

**Adair County SB40 Developmental Disability Board**  
**Executive Director's Report – September, 2018**

**Service Coordination** – Current caseload = 392. Service coordinators have logged a total of 1,114 hours for the month, which is an average of 101 per service coordinator. The 2 leads are now doing half-time case management and half-time supervisor duties. We have filled the vacant service coordinator position – Susan Lassabe starts Monday, 9/17.

**Human Resources** – We will begin doing staff team-building on working with purpose at the all-staff meeting in September. Administrative and Learning Center staff are working on succession plans for each position. Staff continue to take advantage of training opportunities through Pryor and field-related conferences.

**Equipment/Property** – There are now private parking signs in front of each space in the McPherson parking lot, so hopefully we will not have conflict with our student neighbors. We have contacted contractors to get bids for snow removal and to schedule our annual elevator inspection. The parking lot at the Country Club location will likely be needing repairs so we will begin talking to contractors about that.

**Marketing Update** – We are still waiting on Jordan Worcester to finish up the project for our new logo and related materials. We should have this by the end of the week. Once received, we will be ordering our new marketing materials, letterhead, business cards, shirts, etc.

**MACDDS** – During August, MACDDS brought in a train-the-trainer program from Imperative on working with purpose. Andy, Sean, Toni and I attended this training and will begin sharing with staff this week. We would also like for the board to take the assessment and will do future board training on the topic.

**Community Learning Center (CLC)** – Kim and Melissa are working hard with the committee on plans for the Community Engagement Conference. Materials will be available very soon. We will be doing outreach with employers, churches and service clubs to schedule speaking engagements and promote the October conference. We continue our partnership as the sponsoring agency for the local ARC chapter with several attendees at the monthly meetings. The new year of Best Buddies is kicking off with students at Truman. See the CLC monthly report for more information.

**Community Development** – Janet Gooch and I visited with Kit Glover, the Director of Autism Services for the Department of Mental Health, about our next steps for the Center. Kit gave us some more information about the various funding streams through DMH and how they work. She then suggested we go ahead and visit with Steve Kanne, the Director of the Thompson Center in Columbia, regarding the logistics of starting the Center itself. Craig Phelps at ATSU has volunteered space in the Gutensohn Clinic as a space to get the Center started. Cindy Dowis, the Director of Special Education at Kirksville R-III Schools, has recommended Natalie Parks as someone who could help us with this project, and we have visited with her about consulting on the project. She believes that after the Center is started, it should be self-sustaining through billing.

**Upcoming Outreach Events** – Planning continues for our Annual Meeting and Community Celebration to be held on September 25<sup>th</sup> at Cornerstone Church. We will be recognizing the DSP of the Year as well as Community Partners, Employers and Educators. Please RSVP by September 18<sup>th</sup>.

## Meetings/Events attended:

- 8/22-23/18 Imperative Purpose Training
- 8/24/18 Quarterly Meeting w/KRO
- 8/27/18 Canva Training
- 8/27/18 Vocational Rehabilitation Meeting
- 8/28/18 Conference Call Autism Center
- 8/28/18 Brown Bag Lunch Managed Care
- 8/29/18 TCM Inservice MO Housing
- 8/30/18 (Nancy) Pryor Training-Quincy
- 8/30/18 ARC Meeting
- 9/3/18 Holiday-Office Closed
- 9/4/18 Employee Relations
- 9/4/18 Conference Committee Mtg
- 9/4/18 Project THRIVE Meeting
- 9/5-6/18 DSP of Year Interviews
- 9/6/18 CLC Staff Meeting
- 9/6/18 Management Meeting
- 9/7/18 Mentoring Call w/Jack
- 9/7/18 Charting the LifeCourse-Columbia
- 9/10/18 Monthly TCM Conference Call
- 9/11/18 ARC Summit-Columbia
- 9/11/18 Board Meeting

## Upcoming Meetings/Events:

- 9/12/18 Supported Decision Making Symposium-Columbia
- 9/12/18 Public Hearing City Code Changes
- 9/13/18 All-Staff Meeting
- 9/13/18 (Nancy) CIT Meeting
- 9/13/18 United Way Kickoff
- 9/17/18 Susan's First Day
- 9/17/18 Brown Bag Webinar
- 9/17/18 Melissa C @ CODA-TSU
- 9/18/18 Conference Committee Mtg
- 9/18/18 Project Thrive Meeting
- 9/19/18 Area Scene
- 9/20/18 (Krista) CASSP
- 9/20/18 (Nancy) Project THRIVE Gov Bd
- 9/20/18 (Nancy) System of Care
- 9/20/18 (Mel C) Mother Son Stampede
- 9/21/18 (Nancy) Pryor Trng-Columbia
- 9/24-28/18 Virgie's Vacation
- 9/24/18 (Sean) Vocational Rehabilitation
- 9/24/18 Pryor Trng-HR Law, KV
- 9/25/18 (Kim) Present at Macon CIT
- 9/25/18 Annual Meeting & Awards Night
- 9/26/18 (Toni) TCM Meeting-Columbia
- 9/26-27/18 (Nancy) MACDDS-Columbia
- 9/28/18 (Nancy) Comm Opp Bd Mtg
- 10/1/18 Monthly TCM Conference Call
- 10/2/18 (Nancy) Governmental Affairs
- 10/2/18 Employee Relations Meeting
- 10/2/18 Conference Committee Mtg
- 10/2/18 Management Meeting
- 10/2/18 (Krista) Project THRIVE
- 10/4/18 CLC Staff Meeting
- 10/4-5/18 MOPELRA Conference-Columbia
- 10/5/18 Project Community Connect
- 10/8/18 Columbus Day Holiday – Office Closed
- 10/9/18 Board Meeting
- 10/10/18 All-Staff Meeting
- 10/12/18 Midwest Autism Conference
- 10/16/18 Community Engagement Conference
- 10/17/18 MACDDS Pre-Conference
- 10/18-19/18 MACDDS Conference