

Adair County SB40 Developmental Disability Board Executive Director's Report – March 19th, 2024

Accountability:

Personal & Real Property Tax revenues are on schedule to be flat to last year, which is \$23k over budget. However, TCM revenues continue to pace behind budget and are currently forecasted for a \$56k shortfall. With the change of Administrative Assistant to a full-time position, personnel expenses is currently forecasted to be flat to slightly under budget. Overall, we are projecting a surplus exceeding the budget for FY24.

As of the March 7th payables run, closing expenses paid on behalf of Community Opportunities is \$46k. Mark Williams has begun drafting the Acquisition Agreement. All relative documentation has been sent to him to use for the Agreement. COI has Wally Trosen commitment to review the agreement on their behalf, pro bono. Mr. Williams is aware. SB40 now has possession of all titles, keys to trucks and the Deed of Release from Kirksville Land Management (after paying off the \$25k mortgage). Andrea Rowland from HHES has been kept informed of the progress. It is still my hope that we can complete the transfer of assets by April 1st.

Julie facilitated a Workers Compensation Audit on Calendar Year 2023 payroll. It is our hope that we can receive a refund from our old carrier (Missouri Employers Mutual). We were very disappointed in the 50% increase to \$11k in our premium for the renewal (after a 25% increase last year.) We have not had any claims or experience. We worked with Hawkins Insurance to find a new provider and purchased a new policy with Markel Inc. for \$8k (for same coverage). Julie is also working with Medicaid for the revalidation of our organization as a vendor for MO Healthnet. This is a process that must be completed every five years. They have accepted our updated documentation and will complete a site review at the end of March.

Infrastructure:

We donated the picnic table at the DDRC to High Hope this month as it resulted in loitering from tenants of the apartment building to the south. Staff were feeling unsafe. We also purchased signage and posted it in the back of the building. It's our hope that this will be the last of the problems caused. Otherwise, there a currently no major infrastructure concerns.

Community Engagement:

With March being Developmental Disability Awareness Month we have been engaged with a lot of community and media outreach. We were very pleased with the number of participants at the 15th annual community engagement conference. Participation from SB40 staff, self-advocates and parents in the breakout sessions was more than ever. The feedback on the keynote speaker was overwhelmingly positive. The Spotlight Awards banquet was held on Friday the 8th and had over 100 people attended. It was a wonderful and very fun evening. Julie and Tiffany prepared the meal, which was served to participants by SB40 staff. Media coverage of these two events was very strong. Crystal attended Disability Rights Legislative Day and shared pictures and information on social media. The final activity of the month is distribution of the disability inclusion books to area 1st grade. Several staff have volunteered to assist with this project and are planning with the various schools.

Talent & Leadership:

We are pleased to introduce our newest staff, Tim Schrage, Service Coordinator and Niki Howe, Administrative Assistant. With their start, we are fully staffed to budget. We are continuing to explore systems processing, job assignments and organizational planning based upon these new hires and in an attempt to create more efficiencies in our administrative oversight of TCM services. The Staff Retreat will be held on Friday, April 12th. Activities have been planned for the full day. The event will be held at Reiger Armory.

State of Disability Issues:

DMH announced that the earliest date of implementation of ConneXion is 2029, and it will be designed to 'meet the needs of DMH (not really designed as a Case Management System for TCM entities). As a result, we are reviewing a Case Management system provided by SetWorks to determine if we want to purchase their IT services or continue to try to manage with our existing manual systems. We have an Administrative Committee reviewing the pros and cons for presentation to the Board with the FY25 Strategic Plan. With legislators, the House Budget Committee is not set to make many changes to the Governor's proposal (which did not include any rate increases). The Senate won't address until they receive the House's budget. On another issue, Rep. Gallick's SB40 bill HB1436 passed House Local Government in a committee substitute on HB1564. Our MACDDS Lobbyist is working to prevent further progress, trying to keep full local authority with the SB40 Boards.

Adair County SB40 Dashboard			Feb-24
<u>Variance to Budget</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Feb-24</u>
Property Tax Revenue vs Budget	\$ 68,209	\$ (8,213)	\$ -
TCM Revenue vs Budget	\$ (89,158)	\$ (3,597)	\$ (56,866)
Personnel Expense vs Budget	\$ (90,078)	\$ (11,761)	\$ (16,547)
Program Direct Expense vs Budget	\$ 7,952	\$ (12,150)	\$ (54,167)
In-Direct Expense vs Budget	\$ 48,234	\$ (8,533)	\$ (1,035)
Surplus/Deficit YTD	\$ 59,396	\$ (56,518)	\$ 96,482
<u>Targeted Case Management</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>Feb-24</u>
Current Caseload	420	449	446
Number of Service Coordinators <i>working</i>	10.5	11	13 2 SCs in Orientation
Avg TCM Logged Billable Hours/ Mo	1,070	1164	1207
Avg TCM PAID Billable Hours/ Mo	1,024	1082	1115
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	61	97
Budgeted Billable Hours/Mo	1,096	1,097	1,184
Average Billable Hours per SC	102	98	93
Budgeted Log Hours per SC	104	91	92
Actual Caseload Per SC	40	41	34
Goal Caseload Per SC	35	35	35
Actual Hours per Person Served	2.55	2.59	2.71
Goal Hours per Person Served	3.00	3.00	3.00
Actual Average Billable Hours Per Day Per SC	n/a	4.9	4.6 2 SCs in Orientation
Goal Average Billable Hours Per Day Per SC	n/a	5.6	5.6
<u>Partnership for Hope Grants</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>YTD</u>
Total Annualized PfH Approved	76,727	56,604	49,097
Total Actual YTD PfH Expense	29,386	33264	19683
Total Actual PfH Expense Last Year	36,702	29386	29386
# of Participants	51	38	34
Cash Reserves	520,342	599,662	723,186
<u>Personnel</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>YTD</u>
Total Budgeted Personnel (FT)	20	20	21
Total Budgeted Personnel (PT)	1	4	3
Total Actual Personnel (FT)	19.0	21	21
Total Actual Personnel (PT)	3.0	3	3
Total Budgeted SCs	12	12	13
Total Actual SCs	11	13	13 2 SCs in Orientation
<u>Community Learning Center</u>	<u>Actual FY22</u>	<u>Actual FY23</u>	<u>YTD</u>
CLC Direct Program Expense	6,802	12217	8008 *Includes Summer Youth Program Expense
CLC Staff Actual	1.5	1.5	1.5
CLC Staff Budgeted	1.0	1.5	1.5

Adair County SB40 DD Board						*20% Genl Exp to Tax Levy	
	Total YTD	Adair County TCM Services	Out of County TCM Services	Total TCM Services	Tax Levy	Check	
REVENUE							
Property Tax	\$ 462,003	\$ -	\$ -	\$ -	\$ 462,003	\$ -	
PILOT Payment	\$ 7,283		\$ -	\$ -	\$ 7,283	\$ -	
Interest Income	\$ 1,638	\$ 1,638	\$ -	\$ 1,638	\$ -	\$ -	
Grant Income	\$ -		\$ -	\$ -	\$ -	\$ -	
TCM Revenue	\$ 925,212	\$ 733,802	\$ 191,410	\$ 925,212	\$ -	\$ -	
Representative Payee Income	\$ 11,807	\$ -	\$ -	\$ -	\$ 11,807	\$ -	
Other Income	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Revenue	\$ 1,407,944	\$ 735,440	\$ 191,410	\$ 926,850	\$ 481,094	\$ -	
EXPENSES							
PERSONNEL							
Salary Expense	\$ 217,182	\$ 117,078	\$ 100,104	\$ 217,182	\$ -	\$ -	
Salary Sick	\$ 20,487	\$ 17,561	\$ -	\$ 17,561	\$ 2,927	\$ -	
Salary Vacation	\$ 40,251	\$ 34,501	\$ -	\$ 34,501	\$ 5,750	\$ -	
FFCRA Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TCM Salary Expense	\$ 406,348	\$ 406,348	\$ -	\$ 406,348	\$ -	\$ -	
CLC Salary Expense	\$ 37,409	\$ -	\$ -	\$ -	\$ 37,409	\$ -	
Employer Taxes	\$ 71,397	\$ 61,197	\$ -	\$ 61,197	\$ 10,200	\$ -	
Employee Benefits - LAGERS	\$ 68,977	\$ 59,123	\$ -	\$ 59,123	\$ 9,854	\$ -	
Employee Benefits - Insurance	\$ 163,585	\$ 140,216	\$ -	\$ 140,216	\$ 23,369	\$ -	
Total Personnel	\$ 1,025,635	\$ 836,023	\$ 100,104	\$ 936,127	\$ 89,508	\$ 0.02	
						\$ -	
PROGRAMMING-DIRECT							
Community Learning Center	\$ 4,057		\$ -	\$ -	\$ 4,057	\$ -	
Summer Youth Program	\$ 3,951	\$ -	\$ -	\$ -	\$ 3,951	\$ -	
Employment	\$ 55,110		\$ -	\$ -	\$ 55,110	\$ -	
Community Int/Home Skills	\$ 3,778	\$ -	\$ -	\$ -	\$ 3,778	\$ -	
Transportation	\$ 3,059	\$ -	\$ -	\$ -	\$ 3,059	\$ -	
Partnership for Hope Waiver Match	\$ 14,839	\$ 14,839	\$ -	\$ 14,839	\$ -	\$ -	
Community Development	\$ 2,854	\$ -	\$ -	\$ -	\$ 2,854	\$ -	
Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Medical	\$ 1,251	\$ -	\$ -	\$ -	\$ 1,251	\$ -	
General Relief	\$ 6,402	\$ -	\$ -	\$ -	\$ 6,402	\$ -	
Temporary Residential Supports	\$ 1,197	\$ -	\$ -	\$ -	\$ 1,197	\$ -	
TCM Funding - Other Counties	\$ 9,336	\$ -	\$ 9,336	\$ 9,336	\$ -	\$ -	
Total Programming-Direct	\$ 105,833	\$ 14,839	\$ 9,336	\$ 24,175	\$ 81,658	\$ -	
						\$ -	
PROGRAMMING-INDIRECT							
Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Board Expense	\$ 171	\$ 137	\$ -	\$ 137	\$ 34	\$ -	
Governmental Relations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Conferences	\$ 3,712	\$ 2,969	\$ -	\$ 2,969	\$ 742	\$ (0.00)	
Depreciation	\$ 28,688	\$ 22,951	\$ -	\$ 22,951	\$ 5,738	\$ (0.00)	
Dues and Memberships	\$ 4,158	\$ 3,326	\$ -	\$ 3,326	\$ 832	\$ -	
Employee Travel	\$ 11,998	\$ 3,167	\$ 7,380	\$ 10,548	\$ 1,450	\$ -	
Insurance	\$ 16,344	\$ 13,075	\$ -	\$ 13,075	\$ 3,269	\$ 0.00	
Office Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office Supplies	\$ 6,912	\$ 5,530	\$ -	\$ 5,530	\$ 1,382	\$ (0.00)	
Postage	\$ 926	\$ 741	\$ -	\$ 741	\$ 185	\$ (0.00)	
Marketing/Outreach	\$ 1,626	\$ -	\$ -	\$ -	\$ 1,626	\$ -	
Printing/Copier	\$ 4,891	\$ 3,913	\$ -	\$ 3,913	\$ 978	\$ -	
Building Maint/Repair/Janitorial	\$ 12,726	\$ 10,181	\$ -	\$ 10,181	\$ 2,545	\$ -	
Employee Retention/Apprec/Wellnes	\$ 3,326	\$ 2,661	\$ -	\$ 2,661	\$ 665	\$ (0.00)	
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Payee Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit	\$ 8,820	\$ 1,764	\$ -	\$ 1,764	\$ 7,056	\$ -	
Legal Services	\$ 2,504	\$ 2,003	\$ -	\$ 2,003	\$ 501	\$ (0.00)	
Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services- Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Software & Technology	\$ 50,165	\$ 40,132	\$ -	\$ 40,132	\$ 10,033	\$ 0.00	
Training	\$ 3,211	\$ -	\$ -	\$ -	\$ 1,689	\$ 1,521.72	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Electricity	\$ 4,527	\$ 3,621	\$ -	\$ 3,621	\$ 905	\$ -	
Gas	\$ 1,191	\$ 952	\$ -	\$ 952	\$ 238	\$ -	
Water & Sewer	\$ 850	\$ 680	\$ -	\$ 680	\$ 170	\$ -	
Trash	\$ 2,634	\$ 2,107	\$ -	\$ 2,107	\$ 527	\$ (0.00)	
Phone & Internet	\$ 9,270	\$ 7,416	\$ -	\$ 7,416	\$ 1,854	\$ -	
Total Programming Indirect	\$ 178,650	\$ 127,327	\$ 7,380	\$ 134,708	\$ 42,421	\$ 1,521.72	
						\$ -	
Total Expense	\$ 1,310,118	\$ 978,189	\$ 116,820	\$ 1,095,009	\$ 213,587	\$ 1,521.74	
Surplus (Deficit)	\$ 97,826	\$ (242,749)	\$ 74,590	\$ (168,159)	\$ 267,507	\$ (1,521.74)	