

**Adair County SB40 Developmental Disability Board
Executive Director's Report – April 11th, 2024**

Accountability:

Other than a few small receipts for the final quarter of FY24, Property Tax receipts have mostly come in for the year and are projected to be around +\$31k to budget since we budgeted so conservatively last year. The TCM revenue for March was slightly under plan for March because the Easter holiday actually fell into March rather than April, losing one full day of billing. However, April will have one additional day of billing and make up for some of the loss. We are still billing slightly under the daily average budgeted and are forecasting to miss budget for the year (although anticipating +5-6% over last year, which was a record year for TCM revenue). We also have +\$4k in unpaid Medicaid billing which will catch up when authorizations go through.

In early April we received a return of \$14k on the grant to ATSU for the IDD Elective program which they did not use since they have canceled the program. Per our auditor's recommendation, we put the payment into other revenue in the month of April and this is now impacting our forecast for FY24.

Julie facilitated a Workers Compensation Audit on Calendar Year 2023 payroll which yielded a refund of \$700 for the year, plus they refunded our premium for this year since we switched from Missouri Employers Mutual to Markel Inc. due to the very high increases in our premium despite low experience levels. We were approved by Medicaid for the revalidation of our organization as a vendor for MO Healthnet for the next five year.

Both COI and HHES have a copy of the acquisition agreement drafted by the attorney and have it under review for signature. We don't anticipate any issues with both parties signing the agreement. Expenses related to this resolution are expected to be final in April.

Infrastructure:

Due to the forecasted surplus this fiscal year, we are seeking proposals to do the cement work needed for the parking lot at the CLC in FY24 instead of FY25 where we planned it. Also, due to increasing concerns for building and staff security, we are seeking proposals for an upgrade to our internal security systems for both locations.

Community Engagement:

There has been recent attention to our online resource directory, NEMOResources.org, which resulted in positive feedback for SB40 on social media and a spike in our stie visits. We are planning to link NEMOResources as a service sponsored by Adair SB40 to all SB40 web & social media sites. We will also be adding a chat feature to NEMOResources. While this tool is primarily for our internal TCM use, it is a valuable tool for the community at large, assists with generating referrals and offers a promotional benefit for SB40 in the community.

We are excited about the positive momentum of our work with the Greenwood Center and believe that services will be improved for individuals we refer and/or fund for ABA Therapy. The priority Dr. Jensen has placed on diagnostic services, followed soon by ancillary services on site, creates a vision for our collaboration that is more in line with Board expectations earlier on.

Work continues with the Volunteer Transportation Network (VTN) with progress on this service statewide that could positively impact NE Missouri. Statewide, the RPCs are planning to add a Multi-Modal Transportation Committee to their Regional TAC Committees starting in FY25. While SB40 should not be the lead organization with this service, we should stay involved and may need to direct some funding to the VTN, as this could be an invaluable strategy to facilitating employment and access to the community.

Talent & Leadership:

We continue to plan for adding a full-time Community Resource Coordinator to the staff using some of the employment funding formerly allocated to COI. Part of the CRC assignments will be to increase employment opportunities for people 18+ and assuring transition to adulthood/transportation planning for students 13-18 before graduating from High School. The CRC would also provide case management services for non-Medicaid individuals that we don't receive funding for allowing SCs to focus on the more time intensive individuals.

State of Disability Issues:

The Senate is reviewing FY25 budget proposals that do not include TCM rate increases. We are hopeful that they will add it back in and are advocating for this with Missouri Senators, along with MACDDS.

Adair County SB40 Dashboard				Mar-24
Variance to Budget		Actual FY22	Actual FY23	Mar-24
Property Tax Revenue vs Budget	\$ 68,209	\$ (8,213)	\$ 31,534	
TCM Revenue vs Budget	\$ (89,158)	\$ (3,597)	\$ (63,901)	
Personnel Expense vs Budget	\$ (90,078)	\$ (11,761)	\$ (5,670)	
Program Direct Expense vs Budget	\$ 7,952	\$ (12,150)	\$ (64,643)	
In-Direct Expense vs Budget	\$ 48,234	\$ (8,533)	\$ (13)	
Surplus/Deficit YTD	\$ 59,396	\$ (56,518)		
Targeted Case Management		Actual FY22	Actual FY23	Mar-24
Current Caseload	420	449	446	
Number of Service Coordinators <i>working</i>	10.5	11	13	
Avg TCM Logged Billable Hours/ Mo	1,070	1164	1207	
Avg TCM PAID Billable Hours/ Mo	1,024	1082	1105	
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	61	96.8	
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	
Goal Average Billable Hours Per Day Per SC	n/a	5.6	5.6	
Partnership for Hope Grants		Actual FY22	Actual FY23	YTD
Total Annualized PfH Approved	76,727	56,604	57,807	
Total Actual YTD PfH Expense	29,386	33264	21412	
Total Actual PfH Expense Last Year	36,702	29386	29386	
# of Participants	51	38	32	
Cash Reserves	520,342	599,662	782,567	
Personnel		Actual FY22	Actual FY23	YTD
Total Budgeted Personnel (FT)	20	20	21	
Total Budgeted Personnel (PT)	1	4	3	
Total Actual Personnel (FT)	19.0	21	21	1 SC Vacancy; Admin Asst increased to FT
Total Actual Personnel (PT)	3.0	3	2	Custodian budget 1 person, now 3 ppl but same hours
Total Budgeted SCs	12	12	13	
Total Actual SCs	11	13	12	1 SC Vacancy
Community Learning Center		Actual FY22	Actual FY23	YTD
CLC Direct Program Expense	6,802	12217	8239	*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	\$ 606,550	\$ -	\$ -	\$ -	\$ 606,550	\$ -
PILOT Payment	\$ 7,283		\$ -	\$ -	\$ 7,283	\$ -
Interest Income	\$ 1,915	\$ 1,915	\$ -	\$ 1,915	\$ -	\$ -
Grant Income	\$ -		\$ -	\$ -	\$ -	\$ -
TCM Revenue	\$ 1,040,937	\$ 820,164	\$ 220,773	\$ 1,040,937	\$ -	\$ -
Representative Payee Income	\$ 13,198	\$ -	\$ -	\$ -	\$ 13,198	\$ -
Other Income	\$ -	\$ -		\$ -	\$ -	\$ -
Total Revenue	\$ 1,669,884	\$ 822,079	\$ 220,773	\$ 1,042,852	\$ 627,032	\$ -
EXPENSES						
PERSONNEL						
Salary Expense	\$ 244,268	\$ 131,573	\$ 112,695	\$ 244,268	\$ -	\$ -
Salary Sick	\$ 22,281	\$ 18,406	\$ -	\$ 18,406	\$ 3,875	\$ -
Salary Vacation	\$ 46,860	\$ 38,711	\$ -	\$ 38,711	\$ 8,150	\$ -
FFCRA Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TCM Salary Expense	\$ 435,118	\$ 435,118	\$ -	\$ 435,118	\$ -	\$ -
Non-Medicaid TCM Salary Exp	\$ 29,966		\$ 7,874	\$ 7,874	\$ 22,092	
CLC Salary Expense	\$ 42,220	\$ -	\$ -	\$ -	\$ 42,220	\$ -
Employer Taxes	\$ 78,267	\$ 64,655	\$ -	\$ 64,655	\$ 13,612	\$ -
Employee Benefits - LAGERS	\$ 77,684	\$ 64,174	\$ -	\$ 64,174	\$ 13,510	\$ -
Employee Benefits - Insurance	\$ 190,121	\$ 157,056	\$ -	\$ 157,056	\$ 33,064	\$ -
Total Personnel	\$ 1,166,785	\$ 909,693	\$ 120,569	\$ 1,030,262	\$ 136,523	\$ 0.02
PROGRAMMING-DIRECT						
Community Learning Center	\$ 4,288		\$ -	\$ -	\$ 4,288	\$ -
Summer Youth Program	\$ 3,951	\$ -	\$ -	\$ -	\$ 3,951	\$ -
Employment	\$ 60,135		\$ -	\$ -	\$ 60,135	\$ -
Community Int/Home Skills	\$ 4,054	\$ -	\$ -	\$ -	\$ 4,054	\$ -
Transportation	\$ 3,935	\$ -	\$ -	\$ -	\$ 3,935	\$ -
Partnership for Hope Waiver Match	\$ 16,244	\$ 16,244	\$ -	\$ 16,244	\$ -	\$ -
Community Development	\$ 2,854	\$ -	\$ -	\$ -	\$ 2,854	\$ -
Program Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical	\$ 1,311	\$ -	\$ -	\$ -	\$ 1,311	\$ -
General Relief	\$ 7,729	\$ -	\$ -	\$ -	\$ 7,729	\$ -
Temporary Residential Supports	\$ 1,197	\$ -	\$ -	\$ -	\$ 1,197	
TCM Funding - Other Counties	\$ 9,660	\$ -	\$ 9,660	\$ 9,660	\$ -	\$ -
Total Programming-Direct	\$ 115,357	\$ 16,244	\$ 9,660	\$ 25,903	\$ 89,454	\$ (0.00)
PROGRAMMING-INDIRECT						
Accreditation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Expense	\$ 171	\$ 137	\$ -	\$ 137	\$ 34	\$ -
Governmental Relations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences	\$ 5,073	\$ 4,059	\$ -	\$ 4,059	\$ 1,015	\$ -
Depreciation	\$ 32,313	\$ 25,850	\$ -	\$ 25,850	\$ 6,463	\$ -
Dues and Memberships	\$ 4,328	\$ 3,462	\$ -	\$ 3,462	\$ 866	\$ -
Employee Travel	\$ 13,572	\$ 3,567	\$ 8,115	\$ 11,682	\$ 1,890	\$ -
Insurance	\$ 19,959	\$ 15,967	\$ -	\$ 15,967	\$ 3,992	\$ (0.00)
Office Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 8,517	\$ 6,814	\$ -	\$ 6,814	\$ 1,703	\$ -
Postage	\$ 1,097	\$ 878	\$ -	\$ 878	\$ 219	\$ -
Marketing/Outreach	\$ 1,694	\$ -	\$ -	\$ -	\$ 1,694	\$ -
Printing/Copier	\$ 5,491	\$ 4,393	\$ -	\$ 4,393	\$ 1,098	\$ 0.00
Building Maint/Repair/Janitorial	\$ 14,314	\$ 11,451	\$ -	\$ 11,451	\$ 2,863	\$ -
Employee Retention/Apprec/Wellnes	\$ 3,449	\$ 2,759	\$ -	\$ 2,759	\$ 690	\$ (0.00)
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payee Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit	\$ 8,820	\$ 1,764	\$ -	\$ 1,764	\$ 7,056	\$ -
Legal Services	\$ 2,548	\$ 2,038	\$ -	\$ 2,038	\$ 510	\$ (0.00)
Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services- Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Software & Technology	\$ 55,161	\$ 44,129	\$ -	\$ 44,129	\$ 11,032	\$ (0.00)
Training	\$ 5,081	\$ 1,976	\$ -	\$ 1,976	\$ 3,105	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electricity	\$ 4,923	\$ 3,938	\$ -	\$ 3,938	\$ 985	\$ -
Gas	\$ 1,395	\$ 1,116	\$ -	\$ 1,116	\$ 279	\$ (0.00)
Water & Sewer	\$ 956	\$ 765	\$ -	\$ 765	\$ 191	\$ -
Trash	\$ 3,010	\$ 2,408	\$ -	\$ 2,408	\$ 602	\$ (0.00)
Phone & Internet	\$ 10,262	\$ 8,210	\$ -	\$ 8,210	\$ 2,052	\$ (0.00)
Total Programming Indirect	\$ 202,133	\$ 145,679	\$ 8,115	\$ 153,795	\$ 48,338	\$ (0.00)
Total Expense	\$ 1,484,275	\$ 1,071,616	\$ 138,344	\$ 1,209,960	\$ 274,315	\$ 0.02
Surplus (Deficit)	\$ 185,609	\$ (249,537)	\$ 82,429	\$ (167,108)	\$ 352,717	\$ (0.02)