

Adair Count SB40 Developmental Disability Board Executive Director's Report – October 12, 2021

Accountability:

Please refer to the (new) Board Dashboard (attached) for details regarding the benchmark measurements for July – September. This is a new format, so I welcome your thoughts on information that you would like to have included on a monthly dashboard. I hope that the dashboard will give you a quick at-a-glance resource to assess monthly performance. Important issues YTD to note:

- TCM revenue is pacing at 90% to budget, -\$31k YTD due to staffing vacancies experienced in July – August and the time that it takes to orient and train the new Service Coordinators. With three new Service Coordinators we continue to utilize Virgie Scharn on a part time basis and will need to continue to do so until all SCs have completed their orientation and have a full caseload.
- Personnel expense is under budget due to savings in employee benefit insurance. Anthem had been prepaid. In addition, we had vacancy savings from open SC positions. YTD Personnel expense is -\$55k
- In-Direct expense YTD reflects ~\$11k in depreciation expense unbudgeted. We will be expensing depreciation monthly going forward. This will be ~\$44k unbudgeted expense in FY22, but is non-cash flow related. We opted to reflect depreciation expense throughout the year to give an accurate accounting of financial performance. In the past, depreciation was calculated and recorded by an auditor post year-end closing.
- All accruals have been reviewed and adjusted to true-up to actual current receipts and liability estimates. The processes for calculating and recording the accruals was reviewed and approved by our new financial auditors. *Our accounting methodology is now totally converted to an accrual based accounting system.*
- We are currently forecasting the FY22 to end with a surplus over budget, however this assumption includes TCM revenue overcoming the shortages in the first three months and ending the year at budget.

With the resignation of Bev Grubrich from the Board, I have established a Board Selection Committee to work with me on recruiting a new Board member. We have two potential candidates scheduled October 13th and 14th, both are interested in discussing an appointment. Both candidates will keep the Board qualifications within the requirements of the By Laws as defined in RSMo 205.968. The Adair County Commissioners have been notified of the vacancy.

This month I have been focused on making sure that all policies are updated with correct titles and program names and that there any revisions needed are made. The new Victims of Domestic & Sexual Violence Policy was input into the HIPATrek software and is written by the requirements of the State. The Emergency and Disaster plan is also in draft form and has been sent to the management team for comments/edits. It should be finalized and distributed to staff before the end of October.

Infrastructure:

We continue to wait for the 'handyman' contacts that we have contacted to get us on their schedules. We have several minor repairs that need attended to. Added to Tiffany's list this month was the water heater at the main office. It started leaking and a plumber came to repair. We are working to get the unit replaced. Once replaced we need to clean and sanitize the carpet in the basement. When wet the carpet odor is intolerable for staff working in the basement.

MelissaC discovered that the van parked at the Community Learning Center had the catalytic converter stolen from it. She filed a police report and has it in for repair. We will file a claim if possible. We used Melissa's vehicle for the parade.

Although Huber ordered the new Server approved by the Board in August, it has not been received yet. Tiffany and I met with the account rep last week and he confirmed he is watching for this. It is caught up in the shipping delays everyone else is struggling with. We did have a phishing email received by several staff while I was out of the office. Tiffany caught it immediately and contacted HUBER. No damage was incurred. Our staff and system successfully passed that alert!

Community Engagement:

The MACDDS presentation to the ATSU Community Mentoring program of the 2021 CUTTING EDGE AWARD was very successful. Many staff viewed it. KTVO plans to feature the program in a sweeps series in

November. We are also helping circulate applications for more mentors and standardized patients.

I participated in the NEMO Connect event at the Moose Lodge on October 1st. I visited with several agencies about creating an online version of the old 'System of Care' directory. Virtually all of the agencies involved are interested in participating. Dr. Cox, TSU, has potential grant assistance to set this up. We will be scheduling a follow up meeting with these agencies.

Some of the staff promoted SB40 at the Kirksville Homecoming Parade on Friday, 10/8. The Community Learning Center has started almost normal programming and has a full October calendar planned. The October planning includes the first meetings of the new TIE Network (Transitions in Employment) and the Neurodivergent Advisory Board.

I presented to the Optimist Club this month and promoted both the agency and the AmbassaDDAIR volunteer program. We have been promoting the volunteer program frequently. We have one volunteer enrolling now.

Rodney Sadler, Kirksville Parks & Rec director still plans to submit a grant request for the adult changing table.

Sean arranged for a coffee break this month with LOQW and Mark Wouters trained on the technical issues related to Acumen, provider for Self-Direct Services (SDS). The launch of Acumen statewide has been a very rough transition for individuals receiving SDS. The TCM team is working hard to learn the new process in order to support their folks.

I've been working with Dr. Cox on determining which of our services have the potential to be rolled into one grant application and possibly with inter-agency collaboration.

Talent & Leadership:

The annual staff retreat was Wednesday, September 15th. We had great community interaction for breakfast. Staff had training on emergency preparedness, aging with disabilities, Cognitive Stimulation Therapy and Diversity/Inclusion. We also reviewed the strategic plan and discussed program goals again.

With the addition of the new SCs, average caseloads are reducing and hours per person had a slight increase. We have created a monthly TCM Benchmark report that will be reviewed with all SCs each month. Our goals is for every position to have a job description with achievable, measurable goals and all employees to have monthly benchmark reviews.

Our PT Programming Assistant started at the Learning Center in September and has been a great addition. We took some of the budgeted dollars from the Summer Youth program and reallocated to salary expense to pay for this position.

Tier Supports: all paperwork has been submitted for this project on development of Coaching processes with the TCM staff. Our next meeting with our trainer is October 18th. Sean, Susan, Dana and Crystal are on this committee.

State of Disability Issues:

CVA notified us that they have approved tapping into their reserves to fund raising their starting wage to \$15 per hour, trying to be competitive and improve their recruiting. They are hopeful that legislators will provide the funding needed so that they can replenish their reserves and offset the additional expense. They are concerned about the impact of the DSP staffing shortage on the quality of services and availability of services.

From DHH: The Centers for Medicare & Medicaid Services (CMS) approved the Community Support Waiver Renewal (CSW) on September 22, 2021, and the Comprehensive Waiver Renewal (Comp) on September 24, 2021, both with an effective date of July 1, 2021. The Partnership for Hope (PfH) and Missouri Children with Developmental Disabilities (MOCDD) Waiver Amendments to align with the renewals were both approved by CMS on September 22, 2021, with an effective date of October 1, 2021. The Developmental Disabilities Waivers Manual will be updated with the changes in these applications. Information on a Division of Developmental Disabilities' Service Definition Training will be forthcoming.

Adair County SB40 Dashboard FY22

	<u>July</u>	<u>Aug</u>	<u>Sep</u>
<u>Variance to Budget</u>			
Property Tax Revenue vs Budget	\$ (2,417)	\$ (2,417)	\$ (2,417)
TCM Revenue vs Budget	\$ 8,958	\$ (34,078)	\$ (6,016)
Personnel Expense vs Budget	\$ (10,317)	\$ (44,574)	\$ 4,414
Program Direct Expense vs Budget	\$ 38,166	\$ (12,081)	\$ (17,445)
In-Direct Expense vs Budget	\$ (11,296)	\$ (6,079)	\$ 23,492
CapEx	\$ -	\$ -	\$ -
Surplus/Deficit YTD	\$ (11,110)	25806	\$ (20,011)

Targeted Case Management

Current Caseload	413	413	411
Number of Service Coordinators	9.5	11.5	12.5
TCM Logged Hours	993	935	1070
FY21 Avg Billable Hours	1058	1058	1058
Budgeted Log Hours	1103	1103	1103
Average Logged Hours per SC	105	81	86
Budgeted Log Hours per SC	110	110	110
SC Avg Caseload	43	36	33
Avg Case Load Goal	35	35	35
Hours Per Person Served	2.4	2.3	2.6
Hours Per Person Served Goal	3.4	3.4	3.4

Partnership for Hope Grants

Total Annualized PfH Approved	74982	74982	76236
Total Actual PfH Expense	0	2470	2226
Total Actual PfH Expense Last Year	2736	2563	2429
# of Participants	48	48	50
Cash Reserves	312497	227884	196907

Personnel

Total Budgeted Personnel	21	21	21
Total Actual Personnel	18.5	20.5	22
Total Budgeted SCs	12	12	12
Total Actual SCs	9.5	11.5	12.5

Community Learning Center

CLC Direct Program Expense	\$ 52	\$ 235	\$ 317
CLC Staff Actual	1	1	1.5
CLC Staff Budgeted	1	1	1

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