

Adair County SB40 Developmental Disability Board

Executive Director's Report – March, 2018

Service Coordination – Current caseload = 390. This month has been challenging for the service coordinators with it being a short month with a holiday and weather-related time off as well as illness with the SCs and their families. They have still been working hard to meet the needs of the individuals. The new plans are a challenge but they are mastering them. They have logged a total of 934.3 hours for the month, which is an average of 93.4 hours per SC.

Equipment/Property – The new card locks and new AEDs have been ordered and should be installed soon. Tiffany is working on improvements for the employee break room. The electrician and elevator repair men have been in to perform repairs. We also had a service call to fix the downstairs sump pump and replace the battery as it had stopped working again. Also, another maintenance man worked to fill in holes by the building and parking lot due to drainage issues. Bids are currently being solicited for mowing for the 2018 season.

Non-Medicaid Case Management – The committee plans to model our program after Camden County's program for Community Resource Coordination. Service Coordinators are already using a scaled-down version of the Individual Support Plan (ISP) template for those without state-funded services. Once the program draft is approved, letters will go out to all affected individuals describing the coming changes.

Human Resources – The Employee Relations Committee continues to meet and address employee issues. Nancy has visited with local accountants to discuss the possibility of outsourcing the accounting functions rather than hire a new finance employee. Nancy and Dick Goldbaum met to discuss the assessment and coaching process. Dick will be contacting board members, management team and key stakeholders to conduct phone interviews and will do a 360 assessment with everyone. He has asked the management team to read two books in preparation for his visit and meetings this month.

Marketing Update – Emily LaMarche continues to work on a new logo and a comprehensive marketing plan including messaging, color palette and a brand book. Employee feedback on the initial logos presented was not favorable, so Emily is developing a few more options. Feedback will be solicited from the board and staff as pieces are developed.

Community Learning Center (CLC) – Laura Mueth presented Legislative Education on the Road to individuals at the CLC in preparation for their visit to Jefferson City. Melissa has sent eligible individuals applications for the summer program. She has also posted the counselor positions online and will be conducting interviews in the next couple of weeks. Preparations continue for the upcoming Art Show. See the CLC monthly report for more information.

Meetings/Events attended:

- 2/14/18 All-Staff Meeting
- 2/15/18 (Nancy) System of Care
- 2/16/18 (Nancy) Community Opp Bd Mtg
- 2/16/18 (Melissa C) Heartland Task Force
- 2/19/18 Holiday-Closed
- 2/20/18 (Nancy) Meet w/L Billington
- 2/20/18 (Virgie) Project THRIVE Provider Mtg
- 2/21/18 LOQW CARF Meeting
- 2/21/18 (VS & TB) TCM Meeting - Columbia
- 2/21/18 (Melissa C) Area Scene
- 2/22/18 Office closed until 1 pm - Ice
- 2/26/18 (Virgie) Vocational Rehabilitation
- 2/26/18 (Virgie) Due Process Meeting
- 2/27/18 (Nancy) Meet w/C Eagen
- 2/27/18 (Tonya & Dana) MOCABI Training
- 2/27/18 Art Show Meeting
- 2/27/18 (Nancy) CIT Exec Mtg
- 2/28/18 Management Meeting
- 3/2/18 (Nancy) Dealing w/People Trng – STL
- 3/3/18 (Nancy) Mtg w/Dick Goldbaum
- 3/5/18 Monthly TCM Call
- 3/6/18 Leadership & Team-Building Training
- 3/6/18 Legislative Education On-the-Road
- 3/6/18 (Virgie) Project THRIVE Provider Mtg
- 3/8/18 (Nancy) Crisis Intervention Team – Victimization Presentation by Ed Thomas
- 3/9/18 (Tonya) Interagency Meeting
- 3/9/18 (Lana & Kim) Mental Health Fair KHS
- 3/13/18 Legislative Day-Jeff City
- 3/13/18 Board Meeting

Upcoming Meetings/Events:

- 3/14/18 All-Staff Meeting
- 3/14/18 (Nancy) Phone Mtg w/Dick Goldbaum
- 3/15/18 (Krista) CASSP
- 3/15/18 System of Care
- 3/16/18 Community Opportunities Board Mtg
- 3/20/18 Project Management Trng Des Moines
- 3/20/18 (Virgie) Project THRIVE Provider Mtg
- 3/21/18 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
- 4/2/18 Holiday-Office Closed
- 4/3/18 (Nancy) Governmental Affairs
- 4/3/18 NAMI Training
- 4/4/18 Management Meeting
- 4/5-4/16/18 Virgie on Vacation
- 4/5/18 Pryor Training
- 4/6/18 CVA Benefit
- 4/9/18 Monthly TCM Phone Call
- 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
- 4/12/18 (Nancy) CIT
- 4/16-20/18 Art Show at KV Arts Association
- 4/19/18 Art Show Reception