



February 13th, 2020

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

Open Session Board Meeting

Agenda

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

Tentative Agenda for Open Session Board Meeting on February 13th, 2020, at 5:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

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

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Report
- LAI Monthly Report
- January 2020 Support Coordination Report
- January 2020 CARF Reports (Not Available Yet - Pending for 2020)
- January 2020 Employment Report
- January 2020 Agency Economic Report
- December 2019 Credit Card Statement
- Resolutions 2020-9, 2020-10, 2020-11, 2020-12, 2020-13, 2020-14, & 2020-15

Speakers/Guests

- Wendy Renner – Evers & Company, CPA's, LLC – CCDDR FY 2018 Final Audit Report

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- New Board Member Appointments (Update)

New Business for Discussion

- NONE

January Reports

- Support Coordination Report
- CARF Reports (Not Available Yet - Pending for 2020)
- Employment Report
- Agency Economic Report

December Credit Card Statement

Discussion & Conclusion of Resolutions:

1. Resolution 2020-9: CLC Special Funding Request
2. Resolution 2020-10: Amended Quality Assurance & Intake Coordinator Job Description
3. Resolution 2020-11: Amended Support Coordinator Job Description
4. Resolution 2020-12: New Job Description - TCM Training Coordinator
5. Resolution 2020-13: Amended TCM Office Manager Job Description
6. Resolution 2020-14: New Job Description - Administrative Office Assistant Job Description
7. Resolution 2020-15: Amended TCM Administrative Assistant Job Description

Board Educational Session – Robert’s Rules of Order (aka Parliamentary Procedure)

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.”

Closed Session Meeting - Pursuant to Section 610.021 RSMo, subsection (13)

Adjournment

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

Ed Thomas, CCDDR Executive Director

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

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

January 9th, 2020

Open Session Minutes

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

Members Present Angela Sellers, Suzanne Perkins, Betty Baxter, Chris Bothwell:
Brian Willey (via telephone) and Paul DiBello (via telephone)

Members Absent Kym Jones

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch, Lillie Smith (LAI)
Susan Daniels CLC
Marilyn Martin LODC
Jeanna Booth, Marcie Vansyoc, Connie Baker, Rachel Baskerville, Lori Cornwell,
Ryan Johnson, , Linda Simms (CCDDR)

Approval of Agenda

Motion by Suzanne Perkins, second Chris Bothwell, to approve the agenda as presented.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Brian Willey

NO: None

Approval of Open Session Board Minutes for December 12th, 2019

Motion by Suzanne Perkins, second Betty Baxter, to approve the December 12th, 2019 Open Session Board Meeting Minutes as presented.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter

NO: None

ABSTAIN: Chris Bothwell, Kym Jones, Brian Willey because they were
not present at the December 12th, 2019 board meeting.

Acknowledgement of Distributed Materials to Board Members

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

Speakers/Guests

None

(Paul DiBello joined the meeting via telephone at 5:03 PM)

Monthly Oral Reports

Children's Learning Center (CLC) Susan Daniels

CLC is full and has the most ever one on one's – 9. CLC is looking for a teacher. In 2019, CLC served 160 children . Claus for a Cause brought in \$3,089. Pizza for a Purpose will be held in March . Missouri Magazine voted CLC the best pre-school in the state. A presentation will be held at the Regalia on March 26th for CLC to receive the award.

Lake Area Industries (LAI) Natalie Couch

December was a good month with a net income. There are 75 employees, 65 being CCDDR clients. Working hours for employees are now 8:30 to 3. Keefe, Laker, BTI , and Innovative Procurement are keeping LAI busy filling orders. Sample orders of spray foam are being picked up to see if a shredding possibility exists. LAI will start shredding textiles in February. The last order for spring flowers was placed. UISCCR commission heard letters and have delayed decision until September regarding 14C and will do a site visits in September.

Old Business for Discussion

Board Member Appointments (Update)

Board member Chris Bothwell, Betty Baxter, and Angela Sellers, whose terms expired December 31, 2019, were re-appointed.

Holiday Celebration Dinner (Rescheduled due to inclement Weather)

CCDDR client holiday celebration has been rescheduled for January 27th from 6:00 to 8:00 PM. Due to heavy schedule of activities at the high school, the time is a little later than usual.

Suzanne asked if the celebration had been split to 2 different time periods. Ed answered no.

CCDDR 2018 Audit (Update)

Evers & Evers has submitted the preliminary 2018 audit. Ed is hoping Evers will present the final audit to the Board at the February meeting. The preliminary audit report will be discussed in more detail in Closed Session.

Quality Assurance Process & ISP Changes (Update)

Ed Thomas met with SC supervisors, Lori and Ryan yesterday. Employees are getting better acquainted to the modified template. Micah did a fantastic job editing, modifying and cleaning up the template to

make it more user friendly – Kudos to Micah. The routing procedure for the route sheet accompanying IP plans will revert to how it was historically due to problems with the current way plans are being routed.

New Business for Discussion

SB 40 Board Member Candidate Recommendation to Commissioners

There are 2 open positions on the CCDDR board. Two names have been presented to the Board for recommendation to the commissioners – Vicky McNamara and Nancy Hayes. Ed interviewed both candidates and recommends submission.

Motion by Suzanne Perkins, second Chris Bothwell, to approve the recommendations as presented .

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Brian Willey, Paul DiBello

NO: None

CCDDR One Drive Access for Board Members

Different options for document storage online have been researched for board access. CBS, our tech support, is working on access via Ed's One Drive.

Additional Online Back-Up of CCDDR Records

CCDDR has procured additional cloud backup for all of Office 365 files, including e-mails and records of former employees, ensuring that no information will be lost. Price for 25 users is \$75 and over 25 users is \$150. Implementation will begin in the coming days.

Website Updates

Medicaid spenddown guidelines are on our website now . The agency is researching what additional resources need to be added.

December Reports

Support Coordination Report

Caseload count for end of December was 367 with 6 pending intakes. The caseload has since slipped to 365. When the caseload reaches 375, an additional Support Coordinator will be added. Ed would like to hold standard caseload for each SC to 35 clients.

CARF Reports

CARF reports are pretty much the same as November. We are reviewing and updating policies and procedures. Agency reports are consistent with those of this time last year. Agency will be establishing new outcomes and guidelines in 2020.

Employment Report

Employment gained a percentage point throughout the month, currently standing at 17%. The agency is talking about adding a new report regarding transportation methods.

Agency Economic Report

SB 40 Tax expenses were lower than anticipated in 2019, primarily because DMH did not need to bill TCM agencies for the allocation overages. Services revenue is higher due to billing being higher than projected. Services expenses were also lower than anticipated for 2019. Some expenses will hit in January rather than December.

Motion by Chris Bothwell, second Brian Willey to approve **ALL** reports as presented.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

November 2019 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

1 Resolution 2020-1: Calendar Year 2020 Board Officer Election & Appointments

This is the annual election of board officers. Committees can be added at a later date if the board chooses.

Present Board Positions are:

Angela Sellers - Chairperson
Lisa Jackson - Vice Chairperson
Brian Willey - Treasurer
Paul DiBello - Secretary

The Board members felt the vacant officer position is the only position needing to be filled if the current officers agree to hold their current position. The current officers agreed to hold their position.

Motion by Suzanne Perkins, second Betty Baxter, that current officers remain the same.

AYE: Suzanne Perkins, Betty Baxter, Chris Bothwell,

NO: None

Abstain: Angela Sellers, Brian Willey, and Paul DiBello because they are the nominees

Vice Chair position must be filled. Recommendation for Vice Chairperson was Chris Bothwell.

Motion by Brian Willey, second Paul DiBello that Chris Bothwell be Board Vice Chairperson.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter
Paul DiBello, Brian Willey

NO: None

Abstain: Chris Bothwell because he is the nominee

After presentation and further discussion of Resolution 2020-1

Motion by Suzanne Perkins, second Betty Baxter, to approve the appointments and resolution as presented.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

2. Resolution 2020-2: Calendar Year 2020 Human Resource Committee Nominations & Appointments

Current – Chairperson Brian Willey
Secretary Lisa Jackson

Angela Sellers is the ex-officio member. The Board Chairperson is always an ex officio member of the committee.

Names called for appointment by the Board:

Committee Chairperson - Brian Willey
Committee Secretary - Kym Jones

After presentation and further discussion of Resolution 1010-2:

Motion by Suzanne Perkins second Chris Bothwell to approve the HR Committee members

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter, Chris Bothwell,
Paul DiBello

NO: None

Abstain: Brian Willey because he is the nominee

3.. Resolution 2020-3: Calendar Year 2020 Budget Appropriations Committee Nominations & Appointments

Current – Chairperson Chris Bothwell
Secretary - Suzanne Perkins

Angela Sellers is the ex-officio member. The Board Chairperson is always an ex officio member of the committee.

Names called for appointment by the Board:

Committee Chairperson - Chris Bothwell

Committee Secretary - Suzanne Perkins

After presentation and further discussion of Resolution 1010-2:

Motion by Betty Baxter, second Brian Willey to approve the Budget Appropriations Committee members

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Brian Willey

NO: None

Abstain: Chris Bothwell, Suzanne Perkins because they are the nominees

4. Resolution 2020-4: Calendar Year 2020 Agency Governance Committee Nominations & Appointments

Current – Chairperson - Paul DiBello

Secretary - Lorraine Russell

Angela Sellers is the ex-officio member. The Board Chairperson is always an ex officio member of the committee.

Names called for appointment by the Board:

Committee Chair person - Paul DiBello

Committee Secretary - Betty Baxter

After presentation and further discussion of Resolution 1010-2:

Motion by Chris Bothwell, second Suzanne Perkins to approve the Agency Governance Committee members

AYE: Angela Sellers, Suzanne Perkins, Chris Bothwell, Brian Willey

NO: None

Abstain: Paul DiBello, Betty Baxter because they are the nominees

5. Resolution 2020-5: Re-Allocation/Allocation of Restricted/Unrestricted Funds

The attached documentation to the board packet shows estimated carry over allocation of unrestricted funds to be restricted funds for 2020. Last page is a wish list of capital and major purchases.

Motion by Chris Bothwell, second Suzanne Perkins, to approve the resolution as presented.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

6. Resolution 2020-6: 2020 LAI Capital Funding Agreement

CCDDR has sufficient funds to assist LAI in their capital funding request for 2020.

Motion by Suzanne Perkins, second Brian Willey, to approve the resolution as presented.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

7. Resolution 2020-7: Change in Mileage Rate

Mileage rate decreased ½ cent. Mileage rate to be 54.5 beginning July 1, 2020.

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

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

8. Resolution 2020-8: Temporary Committee Continuation – Joint CCDDR/LAI Committee

No meetings have been held for a while due to no issues. Ed Thomas recommends keeping the committee intact and Natalie agrees. Names recommended by board for the joint committee were Chris Bothwell to be Chair and Suzanne Perkins to be secretary.

Motion by Betty Baxter, second Paul DiBello, to approve the resolution as presented.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Brian Willey

NO: None

Abstain: Chris Bothwell, Suzanne Perkins because they are the nominees

Public Comment:

Marilyn Martin stated LODC has been very busy, had many successes and made several changes. LODC vending route person obtained a driver's license. LODC is working with Camdenton schools to blend activities with families and get people out into the community.

Board Educational Session – Financial Reporting

Ed Thomas gave a board education session on CCDDR financial reporting. Items covered in the training session by Ed were: accrual accounting, how financials are reported to the Board, audit reports vs. monthly reporting to the Board, the budget, restricted funds/non-restricted funds, income accounts, expense accounts, and recording protocol.

Closed Session

Motion by Chris Bothwell, second Betty Baxter, to go into closed session pursuant to 610.021 RSMO, subsections (1), (13) & (17). A voice vote was taken.

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

Board Members returned from Closed Session.

Adjournment:

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

AYE: Angela Sellers, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Paul DiBello, Brian Willey

NO: None

Board Chairman

Secretary

FY 2018 Final Audit Report

**CAMDEN COUNTY
DEVELOPMENTAL
DISABILITY RESOURCES**

Camdenton, Missouri

INDEPENDENT AUDITORS' REPORT

For the Year Ended December 31, 2018

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Evers & Company, CPA's, L.L.C.

Certified Public Accountants and Consultants

Richard E. Elliott
Dale A. Siebeneck
Jo L. Moore
Wendy M. Renner
Eldon H. Becker
Bruce A. Vanderveld
Jessica L. Bridges
Bobbie J. Redmon-Murray

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Camden County Developmental Disability Resources
Camdenton, Missouri:

Elmer L. Evers, Emeritus
Jerome L. Kauffman, Emeritus
Keith L. Taylor, Emeritus

We have audited the accompanying financial statements of **Camden County Developmental Disability Resources** (CCDDR) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise CCDDR's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of **Camden County Developmental Disability Resources** as of December 31, 2018, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedules of changes in net pension liability and related ratios and contributions on pages 3 - 7 and 24 - 26 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The schedule of revenues and expenses by program is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Revenues and Expenses by Program is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Evers & Company, CPA's, LLC

EVERS & COMPANY, CPA's, L.L.C.
Jefferson City, Missouri

January 22, 2020

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

(Unaudited)

The discussion and analysis of the Camden County Senate Bill 40 Board doing business as Camden County Developmental Disability Resources (CCDDR) financial performance provides an overall review of CCDDR's financial activities for the year ended December 31, 2018. The intent of this discussion and analysis is to look at CCDDR's financial performance as a whole; readers should also review the basic financial statements to enhance their understanding of CCDDR's financial performance.

FINANCIAL HIGHLIGHTS

Key financial highlights for Fiscal Year 2018 are as follows:

- CCDDR's liquid assets of cash and cash equivalents were \$796,467.48 and \$931,472.51 for the years ended December 31, 2018 and 2017, respectively.

Overview of the Financial Statements

This annual report consists of a series of financial statements and notes to those statements. These statements are prepared and organized so the reader can understand CCDDR as a financial whole or as an entire operating entity. The statements then proceed to provide an increasingly detailed look at CCDDR's specific financial conditions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. CCDDR, like other special purpose state and local governments, uses proprietary fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Proprietary Funds

The proprietary fund consists of one enterprise fund, which provides services to qualifying developmentally disabled individuals in Camden County. Enterprise fund accounting is permitted whenever a fee is charged to external users for goods and services.

CCDDR's proprietary fund statements include:

The *statement of net position* presents information on CCDDR's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of CCDDR is improving or deteriorating.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

(Unaudited)

While the statement of net position provides information about the nature and amount of resources and obligations at year-end, the *statement of revenues, expenses, and changes in net position* presents the results of CCDDR's operations over the course of the year and information as to how the *net position* changed during the year. This statement can be used as an indicator of the extent to which CCDDR has successfully recovered its costs through user fees and other charges. All changes in net position are reported during the period in which the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods, such as delayed collection of operating revenues and the expense of employee earned but unused vacation leave.

The *statement of cash flows* presents changes in cash and cash equivalents resulting from operation, capital, noncapital, and investing activities. This statement summarizes the annual flow of cash receipts and cash payments, without consideration of the timing of the event giving rise to the obligation or receipts and excludes noncash accounting measures of depreciation or amortization of assets.

Notes to Basic Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The notes to basic financial statements can be found on pages 13 to 23 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* which includes a schedule of changes in net pension liability and related ratios and a schedule of contributions.

The Statement of Net Position presents CCDDR as a whole. Table 1 provides a summary of CCDDR's net position for 2018 and 2017.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

(Unaudited)

Table 1
Statement of Net Position

	<u>2018</u>	<u>2017</u>
Assets		
Current and Other Assets	\$ 1,852,289.40	\$ 2,053,811.61
Capital Assets	<u>673,814.09</u>	<u>656,642.27</u>
Total Assets	2,526,103.49	2,710,453.88
 Deferred Outflows of Resources		
Deferred Outflows Related to Pensions	<u>52,933.00</u>	<u>64,400.00</u>
Total Deferred Outflows of Resources	52,933.00	64,400.00
 Liabilities		
Current Liabilities	<u>108,857.45</u>	<u>107,751.14</u>
Total Liabilities	108,857.45	107,751.14
 Deferred Inflows of Resources		
Unavailable Revenue - Property Taxes	951,336.15	923,938.68
Deferred Inflows Related to Pensions	<u>12,452.00</u>	<u>1,595.00</u>
Total Deferred Inflows of Resources	963,788.15	925,533.68
 Net Position		
Net Investment in Capital Assets	673,814.09	656,642.27
Restricted	<u>832,576.80</u>	<u>1,084,926.79</u>
 Total Net Position	<u><u>\$ 1,506,390.89</u></u>	<u><u>\$ 1,741,569.06</u></u>

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

(Unaudited)

Table 2 shows the changes in CCDDR's net position for the years ended December 31, 2018 and 2017.

Table 2
Changes in Net Position

	<u>2018</u>	<u>2017</u>
Revenues		
Operating Revenues		
TCM Income	\$ 1,313,504.64	\$ 1,187,835.84
Miscellaneous	504.06	222.04
Nonoperating Revenues		
Property Tax Receipts	674,670.54	1,097,970.07
MEHTAP Grant	6,034.85	1,318.52
Rent	5,712.00	5,712.00
Interest	14,374.55	6,648.95
Loss on Disposal of Assets	(1,862.54)	-
Total Revenue	<u>2,012,938.10</u>	<u>2,299,707.42</u>
Expenses		
Operating Expenses	<u>2,248,116.27</u>	<u>2,164,042.27</u>
Total Expenses	<u>2,248,116.27</u>	<u>2,164,042.27</u>
Change in Net Position	(235,178.17)	135,664.95
Net Position, Beginning of Year	<u>1,741,569.06</u>	<u>1,605,904.11</u>
Net Position, End of Year	<u>\$ 1,506,390.89</u>	<u>\$ 1,741,569.06</u>

While several revenue sources help to fund CCDDR, TCM income was the biggest contributor for 2018 and 2017 accounting for 65.3% and 51.7% of total revenues, respectively. CCDDR's assessed valuation is provided by subclasses of Real and Personal Property at this time. The tax levy was .0575 and .0566 per \$100 valuation, for the years ended December 31, 2018 and 2017, respectively.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2018
(Unaudited)

Capital Assets

CCDDR had \$673,814 and \$656,642 (net of accumulated depreciation) invested in capital assets as of December 31, 2018 and 2017, respectively. The investment in capital assets includes buildings, furniture and equipment, and vehicles. CCDDR's net revenue is used to finance capital investments.

Table 3
Capital Assets, Net of Depreciation
December 31, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Land	\$ 61,399	\$ 61,399
Structures, buildings, and Equipment, net	<u>612,415</u>	<u>595,243</u>
Totals	<u>\$ 673,814</u>	<u>\$ 656,642</u>

Economic Factors and Next Year's Budget:

General Fund Budget Summary

The Fiscal Year 2019 Property Tax budget ("SB 40 Tax Funds") was prepared using a tax rate of .0575 per \$100 of valuation and estimates of receipts to equal expenditures. The Fiscal Year 2019 Charges for Services budget ("Services") was prepared using an estimated total of services to be charged at a rate of \$8.64 per 5-minute unit provided and estimates of receipts to equal expenditures.

Contacting CCDDR's Financial Management

This financial discussion and report is designed to provide a general overview of CCDDR's finances for all those with an interest in CCDDR's finances and to demonstrate CCDDR's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to CCDDR Treasurer.

**CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**

Camdenton, Missouri

STATEMENT OF NET POSITION

December 31, 2018

ASSETS

Cash and Cash Equivalents	\$ 796,467.48
Property Tax Receivable, Net of Allowance for Uncollectibles	876,244.92
TCM Receivable	136,477.44
Non Medicaid Receivable	22,671.36
Prepaid Insurance	20,428.20
Capital Assets Not Being Depreciated:	
Land	61,399.50
Capital Assets, Net of Accumulated Depreciation	
Structures, Buildings, and Equipment	<u>612,414.59</u>
Total Assets	<u><u>2,526,103.49</u></u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows Related to Pensions	<u>52,933.00</u>
Total Deferred Outflows of Resources	<u><u>52,933.00</u></u>

LIABILITIES

Accrued Expenses	100,180.45
Net Pension Liability	<u>8,677.00</u>
Total Liabilities	<u><u>108,857.45</u></u>

DEFERRED INFLOWS OF RESOURCES

Unavailable Revenue - Property Taxes	951,336.15
Deferred Inflows Related to Pensions	<u>12,452.00</u>
Total Deferred Inflows of Resources	<u><u>963,788.15</u></u>

NET POSITION

Net Investment in Capital Assets	673,814.09
Restricted	<u>832,576.80</u>
Total Net Position	<u><u>\$ 1,506,390.89</u></u>

See accompanying notes to the financial statements.

**CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**
Camdenton, Missouri
**STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION**
For the Year Ended December 31, 2018

OPERATING REVENUES

Charges for Services	\$ 1,313,504.64
Miscellaneous	<u>504.06</u>

Total Operating Revenues	<u>1,314,008.70</u>
---------------------------------	---------------------

OPERATING EXPENSES

Administrative Expenses:	
Public Meetings	6,537.57
Office Expenses	31,598.03
Dues	6,262.10
Training	1,670.00
Travel	4,797.10
Miscellaneous	3,659.02
Utilities	13,786.33
Insurance	15,417.05
Depreciation	30,851.40
Partnership for Hope	45,827.24
Direct Services	135,613.08
Housing Programs	120,725.26
CLC	190,018.45
Community Employment	38.00
Special Needs	160,639.05
Lake Area Industries	376,367.79
Professional Fees	18,597.68
Contracted Business Services	67,822.69
Repairs and Maintenance	14,857.16
Personnel Services	<u>1,003,031.27</u>

Total Operating Expenses	<u>2,248,116.27</u>
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Net Operating Income (Loss)	(934,107.57)
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See accompanying notes to the financial statements.

**CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**
Camdenton, Missouri
**STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN NET POSITION**
For the Year Ended December 31, 2018

NONOPERATING REVENUES (EXPENSES)

Property Taxes	674,670.54
Interest Income	14,374.55
MEHTAP Grant	6,034.85
Rent	5,712.00
Loss on Disposal of Assets	<u>(1,862.54)</u>

Total Nonoperating Revenues (Expenses)	<u>698,929.40</u>
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CHANGE IN NET POSITION	(235,178.17)
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NET POSITION AT BEGINNING OF YEAR	<u>1,741,569.06</u>
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NET POSITION AT END OF YEAR	<u><u>\$ 1,506,390.89</u></u>
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See accompanying notes to the financial statements.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
CAMDENTON, MISSOURI

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2018

<u>Cash Flows from Operating Activities:</u>	
Receipts from customers and users	\$ 1,222,718.46
Payments to suppliers	(1,202,972.12)
Payments to employees	(993,027.31)
Net Cash Provided (Used) by Operating Activities	<u>(973,280.97)</u>
<u>Cash Flows from Noncapital Financing Activities:</u>	
Property taxes	862,040.22
Proceeds from rent	5,712.00
Net Cash Provided (Used) by Noncapital Financing Activities	<u>867,752.22</u>
<u>Cash Flows from Capital and Related Financing Activities:</u>	
Acquisition and construction of capital assets	(49,885.84)
Proceeds from grant	6,034.85
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(43,850.99)</u>
<u>Cash Flow from Investing Activities:</u>	
Receipts of interest	14,374.71
Net Cash Provided (Used) by Investing Activities	<u>14,374.71</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(135,005.03)
Cash & Cash Equivalents at Beginning of Year	<u>931,472.51</u>
Cash & Cash Equivalents at End of Year	<u><u>\$ 796,467.48</u></u>

See accompanying notes to the financial statements.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
CAMDENTON, MISSOURI

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2018

<u>Reconciliation of operating income to net cash</u> <u>provided (used) by operating activities:</u>	
Net Operating Income (Loss)	\$ (934,107.57)
Adjustments to Reconcile Net Operating Income (Loss) to Net Cash Provided by Operating Activities:	
Depreciation	30,851.40
(Increase) Decrease in:	
TCM Receivable	(87,721.92)
Non Medicaid Receivable	(3,568.32)
Prepaid insurance	(2,164.87)
Deferred Outflows Related to Pensions	11,467.00
Increase (Decrease) in:	
Net Pension Liability	(13,364.00)
Accrued Expenses	14,470.31
Deferred Inflows Related to Pensions	10,857.00
Net Cash Provided (Used) by Operating Activities	<u>\$ (973,280.97)</u>

See accompanying notes to the financial statements.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

CCDDR complies with accounting principles generally accepted in the United States of America (GAAP). Generally accepted accounting principles include all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

A. General Statement

The Camden County Senate Bill 40 Board doing business as Camden County Developmental Disability Resources (CCDDR) was formed with voter approval in 1980 under the provisions of Chapter 205 of the Missouri Statutes. Pursuant to the provisions, CCDDR is operated under the direction of nine members appointed by the Camden County Commissioners.

B. Basis of Accounting

The accrual basis of accounting is followed. Under this basis of accounting, revenue is recognized when earned and expenses are recognized when incurred.

C. Cash and Cash Equivalents

For the purpose of financial reporting, "cash and cash equivalents" includes all demand and savings accounts, and certificates of deposit or short-term investments with an original maturity of three-months or less.

D. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

E. Income Taxes

No provision for income taxes has been recorded since CCDDR is exempt from income taxation.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Cont'd.)

F. Allowance for Doubtful Accounts

CCDDR receives property tax revenue from residents of Camden County. The County collects its revenue on behalf of CCDDR and remits the collections to them monthly. CCDDR has determined that a portion of that revenue may be uncollectible. The allowance for doubtful accounts for the year ended December 31, 2018 was \$17,155.72. All other program related receivables have been deemed fully collectible at December 31, 2018.

G. Structures, Buildings, and Equipment

Structures, buildings, and equipment are carried at cost. CCDDR's policy is to depreciate structures, buildings, and equipment over the estimated useful lives of the assets by use of the straight line method.

Buildings	20 – 40 years
Furniture and Equipment	5 – 7 years
Vehicles	5 – 7 years

H. Net Position

Net position comprises the various net earnings from operating income, nonoperating revenues and expenses, capital contributions, and special items. Net position is classified in the following three components:

Net Investment in Capital Assets – This component of net position consists of capital assets net of accumulated depreciation. If CCDDR were to issue debt, the component would be reduced by the outstanding balances of any bonds, mortgages, notes, or other obligations that would be attributable to the acquisition, construction, or improvement of those assets. If there were significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds would not be included in the calculation of net investment in capital assets. Rather, that portion of the debt would be included in the same net position component as the unspent proceeds.

Restricted – This component of net position consists of constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions of enabling legislation.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Cont'd.)

H. Net Position (Cont'd.)

Unrestricted – This component of net position consists of net position that does not meet the definition of “restricted” or “net investment in capital assets”. It is CCDDR’s policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

I. Operating Revenues

CCDDR distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the CCDDR’s principal ongoing operations. The principal operating revenues of CCDDR are charges to client for services. Operating expenses for CCDDR include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

J. Subsequent Events

CCDDR evaluates events and transactions occurring subsequent to the date of the financial statements for matters requiring recognition or disclosure in the financial statements. The accompanying financial statements consider events through January 22, 2020, which is the date the financial statements were available to be issued.

NOTE 2 – DEPOSITS:

Custodial Credit Risk – State statutes require that all deposits in financial institutions be fully collateralized by U.S. Government obligations that have a market value not less than the principal amount of the deposits. Of the \$693,507.44 held at multiple banks by CCDDR on December 31, 2018, all of the balances were either fully insured by FDIC or collateralized by pledged securities.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2018

NOTE 3 – PROPERTY TAXES:

CCDDR's property tax is levied by Camden County each October 1, based on the assessed value as of the previous January 1, for all real and personal property located in Camden County. Assessed values are established by the County Assessor.

Property taxes are billed by November 1 following the levy date, due by December 31 and considered delinquent on January 1. A lien is placed on the property as of March 1 if delinquent taxes are not paid.

The assessed valuation of the taxable tangible property of CCDDR was as follows:

	<u>2017</u>
Camden County	\$1,659,700,161

The tax levy per \$100 of assessed valuation of taxable tangible property for 2018 was \$0.0575.

The ratio of taxes received to taxes assessed (collection rate) for the year ended December 31, 2018 was as follows, categorized by levy dates:

	<u>2017 Levy</u>
Assessed valuation	\$1,659,700,161
Levy per \$100 of assessed valuation	<u>.000566</u>
Current Taxes Assessed	<u>\$ 939,390.29</u>
Collection Rate:	
Total Taxes Received in 2018	\$ 674,670.54
Current Taxes Assessed	<u>939,390.29</u>
Percentage of Total Collection	<u>71.9%</u>

Collection percentages can vary depending upon timing of collections.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 4 - RISK MANAGEMENT:

CCDDR is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. CCDDR's insurance protection for general liability, employee benefit liability, and automatic liability is provided by Missouri Public Entity Risk Management Fund, of which CCDDR is a participating member. No significant reduction in insurance coverage occurred during the year and no settlements exceeded insurance coverage during any of the past three fiscal years.

The Missouri Public Entity Risk Management Fund is structured such that member premiums are based on an actuarial review that will provide adequate reserves to allow the Fund to meet its expected financial obligations. The Fund has the authority to assess its member's additional premiums should reserves and annual premiums be insufficient to meet the Fund's obligations.

CCDDR is also insured by Cincinnati Insurance Company for potential worker related accidents and casualty claims.

NOTE 5 – RETIREMENT PLAN:

Summary of Significant Accounting Policies

Pensions. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Missouri Local Government Employees Retirement System (LAGERS) and additions to/deductions from LAGERS fiduciary net position have been determined on the same basis as they are reported by LAGERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 5 – RETIREMENT PLAN: (Cont'd)

General Information about the Pension Plan

Plan description. The Camden County Developmental Disability Resources defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The Camden County Developmental Disability Resources participates in the Missouri Local Government Employees Retirement System (LAGERS). LAGERS is an agent multiple-employer, statewide public employee pension plan established in 1967 and administered in accordance with RSMo. 70.600-70.755. As such, it is LAGERS responsibility to administer the law in accordance with the expressed intent of the General Assembly. The plan is qualified under the Internal Revenue Code Section 401(a) and is tax exempt. The responsibility for the operations and administration of LAGERS is vested in the LAGERS Board of Trustees consisting of seven persons. LAGERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by accessing the LAGERS website at www.molagers.org.

Benefits provided. LAGERS provides retirement, death and disability benefits. Benefit provisions are adopted by the governing body of the employer, within the options available in the state statutes governing LAGERS. All benefits vest after 5 years of credited service. Employees who retire on or after age 60 with 5 or more years of service are entitled to an allowance for life based upon the benefit program information provided below. Employees may retire with an early retirement benefit with a minimum of 5 years of credited service and after attaining age 55 and receive a reduced allowance.

2018 Valuation

Benefit Multiplier:	1.0%
Final Average Salary:	3 years
Member Contributions:	0%

Benefit terms provide for annual post retirement adjustments to each member's retirement allowance subsequent to the member's retirement date. The annual adjustment is based on the increase in the Consumer Price Index and is limited to 4% per year.

Employees covered by benefit terms. At June 30, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	2
Inactive employees entitled to but not yet receiving benefits	2
Active employees	15
	<u>19</u>

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 5 – RETIREMENT PLAN: (Cont'd)

Contributions. The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by LAGERS. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance an unfunded accrued liability. Full-time employees of the employer do not contribute to the pension plan. Employer contribution rates are 8.1%.

Net pension liability. The employer's net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of February 28, 2018.

Actuarial assumptions. The total pension liability in the February 28, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.25% wage inflation; 2.50 % price inflation
Salary Increase	3.25% to 6.55% including wage inflation
Investment rate of return	7.25%, net of investment expenses

The healthy retiree mortality tables, for post-retirement mortality, were the RP-2014 Healthy Annuitant mortality table for males and females. The disabled retiree mortality tables, for post-retirement mortality, were the RP-2014 disabled mortality table for males and females. The pre-retirement mortality tables used were the RP-2014 employees mortality tables for males and females.

Both the post-retirement and pre-retirement tables were adjusted for mortality improvement back to the observation period base year of 2006. The base year for males was then established to be 2017. Mortality rates for a particular calendar year are determined by applying the MP-2015 mortality improvement scale to the above described tables.

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 5 – RETIREMENT PLAN: (Cont'd)

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equity	43.00%	5.16%
Fixed Income	26.00%	2.86%
Real Assets	21.00%	3.23%
Strategic Assets	10.00%	5.59%

Discount Rate. The single discount rate used to measure the total pension liability is 7.25%. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

Changes in the Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
	(a)	(b)	(a) – (b)
Balances at 6/30/2017	\$ 322,688	\$ 300,647	\$ 22,041
Changes for the year:			
Service Cost	41,180	-	41,180
Interest	24,578	-	24,578
Difference between expected and actual experience	(641)	-	(641)
Contributions – employer	-	48,941	(48,941)
Contributions – employee	-	-	-
Net Investment income	-	38,162	(38,162)
Benefit Payments, including refunds	(7,963)	(7,963)	-
Administrative expense	-	(1,452)	1,452
Other changes	-	(7,170)	7,170
Net Changes	57,154	70,518	(13,364)
Balances at 6/30/2018	\$ 379,842	\$ 371,165	\$ 8,677

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2018

NOTE 5 – RETIREMENT PLAN: (Cont'd)

Sensitivity of the net pension liability to changes in the discount rate. The following presents the Net Pension Liability of the employer, calculated using the discount rate of 7.25%, as well as what the employer's Net Pension Liability would be using a discount rate that is 1 percentage point lower (6.25%) or one percentage point higher (8.25%) than the current rate.

	Current Single Discount		
	1% Decrease	Rate Assumption	1% Increase
	6.25%	7.25%	8.25%
Total Pension Liability (TPL)	\$443,261	\$ 379,842	\$ 328,738
Plan Fiduciary Net Pension	371,165	371,165	371,165
Net Pension Liability/(Asset) (NPL)	<u>\$ 72,096</u>	<u>\$ 8,677</u>	<u>\$ (42,427)</u>

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2018 the employer recognized pension expense of \$54,842.34. The employer reported deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences in experience	\$ 21,444	\$ (1,860)
Differences in assumptions	6,475	-
Excess (deficit) investment returns	-	(10,592)
Contributions subsequent to the measurement date	25,014	-
Total	<u>\$ 52,933</u>	<u>\$ (12,452)</u>

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2018

NOTE 5 – RETIREMENT PLAN: (Cont'd)

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:	Net Deferred Outflows of Resources
2019	\$ 6,478
2020	4,605
2021	(141)
2022	616
2023	3087
Thereafter	822
Total	<u>\$ 15,467</u>

NOTE 6 – TAX ABATEMENTS

Pursuant to the Real Property Tax Increment Allocation Act, Sections 99.800 through 99.865, RsMO, as amended (the “TIF Act”), cities and counties (governments) may adopt a redevelopment plan (“TIF plan”) that provides for the redevelopment of a “blighted area”, “conservation area”, or “economic development area” located within the boundaries of the government to encourage increased property valuations.

In general, once approved, the City of Osage Beach enters into a development contract with the developer covering the development project, including property tax abatements. There are no provisions for recapture since the taxes abated are for property development and used to fund project and service debt. As of December 31, 2018, tax abatements for the District consisted of the following:

- Property tax abatements attributable to the increase in assessed value of the property in the TIF district over the assessed value of the property before the development. Total property taxes abated under the agreements totaled:

Camden County
\$ 1,323.17

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

NOTE 7 - STRUCTURES, BUILDINGS, AND EQUIPMENT:

Structures, buildings, and equipment and accumulated depreciation by major class are as follows at December 31, 2018:

	<u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets not being depreciated:				
Land	\$61,399.50	\$ -	\$ -	\$ 61,399.50
Total capital assets, not being depreciated	<u>61,399.50</u>	<u>-</u>	<u>-</u>	<u>61,399.50</u>
Capital assets being depreciated:				
Buildings	771,493.50	44,817.84	-	816,311.34
Furniture and equipment	51,112.08	5,068.00	(5,193.00)	50,987.08
Vehicles	6,740.00	-	-	6,740.00
Total capital assets, being depreciated	<u>829,345.58</u>	<u>49,885.84</u>	<u>(5,193.00)</u>	<u>874,038.42</u>
Less accumulated depreciation for:				
Buildings	(197,250.31)	(24,044.60)	-	(221,294.91)
Furniture and equipment	(30,112.58)	(6,806.80)	3,330.46	(33,588.92)
Vehicles	(6,740.00)	-	-	(6,740.00)
Total accumulated depreciation	<u>(234,102.89)</u>	<u>(30,851.40)</u>	<u>3,330.46</u>	<u>(261,623.83)</u>
Total capital assets being depreciated, net	<u>595,242.69</u>	<u>19,034.44</u>	<u>(1,862.54)</u>	<u>612,414.59</u>
Capital assets, net	<u>\$ 656,642.19</u>	<u>\$ 19,034.44</u>	<u>\$ (1,862.54)</u>	<u>\$ 673,814.09</u>

Total depreciation expense for 2018 was \$30,851.40

REQUIRED
SUPPLEMENTARY
INFORMATION

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
For the Year Ended December 31, 2018

	2018	2017	2016	2015
A. Total Pension Liability				
1. Service Cost	\$ 41,180	\$ 35,211	\$ 31,053	\$ 26,765
2. Interest on Total Pension Liability	24,578	19,356	15,332	11,123
3. Changes of Benefit Terms	-	-	-	-
4. Difference between expected and actual experience of the Total Pension Liability	(641)	19,112	(2,175)	19,802
5. Changes of Assumptions	-	-	10,789	-
6. Benefit payments, including refunds of employee contributions	(7,963)	(1,323)	1,752	(1,734)
7. Net change in total pension liability	57,154	72,356	56,751	55,956
8. Total pension liability - beginning	322,688	250,332	197,085	141,129
9. Total pension liability - ending	\$ 379,842	\$ 322,688	\$ 253,836	\$ 197,085
B. Plan fiduciary net position				
1. Contributions - employer	\$ 48,941	\$ 47,106	\$ 34,888	\$ 32,891
2. Contributions - employee	-	-	-	-
3. Net Investment income	38,162	28,798	171	3,367
4. Benefit payments, including refunds of employer contributions	(7,963)	(1,323)	(1,752)	(1,734)
5. Pension Plan Administrative Expense	(1,452)	(1,602)	(1,431)	(1,305)
6. Other (Net Transfer)	(7,170)	(1,138)	(1,203)	7,580
7. Net change in plan fiduciary net position	70,518	71,841	30,673	40,799
8. Plan fiduciary net position - beginning	300,647	228,806	198,133	157,334
9. Plan fiduciary net position - ending	371,165	300,647	228,806	198,133
C. Net pension liability / (asset)	\$ 8,677	\$ 22,041	\$ 21,526	\$ (1,048)
D. Plan fiduciary net position as a percentage of the total pension liability	97.72%	93.17%	91.40%	100.53%
E. Covered - employee payroll	\$ 587,402	\$ 646,825	\$ 512,552	\$ 477,451
F. Net pension liability as a percentage of covered employee payroll	1.48%	3.41%	4.20%	(.22)%

* Ultimately 10 Fiscal Years will be displayed.

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Camdenton, Missouri

SCHEDULE OF CONTRIBUTIONS
For the Year Ended December 31, 2018

Fiscal Year	Actuarially Determined Contribution	Contribution in Relation	Contribution Deficiency	Covered Employee Payroll	Contribution As Percentage
2009	\$ 14,391.99	\$ 14,392.29	\$ (0.30)	\$ 186,910.38	7.70%
2010	20,464.20	20,464.20	0.00	243,621.96	8.40%
2011	12,716.27	12,716.42	(0.15)	149,602.51	8.50%
2012	12,798.33	12,798.36	(0.03)	154,197.28	8.30%
2013	22,280.06	22,280.03	0.03	285,642.33	7.80%
2014	32,928.34	32,928.24	0.10	457,337.46	7.20%
2015	33,255.02	33,255.26	(0.24)	481,956.26	6.90%
2016	39,150.57	39,150.69	(0.12)	567,401.14	6.90%
2017	50,209.92	50,209.97	(0.05)	687,807.72	7.30%
2018	48,951.63	48,951.48	0.15	627,584.81	7.80%

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Camdenton, Missouri

SCHEDULE OF CONTRIBUTIONS

For the Year Ended December 31, 2018

Valuation Date:	February 28, 2018
Notes:	The roll-forward of total pension liability from February 28, 2018 to June 30, 2018 reflects expected service cost and interest reduced by actual benefit payments and administrative expenses.
Methods and assumptions used to determine contribution rates:	
Actuarial Cost Method	Entry Age Normal and Modified Terminal Funding
Amortization Method	A level percentage of payroll amortization method is used to amortize the UAAL over a closed period of years. If the UAAL (excluding the UAAL associated with benefit changes) is negative, then this amount is amortized over the greater of (i) the remaining initial amortization period or (ii) 15 years.
Remaining Amortization Period	Multiple bases from 12 to 19 years
Asset Valuation Method	5-Year smoothed market; 20% corridor
Inflation	3.25% wage inflation; 2.50% price inflation
Salary Increases	3.25% to 6.55% including wage inflation
Investment Rate of Return	7.25%, net of investment expenses
Retirement Age	Experience-based table of rates that are specific to the type of eligibility condition.
Mortality	<p>The healthy retiree mortality tables, for post-retirement mortality, were the RP-2014 Healthy Annuitant mortality table for males and females. The disabled retiree mortality tables, for post-retirement mortality, were the RP-2014 disabled mortality table for males and females. The pre-retirement mortality tables used were the RP-2014 employees mortality table for males and females.</p> <p>Both the post-retirement and pre-retirement tables were adjusted for mortality improvement back to the observation period base year of 2006. The base year for males was then established to be 2017. Mortality rates for a particular calendar year are determined by applying the MP-2015 mortality improvement improvement scale to the above described tables.</p>
Other Information:	None

SUPPLEMENTARY INFORMATION

**CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**

Camdenton, Missouri

**SCHEDULE OF REVENUES AND EXPENSES
BY PROGRAM**

For the Year Ended December 31, 2018

	<u>SB40 TAX</u>	<u>SERVICES</u>	<u>TOTAL</u>
OPERATING REVENUES			
Charges for Services	\$ -	\$ 1,313,504.64	\$ 1,313,504.64
Miscellaneous	-	504.06	504.06
	<hr/>	<hr/>	<hr/>
Total Operating Revenues	-	1,314,008.70	1,314,008.70
OPERATING EXPENSES			
Administrative Expenses:			
Public Meetings	-	6,537.57	6,537.57
Office Expenses	-	31,598.03	31,598.03
Dues	-	6,262.10	6,262.10
Training	-	1,670.00	1,670.00
Travel	-	4,797.10	4,797.10
Miscellaneous	5.00	3,654.02	3,659.02
Utilities	-	13,786.33	13,786.33
Insurance	-	15,417.05	15,417.05
Depreciation	-	30,851.40	30,851.40
Partnership for Hope	45,827.24	-	45,827.24
Targeted Case Management	135,613.08	-	135,613.08
Housing Programs	120,725.26	-	120,725.26
CLC	190,018.45	-	190,018.45
Community Employment	38.00	-	38.00
Special Needs	160,639.05	-	160,639.05
Lake Area Industries	376,367.79	-	376,367.79
Professional Fees	4,482.51	14,115.17	18,597.68
Contracted Business Services	-	67,822.69	67,822.69
Repairs and Maintenance	-	14,857.16	14,857.16
Personnel Services	-	1,003,031.27	1,003,031.27
	<hr/>	<hr/>	<hr/>
Total Operating Expenses	1,033,716.38	1,214,399.89	2,248,116.27
Net Operating Income (Loss)	(1,033,716.38)	99,608.81	(934,107.57)

**CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**

Camdenton, Missouri

**SCHEDULE OF REVENUES AND EXPENSES
BY PROGRAM**

For the Year Ended December 31, 2018

	<u>SB40 TAX</u>	<u>SERVICES</u>	<u>TOTAL</u>
NONOPERATING REVENUES (EXPENSES)			
Property Taxes	674,670.54	-	674,670.54
Interest Income	12,941.40	1,433.15	14,374.55
MEHTAP Grant	6,034.85	-	6,034.85
Rent	-	5,712.00	5,712.00
Loss on Disposal of Assets	-	(1,862.54)	(1,862.54)
Total Nonoperating Revenues (Expenses)	<u>693,646.79</u>	<u>5,282.61</u>	<u>698,929.40</u>
CHANGE IN NET POSITION	<u><u>\$ (340,069.59)</u></u>	<u><u>\$ 104,891.42</u></u>	<u><u>\$ (235,178.17)</u></u>

CLC Monthly Report



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

Utilizing DECEMBER 2019 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
December 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		690.93	690.93
41200 Camden County SB40		12,749.19	12,749.19
Total 41000 Contributions & Grants	\$ 0.00	\$ 13,440.12	\$ 13,440.12
42000 Program Services			0.00
42100 First Steps			0.00
Total 42100 First Steps	\$ 2,484.39	\$ 0.00	\$ 2,484.39
Total 42000 Program Services	\$ 2,484.39	\$ 0.00	\$ 2,484.39
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		225.00	225.00
43130 Snack		40.00	40.00
Total 43100 Dining	\$ 0.00	\$ 265.00	\$ 265.00
43500 Tuition		2,709.00	2,709.00
43505 Subsidy Tuition		101.99	101.99
Total 43500 Tuition	\$ 0.00	\$ 2,810.99	\$ 2,810.99
Total 43000 Tuition	\$ 0.00	\$ 3,075.99	\$ 3,075.99
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45289 Claus For A Cause		1,314.00	1,314.00
Total 45200 Fundraising Income	\$ 0.00	\$ 1,314.00	\$ 1,314.00
45300 Donation Income			0.00
45310 Donations		1,200.00	1,200.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 1,275.00	\$ 1,275.00
Total 45300 Donation Income	\$ 0.00	\$ 1,275.00	\$ 1,275.00
Total 45000 Other Revenue	\$ 0.00	\$ 2,589.00	\$ 2,589.00
Total 40000 INCOME	\$ 2,484.39	\$ 19,105.11	\$ 21,589.50
Total Revenue	\$ 2,484.39	\$ 19,105.11	\$ 21,589.50
Gross Profit	\$ 2,484.39	\$ 19,105.11	\$ 21,589.50
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 17,494.58	\$ 17,494.58
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 2,477.48	\$ 2,477.48
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 1,632.11	\$ 1,632.11
51600 Health Insurance			0.00
Total 51600 Health Insurance	\$ 0.00	\$ 1,728.48	\$ 1,728.48
Total 51000 Payroll Expenditures	\$ 0.00	\$ 23,332.65	\$ 23,332.65
52000 Advertising/Promotional		16.95	16.95

54000 Fundraising/Grants			-4,900.13		-4,900.13
54520 Gala of Trees			179.55		179.55
54600 Frosty Float Fundraiser			350.00		350.00
Total 54000 Fundraising/Grants	\$	0.00	\$	4,370.58	-\$ 4,370.58
56000 Office Expenditures			5.00		5.00
56200 Miscellaneous			75.93		75.93
56300 Office Supplies			601.59		601.59
Total 56000 Office Expenditures	\$	0.00	\$	682.52	\$ 682.52
57000 Office/General Administrative Expenditures					0.00
57100 Accounting Fees					0.00
57150 Online Accounting Software Service			70.00		70.00
Total 57100 Accounting Fees	\$	0.00	\$	70.00	\$ 70.00
57160 QuickBooks Payments Fees			82.50		82.50
57400 Child Management Software			35.00		35.00
57960 Janitorial/Custodial			200.00		200.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	387.50	\$ 387.50
58000 Operating Supplies					0.00
58100 Classroom Consumables			29.82		29.82
58200 Dining			752.14		752.14
Total 58000 Operating Supplies	\$	0.00	\$	781.96	\$ 781.96
59000 Program Service Fees					0.00
59100 First Steps					0.00
Total 59100 First Steps	\$	0.00	\$	0.00	\$ 0.00
Total 59000 Program Service Fees	\$	0.00	\$	0.00	\$ 0.00
62000 Safety & Security			11.95		11.95
63000 Utilities					0.00
63100 Electric		107.96	251.92		359.88
63200 Internet		21.00	48.99		69.99
63300 Telephone		39.17	91.41		130.58
63400 Trash Service			39.71		39.71
63500 Water Softener			24.00		24.00
Total 63000 Utilities	\$	168.13	\$	456.03	\$ 624.16
65000 Other Expenditures					0.00
65100 Miscellaneous Expenditures			530.99		530.99
Total 65000 Other Expenditures	\$	0.00	\$	530.99	\$ 530.99
Total 50000 EXPENDITURES	\$	168.13	\$	21,829.97	\$ 21,998.10
Payroll Expenses					0.00
Company Contributions					0.00
Retirement			160.00		160.00
Total Company Contributions	\$	0.00	\$	160.00	\$ 160.00
Total Payroll Expenses	\$	0.00	\$	160.00	\$ 160.00
Reimbursements			593.42		593.42
voided check					0.00
Total Expenditures	\$	168.13	\$	22,583.39	\$ 22,751.52
Net Operating Revenue	\$	2,316.26	-\$	3,478.28	-\$ 1,162.02
Net Revenue	\$	2,316.26	-\$	3,478.28	-\$ 1,162.02

CHILDREN'S LEARNING CENTER
Statement of Activity
January - December 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		10,665.39	10,665.39
41200 Camden County SB40	12,312.30	194,450.46	196,762.76
41400 United Way Grant		4,066.00	4,066.00
41500 Misc. Grant Revenue		12,111.00	12,111.00
Total 41000 Contributions & Grants	\$ 12,312.30	\$ 211,292.85	\$ 223,605.15
42000 Program Services			0.00
42100 First Steps			0.00
Total 42100 First Steps	\$ 43,523.10	\$ 21,020.13	\$ 64,543.23
Total 42000 Program Services	\$ 43,523.10	\$ 21,020.13	\$ 64,543.23
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		2,475.00	2,475.00
43130 Snack		440.00	440.00
Total 43100 Dining	\$ 0.00	\$ 2,915.00	\$ 2,915.00
43200 Enrollment Fees		425.00	425.00
43500 Tuition		37,633.17	37,633.17
43505 Subsidy Tuition		5,286.28	5,286.28
Total 43500 Tuition	\$ 0.00	\$ 42,919.45	\$ 42,919.45
Total 43000 Tuition	\$ 0.00	\$ 46,259.45	\$ 46,259.45
45000 Other Revenue		229.98	229.98
45200 Fundraising Income		1,146.83	1,146.83
45220 Summer Night Glow 5K		10,561.42	10,561.42
45280 Pizza For A Purpose		6,218.77	6,218.77
45281 Pizza For A Purpose - Gun Raffle		1,868.90	1,868.90
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 8,087.67	\$ 8,087.67
45285 Lip Sync Battle		8,287.43	8,287.43
45286 Wine Run & Walk		2,500.00	2,500.00
45287 Shoot Out		5,882.85	5,882.85
45288 Tshirt Fundraiser		452.00	452.00
45289 Claus For A Cause		2,964.00	2,964.00
45290 Non-Profit Revenue		100.00	100.00
Total 45200 Fundraising Income	\$ 0.00	\$ 39,982.20	\$ 39,982.20
45300 Donation Income		3,091.00	3,091.00
45310 Donations		1,200.00	1,200.00
45312 Community Rewards		987.26	987.26
45314 Kiwanis Club Of Ozarks		1,000.00	1,000.00
45315 Bear Market		900.00	900.00
45316 Daybreak Rotary		500.00	500.00
45351 Community Foundation of the Lake		1,290.00	1,290.00
45352 KC Chiefs Ticket Fundraiser		620.00	620.00
Total 45310 Donations	\$ 0.00	\$ 6,497.26	\$ 6,497.26
Total 45300 Donation Income	\$ 0.00	\$ 9,588.26	\$ 9,588.26
Total 45000 Other Revenue	\$ 0.00	\$ 49,800.44	\$ 49,800.44
Total 40000 INCOME	\$ 55,835.40	\$ 328,372.87	\$ 384,208.27
Total Revenue	\$ 55,835.40	\$ 328,372.87	\$ 384,208.27
Gross Profit	\$ 55,835.40	\$ 328,372.87	\$ 384,208.27
Expenditures			
50000 EXPENDITURES		41.75	41.75
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 210,830.62	\$ 210,830.62
51200 Background Check		15.25	15.25
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 27,488.21	\$ 27,488.21
51500 Employee Taxes		73.00	73.00
Total 51500 Employee Taxes	\$ 0.00	\$ 20,389.95	\$ 20,389.95
51600 Health Insurance		-50.32	-50.32
Total 51600 Health Insurance	\$ 0.00	\$ 11,070.00	\$ 11,070.00
51900 Workermans Comp Insurance		1,652.00	1,652.00
51950 Employee Garnishments		304.70	304.70
Total 51000 Payroll Expenditures	\$ 0.00	\$ 271,750.73	\$ 271,750.73
52000 Advertising/Promotional		2,634.04	2,634.04
53000 Equipment		20,520.41	20,520.41
54000 Fundraising/Grants		-4,874.61	-4,874.61

54200 Summer Night Glow 5K		3,581.03	3,581.03
54400 Scholastic, Inc.		5.00	5.00
54520 Gala of Trees		179.55	179.55
54600 Frosty Float Fundraiser		367.80	367.80
54700 Pizza For A Purpose		1,434.10	1,434.10
54800 Lip Sync Battle Fundraiser		3,519.83	3,519.83
54900 Shoot Out		1,063.82	1,063.82
54950 CLC Tshirt Fundraiser		667.95	667.95
54960 Claus For A Cause		393.63	393.63
Total 54000 Fundraising/Grants	\$ 0.00	\$ 6,338.10	\$ 6,338.10
55000 Insurance		666.00	666.00
55600 Professional Liability		3,369.00	3,369.00
Total 55000 Insurance	\$ 0.00	\$ 4,035.00	\$ 4,035.00
56000 Office Expenditures		54.63	54.63
56100 Copy Machine	1,033.55	2,498.05	3,531.60
56200 Miscellaneous		612.57	612.57
56300 Office Supplies		3,493.72	3,493.72
56400 Postage & Delivery		50.00	50.00
Total 56000 Office Expenditures	\$ 1,033.55	\$ 6,708.97	\$ 7,742.52
57000 Office/General Administrative Expenditures		228.65	228.65
57100 Accounting Fees		5,415.00	5,415.00
57150 Online Accounting Software Service		1,354.50	1,354.50
Total 57100 Accounting Fees	\$ 0.00	\$ 6,769.50	\$ 6,769.50
57160 QuickBooks Payments Fees		968.35	968.35
57200 Bank Charges		17.89	17.89
57400 Child Management Software		420.00	420.00
57600 License/Accreditation/Permit Fees		610.50	610.50
57900 Seminars/Training		1,440.74	1,440.74
57960 Janitorial/Custodial		4,200.00	4,200.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 14,655.63	\$ 14,655.63
58000 Operating Supplies		1,319.32	1,319.32
58100 Classroom Consumables		1,065.56	1,065.56
58150 Center Consumables		1,423.04	1,423.04
58175 Paper Consumables		255.60	255.60
58200 Dining		16,502.88	16,502.88
58210 Birthday		67.74	67.74
Total 58200 Dining	\$ 0.00	\$ 16,570.62	\$ 16,570.62
58300 Pet		93.87	93.87
58400 Sanitizing		345.24	345.24
Total 58000 Operating Supplies	\$ 0.00	\$ 21,073.25	\$ 21,073.25
59000 Program Service Fees		0.00	0.00
59100 First Steps		0.00	0.00
Total 59100 First Steps	\$ 45,777.25	\$ 0.00	\$ 45,777.25
Total 59000 Program Service Fees	\$ 45,777.25	\$ 0.00	\$ 45,777.25
61000 Repair & Maintenance		815.76	815.76
62000 Safety & Security		707.10	707.10
63000 Utilities		0.00	0.00
63100 Electric	1,359.89	3,173.09	4,532.98
63200 Internet	225.00	524.88	749.88
63300 Telephone	464.08	1,094.49	1,558.57
63400 Trash Service		501.05	501.05
63500 Water Softener		302.22	302.22
Total 63000 Utilities	\$ 2,048.97	\$ 5,595.73	\$ 7,644.70
65000 Other Expenditures		149.58	149.58
65100 Miscellaneous Expenditures		530.99	530.99
Total 65000 Other Expenditures	\$ 0.00	\$ 680.57	\$ 680.57
Total 60000 EXPENDITURES	\$ 48,859.77	\$ 355,557.04	\$ 404,416.81
Payroll Expenses		0.00	0.00
Company Contributions		0.00	0.00
Health Insurance		5,149.03	5,149.03
Retirement		1,535.00	1,535.00
Total Company Contributions	\$ 0.00	\$ 6,684.03	\$ 6,684.03
Total Payroll Expenses	\$ 0.00	\$ 6,684.03	\$ 6,684.03
Reimbursements		2,835.24	2,835.24
volded check		0.00	0.00
Total Expenditures	\$ 48,859.77	\$ 365,076.31	\$ 413,936.08
Net Operating Revenue	\$ 6,975.63	\$ 36,703.44	\$ 29,727.81
Net Revenue	\$ 6,975.63	\$ 36,703.44	\$ 29,727.81

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
December 2019

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-1,219.07	-3,478.28		-4,697.35
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			896.50	896.50
Accounts Payable (A/P)			1,834.29	1,834.29
21000 CBOLO MasterCard -8027		-2,361.02	1,185.04	-1,175.98
21200 Kroger-DS1634 CLC		-1,264.20	762.14	-512.06
22300 Payroll Liabilities: Federal Taxes (941/944)			-1,771.59	-1,771.59
22400 Payroll Liabilities: MO Income Tax			-311.00	-311.00
22500 Payroll Liabilities: MO Unemployment Tax			174.10	174.10
Direct Deposit Payable			0.00	0.00
Payroll Liabilities: Aflac			0.00	0.00
Payroll Liabilities: Alera			0.00	0.00
Payroll Liabilities: Ascensus			320.00	320.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 3,625.22	\$ 3,079.48	-\$ 545.74
Net cash provided by operating activities	-\$ 1,219.07	-\$ 7,103.50	\$ 3,079.48	-\$ 5,243.09
Net cash increase for period	-\$ 1,219.07	-\$ 7,103.50	\$ 3,079.48	-\$ 5,243.09
Cash at beginning of period			15,038.91	15,038.91
Cash at end of period	-\$ 1,219.07	-\$ 7,103.50	\$ 18,118.39	\$ 9,795.82

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of December 31, 2019

	Jan - Dec 2019
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	8,938.32
Total Bank Accounts	\$ 8,938.32
Accounts Receivable	
Accounts Receivable (A/R)	844.80
Total Accounts Receivable	\$ 844.80
Other Current Assets	
14000 Undeposited Funds	857.50
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-700.00
Total Repayment	-\$ 700.00
Total Other Current Assets	\$ 8,829.24
Total Current Assets	\$ 18,612.36
TOTAL ASSETS	\$ 18,612.36
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	2,552.57
Total Accounts Payable	\$ 2,552.57
Credit Cards	
21000 CBOLO MasterCard -9027	0.00
21200 Kroger-DS1634 CLC	147.66
Total Credit Cards	\$ 147.66
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,175.90
22400 MO Income Tax	-2,746.48
22500 MO Unemployment Tax	-448.90
22600 Primevest Financial	448.19
Aflac	8,859.15
Allera	9,354.60
Ascensus	3,645.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 18,160.63
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 18,160.63
Total Current Liabilities	\$ 20,860.86
Total Liabilities	\$ 20,860.86
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	13,663.19
Net Revenue	-29,727.81
Total Equity	-\$ 2,248.50
TOTAL LIABILITIES AND EQUITY	\$ 18,612.36

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - December 2019

	Date	Transacti on Type	Num	Amount	Balance
Step Ahead					
	04/01/2019	Pledge	2037	5.00	5.00
	04/01/2019	Pledge	2037	25.00	30.00
	04/01/2019	Pledge	2037	162.27	192.27
	11/01/2019	Pledge	2109	510.00	702.27
	12/01/2019	Pledge	2115	25.00	727.27
	12/01/2019	Pledge	2115	180.00	907.27
	12/01/2019	Pledge	2120	5.00	912.27
	12/01/2019	Pledge	2120	25.00	937.27
	12/01/2019	Pledge	2115	5.00	942.27
	12/01/2019	Pledge	2120	427.50	1,369.77
Total for Step Ahead				\$ 1,369.77	

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

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 24 children enrolled
16 of the 24 with special needs/dd (9 one-on-ones)

○ **COMMUNITY EVENTS**

Attended:

12/5 – Alley Cats, Santa's Little Helpers
12/14&15 – Claus for a Cause at RedHeads

Current / Upcoming:

1/16/20 - Newcomers/Longtimers presentation
3/21/20 – Silver Cup Chef Competition – Seven Springs Winery
3/13/20 – Pizza For A Purpose
3/26/20 – Best of Missouri - Regalia
4/18/20 – Wine Run – Seven Springs Winery

○ **GENERAL PROGRAM NEWS**

- Received Best of Missouri Award for best preschool

○ **FUNDRAISING/GRANTS**

- Needing to seek grants for a new kitchen stove, as burners are not all working
- Needing grant for new Mac laptop for administration
- Community Foundation of the Lake Grant – Due 1/31/2020
- Lake Ozark Daybreak Rotary Grant

Tickets are \$10 in advance
or \$15 at the door.

PIZZA
CASH BAR
HUGE SILENT AUCTION
PRIZES

March 13, 2020

Pizza — for a — Purpose



AT:



Redhead
Lakeside Grill
1700 Yacht Club Drive
Osage Beach, MO

Doors open 6pm, Auction starts at 7pm

A FUNDRAISER FOR:

Children's Learning Center
88 Third Street • Camdenton, MO
573-346-0660 • clcforkids.org

PIZZA FOR A PURPOSE

SPONSORSHIP FORM

FRIDAY, MARCH 13, 2020, 6pm

Location: Redhead Lakeside Grill



88 Third Street Camdenton, MO 65020
573.346.0660 CLCforkids.org

All funds raised are used to directly impact children 2 – 6 yrs old
with special needs and developmental delays in the lake area.

Sponsor Name _____

Contact Name _____

Address _____

Phone Number _____

Contact Email _____

Sponsorship Level _____

(Federal Tax ID# 42-1547554)

_____ **SUPREME Sponsor— Monetary Donation** _____

- Company Logo on event flyer (Deadline February 1)
- Company supplied banner or sign at event
- Internet recognition online & on social media
- _____ 4 event tickets *(Mark with an "X" if you would like the complimentary tickets.)*

_____ **PEPPERONI Sponsor— Donation of Giveaway Item**

- Company Name on event flyer (Deadline February 1)
- Recognition at event next to item
- Internet recognition online & on social media
- _____ 2 event tickets *(Mark with an "X" if you would like the complimentary tickets.)*
- _____

_____ **CHEESE Sponsor—Donation of Gift Certificate**

- Company Name on event flyer (Deadline February 1)
- Recognition at event
- Internet recognition online & on social media
- _____ 2 event tickets *(Mark with an "X" if you would like the complimentary tickets.)*
- _____

_____ **Additional Tickets Needed @ \$10 each** _____

For Office Use Only: Amount/Item Received _____

CLC Member _____

For additional questions or information, please contact Susan Deems at 573-346-0660 or susan@clcforkids.org
View event on Facebook – 4th Annual CLC Pizza For A Purpose

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

DECEMBER 31, 2019

Lake Area Industries, Inc.
Balance Sheet Comparison

	Dec 31, 2019	Dec 31, 2018
ASSETS		
Current Assets		
Total Bank Accounts	\$283,819	\$248,996
Total Accounts Receivable	\$87,447	\$75,167
Other Current Assets		
Certificate of Deposit 10119/0001 12/27/19	\$25,126	
Certificate of Deposit 12 mo. 10120/0001 6/27/20	\$25,232	
Certificate of Deposit 12 mo. 32720 3/27/20	\$25,474	
Certificate of Deposit 9814 9/27/19	\$25,211	
Community Foundation of the Ozarks Agency Partner Account	\$1,009	\$1,009
GIFTED GARDEN CASH	\$500	\$0
INVENTORY	\$7,783	\$7,892
PETTY CASH	\$145	\$150
Undeposited Funds	\$1,167	\$0
Total Other Current Assets	\$111,646	\$9,051
Total Current Assets	\$482,912	\$333,214
Fixed Assets		
ACCUMULATED DEPRECIATION	(\$737,843)	(\$737,843)
AUTO AND TRUCK	\$128,809	\$128,809
BUILDING	\$377,261	\$377,261
Deposit on Construction	\$29,115	\$29,115
FURN & FIX ORIGINAL VALUE	\$19,284	\$19,284
GH RETAIL STORE	\$16,505	\$16,505
LAND	\$33,324	\$33,324
LAND IMPROVEMENT	\$25,502	\$25,502
MACHINERY & EQUIPMENT	\$229,732	\$229,732
OFFICE EQUIPMENT	\$12,838	\$12,838
Sewer Equipment	\$19,354	\$19,354
SHREDDING EQUIPMENT	\$45,572	\$45,572
Total Fixed Assets	\$199,451	\$199,451
Other Assets		
CURRENT CAPITAL IMPROVEMENT	\$39,437	\$0
SALES TAX BOND	\$0	\$1,060
UTILITY DEPOSITS	\$554	\$554
Total Other Assets	\$39,991	\$1,614
TOTAL ASSETS	\$722,354	\$534,279
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	\$7,420	\$2,999
Total Credit Cards	\$1,489	\$0
Other Current Liabilities		
ACCRUED WAGES	\$0	\$5,654
AFLAC DEDUCTIONS PAYABLE	\$27	\$27
Gift Certificate Payable	\$50	\$113
Missouri Department of Revenue Payable	\$42	\$9
OAK STAR BANK LOAN-4096	\$0	\$16,439
SALES TAX PAYABLE	\$0	\$72
Total Other Current Liabilities	\$119	\$22,315
Total Current Liabilities	\$9,028	\$25,314
Total Liabilities	\$9,028	\$25,314
Equity		
Opening Balance Equity	\$0	\$0
Unrestricted Net Assets	\$508,965	\$393,741
Net Income	\$204,360	\$115,224
Total Equity	\$713,325	\$508,965
TOTAL LIABILITIES AND EQUITY	\$722,354	\$534,279

Lake Area Industries, Inc.

Profit and Loss

	Dec 2019	YTD
Income		
CONTRACT PACKAGING	\$34,450	\$348,046
FOAM RECYCLING		\$6,742
GREENHOUSE SALES		\$55,086
SECURE DOCUMENT SHREDDING	\$2,355	\$39,531
Total Income	\$36,805	\$449,406
Cost of Goods Sold		
CONTRACT LABOR		\$1,288
Cost of Goods Sold	\$847	\$26,922
GG PLANTS & SUPPLIES		\$31,995
SHIPPING AND DELIVERY		\$3,948
Textile Purchases		\$2,305
WAGES - TEMPORARY WORKERS	\$3,074	\$8,700
WAGES-EMPLOYEES	\$23,429	\$269,388
Total Cost of Goods Sold	\$27,349	\$344,546
Gross Profit	\$9,455	\$104,860
Expenses		
ACCTG. & AUDIT FEES		\$9,075
ALL OTHER EXPENSES	\$7,430	\$23,368
Bus Fare	\$100	\$1,030
CASH OVER/SHORT		(\$13)
EQUIP. PURCHASES & MAINTENANCE	\$2,883	\$41,456
INSURANCE	\$1,572	\$17,205
NON MANUFACTURING SUPPLIES	\$28	\$869
PAYROLL	\$22,152	\$191,853
PAYROLL EXP & BENEFITS	\$7,496	\$70,908
PROFESSIONAL SERVICES	\$1,737	\$15,342
SALES TAX	(\$3)	(\$116)
UTILITIES	\$1,691	\$19,307
Total Expenses	\$45,085	\$390,284
Net Operating Income	(\$35,630)	(\$285,424)
Other Income		
INTEREST INCOME	\$494	\$2,690
OTHER CONTRIBUTIONS	\$1,902	\$11,753
SB-40 REVENUE	\$14,970	\$228,317
STATE AID	\$23,798	\$247,024
Total Other Income	\$41,165	\$489,784
Other Expenses		
Net Other Income	\$41,165	\$489,784
Net Income	\$5,535	\$204,360

Lake Area Industries, Inc. Budget vs. Actuals

	Dec 2019			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	34,450	22,812	11,638	348,046	226,430	121,616
FOAM RECYCLING		400	(400)	6,742	4,800	1,942
GREENHOUSE SALES		0	0	55,086	50,920	4,167
SECURE DOCUMENT SHREDDING	2,355	3,175	(820)	39,531	38,100	1,431
Total Income	36,805	26,387	10,418	449,406	320,250	129,156
Cost of Goods Sold						
CONTRACT LABOR			0	1,288	0	1,288
Cost of Goods Sold	847	2,591	(1,744)	26,922	31,392	(4,470)
GG PLANTS & SUPPLIES		0	0	31,995	30,887	1,107
SHIPPING AND DELIVERY		0	0	3,948	2,907	1,042
Textile Purchases			0	2,305	0	2,305
WAGES - TEMPORARY WORKERS	3,074		3,074	8,700	0	8,700
WAGES-EMPLOYEES	23,429	25,985	(2,556)	269,388	277,466	(8,078)
Total Cost of Goods Sold	27,349	28,576	(1,226)	344,546	342,652	1,893
Gross Profit	9,455	(2,189)	11,644	104,860	(22,402)	127,262
Expenses						
ACCTG. & AUDIT FEES		0	0	9,075	9,075	0
ALL OTHER EXPENSES	7,430	7,932	(502)	23,368	34,518	(11,150)
Bus Fare	100	240	(140)	1,030	3,100	(2,070)
CASH OVER/SHORT			0	(13)	0	(13)
EQUIP. PURCHASES & MAINTENANCE	2,883	4,181	(1,298)	41,456	50,646	(9,190)
INSURANCE	1,572	1,451	121	17,205	17,067	137
NON MANUFACTURING SUPPLIES	28	50	(22)	869	167	702
PAYROLL	22,152	18,658	3,494	191,853	182,261	9,592
PAYROLL EXP & BENEFITS	7,496	7,106	391	70,908	80,286	(9,379)
PROFESSIONAL SERVICES	1,737	1,670	67	15,342	17,527	(2,185)
SALES TAX	(3)		(3)	(116)	0	(116)
UTILITIES	1,691	1,957	(266)	19,307	23,249	(3,942)
Total Expenses	45,085	43,244	1,841	390,284	417,897	(27,613)
Net Operating Income	(35,630)	(45,432)	9,803	(285,424)	(440,299)	154,875
Other Income						
INTEREST INCOME	494	8	485	2,690	146	2,544
OTHER CONTRIBUTIONS	1,902		1,902	11,753	0	11,753
SB-40 REVENUE	14,970	18,126	(3,155)	228,317	198,000	30,317
STATE AID	23,798	20,720	3,079	247,024	224,106	22,918
Total Other Income	41,165	38,854	2,311	489,784	422,252	67,532
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	(337)	337	0	0	0
Total Other Expenses	0	(337)	337	0	0	0
Net Other Income	41,165	39,191	1,974	489,784	422,252	67,532
Net Income	5,535	(6,242)	11,777	204,360	(18,047)	222,407

Lake Area Industries, Inc.
Statement of Cash Flows
December 2019

	Total
OPERATING ACTIVITIES	
Net Income	5,535
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	4,846
Certificate of Deposit 10119/0001 12/27/19	(62)
Certificate of Deposit 12 mo. 10120/0001 6/27/20	(116)
Certificate of Deposit 12 mo. 32720 3/27/20	(158)
INVENTORY:RAW MATERIAL INVENTORY	(3,963)
Accounts Payable	1,023
CBOLO CC - 1565 Natalie	(527)
CBOLO CC - 5203 Lillie	226
Sam's Club Mastercard- 2148	(29)
ACCRUED WAGES	(7,000)
AFLAC DEDUCTIONS PAYABLE	0
SALES TAX PAYABLE	(36)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(5,796)
Net cash provided by operating activities	(261)
Net cash increase for period	(261)
Cash at beginning of period	285,246
Cash at end of period	284,985

Lake Area Industries, Inc.						
A/P Aging Summary						
As of December 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 2,825	\$ 4,594	\$ -	\$ -	\$ -	\$ 7,420

Lake Area Industries, Inc.						
A/R Aging Summary						
As of December 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 50,171	\$ 32,183	\$ 576	\$ 4,087	\$ 430	\$ 87,447

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

	Total
OPERATING ACTIVITIES	
Net Income	204,360
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(12,280)
Certificate of Deposit 10119/0001 12/27/19	(25,126)
Certificate of Deposit 12 mo. 10120/0001 6/27/20	(25,232)
Certificate of Deposit 12 mo. 32720 3/27/20	(25,474)
Certificate of Deposit 9814 9/27/19	(25,211)
GIFTED GARDEN CASH:DRAWER CASH - GG	(300)
GIFTED GARDEN CASH:SAFE CASH - GG	(200)
INVENTORY:RAW MATERIAL INVENTORY	109
PETTY CASH	5
Accounts Payable	4,420
CBOLO CC - 1565 Natalie	401
CBOLO CC - 5203 Lillie	314
Sam's Club Mastercard- 2148	775
ACCRUED WAGES	(5,654)
Gift Certificate Payable	(63)
Missouri Department of Revenue Payable	34
OAK STAR BANK LOAN-4096	(16,439)
SALES TAX PAYABLE	(72)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(129,994)
Net cash provided by operating activities	74,366
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(39,437)
SALES TAX BOND	1,060
Net cash provided by investing activities	(38,377)
Net cash increase for period	35,989
Cash at beginning of period	248,996
Cash at end of period	284,985

Support Coordination Report

January 2020

Client Caseloads

- Number of Caseloads as of January 31st, 2020: 357
- Budgeted Number of Caseloads: 360
- Pending Number of New Intakes: 7
- Medicaid Eligibility: 84.59%

Caseload Counts

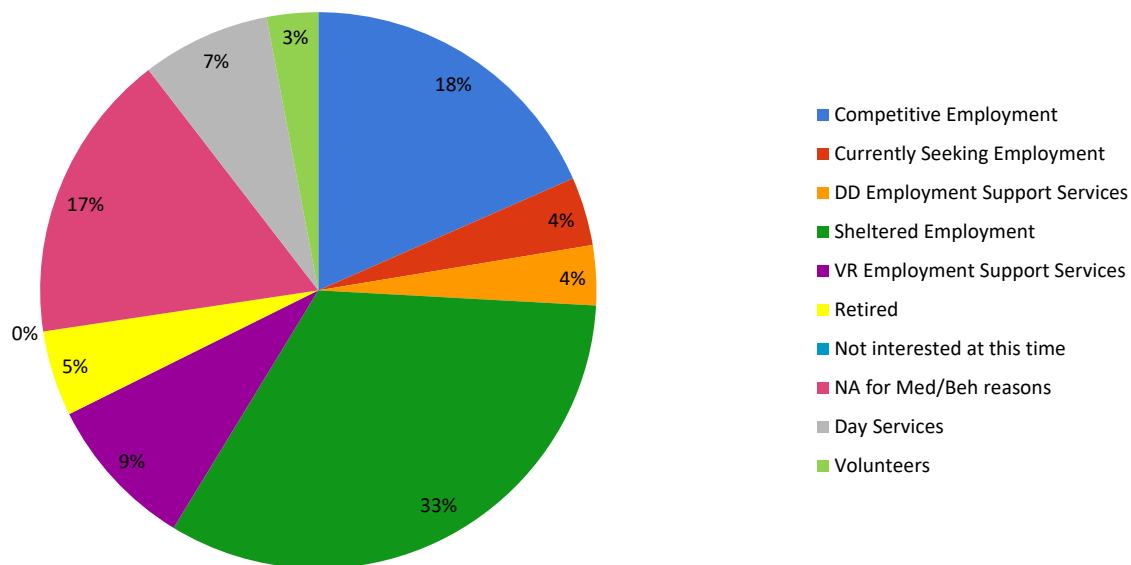
Shellie Andrews - 27
Cynthia Brown - 37
Stephanie Enoch – 36
Rachel Baskerville - 41
Micah Joseph – 40
Jennifer Lyons - 37
Lisa Patrick – 39
Mary Petersen – 36
Jami Weisenborn - 40
Nicole Whittle - 24

***2020 CARF
Reports are
Pending Until
Accumulated Data
is Reviewed for
Specific Errors in
Reporting***

Employment Report

SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	Not interested at this time	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	37	8	7	66	18	10		34	15	6
Andrews	2	2	3	3	2	2	1	4	2	3
Brown	3	1	1	7	2	0		2	1	1
Enoch	3	0	0	15	2	0	13	1	0	0
Lyon	3	0	1	9	1	1		6	3	1
Baskerville	6	0	0	3	0	1		2	0	0
Patrick	6	0	1	9	1	1		5	1	0
Peterson	2	0	0	9	2	1		3	5	1
Joseph	5	3	0	5	5	1		5	2	0
Weisenborn	2	1	1	5	0	3		2	0	0
Whittle	5	1	0	1	3	0		4	1	0

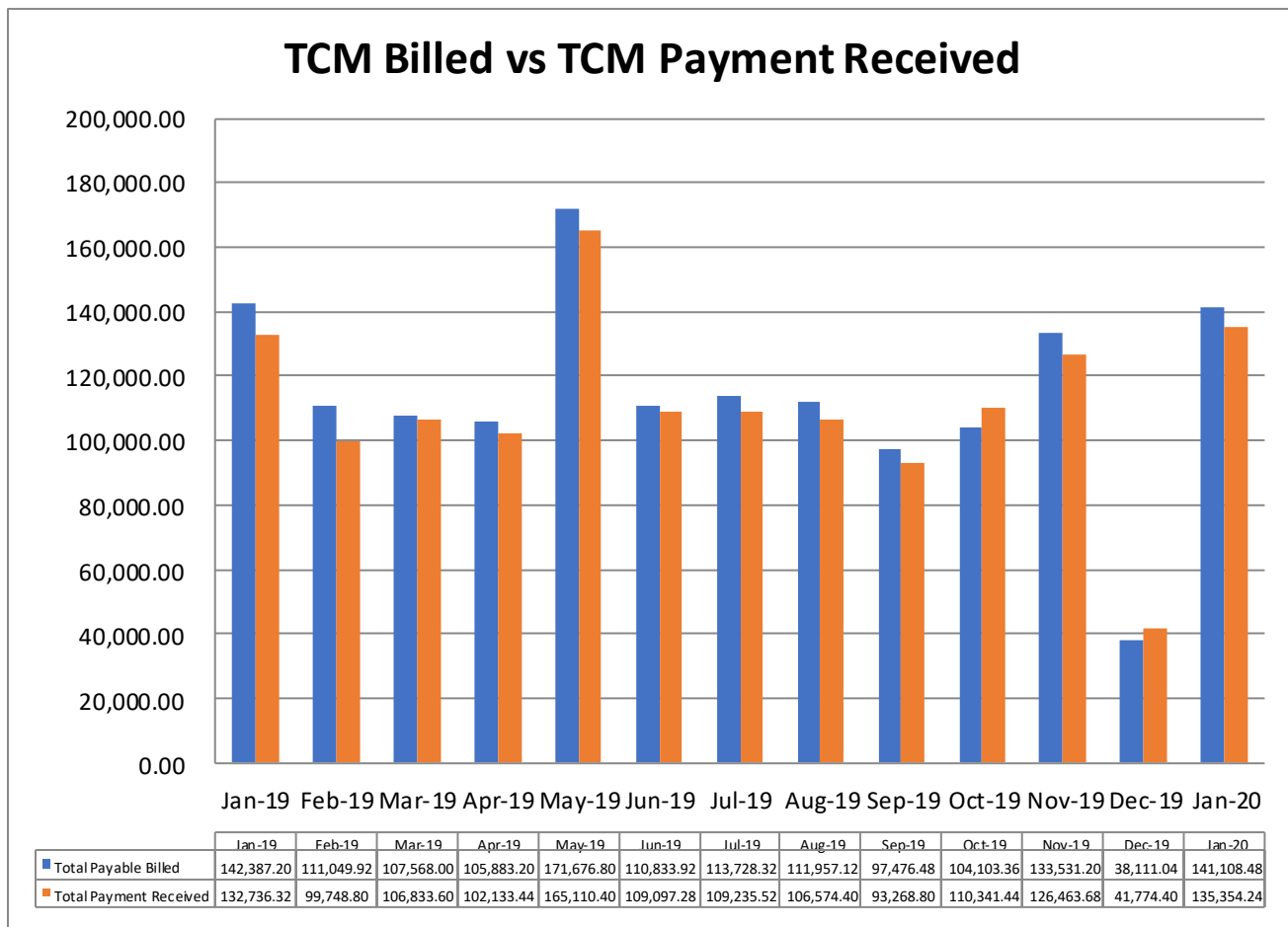
CCDDR Adults employment status as of January 31, 2020



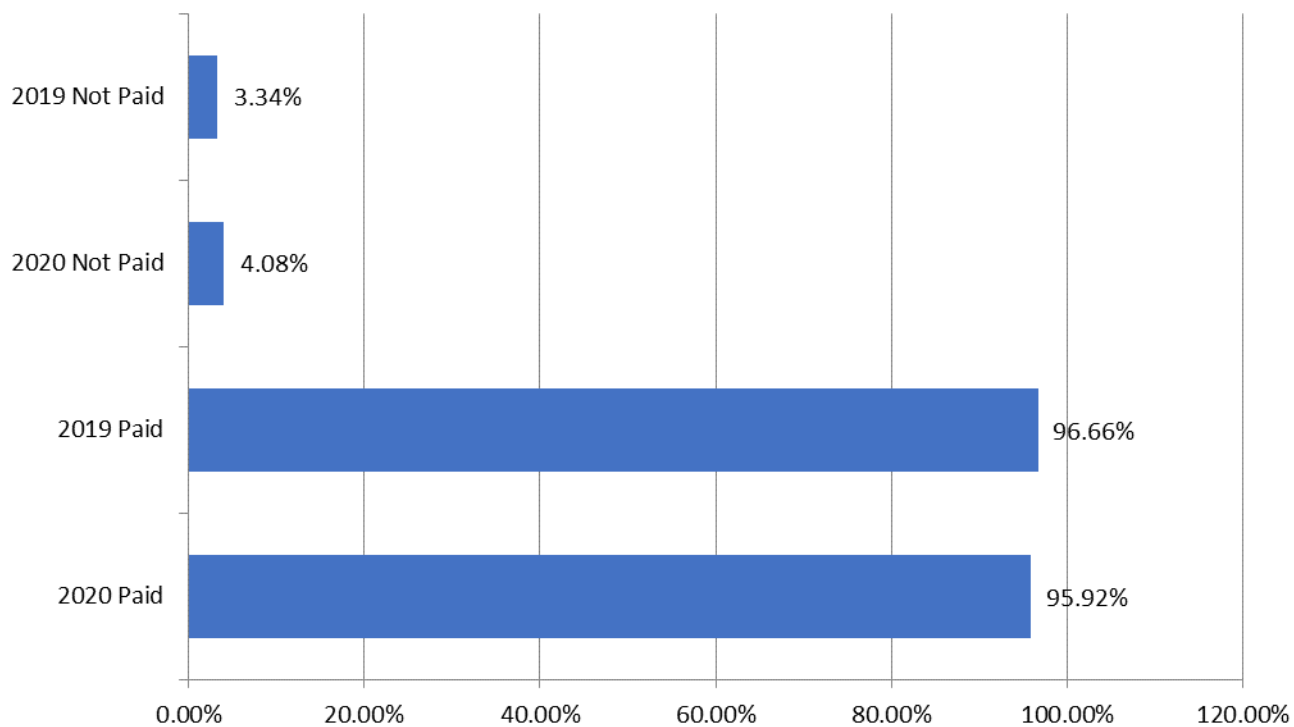
Agency Economic
Report
(Unaudited)

January 2020

Targeted Case Management Income



2020 vs 2019 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

January 2020

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	138,601	858,284	(719,683)			0
4500 Services Income			0	149,077	164,879	(15,802)
Total Income	138,601	858,284	(719,683)	149,077	164,879	(15,802)
Gross Profit	138,601	858,284	(719,683)	149,077	164,879	(15,802)
Expenses						
5000 Payroll & Benefits			0	91,411	99,171	(7,760)
5100 Repairs & Maintenance			0	45	1,510	(1,465)
5500 Contracted Business Services			0	5,793	6,531	(738)
5600 Presentations/Public Meetings			0	2,791	228	2,563
5700 Office Expenses			0	2,931	10,177	(7,246)
5800 Other General & Administrative			0	6,001	1,780	4,221
5900 Utilities			0	1,105	850	255
6100 Insurance			0	1,555	1,700	(145)
6700 Partnership for Hope	4,227	0	4,227			0
6900 Direct Services	13,236	14,709	(1,473)			0
7100 Housing Programs	5,996	8,158	(2,162)			0
7200 CLC	10,897	17,550	(6,653)			0
7300 Sheltered Employment Programs	19,869	24,150	(4,281)			0
7500 Community Employment Programs	12		12			0
7600 Community Resources	5,067	5,136	(69)			0
7900 Special/Additional Needs	3,828	6,374	(2,546)			0
Total Expenses	63,132	76,077	(12,945)	111,633	121,947	(10,314)
Net Operating Income	75,469	782,207	(706,738)	37,443	42,932	(5,489)
Other Expenses						
8500 Depreciation			0	2,788	3,250	(462)
Total Other Expenses	0	0	0	2,788	3,250	(462)
Net Other Income	0	0	0	(2,788)	(3,250)	462
Net Income	75,469	782,207	(706,738)	34,655	39,682	(5,027)

Budget Variance Report

Total Income: As of January 2020, YTD SB 40 Tax Revenues were lower than projected due to a delay in receiving the largest tax collection check of the year (usually received in January). Services Program income was lower than projected due to high PTO and Holiday time, significantly reducing billable hours worked (as is generally the case each year in January – Services income is straight-line budgeted for each billing period).

Total Expenses: As of January 2020, overall YTD SB 40 Tax program expenses were lower than budgeted expectations with only a slight overage in Community Employment Programs. Partnership for Hope expense offsets from restricted funds will be recorded in February to show a zero balance accordingly. Overall Services Program expenses were lower than budgeted expectations. Presentation/Public Meetings expenses were higher than budgeted because the December 2019 Holiday Celebration was postponed until January, and Other G&A was higher because the MACDDS annual membership dues were received early and paid in January (budgeted in March). Utilities are slightly higher than budgeted because we have yet to receive the OATS gas bill payment for the Keystone facility.

Balance Sheet

As of January 31, 2020

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	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	587,910	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
Total 1005 SB 40 Tax Bank Accounts	588,139	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		317,595
Total 1050 Services Bank Accounts	0	317,595
Total 1000 Bank Accounts	588,139	317,595
Total Bank Accounts	588,139	317,595
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		55,780
1215 Non-Medicaid Direct Service		13,236
Total 1200 Services	0	69,016
1300 Property Taxes		
1310 Property Tax Receivable	893,401	
1315 Allowance for Doubtful Accounts	(17,156)	
Total 1300 Property Taxes	876,245	0
Total Accounts Receivable	876,245	69,016
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		52,933
1435 Net Pension Asset (Liability)		(8,677)
Total 1400 Other Current Assets	0	44,256
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	20,720
Total 1450 Prepaid Expenses	0	20,720
Total Other Current Assets	0	64,976
Total Current Assets	1,464,384	451,587
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		(157,035)
1526 Accumulated Depreciation - Keystone		(23,907)
1530 100 Third Street Remodeling		154,704
1531 Keystone Remodeling		110,596
1535 Acc Dep - Remodeling - 100 Third Street		(59,444)
1536 Acc Dep - Remodeling - Keystone		(10,228)
1540 Equipment		48,579
1545 Accumulated Depreciation - Equipment		(35,724)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	683,528
Total Fixed Assets	0	683,528
TOTAL ASSETS	1,464,384	1,135,116
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	4,484
Total Accounts Payable	0	4,484
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	13,236	
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	951,336	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	0
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,015
Total 2060 Payroll Tax Payable	0	2,015
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	304
2072 AFLAC Post-tax W / H	0	(1)
2073 Vision Insurance W / H	0	(46)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(179)

2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	105
2090 Deferred Inflows		12,452
Total 2000 Current Liabilities	964,573	12,415
Total Other Current Liabilities	964,573	12,415
Total Current Liabilities	964,573	16,899
Total Liabilities	964,573	16,899
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	244,565	
3010 Transportation	51,183	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	140,799	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	12,400	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	45,910	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	494,857	0
3500 Restricted Services Fund Balances		
3501 Operational		35,970
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		100,000
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		683,528
Total 3500 Restricted Services Fund Balances	0	1,024,498
3900 Unrestricted Fund Balances	(182,793)	(33,108)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	126,576	77,873
Net Income	75,469	34,655
Total Equity	514,109	1,103,919
TOTAL LIABILITIES AND EQUITY	1,478,682	1,120,818

Statement of Cash Flows

January 2020

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	75,469	34,655
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(49,559)
1215 Services:Non-Medicaid Direct Service		6,160
1455 Prepaid Expenses:Prepaid-Insurance		2,109
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		645
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		451
1545 Fixed Assets:Accumulated Depreciation - Equipment		454
1900 Accounts Payable	(18,320)	(9,947)
2007 Current Liabilities:Non-Medicaid Payable	(6,160)	
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		40
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(33)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(12)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(9)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		61
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(24,481)	(48,401)
Net cash provided by operating activities	50,989	(13,746)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	11,269	
3010 Restricted SB 40 Tax Fund Balances:Transportation	6,563	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	78,000	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	9,388	
3070 Restricted SB 40 Tax Fund Balances:TCM	15,839	
3501 Restricted Services Fund Balances:Operational		35,970
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		66,438
3599 Restricted Services Fund Balances:Other		(2,788)
3900 Unrestricted Fund Balances	(121,059)	(102,408)
3999 Clearing Account		2,788
Net cash provided by financing activities	0	0
Net cash increase for period	50,989	(13,746)
Cash at beginning of period	537,150	331,340
Cash at end of period	588,139	317,595

Check Detail

January 2020

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
01/02/2020	Bill Payment (Check)	5640	Elegant Transport	(5,649.00)
01/02/2020	Bill Payment (Check)	5641	OATS, Inc.	(11,121.70)
01/02/2020	Bill Payment (Check)	5642	Skillset LLC	(342.51)
01/02/2020	Bill Payment (Check)	5643	Camden County Senate Bill 40 Board	(19,396.80)
01/10/2020	Bill Payment (Check)	5644	MO HealthNet	0.00
01/10/2020	Bill Payment (Check)	5645	Childrens Learning Center	0.00
01/10/2020	Bill Payment (Check)	5646	Lake Area Industries	(15,147.03)
01/10/2020	Bill Payment (Check)	5647	MO HealthNet	(571.00)
01/10/2020	Bill Payment (Check)	5648	MO HealthNet	(299.00)
01/10/2020	Bill Payment (Check)	5649	MO HealthNet	(299.00)
01/10/2020	Bill Payment (Check)	5650	MO HealthNet	(42.00)
01/14/2020	Bill Payment (Check)	5651	Childrens Learning Center	(10,897.18)
01/16/2020	Bill Payment (Check)	5652	Peak Sport and Spine	(630.00)
01/16/2020	Bill Payment (Check)	5653	MO HealthNet	(172.00)
01/16/2020	Bill Payment (Check)	5654	Missouri Ozarks Community Action, Inc.	(475.00)
01/16/2020	Bill Payment (Check)	5655	MO HealthNet	(172.00)
01/17/2020	Bill Payment (Check)	5656	MO HealthNet	(405.00)
01/22/2020	Bill Payment (Check)	5657	Bankcard Center	(135.02)
01/22/2020	Bill Payment (Check)	5658	Brookview Apartments of Camdenton	(73.00)
01/22/2020	Bill Payment (Check)	5659	Camdenton Apartments dba Lauren's Place	(300.00)
01/22/2020	Bill Payment (Check)	5660	David A Schlenfort	(309.00)
01/22/2020	Bill Payment (Check)	5661	DMH Local Tax Matching Fund	(4,227.26)
01/22/2020	Bill Payment (Check)	5662	Kyle LaBrue	(696.00)
01/22/2020	Bill Payment (Check)	5663	Revelation Construction & Development, LLC	(24.00)
01/22/2020	Bill Payment (Check)	5664	Camdenton Apartments dba Lauren's Place	(276.00)
01/22/2020	Bill Payment (Check)	5665	David A Schlenfort	(675.00)
01/22/2020	Bill Payment (Check)	5666	Revelation Construction & Development, LLC	(617.00)
01/22/2020	Bill Payment (Check)	5667	Revelation Construction & Development, LLC	(854.00)
01/22/2020	Bill Payment (Check)	5668	Revelation Construction & Development, LLC	(615.00)
01/23/2020	Bill Payment (Check)	5669	MO HealthNet	(395.00)
01/24/2020	Bill Payment (Check)	5670	MO HealthNet	(42.00)
01/27/2020	Bill Payment (Check)	5671	OATS, Inc.	(9,800.65)
01/27/2020	Bill Payment (Check)	5672	Revelation Construction & Development, LLC	(345.00)
01/29/2020	Bill Payment (Check)	5673	MO HealthNet	(665.00)
01/29/2020	Bill Payment (Check)	5674	MO HealthNet	(665.00)
01/31/2020	Bill Payment (Check)	5675	Revelation Construction & Development, LLC	(737.00)
01/31/2020	Bill Payment (Check)	5676	Central Ozarks Medical Center	(6.50)
01/31/2020	Bill Payment (Check)	5677	MO HealthNet	(268.00)
01/31/2020	Bill Payment (Check)	5678	MO HealthNet	(268.00)

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
01/10/2020	Expense	153126	Shellie L Andrews	(1,102.82)
01/10/2020	Expense	153127	Connie L Baker	(1,134.77)
01/10/2020	Expense	153128	Rachel K Baskerville	(1,192.50)
01/10/2020	Expense	153129	Jeanna K Booth	(1,240.76)
01/10/2020	Expense	153131	Lori Cornwell	(1,406.62)
01/10/2020	Expense	153132	Stephanie E Enoch	(1,257.53)
01/10/2020	Expense	153133	Linda Gifford	(727.02)
01/10/2020	Expense	153134	Ryan Johnson	(1,509.29)
01/10/2020	Expense	153135	Micah J Joseph	(1,275.67)
01/10/2020	Expense	153136	Jennifer Lyon	(1,191.68)
01/10/2020	Expense	153137	Annie Meyer	(1,209.86)
01/10/2020	Expense	153138	Lisa D Patrick	(842.50)
01/10/2020	Expense	153139	Mary P Petersen	(1,144.87)
01/10/2020	Expense	153140	Sylvia M Santon	(995.90)
01/10/2020	Expense	153141	Eddie L Thomas	(2,531.75)
01/10/2020	Expense	153142	Marcie L. Vansyoc	(1,555.58)
01/10/2020	Expense	153143	Jami Weisenborn	(1,306.44)
01/10/2020	Expense	153144	Nicole M Whittle	(1,461.82)
01/10/2020	Expense	01/10/2020	Edward Jones	(100.00)
01/10/2020	Bill Payment (Check)	1883	Jessica N. North	(220.00)
01/10/2020	Bill Payment (Check)	1884	Jennifer Lyon	(384.41)
01/10/2020	Bill Payment (Check)	1885	Stephanie E Enoch	(165.29)
01/10/2020	Bill Payment (Check)	1886	Annie Meyer	(238.65)
01/10/2020	Bill Payment (Check)	1887	Connie L Baker	(73.65)
01/10/2020	Bill Payment (Check)	1888	Cynthia Brown	(20.35)
01/10/2020	Bill Payment (Check)	1889	Eddie L Thomas	(197.95)
01/10/2020	Bill Payment (Check)	1890	Jami Weisenborn	(59.35)
01/10/2020	Bill Payment (Check)	1891	Linda Gifford	(89.05)
01/10/2020	Bill Payment (Check)	1892	Lisa D Patrick	(98.13)
01/10/2020	Bill Payment (Check)	1893	Lori Cornwell	(59.90)
01/10/2020	Bill Payment (Check)	1894	Marcie L. Vansyoc	(89.99)
01/10/2020	Bill Payment (Check)	1895	Mary P Petersen	(105.55)
01/10/2020	Bill Payment (Check)	1896	Micah J Joseph	(194.65)
01/10/2020	Bill Payment (Check)	1897	Ryan Johnson	(50.00)
01/10/2020	Bill Payment (Check)	1898	Shellie L Andrews	(146.80)
01/10/2020	Bill Payment (Check)	1899	Sylvia M Santon	(50.00)
01/10/2020	Bill Payment (Check)	1900	GB Maintenance Supply	(39.99)
01/10/2020	Bill Payment (Check)	1901	SUMNERONE	(1,000.00)
01/10/2020	Bill Payment (Check)	1902	AT&T	(93.50)
01/10/2020	Bill Payment (Check)	1903	Aflac	(879.80)
01/10/2020	Bill Payment (Check)	1904	LaClede Electric Cooperative	(416.73)
01/10/2020	Bill Payment (Check)	1905	Lake Area Industries	(40.00)
01/10/2020	Bill Payment (Check)	1906	MSW Interactive Designs LLC	(30.00)

01/10/2020	Bill Payment (Check)	1907	Republic Services #435	(57.69)
01/10/2020	Bill Payment (Check)	1908	Staples	(63.52)
01/10/2020	Bill Payment (Check)	1909	Summit Natural Gas of Missouri, Inc.	(295.63)
01/10/2020	Bill Payment (Check)	1910	WCA Waste Corporation	(22.00)
01/10/2020	Bill Payment (Check)	1911	All Seasons Services	(265.00)
01/10/2020	Bill Payment (Check)	1912	Ameren Missouri	(246.53)
01/10/2020	Bill Payment (Check)	1913	Office Business Equipment	(45.06)
01/10/2020	Bill Payment (Check)	1914	Camden County PWSD #2	(63.77)
01/10/2020	Bill Payment (Check)	1915	Lake Area Chamber of Commerce	(125.00)
01/10/2020	Bill Payment (Check)	1917	The Arc Of Missouri	(100.00)
01/10/2020	Bill Payment (Check)	1918	Dennis J. Barton III	(300.04)
01/10/2020	Bill Payment (Check)	1919	Charter Business	(498.73)
01/10/2020	Bill Payment (Check)	1920	SUMNERONE	(1,379.89)
01/10/2020	Bill Payment (Check)	1921	AT&T	(115.16)
01/10/2020	Bill Payment (Check)	1922	Cynthia Brown	(1,184.88)
01/10/2020	Bill Payment (Check)	1923	Linda Simms	(1,400.25)
01/10/2020	Bill Payment (Check)	1924	Cynthia Brown	(50.00)
01/10/2020	Bill Payment (Check)	1925	Lorraine Schleigh	(70.00)
01/10/2020	Expense	01/10/2020	Internal Revenue Service	(6,753.33)
01/16/2020	Bill Payment (Check)	1926	Lake Sun Leader	(94.50)
01/16/2020	Bill Payment (Check)	1927	Bryan Cave LLP	(1,366.25)
01/16/2020	Bill Payment (Check)	1928	Edelman-Lyon Company	(515.20)
01/16/2020	Bill Payment (Check)	1929	Evers & Company, CPA's, L.L.C.	(4,235.00)
01/16/2020	Bill Payment (Check)	1930	AT&T TeleConference Services	(18.19)
01/16/2020	Bill Payment (Check)	1931	Ezard's, Inc.	(1,412.49)
01/16/2020	Bill Payment (Check)	1932	SUMNERONE	(1,000.00)
01/16/2020	Bill Payment (Check)	1933	Direct Service Works	(795.00)
01/16/2020	Bill Payment (Check)	1934	Refills Ink	(159.97)
01/16/2020	Bill Payment (Check)	1935	Ollie K. Moore R. N.	(90.00)
01/16/2020	Bill Payment (Check)	1936	City Of Camdenton	(48.49)
01/16/2020	Bill Payment (Check)	1937	CNA Surety	(359.00)
01/16/2020	Bill Payment (Check)	1938	Office Business Equipment	(149.78)
01/16/2020	Bill Payment (Check)	1939	All Seasons Services	(225.00)
01/23/2020	Bill Payment (Check)	1940	Bankcard Center	(1,024.56)
01/23/2020	Bill Payment (Check)	1941	Staples Advantage	(212.16)
01/23/2020	Bill Payment (Check)	1942	Mo Consolidated Health Care	(13,915.20)
01/23/2020	Bill Payment (Check)	1943	Lake Area Industries	(50.00)
01/23/2020	Bill Payment (Check)	1944	All Seasons Services	(225.00)
01/23/2020	Bill Payment (Check)	1945	Delta Dental of Missouri	(413.02)
01/23/2020	Bill Payment (Check)	1946	Cynthia Brown	(1,250.15)
01/23/2020	Bill Payment (Check)	1947	Dennis J. Barton III	(333.67)
01/23/2020	Bill Payment (Check)	1948	Linda Simms	(1,700.19)
01/24/2020	Expense	153146	Shellie L Andrews	(1,102.82)
01/24/2020	Expense	153147	Connie L Baker	(1,165.85)
01/24/2020	Expense	153148	Rachel K Baskerville	(1,261.91)
01/24/2020	Expense	153149	Jeanna K Booth	(1,306.74)

01/24/2020	Expense	153151	Lori Cornwell	(1,406.61)
01/24/2020	Expense	153152	Stephanie E Enoch	(1,227.72)
01/24/2020	Expense	153153	Ryan Johnson	(1,509.24)
01/24/2020	Expense	153154	Micah J Joseph	(1,275.67)
01/24/2020	Expense	153155	Jennifer Lyon	(1,226.25)
01/24/2020	Expense	153156	Annie Meyer	(1,349.69)
01/24/2020	Expense	153157	Lisa D Patrick	(943.39)
01/24/2020	Expense	153158	Mary P Petersen	(1,445.48)
01/24/2020	Expense	153159	Sylvia M Santon	(890.88)
01/24/2020	Expense	153160	Eddie L Thomas	(2,531.76)
01/24/2020	Expense	153161	Marcie L. Vansyoc	(1,555.58)
01/24/2020	Expense	153162	Jami Weisenborn	(1,295.25)
01/24/2020	Expense	153163	Nicole M Whittle	(1,461.82)
01/24/2020	Expense	01/24/2020	Internal Revenue Service	(6,910.68)
01/27/2020	Bill Payment (Check)	1949	Daphne Shockley	(2,700.00)
01/28/2020	Bill Payment (Check)	1950	Republic Services #435	(57.73)
01/28/2020	Bill Payment (Check)	1951	Summit Natural Gas of Missouri, Inc.	(254.93)
01/28/2020	Bill Payment (Check)	1952	WCA Waste Corporation	(22.00)
01/28/2020	Bill Payment (Check)	1953	All Seasons Services	(150.00)
01/28/2020	Bill Payment (Check)	1954	Lakeside Office Supply	(34.11)
01/28/2020	Bill Payment (Check)	1955	Missouri Dept of Revenue	(2,002.00)
01/28/2020	Bill Payment (Check)	1956	Mo Division Of Employment Security	(69.79)
01/28/2020	Expense	JANUARY 2020	Lagers	(5,420.59)
01/29/2020	Bill Payment (Check)	1957	AT&T	(114.41)
01/29/2020	Bill Payment (Check)	1958	MSW Interactive Designs LLC	(305.00)
01/29/2020	Bill Payment (Check)	1959	HRdirect	(97.59)
01/29/2020	Bill Payment (Check)	1960	Jessica N. North	(55.00)
01/29/2020	Bill Payment (Check)	1961	Department of Motor Vehicles (CA)	(5.00)
01/31/2020	Bill Payment (Check)	1962	Refills Ink	(337.21)
01/31/2020	Bill Payment (Check)	1963	SUMNERONE	(1,379.88)
01/31/2020	Bill Payment (Check)	1964	Conaway Contracting	(45.00)
01/31/2020	Bill Payment (Check)	1965	Jeanna K Booth	(77.67)
01/31/2020	Bill Payment (Check)	1966	MACDDS	(5,686.00)
01/31/2020	Bill Payment (Check)	1967	Mo Department Of Revenue	(2.88)
01/31/2020	Bill Payment (Check)	1968	Jessica N. North	(55.00)
01/31/2020	Bill Payment (Check)	1969	Lori Cornwell	(114.35)

December 2019
Credit Card Statement

CENTRAL BANK

BL ACCT 00000256-10000000
CAMDEN CO DD RES
Account Number: ##### 5386
Page 1 of 4



SCORECARD

Bonus Points
Available
34,565

Account Summary

Billing Cycle		01/05/2020
Days In Billing Cycle		32
Previous Balance		\$1,341.81
Purchases	+	\$1,170.58
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$11.00-
Payments	-	\$1,341.81-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE **\$1,159.58**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,840.42
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries



Call us at: (800) 445-9272
Lost or Stolen Card: (866) 839-3485



Go to www.bankcardcenter.net



Write us at PO BOX 779, JEFFERSON CTY, MO
65102-0779

Payment Summary

NEW BALANCE	\$1,159.58
MINIMUM PAYMENT	\$35.00
PAYMENT DUE DATE	02/02/2020

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

Corporate Activity

TOTAL CORPORATE ACTIVITY **\$1,341.81-**

Trans Date	Post Date	Reference Number	Transaction Description	Amount
12/23	12/23	01001796	PAYMENT - THANK YOU	\$1,341.81-

Important Information About Your Account

SCOREMORE BONUS POINTS THIS YEAR!!! YOUR REWARDS CARD GIVES YOU MORE BONUS POINTS - 2X, 3X, 4X OR MORE - THROUGH OUR SCOREMORE MALL. SCOREMORE IS A FEATURE OF SCORECARD REWARDS THAT ALLOWS YOU TO EARN ADDITIONAL BONUS POINTS AT PARTICIPATING RETAILERS ONLINE AND IN STORES. VISIT WWW.BANKCARDCENTER.NET TODAY FOR MORE DETAILS!

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

CENTRAL BANK
PO BOX 779
JEFFERSON CTY MO 65102-0779

Account Number

5386

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date

01/05/20

New Balance

\$1,159.58

**Total Minimum
Payment Due**

\$35.00

Payment Due Date

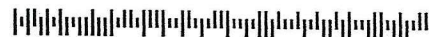
02/02/20

\$

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



MAKE CHECK PAYABLE TO:



BANKCARD SERVICES
PO BOX 8000
JEFFERSON CTY MO 65102-8000

5475780000055386 00003500 00115958

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

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

NAME CHANGE

Last

First

Middle

ADDRESS CHANGE

Street

City

State

ZIP Code

Home Phone () -

Business Phone () -

Cell Phone () -

E-mail Address

SIGNATURE REQUIRED

TO AUTHORIZE CHANGES

Signature



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

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/28	12/29	PBUS01	15270219362000042161454	MSFT * E01009VZ7B MSBILL.INFO WA	\$420.00 +
01/04	01/05	PBUS01	55432860004200514775619	Intuit *QuickBooks 800-446-8848 CA	\$150.00 ✓

Cardholder Account Summary				
LINDA SIMMS ##### 0961		Payments & Other Credits \$9.00-	Purchases & Other Charges \$170.84	Cash Advances \$0.00
		Total Activity \$161.84		

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/04	12/05	PBUS01	05436849339400072963835	WM SUPERCENTER #89 CAMDENTON MO	\$33.35 +
12/09	12/10	PBUS01	55457029343083745723570	IDENTOGO - MO FINGERPR BILLERICA MA	\$42.75 +
12/18	12/19	PBUS01	55432869352200364915934	VISTAPR*VistaPrint.com 866-8936743 MA	\$51.99 +
12/18	12/19		55432869352200407501766	CREDIT VOUCHER	\$9.00- +
12/19	12/20	PBUS01	55457029353083313031247	VISTAPR*VistaPrint.com 866-8936743 MA	
				IDENTOGO - MO FINGERPR BILLERICA MA	\$42.75 +

Cardholder Account Summary				
CONNIE L BAKER ##### 1859		Payments & Other Credits \$2.00-	Purchases & Other Charges \$429.74	Cash Advances \$0.00
		Total Activity \$427.74		

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/04	12/05	PBUS01	05436849339400072964098	WM SUPERCENTER #89 CAMDENTON MO	\$15.96 +
12/06	12/08	PBUS01	55483829341400008247134	WAL-MART #0089 CAMDENTON MO	\$25.09 +
12/06	12/08	PBUS01	02305379341000614646994	USPS PO 2812420020 CAMDENTON MO	\$26.85 +
12/09	12/10	PBUS01	02305379344000580272699	USPS PO 2812420020 CAMDENTON MO	\$6.85 +
12/11	12/12	PBUS01	55483829346400004456098	WAL-MART #0089 CAMDENTON MO	\$40.12 +
12/11	12/12	PBUS01	02305379346000587633503	USPS PO 2812420020 CAMDENTON MO	\$6.85 +
12/12	12/13	PBUS01	05436849347400078334411	WM SUPERCENTER #89 CAMDENTON MO	\$2.50 +
12/12	12/15	PBUS01	55310209347091642000118	PIZZA HUT 009917 CAMDENTON MO	\$49.94 +
12/13	12/15	PBUS01	02305379348000652505576	USPS PO 2812420020 CAMDENTON MO	\$6.85 +
12/17	12/18		05587459351000000348824	RBT PIZZA HUT 009917 EasySavings NY	\$2.00- +
12/20	12/20	PBUS01	55432869354200750332742	AMZN Mktp US*MS9YP2RX3 Amzn.com/bill WA	\$13.29 +
12/20	12/23	PBUS01	55429509355852466694355	HEALTHPRODUCTSFORYO 2036162850 CT	\$52.55 +
12/27	12/29	PBUS01	55432869361200627949646	AMZN Mktp US*AH5QZ14L3 Amzn.com/bill WA	\$79.46 +
12/29	12/30	PBUS01	55432869363200993076220	AMZN Mktp US*QP0F356X3 Amzn.com/bill WA	\$45.24 +
12/28	12/30	PBUS01	55432869362200883890871	AMZN Mktp US*1C1BC96F3 Amzn.com/bill WA	\$23.94 +
01/03	01/05	PBUS01	02305370004000545924152	USPS PO 2812420020 CAMDENTON MO	\$34.25 +

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 01/03/2020					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	33,360	1,205	0	0	34,565

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE	E	\$0.00	0.95750%(M)	11.4900%(V)	\$0.00	\$0.00	0.0000%	\$1,159.58
Cash									
CBUS01 001	CASH	A	\$0.00	2.20750%(M)	26.4900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 32		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



Invoice

December 2019
Invoice Date: 12/27/2019
Invoice Number: E01009VZ7B
Due Date: 01/26/2020

420.00 USD

Office 365 E3										
Service Period	Days	Qty	Monthly Price	Charges	Discounts	Credits	SubTotal	Tax %	Tax	Total
12/02/2019 - 01/01/2020	31	21	20.00	420.00	0.00	0.00	420.00	0.00 %	0.00	420.00
SubTotal				420.00	0.00	0.00	420.00		0.00	420.00
Grand Total				420.00	0.00	0.00	420.00		0.00	420.00

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

Microsoft Corporation, One Microsoft Way Redmond, WA 98052 United States

US FEIN 91-1144442

Tax invoice

Invoice number: 1000134513999

Total: \$150.00

Date: Jan 4, 2020

Payment method: MASTER ending 0953

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

Bill to

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

Payment details

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

Total invoice:

\$150.00

Tax reporting information

Period for monthly subscription fees:

Jan 4, 2020 - Feb 4, 2020

Total without tax:

\$150.00

Total tax:

\$0.00

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

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

DB OFFICE
WATER
PAPER TOWELS
TOILET TISSUE

See back of receipt for your chance
to win \$1000 ID #:7N87YPZ30T

Walmart *

573-346-3588 Mgr: PAUL GARDNER

94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 000018	TE# 52	TR# 06638
GV .5L WATER	007874227909	F	3.98 0
GV .5L WATER	007874227909	F	3.98 0
GV .5L WATER	007874227909	F	3.98 0
SPK 6 DBL PR	003040022094		6.44 0
AS 18 MG	003040079267		14.97 0
	SUBTOTAL		33.35
	TOTAL		33.35
	MCARD TEND		33.35

MasterCard **** * 0961 1 22

APPROVAL # 67115C

REF # 1042000314

AID A0000000041010

TC 4273D64260370687

TERMINAL # SC010320

*NO SIGNATURE REQUIRED

12/04/19 06:27:18

CHANGE DUE 0.00

ITEMS SOLD 5

TC# 7701 4005 0538 8370 2606



12/04/19 06:27:18

CUSTOMER COPY

Scan with Walmart app to save receipts



IdentoGO Center (3500071)
306 S Pine St
Richland, Missouri 65556

IdentoGO[®]

Date: 12/09/2019@01:46 PM
Customer: EDDIE L. THOMAS
OCA: V01500002
ORI: MOVECHS0Z
REGID: MP337896
TCN: MP337896
UE ID: UZ3R2YTBK6

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75
2H9TF18KV55111ZV4

Amount Paid:

\$41.75
+ 1.00 PROCESSING FEE
42.75

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

We want to hear from you!
Tell us about your IdentoGO Enrollment Center Service:
844.539.5541

[My Account](#) / [Order History](#) / **Order Details**

Account # 7761-2960-4546

Order Details | Order # JW046-N5A22-9C1

Order Date: 12/18/2019 12:54 PM

Estimated Date of Arrival: 12/27/2019

Order Status: **Processing**

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



****0961
Exp. 10/2020

Order Total

Product Total	\$40.00
Shipping & Processing Standard - Est. Arrival Dec 27	\$11.99
Sales Tax	\$0.00
You Paid:	\$51.99

BUSINESS
CARDS
RACHEL - NICOLE

2 Item(s)

Cancel Items

Res



Edit Your Design

Business cards - standard matte

Rachel Baskerville Community Resource Specialist

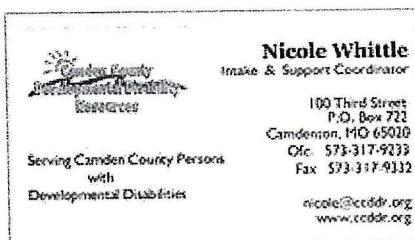
Status: **Processing**

Qty 500

Base Price

\$20.00

Item Total *

\$20.00

Business cards - standard matte

VP Copy Copy

Status: **Processing**

Qty 500

Base Price

\$9.00 CREDIT

VISTA PRINT

FOR USINA
PROMO CODE

IdentoGO Center (3000041)
915 S Jefferson Ave
Lebanon, Missouri 65536-3667

IdentoGO®

Date: 12/19/2019@09:45 AM
Customer: ANNIE M. MEYER
OCA: V01500002
ORI: MOVECHS0Z
REGID: MP363869
TCN: MP363869
UE ID: UZ3R311ZGH

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75
2H9TF18KV55112K36

Amount Paid:

\$41.75

+ 11.00
\$52.75

PROCESSING FEE

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

We want to hear from you!

Tell us about your IdentoGO Enrollment Center Service:

844.539.5541

Connie's Card

for Christmas Photo

CLIENT CHRISTMAS PARTY

See back of receipt for your chance
to win \$1000 ID #:7N87X8Z18T

Walmart *

573-346-3588 Mgr: PAUL GARDNER

94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 003806 TE# 08 TR# 04964

RS SF PB GUS 007726006995 F 7.98 0

SF CRML GUSS 007726006962 F 7.98 0

SUBTOTAL 15.96

TOTAL 15.96

MCARD TEND 15.96

MasterCard **** * 1859 1 21

APPROVAL # 67144C

REF # 1042000314

AID A0000000041010

TC 51F50AD1A459AF4D

TERMINAL # SC011009

*NO SIGNATURE REQUIRED

12/04/19 11:47:17

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 3822 2916 1346 6986 8454



12/04/19 11:47:35

CUSTOMER COPY

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See back of receipt for your chance
to win \$1000 ID #:7N883JZ0V9

Walmart 

573-346-3588 Mgr: PAUL GARDNER
94 CECIL ST

94 CECIL ST

CAMDENTON MO 65020

[illegible]

SUBTOTAL	25.09
----------	-------

25.09

MCARD	TOTAL	25.09
	TEND	25.09

25.09

1859 T 2

59 1 2

MasterCard **** * 25.09
APPROVAL # 60398C **** * 1859 T 21
REF # 934000824713
PAYMENT SERVICE - A
AID A0000000041010
TC 736C33205A7D366A
TERMINAL # SC010155
*NO SIGNATURE REQUIRED

12/06/19 10:40:44

CHANGE DUE 0.00

ITEMS SOLD 18

TC# 6396 5886 7831 1103 9363



12/06/19 10:40:56
CUSTOMER

CUSTOMER COPY

Scan with Walmart app to save receipts



Connie's Card

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
12/06/2019 04:26 PM

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

PM 2-Day	1	\$7.85	\$7.85
----------	---	--------	--------

(Domestic)
(ROLLA, MO 65401)
(Weight:1 Lb 0.80 Oz)
(Expected Delivery Day)
(Monday 12/09/2019)

Certified \$3.50

(USPS Certified Mail #)
(70172620000049312295)

Return Receipt \$2.80

(USPS Return Receipt #)
(9590940251789122784808)

First-Class Mail® 1 \$0.55 \$0.55
Letter

(Domestic)
(CAMDENTON, MO 65020)
(Weight:0 Lb 0.60 Oz)
(Estimated Delivery Date)
(Monday 12/09/2019)

Certified \$3.50

(USPS Certified Mail #)
(70172620000049312271)

Return Receipt \$2.80

(USPS Return Receipt #)
(9590940251789122784822)

Affixed Postage (\$0.50)

(Affixed Amount:\$0.50)

First-Class Mail® 1 \$0.55 \$0.55
Letter

(Domestic)
(MONTREAL, MO 65591)
(Weight:0 Lb 0.60 Oz)
(Estimated Delivery Date)
(Monday 12/09/2019)

Certified \$3.50

(USPS Certified Mail #)
(70172620000049312288)

Return Receipt \$2.80

(USPS Return Receipt #)
(9590940251789122784815)

Affixed Postage (\$0.50)

(Affixed Amount:\$0.50)

Total: \$26.85

Credit Card Remitd

(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX1859)
(Approval #:66180C)
(Transaction #:587)
(AID:A0000000041010)
(AL:MasterCard)
(PIN:Not Required)

Chip)

7017 2620 0000 4931 2271

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OFFICIAL USE

Certified Mail Fee \$3.50

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

☐ Return Receipt (hardcopy) \$2.80

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$6.85

USPS 0020 12

Postmark Here

DEC 06 2019

12/06/2019

MO 65020

See Reverse for Instructions

7017 2620 0000 4931 2295

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OFFICIAL USE

Certified Mail Fee \$3.50

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

☐ Return Receipt (hardcopy) \$2.80

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$7.85

Total Postage and Fees \$14.15

USPS 0020 12

Postmark Here

DEC 06 2019

12/06/2019

MO 65401

Sent To Kella Regional Office

Street and Apt. No., PO Box No. 105 Fairgrounds Road

City, State, ZIP+4® Rolla, MO 65401

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

7017 2620 0000 4931 2288

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OFFICIAL USE

Certified Mail Fee \$3.50

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

☐ Return Receipt (hardcopy) \$2.80

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$6.85

USPS 0020 12

Postmark Here

DEC 06 2019

12/06/2019

MO 65591

See Reverse for Instructions

Connie's Card

=====

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
12/09/2019 04:17 PM

=====

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (LEBANON, MO 65536) (Weight:0 Lb 0.60 Oz) (Estimated Delivery Date) (Wednesday 12/11/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70172620000049312301)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784792)			\$2.80
Total:			\$6.85

Credit Card Remitd
(Card Name:MasterCard)
(Account #:XXXXXXXXXX1859)
(Approval #:67269C)
(Transaction #:613)
(AID:A0000000041010)
(AL:MasterCard)
(PIN:Not Required)

Chip)

\$6.85

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.

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LEBANON, MO 65536
OFFICIAL USE

Certified Mail Fee	\$3.50
Postage	\$0.55
Total Postage and Fees	\$4.05

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

Postmark
Here

12/09/2019

7017 2620 0000 4931 2301

Connie's Card

See back of receipt for your chance
to win \$1000 ID #:7N88MVZ25X

Walmart *

573-346-3588 Mgr: PAUL GARDNER
94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 004746	TE# 08	TR# 05835	
CLXTBCRAINCL	004460000273			3.78 0
CLX FOMER	004460030614			3.48 0
MRCL FBZ MR	003700019437			6.97 0
CARD	006431937918			0.97 0
GV FR RST 96	007874224014	F		24.92 0
	SUBTOTAL			40.12
	TOTAL			40.12
	MCARD TEND			40.12

— Coffee pods

MasterCard
APPROVAL # 64083C
REF # 934500445609
PAYMENT SERVICE - A
AID A0000000041010
IC FDB3BC65CE1DFDCB
TERMINAL # SC011009
*NO SIGNATURE REQUIRED

12/11/19 13:44:11

CHANGE DUE 0.00

ITEMS SOLD 5

TC# 4467 9861 8453 3719 1555



12/11/19 13:44:28

CUSTOMER COPY



Connie's Card

=====

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
12/11/2019 04:25 PM

=====

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (CAMDENTON, MO 65020) (Weight: 0 Lb 0.60 Oz) (Estimated Delivery Date) (Friday 12/13/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70172620000049312318)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784785)			\$2.80
Total:			\$6.85

Credit Card Remitd (Card Name: MasterCard) **\$6.85**
(Account #: XXXXXXXXXX1859)
(Approval #: 65329C)
(Transaction #: 633)
(AID: A0000000041010 Chip)
(AL: MasterCard)
(PIN: Not Required)

Text your tracking number to 28777
(2USPS) to get the latest status.
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Certified Mail Fee \$3.50
\$12.40
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 \$0.55

\$16.25
Total Postage and Fees

Postmark
Here

12/11/2019

Connie's Card

Board Meeting

See back of receipt for your chance
to win \$1000 ID #:7N88QWZ2J1

Walmart*

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

ST# 00089 OP# 004940 TEN 02 TR# 06149
MT DEW 2LT 001200000233 F 1.25 0
PEPSI 2 LT 001200000230 F 1.25 0
SUBTOTAL 2.50
TOTAL 2.50
MCARD TEND 2.50

MasterCard **** * 1859 1 21
APPROVAL # 66097C
REF # 1042000314
AID A0000000041010
TC C1AF97BFD8C38449
TERMINAL # SC010155
*NO SIGNATURE REQUIRED

12/12/19 13:06:11 0.00
CHANGE DUE

ITEMS SOLD 2

TC# 5098 7447 6095 5932 8989



12/12/19 13:06:23
CUSTOMER COPY



PIZZA HUT
CARRY_OUT

Ticket # 0012

Item Count: 6

ENTERED BY
Website

009917

12/12/19

3:45 PM

Thanks for being a Hut Rewards member!

CONNIE BAKER

573-317-9233

01	1	Large	16.99
		Hand toss	
		Meat Lvr	
02	1	Large	16.99
		Thin	
		Veg Lovr	
03	2	Order	11.98
		Cinnabon	
04	2	Order	11.98
		GarlicKnot	

COUPON (V3,V3)

8.00

Subtotal

49.94

Balance Due

49.94

Amount Tendered

Credit Card

49.94

Change

0.00

NOW HIRING!!
jobs.pizzahut.com

SEE BACK OF RE

SEE BACK OF RECEIPT FOR AN OFFER

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Connie's Card

5222 7E64 0000 0292 2102

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SUNRISE BEACH, MO 65079

OFFICIAL USE

Certified Mail Fee \$3.50

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$2.80
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.05

USPS 0020 12

Postmark
Here

12/13/2019

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
12/13/2019 04:27 PM

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

First-Class Mail® Letter	1	\$0.55	\$0.55
--------------------------	---	--------	--------

(Domestic)
(SUNRISE BEACH, MO 65079)
(Weight: 0 Lb 0.60 Oz)
(Estimated Delivery Date)
(Monday 12/16/2019)

Certified	\$3.50
-----------	--------

(USPS Certified Mail #)
(70172620000049312325)

Return Receipt	\$2.80
----------------	--------

(USPS Return Receipt #)
(9590940251789122784778)

Total:	\$6.85
--------	--------

Credit Card Remitd

(Card Name: MasterCard)
(Account #: XXXXXXXXXX1859)
(Approval #: 67177C)
(Transaction #: 713)
(AID: A0000000041010)
(AL: MasterCard)
(PIN: Not Required)

Chip)

\$6.85

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(2USPS) to get the latest status.
Standard Message and Data rates may
apply. You may also visit www.usps.com
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Thank you for your business.

\$ 2.00

CREDIT

USING CREDIT CARD

PIZZA HUT




Details for Order #111-9122551-9721811

Order Placed: December 19, 2019

Amazon.com order number: 111-9122551-9721811

Order Total: \$13.29

Not Yet Shipped	
Items Ordered	Price
1 of: McKesson Perineal Wash No-Rinse Cleanser, 1 Gallon Refill Bottle, # 53-28011 - Peri Wash Skin Cleaner (Formerly REPARA brand)	\$13.29
Sold by: Engoloids Medical LLC (seller profile)	
Condition: New	
Shipping Address: Micah Joseph 100 3RD ST CAMDENTON, MO 65020-7336 United States	
Shipping Speed: Expedited Shipping	

Payment Information	
Payment Method: MasterCard Last digits: 1859	Item(s) Subtotal: \$13.29
	Shipping & Handling: \$0.00

Billing Address: Connie Baker PO Box 722 Camdenton, MO 65020 United States	Total before tax: \$13.29
	Estimated tax to be collected: \$0.00

	Grand Total: <u>\$13.29</u>

To view the status of your order, return to [Order Summary](#).

CONNIE'S
CARD

ORDER CONFIRMATION

Health Products For You
14 Fairfield Dr
Brookfield, CT 06804
877-658-4739

BILL TO :

MICAH JOSEPH
CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES
100 3RD STREET
CAMDENTON
MISSOURI, 65020
USA
573-317-9233

SHIP TO:

CONNIEBAKER
CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES
PO BOX 722
CAMDENTON
MISSOURI, 65020
USA
573-317-9233

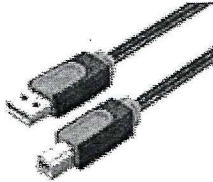
Order Date	Terms	Ship Via	Order Number	Purchase Order Number	
12/19/2019 12:33:10 PM	Credit Card	Standard (3-7 Business Days)	872675		
Quantity	Item No	Item Description	Unit Price	EXT. Price	
4	0123-12	Kimberly-Clark MIC-KEY Bolus Extension Set Options: 12"L, With Straight Connector	11.99	47.96	
Remarks:	Thank You for your Purchase		Subtotal	47.96	
			Shipping	6.99	
			Sales Tax	0.00	
			Coupon Disc.	2.40	
			Reward Amt. Used	0.00	
			Total	52.55	

Thank you for shopping at our store. Please do visit us again.



QGeem USB C to HDMI Adapter 4K Cable, USB Type-C to HDMI Adapter [Thunderbolt 3 Compatible] MacBook Pro 2018/2017, Samsung Galaxy S9/S8, Surface Book 2, Dell XPS 13/15, Pixelbook More
Personal Computers
Sold by QGEEM
Condition: New

\$12.99



Printer Cable 25 ft, SNANSHI USB Printer Cable 25 Foot USB 2.0 Type A Male to Type B Male Printer Scanner Cable for HP, Canon, Lexmark, Epson, Dell, Xerox, Samsung etc
Wireless Phone Accessory
Sold by SNANSHI
Condition: New

\$9.50

SHIPMENT 2 OF 2

Arriving:
Delivery date pending. We'll email you as soon as we have a delivery date.

Your order will be sent to:
**Connie Baker
100 3RD ST
P O BOX 722
CAMDENTON, MO 65020-7336
United States**



Telephone Cord Detangler, Uvital Anti-Tangle Telephone Handset Cable 360 Degree Rotating Landline Swivel Cord Untangler Black (2 Pack)
Office Product
Sold by Uvital
Condition: New

\$6.99

Item Subtotal:	\$79.46
Shipping & Handling:	\$7.40
Promotion Applied:	-\$7.40
Total Before Tax:	\$79.46
Estimated Tax:	\$0.00
Order Total:	\$79.46

To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).



Details for Order #111-8691684-0378633

Order Placed: December 19, 2019
Amazon.com order number: 111-8691684-0378633
Order Total: \$45.88

Not Yet Shipped	
Items Ordered	Price
4 of: <i>Medline Soothe & Cool Moisture Barrier Ointment, with Vitamins A, D & E and Aloe, 7 oz</i> Sold by: Amazon.com Services, Inc Condition: New	\$7.57
2 of: <i>McKesson Performance Plus Gauze Split Iv Sponge 6Ply Sterile 2"X2" - Box of 7.</i> Sold by: MaxMed (seller profile) Condition: New	\$6.66
Shipping Address: Micah Joseph PO BOX 722 CAMDENTON, MO 65020-0722 United States	
Shipping Speed: FREE Shipping	

Payment Information	
Payment Method: MasterCard Last digits: 1859	Item(s) Subtotal: \$43.60
Billing Address: Connie Baker PO Box 722 Camdenton, MO 65020 United States	Shipping & Handling: \$7.98
	Promotion Applied: -\$7.98


	Total before tax: \$43.60
	Estimated tax to be collected: \$2.28
	Grand Total: \$45.88

To view the status of your order, return to [Order Summary](#).



Details for Order #111-9312556-7451418

Order Placed: December 19, 2019
Amazon.com order number: 111-9312556-7451418
Order Total: \$23.94

Not Yet Shipped	
Items Ordered	Price
3 of: McKesson Antifungal Cream 2% Miconazole Nitrate Cream 4oz Tube (Each), 6391 (Formerly Repara Antifungal Cream) Sold by: Prime Medical Store (seller profile) Condition: New	\$7.98
Shipping Address: Micah Joseph PO BOX 722 CAMDENTON, MO 65020-0722 United States	
Shipping Speed: Standard Shipping	
Payment Information	
Payment Method: MasterCard Last digits: 1859	Item(s) Subtotal: \$23.94 Shipping & Handling: \$0.00
Billing Address: Connie Baker PO Box 722 Camdenton, MO 65020 United States	Total before tax: \$23.94 Estimated tax to be collected: \$0.00
	Grand Total: \$23.94

To view the status of your order, return to [Order Summary](#).

Connie's Card

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
01/03/2020 04:21 PM

Product	Qty	Unit Price	Price
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First-Class Mail® Letter	1	\$0.55	\$0.55
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(Domestic)
(SUNRISE BEACH, MO 65079)
(Weight:0 Lb 0.60 Oz)
(Estimated Delivery Date)
(Monday 01/06/2020)

Certified (USPS Certified Mail #) (70172620000049312370)			\$3.50
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Return Receipt (USPS Return Receipt #) (9590940251789122784723)			\$2.80
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First-Class Mail® Letter	1	\$0.55	\$0.55
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(Domestic)
(CAMDENTON, MO 65020)
(Weight:0 Lb 0.40 Oz)
(Estimated Delivery Date)
(Monday 01/06/2020)

Certified (USPS Certified Mail #) (70172620000049312363)			\$3.50
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Return Receipt (USPS Return Receipt #) (9590940251789122784730)			\$2.80
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First-Class Mail® Letter	1	\$0.55	\$0.55
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(Domestic)
(CAMDENTON, MO 65020)
(Weight:0 Lb 0.40 Oz)
(Estimated Delivery Date)
(Monday 01/06/2020)

Certified (USPS Certified Mail #) (70172620000049312356)			\$3.50
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Return Receipt (USPS Return Receipt #) (9590940251789122784747)			\$2.80
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First-Class Mail® Letter	1	\$0.55	\$0.55
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(Domestic)
(CAMDENTON, MO 65020)
(Weight:0 Lb 0.40 Oz)
(Estimated Delivery Date)
(Monday 01/06/2020)

Certified (USPS Certified Mail #) (70172620000049312349)			\$3.50
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Return Receipt (USPS Return Receipt #) (9590940251789122784754)			\$2.80
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First-Class Mail® Letter	1	\$0.55	\$0.55
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(Domestic)
(LAKE OZARK, MO 65049)
(Weight:0 Lb 0.40 Oz)
(Estimated Delivery Date)
(Monday 01/06/2020)

Certified (USPS Certified Mail #) (70172620000049312332)			\$3.50
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Return Receipt (USPS Return Receipt #) (9590940251789122784761)			\$2.80
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Total: \$34.25

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

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2

Postmark
Here

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

0020
2

Postmark
Here

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

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2

Postmark
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01/03/2020

Resolutions 2020-9,
2020-10, 2020-11,
2020-12, 2020-13,
2020-14, & 2020-15



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-9

CLC SPECIAL FUNDING REQUEST

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 special funding requests from service providers for Camden County clients 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", recognizes a Special Funding Request (see Attachment "A" hereto) has been received from Children's Learning Center, hereafter referred to as "CLC".
- 2.** That the Board acknowledges the funding request is for an operational shortfall, which could potentially lead to service interruptions for CCDDR clients, and funding is necessary for ongoing CLC operations.
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution 2020-9

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
SPECIAL FUNDING REQUEST**

I. AGENCY INFORMATION

Agency Name: Children's Learning Center
Address: 88 Third St. Camden MO 65020
Phone #: (573) 346-0660
Contact Person: Susan Daniels

II. FUNDING REQUESTED

Purpose of this Special Funding Request:

- ☐ New Service and/or Support Program
- ☐ Transportation
- ☐ Community Inclusion
- ☐ Community Employment
- ☐ Housing
- ☐ Vehicle(s)
- ☐ Property Acquisition and/or New Construction
- ☐ Other Capital/Major Purchases (Equipment, Renovations, Major Repairs, etc.)
- ☐ Health & Safety Abatement
- ☒ Operational Shortfall
- ☐ Other: _____

Amount Requested: \$

6,940³¹

(All supporting evidence associated with this request MUST be attached. CCDDR Reserves the right to request additional documentation as needed to support this Funding Request.)

"I certify to the best of my knowledge and belief that all data supplied with this request is true and correct to the best of my knowledge. This request has been duly authorized by the governing body of the applicant, and I further understand and agree to the conditions and funding policies issued by Camden County Developmental Disability Resources."

(Authorized Signature)

Susan Daniels

(Date)

1-28-20

Printed Name of Authorized Agency Representative: Susan Daniels



January 28, 2020

This one time funding request is to assist with a current operational shortfall. This request will not change the 2020 funding request, already approved by SB40, for CLC's 2020 budget.

The requested funds will allow CLC to pay current outstanding bills that we are not able to pay and to avoid cancellations, as well as late fees. Currently, we have our workers' comp, crime policy, health insurance, and federal taxes due. Due to a huge unexpected \$10,000 negative difference in Shootout funds not awarded, a one-on-one child that has been in attendance since September 2019 and that is still awaiting diagnosis to receive funding, and the increase in payroll due to the demand for extra paras/aides due to the needs of some of our individual children, we have found ourselves in an operational shortfall.

To note, CLC will have their second biggest fundraiser of the year, Pizza For A Purpose, on March 13, 2020. This event should help add additional extra funding needed to allow us to continue daily operations of the program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan Daniels", is written over the printed name.

Susan Daniels

Executive Director

susan@clcforkids.org

(573) 346-0660



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-10

AMENDED QUALITY ASSURANCE & INTAKE COORDINATOR JOB DESCRIPTION

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, manuals, plans, and job descriptions and creates new Bylaws, policies, manuals, plans, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Quality Assurance and Intake Coordinator job description, included as Attachment "A" hereto.
2. That the Board recognizes there was a need to amend this job description to remain effective and efficient in its administrative operations and management.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2020-10

Camden County Senate Bill 40 Board Job Description

Job Title: Quality Assurance and Intake Coordinator
Reports To: Executive Director
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Minimum Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$16.79 Hourly
Last Reviewed Date: 02/13/2020 Last Revised Date: 02/13/2020

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

The Quality Assurance and Intake Coordinator reports to the Executive Director of the Camden County Senate Bill 40 Board and is responsible for coordinating the agency's quality assurance system, intake processing, initial/ongoing assessments, and services for persons with intellectual/developmental disabilities and their families residing in Camden County.

General Description:

- Serves as a lead worker for less experienced Support Coordinators by providing information concerning case management practices, administrative rules and regulations, community resources, vendors, programs, and TCM quality assurance oversight
- Serves as a Transition Coordinator managing a caseload of persons who are applying for services, re-applying for services, leaving state habilitation centers, and re-entering the community or other facilities
- Manages the quality assurance system of a complex caseload consisting of all disability areas requiring the utilization of all community agencies serving persons with intellectual/developmental disabilities, as well as agencies serving other disabling conditions
- Serves as liaison with state, federal, and community agencies
- Makes presentations and provides consultative services to schools, parent groups, and other organizations
- Serves as a resource person for other Support Coordinators regarding information concerning a specific discipline such as social work, psychology, special education, counseling, health care, or occupational therapy
- Interviews clients, their families, and other responsible individuals; assists in completing the application for services; collects basic data and obtains appropriate additional information from other agencies; participates on the inter-disciplinary team to review each case
- Develops, in cooperation with other staff, an Individual Support Plan for each client
- Attends inter-disciplinary team meetings, as a senior member, to discuss client cases in relation to eligibility, support plans, progress, and possible modifications in the service program
- Prepares purchase-of-service authorizations and arranges for clients to access services
- Monitors services to ensure that the terms of the authorization are being fulfilled by the vendor, to

- check on quality of services, and to review client progress
- Conducts client assessments on a limited basis involving the use of specialized knowledge and applications associated with a specific discipline such as social work, psychology, special education, counseling, health care, or occupational therapy
- Prepares and maintains accurate expenditure records
- Exercises independent judgment and initiative in making decisions related to client services and receives general collaborative supervision from the Targeted Case Management Supervisor and Director of Services & Supports
- Works in conjunction and cooperation with the Support Coordination Team to receive further training and education
- Performs other related work as assigned

Knowledge, Skills, and Abilities (KSAs)

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

Primary Duties & Responsibilities:

- Reviews and assists Support Coordinators with their annual plans, quarterly reviews, monthly reviews, log notes, and other documentation to ensure compliance with DDD, DMH, Medicaid, and CCDDR requirements
- Review client files annually to ensure compliance with all DDD, DMH, and CCDDR recordkeeping requirements and guidelines
- Remains updated on new processes, paperwork, procedures, modifications, training required, waiver requirements, etc. on DDD, DMH, and CCDDR programs and services
- Assists potential new clients and their families with the application/eligibility determination paperwork and testing, supporting documentation, and intake processes
- Processes, monitors, and follows up on pending new intakes and transfers
- Conducts client assessments
- May be assigned a client caseload of individuals approved to receive I/DD services if needed
- Must be able to perform the duties of a Support Coordinator including, but not limited to:
 - Conducts annual Person-Centered Plan meetings with clients, family members, providers of

- services, and others in gathering information needed to develop a Person-Centered Plan
- Drafts Outcomes and Action Steps based on information gathered in plan meetings, risk assessments, collateral information, team members, etc.; plan Outcomes relate back to MO Quality Outcomes
- Establishes plan timelines and implementation responsibilities of team members
- Completes annual plans in a timely manner
- Monitors services per Division of Developmental Disabilities Service Monitoring Directive (DDD) and Department of Mental Health (DMH) Directives
- Ensures all rights of individuals served are protected and reports observed/suspected abuse, neglect, or misuse of client funds according to state statutes/directives
- Seeks authorization of funding for needed/required client services according to Division and CCDDR Utilization Review procedures
- Assists clients and families in completing required paperwork for DDD, DMH, CCDDR, and other governmental benefits as needed and as requested
- Completes accurate and timely Monthly and Quarterly Reviews of progress in meeting outcomes and action steps identified in Person Centered Plan; suggests modifications to plan as needed
- Ensures that accurate and complete client records are maintained in client permanent record, including all required Medicaid waiver documentation
- Completes and inputs log notes in a timely manner
- Ensures log notes are accurate
- Safeguards the security and confidentiality of client protected health information in accordance with state and federal confidentiality laws
- Maintains a thorough working knowledge of generic community resources available
- Abides by CCDDR policies and procedures
- Meets identified monthly log notes and logging target hours
- Completes other duties and assignments as directed

Minimum Requirements:

- A Bachelor's or higher-level degree from an accredited college or university, preferably in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services

OR

- A Registered Nurse License

AND

- Three or more years of experience in providing Support Coordination to persons with intellectual and/or developmental disabilities
- Acceptable credentials meeting the criterion established by the state of Missouri/DMH/DDD for performing specialized assessments related to initial and ongoing I/DD programs/services eligibility

Additional Requirements:

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

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

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

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

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

(Signature)

(Date)

(Supervisor Signature)

(Date)



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-11

AMENDED SUPPORT COORDINATOR JOB DESCRIPTION

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, manuals, plans, and job descriptions and creates new Bylaws, policies, manuals, plans, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Support Coordinator job description, included as Attachment "A" hereto.
2. That the Board recognizes there was a need to amend this job description to remain effective and efficient in its administrative operations and management.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2020-11

Camden County Senate Bill 40 Board Job Description

Job Title: Support Coordinator
Reports To: Targeted Case Management Supervisor
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Minimum Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$15.65 Hourly
Last Reviewed Date: 02/13/2020 Last Revised Date: 02/13/2020

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

The Service Coordinator reports to the Targeted Case Management Supervisor of the Camden County Senate Bill 40 Board and is responsible for coordinating services for persons with intellectual/developmental disabilities and their families.

General Description:

- Manages a caseload of moderate size and complexity normally involving a limited number of disability areas
- Interviews clients, their families, and other responsible individuals; assists in completing the application for services; collects basic data and obtains appropriate additional information from other agencies; participates on the inter-disciplinary team to review each case
- Prepares or dictates case progress notes, social summaries, and other reports concerning the client's case
- Develops, in cooperation with other staff, an Individual Support Plan for each client
- Attends inter-disciplinary team meetings to discuss client cases in relation to eligibility, support plans, progress, and possible changes in the service program
- Prepares purchase-of-service authorizations and arranges for clients to access services
- Monitors services to ensure that the terms of the authorization are being fulfilled by the vendor, to check on quality of services, and to review client progress
- Requests modifications for a non-productive program or enrolls the client in an appropriate program
- Provides progress reports and counseling to clients, their families, and other responsible individuals
- Attends staff meetings concerning new or revised policies and procedures
- Visits service agencies, attends meetings, and confers with other Support Coordinators/staff to become informed concerning community resources for persons with intellectual/developmental disabilities
- Reviews literature and confers with other Support Coordinators/staff concerning theories and practices in the fields of social work, psychology, special education, and health care for persons with intellectual/developmental disabilities
- Conducts client assessments on a limited basis involving the use of specialized knowledge and applications associated with a specific discipline such as social work, psychology, special education, counseling, health care, or occupational therapy
- Prepares and maintains accurate expenditure records

- Receives close supervision from the Targeted Case Management Supervisor, Director of Services & Supports, and Executive Director
- Collaborates with the Support Coordination training team and others for Training and Continued Quality Enhancement of Performance and Duties
- Performs other related work as assigned

Knowledge, Skills, and Abilities (KSAs)

- Intermediate knowledge of a specific discipline such as social work, psychology, special education, counseling, health care, or occupational therapy
- Introductory knowledge of case management methods, principles, and techniques
- Introductory knowledge of various intellectual/developmental disabilities and corresponding vendors and services available for clients
- Introductory knowledge of interviewing methods, principles, and techniques
- Ability to manage a caseload of clients with intellectual/developmental disabilities, to keep support plans current, and to maintain accurate records
- Ability to collect and analyze information to make decisions concerning a client's support plan
- Ability to develop a logical, feasible, and practical support plan for clients with intellectual/developmental disabilities
- Ability to evaluate the progress of clients and the quality of their service programs
- Ability to communicate effectively

Primary Duties & Responsibilities:

- Conducts annual Person-Centered Plan meetings with consumers, family members, providers of services, and others in gathering information needed to develop a Person-Centered Plan
- Drafts Outcomes and Action Steps based on information gathered in plan meetings, risk assessments, collateral information, team members, etc.; plan Outcomes relate back to MO Quality Outcomes
- Establishes plan timelines and implementation responsibilities of team members
- Completes annual plans in a timely manner
- Monitors services per Division of Developmental Disabilities Service Monitoring Directive (DDD) and Department of Mental Health (DMH) Directives
- Ensures all rights of individuals served are protected and reports observed/suspected abuse, neglect, or misuse of consumer funds according to state statutes/directives
- Seeks authorization of funding for needed/required consumer services according to DMH/DDD and CCDDR Utilization Review procedures
- Assists consumers and families in completing required paperwork for DDD, DMH, CCDDR, and other governmental benefits as needed and as requested
- Completes accurate and timely Monthly and Quarterly Reviews of progress in meeting outcomes and action steps identified in Person-Centered Plan; suggests modifications to plan as needed
- Ensures that accurate and complete consumer records are maintained in consumer permanent record, including all required Medicaid waiver documentation
- Completes and inputs log notes in a timely manner
- Ensures log notes are accurate
- Safeguards the security and confidentiality of consumer protected health information in accordance with state and federal confidentiality laws
- Maintains a thorough working knowledge of generic community resources available
- Abides by CCDDR policies and procedures

- Meets identified monthly log notes and logging target hours
- Completes other duties and assignments as directed

Minimum Requirements:

- A Bachelor's or higher-level degree from an accredited college or university, preferably in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services

OR

- A Registered Nurse License

Additional Requirements:

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

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

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

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

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

(Signature)

(Date)

(Supervisor Signature)

(Date)



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-12

NEW JOB CREATION & DESCRIPTION – TCM TRAINING COORDINATOR

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, and job descriptions and creates new Bylaws, policies, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

- 1.** That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to create the Targeted Case Management (TCM) Training Coordinator position, included as Attachment “A” hereto.
- 2.** That the Board recognizes there was a need to create this job and its description to remain effective and efficient in its administrative operations and management.
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution 2020-12

Camden County Senate Bill 40 Board Job Description

Job Title: Targeted Case Management (TCM) Training Coordinator
Reports To: Targeted Case Management Supervisor
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Minimum Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$16.79 Hourly
Last Reviewed Date: 02/13/2020 Last Revised Date: 02/13/2020

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

The Targeted Case Management Training Coordinator reports to the Targeted Case Management Supervisor of the Camden County Senate Bill 40 Board and is responsible for training new Support Coordinators, ongoing training of existing Support Coordinators, and coordinating services for persons with intellectual/developmental disabilities and their families.

General Description:

- Serves as a lead worker for less experienced Support Coordinators by providing information and training related to case management practices, administrative rules and regulations, community resources, vendors, programs, TCM quality assurance oversight, and other Support Coordination duties and responsibilities
- Trains new Support Coordinators and provides on-going training and support for all Support Coordinators
- Manages a caseload of moderate size and complexity normally involving a limited number of disability areas
- Interviews clients, their families, and other responsible individuals; assists in completing the application for services; collects basic data and obtains appropriate additional information from other agencies; participates on the inter-disciplinary team to review each case
- Prepares or dictates case progress notes, social summaries, and other reports concerning the client's case
- Develops, in cooperation with other staff, an Individual Support Plan for each client
- Attends inter-disciplinary team meetings to discuss client cases in relation to eligibility, support plans, progress, and possible changes in the service program
- Prepares purchase-of-service authorizations and arranges for clients to access services
- Monitors services to ensure that the terms of the authorization are being fulfilled by the vendor, to check on quality of services, and to review client progress
- Requests modifications for a non-productive program or enrolls the client in an appropriate program
- Provides progress reports and counseling to clients, their families, and other responsible individuals
- Attends staff meetings concerning new or revised policies and procedures
- Visits service agencies, attends meetings, and confers with other Support Coordinators/staff to become informed concerning community resources for persons with intellectual/developmental disabilities

- Reviews literature and confers with other Support Coordinators/staff concerning theories and practices in the fields of social work, psychology, special education, and health care for persons with intellectual/developmental disabilities
- Conducts client assessments on a limited basis involving the use of specialized knowledge and applications associated with a specific discipline such as social work, psychology, special education, counseling, health care, or occupational therapy
- Prepares and maintains accurate expenditure records
- Receives close supervision from the Targeted Case Management Supervisor, Director of Services & Supports, and Executive Director
- Collaborates with the Support Coordination training team and others for Training and Continued Quality Enhancement of Performance and Duties
- Performs other related work as assigned

Knowledge, Skills, and Abilities (KSAs)

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

Primary Duties & Responsibilities:

- Provides structured individual and group training for new Support Coordinators and on-going training for all Support Coordinators
- Trains, reviews, and assists new Support Coordinators with their annual plans, quarterly reviews, monthly reviews, log notes, and other documentation as needed to ensure training progress expectations are met and compliance with DDD, DMH, Medicaid, and CCDDR requirements
- Must be able to perform the duties of a Support Coordinator including, but not limited to:
 - Conducts annual Person-Centered Plan meetings with clients, family members, providers of services, and others in gathering information needed to develop a Person-Centered Plan
 - Drafts Outcomes and Action Steps based on information gathered in plan meetings, risk assessments, collateral information, team members, etc.; plan Outcomes relate back to MO Quality Outcomes
 - Establishes plan timelines and implementation responsibilities of team members
 - Completes annual plans in a timely manner
 - Monitors services per Division of Developmental Disabilities Service Monitoring Directive (DDD)

and Department of Mental Health (DMH) Directives

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

Minimum Requirements:

- A Bachelor's or higher-level degree from an accredited college or university, preferably in one or a combination of the following: Elementary or Secondary Education, Special Education, Early Childhood Education, Psychology, Social Work, Sociology, Counseling, Recreation (including specialty areas such as Art, Dance, Music, or Physical Education), Speech-Language Pathology or Audiology, Occupational Therapy, Physical Therapy, Nursing, or other specialties in the field of human services

OR

- A Registered Nurse License

AND

- Three or more years of experience in providing Support Coordination to persons with intellectual and/or developmental disabilities

Additional Requirements:

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

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

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing this job, the employee is

regularly required to use hands and fingers to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds over a short distance, and/or perform personal care tasks, including transfers. Vision abilities include close vision, distance vision, peripheral vision, and depth perception. The employee is required to occasionally stand, walk, and climb stairs. The employee must be able to communicate one on one with staff, clients, guardians, and groups.

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

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

(Signature)

(Date)

(Supervisor Signature)

(Date)



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-13

AMENDED TCM OFFICE MANAGER JOB DESCRIPTION

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, manuals, plans, and job descriptions and creates new Bylaws, policies, manuals, plans, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Targeted Case Management (TCM) Office Manager job description, included as Attachment "A" hereto.
2. That the Board recognizes there was a need to amend this job description to remain effective and efficient in its administrative operations and management.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2020-13

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

Job Title: Targeted Case Management (TCM) Office Manager
Reports To: Executive Director
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Minimum Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$14.00 Hourly
Last Reviewed Date: 02/13/2020 Last Revised Date: 02/13/2020

General Description:

The TCM Office Manager reports to the Executive Director, works in coordination with the TCM staff, will oversee TCM administrative functions, supervise TCM administrative support personnel, and assist the Compliance Manager and other administrative staff with regard to CCDDR human resources, procurement, records, document processing, organizational tracking, organizational scheduling, and other duties as assigned.

Essential Duties & Responsibilities:

- Supervise TCM administrative support personnel
- Assumes the role of an agency Procurement and Human Resources Officer as directed by the Compliance Manager or Executive Director
- Procure and maintain TCM office inventory
- Adhere to all policies and procedures of Camden County Senate Bill 40 Board
- Maintain confidentiality of client records and information
- Provide clerical support to the Targeted Case Management program
- Demonstrate accuracy in regard to bookkeeping abilities and recordkeeping
- Complete and send out information to new and existing clients
- Answer phone and take messages for staff
- Communicate professionally in both writing form and in person
- Maintain a thorough working knowledge of agency's computer systems
- Data input
- Route information to staff as needed
- Mailing of agency documents, correspondence, and routing of mail to staff
- Type correspondence and other documents
- Design and develop new forms and templates as needed
- Assist in gathering data and distributing reports
- Schedule meetings and appointments for Targeted Case Management staff
- Maintain filing system
- Maintain a "tickler" file for the Targeted Case Management staff for follow-up
- Greet visitors to office and direct them as-required
- Transport consumers and staff via company vehicles as necessary
- Scan and digitize records while maintaining accurate electronic and paper file systems
- Complete other duties and assignments as directed

Knowledge, Skills and Abilities:

- Demonstrate responsibility for maintaining the integrity, privacy, and confidentiality of consumer-related and employee-related information; and adherence to statutory regulations, agency policies, and agency procedures pertaining to protected health information

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

Computer Skills:

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

Language Skills:

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

Math Skills:

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

Reasoning Ability:

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

Minimum Requirements:

- Associates Degree from an accredited college or university or HS diploma/GED with a minimum of 2 years experience at providing extensive administrative support in an office environment
- Prior experience and proficiency in MS Word, MS Excel, MS Access, and MS PowerPoint
- Ability to type 45 wpm

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

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

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

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

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-14

NEW JOB CREATION & DESCRIPTION – ADMINISTRATIVE OFFICE ASSISTANT

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, and job descriptions and creates new Bylaws, policies, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

- 1.** That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to create the Administrative Office Assistant position, included as Attachment “A” hereto.
- 2.** That the Board recognizes there was a need to create this job and its description to remain effective and efficient in its administrative operations and management.
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution 2020-14

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

Job Title: Administrative Office Assistant
Reports To: Executive Director
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$12.00 Hourly
Last Reviewed Date: 2/13/2020 Last Revised Date: 2/13/2020

The Administrative Office Assistant reports to the Executive Director in coordination with the Administrative Team of Camden County Developmental Disability Resources (CCDDR) and is responsible for secretarial, clerical, data entry, records management, basic administrative assistant duties, and basic receptionist duties.

General Description:

The Administrative Office Assistant assists other CCDDR staff with administrative functions.

Essential Duties & Responsibilities:

- Adhere to all policies and procedures of Camden County Senate Bill 40 Board
- Maintain confidentiality of client records and information
- Provide clerical support to the Administrative Team
- Demonstrate accuracy in regard to bookkeeping abilities and recordkeeping
- Complete and send out information to new and existing clients
- Answer phone and take messages for staff
- Communicate professionally in both writing form and in person
- Maintain a thorough working knowledge of agency's computer systems
- Data input
- Route information to staff as needed
- Mailing of agency documents, correspondence, and routing of mail to staff
- Type correspondence and other documents
- Design and develop new forms and templates as needed
- Assist in gathering data and distributing reports
- Schedule meetings and appointments for other staff
- Maintain filing system
- Greet visitors to office and direct them as required
- Transport consumers and staff via company vehicles as necessary
- Scan and digitize records while maintaining accurate electronic and paper file systems
- Complete other duties and assignments as directed

Knowledge, Skills and Abilities:

- Demonstrate responsibility for maintaining the integrity, privacy, and confidentiality of consumer-related and employee-related information; and adherence to statutory regulations, agency policies, and agency procedures pertaining to protected health information
- Knowledge of human service, social service, public service, case management, or other related programs
- Strong written and oral communication skills; ability to write clear, structured, and articulate proposals, reports, and other documents

Computer Skills:

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

Language Skills:

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

Math Skills:

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

Reasoning Ability:

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

constantly shifting schedules and priorities; and simultaneous deadlines requiring flexibility, organization, and cooperation

Minimum Requirements:

- HS diploma or GED
- Ability to type 45 wpm
- Prior experience and proficiency in MS Word, MS Excel, and MS Access

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

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

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

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

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-15

AMENDED TCM ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, manuals, plans, and job descriptions and creates new Bylaws, policies, manuals, plans, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Targeted Case Management (TCM) Administrative Assistant job description, included as Attachment "A" hereto.
2. That the Board recognizes there was a need to amend this job description to remain effective and efficient in its administrative operations and management.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2020-15

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

Job Title: Targeted Case Management (TCM) Administrative Assistant
Reports To: TCM Office Manager
FLSA Status: Non-Exempt
Employment Status: Part-Time or Full-Time
Hours per Work Week: up to 28 (Part-Time) or 40 (Full-Time)
Minimum Starting Wage: \$12.00 Hourly
Last Reviewed Date: 2/13/2020 Last Revised Date: 2/13/2020

The TCM Administrative Assistant reports to the TCM Office Manager in coordination with the TCM staff of Camden County Developmental Disability Resources (CCDDR) and is responsible for secretarial, clerical, data entry, records management, basic administrative assistant duties, and basic receptionist duties.

General Description:

The TCM Administrative Assistant assists the TCM staff with administrative functions so the Support Coordinators can utilize more time in serving the consumers' and their families' needs.

Essential Duties & Responsibilities:

- Adhere to all policies and procedures of Camden County Senate Bill 40 Board
- Maintain confidentiality of client records and information
- Provide clerical support to the Targeted Case Management program
- Demonstrate accuracy in regard to bookkeeping abilities and recordkeeping
- Complete and send out information to new and existing clients
- Answer phone and take messages for staff
- Communicate professionally in both writing form and in person
- Maintain a thorough working knowledge of agency's computer systems
- Data input
- Route information to staff as needed
- Mailing of agency documents, correspondence, and routing of mail to staff
- Type correspondence and other documents
- Design and develop new forms and templates as needed
- Assist in gathering data and distributing reports
- Schedule meetings and appointments for Targeted Case Management staff
- Maintain filing system
- Maintain a "tickler" file for the Targeted Case Management staff for follow-up
- Greet visitors to office and direct them as required
- Transport consumers and staff via company vehicles as necessary
- Scan and digitize records while maintaining accurate electronic and paper file systems
- Complete other duties and assignments as directed

Knowledge, Skills and Abilities:

- Demonstrate responsibility for maintaining the integrity, privacy, and confidentiality of consumer-related and employee-related information; and adherence to statutory regulations, agency policies, and agency procedures pertaining to protected health information
- Knowledge of human service, social service, public service, case management, or other related programs
- Strong written and oral communication skills; ability to write clear, structured, and articulate proposals, reports, and other documents

Computer Skills:

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

Language Skills:

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

Math Skills:

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

Reasoning Ability:

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

Minimum Requirements:

- HS diploma or GED
- Ability to type 45 wpm
- Prior experience and proficiency in MS Word, MS Excel, and MS Access

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

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

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

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

(Employee Signature)

(Date)

(Supervisor Signature)

(Date)