

Adair County SB40 Developmental Disability Board

Executive Director's Report – May, 2020

Service Coordination – Current caseload = 427, continuing to grow. Logging for April was 902.27 hours, which was an average of 82 hours per 11 service coordinators and much lower than usual. April has been a challenging month with SCs unable to visit people face to face or bill for travel time. There has also been much uncertainty and anxiety among the team about the future. Service coordinators continue working to contact every person on their caseload each month to ensure their wellbeing during this time. Some have begun doing “drive-by” visits in cases where people don’t answer their phones or are non-verbal, so that they can see that people are okay, all while maintaining appropriate social-distancing precautions.

High Hope Update – High Hope thanks us for the check so they could close on their new building. Their staff will be returning to work in the next couple of weeks with safety precautions in place.

Operations – Staff continue to be very adaptable and are doing their best to get their jobs done while also managing a very different work environment and many also caring for children. We continue to focus on keeping morale up and on everyone’s emotional well-being. As you can see by the calendar, many of our regular meetings are continuing in a virtual manner. We are also preparing for the future and returning to work in the office for at least part of time. We have had conversations and a survey to determine what people feel they need in order to be “safe” in returning to the workplace. We will continue to have these conversations and evaluate the situation again at the end of the month. Several staff have anniversaries in May and are receiving their annual evaluations via Zoom. I’m very proud to have reached my 10-year anniversary with Adair County SB40 and am excited to see what will happen during the next 10 years! 😊



Infrastructure – Our facilities remain closed for the month of May. Tiffany has returned to work in the office as much of her job has been put on hold as it cannot be done on hold. She is also working to set things up for when the rest of the staff return to the office, whether it be daily or in rotating shifts. She has been working to acquire needed Personal Protective Equipment (PPE) and cleaning supplies, which has been a challenge and will delay the reopening of our facilities. She is also scheduling a thorough cleaning of the facilities and maintenance of the HVAC systems. Our custodian has not yet returned to work, but will return with a job coach to learn the enhanced cleaning safety guidelines, hopefully before the end of the month. We have ordered cloth masks for our staff and individuals, which will be ready in the next couple of weeks.

Outreach – I participated in a call with DMH about DSP credentialing and apprenticeships programs. There are several other groups in the state trying to do similar things as our curriculum group with MACC. We are hoping to join together and make this a state-wide effort for consistency and efficiency. The Transportation Task Force continues to meet, with the current focus on emergency needs throughout the state. Many activities that our folks participate in have been canceled including the Mental Health Champions Banquet, Wonderland Camp, and the Real Voices Real Choices Conference. We are working to promote the virtual activities that are available.

MACDDS – MACDDS has held much shorter virtual meetings during this time with a focus on best practices related to the crisis and working remotely. I was asked to share our story with DMH on a “Stories from the Field” call highlighting what’s working well and what our challenges are. Also, as Treasurer, I have been working on our prior years’ audits.

Community Development – ATSU and FLATS have their proposals ready for the May board meeting. The Aquatic Center proposal will be presented early in the next fiscal year. Julie Lochbaum is putting together a proposal for Julie, Janet Gooch and I to present at the COPLAC virtual conference in June about our partnership with the Greenwood Center. Physical improvements continue to happen on the facility and we hope for an update on the operational side of things soon.

Community Learning Center – Kim and Melissa continue to host Facebook Live events twice daily to share programming on our SB40 Facebook page and are planning other virtual events and classes to be held via Zoom throughout the summer. We have made the decision not to participate in the summer softball league for the safety of our individuals. More information about the CLC can be found in their monthly report.

Meetings/Events attended:

- 4/15/20 All-Staff Meeting
- 4/15/20 TrueLink Mtg
- 4/16/20 CASSP
- 4/16/20 System of Care
- 4/17/20 UR Committee Mtg
- 4/17/20 DMH Conference Call
- 4/17/20 Friday Happy Half Hour
- 4/20/20 Quarterly Mtg w/KRO
- 4/20/20 Due Process
- 4/21/20 CLC Team Mtg
- 4/21/20 Relias Onboarding Mtg
- 4/22/20 Administrative Professionals Day
- 4/22/20 TCM MACDDS Mtg
- 4/22/20 MACDDS Conference Committee Mtg
- 4/23/20 DMH Webinar
- 4/23/20 MACDDS Mtg
- 4/23/20 Employment Mtg w/DMH
- 4/24/20 UR Committee Mtg
- 4/24/20 DMH Conference Call
- 4/24/20 Friday Happy Half Hour
- 4/25/20 Personnel Committee Mtg
- 4/28/20 Cybersecurity Webinar
- 4/28/20 DMH Call-Stories from the Field
- 4/9/20 TCM Management Meeting
- 4/29/20 Return to Work Webinar
- 4/29/20 Webinar-Employer Guide to COVID-19
- 4/30/20 UR Committee Meeting
- 4/30/20 Management Meeting
- 5/1/20 DMH Conference Call
- 5/1/20 Friday Happy Half Hour
- 5/4/20 Monthly TCM Conference Call
- 5/5/20 Employee Relations Committee Mtg
- 5/5/20 Charity Committee Mtg

- 5/5/20 Chamber Governmental Affairs Mtg
- 5/6/20 TCM Team Mtg
- 5/6/20 Webinar-Transitioning Back to Work
- 5/7/20 DSP Curriculum Mtg
- 5/7/20 UR Committee Mtg
- 5/8/20 DMH Conference Call
- 5/8/20 TCM Management Mtg
- 5/8/20 Friday Happy Half Hour Mtg

Upcoming Meetings/Events:

- 5/12/20 Board Meeting
- 5/13/20 All-Staff Meeting
- 5/13/20 Budget Prep Mtg
- 5/14/20 Tiffany-KV Leadership Institute
- 5/15/20 DMH Conference Call
- 5/15/20 Friday Happy Half Hour
- 5/19/20 CLC Team Mtg
- 5/20/20 Area Scene?
- 5/21/20 MACDDS Board Mtg
- 5/21/20 CASSP
- 5/21/20 System of Care
- 5/21/20 MACDDS Governmental Affairs
- 5/25/20 HOLIDAY-Office Closed
- 5/27-28/20 MACDDS
- 5/29/20 MOPELRA Bd Mtg
- 6/1/20 Monthly TCM Call
- 6/2/20 Employee Relations Mtg
- 6/2/20 Charity Committee Mtg
- 6/2/20 Chamber Governmental Affairs Mtg
- 6/2/20 Management Team Mtg
- 6/9/20 Board Meeting???
- 6/23/20 Board Meeting???
- 6/29-30/20 COPLAC Conference Presentation?