Management services to non-Medicaid recipients as well as PAC/Autism shared services. We currently have 7 individuals we receive PAC funds for – those services are paid \$90/quarter/person vs. the \$103/hr. TCM rate, representing an approximate deficit of \$12k per year reimbursement to TCM Costs. Due to some of these issues, MACDDS is recommending that the contract be only for one year so that DMH can be encouraged to build a rate increase for TCM services into the coming FY24 Budget request.

TSU's newly hired Director of the Greenwood Center for Autism, Dr. Brandon Herscovitch, has been in frequent communication since his hire. We have been working together on gathering Missouri specific DMH guidelines and programs for Autism, as well as connecting him to Division contacts and other professionals organizations in NE Missouri to help him get acclimated to his new role.

In response to the questions which our agency submitted to the State regarding the proposed CSRs on the MAAS Assessment and subsequent process changes, Kirksville Regional Office Assistant Director Matt

Shannon, DMH's Cla Stearn and Neil Harms have requested a special meeting with myself, Susan Lassabe and Sean Jacobs. This meeting will be held on May 12<sup>th</sup>. We will discuss our questions, but the State is still legally required to address these questions in writing.

### Adair County SB40 Dashboard

<u>Variance to Budget</u>		<u>YTD</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
Property Tax Revenue vs Budget	\$	147,699	\$ 236,008	\$ (36,320)	\$ (37,474)
TCM Revenue vs Budget	\$	(127,184)	\$ (30,118)	\$ 20,072	\$ (3,830)
Personnel Expense vs Budget	\$	(82,479)	\$ (6,642)	\$ (1,644)	\$ (4,209)
Program Direct Expense vs Budget	\$	(57,591)	\$ (17,172)	\$ 31,496	\$ (15,036)
In-Direct Expense vs Budget	\$	18,452	\$ 7,854	\$ 6,678	\$ 1,461
CapEx	\$	6,204	\$ -	\$ -	\$ 7,657
Surplus/Deficit YTD	\$	171,066	\$ 218,403	\$ (52,967)	\$ (24,603)

<u>Targeted Case Management</u>		<u>YTD</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
Current Caseload		415	419	417	420
Number of Service Coordinators		11	12	12	11
TCM Logged Hours		10,604	1072	1315	1010
FY21 Avg Billable Hours		12,696	1058	1058	1058
Budgeted Log Hours		13,236	1103	1103	1103
Average Logged Hours per SC		93	89	110	92
Budgeted Log Hours per SC		110	110	110	110
SC Avg Caseload		37	35	35	38
Avg Case Load Goal		35	35	35	35
Hours Per Person Served		3	2.6	3.2	2.4
Hours Per Person Served Goal		3	3	3	3

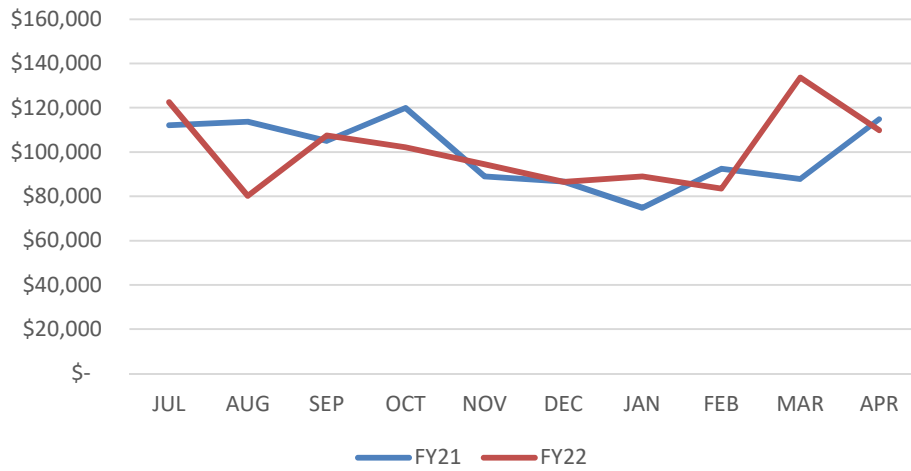
<u>Partnership for Hope Grants</u>		<u>YTD</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
Total Annualized PfH Approved		75,389	72134	67106	74544
Total Actual PfH Expense		21,816	1994	2713	2270
Total Actual PfH Expense Last Year		30,681	4612	3438	3492
# of Participants		49	49	47	49
Cash Reserves		391,408	692672	643074	598775

<u>Personnel</u>		<u>YTD</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</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		10	12	12	11

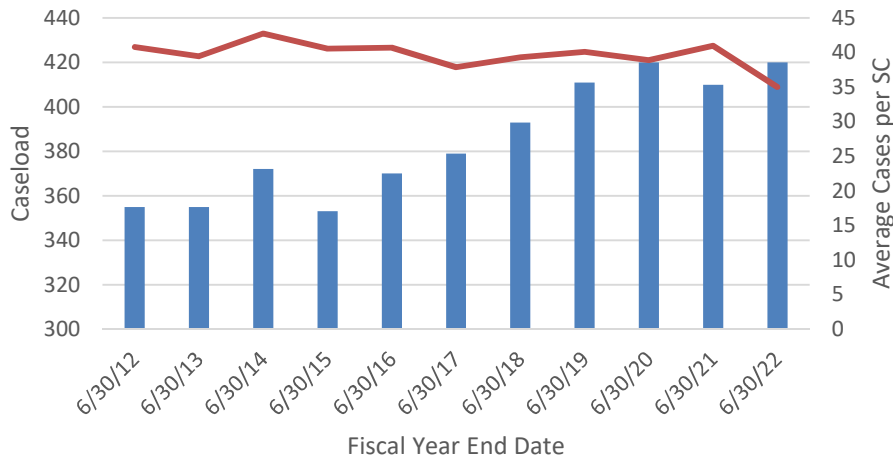
*\*Angie's hours budgeted in CLC Summer Program. Virgie's hours unbudgeted; somewhat offset by vacancy savings.*

<u>Community Learning Center</u>		<u>YTD</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
CLC Direct Program Expense		347	\$ 291	\$ 596	\$ 367
CLC Staff Actual		1	1.5	1.5	1.5
CLC Staff Budgeted		1	1	1	1

### TCM Revenue Variance FY21 v FY22



### Average Caseload per Year



### Service Coordinators to Caseload Comparison

