



Executive Director's Report

January 16th, 2019

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Objectives for the Month

Objective: Management

Objective: Accountability oversight of funded agencies

Objective: Outreach

Hours worked each week- 40

Holiday Hours- 24

Sick hours- 8

Vacation – 24

Office Hours- Monday through Friday

“A community where all children of 19 years and less and their families of Lafayette County can reach their full potential in a supportive and nurturing environment.”- LCCSF long-term goal

Over the course of the past month the Executive Director continued to work towards the goals of the LCCSF Board identifying areas of consideration among the board, promoting LCCSF within the community and looking at the overall well-being and safety of the children of Lafayette County. Identifying objectives throughout the month help the Executive Director approach areas in which to work on behalf of the board. Those objectives were; Management, Accountability oversight of funded agencies, and Outreach. Throughout this past month the Executive Director worked on funding contracts, invoice oversight, attended the mental health board meeting, attended the school-based mental health meeting, met with the executive committee, presented to the county Commission, and worked on daily administrative tasks.

School Based Services

Wednesday December 19th, the Executive Director attended a meeting at LCC-1 school district with a Compass Health representative and school district representatives. The purpose of this meeting is to discuss school based mental health services, talk about what is going well, and address issues or potential issues.

School reps report that all of the therapists are doing a great job working with students. LCC-1 has had a greater need this year for more services and with some flexibility, the need has been addressed, as well as possible. Schools will be out for winter break and will resume with services once students return.

Overall, services are running smoothly and there were not any complaints.

The Executive Director asked school representatives about scheduling for the Jess Angelique Assemblies. They will be discussing this and working out a schedule that they can do, hopefully before the end of the school year. Once dates are scheduled, LCCSF will be notified.

Administration

Thursday January 3rd, the Executive Director met with the Board Chair to discuss the employee performance review. Some recommendations were made and in response a new document has been created. Board members will start receiving a document each month, which shows the running total of invoices received and the amount of money left on the contracts. This will help the board know exactly when an agency is nearing the end of their funds.

Service reports are due on January 31st. Following service reports will be agency site visits. Site visits occur in the 8th month of the funding cycle, after service reports and invoices, have been received. At site visits we will discuss services, budget percentages, goals and objectives, obstacles and any agency updates. Board members are encouraged to attend and submit questions to be addressed at these meetings.

The Executive Committee met on January 7th and discussed agency updates, invoicing, and board education. Mike Robinson has previously made contact with the Executive Committee to discuss some consulting work he can do for the board. This work consists of a grant writing course and two informative sessions with the board to provide insights on grant writing and funding. Due to some other priorities, Mike is unavailable to do consulting work until May.

Planning is still in the works for the poverty workshop scheduled for October 2nd, 2019. Contact has been made with the Lex to check on availability and planning continues with support from the REACH foundation.

Looking Forward

The end of December and the beginning of January has been rather uneventful due to holiday's and agencies closed for business. As the end of January approaches, agency reports and meeting schedules will resume. The Executive Director will be planning meetings to discuss needs within our community. February 22nd, LCCSF will be represented at Project Connect (HCC) in Lexington, Mo. The Director will be attending the Directors meeting in Columbia on Friday January 18th.

Dates to Remember:

01/17/2019 – Social Services/Connectors Meeting
01/18/2019 – Director's Meeting
01/31/2019 – Service Reports Due
02/12/2019 – General Membership Meeting
02/20/2019 – LCCSF Board Meeting
02/22/2019 – Project Connect

Respectfully submitted,

Tiffany Harbour
Executive Director