

Adair County SB40 Developmental Disability Board Executive Director's Report – August 23, 2022

Accountability:

- TCM Services billable hours logged for July 2022 were 1072 hours which compares to 947 last year and just 13 hours under last month. Total hours paid July 2022 were flat to Last Year. As a group, the SCs exceed the goal of 70% productive hours by 1% (71%) – not including hours provided by management.
- Caseload continues to be higher than goal due to two SC vacancies. One of those vacancies was filled early August and we continue to interview for the second vacancy. In addition, in August we have one SC out on medical leave.
- We accrued Property Tax revenue very conservatively in July, as current year valuation and maximum taxation estimates received from the County in July indicated we might be around \$18k over budgeted for tax revenue in FY23. We will continue to accrue tax revenue conservatively monthly and re-evaluate to true up Feb/Mar Fiscal Year To Date.
- We continue to have no deficit of Out of County services to Out of County TCM revenue.

The Employee Benefit insurance plan was extended through December 31st, 2022 with an 8.7% increase over last Fiscal Year. We will reconvene the Employee Benefits committee in October to start evaluation available plans to be purchased on a calendar year going forward. As a reminder, we budgeted for an anticipated increase of +15%.

There remains \$17k left in the HHS Stimulus payment funds although orders have been placed and contractual services arranged for to use the remainder of the funds. We continue to have both issues of items on back order and contractors unavailable to do the work agreed upon yet. Included in items remaining to be completed are the installation of the swing in the sensory room, IT upgrade equipment on back order and final payments for the website NEMO Resources. Melissa Cline is assisting with the follow up on these projects.

Infrastructure: -

RingCentral – We are preparing for the shift away from Ring Central to Simplifi. Dissatisfaction with Ring Central services was one of the top concerns identified by staff during the 360 survey. We had good references for Simplifi and costs are about the same.

CLC Parking Lot repair – The contractor for the cement work has pushed back our schedule and won't arrive until early September. Tiffany contacted the asphalt services which cannot be completed until cement work is done. Asphalt contractor said the push back still works for him.

DDRC repairs – Our water bill was high again in July. We've identified a leaking toilet which was temporarily repaired. We need to replace. Toilets are also hung up on supply chain issues, so we are waiting for it to arrive. The same contract plans to work on the sump pump, again with scheduling and supply chain issues. Tiffany continues to check in with this plumber regularly for updates. We won't replace flooring in basement until we are confident that this issue has been resolved.

Community Engagement:

The NEMO Resources Website is ready for launch but we have requested training for staff to maintain the site once it goes public. It looks pretty good, but we are confident we will have requests to change things some when other agencies begin to view their listings.

With the support of Kirksville Regional Office coordination of the System of Care monthly meetings, it was decided by both the Interagency Group and the System of Care group to combine these meetings into one. We believe one group which specifically identifies goals to improve collaborations will be much more productive. We will combine starting in September.

There have been two meetings of the new 'Transition Coalition' started by Adair SB40 in cooperation with the school district. We are still new enough to be struggling with how to work together, but we did plan a Transition Fair targeting middle school and high school students during Parent/Teacher conferences in late October. With the efforts of the Transition Coalition, and the announcement of a new Day Hab program operated by Restoring Hope, Melissa and Crystal are evaluating how to adapt CLC programming to assure we are addressing gaps in services in our county. We have distributed a survey to assess gaps and hope to start receiving a good response to those surveys in the next few weeks.

Melissa is also working with transition training sources to incorporate transition planning into CLC programming, such as a presentation from Sandy Keyser (DMH 'Employment First' project) to bring training to CLC on Benefits Planning. This will target parents of kids in special education services and help address concerns about retaining benefits while being employed. In addition, Melissa is training to be an Ambassador to lead Charting the Life Course sessions, both individual and group, going forward.

The hospital led the August meeting of the IDD Health Equity group. It was a productive meeting and helped all participants have a better understanding of stakeholders/quality reviews that the hospital staff and administration work with. The group is planning to divide into three sub-committees to identify specific goals to work on with measurable outcomes and timelines.

Melissa Cline continues to work on building up the Parent Support group and has some regular participation. We sure are hoping more people begin to attend these meetings, as the content and engagement has been really good. Our planning is to lead the parent group into utilizing Charting the Life Course tools to help with life planning for their children.

The 2022 DSP Recognition event at the Ray Klingensmith Amphitheatre scheduled for 4p-7p on Friday, September 16th is planned. We have been receiving nomination forms for DSP awards and are close to the awards selection process.

Talent & Leadership:

Staff have been busy covering for vacancies, medical leaves and new enrollments. We are up to 425 participants in the TCM services. The juggling of schedules has disrupted the stabilization of caseloads that we have been aiming for. All administrative staff have provided outstanding support and we have a cohesive, well-functioning team. Hiring the 12th SC is our top goal. Kirksville Regional Office has told us that there are several individuals being assessed for services. If we exceed 435 referrals, we will need to consider a 13th SC to pick up the load. The additional cost to be covered by the additional TCM revenue the new referrals would generate.

Some staff are registered to attend the MACDDS Conference Oct 5-7 in Columbia. Board members are also welcome to attend. All information may also be viewed on the conference website at <https://macdds.org/2022-macdds-annual-conference/>. Let Tiffany know if you are interested in registering and we will make all arrangements.

State of Disability Issues:

The annual Adair County SB40 Legislative Coffee Chat has been scheduled for Tuesday, August 30th at the DDRC on McPherson Street. Several elected representatives have indicated that they will attend. We will use this time with them to update them on the activities of SB40 in the last year, challenges that we face and thoughts from them about future community needs. A key area of concern is Children's Division staffing and funding shortages, and how the interagency group can work together to help resolve.

The MACDDS Legislative committee is working on their priorities for the upcoming session. Of course, the threat to Personal Property Tax revenues is top priority. In addition, the organization plans to advocate that the rate standardization be funded from general revenue, removing the uncertainty of funding through one-time sources. Another goal is to advocate for increased funding for TCM services.

Adair County SB40 Dashboard		
<u>Variance to Budget</u>	<u>Actual FY22</u>	<u>YTD - Jul</u>
Property Tax Revenue vs Budget	\$ 68,209	\$ (10,500)
TCM Revenue vs Budget	\$ (89,158)	\$ 8,878
Personnel Expense vs Budget	\$ (90,078)	\$ (8,486)
Program Direct Expense vs Budget	\$ 7,952	\$ (15,485)
In-Direct Expense vs Budget	\$ 48,234	\$ (1,985)
Surplus/Deficit YTD	\$ 59,396	\$ 31,657
<u>Targeted Case Management</u>	<u>Actual FY22</u>	<u>Jul-22</u>
Current Caseload	420	425
Number of Service Coordinators <i>working</i>	10.5	10.5
Avg TCM Logged Billable Hours/ Mo	1,070	1072
Avg TCM PAID Billable Hours/ Mo	1,024	1183
Budgeted Log Hours/Mo	1,096	1,097
Average Logged Hours per SC	102	102
Budgeted Log Hours per SC	104	104
SC Avg Caseload	40	40
Avg Case Load Goal	35	35
Hours Per Person Served	2.55	2.52
Hours Per Person Served Goal	3.00	3.00
<u>Partnership for Hope Grants</u>	<u>YTD</u>	
Total Annualized PfH Approved	76,727	78913
Total Actual YTD PfH Expense	29,386	2142
Total Actual PfH Expense Last Year	36,702	29386
# of Participants	51	53
Cash Reserves	520,342	511489
<u>Personnel</u>	<u>YTD</u>	
Total Budgeted Personnel (FT)	20	20
Total Budgeted Personnel (PT)	1	4
Total Actual Personnel (FT)	19.0	18
Total Actual Personnel (PT)	3.0	3
Total Budgeted SCs	12	12
Total Actual SCs	11	10
<u>Community Learning Center</u>	<u>YTD</u>	
CLC Direct Program Expense	6,802	377
CLC Staff Actual	1.5	1.5
CLC Staff Budgeted	1.0	1.5

