

**Adair Count SB40 Developmental Disability Board
Executive Director's Report – December 14, 2021**

Accountability:

- We received ~\$29k in HRSA ARP Rural funds in November. We have a proposal for how we would like to see a portion of those funds allocated in Infrastructure.
- TCM revenue is pacing at 89% to budget, -\$62k YTD. We are working hard to make up the shortfall from staffing vacancies earlier in the year. Several SCs are at or exceeding goals and almost all newer SCs are improving each month. We did have one medical leave in November which impacted billable hours.
- Personnel expense is under budget due to savings in employee benefit insurance. YTD Personnel expense is -\$59k
- The largest expense variance is related to booking depreciation expense monthly, which was unbudgeted. Depreciation does not affect cash flow, but is an expense that needs recorded.
- There is no deficit to report in Out of County service expense vs Out of County TCM revenue.
- We continue to forecast the FY22 to end with a surplus over budget, however this assumption includes TCM revenue overcoming the shortages to end the year at budget. We still remain hopeful that this can happen.

Updated Job Descriptions are finalized for all but a few management positions. Those manager's descriptions are in draft form and under review. Every position has associated SMART Goals established to be referenced for monthly reviews and annual performance evaluations.

The Emergency/Disaster Plan manual is in final review before being distributed to all staff. The Infectious Disease policy was edited and added. Appropriate emergency drills will start after the first of the year.

Following our Board retreat, the Strategic Plan goals and SWOT plan were reviewed in the All Staff meeting. The staff discussed the concept of 'mission creep' and maintaining focus. Plan goals were assigned to the Quality committee to review and prioritize. The 360 Committee is tasked with developing a simplified review tool that can be used throughout the year and ready for presentation at our 2022 Board Retreat.

We were able to activate online DONOR link on both our website and social media prior to and on Giving Tuesday. The response was not what we had hoped for, but we feel that we didn't have ample opportunity to promote it prior to Giving Tuesday. We now have the QR code on our website, brochures, business cards and other materials. I will be scheduling presentation opportunities with various groups and organizations with emphasis to push fundraising after the first of the year. I am also finalizing all the requirements so that we can begin applying for applicable Federal Grant opportunities.

Planning for the Community Engagement Conference scheduled March 15th, 2022 is well under way. If you would like to assist with planning or volunteer, please let Melissa or I know.

Infrastructure:

Jason Hawes is working out very well as on-call maintenance. He is working on several minor repairs during some weekend hours. It appears that this strategy may help save us money compared to an (impossible to find) independent contractor. The new water heater has been installed and Tiffany is securing proposals to clean and disinfect the carpet downstairs.

Although Huber ordered the new Server approved by the Board in August, it has not been received yet. The three new laptops have been distributed and are in use.

The ARP Rural funds received for ~\$29k was unbudgeted receipts. We would like to use those funds to prepare for outdoor CLC programming options for summer programming and to address future pandemic restrictions. We propose building a pavilion in the yard space available just north of the CLC. There is ample room for a pavilion similar to the one at the Inclusion Park. This pavilion can be used to provide programming outdoors and reduce impact of future infectious disease outbreaks. The staff would also like to develop a Community Memorial Garden around the pavilion in memory of those we have served who have passed, including and especially those lost during the COVID pandemic. A garden such as this would be a wonderful way to tribute those lost as well as provide another programming option for the CLC in outdoor gardening.

Community Engagement:

We had a coffee chat with StationMD in November that was well attended. The coffee chat with Avenues had to be postponed for now. We have also scheduled meetings with Service Providers on a quarterly basis through the end of 2022 (except Chariton Valley Association will be meeting every other month). Our first meetings with Ellendel, VR and Judevine were good discussions about ways we can collaborate to improve overall services. We will be meeting with Ellendel again in late December. Sean & Susan will be following up with information for Judevine to review on recent service concerns.

The staff cooked several turkeys and provided a lot of support for the Thanksgiving Dinner coordinated by CVA. CVA hosted the dinner and SB40 purchased the turkeys and ham, as we have done for several years. Turnout was good and the food appreciated by all.

Following up with my participation in both the local Chamber and the MACDDS Government Affairs committee, the most critical issue impacting our County is Senate Bill 649 which has been pre-filed. This Bill, if passed, would eliminate personal property taxes through a reduction on personal property tax assessments as real property grows. Adair County Commissioner Bill King reported that the Missouri Association of Counties is opposing this bill, as is MACDDS. I've been in communication with Senator O'Laughlin, and she also assures me that she will not support this Bill. I will continue to educate the community leadership on the devastating impact this would have on SB40 services and programming.

The Autism Advisory Board continues to be active. They will be finalizing the questions for the Greenwood Center Director candidates to pass off to the TSU selection committee at their Dec. 15th meeting. They have also begun promotion of the group on campus and on social media to try to increase involvement.

The CLC has multiple other opportunities relatively new to the calendar including Music Therapy, Transitions in Employment support group and Legal Education sessions planned after the first of the year. Participation in CLC activities was growing until we had to go back to limited access due to rise in COVID issues after the Thanksgiving Holiday.

Talent & Leadership:

The staff are incredibly saddened at the loss of Lana Ridgeway's husband, Jim, during a COVID outbreak infected Lana's entire family. Staff are involved in various ways of supporting Lana. Also, Tiffany & Julie are covering her work while she is out.

The Staff did enjoy a wonderful carry in dinner at the CLC in November in celebration of Thanksgiving. At that meeting, the staff voted on the final DBA name for the McPherson Street office ("Developmental Disabilities Resource Center", DDRRC) and logos which will be used to begin promoting all of our services. Interest and involvement was high and much appreciated.

The TCM Management Team continues to work with Brandy Allen, Positive Supports Consultant, of Kirksville Regional Office to plan for multiple qualitative measurement tools to use in our performance reviews. The staff is currently evaluating the concept of "Beyond Compliance" and sharing thoughts on what that term means relative to quality SB40 Services. The TCM Management Team is also educating ourselves on Beyond Compliance Leadership in hopes to drive that paradigm shift.

State of Disability Issues:

The Division continued training on the revisions to the Waiver definitions started in October. Sean has carried this over into the TCM meetings to educate the SCs as needed. DMH has been providing information on the Omnicron variant, which very little is known about at this time. We have reinstated masks and social distancing at our offices. At this time, DMH believes the Omnicron variant will be the dominant variant in 2022.

Service Providers continue to struggle with staffing shortages and strategies for staff retention is a primary focus of the Division, MARF and MACDDS. Several SB40 Boards are also struggling with staff shortages. MACDDS has secured a contract for a Wage Study which will be initiated soon. This will assist us in determining our current wage scale as well.

Adair County SB40 Dashboard

<u>Variance to Budget</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>YTD</u>
Property Tax Revenue vs Budget	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (12,084)
TCM Revenue vs Budget	\$ 8,958	\$ (34,078)	\$ (6,016)	\$ (11,452)	\$ (19,079)	\$ (61,667)
Personnel Expense vs Budget	\$ (10,317)	\$ (44,574)	\$ 4,386	\$ (4,951)	\$ (3,973)	\$ (59,429)
Program Direct Expense vs Budget	\$ 38,166	\$ (12,081)	\$ (17,445)	\$ (19,396)	\$ (15,383)	\$ (26,139)
In-Direct Expense vs Budget	\$ (11,296)	\$ (6,079)	\$ 23,492	\$ 3,150	\$ (6,128)	\$ 3,139
CapEx	\$ (917)	\$ 2,881	\$ (917)	\$ 4,831	\$ -	\$ 5,878
Surplus/Deficit YTD	\$ (11,109)	\$ 25,806	\$ (19,983)	\$ 6,207	\$ 31,323	\$ 32,244

<u>Targeted Case Management</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>YTD</u>
Current Caseload	413	413	411	413	414	413
Number of Service Coordinators	9.5	11.5	12.5	12.25	12	12
TCM Logged Hours	993	935	1070	1036	1035	5,069
FY21 Avg Billable Hours	1058	1058	1058	1058	1058	12,696
Budgeted Log Hours	1103	1103	1103	1103	1103	13,236
Average Logged Hours per SC	105	81	86	82	88	88
Budgeted Log Hours per SC	110	110	110	110	110	110
SC Avg Caseload	43	36	33	34	35	36
Avg Case Load Goal	35	35	35	35	35	35
Hours Per Person Served	2.4	2.3	2.6	2.5	2.5	2
Hours Per Person Served Goal	3	3	3	3	3	3

<u>Partnership for Hope Grants</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>YTD</u>
Total Annualized PfH Approved	74982	74982	76236	78625	78465	76,658
Total Actual PfH Expense	0	2470	2226	2940	2923	10,559
Total Actual PfH Expense Last Year	2736	2563	2429	2189	2342	12,259
# of Participants	48	48	50	51	52	50
Cash Reserves	312497	227884	196907	161430	192681	224,680

<u>Personnel</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>YTD</u>
Total Budgeted Personnel (FTE)	20.5	20.5	20.5	20.5	20.5	20.5
Total Actual Personnel (FTE)	18.5	20.5	22	21.25	21.75	21
Total Budgeted SCs	12	12	12	12	12	12
Total Actual SCs	9.5	11.5	12.5	12.25	12	5

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

<u>Community Learning Center</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>YTD</u>
CLC Direct Program Expense	\$ 52	\$ 235	\$ 317	\$ 84	299	197
CLC Staff Actual	1	1	1.5	1.5	1.5	1.5
CLC Staff Budgeted	1	1	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	0	0	0	1	2	1
Fundraising Receipts	\$ -	\$ -	\$ -	\$ -	\$ 27	27