

Adair County SB40 Developmental Disability Board
Executive Director's Report – April 11th, 2023

Accountability:

TCM revenue looked outstanding in March and is trued-up through the end of March. The TCM staff did a great job of logging billable hours despite the challenges of completing a lengthy HRST training period. TCM Staff are very aware of the need to maintain these levels of productivity. We anticipate that personnel expense will be significantly under budget this fiscal year, further compounded by an adjustment to the auditor's accrued payroll balance that forced a larger credit to personnel expense in March. However, we should start seeing the revenue benefit associated with adding the cost of a 13th Service Coordinator in the next few weeks.

Property Tax revenues should be at or very close to budget by the end of the fiscal year. Payee Fees will begin again in April now that Julie has won approval from SSA to charge those fees. The monthly income associated with those services will be around \$1,400 a month, as we do waive fees for those individuals that it would create a hardship for. Payee fee revenues will be sufficient to cover the cost of additional administrative assistant FTEs.

Infrastructure:

There are no known major building infrastructure issues at this time. We may need to do some concrete work with the CLC driveway entrance this summer.

Community Engagement:

March Developmental Disabilities Awareness month went very well with our three main areas of focus: Spotlight Awards, promoting inclusion through both media presence and the 1st grade reader program and finally the excellent feedback we have had on the annual Conference. It was a busy month, but we do have interest now in starting a new People First Self-Advocacy group. Several outreach efforts are scheduled in April including 3 out of 5 Saturdays booked with activities.

The Transition Coalition continues to work towards the Summer Camp, Job Club and the Fall Transition Fair. The Health Equity group has been finalizing the new 'Healthcare Passport' format for distribution to the community at-large. We are also discussing professional development opportunities for area healthcare providers. NRMC is very engaged with us.

Talent & Leadership:

Recruitment for the vacant SC position is going well. We've interviewed multiple qualified candidates, each really wanting to work for us. Feedback about our reputation as an employer was very positive. We do believe we have our finalist, but won't be able to start immediately.

Staff are wrapping up their training on the new HRST (Health Risk Screening Tool) software this month. We just need to start working with it to understand how this new tool will impact workloads. Staff are also frustrated with the 'chaos' around the launch of the new assessment system 'MAAS', scheduling has been a difficult challenge. The transition to the new case management software, ConneXion, has been pushed back to mid-October. Staff have been encouraged to take some time off over the summer before training for ConneXion starts. DMH requires a three day in-person training for all end users. TCM providers are working with MACDDS to request reimbursement for the training costs associated with this DMH project.

The Staff retreat was held April 6th. Staff discussed trauma, stress, resiliency of staff as well as of the organization. Staff worked on solutions to five major area of concerns identified by staff in the last SWOT analysis. The afternoon was filled with fun, team building event (Scavenger hunt.)

State of Disability Issues:

The Missouri House Budget Committee proposed a budget without the necessary additional dollars to receive an increase in the TCM Rate. The House approved the proposed budget without a lot of the Governor's recommended expenditures and sent in to the Senate. Rumors are that the Senate plans to add a lot of those dollars back in during negotiations with the House. There has been a Phone-to-Action request circulating to ask stakeholders to contact their Senators and remind them that TCM providers have not had an increase since 2015.

Adair County SB40 Dashboard		Mar-23
<u>Variance to Budget</u>	<u>Actual FY22</u>	<u>Pacing YTD</u>
Property Tax Revenue vs Budget	\$ 68,209	\$ -
TCM Revenue vs Budget	\$ (89,158)	\$ (27,523)
Personnel Expense vs Budget	\$ (90,078)	\$ (6,912)
Program Direct Expense vs Budget	\$ 7,952	\$ (8,979)
In-Direct Expense vs Budget	\$ 48,234	\$ 31,556
Surplus/Deficit YTD	\$ 59,396	\$ 38,502
<u>Targeted Case Management</u>	<u>Actual FY22</u>	<u>Thru 02.23</u>
Current Caseload	420	445
Number of Service Coordinators <i>working</i>	10.5	13
Avg TCM Logged Billable Hours/ Mo	1,070	1212
Avg TCM PAID Billable Hours/ Mo	1,024	1072
Avg Non-Medicaid (Unpaid 'Billable' Hours)/Mo	46	65
Budgeted Billable Hours/Mo	1,096	1,097
Average Billable Hours per SC	102	82
Budgeted Log Hours per SC	104	91
Actual Caseload Per SC	40	34
Goal Caseload Per SC	35	35
Actual Hours per Person Served	2.55	2.72
Goal Hours per Person Served	3.00	3.00
Actual Average Billable Hours Per Day Per SC	n/a	4.9
Goal Average Billable Hours Per Day Per SC	n/a	5.6
<u>Partnership for Hope Grants</u>	<u>YTD</u>	<u>YTD</u>
Total Annualized PfH Approved	76,727	59,619
Total Actual YTD PfH Expense	29,386	24337
Total Actual PfH Expense Last Year	36,702	29386
# of Participants	51	41
Cash Reserves	520,342	542,319
<u>Personnel</u>	<u>YTD</u>	<u>YTD</u>
Total Budgeted Personnel (FT)	20	20
Total Budgeted Personnel (PT)	1	4
Total Actual Personnel (FT)	19.0	21
Total Actual Personnel (PT)	3.0	3
Total Budgeted SCs	12	12
Total Actual SCs	11	13
<u>Community Learning Center</u>	<u>YTD</u>	<u>YTD</u>
CLC Direct Program Expense	6,802	8779
CLC Staff Actual	1.5	1.5
CLC Staff Budgeted	1.0	1.5

Mar – 23: 13 Service Coordinators, 0 Vacancies – 445 Caseload

ORGANIZATIONAL PLANNING CALENDAR

Project Duration Months	Project Start Date	Project End Date
12.0	1/1/2023	12/31/23

KEY

Exec. Dir.	Admin Team	A-Team	CIC/DES	All Staff	All Mgrs.	Fin. Comm.	Board Dir.
------------	------------	--------	---------	-----------	-----------	------------	------------

Task ID	Task Description	Task Duration (Weeks)	Start Date	End Date
1	Review/Edit Policies Procedures	4	1/1/23	1/29/23
2	Review/Update Needs Assessment Survey Form	1	1/1/23	1/8/23
3	Review/Update TCM Satisfaction Survey Form	1	1/1/23	1/8/23
4	Review/Update CLC Survey Form	1	1/1/23	1/8/23
5	Distribute Surveys via USPS/Web/FB Post/SC Delivery	4	1/9/23	2/6/23
6	Update and Distribute Interagency/Professional Survey	4	2/1/23	3/1/23
7	Staff Retreat: Review & Affirm Mission, Vision & Values	1	4/1/23	4/8/23
8	Staff Retreat: Update SMART Goals Strategic Plan	1	4/1/23	4/8/23
9	Staff 1:1s with Executive Director	6	4/1/23	5/13/23
10	Review of all edits, revisions, suggestions for Plan	2	5/1/23	5/15/23
11	Finalize SMART Goals/Proposed Strategic Plan	2	5/1/23	5/15/23
12	Board Retreat: Presentation of Proposed Plan/GOALS	1	5/10/23	5/17/23
13	Board Retreat: Review & Affirm Mission, Vision & Values	1	5/10/23	5/17/23
14	Board Retreat: Review & Approve Policy/Procedure Edits	1	5/10/23	5/17/23
15	Board Retreat: Review and Update Strategic Plan	1	5/10/23	5/17/23
16	Initiate FY Budget Process/Prepare Proposed Budget	1	5/18/23	5/25/23
17	Present FY Budget Draft to Financial Committee	1	5/25/23	6/1/23
18	Board Financial Committee send Proposed FY Budget to Board	1	6/1/23	6/8/23
19	Board Review and Approve Final FY Budget	3	6/9/23	6/30/23
20	Update Strategic Plan Tracker	1	7/1/23	7/8/23
21	FY Budget & revised policies to stakeholders (MEC, Commissioners)	2	7/1/23	7/15/23
22	Conduct Annual Board Meeting (SB40, DDLink, Approve Levy)	1	8/10/23	8/17/23
23	Host Legislative Coffee Chat (LY & TY Plan/Goals; challenges/solutions)	2	8/18/23	9/1/23
24	Weekly Bullets	52	1/1/23	12/31/23
25	Monthly Updates (Financials and Strategic Plan Tracker)	52	1/1/23	12/31/23
26	Follow up any negative survey comments	52	1/1/23	12/31/23