

**Adair County SB40 Developmental Disability Board
Executive Director's Report – March 8, 2022**

Accountability:

- There remains \$42k available in HHS funds for COVID related special projects.
- TCM Revenue was another \$30k behind budget in February, however when the TCM Revenue accrual is trued up in March it is anticipated that the unpaid billable hours will have increased quarter over quarter, making up for some of the shortfall YTD. That said it is not anticipated we will achieve TCM Revenue.
- Property Tax revenue will exceed budget due the increased valuation assorted with new Real property added to this year's assessment. We budgeted based upon an estimate of COLA calculated on LY assessed value. The new assessed Real property will produce 1005 new revenue.
- There continues to be no deficit to report in Out of County service expense vs Out of County TCM revenue.

The use of the remaining \$42k of the HHS funds are now being prioritized as Grief Counseling/Support programming, IT upgrades for CLC and DDRC conference rooms, an outdoor pavilion for social-distanced programming; equipment for public accessible multi-sensory rooms at the CLC & DDRC. The Community Memorial Garden and inter-agency online resource directory for Service Coordinators reference will be reviewed again after final costs are known on the priority projects.

The Payee Accounting processes as outlined in the updated policy have been implemented internally and are going well. There is good protective measures and separation of duty internally within our organization. The three residential providers affected are reluctant to sign the Memorandum of Understandings and I have some work to do with them to alleviate their concerns and questions. I hope to have that issue resolved in March. We were asked take on three more representative payees by the Social Security administration for Sullivan County due to some conflicts in that County identified by SSA. We agreed to do so since we are their last resort.

Infrastructure:

The ordered server has not been received yet and Huber now estimates it will arrive by the end of March 2022. Since this is the fourth time the arrival has been pushed back, we have asked to consider finding a different vendor.

The renewals of commercial insurance policies (property, liability and Workers Comp) and an upgraded Cyber Insurance policy with Hawkins Harrison Insurance have been completed. Overall, no significant variances to last year. With small savings in W/C insurance we were able to increase Cyber Insurance coverage (per recommendations from MACDDS IT review session).

An RFP was posted to secure bids to build an outdoor pavilion and bids due March 4th.

Community Engagement:

SB40 has had media presence with KLTE, KMEM, KIRX, Daily Express and KTVO in recent weeks, mostly to promote the Conference and March Developmental Disability Awareness month. In recent weeks I have presented to Optimists, Lions, Kiwanis and have a presentation scheduled with Rotarians in early March. As part of DD Awareness month, Adair SB40 will also hold the Spotlight Awards banquet (3/15), present children's books on inclusion to area 1st graders, hold a book reading with Sarah Maddox of Project Happie at Kirksville Primary School on World Down Syndrome Day (3/21), distribute green lapel ribbons for Cerebral Palsy Awareness Day (3/25) and have a promotional contest "Show Your Purple" to recognize Epilepsy Awareness Day (3/26).

Coffee Chats have generally been going well. Although Children's Division was unable to attend their scheduled chat we made good use of our time. We also continue to meet regularly with service providers.

Community Engagement Conference sponsorships are at record levels. Registrations for the Conference are pacing well to previous years. The conference agenda is fully planned and all sessions have presenters. We have 25 exhibitors.

The first meeting of the new NRMC I/DD Advisory Committee is scheduled for April 5th.

The Community Opportunities Inc. grant request for the operation of the workshop is still pending. The recommendations for an advisory committee and planning for education of the Board and staff on Competitive and Integrated Employment was discussed. They are working on developing the advisory committee. I've already begun sharing information on CIE and Missouri's Employment First with the Executive Director. Overall, I'm encouraged by their willingness to review the information and begin working together on these issues.

Talent & Leadership:

The Quality Committee has been meeting to discuss preparation for CARF accreditation. Staff on the committee are going through CARF checklists to identify what we still have to complete before our first outreach to CARF. They have also reviewed our value statements and have recommendations for revisions which committee chair, Dana Elam, will present to the Board.

Staff participated in our first Tornado drill in February. All went well.

We are still working on scheduling our first meeting of the Benefit insurance committee to discuss thoughts and concerns about our first year with United Healthcare as our Employee Benefit insurance provider.

The TCM Management Team continues to work with Brandy Allen, Positive Supports Consultant, of Kirksville Regional Office. We are putting final touches on our organizational goals which are results of the agency assessment that Brandy completed with our staff. In part due to a recommendation from that assessment the 360 Committee is revamping the current employee recognition program, GAM into a point system.

The 360 Committee is also making recommendations for changes to the Medical Leave Bank policy. Revisions will be reviewed by the committee and presented to the Board for review and approval next month.

State of Disability Issues:

I visited our House and Senate Representatives in February and also stopped by both the Lt. Governor and Governor's office. I shared documentation of 'real stories' for each to consider as the work on the Governor's proposed budget and consider the proposed bills to eliminate personal property tax. Our legislators were attentive and interested in our input.

MACDDS distributed the survey for the salary study for SB40 Boards across the state. We will be responding in the next few days and are anxious to review results as we begin budgeting for next fiscal year.

Adair County SB40 Dashboard

Variance to Budget

	<u>YTD</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>
Property Tax Revenue vs Budget	\$ 221,493	\$ (2,417)	\$ (14)	\$ 236,008
TCM Revenue vs Budget	\$ (143,426)	\$ (26,989)	\$ (24,652)	\$ (30,118)
Personnel Expense vs Budget	\$ (76,626)	\$ (5,515)	\$ (5,040)	\$ (6,642)
Program Direct Expense vs Budget	\$ (74,051)	\$ (13,969)	\$ (16,771)	\$ (17,172)
In-Direct Expense vs Budget	\$ 13,683	\$ 2,598	\$ (3,278)	\$ 11,224
CapEx	\$ 6,417		\$ 539	\$ -
Surplus/Deficit YTD	\$ 248,446	\$ (13,780)	\$ 40,224	\$ 218,213

Targeted Case Management

	<u>YTD</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>
Current Caseload	415	417	417	419
Number of Service Coordinators	11	10.5	11.5	12
TCM Logged Hours	8,257	989	1149	1050
FY21 Avg Billable Hours	12,696	1058	1058	1058
Budgeted Log Hours	13,236	1103	1103	1103
Average Logged Hours per SC	91	101	92	88
Budgeted Log Hours per SC	110	110	110	110
SC Avg Caseload	37	40	36	35
Avg Case Load Goal	35	35	35	35
Hours Per Person Served	2	2.4	2.8	2.5
Hours Per Person Served Goal	3	3	3	3

Partnership for Hope Grants

	<u>YTD</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>
Total Annualized PfH Approved	76,531	78410	78410	72134
Total Actual PfH Expense	16,833	1780	2500	1994
Total Actual PfH Expense Last Year	23,751	3350	3530	4612
# of Participants	50	52	47	49
Cash Reserves	334,029	302042	586117	692672

Personnel

	<u>YTD</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</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	8	12.5	11.5	12

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

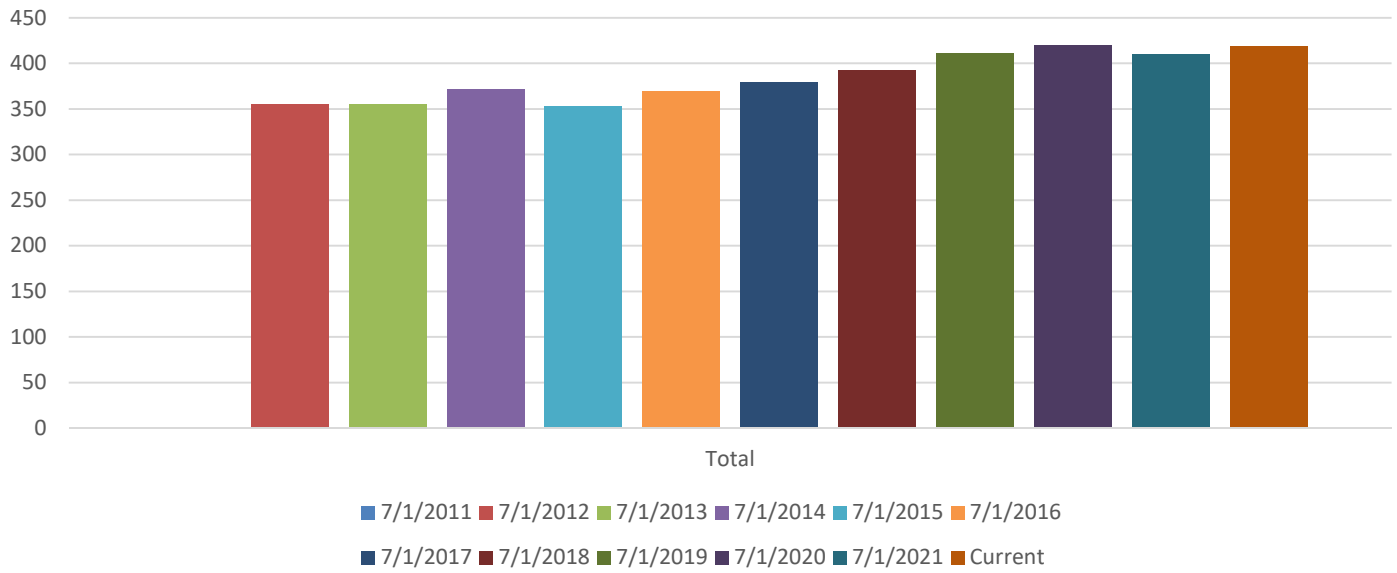
Community Learning Center

	<u>YTD</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>
CLC Direct Program Expense	313	\$ 590	\$ 634	\$ 291
CLC Staff Actual	1	1.5	1.5	1.5
CLC Staff Budgeted	1	1	1	1

**A portion of the amount budgeted for Summer Youth Program was re-allocated to the PT CLC Program Assistant position eff 09/2021*

AmbassaDDAIR Volunteers		2	2	3
Fundraising Receipts	\$ 273.00	\$ 36.00	\$ 34.00	

Total Caseload at FYE 2011-2022



Monthly TCM Revenue Last Year vs This Year



TCM Logged Billable Hours

