



August 13th, 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 August 13th, 2020, at 5:00 PM

This Board Meeting will be held in person at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Participation Can Also Occur via Conference Call: 1-877-402-9753 – Access Code 5941337

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for July 9th, 2020

Approval of Closed Session Board Meeting Minutes for July 9th, 2020

Acknowledgement of Distributed Materials to Board Members

- June CLC Monthly Report
- June LAI Monthly Report
- July 2020 Support Coordination Report
- CARF & Agency Measures Report – Second Quarter 2020
- July 2020 Employment Report
- July 2020 Agency Economic Report
- June 2020 Credit Card Statement
- Resolutions 2020-36, 2020-37, 2020-38, 2020-39, 2020-40, 2020-41, 2020-42, & 2020-43

Speakers/Guests

- NONE

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries
- MACDDS

Old Business for Discussion

- COVID-19 Related Updates
- In-Person Visits/Support Monitoring

New Business for Discussion

- CARES Act Funding
- Passage of Amendment 2 (Medicaid Expansion)

July Reports

- Support Coordination Report
- CARF & Agency Measures Report – Second Quarter 2020
- Employment Report
- Agency Economic Report

June Credit Card Statement

Discussion & Conclusion of Resolutions:

- Resolution 2020-36: COVID-19 Plan
- Resolution 2020-37: Approval of Amended Agency Disaster & Pandemic Plan
- Resolution 2020-38: Approval of Amended Technology Plan
- Resolution 2020-39: Approval of Amended Policy 5
- Resolution 2020-40: Approval of Amended Policy 11
- Resolution 2020-41: Approval of Amended Policy 22
- Resolution 2020-42: Approval of Amended Policy 43
- Resolution 2020-43: Addendum to OATS Agreement - Employment Transportation

Board Educational Presentation: Targeted Case Management Agreement

Open Discussions

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.”

Adjournment

The news media and any interested party 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

July 9th, 2020

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of July 9th, 2020

Members Present Angela Sellers, Suzanne Perkins , Betty Baxter, Dr. Vicki McNamara,
VIA WEB EX - Nancy Hayes, Chris Bothwell

Members Absent Kym Jones, Paul DiBello, Brian Willey

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch (LAI) WEB EX
Susan Daniels (CLC) WEB EX
Gerry Murawski – Mayor of Lake Ozark
Marcie Vansyoc, Connie Baker, Linda Simms, Ryan Johnson
VIA WEB EX Lori Cornwell, Jeanna Booth, Rachel Baskerville, (CCDDR)

Approval of Agenda

Motion by Dr, Vicki McNamara, second Betty Baxter, to approve the agenda as presented.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins

` NO: None

Approval of Open Session Board Meeting Minutes for June 11th, 2020

Motion by Dr. Vicki McNamara, second Betty Baxter, to approve the June 11th, 2020 Open Session Board Meeting Minutes as presented.

AYE: Chris Bothwell, Betty Baxter, Nancy Hayes, Dr. Vicki McNamara,
Suzanne Perkins

NO: None

ABSTAIN: Angela Sellers, because she was not present at the June 11th, 2020
Open Session Board Meeting.

Acknowledgement of Distributed Materials to Board Members

- May CLC Monthly Report
- May LAI Monthly Report
- June 2020 Support Coordination Report
- June 2020 Employment Report
- June 2020 Agency Economic Report
- May 2020 Credit Card Statement
- Resolution 2020-32, 2020-33, 2020-34

Speakers/Guests

None

Monthly Oral Reports

Children's Learning Center (CLC)

Susan Daniels

CLC is "rocking and rolling" with no openings. First step provider, speech therapist, and occupational therapist are needed. Call or e-mail Susan if you know of anyone. CLC Audit is July 20th.

Lake Area Industries (LAI)

Natalie Couch

June was decent with a \$13,000 net income. LAI will get some state funding in July for June. The state put a 14% restriction on the 2021 budget. Employees are working on a tackle box job, drink sticks, and creamers with 16 open purchase orders for BTI. There is a lot of work. Shredding trailers should be coming in soon. Some employees are still working from home. Garden Center had a net income of \$20,000. LAI employee had a family member testing positive for COVID; employee tested negative.

Chris asked if the \$20,000 for the Garden Center was profit and Natalie replied yes. Chris congratulated LAI on the success.

MACDDS

MACDDS meeting was held today. MACDDS is working with the Division to establish guidelines for resuming in-person monitoring. MACDDS staff vacancies are not filled yet. There has been several state budget restrictions. No new waiver spots will be available as there is not enough revenue; therefore, the wait list will continue. Due to so many cuts, there will be no easy way to provide services for those in crisis.

Old Business for Discussion

- **COVID-19 Related Updates**

Not sure what Camden County numbers are as they are somewhere between 75 and 90. Laclede County is on the no in-person monitoring/visits list.

New Business for Discussion

- **Resuming Face-to-Face Client Visits/Support Monitoring**

Ed e-mailed copy of state document to all SCs regarding in-person monitoring/visits beginning August 3rd. Some of the rules set up for in-person monitoring/visits: Do not go into homes of clients. Set up contact with clients in outdoor meetings, weather permitting. SCs are to wear masks, maintain social distancing, and use proper hand sanitizing protocol when visiting with clients.

June Reports

Support Coordination Report

New Support Coordinator, Elizabeth Chambers, was introduced to the board. There is still one more open Support Coordination positions needing filled. Having a pool of resumes on hand would be nice. Currently caseload is 335. The loss of clients has been attributed to COVID, transferring of clients, clients moving out of state, or just not being able to make normal contacts. There are 7 pending intakes.

Employment Report

Community employment crept up 1% for the month.

Agency Economic Report

State invoice for TCM allocation billing has not yet been received; however, it is not known yet whether invoices will be sent out or if the Division has enough remaining funds in the budget to absorb the cost of those counties who exceeded the allocation formula amounts. Approximately \$80,000 was budgeted. OATS bill for transporting clients to and from the workshop and deviated routes have been received but not yet recorded. There are no budget concerns at this time.

Motion by Suzanne Perkins, second Dr. Vicki McNamara, to approve **ALL** reports as presented.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins,

NO: None

May 2020 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

- **Resolution 2020-32: LACDC Special Funding Request**

Gerry Murawski, Board Chairperson of the Lake Area Community Development Corporation (LACDC), spoke on getting universal, affordable housing at the Lake. LACDC is seeking start-up funding for its efforts. LACDC is hoping to get a website established this year. The idea is to have a one-stop shop for listing and sale of universal, affordable housing at the Lake Area in the next 2 to 3 years.

Nancy Hayes asked what the money was going to be used for. Gerry indicated it would be used for marketing and education. Chris asked if the \$5000 would be used to get the ball rolling. Gerry responded it would. Elizabeth Chambers asked if homes would be available to CCDDR clients and be accessible – Gerry indicated that when they start building in 2 to 3 years in Lake Ozark, there could be as many as 700 units, many of them accessible and universal design, in the Lake Ozark area alone.

Motion by Suzanne Perkins, second Nancy Hayes, to approve the resolution as presented.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins,

NO: None

- **Resolution 2020-33: Approval of Amended Accessibility Plan**

Plan was last updated in 2017. Many improvements and accessibility goals have been made and met, respectively, to agency facilities in the last 3 years requiring the need to update the plan.

Motion by Suzanne Perkins, second Dr. Vicki McNamara, to approve the resolution as presented.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins,

NO: None

- **Resolution 2020-34: Approval of Amended Policy #19**

Policy 19 covers Executive Director Succession; revised due to management/and job title/responsibility changes.

Motion by Dr. Vicki McNamara, second Betty Baxter, to approve the resolution as presented.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins,

NO: None

Note: There will be no Board Educational Presentation at this Month's Meeting

Public Comment:

None

Closed Session:

Motion by Suzanne Perkins, second Dr. Vicki McNamara, to go into closed session pursuant to 610.021 RSMo, subsections (1), (8), & (14). A roll call vote was taken.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins,

NO: None

Board Members returned from Closed Session.

Adjournment:

Motion by Chris Bothwell, second Suzanne Perkins, to adjourn meeting.

AYE: Angela Sellers, Chris Bothwell, Betty Baxter, Nancy Hayes,
Dr. Vicki McNamara, Suzanne Perkins,

NO: None

Chairperson/Other Board Member

Secretary/Other Board Member

CLC Monthly Report



**SB40/CCDDR Funding Request
for
JULY 2020**

Utilizing June 2020 Records

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
June 2020

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 20 children enrolled
15 of the 20 with special needs/dd (10 one-on-ones)

○ **COMMUNITY EVENTS**

Attended:

None at this time

Current / Upcoming:

6/5/20 – CLC Night GLOW 5k – CANCELLED/POSTPONED

○ **GENERAL PROGRAM NEWS**

- CLC getting floors buffed & waxed week of June 29

○ **FUNDRAISING/GRANTS**

- Received United Way Grant \$5,976
- Received donation from Bagnell Dam Board of Realtors \$706
-

CHILDREN'S LEARNING CENTER
Statement of Activity
June 2020

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		172.14	172.14
41200 Camden County SB40		17,550.00	17,550.00
41400 United Way Grant		5,976.00	5,976.00
Total 41000 Contributions & Grants	\$ 0.00	\$ 23,698.14	\$ 23,698.14
42000 Program Services			0.00
42100 First Steps			0.00
42150 Physical Therapy			0.00
42151 [REDACTED]	153.00	561.00	714.00
Total 42150 Physical Therapy	\$ 153.00	\$ 561.00	\$ 714.00
42160 Special Instruction			0.00
42164 [REDACTED]	85.00		85.00
Total 42160 Special Instruction	\$ 85.00	\$ 0.00	\$ 85.00
42170 Speech/Language Therapy			0.00
42171 [REDACTED]	34.00		34.00
42172 [REDACTED]	34.00		34.00
42173 [REDACTED]	1,025.00		1,025.00
Total 42170 Speech/Language Therapy	\$ 1,093.00	\$ 0.00	\$ 1,093.00
Total 42100 First Steps	\$ 1,331.00	\$ 561.00	\$ 1,892.00
Total 42000 Program Services	\$ 1,331.00	\$ 561.00	\$ 1,892.00
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		100.00	100.00
43130 Snack		15.00	15.00
Total 43100 Dining	\$ 0.00	\$ 115.00	\$ 115.00
43500 Tuition		806.00	806.00
Total 43000 Tuition	\$ 0.00	\$ 921.00	\$ 921.00
45000 Other Revenue			0.00
45300 Donation Income		706.00	706.00
45310 Donations			0.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 781.00	\$ 781.00
Total 45000 Other Revenue	\$ 0.00	\$ 781.00	\$ 781.00
Total 40000 INCOME	\$ 1,331.00	\$ 25,961.14	\$ 27,292.14
Total Revenue	\$ 1,331.00	\$ 25,961.14	\$ 27,292.14
Gross Profit	\$ 1,331.00	\$ 25,961.14	\$ 27,292.14
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
51130 Care & Education Aide		4,036.64	4,036.64
51140 Executive Director		5,766.24	5,766.24
51160 Lead Teacher		1,126.67	1,126.67
51180 Administrative Assistant		1,145.83	1,145.83
Total 51100 Employee Salaries	\$ 0.00	\$ 12,075.38	\$ 12,075.38
51400 Employee Retirement			0.00
51440 Executive Director		500.00	500.00
51480 Administrative Assistant		300.00	300.00
Total 51400 Employee Retirement	\$ 0.00	\$ 800.00	\$ 800.00
51500 Employee Taxes			0.00
51530 Care & Education Aide		327.71	327.71
51540 Executive Director		441.12	441.12
51560 Lead Teacher		92.06	92.06

51580 Administrative Assistant		87.66	87.66
51590 Substitute		16.64	16.64
Total 51500 Employee Taxes	\$ 0.00	\$ 965.19	\$ 965.19
51600 Health Insurance			0.00
51640 Executive Director		1,051.28	1,051.28
51680 Administrative Assistant		491.76	491.76
Total 51600 Health Insurance	\$ 0.00	\$ 1,543.04	\$ 1,543.04
Total 51000 Payroll Expenditures	\$ 0.00	\$ 15,383.61	\$ 15,383.61
53000 Equipment		99.76	99.76
56000 Office Expenditures		5.00	5.00
56200 Miscellaneous		102.98	102.98
56300 Office Supplies		154.56	154.56
Total 56000 Office Expenditures	\$ 0.00	\$ 262.54	\$ 262.54
57000 Office/General Administrative Expenditures			0.00
57160 QuickBooks Payments Fees		50.00	50.00
57400 Child Management Software		35.00	35.00
57600 License/Accreditation/Permit Fees		502.00	502.00
57900 Seminars/Training		20.00	20.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 607.00	\$ 607.00
58000 Operating Supplies			0.00
58100 Classroom Consumables		201.04	201.04
58150 Center Consumables		5.00	5.00
58200 Dining		1,759.56	1,759.56
58400 Sanitizing		72.16	72.16
Total 58000 Operating Supplies	\$ 0.00	\$ 2,037.76	\$ 2,037.76
59000 Program Service Fees			0.00
59100 First Steps			0.00
59150 Physical Therapy			0.00
59154 ██████████	648.00		648.00
Total 59150 Physical Therapy	\$648.00	\$0.00	\$648.00
59160 Special Instruction			0.00
59164 ██████████	316.00		316.00
Total 59160 Special Instruction	\$316.00	\$0.00	\$316.00
59170 Speech/Language Therapy			0.00
59172 ██████████	34.00		34.00
59173 ██████████	1,019.00		1,019.00
Total 59170 Speech/Language Therapy	\$1,053.00	\$0.00	\$1,053.00
Total 59100 First Steps	\$2,017.00	\$0.00	\$2,017.00
Total 59000 Program Service Fees	\$ 2,017.00	\$ 0.00	\$ 2,017.00
61000 Repair & Maintenance		192.97	192.97
62000 Safety & Security		76.34	76.34
63000 Utilities			0.00
63200 Internet	24.10	48.54	72.64
63300 Telephone	41.15	93.01	134.16
63400 Trash Service		39.71	39.71
63500 Water Softener		96.00	96.00
Total 63000 Utilities	\$ 65.25	\$ 277.26	\$ 342.51
Total 60000 EXPENDITURES	\$ 2,082.25	\$ 18,937.24	\$ 21,019.49
Payroll Expenses			0.00
Company Contributions			0.00
Retirement		80.00	80.00
Total Company Contributions	\$ 0.00	\$ 80.00	\$ 80.00
Total Payroll Expenses	\$ 0.00	\$ 80.00	\$ 80.00
Reimbursements		50.00	50.00
voided check		0.00	0.00
Total Expenditures	\$ 2,082.25	\$ 19,067.24	\$ 21,149.49
Net Operating Revenue	-\$ 751.25	\$ 6,893.90	\$ 6,142.65
Net Revenue	-\$ 751.25	\$ 6,893.90	\$ 6,142.65

CHILDREN'S LEARNING CENTER
Statement of Activity
January - June, 2020

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants		17,550.00	17,550.00
41100 CACFP		2,731.04	2,731.04
41200 Camden County SB40	3,174.60	80,809.22	83,983.82
41210 Camden County SB40 One-Time Grants		10,000.00	10,000.00
Total 41200 Camden County SB40	\$ 3,174.60	\$ 90,809.22	\$ 93,983.82
41400 United Way Grant		5,976.00	5,976.00
41500 Misc. Grant Revenue			0.00
41501 Paycheck Protection Plan		50,500.00	50,500.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 50,500.00	\$ 50,500.00
Total 41000 Contributions & Grants	\$ 3,174.60	\$ 167,566.26	\$ 170,740.86
42000 Program Services			0.00
42100 First Steps			0.00
Total 42100 First Steps	\$ 19,451.54	\$ 2,368.00	\$ 21,819.54
Total 42000 Program Services	\$ 19,451.54	\$ 2,368.00	\$ 21,819.54
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		525.00	525.00
43130 Snack		85.00	85.00
Total 43100 Dining	\$ 0.00	\$ 610.00	\$ 610.00
43500 Tuition		8,034.83	8,034.83
43505 Subsidy Tuition		82.18	82.18
Total 43500 Tuition	\$ 0.00	\$ 8,117.01	\$ 8,117.01
Total 43000 Tuition	\$ 0.00	\$ 8,727.01	\$ 8,727.01
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45280 Pizza For A Purpose		5,393.37	5,393.37
45281 Pizza For A Purpose - Gun Raffle		1,590.00	1,590.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 6,983.37	\$ 6,983.37
Total 45200 Fundraising Income	\$ 0.00	\$ 6,983.37	\$ 6,983.37
45300 Donation Income		706.00	706.00
45310 Donations		661.04	661.04
45312 Community Rewards		424.37	424.37
45315 Bear Market		450.00	450.00
45351 Community Foundation of the Lake		3,150.00	3,150.00
45352 KC Chiefs Ticket Fundraiser		40.00	40.00
45353 Alley Cats - Santas Little Helpers		2,205.00	2,205.00
Total 45310 Donations	\$ 0.00	\$ 6,930.41	\$ 6,930.41
Total 45300 Donation Income	\$ 0.00	\$ 7,636.41	\$ 7,636.41
Total 45000 Other Revenue	\$ 0.00	\$ 14,619.78	\$ 14,619.78
Total 40000 INCOME	\$ 22,626.14	\$ 193,281.05	\$ 215,907.19
Total Revenue	\$ 22,626.14	\$ 193,281.05	\$ 215,907.19
Gross Profit	\$ 22,626.14	\$ 193,281.05	\$ 215,907.19
Expenditures			
50000 EXPENDITURES		41.75	41.75
51000 Payroll Expenditures			0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 122,260.70	\$ 122,260.70
52000 Advertising/Promotional		735.73	735.73
53000 Equipment		1,216.47	1,216.47
54000 Fundraising/Grants		60.00	60.00
54200 Summer Night Glow 5K		264.00	264.00
54700 Pizza For A Purpose		840.97	840.97
Total 54000 Fundraising/Grants	\$ 0.00	\$ 1,164.97	\$ 1,164.97
55000 Insurance			0.00
55200 Commercial General Liability		720.00	720.00

55300 Commercial Property		512.00		512.00
55400 Director's & Officers		538.00		538.00
55500 Hired & Non-Owned Auto		102.00		102.00
55600 Professional Liability		1,563.00		1,563.00
Total 55000 Insurance	\$	0.00	\$	3,435.00
56000 Office Expenditures		5.00		5.00
56100 Copy Machine	512.63	1,196.17		1,708.80
56200 Miscellaneous		172.79		172.79
56300 Office Supplies		474.49		474.49
Total 56000 Office Expenditures	\$	512.63	\$	1,848.45
57000 Office/General Administrative Expenditures		142.84		142.84
57100 Accounting Fees				0.00
57150 Online Accounting Software Service		70.00		70.00
Total 57100 Accounting Fees	\$	0.00	\$	70.00
57160 QuickBooks Payments Fees		892.44		892.44
57400 Child Management Software		210.00		210.00
57600 License/Accreditation/Permit Fees		1,309.21		1,309.21
57900 Seminars/Training		40.00		40.00
57960 Janitorial/Custodial		800.00		800.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	3,464.49
58000 Operating Supplies				0.00
58100 Classroom Consumables		407.33		407.33
58150 Center Consumables		758.76		758.76
58175 Paper Consumables		46.17		46.17
58200 Dining		5,936.53		5,936.53
58400 Sanitizing		226.18		226.18
Total 58000 Operating Supplies	\$	0.00	\$	7,374.97
59000 Program Service Fees				0.00
59100 First Steps				0.00
Total 59100 First Steps	\$	15,618.82	\$	0.00
Total 59000 Program Service Fees	\$	15,618.82	\$	0.00
61000 Repair & Maintenance		192.97		192.97
62000 Safety & Security		696.34		696.34
63000 Utilities				0.00
63100 Electric	406.54	948.63		1,355.17
63200 Internet	132.20	292.79		424.99
63300 Telephone	242.38	562.52		804.90
63400 Trash Service		238.26		238.26
63500 Water Softener		174.95		174.95
Total 63000 Utilities	\$	781.12	\$	2,217.15
65000 Other Expenditures				0.00
65100 Miscellaneous Expenditures		197.43		197.43
Total 65000 Other Expenditures	\$	0.00	\$	197.43
Total 50000 EXPENDITURES	\$	16,912.57	\$	144,846.42
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		880.00		880.00
Total Company Contributions	\$	0.00	\$	880.00
Total Payroll Expenses	\$	0.00	\$	880.00
Reimbursements		487.03		487.03
voided check		0.00		0.00
Total Expenditures	\$	16,912.57	\$	146,213.45
Net Operating Revenue	\$	5,713.57	\$	47,067.60
Other Expenditures				
Other Miscellaneous Expenditure		25.00		25.00
Total Other Expenditures	\$	0.00	\$	25.00
Net Other Revenue	\$	0.00	\$	25.00
Net Revenue	\$	5,713.57	\$	47,042.60

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - June, 2020

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	5,713.57	47,042.58	0.02	52,756.17
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			322.53	322.53
Repayment:Cash Advance Repayment			300.00	300.00
Accounts Payable (A/P)			-1,648.62	-1,648.62
21000 CBOLO MasterCard -8027		-4,497.21	5,727.79	1,230.58
21200 Kroger-DS1634 CLC		-6,379.93	5,877.76	-502.17
22300 Payroll Liabilities:Federal Taxes (941/944)			-66.68	-66.68
22400 Payroll Liabilities:MO Income Tax			6.00	6.00
22500 Payroll Liabilities:MO Unemployment Tax			-230.96	-230.96
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Ascensus			1,760.00	1,760.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 10,877.14	\$ 12,047.82	\$ 1,170.6
Net cash provided by operating activities	\$ 5,713.57	\$ 36,165.44	\$ 12,047.84	\$ 53,926.8
Net cash increase for period	\$ 5,713.57	\$ 36,165.44	\$ 12,047.84	\$ 53,926.8
Cash at beginning of period			9,795.82	9,795.82
Cash at end of period	\$ 5,713.57	\$ 36,165.44	\$ 21,843.66	\$ 63,722.6

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of June 30, 2020

	Jan - Jun, 2020
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	63,215.17
Total Bank Accounts	\$ 63,215.17
Accounts Receivable	
Accounts Receivable (A/R)	522.27
Total Accounts Receivable	\$ 522.27
Other Current Assets	
14000 Undeposited Funds	507.50
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 8,179.24
Total Current Assets	\$ 71,916.68
TOTAL ASSETS	\$ 71,916.68
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	1,346.01
21200 Kroger-DS1634 CLC	18.11
Total Credit Cards	\$ 1,364.12
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,740.48
22500 MO Unemployment Tax	-679.86
22600 Primevest Financial	448.19
Aflac	8,859.15
Alicia	9,354.60
Ascensus	5,405.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 19,628.99
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 19,628.99
Total Current Liabilities	\$ 21,032.82
Total Liabilities	\$ 21,032.82
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-15,688.43
Net Revenue	52,756.17
Total Equity	\$ 50,883.86
TOTAL LIABILITIES AND EQUITY	\$ 71,916.68

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - June, 2020

	Date	Transactl on Type	Num	Departme nt	Class	Memo/Description	Split	Amount	Balance
Step Ahead	02/01/2020	Pledge	2132		Step Ahead	February Tuition	Accounts Receivable (A/R)	240.00	240.00
	03/02/2020	Pledge	2139		Step Ahead	March Tuition Fee	Accounts Receivable (A/R)	270.00	510.00
Total for Step Ahead								\$ 510.00	

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

JUNE 30, 2020

Lake Area Industries, Inc.
Balance Sheet Comparison

	6/30/20	6/30/19
ASSETS		
Current Assets		
Total Bank Accounts	475,155	225,376
ACCOUNTS RECEIVABLE	65,299	78,759
Total Accounts Receivable	65,299	78,759
Other Current Assets		
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	25,218	25,000
Certificate of Deposit 12 mo. mat 3/27/21- .65%	25,674	25,158
Certificate of Deposit 12 mo. mat 10/22/20	25,415	25,110
Certificate of Deposit 12 mo. mat 6/27/20	25,466	25,000
Community Foundation of the Ozarks Agency Partner Account	1,024	1,009
GIFTED GARDEN CASH	500	500
INVENTORY	7,945	3,977
PETTY CASH	150	150
Total Other Current Assets	111,393	105,904
Total Current Assets	651,847	410,039
Fixed Assets		
ACCUMULATED DEPRECIATION	(760,895)	(737,843)
AUTO AND TRUCK	128,809	128,809
BUILDING	403,567	377,261
Deposit on Construction	0	29,115
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	0
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	234,464	229,732
OFFICE EQUIPMENT	12,838	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	181,192	199,451
Other Assets		
CURRENT CAPITAL IMPROVEMENT	50,313	38,567
UTILITY DEPOSITS	554	554
Total Other Assets	50,867	39,121
TOTAL ASSETS	883,907	648,611
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	1,984	7,482
Total Credit Cards	1,329	678
Other Current Liabilities		
ACCRUED WAGES	6,274	0
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	25	25
Missouri Department of Revenue Payable	93	42
Payroll Protection Program Loan	107,900	
Rock Sales @ 75%	191	
SALES TAX PAYABLE	2	0
Trellis sales	40	
United Way contributions payable	60	
Total Other Current Liabilities	114,611	95
Total Current Liabilities	117,923	8,254
Total Liabilities	117,923	8,254
Equity		
Unrestricted Net Assets	653,811	508,965
Net Income	112,173	131,391
Total Equity	765,984	640,357
TOTAL LIABILITIES AND EQUITY	883,907	648,611

Lake Area Industries, Inc.
Profit and Loss

	Jun 2020	YTD
Income		
CONTRACT PACKAGING	29,525	185,202
FOAM RECYCLING	706	1,112
GREENHOUSE SALES	1,032	54,173
SECURE DOCUMENT SHREDDING	6,596	22,718
Services		46
Total Income	37,858	263,251
Cost of Goods Sold		
Cost of Goods Sold	949	14,472
GG PLANTS & SUPPLIES		28,689
SHIPPING AND DELIVERY		2,154
Textile Purchases	869	1,282
WAGES - TEMPORARY WORKERS	4,461	33,400
WAGES-EMPLOYEES	24,002	134,756
Total Cost of Goods Sold	30,281	214,754
Gross Profit	7,578	48,497
Expenses		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	731	5,727
Bus Fare	132	732
CASH OVER/SHORT	(1)	(52)
EQUIP. PURCHASES & MAINTENANCE	2,309	17,646
INSURANCE	1,572	9,429
NON MANUFACTURING SUPPLIES	10	313
PAYROLL	16,303	93,875
PAYROLL EXP & BENEFITS	6,651	39,659
PROFESSIONAL SERVICES	1,409	8,434
SALES TAX	(80)	(80)
UTILITIES	1,161	9,862
Total Expenses	30,195	194,622
Net Operating Income	(22,617)	(146,124)
Other Income		
INTEREST INCOME	338	1,621
OTHER CONTRIBUTIONS	2,537	4,712
SB-40 REVENUE	17,650	145,158
STATE AID	15,364	106,806
Total Other Income	35,889	258,297
Other Expenses		
Net Other Income	35,889	258,297
Net Income	13,271	112,173

Lake Area Industries, Inc. Budget v Actuals

	Jun 2020			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	29,525	33,104	(3,579)	185,202	160,852	24,350
FOAM RECYCLING	706	500	206	1,112	3,000	(1,888)
GREENHOUSE SALES	1,032	5,366	(4,335)	54,173	51,851	2,322
SECURE DOCUMENT SHREDDING	6,596	6,732	(137)	22,718	21,558	1,161
Services			0	46	0	46
Total Income	37,858	45,702	(7,844)	263,251	237,261	25,990
Cost of Goods Sold						
Cost of Goods Sold	949	2,642	(1,693)	14,472	14,473	(1)
GG PLANTS & SUPPLIES		0	0	28,689	29,929	(1,240)
SHIPPING AND DELIVERY		26	(26)	2,154	3,817	(1,663)
Textile Purchases	869	782	87	1,282	782	500
WAGES - TEMPORARY WORKERS	4,461	0	4,461	33,400	0	33,400
WAGES-EMPLOYEES	24,002	23,284	718	134,756	139,987	(5,231)
Total Cost of Goods Sold	30,281	26,734	3,547	214,754	188,989	25,765
Gross Profit	7,578	18,968	(11,391)	48,497	48,272	225
Expenses						
ACCTG. & AUDIT FEES		1,418	(1,418)	9,075	9,529	(454)
ALL OTHER EXPENSES	731	805	(74)	5,727	8,472	(2,744)
Bus Fare	132	70	62	732	220	512
CASH OVER/SHORT	(1)		(1)	(52)	0	(52)
EQUIP. PURCHASES & MAINTENANCE	2,309	4,979	(2,670)	17,646	27,741	(10,095)
INSURANCE	1,572	1,563	9	9,429	9,375	54
NON MANUFACTURING SUPPLIES	10	157	(147)	313	408	(95)
PAYROLL	16,303	18,734	(2,432)	93,875	108,681	(14,806)
PAYROLL EXP & BENEFITS	6,651	7,734	(1,083)	39,659	44,648	(4,989)
PROFESSIONAL SERVICES	1,409	1,496	(88)	8,434	7,467	967
SALES TAX	(80)		(80)	(80)	0	(80)
UTILITIES	1,161	1,890	(729)	9,862	11,752	(1,890)
Total Expenses	30,195	38,844	(8,650)	194,622	228,292	(33,671)
Net Operating Income	(22,617)	(19,876)	(2,741)	(146,124)	(180,020)	33,896
Other Income						
INTEREST INCOME	338	398	(59)	1,621	1,092	529
OTHER CONTRIBUTIONS	2,537		2,537	4,712	0	4,712
SB-40 REVENUE	17,650	18,443	(793)	145,158	106,755	38,403
STATE AID	15,364	16,240	(876)	106,806	113,128	(6,322)
Total Other Income	35,889	35,080	809	258,297	220,975	37,322
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0		0	0	0	0
Total Other Expenses	0	0	0	0	0	0
Net Other Income	35,889	35,080	809	258,297	220,975	37,322
Net Income	13,271	15,204	(1,932)	112,173	40,955	71,218

Lake Area Industries, Inc.
Statement of Cash Flows

June 2020

	Total
OPERATING ACTIVITIES	
Net Income	13,271
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(15,553)
Certificate of Deposit 12 mo. mat 3/27/21- .65%	(42)
Certificate of Deposit 12 mo. mat 6/27/20	(118)
INVENTORY:RAW MATERIAL INVENTORY	(3,491)
PETTY CASH	(14)
Accounts Payable	(2,077)
CBOLO CC - 1565 Natalie	(52)
CBOLO CC - 5203 Lillie	59
Sam's Club Mastercard- 2148	(175)
AFLAC DEDUCTIONS PAYABLE	(346)
SALES TAX PAYABLE	(3,918)
Trellis sales	(50)
United Way contributions payable	20
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(25,758)
Net cash provided by operating activities	(12,486)
Net cash increase for period	(12,486)
Cash at beginning of period	487,641
Cash at end of period	475,155

Lake Area Industries, Inc.						
A/P Aging Summary						
As of June 30, 2020						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 206	\$ 1,778	\$ 0	\$ 0	\$ 0	\$ 1,984

Lake Area Industries, Inc.						
A/R Aging Summary						
As of June 30, 2020						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 56,005	\$ 8,286	\$ 974	\$ 0	\$ 35	\$ 65,299

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

	Total
OPERATING ACTIVITIES	
Net Income	112,173
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	22,148
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(93)
Certificate of Deposit 12 mo. mat 3/27/21- .65%	(200)
Certificate of Deposit 12 mo. mat 10/22/20	(181)
Certificate of Deposit 12 mo. mat 6/27/20	(234)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(162)
PETTY CASH	(5)
Accounts Payable	(5,483)
CBOLO CC - 1565 Natalie	51
CBOLO CC - 5203 Lillie	(255)
Sam's Club Mastercard- 2148	43
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	(25)
Missouri Department of Revenue Payable	50
Payroll Protection Program Loan	107,900
Rock Sales @ 75%	191
SALES TAX PAYABLE	2
Trellis sales	40
United Way contributions payable	60
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	123,846
Net cash provided by operating activities	236,019
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(45,849)
Net cash provided by investing activities	(45,849)
Net cash increase for period	190,170
Cash at beginning of period	284,985
Cash at end of period	475,155

Support Coordination Report

July 2020

Client Caseloads

- Number of Caseloads as of July 31st, 2020: 333
- Budgeted Number of Caseloads: 360
- Pending Number of New Intakes: 7
- Medicaid Eligibility: 86.49%

Caseload Counts

Cynthia Brown – 35
Elizabeth Chambers - 25
Stephanie Enoch – 32
Teri Guttman - 31
Micah Joseph – 41
Jennifer Lyon – 31
Annie Meyer - 38
Mary Petersen – 38
Patricia Strouse - 29
Jami Weisenborn - 33

**CARF and Agency Measures
Report
Second Quarter 2020**

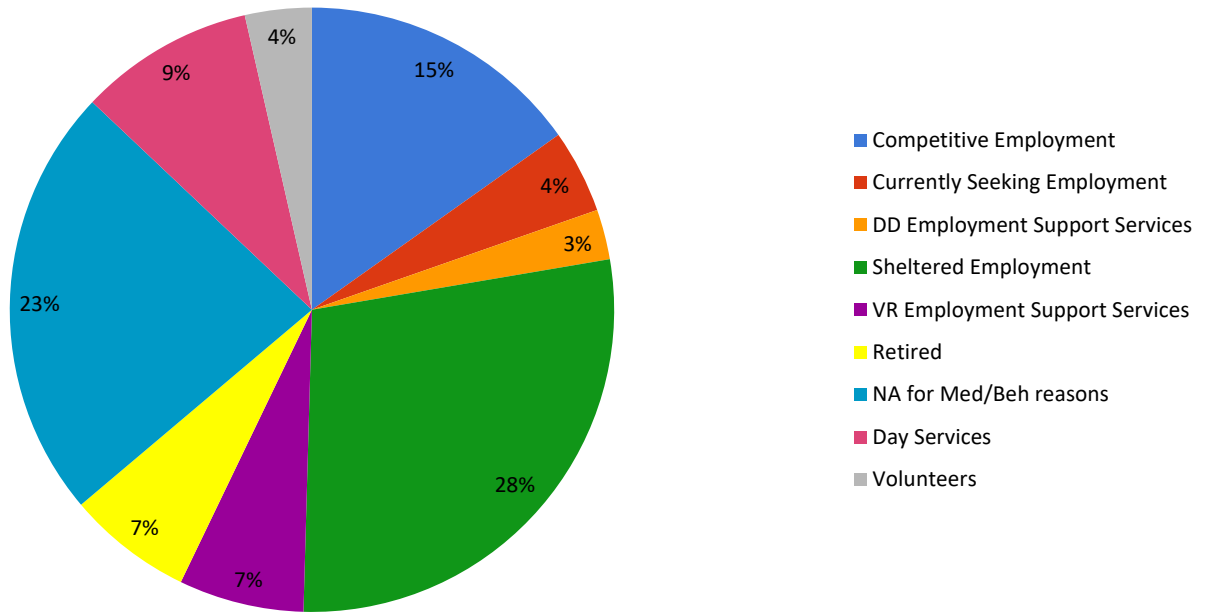
Summary

Measure	Description	Revised 1st Qtr	2nd Qtr	YTD	Agency Goal by Year End
Response	Response Rates for Client/Guardian Satisfaction Surveys	39%	45%	42%	30%
1	My SC Made a Difference in My Life	91%	83%	86%	80%
2	I Received Information About Exploitation, Personal Protection, and Risk Reduction	88%	93%	90%	100%
3	New Clients Contacted by Their SC within 5 Business Days of Eligibility Determination	83%	N/A	83%	100%
4	New Clients' ISP Meeting is Held within 30 Days of Eligibility Determination	100%	N/A	100%	100%
5	ISPs Sent to RSRO 21 Days Prior to Implementation	52%	63%	58%	95%
6	Quarterly Reports Completed on Time	89%	87%	88%	95%
7	My SC was Available When Needed	94%	95%	94%	90%
8	My SC Saw Me Frequently Enough	91%	88%	89%	90%
9	I am Satisfied with Services Provided by My SC & CCDDR Staff	94%	95%	94%	90%
10	I Contributed to the Development of My ISP	94%	90%	92%	100%
11	CCDDR will Review Policies, Plans, Manuals, etc. Annually	64%	67%	67%	100%
12	Monthly Reports Completed on Time	95%	89%	92%	95%
13	ISPs Submitted Through QA Process Passed	70%	65%	67%	90%
14	Agency Average SC Billable Time vs. Time Worked	73%	73%	73%	70%
15	Annual ISP Completed by Effective Date	83%	90%	87%	95%

Employment Report

SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	34	10	6	63	15	15	52	21	8
Guttman	3	3	3	5	1	7	6	6	1
Brown	2	1	0	6	3	0	2	3	1
Enoch	2	1	0	10	0	1	12	3	2
Lyon	3	0	1	9	2	1	6	4	2
Meyer	5	0	0	4	0	1	2	0	0
Chambers	4	0	1	7	0	1	5	1	0
Peterson	2	0	0	7	2	1	6	0	2
Joseph	5	3	0	5	6	1	5	2	0
Weisenborn	3	0	1	6	1	2	3	0	0
Strouse	5	2	0	4	0	0	5	2	0

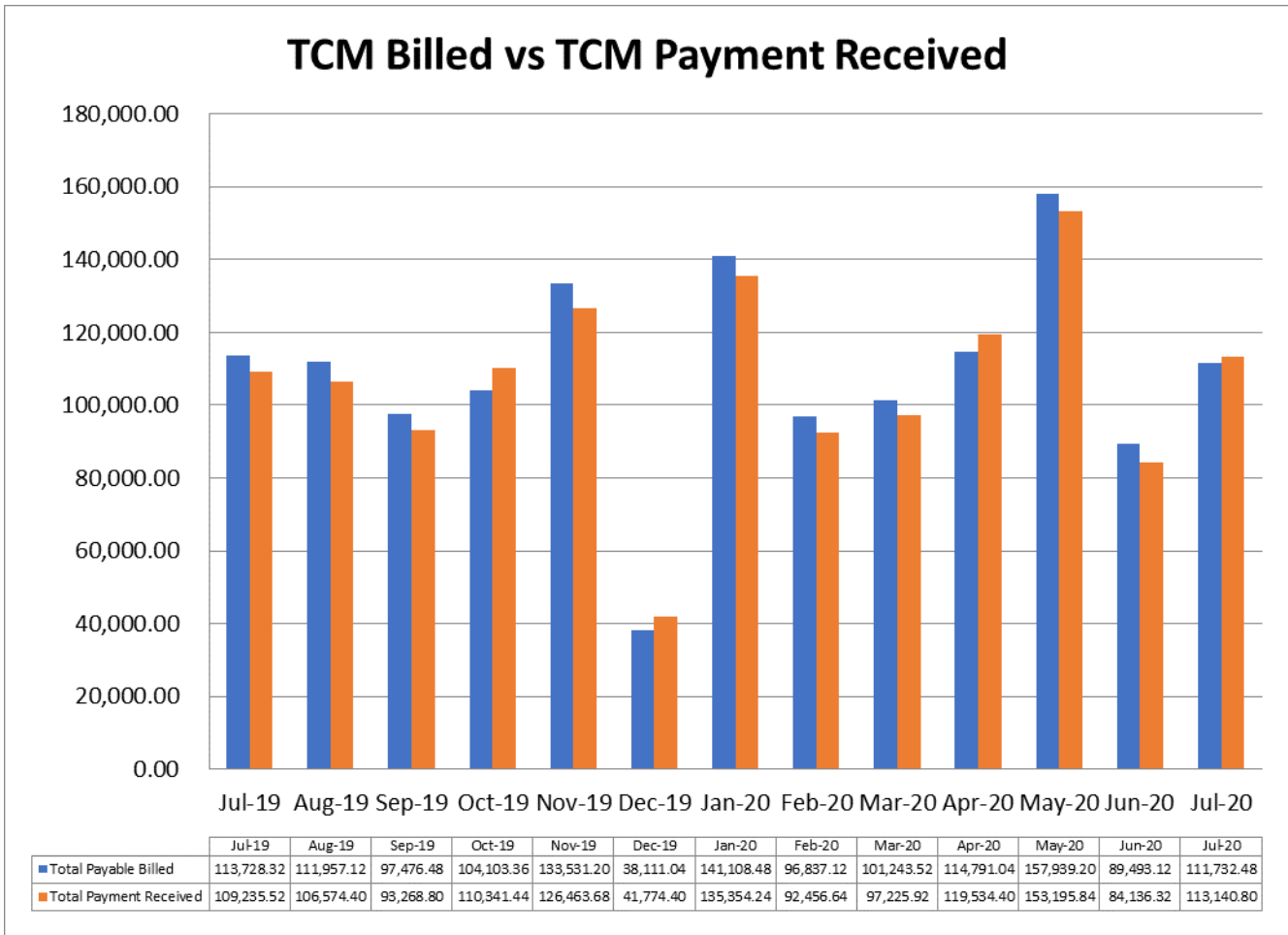
CCDDR Adults employment status as of July 31, 2020



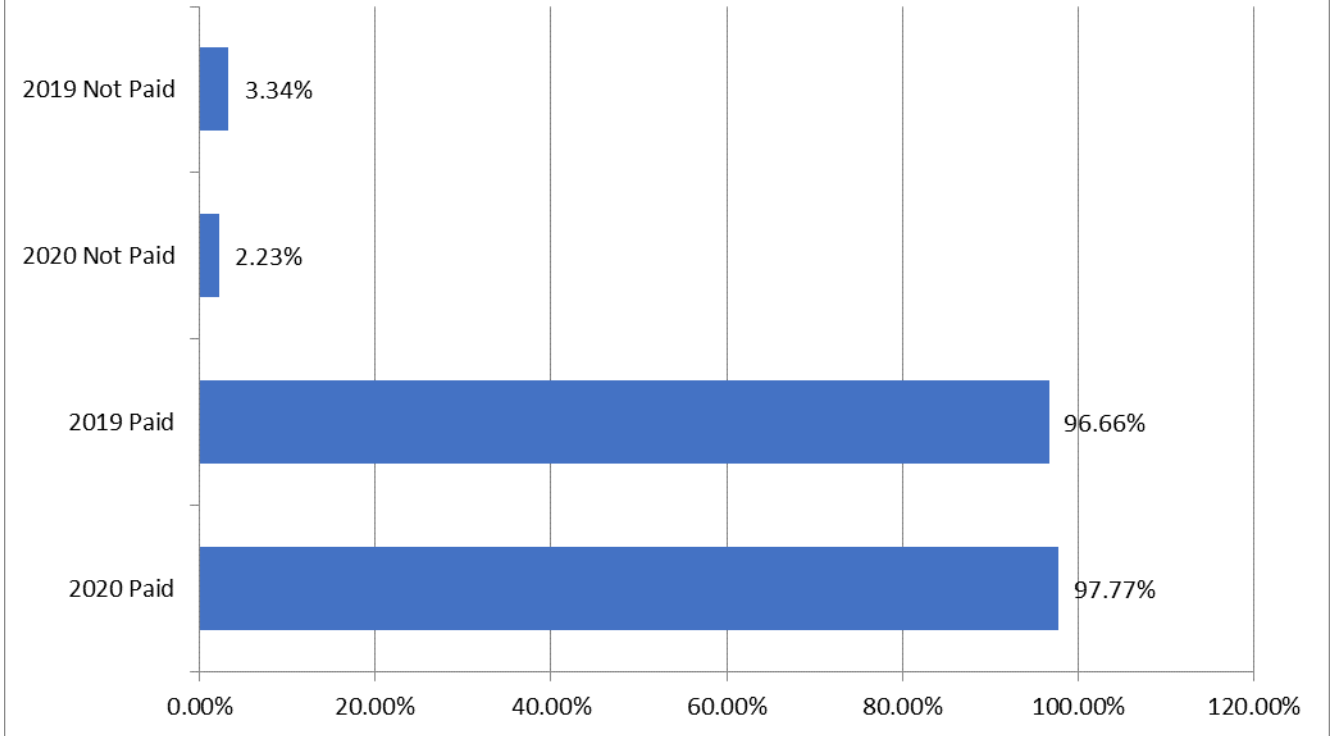
Agency Economic
Report
(Unaudited)

July 2020

Targeted Case Management Income



2020 vs 2019 Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: FY 2020 - FY20 P&L Departments

July 2020

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	8,005.48	8,464.00	(458.52)			0.00
4500 Services Income			0.00	122,250.52	110,234.00	12,016.52
Total Income	8,005.48	8,464.00	(458.52)	122,250.52	110,234.00	12,016.52
Gross Profit	8,005.48	8,464.00	(458.52)	122,250.52	110,234.00	12,016.52
Expenses						
5000 Payroll & Benefits			0.00	104,894.26	99,171.00	5,723.26
5100 Repairs & Maintenance			0.00	355.84	1,510.00	(1,154.16)
5500 Contracted Business Services			0.00	8,985.29	6,291.00	2,694.29
5600 Presentations/Public Meetings			0.00		228.00	(228.00)
5700 Office Expenses			0.00	4,994.81	4,177.00	817.81
5800 Other General & Administrative			0.00	1,009.50	1,506.00	(496.50)
5900 Utilities			0.00	1,143.90	850.00	293.90
6100 Insurance			0.00	1,555.49	1,700.00	(144.51)
6700 Partnership for Hope	2,851.72	4,585.00	(1,733.28)			0.00
6900 Direct Services	8,622.72	8,969.00	(346.28)			0.00
7100 Housing Programs	6,113.00	8,158.00	(2,045.00)			0.00
7200 CLC	23,393.99	17,550.00	5,843.99			0.00
7300 Sheltered Employment Programs	17,650.00	24,150.00	(6,500.00)			0.00
7500 Community Employment Programs	68.00		68.00			0.00
7600 Community Resources		5,136.00	(5,136.00)	0.00		0.00
7900 Special/Additional Needs	11,315.29	6,490.00	4,825.29			0.00
Total Expenses	70,014.72	75,038.00	(5,023.28)	122,939.09	115,433.00	7,506.09
Net Operating Income	(62,009.24)	(66,574.00)	4,564.76	(688.57)	(5,199.00)	4,510.43
Other Expenses						
8500 Depreciation			0.00	3,076.28	3,250.00	(173.72)
Total Other Expenses	0.00	0.00	0.00	3,076.28	3,250.00	(173.72)
Net Other Income	0.00	0.00	0.00	(3,076.28)	(3,250.00)	173.72
Net Income	(62,009.24)	(66,574.00)	4,564.76	(3,764.85)	(8,449.00)	4,684.15

Budget Variance Report

Total Income: In July 2020, SB 40 Tax Revenues were slightly lower than projected. Services Program income was higher than projected. The new Support Coordinator is being trained, and billing capacity is increasing. Additional measures are being taken to communicate directly with clients in preparation for resuming in-person visits/monitoring and to reduce/monitor risks of potential abuse, neglect, and exploitation.

Total Expenses: In July 2020, overall SB 40 Tax program expenses were lower than budgeted. CLC expenses were higher than budgeted due to higher than anticipated one-on-one service expenses. It should also be noted OATS invoices for transportation services in July were not received by month end. Overall Services Program expenses were higher than budgeted expectations. Payroll expenses were higher than budgeted, which is attributable to Support Coordinator overtime and June's retirement (LAGERS) costs were recorded in July; Office expenses were higher than budgeted due to significant PPE purchases; Contracted Business Services expenses were higher than budgeted because the CPA had to create new earnings codes/program payroll software for FFCRA wages and calculate FFCRA credits as well as adjust tax deposit for 6 pay periods in April to June; and Utility expenses were higher because we have yet to receive the Keystone utilities reimbursement from OATS.

Budget vs. Actuals: FY 2020 - FY20 P&L Departments

January - July, 2020

	SB 40 Tax			Services		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
4000 SB 40 Tax Income	975,847.15	959,737.00	16,110.15			0.00
4500 Services Income			0.00	878,534.55	880,928.00	(2,393.45)
Total Income	975,847.15	959,737.00	16,110.15	878,534.55	880,928.00	(2,393.45)
Gross Profit	975,847.15	959,737.00	16,110.15	878,534.55	880,928.00	(2,393.45)
Expenses						
5000 Payroll & Benefits			0.00	715,276.42	733,951.00	(18,674.58)
5100 Repairs & Maintenance			0.00	4,864.13	10,570.00	(5,705.87)
5500 Contracted Business Services			0.00	44,279.24	42,129.00	2,150.24
5600 Presentations/Public Meetings			0.00	3,061.98	1,596.00	1,465.98
5700 Office Expenses			0.00	41,789.93	35,239.00	6,550.93
5800 Other General & Administrative			0.00	13,517.85	16,801.00	(3,283.15)
5900 Utilities			0.00	5,093.88	5,950.00	(856.12)
6100 Insurance			0.00	10,888.43	11,900.00	(1,011.57)
6700 Partnership for Hope	19,146.91	19,695.00	(548.09)			0.00
6900 Direct Services	77,032.80	156,522.00	(79,489.20)			0.00
7100 Housing Programs	42,753.00	57,106.00	(14,353.00)			0.00
7200 CLC	134,927.81	122,850.00	12,077.81			0.00
7300 Sheltered Employment Programs	137,043.35	169,050.00	(32,006.65)			0.00
7500 Community Employment Programs	161.00		161.00			0.00
7600 Community Resources	31,851.37	35,952.00	(4,100.63)	0.00		0.00
7900 Special/Additional Needs	23,734.34	45,214.00	(21,479.66)			0.00
Total Expenses	466,650.58	606,389.00	(139,738.42)	838,771.86	858,136.00	(19,364.14)
Net Operating Income	509,196.57	353,348.00	155,848.57	39,762.69	22,792.00	16,970.69
Other Expenses						
8500 Depreciation			0.00	21,188.04	22,750.00	(1,561.96)
Total Other Expenses	0.00	0.00	0.00	21,188.04	22,750.00	(1,561.96)
Net Other Income	0.00	0.00	0.00	(21,188.04)	(22,750.00)	1,561.96
Net Income	509,196.57	353,348.00	155,848.57	18,574.65	42.00	18,532.65

Budget Variance Report

Total Income: As of July 2020, YTD SB 40 Tax Revenues were higher than projected. Services Program income was still slightly lower than projected due to Support Coordinator PTO utilized in December (paid in January) and Support Coordinator position vacancies throughout 2020, which reduced TCM billing. Services Income is straight-line budgeted for each billing period.

Total Expenses: As of July 2020, overall YTD SB 40 Tax program expenses were lower than budgeted expectations with only a slight overage in Community Employment Programs, and an overage in CLC expenses, which is primarily due to the unanticipated special funding request for \$10,000 as well as higher than anticipated one-on-one services. Please note that OATS invoices for transportation services were much lower because there was a reduction in services due to COVID-19, and the final State FY 2020 TCM Allocation Formula billing statement was not submitted by DMH, which was budgeted to be \$82,261. Overall Services Program expenses are lower than projected. Presentation/Public Meetings expenses were higher than budgeted because the December 2019 Holiday Celebration was postponed until January; Office expenses are higher than budgeted because of the Camdenton office workstation expansion into the conference room; and Contracted Business Services are higher due to additional IT contractor service and other IT-related purchases.

Balance Sheet

As of July 31, 2020

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0.00	0.00
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229.00	
1020 SB 40 Tax Certificate of Deposit	0.00	
1025 SB 40 Tax - Bank of Sullivan	963,631.68	0.00
1030 SB 40 Tax Reserve - Bank of Sullivan	0.00	
Total 1005 SB 40 Tax Bank Accounts	963,860.68	0.00
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0.00	0.00
1060 Services Certificate of Deposit		0.00
1075 Services Account - Bank of Sullivan		304,706.04
Total 1050 Services Bank Accounts	0.00	304,706.04
Total 1000 Bank Accounts	963,860.68	304,706.04
Total Bank Accounts	963,860.68	304,706.04
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		64,264.32
1215 Non-Medicaid Direct Service		8,622.72
Total 1200 Services	0.00	72,887.04
1300 Property Taxes		
1310 Property Tax Receivable	893,400.64	
1315 Allowance for Doubtful Accounts	(17,155.72)	
Total 1300 Property Taxes	876,244.92	0.00
Total Accounts Receivable	876,244.92	72,887.04
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0.00	0.00
1399 TCM Remittance Advices (In-Transit Payments)	0.00	0.00
1400 Other Current Assets		
1410 Other Deposits	0.00	
1430 Deferred Outflows Related to Pensions		52,933.00
1435 Net Pension Asset (Liability)		(8,677.00)
Total 1400 Other Current Assets	0.00	44,256.00
1450 Prepaid Expenses		0.00
1455 Prepaid-Insurance	0.00	17,354.67
Total 1450 Prepaid Expenses	0.00	17,354.67
Total Other Current Assets	0.00	61,610.67
Total Current Assets	1,840,105.60	439,203.75
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		47,399.50
1511 Keystone Land		14,000.00

1520 100 Third Street Building		431,090.50
1521 Keystone		163,497.67
1525 Accumulated Depreciation - 100 Third Street		(162,423.58)
1526 Accumulated Depreciation - Keystone		(25,950.59)
1530 100 Third Street Remodeling		164,157.00
1531 Keystone Remodeling		110,596.17
1532 Osage Beach Office Remodeling		4,225.00
1535 Acc Dep - Remodeling - 100 Third Street		(63,489.98)
1536 Acc Dep - Remodeling - Keystone		(12,933.47)
1537 Acc Dep - Remodeling - Osage Beach Office		(1,491.18)
1540 Equipment		48,578.98
1545 Accumulated Depreciation - Equipment		(38,449.44)
1550 Vehicles		6,740.00
1555 Accumulated Depreciation - Vehicles		(6,740.00)
Total 1500 Fixed Assets	0.00	678,806.58
Total Fixed Assets	0.00	678,806.58
TOTAL ASSETS	1,840,105.60	1,118,010.33
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0.00	6,274.75
Total Accounts Payable	0.00	6,274.75
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0.00	0.00
2006 DMH Payable	0.00	
2007 Non-Medicaid Payable	8,622.72	
2010 Accrued Payroll Expense	0.00	0.00
2015 Accrued Compensated Absences	0.00	(2,156.82)
2025 Prepaid Services	0.00	
2030 Deposits	0.00	0.00
2050 Prepaid Tax Revenue	0.00	
2055 Deferred Inflows - Property Taxes	951,336.15	
2060 Payroll Tax Payable		0.00
2061 Federal W / H Tax Payable	0.00	0.00
2062 Social Security Tax Payable	0.00	61.15
2063 Medicare Tax Payable	0.00	0.00
2064 MO State W / H Tax Payable	0.00	2,152.00
2065 FFCRA Federal W/H Tax Credit		1,000.62
2066 FFCRA Health Insurance Credit		235.11
Total 2060 Payroll Tax Payable	0.00	3,448.88
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0.00	970.99
2072 AFLAC Post-tax W / H	0.00	140.55
2073 Vision Insurance W / H	0.00	(20.43)
2074 Health Insurance W / H	0.00	27.90
2075 Dental Insurance W / H	0.00	(262.58)
2076 Savings W / H		0.00
2078 Misc W / H		0.00

2079 Other W / H		0.00
Total 2070 Payroll Clearing	0.00	856.43
2090 Deferred Inflows		12,452.00
Total 2000 Current Liabilities	959,958.87	14,600.49
Total Other Current Liabilities	959,958.87	14,600.49
Total Current Liabilities	959,958.87	20,875.24
Total Liabilities	959,958.87	20,875.24
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0.00	
3005 Operational Reserves	244,565.20	
3010 Transportation	51,183.00	
3015 New Programs	0.00	
3030 Special Needs	0.00	
3040 Sheltered Workshop	95,699.98	
3045 Traditional Medicaid Match	0.00	
3050 Partnership for Hope Match	4,107.00	
3055 Building/Remodeling/Expansion	0.00	
3065 Legal	0.00	
3070 TCM	45,909.62	
3075 Community Resource	0.00	
Total 3000 Restricted SB 40 Tax Fund Balances	441,464.80	0.00
3500 Restricted Services Fund Balances		
3501 Operational		35,969.90
3505 Operational Reserves		200,000.00
3510 Transportation		0.00
3515 New Programs		0.00
3530 Special Needs		0.00
3550 Partnership for Hope Match		0.00
3555 Building/Remodeling/Expansion		84,633.00
3560 Sponsorships		0.00
3565 Legal		0.00
3575 Community Resources		0.00
3599 Other		678,806.58
Total 3500 Restricted Services Fund Balances	0.00	999,409.48
3900 Unrestricted Fund Balances	(182,793.17)	(33,108.76)
3950 Prior Period Adjustment	0.00	0.00
3999 Clearing Account	126,576.25	97,962.00
Net Income	509,196.57	18,574.65
Total Equity	894,444.45	1,082,837.37
TOTAL LIABILITIES AND EQUITY	1,854,403.32	1,103,712.61

Statement of Cash Flows

July 2020

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(62,009.24)	(3,764.85)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		19,872.00
1215 Services:Non-Medicaid Direct Service		30,248.64
1455 Prepaid Expenses:Prepaid-Insurance		2,522.74
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		683.99
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		450.84
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		248.53
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898.11
1545 Fixed Assets:Accumulated Depreciation - Equipment		454.19
1526 Fixed Assets:Accumulated Depreciation - Keystone		340.62
1900 Accounts Payable	(63,813.95)	(456.99)
2007 Current Liabilities:Non-Medicaid Payable	8,622.72	
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		106.94
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		564.72
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(230.28)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(22.77)
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0.00
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0.00
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		12.00
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0.00
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(55,191.23)	55,693.28
Net cash provided by operating activities	(117,200.47)	51,928.43
FINANCING ACTIVITIES		
3999 Clearing Account		3,076.28
3575 Restricted Services Fund Balances:Community Resources		(5,000.00)
3599 Restricted Services Fund Balances:Other		(3,076.28)
Net cash provided by financing activities	0.00	(5,000.00)
Net cash increase for period	(117,200.47)	46,928.43
Cash at beginning of period	1,081,061.15	257,777.61
Cash at end of period	963,860.68	304,706.04

Statement of Cash Flows

January - July, 2020

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	509,196.57	18,574.65
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(58,043.52)
1215 Services:Non-Medicaid Direct Service		10,774.08
1455 Prepaid Expenses:Prepaid-Insurance		5,474.86
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		4,690.54
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		3,155.88
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		1,491.18
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		6,286.77
1545 Fixed Assets:Accumulated Depreciation - Equipment		3,179.33
1526 Fixed Assets:Accumulated Depreciation - Keystone		2,384.34
1900 Accounts Payable	(18,320.21)	(8,156.58)
2007 Current Liabilities:Non-Medicaid Payable	(10,774.08)	
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		130.41
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		634.68
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(23.02)
2078 Current Liabilities:Payroll Clearing:Misc W / H		0.00
2076 Current Liabilities:Payroll Clearing:Savings W / H		0.00
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		17.03
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0.00
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		1,000.62
2066 Current Liabilities:Payroll Tax Payable:FFCRA Health Insurance Credit		235.11
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0.00
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		177.00
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		61.15
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(29,094.29)	(26,530.14)
Net cash provided by operating activities	480,102.28	(7,955.49)
INVESTING ACTIVITIES		
1530 Fixed Assets:100 Third Street Remodeling		(9,453.00)
1532 Fixed Assets:Osage Beach Office Remodeling		(4,225.00)
Net cash provided by investing activities	0.00	(13,678.00)
FINANCING ACTIVITIES		
3999 Clearing Account		22,877.04
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	11,268.71	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	1,095.18	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	32,901.00	
3070 Restricted SB 40 Tax Fund Balances:TCM	15,838.62	
3010 Restricted SB 40 Tax Fund Balances:Transportation	6,563.36	
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		51,071.21
3575 Restricted Services Fund Balances:Community Resources		(5,000.00)
3501 Restricted Services Fund Balances:Operational		35,969.90
3599 Restricted Services Fund Balances:Other		(7,510.04)

3900 Unrestricted Fund Balances	(121,058.87)	(102,408.11)
Net cash provided by financing activities	(53,392.00)	(5,000.00)
Net cash increase for period	426,710.28	(26,633.49)
Cash at beginning of period	537,150.40	331,339.53
Cash at end of period	963,860.68	304,706.04

Check Detail - SB 40 Tax Account

July 2020

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
07/10/2020	Bill Payment (Check)	5779	Camden County Senate Bill 40 Board	(38,871.36)
07/10/2020	Bill Payment (Check)	5780	Childrens Learning Center	(23,393.99)
07/10/2020	Bill Payment (Check)	5781	Lake Area Industries	(17,650.00)
07/10/2020	Bill Payment (Check)	5782	Wonderment Service Dog Placement Program	(11,048.42)
07/17/2020	Bill Payment (Check)	5783	DMH Local Tax Matching Fund	(2,851.72)
07/17/2020	Bill Payment (Check)	5784	Bankcard Center	(107.99)
07/17/2020	Bill Payment (Check)	5785	Skillset LLC	(226.88)
07/21/2020	Bill Payment (Check)	5786	Camdenton Apartments dba Lauren's Place	(284.00)
07/21/2020	Bill Payment (Check)	5787	David A Schlenfort	(309.00)
07/21/2020	Bill Payment (Check)	5788	Kyle LaBrue	(976.00)
07/21/2020	Bill Payment (Check)	5789	Revelation Construction & Development, LLC	(20.00)
07/21/2020	Bill Payment (Check)	5790	David A Schlenfort	(673.00)
07/21/2020	Bill Payment (Check)	5791	Revelation Construction & Development, LLC	(279.00)
07/21/2020	Bill Payment (Check)	5792	Revelation Construction & Development, LLC	(637.00)
07/21/2020	Bill Payment (Check)	5793	Revelation Construction & Development, LLC	(794.00)
07/21/2020	Bill Payment (Check)	5794	Revelation Construction & Development, LLC	(562.00)
07/21/2020	Bill Payment (Check)	5795	Revelation Construction & Development, LLC	(761.00)
07/21/2020	Bill Payment (Check)	5796	Revelation Construction & Development, LLC	(838.00)
07/31/2020	Bill Payment (Check)	5797	MO HealthNet	(655.00)
07/31/2020	Bill Payment (Check)	5798	OATS, Inc.	(7,957.13)
07/31/2020	Bill Payment (Check)	5799	MO HealthNet	(655.00)
07/31/2020	Bill Payment (Check)	5800	OATS, Inc.	(1,476.58)
07/31/2020	Bill Payment (Check)	5801	OATS, Inc.	(7,428.18)
07/31/2020	Bill Payment (Check)	5802	OATS, Inc.	(6,750.70)

Check Detail - Services Account

July 2020

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
07/02/2020	Bill Payment (Check)	2277	AT&T	(114.82)
07/02/2020	Bill Payment (Check)	2278	Connie L Baker	(73.10)
07/02/2020	Bill Payment (Check)	2279	Happy Maids Cleaning Services LLC	(100.00)
07/02/2020	Bill Payment (Check)	2280	Lori Cornwell	(50.00)
07/02/2020	Bill Payment (Check)	2281	MSW Interactive Designs LLC	(30.00)
07/02/2020	Bill Payment (Check)	2282	Naught-Naught Agency	(160.00)
07/02/2020	Bill Payment (Check)	2283	Republic Services #435	(55.47)
07/02/2020	Bill Payment (Check)	2284	Scott's Heating & Air	(87.00)
07/02/2020	Bill Payment (Check)	2285	SUMNERONE	(1,505.32)
07/02/2020	Bill Payment (Check)	2286	WCA Waste Corporation	(25.00)
07/02/2020	Bill Payment (Check)	2288	Linda Simms	(218.30)
07/02/2020	Bill Payment (Check)	2289	Jeanna K Booth	(50.00)
07/10/2020	Expense	153382	Connie L Baker	(1,213.35)
07/10/2020	Expense	153383	Rachel K Baskerville	(1,087.27)
07/10/2020	Expense	153384	Jeanna K Booth	(1,311.02)
07/10/2020	Expense	153385	Cynthia Brown	(1,354.19)
07/10/2020	Expense	153386	Elizabeth L Chambers	(1,062.57)
07/10/2020	Expense	153387	Lori Cornwell	(1,477.78)
07/10/2020	Expense	153388	Stephanie E Enoch	(1,269.44)
07/10/2020	Expense	153389	Teri Guttman	(1,376.53)
07/10/2020	Expense	153390	Ryan Johnson	(1,614.16)
07/10/2020	Expense	153391	Micah J Joseph	(1,865.38)
07/10/2020	Expense	153392	Jennifer Lyon	(1,241.78)
07/10/2020	Expense	153393	Annie Meyer	(1,228.30)
07/10/2020	Expense	153394	Mary P Petersen	(1,187.28)
07/10/2020	Expense	153395	Sylvia M Santon	(1,039.62)
07/10/2020	Expense	153396	Patricia L. Strouse	(1,153.39)
07/10/2020	Expense	153397	Eddie L Thomas	(2,661.76)
07/10/2020	Expense	153398	Marcie L. Vansyoc	(1,640.98)
07/10/2020	Expense	153399	Jami Weisenborn	(1,415.75)
07/10/2020	Expense	153400	Nicole M Whittle	(1,622.74)
07/10/2020	Bill Payment (Check)	2290	Stephanie E Enoch	(317.46)
07/10/2020	Bill Payment (Check)	2291	Micah J Joseph	(198.45)
07/10/2020	Bill Payment (Check)	2292	AT&T	(93.50)
07/10/2020	Bill Payment (Check)	2293	Aflac	(806.48)
07/10/2020	Bill Payment (Check)	2294	Camden County PWSD #2	(55.11)
07/10/2020	Bill Payment (Check)	2295	Charter Business	(574.87)
07/10/2020	Bill Payment (Check)	2296	Webster Plumbing	(268.00)
07/10/2020	Bill Payment (Check)	2297	Annie Meyer	(59.35)
07/10/2020	Bill Payment (Check)	2298	Eddie L Thomas	(82.28)
07/10/2020	Bill Payment (Check)	2299	Jami Weisenborn	(50.00)

07/10/2020	Bill Payment (Check)	2300	LaClede Electric Cooperative	(461.06)
07/10/2020	Bill Payment (Check)	2301	Marcie L. Vansyoc	(66.12)
07/10/2020	Bill Payment (Check)	2302	Rachel K Baskerville	(50.00)
07/10/2020	Bill Payment (Check)	2303	Sylvia M Santon	(62.10)
07/10/2020	Bill Payment (Check)	2304	Ameren Missouri	(235.42)
07/10/2020	Bill Payment (Check)	2305	Direct Service Works	(795.00)
07/10/2020	Bill Payment (Check)	2306	Ezard's, Inc.	(49.64)
07/10/2020	Bill Payment (Check)	2307	SUMNERONE	(75.00)
07/10/2020	Bill Payment (Check)	2308	All Seasons Services	(240.00)
07/10/2020	Bill Payment (Check)	2309	Lake Regional Occupational Medicine Clinic	(76.00)
07/10/2020	Bill Payment (Check)	2310	Happy Maids Cleaning Services LLC	(50.00)
07/10/2020	Bill Payment (Check)	2311	Office Business Equipment	(40.00)
07/10/2020	Bill Payment (Check)	2312	Linda Simms	(1,420.89)
07/10/2020	Bill Payment (Check)	2313	SUMNERONE	(1,000.00)
07/10/2020	Bill Payment (Check)	2314	Lake Area Community Development Corporation	(5,000.00)
07/10/2020	Expense	07/10/2020	Internal Revenue Service	(7,348.51)
07/13/2020	Expense	06/26/2020	Lagers	(5,283.10)
07/17/2020	Bill Payment (Check)	2315	Jennifer Lyon	(108.25)
07/17/2020	Bill Payment (Check)	2316	City Of Camdenton	(81.70)
07/17/2020	Bill Payment (Check)	2317	Staples Advantage	(152.14)
07/17/2020	Bill Payment (Check)	2318	Bankcard Center	(4,766.26)
07/17/2020	Bill Payment (Check)	2319	Happy Maids Cleaning Services LLC	(50.00)
07/17/2020	Bill Payment (Check)	2320	Ezard's, Inc.	(1,300.00)
07/24/2020	Expense	153402	Connie L Baker	(1,193.00)
07/24/2020	Expense	153403	Rachel K Baskerville	(1,286.99)
07/24/2020	Expense	153404	Jeanna K Booth	(1,277.57)
07/24/2020	Expense	153405	Cynthia Brown	(1,394.33)
07/24/2020	Expense	153406	Elizabeth L Chambers	(1,029.57)
07/24/2020	Expense	153407	Lori Cornwell	(1,466.00)
07/24/2020	Expense	153408	Stephanie E Enoch	(1,256.67)
07/24/2020	Expense	153409	Teri Guttman	(1,350.25)
07/24/2020	Expense	153410	Ryan Johnson	(1,583.88)
07/24/2020	Expense	153411	Micah J Joseph	(2,407.22)
07/24/2020	Expense	153412	Jennifer Lyon	(1,241.78)
07/24/2020	Expense	153413	Annie Meyer	(1,325.52)
07/24/2020	Expense	153414	Mary P Petersen	(1,193.93)
07/24/2020	Expense	153415	Sylvia M Santon	(1,039.62)
07/24/2020	Expense	153416	Patricia L. Strouse	(1,142.63)
07/24/2020	Expense	153417	Eddie L Thomas	(2,648.99)
07/24/2020	Expense	153418	Marcie L. Vansyoc	(1,628.20)
07/24/2020	Expense	153419	Jami Weisenborn	(1,399.35)
07/24/2020	Expense	153420	Nicole M Whittle	(1,743.97)
07/24/2020	Bill Payment (Check)	2321	Lebanon Phone Center & Alarm Inc	(120.00)
07/24/2020	Bill Payment (Check)	2322	Ryan Johnson	(50.00)
07/24/2020	Bill Payment (Check)	2323	MO Consolidated Health Care	(16,265.52)
07/24/2020	Bill Payment (Check)	2324	Scott's Heating & Air	(260.00)
07/24/2020	Bill Payment (Check)	2325	Happy Maids Cleaning Services LLC	(50.00)
07/24/2020	Bill Payment (Check)	2326	Delta Dental of Missouri	(459.28)

07/24/2020	Bill Payment (Check)	2327	Linda Simms	(1,388.35)
07/24/2020	Bill Payment (Check)	2328	Missouri Dept of Revenue	(2,166.00)
07/24/2020	Bill Payment (Check)	2329	Mo Division Of Employment Security	(348.71)
07/24/2020	Expense	07/24/2020	Internal Revenue Service	(7,506.80)
07/29/2020	Expense	JULY 2020	Lagers	(5,162.32)
07/31/2020	Bill Payment (Check)	2330	Nicole M Whittle	(100.00)
07/31/2020	Bill Payment (Check)	2331	AT&T	0.00
07/31/2020	Bill Payment (Check)	2332	Principal Life Ins	(274.56)
07/31/2020	Bill Payment (Check)	2333	Republic Services #435	(55.60)
07/31/2020	Bill Payment (Check)	2334	WCA Waste Corporation	(25.00)
07/31/2020	Bill Payment (Check)	2335	Summit Natural Gas of Missouri, Inc.	(22.06)
07/31/2020	Bill Payment (Check)	2336	Refills Ink	(229.96)
07/31/2020	Bill Payment (Check)	2337	MSW Interactive Designs LLC	(30.00)
07/31/2020	Bill Payment (Check)	2338	SUMNERONE	(1,505.32)
07/31/2020	Bill Payment (Check)	2339	All Seasons Services	(760.00)
07/31/2020	Bill Payment (Check)	2340	Happy Maids Cleaning Services LLC	(100.00)
07/31/2020	Bill Payment (Check)	2341	Mo Department Of Revenue	(14.50)
07/31/2020	Bill Payment (Check)	2342	Office Business Equipment	(309.26)
07/31/2020	Bill Payment (Check)	2343	Eddie L Thomas	(50.00)
07/31/2020	Bill Payment (Check)	2344	Jeanna K Booth	(60.03)

June 2020
Credit Card Statement



SCORECARD Bonus Points Available **49,287**

Account Summary

Billing Cycle		07/05/2020
Days In Billing Cycle		31
Previous Balance		\$2,877.91
Purchases	+	\$4,874.25
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,877.91-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
NEW BALANCE		\$4,874.25

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$5,125.75
Available Cash	\$5,125.75
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
- Write us at PO BOX 779, JEFFERSON CTY, MO 65102-0779

Payment Summary

NEW BALANCE	\$4,874.25
MINIMUM PAYMENT	\$147.00
PAYMENT DUE DATE	08/02/2020

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				
TOTAL CORPORATE ACTIVITY				\$2,877.91-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/22	06/22	00501218	PAYMENT - THANK YOU	\$2,877.91-

Cardholder Account Summary				
EDDIE THOMAS ##### 0953	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$2,139.91	\$0.00	\$2,139.91

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/13	06/14	PBUS01	15270210164000139847543	MSFT * E0100B4DFN MSBILL.INFO WA	\$440.00 +
06/15	06/16	PBUS01	55547420168207436200029	CARF INTERNATIONAL 5203251044 AZ	\$995.00 +
06/24	06/25	PBUS01	55310200176700475964837	CISCO SYSTEMS INC 9193922254 CA	\$114.91 +
06/28	06/29	PBUS01	15270210180000106317744	MSFT * E0100BDYOK MSBILL.INFO WA	\$440.00 +

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
07/05/20	\$4,874.25	\$147.00	08/02/20

\$

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

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- Your name and account number.
The dollar amount of the suspected error.
Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document. Please use blue or black ink to complete form

NAME CHANGE

Last
First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () Business Phone ()

Cell Phone () E-mail Address

SIGNATURE REQUIRED

TO AUTHORIZE CHANGES Signature



Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/04	07/05	PBUS01	55432860186200982629785	INT*QuickBooks Online 800-446-8848 CA	\$150.00

Cardholder Account Summary					
LINDA SIMMS ##### 0961		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$1,279.49	\$0.00	\$1,279.49

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/05	06/07	PBUS01	55546500157602654321262	WRIST-BAND 8775368500 TX	\$259.96
06/10	06/11	PBUS01	55457020162083717450126	IDENTOGO - MO FINGERPR 877-512-6962 MO	\$42.75
06/13	06/15	PBUS01	02305370166300229367742	MENARDS LAKE OZARK MO LAKE OZARK MO	\$480.49
06/18	06/19	PBUS01	55432860170200040775727	VISTAPR*VistaPrint.com 866-8936743 MA	\$36.99
06/18	06/19	PBUS01	55432860170200087784483	SQ *SHOW ME TAXI Eldon MO	\$68.00
06/27	06/28	PBUS01	55432860179200141934604	VZWRLSS*MY VZ VB P 800-922-0204 FL	\$391.30

Cardholder Account Summary					
CONNIE L BAKER ##### 1859		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$1,454.85	\$0.00	\$1,454.85

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/10	06/11	PBUS01	05410190162503370075524	BESTBUYCOM806115243324 888-BESTBUY MN	\$31.85
06/11	06/12	PBUS01	55432860163200318850623	AMZN Mktp US*MY6PN78H2 Amzn.com/bill WA	\$239.96
06/12	06/14	PBUS01	55432860164200634100546	AMZN Mktp US*MY47S9I70 Amzn.com/bill WA	\$299.95
06/13	06/15	PBUS01	55432860165200869700977	AMZN Mktp US*MY8OW2WEO Amzn.com/bill WA	\$29.99
06/15	06/16	PBUS01	55483820168400005181707	WAL-MART #0089 CAMDENTON MO	\$56.32
06/15	06/16	PBUS01	02305370168000414480023	USPS PO 2812420020 CAMDENTON MO	\$13.90
06/16	06/17	PBUS01	55483820169400008748063	WAL-MART #0089 CAMDENTON MO	\$608.45
06/16	06/17	PBUS01	55483820169400000636613	WAL-MART #0089 CAMDENTON MO	\$53.35
06/18	06/19	PBUS01	05436840171400055411604	WM SUPERCENTER #89 CAMDENTON MO	\$43.94
06/19	06/21	PBUS01	55429500171637356777688	SP * MY BUDDY TAG 9726129486 TX	\$39.99
06/26	06/28	PBUS01	02305370179000486299191	USPS PO 2812420020 CAMDENTON MO	\$22.05
07/01	07/02	PBUS01	02305370184000451009149	USPS PO 2812420020 CAMDENTON MO	\$15.10

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 07/03/2020					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	44,079	5,208	0	0	49,287

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE	E	\$0.00	0.83250%(M)	9.9900%(V)	\$0.00	\$0.00	0.0000%	\$4,874.25
Cash									
CBUS01 001	CASH	A	\$0.00	2.08250%(M)	24.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ 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

May 2020
Invoice Date: 05/27/2020
Invoice Number: E0100B4DFN
Due Date: 06/26/2020

440.00 USD



Sold-To	Bill-To	Service Usage Address
Camden County Developmental Disability Resources 100 Third St. P.O. Box 722 Camdenton MO 65020 United States	Camden County Developmental Disability Resources PO Box 722 Camdenton mo 65020 United States	Camden County Developmental Disability Resources 100 Third St. P.O. Box 722 Camdenton MO 65020 United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	440.00
Customer PO Number:		Discounts:	0.00
Order Number:	dfd50987-a0e6-4f45-99b5-eac21ebdb614	Credits:	0.00
Billing Period:	04/27/2020 - 05/26/2020	Tax:	0.00
Payment Terms:	Net 30	Total:	440.00
Due Date:	06/26/2020		

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

Fw: Order Confirmation

Ed Thomas <director@ccddr.org>

Mon 6/15/2020 11:03 AM

To: Linda Simms <linda@ccddr.org>

FYI....for CARF Survey Application Review....Paid via my credit card. I have additional attachments to put with the invoice and will bring.

Ed

From: bookstore@carf.org <bookstore@carf.org>

Sent: Monday, June 15, 2020 10:54 AM

To: Ed Thomas <director@ccddr.org>

Subject: Order Confirmation

Thank you for your online payment.

Merchant: CARF International

Order ID: AR1A6A4CD9BD

Order Placed: Monday, June 15, 2020, 08:54:51 AM MDT

Amount of Transaction: \$995.00

Payment Type: MasterCard

BILL TO

Eddie Thomas
722 PO Box
Camdenton
MO
US
573-317-9233
director@ccddr.org

ORDER DESCRIPTION:

Application Fee for Survey 136655, Company 218247, CSU ECS - Camden County Developmental Disability Resources

www.carf.org

CARF International, 6951 E Southpoint Road, Tucson, AZ 85756-9407, USA

Toll Free: (888) 281-6531, Fax: (520) 318-1129

Fw: Thank you for your new subscription A-S00003416

Ed Thomas <director@ccddr.org>

Tue 6/23/2020 4:22 PM

To: Linda Simms <linda@ccddr.org>; Jeanna Booth <jeanna@ccddr.org>

FYI....for credit card statement

Ed

From: Cisco Webex <saasbilling@cisco.com>

Sent: Tuesday, June 23, 2020 4:19 PM

To: Ed Thomas <director@ccddr.org>

Subject: Thank you for your new subscription A-S00003416



[Sign in](#)

Hi Ed Thomas,

Thank you for your new subscription created on 06/23/2020.

This subscription confirmation is your proof of purchase.

You can download your invoice here. To view and manage your subscription, [click here](#).

Subscription Information

Plan Name	Webex Starter Annual
Subscription number	A-S00003416
Total with Tax	USD \$114.91

1 host license/s

Auto renews annually

Includes Cisco Webex Teams with file sharing and video calling

Billing Information

Ed Thomas

Camden County Developmental Disability Resources

PO Box 722



Invoice

June 2020
 Invoice Date: 06/27/2020
 Invoice Number: E0100BDYOK
 Due Date: 07/27/2020

440.00 USD

Sold-To	Bill-To	Service Usage Address
Camden County Developmental Disability Resources 100 Third St. P.O. Box 722 Camdenton MO 65020 United States	Camden County Developmental Disability Resources PO Box 722 Camdenton mo 65020 United States	Camden County Developmental Disability Resources 100 Third St. P.O. Box 722 Camdenton MO 65020 United States

Order Details

Product:	Online Services	Charges:	440.00
Customer PO Number:		Discounts:	0.00
Order Number:	dfd50987-a0e6-4f45-99b5-eac21ebdb614	Credits:	0.00
Billing Period:	05/27/2020 - 06/26/2020	Tax:	0.00
Payment Terms:	Net 30	Total:	440.00
Due Date:	07/27/2020		

Billing Summary

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

Payment Instructions

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: 1000156449238
Total: \$150.00
Date: Jul 4, 2020
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 PO Box 722
Camdenton, MO 65020-7336
US
Address may be standardized for tax purposes
Company ID: 464240995

Payment details

Item

QuickBooks Online Advanced
Sales tax - Exempt:

Qty	Unit price	Amount
1	\$150.00	\$150.00
		\$0.00

Total invoice:

\$150.00

Tax reporting information

Period for monthly fees:
Total without tax:
Total tax:

Jul 4, 2020 - Aug 4, 2020

\$150.00

\$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.

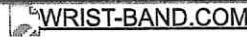
All dates and times are Pacific Standard Time (PST).

Order Receipt From Wrist-Band.Com

Wrist-Band.Com <sales@wrist-band.com>

Thu 6/4/2020 9:26 AM

To: Linda Simms <linda@ccddr.org>



PERSONAL DEALS ONLY FOR YOU! FILL YOUR CART WITH MORE EXCITING CUSTOMIZED PRODUCTS - USE COUPON "IAMVIP"

Thank you for choosing Wrist-Band.Com. We value your business!

Thanks for your order, Linda Simms

Want to track your order online?
If you need to check the status of your order or make changes,
please visit our home page at Wrist-Band.Com and click on Contact Us link.

Order ID: 220537419
Order Date: June 04, 2020
Payment Mode: Paid By Credit Card

[Create Account](#) | [Login Here](#)

Billing Address

Camden County Developmental Disa
Linda Simms
100 Third Street PO Box 722
Camdenton, Missouri 65020 - US
Phone:- 5736931511
Email:- linda@ccddr.org

*HAND
SANITIZER
4 GALLON*

Shipping Address

Camden County Developmental Disa
Linda Simms
100 Third Street PO Box 722
Camdenton, Missouri 65020 - US
Phone:- 5736931511
Email:- linda@ccddr.org

Product Details

Product	Quantity	Total
Product Image - Name - 1 Gallon Gel Sanitizer Production time - 2 Days (Free) Shipping time - 2 Days (Free) Delivery Date - June 10, 2020	4	\$ 239.96
Product Image - Name - Pump Production time - 2 Days (Free) Shipping time - 2 Days (Free) Delivery Date - June 10, 2020	4	\$ 20.00
Total:		\$259.96

If you have any questions regarding this order.
Please contact us via email at sales@wrist-band.com
Thank you for choosing Wrist-Band.Com

Sales Email: sales@wrist-band.com
Toll Free: 1-877-536-8500
Local Tel: 281-286-9500

IdentoGO Center (3500124)
200 Fleetwood Dr
Waynesville, Missouri 65583-2266

*FINGERPRINT
POTENTIAL NEW EMPLOYEE*

IdentoGO[®]

Date: 06/10/2020@10:53 AM
Customer: ELIZABETH L. CHAMBERS
OCA: V01500002
ORI: MOVECHS0Z
REGID: MP440238
TCN: MP440238
UE ID: UZ3R3544HT

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75
2H9TF18KV551159TS

Amount Paid:

\$41.75

+ 1.00
42.75

HANDLE

The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your results will not be available through IdentoGO.

We want to hear from you!

Tell us ab

844 634 5511

LINA CARD

Use Your  2%
BIG CARD REBATE
MENARDS®

MENARDS - LAKE OZARK
1015 Barred Owl Lane
Lake Ozark, MO 65049

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 09/11/20

If you have questions regarding the
charges on your receipt, please
email us at:
OZRKfrontend@menards.com

500 FACE MASK



Sale Transaction

SANI-MAXX FACE MASK		NR
5616847 500 @0.89		445.00
TOTAL		445.00
TAX LAKE OZARK-MO 7.975%		35.49
TOTAL SALE		480.49
MasterCard 0961		480.49
Auth Code:63338C		
Chip Inserted		
a000000041010		
TC - a1e34e3cb1b90e40		

TOTAL NUMBER OF ITEMS = 500

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
563

GUEST COPY

The Cardholder acknowledges

i.e.

Your Vistaprint Order Is Confirmed

Vistaprint <vistaprint@tm.vistaprint.com>

Thu 6/18/2020 9:42 AM

To: Linda Simms <linda@ccddr.org>

Your Vistaprint Order Confirmation



[Add Vistaprint to your address book](#)

My Account: 7761-2960-4546

THANK YOU FOR YOUR ORDER Your Order Number: **X6419-W5A37-8X1** • [Track It](#)

Hi Linda,

Here are your order details:

Order Date: 6/18/2020
Delivery Option (*): Standard

You can expect to receive items in your order by:
Business card - premium matte June 30

Payment Type : Mastercard

*ELIZABETH'S BUSINESS CARDS
NEW SC
LINDA'S CARD*

Order Summary



Business cards - premium matte

Elizabeth Chambers copy
Qty: 500

Base Price \$30.00

[Edit Your Design](#)

Item Total **\$30.00**

Merchandise: \$30.00
Shipping Charges: \$6.99
Sales Tax: \$0.00
Total: \$36.99

Sold By

Vistaprint Netherlands BV
Hudsonweg 8
Venlo, The Netherlands 5928LW

Shipping To:

Linda Simms
CCDDR
P.O. Box 722 100 Third Street
Camdenton, MO 65020
US

Billed To:

Receipt from Show Me Taxi

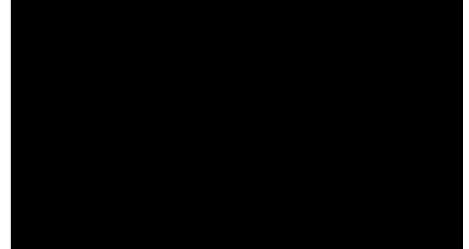
Show Me Taxi via Square <receipts@messaging.squareup.com>

Thu 6/18/2020 3:43 PM

To: Linda Simms <linda@ccddr.org>

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

Not your receipt?



Show Me Taxi



How was your experience?

Positive

Negative

*TAXI LAI TO HOME
EMERGENCY SERVICE*

\$68.00

Custom Amount \$68.00

Total \$68.00



Show Me Taxi
293 Hwy W
Eldon, MO 65026
573-280-5511

MasterCard 0961
(Keyed)

Jun 18 2020 at 3:42 PM

#bffZ



Auth code: 62158C

verizon Manage Account Support

Location: Choose Location (https://b2b.verizonwireless.com/b2b/commerce/amsecure/chooseZip.go?purchasePath=&isChangeZip=true&isCommerce=true)

Cart Empty

Home (https://b2b.verizonwireless.com/sms/amsecure/landing/overview.go) / View invoices

Account summary - wireless

Structure Default Position Default Change default (https://epb.verizonwireless.com/ebilling/hierarchy/vzw/hierarchy.action?panelName=manage&actionTrack=hierarchy&fromPage=Invoices)

Accounts

742345306-00001

Real-time balance

Pay bill

Remit slip

Auto pay Download

\$391.30 PDF

HAD TO USE COMPANY CREDIT CARD TO PAY AS E-MAIL WAS NOT SENT SHOWING AMOUNT OF BILL IN TIME TO AVOID A LATE PAYMENT

Invoice summary

Need to know

Statement date

*The latest invoice will be available approximately 5-7 days after the last bill end date.

Billing data is not yet available. Please check back later.

© 2020 Verizon

Terms and Conditions (https://b2b.verizonwireless.com/sms/login/terms.go)



Click for Review

(https://businessportals.verizonwireless.com/support/misc/hosted/bbb_vz_review.html)

Shipping

When Your Order Ships

- We'll send a separate e-mail with tracking details

Order Summary

Subtotal:	\$24.99
Shipping:*	\$5.49
Tax:*	\$1.37
Discounts:*	-\$0.00
Order Total:*	\$31.85

*Estimated

[View Order Status](#)

Featured Help Topics

See how long shipping usually takes

Return & Exchange Policy

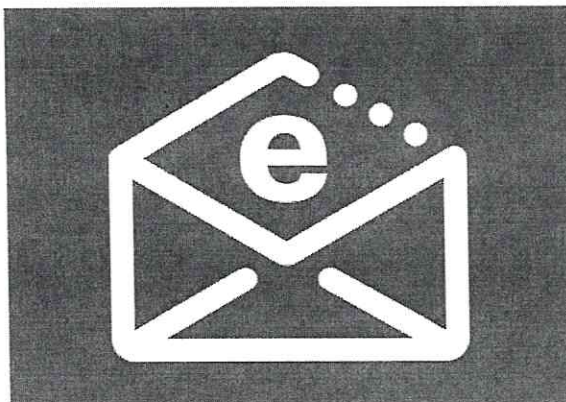
Canceling an item or a full order

Price Match Guarantee

Best Buy Trade-In & Recycling

[Best Buy Help Center](#)

HEADSET
T E R J



Sign up and stay connected.

Get the latest deals & more.



Save when you shop the Best Buy Outlet for clearance, open-box, refurbished and pre-owned items.

Clearance, open-box and more.

Connie's Card

Ship To:

Connie Baker - POPO box
100 3RD ST
P O BOX 722
CAMDENTON, MO 65020-7336

Buyer PO #: PO box

Order ID: 112-5623716-3755447

Thank you for buying from O2 Lifecare Inc on Amazon Marketplace.

Shipping Address:	Order Date:	Thu, Jun 11, 2020
Connie Baker	Shipping Service:	Free Economy
100 3RD ST	Buyer Name:	Connie
P O BOX 722	Seller Name:	O2 Lifecare Inc
CAMDENTON, MO		
65020-7336		

7 THERMOMETERS
O2 & CAM OFC

Quantity	Product Details	Unit price	Order Totals
4	[[U.S Stock]] Infrared Thermometer, Non-Contact Forehead Thermometer for Adults and Kids, Medical Digit (Light Blue Button) SKU: OE-HXQN-MHKY ASIN: B076GZDYQL Condition: New Listing ID: 0519X6T1KLA Order Item ID: 32514632145578	\$59.99	Item subtotal \$239.96 Item total \$239.96

Grand total: \$239.96

Returning your item:

Go to "Your Account" on Amazon.com, click "Your Orders" and then click the "seller profile" link for this order to get information about the return and refund policies that apply.

Visit <https://www.amazon.com/returns> to print a return shipping label. Please have your order ID ready.

Thanks for buying on Amazon Marketplace. To provide feedback for the seller please visit www.amazon.com/feedback. To contact the seller, go to Your Orders in Your

Connie Baker

From: Amazon.com <auto-confirm@amazon.com>
Sent: Friday, June 12, 2020 3:05 PM
To: Connie Baker
Subject: Your Amazon.com order



[Your Account](#) | [Amazon.com](#)

Order Confirmation

Order #112-8058833-1853820

PO# PO Box 722

Hello Connie Baker,

Thank you for shopping with us. We'll send a confirmation once your items have shipped. Your order details are indicated below. The payment details of your transaction can be found on the order invoice. If you would like to view the status of your order or make any changes to it, please visit [Your Orders on Amazon.com](#).

This order is placed on behalf of Camden County Senate Bill 40 Board.

Your estimated delivery date is:

**Monday, June 22 -
Thursday, June 25**

Your shipping speed:



Standard Shipping

Your order will be sent to:

**Connie Baker
CAMDENTON, MO
United States**

[Order Details](#)

*5 THERMOMETERS
FOR OHTS BASES*

Order Details

Order #112-8058833-1853820

Placed on Friday, June 12, 2020



5 x [[U.S Stock]] Infrared Thermometer, Non-Contact Forehead Thermometer for Adults and Kids, Medical Digit (Light Blue Button)
Baby Product
Sold by O2 Lifecare Inc
Condition: New

\$59.99

Item Subtotal:
Shipping & Handling:

\$299.95
\$0.00

NO TAX

Connie Baker

From: Amazon.com <auto-confirm@amazon.com>
Sent: Thursday, June 11, 2020 9:37 AM
To: Connie Baker
Subject: Your Amazon.com order

amazon.com



SU4kh85tXG



Purchase Order #: PO box
Your order of June 11, 2020 (Order ID 112-5994894-3841037)

Qty.	Item	Item Price	Total
1	(FBA) 1080P FHD USB PC Webcam with Noise Reduction Microphone for Online Classes/Testing, Video Conferencing, Gaming, Ho... Electronics X002J4ZOQV YJ-PC0534BK-US 889328695774 (Sold by Telehun)	\$29.99	\$29.99

This shipment completes your order.

Subtotal	\$29.99
Order Total	\$29.99
Paid via credit/debit	\$29.99

Return or replace your item
Visit Amazon.com/returns



0/U4kh85tXG/-1 of 1-//MCIS/priority-delivery-us/0/0613-20:00/0613-07:48

Smartpac

Hello Connie Baker,

Thank you for shopping with us. We'll send a confirmation indicated below. If you would like to view the status of you Amazon.com.

Your purchase has been divided into 2 orders.

This order is placed on behalf of Camden County Senate

Order Details

Order #112-5994894-3841037

Placed on Thursday, June 11, 2020

Your guaranteed delivery date is:

Monday, June 15

Your shipping speed:



Priority Delivery

Your order will be sent to:

**Connie Baker
CAMDENTON, MO
United States**

Order Details



(Fulfilled by Amazon) 1080P FHD Webcam with Sony Sensor, Noise Reduction Microphone, PC Laptop Desktop USB Webcams, Streaming Computer Camera for Video Calling, Conferencing, Gaming (1080P. FHD) Electronics
Sold by Telehun
Condition: New

\$29.99

Connie's Card

See back of receipt for your chance
to win \$1000 ID #:7P8V67Z36P



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

ST# 00089	OP# 000116	TE# 05	TR# 06820	
GV 13G TRASH	007874229611			13.44 0
SPK 6 DBL PR	003040022094			6.44 0
LIQUID HAND	068113123604			3.84 0
CLOROX WIPES	004460001594			2.74 0
GV APC LEMON	007874210514			1.97 0
GV PREM 18MR	007874221044			12.97 0
GV BB DCF 48	007874214149	F		14.92 0
	SUBTOTAL			56.32
	TOTAL			56.32
	MCARD TEND			56.32

MasterCard **** * 1859 1 21

APPROVAL # 61059C
REF # 016700518170
PAYMENT SERVICE - A
AID A0000000041010
AAC 3BAEF294BD0D86C8
TERMINAL # SC010653

06/15/20 08:51:04
CHANGE DUE 0.00
ITEMS SOLD 7

TC# 9321 2574 5686 2703 656



06/15/20 08:51:22
CUSTOMER COPY

Connie's Card

SIGN UP FREE

CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON, MO 65020-9998
 281242-0020
 (800)275-8777
 06/15/2020 04:12 PM

Product	Qty	Unit Price	Price
PM 2-Day (Domestic) (ROLLA, MO 65401) (Weight:0 Lb 6.20 Oz) (Expected Delivery Day) (Thursday 06/18/2020)	1	\$7.50	\$7.50
Certified (USPS Certified Mail #) (70162710000007642184)			\$3.55
Return Receipt (USPS Return Receipt #) (9590940229877094615365)			\$2.85
Total:			\$13.90

Credit Card Remitd \$13.90
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX1859)
 (Approval #:62441C)
 (Transaction #:481)
 (AID:A0000000041010 Chip)
 (AL:MasterCard)
 (PIN:Not Required)

 Due to limited transportation availability as a result of nationwide COVID-19 impacts package delivery times may be extended. Priority Mail Express® service will not change.

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 USPS Tracking or call 1-800-222-1811.

7016 2710 0000 0764 2184 4872 4920

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

For delivery information, visit our website at www.usps.com

ROLLA OFFICIAL USE

Certified Mail Fee	\$3.55
Extra Services & Fees (check box, add fee as appropriate)	\$7.85
<input type="checkbox"/> Return Receipt (hardcopy)	\$3.55
<input type="checkbox"/> Return Receipt (electronic)	\$4.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$40.00
<input type="checkbox"/> Adult Signature Required	\$3.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$7.50
Total Postage and Fees	\$13.90

Sent To: **Rolla Regional Offices**
 Street: **105 Fairgrounds Road**
 City, S: **Rolla, Mo 65401**

Postmark Here: JUN 16 2020

Connie's Card

See back of receipt for your chance
to win \$1000 ID #:7P8V9CZ2JC



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

ST# 00089	DP# 004128	TE# 02	TR# 06159	
CLOROX WIPES	004460001594		2.74	0
GV APC LEMON	007874210514		1.97	0
SS CRSP 50F	007418246325		3.97	0
BOZ SPRAYER	068113114568		0.97	0
FACE MASKS	086000379421		29.94	0
FACE MASKS	086000379421			
19 AT	1 FOR		29.94	568.86
				0
			SUBTOTAL	608.45
			TOTAL	608.45
			MCARD TEND	608.45

MasterCard **** * 1859 1 21

APPROVAL # 64228C
REF # 016800874806
PAYMENT SERVICE - A
AID A0000000041010
AAC 0E70937A29A64BF3
TERMINAL # SC011224

06/16/20 11:14:24
CHANGE DUE 0.00

ITEMS SOLD 24
TC# 1959 7601 8817 9705 2675 7



06/16/20 11:14:37
CUSTOMER COPY

See back of receipt for your chance
to win \$1000 ID #:7P8V9FZ0WP



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

ST# 00089	DP# 004238	TE# 04	TR# 04588	
SANI	068113134689			
12 AT	1 FOR		0.97	11.64
				0
SANI	068113135014			
12 AT	1 FOR		0.97	11.64
				0
SANI	068113135013			
9 AT	1 FOR		0.97	8.73
				0
SANI	068113135015			
11 AT	1 FOR		0.97	10.67
				0
SANI	068113135016			
11 AT	1 FOR		0.97	10.67
				0
			SUBTOTAL	53.35
			TOTAL	53.35
			MCARD TEND	53.35

MasterCard **** * 1859 1 21

APPROVAL # 61177C
REF # 016800063661
PAYMENT SERVICE - A
AID A0000000041010
AAC EB2AADBF5C96D14E
TERMINAL # SC010655

06/16/20 16:31:22
CHANGE DUE 0.00

ITEMS SOLD 55
TC# 2285 5268 3710 1829 7191



06/16/20 16:31:35

LANNIE'S CARD

2 DRAWER
FILE CABINET
ANNIE

See back of receipt for your chance
to win \$1000 ID #:7P8VHSZ3SC

Walmart *

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

ST# 00089 DP# 004584 TE# 01 TR# 07368	43.94 0
FILE CABINET 002940415797	43.94
	TOTAL 43.94
	MCARD TEND 43.94

MasterCard **** * 1859 7 21
 APPROVAL # 60436C
 REF # 1042000314
 AID A0000000041010
 AAC 092B37039187C4C0
 TERMINAL # SC010654

06/18/20 09:30:45
CHANGE DJE 0.00

ITEMS SOLD 1
TC# 3948 8016 7195 9435 7969



06/18/20 09:31:03
CUSTOMER COPY

Connie's Card

Packing Slip

**Le Vise Products dba My Buddy
Tag**
4105 W. Spring Creek Pkwy
Suite 708
Plano, TX 75024



Ship To: Connie Baker
PO BOX 722
CAMDENTON, MO 65020-0722
US

Order # 3921
Date 6/19/2020
User 3695220621477
Ship Date

Item	Description	Price	Qty	Ext. Price
C04TS2201	Buddy Tag with Royal Blue/Green Silicone Wristband - 1+	\$39.99	1	\$39.99

Sub Total: \$39.99
Shipping: \$0.00
Total: \$39.99



Connie's Card

CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON, MO 65020-9998
 281242-0020
 (800)275-8777
 06/26/2020 04:17 PM

Product	Qty	Unit Price	Price
PM 2-Day Domestic ROLLA, MO 65401 Weight:2 Lb 4.40 Oz Expected Delivery Day Monday 06/29/2020	1	\$8.70	\$8.70
Certified USPS Certified Mail # 70162710000007642191			\$3.55
Return Receipt USPS Return Receipt # 9590940229877094615358			\$2.85
First-Class Mail® Letter Domestic CLIMAX SPRINGS, MO 65324 Weight:0 Lb 0.60 Oz Estimated Delivery Date Monday 06/29/2020	1	\$0.55	\$0.55
Certified USPS Certified Mail # 70190160000078146608			\$3.55
Return Receipt USPS Return Receipt # 9590940229877094615525			\$2.85
Total:			\$22.05

Credit Card Remit
 Card Name:MasterCard
 Account #:XXXXXXXXXXXX1859
 Approval #:67043C
 Transaction #:522
 AID:A0000000041010
 AL:MasterCard
 PIN:Not Required

Chip

\$22.05

 Due to limited transportation availability as a result of nationwide COVID-19 impacts

7016 2710 0000 0764 2191

7019 0160 0000 7814 6608

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ROLLA, MO 65401

OFFICIAL USE

Certified Mail Fee	\$3.55	0020
Extra Services & Fees (check box, add fee as appropriate)	\$7.85	10
<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	\$8.70	
Total Postage and Fees	\$15.10	06/26/2020

Postmark Here

Rolla Regional Offices
 105 Fairgrounds Road
 Rolla, Mo 65401

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

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 Domestic Mail Only

For delivery information, visit our website at www.usps.com

CLIMAX SPRINGS, MO 65324

OFFICIAL USE

Certified Mail Fee	\$3.55	0020
Extra Services & Fees (check box, add fee as appropriate)	\$7.85	10
<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	\$6.95	06/28/2020

Postmark Here

See Reverse for Instructions

Connie's Card

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CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON, MO 65020-9998
 281242-0020
 (800)275-8777
 07/01/2020 04:25 PM

=====

Product	Qty	Unit Price	Price
PM 2-Day Domestic	1	\$8.70	\$8.70
ROLLA, MO 65401			
Weight: 2 Lb 9.20 Oz			
Expected Delivery Day			
Monday 07/06/2020			
Certified			\$3.55
USPS Certified Mail #			
70190160000078146271			
Return Receipt			\$2.85
USPS Return Receipt #			
9590940229877094615341			
Total:			\$15.10

Credit Card Remitd \$15.10

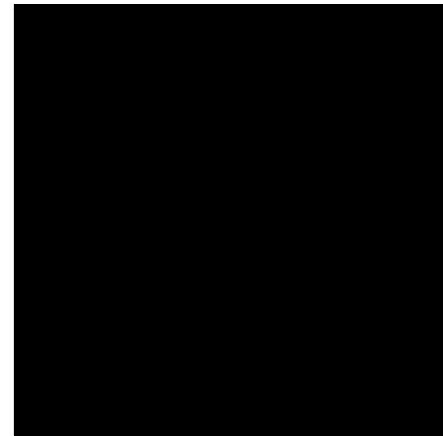
Card Name: MasterCard
 Account #:XXXXXXXXXXXX1859
 Approval #: 65096C
 Transaction #: 568
 AID: A0000000041010
 AL: MasterCard
 PIN: Not Required

Chip

Due to limited transportation availability as a result of nationwide COVID-19 impacts package delivery times may be extended. Priority Mail Express® service will not change.

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 USPS Tracking or call 1-800-222-1811.



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

For delivery information, visit our website at www.usps.com

ROLLA 65401
OFFICIAL USE

Certified Mail Fee	\$3.55
Postage	\$2.70
Total Postage and Fees	\$6.25

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$3.55
<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

Postmark Here: ROLLA MO 65401 07/01/2020

Sent To: **Rolla Regional Offices**
 Street: **105 Fairgrounds Road**
 City, St: **Rolla, Mo 65401**

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

1229 4782 0000 0910 6702

Resolutions

2020-36, 2020-37,
2020-38, 2020-39,
2020-40, 2020-41,
2020-42, & 2020-43



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-36

APPROVAL OF COVID-19 PLAN

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 create and adopt a COVID-19 Plan.
2. That the Board hereby adopts the COVID-19 Plan (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-36



Camden County
Developmental Disability
Resources

COVID-19 Plan

Exposure Prevention, Preparedness, and Response

Camden County Developmental Disability Resources (CCDDR) takes the health and safety of our clients and employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, CCDDR must remain vigilant in mitigating the outbreak. CCDDR provides Targeted Case Management (TCM) services, which many have deemed “essential” during this declared emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate. CCDDR has also identified a team of employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC), Missouri Division of Developmental Disabilities (DDD), Missouri Department of Health and Senior Services (DHSS), Camden County Health Department, and other local, state, or federal agencies continue to make available. This Plan is based on information available at the time of its development and is subject to change based on further information provided. CCDDR may also amend this Plan based on operational needs.

Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees

CCDDR is asking every one of its employees to help with prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, CCDDR has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they test positive for COVID-19, are experiencing signs or symptoms of COVID-19, or who have been exposed to a person who has tested positive for COVID-19 as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact CCDDR’s Human Resource Officer or CCDDR’s Executive Director.

The following control and preventative guidance have been implemented to help prevent and reduce the risk of exposure:

- Frequently wash hands with soap and water for at least 20 seconds - when soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes
- Avoid close contact with people who are sick
- Maintain social distancing (at least 6 feet apart from other people)
- Wear a facemask/cloth face covering if needing to be around other people; if social distancing is not possible or practical facemask/cloth face covering must be worn
- The use of nitrile, latex, vinyl, or other similar gloves is encouraged if practical and possible

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever
- Cough
- Runny nose
- Shortness of breath, difficulty breathing
- Chills
- Body aches
- Sore throat
- Headache
- Diarrhea
- Nausea/vomiting

If employees develop any of these symptoms, they are to call their supervisor and **DO NOT GO INTO ANY CCDDR OFFICE OR PHYSICALLY CONTACT ANYONE AS RELATED TO THEIR CCDDR DUTIES.** We also recommend employees contact their healthcare providers right away. Likewise, if employees come into close contact with someone showing these symptoms, call your supervisor, and we recommend you call your healthcare provider right away.

Protective Measures

CCDDR has instituted the following protective measures at its offices and applicable portions of buildings.

1. Support Coordination services shall be conducted in accordance with guidance and/or directives issued by the DDD.
2. Employees, Board members, and visitors are required to self-monitor their personal health daily for COVID-19 symptoms. Employees shall not report to work, or shall promptly leave work, if they feel they are experiencing COVID-19 symptoms. One or more site-specific COVID-19 Coordinators will be designated to monitor employees, Board members, and on-site visitors who enter any CCDDR building or CCDDR event/meeting beyond the lobby area or event/meeting entry area. The Coordinator(s) will screen employees/visitors with a no touch thermometer for a fever at or above 100.4 degrees. Any employee or visitor with such a fever will be immediately sent home. Employees sent home for having a fever should contact CCDDR's Human Resource Officer or Executive Director for any questions regarding available leave and steps that must be taken before returning to work.
3. CCDDR offices and applicable portions of buildings shall remain open to the public, but access will be limited to lobbies and/or other designated areas. CCDDR may close its offices to the public or restrict employee entry should circumstances warrant. The general rule of thumb for restricting access to offices and buildings, excluding portions of buildings leased to third parties, shall be based on the testing positivity rate associated with COVID-19 testing in Camden County; however, other pertinent factors may also be considered. If data is insufficient or unavailable, CCDDR will make decisions based on best practices, available industry standards/recommendations, and management's best judgement. Should the testing positivity rate be equal to or exceed 10% for Camden County, CCDDR will close its offices and applicable portions of its buildings to the public. Additional employee entry restrictions will be evaluated based on the circumstances, including restricting employee entry to designated personnel only.
4. CCDDR's cleaning service will be cleaning and disinfecting the office lobbies and bathroom areas (accessible by the public) on a regular basis. Additional cleaning and disinfecting may be required periodically and when warranted as well. The cleaning service will be instructed to utilize appropriate PPE and to disinfect all appropriate surfaces (doorknobs, counter tops, etc.). Designated personnel will

disinfect kitchen, break, and common use areas daily. Appropriate PPE shall be utilized when disinfecting kitchen, break, and other common use areas.

5. All communications with visitors to the office shall be done through the communication port through the security glass. In the event that there is no one in the offices to receive phone calls, office phones will be forwarded to designated personnel, and the office door lock will be initiated remotely if no one is working at the front desks. The designated personnel will take messages and notify the appropriate staff member for whom the call was intended. Employees should use their cell phone's feature and mechanism to conceal their cell phone numbers on the receiver's end when returning calls.
6. Contractors may be allowed to enter restricted areas, which are considered to be beyond the lobby areas and point of entry to employee designated work areas, offices, and workstations, only if necessary and required to perform their duties. Contractors entering restricted areas are required to wear facemasks/cloth coverings and gloves. Areas where the contractors worked shall be cleaned and disinfected immediately after departure by CCDDR's cleaning service or designated personnel. Please contact the Executive Director if there is any uncertainty about contractors entering restricted areas.
7. Any employee, contractor, Board member, or visitor in any CCDDR office or building showing symptoms of COVID-19 will be asked to leave.
8. Employee and Board meetings will be held by telephone or video conferencing, if possible. If employee and Board meetings are conducted in-person, attendance will be collected verbally or visually. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person employee and Board meeting, participants must remain at least six (6) feet apart.
9. Employees and Board members must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible. Facemasks/cloth face coverings will be required at in-person meetings where six (6) feet distancing cannot be consistently maintained or other circumstances exist making mask use essential.
10. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time. Only one person at a time will be allowed in the kitchen area of the Camdenton office, due to the limited space.
11. Employees should limit the use of coworkers' equipment or other tools. To the extent equipment or other tools must be shared, employees will clean and disinfect equipment or other tools before and after use. When cleaning and disinfecting equipment and other tools, consult manufacturing recommendations for proper cleaning techniques and restrictions.
12. Employees must use facemasks/cloth face coverings in high traffic areas, public/common areas (including restrooms), hallways, moving about the office, when with clients, and wherever it is not possible to maintain six (6) feet of social distance. Facemasks/cloth face coverings may be further required should circumstances warrant.
13. Employees must wear facemasks/cloth coverings if attending work-related events, meetings, or activities not sponsored by CCDDR. CCDDR may restrict/prohibit employees from attending these work-related events, meetings, or activities should circumstances warrant.
14. Employees are encouraged to work remotely, when possible and practical. **DO NOT BRING CHILDREN INTO THE WORKPLACE.** Employees should use the employee-only entrance when entering and exiting the Camdenton office. CCDDR may implement staggered shifts for employee entry into and use of its offices and applicable portions of buildings if circumstances warrant.
15. Employees are encouraged to minimize ride sharing while performing CCDDR-related duties. While in vehicles, employees must ensure adequate ventilation and wear a mask when travelling with others.
16. Employees must sanitize their work areas upon arrival, throughout the workday, and upon departure.
17. Employees must sanitize their hands before starting and after completing their workday. Employees must also sanitize their hands periodically throughout the workday, whenever warranted and appropriate.
18. In-person contact with clients not established or defined in DDD guidance or directives for conducting Support Coordination duties (including, but not limited to, transporting clients) must be approved by the TCM Supervisor or Executive Director. Approval will be reserved to EMERGENCY

CIRCUMSTANCES ONLY. If clients indicate they may be sick, please have them contact the appropriate health care professional(s), provider(s), caregiver(s), or EMS. Employees may assist them (remotely) in contacting the appropriate providers/caregivers or EMS.

Exposure Situations

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must leave the workplace immediately if at work when the employee first experiences symptoms, or stay at home if the employee first experiences symptoms outside of the workplace.

An employee experiencing symptoms may work remotely (if possible) until at least 10 days have passed since the onset of symptoms and at least 24 hours have passed since resolution of symptoms without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees may be required to be tested and/or provide CCDDR with appropriate documentation from their medical provider before returning to the office.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to stay at home and work remotely, if possible. Employees who test positive and are directed to care for themselves at home may return to work when:

- At least 10 days have passed since the employee's positive test
- At least 24 hours have passed since last fever without the use of fever-reducing medications
- CCDDR is provided appropriate documentation from the medical provider confirming it has been at least 10 days since the employee's positive test and the employee has since received a negative test result for COVID-19

If an employee has tested positive, CCDDR will conduct an investigation to identify co-workers and work-related third parties who may have been in close contact with the confirmed-positive employee in the prior two (2) days and direct those employees who were in close contact with the confirmed-positive employee to work remotely for 14 days from the last date of close contact with that employee and monitor their symptoms. If applicable, CCDDR will also notify any contractors, vendors/suppliers, visitors, or clients/client families who may have been in close contact with the confirmed-positive employee.

The Centers for Disease Prevention and Control ("CDC") have stated that some individuals who test positive for COVID-19 may remain infectious longer than 10 days. Specifically, the CDC has advised that those who test positive for COVID-19 and: (1) who experience more severe illness and symptoms; or (2) who are severely immunocompromised, may be contagious for longer than those who tested positive for COVID-19 but experience mild symptoms and/or who are not immunocompromised. Accordingly, the CDC recommends that:

- An individual with severe illness and symptoms from COVID-19 extend self-isolation for up to 20 days after symptom onset or the employee's first positive test result; and
- An individual is severely immunocompromised remain in self-isolation until that employee receives two (2) negative COVID-19 test results from consecutive respiratory specimens collected more than 24 hours apart.

Employees who test positive for COVID-19 and who: (1) experience severe COVID-19 symptoms; or (2) have a medical condition that renders them severely immunocompromised, should contact the Human Resource Officer or Executive Director to discuss safely returning to work and potential accommodations that may be available to them.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. CCDDR must be provided the appropriate documentation from the medical care provider before returning to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Any employee who learns that he or she may have come into close contact with an individual who has tested positive for COVID-19 must alert a manager or supervisor. Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to work remotely for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet or less for a prolonged period of time.

Employees may refer to applicable CCDDR FMLA, FFCRA, Paid-Time-Off, or other Leave of Absence Policies if unable to work remotely.

Confidentiality/Privacy

Except for circumstances in which CCDDR is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. CCDDR reserves the right to inform other employees an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. CCDDR also reserves the right to inform contractors, vendors/suppliers, visitors, or clients/client families an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

This COVID-19 Plan shall remain in full effect until rescinded or revised by the CCDDR Board of Directors.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-37

APPROVAL OF AMENDED AGENCY DISASTER AND PANDEMIC PLAN

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 amend the Agency Disaster and Pandemic Plan.
2. That the Board hereby amends and adopts the Agency Disaster and Pandemic Plan (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-37



Agency Disaster and Pandemic Plan

(Revised 09/18/17, 08/13/20)

Pandemics

Camden County Developmental Disability Resources (CCDDR) takes the health and safety of our clients, employees, Board members, and general public very seriously. CCDDR must remain vigilant in preventing and/or mitigating any viral or other communicable disease outbreak. CCDDR provides Targeted Case Management (TCM) services, which historically have been deemed “essential” during a pandemic and/or declared emergency. In order to be safe and maintain operations, CCDDR will develop an Exposure Prevention, Preparedness, and Response Plan to be implemented for a pandemic or other similar state of emergency, to the extent feasible and appropriate. CCDDR will also identify a team of employees to monitor any related guidance that the U.S. Center for Disease Control and Prevention (“CDC”), Missouri Division of Developmental Disabilities (DDD), Missouri Department of Health and Senior Services (DHSS), Camden County Health Department, and other local, state, or federal agencies continue to make available. Plans and procedures will be developed to appropriately respond and will be provided/available to staff, clients, Board members, and the general public.

Disasters

In the event of a tornado, fire, explosion, or other event that destroys or renders one of the offices useless, the employee first made aware of the event shall contact the Executive Director, TCM Supervisor(s), Compliance Manager, and other staff. The Rolla Regional Satellite Office shall be notified as soon as possible, but no later than the next business day if local communication systems are operational.

If the event affected the community at large, such as a tornado, Support Coordinators will be contacted as soon as possible. Those Support Coordinators contacted shall call or try to physically contact as many clients as possible and as soon as possible.

Client records are stored in CCDDR’s data management storage systems, and all Support Coordinators have the capability to work remotely if the internet is operational locally. Administrative records, insurance, payroll, etc. are available in the Osage Beach office and, for specific file types, duplicated in the data management storage systems. If the Osage Beach office

is compromised, administrative functions can occur at the Camdenton location. If the Camdenton office is compromised, the Osage Beach Office will become the hub for calls, messages, staff contact, and Support Coordination.

In the event the Osage Beach and Camdenton offices are compromised, the agency's property and buildings located at Keystone Industrial Park can be used as a temporary, physical base of operations, utilizing personal cell phones or temporary communication devices to assess any actions needed to serve clients suffering from the same disaster. If all CCDDR-owned and leased locations are compromised, employees will continue operations, including communications, remotely and at a safe location to the best of their abilities. CCDDR may procure temporary facilities if necessary.

The Executive Director and Administrative Team are responsible for contacting staff to ensure continuation of services and appoint individuals responsible for contacting clients. Staff shall also be identified to inspect and evaluate damage to the offices as well as organize teams to locate and sort any and all paper documentation that may be salvageable.

The agency has working relationships with various motels, hotels, and landlords in Camden County to provide emergency housing for residential clients if necessary.

Responses, plans, and protocols for pandemics, disasters, and/or other similar emergency situations may be unique, similar, simultaneous, duplicated, and/or repetitive. Any response or action taken by CCDDR shall not violate local, state, or federal regulation or law.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-38

APPROVAL OF AMENDED TECHNOLOGY PLAN

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 amend the agency's Technology Plan.
2. That the Board hereby amends and adopts the agency's Technology Plan (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-38

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

TECHNOLOGY PLAN

(Revised September 18th, 2017, August 13th, 2020)

This Technology Plan provides an overview of Camden County Developmental Disability Resources (CCDDR) information technology (IT) systems, security, confidentiality, and disaster recovery. CCDDR utilizes IT for a variety of reasons, including:

- To allow staff to adequately do their jobs
- To provide for informed decision-making both with regard to administrative as well as programmatic functions based upon analysis of available data
- To provide those served with quality services and supports

The following information summarizes CCDDR's Information Technology system, compliance with current regulations and guidelines, and action plan needed to enhance or improve CCDDR's current IT system and/or required for compliance issues. All IT needs identified in this plan shall be incorporated as budget items and/or otherwise approved by the Board of Directors in CCDDR's current year budget or proposed budget for future fiscal years.

Agency Hardware/Software/Network Systems

The status of CCDDR hardware and system software plays a vital role in allowing staff to properly complete their work. Systems in place must meet industry standards as well as standards specific to the work to be accomplished at CCDDR. In addition, computer systems play a role in assuring that all computer users have the capabilities to follow through on security and confidentiality procedures, as well as continual operation in case of theft or disaster.

Hardware

CCDDR currently has portable computer (laptop) systems in place for each employee; wireless multifunction printers and scanners with fax capability for each workstation, which are also portable if necessary; routers, cloud keys, network switches, wireless access points for the Targeted Case Management (TCM) and Administrative offices; remote access connectivity for each office network; docking stations at each workstation for ease of connection to CCDDR's network; and all related accessories for each system. All CCDDR computer systems are periodically updated to allow for compatibility with the most recent software programs for compliance with our current technology plan. Any computer system or device not meeting with current system minimal requirements may not be installed to the CCDDR network system.

Software

All networks, systems, and computers now have the most recent versions of the Windows operating systems, most recent security software available in the market, and the most recent firewalls available in the market. Main software programs utilized on all desktop systems include Microsoft Office, Adobe Acrobat, Foxit, Windows Media Player, and other ancillary programs. All hardware is less than 5 years old. Operating system software, office software, network software, and other office programs are up-to-date and meet current industry standards, including the most recent security and encryption capabilities. Any system that does not meet the minimal software requirements may not be installed.

Data Management Storage Systems

CCDDR no longer utilizes an on-site server. CCDDR's records are stored on web-based data storage systems (aka "cloud"). CCDDR currently utilizes Office 365, which accommodates CCDDR's email and internal data storage. Office 365 has separate storage options, capacities, and sections, depending on the information being stored. Access to data is based on designated levels of employee security and access. Permanent client files are stored in Office 365 with restricted access, while other sections of Office 365 contain working folders and files for employee use. A web-based accounting program (currently Quickbooks) is utilized for agency accounting purposes, and a web-based TCM program (currently SETWorks) is utilized for TCM services and client information pertaining to services provided and received as well as serving as the billing software for Medicaid claims.

CCDDR also utilizes a third-party data back-up system (currently Datto SaaS). A back-up system eliminates the loss of data/records or misfiling of data/records and emails.

IT Manager and Consultant

CCDDR utilizes a third-party IT manager/consultant (currently Corporate Business Systems, owned by Sumner One). The IT manager/consultant will ensure CCDDR's technology solutions continue to be modernized. The IT manager/consultant is also responsible for systems security, updates, and ongoing maintenance, which can predominantly be done remotely as long as the devices are connected to the internet.

Inventory

Inventory of all systems, with their current operating capacities, date of activation, and current authorized users are updated on a regular basis by the Compliance

Manager and IT Manager/Consultant. Any computer not included in the inventory list may not be installed on the CCDDR network/internet.

Security/Confidentiality

Security and confidentiality practices are the most important aspect of any organization working with sensitive, confidential information. CCDDR's current practices allow for complete protection of sensitive information from unauthorized outside and inside intrusion, as well as proper procedures for handling sensitive and private information electronically through such mediums as e-mail, network, or internet.

Password Security

All users have individual usernames and passwords that comply with industry standards and eliminate unauthorized access. All passwords must meet the following requirements:

- Not a word in the dictionary
- Are 9 or more characters in length
- Include a case sensitive character
- Include a number or character

Separate passwords are to be used for the accounting and TCM program systems.

Keeping or making hard copies of usernames and passwords for an extended period of time is prohibited. Employees are instructed to devote them solely to memory and not share them with unauthorized personnel. Passwords should be changed periodically. Temporary copies for general use should be destroyed after devoted to memory or the task completed. Passwords are not to be shared with other CCDDR staff, family members of staff, etc.

File & Network Security

CCDDR promotes flexibility and efficiency for staff to complete job assignments and meet the needs of the clients served; however, to prevent unauthorized access to confidential information and to protect the integrity of the data, the following must be adhered:

- All digital information, folders, and files are organized by staff and personal files/folders are only accessible by authorized users
- All files that need to be protected and are confidential must be stored on the data management storage systems or temporarily stored on devices issued to staff (laptops)

- Only the Executive Director, IT manager/consultant, or other staff authorized by the Executive Director have the proper security rights to administer the network
- All networks are username and password protected and can be accessed remotely by CCDDR staff
- Employees working remotely should save files directly to the data management storage systems or the devices (laptops) issued to them, immediately transferring and saving any data to the data management storage systems the next day in the office if there was no internet connection available at the time the data was created and/or saved
- No personal computers or other computers not owned or leased by CCDDR shall be used for conducting CCDDR business when protected or sensitive information is involved, which includes (but is not limited to) private or confidential client information, private or confidential employee information, private or confidential agency information, and the use of CCDDR's email system – the use of any personal computer or computer not owned by CCDDR must be approved by the Executive Director beforehand.
- No private or confidential information should be saved to an external drive or disk – information not private or confidential can be saved to external drives or disks owned by CCDDR, but this information must be also be saved to the data management storage systems or the devices (laptops) issued to them
- Private or confidential files submitted as attachments over the internet, names within the context of electronic transmissions, and other private or confidential information must be encrypted, either through CCDDR's email encryption or the State of Missouri encryption email system
- Settings on all devices issued to staff (laptops) will require re-entry of the username and password after 10 minutes of inactivity

Individual Firewalls

In addition to a Network firewall, firewalls are used on devices issued to staff (laptops) as an additional precaution.

Staff Requirements for Remote Use of the Online Programs and Data Management Storage Systems

The online programs and data management storage systems, including state-operated data management storage systems, are designed for user convenience and can be accessed from other computers via the internet. Nevertheless, security and confidentiality of client and other private information needs to be maintained. The following guidelines apply to all CCDDR employees when accessing the programs and data management storage systems remotely:

- Staff will only access the programs and systems from their assigned device (laptop) and not in the direct view of others, including (but not limited to) family members and friends – access from a public place or public connection is prohibited
- No family members, friends, etc. are authorized to view private or confidential information
- Only private, secured connections with the same or similar security features as CCDDR's connection can be used to access the programs and data storage systems remotely
- Passwords for accessing the system is not to be written on paper or recorded via any other method accessible to any individual at the employee's home or other remote location

Counter Intrusion & Virus protection

Measures to control unwanted intrusions from outside attacks, such as viruses and hackers, are a real threat; however, with simple preventive technologies, such as firewalls and security protection software, and with proper training, this type of threat can be controlled and eliminated.

Counter Intrusion

To prevent unauthorized access to confidential information and to protect the integrity of CCDDR's data, the following must be adhered:

- Firewalls and security protection software are to be maintained and updated as necessary
- Equipment and software should be replaced if they become obsolete, damaged/corrupted, or can no longer provide the proper security settings to meet the current and future protection for use

Virus Protection

A managed virus security application will be maintained at all times. Updates, scanning, and other functions are to be managed using virus protection utilities to ensure real time administration of virus program activities and scanning results.

The most recent and best software in the market is utilized within all CCDDR devices (laptops) and network systems. In addition to device (laptop) and file scanning, the current security software has the following capabilities:

- Automatic daily updates of new circulating viruses
- Network management capabilities
- Low system resource usage
- Remote management
- Spyware/malware detection

Theft and Disaster Recovery

Theft and disasters, such as fire, flood, and natural disasters, are unpredictable and can often result in complete destruction of a company's digital information. However, with proper preventive measures, these threats can be managed and data can be recovered in a timely manner. To prevent the loss of data and digital information, the following must be adhered:

- Complete backups of work related data that are stored on all CCDDR data management storage systems simultaneously and/or daily –multiple online servers are utilized via third parties and can retrieve information quickly and reliably
- In addition to the data management storage systems, each employee issued device (laptop) creates data back-ups saved by historical points of reference for quick, easy data restoration to ensure quick recovery of data and increase the chances of retrieving lost or misplaced data

Disaster Recovery

All devices attached to the network can be replaced and restored to their original state after replacement of the hardware due to volume licensing and current procedures. Volume licensing allows software property to be defined by codes and serial numbers, which are digitally stored and cannot be lost. Once the new hardware is replaced, the software can be reinstalled using current operational licenses or OEM system software that came with the system.

A stolen system is useless without the proper passwords; however, the hard drive is vulnerable to hacking. Saving all confidential or vital company data on the web-based data management storage systems will make them unavailable in a stolen computer.

Staff Training

For any technology plan to be fully effective, employees must understand and be trained to follow proper network user protocols. Efforts must be made to continuously offer training to keep CCDDR network users up to date and informed about the network and network regulations. The following are a few of the concepts and tasks all users should know and be trained to perform:

- Network
- Local drive vs. network drive
- Folder vs. file
- Saving documents to network drives
- Understand network security
- Username/password & user permission
- Shared folders

- Network groups vs. single users
- Administrator vs. standard user
- Software and hardware
- E-mail security etiquette & concepts
- Virus scanning
- Types of e-mail viruses and how they spread
- E-mail attachments
- Spyware and adware awareness
- Using links delivered through e-mail and the dangers involved
- Fishing and e-mail scams
- Virus protection
- Reporting errors
- Virus and worm types
- E-mail vs. browser viruses

Staff training on these subjects is to be provided by an IT professional, the Executive Director, and/or a designated CCDDR employee periodically.

Accessibility

CCDDR needs to identify technology that is accessible to both staff and persons served. Technology in the workplace can either create barriers to persons with various types of disabilities, or, alternatively, be a liberating force for persons with disabilities. This is true not only in terms of hardware and software utilized by CCDDR employees, but also the ability to access the CCDDR website and other media sites.

Assistive/accessible technology products are specialty products designed to provide additional accessibility to individuals who have physical or cognitive difficulties, impairments, and other disabilities. When selecting assistive technology products, it is critical to find products that are compatible with the computer operating system and programs on a specific computer.

Some of the ways that employees should be able to customize their computer system include:

- Change font size, color, and type of text on screen
- Adjust text and background colors
- Adjust sound options including the ability to get audio information visually (such as closed captioning or audio descriptions for multi-media) as well as aurally
- Adjust timings
- Eliminate or modify the rate of flashing or blinking
- Touch screen applications
- Customize toolbars for easy access to buttons used most often

- Adjust keyboard settings to compensate for impairments, such as hand tremors, or people who use select fingers, one hand, or no hands
- Operate a computer with a keyboard instead of a mouse
- Increase the visibility of the cursor
- Add assistive technology products for specific disabilities
- Use an alternative kind of mouse because of mobility impairments

In addition, CCDDR's technology ideally should provide ways for employees to:

- Easily access websites
- Use e-mail to collaborate and communicate
- Use a word processing system to collaborate
- Share documents
- Manage large amounts of data
- Sort and manage files and folders

Internet Services

Having a website and other media sites for the agency allows for better outreach services to be conducted by CCDDR and would spread the word about our agency and what we do to assist persons with developmental disabilities. CCDDR will either employ third-party professionals or appoint an employee to maintain and update its website and media sites to ensure ease of access, continual reference for pertinent information, news of changes, announcements, etc.

IT Support Services

CCDDR utilizes the services of an IT manager and consultant for its data management storage systems and IT networks. The manager/consultant is responsible for network administration and problem-solving/repair on an as-needed basis. CCDDR also utilizes the IT support services, which is part of its web-based TCM program, for TCM billing, logging, and other recordable TCM services, as well as utilizing its web-based accounting system support services. CCDDR has access to the Department of Mental Health database, which is managed by the Department of Mental Health. Access to the Missouri Department of Mental Health database is controlled and regulated by the Department of Mental Health.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-39

APPROVAL OF AMENDED POLICY #5

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 amend Policy #5, Identification of Staff Credentials.
2. That the Board hereby amends and adopts Policy #5 (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-39



Policy Number: 5

Effective Date: May 1, 2008
Revised: October 16, 2017,
August 13, 2020

Subject: Identification of
Staff Credentials

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to provide clients and/or their legal representatives with identification and credentials of the Support Coordinator assigned to them.

POLICY:

Clients and/or their legal representative can receive information about their assigned Support Coordinator upon request.

The information provided will include the following:

- The name of their Support Coordinator and contact information
- Information on how to reach their Support Coordinator in the event of an emergency
- The credentials of their Support Coordinator, including education, experience, and relevant training

REFERENCE:

- CARF Standards Manual



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-40

APPROVAL OF AMENDED POLICY #11

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 amend Policy #11, Agency Governance Review.
2. That the Board hereby amends and adopts Policy #11 (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-40



Policy Number:

11

Effective: September 18, 2017

Revised: August 13, 2020

Subject: Agency Governance Review

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to periodically review its procedures, policies, plans, manuals, job descriptions, Bylaws, and program guidelines to ensure compliance with Federal, State, and local law and to ensure current best practices are being recognized by the agency.

POLICY:

CCDDR's Administrative Team shall review procedures, policies, plans, manuals, job descriptions, and program guidelines on an annual basis and review issues arising in the agency's operations periodically as needed. The core members of the Administrative Team shall be the Executive Director, Targeted Case Management Supervisors, Compliance Manager, and Accounting Manager. The Board Chairperson, other Board members, and other staff may also be included in meetings, discussions, and strategies.

New policies, plans, manuals, job descriptions, and program guidelines must be discussed by and approved through Resolution of CCDDR's Board of Directors at a Board meeting. Revisions to policies, plans, manuals, and the Executive Director's job description must also be discussed by and approved through Resolution of CCDDR's Board of Directors at a Board meeting; however, new or revisions to agency procedures; revisions to all other job descriptions, and revisions to program guidelines can be approved and enacted by the Executive Director as deemed necessary so long as those revisions do not conflict or violate any Bylaws provision, policy, plan, manual, regulation, or law. The CCDDR Board of Directors may rescind or revise any procedure, policy, plan, manual, job description, or program guideline through discussion and approval of a Resolution at a Board meeting.

CCDDR's Board of Directors shall appoint Board members to the Agency Governance Committee each calendar year. This Committee shall be charged with reviewing the agency Bylaws with the intent of ensuring the Bylaws remain in compliance with Federal, State, and local law and current best practices are being recognized. The Executive Director shall review the Bylaws on an ongoing basis and determine if changes are necessary. The Executive Director will request a meeting of the Committee in the event the Executive Director feels changes are needed. The Agency Governance Committee will then review the recommended changes by the Executive Director and determine if the revisions are necessary. If deemed necessary by the Committee, the Bylaws revisions will be presented at a regularly scheduled Board meeting for review and discussion (aka "First Reading"). Any changes to the Bylaws may then be approved through a Resolution during the next or a separate regularly scheduled Board meeting (aka "Second Reading").

REFERENCES:

- CARF Standards Manual
- Robert's Rules of Order



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-41

APPROVAL OF AMENDED POLICY #22

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 amend Policy #22, Event Reporting.
2. That the Board hereby amends and adopts Policy #22 (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-41



Policy Number:
22
Effective: May 1, 2008
Revised: September 18, 2017, August 13, 2020

Subject: Event Reporting

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy for Event Reporting of all incidents of injury, alleged/suspected abuse, neglect, misuse of funds/property, death, medication errors, elopement, or other unusual events per the Division of Developmental Disabilities (DDD) Directive 4.070; Department of Mental (DMH) Department Operating Regulation (DOR), 2.210; 9 CSR 10.5-200; and 9 CSR 10-5.206.

POLICY:

Event Reports

Upon notification/receipt of any event report, CCDDR Support Coordination staff shall take the appropriate actions to:

- Review event reports to ensure that community providers have taken all reasonable measures necessary to protect the health and safety of the clients
- Review event reports to ensure accuracy, timeliness, completeness, and conformity with reporting regulations (DMH DOR 2.210, DDD Directive 4.070, 9 CSR 10-5.200, and 9 CSR 10-5.206)
- If CCDDR staff identify incidents of abuse, neglect, and/or misuse of funds/property during the review, they shall report the incident according to 9 CSR 10-5.200
- Determine the efficacy of corrective action plans and whether any additional actions must be taken
- Notify the Executive Director, Targeted Case Management Supervisor, or other authorized CCDDR designee

Events which meet the DDD Required Event Report Criteria of the following nature must be entered into the DMH/DDD EMT system:

- Alleged or suspected client abuse, neglect, and/or misuse of funds/property
- Client death
- Client emergency room visits
- Client non-scheduled hospitalizations
- Medication errors which reach a client
- Client incidents or falls
- Uses of emergency procedures with a client
 - ✓ Chemical restraint
 - ✓ Manual restraint
 - ✓ Mechanical restraint

- ✓ Time-out
- Client events where there is law enforcement involvement
- Client elopement
- Events of fire, theft, or natural disaster resulting in disruption of service(s) to the client(s)
- Events of sexual misconduct involving a client, and it is alleged, suspected, or reported that one of the parties is not a consenting adult
- Events involving a client when there is a realistic threat or physical action of serious self-harm or assault of others
- Events when the client ingests a nonfood item
- Events which result in a need for a client to receive lifesaving intervention or medical/psychiatric emergency intervention

The timelines for Event Reporting are:

- Immediate notification – death, abuse/neglect, critical
 - ✓ During DMH business hours – immediate entry into the EMT system can meet the immediate notification requirement – enter the event the same date the event occurred or was discovered
 - ✓ After DMH business hours – make a verbal report to the Rolla Satellite Regional Office on call system – in the Notification Section of the EMT system, enter the date/time of the verbal report to document DMH immediate notification, then enter the event into the EMT system by the end of the next business day from the date the event occurred or was discovered
- Next Business Day Notification – all other events not death, abuse/neglect, critical
 - ✓ Must be entered into the EMT system by the end of the next business day from the date the event occurred or was discovered
 - ✓ If this entry is your “Next Business Day Notification” and there was no need to verbally notify the Rolla Satellite Regional Office staff, you will enter Regional Office as Notified Type and “Direct Entry” as the Person’s Name in the Notification section of the EMT system

CCDDR will receive a DMH DD electronic notification summary of the event the next day after entry of the event into the EMT system. A Consumer Event Summary report is sent via an encrypted email to the Support Coordinator and Targeted Case Management Supervisor who is active in the client record for a client involved in an event.

To ensure automated event summary notifications are distributed to the client’s Support Coordinator and Targeted Case Management Supervisor, it is the responsibility of the:

- Rolla Satellite Regional Office to maintain the Human Resource record each Support Coordinator and Targeted Case Management Supervisor record with the correct email address and “Yes” selected for the primary email address
- Designated CCDDR employee to maintain the Consumer Resource Record to have the current Support Coordinator and Targeted Case Management Supervisor listed for clients CCDDR through its services

A Consumer Event Summary report is created using only the most critical fields of the event

report to provide notice of a reportable event to a Support Coordinator and Targeted Case Management Supervisor who is active in the client record for a client involved in an event. Critical fields include:

- EMT #
- Event Date/Time
- Discovery Date/Time
- State Oversight Organization
- Responsible Organization
- Program Category-Primary Oversight
- Location of Event
- Event Narrative
- Lists Consumers Involved
- Consumer Role/s
- Detail Module Indicator
- Notified Type/Date

Event reports are protected internal department documents under sections 630.167(3) and 630.165, RSMo that shall be kept confidential, and shall not be deemed a public record. As such, the Consumer Event Summary reports shall also be kept confidential and not deemed a public record.

If, following the review of the Consumer Event Summary report, the Support Coordinator or the Targeted Case Management Supervisor have follow up information which would be pertinent to the event, they shall email the Rolla Satellite Regional Office or Regional Office staff who will review follow up actions and may include their information in the EMT record.

If CCDDR has concerns about follow up action conducted by DMH/DDD, CCDDR may contact the DDD Assistant Director for the region, Director of State Operated Program-Waiver Program, or other impartial designee of the Division Director for the state oversight organization involved in the event.

Events that are unusual and not being addressed in a person's plan are to be reported to the designated quality management staff as well as any findings of concerns or issues related to health, safety/environment, money, rights, or services that were noted in the event report that require action. Failure of CCDDR staff to report suspected or observed abuse/neglect or misuse of funds/property will be cause for disciplinary action, including dismissal.

NOTE: Event Reports are an administrative tool and not part of the clinical record. All event reports are filed separately from the client's record. Event reports may be referenced by event number in log notes. The content of an event report or event report summary shall not be included within a log note as they are not part of a client's clinical record.

Review of Event Reports

Support Coordinators may request event data for client planning and trending purposes. Information surrounding individual issues such as behavior incidents, use of restraints, falls,

environment, health, etc., should be reviewed and discussed by the interdisciplinary team when evaluating, updating, and developing person-centered plans.

CCDDR management staff has access to event data for reviewing and trending of event report information. This is also important for the identification of issues needing further investigation due to recurring themes and serious events.

The Rolla Satellite Regional Office designee or Regional Office Director or designee shall make available training for all applicable CCDDR employees regarding event reporting requirements, event notification procedures, EMT system event entry procedures, and required timelines for event notification and entry. The training is to be conducted for applicable new employees and, if required by DMH/DDD, for all other applicable staff during annual updates or whenever a major change in policies and procedures occurs.

REFERENCES:

- Division Directive 4.070
- CARF Standards Manual
- 9 CSR 10-5.200
- 9 CSR 10.5.206
- DOR 2.210



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-42

APPROVAL OF AMENDED POLICY #43

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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 amend Policy #43, Staff Training.
2. That the Board hereby amends and adopts Policy #43 (Attachment "A" hereto) as presented.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-42



Policy Number:

43

Effective Date: October 16, 2017

Revised: August 13, 2020

Subject: Staff Training

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to provide new and ongoing training opportunities for all staff in an effort to ensure best practices are implemented in all areas of CCDDR.

POLICY:

Each employee will be trained in the responsibilities and duties of the employee's position. This includes, but is not limited to, training in all CCDDR procedures, policies, plans, manuals, program guidelines, and forms, as well as applicable developmental disability supports and/or services related to the employee's job duties.

Each employee will have opportunities to receive new or on-going training at other agency-sponsored events/meetings/trainings, staff meetings, one-on-one instruction, CCDDR-sponsored events/meetings/trainings, state agency sponsored events/meetings/trainings, and federal agency sponsored events/meetings/trainings as the need arises.

Each employee will be encouraged to attend seminars, webinars, and conferences relative to their duties at CCDDR. Attendance must be approved by the immediate supervisor or Executive Director and is contingent on budget, staffing patterns, and workload.

REFERENCES:

- CCDDR Employee Manual
- Targeted Case Management Agreement with DMH



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-43

ADDENDUM TO OATS AGREEMENT – EMPLOYMENT TRANSPORTATION

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, authorized, executed, and amended Purchase of Services and/or Supports Agreements with Service and/or Support Providers for Camden County residents with intellectual and/or developmental disabilities when warranted and deemed necessary.

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”, acknowledges the need for an Addendum to the current OATS Employment Transportation Agreement.
2. That the Board authorizes the Executive Director to sign and submit the Addendum (see Attachment “A” hereto) to OATS, Inc. for review and signature.
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/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2020-43

Contractor:

**OATS, Inc.
2501 Maguire Blvd, Ste 101
Columbia, MO 65201**

Agreement Description: OATS Employment Transportation Agreement

Addendum Description: Indemnification

Effective Date: August 13th, 2020

The above referenced Agreement between **Camden County Developmental Disability Resources (CCDDR)** and **OATS, Inc.** is hereby amended as follows:

This Addendum is effective only upon the signature of both parties and must be signed and returned to CCDDR. All other terms and conditions shall remain unchanged.

INDEMNIFICATION. In further consideration of payment made by Board, OATS hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of OATS, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of the Board or any other person or entity acting in concert with the Board. 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 OATS in administering the programs and services herein funded by the Board. OATS covenants to maintain in full force throughout the term hereof, at all its own cost and expense, insurance acceptable to the Board, insuring OATS as named insured and the Board as additional insured (and such other person or persons designated by the Board) against liability for injury or death of any person or persons and damage to property. 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 the Board. Minimum insurance coverages must include, but are not limited to:

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

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

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***In witness thereof, the parties below hereby execute this agreement.***

\_\_\_\_\_  
Authorized Signature for OATS, Inc.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature for CCDDR

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date