



April 18th, 2016

**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 April 18th, 2016, 4:00 PM

This Board Meeting will be held at:

253 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for March 21st, 2016

Approval of Closed Session Board Meeting Minutes for March 21st, 2016

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- Transportation Presentation
- Support Coordination Report
- CARF Report
- Agency Economic Report
- Resolution 2016-20 and 2016-21

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."

Speakers/Guests

- Brian Willey – Board Member
- Jo Lynn Moore – Evers and Company CPA's

Monthly Reports

- Lake of the Ozarks Developmental Center (LODC)
- Children's Learning Center (CLC)
- Lake Area Industries (LAI)

Old Business for Discussion

- NONE

New Business for Discussion

- Transportation (Presentation)

March Support Coordination Report

March CARF Report

March Agency Economic Report

March 2016 Credit Card Statement – ***Not Received and Prepared in time for Board Meeting (Will Review in May 2016 Board Meeting)***

Discussion and Conclusion of Resolutions:

1. Resolution 2016-20: Amended Community Resource Specialist Job Description
2. Resolution 2016-21: Amended Intake Coordinator Job Description

Adjournment

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

Ed Thomas, CCDDR Executive Director

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

Office: 573-693-1511 Fax: 573-693-1515 Email: director@ccddr.org

March 21st, 2016

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of March 21, 2016

Members Present Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

Members Absent Angela Sellers

Others Present Ed Thomas, Executive Director

Guests Marilyn Martin (LODC),
Susan Daniels, Lisa Berkstresser (CLC)
Tiffany Maasen, Jim Rogers, John Blatchford, Lilly Smith (LAI)
Max Fisher Jr.
Edmond Thomas, Myrna Blaine, Linda Simms, Jeanna Cupp
Marcie Vansyoc, Cynthia Brown (CCDDR)

The board chair read “respect the meeting order of board business” to all in attendance.

Approval of Agenda

Motion by Max Fisher, second Paul DiBello, to approve the agenda as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Approval of Open Session Board Minutes for February 22, 2016

Motion by Bob Robinson, second Jim Powell, to approve the February 22 minutes as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher

NO: None

Abstain: Brian Willey because he was
not present at the February 22, 2016 board meeting.

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- 2014 Audit Report
- Support Coordination Report
- CARF Report
- Agency Economic Report
- February 2016 Credit Card Statement
- Resolutions 2016-17, 2016-18, 2016-19

Monthly Reports

Lake Ozarks Developmental Center (LODC) Marilyn Martin

Things are running smoothly at LODC and the agency is working on changes in Employment Program for persons with developmental disabilities.

Children's Learning Center (CLC) Susan Daniels

CLC is looking for part time help and also seeking donations of candy to give out while walking in the Dogwood Parade on April 16. The sensory wall is now complete. Myrna Blaine was a big help in the preparation of the Medicaid contract. The church and CLC have not arrived at an agreement for rent for the EDGE program which was discontinued in February; however, CLC has contacted the Camdenton schools regarding EDGE.

Lake Area Industries (LAI) Tiffany Maasen

Tiffany reported the workshop is moving in a good direction. Transportation income has increased significantly and Gifted Gardens will open soon. LAI wishes to sign another 3 month contract with CCDDR due to issues and concerns of the contract. Jim Rogers would like to amend the "default" clause so it is crystal clear. He would like to change words 3rd line from bottom "possessions of all assets and property--- take out word OWE", and also want "security interest in". LAI would like to have their committee and CCDDR's committee get together one last time to fine-tune the contract before giving to their attorneys for final review. CCDDR board member Max Fisher commented that due to CCDDR having 2 new board members, he would like to ask Tiffany a few questions. During the questioning, Tiffany asked why these questions were being asked, indicated CCDDR had a good board but a couple of Board members have issues, and abruptly left the meeting.

Speakers/Guests

- None

Old Business for Discussion

- **None**

New Business for Discussion

- **2014 Final Audit Report**

The CCDDR 2015 audit hopefully will be completed by November, 2016. Completion of the 2014 audit took a while as there were additional third-party verifications which were needed and took time to receive. Lisa Jackson requested that the auditors attend a board meeting and give a presentation of what the audit will consist of.

Motion by Suzanne Perkins, second Max Fisher, to accept the 2014 audit report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February Support Coordination Report

Several clients have been discharged and new clients added. As of 2-29 the agency had 294 clients. Support coordinators are providing a great service and doing good things for the clients.

Motion by Max Fisher, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February CARF Report

Team is doing well and CARF goal percentages are climbing while some goals have been exceeded. Great surveys came back from client/and/or guardian in February.

Motion by Paul DiBello, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February Agency Economic Report

TCM billing is down due to the vacant Support Coordinator position, PTO absences, and leave of absences. Hoping TCM income will balance out by summer or 2nd half of year with caseload growth

and the hiring for the vacant Support Coordinator position. 12 1st Step kiddos are going through intake process and will probably be approved. Net income is below budget but anticipated to bounce back by third quarter.

Motion by Max Fisher, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February, 2016 Credit Card Statement (Review & Questions):

No questions and a vote not necessary.

Discussion and Conclusion of Resolutions

Resolution 2016- 17: LAI POS Contract April 1st to June 30th, 2016 – Sheltered Employment

LAI requested to shorten the contract to June 30.

Motion by Max Fisher, second Lisa Jackson, to shorten the LAI contract to another 3 months

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Motion by Max Fisher, second Lisa Jackson, to approve the resolution as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Resolution 2016-18 CLC POS Contract April 1st to December 31st, 2016 – Personal Assistant, Day Habilitation and First Steps In-Home

CLC stated they are good with the dates of the POS contract.

Motion by Bob Robinson, second Max Fisher, to approve the resolution as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Resolution 2016-19: Amended TCM Office Manager Job Description

Two changes will be made by approval of this resolution; office manager will report to compliance manger and will be trained on some human resource jobs for a backup.

Max Fisher, second, Paul DiBello, to approve the resolution as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Motion by Suzanne Perkins, second Max Fisher, to adjourn to closed session pursuant to section 610.021 RSMO, subsections (2), (8), (12), and (14). A voice vote was taken.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

The Board returned from Closed Session

Some LAI guests returned and items of concern to both LAI and CCDDR were discussed. A few of the issues discussed were questions that were asked to Tiffany, business plan, conflict of interest statements for LAI, storage of foam before shredding, capitol funding agreement in contract, and potential compromise of LAI articles of cooperation due to David Campanini's business relations with Empolyer Advantage (LAI's contracted human resources agency).

A decision regarding the questions that were asked of Tiffany: The questions would be typed and presented to Tiffany prior to the next CCDDR board meeting and she would respond to them at the April board meeting.

Motion by Bob Robinson, second Paul DiBello, to adjourn meeting.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Board Chairman

Secretary

CLC Monthly Report



**Monthly Supporting Documents
for
MAR 2016**

**Presented to CCDDR & SB40
APRIL 2016**

FINANCIAL REPORTS

INCLUDING:

- **STATEMENT OF ACTIVITY, BY CLASS—LAST MONTH & YTD (P&L)**
- **STATEMENT OF CASH FLOWS—LAST MONTH & YTD**
- **STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)**
- **ACCOUNTS RECEIVABLE-AGING**
- **ACCOUNTS PAYABLE**

CHILDREN'S LEARNING CENTER
Statement of Activity
 March 2016

	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
Revenue						0.00
40000 INCOME						0.00
42000 Program Services						0.00
42100 First Steps						252.00
42120 Group Special Instruction	252.00					252.00
42121 Group SI Rm #1				3,744.00		3,744.00
Total 42120 Group Special Instruction	\$ 252.00	\$ 0.00	\$ 0.00	\$ 3,744.00	\$ 0.00	\$ 3,996.00
42130 Natural Environment Mileage						1,222.61
Total 42100 First Steps	\$ 10,102.61	\$ 0.00	\$ 0.00	\$ 3,744.00	\$ 0.00	\$ 13,846.61
Total 42000 Program Services	\$ 10,102.61	\$ 0.00	\$ 0.00	\$ 3,744.00	\$ 0.00	\$ 13,846.61
43000 Tuition						0.00
43100 Dining						0.00
43110 Birthday				10.00		10.00
43120 Lunch				200.00		200.00
43130 Snack				40.00		40.00
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	\$ 0.00	\$ 250.00
43500 Tuition						2,286.40
43505 Subsidy Tuition			98.80	517.90		616.70
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 98.80	\$ 2,804.30	\$ 0.00	\$ 2,903.10
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 98.80	\$ 3,054.30	\$ 0.00	\$ 3,153.10
45000 Other Revenue						53.73
45200 Fundraising Income						0.00
45220 Summer Night Glow 5K				1,650.00		1,650.00
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,650.00	\$ 0.00	\$ 1,650.00
45300 Miscellaneous Revenue		0.00				17.31
45310 Donations				75.00		75.00
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 92.31	\$ 0.00	\$ 92.31
Total 45000 Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,796.04	\$ 0.00	\$ 1,796.04
Total 40000 INCOME	\$ 10,102.61	\$ 0.00	\$ 98.80	\$ 8,594.34	\$ 0.00	\$ 18,795.75
Total Revenue	\$ 10,102.61	\$ 0.00	\$ 98.80	\$ 8,594.34	\$ 0.00	\$ 18,795.75
Gross Profit	\$ 10,102.61	\$ 0.00	\$ 98.80	\$ 8,594.34	\$ 0.00	\$ 18,795.75
Expenditures						0.00
50000 EXPENDITURES						0.00
51000 Payroll Expenditures						0.00
51100 Employee Salaries						0.00
Total 51100 Employee Salaries	\$ 1,324.46	\$ 0.00	\$ 4,639.10	\$ 12,861.46	\$ 0.00	\$ 18,825.02
51500 Employee Taxes						0.00
Total 51500 Employee Taxes	\$ 128.88	\$ 0.00	\$ 451.37	\$ 1,208.35	\$ 0.00	\$ 1,788.60
51600 Health Insurance		0.00		289.11		289.11
51800 Payroll Bank/Electronic Transaction Fees			23.25	30.75		54.00
Total 51000 Payroll Expenditures	\$ 1,453.34	\$ 0.00	\$ 5,113.72	\$ 14,389.67	\$ 0.00	\$ 20,956.73
52000 Advertising/Promotional		0.00		262.59		262.59
53000 Equipment	74.09			314.30		388.39
54000 Fundraising/Grants						0.00
54200 Summer Night Glow 5K				527.12		527.12
Total 54000 Fundraising/Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 527.12	\$ 0.00	\$ 527.12
56000 Office Expenditures						0.00
56100 Copy Machine	102.52			239.22		341.74

56300 Office Supplies				78.96			78.96
Total 56000 Office Expenditures	\$ 102.52	\$ 0.00	\$ 0.00	\$ 318.18	\$ 0.00	\$ 420.70	
57000 Office/General Administrative Expenditures							0.00
57100 Accounting Fees							0.00
57150 Online Accounting Software Service				39.95			39.95
Total 57100 Accounting Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39.95	\$ 0.00	\$ 39.95	
57200 Bank Charges				3.36			3.36
57400 Child Management Software				35.00			35.00
57600 License/Accreditation/Permit Fees	86.10			173.85			259.95
57960 Janitorial/Custodial				400.00			400.00
Total 57000 Office/General Administrative Expenditures	\$ 86.10	\$ 0.00	\$ 0.00	\$ 652.16	\$ 0.00	\$ 738.26	
58000 Operating Supplies	12.38			66.16			78.54
58100 Consumables				97.54			97.54
58200 Dining				671.55			671.55
58400 Sanitizing				15.50			15.50
Total 58000 Operating Supplies	\$ 12.38	\$ 0.00	\$ 0.00	\$ 850.75	\$ 0.00	\$ 863.13	
59000 Program Service Fees							0.00
59100 First Steps							0.00
Total 59100 First Steps	\$ 9,641.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,641.62	
Total 59000 Program Service Fees	\$ 9,641.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,641.62	
60000 Rent or Lease of Buildings			2,700.00				2,700.00
63000 Utilities							0.00
63100 Electric	153.49			358.14			511.63
63200 Internet	17.99			42.00			59.99
63300 Telephone	37.78		53.44	88.14			179.36
63400 Trash Service				35.83			35.83
63500 Water Softener				75.59			75.59
Total 63000 Utilities	\$ 209.26	\$ 0.00	\$ 53.44	\$ 599.70	\$ 0.00	\$ 862.40	
Total 50000 EXPENDITURES	\$ 11,579.31	\$ 0.00	\$ 7,867.16	\$ 17,914.47	\$ 0.00	\$ 37,360.94	
66000 Allocated Expenditures	-1,286.94			-1,286.94			-2,573.88
Total Expenditures	\$ 10,292.37	\$ 0.00	\$ 7,867.16	\$ 16,627.53	\$ 0.00	\$ 34,787.06	
Net Operating Revenue	-\$ 189.76	\$ 0.00	-\$ 7,768.36	-\$ 8,033.19	\$ 0.00	-\$ 15,991.31	
Net Revenue	-\$ 189.76	\$ 0.00	-\$ 7,768.36	-\$ 8,033.19	\$ 0.00	-\$ 15,991.31	

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - March, 2016

	Total *Restrict ed Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
Revenue							
40000 INCOME	0.00						0.00
41000 Contributions & Grants	0.00						0.00
41100 CACFP	0.00				1,354.56		1,354.56
41200 Camden County SB40	0.00	-5,336.79		5,462.29	8,956.48		9,081.98
Total 41000 Contributions & Grants	\$ 0.00	\$ 5,336.79	\$ 0.00	\$ 5,462.29	\$ 10,311.04	\$ 0.00	\$ 10,436.54
42000 Program Services	0.00						0.00
42100 First Steps	0.00						0.00
42120 Group Special Instruction	0.00	252.00					252.00
42121 Group SI Rm #1	0.00	2,960.00			6,548.00		9,508.00
Total 42120 Group Special Instruction	\$ 0.00	\$ 3,212.00	\$ 0.00	\$ 0.00	\$ 6,548.00	\$ 0.00	\$ 9,760.00
42130 Natural Environment Mileage	0.00	2,263.33					2,263.33
Total 42100 First Steps	\$ 0.00	\$ 32,156.33	\$ 0.00	\$ 0.00	\$ 6,548.00	\$ 0.00	\$ 38,704.33
Total 42000 Program Services	\$ 0.00	\$ 32,156.33	\$ 0.00	\$ 0.00	\$ 6,548.00	\$ 0.00	\$ 38,704.33
43000 Tuition	0.00					0.00	0.00
43100 Dining	0.00						0.00
43110 Birthday	0.00				20.00		20.00
43120 Lunch	0.00				615.00		615.00
43130 Snack	0.00				85.00		85.00
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 720.00	\$ 0.00	\$ 720.00
43200 Enrollment Fees	0.00			30.00	75.00		105.00
43500 Tuition	0.00			3,492.33	6,799.70		10,292.03
43505 Subsidy Tuition	0.00			651.88	2,094.71		2,746.59
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,144.21	\$ 8,894.41	\$ 0.00	\$ 13,038.62
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,174.21	\$ 9,689.41	\$ 0.00	\$ 13,863.62
45000 Other Revenue	0.00			122.15	89.55		211.70
45200 Fundraising Income	0.00						0.00
45220 Summer Night Glow 5K	0.00				1,950.00		1,950.00
45260 Yankee Candle Fundraiser	0.00				613.14		613.14
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,563.14	\$ 0.00	\$ 2,563.14
45300 Miscellaneous Revenue	0.00		0.00		17.31		17.31
45310 Donations	0.00				495.00		495.00
45312 Community Rewards	0.00				58.40		58.40
Total 45310 Donations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 553.40	\$ 0.00	\$ 553.40
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 570.71	\$ 0.00	\$ 570.71
Total 45000 Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 122.15	\$ 3,223.40	\$ 0.00	\$ 3,345.55
Total 40000 INCOME	\$ 0.00	\$ 26,819.54	\$ 0.00	\$ 9,758.65	\$ 29,771.85	\$ 0.00	\$ 66,350.04
Total Revenue	\$ 0.00	\$ 26,819.54	\$ 0.00	\$ 9,758.65	\$ 29,771.85	\$ 0.00	\$ 66,350.04
Gross Profit	\$ 0.00	\$ 26,819.54	\$ 0.00	\$ 9,758.65	\$ 29,771.85	\$ 0.00	\$ 66,350.04
Expenditures							
50000 EXPENDITURES	0.00						0.00
51000 Payroll Expenditures	0.00						0.00
51100 Employee Salaries	0.00						0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 2,389.12	\$ 0.00	\$ 12,977.41	\$ 26,526.90	\$ 0.00	\$ 41,893.43
51500 Employee Taxes	0.00						0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 628.29	\$ 0.00	\$ 1,203.47	\$ 2,453.17	\$ 0.01	\$ 4,284.94
51600 Health Insurance	0.00		0.00		1,156.44		1,156.44
51800 Payroll Bank/Electronic Transaction Fees	0.00			69.75	92.25		162.00
51900 Workermans Comp Insurance	0.00			825.00	825.00		1,650.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 3,017.41	\$ 0.00	\$ 15,075.63	\$ 31,053.76	\$ 0.01	\$ 49,146.81
52000 Advertising/Promotional	0.00	9.80	0.00	380.50	788.07		1,178.37
53000 Equipment	0.00	74.09			422.24		496.33
54000 Fundraising/Grants	0.00						0.00

54200 Summer Night Glow 5K	0.00				961.27		961.27
54510 United Way Grant	44.71						44.71
Total 54000 Fundraising/Grants	\$ 44.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 961.27	\$ 0.00	\$ 1,005.98
55000 Insurance	0.00						0.00
55600 Professional Liability	0.00			266.50			266.50
55700 Crime Policy	0.00				266.50		266.50
Total 55000 Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 266.50	\$ 266.50	\$ 0.00	\$ 533.00
56000 Office Expenditures	0.00						0.00
56100 Copy Machine	0.00	265.99		245.21	647.89		1,159.09
56300 Office Supplies	0.00	8.57	0.00	17.14	261.02		286.73
56400 Postage & Delivery	0.00			9.80			9.80
Total 56000 Office Expenditures	\$ 0.00	\$ 274.56	\$ 0.00	\$ 272.15	\$ 908.91	\$ 0.00	\$ 1,455.62
57000 Office/General Administrative Expenditures	0.00						0.00
57100 Accounting Fees	0.00						0.00
57150 Online Accounting Software Service	0.00	6.65		16.64	56.60		79.89
Total 57100 Accounting Fees	\$ 0.00	\$ 6.65	\$ 0.00	\$ 16.64	\$ 56.60	\$ 0.00	\$ 79.89
57200 Bank Charges	0.00				3.36		3.36
57220 Stop Payment/Return Check Fees	0.00			-3.85			-3.85
Total 57200 Bank Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ -3.85	\$ 3.36	\$ 0.00	\$ 0.49
57400 Child Management Software	0.00			35.00	70.00		105.00
57600 License/Accreditation/Permit Fees	0.00	215.25			221.85		437.10
57960 Janitorial/Custodial	0.00	70.00		70.00	960.00		1,100.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 291.90	\$ 0.00	\$ 117.79	\$ 1,311.81	\$ 0.00	\$ 1,721.50
58000 Operating Supplies	0.00	12.38			303.77		316.15
58100 Consumables	0.00	1.25		98.56	167.06		266.87
58200 Dining	0.00			389.61	2,646.31		3,035.92
58400 Sanitizing	0.00				36.00		36.00
Total 58000 Operating Supplies	\$ 0.00	\$ 13.63	\$ 0.00	\$ 488.17	\$ 3,153.14	\$ 0.00	\$ 3,654.94
59000 Program Service Fees	0.00	30.93					30.93
59100 First Steps	0.00						0.00
Total 59100 First Steps	\$ 0.00	\$ 24,037.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24,037.74
Total 59000 Program Service Fees	\$ 0.00	\$ 24,068.67	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24,068.67
60000 Rent or Lease of Buildings	0.00			10,800.00			10,800.00
61000 Repair & Maintenance	0.00				44.00		44.00
62000 Safety & Security	0.00	54.00		36.00	170.19		260.19
63000 Utilities	0.00						0.00
63100 Electric	0.00	405.34		167.90	777.88		1,351.12
63200 Internet	0.00	40.39		22.40	109.18		171.97
63300 Telephone	0.00	106.09		205.78	201.97		513.84
63400 Trash Service	0.00	21.50		14.34	107.48		143.32
63500 Water Softener	0.00				123.59		123.59
Total 63000 Utilities	\$ 0.00	\$ 573.32	\$ 0.00	\$ 410.42	\$ 1,320.10	\$ 0.00	\$ 2,303.84
Total 50000 EXPENDITURES	\$ 44.71	\$ 28,377.38	\$ 0.00	\$ 27,847.16	\$ 40,399.99	\$ 0.01	\$ 96,669.25
66000 Allocated Expenditures	0.00	-306.91		980.02	673.12		1,346.23
Payroll Expenses	0.00						0.00
Taxespenditures	0.00				10.93		10.93
Employee Taxes	0.00						0.00
Total Taxespenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.93	\$ 0.00	\$ 10.93
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.93	\$ 0.00	\$ 10.93
Total Expenditures	\$ 44.71	\$ 28,070.47	\$ 0.00	\$ 28,827.18	\$ 41,084.04	\$ 0.01	\$ 98,026.41
Net Operating Revenue	-\$ 44.71	-\$ 1,250.93	\$ 0.00	-\$ 19,068.53	-\$ 11,312.19	-\$ 0.01	-\$ 31,676.37
Net Revenue	-\$ 44.71	-\$ 1,250.93	\$ 0.00	-\$ 19,068.53	-\$ 11,312.19	-\$ 0.01	-\$ 31,676.37

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
 March 2016

	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES						
Net Revenue	-189.76	0.00	-7,768.36	-8,033.19		-15,991.31
Adjustments to reconcile Net Revenue to Net Cash provided by operations:						0.00
Accounts Receivable (A/R)					-189.23	-189.23
Prepaid Expenses			6,047.59	11,598.04		17,645.63
Accounts Payable (A/P)					-864.14	-864.14
21000 CBOLO MasterCard -8027		-1,933.87			1,254.03	-679.84
21200 Kroger-DS1634 CLC				-379.50	318.38	-61.12
22300 Payroll Liabilities:Federal Taxes (941/944)					0.00	0.00
22400 Payroll Liabilities:MO Income Tax					25.00	25.00
22500 Payroll Liabilities:MO Unemployment Tax					382.36	382.36
Direct Deposit Payable					2,539.80	2,539.80
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 1,933.87	\$ 6,047.59	\$ 11,218.54	\$ 3,466.20	\$ 18,798.46
Net cash provided by operating activities	-\$ 189.76	-\$ 1,933.87	-\$ 1,720.77	\$ 3,185.35	\$ 3,466.20	\$ 2,807.15
Net cash increase for period	-\$ 189.76	-\$ 1,933.87	-\$ 1,720.77	\$ 3,185.35	\$ 3,466.20	\$ 2,807.15
Cash at beginning of period					29,791.28	29,791.28
Cash at end of period	-\$ 189.76	-\$ 1,933.87	-\$ 1,720.77	\$ 3,185.35	\$ 33,257.48	\$ 32,598.43

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CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - March, 2016

	Total *Restrict ed Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES							
Net Revenue	-44.71	-1,250.93	0.00	-19,068.53	-11,312.19	-0.01	-31,676.37
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	0.00						0.00
Accounts Receivable (A/R)	0.00					-332.99	-332.99
Prepaid Expenses	0.00	11,723.47		1,952.84	8,424.68		22,100.99
Accounts Payable (A/P)	0.00					0.00	0.00
21000 CBOLO MasterCard -8027	0.00		-3,062.90			2,443.93	-618.97
21100 Kroger-DS1370 Edge	0.00			-448.88		389.61	-59.27
21200 Kroger-DS1634 CLC	0.00				-2,431.89	1,923.00	-508.89
22300 Payroll Liabilities:Federal Taxes (941/844)	0.00					-1,943.01	-1,943.01
22400 Payroll Liabilities:MO Income Tax	0.00					-14.00	-14.00
22500 Payroll Liabilities:MO Unemployment Tax	0.00					527.67	527.67
Direct Deposit Payable	0.00					-4,857.34	-4,857.34
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	\$ 11,723.47	-\$ 3,062.90	\$ 1,503.96	\$ 5,992.79	-\$ 1,863.13	\$ 14,294.19
Net cash provided by operating activities	-\$ 44.71	\$ 10,472.54	-\$ 3,062.90	-\$ 17,564.57	-\$ 5,319.40	-\$ 1,863.14	-\$ 17,382.18
Net cash increase for period	-\$ 44.71	\$ 10,472.54	-\$ 3,062.90	-\$ 17,564.57	-\$ 5,319.40	-\$ 1,863.14	-\$ 17,382.18
Cash at beginning of period	0.00					49,980.61	49,980.61
Cash at end of period	-\$ 44.71	\$ 10,472.54	-\$ 3,062.90	-\$ 17,564.57	-\$ 5,319.40	\$ 48,117.47	\$ 32,698.43

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CHILDREN'S LEARNING CENTER
STATEMENT OF FINANCIAL POSITION
As of March 31, 2016

MAR 2016

ASSETS

Current Assets

Bank Accounts

11000 CBOLO Checking 32,598.43

11005 Checking-EDGE 0.00

Total Bank Accounts \$32,598.43

Accounts Receivable

Accounts Receivable (A/R) 1,366.19

Total Accounts Receivable \$1,366.19

Other current assets

14000 Undeposited Funds 0.00

Prepaid Expenses -6,447.44

Total Other current assets \$ -6,447.44

Total Current Assets \$27,517.18

TOTAL ASSETS \$27,517.18

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable (A/P) -99.00

Total Accounts Payable \$ -99.00

Credit Cards

21000 CBOLO MasterCard -8027 254.65

21100 Kroger-DS1370 Edge 0.00

21200 Kroger-DS1634 CLC 62.09

Total Credit Cards \$316.74

Other Current Liabilities

22000 Payroll Liabilities

22100 Anthem 1,424.50

22200 Childcare Tuition 651.44

22300 Federal Taxes (941/944) -8,242.58

22400 MO Income Tax	-2,593.48
22500 MO Unemployment Tax	359.45
22600 Primevest Financial	448.19
Total 22000 Payroll Liabilities	-7,952.48
Direct Deposit Payable	-4,857.34
Total Other Current Liabilities	\$ -12,809.82
Total Current Liabilities	\$ -12,592.08
Total Liabilities	\$ -12,592.08
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	57,969.51
Net Revenue	-31,676.37
Total Equity	\$40,109.26
TOTAL LIABILITIES AND EQUITY	\$27,517.18

Friday, Apr 08, 2016 02:00:35 PM PDT GMT-5 - Accrual Basis

CHILDREN'S LEARNING CENTER

A/P AGING SUMMARY

As of March 31, 2016

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon.com					-99.00	\$ -99.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$ -99.00	\$ -99.00

Friday, Apr 08, 2016 02:04:59 PM PDT GMT-5

**CLC AGENCY
PROGRESS
REPORT
(Step Ahead/First
Steps)**

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
MARCH 2016

○ **CHILD COUNT/ATTENDANCE**

* Unchanged from previous month*

Step Ahead currently has 23 children enrolled

16 of the 23 with special needs/dd

79.11 average (72.5 in am / 85.72 in afternoon)

○ **COMMUNITY EVENTS**

Attended:

3/21 Attended monthly SB40 Meeting (Susan, Lisa)

Current / Upcoming:

4/6 – Lunch & Learn – Lake Area Educational Opportunities by Lake Ozark Chamber

4/16 – Dogwood Parade “Out of this World”

5/3 – 2nd Annual Give Ozarks Day 2016

5/11 – CLC ribbon cutting for Lake Area Chamber (10am)

6/10 – 9th Annual Summer Night GLOW 5k

○ **GENERAL PROGRAM NEWS**

3/14 – Staff meeting 4pm

3/17 – Parent/Teacher Conferences (family survey results)

4/27 – “Give Ozarks” Community Foundation Meeting (2pm)

5/20 – CLC Step Ahead Celebration

5/26 – CLC Center wide picnic

○ **FUNDING/BUDGET**

○ **FUNDRAISING/GRANTS**

3/29 Submitted United Way Grant for new Playground rubber surface (bid was \$25,000)

3/30 Resubmitted DMH contract

LAI Monthly Report



Monthly Financial Reports
Lake Area Industries, Inc.

March 31, 2016

Lake Area Industries, Inc.

Balance Sheet

As of March 31, 2016

	Total	
	As of Mar 31, 2016	As of Mar 31, 2015 (PY)
ASSETS		
Current Assets		
Bank Accounts		
OPERATING 1ST NATIONAL	11,105	12,388
OPERATING GREENHOUSE	101	842
OPERATING THRIFT STORE	1,949	2,542
SPECIAL FUNDING & GRANT	315	1,437
Total Bank Accounts	13,470	17,210
Accounts Receivable		
ACCOUNTS RECEIVABLE	64,165	64,110
Total Accounts Receivable	64,165	64,110
Other current assets		
ACCOUNT RECEIVABLE EMPLOYEES	0	-510
ACCRUED SB-40 FUNDING	0	0
ACCT. REC. - EMP - ANTHEM	0	0
ALLOWANCE FOR BAD DEBTS	0	0
GIFTED GARDEN CASH	0	0
INVENTORY	25,760	9,766
PETTY CASH	220	170
PREPAID GASOLINE CARDS	0	25
PREPAID INSURANCE	0	0
THRIFT STORE CASH	240	124
Undeposited Funds	0	25
Total Other current assets	26,220	9,600
Total Current Assets	103,856	90,920
Fixed Assets		
ACCUMULATED DEPRECIATION	-693,672	-655,760
AUTO AND TRUCK	217,090	212,590
BUILDING	359,310	339,568
DONATED EQUIPMENT	0	0
FURN & FIX ORIGINAL VALUE	18,429	18,584
GH RETAIL STORE	13,919	15,275
GREENHOUSE EQUIPMENT	10,341	10,341
GREENHOUSE FACILITY	134,978	145,872
GREENHOUSE FIXTURES	-355	0
LAND	33,324	33,324
LAND IMPROVEMENT	25,041	25,502
MACHINERY & EQIPMENT	206,633	190,989
OFFICE EQUIPMENT	13,126	13,988
SHREDDING BUILDING	0	0
SHREDDING EQUIPMENT	44,552	45,572
Total Fixed Assets	382,714	395,844
Other Assets		
CURRENT CAPITAL IMPROVEMENT	7,658	1,500
SALES TAX BOND	1,060	1,060
UTILITY DEPOSITS	845	845
Total Other Assets	9,563	3,405
TOTAL ASSETS	496,133	490,169

Lake Area Industries, Inc.

Balance Sheet

As of March 31, 2016

	Total	
	As of Mar 31, 2016	As of Mar 31, 2015 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	56,689	77,943
Total Accounts Payable	56,689	77,943
Credit Cards		
US BANK CC - 0871	0	444
US BANK CC - 0889	582	1,548
US BANK CC - 1669	365	556
US BANK CC - 1727	654	
US BANK CC - 2339	1,190	1,233
US BANK CC - 5017	-4	328
Total Credit Cards	2,788	4,109
Other Current Liabilities		
ACCRUED WAGES	0	0
AFLAC DEDUCTIONS PAYABLE	0	195
DEFERRED REVENUE - SB-40	0	0
FEDERAL PAYROLL TAXES PAYABLE	0	0
FNB CREDIT LINE-4096	86,310	45,000
GARNISHMENTS PAYABLE	0	0
Gift Certificate Payable	-229	
Missouri DOR Payable	0	
NOTES PAYABLE	0	9,157
SALES TAX PAYABLE	2	28
SIMPLE IRA PAYABLE	0	0
STATE INCOME TAX W/HELD	0	12
Total Other Current Liabilities	86,083	54,392
Total Current Liabilities	145,560	136,444
Total Liabilities	145,560	136,444
Equity		
Unrestricted Net Assets	329,313	404,308
Net Income	21,260	-50,583
Total Equity	350,572	353,725
TOTAL LIABILITIES AND EQUITY	496,133	490,169

Lake Area Industries, Inc.
Profit and Loss
March 2016

	Total	
	Mar 2016	Jan - Mar, 2016 (YTD)
Income		
CONTRACT PACKAGING	13,103	36,551
FOAM RECYCLING	1,470	3,785
GREENHOUSE SALES		-26
MANUFACTURING / WOOD PRODUCTS	5,629	26,823
SECURE DOCUMENT SHREDDING	6,505	10,582
THRIFT STORE	8,611	24,383
Total Income	35,318	102,098
Cost of Goods Sold		
GG PLANTS & SUPPLIES	127	127
MANUFACTURING SUPPLIES	5,039	15,007
SHIPPING AND DELIVERY	293	625
Textile Purchases	144	479
WAGES-EMPLOYEES	26,520	74,418
Total Cost of Goods Sold	32,123	90,655
Gross Profit	3,195	11,443
Expenses		
ACCTG. & AUDIT FEES	4,270	5,478
ALL OTHER EXPENSES	2,937	8,777
CASH OVER/SHORT	0	0
EQUIP. PURCHASES & MAINTENANCE	5,391	18,092
INSURANCE	1,836	6,323
NON MANUFACTURING SUPPLIES	-201	1,657
PAYROLL	26,687	74,862
PAYROLL EXP & BENEFITS	8,010	24,831
PROFESSIONAL SERVICES	3,579	10,466
TRANSPORTATION EXPENSES	2,034	5,814
UTILITIES	2,753	10,516
Total Expenses	57,296	166,815
Net Operating Income	-54,101	-155,372
Other Income		
INTEREST INCOME	4	7
MED WAIVER TRANSPORTATION	13,417	33,811
OTHER CONTRIBUTIONS	505	1,121
SB-40 REVENUE	20,084	90,441
STATE AID	18,521	51,251
Total Other Income	52,530	176,632
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	52,530	176,632
Net Income	-1,571	21,260

Lake Area Industries, Inc.
Statement of Cash Flows
March 2016

	Total
OPERATING ACTIVITIES	
Net Income	-8,526
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	9,268
INVENTORY:FINSHED PRODUCT INVENTORY	167
INVENTORY:RAW MATERIAL INVENTORY	-617
Accounts Payable	12,644
US BANK CC - 0889	478
US BANK CC - 1669	138
US BANK CC - 1727	654
US BANK CC - 2339	245
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	45
SALES TAX PAYABLE	0
SIMPLE IRA PAYABLE	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	23,023
Net cash provided by operating activities	14,497
Net cash increase for period	14,497
Cash at beginning of period	-1,026
Cash at end of period	13,470

Lake Area Industries, Inc.
A/R Aging Summary
As of March 31, 2016

	Current	1 - 30	31 - 60	61 - 90	over	Total
TOTAL	\$ 53,996.15	\$ 2,787.88	\$ 5,878.38	\$ 210.66	\$ 1,292.30	\$ 64,165.37

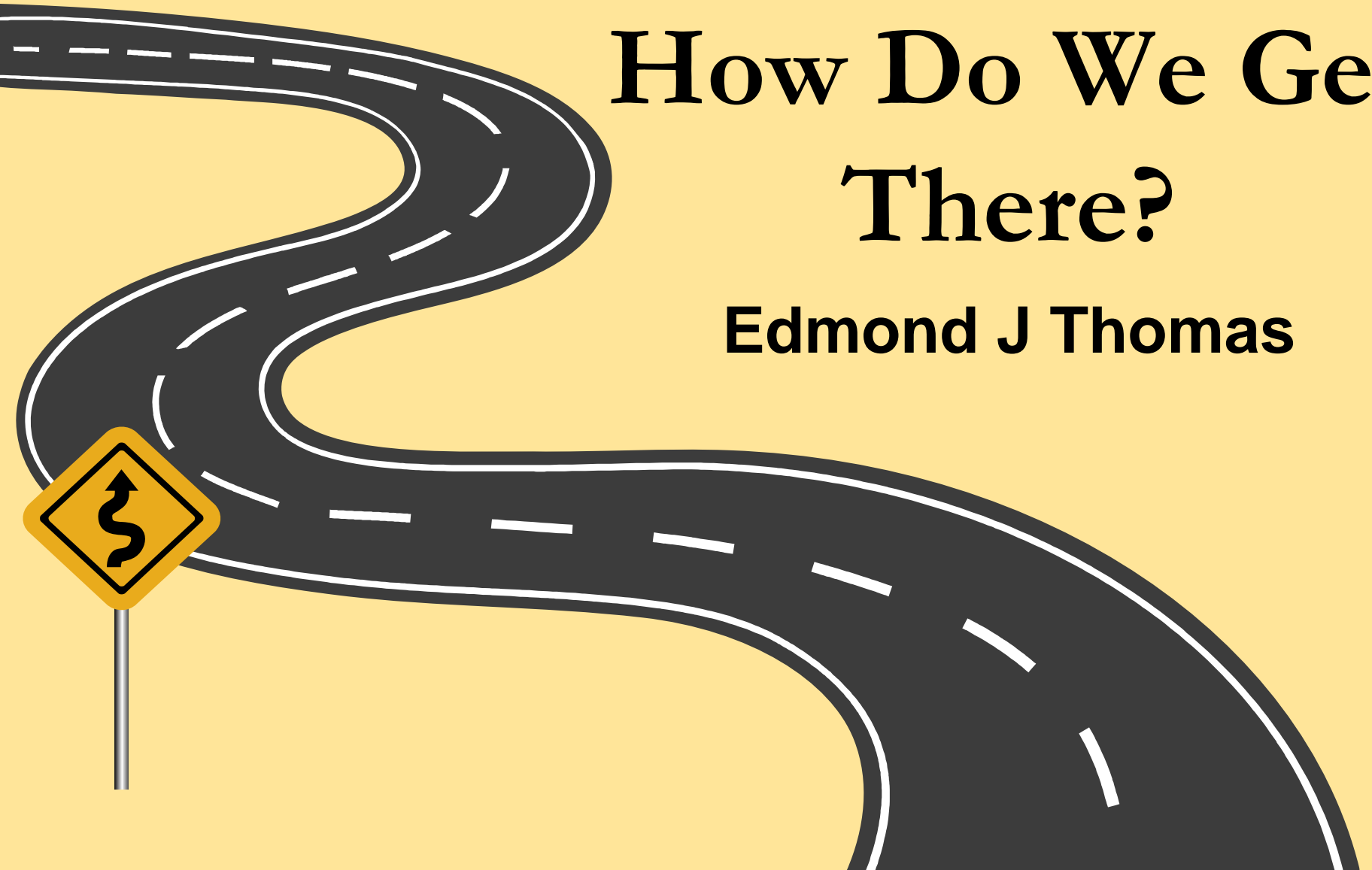
A/P Aging Summary
As of March 31, 2016

	Current	1 - 30	31 - 60	61 - 90	over	Total
TOTAL	\$ 25,168.94	\$ 6,950.10	\$ 18,911.60	\$ 4,020.31	\$ 1,638.37	\$ 56,689.32

Transportation Presentation

Transportation: How Do We Get There?

Edmond J Thomas

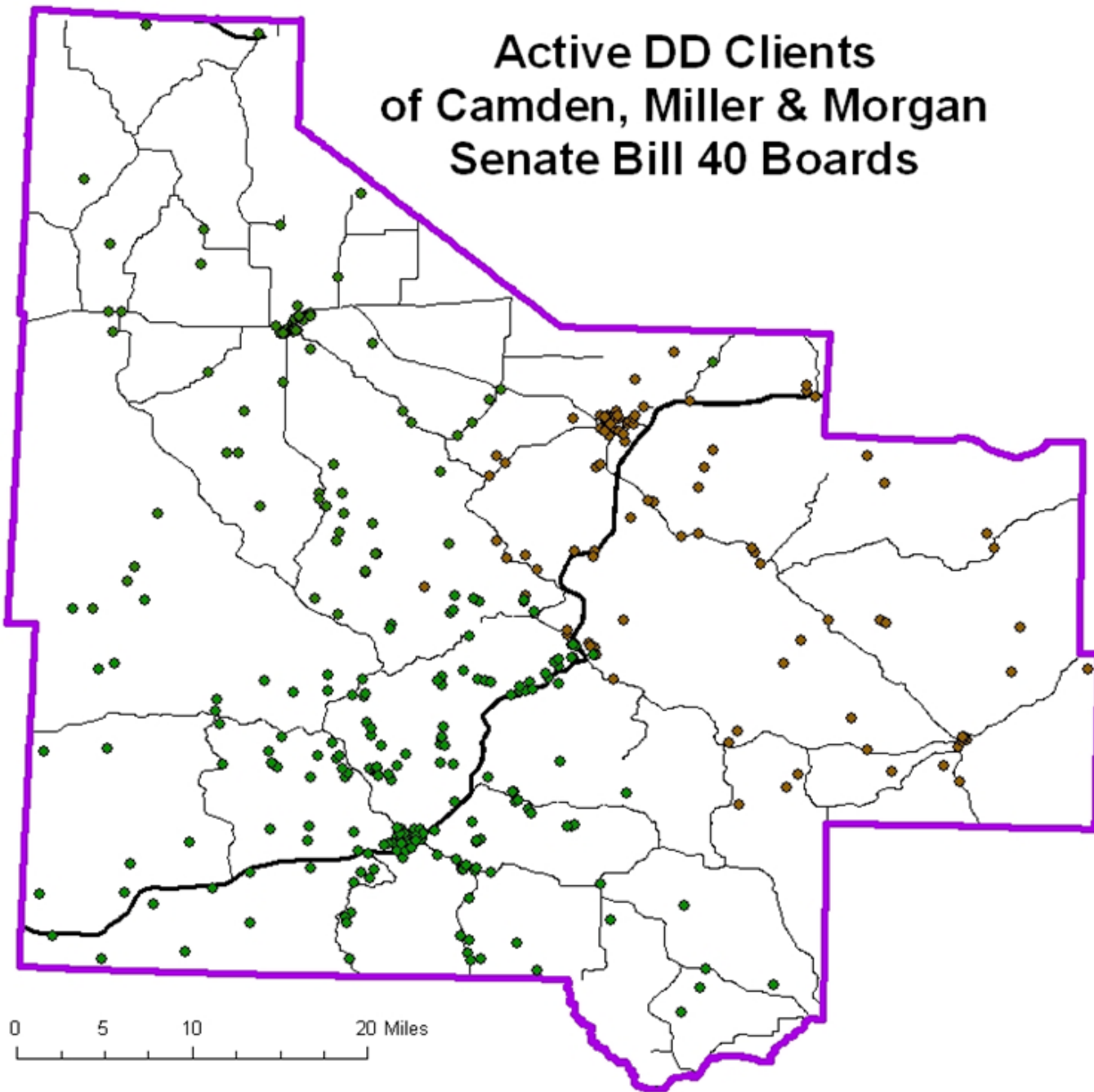




Our main emphasis is on transportation for our DD clients in the Lake area which is integrated with the general population.



Active DD Clients of Camden, Miller & Morgan Senate Bill 40 Boards



Today's Transportation Resources For a Person Without a Car

- Medicaid Providers
- Taxis & OATS
- Company Vans
- School Buses
- Benevolent Organization Vans
- Individual Car of an Acquaintance
- Bicycle
- Walk
- ???????



Others In Need of Transportation

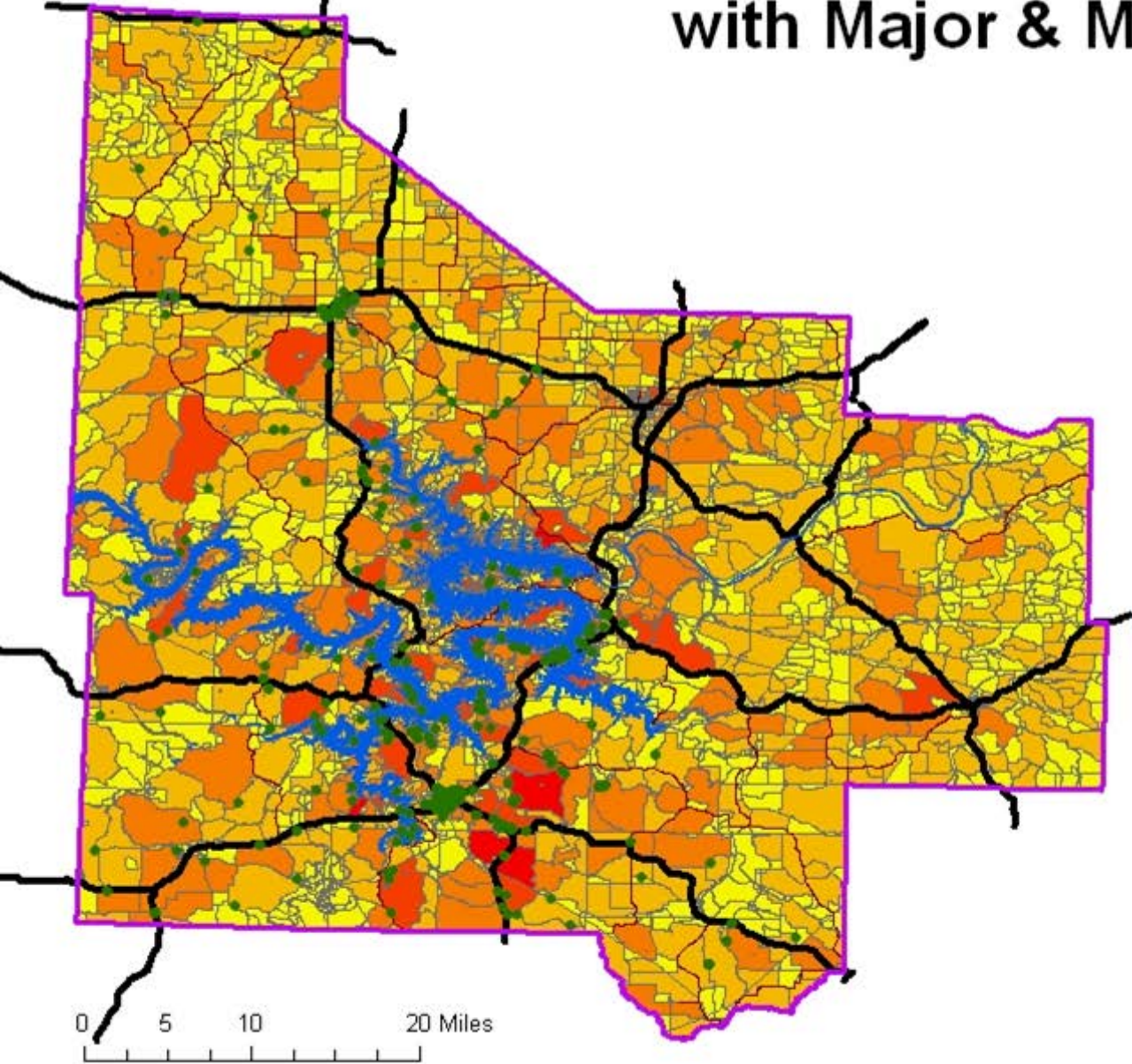
- Some local non-DD residents will need transportation year round
- In season vs. out of season will affect transportation needs
- In season both people from outside the area and people from inside the area with jobs
- This is true for all 3 counties surrounding the Lake of the Ozarks



Tri-County Lake Area Regional Highways



Tri-County Population by Block with Major & Minor Highways



Legend

- MorganConsumers20160122
- CamdenConsumers20160122

TD_Blocks

POP10

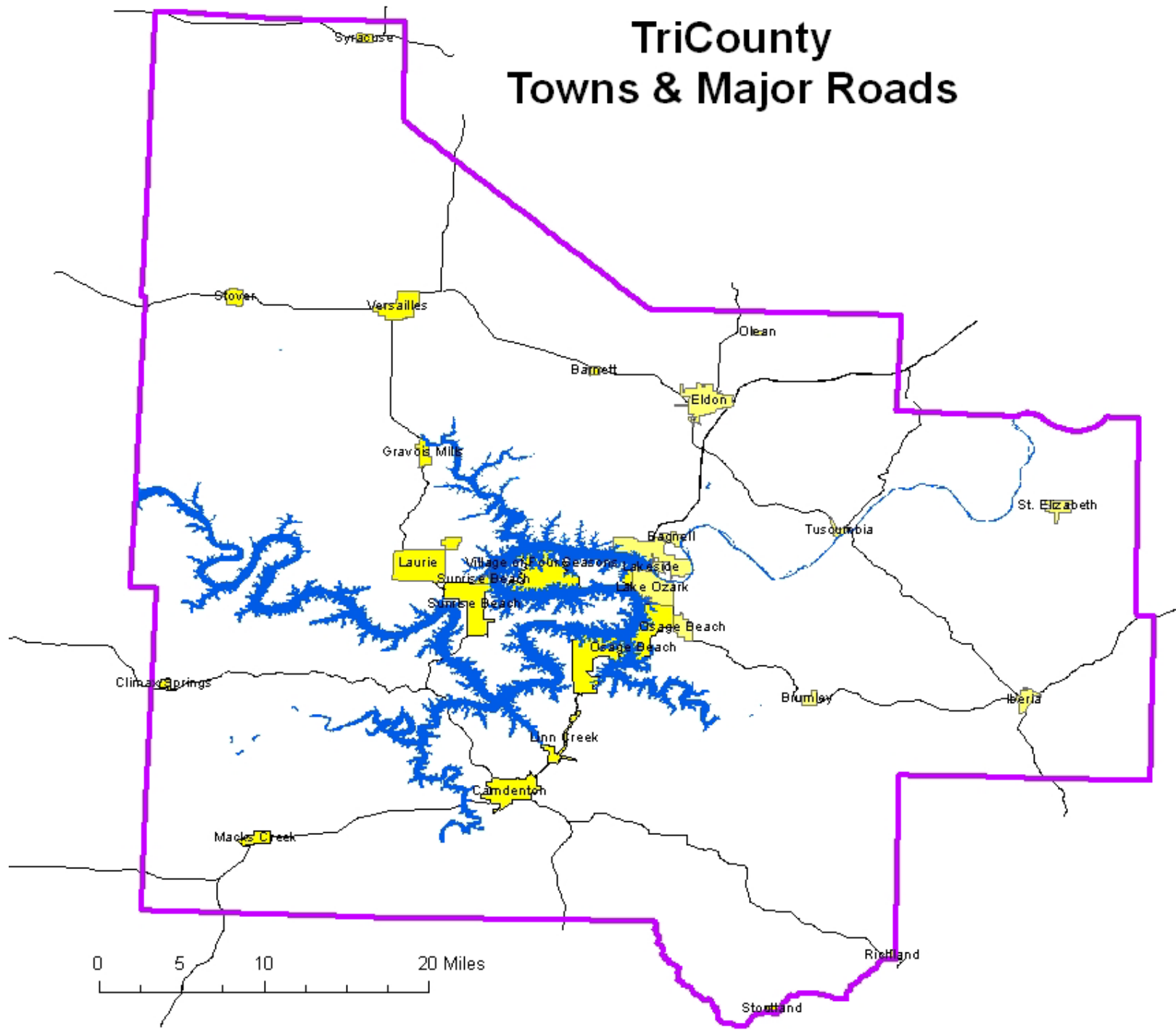
- 0 - 15
- 16 - 55
- 56 - 135
- 136 - 288
- 289 - 581

How Might We Expand Today's Transportation Resources?

- Use public or private organization vehicles when not otherwise in use
- Develop UBER style system to connect with people willing to drive
- ???????



TriCounty Towns & Major Roads



TriCounty 2016 Poverty Percentage By School District

Legend

TD_Schools

<all other values>

Poverty

10%

11%

13%

16%

18%

19%

20%

22%

23%

24%

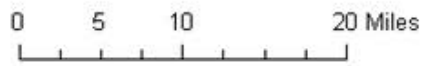
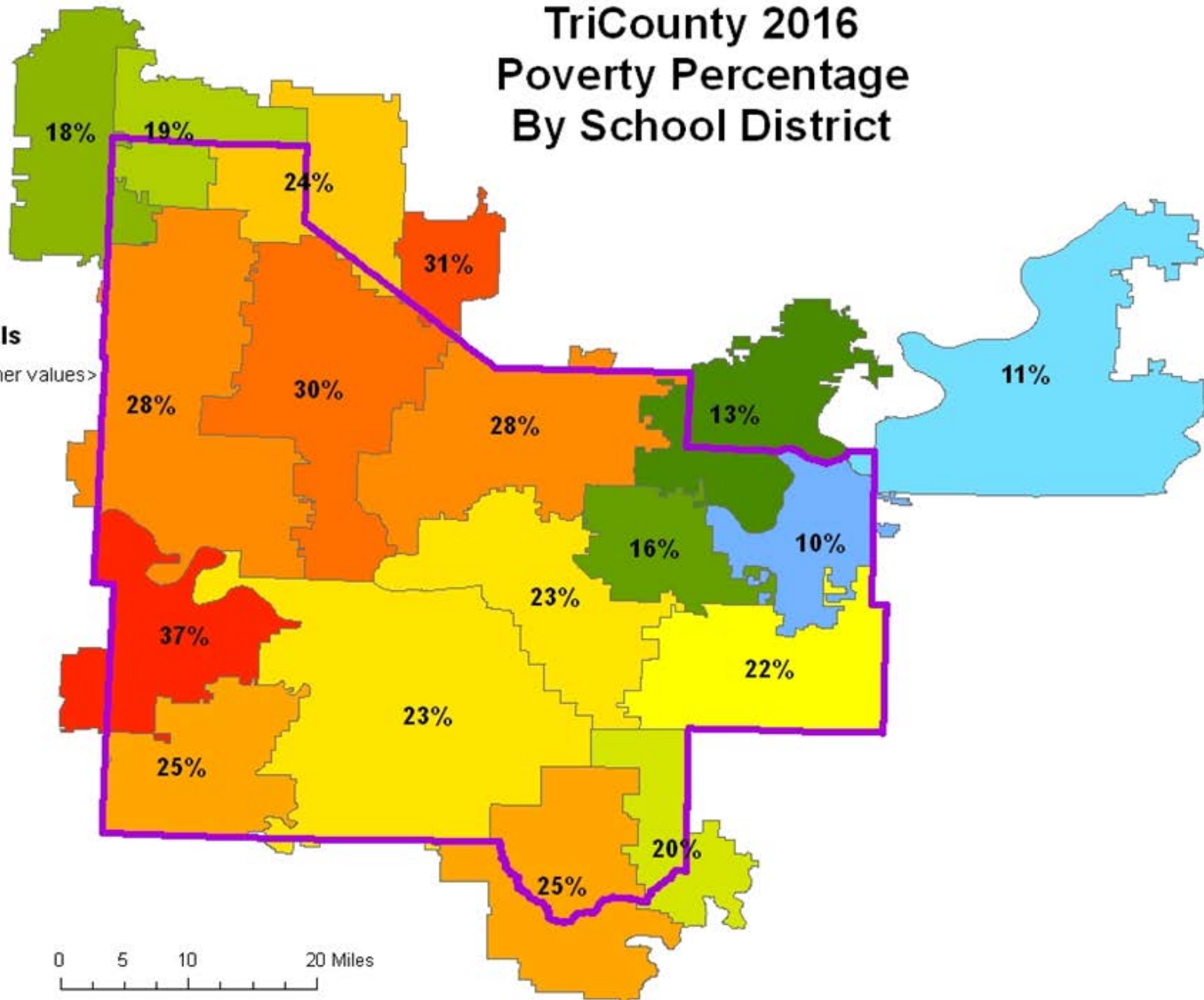
25%

28%

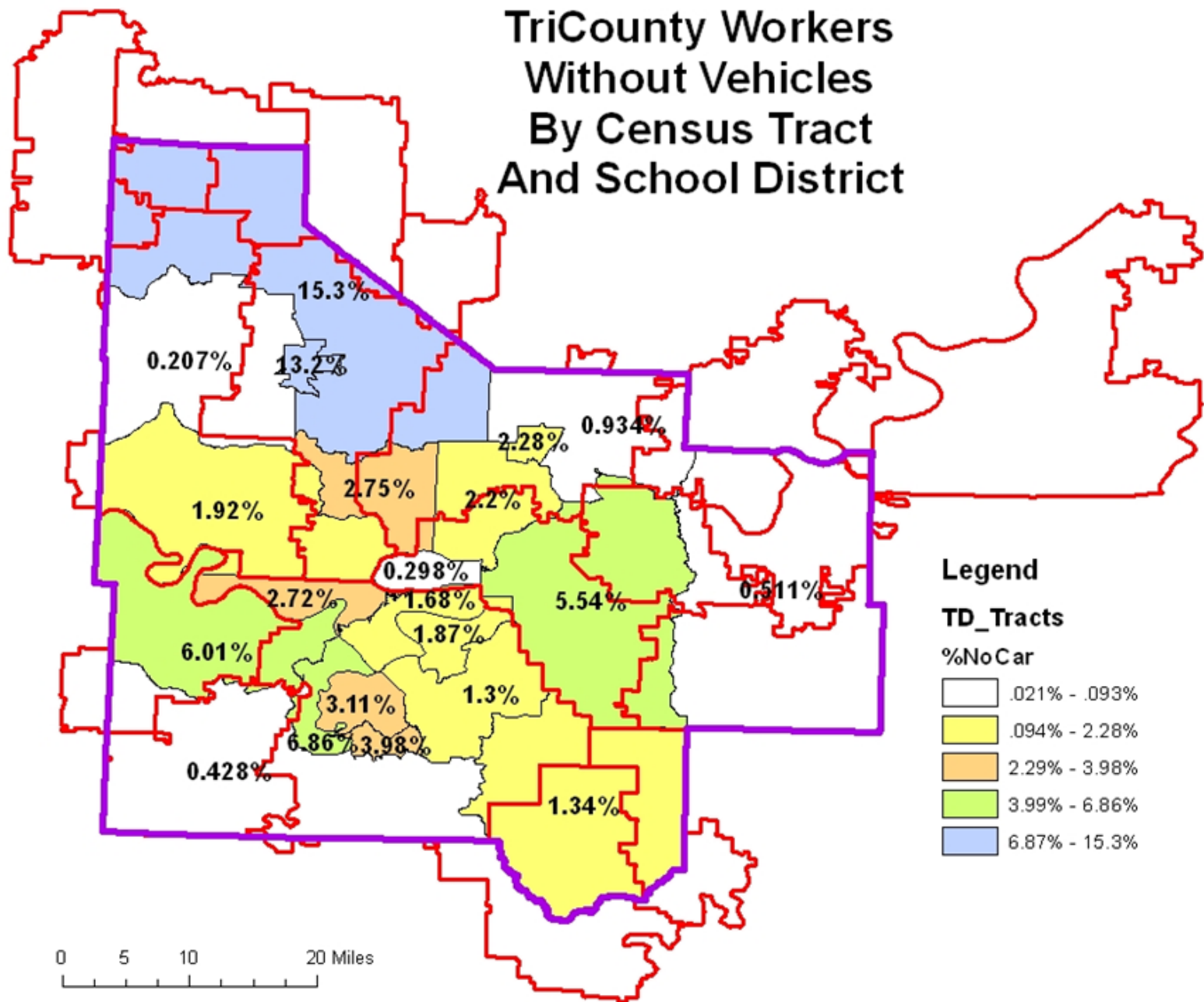
30%

31%

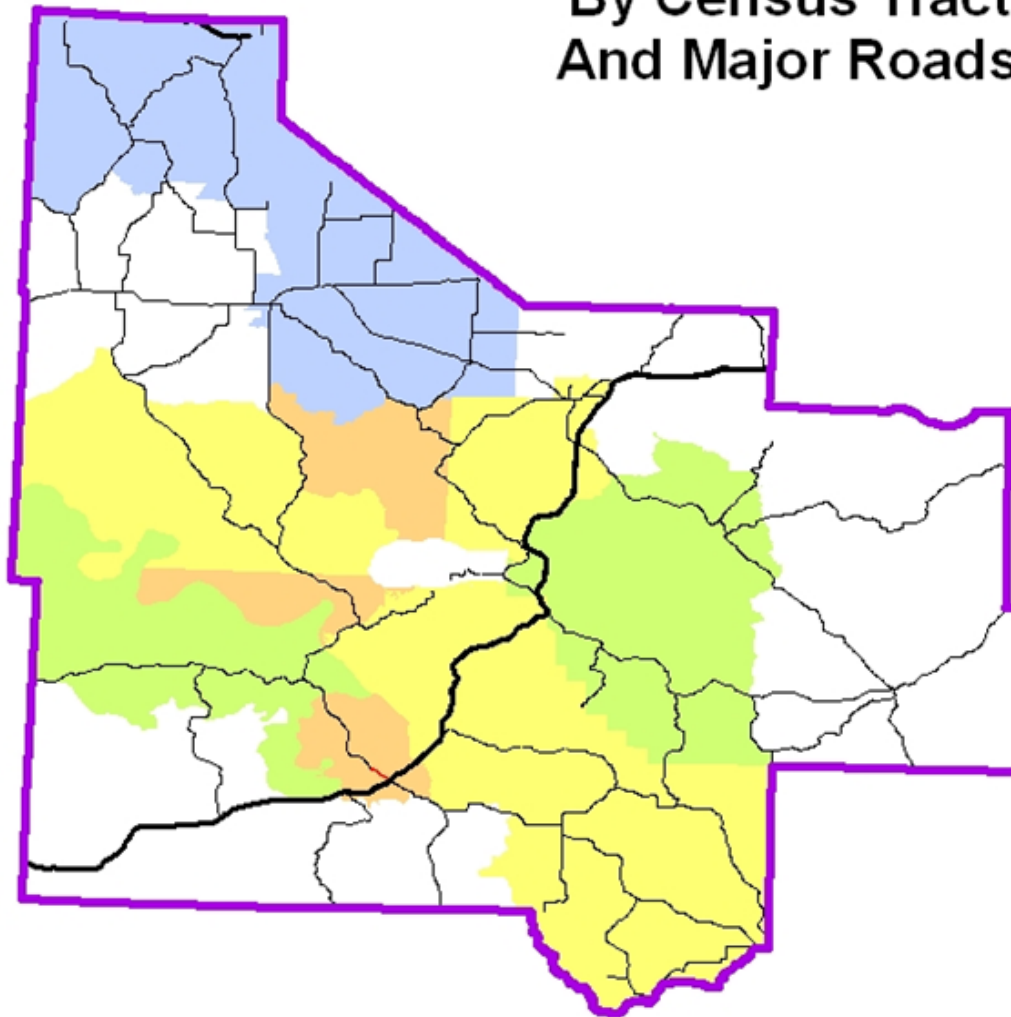
37%



TriCounty Workers Without Vehicles By Census Tract And School District



TriCounty Workers Without Vehicles By Census Tract And Major Roads



Legend

TD_Tracts

%NoCar

.021% - .093%

.094% - 2.28%

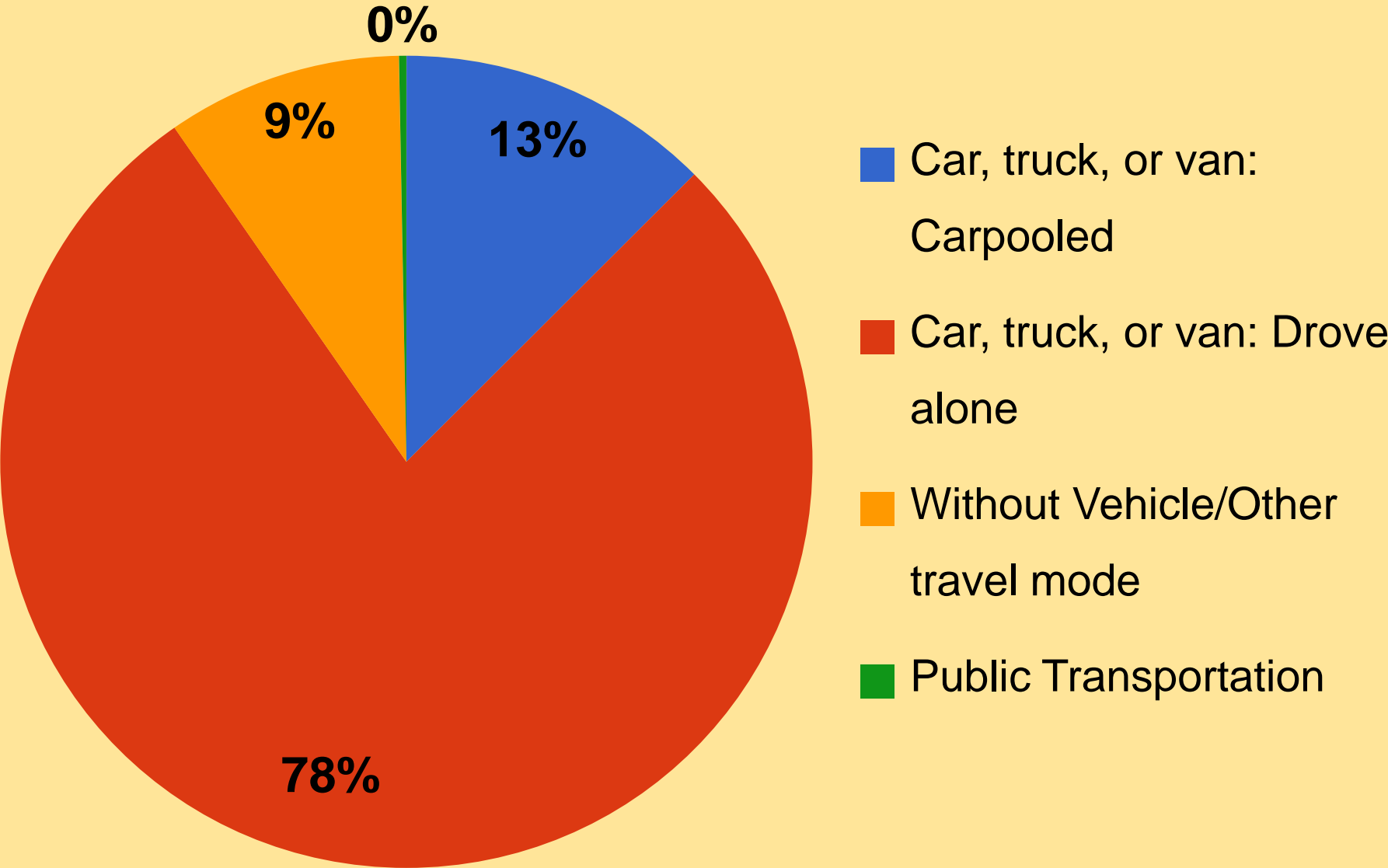
2.29% - 3.98%

3.99% - 6.86%

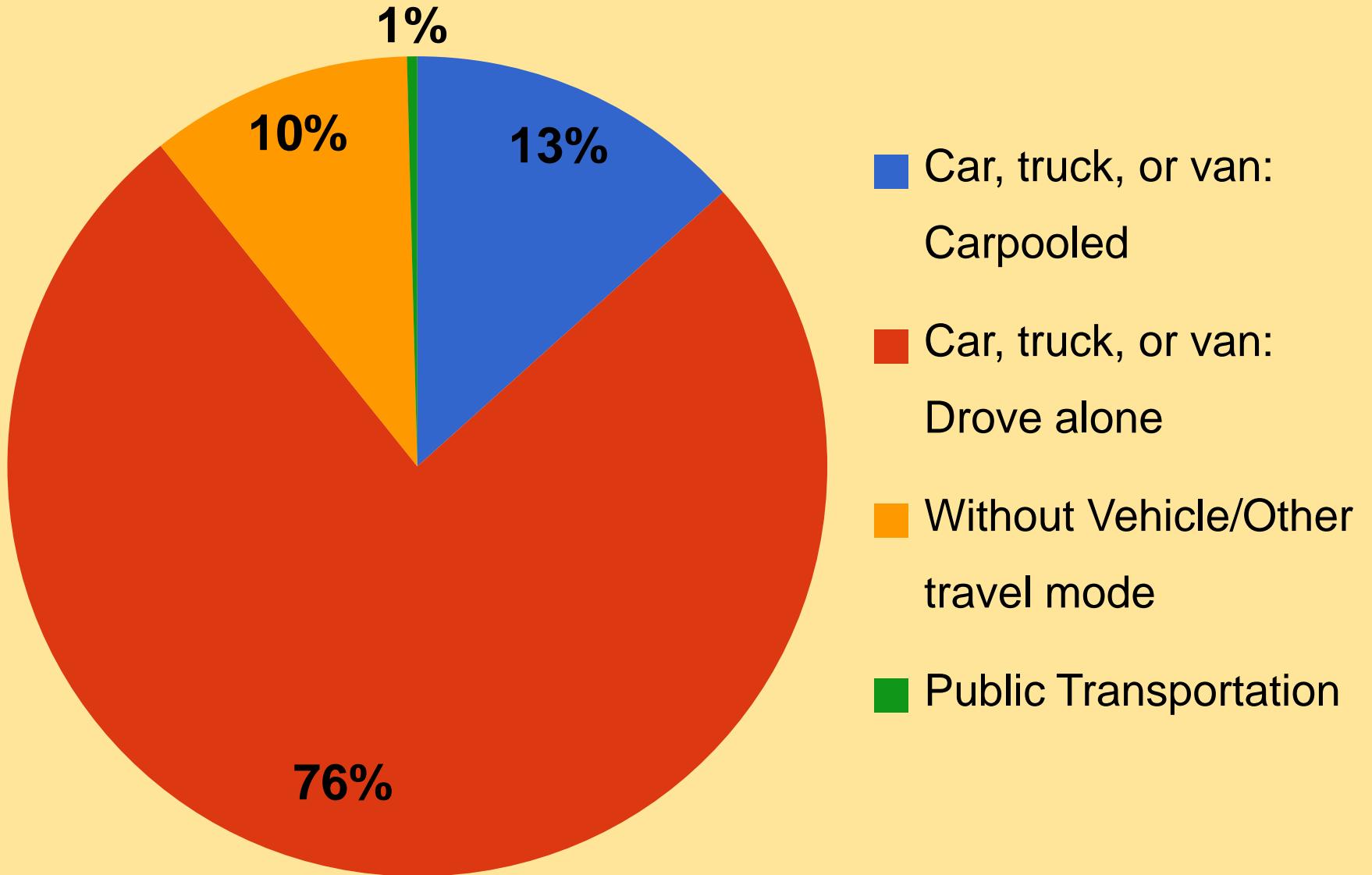
6.87% - 15.3%

0 5 10 20 Miles

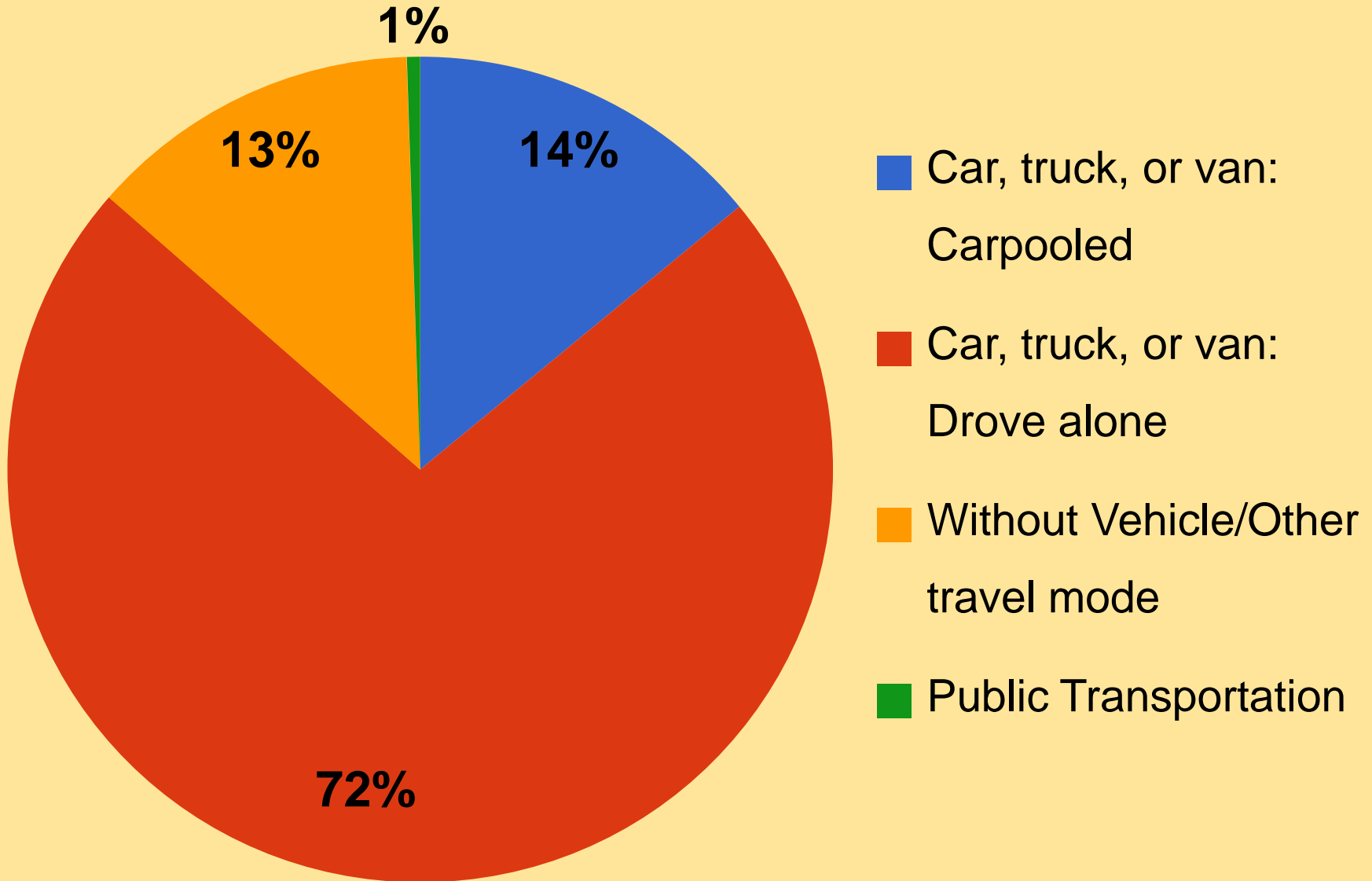
Camden County Commuting



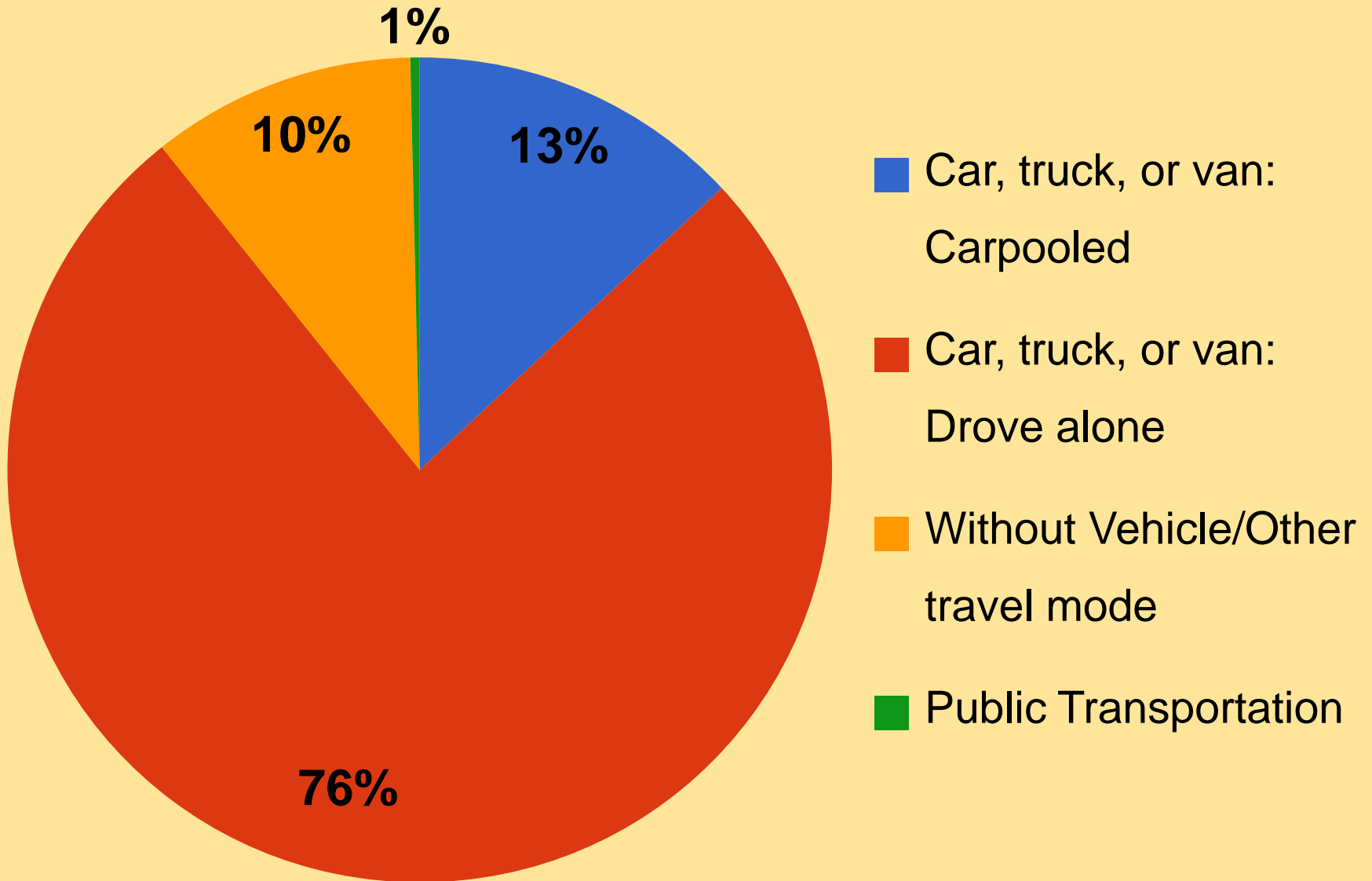
Miller County Commuting



Morgan County Commuting



Tricounty Commuting



People Without Vehicles

	Camden, Miller, Morgan, Pulaski	Greene	Boone	Franklin
Owner Occupied Housing Units	34,822	69,425	37,296	29,447
Owners Without Vehicles	3.4%	2.2%	1.8%	3.0%
Renter Occupied Housing Units	14,784	48,485	29,902	11,301
Renters Without Vehicles	10.2%	10.3%	11.7%	12.1%

People Without Vehicles

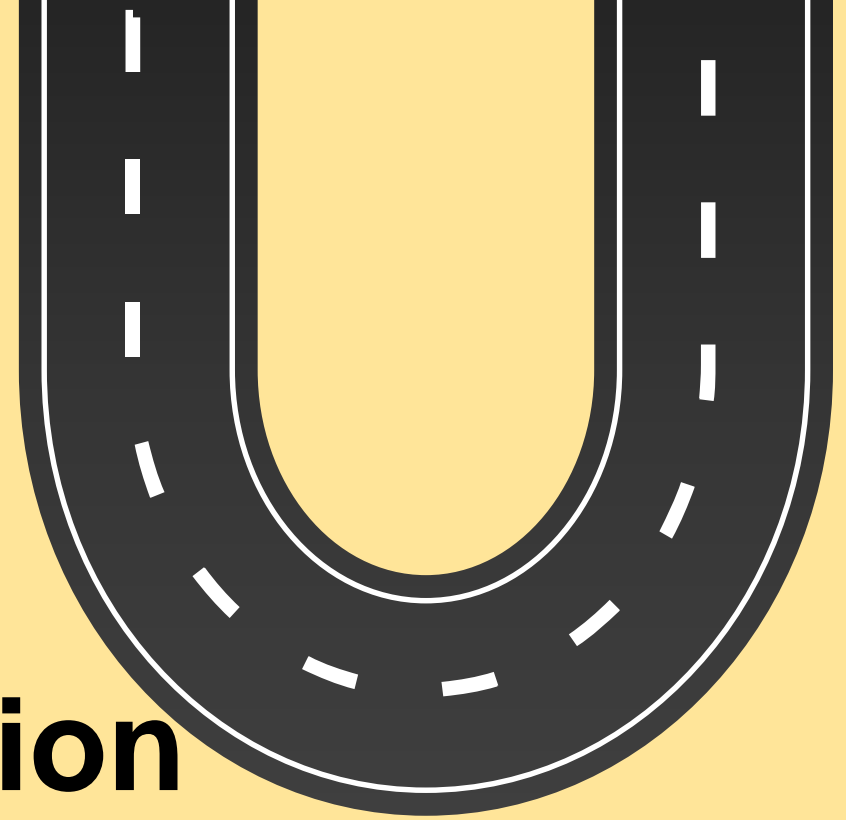
	Camden, Miller, Morgan, Pulaski	Jackson	St. Louis County	Cole
Owner Occupied Housing Units	34,822	157,000	278,516	20,520
Owners Without Vehicles	3.4%	2.6%	2.7%	2.3%
Renter Occupied Housing Units	14,784	115,945	120,015	8,664
Renters Without Vehicles	10.2%	17.5%	17.8%	20.4%

People Without Vehicles

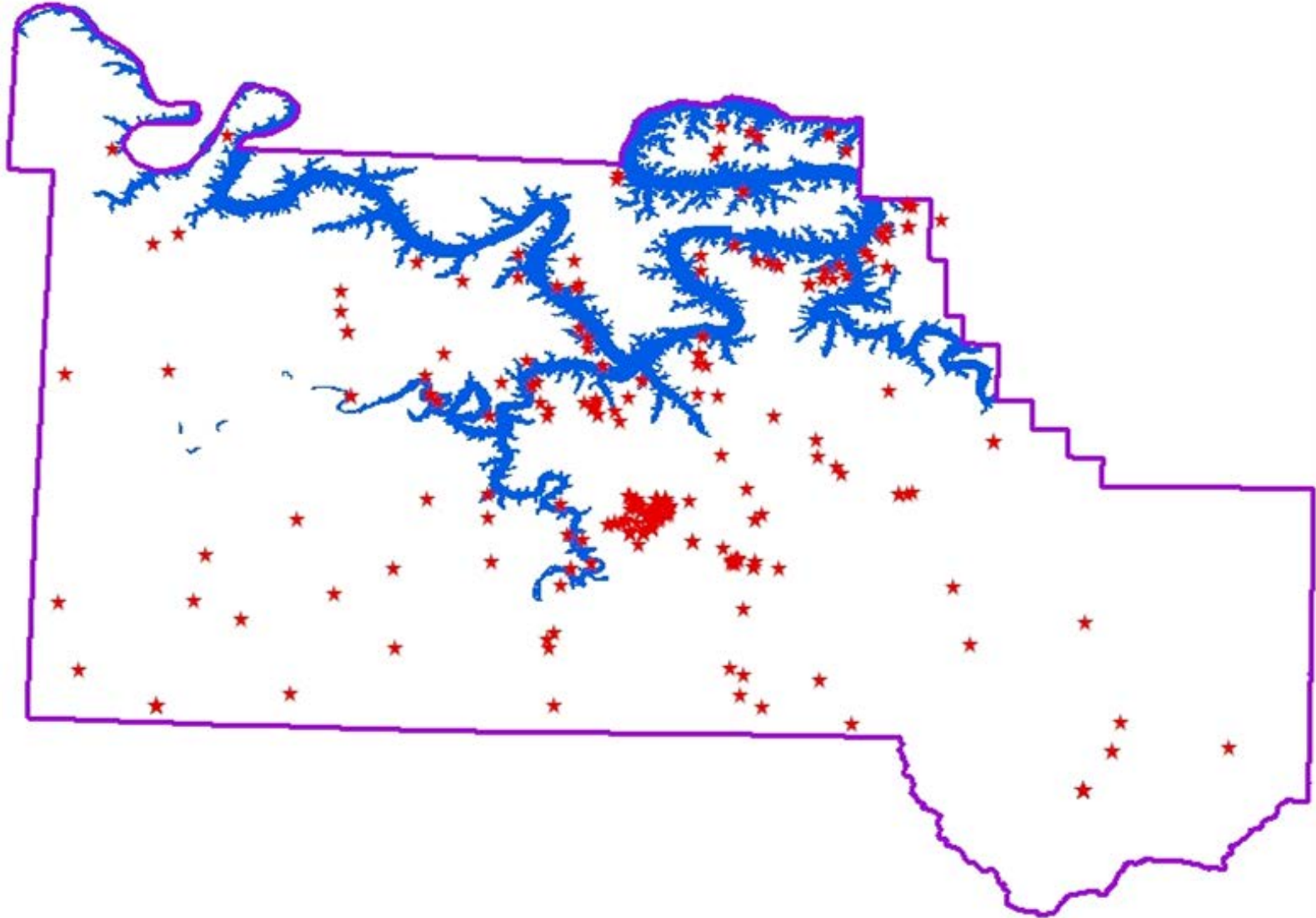
	Camden, Miller, Morgan, Pulaski	St. Louis City
Owner Occupied Housing Units	34,822	58,554
Owners Without Vehicles	3.4%	7.8%
Renter Occupied Housing Units	14,784	79,230
Renters Without Vehicles	10.2%	32.8%

How Do the General Population Transportation Issues Correlate With the DD Clients?

Ed Thomas



Camden County DD Clients



Developmental Disability (DD) System Delivery Dollars

State Dollars

+

County SB 40 Dollars

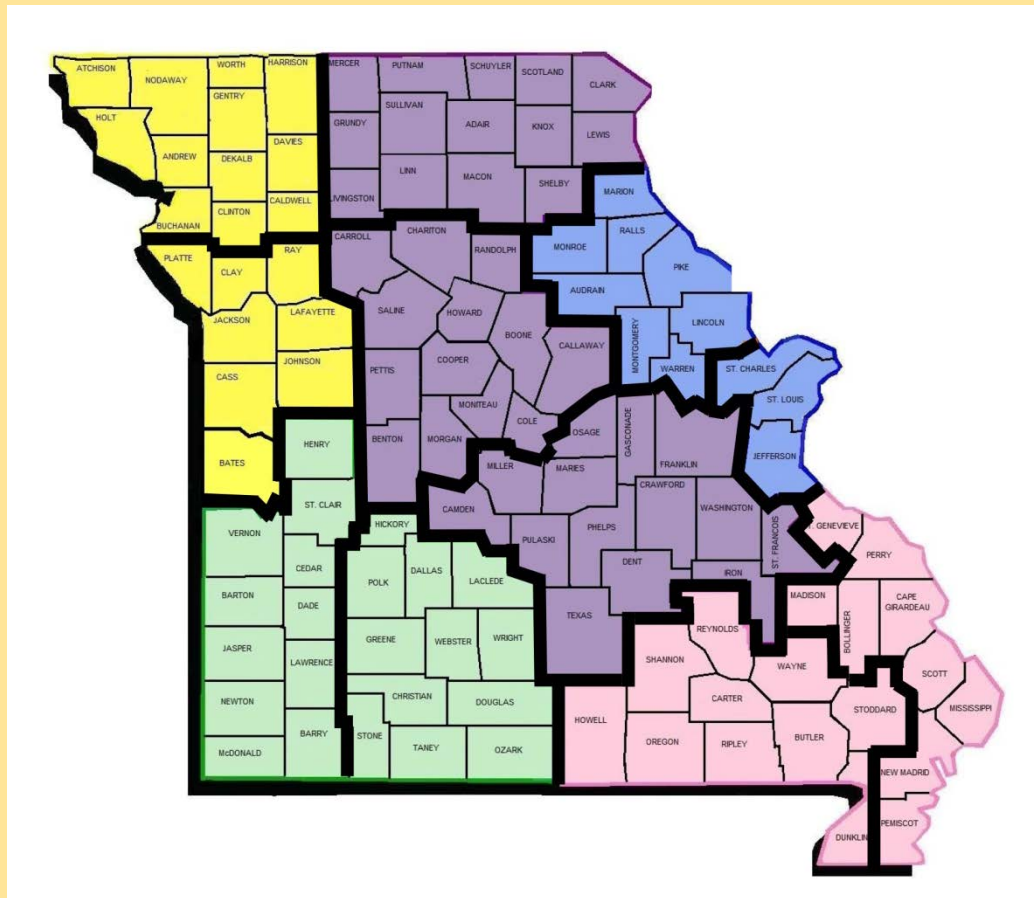
+

Federal Dollars

=

DD System Delivery Dollars

Rolla Satellite Office Region



Includes Camden, Miller, Phelps, Dent, Osage, Maries, Gasconade, Franklin, Pulaski, Texas, Crawford, Washington, St. Francois, and Iron Counties

DD System Delivery Dollars 2015

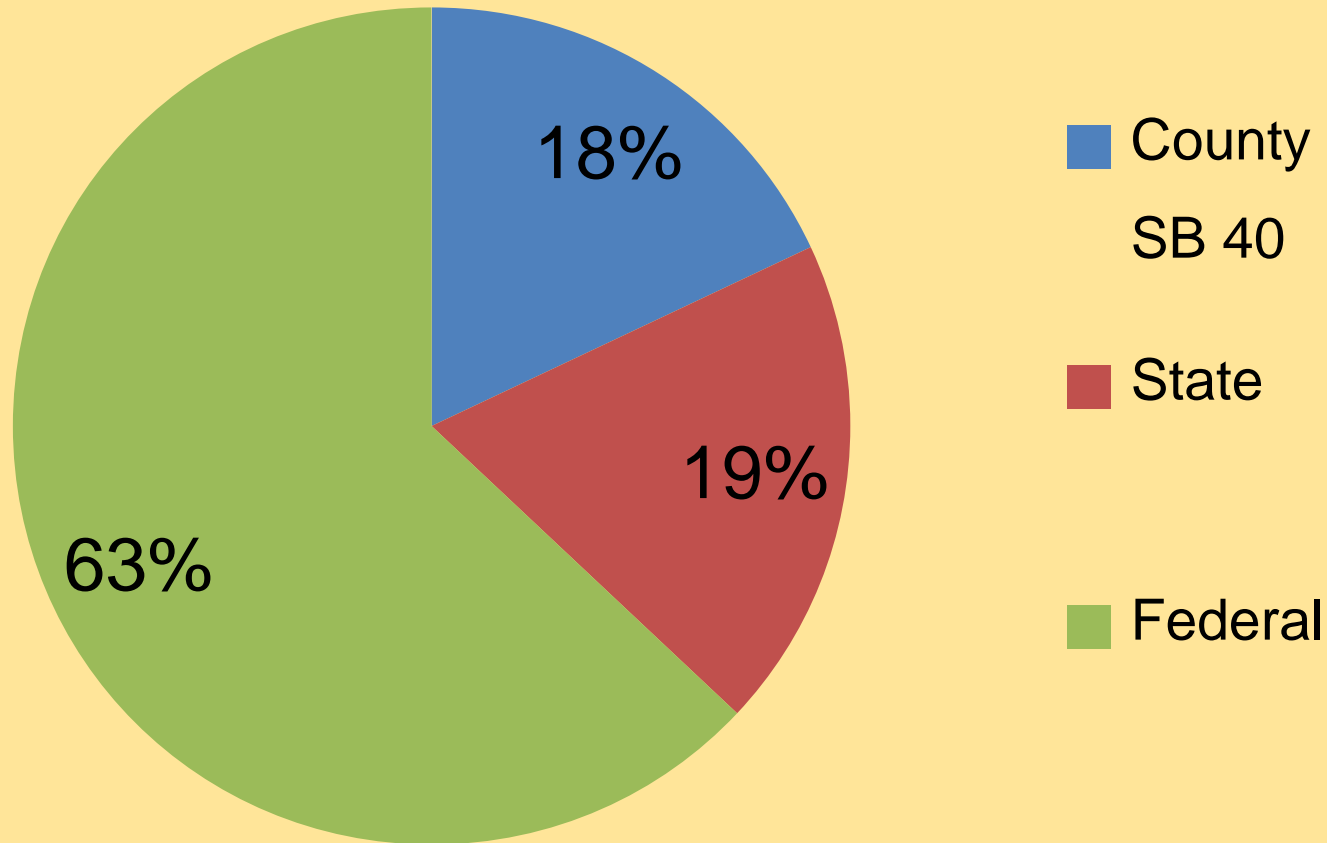
Transportation

	Total DD System Delivery\$\$	% of Total \$\$
Camden	\$318,340.40	18.20%
Miller	\$3,570.80	0.20%
Franklin	\$709,229.65	40.55%
Crawford	\$0.00	0.00%
Gasconade	\$44,160.29	2.52%
Maries	\$0.00	0.00%
Osage	\$86,487.86	4.94%
Iron	\$42,631.07	2.44%
St. Francois	\$83,723.27	4.79%
Phelps	\$153,961.31	8.80%
Pulaski	\$21,360.10	1.22%
Washington	\$191,661.95	10.96%
Texas	\$24,317.48	1.39%
Dent	\$69,719.13	3.99%
<i>Totals</i>	<i>\$1,749,163.31</i>	<i>100.00%</i>

DD System Delivery Dollars 2012 to 2015

Camden County SB 40					
Year	Federal Dollars	State Dollars	SB 40 Dollars	Total DD System Delivery Dollars	Cost per User
2012	\$147,065.89	\$44,964.22	\$41,407.81	\$233,437.92	\$5,693.61
2013	\$177,188.51	\$53,434.19	\$50,628.90	\$281,251.60	\$7,401.36
2014	\$189,519.96	\$49,707.21	\$61,598.16	\$300,825.33	\$6,016.51
2015	\$200,554.45	\$67,441.84	\$50,344.11	\$318,340.40	\$5,218.70

2012 to 2015 Percent of Total DD System Delivery Dollars



Local Direct Delivery Dollars

County SB 40 Dollars

+

Non-DD Agency Dollars

+

Grant Dollars

+

Private Dollars

=

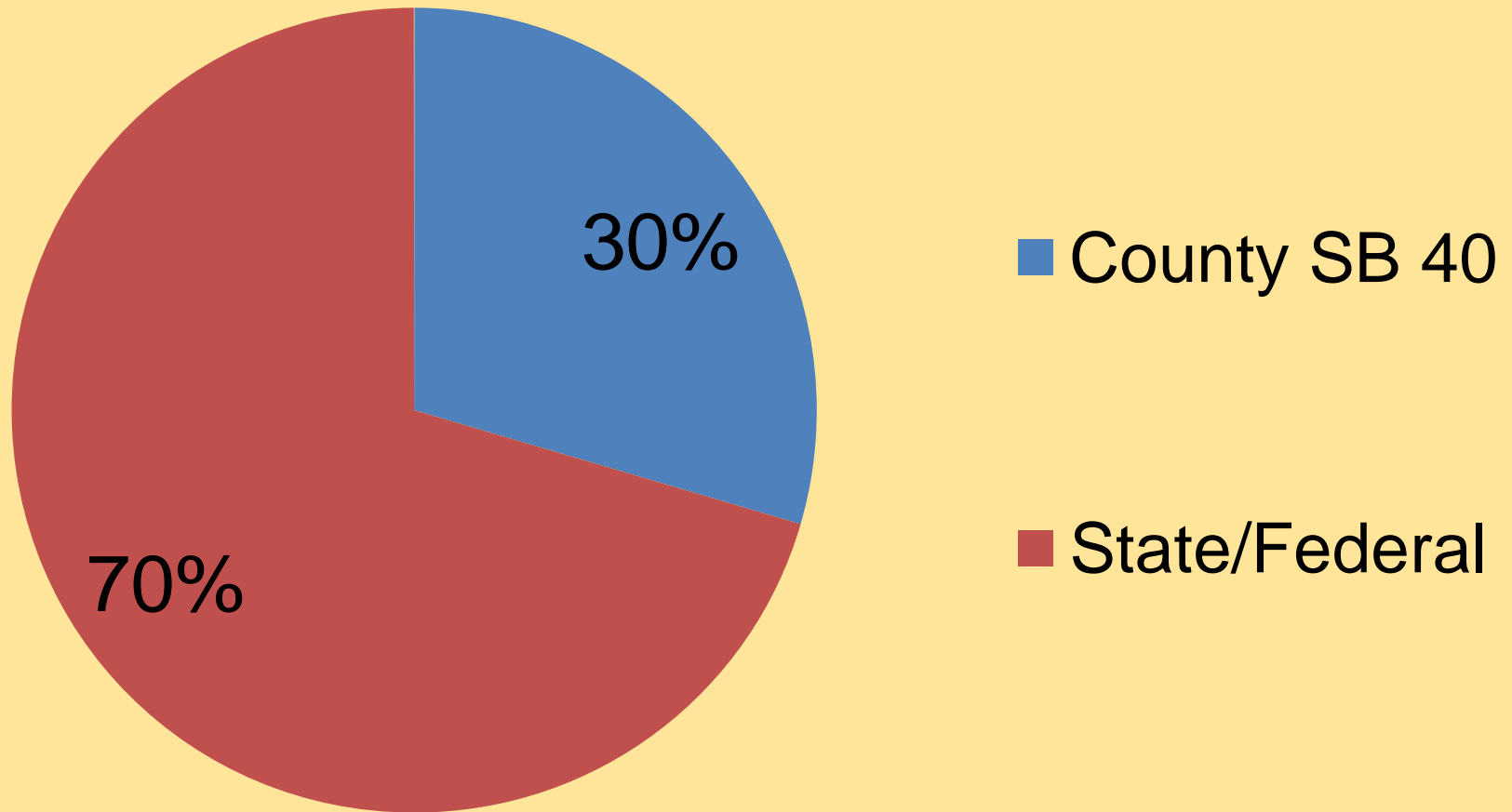
*Local Delivery Dollars (Paid Directly to
Provider)*

Total Local/DD System Delivery Dollars

Camden County SB 40

Year	Local Delivery Dollars (County SB 40 Only)	Total Local and DD System Delivery Dollars (County SB 40 Only)	Grand Total Delivery Dollars	Total Cost Per User	County Cost Per User
2012	\$30,480.00	\$71,887.81	\$263,917.92	\$6,437.02	\$1,753.36
2013	\$45,983.00	\$96,611.90	\$327,234.60	\$8,611.44	\$2,542.42
2014	\$65,107.80	\$126,705.96	\$365,933.13	\$7,318.66	\$2,534.12
2015	\$44,649.25	\$94,993.36	\$362,989.65	\$5,950.65	\$1,557.27

2012 to 2015 Percent of Total Local/DD Delivery Dollars



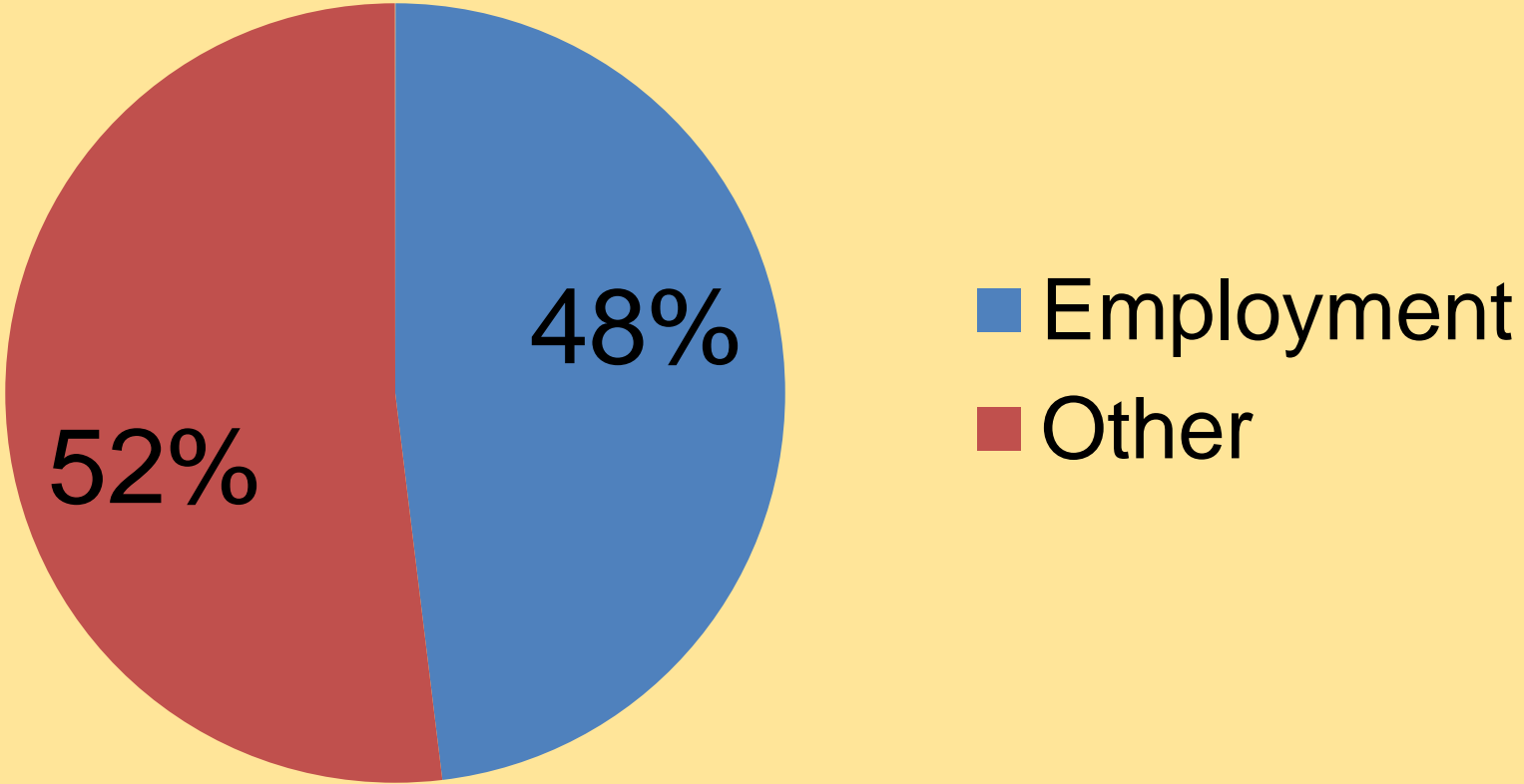
Camden County SB 40 Transportation Purpose Percent of Total Delivery Dollars

DD System Delivery Dollars				
Purpose	2012	2013	2014	2015
Employment	\$93,554.83	\$121,639.05	\$129,780.08	\$115,704.19
	40%	43%	43%	36%
Other ***	\$139,883.09	\$159,612.55	\$171,045.25	\$202,636.21
	60%	57%	57%	64%

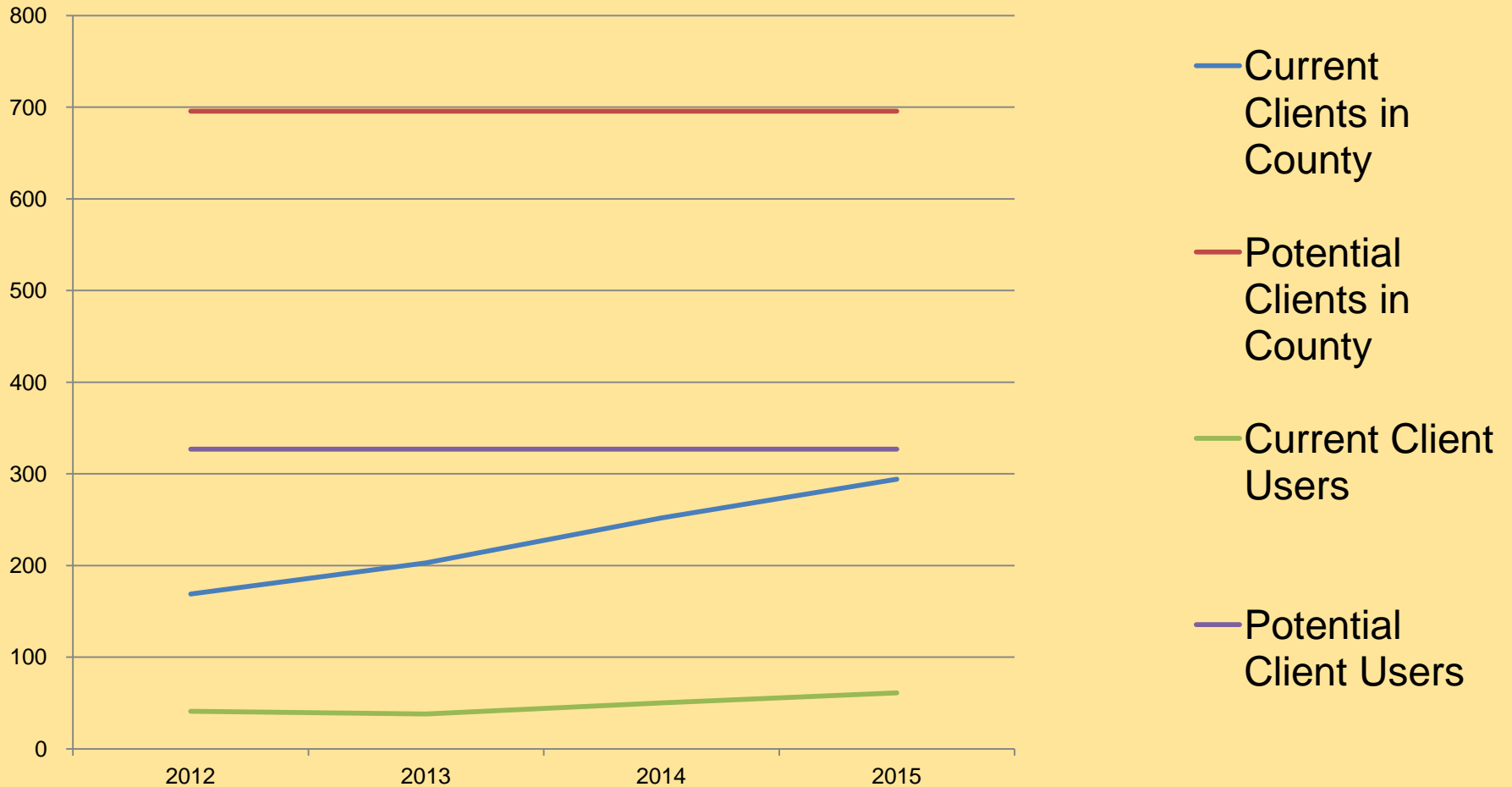
Local Direct Delivery Dollars				
Purpose	2012	2013	2014	2015
Employment	\$30,480.00	\$42,800.00	\$60,240.80	\$40,318.00
	100%	93%	93%	90%
Other ***	\$0.00	\$3,183.00	\$4,867.00	\$4,331.25
	0%	7%	7%	10%

*** Residential, Day Habilitation, Community Inclusion, etc.

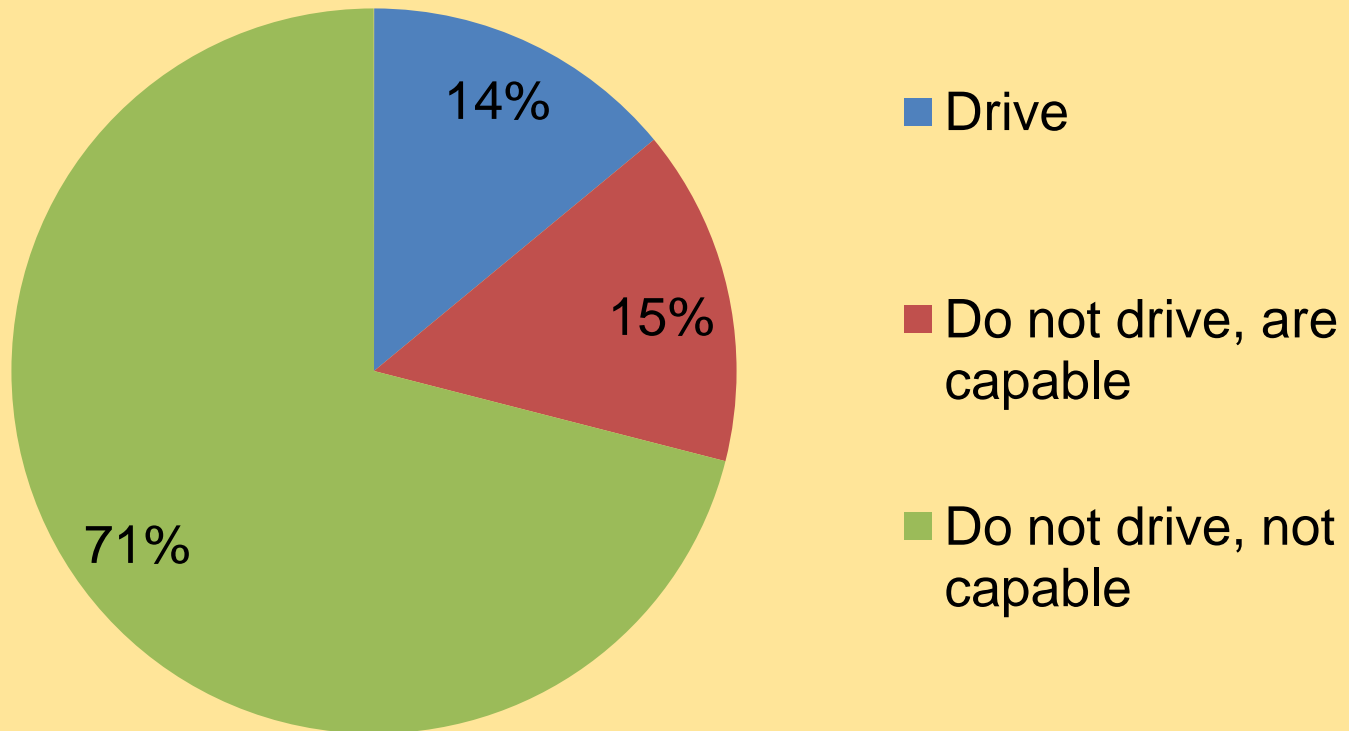
2012 to 2015 Transportation Purpose Percent Total Delivery Dollars



Current vs. Potential Clients & Client Transportation System Users



Camden County SB 40 Clients 15 Years-of-Age and Older



Public Transportation Provider Rates and Medicaid Transportation Provider Rates



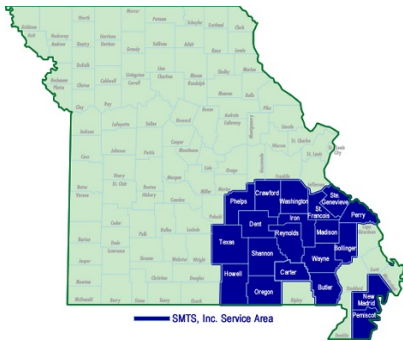
OATS

Round Trip Rates

(All Riders)

In-Town: \$5.00

Within County: \$7.00



SMTS

Round-Trip Rates

(60+ or With a Verified Disability)

In-Town: \$3.00

Within County: \$7.00

(Under 60, Without a Verified Disability)

In-Town: \$6.00

Within County: \$14.00



DD

Round Trip Rates

(DD Only)

In-Town to Employment: \$23.48

Within County to Employment : \$23.48

In-Town Other – Varies

Within County Other - Varies



Systems

How do We Get There?

- Form a task force to look at transportation systems and develop a comprehensive plan
- Use available data and formulate new, raw data to show justification of the need
- Develop local public support and work together to address transportation issues
- Work with the Lake of the Ozarks Council of Local Governments, Lake of the Ozarks Regional Economic Development Council, and public officials to solve the issues before it develops into a crisis

Sources

- Missouri Department of Elementary and Secondary Education
- U.S. Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau
- Morgan County Senate Bill 40 Board
- Miller County Senate Bill 40 Board
- Missouri Department of Mental Health, Developmental Disabilities Division
- Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources



Support Coordination Report

March 2016

Consumer Caseloads

- Number of Caseloads as of March 31st, 2016: 297
- Budgeted Number of Caseloads: 290
- There were 9 Full-Time Support Coordinators handling an average of 33 caseloads each
- Pending Number of New Intakes: 14
- Budgeted Number of Intakes: 15
- Medicaid Eligibility: 86.53%

CARF Report

Outcome Measurement Report



TCM

TCM: % of the time new consumers will be contacted by their Support Coordinator (SC) within 5 business days of their eligibility determination (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	6	0	0	100.00 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	2	0	0	100.00 %
Total	8	0	0	100.00 %
Goal				100 %

TCM: Planning meeting is held within 30 days of eligibility date (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	6	0	0	100.00 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	2	0	0	100.00 %
Total	8	0	0	100.00 %
Goal				100 %

Outcome Measurement Report



TCM: % of all annual Medicaid Waiver plans and plans subject to the Regional Office Utilization Review (UR) will be submitted via fax and email at least 22 calendar days prior to the plan implementation date. (N/A)

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	24	10	0	70.59 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	0	0	0	-
Total	24	10	0	70.59 %
Goal				80 %

TCM: % of all annual non-waiver plans will be emailed to the Regional Office at least 15 calendar days prior to the plan implementation date (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	14	7	0	66.67 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	7	1	0	87.50 %
Total	21	8	0	72.41 %
Goal				80 %

TCM: % of IP outcomes/action steps will be met (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	293	938	0	23.80 %
Cimor Update	0	4	0	0.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	19	78	0	19.59 %
Total	312	1020	0	23.42 %
Goal				80 %

Outcome Measurement Report



TCM: % of Quarterly Reports met (N/A)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	164	8	0	95.35 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	21	2	0	91.30 %
Total	185	10	0	94.87 %
Goal				95 %

TCM: % that shall have Outcomes implemented in their Individual Support Plan that encourage or support active participation in typical community events and activities (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	1	0	0	100.00 %
Targeted Case Management	179	89	0	66.79 %
Cimor Update	1	0	0	100.00 %
Intake	0	19	0	0.00 %
Ineligible applicants	0	15	0	0.00 %
Duplicate record	0	1	0	0.00 %
CCDDR	21	12	0	63.64 %
Total	202	136	0	59.76 %
Goal				75 %

TCM: % of time Billable (N/A)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
Temporary Department	0		0	
Targeted Case Management	2591	2294	0	53.04 %
Cimor Update	0		0	
Intake	1	363	0	0.27 %
Ineligible applicants	0		0	
Duplicate record	0		0	
CCDDR	132	396	0	25.00 %
Total	2724	3053	0	47.15 %
Goal				70 %

Outcome Measurement Report



Consumer Forms (% of consumers will report being satisfied or very satisfied with the services provided by their SC, as indicated on the Consumer Survey.)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	48	0	3	100.00 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	4	0	1	100.00 %
Total	53	0	4	100.00 %
Goal				90 %

Consumer Forms (% of consumers or parent/guardians of consumers served shall indicate their SC is available when needed, as indicated on the Consumer Survey.)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	50	1	0	98.04 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	4	0	1	100.00 %
Total	55	1	1	98.21 %
Goal				90 %

TCM: % of Individual Support Plans chosen for TCM Reviews conducted by RRO will not require remediation (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department				
Targeted Case Management				
Cimor Update				
Intake				
Ineligible applicants				
Duplicate record				
CCDDR				
Total				
Goal				80 %

Outcome Measurement Report



TCM: % of consumers will be given the resources or education to formulate a personal plan for personal safety and risk reduction to better protect them from abuse, neglect or exploitation (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	1	0	0.00 %
Targeted Case Management	27	241	0	10.07 %
Cimor Update	0	1	0	0.00 %
Intake	0	19	0	0.00 %
Ineligible applicants	0	15	0	0.00 %
Duplicate record	0	1	0	0.00 %
CCDDR	0	33	0	0.00 %
Total	27	311	0	7.99 %
Goal				100 %

TCM: Will host at least one event per year designed to educate the community on abuse, neglect and financial exploitation of vulnerable persons; and how to report it. (N-A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	0	0	0	-
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	0	0	0	-
Total	0	0	0	-
Goal				100 %

Outcome Measurement Report



[TCM: Provider demonstrates a commitment to community employment opportunities for persons served by making at least 15 referrals to Vocational Rehabilitation through the Outcomes and Action Steps included in the ISP. \(N/A\)](#)

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

For Events:

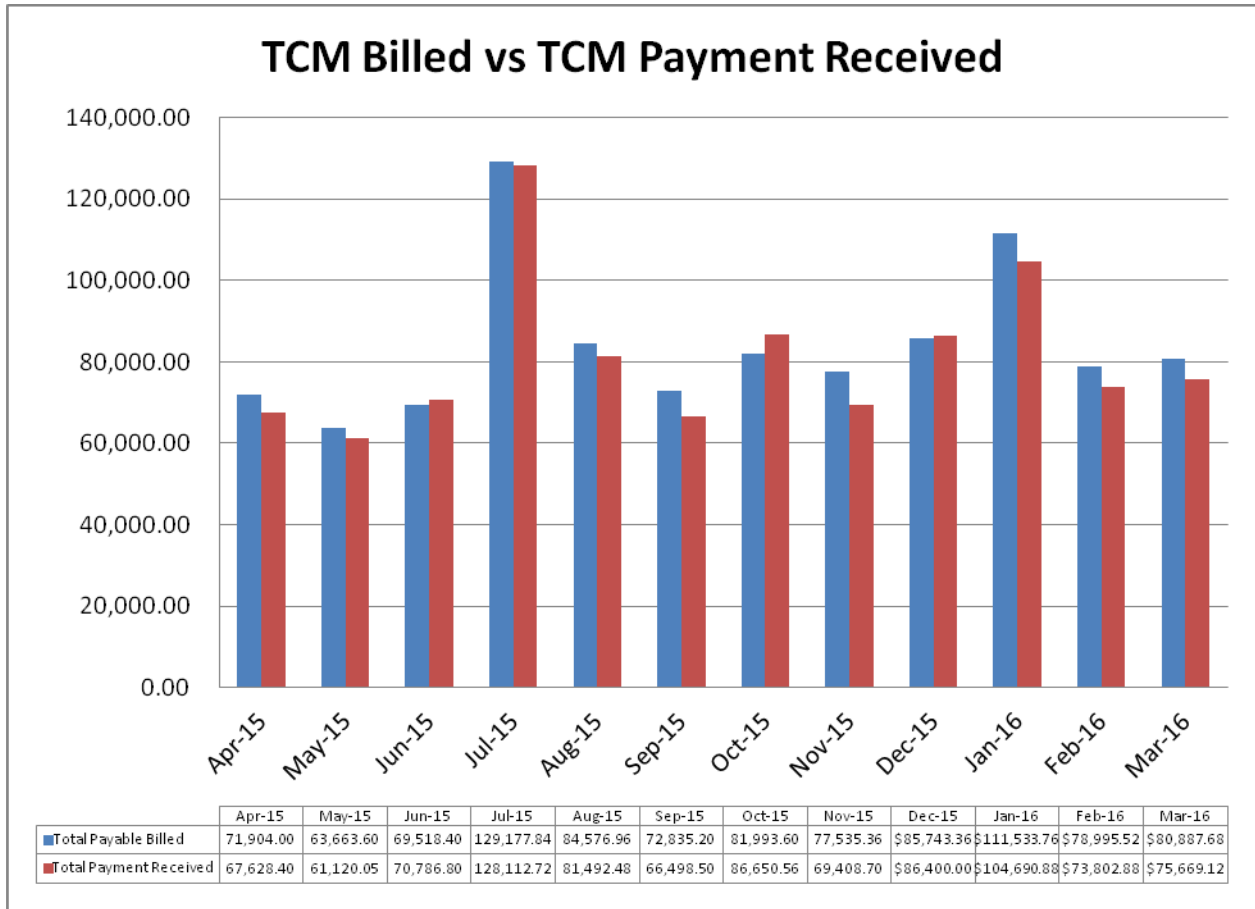
Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	27	0	0	100.00 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	1	0	0	100.00 %
Duplicate record	0	0	0	-
CCDDR	2	0	0	100.00 %
Total	31	0	0	100.00 %
Goal				100 %

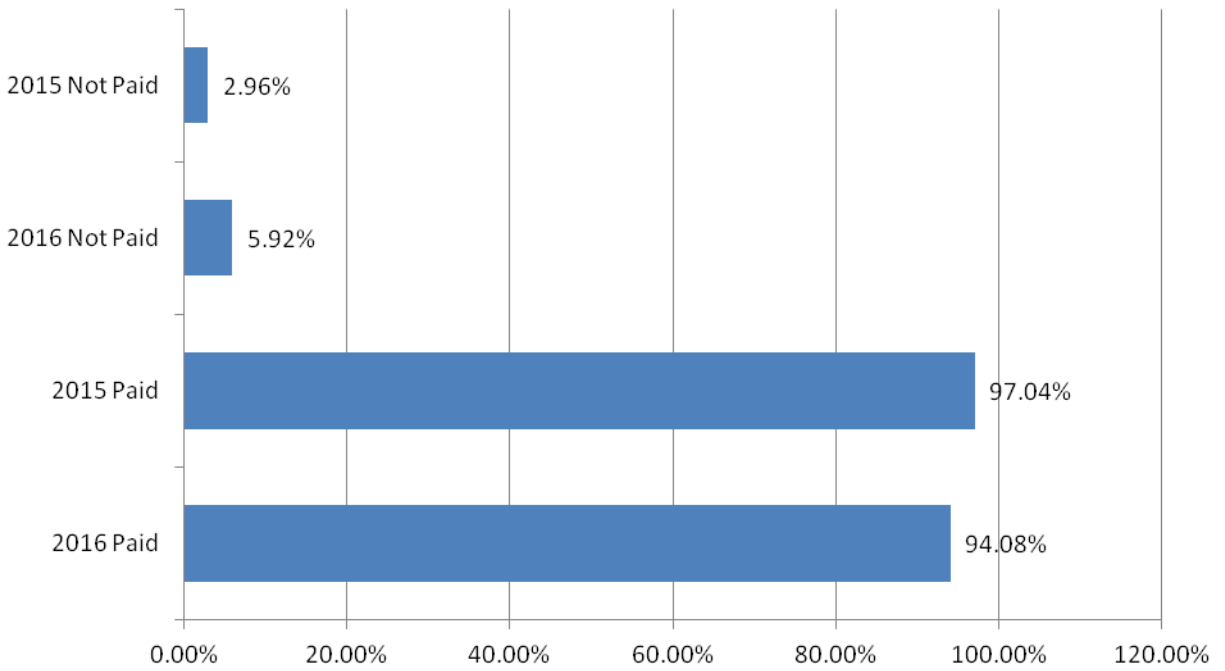
Agency Economic
Report
(Unaudited)

March 2016

Targeted Case Management Income



2015 vs 2014 Percentage Comparison Medicaid Billed vs Medicaid Paid



**Camden County Developmental Disability Resources
Budget vs. Actuals: FY2016 Budget - FY16 P&L Departments
March 2016**

	Grants			TCM			Total		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Income									
4000 Income	52,411	22,373	30,038	76,202	85,999	(9,797)	128,612	108,372	20,240
Total Income	52,411	22,373	30,038	76,202	85,999	(9,797)	128,612	108,372	20,240
Expenses									
5000 Payroll & Benefits			0	69,629	76,761	(7,132)	69,629	76,761	(7,132)
5100 Repairs & Maintenance			0	2,192	435	1,757	2,192	435	1,757
5500 Contracted Business Services			0	9,543	6,610	2,933	9,543	6,610	2,933
5600 Presentations/Public Meetings			0	311	175	136	311	175	136
5700 Office Expenses			0	8,034	2,675	5,359	8,034	2,675	5,359
5800 Other General & Administrative	0		0	584	1,476	(892)	584	1,476	(892)
5900 Utilities			0	1,488	1,050	438	1,488	1,050	438
6100 Insurance			0	1,189	1,350	(161)	1,189	1,350	(161)
6500 Medicaid Match	3,127	5,178	(2,051)			0	3,127	5,178	(2,051)
6700 Partnership for Hope	3,681	3,725	(44)			0	3,681	3,725	(44)
6900 Targeted Case Management		0	0			0	0	0	0
7100 Housing Programs	7,200	9,202	(2,002)			0	7,200	9,202	(2,002)
7200 CLC	10,891	15,171	(4,280)			0	10,891	15,171	(4,280)
7300 Sheltered Employment Programs	20,084	28,593	(8,509)			0	20,084	28,593	(8,509)
7900 Special/Additional Needs	6,447	9,265	(2,818)			0	6,447	9,265	(2,818)
Total Expenses	51,429	71,134	(19,705)	92,970	90,532	2,438	144,399	161,666	(17,267)
Net Operating Income	981	(48,761)	49,742	(16,768)	(4,533)	(12,235)	(15,787)	(53,294)	37,507
Other Expenses									
8500 Depreciation			0	2,387	2,294	93	2,387	2,294	93
Total Other Expenses	0	0	0	2,387	2,294	93	2,387	2,294	93
Net Other Income	0	0	0	(2,387)	(2,294)	(93)	(2,387)	(2,294)	(93)
Net Income	981	(48,761)	49,742	(19,155)	(6,827)	(12,328)	(18,174)	(55,588)	37,414

Budget Variance Report for the Month of March 2016

Total Income: During March of 2016, total gross income for Grant Programs was higher than budgeted expectations due to higher than anticipated tax collections. TCM Program net income was lower than budgeted expectations because several individuals/guardians/families have not yet submitted all information to re-certify annual Medicaid eligibility, causing a lapse in Medicaid coverage; Support Coordinator position vacancy; Support Coordinator absences were higher than budgeted; and the overall Support Coordination billable percentage of hours worked was lower than budgeted.

Total Expenses: Overall Grant Program expenses were lower than budgeted primarily because Medicaid Match, Partnership for Hope, CLC Program, Sheltered Employment Program, and Special Needs Program expenses were lower than anticipated. Overall TCM expenses were higher than budgeted primarily due to higher than anticipated Office, R&M, and Contracted Business Service expenses.

**Camden County Developmental Disability Resources
Budget vs. Actuals: FY2016 Budget - FY16 P&L Departments
January - March, 2016**

	Grants			TCM			Total		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Income									
4000 Income	854,982	838,845	16,137	255,737	298,932	(43,195)	1,110,719	1,137,777	(27,058)
Total Income	854,982	838,845	16,137	255,737	298,932	(43,195)	1,110,719	1,137,777	(27,058)
Expenses									
5000 Payroll & Benefits			0	213,246	230,283	(17,037)	213,246	230,283	(17,037)
5100 Repairs & Maintenance			0	2,743	1,305	1,438	2,743	1,305	1,438
5500 Contracted Business Services			0	23,289	17,570	5,719	23,289	17,570	5,719
5600 Presentations/Public Meetings			0	1,214	1,025	189	1,214	1,025	189
5700 Office Expenses			0	12,571	8,678	3,893	12,571	8,678	3,893
5800 Other General & Administrative	0		0	9,860	9,628	232	9,860	9,628	232
5900 Utilities			0	3,747	3,150	597	3,747	3,150	597
6100 Insurance			0	3,545	4,050	(505)	3,545	4,050	(505)
6500 Medicaid Match	3,127	5,178	(2,051)			0	3,127	5,178	(2,051)
6700 Partnership for Hope	4,002	7,050	(3,048)			0	4,002	7,050	(3,048)
6900 Targeted Case Management		0	0			0	0	0	0
7100 Housing Programs	28,128	27,606	522			0	28,128	27,606	522
7200 CLC	30,712	42,138	(11,426)			0	30,712	42,138	(11,426)
7300 Sheltered Employment Programs	64,605	85,779	(21,174)			0	64,605	85,779	(21,174)
7900 Special/Additional Needs	18,534	26,875	(8,341)			0	18,534	26,875	(8,341)
Total Expenses	149,108	194,626	(45,518)	270,215	275,689	(5,474)	419,322	470,315	(50,993)
Net Operating Income	705,875	644,219	61,656	(14,478)	23,243	(37,721)	691,397	667,462	23,935
Other Expenses									
8500 Depreciation			0	7,171	6,882	289	7,171	6,882	289
Total Other Expenses	0	0	0	7,171	6,882	289	7,171	6,882	289
Net Other Income	0	0	0	(7,171)	(6,882)	(289)	(7,171)	(6,882)	(289)
Net Income	705,875	644,219	61,656	(21,649)	16,361	(38,010)	684,226	660,580	23,646

YTD Budget Variance Report

Total Income: As of March 31st, 2016, total gross income for Grant Programs is higher than budgeted expectations due to higher than anticipated tax collections. TCM Program net income is lower than budgeted expectations because several individuals/guardians/families have not yet submitted all information to re-certify annual Medicaid eligibility, causing a lapse in Medicaid coverage; Support Coordinator position vacancy; Support Coordinator absences are higher than budgeted; and the overall Support Coordination billable percentage of hours worked are lower than budgeted.

Total Expenses: Overall Grant Program expenses are lower than budgeted primarily because Medicaid Match, Partnership for Hope, CLC Program, Sheltered Employment Program, and Special Needs Program expenses are lower than anticipated. Overall TCM expenses were lower than budgeted primarily due to lower than anticipated payroll expenses.

Camden County Developmental Disability Resources
Balance Sheet
As of March 31, 2016

	Grants	TCM	Total
ASSETS			
Current Assets			
Bank Accounts			
1000 Bank Accounts			0
1005 Grant Bank Accounts			0
1010 Grant Account (County Tax Funds) - First Nat'l Bank	15,259	0	15,259
1015 Grant Reserve Account (County Tax Funds) - Central Bank	229		229
1020 Grant Certificate of Deposit (County Tax Funds)	0		0
1025 Grant Account (County Tax Funds) - Sullivan Bank	773,320		773,320
1030 Grant Operating Reserves Account (Tax Funds) - Sullivan Bank	217,763		217,763
Total 1005 Grant Bank Accounts	1,006,570	0	1,006,570
1050 TCM Bank Accounts			0
1055 TCM Account (TCM Funds) - 1st Nat'l Bank	0	275,483	275,483
1060 TCM Certificate of Deposit (TCM Funds)		0	0
Total 1050 TCM Bank Accounts	0	275,483	275,483
Total 1000 Bank Accounts	1,006,570	275,483	1,282,053
Total Bank Accounts	1,006,570	275,483	1,282,053
Accounts Receivable			
1300 Property Taxes			0
1310 Property Tax Receivable	981,753		981,753
1315 Allowance for Doubtful Accounts	(24,155)		(24,155)
Total 1300 Property Taxes	957,598	0	957,598
1350 Allowance for Doubtful Accounts	0		0
Total Accounts Receivable	957,598	0	957,598
Other current assets			
1399 TCM Remittance Advices In-Transit	0	38,413	38,413
1400 Other Current Assets			0
1410 Other Deposits	0		0
Total 1400 Other Current Assets	0	0	0
1450 Prepaid Expenses		0	0
1455 Prepaid-Insurance	0	10,780	10,780
Total 1450 Prepaid Expenses	0	10,780	10,780
Total Other current assets	0	49,194	49,194
Total Current Assets	1,964,168	324,677	2,288,845
Fixed Assets			
1500 Fixed Assets			0
1510 100 Third Street Land		47,400	47,400
1511 Keystone Land		14,000	14,000
1520 100 Third Street Building		431,091	431,091
1521 Keystone		163,498	163,498
1525 Accumulated Depreciation - 100 Third Street		(116,739)	(116,739)
1526 Accumulated Depreciation - Keystone		(6,812)	(6,812)
1530 100 Third Street Remodeling		126,736	126,736
1531 Keystone Remodeling		17,949	17,949
1535 Acc Dep - Remodeling - 100 Third Street		(34,751)	(34,751)
1536 Acc Dep - Remodeling - Keystone		(1,056)	(1,056)
1540 Equipment		60,959	60,959
1545 Accumulated Depreciation - Equipment		(29,872)	(29,872)
1550 Vehicles		6,740	6,740

1555 Accumulated Depreciation - Vehicles		(6,740)	(6,740)
Total 1500 Fixed Assets	0	672,402	672,402
Total Fixed Assets	0	672,402	672,402
TOTAL ASSETS	1,964,168	997,079	2,961,247
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
1900 Accounts Payable	855	3,963	4,818
Total Accounts Payable	855	3,963	4,818
Other Current Liabilities			
2000 Current Liabilities			0
2005 Accrued Accounts Payable	0	0	0
2006 DMH Payable	0		0
2010 Accrued Payroll Expense	0	259	259
2015 Accrued Compensated Absences	0	0	0
2025 Prepaid Services	0		0
2030 Deposits	0	17	17
2050 Prepaid Tax Revenue	1,410		1,410
2055 Deferred Inflows - Property Taxes	880,408		880,408
2060 Payroll Tax Payable		0	0
2061 Federal W / H Tax Payable	0	(347)	(347)
2062 Social Security Tax Payable	0	158	158
2063 Medicare Tax Payable	0	(17)	(17)
2064 MO State W / H Tax Payable	0	1,532	1,532
Total 2060 Payroll Tax Payable	0	1,327	1,327
2070 Payroll Clearing			0
2071 AFLAC Pre-tax W / H	0	828	828
2072 AFLAC Post-tax W / H	0	111	111
2073 Vision Insurance W / H	0	(100)	(100)
2074 Health Insurance W / H	0	0	0
2075 Dental Insurance W / H	0	(520)	(520)
2076 Savings W / H		0	0
2078 Misc W / H		312	312
2079 Other W / H		0	0
Total 2070 Payroll Clearing	0	631	631
Total 2000 Current Liabilities	881,818	2,234	884,052
Total Other Current Liabilities	881,818	2,234	884,052
Total Current Liabilities	882,673	6,197	888,870
Total Liabilities	882,673	6,197	888,870
Equity			
3000 Restricted Grant Fund Balances			0
3001 Operational	0		0
3005 Operational Reserves	217,546		217,546
3010 Transportation	19,959		19,959
3015 New Programs	0		0
3030 Special Needs	(1,813)		(1,813)
3040 Sheltered Workshop	0		0
3045 Traditional Medicaid Match	3,016		3,016
3050 Partnership for Hope Match	135		135
3055 Building/Remodeling/Expansion	42,165		42,165
3065 Legal	18,832		18,832
3070 TCM	0		0
Total 3000 Restricted Grant Fund Balances	299,840	0	299,840
3500 Restricted TCM Fund Balances			0
3501 Operational		40,301	40,301

3505 Operational Reserves		194,949	194,949
3510 Transportation		0	0
3515 New Programs		0	0
3530 Special Needs		0	0
3550 Partnership for Hope Match		0	0
3555 Building/Remodeling/Expansion		21,636	21,636
3560 Sponsorships		0	0
3565 Legal		9,533	9,533
3599 Other		679,573	679,573
Total 3500 Restricted TCM Fund Balances	0	945,993	945,993
3900 Unrestricted Fund Balances	1	(49)	(48)
3950 Prior Period Adjustment	0	0	0
3999 Clearing Account	38,098	104,268	142,367
Net Income	705,875	(21,649)	684,226
Total Equity	1,043,813	1,028,564	2,072,377
TOTAL LIABILITIES AND EQUITY	1,926,486	1,034,761	2,961,247

Camden County Developmental Disability Resources Statement of Cash Flows

March 2016

	Grants	TCM	Total
OPERATING ACTIVITIES			
Net Income	981	(19,155)	(18,174)
Adjustments to reconcile Net Income to Net Cash provided by operations:			0
1455 Prepaid Expenses:Prepaid-Insurance		3,186	3,186
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898	898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341	341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		528	528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		75	75
1545 Fixed Assets:Accumulated Depreciation - Equipment		546	546
1900 Accounts Payable	755	3,963	4,718
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0	0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0	0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0	0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(31)	(31)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(129)	(129)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(8)	(8)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(8)	(8)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		7	7
2076 Current Liabilities:Payroll Clearing:Savings W / H		0	0
2078 Current Liabilities:Payroll Clearing:Misc W / H		312	312
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	755	9,679	10,434
Net cash provided by operating activities	1,736	(9,476)	(7,740)
FINANCING ACTIVITIES			
3030 Restricted Grant Fund Balances:Special Needs	(779)		(779)
3050 Restricted Grant Fund Balances:Partnership for Hope Match	(1,624)		(1,624)
3065 Restricted Grant Fund Balances:Legal	(193)		(193)
3565 Restricted TCM Fund Balances:Legal		(2,468)	(2,468)
Net cash provided by financing activities	(2,596)	(2,468)	(5,063)
Net cash increase for period	(859)	(11,944)	(12,803)
Cash at beginning of period	1,007,429	325,840	1,333,270
Cash at end of period	1,006,570	313,897	1,320,467

Camden County Developmental Disability Resources
Statement of Cash Flows
January - March, 2016

	Grants	TCM	Total
OPERATING ACTIVITIES			
Net Income	705,875	(21,649)	684,226
Adjustments to reconcile Net Income to Net Cash provided by operations:			0
1455 Prepaid Expenses:Prepaid-Insurance		7,195	7,195
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		2,694	2,694
1526 Fixed Assets:Accumulated Depreciation - Keystone		1,022	1,022
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		1,584	1,584
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		224	224
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,647	1,647
1900 Accounts Payable	855	3,720	4,575
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0	0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0	0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0	0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(564)	(564)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(240)	(240)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(23)	(23)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(25)	(25)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(59)	(59)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0	0
2078 Current Liabilities:Payroll Clearing:Misc W / H		(281)	(281)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	855	16,894	17,749
Net cash provided by operating activities	706,730	(4,755)	701,975
FINANCING ACTIVITIES			
3030 Restricted Grant Fund Balances:Special Needs	(1,888)		(1,888)
3040 Restricted Grant Fund Balances:Sheltered Workshop	0		0
3045 Restricted Grant Fund Balances:Traditional Medicaid Match	(2,507)		(2,507)
3050 Restricted Grant Fund Balances:Partnership for Hope Match	(8,820)		(8,820)
3065 Restricted Grant Fund Balances:Legal	(2,118)		(2,118)
3501 Restricted TCM Fund Balances:Operational		40,301	40,301
3555 Restricted TCM Fund Balances:Building/Remodeling/Expansion		16,431	16,431
3565 Restricted TCM Fund Balances:Legal		869	869
3900 Unrestricted Fund Balances	(70,867)	(164,336)	(235,204)
3999 Clearing Account	38,098	104,268	142,367
Net cash provided by financing activities	(48,101)	(2,468)	(50,569)
Net cash increase for period	658,628	(7,222)	651,406
Cash at beginning of period	347,942	321,119	669,061
Cash at end of period	1,006,570	313,897	1,320,467

Camden County Developmental Disability Resources Check Detail

March 2016

1025 Grant Account (County Tax Funds) - Sullivan Bank

Date	Transaction Type	Num	Name	Amount
03/04/2016	Bill Payment (Check)	3290	T&L Morgan Properties LLC	(\$500.00)
03/04/2016	Bill Payment (Check)	3291	Missouri Ozarks Community Action, Inc.	\$0.00
03/04/2016	Bill Payment (Check)	3292	Missouri Ozarks Community Action, Inc.	(\$125.00)
03/11/2016	Bill Payment (Check)	3293	MO HealthNet	(\$403.00)
03/11/2016	Bill Payment (Check)	3297	MO HealthNet	(\$122.00)
03/11/2016	Bill Payment (Check)	3298	MO HealthNet	(\$21.00)
03/11/2016	Bill Payment (Check)	3299	MO HealthNet	(\$498.00)
03/11/2016	Bill Payment (Check)	3300	MO HealthNet	(\$320.00)
03/11/2016	Bill Payment (Check)	3301	MO HealthNet	(\$512.00)
03/11/2016	Bill Payment (Check)	3302	MO HealthNet	(\$59.00)
03/11/2016	Bill Payment (Check)	3303	MO HealthNet	(\$59.00)
03/11/2016	Bill Payment (Check)	3304	MO HealthNet	(\$25.00)
03/11/2016	Bill Payment (Check)	3305	MO HealthNet	(\$279.00)
03/11/2016	Bill Payment (Check)	3306	MO HealthNet	(\$267.00)
03/11/2016	Bill Payment (Check)	3307	MO HealthNet	(\$39.00)
03/11/2016	Bill Payment (Check)	3308	MO HealthNet	(\$30.00)
03/14/2016	Bill Payment (Check)	3309	Childrens Learning Center	(\$10,891.07)
03/14/2016	Bill Payment (Check)	3310	Lake Area Industries	(\$20,083.59)
03/18/2016	Bill Payment (Check)	3311	Achieving Life Skills	(\$292.80)
03/18/2016	Bill Payment (Check)	3312	Brookview Apartments of Camdenton	(\$100.00)
03/18/2016	Bill Payment (Check)	3313	Bryan Cave LLP	(\$192.50)
03/18/2016	Bill Payment (Check)	3314	Camden Manors, Inc.	(\$100.00)
03/18/2016	Bill Payment (Check)	3315	Camdenton Apartments dba Lauren's Place	(\$121.00)
03/18/2016	Bill Payment (Check)	3316	DMH Local Tax Matching Fund	(\$5,304.52)
03/18/2016	Bill Payment (Check)	3317	Elegant Transport	(\$200.00)
03/18/2016	Bill Payment (Check)	3318	Garry Euler	(\$803.00)
03/18/2016	Bill Payment (Check)	3319	Glen Donnach, LLC	(\$184.00)
03/18/2016	Bill Payment (Check)	3320	J.C. Sutton LLC	(\$404.00)
03/18/2016	Bill Payment (Check)	3321	John Farrell Real Estate Company	(\$281.00)
03/18/2016	Bill Payment (Check)	3322	MO HealthNet	(\$292.00)
03/18/2016	Bill Payment (Check)	3323	Phyllis Ilene Hood	(\$561.00)
03/18/2016	Bill Payment (Check)	3324	Professional Management Group, Inc.	(\$100.00)
03/18/2016	Bill Payment (Check)	3325	Revelation Construction & Development, LLC	(\$100.00)
03/18/2016	Bill Payment (Check)	3326	Valerie Stonitsch	(\$193.00)
03/18/2016	Bill Payment (Check)	3327	Velma Spawn	(\$100.00)
03/18/2016	Bill Payment (Check)	3328	Wimaca Oaks Apartments, LLC	(\$436.00)
03/18/2016	Bill Payment (Check)	3329	Camdenton Apartments dba Lauren's Place	(\$100.00)
03/18/2016	Bill Payment (Check)	3330	DMH Local Tax Matching Fund	(\$5,511.36)
03/18/2016	Bill Payment (Check)	3331	Professional Management Group, Inc.	(\$100.00)
03/18/2016	Bill Payment (Check)	3332	Revelation Construction & Development, LLC	(\$717.00)
03/18/2016	Bill Payment (Check)	3333	Revelation Construction & Development, LLC	(\$322.00)
03/18/2016	Bill Payment (Check)	3334	Revelation Construction & Development, LLC	(\$422.00)
03/18/2016	Bill Payment (Check)	3335	Revelation Construction & Development, LLC	(\$881.00)
03/25/2016	Bill Payment (Check)	3336	Missouri Ozarks Community Action, Inc.	\$0.00
03/25/2016	Bill Payment (Check)	3337	MO HealthNet	(\$508.00)
03/25/2016	Bill Payment (Check)	3338	Peak Sport and Spine Rehab	(\$485.00)
03/25/2016	Bill Payment (Check)	3339	Missouri Ozarks Community Action, Inc.	(\$225.00)

1055 TCM Account (TCM Funds) - 1st Nat'l Bank

Date	Transaction Type	Num	Name	Amount
03/04/2016	Bill Payment (Check)	6430	All American Terminite & Pest Control	(\$100.00)
03/04/2016	Bill Payment (Check)	6431	FP Mailing Soutions	(\$102.00)
03/04/2016	Bill Payment (Check)	6432	G G Maha	(\$51.35)
03/04/2016	Bill Payment (Check)	6433	Linda Simms	(\$265.54)
03/04/2016	Bill Payment (Check)	6434	Lori Cornwell	(\$120.02)
03/04/2016	Bill Payment (Check)	6435	Republic Services #435	(\$92.83)
03/04/2016	Bill Payment (Check)	6436	Sharla Jenks	(\$67.70)
03/04/2016	Bill Payment (Check)	6437	Summit Natural Gas of Missouri	(\$167.88)
03/04/2016	Bill Payment (Check)	6438	Angela St. Joan	(\$171.80)
03/04/2016	Bill Payment (Check)	6439	Bryan Cave LLP	(\$537.50)
03/04/2016	Bill Payment (Check)	6440	Glenda North	\$0.00
03/04/2016	Bill Payment (Check)	6441	Jeanna K Cupp	(\$57.56)
03/04/2016	Bill Payment (Check)	6442	KMB Technical Group, Inc.	(\$1,440.00)
03/04/2016	Bill Payment (Check)	6443	Linda Gifford	(\$87.87)
03/04/2016	Bill Payment (Check)	6444	Marcie L. Vansyoc	(\$40.45)
03/04/2016	Bill Payment (Check)	6445	Ryan Johnson	(\$112.63)
03/04/2016	Bill Payment (Check)	6446	Scott's Heating & Air	(\$498.00)
03/04/2016	Bill Payment (Check)	6447	Camden County PWSD #2	(\$43.12)
03/04/2016	Bill Payment (Check)	6448	Eddie L Thomas	\$0.00
03/04/2016	Bill Payment (Check)	6449	Missouri Dept of Revenue	(\$1,567.00)
03/04/2016	Bill Payment (Check)	6450	MSW Interactive Designs LLC	(\$30.00)
03/04/2016	Bill Payment (Check)	6451	AAIDD - Missouri Chapter	(\$120.00)
03/04/2016	Bill Payment (Check)	6452	Direct Service Works	(\$795.00)
03/04/2016	Bill Payment (Check)	6453	Lebanon Phone Center & Alarm Inc	(\$240.00)
03/04/2016	Bill Payment (Check)	6454	FP Mailing Soutions	(\$1,500.00)
03/07/2016	Bill Payment (Check)	6455	Eddie L Thomas	(\$212.43)
03/08/2016	Expense	03/08/2016	Internal Revenue Service	(\$5,571.04)
03/08/2016	Expense	03/08/2016	Edward Jones	(\$50.00)
03/08/2016	Expense	151261	Jennifer Clemons	(\$927.12)
03/08/2016	Expense	151262	Connie L Baker	(\$969.88)
03/08/2016	Expense	151263	Myrna Blaine	(\$1,391.15)
03/08/2016	Expense	151264	Lori Cornwell	(\$827.43)
03/08/2016	Expense	151265	Jeanna K Cupp	(\$901.67)
03/08/2016	Expense	151266	Linda Gifford	(\$840.72)
03/08/2016	Expense	151267	Sharla Jenks	(\$800.96)
03/08/2016	Expense	151268	Ryan Johnson	(\$1,038.84)
03/08/2016	Expense	151269	Micah J Joseph	(\$1,090.73)
03/08/2016	Expense	151270	Angela St. Joan	(\$1,076.22)
03/08/2016	Expense	151271	Annie Meyer	(\$1,094.98)
03/08/2016	Expense	151272	Edmond J Thomas	(\$1,197.54)
03/08/2016	Expense	151273	Eddie L Thomas	(\$2,054.32)
03/08/2016	Expense	151274	Nicole M Whittle	(\$1,009.94)
03/08/2016	Expense	151275	Marcie L. Vansyoc	(\$789.94)
03/10/2016	Bill Payment (Check)	6457	Glenda North	(\$120.00)
03/11/2016	Bill Payment (Check)	6456	Aflac	(\$819.41)
03/11/2016	Bill Payment (Check)	6458	Ameren Missouri	(\$443.29)
03/11/2016	Bill Payment (Check)	6459	Annie Meyer	(\$159.26)
03/11/2016	Bill Payment (Check)	6460	AT&T	(\$81.74)
03/11/2016	Bill Payment (Check)	6461	Connie L Baker	(\$39.36)
03/11/2016	Bill Payment (Check)	6462	Ezard's, Inc.	(\$121.27)
03/11/2016	Bill Payment (Check)	6463	FP Mailing Soutions	(\$113.25)
03/11/2016	Bill Payment (Check)	6464	G G Maha	(\$1,020.83)

03/11/2016	Bill Payment (Check)	6465	Glenda North	(\$110.00)
03/11/2016	Bill Payment (Check)	6466	Janine's Flowers	(\$61.50)
03/11/2016	Bill Payment (Check)	6467	Jennifer Clemons	(\$178.44)
03/11/2016	Bill Payment (Check)	6468	LaClede Electric Cooperative	(\$434.43)
03/11/2016	Bill Payment (Check)	6469	Linda Simms	(\$1,094.44)
03/11/2016	Bill Payment (Check)	6470	Mo Department Of Revenue	(\$5.88)
03/11/2016	Bill Payment (Check)	6471	Mo State Highway Patrol	(\$34.75)
03/11/2016	Bill Payment (Check)	6472	Office Business Equipment	(\$54.74)
03/11/2016	Bill Payment (Check)	6473	Refills Ink	(\$359.94)
03/18/2016	Bill Payment (Check)	6474	Bankcard Center	(\$4,231.68)
03/18/2016	Bill Payment (Check)	6475	Bryan Cave LLP	(\$1,930.00)
03/18/2016	Bill Payment (Check)	6476	City Of Camdenton	(\$284.78)
03/18/2016	Bill Payment (Check)	6477	Conaway Contracting	(\$400.00)
03/18/2016	Bill Payment (Check)	6478	Ezard's, Inc.	(\$1,800.00)
03/18/2016	Bill Payment (Check)	6479	Glenda North	(\$55.00)
03/18/2016	Bill Payment (Check)	6480	KMB Technical Group, Inc.	(\$956.00)
03/18/2016	Bill Payment (Check)	6481	Micah J Joseph	(\$171.25)
03/18/2016	Bill Payment (Check)	6482	Skeltons Key & Lock	(\$95.00)
03/18/2016	Bill Payment (Check)	6483	Tril-Lakes Electric Service	(\$903.79)
03/24/2016	Expense	151278	Connie L Baker	(\$887.90)
03/24/2016	Expense	151279	Myrna Blaine	(\$1,391.17)
03/24/2016	Expense	151280	Cynthia Brown	(\$415.42)
03/24/2016	Expense	151281	Jennifer Clemons	(\$913.61)
03/24/2016	Expense	151282	Lori Cornwell	(\$827.43)
03/24/2016	Expense	151283	Jeanna K Cupp	(\$901.67)
03/24/2016	Expense	151284	Linda Gifford	(\$833.44)
03/24/2016	Expense	151285	Sharla Jenks	(\$814.82)
03/24/2016	Expense	151286	Ryan Johnson	(\$1,046.71)
03/24/2016	Expense	151287	Micah J Joseph	(\$1,070.94)
03/24/2016	Expense	151288	Annie Meyer	(\$1,097.48)
03/24/2016	Expense	151289	Angela St. Joan	(\$1,120.71)
03/24/2016	Expense	151290	Edmond J Thomas	(\$1,197.54)
03/24/2016	Expense	151291	Eddie L Thomas	(\$2,054.32)
03/24/2016	Expense	151292	Marcie L. Vansyoc	(\$1,088.74)
03/24/2016	Expense	151293	Nicole M Whittle	(\$1,009.94)
03/25/2016	Expense	03/25/2016	Edward Jones	(\$50.00)
03/25/2016	Expense	03/25/2016	Internal Revenue Service	(\$5,721.40)
03/25/2016	Bill Payment (Check)	6484	Camden County Fire & Safety	(\$163.50)
03/25/2016	Bill Payment (Check)	6485	Charter Business	(\$710.43)
03/25/2016	Bill Payment (Check)	6486	Clean Cut Lawn Care etc. LLC	(\$94.00)
03/25/2016	Bill Payment (Check)	6487	Delta Dental of Missouri	(\$374.13)
03/25/2016	Bill Payment (Check)	6488	E-Z Disposal	(\$22.00)
03/25/2016	Bill Payment (Check)	6489	G G Maha	(\$1,045.55)
03/25/2016	Bill Payment (Check)	6490	Glenda North	(\$65.00)
03/25/2016	Bill Payment (Check)	6491	Janine's Flowers	(\$122.50)
03/25/2016	Bill Payment (Check)	6492	KMB Technical Group, Inc.	(\$1,075.91)
03/25/2016	Bill Payment (Check)	6493	Linda Simms	(\$1,094.44)
03/25/2016	Bill Payment (Check)	6494	Mo Consolidated Health Care	(\$10,761.02)
03/25/2016	Bill Payment (Check)	6495	Mo Department Of Revenue	(\$5.88)
03/25/2016	Bill Payment (Check)	6496	Myrna Blaine	(\$227.86)
03/25/2016	Bill Payment (Check)	6497	Principal Life Ins	(\$201.98)
03/25/2016	Bill Payment (Check)	6498	Schriefer's Office Equipment Inc	(\$474.00)
03/25/2016	Bill Payment (Check)	6499	Staples	(\$344.99)
03/25/2016	Bill Payment (Check)	6500	Schriefer's Office Equipment Inc	(\$474.00)

03/25/2016	Bill Payment (Check)	6501	Schriefer's Office Equipment Inc	(\$474.00)
03/25/2016	Bill Payment (Check)	6502	Schriefer's Office Equipment Inc	(\$474.00)
03/25/2016	Bill Payment (Check)	6503	Schriefer's Office Equipment Inc	(\$469.00)
03/25/2016	Bill Payment (Check)	6504	Schriefer's Office Equipment Inc	(\$499.00)
03/25/2016	Bill Payment (Check)	6505	Schriefer's Office Equipment Inc	(\$364.00)

March 2016
Credit Card Statement –
Statement was not Available at
Time of Board Packet
Preparation – Will Review in
May 2016 Board Meeting

Resolutions 2016-20
& 2016-21



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-20*

AMENDED COMMUNITY RESOURCE SPECIALIST JOB DESCRIPTION

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, and job descriptions and creates new Bylaws, policies, 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 Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Community Resource Specialist job description, included as Attachment "A" hereto.
2. That the Board recognizes there was need to amend this job description to remain efficient in its administrative operations and management.
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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2016-20

Camden County Senate Bill 40 Board
(d/b/a Camden Co. Developmental Disability Resources)
Job Description

Job Title: Community Resource Specialist
Reports To: Executive Director
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Minimum Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$16.00 Hourly
Last Reviewed Date: 04/18/2016 Last Revised Date: 04/18/2016

General Description:

This individual will assist the Executive Director and Board members with regard to CCDDR program development, program monitoring, community resources, community partnerships, organizational tracking, organizational scheduling, fundraising, grant applications, and miscellaneous other duties as assigned by the Executive Director.

Essential Duties & Responsibilities:

- Input data into computer systems as needed
- Mailing of outgoing agency documents/correspondence
- Prepare and edit reports, correspondence, communications, presentations, and other documents, etc. needed for Board and committee meetings, public meetings, fundraising activities, funding requests, grant applications, etc.
- Maintain communications and good relations with Board members, funders, funding agents, business leaders, political leaders, vendors, suppliers, community partners, DDD staff, DMH staff, civic/community organizations, non-profit organizations, service providers, etc.
- Attend community partner, public, internal, and external organizational meetings as necessary
- Prepare and edit correspondence, communications, presentations, reports, proposals, and other documents
- File and retrieve documents and reference materials
- Conduct research, collect data, and analyze data to prepare reports and documents
- Arrange and coordinate meetings and events
- Interact and liaise with internal staff and external organizations at all levels
- Co-ordinate community program development and project-based work
- Develop and coordinate fundraising activities
- Seek and apply for grants or other funding through public or private sources
- Establish and maintain a community resource network
- Complete other duties and assignments as directed by the Executive Director

Knowledge, Skills and Abilities:

- Demonstrate responsibility for maintaining the integrity, privacy, and confidentiality of consumer-related and employee-related information; and adherence to statutory regulations, agency policies, and agency procedures pertaining to protected health information
- Knowledge of human service, social service, public service, case management or other related programs

- Strong written and oral communication skills; ability to write clear, structured, and articulate proposals, reports, and other documents
- Knowledge of fundraising information sources and basic fundraising strategies/techniques
- Knowledge of non-profit, quasi-governmental, political subdivision, municipal, or governmental operations and functions

Computer Skills:

- Ability to operate assigned equipment, computer hardware, and computer software

Language Skills:

- Exhibit clear and readily understandable oral and written communication skills, exhibiting knowledge of English usage, spelling, grammar, and composition
- Ability to read, analyze, and interpret policies and procedures, correspondence, grant applications, funding applications, grant guidelines, funding guidelines, and other agency- related journals, periodicals, regulations, etc.
- Ability to effectively facilitate meetings and respond to common inquiries, orally and in writing
- Ability to understand, interpret, and apply instructions, rules, and regulations
- Ability to communicate with others and to assimilate and understand information in a manner consistent with the essential job functions

Math Skills:

- Ability to apply mathematical concepts in budgets
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent; and to develop and interpret data
- Ability to apply mathematical operations for analysis of data

Reasoning Ability:

- Ability to define complex problems, collect data, establish facts, and draw valid conclusions
- Ability to evaluate and solve problems associated with agency needs and service/resource identification
- Ability to apply common sense understanding to deal with problems
- Ability to function effectively in an office environment that is fast paced and result oriented, which presents multiple demands with frequent interruptions; constantly shifting schedules and priorities; and simultaneous deadlines requiring flexibility, organization, and cooperation

Minimum Requirements:

- Bachelor's Degree from a four-year accredited college or university or HS diploma/GED with a minimum of 4 years experience in human services, fundraising, grant-writing, marketing, communications, and/or other related fields
- Prior experience and proficiency in MS Word, MS Excel, MS Access, and MS PowerPoint
- Valid Missouri driver's license & acceptable driving record
- Have access to adequate transportation and be able to travel as needed

NOTE: All applicants given a conditional offer of employment will have their education credentials, experience credentials, and background screenings evaluated and verified

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds over a short distance.

Reasonable accommodations may be made to enable otherwise qualified individuals to perform the essential functions of the job.

I have reviewed this Job Description with my supervisor and agree to assume all of the duties herein.

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-21*

AMENDED INTAKE COORDINATOR JOB DESCRIPTION

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, and job descriptions and creates new Bylaws, policies, 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 Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Intake Coordinator job description, included as Attachment "A" hereto.
2. That the Board recognizes there was need to amend this job description to remain efficient in its administrative operations and management.
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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2016-21

Camden County Senate Bill 40 Board Job Description

Job Title: Intake Coordinator
Reports To: Consumer Support Director
FLSA Status: Non-Exempt
Employment Status: Full-Time
Minimum Hours per Work Week: 40
Minimum Starting Wage: \$15.00 Hourly
Last Reviewed Date: 04/18/2016 Last Revised Date: 04/18/2016

This position consists of professional case management and intake processing work in a comprehensive purchase-of- service and community placement program for persons with intellectual and/or developmental disabilities. Overtime may be required to complete tasks and responsibilities. The Intake Coordinator is allowed to utilize a flexible schedule in order to complete tasks and responsibilities and to accommodate the needs of clients and their families so long as the Intake Coordinator's time and efforts are accurately reflected in the log notes and any other applicable supporting documentation.

The Intake Coordinator reports to the Consumer Support Director of the Camden County Senate Bill 40 Board, and is primarily responsible for coordinating the intake paperwork, assessments, and services for persons with intellectual/developmental disabilities and their families.

General Description:

- Serves as a Transition Coordinator managing a caseload of persons who are applying for services, re-applying for services, leaving state habilitation centers, and re-entering the community or other facilities
- Manages a complex caseload of persons applying for services consisting of all disability areas requiring the utilization of all community agencies serving persons with Intellectual/Developmental Disabilities (I/DD), as well as agencies serving other disabling conditions
- Serves as liaison with state, federal, and community agencies
- Makes presentations and provides consultative services to schools, parent groups, and other organizations
- Interviews clients, their families, and other responsible individuals; assists in completing the application for services; and collects basic data and obtains appropriate additional information from other agencies
- Develops, in cooperation with other staff, an Individual Support Plan for each client
- Prepares purchase-of-service authorizations and arranges for clients to access services
- Monitors services to ensure that the terms of the authorization are being fulfilled by the vendor, to check on quality of services, and to review client progress
- Conducts client assessments on a limited basis involving the use of specialized knowledge and applications associated with a specific discipline such as social work, psychology, special education, counseling, health care, or occupational therapy
- Prepares and maintains accurate expenditure records
- Exercises independent judgment and initiative in making decisions related to client services and receives general supervision from the Community Resource Specialist and Executive Director

- Works in conjunction and cooperation with the Support Coordination Team to receive further training and education
- Performs other related work as assigned

Knowledge, Skills, and Abilities (KSAs)

- Comprehensive knowledge of case management methods, principles, and techniques.
- Comprehensive knowledge of various intellectual and developmental disabilities, corresponding vendors, and services available for clients.
- Comprehensive knowledge of interviewing methods, principles, and techniques
- Intermediate knowledge of the behavioral sciences and allied disciplines involved in the evaluation, care, and training of persons with I/DD.
- Intermediate knowledge of statutes, administrative rules, and regulations relating to program operation
- Ability to manage a caseload of clients with I/DD, to keep support plans current, and to maintain accurate records
- Ability to collect and analyze information to make decisions concerning a client's support plan
- Ability to develop a logical, feasible, and practical support plan for clients with intellectual/developmental disabilities
- Ability to evaluate the progress of clients and the quality of their service programs
- Ability to evaluate community resources and client needs to make recommendations concerning the development of new programs or modifications in existing programs
- Ability to communicate effectively

Primary Duties & Responsibilities:

- Assists potential new clients and their families with the application/eligibility determination paperwork and testing, supporting documentation, and intake processes
- Processes, monitors, and follows up on pending new intakes and transfers
- Conducts client assessments
- Remains updated on new processes, paperwork, procedures, modifications, training required, Medicaid Waiver requirements, etc. on DDD, DMH, and CCDDR programs and services
- May be assigned a client caseload of individuals approved to receive I/DD services if needed
- Must be able to perform the duties of a Support Coordinator including, but not limited to:
 - Conducts annual Person Centered Plan meetings with clients, family members, providers of services, and others in gathering information needed to develop a Person Centered Plan
 - Drafts Outcomes and Action Steps based on information gathered in plan meetings, risk assessments, collateral information, team members, etc.; plan Outcomes relate back to MO Quality Outcomes
 - Establishes plan timelines and implementation responsibilities of team members
 - Completes annual plans in a timely manner
 - Monitors services per Division of Developmental Disabilities Service Monitoring Directive (DDD) and Department of Mental Health (DMH) Directives
 - Ensures all rights of individuals served are protected and reports observed/suspected abuse, neglect, or misuse of client funds according to state statutes/directives

- Seeks authorization of funding for needed/required client services according to Division and CCDDR Utilization Review procedures
- Assists clients and families in completing required paperwork for DDD, DMH, CCDDR, and other governmental benefits as needed and as requested
- Completes accurate and timely Monthly and Quarterly Reviews of progress in meeting outcomes and action steps identified in Person Centered Plan; suggests modifications to plan as needed
- Ensures that accurate and complete client records are maintained in client permanent record, including all required Medicaid waiver documentation
- Completes and inputs log notes in a timely manner
- Ensures log notes are accurate
- Safeguards the security and confidentiality of client protected health information in accordance with state and federal confidentiality laws
- Maintains a thorough working knowledge of generic community resources available
- Abides by CCDDR policies and procedures
- Meets identified monthly log notes and logging target hours
- Completes other duties and assignments as directed.

Minimum Requirements:

- A Bachelor's degree from an accredited college or university with a minimum of 24 earned semester hours or 36 earned quarter hours in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services; and,
- One or more years of professional experience as a Registered Nurse, or in social work, special education, psychology, counseling, vocational rehabilitation, physical therapy, occupational therapy, speech therapy, or a closely related area.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)

(Additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.)

OR

- A Bachelor's degree from an accredited college or university with a minimum of 24 earned semester hours or 36 earned quarter hours in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services; and,
- One or more years of experience in providing direct care to persons with intellectual and/or developmental disabilities.

- One or more years of experience in providing support coordination to persons with intellectual and/or developmental disabilities

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)

(Additional experience as a Registered Nurse may substitute on a year-for-year basis for a maximum of two years of the required education.)

Additional Requirements:

- Valid Missouri driver's license & acceptable driving record.
- Have access to a car and be able to travel throughout county.

NOTE: All applicants given a conditional offer of employment will have their education credentials, experience credentials, and background screenings evaluated and verified.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds over a short distance, and/or perform personal care tasks, including transfers. Vision abilities include close vision, distance vision, peripheral vision, and depth perception. The employee is required to occasionally stand, walk, and climb stairs. The employee must be able to communicate one on one with staff, clients, guardians, and groups.

Reasonable accommodations may be made to enable otherwise qualified individuals to perform the essential functions of the job.

Certificates, Licenses, Registrations: QDDP Status.

“I hereby agree to comply with responsibilities of Job Description as outlined in this document”

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)