

Adair County SB40 Developmental Disability Board

Executive Director's Report – February, 2020

Service Coordination – Current caseload = 414. Logging for January was 1131.68 hours, which was an average of 103 hours per 11 service coordinators. SCs worked very hard to get everything done, even though the bad weather made travel difficult. We've had several discussions as we've worked to define processes and clarify expectations/duties with Laura fully on board. We've implemented a caseload weighting process to balance caseloads based on work and services involved as well as travel vs. number of people. We've also visited with providers to clarify communications and processes. Alan has now completed his initial training and took on ½ caseload as of February 1st. He will take on the other ½ on March 1st.

Operations – Our internal committees have kicked off their initial meetings with several items in the works. We have also identified several goals for 2020 after the management team completed an organizational self-assessment to go along with our strategic plan. We are also working to develop a master organizational calendar covering activities of each component of operations including risk management, social activities, advocacy, wellness, etc. The interior lift has stopped working and Tiffany is trying very hard to get someone to repair it as our previous contact is not responding to calls. We did sign the contract with Huber and have also gotten the new laptops put into service in the last few weeks. We will need to purchase a new switch in the near future so are investigating options for that. We also have received bids for copiers and will need to purchase at least one very quickly. Several employees had work anniversaries in January/February and received their annual reviews.

Outreach – Dana and I presented to the two more groups of ATSU medical students this session about the disability field. We continue to participate in our various workgroups on employment, DSP training, supported decision making and transportation. I will be in Jefferson City with other MACDDS members to meet with legislators on February 11th.

MACDDS – The January MACDDS meeting was cancelled due to weather.

Community Development – I've been in contact with ATSU to let them know we are interested in working with them to add disability education as part of their curriculum. We need to meet to discuss things in more detail.

Community Learning Center – Project STIR graduation was held on February 5th. The Informed Citizen classes are under way in preparation for legislative advocacy and Disability Rights Legislative Day. Plans are also in the works for a new AdAIR Ambassador program, the annual arts festival, and the summer youth employment program. More information about the CLC can be found in their monthly report.

Meetings/Events attended:

- 1/15/20 All Staff Meeting
- 1/15/20 Numotion Inservice
- 1/15/20 Kim-Area Scene
- 1/15/20 Tiffany-KLI Meeting
- 1/16/20 CASSP
- 1/16/20 Kim-Mandt
- 1/16/20 System of Care
- 1/17/20 Closed @ 1 due to weather
- 1/20/20 Holiday-Office Closed
- 1/21/20 CLC Team Mtg
- 1/21/20 UR Training
- 1/21/20 Sean-Due Process
- 1/21/20 Melissa-Mandt
- 1/22/20 Social Committee Mtg
- 1/22/20 Laura & Nancy mtg w/Linda @ CVA
- 1/23/20 Webex re Relias Training
- 1/23/20 Melissa-Mandt
- 1/24/20 ATSU Presentation
- 1/27/20 Art Show Meeting
- 1/27/20 Andy-EFS Toolkit Mtg
- 1/27/20 Laura-Mtg at KRO
- 1/27/20 Laura-Vocational Rehabilitation Mtg
- 1/28/20 Risk Management Committee Mtg
- 1/28/20 Quarterly Face to Face w/KRO
- 1/29/20 Tiffany & Julie-LAGERS webinar
- 1/29/20 ATSU Presentation
- 1/30/20 Management Meeting
- 1/30/20 Melissa-Supported Decision Making Mtg
- 1/31/20 Accreditation Meeting
- 1/31/20 Utilization & Review Committee Mtg
- 2/3/20 Monthly TCM Call
- 2/4/20 Employee Relations Mtg
- 2/4/20 Chamber Govt Affairs
- 2/4/20 KRO Provider Mtg
- 2/4/20 Charity Committee Meeting
- 2/4/20 Transportation Task Force Mtg
- 2/5/20 TCM Team Meeting
- 2/5/20 Project STIR Graduation
- 2/6/20 Risk Management Committee Meeting
- 2/6/20 MACDDS Board Meeting
- 2/7/20 Utilization & Review Committee Mtg
- 2/7/20 Accreditation Call with CQL
- 2/7/20 Melissa-Reverse Job Fair Meeting
- 2/7/20 Charting the LifeCourse Mtg
- 2/8/20 Vision Board Workshop @ Library
- 2/10/20 Meeting re Relias Training
- 2/11/20 Meeting at CVA
- 2/11/20 MACDDS Legislative Day
- 2/11/20 Board Meeting

Upcoming Meetings/Events:

- 2/12/20 All-Staff Meeting
- 2/13/20 Julie-NEMO CIT Meeting

- 2/13/20 Art Show Meeting
- 2/14/20 State of the City Address
- 2/14/20 Social-Fruit Carry In
- 2/14/20 Utilization & Review Committee Mtg
- 2/17/20 Holiday-Office Closed
- 2/18/20 CLC Team Mtg
- 2/19/20 Area Scene
- 2/19-23/20 Nancy-CARF Trng-Tucson, AZ
- 2/19/20 Sean-Due Process
- 2/20/20 CASSPP
- 2/20/20 System of Care
- 2/20/20 MACDDS Govt Affairs
- 2/20/20 Melissa-Mandt
- 2/20/20 Melissa-Supported Decision Making Mtg
- 2/20/20 Utilization & Review Committee Mtg
- 2/21/20 Comm Opp Bd Mtg
- 2/21/20 Tiffany-KV Leadership Institute
- 2/24/20 Vocational Rehabilitation
- 2/26/20 Sean-Regional Interagency Coor Council
- 2/26/20 TCM MACDDS Mtg
- 2/26-27/20 MACDDS Meeting
- 2/28/20 Utilization & Review Committee Mtg
- 3/2/20 Monthly TCM Call
- 3/3/20 Employee Relations Mtg
- 3/3/20 Chamber Govt Affairs Mtg
- 3/3/20 Management Team Mtg
- 3/3/20 Transportation Task Force Mtg
- 3/5/20 Risk Management Committee Mtg
- 3/6/20 Utilization & Review Committee Mtg
- 3/10/20 Peter Leidy-Columbia
- 3/10/20 Social Committee Meeting
- 3/10/20 Board Meeting
- 3/11/20 All-Staff Meeting
- 3/11/20 Disability Rights Legislative Day
- 3/12-13/20 Nancy Vacation
- 3/18/20 Kirksville Day at the Capitol
- 3/19/20 KV Candidates Forum
- 3/25-26/20 MACDDS Meeting
- 3/27/20 Nancy-MOPELRA Bd Mtg
- 3/27/20 NEMO CIT Banquet
- 3/30-31/20 Power Up Conference
- 4/2/20 Management Meeting
- 4/17/20 State of the County Address
- 4/23/20 Art Show Reception
- 5/7-8/20 BoardSource Conference-St Louis
- 6/23/20 Mental Health Champions Banquet