



**January 9<sup>th</sup>, 2020**

**Camden County Senate Bill 40 Board  
(dba) Camden County Developmental  
Disability Resources**

**Open Session Board Meeting**

# Agenda

Camden County Senate Bill 40 Board  
d/b/a Camden County Developmental Disability Resources  
100 Third Street  
Camdenton, MO 65020

Tentative Agenda for Open Session Board Meeting on January 9<sup>th</sup>, 2020, at 5:00 PM

**This Board Meeting will be held at:**

**255 Keystone Industrial Park Drive**

**Camdenton, MO 65020**

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for December 12<sup>th</sup>, 2019

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Report
- LAI Monthly Report
- December 2019 Support Coordination Report
- December 2019 CARF Reports
- December 2019 Employment Report
- December 2019 Agency Economic Report
- November 2019 Credit Card Statement
- Resolutions 2020-1, 2020-2, 2020-3, 2020-4, 2020-5, 2020-6, 2020-7, & 2020-8

Speakers/Guests

- NONE

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- Board Member Appointments (Update)
- Holiday Celebration Dinner (Rescheduled due to Inclement Weather)
- CCDDR 2018 Audit (Update)
- Quality Assurance Process & ISP Changes (Update)

New Business for Discussion

- SB 40 Board Member Candidate Recommendations to Commissioners
- CCDDR One Drive Access for Board Members
- Additional Online Back-Up of CCDDR Records
- Website Updates

## December Reports

- Support Coordination Report
- CARF Reports
- Employment Report
- Agency Economic Report

## November Credit Card Statement

## Discussion & Conclusion of Resolutions:

1. Resolution 2020-1: Calendar Year 2020 Board Officer Election & Appointments
2. Resolution 2020-2: Calendar Year 2020 Human Resource Committee Nominations & Appointments
3. Resolution 2020-3: Calendar Year 2020 Budget Appropriations Committee Nominations & Appointments
4. Resolution 2020-4: Calendar Year 2020 Agency Governance Committee Nominations & Appointments
5. Resolution 2020-5: Re-Allocation/Allocation of Restricted/Unrestricted Funds
6. Resolution 2020-6: 2020 LAI Capital Funding Agreement
7. Resolution 2020-7: Change in Mileage Rate
8. Resolution 2020-8: Temporary Committee Continuation - Joint CCDDR/LAI Committee

## Public Comment

Pursuant to **ARTICLE IV, "Meetings"**, Section 5. Public Comment:

"The Board values input from the public. There shall be opportunity for comment by the public during the portion of the Board agenda designated for "Public Comment". Public comment shall be limited to no more than 3 minutes per person to allow all who wish to participate to speak. It is the policy of the Board that the Board shall not respond to public comment at the Board meeting."

"Only comments related to agency-related matters will be received, however such comments need not be related to specific items of the Board's agenda for the meeting. The Board shall not receive comments related to specific client matters and/or personnel grievances, which are addressed separately per Board policies and procedures."

## Board Educational Session – CCDDR Financial Reporting

Closed Session Meeting - Pursuant to Section 610.021 RSMo, subsections (1), (13), & (17)

## Adjournment

**The news media may obtain copies of this notice by contacting:**

**Ed Thomas, CCDDR Executive Director**

**5816 Osage Beach Parkway, Suite 108, Osage Beach, MO 65065**

**Office: 573-693-1511 Fax: 573-693-1515 Email: [director@ccddr.org](mailto:director@ccddr.org)**

**December 12<sup>th</sup>, 2019**  
**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**  
**Open Session Minutes of December 12th, 2019**

**Members Present** Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,  
Lisa Jackson, Paul DiBello,

**Members Absent** Chris Bothwell, Kym Jones, Brian Willey

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch (LAI)  
Susan Daniels, Lisa Berkstresser (CLC)  
Jeanna Booth, Marcie Vansyoc, Connie Baker, Rachel Baskerville, Lori Cornwell,  
Ryan Johnson (CCDDR)  
Cary Adams

**Approval of Agenda**

Motion by Suzanne Perkins, second Betty Baxter, to approve the agenda as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,  
Lisa Jackson, Paul DiBello

NO: None

**Approval of Open Session Board Minutes for November 14th, 2019**

Motion by Lorraine Russell, second Lisa Jackson, to approve the November 14th, 2019 Open Session Board Meeting Minutes as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,  
Lisa Jackson

NO: Paul DiBello abstained because he was not present at the November  
14th, 2019 meeting.

**Acknowledgement of Distributed Materials to Board Members**

- CLC Monthly Report
- LAI Monthly Report
- November 2019 Support Coordination Report
- November 2019 CARF Reports
- November 2019 Employment Report
- November 2019 Agency Economic Report
- October 2019 Credit Card Statement
- Resolutions 2019-46, 2019-47, 2019-48

## **Speakers/Guests**

- Cary Adams

Ms. Adams expressed her concerns about the changes to the CCDDR Medicaid Spend-down Assistance Program, specifically as it pertains requirements regarding household income. Ms. Adams also expressed that she thought it is an invasion of privacy and a violation of clients' rights to be required to provide income information for other people living in the home if it is not considered a requirement by Medicaid or other agencies. Ms. Adam's relative lives with her and is a CCDDR client. Ms. Adam's relative's information has been submitted, but she is refusing to submit her information. Ms. Adams understands that her relative will likely not qualify due to household income guidelines identified in the program if she submits her information. Ms. Adams expressed her frustration about her relative not living in an ISL because DMH has denied the request. Sometimes, her relative's Medicaid Spend-Down is \$30-\$40 per month, but this month it is \$230. Having to pay the Spend-Down would present a hardship. Ms. Adams is asking the Board to waive the program's household income requirement and provide Medicaid Spend-down assistance for her relative – if not full assistance, at least partial.

Executive Director, Ed Thomas, stated that the guidelines were established by the Board in October of this year. Previously, there was no established written guidelines. Increasing requests and limited monies available prompted the creation of the program's guidelines. SB 40 Boards are typically the funder of last resort, and there are not a lot of SB 40 Boards statewide which are known to fund spend-downs. Unless all required information is submitted, eligibility for the program cannot be determined. This is a voluntary program, and families can choose not to apply or participate.

Cary asked if there was a way for her daughter to still receive assistance. If not full assistance, then partial assistance. She has already contacted people at the State level.

The Board told Ms. Adams they would discuss her request.

## **Monthly Oral Reports**

### **Children's Learning Center (CLC)**

#### **Susan Daniels**

CLC is full with 5 new kids coming and many staff changes. The Gala of Trees raised \$1,000 and CLC also received a \$5,000 grant that was applied for back at the very beginning of the year. Claus for a Cause is this weekend and there will be activities and food. March 13<sup>th</sup> is the next Pizza 4 a Purpose at Redhead.

### **Lake Area Industries (LAI)**

#### **Natalie Couch**

There is either too much work or not enough work. Slower times are coming because the holiday kits will be finished tomorrow. There have been a few orders for drink sticks but those cannot be

started until the materials come in. Hours are being reduced to 8:30 am to 3:00 pm. It is tacklebox season and there are a few jobs for Keefe. There are 10 POs open for BTI and someone in St. Louis is looking at samples of foam. LAI is applying for another grant from Solid Waste District T and hopes to get 3 new cardboard collection trailers. They are having a meeting on Monday. There is a letter writing campaign to send letters to the federal level about 14(c). Missouri's sheltered workshop system is set up differently than in other states.

## **Old Business for Discussion**

- **Board Member Term Expirations (Update)**

Ed Thomas delivered letters to the commissioners' office today and they already have the reappointments on their agenda for Tuesday. Board members with expiring terms are Chris Bothwell, Angela Sellers, and Betty Baxter.

## **New Business for Discussion**

- **Quality Assurance Process & ISP Changes**

CCDDR had its annual TAC audit. Last year, there was a new TAC Coordinator and they were very picky with their findings this year. Numbers were transposed in addresses and resulted in APTS. Audits have been inconsistent across the state. CCDDR is evaluating the internal quality assurance process and is transitioning to using the State ISP template. This will be a good training opportunity. There has been a slight dip in billing but it should not negatively year-end numbers.

Paul DiBello asked if the TAC audit is conducted by DMH. Ed responded that it is conducted by DMH and unfortunately DMH and MMAC seem to have different perceptions about what is considered acceptable log notes. All findings in the TAC audit have been corrected.

## **November Reports**

- **Support Coordination Report**

There were 366 clients at the end of November and 365 clients today. There could be 370 by the end of the year. Medicaid eligibility is at 84% and the State is trying to send out a monthly list of people with Medicaid benefits expiring.

- **CARF Reports**

CARF numbers are about the same. The CARF survey will be next year and policy changes will be finished up early next year. New outcomes and measurements, if any, will need to be developed.

- **Employment Report**

Community employment is at 16% now that we are in the slow season. Sheltered employment is at 32%.

- **Agency Economic Report**

There will probably be some carryover funds to restrict in January. Those funds will probably be used for LAI capital improvements and to safeguard other programs.

Motion by Lisa Jackson, second Paul DiBello to approve **ALL** reports as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,  
Lisa Jackson Paul DiBello

NO: None

### **October 2019 Credit Card Statement**

No Questions and a vote not necessary.

### **Discussion & Conclusion of Resolutions:**

**1. Resolution 2019-46: LAI POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2020**

This is the same contract as last year but with new dates. This is not for the LAI capital expenditures.

**2. Resolution 2019-47: CLC POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2020**

This is the same contract as last year but with new dates.

**3. Resolution 2019-48: OATS POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2020**

Last year, the OATS contract only funded half a year for the extended weekday and weekend services, this contract is for a full year of service. In FY 2015-2016 OATS provided 12,000 trips in Camden County. This year is was almost 34,000.

Motion by Suzanne Perkins, second Lorraine Russell, to approve Resolution 2019-46, Resolution 2019-47, and Resolution 2019-48 as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,  
Lisa Jackson Paul DiBello

NO: None

**Public Comment:**

None

Ed Thomas stated that the newly created Lake Area Community Development Corporation should be submitting their application for funding in the near future.

Motion by Suzanne Perkins, second Betty Baxter, to add subsection (8) pursuant to going into closed session and to go into closed session pursuant to section 610.021 RSMO, subsections (8) & (13). A voice vote was taken.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Angela Sellers,  
Lisa Jackson, Paul DiBello

NO: None

Board Members returned from Closed Session

**Adjournment:**

Motion by Lisa Jackson, second Suzanne Perkins, to adjourn meeting.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Angela Sellers,  
Lisa Jackson, Paul DiBello

NO: None

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Board Chairperson

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Secretary

# **CLC Monthly Report**



**SB40/CCDDR Funding Request  
for  
DECEMBER 2019**

Utilizing November 2019 Records

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
November 2019

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		1,010.80	1,010.80
41200 Camden County SB40	986.70	16,092.89	17,079.59
Total 41000 Contributions & Grants	\$ 986.70	\$ 17,103.69	\$ 18,090.39
42000 Program Services			0.00
Total 42000 Program Services	\$ 0.00	\$ 3,938.58	\$ 3,938.58
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		175.00	175.00
43130 Snack		30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 205.00	\$ 205.00
43500 Tuition		3,702.00	3,702.00
43505 Subsidy Tuition		2,292.12	2,292.12
Total 43500 Tuition	\$ 0.00	\$ 5,994.12	\$ 5,994.12
Total 43000 Tuition	\$ 0.00	\$ 6,199.12	\$ 6,199.12
45000 Other Revenue		114.99	114.99
45200 Fundraising Income		1,000.00	1,000.00
45289 Claus For A Cause		1,550.00	1,550.00
Total 45200 Fundraising Income	\$ 0.00	\$ 2,550.00	\$ 2,550.00
45300 Donation Income			0.00
45310 Donations			0.00
45312 Community Rewards		240.46	240.46
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 315.46	\$ 315.46
Total 45300 Donation Income	\$ 0.00	\$ 315.46	\$ 315.46
Total 45000 Other Revenue	\$ 0.00	\$ 2,980.45	\$ 2,980.45
Total 40000 INCOME	\$ 986.70	\$ 30,221.84	\$ 31,208.54
<b>Total Revenue</b>	<b>\$ 986.70</b>	<b>\$ 30,221.84</b>	<b>\$ 31,208.54</b>
<b>Gross Profit</b>	<b>\$ 986.70</b>	<b>\$ 30,221.84</b>	<b>\$ 31,208.54</b>
<b>Expenditures</b>			
50000 EXPENDITURES		41.75	41.75
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 29,684.88	\$ 29,684.88
Total 51400 Employee Retirement	\$ 0.00	\$ 3,551.66	\$ 3,551.66
Total 51500 Employee Taxes	\$ 0.00	\$ 2,672.00	\$ 2,672.00
Total 51600 Health Insurance	\$ 0.00	\$ 864.24	\$ 864.24
Total 51000 Payroll Expenditures	\$ 0.00	\$ 36,772.78	\$ 36,772.78
52000 Advertising/Promotional		230.00	230.00
54000 Fundraising/Grants			0.00
54400 Scholastic, Inc.		5.00	5.00

54800 Lip Sync Battle Fundraiser		634.00		634.00
54960 Claus For A Cause		594.50		594.50
<b>Total 54000 Fundraising/Grants</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>1,233.50</b>
56000 Office Expenditures				0.00
56300 Office Supplies		284.32		284.32
<b>Total 56000 Office Expenditures</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>284.32</b>
57000 Office/General Administrative Expenditures				0.00
57160 QuickBooks Payments Fees		51.50		51.50
57400 Child Management Software		35.00		35.00
57900 Seminars/Training		50.00		50.00
57960 Janitorial/Custodial		200.00		200.00
<b>Total 57000 Office/General Administrative Expenditures</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>336.50</b>
58000 Operating Supplies				0.00
58100 Classroom Consumables		5.81		5.81
58150 Center Consumables		39.02		39.02
58175 Paper Consumables		29.77		29.77
58200 Dining		534.89		534.89
58210 Birthday		21.85		21.85
<b>Total 58200 Dining</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>556.74</b>
58400 Sanitizing		14.84		14.84
<b>Total 58000 Operating Supplies</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>646.18</b>
59000 Program Service Fees				0.00
Total 59100 First Steps	<b>\$</b>	<b>2,618.16</b>	<b>\$</b>	<b>0.00</b>
<b>Total 59000 Program Service Fees</b>	<b>\$</b>	<b>2,618.16</b>	<b>\$</b>	<b>0.00</b>
63000 Utilities				0.00
63200 Internet	21.00	48.99		69.99
63300 Telephone	39.17	91.41		130.58
63400 Trash Service		39.71		39.71
63500 Water Softener		24.00		24.00
<b>Total 63000 Utilities</b>	<b>\$</b>	<b>60.17</b>	<b>\$</b>	<b>204.11</b>
<b>Total 50000 EXPENDITURES</b>	<b>\$</b>	<b>2,678.33</b>	<b>\$</b>	<b>39,749.14</b>
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		240.00		240.00
<b>Total Company Contributions</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>240.00</b>
<b>Total Payroll Expenses</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>240.00</b>
Reimbursements		497.46		497.46
volded check		0.00		0.00
<b>Total Expenditures</b>	<b>\$</b>	<b>2,678.33</b>	<b>\$</b>	<b>40,486.60</b>
<b>Net Operating Revenue</b>	<b>-\$</b>	<b>1,691.63</b>	<b>-\$</b>	<b>10,264.76</b>
<b>Net Revenue</b>	<b>-\$</b>	<b>1,691.63</b>	<b>-\$</b>	<b>11,956.39</b>

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
 January - November, 2019

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		9,974.46	9,974.46
41200 Camden County SB40	12,312.30	171,701.27	184,013.57
41400 United Way Grant		4,066.00	4,066.00
41500 Misc. Grant Revenue		12,111.00	12,111.00
Total 41000 Contributions & Grants	\$ 12,312.30	\$ 197,852.73	\$ 210,165.03
42000 Program Services			0.00
Total 42100 First Steps	\$ 41,038.71	\$ 21,020.13	\$ 62,058.84
Total 42000 Program Services	\$ 41,038.71	\$ 21,020.13	\$ 62,058.84
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		2,250.00	2,250.00
43130 Snack		400.00	400.00
Total 43100 Dining	\$ 0.00	\$ 2,650.00	\$ 2,650.00
43200 Enrollment Fees		425.00	425.00
43500 Tuition		34,924.17	34,924.17
43505 Subsidy Tuition		5,184.29	5,184.29
Total 43500 Tuition	\$ 0.00	\$ 40,108.46	\$ 40,108.46
Total 43000 Tuition	\$ 0.00	\$ 43,183.46	\$ 43,183.46
45000 Other Revenue			229.98
45200 Fundraising Income		1,146.83	1,146.83
45220 Summer Night Glow 5K		10,561.42	10,561.42
45280 Pizza For A Purpose		8,218.77	8,218.77
45281 Pizza For A Purpose - Gun Raffle		1,868.90	1,868.90
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 8,087.67	\$ 8,087.67
45285 Lip Sync Battle		8,287.43	8,287.43
45286 Wine Run & Walk		2,500.00	2,500.00
45287 Shoot Out		5,882.85	5,882.85
45288 T-shirt Fundraiser		452.00	452.00
45289 Claus For A Cause		1,650.00	1,650.00
45290 Non-Profit Revenue		100.00	100.00
Total 45200 Fundraising Income	\$ 0.00	\$ 38,668.20	\$ 38,668.20
45300 Donation Income		3,091.00	3,091.00
45310 Donations			0.00
45312 Community Rewards		987.26	987.26
45314 Kiwanis Club Of Ozarks		1,000.00	1,000.00
45315 Bear Market		825.00	825.00
45316 Daybreak Rotary		500.00	500.00
45351 Community Foundation of the Lake		1,290.00	1,290.00
45352 KC Chiefs Ticket Fundraiser		620.00	620.00
Total 45310 Donations	\$ 0.00	\$ 5,222.26	\$ 5,222.26
Total 45300 Donation Income	\$ 0.00	\$ 8,313.26	\$ 8,313.26
Total 45000 Other Revenue	\$ 0.00	\$ 47,211.44	\$ 47,211.44
Total 40000 INCOME	\$ 53,351.01	\$ 389,267.76	\$ 382,618.77
<b>Total Revenue</b>	<b>\$ 53,351.01</b>	<b>\$ 389,267.76</b>	<b>\$ 382,618.77</b>
<b>Gross Profit</b>	<b>\$ 53,351.01</b>	<b>\$ 389,267.76</b>	<b>\$ 382,618.77</b>
<b>Expenditures</b>			
50000 EXPENDITURES		41.75	41.75
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 193,336.04	\$ 193,336.04
51200 Background Check		15.25	15.25
Total 51400 Employee Retirement	\$ 0.00	\$ 25,010.73	\$ 25,010.73
Total 51500 Employee Taxes	\$ 0.00	\$ 18,757.84	\$ 18,757.84
Total 51600 Health Insurance	\$ 0.00	\$ 9,341.52	\$ 9,341.52
51900 Workermans Comp Insurance		1,652.00	1,652.00
51950 Employee Garnishments		304.70	304.70
Total 51000 Payroll Expenditures	\$ 0.00	\$ 248,418.08	\$ 248,418.08
52000 Advertising/Promotional		2,600.14	2,600.14
53000 Equipment		20,520.41	20,520.41
54000 Fundraising/Grants		25.62	25.62

54200 Summer Night Glow 5K		3,581.03	3,581.03
54400 Scholastic, Inc.		5.00	5.00
54600 Frosty Float Fundraiser		17.80	17.80
54700 Pizza For A Purpose		1,434.10	1,434.10
54800 Lip Sync Battle Fundraiser		3,437.74	3,437.74
54900 Shoot Out		1,063.82	1,063.82
54950 CLC Tshirt Fundraiser		667.95	667.95
54960 Claus For A Cause		594.50	594.50
Total 54000 Fundraising/Grants	\$ 0.00	\$ 10,827.46	\$ 10,827.46
55000 Insurance		666.00	666.00
55600 Professional Liability		3,369.00	3,369.00
Total 55000 Insurance	\$ 0.00	\$ 4,035.00	\$ 4,035.00
56000 Office Expenditures		49.63	49.63
56100 Copy Machine	943.20	2,287.24	3,230.44
56200 Miscellaneous		401.79	401.79
56300 Office Supplies		2,667.85	2,667.85
56400 Postage & Delivery		50.00	50.00
Total 56000 Office Expenditures	\$ 943.20	\$ 5,656.51	\$ 6,589.71
57000 Office/General Administrative Expenditures		228.65	228.65
57100 Accounting Fees		5,415.00	5,415.00
57150 Online Accounting Software Service		1,214.50	1,214.50
Total 57100 Accounting Fees	\$ 0.00	\$ 6,629.50	\$ 6,629.50
57160 QuickBooks Payments Fees		908.35	908.35
57200 Bank Charges		17.89	17.89
57400 Child Management Software		385.00	385.00
57600 License/Accreditation/Permit Fees		610.50	610.50
57900 Seminars/Training		1,440.74	1,440.74
57960 Janitorial/Custodial		4,000.00	4,000.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 14,220.63	\$ 14,220.63
58000 Operating Supplies		1,319.32	1,319.32
58100 Classroom Consumables		1,060.68	1,060.68
58160 Center Consumables		1,197.23	1,197.23
58175 Paper Consumables		255.60	255.60
58200 Dining		15,091.02	15,091.02
58210 Birthday		67.74	67.74
Total 58200 Dining	\$ 0.00	\$ 15,158.76	\$ 15,158.76
58300 Pet		93.87	93.87
58400 Sanitizing		345.24	345.24
Total 58000 Operating Supplies	\$ 0.00	\$ 19,430.70	\$ 19,430.70
59000 Program Service Fees		0.00	0.00
Total 59100 First Steps	\$ 42,241.92	\$ 0.00	\$ 42,241.92
Total 59000 Program Service Fees	\$ 42,241.92	\$ 0.00	\$ 42,241.92
61000 Repair & Maintenance		815.76	815.76
62000 Safety & Security		695.15	695.15
63000 Utilities		0.00	0.00
63100 Electric	1,138.71	2,666.98	3,795.69
63200 Internet	204.00	475.89	679.89
63300 Telephone	424.91	1,003.08	1,427.99
63400 Trash Service		461.34	461.34
63500 Water Softener		278.22	278.22
Total 63000 Utilities	\$ 1,767.62	\$ 4,875.51	\$ 6,643.13
65000 Other Expenditures		149.58	149.58
Total 60000 EXPENDITURES	\$ 44,952.74	\$ 352,286.68	\$ 377,239.42
Payroll Expenses			0.00
Company Contributions			0.00
Health Insurance		5,149.03	5,149.03
Retirement		1,375.00	1,375.00
Total Company Contributions	\$ 0.00	\$ 6,524.03	\$ 6,524.03
Total Payroll Expenses	\$ 0.00	\$ 6,524.03	\$ 6,524.03
Reimbursements		2,241.82	2,241.82
voided check		0.00	0.00
Total Expenditures	\$ 44,952.74	\$ 341,052.83	\$ 386,005.27
Net Operating Revenue	\$ 8,398.27	-\$ 31,784.77	-\$ 23,386.50
Net Revenue	\$ 8,398.27	-\$ 31,784.77	-\$ 23,386.50

**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
January - November, 2019

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	8,398.27	-31,784.80	0.03	-23,386.50
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-898.55	-898.55
Accounts Payable (A/P)			39.71	39.71
21000 CBOLO MasterCard -8027		-12,336.49	11,816.45	-520.04
21200 Kroger-DS1634 CLC		-15,274.29	14,611.07	-663.22
22300 Payroll Liabilities:Federal Taxes (941/944)			35.45	35.45
22400 Payroll Liabilities:MO Income Tax			349.00	349.00
22500 Payroll Liabilities:MO Unemployment Tax		0.00	167.96	167.96
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Aflac			3,551.86	3,551.86
Payroll Liabilities:Allera			3,596.59	3,596.59
Payroll Liabilities:Ascensus			3,325.00	3,325.00
Payroll Liabilities:US Department of Education			336.80	336.80
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 27,616.78	\$ 36,931.34	\$ 9,320.56
Net cash provided by operating activities	\$ 8,398.27	-\$ 59,395.58	\$ 36,931.37	-\$ 14,065.94
Net cash increase for period	\$ 8,398.27	-\$ 59,395.58	\$ 36,931.37	-\$ 14,065.94
Cash at beginning of period			29,070.50	29,070.50
Cash at end of period	\$ 8,398.27	-\$ 59,395.58	\$ 66,001.87	\$ 15,004.56

**CHILDREN'S LEARNING CENTER**  
**Statement of Financial Position**  
As of December 2, 2019

Jan 1 - Dec 2, 2019

ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	15,004.58
Total Bank Accounts	\$ 15,004.58
Accounts Receivable	
Accounts Receivable (A/R)	4,347.80
Total Accounts Receivable	\$ 4,347.80
Other Current Assets	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-700.00
Total Repayment	-\$ 700.00
Total Other Current Assets	\$ 7,971.74
Total Current Assets	\$ 27,324.10
<b>TOTAL ASSETS</b>	<b>\$ 27,324.10</b>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	39.71
Total Accounts Payable	\$ 39.71
Credit Cards	
21000 CBOLO MasterCard -8027	885.96
21200 Kroger-DS1634 CLC	0.00
Total Credit Cards	\$ 885.96
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,404.31
22400 MO Income Tax	-2,435.48
22500 MO Unemployment Tax	-623.00
22600 Primevest Financial	448.19
Aflac	8,859.15
Alicia	9,354.60
Ascensus	3,325.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 19,749.12
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 19,749.12
Total Current Liabilities	\$ 20,674.79
Total Liabilities	\$ 20,674.79
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	13,663.19
Net Revenue	-20,830.00
Total Equity	\$ 6,649.31
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 27,324.10</b>

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 January - November, 2019

	Date	Transacti on Type	Num	Memo/Description	Split	Amount	Balance
Step Ahead	04/01/2019	Pledge	2037	April Tuition	Accounts Receivable (AR)	25.00	25.00
	04/01/2019	Pledge	2037	April Tuition	Accounts Receivable (AR)	162.27	187.27
	04/01/2019	Pledge	2037	April Snack Fee	Accounts Receivable (AR)	5.00	192.27
	11/01/2019	Pledge	2110	November Dining	Accounts Receivable (AR)	25.00	217.27
	11/01/2019	Pledge	2110	November Snack Fee	Accounts Receivable (AR)	5.00	222.27
	11/01/2019	Pledge	2105	November Dining	Accounts Receivable (AR)	25.00	247.27
	11/01/2019	Pledge	2105	November Snack Fee	Accounts Receivable (AR)	5.00	252.27
	11/01/2019	Pledge	2110	November Tuition	Accounts Receivable (AR)	570.00	822.27
	11/01/2019	Pledge	2109	November Tuition	Accounts Receivable (AR)	510.00	1,332.27
	11/01/2019	Pledge	2104	November Tuition	Accounts Receivable (AR)	210.00	1,542.27
	11/01/2019	Pledge	2105	November Tuition	Accounts Receivable (AR)	570.00	2,112.27
<b>Total for Step Ahead</b>						<b>\$ 2,112.27</b>	

**CHILDREN'S LEARNING CENTER**  
**AGENCY UPDATE/PROGRESS REPORT**  
December 2019

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 25 children enrolled  
15 of the 25 with special needs/dd (8 one-on-ones)

○ **COMMUNITY EVENTS**

**Attended:**

11/19 - Lake Area Chamber Social (Sponsored by CLC) - Great Stone Coffee  
11/20 & 11/23 - Gala of Trees

**Current / Upcoming:**

12/5 - Alley Cats, Santa's Little Helpers  
12/14&15 - Claus for a Cause at RedHeads  
3/13/20 - Pizza For A Purpose

○ **GENERAL PROGRAM NEWS**

- Joining Gala of Trees this year and received \$1,000

○ **FUNDRAISING/GRANTS**

- Needing to seek grants for a new kitchen stove, as burners are not all working
- Received email that we were selected to receive the grant from Allen P. & Josephine Green Foundation. Awaiting award letter & check to arrive in mail.

# **LAI Monthly Report**



## Monthly Financial Reports

Lake Area Industries, Inc.

NOVEMBER 30, 2019

**Lake Area Industries, Inc.  
Balance Sheet Comparison**

	As of Nov 30, 2019	As of Nov 30, 2018 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
Total Bank Accounts	286,119	267,630
Total Accounts Receivable	92,279	67,758
<b>Other Current Assets</b>		
Certificate of Deposit 10119/0001 12/27/19	25,063	
Certificate of Deposit 12 mo. 10120/0001 6/27/20	25,117	
Certificate of Deposit 12 mo. 32720 3/27/20	25,316	
Certificate of Deposit 9814 9/27/19	25,211	
Community Foundation of the Ozarks Agency Partner Account	1,009	1,000
GIFTED GARDEN CASH	500	0
INVENTORY	2,973	17,071
PETTY CASH	145	132
Undeposited Funds	127	0
Total Other Current Assets	106,461	18,203
<b>Total Current Assets</b>	<b>482,859</b>	<b>343,491</b>
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	(737,843)	(743,949)
AUTO AND TRUCK	128,809	135,854
BUILDING	377,261	377,261
Deposit on Construction	29,115	
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	0	10,341
GREENHOUSE FACILITY	0	145,872
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	229,732	228,826
OFFICE EQUIPMENT	12,838	11,563
Sewer Equipment	19,354	
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	199,451	305,954
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	39,437	73,180
SALES TAX BOND	0	1,060
UTILITY DEPOSITS	554	554
Total Other Assets	39,991	74,794
<b>TOTAL ASSETS</b>	<b>722,301</b>	<b>724,240</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
Accounts Payable	6,397	13,082
Total Accounts Payable	6,397	13,082
Total Credit Cards	1,820	1,118
<b>Other Current Liabilities</b>		
ACCRUED WAGES	7,000	0
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	50	113
Missouri Department of Revenue Payable	42	9
OAK STAR BANK LOAN-4096	0	22,639
SALES TAX PAYABLE	36	72
Total Other Current Liabilities	7,166	22,860
<b>Total Current Liabilities</b>	<b>15,372</b>	<b>37,061</b>
<b>Total Liabilities</b>	<b>15,372</b>	<b>37,061</b>
<b>Equity</b>		
Unrestricted Net Assets	508,985	393,973
Net Income	197,963	293,206
Total Equity	706,928	687,179
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>722,301</b>	<b>724,240</b>

**Lake Area Industries, Inc.**  
**Profit and Loss**

	Nov 2019	YTD
<b>Income</b>		
CONTRACT PACKAGING	43,950	313,582
FOAM RECYCLING	19	6,742
GREENHOUSE SALES		55,086
SECURE DOCUMENT SHREDDING	2,923	37,176
<b>Total Income</b>	<b>46,892</b>	<b>412,586</b>
<b>Cost of Goods Sold</b>		
CONTRACT LABOR	924	1,288
Cost of Goods Sold	2,210	26,922
GG PLANTS & SUPPLIES		31,995
SHIPPING AND DELIVERY		3,948
Textile Purchases	110	2,305
WAGES - TEMPORARY WORKERS	5,626	5,626
WAGES-EMPLOYEES	30,759	245,959
<b>Total Cost of Goods Sold</b>	<b>39,629</b>	<b>318,043</b>
<b>Gross Profit</b>	<b>7,263</b>	<b>94,543</b>
<b>Expenses</b>		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	2,231	15,938
Bus Fare	200	930
CASH OVER/SHORT		(13)
EQUIP. PURCHASES & MAINTENANCE	5,698	38,574
INSURANCE	1,572	15,633
NON MANUFACTURING SUPPLIES	130	840
PAYROLL	22,668	169,701
PAYROLL EXP & BENEFITS	7,363	63,411
PROFESSIONAL SERVICES	2,013	13,605
SALES TAX		(113)
UTILITIES	2,365	17,617
<b>Total Expenses</b>	<b>44,239</b>	<b>345,199</b>
<b>Net Operating Income</b>	<b>(36,976)</b>	<b>(250,656)</b>
<b>Other Income</b>		
INTEREST INCOME	145	2,196
OTHER CONTRIBUTIONS	2,605	9,851
SB-40 REVENUE	18,743	213,347
STATE AID	22,724	223,226
<b>Total Other Income</b>	<b>44,217</b>	<b>448,619</b>
<b>Other Expenses</b>		
ALLOCATION NON OPERATING EXPENSES		0
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>44,217</b>	<b>448,619</b>
<b>Net Income</b>	<b>7,241</b>	<b>197,963</b>

**Lake Area Industries, Inc.**  
**Budget vs. Actuals**

	Nov 2019			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
<b>Income</b>						
CONTRACT PACKAGING	43,950	17,887	26,063	313,582	203,618	109,963
FOAM RECYCLING	19	400	(381)	6,742	4,400	2,342
GREENHOUSE SALES		0	0	55,086	50,920	4,167
SECURE DOCUMENT SHREDDING	2,923	3,175	(252)	37,176	34,925	2,251
<b>Total Income</b>	<b>46,892</b>	<b>21,462</b>	<b>25,430</b>	<b>412,586</b>	<b>293,863</b>	<b>118,723</b>
<b>Cost of Goods Sold</b>						
CONTRACT LABOR	924		924	1,288	0	1,288
Cost of Goods Sold	2,210	2,591	(381)	26,922	28,801	(1,879)
GG PLANTS & SUPPLIES		0	0	31,995	30,887	1,107
SHIPPING AND DELIVERY		0	0	3,948	2,907	1,042
Textile Purchases	110		110	2,305	0	2,305
WAGES - TEMPORARY WORKERS	5,626		5,626	5,626	0	5,626
WAGES-EMPLOYEES	30,759	22,084	8,675	245,959	251,481	(5,522)
<b>Total Cost of Goods Sold</b>	<b>39,629</b>	<b>24,675</b>	<b>14,954</b>	<b>318,043</b>	<b>314,076</b>	<b>3,966</b>
<b>Gross Profit</b>	<b>7,263</b>	<b>(3,213)</b>	<b>10,476</b>	<b>94,543</b>	<b>(20,213)</b>	<b>114,757</b>
<b>Expenses</b>						
ACCTG. & AUDIT FEES		0	0	9,075	9,075	0
ALL OTHER EXPENSES	2,231	2,726	(495)	15,938	26,586	(10,648)
Bus Fare	200	240	(40)	930	2,860	(1,930)
CASH OVER/SHORT			0	(13)	0	(13)
EQUIP. PURCHASES & MAINTENANCE	5,698	4,181	1,517	38,574	46,465	(7,892)
INSURANCE	1,572	1,451	121	15,633	15,616	17
NON MANUFACTURING SUPPLIES	130	10	120	840	117	724
PAYROLL	22,668	14,423	8,245	169,701	163,604	6,098
PAYROLL EXP & BENEFITS	7,363	6,769	594	63,411	73,181	(9,769)
PROFESSIONAL SERVICES	2,013	1,401	612	13,605	15,857	(2,252)
SALES TAX			0	(113)	0	(113)
UTILITIES	2,365	2,156	209	17,617	21,293	(3,676)
<b>Total Expenses</b>	<b>44,239</b>	<b>33,356</b>	<b>10,883</b>	<b>345,199</b>	<b>374,653</b>	<b>(29,454)</b>
<b>Net Operating Income</b>	<b>(36,976)</b>	<b>(36,569)</b>	<b>(407)</b>	<b>(250,656)</b>	<b>(394,866)</b>	<b>144,210</b>
<b>Other Income</b>						
INTEREST INCOME	145	8	137	2,196	137	2,058
OTHER CONTRIBUTIONS	2,605		2,605	9,851	0	9,851
SB-40 REVENUE	18,743	15,908	2,835	213,347	179,875	33,472
STATE AID	22,724	17,934	4,790	223,226	203,386	19,840
<b>Total Other Income</b>	<b>44,217</b>	<b>33,851</b>	<b>10,366</b>	<b>448,619</b>	<b>383,398</b>	<b>65,220</b>
<b>Other Expenses</b>						
ALLOCATION NON OPERATING EXPENSES	0	(337)	337	0	337	(337)
<b>Total Other Expenses</b>	<b>0</b>	<b>(337)</b>	<b>337</b>	<b>0</b>	<b>337</b>	<b>(337)</b>
<b>Net Other Income</b>	<b>44,217</b>	<b>34,188</b>	<b>10,029</b>	<b>448,619</b>	<b>383,061</b>	<b>65,558</b>
<b>Net Income</b>	<b>7,241</b>	<b>(2,381)</b>	<b>9,622</b>	<b>197,963</b>	<b>(11,805)</b>	<b>209,768</b>

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**

November 2019

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	7,241
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	3,657
INVENTORY:RAW MATERIAL INVENTORY	1,154
Accounts Payable	2,990
CBOLO CC - 1565 Natalie	375
CBOLO CC - 5203 Lillie	(997)
CBOLO CC - 5211	0
Sam's Club Mastercard- 2148	252
ACCRUED WAGES	7,000
AFLAC DEDUCTIONS PAYABLE	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	14,431
Net cash provided by operating activities	21,672
Net cash increase for period	21,672
Cash at beginning of period	263,574
Cash at end of period	285,246

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
As of November 30, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 4,696	\$ 1,701	\$ 0	\$ 0	\$ 0	\$ 6,397

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
As of November 30, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 66,552	\$ 21,185	\$ 4,087	\$ 405	\$ 50	\$ 92,279

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
January - November, 2019

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	197,963
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(17,111)
Certificate of Deposit 10119/0001 12/27/19	(25,063)
Certificate of Deposit 12 mo. 10120/0001 6/27/20	(25,117)
Certificate of Deposit 12 mo. 32720 3/27/20	(25,316)
Certificate of Deposit 9814 9/27/19	(25,211)
GIFTED GARDEN CASH:DRAWER CASH - GG	(300)
GIFTED GARDEN CASH:SAFE CASH - GG	(200)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	4,918
PETTY CASH	5
Accounts Payable	3,397
CBOLO CC - 1565 Natalie	928
CBOLO CC - 5203 Lillie	88
CBOLO CC - 5211	0
CBOLO CC - 5229 Kevin	0
Sam's Club Mastercard- 2148	804
ACCRUED WAGES	1,346
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	(63)
Missouri Department of Revenue Payable	34
OAK STAR BANK LOAN-4096	(16,439)
SALES TAX PAYABLE	(36)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(123,336)
Net cash provided by operating activities	74,627
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(39,437)
SALES TAX BOND	1,060
Net cash provided by investing activities	(38,377)
Net cash increase for period	36,251
Cash at beginning of period	248,996
Cash at end of period	285,246

# Support Coordination Report

December 2019

# Client Caseloads

- Number of Caseloads as of December 31<sup>st</sup>, 2019: 367
- Budgeted Number of Caseloads: 355
- Pending Number of New Intakes: 6
- Medicaid Eligibility: 83.92%

## Caseload Counts

Shellie Andrews - 37  
Cynthia Brown - 36  
Stephanie Enoch – 36  
Linda Gifford - 45  
Micah Joseph – 38  
Jennifer Lyons - 37  
Lisa Patrick – 38  
Mary Petersen – 38  
Jami Weisenborn - 38  
Nicole Whittle - 24

**CARF Report  
Medicaid Eligible  
Clients**

# Outcome Measurement Report



## TCM 2018

### [Consumer Forms \(My support Coordinator made a difference in my life \(1\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	75	0	6	100.00 %
<b>Total</b>	75	0	6	100.00 %
<b>Goal</b>				<b>80 %</b>

### [Consumer Forms \(I received information about exploitation, personal protection and risk reduction \(2\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	75	1	4	98.68 %
<b>Total</b>	75	1	4	98.68 %
<b>Goal</b>				<b>100 %</b>

### [TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(3\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	26	1	0	96.30 %
<b>Total</b>	26	1	0	96.30 %
<b>Goal</b>				<b>100 %</b>

### [TCM: Planning meeting is held within 30 days of eligibility date \(4\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	23	2	0	92.00 %
<b>Total</b>	23	2	0	92.00 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



[TCM: All ISPs will be submitted to RRO/guardian 21 days prior to implementation date \(5\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	134	87	0	60.63 %
<b>Total</b>	134	87	0	60.63 %
<b>Goal</b>				<b>95 %</b>

[TCM: % of Quarterly Reports met \(6\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	116	7	0	94.31 %
<b>Total</b>	116	7	0	94.31 %
<b>Goal</b>				<b>95 %</b>

[Consumer Forms \(TCM: % of individuals that stated "My Support Coordinator is available throughout the year when needed" \(7\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	80	0	1	100.00 %
<b>Total</b>	80	0	1	100.00 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(Support Coordinators see their clients frequently enough \(8\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	76	1	4	98.70 %
<b>Total</b>	76	1	4	98.70 %
<b>Goal</b>				<b>90 %</b>

# Outcome Measurement Report



[Consumer Forms \(I am satisfied with the services provided by my Support Coordinator and agency staff \(9\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	80	1	0	98.77 %
<b>Total</b>	80	1	0	98.77 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(I contributed to the development of my plan \(10\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	80	0	1	100.00 %
<b>Total</b>	80	0	1	100.00 %
<b>Goal</b>				<b>100 %</b>

[TCM: CCDDR will have an annual review of administrative policies and plans. \(11\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>

**CARF Report  
Medicaid Ineligible  
Clients**

# Outcome Measurement Report



## TCM 2018

### [Consumer Forms \(My support Coordinator made a difference in my life \(1\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	1	100.00 %
<b>Total</b>	5	0	1	100.00 %
<b>Goal</b>				<b>80 %</b>

### [Consumer Forms \(I received information about exploitation, personal protection and risk reduction \(2\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	1	100.00 %
<b>Total</b>	5	0	1	100.00 %
<b>Goal</b>				<b>100 %</b>

### [TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(3\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	10	1	0	90.91 %
<b>Total</b>	10	1	0	90.91 %
<b>Goal</b>				<b>100 %</b>

### [TCM: Planning meeting is held within 30 days of eligibility date \(4\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	11	0	0	100.00 %
<b>Total</b>	11	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



[TCM: All ISPs will be submitted to RRO/guardian 21 days prior to implementation date \(5\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	13	11	0	54.17 %
<b>Total</b>	13	11	0	54.17 %
<b>Goal</b>				<b>95 %</b>

[TCM: % of Quarterly Reports met \(6\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	18	0	0	100.00 %
<b>Total</b>	18	0	0	100.00 %
<b>Goal</b>				<b>95 %</b>

[Consumer Forms \(TCM: % of individuals that stated "My Support Coordinator is available throughout the year when needed" \(7\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
<b>Total</b>	6	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(Support Coordinators see their clients frequently enough \(8\)\)](#)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
<b>Total</b>	6	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

## Outcome Measurement Report



### Consumer Forms (I am satisfied with the services provided by my Support Coordinator and agency staff (9))

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
<b>Total</b>	6	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

### Consumer Forms (I contributed to the development of my plan (10))

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	1	100.00 %
<b>Total</b>	5	0	1	100.00 %
<b>Goal</b>				<b>100 %</b>

### TCM: CCDDR will have an annual review of administrative policies and plans. (11)

For Services: Case Closure, Case Transition/Transfer, Documentation, Linking Resources, Planning Supports, Quarterly Review of Progress on ISPs, Service Monitoring/Quality Enhancement, Transfer of case responsibility

For Events:

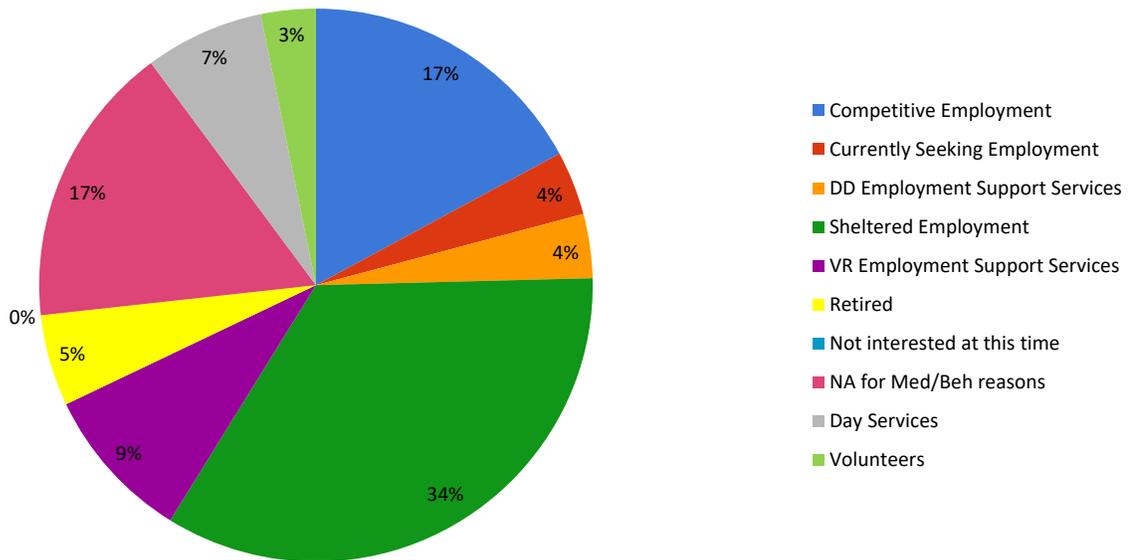
Parameters:

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>

# **Employment Report**

SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	Not interested at this time	NA for Med/Beh reasons	Day Services	Volunteers
<b>Agency Adults</b>	32	7	7	64	17	10		31	13	6
Andrews	2	2	3	3	2	3	1	4	3	3
Brown	3	1	1	7	2	0		2	1	1
Enoch	3	0	0	15	2	0	13	1	0	0
Lyon	3	0	1	9	1	1		6	3	1
Baskerville	6	0	0	3	0	1		2	0	0
Patrick	6	0	1	9	1	1		6	1	0
Peterson	0	0	0	9	2	0		1	3	1
Joseph	3	2	0	3	4	1		3	1	0
Weisenborn	2	1	1	5	0	3		2	0	0
Whittle	4	1	0	1	3	0		4	1	0

**CCDDR Adults employment status as of December 31, 2019**

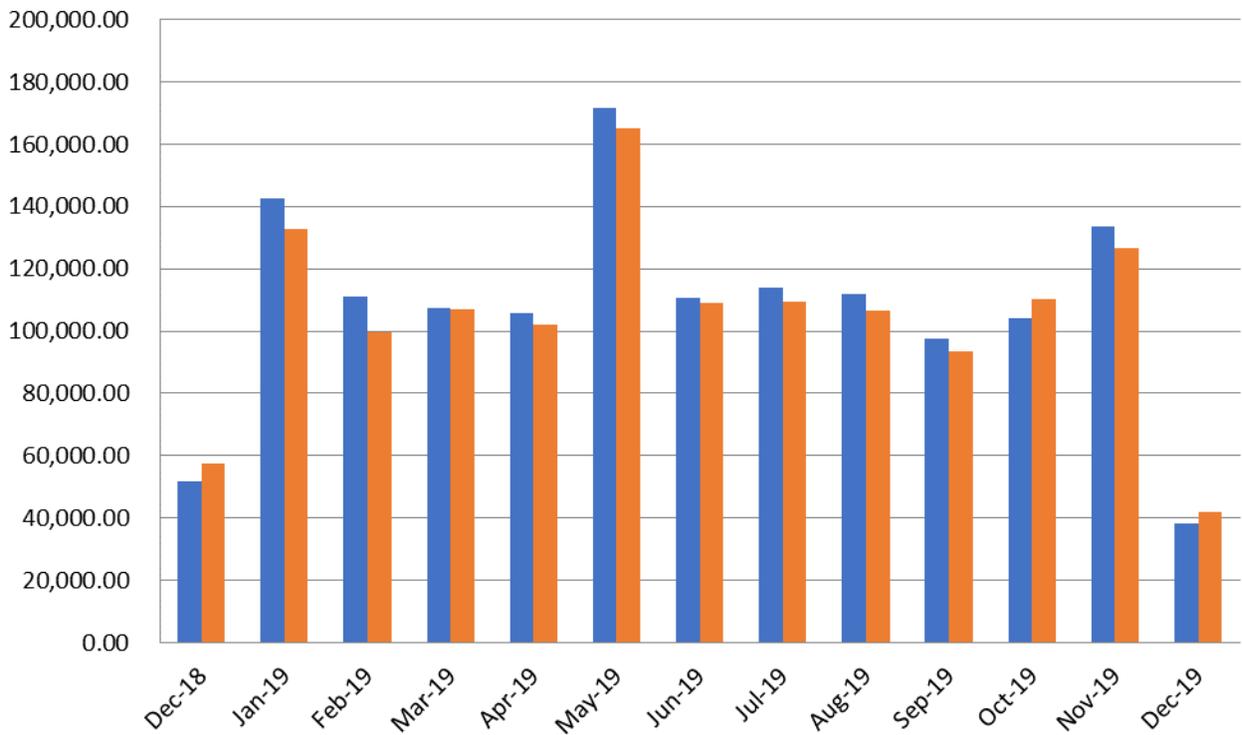


Agency Economic  
Report  
(Unaudited)

December 2019

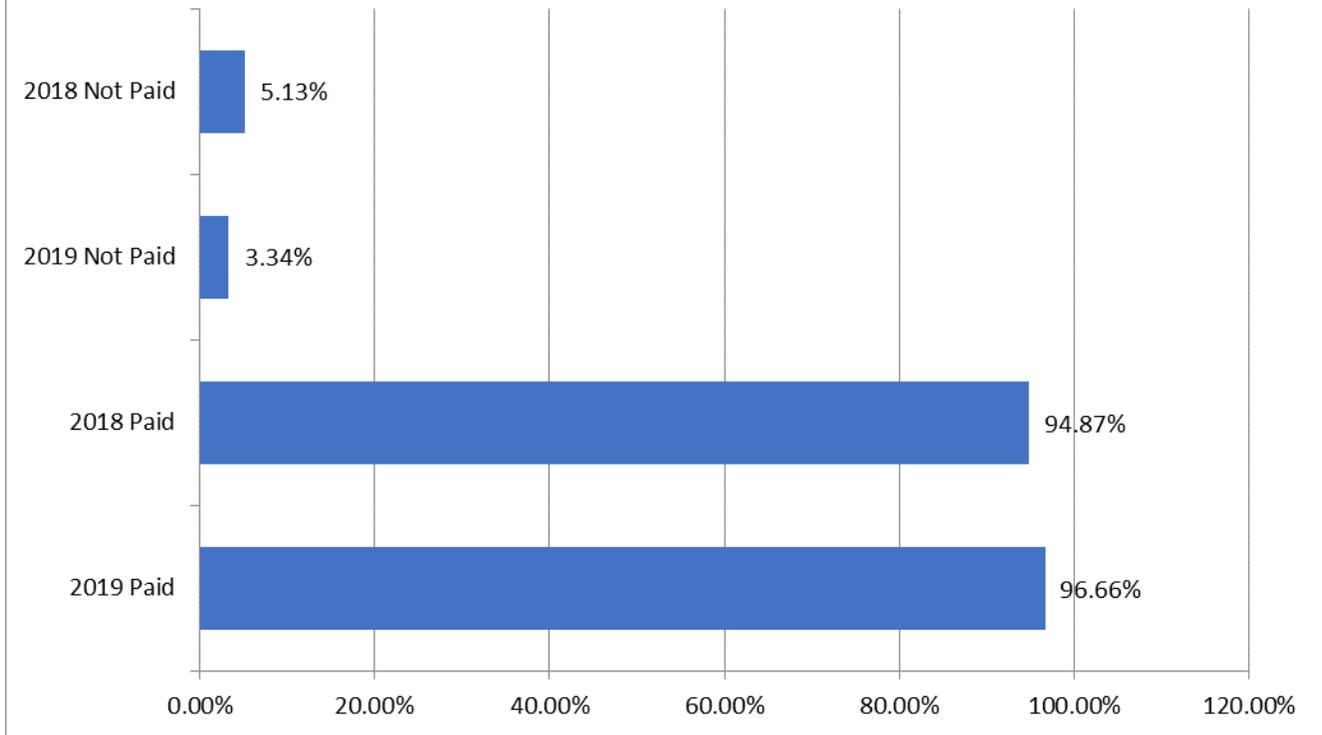
## Targeted Case Management Income

### TCM Billed vs TCM Payment Received



	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Total Payable Billed	51,744.96	142,387.20	111,049.92	107,568.00	105,883.20	171,676.80	110,833.92	113,728.32	111,957.12	97,476.48	104,103.36	133,531.20	38,111.04
Total Payment Received	57,360.96	132,736.32	99,748.80	106,833.60	102,133.44	165,110.40	109,097.28	109,235.52	106,574.40	93,268.80	110,341.44	126,463.68	41,774.40

## 2019 vs 2018 Percentage Comparison Medicaid Billed vs Medicaid Paid



# Budget vs. Actuals: FY 2019 - FY19 P&L Departments

December 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	2,594	2,185	409			0
<b>4500 Services Income</b>			0	42,539	55,728	(13,189)
<b>Total Income</b>	<b>2,594</b>	<b>2,185</b>	<b>409</b>	<b>42,539</b>	<b>55,728</b>	<b>(13,189)</b>
<b>Gross Profit</b>	<b>2,594</b>	<b>2,185</b>	<b>409</b>	<b>42,539</b>	<b>55,728</b>	<b>(13,189)</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	92,598	95,569	(2,971)
<b>5100 Repairs &amp; Maintenance</b>			0	1,594	900	694
<b>5500 Contracted Business Services</b>			0	5,342	6,600	(1,258)
<b>5600 Presentations/Public Meetings</b>			0	319	3,700	(3,381)
<b>5700 Office Expenses</b>			0	3,345	3,500	(155)
<b>5800 Other General &amp; Administrative</b>			0		5,298	(5,298)
<b>5900 Utilities</b>			0	594	850	(256)
<b>6100 Insurance</b>			0	2,340	2,255	85
<b>6700 Partnership for Hope</b>	3,625	4,540	(915)			0
<b>6900 Direct Services</b>	(69)	6,029	(6,098)			0
<b>7100 Housing Programs</b>	6,986	8,206	(1,220)			0
<b>7200 CLC</b>	12,749	17,800	(5,051)			0
<b>7300 Sheltered Employment Programs</b>	24,250	23,250	1,000			0
<b>7500 Community Employment Programs</b>	981		981			0
<b>7600 Community Resources</b>	5,499	7,735	(2,236)		0	0
<b>7900 Special/Additional Needs</b>	6,701	7,181	(480)			0
<b>Total Expenses</b>	<b>60,722</b>	<b>74,741</b>	<b>(14,019)</b>	<b>106,132</b>	<b>118,672</b>	<b>(12,540)</b>
<b>Net Operating Income</b>	<b>(58,127)</b>	<b>(72,556)</b>	<b>14,429</b>	<b>(63,593)</b>	<b>(62,944)</b>	<b>(649)</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	2,788	2,700	88
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,788</b>	<b>2,700</b>	<b>88</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,788)</b>	<b>(2,700)</b>	<b>(88)</b>
<b>Net Income</b>	<b>(58,127)</b>	<b>(72,556)</b>	<b>14,429</b>	<b>(66,382)</b>	<b>(65,644)</b>	<b>(738)</b>

## Budget Variance Report

Total Income: During December 2019, SB 40 Tax Revenues were slightly lower than projected, and Services Program income was lower than projected. Services income is straight-line budgeted for the entire year; however, a lot of Support Coordinators utilize PTO during the Holiday Season, which is typically the case every year. Billing is predicated on the total number of hours Support Coordinators work.

Total Expenses: During December 2019, overall SB 40 Tax program expenses were lower than budgeted expectations. Sheltered Employment Program expenses were higher than projected due to increased business and production expectations, and transportation fares are being paid on a temporary basis for those who recently acquired or are attempting to acquire competitive integrated employment through Community Employment Programs. It should be noted a former CCDDR transportation provider just recently billed the agency for services from 2017 to present. Overall Services Program expenses were lower than budgeted expectations. Repairs & Maintenance costs were higher than budgeted to due automatic/accessible door entry repairs needed at the Osage Beach office, and annual insurance broker fees were slightly higher than anticipated.

## Budget vs. Actuals: FY 2019 - FY19 P&L Departments

January - December 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	978,261	967,431	10,830			0
<b>4500 Services Income</b>			0	1,453,958	1,436,341	17,617
<b>Total Income</b>	<b>978,261</b>	<b>967,431</b>	<b>10,830</b>	<b>1,453,958</b>	<b>1,436,341</b>	<b>17,617</b>
<b>Gross Profit</b>	<b>978,261</b>	<b>967,431</b>	<b>10,830</b>	<b>1,453,958</b>	<b>1,436,341</b>	<b>17,617</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	1,163,340	1,208,083	(44,743)
<b>5100 Repairs &amp; Maintenance</b>			0	11,886	10,800	1,086
<b>5500 Contracted Business Services</b>			0	64,601	76,680	(12,079)
<b>5600 Presentations/Public Meetings</b>			0	4,254	7,200	(2,946)
<b>5700 Office Expenses</b>			0	39,530	42,000	(2,470)
<b>5800 Other General &amp; Administrative</b>			0	27,278	31,323	(4,045)
<b>5900 Utilities</b>			0	8,720	10,200	(1,480)
<b>6100 Insurance</b>			0	17,730	17,655	75
<b>6700 Partnership for Hope</b>	36,259	42,130	(5,871)			0
<b>6900 Direct Services</b>	136,382	226,160	(89,778)			0
<b>7100 Housing Programs</b>	99,404	105,350	(5,946)			0
<b>7200 CLC</b>	196,763	195,875	888			0
<b>7300 Sheltered Employment Programs</b>	257,698	256,945	753			0
<b>7500 Community Employment Programs</b>	1,403		1,403			0
<b>7600 Community Resources</b>	44,800	54,725	(9,925)		0	0
<b>7900 Special/Additional Needs</b>	79,914	86,246	(6,332)	0		0
<b>Total Expenses</b>	<b>852,622</b>	<b>967,431</b>	<b>(114,809)</b>	<b>1,337,340</b>	<b>1,403,941</b>	<b>(66,601)</b>
<b>Net Operating Income</b>	<b>125,638</b>	<b>0</b>	<b>125,638</b>	<b>116,618</b>	<b>32,400</b>	<b>84,218</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	32,600	32,400	200
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,600</b>	<b>32,400</b>	<b>200</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(32,600)</b>	<b>(32,400)</b>	<b>(200)</b>
<b>Net Income</b>	<b>125,638</b>	<b>0</b>	<b>125,638</b>	<b>84,018</b>	<b>0</b>	<b>84,018</b>

### Budget Variance Report

Total Income: As of December 2019, YTD SB 40 Tax Revenues were higher than projected, and Services Program income was higher than projected. In early 2019, CCDDR filled one Support Coordinator vacancy and added a new Support Coordinator due to caseload growth. Overall billing now reflects previously implemented TCM efficiency measures as well.

Total Expenses: As of December 2019, overall YTD SB 40 Tax program expenses were lower than budgeted expectations with only slight overages in CLC, Sheltered Workshop, and Community Employment Program expenses. It should be noted a former CCDDR transportation provider just recently billed the agency for services from 2017 to present, and there was no annual TCM allocation billing submitted by DMH (code 6900). Overall Services Program expenses were lower than budgeted expectations. Only slight overages have been recorded in Repairs & Maintenance, Insurance, and Depreciation expenses.

# Balance Sheet

As of December 31, 2019

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 SB 40 Tax Bank Accounts</b>		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	517,525	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>517,754</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		331,340
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>331,340</b>
<b>Total 1000 Bank Accounts</b>	<b>517,754</b>	<b>331,340</b>
<b>Total Bank Accounts</b>		
	<b>517,754</b>	<b>331,340</b>
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		6,221
1215 Non-Medicaid Direct Service		19,397
<b>Total 1200 Services</b>	<b>0</b>	<b>25,618</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
<b>Total 1300 Property Taxes</b>	<b>1,041,884</b>	<b>0</b>
<b>1350 Allowance for Doubtful Accounts</b>	<b>(5,666)</b>	
<b>Total Accounts Receivable</b>	<b>1,036,217</b>	<b>25,618</b>
<b>Other Current Assets</b>		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		64,400
1435 Net Pension Asset (Liability)		(22,041)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>42,359</b>
<b>1450 Prepaid Expenses</b>		
1455 Prepaid-Insurance	0	21,958
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>21,958</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>64,317</b>
<b>Total Current Assets</b>	<b>1,553,971</b>	<b>421,275</b>

<b>Fixed Assets</b>		
<b>1500 Fixed Assets</b>		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(156,643)
1526 Accumulated Depreciation - Keystone		(23,566)
1530 100 Third Street Remodeling		154,094
1531 Keystone Remodeling		110,596
1535 Acc Dep - Remodeling - 100 Third Street		(58,799)
1536 Acc Dep - Remodeling - Keystone		(9,778)
1540 Equipment		49,079
1545 Accumulated Depreciation - Equipment		(35,441)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>685,530</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>685,530</b>
<b>TOTAL ASSETS</b>	<b>1,553,971</b>	<b>1,106,805</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
1900 Accounts Payable	(2,284)	7,013
<b>Total Accounts Payable</b>	<b>(2,284)</b>	<b>7,013</b>
<b>Other Current Liabilities</b>		
<b>2000 Current Liabilities</b>		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	19,397	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	923,939	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	0
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	1,975
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>1,975</b>
<b>2070 Payroll Clearing</b>		
2071 AFLAC Pre-tax W / H	0	336
2072 AFLAC Post-tax W / H	0	10
2073 Vision Insurance W / H	0	(37)
2074 Health Insurance W / H	0	28

2075 Dental Insurance W / H	0	(240)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>97</b>
2090 Deferred Inflows		1,595
<b>Total 2000 Current Liabilities</b>	<b>943,335</b>	<b>1,511</b>
<b>Total Other Current Liabilities</b>	<b>943,335</b>	<b>1,511</b>
<b>Total Current Liabilities</b>	<b>941,052</b>	<b>8,524</b>
<b>Total Liabilities</b>	<b>941,052</b>	<b>8,524</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	233,296	
3010 Transportation	44,620	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	62,799	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	3,012	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	30,071	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>373,798</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		33,562
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		685,530
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>924,092</b>
3900 Unrestricted Fund Balances	1,204	2
3950 Prior Period Adjustment	0	0
3999 Clearing Account	126,576	75,872
<b>Net Income</b>	<b>125,638</b>	<b>84,018</b>
<b>Total Equity</b>	<b>627,217</b>	<b>1,083,983</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,568,269</b>	<b>1,092,507</b>

# Statement of Cash Flows

December 2019

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(58,127)	(66,382)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		81,423
1215 Services:Non-Medicaid Direct Service		69
1455 Prepaid Expenses:Prepaid-Insurance		(15,995)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		645
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		451
1545 Fixed Assets:Accumulated Depreciation - Equipment		454
1900 Accounts Payable	(15,713)	2,947
2007 Current Liabilities:Non-Medicaid Payable	(69)	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(973)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(760)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(97)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		16
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(177)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(15,783)</b>	<b>69,242</b>
<b>Net cash provided by operating activities</b>	<b>(73,910)</b>	<b>2,860</b>
<b>INVESTING ACTIVITIES</b>		
1530 Fixed Assets:100 Third Street Remodeling		(1,689)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(1,689)</b>
<b>FINANCING ACTIVITIES</b>		
3599 Restricted Services Fund Balances:Other		(1,099)
3999 Clearing Account		1,099
<b>Net cash provided by financing activities</b>	<b>0</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(73,910)</b>	<b>1,171</b>
<b>Cash at beginning of period</b>	591,663	330,169
<b>Cash at end of period</b>	<b>517,754</b>	<b>331,340</b>

# Statement of Cash Flows

January - December 2019

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	125,638	84,018
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		51,140
1215 Services:Non-Medicaid Direct Service		3,275
1455 Prepaid Expenses:Prepaid-Insurance		(2,401)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		10,777
1526 Fixed Assets:Accumulated Depreciation - Keystone		4,087
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		7,131
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		4,990
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,681
1900 Accounts Payable	(14,316)	(6,688)
2007 Current Liabilities:Non-Medicaid Payable	(3,275)	
2015 Current Liabilities:Accrued Compensated Absences		(2,157)
2050 Current Liabilities:Prepaid Tax Revenue	(126,447)	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(69)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(890)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(152)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		66
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(160)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		171
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(144,038)</b>	<b>70,802</b>
<b>Net cash provided by operating activities</b>	<b>(18,399)</b>	<b>154,819</b>
<b>INVESTING ACTIVITIES</b>		
1530 Fixed Assets:100 Third Street Remodeling		(27,968)
1531 Fixed Assets:Keystone Remodeling		(15,609)
1540 Fixed Assets:Equipment		2,408
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(41,169)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	3,980	
3010 Restricted SB 40 Tax Fund Balances:Transportation	39,133	
3015 Restricted SB 40 Tax Fund Balances:New Programs	(10,030)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	13,202	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(1,589)	
3070 Restricted SB 40 Tax Fund Balances:TCM	30,071	
3501 Restricted Services Fund Balances:Operational		0

3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		17,570
3565 Restricted Services Fund Balances:Legal		(6,166)
3575 Restricted Services Fund Balances:Community Resources		5,000
3599 Restricted Services Fund Balances:Other		12,503
3900 Unrestricted Fund Balances	(152,167)	33,426
3999 Clearing Account	34,775	(62,333)
<b>Net cash provided by financing activities</b>	<b>(42,625)</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(61,024)</b>	<b>113,650</b>
<b>Cash at beginning of period</b>	578,777	217,690
<b>Cash at end of period</b>	<b>517,754</b>	<b>331,340</b>

## Check Detail

December 2019

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
12/06/2019	Bill Payment (Check)	5610	OATS, Inc.	(13,417.83)
12/06/2019	Bill Payment (Check)	5611	Linda Gifford	(12.00)
12/06/2019	Bill Payment (Check)	5612	MO HealthNet	(61.00)
12/06/2019	Bill Payment (Check)	5613	MO HealthNet	(268.00)
12/06/2019	Bill Payment (Check)	5614	MO HealthNet	(299.00)
12/06/2019	Bill Payment (Check)	5615	MO HealthNet	(405.00)
12/13/2019	Bill Payment (Check)	5616	Missouri Ozarks Community Action, Inc.	(225.00)
12/13/2019	Bill Payment (Check)	5617	Childrens Learning Center	(12,749.19)
12/13/2019	Bill Payment (Check)	5618	Lake Area Industries	(18,566.32)
12/13/2019	Bill Payment (Check)	5619	DMH Local Tax Matching Fund	(3,624.70)
12/17/2019	Bill Payment (Check)	5620	Brookview Apartments of Camdenton	(73.00)
12/17/2019	Bill Payment (Check)	5621	Camdenton Apartments dba Lauren's Place	0.00
12/17/2019	Bill Payment (Check)	5622	David A Schlenfort	(309.00)
12/17/2019	Bill Payment (Check)	5623	Kyle LaBrue	(1,082.00)
12/17/2019	Bill Payment (Check)	5624	Maryann VanCleave	(907.00)
12/17/2019	Bill Payment (Check)	5625	Revelation Construction & Development, LLC	(31.00)
12/17/2019	Bill Payment (Check)	5626	Camdenton Apartments dba Lauren's Place	0.00
12/17/2019	Bill Payment (Check)	5627	David A Schlenfort	(675.00)
12/17/2019	Bill Payment (Check)	5628	Revelation Construction & Development, LLC	(325.00)
12/17/2019	Bill Payment (Check)	5629	Revelation Construction & Development, LLC	(615.00)
12/17/2019	Bill Payment (Check)	5630	Revelation Construction & Development, LLC	(617.00)
12/17/2019	Bill Payment (Check)	5631	Revelation Construction & Development, LLC	(737.00)
12/17/2019	Bill Payment (Check)	5632	Revelation Construction & Development, LLC	(814.00)
12/20/2019	Bill Payment (Check)	5633	Bankcard Center	(63.23)
12/23/2019	Bill Payment (Check)	5634	Camdenton Apartments dba Lauren's Place	(300.00)
12/23/2019	Bill Payment (Check)	4061	Camdenton Apartments dba Lauren's Place	0.00
12/23/2019	Bill Payment (Check)	5635	Camdenton Apartments dba Lauren's Place	(276.00)
12/31/2019	Bill Payment (Check)	5636	MO HealthNet	(42.00)
12/31/2019	Bill Payment (Check)	5637	Camden County Senate Bill 40 Board	(19,396.80)
12/31/2019	Bill Payment (Check)	5638	MO HealthNet	(42.00)

12/31/2019	Bill Payment (Check)	5639	MO HealthNet	(571.00)
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**1075 Services Account - Bank of Sullivan**

<b>Date</b>	<b>Transaction Type</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
12/06/2019	Bill Payment (Check)	1822	Sylvia M Santon	(103.30)
12/06/2019	Bill Payment (Check)	1823	Connie L Baker	(73.65)
12/06/2019	Bill Payment (Check)	1824	Jami Weisenborn	(107.20)
12/06/2019	Bill Payment (Check)	1825	Jeanna K Booth	(63.75)
12/06/2019	Bill Payment (Check)	1826	Linda Gifford	(100.60)
12/06/2019	Bill Payment (Check)	1827	Linda Simms	(183.65)
12/06/2019	Bill Payment (Check)	1828	Lori Cornwell	(50.00)
12/06/2019	Bill Payment (Check)	1829	Marcie L. Vansyoc	(73.65)
12/06/2019	Bill Payment (Check)	1830	Mary P Petersen	(116.55)
12/06/2019	Bill Payment (Check)	1831	Micah J Joseph	(267.25)
12/06/2019	Bill Payment (Check)	1832	Nicole M Whittle	(58.60)
12/06/2019	Bill Payment (Check)	1833	Ryan Johnson	(89.05)
12/06/2019	Bill Payment (Check)	1834	Shellie L Andrews	(125.90)
12/06/2019	Bill Payment (Check)	1835	All Seasons Services	(75.00)
12/06/2019	Bill Payment (Check)	1836	Ameren Missouri	(224.11)
12/06/2019	Bill Payment (Check)	1837	FP Mailing Solutions	(102.00)
12/06/2019	Bill Payment (Check)	1838	MSW Interactive Designs LLC	(30.00)
12/06/2019	Bill Payment (Check)	1839	Republic Services #435	(57.69)
12/06/2019	Bill Payment (Check)	1840	SUMNERONE	(1,379.89)
12/06/2019	Bill Payment (Check)	1841	WCA Waste Corporation	(21.68)
12/06/2019	Bill Payment (Check)	1842	Camden County PWSD #2	(30.36)
12/06/2019	Bill Payment (Check)	1843	Direct Service Works	(795.00)
12/06/2019	Bill Payment (Check)	1844	Edelman-Lyon Company	(1,387.31)
12/06/2019	Bill Payment (Check)	1845	Jessica N. North	(55.00)
12/06/2019	Bill Payment (Check)	1846	LaClede Electric Cooperative	(389.13)
12/06/2019	Bill Payment (Check)	1847	MOPERM	(9,413.00)
12/13/2019	Expense	12/13/2019	Edward Jones	(100.00)
12/13/2019	Expense	153086	Shellie L Andrews	(1,102.82)
12/13/2019	Expense	153087	Connie L Baker	(1,155.18)
12/13/2019	Expense	153088	Rachel K Baskerville	(1,192.51)
12/13/2019	Expense	153089	Jeanna K Booth	(1,241.95)
12/13/2019	Expense	153090	Cynthia Brown	(1,338.80)
12/13/2019	Expense	153091	Lori Cornwell	(1,406.61)
12/13/2019	Expense	153092	Stephanie E Enoch	(1,227.66)
12/13/2019	Expense	153093	Linda Gifford	(857.90)
12/13/2019	Expense	153094	Ryan Johnson	(1,509.27)
12/13/2019	Expense	153095	Micah J Joseph	(1,275.67)
12/13/2019	Expense	153096	Jennifer Lyon	(1,283.70)
12/13/2019	Expense	153097	Annie Meyer	(1,168.77)
12/13/2019	Expense	153098	Lisa D Patrick	(842.50)
12/13/2019	Expense	153099	Mary P Petersen	(1,150.21)
12/13/2019	Expense	153100	Sylvia M Santon	(995.90)

12/13/2019	Expense	153101	Eddie L Thomas	(2,530.80)
12/13/2019	Expense	153102	Marcie L. Vansyoc	(1,555.58)
12/13/2019	Expense	153103	Jami Weisenborn	(1,383.23)
12/13/2019	Expense	153104	Nicole M Whittle	(1,461.82)
12/13/2019	Bill Payment (Check)	1848	Lisa D Patrick	(211.81)
12/13/2019	Bill Payment (Check)	1849	AT&T	(103.50)
12/13/2019	Bill Payment (Check)	1850	Edward J. Rice Co., Inc.	(552.98)
12/13/2019	Bill Payment (Check)	1851	Ezard's, Inc.	(49.59)
12/13/2019	Bill Payment (Check)	1852	AT&T TeleConference Services	(10.11)
12/13/2019	Bill Payment (Check)	1853	Jessica N. North	(55.00)
12/13/2019	Bill Payment (Check)	1854	Lorraine Schleigh	(70.00)
12/13/2019	Bill Payment (Check)	1855	Missouri Dept of Revenue	(2,970.00)
12/13/2019	Bill Payment (Check)	1856	Office Business Equipment	(54.55)
12/13/2019	Bill Payment (Check)	1857	Conaway Contracting	(102.00)
12/13/2019	Bill Payment (Check)	1858	Linda Simms	(1,437.55)
12/13/2019	Bill Payment (Check)	1859	Jessica N. North	(110.00)
12/13/2019	Bill Payment (Check)	1860	Aflac	(879.80)
12/13/2019	Bill Payment (Check)	1861	Dennis J. Barton III	(300.04)
12/13/2019	Expense	12/13/2019	Internal Revenue Service	(6,913.99)
12/20/2019	Bill Payment (Check)	1862	All Seasons Services	(375.00)
12/20/2019	Bill Payment (Check)	1863	Bankcard Center	(1,278.58)
12/20/2019	Bill Payment (Check)	1864	Catalyst Electric	(1,689.00)
12/20/2019	Bill Payment (Check)	1865	City Of Camdenton	(53.54)
12/20/2019	Bill Payment (Check)	1866	Cynthia Brown	(50.00)
12/20/2019	Bill Payment (Check)	1867	Ezard's, Inc.	(1,300.00)
12/20/2019	Bill Payment (Check)	1868	Jessica N. North	(55.00)
12/20/2019	Bill Payment (Check)	1869	Naught-Naught Agency	(9,835.00)
12/20/2019	Bill Payment (Check)	1870	Nicole M Whittle	(76.40)
12/20/2019	Bill Payment (Check)	1871	Refills Ink	(179.97)
12/20/2019	Bill Payment (Check)	1872	Scott's Heating & Air	(90.00)
12/24/2019	Expense	12/24/2019	Lagers	(5,219.30)
12/27/2019	Expense	153106	Shellie L Andrews	(1,102.82)
12/27/2019	Expense	153107	Connie L Baker	(1,165.27)
12/27/2019	Expense	153108	Rachel K Baskerville	(1,192.50)
12/27/2019	Expense	153109	Jeanna K Booth	(1,220.69)
12/27/2019	Expense	153110	Cynthia Brown	(1,258.53)
12/27/2019	Expense	153111	Lori Cornwell	(1,406.62)
12/27/2019	Expense	153112	Stephanie E Enoch	(1,227.66)
12/27/2019	Expense	153113	Linda Gifford	(485.50)
12/27/2019	Expense	153114	Ryan Johnson	(1,509.30)
12/27/2019	Expense	153115	Micah J Joseph	(1,281.90)
12/27/2019	Expense	153116	Jennifer Lyon	(1,191.68)
12/27/2019	Expense	153117	Annie Meyer	(1,237.13)
12/27/2019	Expense	153118	Lisa D Patrick	(853.16)
12/27/2019	Expense	153119	Mary P Petersen	(1,164.19)
12/27/2019	Expense	153120	Sylvia M Santon	(995.90)

12/27/2019	Expense	153121	Eddie L Thomas	(2,531.73)
12/27/2019	Expense	153122	Marcie L. Vansyoc	(1,555.58)
12/27/2019	Expense	153123	Jami Weisenborn	(1,040.16)
12/27/2019	Expense	153124	Nicole M Whittle	(1,436.50)
12/27/2019	Bill Payment (Check)	1873	Linda Simms	(1,400.25)
12/27/2019	Bill Payment (Check)	1874	Linda Simms	0.00
12/27/2019	Bill Payment (Check)	1875	Linda Simms	(166.05)
12/27/2019	Bill Payment (Check)	1876	Delta Dental of Missouri	(692.50)
12/27/2019	Bill Payment (Check)	1877	Dennis J. Barton III	(303.59)
12/27/2019	Bill Payment (Check)	1878	Jeanna K Booth	(73.87)
12/27/2019	Bill Payment (Check)	1879	Jessica N. North	(55.00)
12/27/2019	Bill Payment (Check)	1880	Mo Consolidated Health Care	(15,430.14)
12/27/2019	Bill Payment (Check)	1881	Principal Life Ins	(307.84)
12/27/2019	Bill Payment (Check)	1882	Rachel K Baskerville	(105.33)
12/27/2019	Expense	12/27/2019	Edward Jones	(100.00)
12/27/2019	Expense	12/27/2019	Internal Revenue Service	(6,645.21)

**November 2019  
Credit Card Statement**

CENTRAL BANK

BL ACCT 00000256-10000000  
CAMDEN CO DD RES  
Account Number: ##### 5386  
Page 1 of 3



**SCORECARD** Bonus Points Available 33,360

**Account Summary**

Billing Cycle		12/04/2019
Days In Billing Cycle		30
Previous Balance		\$2,735.28
Purchases	+	\$1,341.81
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,735.28
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$1,341.81**

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$8,658.19
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

- Call us at: (800) 445-9272  
Lost or Stolen Card: (866) 839-3485
- Go to [www.bankcardcenter.net](http://www.bankcardcenter.net)
- Write us at PO BOX 779, JEFFERSON CTY, MO 65102-0779

**Payment Summary**

NEW BALANCE	\$1,341.81
MINIMUM PAYMENT	\$41.00
PAYMENT DUE DATE	01/02/2020

*NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

**Corporate Activity**

Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/21	11/21	00400759	PAYMENT - THANK YOU	\$2,735.28

**Cardholder Account Summary**

EDDIE THOMAS ##### 0953	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$570.00	\$0.00	\$570.00

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/28	11/28	PBUS01	15270219332000158973558	MSFT * E01009NKKT MSBILL.INFO WA	\$420.00
12/04	12/04	PBUS01	55432869338200435601470	Intuit *QuickBooks 800-446-8848 CA	\$150.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

CENTRAL BANK  
PO BOX 779  
JEFFERSON CTY MO 65102-0779

Account Number  
##### 5386

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

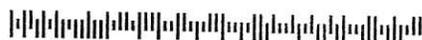
Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/04/19	\$1,341.81	\$41.00	01/02/20

\$

BL ACCT 00000256-10000000  
CAMDEN CO DD RES  
PO BOX 722  
CAMDENTON MO 65020-0722



MAKE CHECK PAYABLE TO:



BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000

5475780000055386 00004100 00134181



Cardholder Account Summary				
LINDA SIMMS ##### 0961	Payments & Other Credits \$0.00	Purchases & Other Charges \$389.17	Cash Advances \$0.00	Total Activity \$389.17

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/04	11/05	PBUS01	25140529309000019900129	EZARDS ACE HARDWARE OSAGE BEACH MO	\$13.95
11/10	11/11	PBUS01	55310209314083775362612	AMZN MKTP US*AF12P0MI3 AMZN.COM/BILL WA	\$63.23
11/15	11/17	PBUS01	55432869319200700673637	VISTAPR*VistaPrint.com 866-8936743 MA	\$20.00
11/16	11/18	PBUS01	55483829321400006774836	SAMSClub #6505 JEFFERSON CIT MO	\$108.78
11/21	11/22	PBUS01	55420369325630188799792	2COCOM*MALWAREBYTES 8882471614 GA	\$159.96
11/26	11/27	PBUS01	02305379331000638490389	USPS PO 2860360829 OSAGE BEACH MO	\$23.25

Cardholder Account Summary				
CONNIE L BAKER ##### 1859	Payments & Other Credits \$0.00	Purchases & Other Charges \$382.64	Cash Advances \$0.00	Total Activity \$382.64

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/04	11/05	PBUS01	02305379309000537007126	USPS PO 2812420020 CAMDENTON MO	\$12.60
11/05	11/06	PBUS01	02305379310000549652569	USPS PO 2812420020 CAMDENTON MO	\$6.35
11/12	11/13	PBUS01	02305379317000515605065	USPS PO 2812420020 CAMDENTON MO	\$6.35
11/14	11/15	PBUS01	55480779318646025576009	LINDT CHOCOLATE #200 I 8776954638 NH	\$122.98
11/14	11/15	PBUS01	55483829319400005099296	WAL-MART #0089 CAMDENTON MO	\$26.61
11/14	11/15	PBUS01	55483829319400005150271	WAL-MART #0089 CAMDENTON MO	\$46.40
11/14	11/15	PBUS01	55483829319400006459754	WAL-MART #0089 CAMDENTON MO	\$36.85
11/14	11/15	PBUS01	05410199319255184528502	SUBWAY 03380458 CAMDENTON MO	\$32.95
11/22	11/24	PBUS01	02305379327000598225771	USPS PO 2812420020 CAMDENTON MO	\$14.60
12/03	12/04	PBUS01	55483829338400002920905	WAL-MART #0089 CAMDENTON MO	\$76.95

**Additional Information About Your Account**

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.BANKCARDCENTER.NET AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY. ENROLL TODAY!

ScoreCard Bonus Points Information as of 12/03/2019					
SCORE=CARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	32,000	1,360	0	0	33,360

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01 001	PURCHASE	E	\$0.00	0.95750%(M)	11.4900%(V)	\$0.00	\$0.00	0.0000%	\$1,341.81
<b>Cash</b>									
CBUS01 001	CASH	A	\$0.00	2.20750%(M)	26.4900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
<sup>1</sup> FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



# Invoice

November 2019  
Invoice Date: 11/27/2019  
Invoice Number: E01009NKKT  
Due Date: 12/27/2019

**420.00 USD**

### Sold-To

Camden County Developmental Disability Resources  
100 Third St.  
P.O. Box 722  
Camdenton MO 65020  
United States

### Bill-To

Camden County Developmental Disability Resources  
PO Box 722  
Camdenton mo 65020  
United States

### Service Usage Address

Camden County Developmental Disability Resources  
100 Third St.  
P.O. Box 722  
Camdenton MO 65020  
United States

### Order Details

Product: Online Services  
Customer PO Number:  
Order Number: dfd50987-a0e6-4f45-99b5-eac21ebdb614  
Billing Period: 10/27/2019 - 11/26/2019  
Payment Terms: Net 30  
Due Date: 12/27/2019

### Billing Summary

Charges: 420.00  
Discounts: 0.00  
Credits: 0.00  
Tax: 0.00  
**Total: 420.00**

### Payment Instructions

Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>.

Microsoft Corporation, One Microsoft Way Redmond, WA 98052 United States  
US FEIN 91-1144442



# Tax invoice

**Invoice number:** 1000131172057

**Total:** \$150.00

**Date:** Dec 4, 2019

**Payment method:** MASTER ending 0953

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

## Bill to

Edmond J Thomas  
Camden County Developmental Disability Resources  
100 3rd St Pobox 722  
Camdenton, MO 65020-7336  
US  
Address may be standardized for tax purposes  
**Company ID:** 464240995

## Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$150.00	\$150.00
Sales tax - Exempt:			\$0.00

**Total invoice:**

**\$150.00**

## Tax reporting information

**Period for monthly subscription fees:**

Dec 4, 2019 - Jan 4, 2020

**Total without tax:**

\$150.00

**Total tax:**

\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).





All ▾

EN Hello, Linda Account & Lists Returns & Orders Prime Cart

Help Browsing History ▾ Linda's Amazon.com

Deals on joyful toys

Your Account ▸ Your Orders

# Your Orders

LINDA'S CARD

Search all orders Search Orders

Orders Buy Again **Open Orders** Digital Orders Cancelled Orders

1 open order

ORDER PLACED November 8, 2019 TOTAL \$63.23 SHIP TO Camden County Developmental Disability Resources ORDER # 112-555265-9991403

Arriving Tuesday by 8pm



Reizen Talking Atomic Watch - White Face-Black Numbers-Expansion Band Sold by: LIBERTY Health Supply Product question? Ask Seller \$59.95

Buy it again

Archive order

- Track package
- Cancel items
- View or edit order
- Ask Product Question

## Related to items you viewed



Individually Wrapped Medium Weight White Plastic Cutlery/Utensil Set with Napkin by MT...

19 \$12.99



Daxwell B10001837 Plastic Cutlery, Medium Weight Polypropylene (PP) Cutlery Kit with 5 7/8"...

70 \$30.27



300 Pieces Gold Plastic Flatware- Disposable Flatware Set-Heavyweight Plastic Cutlery- Includes...

173 \$29.95



Pre Rolled Napkin and Cutlery Set 25 Pack Disposable Silverware for Catering Events, Parties,...

97 \$20.89



## Explore more items



AmazonBasics High-Speed 4K HDMI Cable, 6 Feet, 1-Pack

21,936 \$6.99



BENFEI DisplayPort to HDMI, Gold-Plated DP Display Port to HDMI Adapter (Male to...)

2,171 \$7.45



Rankie DisplayPort (DP) to VGA Adapter, Gold Plated Converter, Black

1,079 \$8.99



Jabra Speak 510 Wireless Bluetooth Speaker for Softphone and Mobile Phone (U.S. Retail...)

2,364 \$99.99

Your Browsing History View or edit your browsing history ▸

My Account / Order History / **Order Details**

Account # 7761-2960-4546

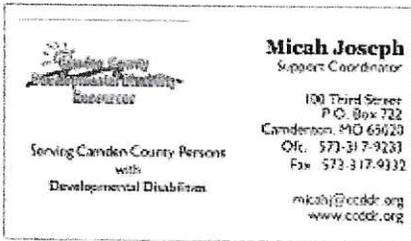
# Order Details | Order # 32M57-L5A53-9C2

## Order Total

Product Total	\$20.00
Shipping & Processing Economy - Est. Arrival Nov 27	FREE
Sales Tax	\$0.00
<b>You Paid:</b>	<b>\$20.00</b>

1 Item(s)

[Cancel Items](#)    [Res](#)



[Edit Your Design](#)

## Business cards - standard matte

VP Copy Copy

Status: **Processing**

Qty 500

Base Price

\$20.00

Item Total \*

**\$20.00**

\*State sales tax is required on this item.

HOT CHOC  
FOR CLIENTS GIFT BAG  
CHRISTMAS PARTY  
CLAY WIPES  
CAMDENTON OFC

SAM'S CLUB  
CLUB MANAGER ROBERT HAYS  
( 573 ) 469 - 0917  
849 STONERIDGE PKWAY JEFFERSON CITY, MO  
CLUB HOURS 10:00 AM - 8:30 PM  
11/16/19 13:46 6525 06505 002 103  
X MEMBER 101-\*\*\*\*\*3846

THANK YOU,

CAMDEN COUNTY SENATE BILL 40

10 @ 9.98  
E 980218655 LOL COCOA F 99.80 E  
797221 HH WIPES 8.98 E  
SUBTOTAL 108.78

TOTAL 108.78  
HCARD TEND 108.78  
MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 60107C

AID A0C00000041010  
TC 555143696E7E9A3E  
TERMINAL # SC010045  
\*NO SIGNATURE REQUIRED  
11/16/19 13:50:23  
CHANGE DUE 0.00  
DISTRIBUTOR NUMBER: 602

New! Free shipping for Plus members.  
Learn more: [sansclub.com/freeshipping](http://sansclub.com/freeshipping)  
Visit [sansclub.com](http://sansclub.com) to see your savings

# ITEMS SOLD 11

TC# 1704 0133 7580 7240 6384 7



Save time. Order ahead.  
[SansClub.com/clubpickup](http://SansClub.com/clubpickup)  
11/16/19 13:50:39

\*\*\* MEMBER COPY \*\*\*



LINDA'S CREDIT CARD

Thank you for your order! (Order no. 108717804)

Your Purchased Products

Your Activation Key

4 x Malwarebytes for Teams  
1 Year subscription  
Total price: \$159.96



ED - OLD LAPTOP  
LINDA - TABLET  
CAM & OB CONF ROOMS

### ACTIVATION INSTRUCTIONS

#### Malwarebytes (Windows)

Download

1. Download and install your product if you have not already done so. See how to download and install your product.
2. Open Malwarebytes Premium.
3. Click **Activate License** in the top right header. See how to activate your key.
4. Enter the activation key below into the Malwarebytes program.

#### Malwarebytes (Mac)

Download

1. Download and open Malwarebytes for Mac.dmg See how to download and install your product.
2. Open "Install Malwarebytes 3.pkg" and follow the on-screen steps to complete installation
3. Once installed, open Malwarebytes Premium for Mac.
4. Click **Activate License** in the top right header. See how to activate your key.
5. Enter the activation key into the Malwarebytes program.

=====

OSAGE BEACH  
 5545 OSAGE BEACH PKWY  
 OSAGE BEACH, MO 65065-9998  
 286036-0829  
 (800)275-8777  
 11/26/2019 04:13 PM

=====

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope (Domestic) (JEFFERSON CITY, MO 65102) (Weight:0 Lb 3.80 Oz) (Estimated Delivery Date) (Friday 11/29/2019)	1	\$1.45	\$1.45
Certified (USPS Certified Mail #) (7017145000025341314)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940243608190896521)			\$2.80
First-Class Mail® Large Envelope (Domestic) (JEFFERSON CITY, MO 65102) (Weight:0 Lb 3.80 Oz) (Estimated Delivery Date) (Friday 11/29/2019)	1	\$1.45	\$1.45
Certified (USPS Certified Mail #) (7017145000025341307)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940243608190896514)			\$2.80
First-Class Mail® Large Envelope (Domestic) (CAMDENTON, MO 65020) (Weight:0 Lb 3.80 Oz) (Estimated Delivery Date) (Friday 11/29/2019)	1	\$1.45	\$1.45
Certified (USPS Certified Mail #) (7017145000025341321)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940239188060544082)			\$2.80

-----

Total: \$23.25

-----

Credit Card Remitd \$23.25  
 (Card Name:MasterCard)  
 (Account #:XXXXXXXXXX)  
 (Approval  
 (Trans

*2020  
 BUDGET  
 TO  
 STATE AUDITOR  
 ROLAND TOLSON COUNTY MO.  
 MO. ETHIAS*

Connie's Card

CAMDENTON  
 625 W US HIGHWAY 54  
 CAMDENTON, MO 65020-9998  
 281242-0020  
 (800)275-8777  
 11/04/2019 02:33 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (OSAGE BEACH, MO 65065) (Weight:0 Lb 0.60 Oz) (Estimated Delivery Date) (Wednesday 11/06/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70172620000049312226)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784877)			\$2.80
Affixed Postage (Affixed Amount:\$0.55)			(\$0.55)
First-Class Mail® Letter (Domestic) (LINN CREEK, MO 65052) (Weight:0 Lb 0.40 Oz) (Estimated Delivery Date) (Wednesday 11/06/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70172620000049312233)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784860)			\$2.80
Affixed Postage (Affixed Amount:\$0.55)			(\$0.55)
<b>Total:</b>			<b>\$12.60</b>

Credit Card Remit **\$12.60**  
 (Card Name:MasterCard)  
 (Account #:XXXXXXXXXX1859)  
 (Approval #:63259C)  
 (Transaction #:279)  
 (AID:A0000000041010 Chip)  
 (AL:MasterCard)  
 (PIN:Not Required)

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

Preview your Mail  
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 www.informedelivery.com

7017 2620 0000 4931 2226

7017 2620 0000 4931 2233

**U.S. Postal Service™**  
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 Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

**OSAGE BEACH, MO 65065**

**OFFICIAL USE**

Certified Mail Fee	\$3.50	0020
Extra Services & Fees (check box, add fee as appropriate)	\$2.80	12
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here  11/04/2019
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$6.85	

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**LINN CREEK, MO 65052**

**OFFICIAL USE**

Certified Mail Fee	\$3.50	0020
Extra Services & Fees (check box, add fee as appropriate)	\$2.80	12
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here  11/04/2019
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$6.85	

# Connie's Card

=====

CAMDENTON  
 625 W US HIGHWAY 54  
 CAMDENTON, MO 65020-9998  
 281242-0020  
 (800)275-8777  
 11/05/2019 04:18 PM

=====

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (CAMDENTON, MO 65020) (Weight: 0 Lb 0.60 Oz) (Estimated Delivery Date) (Thursday 11/07/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70172620000049312240)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784853)			\$2.80
Affixed Postage (Affixed Amount: \$0.50)			(\$0.50)
<b>Total:</b>			<b>\$6.35</b>

Credit Card Remitd  
 (Card Name: MasterCard)  
 (Account #: XXXXXXXXXXXX1859)  
 (Approval #: 68461C)  
 (Transaction #: 293)  
 (AID: A0000000041010  
 (AL: MasterCard)  
 (PIN: Not Required)

Chip)

\$6.35

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.

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TELL US ABOUT YOUR RECENT POSTAL EXPERIENCE

7017 2620 0000 4931 2240

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CAMDENTON, MO 65020

**OFFICIAL USE**

Certified Mail Fee	\$3.50
Extra Services & Fees (check box, add fee as appropriate)	\$7.80
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.55
<b>Total Postage and Fees</b>	<b>\$8.85</b>

USPS 0020  
 Postmark Here  
 NOV 05 2019  
 11/05/2019

30 Day

7017 2620 0000 4931 2257

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

SUNRISE BEACH, MO 65079

**OFFICIAL USE**

Certified Mail Fee	\$3.50
Extra Services & Fees (check box, add fee as appropriate)	\$2.80
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.55
Total Postage and Fees	\$6.85

0020  
8

Postmark  
Here

11/12/2019

CAMDENTON  
625 W US HIGHWAY 54  
CAMDENTON, MO 65020-9998  
281242-0020  
(800)275-8777  
11/12/2019 04:20 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (SUNRISE BEACH, MO 65079) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Thursday 11/14/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70172620000049312257)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784846)			\$2.80
Affixed Postage (Affixed Amount:\$0.50)			(\$0.50)
<b>Total:</b>			<b>\$6.35</b>

Credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXXXX1859) (Approval #:69533C) (Transaction #:337) (AID:A0000000041010) (AL:MasterCard) (PIN:Not Required) **\$6.35** Chip)

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.

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Track your Packages  
Sign up for FREE @  
[www.informedelivery.com](http://www.informedelivery.com)

*need to meet letter*

Camdenton Missouri  
 United States 65020-7336  
 573-317-9233  
[connie@ccddr.org](mailto:connie@ccddr.org)

Standard Home: Estimated delivery in 2 to 5  
 business days

Product	Tracking Number	Qty	Each	Total
Create Your Own LINDOR Truffles 250-pc Mix SKU: L006957	778020236932	1	\$60.00	\$60.00
Create Your Own LINDOR Truffles 250-pc Mix SKU: L006957	778020236932	1	\$60.00	\$60.00
Lindt Plush Mini Teddy Bear SKU: 42605L	778020236932	1	\$3.99	Free

Order Subtotal:	\$123.99
Total discounts on order:	(\$18.94)
Tax:	\$2.98
Shipping:	\$14.95
Shipping Adjustment:	(\$14.95)
Shipping Tax:	\$0.00
<b>Order Total:</b>	<b>\$122.98</b>

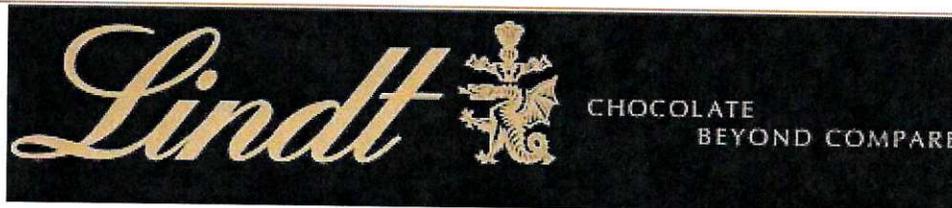
Billing Information

**Billing Address:**

Connie Baker  
 100 3rd St  
 Camdenton Missouri  
 United States 65020-7336  
 573-317-9233  
[connie@ccddr.org](mailto:connie@ccddr.org)

**Billing Method:**

MASTERCARD  
 Amount:\$122.98



# Connie's Card

Board mtg

See back of receipt for your chance to win \$1000 ID #:7N7YJQVXGH



573-346-3588 Mgr: PAUL GARDNER  
94 CECIL ST  
CAMDENTON MO 65020

ST# 00089	OP# 002643	TE# 01	TR# 01296	
GV CHEDDAR	007874212254	F	1.12	0
GV BQZ BBQ	007874208284	F	1.12	0
GV BB DCF 12	007874214144	F	3.92	0
24CT ENGLIS	007017753688	F	12.94	0
GOLD PEAK UN	004900006407	F	2.28	0
PEPSI 2 LT	001200000230	F	1.25	0
CAKE ROLLS	007874232281	F	3.98	0
	SUBTOTAL		26.61	
	TOTAL		26.61	
	MCARD TEND		26.61	

MasterCard \*\*\*\* \* 1859 I 21  
 APPROVAL # 62075C  
 REF # 931800509929  
 PAYMENT SERVICE - A  
 AID A0000000041010  
 TC 6328E617A1AF5CF3  
 TERMINAL # SC010654  
 \*NO SIGNATURE REQUIRED

11/14/19 12:32:07  
CHANGE DUE 0.00  
# ITEMS SOLD 7

TC# 8434 1213 5102 2148 1080



11/14/19 12:32:18  
\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



Subway#38045-0 Phone 573-346-1200

Wal-Mart #89, 94 Cecil Drive  
Camdenton, Missouri, 65020

Served by: 135 11/14/2019 12:00:48 pm

Term ID-Trans# 1/A-177661

Qty	Size	Item	Price
2	12"	Subway Club Sub	17.98
2		FtLong Faves	9.98
2	12"	-Veggie Delite Sub	
1		FtLong Faves	4.99
1	12"	-Cold Cut Combo Sub	
Sub Total			32.95
Tax Exemptioncamden county senate bill 4			
General Sales Tax			0.00
Total (Eat In)			32.95
Credit Card			32.95
Change			0.00

subwaylistens.com

Approval No: 60483C  
 Reference No: 931818452850  
 Card Issuer: Mastercard  
 Account No: \*\*\*\*\*1859  
 Acquired: Contact\_EMV  
 Amount: \$32.95  
 Application: MasterCard  
 AID: A0000000041010  
 TVR: 0000008000  
 TSI: 6800  
 Date/Time: 11/14/2019 12:00:48 PM

Signature:

X \_\_\_\_\_  
 I agree to pay above total amount  
 according to the Card Issuer Agreement.

CUSTOMER COPY

Host Order ID: 621-479-6144248

Lettuce know how we did today at  
global.subway.com and we'll send  
you a sweet offer.

# Connie's Card

See back of receipt for your chance  
to win \$1000 ID #:7N7YJQYXGK



573-346-3588 Mgr: PAUL GARDNER  
94 CECIL ST  
CAMDENTON MD 65020

ST# 00089	OP# 002643	TE# 01	TR# 01298	
SM HCM MLK	007092047657	F	1.98	0
SM HCM MLK	007092047657	F	1.98	0
SPANGLES	076594016836			
8 AT	1 FOR	3.38	27.04	0
FLVD CRMR	007874233371	F	1.23	0
FOAM CUPS	007874201454		1.54	0
FOAM CUPS	007874201454		1.54	0
FOAM CUPS	007874201454		1.54	0
SUBTOTAL			36.85	
TOTAL			36.85	
MCARD TEND			36.85	

*sugar free hot choc*  
*→ table decor.*

MasterCard \*\*\*\* \* 1859 1 21  
APPROVAL # 65071C  
REF # 931800645975  
PAYMENT SERVICE - A  
AID A0000000041010  
TC 586D1598331F73B4  
TERMINAL # SC010654  
\*NO SIGNATURE REQUIRED  
11/14/19 12:35:07  
CHANGE DUE 0.00  
# ITEMS SOLD 14  
TC# 6633 0401 3024 4966 0272



11/14/19 12:35:17  
\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



*X-mas Party*

See back of receipt for your chance  
to win \$1000 ID #:7N7YJQYXGJ



573-346-3588 Mgr: PAUL GARDNER  
94 CECIL ST  
CAMDENTON MD 65020

ST# 00089	OP# 002643	TE# 01	TR# 01297	
GV 9IN100 PL	007874205854		4.53	0
FOL 37OZ BS	002550010147	F	9.96	0
SM HCM MLK	007092047671	F	5.43	0
GV FR RST 96	007874224014	F	24.92	0
CUP FILTER	007250400501		1.56	0
SUBTOTAL			46.40	
TOTAL			46.40	
MCARD TEND			46.40	

*reg. Cost*  
*K-cup 96 pk*

MasterCard \*\*\*\* \* 1859 1 21  
APPROVAL # 63289C  
REF # 931800515027  
PAYMENT SERVICE - A  
AID A0000000041010  
TC 026682A7A57A6E72  
TERMINAL # SC010654  
\*NO SIGNATURE REQUIRED  
11/14/19 12:33:29  
CHANGE DUE 0.00  
# ITEMS SOLD 5  
TC# 6494 1213 5102 2049 1080



11/14/19 12:33:41  
\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



*Office Supplies*

Connie's Card

CAMDENTON  
625 W US HIGHWAY 54  
CAMDENTON, MO 65020-9998  
281242-0020  
(800)275-8777  
11/22/2019 04:16 PM

Product	Qty	Unit Price	Price
PM 2-Day (Domestic) (ROLLA, MO 65401) (Weight: 2 Lb 13.40 Oz) (Expected Delivery Day) (Monday 11/25/2019)	1	\$8.30	\$8.30
Certified (USPS Certified Mail #) (70172620000049312264)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784839)			\$2.80
<b>Total:</b>			<b>\$14.60</b>

Credit Card Remitd  
(Card Name: MasterCard)  
(Account #: XXXXXXXXXXXXXXX1859)  
(Approval #: 66214C)  
(Transaction #: 450)  
(AID: A0000000041010 Chip)  
(AL: MasterCard)  
(PIN: Not Required)

\$14.60

Includes up to \$50 insurance

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.

Save this receipt as evidence of insurance. For information on filing an insurance claim go to <https://www.usps.com/help/claims.htm>

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ROLLA, MO 65401

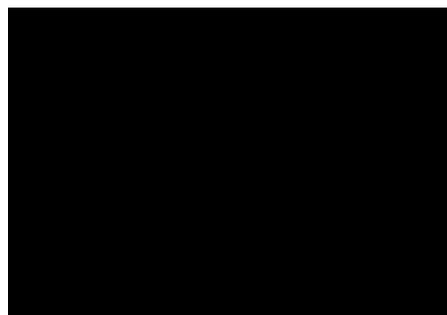
**OFFICIAL USE**

Certified Mail Fee	\$3.50	USPS 0020 12
Extra Services & Fees (check box, add fee as appropriate)	\$2.80	Postmark Here 22 2019 11/22/2019
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$8.30	
Total Postage and Fees	\$14.60	

Sent to  
Rolla Regional Office  
Street and Apt. No., or PO-Box No.  
105 Fairgrounds Road  
City, State, ZIP+4®  
Rolla, MO 65401

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

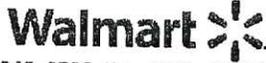
7017 2620 0000 4931 2264



Discharge

# Connie's Card

See back of receipt for your chance  
to win \$1000 ID #:7N87SYW57



573-346-3588 Mgr: PAUL GARDNER  
94 CECIL ST  
CAMDENTON MD 65020

ST# 00089	OP# 004934	TE# 05	TR# 00637	
SPK 6 DBL PR	003040022094			6.44 0
SPK 6 DBL PR	003040022094			6.44 0
FOAM CUPS	007874201449			0.98 0
FOAM CUPS	007874201449			0.98 0
LIQUID HAND	068113123956			3.84 0
LYS TWN LEM	001920099041			4.47 0
FOAM CUPS	007874201449			0.98 0
GV PREM 18MR	007874221044			12.97 0
GV PREM 18MR	007874221044			12.97 0
GV 13G TRASH	007874229811			13.44 0
GV 13G TRASH	007874229811			13.44 0
	SUBTOTAL			76.95
	TOTAL			76.95
	MCARD TEND			76.95

Keystone  
Keystone  
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T.P.

MasterCard \*\*\*\* \* 1859-1-21  
APPROVAL # 60396C  
REF # 933700292090  
PAYMENT SERVICE - A  
AID A0000000041010  
IC 21CE2F7021289F5C  
TERMINAL # SC010653  
\*NO SIGNATURE REQUIRED

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TC# 6664 1558 5002 2742 7080



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Resolutions 2020-1,  
2020-2, 2020-3,  
2020-4, 2020-5,  
2020-6, 2020-7, &  
2020-8



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-1***

CALENDAR YEAR 2020 BOARD OFFICER ELECTION & APPOINTMENTS

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, the Camden County Senate Bill 40 Board Bylaws require the annual appointment of officers under Article III, Sections 1 and 2.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby elects and appoints the following Board members to officer positions for the Calendar Year 2020:

Chairperson: \_\_\_\_\_

Vice Chairperson: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2020-2**

**Calendar Year 2020 Human Resource Committee Nominations and Appointments**

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to continue utilizing a Human Resource Committee for evaluating the Executive Director's ongoing performance; assisting in human resource projects and issues; and monitoring the overall workforce objectives, cultures, and compliance.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2020 Human Resources Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2020-3**

**Calendar Year 2020 Budget Appropriations Committee Nominations & Appointments**

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to continue utilizing a Budget Appropriations Committee for evaluating annual budgets, restricted accounts allocations, budget overages/shortfalls, major purchase allocations, and other fiscal matters not part of the day-to-day business operations.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2020 Budget Appropriations Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2020-4**

**Calendar Year 2020 Agency Governance Committee Nominations & Appointments**

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to continue utilizing an Agency Governance Committee for evaluating changes to its Bylaws.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2020 Agency Governance Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2020-5**

**RE-ALLOCATION/ALLOCATION OF RESTRICTED/UNRESTRICTED FUNDS**

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, Section 205.968, Paragraph 1, defines the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources) as a “political subdivision” of Camden County.

**WHEREAS**, Section 67.030 RSMo states “The governing body of each political subdivision may revise, alter, increase or decrease the items contained in the proposed budget, subject to such limitations as may be provided by law or charter; provided, that in no event shall the total authorized expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. Except as otherwise provided by law or charter, the governing body of each political subdivision shall, before the beginning of the fiscal year, approve the budget and approve or adopt such orders, motions, resolutions, or ordinances as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget.”

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to allocate and/or reallocate restricted and/or unrestricted funds for current and future use as set forth in Policy 29, Restricted and Unrestricted Funds.
2. The reallocations of restricted and unrestricted funds are identified as such in Attachment “A” hereto.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date

# Attachment "A" to Resolution 2020-5

Fund Balances on 12/31/2018 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2019	2020 Beginning Balance	Projected to be Utilized During FY 2020	Estimated Balance at Year End 2020
<b>Equity</b>					
<b>3000 Restricted SB 40 Tax Fund Balances</b>					
3001 Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3005 Operational Reserves	\$233,296.49	\$11,268.71	\$244,565.20	\$0.00	\$244,565.20
3010 Transportation	\$44,619.64	\$6,563.36	\$51,183.00	(\$31,183.00)	\$20,000.00
3015 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3020 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3025 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3030 Special Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3035 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3040 Sheltered Workshop	\$62,798.98	\$78,000.00	\$140,798.98	(\$78,000.00)	\$62,798.98
3045 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3050 Partnership for Hope Match	\$3,011.82	\$9,388.18	\$12,400.00	(\$12,400.00)	\$0.00
3055 Building/Remodeling/Expansion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3060 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3065 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3070 TCM	\$30,071.00	\$15,838.62	\$45,909.62	(\$30,071.00)	\$15,838.62
3075 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 3000 Restricted Fund Balances</b>	<b>\$373,797.93</b>	<b>\$121,058.87</b>	<b>\$494,856.80</b>	<b>(\$151,654.00)</b>	<b>\$343,202.80</b>

Unrestricted Funds (Estimated): **\$121,058.87** *Balances?* **YES**

Fund Balances on 12/31/2018 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2019	2020 Beginning Balance	Projected to be Utilized During FY 2020	Estimated Balance at Year End 2020
<b>Equity</b>					
<b>3500 Restricted Services Fund Balances</b>					
3501 Operational	\$0.00	\$35,969.90	\$35,969.90	\$0.00	\$35,969.90
3505 Operational Reserves	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00
3510 Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3515 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3520 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3525 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3530 Special Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3535 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3540 Sheltered Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3545 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3550 Partnership for Hope Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3555 Building/Remodeling/Expansion	\$33,561.79	\$66,438.21	\$100,000.00	(\$100,000.00)	\$0.00
3560 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3565 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3570 TCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3575 Community Resource	\$5,000.00	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00
<b>Total 3500 Restricted TCM Fund Balances</b>	<b>\$238,561.79</b>	<b>\$102,408.11</b>	<b>\$340,969.90</b>	<b>(\$105,000.00)</b>	<b>\$235,969.90</b>

Unrestricted Funds (Estimated): **\$102,408.11** *Balances?* **YES**

Proposed Reallocations	Reason
SB 40 Tax: Restrict \$11,268.71 to Operational Reserves	Restricted Funds to Maintain 25% Operational Reserves for SB 40 Tax Fund
SB 40 Tax: Restrict \$6,563.36 to Transportation	Restricted Funds for Deviated Route, LAI Employee Transportation, & Provider 5310 Local Match Funds Obligations
SB 40 Tax: Restrict \$78,000.00 to Sheltered Workshop	Restricted Funds for LAI Major Purchases & Assets/Capital Improvements
SB 40 Tax: Restrict \$9,388.18 to Partnership for Hope Match	Restricted Funds for Partnership for Hope Services Provided in 2019 but Billed in 2020
SB 40 Tax: Restrict \$15,838.62 to TCM	Restricted Funds for State TCM Allocation Formual Overage, State TCM Budget Allocation Adjustments, and/or Unanticipated Services Operational Expenses
Services: Restrict \$35,969.90 to Operational	Restricted Funds for Unanticipated Services Operational Expenses
Services: Restrict \$66,438.21 to Building/Remodeling/Expansion	Restricted Funds for Anticipated Assets/Capital Improvements & Replacement Costs

YE 2019 SB 40 Tax Funds (as of December 31st, 2019)

Central Bank	\$229.00
Bank of Sullivan - Operating/"Sweep"	\$517,524.60
CRC Payable	(\$19,396.80)
Accounts Payable	\$0.00
Estimated 2019 Invoices Not Yet Received	(\$3,500.00)
Next Year Taxes Received and Deposited	\$0.00
<b>Total Accounts</b>	<b>\$494,856.80</b>
Restricted - Operational	\$0.00
Restricted - Operational Reserves	\$233,296.49
Restricted - Transportation	\$44,619.64
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$0.00
Restricted - Children's Programs	\$0.00
Restricted - Sheltered Workshop	\$62,798.98
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$3,011.82
Restricted - Building/Remodeling/Expansion	\$0.00
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$30,071.00
Restricted - Community Resource	\$0.00
<b>Total Fund Balances</b>	<b>\$373,797.93</b>
<b>Estimated Unrestricted Funds Available</b>	<b>\$121,058.87</b>

YE 2019 Service Funds (as of December 31st, 2019)	
2019 TCM Service Payments Not Yet Received	\$6,220.80
2019 CRC Service Payments Not Yet Received	\$19,396.80
Accounts Payable	(\$7,013.16)
Estimated 2019 Invoices Not Yet Received	(\$7,000.00)
MO State W/H Payable	(\$1,975.00)
Bank of Sullivan Operating/"Sweep"	\$331,340.46
Total Accounts	\$340,969.90
Restricted - Operational	\$0.00
Restricted - Operational Reserves	\$200,000.00
Restricted - Transportation	\$0.00
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$0.00
Restricted - Children's Programs	\$0.00
Restricted - Sheltered Workshop	\$0.00
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$0.00
Restricted - Building/Remodeling/Expansion	\$33,561.79
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$0.00
Restricted - Community Resource	\$5,000.00
Total Fund Balances	\$238,561.79
Estimated Unrestricted Funds Available	\$102,408.11

Future Asset/Capital Improvements & Replacement Costs
Any Unforeseen/Unanticipated Major Purchases
Security Glass Installation in OB & Camdenton Offices
Interior Painting of CLC Section at Camdenton Office
Parking Lot Improvements at Camdenton Office
Parking Lot Improvements at Keystone
Accessible Entry at Keystone
Accessible Entry at Camdenton Office (Employee Entrance)
HVAC System Replacement at Camdenton Office
HVAC System Replacement at Keystone
Landscape Improvements at Camdenton Office



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-6***

**2020 LAI CAPITAL FUNDING AGREEMENT**

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, The Camden County SB 40 Board has historically approved and authorized Fiscal Year funding requests from Service Providers for Camden County consumers when warranted and deemed necessary.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges receipt of the capital/major purchase items from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the Capital Funding Agreement with LAI as identified in Attachment "A" hereto.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2020-6

## LAI CAPITAL FUNDING AGREEMENT

THIS “LAI CAPITAL FUNDING AGREEMENT” (“*Agreement*”), entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between the Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“*Board*”), and Lake Area Industries, Inc. (“*LAI*”), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

WHEREAS, the Board, under the provisions of Section 205.970(3) of the Revised Statutes of Missouri, is empowered to contract to provide supports for Camden County disabled persons, as defined in Sections 178.900 and 205.968 of the Revised Statutes of Missouri, and for such purposes may expend the tax funds or other funds; and

WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete 2020 Capital Plan Budget and Funding Application to the Board with the expected cost to LAI to procure new assets, replacement costs, and major repair costs for the successful continuation of operations, necessary systems upgrades, and maintenance of a safe work environment; and

WHEREAS, the Board has approved to provide the funding in whole or part as hereinafter set forth.

NOW THEREFORE, in consideration of the mutual promises, agreements and covenants herein contained, the Parties hereto agree as follows:

**1. SERVICES TO BE PERFORMED:** LAI shall procure new assets, replacement costs, and major repair costs as set forth in its Capital Plan Budget and Funding Application to the Board for the successful continuation of operations, necessary systems improvements, and maintenance of a safe work environment. The Board shall reimburse LAI for expenses as provided in Section 2 below.

**2. FUNDING:** The Board agrees to reimburse LAI for the procurement of assets, replacement costs, and major repairs. The total amount reimbursable for all identified expenses shall not exceed \$140,798.98 for the duration of this Agreement. Copies of checks for payments, invoices, estimates, bids, proposals, advertisements, and all required proof of compliance with the Board's Procurement Policy must be submitted to the Board prior to Board reimbursement for the expenses. If all funds approved by the Board in this Agreement have not been utilized by the term ending date of this Agreement, the Board may, at its own discretion, reallocate the remaining funds for other Board expenses or restrict the remaining funds for future Calendar Year LAI capital expenditures. If additional funding is needed or there is an additional need for other funding, LAI shall submit a separate funding request to the Board for review.

**3. PROCUREMENT REQUIREMENTS.** LAI shall adhere to the Board's Procurement Policy (see Attachment “A” hereto) and any revisions to said Policy approved by the Board hereafter, which will be provided to LAI, for purchases identified in this Agreement.

**4. REPORTING:** To ensure compliance with the terms of this Agreement, LAI agrees to provide monthly written progress reports and proof of compliance with the Board's Procurement Policy until all transactions are completed. LAI agrees to report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to timely notify the Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to

authorize the responsible governmental body to notify the Board of any substantiated allegations. LAI also agrees to report to the Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact LAI's performance of this Agreement or ability to do business.

**5. AUDIT REPORT AND IRS FORM 990.** LAI agrees to submit to the Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board.

Payments may be withheld from LAI if reports or forms designated herein are not submitted in accordance with this Agreement, unless otherwise approved by the Board.

**6. MONITORING.** LAI agrees to permit the Board, the Executive Director of the Board, or designee, or any individual(s) or agency designated by the Board to monitor, survey, and inspect LAI's services, activities, programs, and client records to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, LAI hereby agrees, upon notice of forty-eight (48) hours, to make available to the Board or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

**7. CONTINUANCE:** This Agreement may be continued beyond its term expiration upon the mutual consent of the Parties hereto. Such continuations may be an effected addendum hereto reciting any changes or amendments to this Agreement and bearing the signatures of both Parties.

**8. BOARD FUNDING POLICIES:** LAI agrees to abide by Board Policy 10 (see Attachment "B" hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement. For Board reimbursements identified within this Agreement for the purchase of assets in excess of \$1,000.00 with a useful life over one (1) year, LAI shall:

- A. Complete an asset inventory report annually for the depreciable period applicable to the item
- B. Maintain a loss control/risk management system to prevent damage or theft of such items
- C. Allow for the proper investigation of damage or theft and submit the appropriate reports/findings to Board for review
- D. Maintain adequate property insurance coverage
- E. Make the asset(s) available to Board for reassignment to another agency; to Board for its own uses; or for resale by Board, with proceeds returning to Board, in the event the asset(s) is/are found not to be used during a six-month consecutive period of time during the first three years of ownership
- F. Repay Board the undepreciated or market value of the asset(s) or make the asset(s) available to Board for reassignment to another agency in the event the asset(s) is/are not used for or by Eligible Persons

- G. Not sell, trade, or dispose of the asset(s) within a three-year period of time after Board reimbursement without prior approval from Board
- H. Depreciate in accordance with generally accepted accounting principles

**9. DISCRIMINATION:** LAI agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, State, County, or Municipal laws.

**10. FIDELITY BOND:** LAI assures the Board that it has a blanket fidelity bond on all officers, agents, employees, or other persons handling funds to be disbursed under this Agreement, written by a company approved to write fidelity bonds, and shall be in an amount equal to or greater than the total annual amount to be disbursed under this Agreement. Said bond shall be effective for a period necessary in time to cover the purpose and intent of this Agreement and it shall fully protect Board funds as disbursed. The Board or its designee(s) shall be furnished a copy of said bond.

**11. INDEMNIFICATION:** In further consideration of payment made by the Board, LAI hereby agrees to indemnify and hold harmless the Board from any and all of LAI's actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation as a result of this Agreement. This indemnification will cover all losses and damages incurred by the Board and will include necessary costs and expenses including, but not limited to, attorney fees.

The Board shall be named as an additional insured on all liability insurance policies which cover LAI in administering the programs and services herein funded by the Board. LAI covenants to maintain in full force throughout the term hereof, at its own cost and expense, insurance acceptable to the Board insuring LAI as named insured and Board as additional insured (and such other person or persons designated by Board) against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. The minimum coverages to be maintained are as follows:

Commercial General Liability \$1M per occurrence  
\$2M per aggregate

Auto Liability  
Bodily Injury, Property \$1M per occurrence

Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

Fidelity Bond equal to or greater than the total amount of this Agreement

LAI shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage and Board named as additional-insured.

**12. DEFAULT:** In the event LAI at any time fails or refuses to perform to the standards that may be reasonably anticipated in rendering the services and/or supports contracted herein, intentionally falsifies information, documents, or invoices submitted to the Boards, or causes any other material breach of this Agreement, the Board may send a written Notice of Default that

describes such failure, refusal, falsification, or breach. The Notice of Default will stipulate thirty (30) business days for cure, unless the failure, refusal, falsification, or breach is deemed in the Board's sole discretion to constitute an emergency which requires expedited cure. In the event of such an emergency, the cure period shall be such time, including immediate compliance without delay, as is reasonable in the circumstances considering economic, health, and other risks to the public and to the clients of LAI. If LAI fails to cure to the satisfaction of the Board the failure, refusal, falsification, or breach by the deadline set forth in the Notice of Default, the Board may declare LAI to be in default of this Agreement. Upon the Board's declaration of default, the Board may take all necessary steps and actions as deemed necessary to be within the best interests of the public and the clients of LAI. These steps and actions include, but are not limited to: terminating all further payments to LAI through this Agreement; taking possession of all assets and property owned by the Board, funded by the Board, or in which the Board holds a lien or security interest; and recovering all monies from LAI equal to the amount funded by the Board through this Agreement by any legitimate means necessary.

**13. STANDARDS.** LAI will comply with all Missouri, Federal, and local certification and licensing requirements and all applicable Federal, Missouri, and local laws. In addition, LAI is strongly encouraged to seek accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and any national, Missouri, or local accreditation body which provides accreditation for the types of programs and services provided by LAI.

**14. CONFLICT OF INTEREST.** LAI agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or herself and LAI. This shall include any transaction in which LAI is a party, including the subject matter of this Agreement. LAI shall provide the Board with "Conflict of Interest" disclosures and/or statements by each of its Board of Directors members and non-certified employees. "Conflict of Interest," as this term is used herein, shall be defined by Missouri law.

**15. OVERPAYMENT.** LAI shall reimburse the Board for any overpayments of the amounts listed in Section 2 if a Board review or annual audit reflects an overpayment. In the event LAI is financially unable to reimburse the Board for an overpayment, the Board shall have the option of: withholding the overpaid amount from the next scheduled payment as identified in this Agreement; withholding the overpaid amount from the next scheduled payment as identified in a separate or unrelated Agreement; not entering into and executing a future Agreement until the overpayment is reimbursed; or taking additional steps or actions to recover the overpaid amount(s).

**16. GRANT OF SECURITY INTEREST.** LAI hereby grants to the Board a security interest in all of LAI's right, title and interest in and to the property purchased through this Agreement, wherever located, whether held by LAI or any other person and whether such property or interest therein is now owned or existing or hereafter acquired or arising (collectively, the "Collateral").

**17. FURTHER ASSURANCES.**

(a) Except as otherwise set forth herein, the Borrower agrees that from time to time, LAI shall promptly execute and deliver all further instruments and documents, and take all further action, that may be necessary or desirable, or that the Board may reasonably request, in order to perfect and protect any security interest granted or purported to be granted hereby, or to enable the Board to exercise and enforce its rights and remedies hereunder with respect to any Collateral. Without limiting the generality of the foregoing, LAI shall execute and file such assignments, financing or continuation statements, or amendments thereto, and such other instruments or notices as may be reasonably necessary in order to perfect and preserve the security interests granted or purported to be granted hereby.

(b) LAI hereby authorizes the Board to file one or more financing or continuation statements, and amendments thereto, relating to all or any part of the Collateral, without the signature of LAI.

**18. REPRESENTATIONS AND WARRANTIES.** LAI represents and warrants to the Board that: (a) LAI's legal name is exactly as set forth on the first page of this Agreement; (b) LAI is the owner and has possession or control of the Collateral; (c) LAI has the exclusive right to grant a security interest in the Collateral; (d) the Collateral is free from liens, adverse claims, setoffs, default, prepayment, defenses and conditions precedent of any kind or character, except the lien created hereby; and (e) no financing statement covering any of the Collateral, and naming any secured party other than the Board, is on file in any public office.

**19. COVENANTS.** LAI agrees in general: (i) not to change its name, and as applicable, its chief executive office, its principal residence or the jurisdiction in which it is organized and/or registered without giving the Board prior written notice thereof and (ii) not to change the places where Debtor keeps any Collateral without giving the Board prior written notice of the address to which Debtor is moving same.

**20. MODIFICATION OR AMENDMENT.** In the event either Party requests to make any modification or amendment to this Agreement, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the other Party no less than thirty (30) calendar days prior to the requested modification or amendment date and must be agreed to in writing by both Parties.

**21. NOTICE.** Any written notice or communication to the Board shall be emailed, mailed, or delivered to the Board at:

Camden County Developmental Disability Resources  
P.O. Box 722 (mailed)  
100 Third St. (delivered) Camdenton MO 65020  
[director@ccddr.org](mailto:director@ccddr.org)

Any written notice or communication to LAI shall be mailed or delivered to:

Lake Area Industries, Inc.  
1720 North Business Route 5 (mailed and delivered)  
Camdenton MO 65020  
[director@lakeareaindustries.org](mailto:director@lakeareaindustries.org)

**22. TERM OF AGREEMENT:** The term of this Agreement shall be January 1<sup>ST</sup>, 2020, to December 31<sup>st</sup>, 2020.

**IN WITNESS WHEREOF**, the Parties through their authorized representatives executed this Agreement effective as of the date set forth above.

**CAMDEN COUNTY SENATE  
BILL 40 BOARD**

**LAKE AREA INDUSTRIES, INC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachment “A”



Policy Number: 31 Effective: September 17, 2012 Revised: August 25, 2014; February 26, 2018; May 21, 2018; December 17, 2018
<hr/> Subject: Procurement

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (CCDDR) to implement sound procurement management practices that allow for competitive solicitations and fair determinations when awarding business services, products, and contracts to individuals or companies that wish to do business with CCDDR. All procurement management practices of the board shall comply with applicable state and federal laws.

**POLICY:**

I. Procurement Process

The Procurement Procedure shall identify the process and descriptions of the process in which the Procurement Policy shall be applied. All conditions of the Procurement Policy, Procurement Procedure, and procurement activities shall adhere to and comply with Policy #17, Financial Management Practices, and shall not conflict with any other Board policy or its Bylaws. The Board shall reserve the right to utilize existing State or County contracts for specific products or services through a resolution if the Board deems it necessary. All records of procurement activities shall be kept on file at CCDDR for the prescribed time allotted by law.

II. Procurement Officer

The Executive Director shall appoint a designated Procurement Officer for procuring products or services on behalf of CCDDR. In the absence of an appointed Procurement Officer, the Executive Director shall serve as the Procurement Officer.

III. Procurement Guidelines

It is not necessary to obtain bids or proposals on the purchase of a product or service from the same person or business in an amount less than \$6,000 within a 90-day period. The designated Procurement Officer is encouraged to make a legitimate attempt to obtain three bids or proposals from three potential sources if feasible. Faxed or emailed bids and proposals or quotes directly from a potential source's website or catalog may be obtained. The Procurement Officer and/or Executive Director can authorize purchases based on cost, quality, and other factors related to the purchases.

A formal competitive bid process shall be used for the purchase of a product or service \$6,000 or higher from the same person or business within a 90-day period. A Request for Proposals (RFP) or Notice of Funding Available (NOFA) shall be published in a local newspaper and shall be posted on the CCDDR website. The RFP OR NOFA can also be submitted directly to potential sources; however, direct submissions must be made to at least three potential sources. Bidders shall be given the guidelines for their responses contained within the RFP OR NOFA and an appropriate amount of time in which to develop and submit a proposal or quote based on the requirements contained in the RFP OR NOFA. The responses shall be sealed and shall remain sealed until the deadline for the RFP OR NOFA has passed. All responding parties shall be notified of the date for opening the sealed responses. Sealed responses shall be opened during a regularly scheduled CCDDR Board meeting.

Specific written agreements or contracts to purchase a product or service on an ongoing basis extending past a 90-day period will be considered a single purchase. Specific written agreements or contracts which do not obligate the Board to continue to purchase a product or service on an ongoing basis extending past a 90-day period will be considered separate purchases.

The Board may waive the requirement of competitive bids where there is a single feasible source for the purchase, and it makes the determination in writing and enters it in the Board meeting minutes. A “single feasible source” exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor.
2. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed.
3. Supplies are available at a discount from a single distributor for a limited period of time.

When a single feasible source is to be procured, the Board shall post notice of the proposed purchase if the single feasible source purchase is \$6,000 or more. The Board shall post notice and advertise intent of the purchase in the local newspaper. Posted notices for single feasible source purchases shall include a paper notice posted on the primary place of business and on the CCDDR website. Notices posted and intents advertised for single feasible source procurement shall be done at least 10 days prior to purchase.

Supports and/or services for individuals served by CCDDR and paid by the Board through Medicaid Waiver agreements or other contracts with the Department of Mental Health, Division of Developmental Disabilities, shall be done in accordance with the guidelines established within those agreements or contracts. Supports and/or services procured and paid solely or partially by the Board specifically for individuals served by CCDDR shall be done in a manner which represents the health, safety, and best interests of the individuals being served.

#### IV. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If there is only one respondent to an RFP OR NOFA, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFP's OR NOFA's shall not be solely based on price. Other considerations will be utilized based on the

premise of the services and/or products contained within the RFP OR NOFA. Respondent references, respondent experience, respondent qualifications, proposal presentation, proposal accuracy, proposal clarity, timelines for project completion, quality of proposed goods/services, warranties, and other factors related to the product and/or service shall be considered during the procurement process. Preference shall be applied to those respondents who employ Camden County residents with developmental disabilities and may be part of the requirements contained within the RFP OR NOFA. All other preferences and guidelines identified in applicable Federal, state, and local law shall be recognized.

V. Banking Services

The Board shall issue an RFP and receive proposals from banking corporations or associations to be depositaries of funds every four years, with an option to rebid in odd numbered years. Proposals are to be sealed, include the rate of interest for the specified period in the RFP, and must include a certified check for not less than \$2,500 as a guaranty of good faith on the part of the respondent to provide the required security per RSMo 110.010. If there are no responses, the Board can choose any bank in the county or adjoining counties with interest of not less than 1.5%.

VI. Periodic Review of Existing Products or Services

CCDDR shall periodically review the cost of products and/or services utilized on an ongoing basis and previously awarded through the procurement process. If desired or necessary, CCDDR may seek to solicit new proposals for these products and/or services. In such cases, CCDDR shall follow the Procurement Guidelines in Section III.

VII. Emergency Procurement

CCDDR may waive all procurement requirements when there has been an “Emergency Declaration” issued by the Executive Director in conjunction with the approval of the Board Chairman. If the Board Chairman is unavailable, the Executive Director shall seek the approval from the Board Vice Chairman. If the Chairman and Vice Chairman are unavailable, the Executive Director shall seek approval from no less than two Board members. If the Executive Director is not available, any two members of the board in conjunction with the Chairman or Vice Chairman (if the Chairman is unavailable) can issue an “Emergency Declaration”. An “Emergency Declaration” can be issued if it has been determined that there exists a threat to life, property, public health, or public safety; when immediate expenditure is necessary in order to protect against loss of or damage to CCDDR property; if a legal matter prompts immediate attention or response; in order to prevent or minimize serious disruption in CCDDR services; or to ensure the integrity of CCDDR records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. A detailed report and accounting of the “Emergency Declaration” shall be provided to the Board for review at the next regularly scheduled Board meeting or at a convened emergency Board meeting (if necessary).

**REFERENCES:**

- Chapter 50, Revised MO Statutes
- Chapter 34, Revised MO Statutes
- Chapter 110, Revised MO Statutes

**Attachment “B”**



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018
Subject: Program Funding & Purchase of Services and/or Supports Agreements

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to provide program funding and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws. POS Agreements may include, but are not limited to, contracts, memorandums of understanding (MOU), or other related instruments used to convey funds.

**POLICY:**

I. General Information

- A. CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors (“Board”) may elect to directly provide programs or services for Camden County residents with developmental disabilities (“Eligible Persons”), contract with existing agencies to provide programs or services for Eligible Persons, or both. CCDDR shall award public funds to agencies for programs and services that are used effectively, efficiently, and appropriately.
- B. The following general principals shall apply to all program funding and POS Agreements awarded to agencies in serving Eligible Persons:
  - 1. Funding shall be appropriated for CCDDR’s fiscal year (calendar year) or for special projects. Program funding and POS Agreements are typically funded by CCDDR from Camden County property taxes received from the Camden County Treasurer or revenue from Targeted Case Management claims submitted to and paid by Medicaid. The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Targeted Case Management expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.

2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.
  3. All agencies receiving program funding or a POS Agreement from CCDDR shall comply with all CCDDR funding Policies/Procedures and shall sign a funding agreement outlining the terms of CCDDR funding. CCDDR reserves the right to establish the conditions and requirements of the funding agreement(s).
  4. CCDDR will not provide program funding or POS Agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose in serving Eligible Persons in agreement with CCDDR's mission and Sections 205.968-205.972 RSMo.
  5. CCDDR shall only provide program funding or POS Agreements for services rendered/expenses incurred by an agency after the date of Board approval of the agency's application.
  6. An agency that fails to perform in accordance with CCDDR's funding agreement shall be considered to be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
  7. Applicants of program funding or POS Agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.
- C. CCDDR may directly solicit, procure, or provide services and/or supports for Eligible Persons as deemed necessary.
- D. All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

## II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
  1. Funding requests for the next CCDDR fiscal (calendar) year are due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email,

United States Postal Service, third-party private service, or personal delivery.

2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.
3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, the Board may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board.

C. Agreements for funds awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31st.

1. If a decision about a funding request is made after December 31<sup>st</sup>, the funding agreement will be signed following any approval with the funds retroactive to January 1<sup>st</sup>.

### III. Special Program Funding and POS Agreements (New Program or One-Time Funds)

A. CCDDR will review special funding requests (new program or one-time funding applications) in situations including, but not limited to:

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
  9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
  10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
  - C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
  - D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

#### IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.
- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon: the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

#### V. Agencies Eligible for Program Funding/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.

- B. POS Agreements and program funding may be awarded to for-profit agencies, and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

## VI. Funding Application Requirements

### A. General Requirements:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
  - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.
3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).

5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

1. Agencies shall demonstrate fiscal viability by submitting:
  - a. a current year-to-date detailed balance sheet;
  - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. current year-to-date detailed cash flow statement;
  - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
  - e. the annual funding application.
2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
  - a. the previous two agency fiscal year-ending detailed balance sheets;
  - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. detailed cash flow statements; and
  - d. third-party audit reports with the funding application.
3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):

- a. the agency's previous fiscal year-ending detailed balance sheet;
  - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. detailed cash flow statement; and
  - d. third-party audit report with the funding application.
4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Publication (1):
- a. a copy of the previous fiscal year-ending detailed balance sheet;
  - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. detailed cash flow statement; and
  - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
  - a. a business and/or strategic plan;
  - b. projected budget;
  - c. anticipated outcomes;
  - d. summary of how CCDDR funds will be utilized in program or service development identified in the application; and
  - e. current or past agency financial reports (if applicable).
2. For operational shortfall, capital improvement, equipment purchase, new construction, renovation, vehicle acquisition, or health and safety related

applications, agencies shall provide detailed information about the circumstances including, but not limited to:

- a. a business and/or strategic plan;
- b. projected budget;
- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

VII. Programs, Services, and/or Supports Eligible for Funding

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
  1. Sheltered employment programs, services, and/or supports;
  2. Community employment programs, services, and/or supports;
  3. Pre-vocational programs, services, and/or supports;
  4. Immediate care programs, services, and/or supports;
  5. Community inclusion programs, services, and/or supports;
  6. Residential programs, services, and/or supports; and
  7. “Related” programs, services, and/or supports defined as:
    - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
    - b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
    - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Program Funding

- a. CCDDR may provide program funding to sustain existing agency operations and/or to continue providing programs, services, and/or supports to Eligible Persons.
- b. Program funding may be utilized for direct operational costs, such as personnel, fringe benefits, supplies, travel, professional fees, etc.
- c. A percentage of indirect/overhead costs may also be funded.
- d. All funding will be based on program specific measures.

#### 2. POS Agreements

- a. POS Agreements with agencies shall provide direct services and/or supports for Eligible Persons during a specified period of time.
- b. A “unit” of service and a “rate per unit” is determined and approved by the Board.
- c. The agency then invoices CCDDR for the number of “units” provided by the agency.

### B. Special Funding

#### 1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:
  - i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
  - ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
  - iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or

- improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
  - v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
  - vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
  - vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
  - viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
  - ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
  - x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
  - xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
  - xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).
- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

- a. All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.
- b. The following information shall be submitted with the agency's program funding application when requesting funding for new construction, property purchase, or renovation projects:
  - i. Description of the project and benefits to persons served;
  - ii. Projected timeline for initiation and completion of project;
  - iii. Business plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons;
  - iv. Land site and value (for proposed purchases of property that CCDDR is to fund, an Independent Appraisal of the property from a certified appraiser is required);
  - v. Architectural plans (if applicable); and
  - vi. Itemized cost breakdown for the entire project.
- c. For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first-priority lien-holder.
- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence annually. For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds,

CCDDR shall be named as additional insured and loss payee on such policy.

- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to: purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time program funding to enable agencies to:
  - i. improve or replace their existing fleet of vehicles;
  - ii. purchase lift equipment or safety equipment, such as restraints; or
  - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
  - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
  - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
  - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
  - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

#### 4. Operational Shortfall

- a. CCDDR may provide one-time program funding for program specific operational shortfalls, such as unanticipated expenses incurred as a result of changes in health and safety compliance standards, replacement or repairs of necessary equipment, or other unforeseen and uncontrollable circumstances affecting the successful operation of a program.
- b. Operational shortfalls will be heavily scrutinized by the Board.
- c. Mismanagement or management errors will not be considered legitimate reasons for one-time program funding requests.

#### 5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.

- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
  - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
  - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
  - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
  - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
  - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
  - a. If the agency continues to serve Eligible Persons, but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
  - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR a first-priority security interest in the property and all proceeds thereof.
  - a. The agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
  - b. The security agreement shall be in effect for 10 years or until property is disposed of.

X. Monitoring Agencies Receiving Funds

- A. As a publicly-supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR.
- B. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
- C. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
- D. Agencies' financial management controls and record-keeping shall be in accordance with generally accepted accounting principles.
- E. All agencies that have funding agreements with CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received.
  - 1. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required.
  - 2. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls.
  - 3. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.
  - 4. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
  - 5. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.
  - 6. Agencies receiving \$10,000 or less annually or through a one-time program funding application which carries no ongoing funding obligation by CCDDR may request an exception to the audit requirement.
    - i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
    - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
    - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial

statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2020-7**

CHANGE IN MILEAGE RATE

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, 1 CSR 10-11.010 sets forth the maximum rate of mileage reimbursement for county officials and employees not to exceed the Internal Revenue Service (IRS) standard mileage rate less 3 cents per mile. Any change to the maximum rate is effective on July 1<sup>st</sup> of the year the IRS changes their standard mileage rate.

**WHEREAS**, IRS Notice 2020-05 sets the standard mileage rate for transportation or travel expenses at 57.5 cents per mile for all miles of business use (business standard mileage rate) effective January 1<sup>st</sup>, 2020.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", establishes the new mileage rate for employee reimbursement at 54.5 cents per mile to be effective July 1<sup>st</sup>, 2020.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2020-8**

**Temporary Committee Continuation – Joint CCDDR/LAI Committee**

**WHEREAS**, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

**WHEREAS**, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to continue to utilize a Joint CCDDR/LAI Committee.
2. The Board shall assign this committee to conduct research, provide evaluations, and make recommendations to the Board as a whole for consideration.
3. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

\_\_\_\_\_

as members to the 2020 Joint CCDDR/LAI Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member and to which representatives from the LAI Board of Directors shall also serve as members.

4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairperson, or Treasurer

\_\_\_\_\_  
Date