

## **Adair County SB40 Developmental Disability Board**

### **Executive Director's Report – May, 2018**

**Service Coordination** – Current caseload = 386. Service coordinators have logged a total of 1,042.45 hours for the month, which is an average of 104.2 hours each. The new service coordination structure along with job descriptions have been shared with all staff. Transition will begin as soon as all positions have been filled. We are ready to begin transitioning individuals without Medicaid to the new resource coordination program. The cost for those individuals has been set at \$36/hour for 10 hours/year, totaling \$360 per year. This amount will be recorded quarterly and the appropriate accounting entry made to track the cost of the program.

**Equipment/Property** – The new card key system at the Learning Center is installed and functioning. Employees are still discussing whether or not it is realistic and/or necessary to investigate a different facility or make improvements to the current location. There is still a continuing request for a large refrigerator on the lower level of the McPherson location. It has been suggested that a new refrigerator that could hold larger trays for events be purchased for the Learning Center and that the old side-by-side be brought to the McPherson office.

**Human Resources** – The Employee Relations Committee continues to meet monthly to listen to employee feedback and plan social activities. They are currently working on plans for a staff retreat/appreciation day in June. There is still some uncertainty about how the chair of the committee will be determined as there is a lack of volunteers willing to serve in the role. The transition to the accountant began this past week. One service coordinator, Sara Weaver, has accepted another job and given her 30-day notice. Interviews are being held to fill the three internal positions and two external positions in Service Coordination. We hope to have these positions finalized by mid-May. Nancy continues to investigate options for human resources, employee assistance programs and benefits administration. We will also be working on succession plans for all positions in the organization.

**Marketing Update** – Emily LaMarche continues to work on a comprehensive marketing plan for our organization including messaging, color palette and a brand book. She had to replace her computer, which has resulted in a delay, but we hope to be able to develop new marketing materials in the next two months. We will also have shirt options available for the staff.

**MACDDS** – Val Huhn, head of the Division of Developmental Disabilities, shared more information about Managed Care/Value-Based Purchasing as a person-centered service delivery system. Missouri has been chosen for an innovation grant for value based purchasing options. She said that we need to start operating now as if we are a managed care organization. She will be bringing more information on what that means to the MACDDS meeting in May. We also received information on a Health Risk Screening Tool that the state is piloting for individuals in residential placements. This would be a great tool for us to use for all of our individuals (and staff) to ease the burden placed on service coordinators to give advice on medical information. More information will be forthcoming. The final version of Service Coordinator competencies as developed by the University of Missouri-Kansas City with the Department of Mental Health were distributed. We hope to integrate these into our organization through consistent job descriptions, performance plans, and training plans.

**Community Learning Center (CLC)** –Melissa has hired the staff for the summer youth program, which will actually be held at the Learning Center this year as the number of participants is down. Melissa, Kim and the art show committee did a fabulous job with the Art Show this year. The community reception and Chamber Business After Hours were well attended, and we have received lots of positive feedback. See the CLC monthly report for more information.

**Community Development Ideas** – The management team discussed ideas for community development. One item mentioned on a report received through MACDDS was about a program in North Carolina where training was developed for Direct Support Professionals through the high school's vocational-technical program. A program like this would hopefully help bring more quality personnel into the field thus helping the providers with their staffing shortage in addition to educating more young people about individuals with developmental

disabilities. It was also discussed that we visit with the City of Kirksville's Parks and Recreation department about partnering on projects that would benefit individuals such as an accessible changing room, pool tools for those with disabilities, and aquatic therapy. Finally, depending on what happens with the state funding for the Greenwood Center for Autism Services, we would like to visit with Truman to see how we can partner to move this project along. We have many folks in our services that have trouble accessing the necessary services due to the waiting periods for the Thompson Center as well as the physical location.

**Upcoming Outreach Events** – The staff would like to hold an Annual Meeting and Community Celebration during the month of September. This would be an expansion of the existing DSP of the Year celebration to also recognize Community Partners and Employers. Also, it has been discussed that we would coordinate the Annual Disability Awareness Conference this year, so plans are underway to set a date and location during October, which is Disability Employment Awareness month.

#### **Meetings/Events attended:**

- 4/11/18 All-Staff Meeting
- 4/11/18 Art Show Meeting
- 4/12/18 (Nancy) CIT Meeting
- 4/13/18 (Kim) Interagency Meeting
- 4/16/18 Art show began
- 4/16/18 (Nancy & Don) Mtg w/commissioners
- 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 (Nancy) Project THRIVE Governing Bd
- 4/18/18 (Tiffany & Lana) Pryor Training
- 4/18/18 Marketing Meeting
- 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
- 4/23/18 (Tonya) Due Process Mtg
- 4/25/18 (Virgie & Tonya) TCM Mtg-Columbia
- 4/25-26/18 (Nancy) MACDDS-Columbia
- 5/1/18 Employee Relations Mtg
- 5/1/18 (Kim & Virgie) Quarterly Provider Mtg
- 5/1/18 (Nancy) Governmental Affairs Mtg
- 5/2/18 Pryor Training
- 5/3/18 Management Mtg
- 5/4/18 (Tonya & Krista) Charting the LifeCourse-Columbia
- 5/7/18 Monthly TCM Call
- 5/8/18 Board Meeting

#### **Upcoming Meetings/Events:**

- 5/9/18 All-Staff Meeting
- 5/9/18 ARC Meeting
- 5/10/18 (Nancy) CIT Meeting
- 5/11/18 (Virgie) Interagency Mtg
- 5/11/18 Board Orientation w/Dale
- 5/15/18 (Virgie) Project THRIVE Provider Mtg
- 5/16/18 Area Scene
- 5/17/18 (Krista) CASSP
- 5/17/18 (Nancy) System of Care
- 5/18/18 (Nancy) Comm Opp Bd Mtg
- 5/23-24/18 (Nancy) MACDDS
- 5/25/18 State of the District
- 5/28/18 Holiday – Office Closed
- 5/29/18 Summer Program Staff Begin
- 6/4/18 Summer Program Begins
- 6/5/18 (Virgie) Project THRIVE Provider Mtg
- 6/5/18 Employee Relations Mtg
- 6/5/18 Management Meeting
- 6/11-15/18 (Nancy & Krista) CIT Trng
- 6/12/18 Board Meeting
- 6/13/18 All-Staff Meeting