

Adair County SB40 Developmental Disability Board

Executive Director's Report – May 20th, 2023

Accountability:

TCM revenue in April was flat to last year and slightly under the monthly budget. Hours worked on Non-Medicaid cases were down from YTD averages. The caseload counts stayed fairly stable, despite multiple discharges offset by multiple additions in the last two months. Actual hours spent per person was flat, but still below goal of 3 hours per person. We are also still working on increasing average billable hours per day to 5.6 per SC. This will help to improve TCM revenues even further. Personnel expense continues to be under plan due to the vacancy savings incurred earlier in the year. The unbudgeted 13th Service Coordination position will be filled on 6/3, however we don't expect revenue associated with that hire in this fiscal year. Property Tax revenues are just \$2k below budget. We expect some small payments in May & June, which should leave FY23 just over the budgeted amount. Also, payee revenue is back at \$1400/month now that the SSA has approved charging of payee fees.

Infrastructure:

In April, we contracted with Just Dave to take the two large offices downstairs and build walls enabling us to expand them to *four* nice sized offices. This allows for Susan and Sean to be able to be downstairs with their SC Team and hopefully improve the access and efficiencies of in-person communications. This also enabled Tiffany to have a private office upstairs, where she can address HR issues in a confidential, private setting. The cost was just over \$4k and will be capex in FY23.

Community Engagement:

MelissaC had a great deal of interest in the start up of another People First Group in April. This new group will be a nice compliment to the Parent Group and NeuroDiverse Self Advocate group we have already established. Also, the Transition Coalition continues to make progress towards their plans with the Summer Employment Camp, Job Club and the Fall Transition Fair. The summer employment projects of the Coalition are kicking off and the workgroup is focused on the 'job club', i.e. what to call it and how to structure, etc. We are working closely with the Kirksville schools on that. Sally Knox, MPACT's representative in the workgroup, said that our Transition Coalition workgroup is far ahead of others around the state and asked us to participate in the panel she is leading at the Transition Training Institute in Columbia in June to discuss our efforts. Melissa and Tom Barhorst (VR) will represent our group on that team.

It's sounding like the ATSU IDD Elective may be ending. In addition, the Health Equity group is losing interest. We are exploring ways to bring healthcare equity back into focus, as there continues to be enough concerns about healthcare that it is clear these conversations and connections need to stay in place.

Talent & Leadership:

TCM Staff have been asked to explore alternatives to employment for individuals on our caseloads who have been employed at the workshop. All staff are engaged and attentive to the status of their workshop employment.

We have one SC who is now on an unanticipated medical leave. TCM staff have been very supportive of assuring for quality caseload coverage, in addition to the coverage they are currently providing due to the vacancy. Adding to their workloads, we've invested a lot of time into training this year in addition to time spent on DMH required training on new systems (MAAS, HRSTs, ConnecXion). We believe we have developed a highly qualified, well-rounded staff, but will need to look to *reducing training costs next FY24* in response to increasing expenses and revenue challenges. All of the staff have chosen trainings that will enhance their skills in their individual areas of specialty. As we begin budgeting, ConnecXion training will be the focus in FY24.

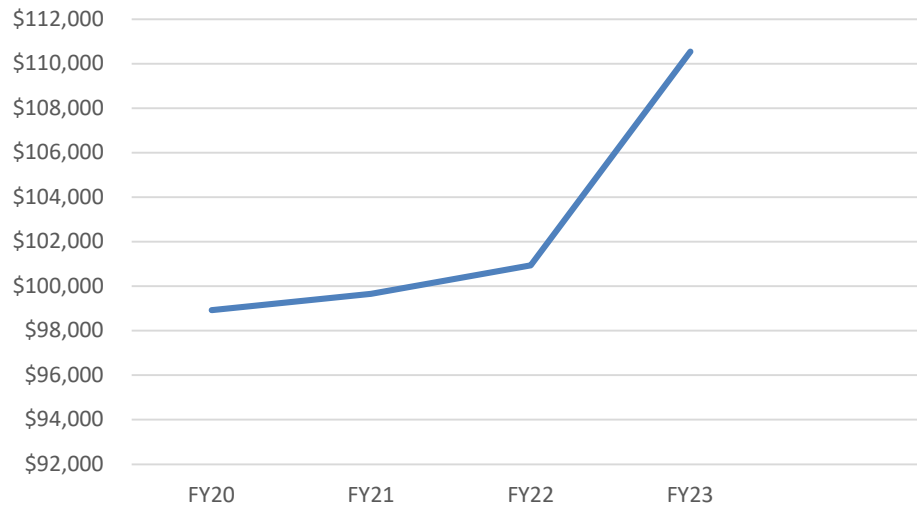
State of Disability Issues:

With the 2023 Session now ended there were a few issues that impacted people served by SB40s. DSP rates were moved to come out of general revenue and increased to a starting rate of \$16/hr. (The rate study asked for \$21/hr start for DSPs). **The increase to TCM rates was not passed.** The compromise language on Property taxes resulted in a 15-year depreciation schedule and a decrease of .5% from 33.2% to 32.8% assessment. Missouri's House Bill establishing provisions of employment of persons with disabilities did pass, reflecting the State's commitment to Employment First and Competitive Integrated Employment. Also, the expansion of some of the State's Ticket-to-Work provisions passed. Finally, there were some changes to Guardianship and Conservatorships, adding language about persons 'acting as parents' for six months or more.

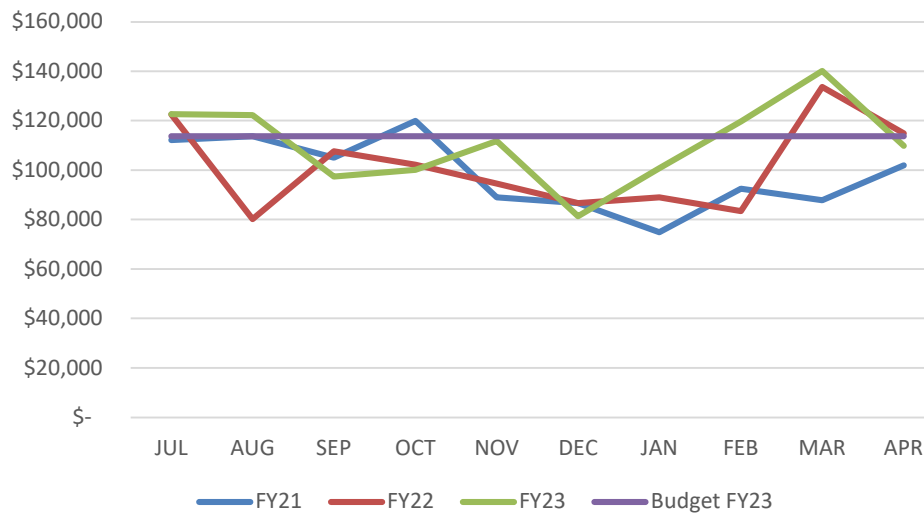
Adair County SB40 Dashboard		Apr-23
<u>Variance to Budget</u>	<u>Actual FY22</u>	<u>Pacing YTD</u>
Property Tax Revenue vs Budget	\$ 68,209	\$ (2,091)
TCM Revenue vs Budget	\$ (89,158)	\$ (31,925)
Personnel Expense vs Budget	\$ (90,078)	\$ (68,087)
Program Direct Expense vs Budget	\$ 7,952	\$ (19,638)
In-Direct Expense vs Budget	\$ 48,234	\$ 28,524
Surplus/Deficit YTD	\$ 59,396	\$ 143,688
<u>Targeted Case Management</u>	<u>Actual FY22</u>	<u>Thru 04.23</u>
Current Caseload	420	444
Number of Service Coordinators <i>working</i>	10.5	12
Avg TCM Logged Billable Hours/ Mo	1,070	1156
Avg TCM PAID Billable Hours/ Mo	1,024	1047
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	62
Budgeted Billable Hours/Mo	1,096	1,097
Average Billable Hours per SC	102	87
Budgeted Log Hours per SC	104	91
Actual Caseload Per SC	40	37
Goal Caseload Per SC	35	35
Actual Hours per Person Served	2.55	2.60
Goal Hours per Person Served	3.00	3.00
Actual Average Billable Hours Per Day Per SC	n/a	4.7
Goal Average Billable Hours Per Day Per SC	n/a	5.6
<u>Partnership for Hope Grants</u>	<u>YTD</u>	<u>YTD</u>
Total Annualized PfH Approved	76,727	61,376
Total Actual YTD PfH Expense	29,386	27987
Total Actual PfH Expense Last Year	36,702	29386
# of Participants	51	40
Cash Reserves	520,342	489,584
<u>Personnel</u>	<u>YTD</u>	<u>YTD</u>
Total Budgeted Personnel (FT)	20	20
Total Budgeted Personnel (PT)	1	4
Total Actual Personnel (FT)	19.0	20
Total Actual Personnel (PT)	3.0	3
Total Budgeted SCs	12	12
Total Actual SCs	11	12
<u>Community Learning Center</u>	<u>YTD</u>	<u>YTD</u>
CLC Direct Program Expense	6,802	9489
CLC Staff Actual	1.5	1.5
CLC Staff Budgeted	1.0	1.5

YTD Surplus Pacing does NOT include \$121k Greenwood Center AJE

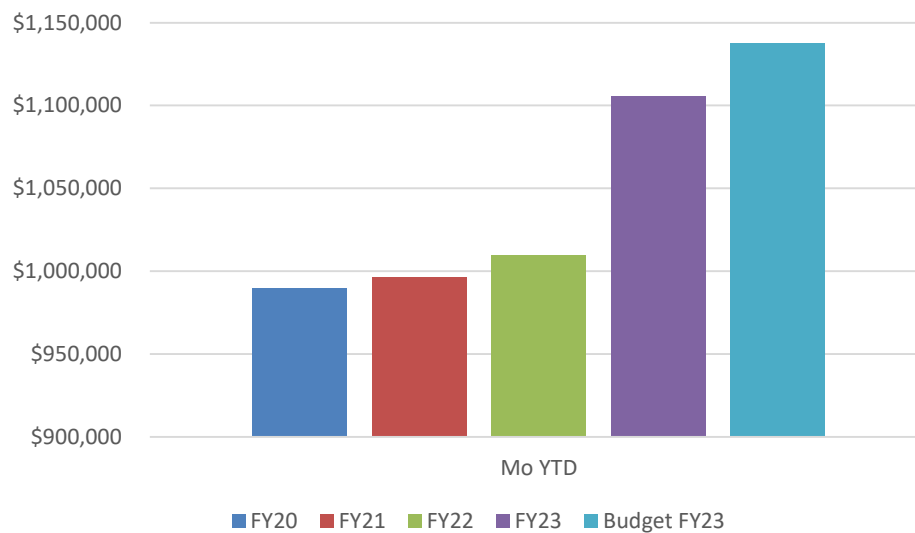
Average Monthly TCM Revenue
July - Apr (10 months) YTD



TCM Revenue by Month



CUM TCM Revenue YTD vs Budget



ORGANIZATIONAL PLANNING CALENDAR

Project Duration Months 12.0
 Project Start Date 1/1/2023
 Project End Date 12/31/23

KEY
 Exec. Dir.
 Admin Team
 A-Team
 CLC/CES
 All Staff
 All Mgrs
 Fin. Comm.
 Board Dir.

Task ID	Task Description	Task Duration (Weeks)	Start Date	End Date	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
1	Review/Edit Policies Procedures	4	1/1/23	1/29/23								
2	Review/Update Needs Assessment Survey Form	1	1/1/23	1/8/23								
3	Review/Update TCM Satisfaction Survey Form	1	1/1/23	1/8/23								
4	Review/Update CLC Survey Form	1	1/1/23	1/8/23								
5	Distribute Surveys via USPS/Web/FB Post/SC Delivery	4	1/9/23	2/6/23								
6	Update and Distribute Interagency/Professional Survey	4	2/1/23	3/1/23								
7	Staff Retreat: Review & Affirm Mission, Vision & Values	1	4/1/23	4/8/23								
8	Staff Retreat: Update SMART Goals Strategic Plan	1	4/1/23	4/8/23								
9	Staff 1:1s with Executive Director	6	4/1/23	5/13/23								
10	Review of all edits, revisions, suggestions for Plan	2	5/1/23	5/15/23								
11	Finalize SMART Goals/Proposed Strategic Plan	2	5/1/23	5/15/23								
12	Board Retreat: Presentation of Proposed Plan/GOALS	1	5/10/23	5/17/23								
13	Board Retreat: Review & Affirm Mission, Vision & Values	1	5/10/23	5/17/23								
14	Board Retreat: Review & Approve Policy/Procedure Edits	1	5/10/23	5/17/23								
15	Board Retreat: Review and Update Strategic Plan	1	5/10/23	5/17/23								
16	Initiate FY Budget Process/Prepare Proposed Budget	1	5/18/23	5/25/23								
17	Present FY Budget Draft to Financial Committee	1	5/25/23	6/1/23								
18	Board Financial Committee send Proposed FY Budget to Board	1	6/1/23	6/8/23								
19	Board Review and Approve Final FY Budget	3	6/9/23	6/30/23								
20	Update Strategic Plan Tracker	1	7/1/23	7/8/23								
21	FY Budget & revised policies to stakeholders (MEC, Commissioners)	2	7/1/23	7/15/23								
22	Conduct Annual Board Meeting (SB40, DDLink, Approve Levy)	1	8/10/23	8/17/23								
23	Host Legislative Coffee Chat (LY & TY Plan/Goals; challenges/solutions)	2	8/18/23	9/1/23								
24	Weekly Bullets	52	1/1/23	12/31/23								
25	Monthly Updates (Financials and Strategic Plan Tracker)	52	1/1/23	12/31/23								
26	Follow up any negative survey comments	52	1/1/23	12/31/23								