



December 9th, 2021

**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 December 9th, 2021, at 6:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Participants can also Join via WebEx/Phone:

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m46351f45d5782cd221c0ae531e65d53d>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 2555 479 0435
Meeting Password: 68852684

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for October 14th, 2021

Acknowledgement of Distributed Materials to Board Members

- September & October 2021 OSLCFDC Monthly Reports
- September & October 2021 CLC Monthly Report
- September & October 2021 LAI Monthly Report
- YTD 2021 Performance Summary
- October & November 2021 Support Coordination Report
- October & November 2021 Agency Economic Report
- September & October 2021 Credit Card Statement
- Resolution 2021-25, 2021-26, 2021-27, 2021-28, 2021-29, 2021-30, 2021-31, & 2021-32

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

- Our Saviors Lighthouse Child & Family Development Center
- Children's Learning Center
- Lake Area Industries
- MACDDS Updates

Old Business for Discussion

- COVID-19 Related Updates
- Board Member Term Expirations

New Business for Discussion

- NONE

CCDDR Reports

- YTD 2021 Performance Summary
- October & November 2021 Support Coordination Report
- October & November 2021 Agency Economic Report

September & October 2021 Credit Card Statement

Discussion & Conclusion of Resolutions:

- Resolution 2021-25: 2022 Fiscal Year Budget
- Resolution 2021-26: LAI POS Agreement January 1st to December 31st, 2022
- Resolution 2021-27: 2022 LAI Capital Funding Agreement
- Resolution 2021-28: CLC POS Agreement January 1st to December 31st, 2022
- Resolution 2021-29: OATS POS Agreement January 1st to December 31st, 2022
- Resolution 2021-30: OSLCFDC POS Agreement January 1st to December 31st, 2022
- Resolution 2021-31: Approval of Amended Employee Manual
- Resolution 2021-32: Approval of New Policy 45

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

Open Discussions

Public Comment

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

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

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

Adjournment of Open Session

The news media and any interested party may obtain copies of this notice, and a direct link to the WebEx meeting can be submitted to anyone requesting access 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

October 14th, 2021

Open Session Minutes

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CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of October 14, 2021

Members Present Angela Sellers, Elizabeth Perkins, Paul DiBello,
Kym Jones, Betty Baxter, Nancy Hayes

Members Absent: Angela Boyd, Brian Willey, Dr. McNamara

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch, (LAI)
Adrian Anderson (CLC)
Rachel Baskerville, Jeanna Booth, Lori Cornwell, Connie Baker, Alaina Japal,
Ryan Johnson, Linda Simms (CCDDR)

Approval of Agenda

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

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello,
Kym Jones, Betty Baxter, Nancy Hayes

NO: None

Approval of Open Session Board Minutes September 9th, 2021

Motion by Betty Baxter, second Paul DiBello, to approve the September 9th, 2021, Open Session Board Meeting Minutes as presented.

AYE: Angela Sellers, Elizabeth Perkins, Betty Baxter, Paul DiBello

NO: None

ABSTAIN: Kym Jones, Nancy Hayes because they
were not present at the September 9th, 2021, Board Meeting.

Acknowledgement of Distributed Materials to Board Members

- July & August 2021 OSLCFDC Monthly Reports
- August 2021 CLC Monthly Report
- August 2021 LAI Monthly Report
- 2021 Feasibility & Needs Assessment – Adults Living in ISLs/Group Homes/Shared Living & Minor Clients
- September 2021 Support Coordination Report
- September 2021 Employment Report (Not currently available – Being reconfigured & reformatted)
- September 2021 Agency Economic Report
- August 2021 Credit Card Statement
- Resolution 2021-24

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Speakers / Special Guests /Announcements

- **None**

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSLCFDC) Jessica Jensen

No one present.

Children's Learning Center (CLC) Jessica English

16 of the 22 students enrolled have special needs – 5 of the 9 one-on-one students are full time and 4 part-time.) \$2000 was received from Daybreak Rotary, \$1000 from Lake Ozark Rotary, and a \$1000 was received from an anonymous donor at the champagne campaign. CLC applied for grants, one being an early childhood grant. There were 2 COVID cases (1 employee and 1 client).

Lake Area Industries (LAI) Natalie Couch

Busy with packaging, vendors are having supply issues. Shredding - sold cardboard at \$210 a ton. Will soon be working on 20 dozen holiday kits. Mums sold out in the garden center. Received a \$1000 grant – may receive around \$4,000 from Pumpkin Chunkin. LAI is doing great.

MACDDS Updates

Not much to report. Finalized legislative priorities. Val Huhn is the new interim director of DMH.

Old Business for Discussion

- **Covid-19 Related Updates**

Numbers are looking better - Cases are down to 34 in last 7 days with a 9.8 positivity rate – moving in the right direction.

- **Scheduled date For November Board Meeting is on a Holiday**

November board meeting date falls on a CCDDR holiday.

Motion by Nancy Hayes, second Betty Baxter, to cancel the November board meeting.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello,
Kym Jones, Betty Baxter, Nancy Hayes

NO: None

New Business for Discussion

Board Member Term Expirations

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Brian Willey, Paul DiBello, and Elizabeth Perkins terms will expire December 31, 2021. All were fine for being reappointed. Ed will send a letter template for each to fill out.

Ed introduced Alain Japal, who is filling the position of Executive Assistant.

CCDDR REPORTS

- **2021 Feasibility & Needs Assessment – Adults Living in ISLs/Group Homes/Shared Living & Minor Clients**

Data from the surveys. There are concerns about the number of individuals living in their natural homes whose primary support comes from aging parents and other family members (high percentage). Other concerns included the number of clients who need additional services, but they refuse those services.

- **September 2021 Support Coordination Report**

Presently there are 316 clients. Six persons are in the intake process. Medicaid eligibility is increasing. 99.08% claims paid year to date.

- **September 2021 Employment Report (Not Currently Available – Being Reconfigured & Reformatted)**

Working with V/R to see who is actually receiving employment services.

- **September 2021 Agency Economic Report**

There has been no rate increase for TCM since 2015. There was no need to revise the budget in 2021 because expenses were lower and income was higher than anticipated. There will be a carry-over of funds at year-end. Cyber liability coverage will be significantly higher. The CPI is currently 5.4%, which will be the COLA implemented for the 2022 wage increases.

Motion by Elizabeth Perkins, second Paul DiBello, to approve **ALL** reports as presented.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello,
Kym Jones, Betty Baxter, Nancy Hayes

NO: None

August 2021 Credit Card Statement

No Questions and a vote not necessary

Discussion & Conclusion of Resolutions:

- **Resolution 2021-24: Approval of Amended Policy #10**

Ed checked with attorneys about the recent court ruling that determined public entities would waive their sovereign immunity if requiring vendors/service providers to name public entities as additional insured. The current verbiage contained in Policy #10 requiring funded agencies to name CCDDR as additional insured has been removed in the revision.

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Motion by Nancy Hayes, second Betty Baxter, to approve **Resolution 2021-24** as presented.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello,
Kym Jones, Betty Baxter, Nancy Hayes

NO: None

Board Educational Presentation/Discussion: CCDDR Compliance Manager

CCDDR's Compliance Manager, Linda Simms, conducted a presentation on her job duties/position.

Open Discussion:

None

Public Comment:

None

Adjournment:

Motion by Paul DiBello, second Elizabeth Perkins, to adjourn meeting.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello,
Kym Jones, Betty Baxter, Nancy Hayes

NO: None

Board Chairperson/Other Board Member

Secretary/Other Board Member

OSLCFDC Monthly Reports for September & October

September 2021

Expenses Total: \$10076.71

Quickbooks Accounting - \$115

Food - \$275.78

Total Payroll - \$5840.31

Phone \$80.84

July Taxes - \$1883.76

Aug Taxes - \$1881.02

Liabilities - \$2376.91

Payroll Taxes State 3rd Qtr \$ 557.00

Payroll Taxes Sept \$ 1359.96

MO SUI 3rd Qtr \$ 94.23

MO SUI 2nd Qtr 2021 \$ 230.44

Misc. ck \$ 135.28

Income Total: \$7491.22

Tuition/Deposit - \$6103.00

Grant - \$1188.22

Donation - \$200

Child Serv - \$0

Food Subsidy - 0

CCDDR Subsidy - \$0

Sept Bank Statement Beginning Balance –	\$ 4800.99
Sept. Income	+\$ 7491.22
Sept Cleared Expenses	<u>-\$ 10076.71</u>
Sept 30 Bank Statement Balance	\$ 2215.50
Tax Liabilities	<u>\$ 2376.91</u>
Sept Checkbook Balance	\$ -161.41

October 2021

Expenses Total: \$8511.96

Quickbooks Accounting	- \$ 115.00
Food	- \$ 300.00
Total Payroll including tax	- \$ 6000.00
Fed Taxes Paid Sept 2021	- \$ 1359.96
State Taxes 3 rd Qtr	\$ 557.00
Phone	- \$ 80.00
Misc	- \$ 100.00

Liabilities - \$3365.28

Oct Fed/State Tax	\$ 1600.00
MO SUI	\$ 30.00
Misc	\$ 135.28

Income Total: \$7000.00

Tuition/Deposit	- \$6000.00
Child Serv	- \$ 0
Food Subsidy	- \$1000.00
CCDDR Subsidy	\$557.06

Income - \$ 7557.60
Expense - \$ 8511.96
Liabilities - \$ 3365.28
\$ 4319.64

CLC Monthly Reports for September & October



*SB40/CCDDR Funding Request
for
October 2021*

Utilizing September 2021 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
January - September, 2021

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME		170.92	170.92
41000 Contributions & Grants			0.00
41100 CACFP		8,909.09	8,909.09
41200 Camden County SB40	1,409.88	151,363.03	152,772.91
41400 United Way Grant		8,126.00	8,126.00
41500 Misc. Grant Revenue		130.00	130.00
41501 Paycheck Protection Plan		50,200.00	50,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 50,330.00	\$ 50,330.00
Total 41000 Contributions & Grants	\$ 1,409.88	\$ 218,728.12	\$ 220,138.00
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	1,443.96		1,443.96
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 10,326.00	\$ 0.00	\$ 10,326.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 3,077.00	\$ 0.00	\$ 3,077.00
Total 42100 First Steps	\$ 14,846.96	\$ 0.00	\$ 14,846.96
Total 42000 Program Services	\$ 14,846.96	\$ 0.00	\$ 14,846.96
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,090.45	1,090.45
43130 Snack		199.09	199.09
Total 43100 Dining	\$ 0.00	\$ 1,289.54	\$ 1,289.54
43200 Enrollment Fees		725.00	725.00
43500 Tuition		15,234.23	15,234.23
43505 Subsidy Tuition		8,296.34	8,296.34
Total 43500 Tuition	\$ 0.00	\$ 23,530.57	\$ 23,530.57
Total 43000 Tuition	\$ 0.00	\$ 25,545.11	\$ 25,545.11
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		11,638.41	11,638.41
45280 Pizza For A Purpose		5,833.84	5,833.84
45281 Pizza For A Purpose - Gun Raffle		120.00	120.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 5,953.84	\$ 5,953.84
Total 45200 Fundraising Income	\$ 0.00	\$ 17,592.25	\$ 17,592.25
45300 Donation Income		175.00	175.00
45310 Donations		373.20	373.20
45311 CLC Scholarship Fund		2,000.00	2,000.00
45312 Community Rewards		614.80	614.80
45314 Kiwanis Club Of Ozarks		2,000.00	2,000.00
45315 Bear Market		675.00	675.00
45316 Daybreak Rotary		2,000.00	2,000.00
45351 Community Foundation of the Lake		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 9,663.00	\$ 9,663.00
Total 45300 Donation Income	\$ 0.00	\$ 9,838.00	\$ 9,838.00
Total 45000 Other Revenue	\$ 0.00	\$ 27,430.25	\$ 27,430.25
Total 40000 INCOME	\$ 16,256.84	\$ 271,874.40	\$ 288,131.24
Total Revenue	\$ 16,256.84	\$ 271,874.40	\$ 288,131.24
Gross Profit	\$ 16,256.84	\$ 271,874.40	\$ 288,131.24
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 182,294.95	\$ 182,294.95
51200 Background Check		15.25	15.25
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 140.00	\$ 3,360.00	\$ 3,500.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 14,810.49	\$ 14,810.49
51900 Workermans Comp Insurance		2,339.00	2,339.00
Total 51000 Payroll Expenditures	\$ 140.00	\$ 202,819.69	\$ 202,959.69
52000 Advertising/Promotional		469.85	469.85
53000 Equipment		157.97	157.97
54000 Fundraising/Grants			0.00
54200 Summer Night Glow 5K		4,395.07	4,395.07

54510 United Way Grant			2,553.94	2,553.94
54700 Pizza For A Purpose			176.98	176.98
54960 Claus For A Cause			12.95	12.95
54970 Scavenger Hunt			116.21	116.21
Total 54000 Fundraising/Grants	\$	0.00	\$ 7,255.15	\$ 7,255.15
55000 Insurance			669.00	669.00
55200 Commercial General Liability			2,999.00	2,999.00
55500 Hired & Non-Owned Auto			52.00	52.00
55600 Professional Liability			533.00	533.00
Total 55000 Insurance	\$	0.00	\$ 4,253.00	\$ 4,253.00
56000 Office Expenditures			430.20	430.20
56100 Copy Machine	610.51		2,442.01	3,052.52
56200 Miscellaneous			691.08	691.08
56300 Office Supplies			2,957.21	2,957.21
56400 Postage & Delivery			27.15	27.15
Total 56000 Office Expenditures	\$	610.51	\$ 6,547.65	\$ 7,158.16
57000 Office/General Administrative Expenditures		68.00	393.92	461.92
57100 Accounting Fees			3,000.00	3,000.00
57150 Online Accounting Software Service			416.90	416.90
Total 57100 Accounting Fees	\$	0.00	\$ 3,416.90	\$ 3,416.90
57160 QuickBooks Payments Fees			1,554.92	1,554.92
57200 Bank Charges			49.75	49.75
57400 Child Management Software			315.00	315.00
57600 License/Accreditation/Permit Fees			1,678.00	1,678.00
57900 Seminars/Training			659.00	659.00
57960 Janitorial/Custodial			350.00	350.00
Total 57000 Office/General Administrative Expenditures	\$	68.00	\$ 8,417.49	\$ 8,485.49
58000 Operating Supplies			15.48	15.48
58100 Classroom Consumables			479.42	479.42
58150 Center Consumables			42.99	42.99
58200 Dining			11,377.51	11,377.51
58210 Birthday			86.59	86.59
Total 58200 Dining	\$	0.00	\$ 11,464.10	\$ 11,464.10
58400 Sanitizing			1,361.40	1,361.40
Total 58000 Operating Supplies	\$	0.00	\$ 13,363.39	\$ 13,363.39
59000 Program Service Fees				0.00
59100 First Steps		22.60		22.60
59130 Natural Environment Mileage		872.07		872.07
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$	9,020.15	\$ 0.00	\$ 9,020.15
59170 Speech/Language Therapy				0.00
Total 59170 Speech/Language Therapy	\$	3,575.60	\$ 0.00	\$ 3,575.60
Total 59100 First Steps	\$	13,490.42	\$ 0.00	\$ 13,490.42
Total 59000 Program Service Fees	\$	13,490.42	\$ 0.00	\$ 13,490.42
61000 Repair & Maintenance			818.57	818.57
62000 Safety & Security		14.00	1,056.90	1,070.90
63000 Utilities				0.00
63100 Electric		621.33	2,485.34	3,106.67
63200 Internet		137.40	549.52	686.92
63300 Telephone		166.52	677.36	843.88
63400 Trash Service			322.47	322.47
63500 Water Softener			247.45	247.45
Total 63000 Utilities	\$	925.25	\$ 4,282.14	\$ 5,207.39
65000 Other Expenditures				0.00
65200 Credit Card Misc. Charges			5.95	5.95
Total 65000 Other Expenditures	\$	0.00	\$ 5.95	\$ 5.95
Total 50000 EXPENDITURES	\$	15,248.18	\$ 249,447.75	\$ 264,695.93
Payroll Expenses				0.00
Company Contributions				0.00
Retirement			1,660.00	1,660.00
Total Company Contributions	\$	0.00	\$ 1,660.00	\$ 1,660.00
Total Payroll Expenses	\$	0.00	\$ 1,660.00	\$ 1,660.00
Reimbursements			519.48	519.48
Total Expenditures	\$	15,248.18	\$ 251,627.23	\$ 266,875.41
Net Operating Revenue	\$	1,008.66	\$ 20,247.17	\$ 21,255.83
Net Revenue	\$	1,008.66	\$ 20,247.17	\$ 21,255.83

CHILDREN'S LEARNING CENTER
Statement of Activity
September 2021

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		939.63	939.63
41200 Camden County SB40		17,308.40	17,308.40
Total 41000 Contributions & Grants	\$ 0.00	\$ 18,248.03	\$ 18,248.03
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	185.22		185.22
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 1,666.00	\$ 0.00	\$ 1,666.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 578.00	\$ 0.00	\$ 578.00
Total 42100 First Steps	\$ 2,429.22	\$ 0.00	\$ 2,429.22
Total 42000 Program Services	\$ 2,429.22	\$ 0.00	\$ 2,429.22
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		145.45	145.45
43130 Snack		34.09	34.09
Total 43100 Dining	\$ 0.00	\$ 179.54	\$ 179.54
43200 Enrollment Fees		300.00	300.00
43500 Tuition		2,865.00	2,865.00
43505 Subsidy Tuition		619.52	619.52
Total 43500 Tuition	\$ 0.00	\$ 3,484.52	\$ 3,484.52
Total 43000 Tuition	\$ 0.00	\$ 3,964.06	\$ 3,964.06
45000 Other Revenue			0.00
45300 Donation Income			0.00
45310 Donations			0.00
45311 CLC Scholarship Fund		1,000.00	1,000.00
45315 Bear Market		75.00	75.00
45316 Daybreak Rotary		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 3,075.00	\$ 3,075.00
Total 45300 Donation Income	\$ 0.00	\$ 3,075.00	\$ 3,075.00
Total 45000 Other Revenue	\$ 0.00	\$ 3,075.00	\$ 3,075.00
Total 40000 INCOME	\$ 2,429.22	\$ 25,287.09	\$ 27,716.31
Total Revenue	\$ 2,429.22	\$ 25,287.09	\$ 27,716.31
Gross Profit	\$ 2,429.22	\$ 25,287.09	\$ 27,716.31
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 19,126.96	\$ 19,126.96
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 280.00	\$ 280.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 1,489.51	\$ 1,489.51

Total 51000 Payroll Expenditures	\$	0.00	\$	20,896.47	\$	20,896.47
52000 Advertising/Promotional				261.00		261.00
54000 Fundraising/Grants						0.00
54510 United Way Grant				53.94		53.94
Total 54000 Fundraising/Grants	\$	0.00	\$	53.94	\$	53.94
56000 Office Expenditures						0.00
56100 Copy Machine		125.75		502.99		628.74
56300 Office Supplies				80.87		80.87
56400 Postage & Delivery				27.15		27.15
Total 56000 Office Expenditures	\$	125.75	\$	611.01	\$	736.76
57000 Office/General Administrative Expenditures						0.00
57100 Accounting Fees						0.00
57150 Online Accounting Software Service				416.90		416.90
Total 57100 Accounting Fees	\$	0.00	\$	416.90	\$	416.90
57160 QuickBooks Payments Fees				225.55		225.55
57200 Bank Charges				9.95		9.95
57400 Child Management Software				35.00		35.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	687.40	\$	687.40
58000 Operating Supplies						0.00
58100 Classroom Consumables				14.84		14.84
58200 Dining				1,417.22		1,417.22
58400 Sanitizing				149.02		149.02
Total 58000 Operating Supplies	\$	0.00	\$	1,581.08	\$	1,581.08
59000 Program Service Fees						0.00
59100 First Steps		11.60				11.60
59130 Natural Environment Mileage		475.01				475.01
59150 Physical Therapy						0.00
Total 59150 Physical Therapy	\$	2,890.00	\$	0.00	\$	2,890.00
59170 Speech/Language Therapy						0.00
Total 59170 Speech/Language Therapy	\$	1,059.00	\$	0.00	\$	1,059.00
Total 59100 First Steps	\$	4,435.61	\$	0.00	\$	4,435.61
Total 59000 Program Service Fees	\$	4,435.61	\$	0.00	\$	4,435.61
62000 Safety & Security				112.97		112.97
63000 Utilities						0.00
63100 Electric		62.15		248.61		310.76
63500 Water Softener				24.00		24.00
Total 63000 Utilities	\$	62.15	\$	272.61	\$	334.76
Total 50000 EXPENDITURES	\$	4,623.51	\$	24,476.48	\$	29,099.99
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				140.00		140.00
Total Company Contributions	\$	0.00	\$	140.00	\$	140.00
Total Payroll Expenses	\$	0.00	\$	140.00	\$	140.00
Total Expenditures	\$	4,623.51	\$	24,616.48	\$	29,239.99
Net Operating Revenue	-\$	2,194.29	\$	670.61	-\$	1,523.68
Net Revenue	-\$	2,194.29	\$	670.61	-\$	1,523.68

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - September, 2021

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	1,008.66	20,246.72	0.00	21,255.38
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-373.73	-373.73
Accounts Payable (A/P)			1,423.24	1,423.24
21000 CBOLO MasterCard -8027		-7,922.52	7,429.90	-492.62
21200 Kroger-DS1634 CLC		-11,577.16	12,358.90	781.74
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,894.43	-1,894.43
22400 Payroll Liabilities:MO Income Tax			11.00	11.00
22500 Payroll Liabilities:MO Unemployment Tax			-54.27	-54.27
Direct Deposit Payable			227.18	227.18
Payroll Liabilities:Ascensus			3,270.00	3,270.00
Payroll Liabilities:Health Care (United HealthCare)		45.62		45.62
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 19,454.06	\$ 22,397.79	\$ 2,943.73
Net cash provided by operating activities	\$ 1,008.66	\$ 792.66	\$ 22,397.79	\$ 24,199.11
Net cash increase for period	\$ 1,008.66	\$ 792.66	\$ 22,397.79	\$ 24,199.11
Cash at beginning of period			14,123.08	14,123.08
Cash at end of period	\$ 1,008.66	\$ 792.66	\$ 36,520.87	\$ 38,322.19

CHILDREN'S LEARNING CENTER

Statement of Financial Position

As of September 30, 2021

Jan - Sep, 2021

ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	38,282.19
Total Bank Accounts	\$ 38,282.19
Accounts Receivable	
Accounts Receivable (A/R)	926.00
Total Accounts Receivable	\$ 926.00
Other Current Assets	
14000 Undeposited Funds	40.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,247.27
Total Current Assets	\$ 46,455.46
TOTAL ASSETS	\$ 46,455.46
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,423.24
Total Accounts Payable	\$ 1,423.24
Credit Cards	
21000 CBOLO MasterCard -8027	491.90
21200 Kroger-DS1634 CLC	1,230.55
Total Credit Cards	\$ 1,722.45
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,749.48
22500 MO Unemployment Tax	-881.35
22600 Primevest Financial	448.19
Aflac	8,859.15
Aliera	9,354.60
Ascensus	10,495.00
Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 24,554.12
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 24,554.12
Total Current Liabilities	\$ 27,699.81
Total Liabilities	\$ 27,699.81
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-16,315.85
Net Revenue	21,255.38
Total Equity	\$ 18,755.65
TOTAL LIABILITIES AND EQUITY	\$ 46,455.46

CHILDREN'S LEARNING CENTER

Accounts Receivable YTD by Class

January - September, 2021

[illegible]

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
September 2021

○ **CHILD COUNT/ATTENDANCE**

Step Ahead had 22 children enrolled in August.

16 out of 22 children enrolled have special needs or developmental delays. (9 one-on-ones- 4 full time 5 part time).

In September, two children were quarantined because of COVID-19 exposures. One employee was affected by COVID-19.

○ **COMMUNITY EVENTS**

Attended:

Adrienne and CLC Board Member Jana Manville attended the Daybreak Rotary Check Presentation Ceremony on September 9th.

Adrienne gave a presentation and received a check from the Lake Ozark Rotary Club at Wobbly Boots on September 21st.

Adrienne, Jessica, and CLC Board Treasurer Lisa Berkstresser attended the Community Foundation of the Lake's Champagne Campaign event on September 25th.

Current / Upcoming:

○ **GENERAL PROGRAM NEWS**

- CLC is still looking for new providers (SLP, OT, PT, SI) to join our First Steps Agency.
- CLC completed our yearly renewal for CACFP
- CLC is also finishing up the yearly CACFP desk audit process.
- CLC has very limited part-time openings. We encourage families to be placed on our waitlist.

○ **FUNDRAISING/GRANTS**

- Adrienne has applied for the Coronavirus Response and Relief Supplemental Appropriations also known as "CRRSA" funds through the Children's Division. This funding is for Child Care Center Enhancement and Technical/Business Assistance
- Adrienne applied for the Early Childhood Support Grant Program through Community Foundation of the Ozarks. This grant is focused on increasing CLC's capacity as well as assisting families with funding assistance.

Adrienne is asking for "Roomscapes," which are shorter partition walls for the Motor Room that have ADA accessible entryways as well as built in shelving, chalkboards, art storage, locking storage for sensory materials and art supplies. The request also included additional tables, cots, and classroom furniture/centers to increase center capacity. Adrienne is currently requesting that CLC increase capacity by 5-10 more children.



***SB40/CCDDR Funding Request
for
November 2021***

Utilizing October 2021 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
January - October, 2021

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME		165.00	165.00
41000 Contributions & Grants			0.00
41100 CACFP		9,858.28	9,858.28
41200 Camden County SB40	1,409.88	168,843.67	170,253.55
41400 United Way Grant		8,126.00	8,126.00
41500 Misc. Grant Revenue		130.00	130.00
41501 Paycheck Protection Plan		50,200.00	50,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 50,330.00	\$ 50,330.00
Total 41000 Contributions & Grants	\$ 1,409.88	\$ 237,157.95	\$ 238,567.83
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	1,648.58		1,648.58
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 11,278.00	\$ 0.00	\$ 11,278.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 3,492.00	\$ 0.00	\$ 3,492.00
Total 42100 First Steps	\$ 16,418.58	\$ 0.00	\$ 16,418.58
Total 42000 Program Services	\$ 16,418.58	\$ 0.00	\$ 16,418.58
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,250.45	1,250.45
43130 Snack		229.09	229.09
Total 43100 Dining	\$ 0.00	\$ 1,479.54	\$ 1,479.54
43200 Enrollment Fees		800.00	800.00
43300 Extended Care		0.00	0.00
43500 Tuition		18,109.23	18,109.23
43505 Subsidy Tuition		10,347.02	10,347.02
Total 43500 Tuition	\$ 0.00	\$ 28,456.25	\$ 28,456.25
Total 43000 Tuition	\$ 0.00	\$ 30,735.79	\$ 30,735.79
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		11,638.41	11,638.41
45280 Pizza For A Purpose		5,833.84	5,833.84
45281 Pizza For A Purpose - Gun Raffle		120.00	120.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 5,953.84	\$ 5,953.84
49292 Little Caesars Pizza Kit Fundraiser		1,801.03	1,801.03
Total 45200 Fundraising Income	\$ 0.00	\$ 19,393.28	\$ 19,393.28
45300 Donation Income		175.00	175.00
45310 Donations		379.12	379.12
45311 CLC Scholarship Fund		2,000.00	2,000.00
45312 Community Rewards		614.80	614.80
45314 Kiwanis Club Of Ozarks		2,000.00	2,000.00
45315 Bear Market		750.00	750.00
45316 Daybreak Rotary		2,000.00	2,000.00
45351 Community Foundation of the Lake		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 9,743.92	\$ 9,743.92
Total 45300 Donation Income	\$ 0.00	\$ 9,918.92	\$ 9,918.92
Total 45000 Other Revenue	\$ 0.00	\$ 29,312.20	\$ 29,312.20
Total 40000 INCOME	\$ 17,828.46	\$ 297,370.94	\$ 315,199.40
Globe Life Liberty National Division		195.31	195.31
Total Revenue	\$ 17,828.46	\$ 297,566.25	\$ 315,394.71
Gross Profit	\$ 17,828.46	\$ 297,566.25	\$ 315,394.71
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 201,098.79	\$ 201,098.79
51200 Background Check		15.25	15.25
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 140.00	\$ 3,640.00	\$ 3,780.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 16,655.01	\$ 16,655.01
51700 Life Insurance		195.31	195.31
51900 Workermans Comp Insurance		2,339.00	2,339.00
Total 51000 Payroll Expenditures	\$ 140.00	\$ 223,943.36	\$ 224,083.36
52000 Advertising/Promotional		707.80	707.80
53000 Equipment		157.97	157.97
54000 Fundraising/Grants			0.00

54200 Summer Night Glow 5K		4,395.07	4,395.07
54510 United Way Grant		2,553.94	2,553.94
54700 Pizza For A Purpose		176.98	176.98
54960 Claus For A Cause		12.95	12.95
54970 Scavenger Hunt		116.21	116.21
54980 Little Caesars Pizza Kit Fundraiser		1,334.00	1,334.00
Total 54000 Fundraising/Grants	\$ 0.00	\$ 8,589.15	\$ 8,589.15
55000 Insurance		669.00	669.00
55200 Commercial General Liability		2,999.00	2,999.00
55500 Hired & Non-Owned Auto		52.00	52.00
55600 Professional Liability		533.00	533.00
Total 55000 Insurance	\$ 0.00	\$ 4,253.00	\$ 4,253.00
56000 Office Expenditures		430.20	430.20
56100 Copy Machine	610.51	2,442.01	3,052.52
56200 Miscellaneous		756.08	756.08
56300 Office Supplies		3,010.69	3,010.69
56400 Postage & Delivery		27.15	27.15
Total 56000 Office Expenditures	\$ 610.51	\$ 6,666.13	\$ 7,276.64
57000 Office/General Administrative Expenditures	68.00	393.92	461.92
57100 Accounting Fees		5,665.00	5,665.00
57150 Online Accounting Software Service		416.90	416.90
Total 57100 Accounting Fees	\$ 0.00	\$ 6,081.90	\$ 6,081.90
57160 QuickBooks Payments Fees		1,679.52	1,679.52
57200 Bank Charges		59.70	59.70
57400 Child Management Software		350.00	350.00
57600 License/Accreditation/Permit Fees		1,708.50	1,708.50
57900 Seminars/Training		1,489.95	1,489.95
57960 Janitorial/Custodial		350.00	350.00
Total 57000 Office/General Administrative Expenditures	\$ 68.00	\$ 12,113.49	\$ 12,181.49
58000 Operating Supplies		15.48	15.48
58100 Classroom Consumables		611.84	611.84
58150 Center Consumables		42.99	42.99
58200 Dining		13,382.10	13,382.10
58210 Birthday		86.59	86.59
Total 58200 Dining	\$ 0.00	\$ 13,468.69	\$ 13,468.69
58400 Sanitizing		1,517.28	1,517.28
Total 58000 Operating Supplies	\$ 0.00	\$ 15,656.28	\$ 15,656.28
59000 Program Service Fees			0.00
59100 First Steps	22.60		22.60
59130 Natural Environment Mileage	1,076.69		1,076.69
59150 Physical Therapy			0.00
Total 59150 Physical Therapy	\$ 9,919.15	\$ 0.00	\$ 9,919.15
59170 Speech/Language Therapy			0.00
Total 59170 Speech/Language Therapy	\$ 3,891.60	\$ 0.00	\$ 3,891.60
Total 59100 First Steps	\$ 14,910.04	\$ 0.00	\$ 14,910.04
Total 59000 Program Service Fees	\$ 14,910.04	\$ 0.00	\$ 14,910.04
61000 Repair & Maintenance		818.57	818.57
62000 Safety & Security	14.00	1,098.87	1,112.87
63000 Utilities			0.00
63100 Electric	688.52	2,754.09	3,442.61
63200 Internet	173.40	693.50	866.90
63300 Telephone	206.50	840.14	1,046.64
63400 Trash Service		358.30	358.30
63500 Water Softener		254.90	254.90
Total 63000 Utilities	\$ 1,068.42	\$ 4,900.93	\$ 5,969.35
65000 Other Expenditures			0.00
65200 Credit Card Misc. Charges		5.95	5.95
Total 65000 Other Expenditures	\$ 0.00	\$ 5.95	\$ 5.95
Total 50000 EXPENDITURES	\$ 16,810.97	\$ 278,911.50	\$ 295,722.47
Payroll Expenses			0.00
Company Contributions			0.00
Retirement		1,800.00	1,800.00
Total Company Contributions	\$ 0.00	\$ 1,800.00	\$ 1,800.00
Total Payroll Expenses	\$ 0.00	\$ 1,800.00	\$ 1,800.00
Reimbursements		519.48	519.48
Total Expenditures	\$ 16,810.97	\$ 281,230.98	\$ 298,041.95
Net Operating Revenue	\$ 1,017.49	\$ 16,335.27	\$ 17,352.76
Net Revenue	\$ 1,017.49	\$ 16,335.27	\$ 17,352.76

CHILDREN'S LEARNING CENTER
Statement of Activity
October 2021

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		949.19	949.19
41200 Camden County SB40		17,480.64	17,480.64
Total 41000 Contributions & Grants	\$ 0.00	\$ 18,429.83	\$ 18,429.83
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	204.62		204.62
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 952.00	\$ 0.00	\$ 952.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 415.00	\$ 0.00	\$ 415.00
Total 42100 First Steps	\$ 1,571.62	\$ 0.00	\$ 1,571.62
Total 42000 Program Services	\$ 1,571.62	\$ 0.00	\$ 1,571.62
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		160.00	160.00
43130 Snack		30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 190.00	\$ 190.00
43200 Enrollment Fees		75.00	75.00
43300 Extended Care		0.00	0.00
43500 Tuition		2,875.00	2,875.00
43505 Subsidy Tuition		2,050.68	2,050.68
Total 43500 Tuition	\$ 0.00	\$ 4,925.68	\$ 4,925.68
Total 43000 Tuition	\$ 0.00	\$ 5,190.68	\$ 5,190.68
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
49292 Little Caesars Pizza Kit Fundraiser		1,801.03	1,801.03
Total 45200 Fundraising Income	\$ 0.00	\$ 1,801.03	\$ 1,801.03
45300 Donation Income			0.00
45310 Donations			0.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 75.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 1,876.03	\$ 1,876.03
Total 40000 INCOME	\$ 1,571.62	\$ 25,496.54	\$ 27,068.16
Globe Life Liberty National Division		195.31	195.31
Total Revenue	\$ 1,571.62	\$ 25,691.85	\$ 27,263.47
Gross Profit	\$ 1,571.62	\$ 25,691.85	\$ 27,263.47
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 18,803.84	\$ 18,803.84
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 280.00	\$ 280.00
51500 Employee Taxes			0.00

Total 51500 Employee Taxes	\$	0.00	\$	1,844.52	\$	1,844.52
51700 Life Insurance				195.31		195.31
Total 51000 Payroll Expenditures	\$	0.00	\$	21,123.67	\$	21,123.67
52000 Advertising/Promotional				237.95		237.95
54000 Fundraising/Grants						0.00
54980 Little Caesars Pizza Kit Fundraiser				1,334.00		1,334.00
Total 54000 Fundraising/Grants	\$	0.00	\$	1,334.00	\$	1,334.00
56000 Office Expenditures						0.00
56200 Miscellaneous				65.00		65.00
56300 Office Supplies				53.48		53.48
Total 56000 Office Expenditures	\$	0.00	\$	118.48	\$	118.48
57000 Office/General Administrative Expenditures						0.00
57160 QuickBooks Payments Fees				174.15		174.15
57200 Bank Charges				9.95		9.95
57400 Child Management Software				35.00		35.00
57600 License/Accreditation/Permit Fees				30.50		30.50
57900 Seminars/Training				830.95		830.95
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	1,080.55	\$	1,080.55
58000 Operating Supplies						0.00
58100 Classroom Consumables				132.42		132.42
58200 Dining				2,004.59		2,004.59
58400 Sanitizing				155.88		155.88
Total 58000 Operating Supplies	\$	0.00	\$	2,292.89	\$	2,292.89
59000 Program Service Fees						0.00
59100 First Steps						0.00
59130 Natural Environment Mileage		204.62				204.62
59150 Physical Therapy						0.00
Total 59150 Physical Therapy	\$	899.00	\$	0.00	\$	899.00
59170 Speech/Language Therapy						0.00
Total 59170 Speech/Language Therapy	\$	316.00	\$	0.00	\$	316.00
Total 59100 First Steps	\$	1,419.62	\$	0.00	\$	1,419.62
Total 59000 Program Service Fees	\$	1,419.62	\$	0.00	\$	1,419.62
62000 Safety & Security				41.97		41.97
63000 Utilities						0.00
63100 Electric		67.19		268.75		335.94
63200 Internet		36.00		143.98		179.98
63300 Telephone		39.98		162.78		202.76
63500 Water Softener				7.45		7.45
Total 63000 Utilities	\$	143.17	\$	582.96	\$	726.13
Total 50000 EXPENDITURES	\$	1,562.79	\$	26,812.47	\$	28,375.26
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				140.00		140.00
Total Company Contributions	\$	0.00	\$	140.00	\$	140.00
Total Payroll Expenses	\$	0.00	\$	140.00	\$	140.00
Total Expenditures	\$	1,562.79	\$	26,952.47	\$	28,515.26
Net Operating Revenue	\$	8.83	-\$	1,260.62	-\$	1,251.79
Net Revenue	\$	8.83	-\$	1,260.62	-\$	1,251.79

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - October, 2021

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	1,017.49	16,335.27	0.00	17,352.76
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-418.73	-418.73
Accounts Payable (A/P)			2,444.29	2,444.29
21000 CBOLO MasterCard -8027		-10,030.87	9,196.08	-834.79
21200 Kroger-DS1634 CLC		-13,210.09	14,542.17	1,332.08
22300 Payroll Liabilities: Federal Taxes (941/944)			-1,894.43	-1,894.43
22400 Payroll Liabilities: MO Income Tax			333.00	333.00
22500 Payroll Liabilities: MO Unemployment Tax			-36.28	-36.28
Direct Deposit Payable			227.18	227.18
Payroll Liabilities: Ascensus			3,550.00	3,550.00
Payroll Liabilities: Globe Life - After Tax			11.37	11.37
Payroll Liabilities: Globe Life - After Tax Life Insurance Children			7.14	7.14
Payroll Liabilities: Globe Life Accidental Insurance - Pre-Tax Insurance			60.00	60.00
Payroll Liabilities: Globe Life After Tax			5.16	5.16
Payroll Liabilities: Health Care (United HealthCare)		45.62		45.62
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 23,195.34	\$ 28,026.95	\$ 4,831.61
Net cash provided by operating activities	\$ 1,017.49	-\$ 6,860.07	\$ 28,026.95	\$ 22,184.37
Net cash increase for period	\$ 1,017.49	-\$ 6,860.07	\$ 28,026.95	\$ 22,184.37
Cash at beginning of period			14,123.08	14,123.08
Cash at end of period	\$ 1,017.49	-\$ 6,860.07	\$ 42,150.03	\$ 36,307.45

CHILDREN'S LEARNING CENTER

Statement of Financial Position

Jan - Oct, 2021

ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	36,232.45
Total Bank Accounts	\$ 36,232.45
Accounts Receivable	
Accounts Receivable (A/R)	971.00
Total Accounts Receivable	\$ 971.00
Other Current Assets	
14000 Undeposited Funds	75.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,282.27
Total Current Assets	\$ 44,485.72
TOTAL ASSETS	\$ 44,485.72
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	2,444.29
Total Accounts Payable	\$ 2,444.29
Credit Cards	
21000 CBOLO MasterCard -8027	149.73
21200 Kroger-DS1634 CLC	1,780.89
Total Credit Cards	\$ 1,930.62
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,427.48
22500 MO Unemployment Tax	-863.36
22600 Primevest Financial	448.19
Aflac	8,859.15
Allera	9,354.60
Ascensus	10,775.00
Globe Life - After Tax	11.37
Globe Life - After Tax Life Insurance Children	7.14
Globe Life Accidental Insurance - Pre-Tax Insurance	60.00
Globe Life After Tax	5.16
Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 25,257.78
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 25,257.78
Total Current Liabilities	\$ 29,632.69
Total Liabilities	\$ 29,632.69
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-16,315.85
Net Revenue	17,352.76
Total Equity	\$ 14,853.03
TOTAL LIABILITIES AND EQUITY	\$ 44,485.72

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - October, 2021

[illegible]

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
October 2021

○ **CHILD COUNT/ATTENDANCE**

Step Ahead had 25 children enrolled in October.

18 out of 25 children enrolled have special needs or developmental delays. (9 one-on-ones- 4 full time 5 part time).

○ **COMMUNITY EVENTS**

Attended:

Adrienne, Lauren, Megan, and Jennifer attended the Lake Valley Golf Course Trunk or Treat event on Saturday, October 30th. This community event serves over 600 children and we saw several familiar faces that have gone through CLC.

Current / Upcoming:

○ **GENERAL PROGRAM NEWS**

- CLC is still looking for new providers (SLP, OT, PT, SI) to join our First Steps Agency.
- CLC is hiring an Assistant Teacher.
- CLC has very limited openings and we are encouraging families to be placed on our waiting list in case we get approval from DESE to add to our capacity.
- Adrienne is currently taking another college course to increase her capacity as a director to 60 children.

○ **FUNDRAISING/GRANTS**

- Adrienne has applied for the Coronavirus Response and Relief Supplemental Appropriations also known as "CRRSA" funds through the Children's Division. This funding is for Child Care Center Enhancement and Technical/Business Assistance. **CLC has received the Center Enhancement portion of this grant!** We are waiting to hear back about the Technical/Business portion of this grant.
- Adrienne is applying for a "CRRSA" grant for Paycheck Protection/Utility Costs.
- Adrienne would like to find additional board members that are business owners to assist her in creating a fundraising committee in order to boost efforts to raise funds for CLC.

LAI Monthly Reports for September & October



Monthly Financial Reports

Lake Area Industries, Inc.

SEPTEMBER 30, 2021

Lake Area Industries, Inc.
Balance Sheet

	As of 9/30/21	As of 9/30/2020
ASSETS		
Current Assets		
Total Bank Accounts	688,270	515,594
Total Accounts Receivable	75,154	71,414
Other Current Assets		
Total Certificates of Deposit	203,169	101,999
Community Foundation of the Ozarks Agency Partner Account	1,028	1,024
GIFTED GARDEN CASH	500	500
INVENTORY	7,649	6,705
PETTY CASH	150	150
Undeposited Funds	0	488
Total Other Current Assets	212,496	110,866
Total Current Assets	975,920	697,874
Fixed Assets		
ACCUMULATED DEPRECIATION	(759,523)	(760,895)
AUTO AND TRUCK	128,809	128,809
BUILDING	394,632	403,567
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	68,102	25,502
MACHINERY & EQUIPMENT	220,313	234,464
OFFICE EQUIPMENT	5,173	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	194,413	181,192
Other Assets		
CURRENT CAPITAL IMPROVEMENT	71,074	59,088
UTILITY DEPOSITS	554	554
Total Other Assets	71,628	59,642
TOTAL ASSETS	1,241,961	938,708
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	9,825	2,945
Total Credit Cards	1,985	2,606
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	164	27
Gift Certificate Payable	69	25
Missouri Department of Revenue Payable	0	93
Payroll Protection Program Loan	0	107,900
SALES TAX PAYABLE	177	104
Trellis sales	110	40
United Way contributions payable	30	120
Total Other Current Liabilities	549	108,309
Total Current Liabilities	12,359	113,861
Total Liabilities	12,359	113,861
Equity		
Unrestricted Net Assets	949,103	653,811
Net Income	280,500	171,036
Total Equity	1,229,603	824,847
TOTAL LIABILITIES AND EQUITY	1,241,961	938,708

Lake Area Industries, Inc.
Profit and Loss

	Sep 2021	YTD
Income		
CONTRACT PACKAGING	34,751	336,663
FOAM RECYCLING	25	1,935
GREENHOUSE SALES	2,181	56,348
SECURE DOCUMENT SHREDDING	10,055	44,517
Total Income	47,012	439,462
Cost of Goods Sold		
Cost of Goods Sold	4,754	27,806
GG PLANTS & SUPPLIES	1,930	31,653
SHIPPING AND DELIVERY		4,285
Textile Purchases		308
WAGES - TEMPORARY WORKERS	3,980	39,123
WAGES-EMPLOYEES	26,661	235,203
Total Cost of Goods Sold	37,324	338,379
Gross Profit	9,688	101,084
Expenses		
ACCTG. & AUDIT FEES		9,300
ALL OTHER EXPENSES	(69)	7,553
Bus Fare	298	(3,026)
CASH OVER/SHORT	(1)	(55)
EQUIP. PURCHASES & MAINTENANCE	3,953	32,056
INSURANCE	2,026	15,722
NON MANUFACTURING SUPPLIES		1,271
PAYROLL	17,190	142,060
PAYROLL EXP & BENEFITS	8,419	72,445
PROFESSIONAL SERVICES	1,695	14,626
SALES TAX		(69)
UTILITIES	1,414	12,949
Total Expenses	34,925	304,832
Net Operating Income	(25,237)	(203,748)
Other Income		
INTEREST INCOME	491	2,473
MISCELLANEOUS INCOME	2	104
OTHER CONTRIBUTIONS	2,000	12,860
SB-40 REVENUE	44,755	214,842
STATE AID	26,274	253,968
Total Other Income	73,523	484,248
Other Expenses		
Net Other Income	73,523	484,248
Net Income	48,285	280,500

Lake Area Industries, Inc. Budget vs. Actuals

	Sep 2021			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	34,751	30,660	4,091	336,663	275,940	60,723
FOAM RECYCLING	25	500	(475)	1,935	4,500	(2,566)
GREENHOUSE SALES	2,181	2,750	(569)	56,348	55,000	1,348
SECURE DOCUMENT SHREDDING	10,055	3,333	6,721	44,517	30,000	14,517
Total Income	47,012	37,243	9,769	439,462	365,440	74,022
Cost of Goods Sold						
Cost of Goods Sold	4,754	3,250	1,504	27,806	29,250	(1,444)
GG PLANTS & SUPPLIES	1,930	1,395	535	31,653	31,984	(331)
SHIPPING AND DELIVERY		0	0	4,285	2,208	2,077
Textile Purchases			0	308	0	308
WAGES - TEMPORARY WORKERS	3,980	2,250	1,730	39,123	20,250	18,873
WAGES-EMPLOYEES	26,661	26,736	(76)	235,203	242,477	(7,273)
Total Cost of Goods Sold	37,324	33,631	3,692	338,379	326,169	12,210
Gross Profit	9,688	3,612	6,076	101,084	39,271	61,813
Expenses						
ACCTG. & AUDIT FEES		0	0	9,300	9,500	(200)
ALL OTHER EXPENSES	(69)	1,086	(1,155)	7,553	13,135	(5,583)
Bus Fare	298	196	102	(3,026)	1,762	(4,788)
CASH OVER/SHORT	(1)		(1)	(55)	0	(55)
EQUIP. PURCHASES & MAINTENANCE	3,953	4,156	(203)	32,056	37,696	(5,641)
INSURANCE	2,026	1,945	81	15,722	17,505	(1,783)
NON MANUFACTURING SUPPLIES		83	(83)	1,271	750	521
PAYROLL	17,190	17,829	(639)	142,060	161,662	(19,602)
PAYROLL EXP & BENEFITS	8,419	7,834	584	72,445	70,509	1,935
PROFESSIONAL SERVICES	1,695	1,474	221	14,626	13,264	1,362
SALES TAX			0	(69)	0	(69)
UTILITIES	1,414	1,385	29	12,949	13,620	(671)
Total Expenses	34,925	35,989	(1,063)	304,832	339,404	(34,572)
Net Operating Income	(25,237)	(32,377)	7,139	(203,748)	(300,133)	96,385
Other Income						
INTEREST INCOME	491	267	225	2,473	2,400	73
MISCELLANEOUS INCOME	2		2	104	0	104
OTHER CONTRIBUTIONS	2,000		2,000	12,860	0	12,860
SB-40 REVENUE	44,755	17,672	27,084	214,842	160,730	54,112
STATE AID	26,274	18,835	7,439	253,968	170,469	83,499
Total Other Income	73,523	36,773	36,749	484,248	333,599	150,649
Other Expenses						
Net Other Income	73,523	36,773	36,749	484,248	333,599	150,649
Net Income	48,285	4,397	43,889	280,500	33,466	247,034

Lake Area Industries, Inc.
YTD Statement of Cash Flows
January - September, 2021

	Total
OPERATING ACTIVITIES	
Net Income	280,500
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	4,691
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(168)
Certificate of Deposit 12 mo mat 10/22/20- .65%	(124)
Certificate of Deposit 12 mo mat 3/18/22- .75%	(100,378)
Certificate of Deposit 12 mo mat 3/27/21- .65%	(126)
Certificate of Deposit 12 mo mat 6/27/21- .65%	(125)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(1,497)
Accounts Payable	4,163
CBOLO CC - 5044 Natalie	(5,451)
CBOLO CC - 5229 Kevin	97
CBOLO CC - 9051 Lillie	353
Sam's Club Mastercard- 2148	46
ACCRUED WAGES	(7,360)
AFLAC DEDUCTIONS PAYABLE	136
Gift Certificate Payable	44
Missouri Department of Revenue Payable	(93)
SALES TAX PAYABLE	65
Trellis sales	70
United Way contributions payable	(150)
Wreaths payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(105,808)
Net cash provided by operating activities	174,692
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(71,074)
Net cash provided by investing activities	(71,074)
Net cash increase for period	103,618
Cash at beginning of period	584,652
Cash at end of period	688,270

Lake Area Industries, Inc.
Statement of Cash Flows
September 2021

	Total
OPERATING ACTIVITIES	
Net Income	48,285
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(8,959)
Certificate of Deposit 12 mo mat 3/18/22- .75%	(189)
Certificate of Deposit 12 mo mat 3/27/21- .65%	(42)
Certificate of Deposit 12 mo mat 6/27/21- .65%	(42)
INVENTORY:RAW MATERIAL INVENTORY	(1,976)
Accounts Payable	5,888
CBOLO CC - 5044 Natalie	92
CBOLO CC - 5229 Kevin	97
CBOLO CC - 9051 Lillie	548
Sam's Club Mastercard- 2148	42
AFLAC DEDUCTIONS PAYABLE	(0)
SALES TAX PAYABLE	177
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(4,365)
Net cash provided by operating activities	43,920
Net cash increase for period	43,920
Cash at beginning of period	644,350
Cash at end of period	688,270

Lake Area Industries, Inc.						
A/R Aging Summary						
As of September 30, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 68,857	\$ 5,473	\$ 421	\$ 68	\$ 334	\$ 75,154

Lake Area Industries, Inc.						
A/P Aging Summary						
As of September 30, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 2,710	\$ 7,162	\$ 0	\$ 0	-\$ 47	\$ 9,825



Monthly Financial Reports

Lake Area Industries, Inc.

OCTOBER 31, 2021

Lake Area Industries, Inc.
Balance Sheet Comparison

	10/31/2021	10/31/2020
ASSETS		
Total Bank Accounts	704,219	555,572
Total Accounts Receivable	75,835	79,329
Other Current Assets		
Total CD's	203,253	102,164
Community Foundation of the Ozarks Agency Partner Account	1,028	1,024
GIFTED GARDEN CASH	500	500
INVENTORY	8,573	6,738
PETTY CASH	150	150
Total Other Current Assets	213,504	110,576
Total Current Assets	993,558	745,477
Fixed Assets		
ACCUMULATED DEPRECIATION	(759,523)	(760,895)
AUTO AND TRUCK	128,809	128,809
BUILDING	394,632	403,567
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	68,102	25,502
MACHINERY & EQUIPMENT	220,313	234,464
OFFICE EQUIPMENT	5,173	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	194,413	181,192
Other Assets		
CURRENT CAPITAL IMPROVEMENT	71,074	59,088
UTILITY DEPOSITS	554	554
Total Other Assets	71,628	59,642
TOTAL ASSETS	1,259,599	986,311
LIABILITIES AND EQUITY		
Liabilities		
Total Accounts Payable	2,201	782
Total Credit Cards	2,100	2,656
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	164	27
Gift Certificate Payable	69	25
Missouri Department of Revenue Payable	0	93
Payroll Protection Program Loan	0	107,900
SALES TAX PAYABLE	0	111
Trellis sales	110	40
United Way contributions payable	30	140
Total Other Current Liabilities	372	108,336
Total Current Liabilities	4,673	111,774
Total Liabilities	4,673	111,774
Equity		
Unrestricted Net Assets	949,103	653,811
Net Income	305,824	220,726
Total Equity	1,254,926	874,537
TOTAL LIABILITIES AND EQUITY	1,259,599	986,311

Lake Area Industries, Inc.

Profit and Loss

	Oct 2021	YTD
Income		
CONTRACT PACKAGING	\$36,929	\$373,591
FOAM RECYCLING	\$93	\$2,075
GREENHOUSE SALES	\$1,345	\$57,628
SECURE DOCUMENT SHREDDING	\$2,426	\$46,993
Total Income	\$40,791	\$480,287
Cost of Goods Sold		
CONTRACT LABOR	\$702	\$702
Cost of Goods Sold	\$2,259	\$30,065
GG PLANTS & SUPPLIES	\$60	\$31,713
SHIPPING AND DELIVERY		\$4,285
Textile Purchases		\$308
WAGES - TEMPORARY WORKERS	\$3,982	\$43,105
WAGES-EMPLOYEES	\$23,916	\$259,120
Total Cost of Goods Sold	\$30,920	\$369,299
Gross Profit	\$9,871	\$110,989
Expenses		
ACCTG. & AUDIT FEES		\$9,300
ALL OTHER EXPENSES	\$1,031	\$8,585
Bus Fare	\$476	(\$2,550)
CASH OVER/SHORT		(\$57)
EQUIP. PURCHASES & MAINTENANCE	\$1,939	\$34,126
INSURANCE	\$2,011	\$17,733
NON MANUFACTURING SUPPLIES	\$187	\$1,458
PAYROLL	\$18,160	\$160,220
PAYROLL EXP & BENEFITS	\$8,334	\$80,778
PROFESSIONAL SERVICES	\$1,610	\$16,236
SALES TAX	(\$5)	(\$74)
UTILITIES	\$850	\$13,985
Total Expenses	\$34,592	\$339,741
Net Operating Income	(\$24,721)	(\$228,752)
Other Income		
INTEREST INCOME	\$301	\$2,774
MISCELLANEOUS INCOME	\$36	\$140
OTHER CONTRIBUTIONS	\$4,543	\$17,403
SB-40 REVENUE	\$19,209	\$234,052
STATE AID	\$26,239	\$280,207
Total Other Income	\$50,328	\$534,576
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	\$0	\$0
Total Other Expenses	\$0	\$0
Net Other Income	\$50,328	\$534,576
Net Income	\$25,607	\$305,824

Lake Area Industries, Inc.
Budget vs. Actuals

	Oct 2021			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	\$36,929	\$29,200	\$7,729	\$373,591	\$305,140	\$68,451
FOAM RECYCLING	\$93	\$500	(\$407)	\$2,075	\$5,000	(\$2,926)
GREENHOUSE SALES	\$1,345	\$0	\$1,345	\$57,628	\$55,000	\$2,628
SECURE DOCUMENT SHREDDING	\$2,426	\$3,333	(\$908)	\$46,993	\$33,333	\$13,660
Total Income	\$40,791	\$33,033	\$7,758	\$480,287	\$398,473	\$81,814
Cost of Goods Sold						
CONTRACT LABOR	\$702		\$702	\$702	\$0	\$702
Cost of Goods Sold	\$2,259	\$3,250	(\$991)	\$30,065	\$32,500	(\$2,435)
GG PLANTS & SUPPLIES	\$60	\$0	\$60	\$31,713	\$31,984	(\$271)
SHIPPING AND DELIVERY		\$0	\$0	\$4,285	\$2,208	\$2,077
Textile Purchases			\$0	\$308	\$0	\$308
WAGES - TEMPORARY WORKERS	\$3,982	\$2,250	\$1,732	\$43,105	\$22,500	\$20,605
WAGES-EMPLOYEES	\$23,916	\$25,212	(\$1,295)	\$259,120	\$267,688	(\$8,568)
Total Cost of Goods Sold	\$30,920	\$30,712	\$209	\$369,299	\$356,881	\$12,418
Gross Profit	\$9,871	\$2,322	\$7,550	\$110,989	\$41,593	\$69,396
Expenses						
ACCTG. & AUDIT FEES		\$0	\$0	\$9,300	\$9,500	(\$200)
ALL OTHER EXPENSES	\$1,031	\$1,434	(\$403)	\$8,585	\$14,569	(\$5,985)
Bus Fare	\$476	\$196	\$280	(\$2,550)	\$1,958	(\$4,508)
CASH OVER/SHORT			\$0	(\$57)	\$0	(\$57)
EQUIP. PURCHASES & MAINTENANCE	\$1,939	\$4,156	(\$2,217)	\$34,126	\$41,852	(\$7,727)
INSURANCE	\$2,011	\$1,945	\$66	\$17,733	\$19,450	(\$1,717)
NON MANUFACTURING SUPPLIES	\$187	\$83	\$103	\$1,458	\$833	\$625
PAYROLL	\$18,160	\$17,829	\$331	\$160,220	\$179,491	(\$19,271)
PAYROLL EXP & BENEFITS	\$8,334	\$7,834	\$499	\$80,778	\$78,344	\$2,435
PROFESSIONAL SERVICES	\$1,610	\$1,474	\$136	\$16,236	\$14,738	\$1,498
SALES TAX	(\$5)		(\$5)	(\$74)	\$0	(\$74)
UTILITIES	\$850	\$1,485	(\$635)	\$13,985	\$15,105	(\$1,120)
Total Expenses	\$34,592	\$36,437	(\$1,844)	\$339,741	\$375,841	(\$36,100)
Net Operating Income	(\$24,721)	(\$34,115)	\$9,394	(\$228,752)	(\$334,248)	\$105,496
Other Income						
INTEREST INCOME	\$301	\$267	\$34	\$2,774	\$2,667	\$107
MISCELLANEOUS INCOME	\$36		\$36	\$140	\$0	\$140
OTHER CONTRIBUTIONS	\$4,543		\$4,543	\$17,403	\$0	\$17,403
SB-40 REVENUE	\$19,209	\$16,821	\$2,389	\$234,052	\$177,551	\$56,501
STATE AID	\$26,239	\$17,887	\$8,352	\$280,207	\$188,356	\$91,851
Total Other Income	\$50,328	\$34,974	\$15,354	\$534,576	\$368,573	\$166,003
Other Expenses						
Net Other Income	\$50,328	\$34,974	\$15,354	\$534,576	\$368,573	\$166,003
Net Income	\$25,607	\$859	\$24,748	\$305,824	\$34,325	\$271,499

Lake Area Industries, Inc.
Statement of Cash Flows
October 2021

	Total
OPERATING ACTIVITIES	
Net Income	\$25,607
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(\$753)
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(\$42)
Certificate of Deposit 12 mo mat 10/22/20- .65%	(\$42)
INVENTORY:RAW MATERIAL INVENTORY	(\$991)
Accounts Payable	(\$7,869)
CBOLO CC - 5044 Natalie	\$487
CBOLO CC - 9051 Lillie	(\$397)
Sam's Club Mastercard- 2148	\$20
AFLAC DEDUCTIONS PAYABLE	(\$0)
Missouri Department of Revenue Payable	\$0
SALES TAX PAYABLE	(\$182)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$9,770)
Net cash provided by operating activities	\$15,837
Net cash increase for period	\$15,837
Cash at beginning of period	\$688,382
Cash at end of period	\$ 704,219

Lake Area Industries, Inc.						
A/P Aging Summary						
As of October 31, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 44	\$ 2,203	\$ 0	\$ 0	-\$ 47	\$ 2,201

Lake Area Industries, Inc.						
A/R Aging Summary						
As of October 31, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 58,553	\$ 15,863	\$ 569	\$ 421	\$ 427	\$ 75,835

Lake Area Industries, Inc.
Statement of Cash Flows
January - October, 2021

	Total
OPERATING ACTIVITIES	
Net Income	\$305,824
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	\$4,010
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(\$210)
Certificate of Deposit 12 mo mat 10/22/20- .65%	(\$166)
Certificate of Deposit 12 mo mat 3/18/22- .75%	(\$100,378)
Certificate of Deposit 12 mo mat 3/27/21- .65%	(\$126)
Certificate of Deposit 12 mo mat 6/27/21- .65%	(\$125)
INVENTORY:GG PLANT & SUPPLIES INVEN	\$0
INVENTORY:RAW MATERIAL INVENTORY	(\$2,420)
Accounts Payable	(\$3,462)
CBOLO CC - 5044 Natalie	(\$4,964)
CBOLO CC - 9051 Lillie	(\$45)
Sam's Club Mastercard- 2148	\$168
ACCRUED WAGES	(\$7,360)
AFLAC DEDUCTIONS PAYABLE	\$136
Gift Certificate Payable	\$44
Missouri Department of Revenue Payable	(\$93)
SALES TAX PAYABLE	(\$111)
Trellis sales	\$70
United Way contributions payable	(\$150)
Wreaths payable	\$0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$115,182)
Net cash provided by operating activities	\$190,642
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(\$71,074)
Net cash provided by investing activities	(\$71,074)
Net cash increase for period	\$119,567
Cash at beginning of period	\$584,652
Cash at end of period	\$704,219

2021 YTD Agency Performance Summary

Description	1st Qtr 2021	2nd Qtr 2021	3rd Qtr 2021	YTD	Agency Goal
Monthly Reports Completed on Time	95%	99%	100%	98%	95%
Quarterly Reports Completed on Time	92%	90%	96%	93%	95%
New Clients Contacted by Their SC within 5 Business Days of Eligibility Determination	100%	50%	100%	92%	100%
New Clients' ISP Meeting is Held within 30 Days of Eligibility Determination	100%	50%	100%	92%	100%
ISPs Sent to RSRO 21 Days Prior to Implementation	54%	53%	62%	57%	95%
Annual ISP Completed by Effective Date	69%	72%	90%	80%	95%
ISPs Submitted Through QA Process Passed	62%	62%	59%	59%	70%
Agency Average SC Billable Time vs. Time Worked	83%	79%	80%	81%	80%
Response Rates for Client/Guardian Satisfaction Surveys	31%	31%	33%	28%	30%
My SC Made a Difference in My Life	82%	69%	78%	74%	80%
I Received Information About Exploitation, Personal Protection, and Risk Reduction	91%	88%	96%	91%	100%
My SC was Available When Needed	82%	88%	100%	91%	90%
My SC Saw Me Frequently Enough	82%	81%	83%	83%	90%
I am Satisfied with Services Provided by My SC & CCDDR Staff	82%	85%	100%	90%	90%
I Contributed to the Development of My ISP	91%	88%	100%	92%	100%
CCDDR will Review Policies, Plans, Manuals, etc. Annually	25%	68%	83%	83%	75%

Support Coordination Reports for October & November

October 2021

Client Caseloads

- Number of Caseloads as of October 31st, 2021: 318
- Budgeted Number of Caseloads: 330
- Pending Number of New Intakes: 4
- Medicaid Eligibility: 87.74%

Caseload Counts

Elizabeth Chambers - 38

Stephanie Enoch – 31

Teri Guttman – 31

Sharla Howard - 1

Micah Joseph – 38

Jennifer Lyon – 39

Christina Mitchell - 35

Mary Petersen – 36

Shelah Sinner – 32

Patricia Strouse - 37

November 2021

Client Caseloads

- Number of Caseloads as of November 30th, 2021: 317
- Budgeted Number of Caseloads: 330
- Pending Number of New Intakes: 7
- Medicaid Eligibility: 87.70%

Caseload Counts

Elizabeth Chambers - 35

Stephanie Enoch – 27

Teri Guttman – 29

Sharla Howard - 25

Micah Joseph – 37

Jennifer Lyon – 36

Christina Mitchell - 32

Mary Petersen – 34

Shelah Sinner – 29

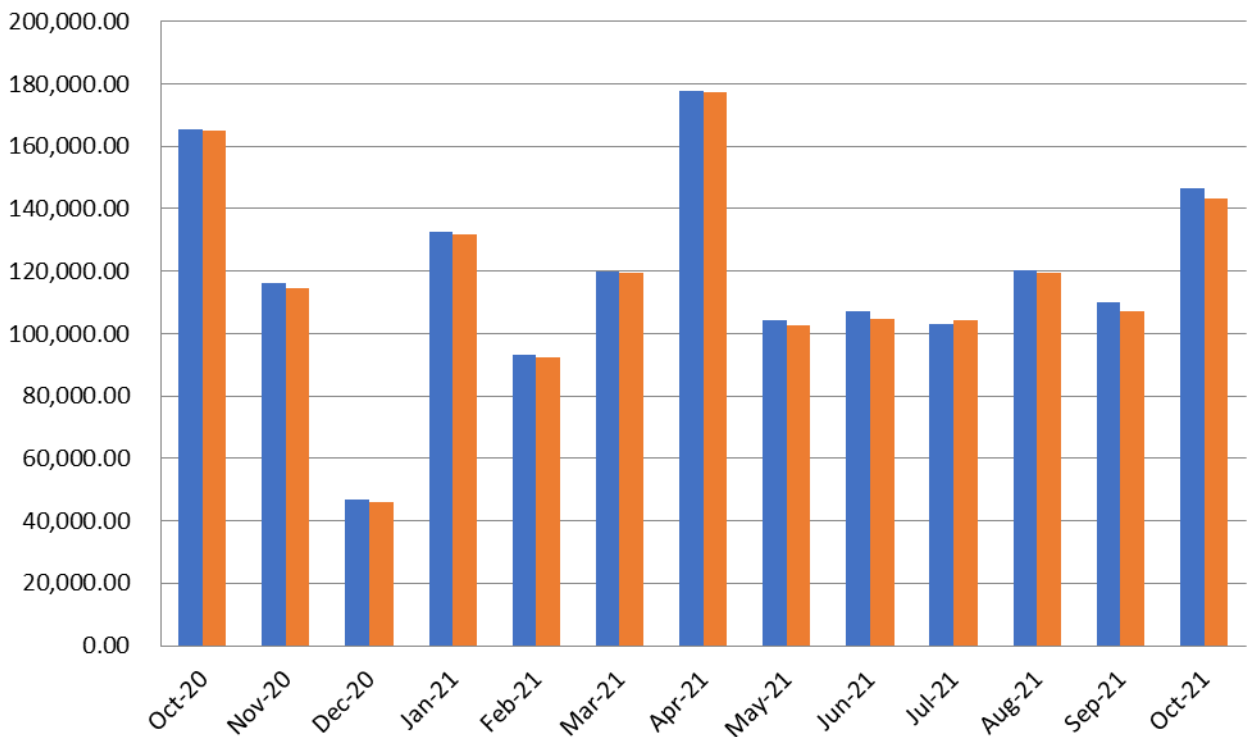
Patricia Strouse - 33

**Agency Economic
Reports for October &
November (Unaudited)**

October 2021

Medicaid Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
Total Payable Billed	165,464.64	116,061.12	46,707.84	132,589.44	93,363.84	119,681.28	177,776.64	104,207.04	107,187.84	103,187.52	120,294.72	109,935.36	146,499.84
Total Payment Received	165,119.04	114,618.24	46,111.68	131,630.40	92,473.92	119,318.40	177,223.68	102,504.96	104,621.76	104,068.80	119,232.00	107,282.88	143,225.28

Budget vs. Actuals: FY 2021 Budget - FY21 P&L Departments

October 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	\$1,798	\$4,167	(\$2,369)			\$0
4500 Services Income			\$0	\$160,324	\$173,407	(\$13,083)
Total Income	\$1,798	\$4,167	(\$2,369)	\$160,324	\$173,407	(\$13,083)
Gross Profit	\$1,798	\$4,167	(\$2,369)	\$160,324	\$173,407	(\$13,083)
Expenses						
5000 Payroll & Benefits			\$0	\$129,036	\$144,134	(\$15,098)
5100 Repairs & Maintenance			\$0	\$500	\$900	(\$400)
5500 Contracted Business Services			\$0	\$5,477	\$7,743	(\$2,266)
5600 Presentations/Public Meetings			\$0	\$41	\$147	(\$106)
5700 Office Expenses			\$0	\$3,982	\$4,445	(\$463)
5800 Other General & Administrative			\$0	\$1,436	\$770	\$666
5900 Utilities			\$0	\$716	\$900	(\$184)
6100 Insurance			\$0	\$1,587	\$1,900	(\$313)
6700 Partnership for Hope	\$2,268	\$4,110	(\$1,842)			\$0
6900 Direct Services	\$16,237	\$12,626	\$3,611			\$0
7100 Housing Programs	\$4,891	\$6,067	(\$1,176)			\$0
7200 Children's Programs	\$18,038	\$20,050	(\$2,012)			\$0
7300 Sheltered Employment Programs	\$25,157	\$25,650	(\$493)			\$0
7500 Community Employment Programs		\$50	(\$50)			\$0
7600 Community Resources	\$5,744	\$7,735	(\$1,991)			\$0
7900 Special/Additional Needs	\$1,210	\$1,434	(\$224)			\$0
Total Expenses	\$73,546	\$77,722	(\$4,176)	\$142,776	\$160,939	(\$18,163)
Net Operating Income	(\$71,747)	(\$73,555)	\$1,808	\$17,548	\$12,468	\$5,080
Other Expenses						
8500 Depreciation			\$0	\$4,119	\$3,475	\$644
Reconciliation Discrepancies			\$0			\$0
Total Other Expenses	\$0	\$0	\$0	\$4,119	\$3,475	\$644
Net Other Income	\$0	\$0	\$0	(\$4,119)	(\$3,475)	(\$644)
Net Income	(\$71,747)	(\$73,555)	\$1,808	\$13,429	\$8,993	\$4,436

Budget Variance Report

Total Income: In October, SB 40 Tax Revenues were lower than projected, and Services Program income was lower than projected.

Total Expenses: In October, overall SB 40 Tax program expenses were lower than budgeted expectations. Direct Services offsets from restricted funds are currently not needed to meet the overall YTD SB 40 Tax program expense objective; therefore, this category shows higher than budgeted. Overall Services Program expenses were lower than budgeted expectations. Legal/Attorney Fees (5800 – Other General & Administrative) were higher than budgeted due to the need for comprehensive reviews of CCDDR's Employee Manual and other major policies/plans. Depreciation is also higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report.

Budget vs. Actuals: FY 2021 Budget - FY21 P&L Departments

January - October, 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	\$1,009,190	\$988,640	\$20,550			\$0
4500 Services Income			\$0	\$1,374,287	\$1,290,578	\$83,709
Total Income	\$1,009,190	\$988,640	\$20,550	\$1,374,287	\$1,290,578	\$83,709
Gross Profit	\$1,009,190	\$988,640	\$20,550	\$1,374,287	\$1,290,578	\$83,709
Expenses						
5000 Payroll & Benefits			\$0	\$1,049,526	\$1,099,724	(\$50,198)
5100 Repairs & Maintenance			\$0	\$6,378	\$9,000	(\$2,622)
5500 Contracted Business Services			\$0	\$71,044	\$72,490	(\$1,446)
5600 Presentations/Public Meetings			\$0	\$1,188	\$1,470	(\$282)
5700 Office Expenses			\$0	\$37,662	\$44,450	(\$6,788)
5800 Other General & Administrative			\$0	\$40,354	\$26,819	\$13,535
5900 Utilities			\$0	\$7,604	\$9,000	(\$1,396)
6100 Insurance			\$0	\$15,870	\$19,000	(\$3,130)
6700 Partnership for Hope	\$32,065	\$41,100	(\$9,035)			\$0
6900 Direct Services	\$166,904	\$174,755	(\$7,851)			\$0
7100 Housing Programs	\$55,704	\$60,670	(\$4,966)	(\$11)		(\$11)
7200 Children's Programs	\$192,872	\$200,500	(\$7,628)			\$0
7300 Sheltered Employment Programs	\$229,245	\$256,500	(\$27,255)			\$0
7500 Community Employment Programs	\$61	\$500	(\$439)			\$0
7600 Community Resources	\$50,016	\$77,350	(\$27,334)			\$0
7900 Special/Additional Needs	\$5,014	\$35,075	(\$30,061)			\$0
Total Expenses	\$731,881	\$846,450	(\$114,569)	\$1,229,614	\$1,281,953	(\$52,339)
Net Operating Income	\$277,310	\$142,190	\$135,120	\$144,673	\$8,625	\$136,048
Other Expenses						
8500 Depreciation			\$0	\$44,124	\$34,750	\$9,374
Reconciliation Discrepancies			\$0			\$0
Total Other Expenses	\$0	\$0	\$0	\$44,124	\$34,750	\$9,374
Net Other Income	\$0	\$0	\$0	(\$44,124)	(\$34,750)	(\$9,374)
Net Income	\$277,310	\$142,190	\$135,120	\$100,549	(\$26,125)	\$126,674

Budget Variance Report

Total Income: As of October, YTD SB 40 Tax revenues are higher than projected, and Services Program income is higher than projected. CCDDR had budgeted for 27 billing periods in 2020; however, the 27th billing period was not utilized/billed because income was higher than originally projected for the previous 26 periods; therefore, there is an extra billing period for January, which was not budgeted. Also, overall TCM billings and collections have been higher than projected.

Total Expenses: As of October, YTD SB 40 Tax program expenses were lower than budgeted expectations in all categories. DMH/DDD has determined 2021 TCM allocation invoices (code 6900) will not be issued to agencies who have exceeded the TCM contract allocation formula (\$80,347 was budgeted). Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Overall Services Program expenses were lower than budgeted expectations. YTD Other General & Administrative is higher than budgeted because CCDDR paid to be a member of the Missouri Association of Rehabilitation Facilities (MARF), which was not originally budgeted, and Legal/Attorney Fees are higher due to the need for comprehensive reviews of CCDDR's Employee Manual and other major policies/plans. Also, the final 2019 auditor's invoice was budgeted for 2020 but was not received until 2021 due to a slight delay in audit completion. Depreciation is higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. The credit reflected in Code 7100 will be correctly adjusted and recorded in SB 40 Tax program expenses by year-end.

Balance Sheet

As of October 31, 2021

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	\$0	\$0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	\$229	
1020 SB 40 Tax Certificate of Deposit	\$0	
1025 SB 40 Tax - Bank of Sullivan	\$905,921	\$0
1030 SB 40 Tax Reserve - Bank of Sullivan	\$0	
Total 1005 SB 40 Tax Bank Accounts	\$906,150	\$0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	\$0	\$0
1060 Services Certificate of Deposit		\$0
1075 Services Account - Bank of Sullivan		\$399,464
Total 1050 Services Bank Accounts	\$0	\$399,464
Total 1000 Bank Accounts	\$906,150	\$399,464
Total Bank Accounts	\$906,150	\$399,464
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		\$47,140
1215 Non-Medicaid Direct Service		\$10,022
1220 Ancillary Services		\$6,575
Total 1200 Services	\$0	\$63,737
1300 Property Taxes		
1310 Property Tax Receivable	\$1,054,744	
1315 Allowance for Doubtful Accounts	(\$19,183)	
Total 1300 Property Taxes	\$1,035,561	\$0
Total Accounts Receivable	\$1,035,561	\$63,737
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	\$0	\$0
1399 TCM Remittance Advices (In-Transit Payments)	\$0	\$0
1400 Other Current Assets		
1410 Other Deposits	\$0	
1430 Deferred Outflows Related to Pensions		\$73,039
1435 Net Pension Asset (Liability)		(\$28,174)
Total 1400 Other Current Assets	\$0	\$44,865
1450 Prepaid Expenses		\$0
1455 Prepaid-Insurance	\$0	\$10,499
Total 1450 Prepaid Expenses	\$0	\$10,499
Total Other Current Assets	\$0	\$55,364
Total Current Assets	\$1,941,711	\$518,565
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		\$47,400
1511 Keystone Land		\$14,000

1520 100 Third Street Building		\$431,091
1521 Keystone		\$163,498
1525 Accumulated Depreciation - 100 Third Street		(\$176,176)
1526 Accumulated Depreciation - Keystone		(\$32,454)
1530 100 Third Street Remodeling		\$164,157
1531 Keystone Remodeling		\$130,471
1532 Osage Beach Office Remodeling (Leased Space)		\$4,225
1535 Acc Dep - Remodeling - 100 Third Street		(\$75,583)
1536 Acc Dep - Remodeling - Keystone		(\$15,869)
1537 Acc Dep - Remodeling - Osage Beach Office		(\$4,225)
1540 Equipment		\$123,894
1545 Accumulated Depreciation - Equipment		(\$63,866)
1550 Vehicles		\$6,740
1555 Accumulated Depreciation - Vehicles		(\$6,740)
Total 1500 Fixed Assets	\$0	\$710,561
Total Fixed Assets	\$0	\$710,561
TOTAL ASSETS	\$1,941,711	\$1,229,126
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	\$23,268	\$4,843
Total Accounts Payable	\$23,268	\$4,843
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	\$0	\$0
2006 DMH Payable	\$0	
2007 Non-Medicaid Payable	\$10,022	
2008 Ancillary Services Payable	\$6,575	
2010 Accrued Payroll Expense	\$0	\$0
2015 Accrued Compensated Absences	\$0	(\$2,157)
2025 Prepaid Services	\$0	
2030 Deposits	\$0	\$0
2050 Prepaid Tax Revenue	\$0	
2055 Deferred Inflows - Property Taxes	\$983,954	
2060 Payroll Tax Payable		\$0
2061 Federal W / H Tax Payable	\$0	\$0
2062 Social Security Tax Payable	\$0	\$317
2063 Medicare Tax Payable	\$0	\$0
2064 MO State W / H Tax Payable	\$0	(\$37)
2065 FFCRA Federal W/H Tax Credit		\$14
2066 FFCRA Health Insurance Credit		\$0
Total 2060 Payroll Tax Payable	\$0	\$294
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	\$0	\$640
2072 AFLAC Post-tax W / H	\$0	\$62
2073 Vision Insurance W / H	\$0	\$40
2074 Health Insurance W / H	\$0	\$30
2075 Dental Insurance W / H	\$0	(\$262)
2076 Savings W / H		\$0
2078 Misc W / H		\$0

2079 Other W / H		\$0
Total 2070 Payroll Clearing	\$0	\$510
2090 Deferred Inflows		\$9,065
2091 Computer Lease Liability		\$68,771
2092 Current Portion of Lease Payable		\$10,116
2093 Less Current Portion of Lease Payable		(\$10,116)
Total 2000 Current Liabilities	\$1,000,551	\$76,482
Total Other Current Liabilities	\$1,000,551	\$76,482
Total Current Liabilities	\$1,023,819	\$81,325
Total Liabilities	\$1,023,819	\$81,325
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	\$0	
3005 Operational Reserves	\$250,000	
3010 Transportation	\$20,000	
3015 New Programs	\$0	
3030 Special Needs	\$42,000	
3035 Childrens Programs	\$42,000	
3040 Sheltered Workshop	\$80,506	
3045 Traditional Medicaid Match	\$0	
3050 Partnership for Hope Match	\$0	
3055 Building/Remodeling/Expansion	\$0	
3065 Legal	\$0	
3070 TCM	\$163,974	
3075 Community Resource	\$0	
Total 3000 Restricted SB 40 Tax Fund Balances	\$598,480	\$0
3500 Restricted Services Fund Balances		
3501 Operational		\$62,974
3505 Operational Reserves		\$200,000
3510 Transportation		\$0
3515 New Programs		\$0
3530 Special Needs		\$0
3550 Partnership for Hope Match		\$0
3555 Building/Remodeling/Expansion		\$70,574
3560 Sponsorships		\$0
3565 Legal		\$0
3575 Community Resources		\$0
3599 Other		\$710,561
Total 3500 Restricted Services Fund Balances	\$0	\$1,044,109
3900 Unrestricted Fund Balances	\$25,991	(\$22,542)
3950 Prior Period Adjustment	\$0	\$0
3999 Clearing Account	\$30,410	\$11,387
Net Income	\$277,310	\$100,549
Total Equity	\$932,190	\$1,133,503
TOTAL LIABILITIES AND EQUITY	\$1,956,009	\$1,214,828

Statement of Cash Flows

October 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(\$71,747)	\$13,429
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		\$2,989
1215 Services:Non-Medicaid Direct Service		\$11,128
1220 Services:Ancillary Services		\$0
1455 Prepaid Expenses:Prepaid-Insurance		\$2,651
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		\$898
1526 Fixed Assets:Accumulated Depreciation - Keystone		\$366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		\$723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		\$471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		\$0
1545 Fixed Assets:Accumulated Depreciation - Equipment		\$1,661
1900 Accounts Payable	\$1,350	(\$3,471)
2007 Current Liabilities:Non-Medicaid Payable	(\$11,128)	
2008 Current Liabilities:Ancillary Services Payable	\$0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		\$0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		\$0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		\$0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		\$0
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		\$238
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		\$40
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		\$50
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		\$176
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$9,779)	\$17,920
Net cash provided by operating activities	(\$81,526)	\$31,349
FINANCING ACTIVITIES		
3599 Restricted Services Fund Balances:Other		(\$4,119)
3999 Clearing Account		\$4,119
Net cash provided by financing activities	\$0	\$0
Net cash increase for period	(\$81,526)	\$31,349
Cash at beginning of period	\$987,676	\$368,115
Cash at end of period	\$906,150	\$399,464

Statement of Cash Flows

January - October, 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	\$277,310	\$100,549
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(\$47,140)
1215 Services:Non-Medicaid Direct Service		\$26,758
1220 Services:Ancillary Services		(\$6,575)
1455 Prepaid Expenses:Prepaid-Insurance		\$12,995
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		\$8,981
1526 Fixed Assets:Accumulated Depreciation - Keystone		\$3,660
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		\$7,229
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		\$4,485
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		\$1,491
1545 Fixed Assets:Accumulated Depreciation - Equipment		\$15,021
1900 Accounts Payable	\$9,788	(\$1,741)
2007 Current Liabilities:Non-Medicaid Payable	(\$26,758)	
2008 Current Liabilities:Ancillary Services Payable	\$6,575	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		\$0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		\$192
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		\$0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(\$2,227)
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		\$14
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		\$223
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		\$32
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		\$41
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		\$2
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		\$79
2091 Current Liabilities:Computer Lease Liability		\$3,256
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$10,395)	\$26,777
Net cash provided by operating activities	\$266,915	\$127,326
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(\$19,875)
1540 Fixed Assets:Equipment		(\$18,640)
Net cash provided by investing activities	\$0	(\$38,515)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	\$5,435	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(\$31,183)	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	\$42,000	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	\$42,000	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(\$11,735)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(\$4,107)	
3070 Restricted SB 40 Tax Fund Balances:TCM	\$118,064	
3501 Restricted Services Fund Balances:Operational		\$27,004
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(\$14,059)
3599 Restricted Services Fund Balances:Other		(\$2,353)
3900 Unrestricted Fund Balances	(\$217,209)	(\$12,945)

3999 Clearing Account		\$2,353
Net cash provided by financing activities	(\$56,735)	\$0
Net cash increase for period	\$210,180	\$88,811
Cash at beginning of period	\$695,970	\$310,653
Cash at end of period	\$906,150	\$399,464

Check Detail - SB 40 Tax Account

October 2021

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
10/07/2021	Bill Payment (Check)	6042	Camden County Senate Bill 40 Board	(27,725.72)
10/15/2021	Bill Payment (Check)	6043	Childrens Learning Center	(17,480.64)
10/15/2021	Bill Payment (Check)	6044	Lake Area Industries	(19,205.12)
10/15/2021	Bill Payment (Check)	6045	Our Saviors Lighthouse Child & Family Development Center	(557.06)
10/15/2021	Bill Payment (Check)	6046	Skillset LLC	(513.36)
10/19/2021	Bill Payment (Check)	6047	DMH Local Tax Matching Fund	(2,268.38)
10/19/2021	Bill Payment (Check)	6048	Kyle LaBrue	(1,144.00)
10/19/2021	Bill Payment (Check)	6049	OATS, Inc.	(11,043.38)
10/19/2021	Bill Payment (Check)	6050	Revelation Construction & Development, LLC	(822.00)
10/19/2021	Bill Payment (Check)	6051	Revelation Construction & Development, LLC	(908.00)
10/19/2021	Bill Payment (Check)	6052	Revelation Construction & Development, LLC	(922.00)
10/19/2021	Bill Payment (Check)	6053	Revelation Construction & Development, LLC	(428.00)
10/19/2021	Bill Payment (Check)	6054	Revelation Construction & Development, LLC	0.00
10/19/2021	Bill Payment (Check)	6055	Revelation Construction & Development, LLC	(210.00)
10/26/2021	Bill Payment (Check)	6056	Revelation Construction & Development, LLC	(457.00)

Check Detail - Services Account

October 2021

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
10/01/2021	Bill Payment (Check)	3221	Alaina P Japal	(81.80)
10/01/2021	Bill Payment (Check)	3222	AT&T	(93.19)
10/01/2021	Bill Payment (Check)	3223	Charter Business / Spectrum	(594.28)
10/01/2021	Bill Payment (Check)	3224	Direct Service Works	(995.00)
10/01/2021	Bill Payment (Check)	3225	Happy Maids Cleaning Services LLC	(100.00)
10/01/2021	Bill Payment (Check)	3226	Jeanna K Booth	(123.00)
10/01/2021	Bill Payment (Check)	3227	Linda Simms	(1,521.67)
10/01/2021	Bill Payment (Check)	3228	Lori Cornwell	(50.00)
10/01/2021	Bill Payment (Check)	3229	Mary P Petersen	(206.35)
10/01/2021	Bill Payment (Check)	3230	MSW Interactive Designs LLC	(30.00)

10/01/2021	Bill Payment (Check)	3231	Office Business Equipment	(253.77)
10/01/2021	Bill Payment (Check)	3232	Principal Life Insurance Company	(232.96)
10/01/2021	Bill Payment (Check)	3233	Republic Services #435	(82.81)
10/01/2021	Bill Payment (Check)	3234	Scott's Heating & Air	(263.00)
10/01/2021	Bill Payment (Check)	3235	Summit Natural Gas of Missouri, Inc.	(20.35)
10/01/2021	Bill Payment (Check)	3236	Teri Guttman	(61.66)
10/01/2021	Bill Payment (Check)	3237	Linda Simms	(187.27)
10/01/2021	Expense	154022	Connie L Baker	(1,254.08)
10/01/2021	Expense	154023	Rachel K Baskerville	(1,332.00)
10/01/2021	Expense	154024	Jeanna K Booth	(1,627.19)
10/01/2021	Expense	154025	Elizabeth L Chambers	(1,191.07)
10/01/2021	Expense	154026	Lori Cornwell	(1,525.11)
10/01/2021	Expense	154027	Stephanie E Enoch	(1,376.46)
10/01/2021	Expense	154028	Teri Guttman	(1,437.58)
10/01/2021	Expense	154029	Alaina P Japal	(1,136.60)
10/01/2021	Expense	154030	Ryan Johnson	(1,656.53)
10/01/2021	Expense	154031	Micah J Joseph	(1,513.95)
10/01/2021	Expense	154032	Jennifer Lyon	(1,297.73)
10/01/2021	Expense	154033	Christina R. Mitchell	(1,158.72)
10/01/2021	Expense	154034	Mary P Petersen	(1,327.38)
10/01/2021	Expense	154035	Shelah M Sinner	(1,186.55)
10/01/2021	Expense	154036	Patricia L. Strouse	(1,200.89)
10/01/2021	Expense	154037	Eddie L Thomas	(2,762.71)
10/01/2021	Expense	154038	Nicole M Whittle	(1,896.65)
10/01/2021	Expense	10/01/2021	Internal Revenue Service	(7,072.15)
10/07/2021	Bill Payment (Check)	3238	Ameren Missouri	(250.20)
10/07/2021	Bill Payment (Check)	3239	Camden County PWSD #2	(50.96)
10/07/2021	Bill Payment (Check)	3240	Camdenton Glass	(100.00)
10/07/2021	Bill Payment (Check)	3241	Connie L Baker	(74.91)
10/07/2021	Bill Payment (Check)	3242	Eddie L Thomas	(50.00)
10/07/2021	Bill Payment (Check)	3243	Elizabeth L Chambers	(87.95)
10/07/2021	Bill Payment (Check)	3244	GB Maintenance Supply	(42.47)
10/07/2021	Bill Payment (Check)	3245	Happy Maids Cleaning Services LLC	(50.00)
10/07/2021	Bill Payment (Check)	3246	LaClede Electric Cooperative	(518.80)
10/07/2021	Bill Payment (Check)	3247	Lake Area Chamber of Commerce	(125.00)
10/07/2021	Bill Payment (Check)	3248	Micah J Joseph	(99.29)
10/07/2021	Bill Payment (Check)	3249	Patricia L. Strouse	(50.00)
10/07/2021	Bill Payment (Check)	3252	Ryan Johnson	(50.00)
10/07/2021	Bill Payment (Check)	3253	Scott's Heating & Air	(720.00)
10/07/2021	Bill Payment (Check)	3254	Shelah M Sinner	(50.00)
10/07/2021	Bill Payment (Check)	3255	VERIZON	(210.45)
10/07/2021	Bill Payment (Check)	3256	Jennifer Lyon	(50.00)
10/15/2021	Bill Payment (Check)	3257	Aflac	(723.08)
10/15/2021	Bill Payment (Check)	3258	All Seasons Services	(460.00)
10/15/2021	Bill Payment (Check)	3259	Camden County Fire & Safety	(40.00)
10/15/2021	Bill Payment (Check)	3260	Camdenton Glass	(459.99)
10/15/2021	Bill Payment (Check)	3261	Happy Maids Cleaning Services LLC	(100.00)
10/15/2021	Bill Payment (Check)	3262	Linda Simms	(1,521.67)
10/15/2021	Bill Payment (Check)	3263	Office Business Equipment	(40.00)

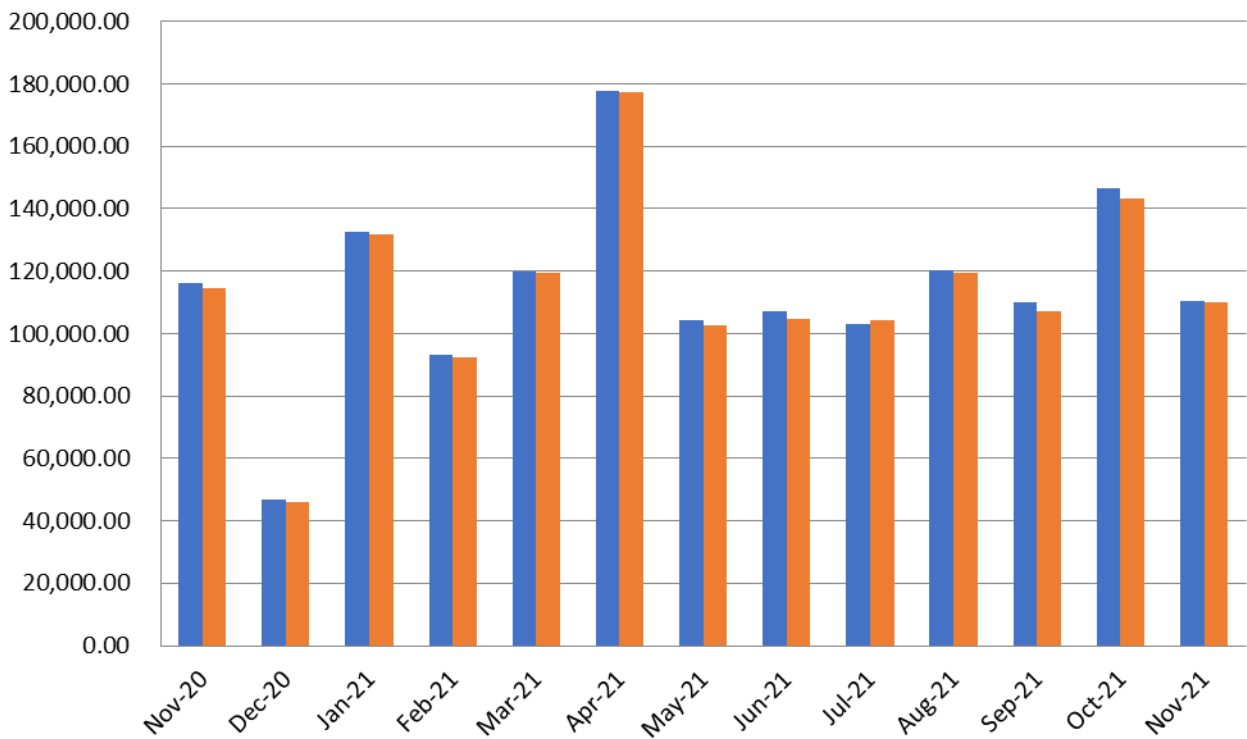
10/15/2021	Bill Payment (Check)	3264	Stephanie E Enoch	(95.05)
10/15/2021	Bill Payment (Check)	3265	SUMNERONE	(1,275.00)
10/15/2021	Bill Payment (Check)	3266	Bankcard Center	(1,963.23)
10/15/2021	Expense	154040	Connie L Baker	(1,242.84)
10/15/2021	Expense	154041	Rachel K Baskerville	(1,332.00)
10/15/2021	Expense	154042	Jeanna K Booth	(1,627.19)
10/15/2021	Expense	154043	Elizabeth L Chambers	(1,065.15)
10/15/2021	Expense	154044	Lori Cornwell	(1,525.10)
10/15/2021	Expense	154045	Stephanie E Enoch	(1,391.18)
10/15/2021	Expense	154046	Teri Guttman	(1,343.20)
10/15/2021	Expense	154047	Alaina P Japal	(1,079.60)
10/15/2021	Expense	154048	Ryan Johnson	(1,656.53)
10/15/2021	Expense	154049	Micah J Joseph	(1,604.07)
10/15/2021	Expense	154050	Jennifer Lyon	(1,321.05)
10/15/2021	Expense	154051	Christina R. Mitchell	(1,158.72)
10/15/2021	Expense	154052	Mary P Petersen	(1,220.66)
10/15/2021	Expense	154053	Shelah M Sinner	(1,044.52)
10/15/2021	Expense	154054	Patricia L. Strouse	(1,195.81)
10/15/2021	Expense	154055	Eddie L Thomas	(2,762.72)
10/15/2021	Expense	154056	Nicole M Whittle	(1,772.78)
10/15/2021	Expense	10/15/2021	Internal Revenue Service	(6,929.41)
10/19/2021	Bill Payment (Check)	3267	Happy Maids Cleaning Services LLC	(30.00)
10/22/2021	Bill Payment (Check)	3268	All American Termite & Pest Control	(70.00)
10/22/2021	Bill Payment (Check)	3269	AT&T	(93.50)
10/22/2021	Bill Payment (Check)	3270	City Of Camdenton	(91.91)
10/22/2021	Bill Payment (Check)	3271	Delta Dental of Missouri	(705.26)
10/22/2021	Bill Payment (Check)	3272	Happy Maids Cleaning Services LLC	(50.00)
10/22/2021	Bill Payment (Check)	3273	Lake Area Industries	(50.00)
10/22/2021	Bill Payment (Check)	3274	Lake Regional Health System	(1,300.00)
10/22/2021	Bill Payment (Check)	3275	Lake Regional Occupational Medicine Clinic	(71.00)
10/22/2021	Bill Payment (Check)	3276	MO Consolidated Health Care	(14,374.72)
10/22/2021	Bill Payment (Check)	3277	SUMNERONE	(1,696.92)
10/22/2021	Bill Payment (Check)	3278	AT&T	(128.40)
10/29/2021	Expense	154058	Connie L Baker	(1,242.84)
10/29/2021	Bill Payment (Check)	3279	Connie L Baker	(71.73)
10/29/2021	Bill Payment (Check)	3280	Linda Simms	(197.34)
10/29/2021	Bill Payment (Check)	3281	Rachel K Baskerville	(69.09)
10/29/2021	Bill Payment (Check)	3282	Linda Simms	(1,521.67)
10/29/2021	Expense	154059	Rachel K Baskerville	(1,332.00)
10/29/2021	Expense	154060	Jeanna K Booth	(1,627.19)
10/29/2021	Expense	154061	Elizabeth L Chambers	(1,136.63)
10/29/2021	Expense	154062	Lori Cornwell	(1,525.11)
10/29/2021	Expense	154063	Stephanie E Enoch	(1,323.35)
10/29/2021	Expense	154064	Teri Guttman	(1,412.52)
10/29/2021	Expense	154065	Alaina P Japal	(1,121.03)
10/29/2021	Expense	154066	Ryan Johnson	(1,656.53)
10/29/2021	Expense	154067	Micah J Joseph	(1,513.95)
10/29/2021	Expense	154068	Jennifer Lyon	(1,293.11)
10/29/2021	Expense	154069	Christina R. Mitchell	(1,165.77)

10/29/2021	Expense	154070	Mary P Petersen	(1,334.54)
10/29/2021	Expense	154071	Shelah M Sinner	(1,023.51)
10/29/2021	Expense	154072	Patricia L. Strouse	(1,195.81)
10/29/2021	Expense	154073	Eddie L Thomas	(2,762.72)
10/29/2021	Expense	154074	Nicole M Whittle	(1,694.11)
10/29/2021	Expense	10/29/2021	Internal Revenue Service	(6,963.97)
10/29/2021	Check	ADJ		(2.00)
10/30/2021	Bill Payment (Check)	3283	AAIDD - AMERICAN ASSOC. on I&DD	(85.00)
10/30/2021	Bill Payment (Check)	3284	AT&T	(92.17)
10/30/2021	Bill Payment (Check)	3285	Bryan Cave Leighton Paisner LLP	(1,300.00)
10/30/2021	Bill Payment (Check)	3286	Charter Business / Spectrum	(594.87)
10/30/2021	Bill Payment (Check)	3287	GFL Environmental	(33.00)
10/30/2021	Bill Payment (Check)	3288	Happy Maids Cleaning Services LLC	(100.00)
10/30/2021	Bill Payment (Check)	3289	MSW Interactive Designs LLC	(30.00)
10/30/2021	Bill Payment (Check)	3290	Principal Life Insurance Company	(249.60)
10/30/2021	Bill Payment (Check)	3291	Republic Services #435	(83.84)
10/30/2021	Bill Payment (Check)	3292	Staples	(339.89)
10/30/2021	Bill Payment (Check)	3293	Staples Advantage	(44.30)
10/30/2021	Bill Payment (Check)	3294	Summit Natural Gas of Missouri, Inc.	(21.69)
10/31/2021	Expense	October 2021	Lagers	(7,716.63)
10/31/2021	Expense	10/31/2021	Missouri Dept of Revenue	(3,158.50)

November 2021

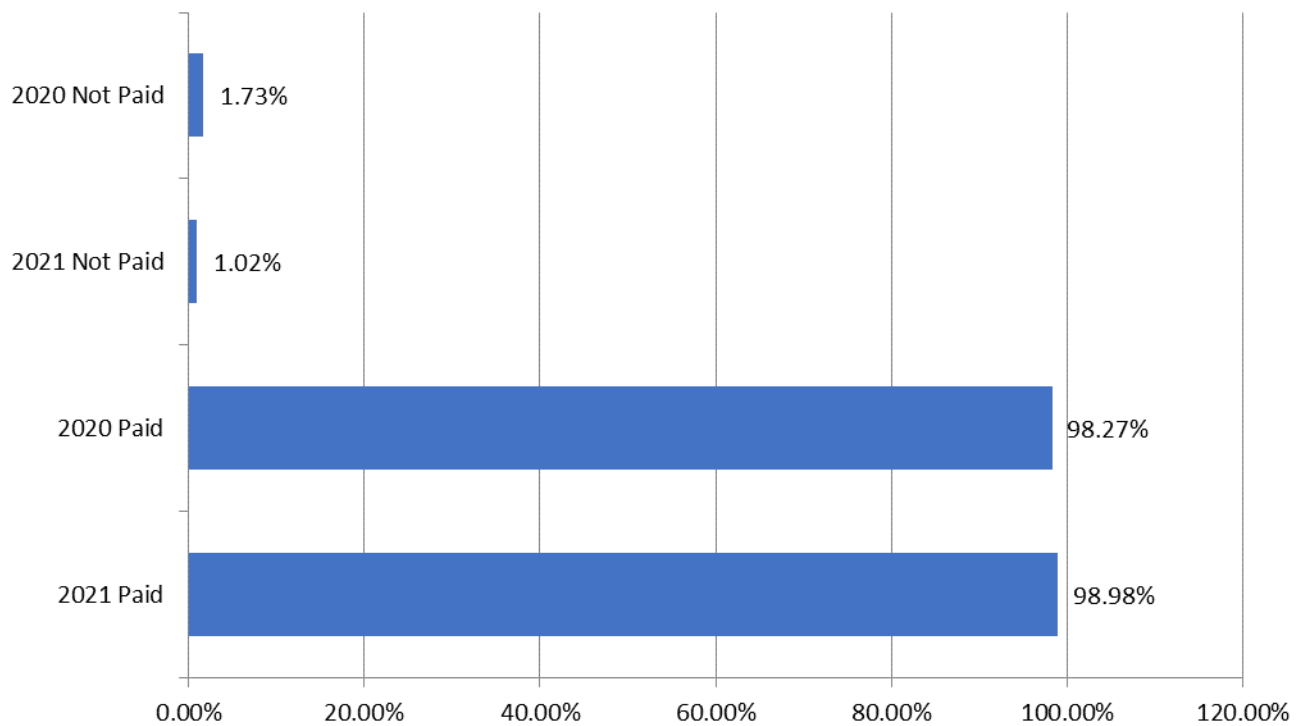
Medicaid Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
Total Payable Billed	116,061.12	46,707.84	132,589.44	93,363.84	119,681.28	177,776.64	104,207.04	107,187.84	103,187.52	120,294.72	109,935.36	146,499.84	110,272.32
Total Payment Received	114,618.24	46,111.68	131,630.40	92,473.92	119,318.40	177,223.68	102,504.96	104,621.76	104,068.80	119,232.00	107,282.88	143,225.28	109,900.80

2021 vs 2020
Percentage Comparison Medicaid Billed vs Medicaid
Paid



Budget vs. Actuals: FY 2021 Budget - FY21 P&L Departments

November 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income		\$2,463	(\$2,463)			\$0
4500 Services Income			\$0	\$120,062	\$117,970	\$2,092
Total Income	\$0	\$2,463	(\$2,463)	\$120,062	\$117,970	\$2,092
Gross Profit	\$0	\$2,463	(\$2,463)	\$120,062	\$117,970	\$2,092
Expenses						
5000 Payroll & Benefits			\$0	\$88,608	\$101,432	(\$12,824)
5100 Repairs & Maintenance			\$0		\$900	(\$900)
5500 Contracted Business Services			\$0	\$5,851	\$7,005	(\$1,154)
5600 Presentations/Public Meetings			\$0		\$147	(\$147)
5700 Office Expenses			\$0	\$2,075	\$4,445	(\$2,370)
5800 Other General & Administrative			\$0	\$100	\$941	(\$841)
5900 Utilities			\$0	(\$335)	\$900	(\$1,235)
6100 Insurance			\$0	\$1,587	\$1,900	(\$313)
6700 Partnership for Hope	\$2,981	\$4,110	(\$1,129)			\$0
6900 Direct Services	\$9,685	\$7,270	\$2,415			\$0
7100 Housing Programs	\$3,981	\$6,067	(\$2,086)			\$0
7200 Children's Programs	\$17,823	\$20,050	(\$2,227)			\$0
7300 Sheltered Employment Programs	\$19,209	\$25,650	(\$6,441)			\$0
7500 Community Employment Programs		\$50	(\$50)			\$0
7600 Community Resources		\$7,735	(\$7,735)			\$0
7900 Special/Additional Needs		\$1,434	(\$1,434)			\$0
Total Expenses	\$53,680	\$72,366	(\$18,686)	\$97,886	\$117,670	(\$19,784)
Net Operating Income	(\$53,680)	(\$69,903)	\$16,223	\$22,176	\$300	\$21,876
Other Expenses						
8500 Depreciation			\$0	\$4,119	\$3,475	\$644
Total Other Expenses	\$0	\$0	\$0	\$4,119	\$3,475	\$644
Net Other Income	\$0	\$0	\$0	(\$4,119)	(\$3,475)	(\$644)
Net Income	(\$53,680)	(\$69,903)	\$16,223	\$18,057	(\$3,175)	\$21,232

Budget Variance Report

Total Income: In November, SB 40 Tax Revenues were lower than projected, and Services Program income was slightly higher than projected.

Total Expenses: In November, overall SB 40 Tax program expenses were lower than budgeted expectations. Direct Services offsets from restricted funds are currently not needed to meet the overall YTD SB 40 Tax program expense objective; therefore, this category shows higher than budgeted. It should be noted the OATS transportation invoices (codes 7300 & 7600) had not been received and/or recorded at the time the financial reports were generated. Overall Services Program expenses were lower than budgeted expectations. Depreciation is higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. Please note there are additional Services expenses/invoices that were not received/recorded at the time the financial reports were generated.

Budget vs. Actuals: FY 2021 Budget - FY21 P&L Departments

January - November, 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	\$1,009,190	\$991,103	\$18,087			\$0
4500 Services Income			\$0	\$1,494,349	\$1,408,548	\$85,801
Total Income	\$1,009,190	\$991,103	\$18,087	\$1,494,349	\$1,408,548	\$85,801
Gross Profit	\$1,009,190	\$991,103	\$18,087	\$1,494,349	\$1,408,548	\$85,801
Expenses						
5000 Payroll & Benefits			\$0	\$1,138,134	\$1,201,156	(\$63,022)
5100 Repairs & Maintenance			\$0	\$6,378	\$9,900	(\$3,522)
5500 Contracted Business Services			\$0	\$76,895	\$79,495	(\$2,600)
5600 Presentations/Public Meetings			\$0	\$1,188	\$1,617	(\$429)
5700 Office Expenses			\$0	\$39,737	\$48,895	(\$9,158)
5800 Other General & Administrative			\$0	\$40,454	\$27,760	\$12,694
5900 Utilities			\$0	\$7,268	\$9,900	(\$2,632)
6100 Insurance			\$0	\$17,457	\$20,900	(\$3,443)
6700 Partnership for Hope	\$35,046	\$45,210	(\$10,164)			\$0
6900 Direct Services	\$176,590	\$182,025	(\$5,435)			\$0
7100 Housing Programs	\$59,685	\$66,737	(\$7,052)	(\$11)		(\$11)
7200 Children's Programs	\$210,695	\$220,550	(\$9,855)			\$0
7300 Sheltered Employment Programs	\$248,454	\$282,150	(\$33,696)			\$0
7500 Community Employment Programs	\$61	\$550	(\$489)			\$0
7600 Community Resources	\$50,016	\$85,085	(\$35,069)			\$0
7900 Special/Additional Needs	\$5,014	\$36,509	(\$31,495)			\$0
Total Expenses	\$785,560	\$918,816	(\$133,256)	\$1,327,500	\$1,399,623	(\$72,123)
Net Operating Income	\$223,630	\$72,287	\$151,343	\$166,849	\$8,925	\$157,924
Other Expenses						
8500 Depreciation			\$0	\$48,242	\$38,225	\$10,017
Reconciliation Discrepancies			\$0			\$0
Total Other Expenses	\$0	\$0	\$0	\$48,242	\$38,225	\$10,017
Net Other Income	\$0	\$0	\$0	(\$48,242)	(\$38,225)	(\$10,017)
Net Income	\$223,630	\$72,287	\$151,343	\$118,607	(\$29,300)	\$147,907

Budget Variance Report

Total Income: As of November, YTD SB 40 Tax revenues are higher than projected, and Services Program income is higher than projected. CCDDR had budgeted for 27 billing periods in 2020; however, the 27th billing period was not utilized/billed because income was higher than originally projected for the previous 26 periods; therefore, there is an extra billing period for January, which was not budgeted. Also, overall TCM billings and collections have been higher than projected.

Total Expenses: As of November, YTD SB 40 Tax program expenses are lower than budgeted expectations in all categories. It should be noted the OATS transportation invoices (codes 7300 & 7600) for November had not been received and/or recorded at the time the financial reports were generated. DMH/DDD has determined 2021 TCM allocation invoices (code 6900) will not be issued to agencies who have exceeded the TCM contract allocation formula (\$80,347 was budgeted). Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Overall Services Program expenses were lower than budgeted expectations. YTD Other General & Administrative is higher than budgeted because CCDDR paid to be a member of the Missouri Association of Rehabilitation Facilities (MARF), which was not originally budgeted, and Legal/Attorney Fees are higher due to the need for comprehensive reviews of CCDDR's Employee Manual and other major policies/plans. Also, the final 2019 auditor's invoice was budgeted for 2020 but was not received until 2021 due to a slight delay in audit completion. Depreciation is higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. Please note there are additional Services expenses/invoices that were not received/recorded at the time the financial reports were generated. The credit reflected in Code 7100 will be correctly adjusted and recorded in SB 40 Tax program expenses by year-end.

Balance Sheet

As of November 30, 2021

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	\$0	\$0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	\$229	
1020 SB 40 Tax Certificate of Deposit	\$0	
1025 SB 40 Tax - Bank of Sullivan	\$832,084	\$0
1030 SB 40 Tax Reserve - Bank of Sullivan	\$0	
Total 1005 SB 40 Tax Bank Accounts	\$832,313	\$0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	\$0	\$0
1060 Services Certificate of Deposit		\$0
1075 Services Account - Bank of Sullivan		\$416,100
Total 1050 Services Bank Accounts	\$0	\$416,100
Total 1000 Bank Accounts	\$832,313	\$416,100
Total Bank Accounts	\$832,313	\$416,100
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		\$53,473
1215 Non-Medicaid Direct Service		\$13,133
1220 Ancillary Services		\$6,575
Total 1200 Services	\$0	\$73,181
1300 Property Taxes		
1310 Property Tax Receivable	\$1,054,744	
1315 Allowance for Doubtful Accounts	(\$19,183)	
Total 1300 Property Taxes	\$1,035,561	\$0
Total Accounts Receivable	\$1,035,561	\$73,181
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	\$0	\$0
1399 TCM Remittance Advices (In-Transit Payments)	\$0	\$0
1400 Other Current Assets		
1410 Other Deposits	\$0	
1430 Deferred Outflows Related to Pensions		\$73,039
1435 Net Pension Asset (Liability)		(\$28,174)
Total 1400 Other Current Assets	\$0	\$44,865
1450 Prepaid Expenses		\$0
1455 Prepaid-Insurance	\$0	\$18,690
Total 1450 Prepaid Expenses	\$0	\$18,690
Total Other Current Assets	\$0	\$63,555
Total Current Assets	\$1,867,874	\$552,835
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		\$47,400

1511 Keystone Land		\$14,000
1520 100 Third Street Building		\$431,091
1521 Keystone		\$163,498
1525 Accumulated Depreciation - 100 Third Street		(\$177,075)
1526 Accumulated Depreciation - Keystone		(\$32,820)
1530 100 Third Street Remodeling		\$164,157
1531 Keystone Remodeling		\$130,471
1532 Osage Beach Office Remodeling (Leased Space)		\$4,225
1535 Acc Dep - Remodeling - 100 Third Street		(\$76,306)
1536 Acc Dep - Remodeling - Keystone		(\$16,340)
1537 Acc Dep - Remodeling - Osage Beach Office		(\$4,225)
1540 Equipment		\$123,894
1545 Accumulated Depreciation - Equipment		(\$65,527)
1550 Vehicles		\$6,740
1555 Accumulated Depreciation - Vehicles		(\$6,740)
Total 1500 Fixed Assets	\$0	\$706,442
Total Fixed Assets	\$0	\$706,442
TOTAL ASSETS	\$1,867,874	\$1,259,277
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	\$0	\$13,547
Total Accounts Payable	\$0	\$13,547
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	\$0	\$0
2006 DMH Payable	\$0	
2007 Non-Medicaid Payable	\$13,133	
2008 Ancillary Services Payable	\$6,575	
2010 Accrued Payroll Expense	\$0	\$0
2015 Accrued Compensated Absences	\$0	(\$2,157)
2025 Prepaid Services	\$0	
2030 Deposits	\$0	\$0
2050 Prepaid Tax Revenue	\$0	
2055 Deferred Inflows - Property Taxes	\$983,954	
2060 Payroll Tax Payable		\$0
2061 Federal W / H Tax Payable	\$0	\$0
2062 Social Security Tax Payable	\$0	\$317
2063 Medicare Tax Payable	\$0	\$0
2064 MO State W / H Tax Payable	\$0	\$2,093
2065 FFCRA Federal W/H Tax Credit		(\$3)
2066 FFCRA Health Insurance Credit		\$0
Total 2060 Payroll Tax Payable	\$0	\$2,407
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	\$0	\$1,211
2072 AFLAC Post-tax W / H	\$0	\$158
2073 Vision Insurance W / H	\$0	\$31
2074 Health Insurance W / H	\$0	\$30
2075 Dental Insurance W / H	\$0	\$356
2076 Savings W / H		\$0

2078 Misc W / H		\$0
2079 Other W / H		\$0
Total 2070 Payroll Clearing	\$0	\$1,786
2090 Deferred Inflows		\$9,065
2091 Computer Lease Liability		\$68,771
2092 Current Portion of Lease Payable		\$10,116
2093 Less Current Portion of Lease Payable		(\$10,116)
Total 2000 Current Liabilities	\$1,003,662	\$79,872
Total Other Current Liabilities	\$1,003,662	\$79,872
Total Current Liabilities	\$1,003,662	\$93,419
Total Liabilities	\$1,003,662	\$93,419
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	\$0	
3005 Operational Reserves	\$250,000	
3010 Transportation	\$20,000	
3015 New Programs	\$0	
3030 Special Needs	\$42,000	
3035 Childrens Programs	\$42,000	
3040 Sheltered Workshop	\$80,506	
3045 Traditional Medicaid Match	\$0	
3050 Partnership for Hope Match	\$0	
3055 Building/Remodeling/Expansion	\$0	
3065 Legal	\$0	
3070 TCM	\$163,974	
3075 Community Resource	\$0	
Total 3000 Restricted SB 40 Tax Fund Balances	\$598,480	\$0
3500 Restricted Services Fund Balances		
3501 Operational		\$62,974
3505 Operational Reserves		\$200,000
3510 Transportation		\$0
3515 New Programs		\$0
3530 Special Needs		\$0
3550 Partnership for Hope Match		\$0
3555 Building/Remodeling/Expansion		\$70,574
3560 Sponsorships		\$0
3565 Legal		\$0
3575 Community Resources		\$0
3599 Other		\$706,442
Total 3500 Restricted Services Fund Balances	\$0	\$1,039,990
3900 Unrestricted Fund Balances	\$25,991	(\$22,542)
3950 Prior Period Adjustment	\$0	\$0
3999 Clearing Account	\$30,410	\$15,506
Net Income	\$223,630	\$118,607
Total Equity	\$878,510	\$1,151,561
TOTAL LIABILITIES AND EQUITY	\$1,882,172	\$1,244,980

Statement of Cash Flows

November 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(\$53,680)	\$18,057
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(\$6,333)
1215 Services:Non-Medicaid Direct Service		(\$3,110)
1220 Services:Ancillary Services		\$0
1455 Prepaid Expenses:Prepaid-Insurance		(\$8,191)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		\$898
1526 Fixed Assets:Accumulated Depreciation - Keystone		\$366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		\$723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		\$471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		\$0
1545 Fixed Assets:Accumulated Depreciation - Equipment		\$1,661
1900 Accounts Payable	(\$23,268)	\$8,704
2007 Current Liabilities:Non-Medicaid Payable	\$3,110	
2008 Current Liabilities:Ancillary Services Payable	\$0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		\$0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		\$0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		\$0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		\$2,130
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		(\$17)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		\$572
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		\$96
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(\$9)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		\$617
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$20,157)	(\$1,422)
Net cash provided by operating activities	(\$73,837)	\$16,636
FINANCING ACTIVITIES		
3599 Restricted Services Fund Balances:Other		(\$4,119)
3999 Clearing Account		\$4,119
Net cash provided by financing activities	\$0	\$0
Net cash increase for period	(\$73,837)	\$16,636
Cash at beginning of period	\$906,150	\$399,464
Cash at end of period	\$832,313	\$416,100

Statement of Cash Flows

January - November, 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	\$223,630	\$118,607
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(\$53,473)
1215 Services:Non-Medicaid Direct Service		\$23,648
1220 Services:Ancillary Services		(\$6,575)
1455 Prepaid Expenses:Prepaid-Insurance		\$4,804
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		\$9,879
1526 Fixed Assets:Accumulated Depreciation - Keystone		\$4,026
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		\$7,952
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		\$4,956
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		\$1,491
1545 Fixed Assets:Accumulated Depreciation - Equipment		\$16,682
1900 Accounts Payable	(\$13,479)	\$6,963
2007 Current Liabilities:Non-Medicaid Payable	(\$23,648)	
2008 Current Liabilities:Ancillary Services Payable	\$6,575	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		\$0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		\$192
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		\$0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(\$97)
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		(\$3)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		\$795
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		\$128
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		\$32
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		\$2
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		\$697
2091 Current Liabilities:Computer Lease Liability		\$3,256
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$30,552)	\$25,356
Net cash provided by operating activities	\$193,078	\$143,962
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(\$19,875)
1540 Fixed Assets:Equipment		(\$18,640)
Net cash provided by investing activities	\$0	(\$38,515)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	\$5,435	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(\$31,183)	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	\$42,000	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	\$42,000	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(\$11,735)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(\$4,107)	
3070 Restricted SB 40 Tax Fund Balances:TCM	\$118,064	
3501 Restricted Services Fund Balances:Operational		\$27,004
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(\$14,059)
3599 Restricted Services Fund Balances:Other		(\$6,472)
3900 Unrestricted Fund Balances	(\$217,209)	(\$12,945)

3999 Clearing Account		\$6,472
Net cash provided by financing activities	(\$56,735)	\$0
Net cash increase for period	\$136,343	\$105,447
Cash at beginning of period	\$695,970	\$310,653
Cash at end of period	\$832,313	\$416,100

Check Detail - SB 40 Tax Account

November 2021

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
11/05/2021	Bill Payment (Check)	6057	Lake Area Industries	(19,209.38)
11/12/2021	Bill Payment (Check)	6058	Bankcard Center	(696.73)
11/19/2021	Bill Payment (Check)	6059	Childrens Learning Center	(17,245.56)
11/19/2021	Bill Payment (Check)	6060	DMH Local Tax Matching Fund	(2,980.97)
11/19/2021	Bill Payment (Check)	6061	Kyle LaBrue	(1,144.00)
11/19/2021	Bill Payment (Check)	6062	OATS, Inc.	(10,874.58)
11/19/2021	Bill Payment (Check)	6063	Our Saviors Lighthouse Child & Family Development Center	(577.51)
11/19/2021	Bill Payment (Check)	6064	Revelation Construction & Development, LLC	(419.00)
11/19/2021	Bill Payment (Check)	6065	Revelation Construction & Development, LLC	(452.00)
11/19/2021	Bill Payment (Check)	6066	Revelation Construction & Development, LLC	(621.00)
11/19/2021	Bill Payment (Check)	6067	Revelation Construction & Development, LLC	(795.00)
11/19/2021	Bill Payment (Check)	6069	Revelation Construction & Development, LLC	(457.00)
11/19/2021	Bill Payment (Check)	6068	Revelation Construction & Development, LLC	(93.00)
11/23/2021	Bill Payment (Check)	6070	Camden County Senate Bill 40 Board	(6,575.00)
11/24/2021	Bill Payment (Check)	6071	OATS, Inc.	(11,696.28)

Check Detail - Services Account

November 2021

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
11/01/2021	Expense	7813877 - QTR 3	Mo Division Of Employment Security	(36.45)
11/04/2021	Bill Payment (Check)	3295	Alaina P Japal	(66.96)
11/04/2021	Bill Payment (Check)	3296	Ameren Missouri	(165.81)
11/04/2021	Bill Payment (Check)	3297	Camden County PWSD #2	(49.21)
11/04/2021	Bill Payment (Check)	3298	Christina R. Mitchell	(54.51)
11/04/2021	Bill Payment (Check)	3299	Direct Service Works	(995.00)
11/04/2021	Bill Payment (Check)	3300	Eddie L Thomas	(50.00)
11/04/2021	Bill Payment (Check)	3301	Janine's Flowers	(51.00)
11/04/2021	Bill Payment (Check)	3302	Jeanna K Booth	(50.00)
11/04/2021	Bill Payment (Check)	3303	LaCleda Electric Cooperative	(423.74)
11/04/2021	Bill Payment (Check)	3304	Lori Cornwell	(50.00)
11/04/2021	Bill Payment (Check)	3305	Mary P Petersen	(79.68)
11/04/2021	Bill Payment (Check)	3306	Nicole M Whittle	(100.00)
11/04/2021	Bill Payment (Check)	3307	Patricia L. Strouse	(62.19)

11/04/2021	Bill Payment (Check)	3308	Rachel K Baskerville	(100.00)
11/04/2021	Bill Payment (Check)	3309	Refills Ink	(119.98)
11/04/2021	Bill Payment (Check)	3310	Shelah M Sinner	(54.88)
11/04/2021	Bill Payment (Check)	3311	Teri Guttman	(50.00)
11/04/2021	Bill Payment (Check)	3312	VERIZON	(210.45)
11/05/2021	Bill Payment (Check)	3313	Aflac	(723.08)
11/05/2021	Bill Payment (Check)	3314	AT&T	(93.50)
11/05/2021	Bill Payment (Check)	3315	Lake Regional Occupational Medicine Clinic	(71.00)
11/12/2021	Bill Payment (Check)	3316	Bankcard Center	(1,342.57)
11/12/2021	Bill Payment (Check)	3317	Christina R. Mitchell	(57.95)
11/12/2021	Bill Payment (Check)	3318	Elizabeth L Chambers	(50.00)
11/12/2021	Bill Payment (Check)	3319	Happy Maids Cleaning Services LLC	(150.00)
11/12/2021	Bill Payment (Check)	3320	Linda Simms	(1,521.67)
11/12/2021	Bill Payment (Check)	3321	Office Business Equipment	(348.86)
11/12/2021	Bill Payment (Check)	3322	Ryan Johnson	(67.90)
11/12/2021	Bill Payment (Check)	3323	Stephanie E Enoch	(90.81)
11/12/2021	Bill Payment (Check)	3324	SUMNERONE	(1,275.00)
11/12/2021	Expense	154076	Connie L Baker	(1,242.84)
11/12/2021	Expense	154077	Rachel K Baskerville	(1,332.00)
11/12/2021	Expense	154078	Jeanna K Booth	(1,627.19)
11/12/2021	Expense	154079	Elizabeth L Chambers	(1,108.17)
11/12/2021	Expense	154080	Lori Cornwell	(1,525.11)
11/12/2021	Expense	154081	Stephanie E Enoch	(1,360.63)
11/12/2021	Expense	154082	Teri Guttman	(1,343.20)
11/12/2021	Expense	154083	Sharla Howard	(1,282.87)
11/12/2021	Expense	154084	Alaina P Japal	(1,097.45)
11/12/2021	Expense	154085	Ryan Johnson	(1,656.53)
11/12/2021	Expense	154086	Micah J Joseph	(1,513.95)
11/12/2021	Expense	154087	Jennifer Lyon	(1,418.05)
11/12/2021	Expense	154088	Christina R. Mitchell	(1,158.72)
11/12/2021	Expense	154089	Mary P Petersen	(1,243.41)
11/12/2021	Expense	154090	Shelah M Sinner	(1,042.55)
11/12/2021	Expense	154091	Patricia L. Strouse	(1,195.81)
11/12/2021	Expense	154092	Eddie L Thomas	(2,762.72)
11/12/2021	Expense	154093	Nicole M Whittle	(1,819.98)
11/12/2021	Expense	11/12/2021	Internal Revenue Service	(7,331.37)
11/16/2021	Bill Payment (Check)	3325	Micah J Joseph	0.00
11/16/2021	Bill Payment (Check)	3326	Micah J Joseph	(70.14)
11/19/2021	Bill Payment (Check)	3327	All American Termite & Pest Control	(155.00)
11/19/2021	Bill Payment (Check)	3328	All Seasons Services	(285.00)
11/19/2021	Bill Payment (Check)	3329	City Of Camdenton	(56.02)
11/19/2021	Bill Payment (Check)	3330	FP Mailing Solutions	(138.50)
11/19/2021	Bill Payment (Check)	3331	Happy Maids Cleaning Services LLC	(50.00)
11/19/2021	Bill Payment (Check)	3332	Lake Area Industries	(50.00)
11/19/2021	Bill Payment (Check)	3333	Lake Regional Health System	(1,300.00)
11/19/2021	Bill Payment (Check)	3334	MO Consolidated Health Care	(14,374.72)
11/23/2021	Bill Payment (Check)	3336	Jennifer Lyon	(143.70)
11/23/2021	Bill Payment (Check)	3337	Rachel K Baskerville	(62.75)
11/24/2021	Bill Payment (Check)	3335	Linda Simms	(1,521.67)

11/24/2021	Bill Payment (Check)	3338	AT&T	(128.40)
11/24/2021	Bill Payment (Check)	3339	GFL Environmental	(33.00)
11/24/2021	Bill Payment (Check)	3340	Happy Maids Cleaning Services LLC	(50.00)
11/24/2021	Bill Payment (Check)	3341	Internal Revenue Service	(16.73)
11/24/2021	Bill Payment (Check)	3342	Lake of the Ozarks Regional Economic Dev. Council	(100.00)
11/24/2021	Bill Payment (Check)	3343	Principal Life Insurance Company	(266.24)
11/24/2021	Bill Payment (Check)	3344	SUMNERONE	(1,696.92)
11/26/2021	Expense	154095	Connie L Baker	(1,242.84)
11/26/2021	Expense	154096	Rachel K Baskerville	(1,343.38)
11/26/2021	Expense	154097	Jeanna K Booth	(1,627.19)
11/26/2021	Expense	154098	Elizabeth L Chambers	(1,065.15)
11/26/2021	Expense	154099	Lori Cornwell	(1,525.11)
11/26/2021	Expense	154100	Stephanie E Enoch	(1,327.97)
11/26/2021	Expense	154101	Teri Guttman	(1,354.59)
11/26/2021	Expense	154102	Sharla Howard	(1,282.87)
11/26/2021	Expense	154103	Alaina P Japal	(1,073.88)
11/26/2021	Expense	154104	Ryan Johnson	(1,656.53)
11/26/2021	Expense	154105	Micah J Joseph	(1,513.95)
11/26/2021	Expense	154106	Jennifer Lyon	(1,293.11)
11/26/2021	Expense	154107	Christina R. Mitchell	(1,158.73)
11/26/2021	Expense	154108	Mary P Petersen	(1,220.67)
11/26/2021	Expense	154109	Shelah M Sinner	(1,021.54)
11/26/2021	Expense	154110	Patricia L. Strouse	(1,195.81)
11/26/2021	Expense	154111	Eddie L Thomas	(2,762.71)
11/26/2021	Expense	154112	Nicole M Whittle	(1,694.11)
11/26/2021	Expense	11/26/2021	Internal Revenue Service	(7,216.63)

September 2021 Credit Card Statement



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9588		09/30/21	10/25/21	\$58.89

BR BRCB X003 YY * 020803



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

CAMDEN CO DD RES
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0722

000905

RECEIVED

OCT 14 2021

000588901963230140580949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9588		09/30/21	10/25/21	10,000.00	8,036.77		

OST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
0/0000/00			PURCHASES	1,963.23	
0/0000/00			PAYMENTS	-1,720.89	
9/17	09/17	7539735126061210010316	LOCKBOX PMT-THANK YOU	-1,720.89	

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

*****7348

CONNIE BAKER

0/0000/00			PURCHASES		455.31
9/02	09/01	75418231244129274400128	STAX *EDELMA LYON A	800-3632461	MO 230.75
9/10	09/09	55483821253400006237585	WAL-MART #0089	CAMDENTON	MO 24.78
9/13	09/10	02305371254000531403497	USPS PO 2812420020	CAMDENTON	MO 35.48
9/15	09/14	02305371258000490098144	USPS PO 2812420020	CAMDENTON	MO 7.38
9/17	09/16	55483821260400008234557	WAL-MART #0089	CAMDENTON	MO 39.10
9/21	09/20	02305371264000492711902	USPS PO 2812420020	CAMDENTON	MO 7.38
9/24	09/23	02305371267000471613696	USPS PO 2812420020	CAMDENTON	MO 7.38
9/28	09/27	02305371271000501265727	USPS PO 2812420020	CAMDENTON	MO 7.38
9/29	09/28	05436841272400054895431	WM SUPERCENTER #89	CAMDENTON	MO 95.68

*****3322

LINDA SIMMS

0/0000/00			PURCHASES		527.92
9/02	09/01	55457021244083784162174	IDENTOGO - MO FINGERPR	BILLERICA	MA 42.75
9/07	09/03	05436841247400057638483	WM SUPERCENTER #89	CAMDENTON	MO 5.82
9/09	09/08	15449851251160590244134	MO DEPT OF HEALTH	877-332-3901	MO 15.25
9/09	09/08	25247701252011658023804	SOCIETYFORHUMANRESOURC	ALEXANDRIA	VA 219.00
9/15	09/14	55432861257200650232013	VISTAPR*VistaPrint.com	866-8936743	MA 21.10

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY
			00.00%	
PURCHASES	0.00	1.0125%	12.15%	PREVIOUS BALANCE 1,720.89
			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES - 1,963.23
			30	CASH ADVANCES - 0.00
CASH ADVANCES	0.00	1.4292%	17.15%	CREDITS + 0.00
			NEW CASH ADVANCES	PAYMENTS + -1,720.89
			0.00	OTHER CHARGES - 0.00
			CASH ADVANCE FEE	FINANCE CHARGE + 0.00
			0.00	NEW BALANCE = 1,963.23

CURRENT PAYMENT DUE: 58.89 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE: 58.89

FOR DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959

CAMDEN CO DD RES
 CAMDEN CO DD RES
 PO BOX 722
 CAMDENTON MO 65020-0722



Central Bank

BR * BRCB

Page 3 of 3

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
'17	09/16	55432861259200355029159	B2B Prime*2GOKS1NY2	179.00	✓
'20	09/18	05436841262400061333220	SAMS CLUB #8296	45.00	X
*****9314			EDDIE THOMAS		980.00
/0000/00			PURCHASES	980.00	X
'07	09/04	55432861247200857905471	INTUIT *	180.00	
'30	09/28	85180891272980176657392	AssociationPeople Supp	800.00	X



YNNNNN

Connie's Card



325 W 80th St
Kansas City MO 64114
(800) 363-2461, (816) 363-2460
Doorservice@edelman-lyon.com

Invoice # 8679

Invoice Date: 08/26/2021

Due Date: 09/25/2021 (NET 30)

Technician: Daniel H.

Job #: 35095136

Service Date: 08/26/2021 -

Customer PO:

Bill To:

Camden County Developmental
100 3rd Street
Camdenton, MO 65020

Service Location:

Camden County Developmental
100 3rd Street
Camdenton, MO 65020

Scope of Work: The main front door will sometimes not latch when fully closed. This can leave the building un-secure.
Connie: 573-317-9233 x 301

Description	Qty	Rate	Total
Labor - MO - 8/26	1.00	\$79.50	\$79.50
Travel - MO - 8/26	1.50	\$79.50	\$119.25
Truck - MO - 8/26	1.00	\$32.00	\$32.00

Service Completion Notes: 8/26 - Upon arrival found the latch had loosened and shifted. Realigned the latch and tightened. As the latch is controlled via schedule could not test it but the door is working properly at this time.

Invoice Total: **\$230.75**

Sales Tax: **\$0.00**

Total Due: **\$0.00**

A Service Charge of 1 1/2% per month will be charged to all accounts over 30 Days. All claims must be made within 1 days after receipt of service/goods.

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDDCNYXTV

Walmart *

573-346-3588 Mgr:PAUL
94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 001443 TE# 04 TR# 01648

078742096650 007874209665 3.82 0

VEG TRAY 082468220026 F 10.98 0

APPLE TRAY 068113118012 F 9.98 0

SUBTOTAL 24.78

TOTAL 24.78

MCARD TEND 24.78

Mastercard **** * 7348 1 1

APPROVAL # 08068C

REF # 125200623758

PAYMENT SERVICE - A

AID A0000000041010

AAC BD01CF077403A884

TERMINAL # SC010785

09/09/21 10:54:49

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 2555 5786 5310 3224 7171



09/09/21 10:55:01

gallon
baggies
band



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

09/10/2021

04:10 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

Priority Mail® 2-Day 1			\$21.30
Dim Weight			

Saint Louis, MO 63110

Weight: 12 lb 10.2 oz

Dim. Weight: 17 lb

Dimensions: 20x14x10

Expected Delivery Date

Mon 09/13/2021

Certified Mail® \$3.75

Tracking #:

70190160000078146431

Return Receipt \$3.05

Tracking #:

9590 9402 2987 7094 6152 04 /

Total \$28.10

First-Class Mail® 1 \$0.58

Letter

Camdenton, MO 65020

Weight: 0 lb 0.60 oz

Estimated Delivery Date

Mon 09/13/2021

Certified Mail® \$3.75

Tracking #:

70190160000078146448

Return Receipt \$3.05

Tracking #:

9590 9402 2987 7094 6151 98 /

Total \$7.38

Grand Total: \$35.48

Credit Card Remitted

\$35.48

Card Name: MasterCard

Account #: XXXXXXXXXXXX7348

Approval #: 06818C

Transaction #: 961

AID: A0000000041010

AL: Mastercard

PIN: Not Required

Chip

USPS is experiencing unprecedented volume

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

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

OFFICIAL USE

Certified Mail Fee \$3.75
\$3.05
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$
Postage \$0.58
Total Postage and Fees \$7.38

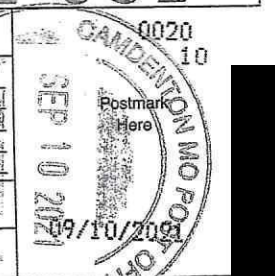


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Certified Mail Fee \$3.75
\$3.05
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$
Postage \$21.30
Total Postage and Fees \$28.10



Connie's Card



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

09/14/2021 03:50 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Fri 09/17/2021

Certified Mail® Tracking #:	\$3.75
-----------------------------	--------

70190160000078146455

Return Receipt Tracking #:	\$3.05
----------------------------	--------

9590 9402 2987 7094 6151 81

Total	\$7.38
-------	--------

Grand Total:	\$7.38
--------------	--------

Credit Card Remitted	\$7.38
----------------------	--------

Card Name: MasterCard
Account #: XXXXXXXXXXXXXXX7348
Approval #: 01355C
Transaction #: 899
AID: A0000000041010
AL: MasterCard
PIN: Not Required

Chip

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Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message

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

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$4.33

0020
03

Postmark
Here

09/14/2021

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDF35YX39

Walmart*

573-346-3588 Mgr: PAUL
94 CECIL ST

CAMDENTON MO 65020

ST# 00089 OP# 005323 TE# 02 TR# 00949
STRAIGHT PIN 007287928526 2.67 0
STRAIGHT PIN 007287928526 2.67 0
PLANNER 003857608212 16.88 0
PLANNER 003857608212 16.88 0

SUBTOTAL 39.10

TOTAL 39.10

MCARD TEND 39.10
**** * 7348 1 1

Mastercard

APPROVAL # 05806C

REF # 125900823455

PAYMENT SERVICE - A

AID A0000000041010

AAC E618202A7F5DA249

TERMINAL # SC010299

09/16/21 11:48:45

CHANGE DUE 0.00

ITEMS SOLD 4

TC# 0095 5780 5110 3123 5101



09/16/21 11:49:02

CUSTOMER COPY

straight pins

Planners

6/21-5-22



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

09/20/2021

04:22 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.58
Camdenton, MO 65020 Weight: 0 lb 0.50 oz Estimated Delivery Date Thu 09/23/2021			
Certified Mail® Tracking #:			\$3.75
70190160000078146462			
Return Receipt Tracking #:			\$3.05
9590 9402 2987 7094 6151 74			
Total			\$7.38

Grand Total: \$7.38

Credit Card Remitted
Card Name: MasterCard
Account #: XXXXXXXXXX7348
Approval #: 04001C
Transaction #: 004
AID: A0000000041010
AL: Mastercard
PIN: Not Required
Chip

\$7.38

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U.S. Postal Service™
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Domestic Mail Only

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

Camdenton, MO 65020

Certified Mail Fee \$3.75

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.58

Total Postage and Fees \$7.38

SEP 20 2021

Postmark Here

CAMDENTON MO 65020

2019 0160 0000 7814 6462

Connie's Card



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

09/23/2021

04:05 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.58
Camdenton, MO 65020 Weight: 0 lb 0.60 oz Estimated Delivery Date Mon 09/27/2021			
Certified Mail®			\$3.75
Tracking #:			
70190160000078146479			
Return Receipt			\$3.05
Tracking #:			
9590 9402 2987 7094 6151 67			
Total			\$7.38

Grand Total: \$7.38

Credit Card Remitted \$7.38
Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 04647C
Transaction #: 982
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

Text your tracking number to 28777 (2USPS)

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

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

Camdenton, MO 65020

OFFICIAL USE

Certified Mail Fee \$3.75

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

☐ Return Receipt (hardcopy) \$0.30
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.58

Total Postage and Fees \$7.38

Postmark
Here

09/23/2021

0160 0000 7814 6479

Connie's Card



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

09/27/2021 04:21 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Linn Creek, MO 65052
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Thu 09/30/2021

Certified Mail® \$3.75

Tracking #:
70190160000078146486

Return Receipt \$3.05

Tracking #:
9590 9402 2987 7094 6151 50

Total \$7.38

Grand Total: \$7.38

Credit Card Remitted \$7.38

Card Name: MasterCard
Account #: XXXXXXXXXX7348
Approval #: 08809C
Transaction #: 996
AID: A0000000041010
AL: Mastercard
PIN: Not Required

Chip

USPS is experiencing unprecedented volume
increases and limited employee
availability due to the impacts of
COVID-19. We appreciate your patience.

Text your tracking number to 28777 (2USPS)

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

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

Linn Creek, MO 65052

OFFICIAL USE

Certified Mail Fee \$3.75

\$3.05

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

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.58

Total Postage and Fees \$7.38

Postmark
Here

09/27/2021

Connie's Cart

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDGBWY2F8

Walmart *

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON NJ 085020

ST# 00089 OP# 002312 TE# 02 TR# 03180

GV WPS 4X75 007874220892 9.97 0

GV WPS 4X75 007874220892 9.97 0

SPK 6 DBL PR 003040022094 6.44 0

GV ULT 18 MG 007874221070 14.74 0

GV ULT 18 MG 007874221070 14.74 0

FOL 37OZ GS 002550010147 F 9.98 0

GV COLOM 48 007874214154 F 14.92 0

GV DONUT 48 007874206603 F 14.92 0

SUBTOTAL 95.68

TOTAL 95.68

MCARD TEND 95.68

Mastercard **** * 7346 1 1

APPROVAL # 00630C

REF # 1042000314

AID 40000000041010

AAC 38F6E2BDB2A2EAAF

TERMINAL # SC010299

09/28/21 11:55:41

CHANGE DUE 0.00

ITEMS SOLD 8

TC# 2602 0720 1462 8890 454



09/28/21 11:55:58

CUSTOMER COPY

disinfecting wipes

paper towels

TP

Coffee

IdentoGO

Registration Completed

Date: 09/01/2021 @ 09:56 AM

CCA: V01500002
ORI: MOVECHS0Z
REGID: MP725535
TCN: MP725535
JE ID: UZ3R3SFJT2

Beach Pkwy

appointment

Date: 09/01/2021

Time: 10:00 AM

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75

!H9TF1B4T5519KRNQ

Amount Paid:

Handwritten:
\$41.75
42.75

Maps

ueid

UZ3R3SFJT2

tcn

MP725535

Mental Disability

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

er to bring a check, money order, credit card, or
payment. You will not be fingerprinted without

REMINDERS

ENROLLMENT CENTER STAFF AND CUSTOMERS MUST WEAR A FACE COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE, A MEDICAL CONDITION, OR IF THE STATE OR LOCAL MANDATE HAS BEEN LIFTED.

LINDA'S CARD

Walmart
573-J...
94 CECIL ST
CAMDENTON MD 65020
ST# 00089 OP# 001443 TE# 03 TR# 08765
GLADE AERSOL 004650002452 0.97 0
GLADE AERSOL 004650002456 0.97 0
GLADE AERSOL 004650002453 0.97 0
GLADE AERSOL 004650002453 0.97 0
GLADE AERSOL 004650002456 0.97 0
GLADE AERSOL 004650002452 5.82
GLADE AERSOL 004650002452 5.82
SUBTOTAL 5.82
TOTAL 5.82
MCARD TEND ***** 3322 1 1
Mastercard
APPROVAL # 02752C
REF # 1042000314
AID A0000000041010
AAC 7D97A675EFC87EC2
TERMINAL # SC010115
09/03/21 13:02:47 0.00
CHANGE DUE
ITEMS SOLD 6
TC# 3561 2519 2768 4277 0636
09/03/21 13:02:58
CUSTOMER COPY

Payment Receipt

noreply@ncr.com <noreply@ncr.com>

Wed 9/8/2021 9:36 AM

To: Linda Simms <linda@ccddr.org>

LINDA'S CARD

Missouri: Health and Senior Services

Payment Receipt

Thank You for Your Payment

Please save this Confirmation Number for your personal records.

Customer Name

Linda Simms

Effective Date

9/8/2021 9:34 AM Central Standard Time

Confirmation Number

20574441

REGISTER NEW SC
WITH FAMILY CARE
SAFETY REGISTER

Payment Method

MasterCard****3322

Amount

\$15.25

Item**Payment**

Family Care Safety Registry

\$14.00

Transaction Fee:

\$1.25

Total Amount Paid:

\$15.25

Payment Details

Family Care Safety Registry

Account Number: 99999 - Linda Simms - \$14.00

A Transaction Fee has been included in the total amount paid for this transaction.



SHRM Customer Experience
shrm.org/contactus
For Phone Payment:
US: 800.283.7476
International: +1.703.548.3440

CASH SALE NO. CS1168867

9/8/2021

BILL TO

Linda Simms
PO Box 722
Camdenton MO 65020-0722
United States

SHIP TO

Linda Simms
PO Box 722
Camdenton MO 65020-0722
United States

PAYMENT

CC - MasterCard (SHRM) MeS
*****3322

Currency: US Dollar

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	TAX
1	Professional Membership	\$219.00	\$219.00	\$0.00
1	SHRM HR Magazine	\$0.00	\$0.00	\$0.00
			SUBTOTAL	\$219.00
			SHIPPING	\$0.00
			TAX TOTAL	\$0.00
			TOTAL PAID	\$219.00

Account # 7761-2960-4546

Order Details | Order # J41R4-Q6A48-7U9

Order Date: 9/14/2021 8:27 AM

Estimated Date of Arrival: 9/24/2021

Order Status: **Shipped**

Shipping Address

Linda Simms
P.O. Box 722 100 Third Street
Camdenton,, MO 65020
United States of America
5733179233
CCDDR

Billing Address

Linda Simms
P.O. Box 722 100 Third Street
Camdenton,, MO 65020
United States of America
5733179233
CCDDR

Delivery Speed

Standard

Payment Information



****3322

Exp. 10/2023

Order Total

Product Total

\$20.00

Shipping & Processing

Standard - Est. Arrival Sep 24

FREE

Sales Tax

\$1.10

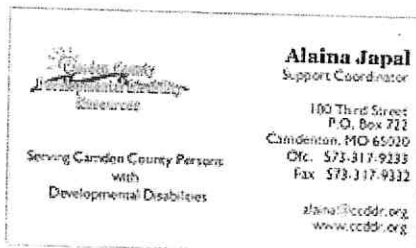
You Paid:

\$21.10

1 Item(s)

Reorder

Resi



Business cards - standard matte

Alaina

Status: **Shipped**

Track: 1Z3948A0YW33917864

Qty 500

Base Price

\$20.00

Item Total *

\$20.00

*State sales tax is required on this item.

All ▾ Enter keyword or product number

Departments

Camden County
Camden 65020

Get It Now

Buy Again

EN

Hello Linda
Account for Camden Co.

Lists

Business Prime

0

Your Account > Your Orders > Order Summary #D01-9745150-1101056

Amazon.com order number: D01-9745150-1101056

Order Total: \$179.00

Manage Your Digital Items

Kindle, Your Video Library, Games & Software, Prime Photos, Amazon Drive, Music, Apps & Devices

✓ Digital Order: September 16, 2021

Recipient:
Linda Simms

Items Ordered

Price

Business Prime Essentials - Membership Fee

Sold By: Amazon.com Services LLC

Qty: 1

\$179.00

Item(s) Subtotal: \$179.00

Total Before Tax: \$179.00

Tax Collected: \$0.00

Total for this Order: \$179.00

Payment Information

Payment method



ending in 3322

Billing address

Camden County
Developmental
Disability Resources
100 3RD ST
PO BOX 722
CAMDENTON, MO
65020-7336
United States
573-317-9233

Need to print an invoice?

Item(s) Subtotal:

\$179.00

Total Before Tax:

\$179.00

Tax Collected:

\$0.00

Grand Total:

\$179.00

Have an idea to help us improve? Send feedback

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Careers
Blog
About Amazon
Sustainability
Press Center
Investor Relations
Amazon Devices

Let Us Help You

Help
Shipping Rates & Policies
Business FAQ
Contact Us

Work with Amazon

Sell on Amazon Business
Fulfillment By Amazon
Advertise on Amazon
Sell Services on Amazon
Amazon Global Selling

Business Solutions

Amazon Business app
Amazon Business Solutions
Purchasing Systems
Amazon Business Card
Pay by Invoice
Purchasing Line
Amazon Business Blog

Business Settings

Add people
Billing & shipping
Manage your Budgets (Blanket PO)
Buying Policies & Approvals
Certifications
System integrations

Buy For Your Business

Buy wholesale
Today's Deals
Buy Again
PPE for Work

SOME OFFICE SUPPLIES ARE
CHEAPER THAN WAL-MART OR
STAPLES

24 FEB 14:20 0000 0000 4853

Member is not enrolled in Auto
Renew-Please visit membership desk to
complete enrollment

S A M ' S C L U B
CLUB MANAGER TOM CONROY
(417) 882 - 4487
SPRINGFIELD, MO

2/18/21 14:1 266 08296 002 4853

CAMDEN

101 RENMBRSHIP 45.00 N
AUTORENEW APPLIED
SUBTOTAL 45.00

TOTAL 45.00
MCARD TEND 45.00

MCARD **** * 3322 I 1

RECEIPT # 05243C

APP A00000000041010

APP 057F38AFFFDA1AB

TERMINAL # sc010232

CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 1

TC# 1829 6116 6071 8797 6506



*** MEMBER COPY ***

Fwd: We received your QuickBooks subscription payment!

Ed Thomas <director@ccddr.org>

Mon 9/6/2021 10:04 AM

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

Get [Outlook for iOS](#)

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>

Sent: Saturday, September 4, 2021 11:12:59 AM

To: Ed Thomas <director@ccddr.org>

Subject: We received your QuickBooks subscription payment!



Payment success

Edmond J Thomas, thank you
for your payment.

Invoice number:

10001116055017

Invoice date: 09/04/2021

Total: \$180.00

Payment method: MASTER
ending in 9314

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

[Account details](#)

Y* C*
Your Receipt from AssociationPeople Supporting Employment - 988557

BluePay <bluepay@bluepay.com>

Tue 9/28/2021 4:42 PM

To: Rachel Baskerville <rachel@ccddr.org>

Thank you for your Approved transaction with AssociationPeople Supporting Employment - 988557.

Transaction Type: SALE

Status: Approved

Amount: 800.00

Account Holder: Eddie Thomas

Billing Address: PO Box 722 , Camdenton, Missouri 65020

Phone:

Email: rachel@ccddr.org

Account: xxxxxxxxxxxx9314

Account Type: MC

Transaction ID: 101168382412

AVS/CVV2: Y/M

Comments: Membership Dues

Powered by BluePay

<https://secure.bluepay.com>

October 2021
Credit Card Statement

BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9588		10/29/21	11/23/21	\$61.17

BR BRCB X003 YY * 021592



BANKCARD SERVICES
P.O. BOX 8100
JEFFERSON CITY, MO 65102

CAMDEN CO DD RES
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0722

000092

000611702039300140580949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9588		10/29/21	11/23/21	10,000.00	7,960.70		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			PURCHASES	2,273.76	
00/0000/00			MISCELLANEOUS CREDITS	-234.46	
00/0000/00			PAYMENTS	-1,963.23	
10/18	10/18	75397351291612120010418	LOCKBOX PMT-THANK YOU	-1,963.23	

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

*****7348

CONNIE BAKER

00/0000/00			PURCHASES		556.17	
10/05	10/05	55432861278200673201453	SCHOOL HEALTH CORP	866-323-5465	IL	60.53
10/08	10/07	02305371281000510958757	USPS PO 2812420020	CAMDENTON	MO	14.76
10/15	10/14	05436841288400057192952	WM SUPERCENTER #89	CAMDENTON	MO	27.80
10/20	10/19	55483821293400003503338	WAL-MART #0089	CAMDENTON	MO	31.54
10/20	10/19	55483821293400008815406	WAL-MART #0089	CAMDENTON	MO	32.86
10/22	10/21	02305371295000514260626	USPS PO 2812420020	CAMDENTON	MO	29.52
10/27	10/26	55483821300400003958509	WAL-MART #0089	CAMDENTON	MO	50.66
10/28	10/27	55432861300200314907080	SQ *AMAZING GRACE FELL	CROCKER	MO	300.00
10/29	10/28	05436841302400062135469	WM SUPERCENTER #89	CAMDENTON	MO	8.50

*****3322

LINDA SIMMS

00/0000/00			PURCHASES		817.77	
10/01	09/30	02305371274000515639898	USPS PO 2860360829	OSAGE BEACH	MO	29.52
10/01	09/30	05436841274400053943057	WM SUPERCENTER #815	OSAGE BEACH	MO	21.90
10/06	10/05	55310201278083785359070	AMAZON.COM*2735X5CZO A	AMZN.COM/BILL	WA	59.75
10/07	10/06	55457021279083386666174	IDENTOGO - MO FINGERPR	BILLERICA	MA	42.75

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY
			00.00%	
PURCHASES	0.00	1.0125%	12.15%	PREVIOUS BALANCE 1,963.23
			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES - 2,273.76
			29	CASH ADVANCES - 0.00
			NEW CASH ADVANCES	CREDITS + -234.46
CASH ADVANCES	0.00	1.4292%	17.15%	PAYMENTS + -1,963.23
			0.00	OTHER CHARGES - 0.00
			CASH ADVANCE FEE	FINANCE CHARGE + 0.00
			0.00	
				NEW BALANCE = 2,039.30

CURRENT PAYMENT DUE: 61.17

+ PAST DUE AMOUNT: 0.00

= TOTAL AMOUNT DUE:

61.17

DIRECT INQUIRIES TO: BANKCARD SERVICES
JEFFERSON CITY, MO 65102

P.O. BOX 8100

1-800-472-1959

YNNNNN

CAMDEN CO DD RES
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0722



BR * BRCB

Page 3 of 3

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
10/08	10/07	02305371281000510957767	USPS PO 2860360829	OSAGE BEACH MO	6.80
10/08	10/07	82711161280000011032983	SP * SMILE4AUTISM	NEWHALL CA	234.46
10/12	10/08	02305371282000540624923	USPS PO 2860360829	OSAGE BEACH MO	14.76
10/13	10/12	82711161285000011385030	SP * SMILE4AUTISM	NEWHALL CA	336.20
10/18	10/15	55432861288200770023964	VISTAPR*VistaPrint.com	866-8936743 MA	55.89
10/20	10/19	02305371293000518559710	USPS PO 2860360829	OSAGE BEACH MO	7.38
10/27	10/26	02305371300000502472202	USPS PO 2860360829	OSAGE BEACH MO	8.36
00/0000/00			MISCELLANEOUS CREDITS		-234.46
10/13	10/12	82711161286000004299387	SP * SMILE4AUTISM	NEWHALL CA	-234.46
*****9314		EDDIE THOMAS			899.82
00/0000/00			PURCHASES		899.82
10/04	09/30	55483821276370661705874	SAMSClub.COM	888-746-7726 AR	719.82
10/05	10/04	55432861277200523593233	INTUIT *QuickBooks Onl	CL.INTUIT.COM CA	180.00





We Supply Your Future™

School Health Corporation
5600 Apollo Drive
Rolling Meadows, Illinois 60008
P(866)323-5465 | F(800)235-1305
schoolhealth.com

ACKNOWLEDGEMENT

ACK DATE	ORDER NO.
10/04/21	3976857-00

P.O. #	PAGE #
I1000245628	1

Attn: CONNIE BAKER
Ship To: CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCE
100 3RD ST
CAMDENTON, MO 65020

Bill To: CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCE
PO BOX 722
CAMDENTON, MO 65020-0722

INSTRUCTIONS		SHIP POINT		VIA	SHIPPED	TERMS	
		SCHOOL HEALTH		UPS GROUND		NET 30	
LN	ITEM AND DESCRIPTION	ORDERED	BACK ORDER	SHIPPED	UOM	PRICE	AMOUNT

1	1006678	1	0	1	EACH	41.00	41.00
VEST SENSORY TODDLER MED 23"-24" GREEN							

Items stocked in our warehouse usually ship within 24 hours. Items above may be indicated as ****Shipping Direct From Manufacturer**** or ****Oversized (O/S) Item****. Costs for ****Oversized (O/S) Item**** are shown with your order totals. Delivery times for items ****Shipping Direct From Manufacturer**** vary. For specific delivery time, call customer care at 866-323-5465.

1 Lines Total

Qty Shipped Total 1

Total	41.00
Freight	19.53
Downpayment	60.53
Invoice Total	0.00

Tax ID Number: 36-2425385

Connie's Card



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

10/07/2021

04:22 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Sat 10/09/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146783

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6151 36

Total \$7.38

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Sat 10/09/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146493

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6151 43

Total \$7.38

Grand Total: \$14.76

Credit Card Remitted \$14.76

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 08806C
Transaction #: 104
AID: A0000000041010
AL: Mastercard
PIN: Not Required

Chip

110201

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

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.58
Total Postage and Fees	\$7.38

0020
25

Postmark
Here

OCT 07 2021

10/07/2021

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

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.58
Total Postage and Fees	\$7.38

0020
25

Postmark
Here

OCT 07 2021

10/07/2021

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDR9RZ5KZ

Walmart *

573-346-3588 Mgr:PAUL
94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 005323	TE# 16	TR# 09092
COOKIE PLTR	068113128247	F	9.98 0
CARD	060503051799		2.97 0
CARD	060503051803		2.97 0
APL CHS TRAY	068113104201	F	11.88 0
	SUBTOTAL		27.80
	TOTAL		27.80
	MCARD TEND		27.80

Board mtg

B-Day Cards

Board mtg

Mastercard
APPROVAL # 05674C
REF # 1042000314
AID A0000000041010
AAC 63C94A0746E7C1D4
TERMINAL # SC010115

10/14/21 15:32:23

CHANGE DUE

0.00

ITEMS SOLD 4

TC# 7077 7315 7393 9511 2505



10/14/21 15:32:38
CUSTOMER COPY

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDRVOYYW0

Walmart*

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

ST# 00089 OP# 001999 TE# 20 TR# 02645
SIB LRG MTHL 074412088318 4.00 0
SIB LRG MTHL 074412088318 4.00 0
SIB LRG MTHL 074412088318 4.00 0
SIB LRG MTHL 074412088318 19.54 0
MX CH SUP 004000057308 F 31.54
SUBTOTAL 31.54
TOTAL 31.54
MCARD TEND 7348 1 1

Mastercard
APPROVAL # 06473C
REF # 129200350333
PAYMENT SERVICE - A
AID A0000000041010
AAC B4C188A789BF5D82
TERMINAL # SC010332

10/19/21 13:14:11 0.00
CHANGE DUE

ITEMS SOLD 4
TC# 6976 9814 9991 5806 3353



10/19/21 13:14:27
CUSTOMER COPY

Extra
Linda
Alaina

Planners

Halloween
Candy box

CCC - Trick or Treat

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDRVYZ6DL

Walmart*

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

ST# 00089 OP# 004851 TE# 18 TR# 09886
PLANNER 003857608212 16.88 0
SIB LRG MTHL 074412088318 4.00 0
SIB LRG MTHL 074412088318 4.00 0
SIB LRG MTHL 074412088318 4.00 0
SIB LRG MTHL 074412088318 3.98 0
FOAM PLATES 007874208830 32.86
SUBTOTAL 32.86
TOTAL 32.86
MCARD TEND 7348 1 1

Mastercard
APPROVAL # 02762C
REF # 129200881540
PAYMENT SERVICE - A
AID A0000000041010
AAC 737102C89A384974
TERMINAL # SC010573

10/19/21 11:01:35 0.00
CHANGE DUE

ITEMS SOLD 5
TC# 5201 2787 2848 4577 7626



10/19/21 11:01:50
CUSTOMER COPY

Planner
15 min

Planners
Teri
Connie
Lori



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
(800)275-8777

10/21/2021 04:28 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Linn Creek, MO 65052
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Sat 10/23/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146820

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6150 99

Total \$7.38

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Sat 10/23/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146790

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6151 29

Total \$7.38

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Sat 10/23/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146813

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6151 05

Total \$7.38

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Sat 10/23/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146806

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6151 12

Total \$7.38

Grand Total: \$29.52

Credit Card Remitted \$29.52

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 04412C
Transaction #: 142
AID: A0000000041010
AL: Mastercard

Chip

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$3.05
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.58
Total Postage and Fees	\$7.38

0020 03

Postmark Here

10/21/2021

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$3.05
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.58
Total Postage and Fees	\$7.38

0020 03

Postmark Here

10/21/2021

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT

Domestic Mail Only

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$3.05
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.58
Total Postage and Fees	\$7.38

0020 03

Postmark Here

10/21/2021

Connors Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDSKHZ3VR

Walmart *

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 004934	TE# 17	TR# 07535
SURGE STRIP	008272140776		15.88 0
SURGE STRIP	008272140776		15.88 0
27.70Z GV	007874235924 F		3.98 0
GV DONUT 48	007874206603 F		14.92 0
	SUBTOTAL		50.66
	TOTAL		50.66
	MCARD TEND		50.66

Liz

Sharla

Coffee

Mastercard

**** * 7348 11

APPROVAL # 03831C

REF # 129900395850

PAYMENT SERVICE - A

AID A0000000041010

AAC F4F8C1AAFB70F3D

TERMINAL # SC010559

10/26/21 11:55:42

CHANGE DUE 0.00

ITEMS SOLD 4

TC# 2528 8652 8175 7030 1999



10/26/21 11:55:58

CUSTOMER COPY

Receipt from Amazing Grace Fellowship

Custom Amount

\$300.00

Total

\$300.00



State Hwy 17

Amazing Grace Fellowship
300 Tracker Plz
CROCKER, MO 65452

MasterCard 7348 (Keyed)



Oct 27 2021 at 9:31 AM

#nh1B

Auth code: 08961C

Run your own business?

Start using Square and process \$1,000 in sales for free.

[Get Started with Square](#)

Square Just Got More Rewarding

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Receipt Settings

[Not your receipt?](#)

[Manage preferences](#)

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7QDSS0Z4C5

Walmart *

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

ST# 00089 OP# 004968 TE# 19 TR# 07920
GLITTR CLING 084277409379 1.54 0
GLITTR CLING 084277409378 1.54 0
TREAT BAG 087267108274 0.98 0
TREAT BAG 087267108274 0.98 0
TREAT BAG 087267108274 0.98 0
BOWL PUMPKIN 084362310927 2.48 0
SUBTOTAL 8.50
TOTAL 8.50
MCARD TEND 8.50

> Halloween

Mastercard
APPROVAL # 07480C
REF # 1042000314
AID A0000000041010
AAC 450BB9FBD5E4E689
TERMINAL # SC010108

10/28/21 09:16:40
CHANGE DUE 0.00
ITEMS SOLD 6

TC# 0213 1243 8040 2694 262



10/28/21 09:16:54
CUSTOMER COPY

7017 1450 0000 2535 1610

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

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

Usage Beach, MO 65065

Certified Mail Fee \$3.75

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$7.38

Postmark Here
 SEP 30 2021

7016 0910 0002 1030 4552

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com.

Camden, MO 65020

Certified Mail Fee \$3.75

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$7.38

Postmark Here
 SEP 30 2021

7010 0002 1030 4569

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com.

Camden, MO 65020

Certified Mail Fee \$3.75

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$7.38

Postmark Here
 SEP 30 2021

7016 0910 0002 1030 4576

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com.

Camden, MO 65020

Certified Mail Fee \$3.75

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$7.38

Postmark Here
 SEP 30 2021

Class		\$0.58
Usage Beach, MO 65065		
Weight: 0.6 0.5C oz		
Estimated Delivery Date		
Mon 10/04/2021		
Certified Mail®		\$3.75
Tracking #:		
7C160910C00210304569		
Return Receipt		\$3.00
Tracking #:		
9590 9402 5818 0034 9210 92		
Total		\$7.38
First-Class Mail® 1		\$0.58
Letter		
Camden, MO 65020		
Weight: 0.6 0.4C oz		
Estimated Delivery Date		
Mon 10/04/2021		
Certified Mail®		\$3.75
Tracking #:		
7C160910C00210304576		
Return Receipt		\$3.00
Tracking #:		
9590 9402 5818 0034 9210 08		
Total		\$7.38
First-Class Mail® 1		\$0.58
Letter		
Camden, MO 65020		
Weight: 0.6 0.5C oz		
Estimated Delivery Date		
Mon 10/04/2021		
Certified Mail®		\$3.75
Tracking #:		
7C160910C00210304552		
Return Receipt		\$3.00
Tracking #:		
9590 9402 5818 0034 9210 78		
Total		\$7.38
First-Class Mail® 1		\$0.58
Letter		
Usage Beach, MO 65065		
Weight: 0.6 0.5C oz		
Estimated Delivery Date		
Mon 10/04/2021		
Certified Mail®		\$3.75
Tracking #:		
7C171450C00025351610		
Return Receipt		\$3.00
Tracking #:		
9590 9402 5818 0034 9210 85		
Total		\$7.38
Grand Total:		\$29.00

LINDA'S CARD

BOTTLED
WATER

LINDA'S CARD

feedback @ survey.walmart.com
ID #: 7QD6KL8TKXQ
n the
week

Walmart *

573-348-6445 Mgr: HAKENZIE
4252 HIGHWAY 54
OSAGE BEACH MO 65065
J0815 OP# 005334 TE# 10 TR# 00170
5L WATER 007874227909 F
5 AT 1 FOR 4.36 21.90 0
SUBTOTAL 21.90
TOTAL 21.90
MCARD TEND 21.90

15
Mastercard **** * 3322 1 1
APPROVAL # 078071
EF # 104200031
AID A0000000041010
TC 78EDE21645209500
TERMINAL # 803813835
*NO SIGNATURE REQUIRED

09/30/21 09:54:20
CHANGE DUE 0.00
ITEMS SOLD 5

TC# 6888 1178 9727 9759 973



09/30/21 09:54:35

Your Amazon.com order of "5" x UPGROW USB C to DVI Cable....

Amazon.com <auto-confirm@amazon.com>

Mon 10/4/2021 8:56 AM

To: Linda Simms <linda@ccddr.org>

LINDA'S CARD| Your Account |
Amazon.com**Order Confirmation**

Order #113-3922610-8113822

Hello Linda Simms,

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

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

Your guaranteed delivery date is:
Wednesday, October 6

Your shipping speed:
FREE Prime Delivery

Your order will be sent to:
**Camden County Developmental Disability
Resources
CAMDENTON, MO
United States**

[Order Details](#)*5 USB C TO DVI CABLE***Order Details**

Order #113-3922610-8113822

Placed on today, October 4

5 x UPGROW USB C to DVI Cable 4K@30Hz
Thunderbolt to DVI Cable 4FT USB Type-C to
DVI Female Support 2017-2020 MacBook
Pro, Surface Book 2, Dell XPS 13, Galaxy S10,
UPGROWCMDM4
Misc.
Sold by Amazon.com Services LLC
Condition: New

\$11.95**Order Total:****\$59.75**

To learn more about ordering, go to [Ordering from Amazon.com](#).

Id
Mi

IdentoGO Center (3500158)
4821 Osage Beach Pkwy
Osage Beach, Missouri 65065-3590

TCN
749743
2H9TF1B4T5519NHB6

IdentoGO on Completed

RE

Date: 10/06/2021@10:13 AM

loc

Os

Ide

48

Os

Un

Ge

na

SH

ag

Cal

Re

OCA: V01500002
ORI: MOVECHS0Z
REGID: MP749743
TCN: MP749743
UE ID: UZ3R3TT7S4

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75**Payment**

Auth Code: \$41.75

2H9TF1B4T5519NHB6

Amount Paid:**\$41.75**

+ 1.00

42.75

HANDLING
ability

appointment

Date: 10/06/

Time: 10:00

ueid

UZ3R3TT7S4

tcn

MP749743

The results of your fingerprint
background check will be sent directly
to your employer or requesting agency.

Your results will not be available
through IdentoGO.

PAY**Your****coup****paym.**

a check, money order, credit card, or
d. You will not be fingerprinted without

REMINDERS

ENROLLMENT CENTER STAFF AND CUSTOMERS MUST WEAR A FACE
COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE,
A MEDICAL CONDITION, OR IF THE STATE OR LOCAL MANDATE HAS
BEEN LIFTED.



OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

10/07/2021 04:10 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.58
Camdenton, MO 65020			
Weight: 0 lb 0.40 oz			
Estimated Delivery Date			
Sat 10/09/2021			
Certified Mail®			\$3.75
Tracking #:			
70171450000025341253			
Return Receipt			\$3.05
Tracking #:			
9590 9402 5818 0034 9211 15			
Affixed Postage			-\$0.58
Affixed Amount: \$0.58			
Total			\$6.80

Grand Total: \$6.80

Credit Card Remitted **\$6.80**
Card Name: MasterCard
Account #: XXXXXXXXXXXX3322
Approval #: 07942C
Transaction #: 979
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

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

Preview your Mail

Check back for more

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

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

OFFICIAL USE

Certified Mail Fee \$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage \$

Total Postage and Fees \$

Postmark
Here

10/07/2021

For Instructions

smile4autism

 Show order summary ✓



Order #4089

Thank you Linda!

LINDA'S CREDIT CARD

\$234.46

BOOK FOR
CLEENTS

Idal Cave



Shipping address

Camdenton, Missouri



Camdenton

Google

Map data ©2021

Your order is confirmed

You'll receive an email when your order is ready.

Download Shop to track package

Order updates

You'll get shipping and delivery updates by email.



Get shipping updates by text

Customer information

Contact information

linda@ccddr.org

Shipping address



OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

10/08/2021 02:21 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.40 oz
Estimated Delivery Date
Tue 10/12/2021

Certified Mail® \$3.00

Tracking #: 70211970000073435180

Return Receipt \$3.00

Tracking #: 9590 9402 6769 1074 3119 99

Total \$7.38

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Osage Beach, MO 65065
Weight: 0 lb 0.40 oz
Estimated Delivery Date
Tue 10/12/2021

Certified Mail® \$3.75

Tracking #:

70211970000073435173

Return Receipt \$3.05

Tracking #: 9590 9402 6769 1074 3120 02

Total \$7.38

Grand Total: \$14.76

Credit Card Remitted

Card Name: MasterCard

Account #: XXXXXXXXXXXX3322

Approval #: 06905C

Transaction #: 995

AID: A0000000041010

Mastercard

Chip

Signature Required

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

Osage Beach, MO 65065

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	\$3.05
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$7.38

0829
13

Postmark
Here

10/08/2021

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Domestic Mail Only

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

Camdenton, MO 65020

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	\$3.05
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.58

Total Postage and Fees \$7.38

0829
13

Postmark
Here

10/08/2021

smile4autism



Show order summary ✓

\$336.20



Order #4092

Thank you Linda!

Idal Cave



Shipping address

Camdenton, Missouri



Camdenton

Google

Map data ©2021

Your order is confirmed

You'll receive an email when your order is ready.

Download Shop to track package

Order updates

You'll get shipping and delivery updates by email.



Get shipping updates by text

Customer information

Contact information

linda@ccddr.org

Shipping address

Linda Simms

Camden County Developmental Disability Resources

PO Box 722

Camdenton MO 65020

10/15/21, 10:20 AM

Mail - Linda Simms - Outlook

Your Vistaprint Order Is Confirmed

Vistaprint <vistaprint@tm.vistaprint.com>

Fri 10/15/2021 10:19 AM

To: Linda Simms <linda@ccddr.org>

2B1\

Your Vistaprint Order Confirmation



[Add Vistaprint to your address book](#)



My Account: 7761-2960-4546

THANK YOU FOR YOUR ORDER

Your Order Number: **FHD2M-R6A19-503** • [Track It](#)

Hi Linda,

Here are your order details:

Order Date: 10/15/2021

Delivery Option (*): **Standard**

You can expect to receive items in your order by:

Business card - standard matte October 27

Business card - standard matte October 27

Payment Type : Mastercard

Order Summary



Business cards - standard matte

Alaina

Qty: 500

Base Price

\$22.00

[Edit Your Design](#)

Item Total

\$22.00



Business cards - standard matte

VP Copy Copy

Qty: 500

Base Price

\$22.00

[Edit Your Design](#)

Item Total

\$22.00

FRI 22

Merchandise: \$44.00

Shipping Charges: \$8.99

Sales Tax: \$2.90

Total: \$55.89

Sold By

Vistaprint Netherlands BV
Hudsonweg 8
Venlo, The Netherlands 5928LW

Shipping To:



OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

10/19/2021 04:12 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Osage Beach, MO 65065
Weight: 0 lb 3.40 oz
Estimated Delivery Date
Thu 10/21/2021

Certified Mail®			\$3.75
-----------------	--	--	--------

Tracking #: 7C211970C00073435197

Return Receipt			\$3.05
----------------	--	--	--------

Tracking #: 9590 9402 6769 1074 3120 26

Total			\$7.38
-------	--	--	--------

Grand Total:			\$7.38
--------------	--	--	--------

Credit Card Remitted			\$7.38
----------------------	--	--	--------

Card Name: MasterCard
Account #: XXXXXXXXXX3322
Approval #: 02008C
Transaction #: 537
AID: A000C000041C10 Chip
AL: Mastercard
PIN: Not Required

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

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

First-Class Mail
Paid

U.S. Postal Service™
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Domestic Mail Only

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

Osage Beach, MO 65065

Certified Mail Fee \$3.75

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

Postage \$0.58

Total Postage and Fees \$7.38

0829
15

Postmark
Here

10/19/2021



OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800) 275-8777

10/26/2021

04:08 PM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope	1		\$1.56
Camden, MO 65020 Weight: 0 lb 2.70 oz Estimated Delivery Date Thu 10/28/2021			
Certified Mail® Tracking #:			\$3.75
7C211970C00073435203			
Return Receipt Tracking #:			\$3.05
9590 9402 6769 1074 3120 57			
Total:			\$8.36

Grand Total: \$8.36

Credit Card Remitted \$8.36

Card Name: MasterCard
Account #: XXXXXX XXXXX3322
Approval #: 065440
Transaction #: 595
AID: A000C000041C10
AL: Mastercard
PIN: Not Required

Chip

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

Text your tracking number to 26777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

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

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

Camden, MO 65020

Certified Mail Fee \$3.75

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$1.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$1.56

Total Postage and Fees

0829
15

Postmark
Here

10/26/2021

For Instructions

Refund notification

smile4autism <visuals@smile4autism.com>

Tue 10/12/2021 3:54 PM

To: Linda Simms <linda@ccddr.org>



ORDER #4089

Some items in your order have been refunded

Total amount refunded: **\$234.46 USD**

Order summary



Smile4Autism™ English Plastic Cartoon Communication Picture
Book Language Vocabulary Learning Symbols (156 Plastic Cards
Included) × 3
Refunded

\$224.97

Subtotal

\$224.97

Shipping

\$9.49

Taxes

\$0.00

Total

\$234.46 USD

Mastercard (ending in 3322)

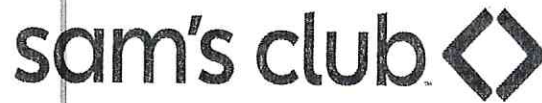
\$234.46

Refund

Mastercard

- \$234.46

If you have any questions, reply to this email or contact us at visuals@smile4autism.com



You're all set!

You placed order 9787409836, LINDA J



Check linda@ccddr.org for your order confirmation and order updates



Get the Sam's Club app for order updates and to check in for your order at the club

\$719.82 (9 items)

9 8' FOLDING TABLES

Pickup items (9)

Jefferson City Sam's Club

849 Stoneridge Pkwy Jefferson City, MO 65109

Pickup 1 of 1

🕒 Thu, Sep 30 at 11:00 am - 12:00 pm

We've reserved this time slot for you



Fw: We received your QuickBooks subscription payment!

Ed Thomas <director@ccddr.org>

Mon 10/4/2021 1:53 PM

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

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>**Sent:** Monday, October 4, 2021 12:22 PM**To:** Ed Thomas <director@ccddr.org>**Subject:** We received your QuickBooks subscription payment!

Payment success

Edmond J Thomas, thank you
for your payment.

Invoice number:

10001120698866

Invoice date: 10/04/2021**Total:** \$180.00**Payment method:** MASTER
ending in 9314

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

Account details

Resolutions 2021-25,
2021-26, 2021-27,
2021-28, 2021-29,
2021-30, 2021-31, &
2021-32



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-25

FISCAL YEAR 2022 BUDGET

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

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

WHEREAS, Chapter 67 RSMo outlines specific requirements for a political subdivision’s budgets and also requires that a Fiscal Year Budget for the following year must be approved and recorded by a political subdivision.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, concludes that the Executive Director has proposed a 2022 Fiscal Year Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the 2022 Fiscal Year Budget for final review and approval by the Board; the 2022 Fiscal Year Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
2. That the 2022 Fiscal Year Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-25

CamdenCounty Senate Bill 40 Board
dba Camden County Developmental Disability Resources (CCDDR)
Budget Summary
FY 2022 Budget

Budget Overview

Income

Tax Levy Revenue is expected to increase only slightly in 2022. The increase in the budgeted 2022 Tax Levy Revenue compared to the 2021 budgeted Tax Levy Revenue is estimated to be approximately 1.58%; however, actual Tax Levy Revenue collected was higher than budgeted in 2021 (approximately 1.71% at the time the 2022 budget was produced). Exact tax levy billings were unknown at the time the budget was produced; therefore, tax revenue was based on the most recently “Pro Forma – State Auditor’s Review of Data Submitted” report published.

Targeted Case Management (TCM) Revenue will fluctuate with the number of total caseloads; however, total caseload counts are projected to stabilize. Total agency caseload was originally projected to stabilize in 2021; however, the COVID-19 pandemic continued to contribute to the decline in the 2021 total caseload. CCDDR currently serves approximately 45% of the estimated I/DD population in Camden County, which is higher than the 36% average statewide. It is not anticipated there will be much caseload growth in 2022; however, a growth rate is quite possible should the COVID-19 pandemic subside and CCDDR expands its outreach in the community. The current TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DD), has historically utilized Uniform Cost Reporting to determine the TCM rate; however, DMH/DD contracted with Mercer to perform a rate study in preparation for the Missouri Medicaid State Plan renewal in 2020 (submitted to the Centers for Medicare and Medicaid Services, aka “CMS”, occurs every 10 years). The study indicated the current rate is within the high and low bounds of the determined range. There has not been an increase in the TCM rate since July 1st, 2015.

In 2017, the TCM Contract allocation calculation, aka “cap”, in the contract with DMH/DD was changed to 35 caseloads per Support Coordinator with the maximum billable hours set at 120 per month. DMH/DD’s review of billed TCM claims is determined quarterly and finalized at the end of the State Fiscal Year. It is anticipated CCDDR will exceed this “cap” when the final State Fiscal Year totals are provided, which is usually in June or July. Sufficient State revenues are always a topic of concern, and any deficiencies could prompt demands for cuts and/or limited funding requests from each State department, which could ultimately impact DMH/DD’s ability to pay for TCM services. In State Fiscal Year 2021, there were no monies owed to DMH/DD for exceeding the “cap” because there were monies remaining from the overall State TCM budget for services; however, it is still entirely possible CCDDR could owe more than the final calculation derived from the allocation formula if the total amounts billed by TCM agencies statewide is significantly higher than the approved State TCM budget.

DMH/DD’s requirement to provide Support Coordination services to individuals not participating in the State’s Medicaid or other State-only funded programs was discontinued in 2018. TCM entities have the option to continue providing TCM services if they so desire. CCDDR continues to provide TCM services to individuals not eligible to receive Medicaid or State-only funded services. CCDDR began separating Medicaid TCM and non-Medicaid TCM revenues in 2017. Non-Medicaid TCM service units are paid from the SB 40 tax funds at the same rate as Medicaid TCM service units.

Administrative expenses related to the SB 40 tax disbursements, SB 40 tax funding contract management, and other SB 40 tax funded programs management will be offset through “Ancillary Services” revenue, which will be paid from SB 40 tax funds. The Ancillary Services funding is based on the average administrative payroll costs projected because no Support Coordination or Support Coordination direct support personnel are substantially involved. CCDDR began developing this concept in 2017, realizing the Services rate would remain stagnant (no increase since July 2015) for several years, and stagnant rates would be unable to produce enough revenue to support steadily increasing expenses in Services program operations. CCDDR implemented the Ancillary Services funding in 2021.

Expenses

With the adoption of the Proprietary Funding Accounting System, Enterprise Fund Accounting Principle, in 2012, the Agency has embraced specific restricted equity funds to account for expenses on an ongoing basis. Specific funds will be restricted by the Board on an annual basis by two measures:

1. Specific expense accounts savings categorized by the Board in prior fiscal years will be recorded in current and future years to offset expenses incurred as a result of delayed billing or surplus funds to be utilized for the specific restriction criteria.
2. Expense accounts savings not categorized or re-categorized by the Board from positive cash flow in prior fiscal years by the Board will be recorded in current and future years to offset general operational costs, unanticipated changes in system deliveries negatively impacting budgeted items, expand programs or resources, make major purchases, or supplement the Agency’s operational reserves requirements as needed.

These measures were implemented to prevent the over-commitment of Board funds and to continually account for actual remaining (if any) restricted fund balances that were identified for specific services or expenses. Expense accounts have been created to offset costs that were identified in a previous Fiscal Year so that current Fiscal Year line items are not exceeding approved totals and to identify surplus carryover for those additional expenses.

Traditional Medicaid Match expenses from prior years were scrutinized and significantly reduced by the Board between 2012 and 2014 so Tax Levy Revenue could be used for services and programs identified in Camden County as needing the funds to sustain or expand needed operations and to create new programs needed within the county. As a result of this proactive measure, the Board has been able to re-establish an acceptable Operational Reserve Fund and has been able to successfully maintain restricted funds accounts. Once the 2021 year-end unaudited financials are determined to be finalized, excess cash available, if any, will be identified and restricted appropriately by the Board. In 2016, CCDDR notified DMH/DD that the agency wished to terminate contributions to Traditional Medicaid Match contributions. In June of 2017, the Traditional Medicaid Match Agreement was terminated. The monies allocated for Traditional Medicaid Match expenses have been utilized in other expense categories.

At the beginning of 2012, there were approximately 140 individuals receiving TCM services from the Board. By year-end 2021, it is projected there will be approximately 316 individuals receiving services from the Board. As stated earlier, caseload counts in 2022 are projected to stabilize and growth, if any, is projected to be minimal, although significant growth is very possible. Measures have been implemented to offset reduced billings in the event service revenues do not aspire to the levels anticipated. Medicaid eligible clients peaked at 87% in 2015; however, the eligibility percentage reduced to 83% at the end of

2016. Significant efforts were undertaken by CCDDR staff beginning in 2017 to assist individuals in Medicaid redeterminations, which has helped to stabilize the Medicaid percentage between 86% and 88% in 2021. Efforts to assist individuals in maintaining Medicaid eligibility will be ongoing.

There are currently 19 full-time employees working for CCDDR; however, the 2022 budget will accommodate 20 full-time employees. In 2017, salaries were adjusted and equalized with agencies of similar size so that employment retention and attraction could be increased. An analysis in 2016 indicated that salaries for 61% of the staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. Another analysis was completed in 2019, with ongoing analyses to occur every three years. The 2019 analysis indicated CCDDR is paying its employees within the industry standards for agencies of similar size; however, CCDDR will continue to seek opportunities to enhance employee retention and stability. CCDDR will be utilizing a salary survey expected to be administered by the Missouri Association of County Developmental Disabilities Services (MACDDS) in 2022 to re-evaluate CCDDR's current salary structures.

According to the Bureau of Labor Statistics, the Consumer Price Index showed a 5.4% increase for the 12 months ending September. It is recommended that a 5.4% cost of living adjustment for employees be implemented in January of 2022. It is also recommended employee performance evaluation increases, when applicable, be implemented in 2022 since budget forecasts are favorable for supporting the increases in pay.

New Programs and Agency Developments

The Housing Voucher Program (HVP) was launched in January of 2014. This program still appears to be the only one of its kind for Senate Bill 40 Boards in the State of Missouri. The program was architected based on the Section 8 Choice Voucher Program as administered by the United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation are similar to the HUD Section 8 Choice Voucher Program; however, there are also certain distinct differences relative to the characteristics of Camden County I/DD clients and their families. Funding for the HVP comes from the SB 40 tax funds and only those Camden County residents who are eligible for and participate in TCM services are eligible for participation. HVP guidelines were changed in 2019, which reduced the number of eligible participants. There will be approximately 10 active vouchers for FY 2022 and no new vouchers are anticipated to be issued.

The Keystone property was purchased in July of 2014. Over the past few years, the Board restricted funds for improvements to the new facility. These improvements began in 2017, and it is CCDDR's intent to continue implementing improvements throughout 2022. It is CCDDR's intent to seek proposals for parking lot modifications in FY 2022, including solid parking spaces and accessibility walkways/ramps. There are approximately three acres on the property which could also be used for additional structural development. The front office portion of Keystone is currently leased to OATS. The monthly lease cost is waived so long as OATS continues to provide transportation services to CCDDR clients; however, OATS reimburses CCDDR for utility expenses.

At the Camdenton office, a new roof system was installed in 2019 and various other repairs were also completed. The number of parking spaces is severely limited and the culverts at the entrances in the parking lots are needing repaired or replaced. It is CCDDR's intent to seek proposals for expanding the parking areas and possibly adding an additional entryway to the parking lot. The Camdenton office mechanical systems are also dated, and it is CCDDR's intent to seek proposals for replacing the existing

systems.

CCDDR will be seeking to further develop transportation programs in 2022. CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners working on a truly “public” transportation system and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTCTC). The LOTCTC is comprised of a Miller County SB 40 representative as well as a representative from CCDDR, OATS, MOCA, and other community stakeholders. CCDDR also helped to fund an extended weekday and weekend transportation system in 2017, which operates seven days per week, and a deviated route system between Camdenton and Osage Beach in 2019, which operates five days per week. CCDDR’s intention is to expand the use of public transit routes, with expansion efforts centered around CCDDR clients. Enhancing public transportation will increase CCDDR clients’ opportunities to access their communities. Lack of transportation continues to be a significant barrier to competitive integrated employment and community inclusion.

In 2019, CCDDR collaborated with the Missouri Inclusive Housing Corporation, local developers, local builders, investors, municipal leaders, and other community stakeholders to develop a housing initiative to promote and adopt the development of Universal Housing Design concepts. As a result of these efforts, another new non-profit entity, called the Lake Area Community Development Corporation (LACDC), was created. The LACDC will be concentrating on developing affordable, Universal Design concept housing in Camden, Miller, Morgan, and Laclede counties. Accessible and affordable housing continues to be an issue in Lake Area communities.

It is CCDDR’s intent to increase the agency’s presence even more in the community during 2022. An emphasis will be placed on increasing children’s services, youth transition services, competitive integrated employment opportunities, affordable/accessible housing opportunities, transportation services, and multiagency collaborations designed to achieve common goals.

Challenges

The expansion of current programs, expansion of services, development of new programs, and investment in new programs will have its challenges. Success will depend on client, provider network, political, business, and general public support. The ongoing COVID-19 pandemic may impact progress in all endeavors, and available funding will likely be limited. Combined with ongoing Missouri General Assembly members’ efforts to reduce or eliminate personal property taxes (approximately 20% of CCDDR’s SB 40 Tax revenue), State funding concerns, the COVID-19 pandemic, and the DSP crisis, this will add anxiety to an already stressed service support network. CCDDR is taking aggressive steps to improving services for its individuals; however, uncontrollable and unpredictable factors may delay or hinder new programs and endeavors from evolving.

TCM program funding will be contingent on any change in the TCM rate, although a change in the TCM rate is not anticipated in 2022. Currently, the MACDDS TCM Contract Committee is working with DMH/DD on revising the TCM Agreement, which is scheduled to expire June 30th, 2022. Missouri has also convened workgroups recently to research the development of a performance-based payment system. DMH/DD, MACDDS, and the Missouri Association of Rehabilitation Facilities (MARF) have participated in these workgroups. The development of a performance-based payment system appears to be inevitable at some point in the future. The implementation of the new State TCM software system is also scheduled to “go live” in November 2022; however, the full impact of the new system on TCM services and payment for TCM services rendered is still unknown.

Funding agreements with Lake Area Industries, Children’s Learning Center, OATS, and Our Saviors Lighthouse Child and Family Development Center will remain concentrated on the purchase of services and/or supports (POS) instead of financial performance projections. The POS agreements identify service and/or support rates payable after the services and/or supports are rendered. This will allow these contracted agencies to have flexibility in managing their operations in the event unanticipated challenges arise during the year. The POS agreements will also provide funding to the agencies if the need or demand for services increase to levels not anticipated and will promote new or additional services and/or supports to existing or new eligible clients. With the exception of the OATS agreement, the POS agreements will not have maximum funding amounts established; therefore, CCDDR will be subject to the risk of funding the agencies in amounts which will exceed the budgeted expectations.

Since the beginning of 2012, the total number of CCDDR clients has increased 125%, but annual SB 40 tax revenues have only increased an average of approximately 2.08% each year since 2015. It is very likely CCDDR will struggle to meet the increasing demands for services and supports, especially if the DSP crisis and threats to reducing SB 40 tax revenues is not mitigated. CCDDR continues to provide and fund a substantial amount of services and programs for its clients; however, funding capacities may eventually become stressed. The FY 2022 Budget is aggressive and could easily be affected by a multitude of uncontrollable circumstances.

[Link to Strategic Plan](#)

The Fiscal Year 2022 Budget is a representation of CCDDR’s Strategic Plan. CCDDR is aggressively pursuing new program development, service expansion, and successful community inclusion outcomes for its clients. CCDDR intends to set the precedence for “grass-roots” support system development, improving local support service availability, and recognizing the special needs of CCDDR’s clients and their families when associated expenses are not offset through other programs or statewide budget deficiencies are a barrier to obtaining supports and services.

Respectfully Submitted,

Ed Thomas – Executive Director

SB 40 Tax 2022			
	Acct	Title	
Income			
4000	SB 40 Tax Income		
	4105	County Tax Receipts	\$999,399
	4140	Interest Income - County Tax Funds	\$300
	4150	MEHTAP Grant	\$6,000
Total Income			\$1,005,699
Expenses			
5800	Other General & Administrative		
	5805	Audit Service/Fees	\$0
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$0
	5825	License/Certification/Permit Fees	\$0
	5830	Membership/Association Dues	\$0
	5855	Seminars/Training	\$0
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$0
Total Other G&A			\$0
6700	Partnership for Hope		
	6705	Transportation	\$300
	6706	Career Planning	\$0
	6707	Pre-Vocational Services - Individual	\$0
	6708	Job Development	\$0
	6709	Community Employment - Individual	\$1,500
	6710	Behavior Services/Senior B. Consultant	\$0
	6711	Pre-Vocational Services - Group	\$0
	6712	Supported Employment - Group	\$0
	6715	Behavior Services/Positive B. Support	\$0
	6716	Senior Behavior Consultant	\$0
	6720	Behavior Analysis	\$0
	6725	Community Specialist	\$0
	6730	Environmental Accessibility Adaptations	\$0
	6735	Dental	\$0
	6740	PA - Indiv., Self-Directed	\$13,800
	6745	PA - Agency/Contractor (General)	\$1,800
	6750	PA - Medical/Behv	\$0
	6755	Assistive Technology	\$300
	6760	Home Skills Development - Individual	\$7,200
	6765	Support Broker, Agency	\$0
	6775	Special Medical Equipment & Supplies	\$2,700
	6780	Offsite Day Hab - Individual	\$7,200
	6785	Offsite Day Hab - Group	\$1,800
	6790	Onsite Day Hab - Individual	\$0

	6791	Individual Skill Development - Group	\$0
	6795	Career Prep Services - Off Site Grp	\$0
	6796	Temporary Residential	\$0
	6797	Onsite Day Hab - Group	\$4,800
	6798	Offset from Restricted Funds	\$0
	6799	Miscellaneous	\$3,000
		Total Partnership for Hope	\$44,400
6900		Direct Services	
	6920	DMH Billing	\$104,839
	6930	TCM Shortfall	\$0
	6940	Non-Medicaid TCM	\$121,123
	6950	Ancillary Services	\$83,112
	6998	Offset from Restricted Funds	(\$167,691)
		Total TCM	\$141,384
7100		Housing Programs	
	7105	Housing Voucher Program	\$72,000
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$2,400
	7125	Inspections	\$1,500
	7130	Re-Inspections	\$500
		Total Housing Programs	\$76,400
7200		Children's Programs	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$18,000
	7225	Step Ahead Program	\$222,000
	7230	OSLCFDC	\$36,000
	7298	Offset from Restricted Funds	\$0
		Total CLC	\$276,000
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$222,000
	7310	LAI - Transportation	\$78,000
	7311	Transportation - No Medicaid Rate	\$0
	7312	Transportation - Medicaid Rate Differential	\$0
	7315	DESE Shortfall	\$0
	7320	New Programs	\$0
	7325	Thrift Store	\$0
	7330	Contract Packaging	\$0
	7335	Foam Recycling	\$0
	7340	Gifted Gardens	\$0
	7345	Miscellaneous/Unclassified Services	\$0
	7350	Shredding	\$0
	7355	Wood Products	\$0
	7390	LAI - Operations Shortfall	\$0
	7395	Assets/Capital Improvements	\$125,000
	7398	Offset from Restricted Funds	(\$125,000)
		Total Sheltered Employment	\$300,000

7500	Community Employment		
7505	Pre-Vocational Services - Individual		\$0
7510	Supported Employment - Individual		\$0
7515	Career Planning		\$0
7520	Job Development		\$0
7525	Pre-Vocational Services - Group		\$0
7530	Supported Employment - Group		\$0
7550	Transportation		\$600
7598	Offset from Restricted Funds		\$0
7599	Miscellaneous		\$0
	Total Community Employment		\$600
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$90,180
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
	Total Community Resources		\$90,180
7900	Special/Additional Needs		
7905	Medicaid Spend Down		\$48,000
7910	Brownell's PT - Other		\$0
7915	Personal Assistant		\$14,208
7920	Other Miscellaneous Service Costs		\$5,700
7925	Transportation		\$0
7998	Offset from Restricted Funds		\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$8,827
	Total Special/Add. Needs		\$76,735
	Total Expenses		\$1,005,698
	Net Income		\$0

SB 40 Tax (Monthly)

4000	Acct	Title	% Collection	County Pro Forma	Collection	January	February	March	April	May	June	July	August	September	October	November	December	Totals
	SB 40 Tax Income					76.55%	14.54%	3.28%	1.03%	1.42%	0.72%	0.56%	0.49%	0.29%	0.31%	0.00%		
	4105	County Tax Receipts	98.65%	\$1,013,042	\$999,399	\$765,001	\$145,283	\$32,761	\$10,313	\$14,219	\$7,175	\$5,587	\$8,211	\$4,851	\$2,913	\$3,086	\$0	\$999,399
	4140	Interest Income - County Tax Funds		1,009,784.00		\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
	4150	MEHTAP Grant	0.32%			\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$6,000
		Total Income				\$766,526	\$145,308	\$32,786	\$11,838	\$14,244	\$7,200	\$7,112	\$8,236	\$4,876	\$4,438	\$3,111	\$25	\$1,005,699
5800		Other General & Administrative																
	5805	Audit Service/Fees				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5810	Consulting Fees				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5815	CPA Fees				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5820	Legal/Attorney Fees				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5825	License/Certification/Permit Fees				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5830	Membership/Association Dues				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5855	Seminars/Training				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5860	Survey Expenses				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5865	Travel/Lodging/Meals Expense				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5898	Offset from Restricted Funds				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5899	Miscellaneous				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total Other G&A				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6700		Partnership for Hope																
	6705	Transportation				\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
	6706	Career Planning				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6707	Pre-Vocational Services - Individual				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6708	Job Development				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6709	Community Employment - Individual				\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500
	6710	Behavior Services/Senior B. Consultant				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6711	Pre-Vocational Services - Group				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6712	Supported Employment - Group				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6715	Behavior Services/Positive B. Support				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6716	Senior Behavior Consultant				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6720	Behavior Analysis				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6725	Community Specialist				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6730	Environmental Accessibility Adaptations				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6735	Dental				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6740	PA - Indiv., Self-Directed				\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150	\$13,800
	6745	PA - Agency/Contractor (General)				\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
	6750	PA - Medical/Behv				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6755	Assistive Technology				\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
	6760	Home Skills Development - Individual				\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$7,200
	6765	Support Broker, Agency				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6775	Special Medical Equipment & Supplies				\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$2,700
	6780	Offsite Day Hab - Individual				\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$7,200
	6785	Offsite Day Hab - Group				\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
	6790	Onsite Day Hab - Individual				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6791	Individual Skill Development - Group				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6795	Career Prep Services - Off Site Grp				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6796	Temporary Residential				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6797	Onsite Day Hab - Group				\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800
	6798	Offset from Restricted Funds				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6799	Miscellaneous				\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
		Total Partnership for Hope				\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700	\$44,400
6900		Direct Services																
	6920	DMH Billing				\$0	\$0	\$0	\$0	\$0	\$0	\$104,839	\$0	\$0	\$0	\$0	\$0	\$104,839
	6930	TCM Shortfall				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	6940	Non-Medicaid TCM				\$9,317	\$9,317	\$9,317	\$13,976	\$9,317	\$9,317	\$9,317	\$13,976	\$13,976	\$9,317	\$9,317	\$121,123	
	6950	Ancillary Services				\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$83,112
	6998	Offset from Restricted Funds				(\$167,691)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$13,974)	(\$167,691)
		Total TCM				\$2,269	\$2,269	\$2,269	\$6,928	\$2,269	\$2,269	\$107,108	\$2,269	\$6,928	\$2,269	\$2,269	\$2,269	\$141,384
7100		Housing Programs																
	7105	Housing Voucher Program		\$600	10	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$72,000
	7110	Reasonable Accommodations Requests				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7115	Universal Housing Design Assistance				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7120	Transitional Housing				\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
	7125	Inspections		\$150	10	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500
	7130	Re-Inspections		\$100	5	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$500
		Total Housing Programs				\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$6,367	\$76,407

7200	Children's Programs															
7205	CLC Operations			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7210	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7215	EDGE Program			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7220	First Steps Program			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$18,000
7225	Step Ahead Program			\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$222,000
7230	OSLCFDC			\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$36,000
7298	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total CLC			\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000	\$276,000
7300	Sheltered Employment Programs															
7305	LAI - Employment			\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$222,000
7310	LAI - Transportation			\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$78,000
7311	Transportation - No Medicaid Rate			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7312	Transportation - Medicaid Rate Differential			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7315	DESE Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7320	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7325	Thrift Store			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7330	Contract Packaging			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7335	Foam Recycling			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7340	Gifted Gardens			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7345	Miscellaneous/Unclassified Services			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7350	Shredding			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7355	Wood Products			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7390	LAI - Operations Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7395	Assets/Capital Improvements	\$125,000	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$10,417	\$125,000
7398	Offset from Restricted Funds	(\$125,000)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$10,417)	(\$125,000)
	Total Sheltered Employment			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$300,000
7500	Community Employment															
7505	Pre-Vocational Services - Individual			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7510	Supported Employment - Individual			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7515	Career Planning			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7520	Job Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7525	Pre-Vocational Services - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7530	Supported Employment - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7550	Transportation			\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
7598	Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7599	Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Employment			\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
7600	Community Resources															
7605	Community Inclusion Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7610	Public Transit Services			\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$90,180
7615	Housing Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7698	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Resources			\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$7,515	\$90,180
7900	Special/Additional Needs															
7905	Medicaid Spend Down	\$400	10	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$48,000
7910	Brownell's PT - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7915	Personal Assistant			\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$14,208
7920	Other Miscellaneous Service Costs			\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$5,700
7925	Transportation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7998	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)			\$577	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$8,827
	Total Special/Add. Needs			\$6,236	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$6,409	\$76,735
	Total Expenses			\$74,136	\$74,310	\$74,310	\$78,968	\$74,310	\$74,310	\$179,148	\$74,310	\$78,968	\$74,310	\$74,310	\$74,310	\$1,005,698
	Net Income			\$692,390	\$70,999	(\$41,524)	(\$67,130)	(\$60,066)	(\$67,109)	(\$172,036)	(\$66,074)	(\$74,093)	(\$69,872)	(\$71,199)	(\$74,285)	\$0

Services 2022		
	Acct	Title
Income		
4500	Services Income	
	4505	Medicaid Direct Service \$1,342,407
	4506	Non-Medicaid Direct Service \$121,123
	4507	Ancillary Services \$83,112
	4508	Non-Billable \$0
	4515	TCM Support \$0
	4530	Rent \$5,712
	4535	Grants \$0
	4540	Interest Income - Services Funds \$96
	4999	Other \$300
		Total Income \$1,552,751
Expenses		
5000	Payroll & Benefits	
	5004	CRC Employee Salaries \$44,990
	5005	TCM Employee Salaries \$638,244
	5006	Administrative Employee Salaries \$303,559
	5014	CRC Employee Taxes \$3,492
	5015	TCM Employee Taxes \$50,506
	5016	Administrative Employee Taxes \$23,822
	5017	TCM Payroll Bank/Electronic Transaction Fees \$12
	5018	Administrative Payroll Bank/Electronic Fees \$12
	5019	CRC Payroll Bank/Electronic Fees \$12
	5020	TCM Employee Retirement \$52,974
	5021	Administrative Employee Retirement \$25,195
	5022	CRC Employee Retirement \$3,734
	5025	TCM Employee Health Insurance \$134,400
	5026	Administrative Employee Health Insurance \$48,000
	5027	CRC Employee Health Insurance \$9,600
	5030	TCM Employee Vision/Optical Insurance \$0
	5031	Administrative Employee Vision/Optical Insurance \$0
	5032	CRC Employee Vision/Optical Insurance \$0
	5035	TCM Employee Dental Insurance \$0
	5036	Administrative Employee Dental Insurance \$0
	5037	CRC Employee Dental Insurance \$0
	5040	TCM Employee Life Insurance \$3,360
	5041	Administrative Employee Life Insurance \$1,200
	5042	CRC Employee Life Insurance \$240
	5045	TCM Employee Supplemental Insurance \$0
	5046	Administrative Employee Supplemental Insurance \$0
	5047	CRC Employee Supplemental Insurance \$0
	5050	TCM Employee Workmans Comp Insurance \$9,335
	5051	Administrative Employee Workmans Comp Insurance \$3,334
	5052	CRC Employee Workmans Comp Insurance \$667
	5055	TCM Employee Mileage \$12,600
	5056	Administrative Employee Mileage \$7,200
	5057	CRC Employee Mileage \$900
	5060	TCM Employee Background Checks \$120
	5061	Administrative Employee Background Checks \$120
	5062	CRC Employee Background Checks \$120
	5065	TCM Employee Drug Testing \$120
	5066	Administrative Employee Drug Testing \$120
	5067	CRC Employee Drug Testing \$120
	5070	TCM Employee Cell Phone Reimbursement \$8,400
	5071	Administrative Cell Phone Reimbursement \$3,000
	5072	CRC Employee Cell Phone Reimbursement \$600
	5098	Offset from Restricted Funds (\$54,844)
		Total Payroll & Benefits \$1,335,264

5100	Repairs & Maintenance to Property & Building	
5105	Appliance Repairs	\$1,200
5110	Building-Exterior	\$0
5115	Building-Interior	\$0
5120	Cleaning Supplies	\$120
5125	Common Area Repairs	\$0
5130	Door Repairs	\$660
5135	Electrical Supplies/Repairs	\$240
5140	Floor Covering Repairs	\$0
5145	HVAC Supplies/Repairs	\$1,320
5150	Intrusion Alarm Repairs	\$0
5155	Lighting supplies/Bulbs	\$300
5160	Locks & Keys	\$0
5165	Maintenance Supplies/Equipment	\$0
5170	Parking Lot Maint./Repairs	\$120
5175	Plumbing Supplies/Repairs	\$1,800
5180	Roof Supplies/Repairs	\$0
5185	Safety Equipment/System Repairs	\$0
5190	Vehicle Servicing/Repairs/Licensing	\$0
5195	Window/Glass Repairs	\$0
	Total R&M to Property & Building	\$5,760
5500	Contracted Business Services	
5505	Bookkeeping/Accounting Contract	\$6,000
5510	Cell Phone/Mobile Internet Contract	\$3,900
5512	Copier/Scanner Contract	\$840
5515	Fire Alarm Contract	\$240
5520	Housekeeping/Cleaning Contract	\$3,600
5530	InfoTech Support Contract	\$15,000
5535	Internet Contract	\$4,200
5540	Intrusion Alarm Contract	\$0
5545	Landscape Maintenance	\$4,800
5550	Maintenance Contract	\$0
5560	Pest Control Contract	\$1,200
5565	Snow Removal Contract	\$3,600
5567	Software Usage/Support Contract	\$30,000
5569	Telephone System Support Contract	\$360
5570	Trash Removal Contract	\$1,800
5575	Web Site Design/Hosting Contract	\$480
5579	Rent	\$15,600
5580	Storage	\$0
	Total Contracted Business Services	\$91,620
5600	Presentations/Public Meetings	
5605	PSA/Presentations/Publications Expense	\$1,200
5610	Public Meetings Expenses	\$600
5615	Signage	\$0
	Total Presentations/Public Meetings	\$1,800
5700	Office Expenses	
5705	Computer Hardware/Software Expense	\$27,600
5710	Copy Machine Expense	\$0
5715	Office Furniture Expense	\$0
5720	Office Supplies	\$12,000
5725	Postage & Delivery	\$3,600
5730	Printing Expense	\$780
5735	Telephone Expense	\$7,200
5799	Miscellaneous	\$0
	Total Office Expenses	\$51,180

5800	Other General & Administrative		
5805	Audit Service/Fees		\$11,000
5810	Consulting Fees		\$0
5815	CPA Fees		\$0
5820	Legal/Attorney Fees		\$6,000
5825	License/Certification/Permit Fees		\$240
5830	Membership/Association Dues		\$9,643
5855	Seminars/Training		\$1,200
5860	Survey Expenses		\$1,000
5865	Travel/Lodging/Meals Expense		\$600
5870	Community Partnerships/Programs		\$0
5898	Offset from Restricted Funds		\$0
5899	Miscellaneous		\$1,344
		Total Other G&A	\$31,027
5900	Utilities		
5905	Electric		\$8,100
5910	Gas		\$0
5915	Water/Sewer		\$1,800
		Total Utilities	\$9,900
6100	Insurance		
6110	Liability Insurance		\$15,600
6115	Vehicle Insurance		\$2,400
6120	Building Insurance		\$7,200
6150	Broker/Other Fees		\$1,000
6199	Other Insurance		\$0
		Total Insurance	\$26,200
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$0
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
		Total Community Resources	\$0
		Subtotal Expenses	\$1,552,751
Other Expenses			
8500	Depreciation		
8505	Building Depreciation		\$16,200
8510	Remodeling Depreciation		\$19,200
8515	Equipment Depreciation		\$22,800
8520	Vehicles Depreciation		\$0
		Total Depreciation	\$58,200
		Total Other Expenses	\$58,200
		Total Expenses	\$1,610,951
		Net Income	(\$58,200)
		Net Income Less Depreciation	\$0

Services (Monthly)

4500	Acc	Title	Annual	%	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
	Services Income																
	4505	Medicaid Direct Service			\$103,262	\$103,262	\$103,262	\$154,893	\$103,262	\$103,262	\$103,262	\$103,262	\$154,893	\$103,262	\$103,262	\$103,262	\$1,342,407
	4506	Non-Medicaid Direct Service			\$9,317	\$9,317	\$9,317	\$13,976	\$9,317	\$9,317	\$9,317	\$13,976	\$9,317	\$9,317	\$9,317	\$9,317	\$121,123
	4507	Ancillary Services	\$83,112	100.00%	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$6,926	\$83,112
	4508	Non-Billable			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	4515	TCM Support			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	4530	Rent	\$476	100.00%	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$476	\$5,712
	4535	Grants	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	4540	Interest Income - Services Funds	\$8	100.00%	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$8	\$96
	4999	Other	\$25	100.00%	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
		Total Income			\$120,014	\$120,014	\$120,014	\$176,304	\$120,014	\$120,014	\$120,014	\$120,014	\$176,304	\$120,014	\$120,014	\$120,014	\$1,552,751
5000		Payroll & Benefits															
	5004	CRC Employee Salaries			\$3,461	\$3,461	\$3,461	\$5,191	\$3,461	\$3,461	\$3,461	\$3,461	\$5,191	\$3,461	\$3,461	\$3,461	\$44,990
	5005	TCM Employee Salaries			\$49,096	\$49,096	\$49,096	\$73,643	\$49,096	\$49,096	\$49,096	\$49,096	\$73,643	\$49,096	\$49,096	\$49,096	\$638,244
	5006	Administrative Employee Salaries			\$23,351	\$23,351	\$23,351	\$35,026	\$23,351	\$23,351	\$23,351	\$23,351	\$35,026	\$23,351	\$23,351	\$23,351	\$303,559
	5014	CRC Employee Taxes			\$275	\$275	\$275	\$407	\$275	\$275	\$275	\$275	\$407	\$275	\$275	\$275	\$3,492
	5015	TCM Employee Taxes			\$3,896	\$3,896	\$3,896	\$5,774	\$3,896	\$3,896	\$3,896	\$3,896	\$5,774	\$3,896	\$3,896	\$3,896	\$50,506
	5016	Administrative Employee Taxes			\$1,836	\$1,836	\$1,836	\$2,729	\$1,836	\$1,836	\$1,836	\$1,836	\$2,729	\$1,836	\$1,836	\$1,836	\$23,822
	5017	TCM Payroll Bank/Electronic Transaction Fees			\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$12
	5018	Administrative Payroll Bank/Electronic Fees			\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$12
	5019	CRC Payroll Bank/Electronic Fees			\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$12
	5020	TCM Employee Retirement			\$4,075	\$4,075	\$4,075	\$6,112	\$4,075	\$4,075	\$4,075	\$4,075	\$6,112	\$4,075	\$4,075	\$4,075	\$52,974
	5021	Administrative Employee Retirement			\$1,938	\$1,938	\$1,938	\$2,907	\$1,938	\$1,938	\$1,938	\$1,938	\$2,907	\$1,938	\$1,938	\$1,938	\$25,195
	5022	CRC Employee Retirement			\$287	\$287	\$287	\$431	\$287	\$287	\$287	\$287	\$431	\$287	\$287	\$287	\$3,734
	5025	TCM Employee Health Insurance			\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200	\$134,400
	5026	Administrative Employee Health Insurance			\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$48,000
	5027	CRC Employee Health Insurance			\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$9,600
	5030	TCM Employee Vision/Optical Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5031	Administrative Employee Vision/Optical Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5032	CRC Employee Vision/Optical Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5035	TCM Employee Dental Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5036	Administrative Employee Dental Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5037	CRC Employee Dental Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5040	TCM Employee Life Insurance			\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$280	\$3,360
	5041	Administrative Employee Life Insurance			\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
	5042	CRC Employee Life Insurance			\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$240
	5045	TCM Employee Supplemental Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5046	Administrative Employee Supplemental Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5047	CRC Employee Supplemental Insurance			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5050	TCM Employee Workmans Comp Insurance			\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$9,335
	5051	Administrative Employee Workmans Comp Insurance			\$278	\$278	\$278	\$278	\$278	\$278	\$278	\$278	\$278	\$278	\$278	\$278	\$3,334
	5052	CRC Employee Workmans Comp Insurance			\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$56	\$667
	5055	TCM Employee Mileage			\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050	\$12,600
	5056	Administrative Employee Mileage			\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$7,200
	5057	CRC Employee Mileage			\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$900
	5060	TCM Employee Background Checks			\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5061	Administrative Employee Background Checks	\$120	100.00%	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5062	CRC Employee Background Checks			\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5065	TCM Employee Drug Testing			\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5066	Administrative Employee Drug Testing	\$120	100.00%	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5067	CRC Employee Drug Testing			\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5070	TCM Employee Cell Phone Reimbursement			\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$8,400
	5071	Administrative Cell Phone Reimbursement			\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
	5072	CRC Employee Cell Phone Reimbursement			\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
	5098	Offset from Restricted Funds	(\$54,844)	100.00%	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$4,570)	(\$54,844)
		Total Payroll & Benefits			\$103,943	\$103,943	\$103,943	\$147,950	\$103,943	\$103,933	\$103,933	\$103,933	\$147,940	\$103,933	\$103,933	\$103,933	\$1,335,264
5100		Repairs & Maintenance to Property & Building															
	5105	Appliance Repairs	\$1,200	100.00%	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
	5110	Building-Exterior	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5115	Building-Interior	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5120	Cleaning Supplies	\$120	100.00%	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5125	Common Area Repairs	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5130	Door Repairs	\$660	100.00%	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$660
	5135	Electrical Supplies/Repairs	\$240	100.00%	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$240
	5140	Floor Covering Repairs	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5145	HVAC Supplies/Repairs	\$1,320	100.00%	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$1,320
	5150	Intrusion Alarm Repairs	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5155	Lighting supplies/Bulbs	\$300	100.00%	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$300
	5160	Locks & Keys	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5165	Maintenance Supplies/Equipment	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5170	Parking Lot Maint./Repairs	\$120	100.00%	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$120
	5175	Plumbing Supplies/Repairs	\$1,800	100.00%	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
	5180	Roof Supplies/Repairs	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5185	Safety Equipment/System Repairs	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5190	Vehicle Servicing/Repairs/Licensing	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	5195	Window/Glass Repairs	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total R&M to Property & Building			\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$480	\$5,760

[illegible]

8500	Depreciation																
	8505	Building Depreciation	\$16,200	100.00%	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$16,200
	8510	Remodeling Depreciation	\$19,200	100.00%	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$19,200
	8515	Equipment Depreciation	\$22,800	100.00%	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$22,800
	8520	Vehicles Depreciation	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Depreciation					\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$58,200
Total Expenses					\$136,362	\$125,450	\$126,450	\$168,885	\$124,730	\$124,966	\$132,680	\$124,868	\$169,711	\$124,868	\$125,440	\$126,539	\$1,610,951
Net Income					(\$16,348)	(\$5,436)	(\$6,436)	\$7,419	(\$4,716)	(\$4,952)	(\$12,666)	(\$4,854)	\$6,592	(\$4,854)	(\$5,426)	(\$6,524)	(\$58,200)
Net Income Less Depreciation					(\$11,498)	(\$586)	(\$1,586)	\$12,269	\$134	(\$102)	(\$7,816)	(\$4)	\$11,442	(\$4)	(\$576)	(\$1,674)	\$0

	SB 40 Tax		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2020	2021	2022
Income			
4000 SB 40 Tax Income	\$998,608	\$1,009,211	\$1,005,699
4500 Services Income	\$0	\$0	\$0
Total Income	\$998,608	\$1,009,211	\$1,005,699
Gross Profit	\$998,608	\$1,009,211	\$1,005,699
Expenses			
5000 Payroll & Benefits	\$0	\$0	\$0
5100 Repairs & Maintenance	\$0	\$0	\$0
5500 Contracted Business Services	\$0	\$0	\$0
5600 Presentations/Public Meetings	\$0	\$0	\$0
5700 Office Expenses	\$0	\$0	\$0
5800 Other General & Administrative	\$0	\$0	\$0
5900 Utilities	\$0	\$0	\$0
6100 Insurance	\$0	\$0	\$0
6700 Partnership for Hope	\$33,805	\$39,157	\$44,400
6900 Targeted Case Management	\$139,560	\$193,878	\$141,384
7100 Housing Programs	\$71,090	\$65,752	\$76,400
7200 CLC	\$193,422	\$234,246	\$276,000
7300 Sheltered Employment Programs	\$235,821	\$288,105	\$300,000
7500 Community Employment Programs	\$218	\$111	\$600
7600 Community Resources	\$56,269	\$63,751	\$90,180
7900 Special/Additional Needs	\$25,223	\$9,948	\$76,735
Total Expenses	\$755,408	\$894,948	\$1,005,698
Net Operating Income	\$243,200	\$114,263	\$0
Other Expenses			
8500 Depreciation	\$0	\$0	\$0
Total Other Expenses	\$0	\$0	\$0
Net Other Income	\$0	\$0	\$0
Net Income	\$243,200	\$114,263	\$0
Net Income Less Depreciation	\$243,200	\$114,263	\$0

	Services		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2020	2021	2022
Income			
4000 SB 40 Tax Income	\$0	\$0	\$0
4500 Services Income	\$1,471,813	\$1,544,370	\$1,552,751
Total Income	\$1,471,813	\$1,544,370	\$1,552,751
Gross Profit	\$1,471,813	\$1,544,370	\$1,552,751
Expenses			
5000 Payroll & Benefits	\$1,232,907	\$1,250,230	\$1,335,264
5100 Repairs & Maintenance	\$7,726	\$7,779	\$5,760
5500 Contracted Business Services	\$72,802	\$85,605	\$91,620
5600 Presentations/Public Meetings	\$3,329	\$1,289	\$1,800
5700 Office Expenses	\$58,439	\$44,183	\$51,180
5800 Other General & Administrative	\$27,764	\$46,475	\$31,027
5900 Utilities	\$8,154	\$9,297	\$9,900
6100 Insurance	\$19,636	\$19,044	\$26,200
6700 Partnership for Hope	\$0	\$0	0
6900 Targeted Case Management	\$0	\$0	0
7100 Housing Programs	\$0	\$0	0
7200 CLC	\$0	\$0	0
7300 Sheltered Employment Programs	\$0	\$0	0
7500 Community Employment Programs	\$0	\$0	0
7600 Community Resources	\$0	\$0	0
7900 Special/Additional Needs	\$0	\$0	0
Total Expenses	\$1,430,757	\$1,463,902	\$1,552,751
Net Operating Income	\$41,056	\$80,468	\$0
Other Expenses			
8500 Depreciation	\$50,654	\$52,362	\$58,200
Total Other Expenses	\$50,654	\$52,362	\$58,200
Net Other Income	(\$50,654)	(\$52,362)	(\$58,200)
Net Income	(\$9,598)	\$28,106	(\$58,200)
Net Income Less Depreciation	\$41,056	\$80,468	\$0



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-26

LAI POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2022

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, acknowledges the receipt of the Purchase of Services and/or Supports (POS) Agreement Request for Calendar Year 2022 from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the POS Agreement with LAI as identified in Attachment “A” hereto for providing Sheltered Employment Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-26

PURCHASE OF SHELTERED EMPLOYMENT SERVICES AND/OR SUPPORTS AGREEMENT

THIS "Purchase of Sheltered Employment Services and/or Supports Agreement" ("Agreement") entered into and effective this _____ day of _____, 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri ("Board"), and Lake Area Industries, Inc. ("LAI"), a not-for-profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, LAI provides Sheltered Employment Services and/or Supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request along with the expected costs to LAI; and

WHEREAS, Board approves the Purchase of Sheltered Employment Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED. LAI will carry out the activities as set forth in the Fiscal Year (FY) 2022 Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase the Sheltered Employment Services and/or Supports from LAI for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. Board agrees to purchase Sheltered Employment Services and/or Supports from LAI at a cost of \$3.41 per hour for work performed by a Camden County person who has been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, LAI shall electronically submit an invoice, preferably in Excel format, listing the eligible developmentally disabled employees who performed work for LAI in the previous calendar month, and the invoice shall also include the total number of hours each eligible developmentally disabled employee worked during the previous calendar month. Board funding for Sheltered Employment Services and/or Supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, LAI agrees to provide reports to Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program's income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Sheltered Employment services and/or supports for all eligible Camden County employees with a developmental disability participating in any LAI Sheltered Employment programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to LAI no later than the 10th day following the Monthly Funding Request.

LAI agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to timely notify Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to authorize the responsible governmental body to notify Board of any substantiated allegations.

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

Board agrees to maintain the confidentiality of all information and records received from LAI in compliance with all applicable laws.

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

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

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. LAI agrees to abide by Board Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

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

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

10. INDEMNIFICATION. In further consideration of payment made by Board, LAI hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of LAI, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of Board or any other person or entity acting in concert with Board. This indemnification will cover all losses and damages incurred by Board and will include necessary costs and expenses including, but not limited to, attorney fees.

LAI covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. LAI shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. LAI acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board and understands that LAI’s failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify LAI in writing of the nature of any such breach and the corrective action that is required. LAI shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an

expedited period to cure such material breach. In the event that LAI fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

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

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

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

In the event that LAI and Board determine from a record review or audit that LAI has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to LAI.

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

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

Camden Co. Developmental Disability Resources
P.O. Box 722 (mailed)
100 Third St. (delivered)
Camdenton MO 65020_
director@ccddr.org

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

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

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2022, to December 31st, 2022.

18. EXHIBITS AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

LAKE AREA INDUSTRIES, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

(SAMPLE ONLY)
Invoice # 20XX-XX
Month Ending XXXXXX, 20XX

[illegible]

Attachment “B”



Policy Number:
10

Effective: August 1, 2007
Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the Executive Director. Acceptable delivery

methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.

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

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

1. If a decision about a funding request is made after December 31st, the funding agreement will be signed following any approval with the funds retroactive to January 1st, unless temporary funding has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved funding agreement.
2. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

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

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;

6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
 7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
 8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve and/or assist Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

- A. General Requirements:
 - 1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain an appropriate amount of minimum insurance coverages and/or as set forth in the CCDDR Funding Agreement. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
 - 2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
 - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.

3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

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

- b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statements; and
 - d. third-party audit reports with the funding application.
- 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the agency's previous fiscal year-ending detailed balance sheet:
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report with the funding application.
- 4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;

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

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
- 1. Sheltered employment programs, services, and/or supports;
 - 2. Community employment programs, services, and/or supports;
 - 3. Pre-vocational programs, services, and/or supports;
 - 4. Immediate care programs, services, and/or supports;
 - 5. Community inclusion programs, services, and/or supports;
 - 6. Residential programs, services, and/or supports; and
 - 7. “Related” programs, services, and/or supports defined as:
 - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;

- b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
 - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:

- i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
- ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
- iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
- v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
- vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
- vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
- viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
- ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
- x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
- xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
- xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable)

or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).

- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.
- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.
- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
 - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.

4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such capital items.
5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
 - a. If the agency continues to serve Eligible Persons but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
 - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR the right of a first-priority security interest in the property and all proceeds thereof.

- a. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
- b. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

X. Monitoring Agencies Receiving Funds

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

- i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
 - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
 - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.
- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-27

2022 LAI CAPITAL FUNDING AGREEMENT

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges receipt of the capital/major purchase items list contained in a Special Funding Request from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the 2022 Capital Funding Agreement with LAI as identified in Attachment "A" hereto.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-27

LAI CAPITAL FUNDING AGREEMENT

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

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

WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete 2022 Capital Plan Budget and Funding Application to the Board with the expected cost to LAI to procure new assets, replacement costs, and major repair costs for the successful continuation of operations, necessary systems upgrades, and maintenance of a safe work environment; and

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

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

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

2. FUNDING: The Board agrees to reimburse LAI for the procurement of assets, replacement costs, and major repairs. The total amount reimbursable for all identified expenses shall not exceed \$125,650.00 for the duration of this Agreement. Copies of checks for payments, invoices, estimates, bids, proposals, advertisements, and all required proof of compliance with the Board's Procurement Policy must be submitted to the Board prior to Board reimbursement for the expenses. If all funds approved by the Board in this Agreement have not been utilized by the term ending date of this Agreement, the Board may, at its own discretion, reallocate the remaining funds for other Board expenses or restrict the remaining funds for future Calendar Year LAI capital expenditures. If additional funding is needed or there is an additional need for other funding, LAI shall submit a separate funding request to the Board for review.

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

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

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

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

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

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

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

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

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

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

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

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

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

LAI covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. LAI shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

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

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

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

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

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

17. FURTHER ASSURANCES.

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

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

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

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

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

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

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

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

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

22. TERM OF AGREEMENT: The term of this Agreement shall be January 1ST, 2022, to December 31st, 2022.

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

**CAMDEN COUNTY SENATE
BILL 40 BOARD**

LAKE AREA INDUSTRIES, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”



Policy Number:

31

Effective: September 17, 2012

Revised: August 25, 2014; February 26, 2018; May 21, 2018; December 17, 2018; February 11, 2021; September 9, 2021

Subject: Procurement

PURPOSE:

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

POLICY:

I. Procurement Process

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

II. Procurement Officer

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

III. Procurement Guidelines

It is not necessary to obtain bids or proposals on the purchase of a product or service from the same person or business in an amount less than \$12,000 within a 90-day period. The designated Procurement Officer is encouraged to make a legitimate attempt to obtain three bids or proposals from three potential sources if feasible. Faxed or emailed bids and proposals or quotes directly from a potential source's website or catalog may be obtained. The Procurement Officer and/or Executive Director can authorize purchases based on cost, quality, and other factors related to the purchases.

A formal competitive bid process shall be used for the purchase of a product or service \$12,000 or higher from the same person or business within a 90-day period. A Request for Proposals (RFP) or Notice of Funding Available (NOFA) shall be published in a local newspaper and shall be posted on the CCDDR website. The RFP OR NOFA can also be submitted directly to potential sources; however, direct submissions must be made to at least three potential sources. Bidders shall be given the guidelines for their responses contained within the RFP OR NOFA and an appropriate amount of time in which to develop and submit a proposal or quote based on the requirements contained in the RFP OR NOFA. The responses shall be sealed and shall remain sealed until the deadline for the RFP OR NOFA has passed. All responding parties shall be notified of the date for opening the sealed responses. Sealed responses shall be opened during a regularly scheduled CCDDR Board meeting.

A general NOFA for I/DD Direct and Community Inclusion Supports and Services may be issued annually to encourage providers to submit product or service applications for funding. Responses to the general NOFA will be opened by the CCDDR Administrative Team for review and consideration prior to submission to the Board. All documents will be made available for public inspection, but no decision relating to any potential funding award will be made at the application opening should the product or service be \$12,000 or higher from the same person or business within a 90-day period. In these cases, awards and/or determinations, if any, will be submitted to the Board for consideration at regularly scheduled monthly Board meetings.

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

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

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

When a single feasible source is to be procured, the Board shall post notice of the proposed purchase if the single feasible source purchase is \$12,000 or more. The Board shall post notice and advertise intent of the purchase in the local newspaper. Posted notices for single feasible source purchases shall include a paper notice posted on the primary place of business and on the CCDDR website. Notices posted and intents advertised for single feasible source procurement shall be done at least 10 days prior to purchase.

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

IV. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If there is only one respondent to an RFP OR NOFA, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFP's OR NOFA's shall not be solely based on price. Other considerations will be utilized based on the premise of the services and/or products contained within the RFP OR NOFA. Respondent references, respondent experience, respondent qualifications, proposal presentation, proposal accuracy, proposal clarity, timelines for project completion, quality of proposed goods/services, warranties, and other factors related to the product and/or service shall be considered during the procurement process. Preference shall be applied to those respondents who employ Camden County residents with developmental disabilities and may be part of the requirements contained within the RFP OR NOFA. All other preferences and guidelines identified in applicable Federal, state, and local law shall be recognized.

V. Banking Services

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

VI. Periodic Review of Existing Products or Services

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

VII. Emergency Procurement

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

competition as is practicable under the circumstances. A detailed report and accounting of the “Emergency Declaration” shall be provided to the Board for review at the next regularly scheduled Board meeting or at a convened emergency Board meeting (if necessary).

REFERENCES:

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

Attachment “B”



Policy Number:
10

Effective: August 1, 2007
Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the Executive Director. Acceptable delivery

methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.

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

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

1. If a decision about a funding request is made after December 31st, the funding agreement will be signed following any approval with the funds retroactive to January 1st, unless temporary funding has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved funding agreement.
2. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

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

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;

6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
 7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
 8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve and/or assist Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

- A. General Requirements:
 - 1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain an appropriate amount of minimum insurance coverages and/or as set forth in the CCDDR Funding Agreement. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
 - 2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
 - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.

3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

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

- b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statements; and
 - d. third-party audit reports with the funding application.
- 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the agency's previous fiscal year-ending detailed balance sheet:
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report with the funding application.
- 4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;

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

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
- 1. Sheltered employment programs, services, and/or supports;
 - 2. Community employment programs, services, and/or supports;
 - 3. Pre-vocational programs, services, and/or supports;
 - 4. Immediate care programs, services, and/or supports;
 - 5. Community inclusion programs, services, and/or supports;
 - 6. Residential programs, services, and/or supports; and
 - 7. “Related” programs, services, and/or supports defined as:
 - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;

- b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
 - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:

- i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
- ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
- iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
- v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
- vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
- vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
- viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
- ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
- x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
- xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
- xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable)

or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).

- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.
- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.
- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
 - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.

4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such capital items.
5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
 - a. If the agency continues to serve Eligible Persons but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
 - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR the right of a first-priority security interest in the property and all proceeds thereof.

- a. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
- b. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

X. Monitoring Agencies Receiving Funds

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

- i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
 - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
 - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.
- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-28

CLC POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2022

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Children's Services and/or Supports (POS) Agreement Request for Calendar Year 2022 from Children's Learning Center, hereafter referred to as CLC, and authorizes the Executive Director to initiate and sign the POS Agreement with CLC as identified in Attachment "A" hereto for providing Personal Assistant, Day Habilitation, and First Steps In-Home Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-28

PURCHASE OF PERSONAL ASSISTANT, DAY HABILITATION, AND FIRST STEPS IN-HOME SERVICES AND/OR SUPPORTS AGREEMENT

THIS “Purchase of Personal Assistant, Day Habilitation, and First Steps In-Home Services and/or Supports Agreement” (“Agreement”) entered into and effective this _____ day of _____, 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and Children’s Learning Center (“CLC”), a not-for-profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, CLC provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Children’s Services and/or Supports (POS) Agreement Request to render certain services and/or supports along with the expected cost to CLC; and

WHEREAS, Board approves the Purchase of Children’s Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED. CLC shall carry out the activities as set forth in the Fiscal Year (FY) 2022 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports from CLC for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. The Board agrees to purchase Personal Assistant services and/or supports from CLC at a cost of \$18.49 per hour per individual requiring one-on-one services and/or supports; Day Habilitation services and/or supports in a group setting for \$7.20 per hour per individual; and First Steps In-Home services and/or supports for \$45.48 per month per individual for providing said services and/or supports to Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, CLC shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled persons who were provided Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports by CLC in the previous calendar month. The invoice shall include the total number of hours each eligible developmentally disabled person

received Personal Assistant and Day Habilitation services and/or supports during the previous calendar month and a listing of each eligible developmentally disabled person receiving First Steps In-Home services and/or supports during the previous calendar month. Board funding for said services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment “A” hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, CLC agrees to provide reports to Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program’s income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program’s income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports for all eligible Camden County person with a developmental disability participating in any CLC programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to CLC no later than the 10th day following the Monthly Funding Request.

CLC agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). CLC agrees to timely notify Board that said incident(s) have been reported to the appropriate governmental body. CLC agrees to authorize the responsible governmental body to notify Board of any substantiated allegations.

CLC also agrees to notify Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact CLC’s performance of this Agreement or ability to do business.

Board agrees to maintain the confidentiality of all information and records received from CLC in compliance with all applicable laws.

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

5. MONITORING. CLC agrees to permit Board, the Executive Director of Board, or designee, or any individual(s) or agency designated by Board to monitor, survey, and inspect CLC’s

services, activities, programs, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, CLC hereby agrees, upon notice of forty-eight (48) hours, it will make available to Board or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. CLC agrees to abide by Board Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to CLC. In the event that CLC does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. CLC agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, Missouri, County, or Municipal laws.

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

10. INDEMNIFICATION. In further consideration of payment made by Board, CLC hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of CLC, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of Board or any other person or entity acting in concert with Board. This indemnification will cover all losses and damages incurred by Board and will include necessary costs and expenses including, but not limited to, attorney fees.

CLC covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. CLC shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. CLC acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with

developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board and understands that CLC's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify CLC in writing of the nature of any such breach and the corrective action that is required. CLC shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an expedited period to cure such material breach. In the event that CLC fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

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

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

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

In the event that CLC and Board determine from a record review or audit that CLC has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to CLC.

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

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

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

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

Children's Learning Center
88 Third St. (mailed or delivered)
Camdenton MO 65020
adrienne@clcforkids.org

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2022, to December 31st, 2022.

18. EXHIBITS AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or

relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

CHILDREN'S LEARNING CENTER

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

[illegible]

Total Units

(Sample Invoice Only)

"C" denotes cancellation by parent/guardian (document reason for cancellation in monthly progress note); "CC" denotes Center Closed
 "AO" denotes aged out for First Steps
 "X" denotes yes to CCDDR client, DD eligible, or First Steps clients, or One-on-one students with a para professional

Attachment “B”



Policy Number:
10

Effective: August 1, 2007
Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the Executive Director. Acceptable delivery

methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.

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

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

1. If a decision about a funding request is made after December 31st, the funding agreement will be signed following any approval with the funds retroactive to January 1st, unless temporary funding has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved funding agreement.
2. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

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

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;

6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
 7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
 8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve and/or assist Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

- A. General Requirements:
 - 1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain an appropriate amount of minimum insurance coverages and/or as set forth in the CCDDR Funding Agreement. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
 - 2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
 - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.

3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

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

- b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statements; and
 - d. third-party audit reports with the funding application.
- 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the agency's previous fiscal year-ending detailed balance sheet:
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report with the funding application.
- 4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;

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

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
- 1. Sheltered employment programs, services, and/or supports;
 - 2. Community employment programs, services, and/or supports;
 - 3. Pre-vocational programs, services, and/or supports;
 - 4. Immediate care programs, services, and/or supports;
 - 5. Community inclusion programs, services, and/or supports;
 - 6. Residential programs, services, and/or supports; and
 - 7. “Related” programs, services, and/or supports defined as:
 - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;

- b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
 - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:

- i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
- ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
- iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
- v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
- vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
- vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
- viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
- ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
- x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
- xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
- xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable)

or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).

- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.
- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.
- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
 - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.

4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such capital items.
5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
 - a. If the agency continues to serve Eligible Persons but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
 - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR the right of a first-priority security interest in the property and all proceeds thereof.

- a. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
- b. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

X. Monitoring Agencies Receiving Funds

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

- i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
 - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
 - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.
- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-29

OATS POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2022

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Transportation Services and/or Supports (POS) Agreement Request for Calendar Year 2022 from OATS, Inc., hereafter referred to as OATS, and authorizes the Executive Director to initiate and sign the POS Agreement with OATS as identified in Attachment "A" hereto for providing Transportation Services and/or Supports.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-29

PURCHASE OF TRANSPORTATION SERVICES AND/OR SUPPORTS AGREEMENT

THIS “Purchase of Transportation Services and/or Supports Agreement” (“Agreement”), entered into and effective this _____ day of _____ 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and OATS, Inc. (“OATS”), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, OATS provides transportation services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Transportation Services and/or Supports (POS) Agreement Request to the Board to render certain services and/or supports along with the expected cost to OATS; and

WHEREAS, the Board has approved the Purchase of Transportation Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED: OATS shall carry out the activities as set forth in the Fiscal Year (FY) 2022 Purchase of Transportation Services and/or Supports (POS) Agreement Request, which identifies one (1) deviated public transit route service as specified. The Board agrees to purchase Transportation services and/or supports from OATS for transporting Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. The Transportation services and/or supports will be for, but not limited to, transporting eligible CCDDR clients to and from the sheltered workshop, to and from jobs in the community, and to and from other related community inclusive or daily living activities. The Board shall purchase the services and/or supports from OATS for the cost of said services and/or supports as provided in Section 2 below.

2. FUNDING: The Board agrees to purchase Transportation services and/or supports from OATS at a rate of \$20.00 per hour of service, less total fares (one-way trips) collected by OATS, in and amount not to exceed \$90,180 for the Board’s FY 2022. Fares for sheltered workshop employees may be paid by the Board, so long as funding remains available. The fare for sheltered workshop employees shall be \$1.00. The Board may pay additional fares for its clients, which shall also be \$1.00, for other community-inclusive transportation services and/or supports,

so long as funding remains available. Each additional fare paid shall be agreed upon by both parties and established prior to the services and/or supports being rendered.

On a monthly basis, OATS shall submit an invoice listing the total hours of eligible Transportation services and/or supports provided and the total individual sheltered workshop employees' or other Board clients' fares, if applicable, from the previous calendar month.

3. REPORTING. To ensure compliance with the terms of this Agreement, OATS agrees to provide additional reports to the Board if submitted in writing to OATS by the Board or an agent of the Board no later than the 10th business day after receipt of OATS's monthly invoice to the Board.

OATS agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). OATS agrees to timely notify the Board that said incident(s) have been reported to the appropriate governmental body. OATS agrees to authorize the responsible governmental body to notify the Board of any substantiated allegations.

OATS also agrees to notify the Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact OATS's performance of this Agreement or ability to do business.

The Board agrees to maintain the confidentiality of all information and records received from OATS in compliance with all applicable laws.

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

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

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. OATS agrees to abide by Board Policy 10 (see Attachment "A" hereto) and any revisions to said Policy approved by the Board hereafter, which will be

provided to OATS. In the event that OATS does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. OATS agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, Missouri, County, or Municipal laws.

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

10. INDEMNIFICATION. In further consideration of payment made by Board, OATS hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of OATS, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of the Board or any other person or entity acting in concert with the Board. This indemnification will cover all losses and damages incurred by the Board and will include necessary costs and expenses including, but not limited to, attorney fees.

OATS covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. OATS shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. OATS acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of the Board and understands that OATS's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, the Board shall notify OATS in writing of the nature of any such breach and the corrective action that is required. OATS shall be provided a minimum of thirty (30) calendar days to cure such breach, unless the Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case the Board may set an expedited period to cure such material breach. In the event that OATS fails or refuses to cure a breach within the specified time period, the Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, the Board shall promptly pay any unpaid invoice.

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

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

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

In the event that OATS and the Board determine from a record review or audit that OATS has not been paid in full or in part for any Services or Supports provided for in this Agreement, the Board shall promptly pay any such underpayments to OATS.

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

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

Camden County Developmental Disability Resources
P.O. Box 722 (mailed)
100 Third Street (delivered)
Camdenton, MO 65020

-OR-

5816 Osage Beach Parkway, Suite 108 (delivered)
Osage Beach, MO 65065
director@ccddr.org

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

OATS, Inc.
2501 Maguire Boulevard, Suite 103 (mailed and delivered)
Columbia, MO 65201
dknipp@oatstransit.org

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2022, to December 31st, 2022.

18. EXHIBITS, ATTACHMENTS, AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

OATS, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”



Policy Number:
10

Effective: August 1, 2007
Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the Executive Director. Acceptable delivery

methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.

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

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

1. If a decision about a funding request is made after December 31st, the funding agreement will be signed following any approval with the funds retroactive to January 1st, unless temporary funding has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved funding agreement.
2. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

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

- A. CCDDR will review special funding requests (new program or one-time funding applications) in situations including, but not limited to:
1. The health and/or safety of Eligible Persons is threatened;
 2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
 3. Programs or services provided by an agency are threatened;
 4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
 5. Unexpected/unanticipated funding opportunities arise;

6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
 7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
 8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve and/or assist Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

- A. General Requirements:
 - 1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain an appropriate amount of minimum insurance coverages and/or as set forth in the CCDDR Funding Agreement. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
 - 2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
 - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.

3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

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

- b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statements; and
 - d. third-party audit reports with the funding application.
- 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the agency's previous fiscal year-ending detailed balance sheet:
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report with the funding application.
- 4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;

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

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
- 1. Sheltered employment programs, services, and/or supports;
 - 2. Community employment programs, services, and/or supports;
 - 3. Pre-vocational programs, services, and/or supports;
 - 4. Immediate care programs, services, and/or supports;
 - 5. Community inclusion programs, services, and/or supports;
 - 6. Residential programs, services, and/or supports; and
 - 7. “Related” programs, services, and/or supports defined as:
 - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;

- b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
 - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:

- i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
- ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
- iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
- v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
- vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
- vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
- viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
- ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
- x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
- xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
- xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable)

or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).

- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.
- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.
- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.

4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such capital items.
5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
 - a. If the agency continues to serve Eligible Persons but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
 - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR the right of a first-priority security interest in the property and all proceeds thereof.

- a. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
- b. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

X. Monitoring Agencies Receiving Funds

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

- i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
 - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
 - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.
- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-30

OSLCFDC POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2022

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Children's Services and/or Supports (POS) Agreement Request for Calendar Year 2022 from Our Saviors Lighthouse Child and Family Development Center, hereafter referred to as OSLCFDC, and authorizes the Executive Director to initiate and sign a POS Agreement with OSLCFDC as identified in Attachment "A" hereto for providing Personal Assistant and/or Day Habilitation Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-30

PURCHASE OF PERSONAL ASSISTANT AND DAY HABILITATION SERVICES AND/OR SUPPORTS AGREEMENT

THIS “Purchase of Personal Assistant and Day Habilitation Services and/or Supports Agreement” (“Agreement”) entered into and effective this ____ day of _____ 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and Our Savior’s Lighthouse Child and Family Development Center (“OSLCFDC”), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, OSLCFDC provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Funding Request for the Purchase of Children’s Services and/or Supports (POS) Agreement to render certain services and/or supports along with the expected cost to OSLCFDC; and

WHEREAS, Board approves the Purchase of Children’s Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED. OSLCFDC shall carry out the activities as set forth in the Fiscal Year (FY) 2022 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant and Day Habilitation services and/or supports from OSLCFDC for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. The Board agrees to purchase Personal Assistant services and/or supports from OSLCFDC at a cost of \$18.49 per hour per individual requiring one-on-one services and/or supports and Day Habilitation services and/or supports in a group setting for \$7.20 per hour per individual for providing said services and/or supports to Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, OSLCFDC shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled persons who were provided Personal Assistant and Day Habilitation services and/or supports by OSLCFDC in the previous calendar month. The invoice shall include the total number of hours each eligible developmentally disabled person received Personal Assistant and Day Habilitation services and/or supports during the previous calendar month and a listing of each eligible developmentally disabled person

served during the previous calendar month. Board funding for said services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment “A” hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, OSLCFDC agrees to provide reports to Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program’s income and expenses for each preceding month; cash flow statement for each preceding month (if applicable or available); fiscal year-to-date profit and loss statement categorizing each program’s income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month (if applicable or available); fiscal year-to-date balance sheet as of the last day of the preceding month (if applicable or available); a monthly list of Personal Assistant and Day Habilitation services and/or supports for all eligible Camden County person with a developmental disability participating in any OSLCFDC programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to OSLCFDC no later than the 10th day following the Monthly Funding Request.

OSLCFDC agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). OSLCFDC agrees to timely notify Board that said incident(s) have been reported to the appropriate governmental body. OSLCFDC agrees to authorize the responsible governmental body to notify Board of any substantiated allegations.

OSLCFDC also agrees to notify Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact OSLCFDC’s performance of this Agreement or ability to do business.

Board agrees to maintain the confidentiality of all information and records received from OSLCFDC in compliance with all applicable laws.

4. AUDIT REPORT AND IRS FORM 990. OSLCFDC agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990, if applicable, within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an accountant or accounting firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments under this Agreement may be suspended by Board until OSLCFDC submits the completed audit or IRS Form 990, if applicable, unless otherwise approved by Board.

5. MONITORING. OSLCFDC agrees to permit Board, the Executive Director of Board, or designee, or any individual(s) or agency designated by Board to monitor, survey, and inspect OSLCFDC’s services, activities, programs, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality.

In addition, OSLCFDC hereby agrees, upon notice of forty-eight (48) hours, it will make available to Board or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. OSLCFDC agrees to abide by Board Policy 10 (see Attachment "B" hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to OSLCFDC. In the event that OSLCFDC does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. OSLCFDC agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, Missouri, County, or Municipal laws.

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

10. INDEMNIFICATION. In further consideration of payment made by Board, OSLCFDC hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of OSLCFDC, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of Board or any other person or entity acting in concert with Board. This indemnification will cover all losses and damages incurred by Board and will include necessary costs and expenses including, but not limited to, attorney fees.

OSLCFDC covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. OSLCFDC shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. OSLCFDC acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board and understands that OSLCFDC's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify OSLCFDC in writing of the nature of any such breach and the corrective action that is required. OSLCFDC shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an expedited period to cure such material breach. In the event that OSLCFDC fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

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

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

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

In the event that OSLCFDC and Board determine from a record review or audit that OSLCFDC has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to OSLCFDC.

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

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

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

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

Our Savior's Lighthouse Child and Family Development Center
P.O. Box 617 (mailed)
442 US-54 (delivered)
Camdenton MO 65020
oslighthouse4@gmail.com

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2022, to December 31st, 2022.

18. EXHIBITS AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by

such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

OUR SAVIOR’S LIGHTHOUSE CHILD
AND FAMILY DEVELOPMENT
CENTER

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

[illegible]

20XX

Total Units

**CCDDR Client
Day Habilitation
One-on-one**

One-on-one

1 Hour PA = \$18.49
1 Hour Day Hab = \$7.20

(Sample Invoice Only)

X □ □ □ □ □ □ □ □ □ □ □

CCDD	Day	H	One-on-One	Child's Name	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
				Last, First	xx/xx/xx																																		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx																															6.717		6.717	
x			x	XXXXXXXXXXXXXXXXXX	xx/xx/xx				4.850	8.017	8.583	6.167	8.883				8.483	4.900						5.250	5.250					5.417	5.333		8.083	8.117					87.333
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.767	3.767	3.733	3.617	8.417			3.767	3.750	3.717	3.767	9.000			3.733	3.683	3.700	3.750				3.750	3.733	3.683	3.717	8.100			3.617		88.768
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				4.650	2.317	4.083					3.833	4.017	4.950	3.933	2.000			2.750	3.533	3.000	3.217				2.900	3.100	3.733	2.767				4.250		59.033
x			x	XXXXXXXXXXXXXXXXXX	xx/xx/xx					7.117		7.033					7.167																						21.317
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx					6.233	7.700	7.483					7.633	6.883	7.483	2.450				7.467	6.350	1.917					7.633	6.133	7.850						83.215
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				5.233	5.117	5.067					4.367	4.833	5.150	3.917	7.550				5.333	5.117	5.033	4.933				5.350	4.267	4.617	4.600	7.700		4.467		92.651
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.867	3.950	4.283	3.517	8.317			3.350	3.450	4.267	3.967	8.417				4.000	3.767	3.967	3.533				4.083	3.850	3.850	4.083	8.283		3.833		90.634
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.867	3.950	4.267	3.517	8.317			3.350	3.450	4.267	3.967	8.417				4.000	3.767	3.967	3.533				4.083	3.850	3.850	4.083	8.283		3.833		90.618
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				8.967	9.017	9.000	9.000				8.250	8.500	4.183	8.583	8.267				8.600	8.700	8.517	8.867				7.317	8.517	7.583	8.733	7.783		7.900		156.284
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.383	3.667	3.583	3.400				3.350	3.717	4.183	3.483				3.400	3.583	3.600	3.383				3.417	3.683	3.733	3.467			3.733		60.765	
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx															5.417												7.667						13.084	
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx					3.250	2.967	3.717	2.667						2.817					3.100	3.000						2.867	3.633	3.300	3.183					34.501
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.617	3.650	3.817	3.667					3.767	3.767	3.833				3.517	3.633	3.717	3.800				3.533			3.500			3.467		51.285	
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				6.883	6.917		8.083	7.133			7.233	8.733		8.883	2.267				7.833	8.033	8.067				7.283	8.033			6.900			7.567		109.848
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				4.400		4.417					4.500									4.367					5.117		4.517					3.817		31.135
Total PA Units																																	108.650						
Total Personal Assistant Units x \$18.49:																																	\$ 2,008.94						
Total Day Hab Units																																	968.538						
Total Day Habilitation Units x \$7.20:																																	\$ 6,973.47						
INVOICE TOTAL:																																	\$ 9,550.93						

Attachment “B”



Policy Number:
10

Effective: August 1, 2007
Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the Executive Director. Acceptable delivery

methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.

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

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

1. If a decision about a funding request is made after December 31st, the funding agreement will be signed following any approval with the funds retroactive to January 1st, unless temporary funding has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved funding agreement.
2. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

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

- A. CCDDR will review special funding requests (new program or one-time funding applications) in situations including, but not limited to:
1. The health and/or safety of Eligible Persons is threatened;
 2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
 3. Programs or services provided by an agency are threatened;
 4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
 5. Unexpected/unanticipated funding opportunities arise;

6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
 7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
 8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve and/or assist Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

- A. General Requirements:
 - 1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain an appropriate amount of minimum insurance coverages and/or as set forth in the CCDDR Funding Agreement. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
 - 2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
 - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.

3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

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

- b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statements; and
 - d. third-party audit reports with the funding application.
- 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. the agency's previous fiscal year-ending detailed balance sheet:
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report with the funding application.
- 4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
 - a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
 - a. a business and/or strategic plan;
 - b. projected budget;

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

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
 - 1. Sheltered employment programs, services, and/or supports;
 - 2. Community employment programs, services, and/or supports;
 - 3. Pre-vocational programs, services, and/or supports;
 - 4. Immediate care programs, services, and/or supports;
 - 5. Community inclusion programs, services, and/or supports;
 - 6. Residential programs, services, and/or supports; and
 - 7. “Related” programs, services, and/or supports defined as:
 - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;

- b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
 - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:

- i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
- ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
- iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
- v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
- vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
- vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
- viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
- ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
- x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
- xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
- xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable)

or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).

- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.
- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.
- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
 - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.

4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such capital items.
5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
 - a. If the agency continues to serve Eligible Persons but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
 - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR the right of a first-priority security interest in the property and all proceeds thereof.

- a. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
- b. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

X. Monitoring Agencies Receiving Funds

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

- i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
 - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
 - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.
- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-31

APPROVAL OF AMENDED EMPLOYEE MANUAL
--

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, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend its Employee Manual.
2. That the Board hereby amends and adopts its Employee Manual (see Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-31

**Camden County
Developmental Disability
Resources**

EMPLOYEE MANUAL

Date of Initial Approval: 4/17/06

Amended: 9/15/08, 4/20/2009, 4/19/2010, 6/21/2010, 1/24/2011, 5/27/2011, 01/28/2013,
4/1/2016, 8/21/2017, 3/19/2018, 7/16/2018, 02/25/2019, 09/12/2019, 06/10/2021,
12/09/2021

TABLE OF CONTENTS

SECTION A - INTRODUCTION

- 3.1 Changes in Policy
- 3.2 Employment Applications
- 3.3 At-Will Employment Relationship

SECTION B - DEFINITIONS OF EMPLOYEE STATUS

- 3.4 Employees Defined
- 3.5 Exempt
- 3.6 Non-Exempt
- 3.7 Regular Full-Time
- 3.8 Regular Part-Time
- 3.9 Temporary (Full-Time or Part-Time)

SECTION C - EMPLOYMENT POLICIES

- 3.10 Equal Employment Opportunity/Discrimination/Harassment/Retaliation
- 3.11 Background Screens/Clearance to Work
- 3.12 New Employee Orientation
- 3.13 Personnel Files
- 3.14 Personnel Data Changes
- 3.15 Inclement Weather/Emergency Office Closings
- 3.16 Outside Employment
- 3.17 Nepotism
- 3.18 Safety in the Workplace
- 3.19 Health-Related Issues
- 3.20 Employee Requiring Medical Attention
- 3.21 Building Security
- 3.22 Insurance on Personal Effects
- 3.23 Office Supplies/Expenses/Obligating CCDDR
- 3.24 Monthly Expense Reimbursement
- 3.25 Parking
- 3.26 Visitors in the Workplace
- 3.27 Immigration Law Compliance

SECTION D - STANDARDS OF CONDUCT

- 3.28 Attendance/Punctuality
- 3.29 Telephone Use
- 3.30 Dress Code
- 3.31 Substance Abuse
- 3.32 Tobacco Products
- 3.33 Electronic Communication and Technology
- 3.34 Transporting Clients/Employee License & Insurance Requirements
- 3.35 Confidentiality

SECTION E - WAGE AND SALARY POLICIES

- 3.36 Office Hours & Workweek
- 3.37 Timekeeping & Scheduling
- 3.38 Overtime
- 3.39 Paydays

SECTION F - BENEFITS AND SERVICES

- 3.40 Overview of Benefits
- 3.41 Paid Time Off (PTO)
- 3.42 Paid Holidays
- 3.43 Personal Hours
- 3.44 Other Leaves of Absence
- 3.45 Family Medical Leave Act & Victims Economic Safety and Security Act
- 3.46 Funeral/Bereavement Leave
- 3.47 Jury Duty/Military Leave
- 3.48 Allocated & Unallocated Absences
- 3.49 Educational Assistance
- 3.50 Training/Professional Development

SECTION G - EMPLOYEE COMMUNICATIONS, FEEDBACK, & REHIRE

- 3.51 Job Postings, Promotion, & Other Position Changes
- 3.52 Chain of Command and Procedure for Handling Complaints
- 3.53 Staff Meetings
- 3.54 Bulletin Board
- 3.55 Employee Suggestions
- 3.56 Performance Reviews, Performance Planning Sessions, & Cost-of-Living Adjustments
- 3.57 Corrective Action & Discipline
- 3.58 Employment Termination
- 3.59 Rehired Employees

SECTION A

INTRODUCTION

This Employee Manual is designed to acquaint you with CCDDR, Camden County Senate Bill 40 Board, d/b/a Camden County Developmental Disability Resources (CCDDR), and provide you with information about working conditions, benefits, and policies affecting your employment. The Employee Manual is a summary of our policies, which are presented here only as a matter of information.

The information contained in this Employee Manual applies to all CCDDR employees. Following the policies described in this Employee Manual is considered a condition of continued employment. However, nothing in this Employee Manual alters an employee's status. The contents of this Employee Manual shall not constitute nor be construed as a promise of employment or as a contract between CCDDR and any of its employees. All employment is at-will, and there is no promise of continuing employment. At-will employment means you enter employment voluntarily, and you are free to resign at any time with or without notice and for any reason or no reason. Similarly, CCDDR is free to conclude its employment relationship with any employee at any time with or without notice for any reason or no reason.

You are responsible for reading, understanding, and complying with the provisions of this Employee Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

3.1 CHANGES IN POLICY

This Employee Manual supersedes all previous versions and related memos that may have been issued from time to time on subjects covered in this Employee Manual.

However, since the field of developmental disabilities in general and our organization are subject to change, please note that CCDDR has the right to interpret, dispute, and, either with or without notice, change, suspend, or cancel all or any part of these policies, procedures, and benefits at any time. We will attempt to notify all CCDDR employees of these changes as soon as possible. Changes will be effective on the dates determined by the Board of Directors, and after those dates, all superseded policies will be null and void.

No individual person has the authority to change these policies at any time – this is the responsibility of the Board of Directors. If you are uncertain about any policy or procedure, please speak with the Human Resources Officer or Executive Director.

3.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of the information contained in each applicant's resumé and/or application form and the accuracy of other data presented throughout the hiring process and employment. Please note that all prior employment data, qualifications, certifications, and educational history provided by applicants will be verified. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.3 AT-WILL EMPLOYMENT RELATIONSHIP

Your employment with CCDDR is at-will. This means you enter employment voluntarily, and you are free to resign at any time with or without notice and for any reason or no reason. Similarly, CCDDR is free to conclude its employment relationship with any employee at any time with or without notice for any reason or no reason.

SECTION B

DEFINITIONS OF EMPLOYEE STATUS

3.4 “EMPLOYEES” DEFINED

An “employee” of CCDDR is a person who has been hired to work under the control and direction of CCDDR on a salary or wage basis and does not provide services as a part of an independent business.

3.5 EXEMPT

Exempt employees are employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

3.6 NON-EXEMPT

Non-exempt employees are employees whose positions do not meet FLSA “exempt” criteria and who are paid one and one-half times their regular rate of pay for hours worked exceeding 40 per workweek.

3.7 REGULAR FULL-TIME

Employees who are regularly scheduled to work more than 1500 hours per calendar year are classified as regular full-time employees. All newly hired regular full-time employees must complete a 90-day initial employment period prior to becoming eligible for specific CCDDR employee benefits. An employee evaluation will be completed approximately 90 days after initial employment, and the employee may be eligible for up to a 3% wage increase if the employee’s performance warrants an increase in pay.

3.8 REGULAR PART-TIME

Employees who are regularly scheduled to work less than 1500 hours per calendar year are classified as regular part-time employees. An employee evaluation will be completed approximately 90 days after initial employment, and the employee may be eligible for up to a 3% wage increase if the employee’s performance warrants an increase in pay. Regular part-time employees are not eligible for some of CCDDR’s benefit programs.

3.9 TEMPORARY (FULL-TIME or PART-TIME)

Employees who are employed on a short-term basis and/or individuals who are hired as interim replacements to assist in the completion of a specific project, for regular full-time or regular part-time employee paid time off relief, or for regular full-time or regular part-time employee leave of absence relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employment with CCDDR may be up to, but will not exceed, 365 days. Temporary employees retain that status until they are notified in writing of a change. Temporary employees are not eligible for most of CCDDR’s benefit programs.

SECTION C

EMPLOYMENT POLICIES

3.10 EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION/HARASSMENT/RETALIATION

Equal Employment Opportunity

CCDDR values the diversity and creativity of its employees and employment candidates. CCDDR values diversity in all operations and recognizes the strength it brings to the organization, its employees, its clients, and its Board members. CCDDR is committed to providing equal opportunity to all employment candidates and employees in all employment and employee-related efforts.

It is therefore CCDDR's policy to comply with all applicable equal employment opportunity laws and to provide equal employment opportunity to qualified individuals without regard to age, color, disability, marital status, national origin, citizenship status, race, religion, sex/gender, sexual orientation, gender identity, change of sex and/or transgender status, veteran status, or any other legally protected category. This policy extends to all areas of employment, including, but not limited to, recruitment, selection, placement, compensation, promotion, transfer, disciplinary measures, demotion, layoffs, terminations, testing, training, working conditions, compensation, benefits, and all other terms and conditions of employment.

Reasonable Accommodation

CCDDR will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Prohibition Against Discrimination

CCDDR does not and will not tolerate discrimination in any form with respect to any aspect of your employment. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- You must familiarize yourself with the terms of this policy and execute an acknowledgement that you were provided with a copy of this policy and that you are familiar with its terms
- You must take the necessary steps to prevent and eliminate discrimination and attend any CCDDR provided training on this policy and certify your attendance
- You must refrain from engaging in conduct which may be construed as discrimination

Conduct in violation of this policy is contrary to CCDDR's good faith belief that the workplace should be free of discrimination and its good faith efforts to prevent the same and will subject a violator to discipline, up to and including termination.

Reporting Discrimination

If you believe you have experienced discrimination at CCDDR, *or* if you believe you have witnessed or observed discrimination, you must promptly report the facts of the incident or incidents in accordance with the procedure set forth below. CCDDR encourages all persons to come forward with information about allegations of discrimination. Retaliation for making a complaint or cooperating in an investigation of alleged discrimination is *strictly prohibited* and will not be tolerated.

Prohibition Against Harassment

CCDDR believes in developing, fostering, and maintaining a professional work environment where employees and others are treated with respect and dignity. Harassment of any kind is explicitly prohibited. The work environment must be free of harassment or intimidation based on sex, gender, age, color, disability, marital status, national origin, citizenship status, race, religion, gender, gender identity, change of sex and/or transgender status, sexual orientation, veteran status, or any other legally protected category. Every employee is expected to conduct him or herself in a manner that is always professional, respectful, and considerate of others. Harassment in the workplace, whether committed by managers, co-workers, business partners, vendors, customers, contractors,

clients or any other third party is prohibited. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- Become familiar with the terms of this policy and provide an executed acknowledgement of the policy and its terms
- Take the necessary steps to prevent and eliminate the occurrence of harassment and, when provided, attend CCDDR-provided training on harassment as well as certify your attendance
- Refrain from engaging in conduct which may be construed as unlawful or general harassment

CCDDR's policy prohibiting harassment applies to conduct occurring in the workplace and/or in other settings in which employees may be in connection with their work, such as business trips, and business-related functions and business-related social events, among others.

Conduct in violation of this policy is contrary to CCDDR's good faith belief that the workplace should be free of harassment and its good faith efforts to prevent the same and will subject a violator to discipline, up to and including termination.

Sexual Harassment

Sexual harassment is a particular form of workplace harassment. It includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when:

- Submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions
- Such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions or performance by creating an intimidating, hostile, humiliating or offensive work environment

Examples of Sexual Harassment

Examples of sexual harassment may include, but are not limited to, the following:

- Sexual comments, teasing, or jokes
- Suggestive gestures, sounds, or whistles
- Inquiries or discussions about sexual activities
- The display in the workplace of sexually suggestive objects, pictures, posters, cartoons, or graffiti
- Pressure to accept social invitations, to meet privately, to date, or to have sexual relations
- Sexual slurs, demeaning epithets, or derogatory statements
- Graphic or sexually suggestive comments about a person's attire or body
- Unwanted or unnecessary physical contact, sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling
- Suggestive, obscene, or harassing messages sent via computer or left on an answering machine or voice mail

Who Can Be a Victim of Sexual Harassment and Who Can Be a Harasser?

The victim as well as the sexual harasser may be a woman or a man. In addition, sexual harassment can occur between employees of the same sex as well as between employees of the opposite sex. The harasser may be the victim's supervisor, a manager, an agent of the employer, a supervisor in another work location, or a co-worker. The harasser may even be a non-employee, such as a client, vendor, contractor, or repair person who does business with CCDDR.

Harassment on Other Grounds is Prohibited

Discriminatory treatment other than sexual harassment is also prohibited. Discriminatory treatment, including harassment, of individuals and groups based on race, gender, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic is strictly prohibited.

Definition of Harassment on Other Grounds

Harassment on the basis of race, color, age, gender, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected

characteristic directed against individuals, may be established by showing conduct toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and that interferes with the employee's work performance or ability to participate in or to realize the intended benefits of an CCDDR activity, employment, or resource.

Examples of Other Kinds of Harassment

Examples of other kinds of harassment include, but are not limited to, the following:

- Name-calling, slurs, demeaning remarks, jokes, gestures, negative stereotyping, threats, intimidation, and hostile acts that are related to gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group of individuals because of gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic
- Behavior which could reasonably be interpreted as patronizing and as undermining self-respect

Who Can Be a Victim and a Harasser?

The victim as well as the harasser may be a person of any gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, or national origin. The harasser may be the victim's supervisor, a manager, an agent of the employer, a supervisor in another work area, or a co-worker. The harasser may also be a non-employee, such as a client, vendor, contractor, or repair person who does business with CCDDR.

Reporting Harassment

If you believe you have been or are being harassed by a co-worker, supervisor, agent, business partner, vendor, customer, client, contractor or other third party, **or** if you believe you have witnessed such harassment, you must promptly report the facts of the incident or incidents in accordance with the procedure set forth below. CCDDR encourages all persons to come forward with information about allegations of harassment. Retaliation for making a complaint or cooperating in an investigation of alleged harassment is ***strictly prohibited*** and will not be tolerated.

Procedure for Reporting Discrimination or Harassment

1. Employees who believe they have experienced or have witnessed discrimination or harassment are expected and required to notify the Human Resources Officer immediately. If the Human Resources Officer is unavailable or if the employee believes it would be inappropriate to contact this person, the employee should immediately contact the Executive Director. Reports of the Executive Director violating this policy should be made to the Human Resources Officer or the Board Chairperson.
2. Any supervisor or manager who receives a report of harassment or otherwise becomes aware of discriminatory or harassing conduct must promptly notify the Human Resources Officer, who will handle investigation of the matter.
3. Reports may be made verbally or in writing (see attached Appendix "A" complaint form). You are not required to use the complaint form. Regardless of the way in which a complaint is made, please try to include details of the incident or incidents, names of the individuals involved, and names of any witnesses.
4. Reports of discrimination and harassment will be promptly investigated in an impartial manner. Information will be treated as confidential to the extent possible. It will be disclosed only when it is necessary to further the investigation and resolve the complaint. The result of the investigation will be disclosed to the person making the report and to the person alleged to have engaged in prohibited conduct.

If CCDDR determines that inappropriate conduct has occurred, it will act promptly to eliminate the offending conduct. When appropriate, CCDDR may also impose disciplinary action. A follow-up inquiry will be made to ensure that the discrimination or harassment has ended and no retaliation has occurred.

Prohibition Against Retaliation

To promote reporting of violations of this policy, CCDDR cannot stress enough that **any acts of retaliation will not be tolerated** against an individual for making a report of discrimination or harassment or cooperating in an investigation of discrimination or harassment. Employees who feel they have been retaliated against in any way because of reporting discrimination or harassment or who feel the employees' concern of discrimination or harassment was not adequately addressed or handled should contact the Human Resources Officer, Executive Director, or Board Chairperson as appropriate. Questions about this policy should be directed to the Human Resources Officer.

3.11 BACKGROUND SCREENS/CLEARANCE TO WORK

Initial Background Checks/New Employees

All individuals who have been given a conditional offer of employment with CCDDR shall undergo the following background screens and testing prior to commencing work, or as soon as possible after employment begins:

- TB Test
- Illegal Drug Screen
- E-Verify
- Fingerprint Check (Highway Patrol-MOVECHS/Rap-Back)
- Family Care Safety Registry/Criminal Records Check/Sex Offender Registry Check through the Missouri State Highway Patrol (does not require fingerprints)
- Driving History/MVR
- Reference Checks
- Verification of prior employment, education, & credentials
- Office of Inspector General (United States Department of Health & Human Services)
- All new employees must provide proof of the minimum vehicle insurance coverage, as required by Missouri statutes, for their vehicles to be used while performing their job duties or CCDDR functions. Only those vehicles covered under an insurance policy may be utilized to perform job duties or CCDDR-related functions. Additional verification of insurance coverage may be needed to assure the best interests of CCDDR and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

Ongoing Background Checks of Existing Employees

The following checks shall be performed as needed, but no less than annually unless otherwise noted or as State or Federal statutes requires, on all existing employees:

- Family Care Safety Registry/Criminal Records Check/Sex Offender Registry Check through the Missouri State Highway Patrol (does not require fingerprints)
- Office of Inspector General (United States Department of Health & Human Services)
- Driving History/MVR
- Fingerprint Check (Highway Patrol-MOVECHS/Rap-Back every 6 years)
- All existing employees must provide proof of the minimum vehicle insurance coverage, as required by Missouri statutes, for their vehicles to be used while performing their job duties or CCDDR functions. At the beginning of each insurance renewal period, the employees must provide proof of insurance coverage to the Human Resources Officer, immediate supervisor, or Executive Director for filing in their personnel file. Only those vehicles covered under an insurance policy may be utilized to perform job duties or CCDDR-related functions. Failure to provide proof of insurance coverage shall be grounds for suspension without pay until an insurance policy can be procured by the employee or immediate termination of employment. Additional verification of insurance coverage may be needed to assure the best interests of CCDDR and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

TB Test:

The TB test shall only be conducted once for all new employees, which will be at the time employment begins with CCDDR. Volunteers or interns who have direct contact with clients served by CCDDR will be required to

have a TB test. For volunteers and interns, the TB test will be conducted only once, which will be at the time their service is utilized by CCDDR. The TB test must be conducted, and results received either prior to the commencement of work or as soon as possible after employment or volunteer/internship begins. This may take the form of a Mantoux-ppd or TB-tine test. If the results are positive, the individual must consult a physician and: 1. provide information that a chest x-ray was taken, and 2. be treated, if recommended by physician. All persons who test positive for TB shall be restricted from direct contact positions with clients served by CCDDR. Any other employment conditions shall be determined on a case-by-case basis.

Criminal Records Check (Does not Require Fingerprints)

In accordance with 9 CSR 10-5.190, all new applicants for employment with CCDDR shall be required to do the following:

- Sign a consent form authorizing a Criminal Record Review/Sex Offender Registry check with the Missouri Highway Patrol; background check with the Dept. of Social Services to determine whether the applicant is listed on the Division of Aging Employment Disqualification List (EDL), the Dept. of Mental Health EDL, and child abuse/neglect information with Dept. of Social Services, using the Family Care Safety Registry
- Disclose criminal history, including any conviction or a plea of guilty to a misdemeanor or a felony charge and any suspended imposition of sentence, any suspended execution of sentence, or any period of probation and parole

An additional fingerprint check shall be submitted to the MO Highway Patrol MOVECHS/Rap-Back system to check closed records as well as national (FBI) databases for Records of Arrest and Prosecution.

All necessary background screens shall be completed before the applicant begins service with CCDDR or as soon as possible after employment begins.

Applicants for employment shall be disqualified from employment with CCDDR if any of the following are true:

- Person is listed on the Department of Mental Health Employee Disqualification Registry
- Person is listed on the Department of Health and Senior Services (formerly DSS Division of Aging) Employee Disqualification List
- Person has been substantiated of child abuse/neglect through Family Support Division
- Person has been convicted of or pled guilty or nolo contendere to any crime as identified in 630.155 RSMo or 630.160 RSMo
- Person has been convicted of or pled guilty or nolo contendere to any felony offense against persons as defined in chapter 565, RSMo; to any felony sexual offense as defined in chapter 566 RSMo; any felony offense defined in section 568.020, 568.045, 568.050, 568.060, 569.020, 569.025, 569.030, 569.035, 569.040, 569.050, 569.070, or 569.160 RSMo, or of an equivalent offense; or any violation of subsection 3 of section 198.070, RSMo
- Person who has received a suspended imposition of sentence or a suspended execution of sentence following a plea of guilty to any of the disqualifying crimes listed above
- Person is a registered sex offender
- Person has been convicted of a felony offense and/or who has received a suspended imposition of sentence or a suspended execution of sentence following a plea of guilty of any kind in another state as listed above

Should CCDDR learn that an existing employee has been convicted of a disqualifying crime, an existing employee has been placed on the DMH or DHSS Employee Disqualification Registry/List, or a claim against the employee for child or adult abuse, neglect, or exploitation has been substantiated at the time of annual re-screening, the employee shall be terminated.

Illegal Drug Screen:

(See Section 3.31 Substance Abuse)

Driving Record:

All applicants given a conditional offer of employment shall provide written authorization to check their driving history. All applicants must have an acceptable driving history before being hired. Existing employees must maintain an acceptable driving record and valid driver's license.

Reference Checks/Verification of Employment, Education, & Credentials:

All applicants given a conditional offer of employment shall have their prior work history and educational record verified by CCDDR. Any falsification of prior work history or educational attainment shall be grounds for not hiring or termination. All information obtained from employee background screens shall be kept in the strictest of confidence and shared only with those entities authorized.

3.12 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make new employees feel comfortable, informed about CCDDR, and prepared for their position. At a minimum, new employee orientation for CCDDR employees shall include, but is not limited to, an overview of CCDDR's history; an explanation of the core values, vision, and mission of CCDDR; safety practices/procedures; CCDDR policies, procedures, handbooks, manuals, and program guidelines; and an overview of the Employee Manual.

CCDDR Support Coordination staff and administrative staff, interns, and volunteers as designated by the Executive Director shall receive training in the following areas within the first six months of employment or as soon as reasonably possible, with periodic re-certifications/updates as indicated:

- HIPAA/Confidentiality – Initial and annually thereafter
- Abuse/Neglect – Initial and every 2 years thereafter
- Universal Precautions – Initial and every 2 years thereafter
- CPR/First Aid – Initial and every 2 years thereafter (Per American Heart Association guidelines)

In addition to the above, all Support Coordination staff shall receive the following additional training within the first six months of employment or as soon as reasonably possible, with periodic re-certifications/updates as required:

- Level I Medication Aide
- Training as listed in compliance of the Annual Targeted Case Management Agreement, Missouri statutes, and Federal statutes

In addition, the new employee will be assisted in the completion of all necessary paperwork (W-4 forms, etc.).

Employees are presented with all keys/key fobs and/or procedures needed to navigate within the office. The employee's supervisor and/or Human Resources Officer then reviews the job description with the employee, explains CCDDR's evaluation procedures, and helps the new employee get started on specific functions related to their position. All employees will sign a statement verifying training and orientation received.

3.13 PERSONNEL FILES

Employee personnel files may include information related to period of employment, job application/resumé, job description, signed agreements with the employee, records of participation in training events, salary/pay history, address, phone number, records of disciplinary action, and other documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of CCDDR, and access to the information is restricted. Authorized CCDDR administrative personnel who have a legitimate reason to review personnel files can access information in

personnel files.

Current employees who wish to review their personnel files should contact the Executive Director, employee's supervisor, and/or Human Resources Officer. With reasonable advance notice, employees may review their personnel files in CCDDR's office and in the presence of the Executive Director, the employee's supervisor, and/or the Human Resources Officer.

Some employment records will be kept in separate files, such as records relating to medical conditions, certain leaves of absence, investigations, and I-9 requirements.

3.14 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Executive Director, employee's supervisor, and/or Human Resource Officer of any changes in personnel data, such as:

- Mailing address
- Legal name
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency

An employee's personnel data should be accurate and current at all times.

3.15 INCLEMENT WEATHER/EMERGENCY OFFICE CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt CCDDR operations. The decision to close the office will be made by the Executive Director.

When the decision is made to close the office, employees will receive official notification from the Executive Director, employees' supervisors, and/or Human Resources Officer.

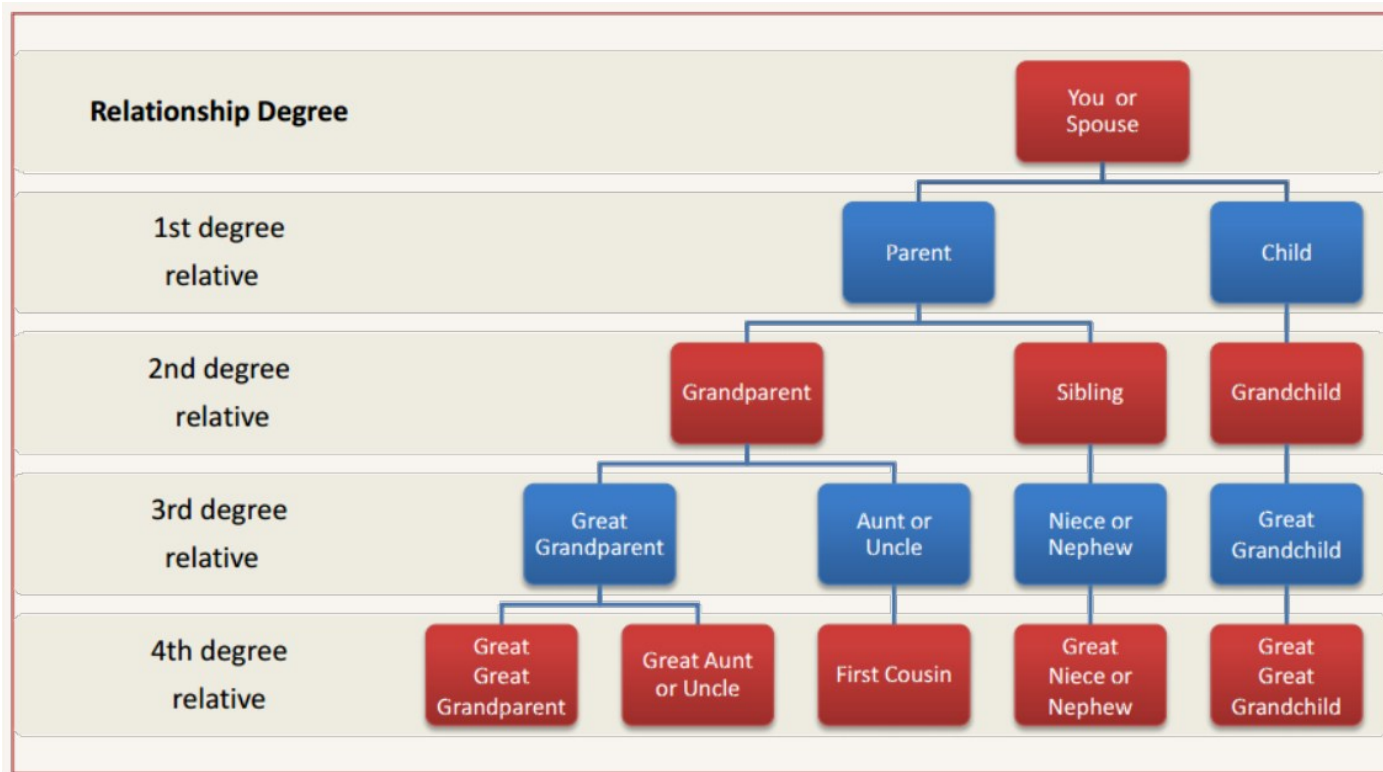
Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. Subject to the supervisor's approval, employees may elect to use paid time off or personal hours. Employees may also work remotely.

3.16 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions so long as the employee meets the performance standards of their job description with CCDDR. Unless an alternative work schedule has been approved by CCDDR, employees will be subject to scheduling demands, regardless of any existing outside work assignments. CCDDR's office space, equipment, and materials are not to be used for outside employment.

3.17 NEPOTISM

CCDDR shall not consider applications for employment from or hire immediate family members of current employees. Immediate family members are defined in Section 3.46 FUNERAL/BEREAVEMENT LEAVE. CCDDR shall not consider applications for employment from or hire relatives within the fourth degree by consanguinity (blood) or affinity (marriage or adoption) of any current CCDDR manager, supervisor, or Board member. In the event a Board member appointed by the Camden County Commissioners is related within the third degree by consanguinity or affinity to an existing employee, the employee shall be terminated. Degrees of relationship are identified below:



3.18 SAFETY IN THE WORKPLACE

CCDDR provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee will be trained in the Emergency Action Plan for the CCDDR facilities, including evacuation procedures and escape routes for emergencies and natural disasters. Scheduled and unscheduled tests of emergency action plans shall be conducted on a regular, on-going basis. Employees will also be trained in the use of fire suppression equipment available within the building. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the Executive Director, their immediate supervisor, or the Compliance Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their immediate supervisor, the Compliance Manager and/or the Executive Director.

All Targeted Case Management staff shall be trained initially and periodically thereafter according to accepted schedules for re-training in CPR and First Aid as well as in Universal Precautions, abuse and neglect, and blood borne pathogens. Administrative and other support personnel are strongly encouraged, but not required, to complete the training.

3.19 HEALTH-RELATED ISSUES

All employees must notify the Executive Director, Human Resources Officer, or their immediate supervisor if they have a condition which poses a direct threat to their safety or the safety of others. In such circumstances, CCDDR will engage with the employee in a discussion regarding reasonable accommodation of the condition.

3.20 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention due to an injury sustained on the job, the employee must report the condition immediately to the Executive Director, Human Resources Officer, or immediate supervisor, and a CCDDR physician must be utilized if the employee wishes to get medical services paid by CCDDR. If the injury is not an emergency, the employee must complete the Authorization to Obtain Information form and the Workers Compensation Authorization for Medical Treatment form. All workers compensation injuries must be reported within 24 hours to the Workers Compensation insurer. The Executive Director, Human Resources Officer, or immediate supervisor shall complete the Supervisor Incident/Injury report form, and get statements from witnesses, if any. Exceptions will be made in cases where the CCDDR physician is unavailable, or it is necessary for the employee to use the hospital emergency room or EMS. Management will ensure that the medical provider understands that the injury may be a work-related injury, if in fact the injury is directly related to the employee carrying out the employee's job responsibilities. An incident report may also be required in such cases.

EMS will be called in the event of a life-threatening emergency. CCDDR employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required following injury or illness of an employee (see 3.19 Health-Related Issues).

3.21 BUILDING SECURITY

All employees who are issued keys/key fobs to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key/key fob. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

3.22 INSURANCE ON PERSONAL EFFECTS

All employees should make sure their own personal insurance policies cover the loss of anything occasionally left at the office. CCDDR assumes no risk for any loss or damage to personal property.

3.23 OFFICE SUPPLIES/EXPENSES/OBLIGATING CCDDR

Only authorized persons may purchase supplies in the name of CCDDR. No employee whose regular duties do not include purchasing shall incur any expense on behalf of CCDDR or bind CCDDR by any promise or representation without prior approval of the Executive Director.

3.24 MONTHLY EXPENSE REIMBURSEMENT

Expenses incurred by an employee for performing work-related business may be reimbursed by CCDDR. All such expenses must have the prior approval of the Executive Director before reimbursement. Examples include meals, mileage, lodging, and similar work-related expenses. The employee must submit receipts for all expenses to be reimbursed and attach these to the monthly expense forms. Mileage for business-related travel will be reimbursed at a rate to be set annually by the Board of Directors. Mileage reports obtained from an Internet mapping site (i.e. MapQuest, Google Maps, Yahoo! Maps, etc.) or pre-determined mileage reports from case management software approved by the Executive Director shall be provided to support miles driven before mileage is reimbursed. Only business-related expenses shall be reimbursed. Reimbursable expenses are to be paid monthly in the month following the month in which expenses were incurred, however expenses may be paid twice monthly on a case-by-case basis with prior approval of the Executive Director. It is each employee's responsibility to turn in a monthly expense form.

3.25 PARKING

Employees must park their vehicles in areas indicated and provided by CCDDR. Employees working at the 100 Third Street location should park their vehicles in the north parking lot (at the corner of 3rd and 5th Streets) to allow use of the west parking area (directly in front of the main entrance along 3rd Street) for Children's Learning Center staff and patrons as well as CCDDR clients, clients' families, and other CCDDR visitors.

3.26 VISITORS IN THE WORKPLACE

To provide for the safety and security of CCDDR employees, visitors, facilities, and clients' confidentiality, only authorized visitors shall be allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential client information, safeguards employee welfare, and avoids potential distractions or disturbances. Restricted areas shall be identified, and there shall be no exceptions without approval of the Executive Director.

3.27 IMMIGRATION LAW COMPLIANCE

CCDDR employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with all applicable immigration laws. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCDDR within the past three years or if their previous I-9 is no longer retained or valid. CCDDR shall also comply with provisions of the Federal "E-Verify" program operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

SECTION D

STANDARDS OF CONDUCT

The work rules and standards of conduct for CCDDR are important, and CCDDR regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting CCDDR's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to be a list of all the forms of behavior considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that will result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of CCDDR property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Unauthorized use or disclosure of confidential client Protected Health Information (PHI)
- Abuse or neglect of a client or failure to report observed or suspected client abuse/neglect/exploitation
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Negligence or improper conduct leading to the damage of company-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Using tobacco products in undesignated areas
- Sexual or other unlawful or unwelcome harassment
- Unlawful discrimination or retaliation
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other company-owned equipment
- Using company equipment for purposes other than business
- Disruptive or negative expressions or comments to clients, employees, or the public that promote or create an unhealthy, hostile, or unproductive environment
- Dishonesty
- Failure to perform job duties or assignments as prescribed or directed
- Violation of personnel policies
- Unsatisfactory performance or conduct

3.28 ATTENDANCE/PUNCTUALITY

CCDDR expects that every employee will be regular and punctual in attendance. This means being in the office, being in the designated work area, and/or ready to work at the scheduled or approved time each day. Absenteeism and tardiness place a burden on other employees and on CCDDR. CCDDR offers its employees a flexible (FLEX) work schedule. A FLEX schedule is sometimes necessary to accommodate duties and functions related to client and client family needs, CCDDR-related functions, and employee personal obligations which may conflict with or extend outside the normal scheduled office hours. All FLEX schedules must be approved by the immediate supervisor, and the intentions must be clearly communicated when working under the guidelines of the FLEX schedule. Any misrepresentation of the intent or purpose of an approved FLEX schedule shall be grounds for disciplinary action up to and including termination of employment. The Executive Director may review and reverse approvals.

If you are unable to report for work for any reason, notify your immediate supervisor before your regular or approved starting time. You are responsible for speaking directly with your immediate supervisor about your absence. Employees should speak directly to their supervisor, except in extreme emergencies. Leaving a message on voicemail, sending a text message, or sending an email is acceptable; however, a follow-up phone call from

the supervisor, Human Resource Officer, and/or Executive Director may occur. If you do not report for work and CCDDR is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. Should excessive tardiness or absenteeism become apparent, disciplinary action, up to and including termination, may be required.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your immediate supervisor of the situation.

Working remotely is when an employee performs work tasks from home or in a location which is not work-related (i.e., not in a CCDDR office; not at an in-person CCDDR job-related meeting, seminar, conference, or training; not at a client's home, direct support program location, etc.). Employees may be authorized to work remotely under specific circumstances, such as employee illness; employee family member illness; inclement weather conditions; childcare issue; participating in a virtual, job-related meeting, training, seminar, or conference; or other appropriate and reasonable circumstance. All remote working schedules must be approved by the immediate supervisor, and the intentions must be clearly communicated when working under the guidelines of the remote working schedule. Any misrepresentation of the intent or purpose of an approved remote working schedule shall be grounds for disciplinary action up to and including termination of employment. If a secure Internet connection is not available, employees shall save all work performed remotely on a device provided by CCDDR, which will be password protected and/or encrypted. Support Coordinators shall record work performed remotely by creating appropriate log notes on the Internet-based client database, and all employees must provide a description of the duties and activities performed. Employees may also be required to provide a start time and stop time for every activity performed. The Executive Director may review and reverse approvals to work remotely.

3.29 TELEPHONE USE

CCDDR's telephones are intended for the use of conducting CCDDR's business.

Personal usage during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

3.30 DRESS CODE

A professional appearance is important anytime you meet with the clients we serve, parents/guardians of clients we serve, support providers, and other stakeholders, including the public. Employees should be well groomed and dressed appropriately for conducting CCDDR business.

The dress code shall be appropriate for all employees' work situations. The usual dress code at CCDDR shall be "business casual". "Business professional" attire may be required from time to time for specific functions, which will be addressed at that time by the Executive Director. The following items are considered appropriate for "business casual" working attire for staff employed by CCDDR:

- Khaki, corduroy, twill or cotton pants, skirts, or dresses – neatly pressed
- Sweaters, twinsets, cardigans, polo/knit shirts – neatly pressed
- Button-down or straight-collar shirts or blouses – neatly pressed
- Tie (optional)
- Belt or suspenders (if appropriate)
- Appropriate shoes

The following items are considered inappropriate working attire for all staff employed by CCDDR:

- Tank tops or revealing shirts
- Short mini skirts

- Sheer clothing
- T-shirts
- Jeans
- Shorts

"Casual days" may occasionally be approved by the Executive Director. If approved, appropriate guidelines will be provided.

3.31 SUBSTANCE ABUSE

CCDDR is committed to providing a safe and productive workplace for employees. In keeping with this commitment, the following rules regarding alcohol, illegal drugs, and abuse or illegal use of prescription drugs have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of CCDDR while they are on CCDDR premises or elsewhere on CCDDR business.

Alcohol

The possession or consumption of alcohol shall be totally prohibited on CCDDR premises. Alcoholic beverages shall not be brought on CCDDR premises at any time. Premises include all buildings, grounds, and parking lots. Employees with alcohol in their system during working hours may be required to be tested and may be subject to disciplinary action including possible discharge.

Further, it is the policy of CCDDR not to sponsor off premises, CCDDR-related functions where alcoholic beverages are to be served.

Illegal Drug Use or Abuse of Prescription Drugs

It is CCDDR's policy to take reasonable measures to maintain a work environment free of illegal drug use as well as the abuse or illegal use of prescription drugs. If CCDDR determines an employee illegally uses drugs, illegally possesses drugs, illegally abuses drugs, is illegally under the influence of drugs, or has illegal drugs in the employee's system, the employee may be subject to termination of employment. CCDDR reserves the right in each case to determine the specific action to be taken concerning drug testing, discipline, treatment, and employment status.

Application and Testing

Offers of initial employment with CCDDR shall be contingent on passing a test for illegal drug use.

In addition to the initial employment screen, all current employees may be tested for the illegal use of drugs at management's discretion in the following situations:

- After a vehicle accident or an accident/injury not involving a vehicle while on duty or performing CCDDR-related business
- Based on behavior or other signs (e.g. unsteady gait, bloodshot eyes, smell, etc.), management concludes the situation or circumstance may be the result of alcohol use, illegal drug use, or improper drug use
- Based on arrest

All job applicants and employees will be required to sign a Consent and Authorization for Release and Use of Drug Testing Information Form.

Any of the following will be considered a positive test result:

- Refusal to sign a Consent and Authorization for Release and Use of Drug Testing Information Form
- Refusing the test or failing to appear for the scheduled test
- Adulterating the test specimen
- Failing the test
- Use of prescription drugs outside the direction of the prescription

Positive test results confirmed by an independent laboratory retest and/or not resolved to CCDDR's satisfaction

by an adequate explanation, such as a valid prescription, will result in termination of candidacy for or current employment with CCDDR. Applicants for employment who fail the pre-employment drug test will not be reconsidered for position openings for a period of one year.

Employee Initiated Treatment

Employees who voluntarily disclose illegal drug use or alcohol abuse and seek appropriate treatment prior to being disciplined for related conduct will not be disciplined for the disclosure. Appropriate treatment professionals may need to evaluate whether the employee is able to perform the essential functions of the employee's job during treatment and/or rehabilitation, and the employee may be required to consent to future unannounced drug testing or alcohol testing as a condition of continued employment.

An employee will not evade discipline when CCDDR management concludes that the employee disclosed use because management's discovery of a violation of this policy was imminent (e.g. following arrest for drug use).

Employees treated for illegal use of drugs may be subjected to unannounced testing.

Confidentiality

All information and test results received by CCDDR through its drug and alcohol testing policy are confidential communication and to be maintained in the employee's confidential file. Access to confidential employee files and information therein are guided by CCDDR policy.

Diversion, Theft, Possession, or Trafficking Drugs

The illegal manufacture, distribution, dispensation, diversion, theft, trafficking, illegal use, or possession of drugs in or outside the workplace will be grounds for termination of employment.

Cases of diversion, theft, or trafficking drugs, and cases of confirmed illegal possession/use of drugs in the workplace may be turned over to law enforcement agencies. CCDDR will cooperate fully with the law enforcement officials who are involved in the prosecution of the individuals involved.

During the course of investigations related to this Policy, a search may be conducted of CCDDR-owned and employee-owned property including, but not limited to, lockers, desks, briefcases, purses, toolboxes, offices, vehicles, etc. Searches of CCDDR-owned property may occur on or off workplace premises. Searches of employee-owned property may only occur on workplace premises. By accepting employment with or performing services for CCDDR, all employees of the Organization and the Organization's contractors are deemed to have consented to such searches, and no further consent shall be necessary. CCDDR management may also conduct searches of employees provided the employee consents to such searches. Failure of any employee to cooperate with any search under this Policy will be grounds for disciplinary action, including discharge.

Employees convicted of drug related offenses are required to notify management before returning to work.

3.32 TOBACCO PRODUCTS

The use of tobacco products is only permitted in designated areas.

The use of tobacco products is also prohibited in employee personal vehicles while transporting clients.

3.33 ELECTRONIC COMMUNICATIONS AND TECHNOLOGY

It is the policy of CCDDR to maximize the cost-effective use of computer systems as a means of improving productivity. CCDDR provides communication resources capable of offering computing resources, electronic mail (email), Internet-based file storage, Internet-based applications, Internet access, telephone, voicemail, facsimile machines, and other electronic communications devices (collectively referred to as CCDDR's Technology Resources) to employees to assist in and facilitate CCDDR business and communications. The primary purpose of CCDDR's Technology Resources is to provide service to Camden County persons with developmental disabilities as part of CCDDR's mission. Minimal, incidental personal use of CCDDR's

Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy as set forth below.

This policy does not address all required, allowed, or prohibited behaviors by employees but merely covers common examples. In general, CCDDR relies on the good judgment of its employees to ensure that CCDDR's Technology Resources are used in CCDDR's best interest.

No Expectation of Privacy.

By using CCDDR's Technology Resources, employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the networks and systems, including any data created, stored, or transmitted during an employee's incidental personal use of the Technology Resources as permitted under this policy. Employees further agree that they are aware of, understand, and will comply with the provisions of this policy, and their use of the Technology Resources can and may be monitored. Any data employees create, store, or transmit on or over CCDDR's networks and systems may be inspected by CCDDR management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on CCDDR computer systems may be considered public record subject to disclosure and/or discovery in the event of litigation.

Standardized Software and Hardware.

CCDDR has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software or hardware, including personally owned software or hardware, on CCDDR computer systems and networks without approval of the Executive Director is prohibited.

Installation of Software and Hardware.

Improper installation of software or hardware can damage a computer system, cause system malfunction, or conflict with system configuration. All standardized software and hardware are to be installed by the IT Manager/Consultant or an employee authorized to do so by the Executive Director. Any moving, relocating, or rearranging of computer software or hardware should also be coordinated with the IT Manager/Consultant or an employee authorized to do so by the Executive Director.

Ownership and Confidentiality.

All software, programs, applications, templates, data, data files, and web pages residing in or developed on CCDDR computer systems, networks, and storage media are the property of CCDDR. CCDDR retains the right to access, copy, modify, destroy, or delete this property. Data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

Copying Software, Programs, Applications, Templates, etc.

Employees must notify the Executive Director and receive proper authorization before attempting to copy software, applications, programs, or templates. In many cases, copyright laws and/or licenses for commercial software, programs, applications, and templates used by CCDDR prohibit the making of multiple copies. CCDDR and its employees are required to abide by the Federal copyright laws and all licensing agreements.

Acceptable Uses of CCDDR's Technology Resources.

CCDDR's Technology Resources are to be used by employees or volunteers for CCDDR business. Incidental, minimal personal use may be permitted where, in the judgment of the employee's supervisor, such use does not interfere with employee productivity nor distract/take time away from the worker or co-workers assigned work. Generally speaking, incidental, minimal personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to CCDDR; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

Prohibited Uses of CCDDR's Technology Resources.

Use of CCDDR's Technology Resources to engage in any communication that violates Federal, State, or local laws or regulations, or any CCDDR policy, is strictly prohibited. In addition, the following uses of CCDDR's Technology Resources are inappropriate and are prohibited:

- Personal commercial use (benefiting an employee's outside employment or commercial business)
- Accessing, receiving, or sending pornographic, sexually explicit, or indecent materials, including materials of an unreasonably offensive nature (unless as part of a law enforcement investigation conducted by authorized law enforcement personnel)
- Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability, or other protected status
- Gambling
- Usage for recreational purposes including the loading of computer games or playing online games
- Usage that precludes or hampers CCDDR network performance, such as viewing or listening to streaming audio and/or video (unless for CCDDR business, such as for online training)
- Unauthorized copying or downloading of copyrighted material
- Usage that violates software license agreements
- Downloading of software programs (unless specifically approved by the Executive Director and/or coordinated with the IT Manager/Consultant)
- Usage for political campaigning purposes
- Sending anonymous messages and/or misrepresenting an employee's name, position, or job description
- Deliberately propagating any virus, worm, trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either CCDDR's networks or systems or those of any other individual or entity
- Releasing misleading, distorted, untrue or confidential materials regarding CCDDR business, views, or actions
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Use of Technology Resources in an excessive manner to deprive others of system use or resources, including the sending of bulk email for other than official business or forwarding unnecessary, non-business related "chain letter" emails
- Connecting to the CCDDR network or any specific software package utilizing somebody else's security identification login information to gain alternate security permissions
- Any personal use, even if incidental, that result in an expense to CCDDR
- Usage that violates the guidelines set forth in the Standards of Conduct described in this Employee Manual

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred resulting from copyright and licensing infringements.

Social Media.

CCDDR expects all employees who participate in online social networking and the use of social media to understand and follow the guidelines set forth in Policy 35 – CCDDR Social Media Policy.

Downloading Files from the Internet or Opening Email Attachments.

Downloading files from the Internet or opening email attachments from sources outside CCDDR can lead to spyware and/or virus attacks that can severely damage or degrade CCDDR's network and/or data. The IT Manager/Consultant or other authorized employee have installed anti-virus and anti-spyware software on all CCDDR computers and continuously updates signature definition files. However, that does not guarantee that all spyware is blocked or that all viruses are caught.

If you are downloading a file and receive a message that a virus or spyware has been detected, you must report this message immediately to the IT Manager/Consultant, your supervisor, and/or the Executive Director for assistance. Similarly, if you receive an email with a suspicious attachment or from an unusual source, you should notify the IT Manager/Consultant, your supervisor, and/or the Executive Director before opening it. If you notice that your computer is behaving strangely or suspect a spyware, virus, or other security incident, notify the IT

Manger/Consultant, your supervisor, and/or the Executive Director immediately.

3.34 TRANSPORTING CLIENTS/EMPLOYEE LICENSE & INSURANCE REQUIREMENTS

Employees are to only provide transportation to clients served by CCDDR in emergency situations, where the health, safety, or wellbeing of the client may be at risk. In the case of a medical emergency, employees are to call 9-1-1 for emergency transport. The use of tobacco products is not allowed in any vehicle while transporting clients. All employees who transport clients in their vehicle must have a current valid Missouri driver's license, have the appropriate vehicle insurance, are required to wear their seat belts, and to have all clients transported wear seat belts. All employees are to submit proof of the minimum vehicle liability insurance coverage to the Human Resources Officer or the Executive Director at the appropriate insurance renewal periods to establish proof of continuous coverage. Failure to maintain continuous vehicle insurance coverage could result in disciplinary action up to and including termination. If an employee's vehicle insurance has lapsed or expired, the employee will not be allowed to drive the employee's vehicle for the purpose of conducting CCDDR business. It is the employee's responsibility to notify their insurance carrier that they may be responsible for transporting clients in certain emergency situations as a function of CCDDR business and to ensure they have adequate coverage for liability, property damage, and bodily injury.

Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with an employee's vehicle accident or use must be reported immediately to Human Resources Officer or the Executive Director.

3.35 CONFIDENTIALITY

The protection of confidential client information, including PHI, is vital to the interests and success of CCDDR. CCDDR conforms to State and Federal laws on protecting confidential client information. Such confidential client information includes, but is not limited to, the following examples:

- Client name/Social Security #/date of birth/phone #/relatives
- Client diagnosis
- Client records/files
- Client treatment plans and services
- Client financial information

All employees shall be trained in the proper safeguarding and use/disclosure of client PHI. Staff must utilize professional consideration and discretion at all times in their discussions regarding individuals served by CCDDR.

It is the responsibility of all staff not to disclose to any unauthorized person any PHI regarding persons served by CCDDR. Generally, only those persons on the client's treatment team have a need for client PHI and, even in these cases, only the specific information/PHI required should be provided and/or disclosed.

Caution must be exercised by staff in any discussions with professional peers, whether on or off CCDDR premises, to ensure conversations cannot be overheard by other individuals served or other individuals not professionally involved with the individual(s) who is/are the topic of conversation.

Employees traveling and/or working remotely should only take the minimum necessary PHI to conduct their duties. While transporting PHI, efforts shall be made by staff to keep such information from plain view. Vehicles containing PHI shall be kept locked while unoccupied and shall be kept out of view through the windows. Laptops provided by CCDDR and used remotely shall be kept in a locked and secured location when not in use.

If PHI is lost or stolen, the Privacy Officer or appropriate CCDDR designee should be notified as soon as possible, but no later than one (1) business day after the loss is discovered.

All staff and volunteers of CCDDR shall be required to sign a Confidentiality Agreement as a condition of employment/association with CCDDR.

Employees who improperly use or disclose client PHI will be subject to disciplinary action, including termination of employment.

SECTION E

WAGE AND SALARY POLICIES

3.36 OFFICE HOURS AND WORKWEEK

The CCDDR office hours are from 8:30 a.m. to 4:00 p.m. Monday through Friday, except for paid holidays. To best serve CCDDR clients, all employees are expected to work at some point during these hours whenever possible, depending on approved FLEX schedules (if applicable). Typically, scheduled working hours for full-time employees are from 8:00 a.m. to 5:00 p.m. (eight hours with a one-hour lunch break), Monday through Friday, which is considered a standard work schedule; however, alternative work schedules may be approved by the immediate supervisor and/or Executive Director. Part-time employee hours are subject to supervisor and/or Executive Director approval. All employees are expected to cooperate in taking lunch breaks on a staggered schedule when working in the office so that the needs of office visitors, clients/parents, persons calling by phone, co-workers, and other stakeholders are met.

The standard workweek for full-time, non-exempt employees is 40 hours per week. For calculating non-exempt employee hours worked during the week, CCDDR's workweek is from Saturday at 12:00 a.m. to Friday at 11:59 p.m.

All employees are allowed up to a one-hour lunch break, which is not counted as time worked, and two 15-minute breaks, which are counted as time worked. Lunch breaks must be taken and cannot be less than 30 minutes if an employee works at least 4 hours on any workday. Lunch breaks should be taken mid-workday or as close to mid-workday as possible. The two 15-minute breaks should be taken in the morning or before lunch and in the afternoon or after lunch and cannot be taken concurrently or contiguously with the lunch break or with each other. Since the two 15-minute breaks are counted as time worked, the breaks must be taken "stationarily". For example, employees cannot leave the office to go home or conduct personal errands during the 15-minute break. If personal time is needed during the workday, the employee must do so during hours not counted as time worked, such as their lunch break, approved paid time off, or approved unpaid time off. Extended, earlier, or later lunch breaks as well as earlier or later 15-minute breaks must be approved by the supervisor and/or Executive Director.

3.37 TIMEKEEPING AND SCHEDULING

Non-exempt employees must record their time worked, and the immediate supervisor and/or the Executive Director will review time records for non-exempt employees each week. Any changes must be approved by the immediate supervisor and/or the Executive Director.

Exempt employees should communicate a work schedule and/or deviations from a typical work schedule with their immediate supervisor and/or the Executive Director. This will ensure coverage during office hours can be arranged when needed.

All employees' timesheets must be completed, approved, and submitted to the Human Resource Officer no later than 10:00 a.m. on the Monday (or Tuesday if Monday is a paid holiday) following the end of the payroll period.

3.38 OVERTIME

Overtime compensation is paid only to non-exempt employees in accordance with Federal and State wage and hour laws. Exempt employees are not eligible for overtime regardless of hours worked.

Overtime work should not be undertaken unless a non-exempt employee obtains their immediate supervisor's or the Executive Director's prior authorization. If possible, non-exempt employees should notify their immediate supervisor or the Executive Director at least two working days in advance if working hours during a workweek need to be varied or overtime hours are requested.

Overtime is payable at a rate of one and one-half times the regular hourly rate for all hours worked over 40 in one

workweek. Paid time off or any leave of absence will not be counted as hours worked. When approved paid time off or any leave of absence is taken during a workweek, the number of total hours worked plus the approved paid time off or any leave of absence shall not exceed 40 hours. Any approved paid time off or leave of absence shall not exceed 40 hours in one workweek.

3.39 PAYDAYS

All employees are paid on a biweekly basis, every other Friday. Employees may elect to have their paychecks automatically deposited into their bank account.

If a regular payday is during an employee's paid time off, the employee's paycheck will be available upon the employee's return from the paid time off or available for the employee to pick up at the employee's convenience on the payday or anytime thereafter.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept within the office through the rest of the payday or until the employee picks up the check thereafter. If employees are unable to pick up their check on payday, they will need to make appropriate arrangements with the Human Resources Officer or Executive Director to receive the paycheck.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization from the employee. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

Tax withholding deductions from payroll shall be made in accordance with Federal and State W-4 data provided by the employee, in addition to standard deductions for Social Security and Medicare.

Additional withholdings may be made as authorized by the employee for items such as elective deferrals into a deferred compensation program, Aflac participation, payment of the employee-responsible portion of health or vision insurance premiums, or any other employee approved payroll deduction. All such withholdings shall be prior authorized by the employee.

CCDDR does not issue payroll advance payments or loans to its employees.

SECTION F

BENEFITS AND SERVICES

3.40 OVERVIEW OF BENEFITS

CCDDR offers leave benefits for recruiting and maintaining a motivated workforce. CCDDR extends the following types of leave:

- Paid time off (PTO)
- Personal hours
- Military leave
- Funeral/Bereavement leave
- Jury duty leave
- Family and Medical Leave Act, Missouri Victims Economic Safety and Security Act, and other leaves of absence

CCDDR offers the following benefits immediately upon hire for all regular full-time and part-time employees:

- Workman's Compensation
- Jury Duty & Military leave
- Training/Professional development
- Other leaves of absence

The following benefits are available immediately upon hire to all regular full-time employees:

- Health insurance (starts the 1st day of the month after date of hire)
- Paid holidays
- Personal hours (16)

The following benefits are available to all regular full-time employees after 90 days of employment:

- Paid time off
- Funeral/Bereavement leave

The following benefits are available to all regular full-time employees after six months of employment:

- LAGERS Defined-Benefit Retirement Program (vested after 5 years)
- Life insurance/ADD

The following benefit is available to all regular full-time employees after two years of full-time employment:

- Educational (tuition) assistance

The following benefits are available to all temporary full-time and part-time employees:

- Workman's Compensation
- Training/Professional development

The Family Medical Leave Act (FMLA) is available to all employees who have worked for CCDDR for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles (see attached Appendix "B").

The Missouri Victims Economic Safety and Security Act (VESSA) is available to all employees. An employee will be eligible for an approved reason if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to domestic or sexual violence (see attached Appendix “C”).

3.41 PAID TIME OFF (PTO)

PTO is recorded in five-minute increments (decimalized) for eligible non-exempt employees and eight-hour increments for eligible exempt employees when utilized. The calendar year (January 1st to December 31st) an employee is hired is considered the first calendar year of employment, regardless of when the employee was hired during the calendar year. During the first calendar year of employment, PTO hours available for use after completing 90 days of employment will be prorated based on 160 hours (see example below); beginning with the second calendar year through the completion of the fourth calendar year of employment, an individual shall have 160 hours of PTO available for use; beginning with the fifth calendar year through the ninth calendar year of employment, an individual shall have 240 hours of PTO available for use; and beginning with the tenth calendar year of employment and beyond, an individual shall have 320 hours of PTO available for use (see chart below). PTO may be used for absent hours due to illness, personal reasons, vacations, or other circumstances which require an employee be absent from work. All PTO must be approved by the employee’s supervisor and/or the Executive Director. Final PTO hours recorded will not cause the total amount of hours worked plus PTO hours taken to exceed 40 total hours during any workweek. For example:

An employee requested 8 hours off from work on Monday to take care of some personal matters. The employee’s supervisor approved a request from the employee to use 8 hours of PTO for the absence. The employee worked 36.5 hours between Tuesday and Friday during that same workweek. There will only be 3.5 hours of PTO recorded for the employee’s workweek, and 3.5 PTO hours will be deducted from the employee’s remaining PTO balance for the current calendar year.

Unless extreme circumstances exist, such as hospitalization or other emergency, no more than 80 consecutive hours shall be approved for use. Any request for over 80 consecutive hours must be approved by the Executive Director. No more than ½ of available PTO can be used during the first 6 months of each calendar year without direct approval from the Executive Director. Use of PTO hours during the first quarter of each year will require the Human Resources Officer to monitor continued use of PTO time to ensure an employee does not use PTO inappropriately.

Calendar Year of Employment	Maximum Annual PTO Hours Available
First Calendar Year	Prorated Based on 160 Hours
2nd to 4th Calendar Year	160 Hours
5th to 9th Calendar Year	240 Hours
10th Calendar Year and Beyond	320 Hours

The full applicable compliment of PTO is available for use in each calendar year of employment (provided the employee has completed the employee’s first 90 days of employment) beginning on January 1st of the calendar year and must be used by December 31st of that same calendar year. There will be no carryover of any unused PTO from one calendar year to the following calendar year.

For employees hired during any calendar year, the applicable PTO will be prorated based on the number of months remaining in that calendar year. For example:

*An employee is hired on May 10th, 2019 (5th calendar month). 2019 is considered the employee’s first calendar year of employment. The employee is eligible for 7/12 (.59 – all decimals are rounded up) of 160 hours, which equals 95 hours (all decimals rounded up to the nearest whole number) of PTO available to that employee once the employee has completed the first 90 days of employment. The employee will become eligible for 240 hours of PTO available on January 1st, 2023 (5th calendar year of employment). The employee will become eligible for 320 hours of PTO available on January 1st, 2028 (10th calendar year of employment). **Please note employees***

hired on or after October 2nd of any calendar year will not be eligible to use PTO hours during the first calendar year (must complete first 90 days of employment to be eligible to use PTO available).

Prorated unused PTO shall be paid to the employee upon termination of employment. For employees who voluntarily terminate their employment, are discharged, or are laid off due to business needs during a calendar year; have completed their 90-day initial employment period; and have not used PTO hours during the calendar year prior to employment separation, the proration will be based on the number of months the employee was still employed during the calendar year. For example:

An employee voluntarily terminates employment with CCDDR on July 10th, 2019 (7th calendar month). The employee is in the employee's 4th calendar year of employment (hired in 2016) and has not used any PTO during that calendar year. The employee is eligible to receive 7/12 (.59 – all decimals are rounded up) of the remaining 160 hours, which equals 95 hours (all decimals are rounded up to the nearest whole number) that will be paid to the employee after termination has occurred.

The same calculation applies to employees who voluntarily terminate their employment, are discharged, or are laid off due to business needs; have completed their 90-day initial employment period; and have used PTO hours during the calendar year prior to employment separation. For example:

An employee voluntarily terminates employment with CCDDR on July 10th, 2019 (7th calendar month). The employee is in the employee's 4th calendar year of employment (hired in 2016) and the employee has used 50 hours of PTO. The employee is eligible to receive 7/12 (.59 – all decimals are rounded up) of the remaining 160 hours, which equals 95 hours (all decimals are rounded up to the nearest whole number). 95 hours minus 50 hours used equals 45 hours. 45 hours will be paid to the employee after termination has occurred.

If there are no PTO hours available based on the calculation, there will be no PTO hours paid to the employee after termination. The month of hire or termination will be counted as a full month, regardless of the date during the month.

When the proration of PTO has been paid to an employee who voluntarily terminates or was laid off due to business needs and the employee is rehired during the same calendar year, the employee will not have any PTO remaining for the current calendar year; however, the employee will have PTO available the next calendar year.

PTO Requests

Unless the circumstance prohibits or an emergency precludes them from doing so, employees shall submit requests for desired PTO to their supervisor for approval sufficiently in advance of the planned PTO to permit scheduling of substitute personnel if necessary. If non-exempt, regular full-time employees have not worked a full 40 hours in a workweek without a previously approved PTO request, employees must submit a PTO request to their supervisor by 10:00 a.m. on the Monday (or Tuesday if Monday is a paid holiday) following the end of the workweek. If an employee is incapacitated or unavailable, the supervisor may approve PTO without a request, depending on the circumstance, emergency, and/or available PTO. All PTO requests must be approved by the supervisor.

PTO requests will be determined on a first come, first serve basis. If PTO requests for the same timeframes are received simultaneously, the requests will be reviewed and determined based on employee seniority. All PTO requests will also be reviewed and determined based on the premise of minimizing disruptions in workflow. Some, all, or none of employees' PTO requests may be approved.

3.42 PAID HOLIDAYS

CCDDR observes the following paid holidays per year for all regular full-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

3.43 PERSONAL HOURS

In addition to scheduled paid holidays and PTO, full-time employees are given 16 personal hours annually to be used for time off from work. Personal hours are recorded in five-minute increments (decimalized) for eligible non-exempt employees and eight-hour increments for exempt employees when utilized.

Personal Hours Requests

Unless circumstance prohibits or an emergency precludes them from doing so, employees must obtain approval from their supervisor before using the personal hours. If non-exempt, regular full-time employees determine they have not worked a full 40 hours in a workweek without a previously approved personal hours request, employees must submit a personal hours request to their supervisor by 10:00 a.m. on the Monday (or Tuesday if Monday is a paid holiday) following the end of the workweek. If an employee is incapacitated or unavailable, the supervisor may approve personal hours without a request, depending on the circumstance, emergency, and/or available personal hours. All personal hours requests will be reviewed and determined based on the premise of minimizing disruptions in workflow, and all personal hours requests must be approved by the supervisor.

Personal hours requests will be determined on a first come, first serve basis. If personal hours requests for the same timeframes are received simultaneously, the requests will be reviewed and determined based on employee seniority. Some, all, or none of the simultaneous personal hours requests may be approved.

Unused personal hours are not paid after termination of employment with CCDDR. The full applicable compliment of personal hours is available for use in each calendar year beginning on January 1st of the calendar year and must be used by December 31st of that same calendar year. There will be no carryover of any unused personal hours from one calendar year to the following calendar year. Personal hours are not prorated the same way as PTO. All new employees have 16 personal hours immediately available to them for use upon initial employment (i.e., personal hours can be used during the first 90 days of employment).

If an employee who was laid off due to business needs or voluntarily terminated and is rehired during the same calendar year, the employee will have the unused balance of personal hours, if any, immediately available.

3.44 OTHER LEAVES OF ABSENCE

For FMLA and VESSA leave of absence requests (see Section 3.45), please contact the Human Resources Officer directly. Unless circumstance prohibits or an emergency precludes them from doing so, employees must obtain approval from their supervisor before using all other leaves of absence. If non-exempt, regular full-time and part-time employees have not worked a full workweek without a previously approved leave of absence request, employees must submit a leave of absence request to their supervisor by 10:00 a.m. on the Monday (or Tuesday if Monday is a paid holiday) following the end of the workweek. If an employee is incapacitated or unavailable, the supervisor may approve a leave of absence without a request, depending on the circumstance or emergency. Other leaves of absence requested shall be evaluated in accordance with applicable law, CCDDR policy, and/or CCDDR business needs. Approved leaves of absence from work shall generally be a maximum of six weeks; however, each situation shall be assessed on a case-by-case basis. Leaves of absence requests for consecutive days lasting more than one workweek must be approved by the Executive Director and may require documentation from a health care provider, if applicable. Leaves of absence are recorded in five-minute increments (decimalized) for eligible non-exempt employees.

3.45 FAMILY MEDICAL LEAVE ACT & VICTIMS ECONOMIC SAFETY AND SECURITY ACT

Eligible employees who have worked for CCDDR for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles may be allowed to take up to 12 weeks of protected leave time pursuant to the FMLA (see attached Appendix "B", which sets forth employee rights under FMLA).

Eligible employees may take unpaid leave when the employee or an employee's family or household member is a victim of domestic or sexual violence pursuant to the VESSA (see attached Appendix "C", which sets forth employee rights under VESSA).

3.46 FUNERAL/BEREAVEMENT LEAVE

The purpose of funeral/bereavement leave is to provide you with time to attend the funeral of a member of your family and to handle personal affairs without disrupting your income. Regular full-time employees are eligible for funeral/bereavement leave benefits, and the benefits become effective after you complete your 90-day initial employment period.

Employees may be granted up to a three-day leave (three consecutive working days) with pay in the event of the death of an immediate family member.

The term immediate family member is defined as:

- Spouse
- Domestic Partner
- Fiancé/ Fiancée
- Sibling
- Step Sibling
- Sibling-in-Law
- Child
- Stepchild
- Child-in-Law
- Parent
- Stepparent
- Parent-in-Law
- Grandparent
- Step Grandparent
- Grandparent-in-Law
- Grandchild
- Step Grandchild
- Grandchild-in-Law

Your funeral/bereavement leave pay will be figured at your regular rate of pay.

3.47 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave. CCDDR will be responsible for the difference between the exempt employee's weekly salary and the weekly rate of pay received for temporary military duty or jury duty. Non-exempt, regular full-time employees who are required to perform jury duty during normally scheduled working hours will be compensated their current hourly rate up to a maximum of 8 hours per workday and up to a maximum of 10 working days. The total hours for any workweek consisting of jury duty hours or combined hours of jury duty and work performed shall not exceed 40 (i.e., overtime will not be authorized). Regular part-time employees who are required to perform jury duty during normally scheduled working hours will be compensated their current hourly rate up to a maximum of their regularly scheduled hours

per workday and up to a maximum of 10 working days. The total hours for any workweek consisting of jury duty hours or combined hours of jury duty and work performed shall not exceed more than the employee's regularly scheduled total hours in the workweek. If jury duty for any non-exempt employee does not require the employee to be absent for a full workday, the employee should report to work unless otherwise approved by the employee's supervisor. Non-exempt, regular full-time employees can utilize PTO and/or personal hours for jury duty lasting over 10 working days. All regular employees, both full-time and part-time, will be kept on the active payroll until their civic and/or military duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file. Jury Duty/Military Leave will be recorded in five-minute increments (decimalized) for eligible non-exempt employees.

3.48 ALLOCATED AND UNALLOCATED ABSENCES

CCDDR maintains records of PTO, personal hours, and leaves of absence hours used by employees during the calendar year and updates the record at the conclusion of each payroll period. Hours recorded as PTO, personal hours, and approved leaves of absence hours are considered allocated absences. Hours not worked during any workweek and not recorded as PTO, personal hours, and approved leaves of absence hours are considered unallocated absences. Unallocated absences will be recorded in five-minute increments (decimalized) for non-exempt employees. The maximum number of unallocated absences for non-exempt, temporary full-time and part-time employees will be prorated based on the duration of employment during the current calendar year (see section 3.41 Paid Time Off (PTO) calculation method). The maximum number of unallocated absence hours allowed each calendar year for non-exempt, regular full-time employees is 16. The maximum number of unallocated absence hours allowed each calendar year for regular part-time employees is 10. The amount of unallocated absence hours for regular full-time and part-time employees will be prorated based on the date of hire during the calendar year (see section 3.41 Paid Time Off (PTO) calculation method). If an employee exceeds the number of allowed unallocated absence hours available in any calendar year, the employee shall be discharged.

Please note this provision is effective 1/1/2022. For the remainder of calendar year 2021, the maximum number of unallocated absence hours for a regular, full-time employee is 20, and the maximum number of unallocated absence hours for a regular part-time employee is 14.

3.49 EDUCATIONAL ASSISTANCE

CCDDR recognizes that the skills and knowledge of its employees are critical to the success of CCDDR. CCDDR offers educational assistance programs to encourage personal development, improve job-related skills, and enhance an employee's career within the field of developmental disabilities. The details of the Educational Assistance Program can be found in Policy 44 – Employee Educational Assistance Program. All applications for educational assistance must be approved by the Executive Director.

3.50 TRAINING/PROFESSIONAL DEVELOPMENT

CCDDR recognizes the value of professional development and personal growth for employees. Therefore, CCDDR encourages its employees who are interested in job specific training to research these opportunities further and provide requests to the Executive Director as appropriate in enrolling or signing up for conferences, seminars, and/or training courses pertaining to the field of developmental disabilities. Such requests will be evaluated on a case-by-case basis by the Executive Director. Employees who attend such conferences, seminars, and/or training courses may be asked to share information obtained with other staff.

Any job specific training required by CCDDR after the start of employment shall be paid for by CCDDR.

SECTION G

EMPLOYEE COMMUNICATIONS, FEEDBACK, & REHIRE

3.51 JOB POSTINGS, PROMOTION, & OTHER POSITION CHANGES

It is the policy of CCDDR to attempt to fill positions by drawing from internal candidates possessing the desired qualifications and to promote from within whenever possible. Depending on the circumstances, management may post certain job openings internally before filling the positions. Promoted employees will receive an immediate increase in pay relative to the new position's pay scale and may be eligible for up to a 3% wage increase after 90 days. Lateral changes in position will not constitute an immediate increase in pay and eligibility for a wage increase after 90 days. A change to a position with a lower pay scale may result in an employee's wage being reduced, but the employee may be eligible for up to a 3% wage increase after 90 days.

3.52 CHAIN OF COMMAND AND PROCEDURE FOR HANDLING COMPLAINTS

CCDDR encourages employees to raise workplace issues with management. The below policy addresses steps employees should take regarding raising any workplace issues. The Board of Directors governs the overall management of CCDDR. The Executive Director reports to the Board of Directors and represents the Board of Directors in enforcement of CCDDR policies and in accomplishing the mission and goals of CCDDR. The Executive Director is also responsible for the day-to-day management of CCDDR.

If an employee has an issue that concerns employment discrimination, harassment, or retaliation, the employee should follow the procedure in Section 3.10 of this Employee Manual. For issues not related to those covered by the Equal Employment Opportunity policy in section 3.10 of this Employee Manual, an employee should notify the employee's supervisor first. If the employee believes the issue or concern was not adequately addressed by the supervisor, the employee should immediately notify the Human Resources Officer. If the employee believes the issue or concern was not adequately addressed by the supervisor or the Human Resources Officer, the employee should immediately notify the Executive Director. If the employee believes the issue or concern was not adequately addressed by the supervisor, Human Resources Officer, or the Executive Director, the employee should immediately request time allotted at the next regularly scheduled Camden County Senate Bill 40 Board meeting to discuss the issue or concern with the Board members.

3.53 STAFF MEETINGS

Staff meetings will be held on an as-needed basis. These meetings allow employees to be informed on recent CCDDR activities, changes in State/CCDDR policies or procedures, best practices within the field of developmental disabilities, and employee recognition.

3.54 BULLETIN BOARDS

Please make note of the bulletin board placed in the main office area for access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

3.55 EMPLOYEE SUGGESTIONS

CCDDR encourages employees who have suggestions. If you prefer to make suggestions anonymously, please submit your suggestion in writing, without disclosing your identity to the Executive Director or Human Resources Officer via regular mail to: CCDDR, PO Box 722, Camdenton, MO. 65020. If this is done anonymously, every care will be taken to preserve the employee's privacy.

3.56 PERFORMANCE REVIEWS, PERFORMANCE PLANNING SESSIONS, & COST-OF-LIVING ADJUSTMENTS

Employee performance reviews are conducted approximately 90 days after initial employment (see Sections 3.7 and 3.8), approximately 90 days after a promotion, and at the end of each calendar year. Performance feedback and planning may occur more frequently. When annual performance reviews are completed, employees may be eligible for up to a 3% wage increase. Regular full-time and regular part-time employees hired on or after July 1st of a calendar year will not receive an annual performance review and will not be eligible for up to a 3% wage increase. Regular full-time and regular part-time employees promoted on or after July 1st of a calendar year will not be eligible for an annual performance wage increase up to 3%.

Employee performance reviews are designed for the employee and the supervisor to discuss the employee's current job tasks, current job performance, encourage/recognize positive attributes, discuss positive approaches for meeting work-related goals, and learning new skills. Various performance measures will be utilized to assist in determining performance ratings. Employees may be asked to present a self-evaluation and bring it to the formal performance review. Employees will have an opportunity to review their job descriptions and sign an acknowledgment indicating their acceptance of the description of duties on an annual basis and when changes to their job descriptions occur. Refusal to sign a job description acknowledgment shall be grounds for immediate termination of employment.

Eligible employees may receive an additional wage increase annually based on a cost-of-living adjustment (COLA) percentage. COLA percentages are determined annually, which is based on the Bureau of Labor Statistics' Consumer Price Index (CPI) for All Urban Consumers ("all items index") increase over the previous 12 months. CCDDR will utilize the most recently published CPI report when the next fiscal year's budget is being drafted.

All wage increases must be approved by the Executive Director or the Board of Directors and are subject to budgetary constraints.

3.57 CORRECTIVE ACTION & DISCIPLINE

Every employee is expected to always conduct themselves in an ethical and professional manner. CCDDR is governed by many external and internal influences. Each employee is responsible for acquiring, supplementing, and maintaining the knowledge needed to comply with all governing state statutes, Federal statutes, DMH directives, DMH procedures, CMS directives, CMS procedures, CCDDR policies, CCDDR procedures, Targeted Case Management requirements, Medicaid protocols, and any other CCDDR-related governing sources. Management personnel will always assist in the continuing education of the changes within CCDDR and rules governing it. Internal directives will be issued on a regular basis and employees are expected to comply with all directives, policies, procedures, plans, handbooks, protocols, and statutes. When an employee deviates from rules, directives, and standards, management is expected to take corrective and/or disciplinary action. Nothing in this Employee Manual alters the employee at will status. An employee may be subject to verbal consultations, written disciplinary actions, temporary suspensions from employment duties, and immediate termination of employment at the discretion of the Executive Director in consultation with the Human Resources Officer and/or supervisor(s), depending on the situation and/or infraction. Each infraction, violation, or penalty will be weighed based on the severity of the situation, the experience of the employee, the circumstances surrounding the situation, and the attitude of the employee while engaging with management during the counseling meetings. Insubordination or inappropriate behavior will not be tolerated at any time from any employee.

3.58 EMPLOYMENT TERMINATION

Employment is based on mutual consent, and both the employee and CCDDR have the right to terminate employment at will, with or without reason and with or without notice.

Nevertheless, to maintain adequate service to our clients we ask employees who are resigning from their position with CCDDR to submit sufficient notice so minimal disruptions in workflow occur. We understand it is not

always possible, but CCDDR prefers employees give no less than 2 weeks' notice prior to leaving CCDDR. Any employee who leaves employment for any reason shall upon termination return all files, records, keys, and other materials that are the property of CCDDR. The cost of replacing non-returned items and any outstanding financial obligations owed to CCDDR will be deducted from the employee's final paycheck.

Employee personnel files are the property of CCDDR and will not be released to any employee. Contents of an employee's own file may be viewed in the presence of the Executive Director and/or Human Resources Officer, and requests for copies of any documents in the file should be made to the Executive Director and/or Human Resources Officer.

3.59 Rehired Employees

Regular full-time employees who are laid off due to business needs or voluntarily terminate and are rehired by CCDDR within 365 days of separation from employment shall not lose seniority and shall resume the same PTO, personal hours, and unallocated absence hours schedule as outlined in this manual; however, PTO and allowed unallocated absence hours will be prorated based on the date of rehire if rehired during the following calendar year (see section 3.41 Paid Time Off (PTO) calculation method). PTO will not be available until the next calendar year if rehired in the same calendar year, and certain CCDDR benefits may not be immediately available upon rehire. If rehired during the same calendar year and if personal and/or unallocated absence hours for the calendar year had already been used prior to the layoff or voluntary termination, the employee will have the unused balance of personal and/or unallocated absence hours immediately available, if any. If rehired during the same calendar year and if personal and/or unallocated absence hours for the calendar year had not already been used prior to the lay off or voluntary termination, the employee will have the full balance of personal and full applicable balance of unallocated absence hours immediately available.

Appendix “A”

Complaint of Discrimination or Harassment

1. Your Full Name: _____

2. Address: _____

3. Work Phone: _____ Home Phone (optional): _____

4. Alleged inappropriate conduct or activity (circle as many as are applicable):

Discrimination _____

Age

Disability

National Origin

Religion

Sexual orientation

Gender Identity

Citizenship Status

Color

Military or Veteran Status

Race

Gender

Marital Status

Change of sex and/or Transgender Status

Other _____

Harassment _____

Age

Disability

National Origin

Religion

Sexual orientation

Gender Identity

Citizenship Status

Color

Military or Veteran Status

Race

Gender

Marital Status

Change of sex and/or Transgender Status

Other _____

Retaliation _____

5. Date(s) of alleged inappropriate conduct or activity:

6. Identify by name and position the person(s) you believe discriminated against you, harassed you, or retaliated against you:

7. Describe in detail the events or occurrences giving rise to your complaint, and explain how you believe you were discriminated against, harassed, or retaliated against. (Use the back of this form and additional paper if you need more space.) Include the location of the events and whether any witnesses were present. Please attach copies of any documents that relate to your complaint, such as applications, resumes, notices of denial of employment or promotion, letters of reprimand, termination etc.

8. Resolution and/or corrective action requested:_____

Your Signature_____ Date: _____

Appendix “B”

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Appendix “C”

VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

LEAVE TIME ALLOWED

See [Section 285.630, RSMo.](#), and refer to [Sections 285.625 to 285.670 RSMo.](#) for definitions.

EMPLOYEES who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take unpaid leave from work to address such violence by: _____

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

In the case of domestic or sexual violence as defined by statute, an individual who works for a business with 50 or more employees is entitled to up to two workweeks of unpaid leave within any 12-month period to address the related matters above. An individual who works for a business employing 20 to 49 employees is entitled to up to one workweek of unpaid leave within any 12-month period to address such matters.

Leave may be taken intermittently or on a reduced work schedule. The employee shall provide to the employer 48 hours notice unless such notice is not practicable.

EMPLOYER: _____

- May request certification that the employee or member of family or household is a victim as described above.
- Must restore the employee to the position of employment held prior to the reporting of domestic or sexual violence or an equivalent position.
- Must maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided had the employee continued in the employment previously held.
- May, under many circumstances, recover from the employee the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired.





CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-32

APPROVAL OF NEW POLICY #45

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, plans, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to create Policy #45, Domestic/Sexual Violence Victims Leave.
2. That the Board hereby creates and adopts Policy #45 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2021-32



Policy Number:

45

Effective Date: December 9, 2021

Revised: N/A

Subject: Domestic/Sexual Violence Victims Leave

PURPOSE:

The purpose of this policy is to inform Camden County Developmental Disability Resource (CCDDR) employees of their rights under the Missouri Victims Economic Safety and Security Act ("VESSA"). Subject to certification requirements outlined below, an employee shall be entitled to one (1) week of unpaid leave during any twelve (12) month period for an approved reason if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

DEFINITIONS:

For purposes of this policy, CCDDR adopts the same definitions as set out in RSMo 285.625, including the following:

Domestic Violence: Abuse or stalking committed by a family or household member

Family or Household Member: A spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household

Reasonable Safety Accommodation: An adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence – any exigent circumstances or danger facing the employee or the employee's family or household member shall be considered in determining whether the accommodation is reasonable

Victim Services Organization: A nonprofit, nongovernmental organization providing assistance to victims of domestic violence or to advocates for such victims, including a rape crisis center, a child advocacy center, an organization carrying out a domestic violence program, an organization operating a shelter or providing counseling services, or a legal services organization or other organization providing assistance through the legal process

POLICY:

USE OF LEAVE AND ELIGIBILITY

This policy applies specifically to CCDDR employees. New hires are eligible for VESSA leave as of their date of hire.

Eligible employees may take up to one (1) week of unpaid leave when the employee or a family or household member is a victim of domestic or sexual violence, as defined above.

Employees may take the leave either intermittently or on a reduced work schedule. A reduced work schedule is defined as a work schedule that reduces the usual number of hours per workweek, or hours per workday of an employee.

Eligible employees may take unpaid leave from work to address domestic or sexual violence for the following approved reasons:

- To seek medical attention or recover from physical or mental injuries caused by the violence to the employee or the employee's family or household member
- To obtain services from a victim services organization for the employee or the employee's family or household member
- To obtain psychological or other counseling for the employee or the employee's family or household member
- To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future violence or to ensure economic security
- To seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family and household member, including either preparing for or participating in any legal proceeding related to the violence

Eligible employees may also request reasonable safety accommodations for limitations resulting from circumstances relating to being a victim of domestic or sexual violence or being a family or household member of a victim of domestic or sexual violence. CCDDR will accommodate reasonable requests that do not impose an undue burden on CCDDR.

CCDDR will not discriminate or retaliate against employees who exercise their rights under VESSA. Upon return from leave, the employee shall be restored to the same or a similar position with CCDDR and retain benefits accrued prior to the employee's leave.

Employees may elect to take paid leave, if eligible, in lieu of unpaid leave under VESSA.

NOTICE AND CERTIFICATION

Employees must provide forty-eight (48) hours advance notice of the employee's intention to take leave under VESSA unless providing such notice is not practicable.

CCDDR may request certification from the employee substantiating the reason for leave. If requested, certification should be provided to CCDDR within five business days unless not practicable but must be provided within a reasonable period of time.

An employee may satisfy the certification requirement with a sworn statement of the employee and:

- Documentation from an employee, agent, or volunteer of a victim services organization; attorney; member of the clergy; or medical or other professional who provided assistance to the employee or the employee's family or household member
- A police or court record
- Other corroborating evidence

CCDDR may also request certification related to a request for a reasonable safety accommodation. Certification may be a written statement certifying the purpose of the reasonable safety accommodation signed by the employee or an individual acting on the employee's behalf.

All information provided to CCDDR pursuant to this policy shall be retained in the strictest confidence by CCDDR, except for disclosure requested or consented to in writing by the employee or otherwise required by state or federal law.

REFERENCES:

- RSMo 285.625
- RSMo 285.630
- RSMo 285.670