

**Adair Count SB40 Developmental Disability Board
Executive Director's Report – January 11, 2022**

Accountability:

- We received ~\$29k in HRSA ARP Rural funds in November and another \$50k in December. We also received a copy of the 'Terms & Conditions' of the payments in December. Given that there are some restrictions on the use of the receipts we have removed it from 'Other revenue' and place it in a liability account. As we calculate and utilize the funds going forward, we will apply those payments against the liability account. It's important to note that any unused funds or usage that does not meet the Terms & Conditions will have to be returned. This is why we determined it was not appropriate to record it as revenue to the financial statements. Moving the revenue left YTD surplus as negative; we believe this will be reversed when we calculate lost revenues.
- TCM Revenue continues to pace behind budget due to vacancies earlier in the fiscal year, new SCs not up to maximum capacity yet and now two SCs out on medical leave in December. Sean, Susan and Virgie worked to offset some of the shortfall, and the newer SCs are picking up their pace quickly.
- Personnel expense is under budget due to savings in employee benefit insurance. YTD Personnel expense is -\$64k
- Depreciation expense accrual continues to be recorded monthly but is unbudgeted. (No impact to cash flow)
- There is no deficit to report in Out of County service expense vs Out of County TCM revenue.

Updated Job Descriptions are finalized for all but the QAS positions

The Emergency/Disaster Plan manual was distributed to all staff for reading. Appropriate emergency drills will start in January 2022.

The Strategic Plan and SWOT analysis were shared with all staff in October. In December, employee members of the Quality Committee reviewed the Focus areas and prioritized them. Please see the attached Focus Area report rated highest priority to lowest by staff. In addition, staff on the committee are re-evaluation our values statement on "Equality". There is some support for changing the value to "Equity". Dana is leading that review for recommendations to the Management and Board. *There is one correction to the information shared with the Board at the Retreat: The Gender table presented incorrect. The split on individuals served is actually about 68% male, 32% female.*

We received \$273 to DD Link's bank account in December through the DONOR box on our website. I have initiated contact with various community groups and organizations to begin promotion our programs and fundraising efforts.

For the Community Engagement Conference, we now have the Key Note Speaker confirmed and about half of the break out session presenters. Focus now is on finalizing those details and also securing sponsorship dollars.

In December, a great deal of management time and effort was spent on updating the Payee Accounting policy. There are many legal requirements as established by SSA that we need line up our accounting practices and procedures with. It is apparent that we should not be waiving service fees on this benefit to our individuals. We need to collect those fees and use them to offset staff hours needed to stay in compliance. We'd like to propose charging the allowable fees and using the dollars to fund a part – time clerical staff to relieve Tiffany and Julie of some duties, freeing up their time to focus on compliance with this program.

Infrastructure:

Jason Hawes is completing a grant application to Ameren to help offset the cost of converting all light fixtures to LED. This is a work in progress, but in the long run should save us a lot of money.

Although Huber ordered the new Server approved by the Board in August, it has not been received yet and Huber now estimates it will arrive by the end of February 2022.

An RFP was prepared to secure bids to build an outdoor pavilion along with a Sensory Memorial Garden to memorialize those in the community who struggled or were lost during COVID. The RFP was shared with Rodney Sadler and Julie Atchley's husband because they each have have experience in these types of projects.

It was suggested to make these two separate projects. We are working on updating the RFP to get it out to potential contractors ASAP. The projects would be paid for with some of the HHS Stimulus payments.

Community Engagement:

We had a really good coffee chat with DHSS in early January, and will be meeting with VocRehab in February. We've also had several very productive management level meetings with various Service Providers. We've successfully gotten providers on a quarterly schedule now. The collaboration is going to be beneficial to everyone involved.

We've had several meetings with regard to the Conference in March and have benefited from the participation of staff from KRO, CVA, LOQW, CAP- NEMO, ATSU, TSU and others. It promises to be a good event. MelissaC is finishing up the nomination forms for the Adair County SB40 Spotlight Awards banquet recognizing 4 people with developmental disabilities. Those should be distributed to the community this week.

The Autism Advisory Board continues to be active. They have applied for affiliation with ASAN (Autistic Self Advocacy Network). They are also working on a mission statement and 2022 goals. Recruitment and sustainability are top priorities, especially with the committee leadership scheduled to graduate TSU and leave the area this spring.

The staff are incredibly saddened at the loss of an individual in an ISL who passed from COVID. Of great concern was the medical care received locally was questioned, so the Provider followed up with emergency care at University Hospital in Columbia. He was admitted directly into ICU in Columbia. This 24 year old, otherwise healthy young man, subsequently passed away. Management is exploring options for grief counseling for staff that could be shared with affected Service Providers. In response to this tragedy, I have a meeting scheduled with NMRC administration to discuss possible ways our organizations can collaborate to improve equity of medical care for people with developmental disabilities in our community.

Talent & Leadership:

The Staff did enjoy fun Christmas gifts at a staff meeting in December, supported by Julie & Tiffany's great humor and individualized gifting skills. The original Christmas get together was cancelled due to the increase of COVID cases in the area.

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 discussed and embraced the concept of "Beyond Compliance" and are now sharing that philosophy with their contacts throughout the community.

State of Disability Issues:

MACDDS Committees met with DMH representatives to negotiate the renewal of the TCM Contract and also to create the legislative "Push Card" to share with our representatives. The contract meeting went well and most recommendations of MACDDS were well received. Of course, we asked for an increase in rate. I will share a copy of the legislative Push Card once finalized. The first 'in-person' meeting of MACDDS is scheduled for January 26-27 in Jefferson City. I will attend the meeting in-person and then go to the Capital to attempt to meet with our legislators while I am there.

The staffing issues for Service Providers continues to be a top area of focus for DMH, MACDDS, MARF and most others.

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>Dec</u>	<u>YTD</u>
Property Tax Revenue vs Budget	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (2,417)	\$ (14,501)
TCM Revenue vs Budget	\$ 8,958	\$ (34,078)	\$ (6,016)	\$ (11,452)	\$ (19,079)	\$ (26,989)	\$ (88,656)
Personnel Expense vs Budget	\$ (10,317)	\$ (44,574)	\$ 4,386	\$ (4,951)	\$ (3,973)	\$ (5,515)	\$ (64,944)
Program Direct Expense vs Budget	\$ 38,166	\$ (12,081)	\$ (17,445)	\$ (19,396)	\$ (15,383)	\$ (13,969)	\$ (40,108)
In-Direct Expense vs Budget	\$ (11,296)	\$ (6,079)	\$ 23,492	\$ 3,150	\$ (6,128)	\$ 2,747	\$ 5,886
CapEx	\$ (917)	\$ 2,881	\$ (917)	\$ 4,831	\$ -	\$ -	\$ 5,878
Surplus/Deficit YTD	\$ (11,109)	\$ 25,806	\$ (19,983)	\$ 6,207	\$ 2,868	\$ (13,780)	\$ (9,991)

<u>Targeted Case Management</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>
Current Caseload	413	413	411	413	414	417	414
Number of Service Coordinators	9.5	11.5	12.5	12.25	11.5	10.5	11
TCM Logged Hours	993	935	1070	1036	1035	989	6,058
FY21 Avg Billable Hours	1058	1058	1058	1058	1058	1058	12,696
Budgeted Log Hours	1103	1103	1103	1103	1103	1103	13,236
Average Logged Hours per SC	105	81	86	82	92	101	91
Budgeted Log Hours per SC	110	110	110	110	110	110	110
SC Avg Caseload	43	36	33	34	36	40	37
Avg Case Load Goal	35	35	35	35	35	35	35
Hours Per Person Served	2.4	2.3	2.6	2.5	2.5	2.4	2
Hours Per Person Served Goal	3	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>Dec</u>	<u>YTD</u>
Total Annualized PfH Approved	74982	74982	76236	78625	78465	78410	76,950
Total Actual PfH Expense	0	2470	2226	2940	2923	1780	12,339
Total Actual PfH Expense Last Year	2736	2563	2429	2189	2342	3350	15,609
# of Participants	48	48	50	51	52	52	50
Cash Reserves	312497	227884	196907	161430	192681	302042	232,240

<u>Personnel</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>
Total Budgeted Personnel (FTE)	20.5	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	22	21
Total Budgeted SCs	12	12	12	12	12	12	12
Total Actual SCs	9.5	11.5	12.5	12.25	12.5	12.5	6

**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>Dec</u>	<u>YTD</u>
CLC Direct Program Expense	\$ 52	\$ 235	\$ 317	\$ 84	\$ 299	\$ 590	263
CLC Staff Actual	1	1	1.5	1.5	1.5	1.5	1
CLC Staff Budgeted	1	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	2	1
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ACSB40DDB Strategic Plan 2021 Ratings

Our Focus Areas

• Community Engagement	
○ Outreach	AVG
▪ Targeted Case Management	5.00
▪ Community Resource Coordination (Non-Medicaid Case Management)	4.22
▪ Legislator Education	4.22
▪ Crisis Intervention Team (CIT) Education	4.22
▪ Commissioner Education	4.11
▪ Community Engagement Conference (March)	4.00
▪ Truman Disability Studies Education	4.00
▪ ATSU Medical Student Presentations	4.00
▪ DSP Annual Meeting & Awards (September)	3.78
▪ Spotlight Awards Banquet (March)	3.22
▪ Funding to Provider Agencies	3.11
▪ State of the County Address	3.11
▪ Back to School Events (August)	2.78
▪ Annual Arts Festival	2.44
○ Advocacy	
▪ Purchase of Services for Individuals	4.56
▪ Legislative Education and Priorities	3.67
▪ Project STIR	3.67
▪ MACDDS Governmental Affairs	3.33
▪ Kirksville Chamber Governmental Affairs Committee	3.00
○ Collaboration	
▪ DMH / KRO	4.67
▪ Local School Districts	4.56
▪ SB40 AmassaDDAIRs Volunteer Network	4.33
▪ MACDDS	4.33
▪ NEMO Crisis Intervention Team	4.22
▪ Kirk-Tran Partnership	4.00
▪ DSP Training Program	4.00
▪ CASSP	3.89
▪ Greenwood Center	3.89
▪ OATS Partnership	3.78
▪ System of Care - NEMO Connect and Local Interagency Group	3.56
▪ Dental Partnership	3.33
▪ YMCA	3.00
▪ Kirksville Parks & Recreation	2.89
▪ Heartland Task Force	2.88
▪ MOPELRA	2.44
▪ Regional Interagency Coordinating Council	2.33
○ Guerilla Marketing Strategy	
▪ Participation in Community Wide events	4.33
▪ Social Media	4.11
▪ Branding Community Resource Center / Community Learning Center	4.00
▪ Speakers Bureau – Service Organization, Church and other organized groups	4.00

▪ Newsletter	3.67
▪ Website Development	3.67
▪ Media Relations (Radio, TV, Newspaper, etc.)	3.67
▪ Signage for “Community Resource Center” on McPherson	3.56
▪ Annual Report	3.44
▪ Promotional Items	3.33

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- Talent & Leadership

- Recruitment & Retention

▪ Be Employer of Choice	4.89
▪ Quality Orientation & Training opportunities	4.78
▪ Job Descriptions, Benchmark Tracker & Annual Evaluations	4.56
▪ Competitive Compensation	4.56
▪ Competitive Benefits	4.44
▪ Employee Exit Interview	3.78
▪ 360 Committee	3.56
▪ Social Committee	3.22

- Service Recognition

▪ Leave Time	3.89
▪ Staff Retreat	3.33

- Benefits

▪ Health Insurance	4.33
▪ Flexible Schedule	4.33
▪ Leave Time – Vacation, Sick, Holiday, Bereavement, Community Service, Jury Duty	4.11
▪ Dental Insurance	3.67
▪ Vision Insurance	3.67
▪ Life Insurance	3.44
▪ Short Term and Long Term Disability Insurance	3.44
▪ Dependent Health Coverage Assistance	3.33
▪ Employee Assistance Program	3.25
▪ Medical Leave Bank	3.00
▪ Birthday Lunches	2.00

- Governance

▪ Continuing Education	4.22
▪ Orientation	4.11
▪ BoardSource	2.44

- Leadership Development

▪ Individual Training	4.22
▪ Organizational Structure	4.11
▪ Succession Plans	3.89