



**February 26<sup>th</sup>, 2018**

**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 26<sup>th</sup>, 2018, 4:00 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 22<sup>nd</sup>, 2018

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- January 2018 Support Coordination Report
- January 2018 CARF Reports
- January 2018 Employment Report
- January 2018 Agency Economic Report
- December 2017 Credit Card Statement
- Resolutions 2018-8, 2018-9, 2018-10, 2018-11, & 2018-12

Speakers/Guests

- NONE

Monthly Reports

- Children's Learning Center (CLC)
- Lake Area Industries (LAI)

Old Business for Discussion

- Local Housing Initiative

New Business for Discussion

- New TCM Contract

January Support Coordination Report

January CARF Reports

January Employment Report

January Agency Economic Report

## December 2017 Credit Card Statement

### Discussion & Conclusion of Resolution:

1. Resolution 2018-8: Approval of Amended Policy #31
2. Resolution 2018-9: Approval of Amended Policy #17
3. Resolution 2018-10: OATS Facility Use Agreement & Addendum
4. Resolution 2018-11: CLC Facility Use Agreement & Addendum
5. Resolution 2018-12: LRA Agreement with Crescent Associates, LP

### Public Comment

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

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

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

### Adjournment

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

**Ed Thomas, CCDDR Executive Director**

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

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



**January 22<sup>nd</sup>, 2018**  
**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**  
**Open Session Minutes of January 22, 2018**

**Members Present** Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

**Members Absent** Brian Willey

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch, Lillie Smith, (LAI)  
Susan Daniels (CLC)  
Jeanna Booth, Marcie Vansyoc, Connie Baker,  
Myrna Blaine, Linda Simms (CCDDR)

**Approval of Agenda**

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

**Approval of Open Session Board Minutes for December 18th, 2017**

Motion by Shanna Weber, second Suzanne Perkins, to approve the December 18th, 2017  
Open Session Board Meeting Minutes as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello

NO: None

ABSTAIN: Angela Sellers, because she was not present at the  
December 18, 2017, board meeting.

**Approval of Closed Session Board Minutes for December 18th, 2017**

Motion by Shanna Weber, second Suzanne Perkins, to approve the December 18th, 2017  
Closed Session Board Meeting Minutes as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello

NO: None

ABSTAIN: Angela Sellers, because she was not present at the  
December 18, 2017, board meeting.

## **Acknowledgement of Distributed Materials to Board Members**

- FY 2016 Final Audit Report
- CLC Monthly Reports
- LAI Monthly Reports
- December 2017 Support Coordination Report
- December 2017 CARF Reports
- December 2017 Employment Report
- December 2017 Agency Economic Report
- November 2017 Credit Card Statement
- Resolution 2017-74, 2018-1, 2018-2, 2018-3, 2018-4, 2018-5, 2018-6, 2018-7

## **Speakers/Guests**

- Jo L. Moore – Evers & Company CPA's, LLC: Presentation of the FY 2016 Final Audit Report

Jo L. Moore presented the audit and conversed with the Board about the audit. The basis for meeting accepted accounting principles were also discussed, while including information on how audit report statements are derived and what they reflect. Jo also explained the expectations of the auditors.

Motion by Lisa Jackson, second Chris Bothwell, to approve the 2016 Audit Report as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

## **Monthly Reports**

### **Lake of the Ozarks Developmental Center (LODC) Marilyn Martin**

No LODC representative present.

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

CLC is "rockin". Enrollment is high with 31 kiddos and agency has a waiting list. Absenteeism is bad due to flu and bad weather. CLC received \$2,150 from the Frosty Float and \$500 from a Wal-Mart grant. Pizza for a purpose will be March 2<sup>nd</sup> and teacher work day is March 9<sup>th</sup>. CLC will be hiring 2 new aides. Lisa Jackson complimented Susan on her great ability with fund raising events.

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

### **Natalie Couch**

LAI audit will be February 5. Net income for December was \$6800. The annual net income reflects a \$60,000 increase. It was a good year. January has started off slow due to receiving Laker Tackle boxes late. Six quotes for new jobs have been issued for the year. Foam is not doing a lot due to cold weather and will probably not be a money maker. Shredding will be done in January. Flowers for the Garden Center have been ordered and the center will open April 7. The greenhouse equipment was sold for \$15,000. LAI hosted the annual employee Christmas party, provided a DJ, and lots of food, which made for a good time for the employees. Lisa mentioned the 10 employees who had been laid off; Natalie is hoping they will return to work within the next few weeks.

### **Old Business for Discussion**

- **CCDDR/LAI Joint Committee Meetings (Update)**

The last 4 to 5 years were looked at. Numbers were not as bad as they looked as a net income shows about a \$200,000 turn around going from negative to positive. Communications have been much better.

- **Transportation – LOTC (Update)**

Transportation is kicking off well. Morgan and Miller counties SB 40's approached their boards to supplement transportation in their counties. Miller County Health Department will be issuing \$15k to \$20k grant opportunities, which can be used for transportation. LOTC is expected to apply. Funding may be available for a consistent deviated route for the tri-county area. The OATS office in the Keystone facility will be for dispatching tri-county area only.

- **Arc of Missouri Statewide Victimization Public Awareness Campaign (Update)**

The council will offer a no cost grant extension to September 30<sup>th</sup>. Ed met with Senator Riddle about victimization issues. PSA's will launch in March. Human Trafficking news is finally starting to reach ears of the Legislators - a senator in St. Louis is sponsoring a bill regarding human trafficking.

- **MACDDS (Updates)**

The legislative session will be very busy this year. February and March will be busy going back and forth to the Capital.

### **New Business for Discussion**

- **Local Housing Initiative**

The first meeting, which centered on universal housing design concepts, was held on the 19<sup>th</sup> with realtors, developers and contractors attending. The concept is catching on with St. Charles and Springfield being very active. We are trying to promote the development of open floor plans, no wasted space, and single or multifamily homes. We are presently working with Boone County Family Resources to get some of their designs.

## **December Support Coordination Report**

At December's month end CCDDR had 329 clients. Medicaid eligibility was down a little. Caseload count is staying steady as the same numbers of clients that are transferring in are transferring out.

Motion by Suzanne Perkins, second Paul DiBello, to approve the report as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

## **December CARF Reports**

CCDDR received CARF accreditation in November. Myrna is currently working on new measurements for tracking on the client survey. The survey will be reorganized using new wording and adding different questions. Board input on data to track would be greatly appreciated. The question was asked if a scale was used for the survey and could the survey and annual plan be e-mailed as well as mailed. A scale is used and the survey is mailed out with the annual plan. Angela would like to see plan and newsletter be e-mailed as well as mailed to client/guardian.

Motion by Shanna Weber, second Chris Bothwell, to approve the report as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

## **December Employment Report**

Client employment is maintaining.

Motion by Lisa Jackson, second Paul DiBello, to approve the report as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

## **December Agency Economic Report**

Huge improvement for percentage not paid versus billed. There were 3 billing periods budgeted for December, but only 2 batches were billed. January will have the 3 instead of 2.

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

### **November 2017 Credit Card Statement**

No Questions and a vote not necessary.

### **Discussion & Conclusion of Resolution:**

#### **Resolution 2017-74: Calendar Year 2018 Board Officer Election & Appointments**

This is the annual election of board officers.

Present board officer positions are:

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

Motion by Shanna Weber, second Suzanne Perkins, that Angela Sellers be Board Chair.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello

NO: None

Abstain: Angela Sellers because she is the nominee

Motion by Shanna Weber, second Suzanne Perkins, that Lisa Jackson be Board Vice Chair.

AYE: Shanna Weber, Chris Bothwell, Angela Sellers,  
Suzanne Perkins, Paul DiBello

NO: None

Abstain: Lisa Jackson because she is the nominee

Motion by Shanna Weber, second Suzanne Perkins, that Brian Willey be Board Treasurer.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

Motion by Shanna Weber, second Suzanne Perkins, that Paul DiBello be Board Secretary.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Angela Sellers  
NO: None

Abstain: Paul DiBello because he is the nominee

After presentation and further discussion of Resolution 2017-74, motion by Shanna Weber, second Suzanne Perkins to approve the appointments and resolution as presented:

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers  
NO: None

**Resolution 2018-1: Calendar Year 2018 Human Resource Committee Nominations  
And appointments**

Angela Sellers is ex officio member. The Board Chair is always an ex officio member of the committee.  
Names called for appointment by the Board:

**Brian Willey Committee Chairman**  
**Lisa Jackson Committee Secretary**

After presentation and further discussion of Resolution 2018-1:

Motion by Lisa Jackson, second Chris Bothwell, to approve the resolution as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers  
NO: None

**Resolution 2018-2: Calendar Year 2018 Budget Appropriations Committee Nominations  
And appointments**

Angela Sellers is ex officio member. The Board Chair is always an ex officio member of the committee.  
Names called for appointment by the Board:

**Chris Bothwell Committee Chairman**  
**Suzanne Perkins Committee Secretary**

After presentation and further discussion or Resolution 2018-2:

Motion by Lisa Jackson, second Shanna Weber, to approve the resolution as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers  
NO: None

**Resolution 2018-3: Calendar Year 2018 Agency Governance Committee Nominations**

**And appointments**

Angela Sellers is ex officio member. The Board Chair is always an ex officio member of the committee.  
Names called for appointment by the Board:

**Shanna Weber Committee Chairman**  
**Paul DiBello Committee Secretary**

After presentation and further discussion or Resolution 2018-3:

Motion by Suzanne Perkins, second Lisa Jackson, to approve the resolution as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

**Resolution 2018-4: Re-Allocation/Allocation of Restricted/Unrestricted Funds**

Explanation of unrestricted funds was provided with reasons to reallocate restricted funds identified.

After presentation and further discussion or Resolution 2018-4:

Motion by Shanna Weber, second Chris Bothwell, to approve the resolution as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

**Resolution 2018-5: Approval of Amended Policy #14**

Clarification in policy is recognized - if no appointment is made, seat remains vacant until there is an appointment made by the Commission.

After presentation and further discussion or Resolution 2018-5:

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

**Resolution 2018-6: RFP 2017-2: Award for Interior Renovation of Office Area**

Three bids were received for the Keystone office area renovation. Two of the bids were close, The cheapest bid did not send breakdown of what work consisted of and there was a worry that several change orders might take place. The administrative team chose the middle price bid of \$34,650 for their recommendation to the board.



After presentation and further discussion or Resolution 2018-6:

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

**Resolution 2018-7: Change in Mileage Rate**

Effective 7-1-18 mileage will increase from 50.5 to 51.5.

After presentation and further discussion or Resolution 2018-7:

Motion by Lisa Jackson, second Chris Bothwell, to approve the resolution as presented

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,  
Suzanne Perkins, Paul DiBello, Angela Sellers

NO: None

**Adjournment:**

Motion by Chris Bothwell, second Lisa Jackson, to adjourn meeting.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson, Suzanne  
Perkins, Paul DiBello, Angela Sellers

NO: None

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Board Chairman

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Secretary

# **CLC Monthly Report**



**Monthly Supporting Documents  
for  
JAN 2018**

**Presented to CCDDR & SB40  
FEB 2018**

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
**January 2018**

	<u>First Steps</u>	<u>Step Ahead</u>	<u>TOTAL</u>
<b>Revenue</b>			
40000 INCOME			0.00
41000 Contributions & Grants	1,415.70	6,458.72	7,874.42
41100 CACFP		550.46	550.46
41500 Misc. Grant Revenue		500.00	500.00
<b>Total 41000 Contributions &amp; Grants</b>	<b>\$ 1,415.70</b>	<b>\$ 7,509.18</b>	<b>\$ 8,924.88</b>
42000 Program Services			0.00
<b>Total 42100 First Steps</b>	<b>\$ 8,442.39</b>	<b>\$ 1,708.00</b>	<b>\$ 10,150.39</b>
<b>Total 42000 Program Services</b>	<b>\$ 8,442.39</b>	<b>\$ 1,708.00</b>	<b>\$ 10,150.39</b>
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		325.00	325.00
43130 Snack		65.00	65.00
<b>Total 43100 Dining</b>	<b>\$ 0.00</b>	<b>\$ 390.00</b>	<b>\$ 390.00</b>
43200 Enrollment Fees		70.00	70.00
43500 Tuition		3,442.60	3,442.60
43505 Subsidy Tuition		493.32	493.32
<b>Total 43500 Tuition</b>	<b>\$ 0.00</b>	<b>\$ 3,935.92</b>	<b>\$ 3,935.92</b>
<b>Total 43000 Tuition</b>	<b>\$ 0.00</b>	<b>\$ 4,395.92</b>	<b>\$ 4,395.92</b>
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45270 Frosty Float Fundraiser		2,150.00	2,150.00
45280 Pizza For A Purpose		1,570.00	1,570.00
<b>Total 45200 Fundraising Income</b>	<b>\$ 0.00</b>	<b>\$ 3,720.00</b>	<b>\$ 3,720.00</b>
45300 Miscellaneous Revenue		13.95	13.95
45310 Donations		75.00	75.00
<b>Total 45300 Miscellaneous Revenue</b>	<b>\$ 0.00</b>	<b>\$ 88.95</b>	<b>\$ 88.95</b>
<b>Total 45000 Other Revenue</b>	<b>\$ 0.00</b>	<b>\$ 3,808.95</b>	<b>\$ 3,808.95</b>
<b>Total 40000 INCOME</b>	<b>\$ 9,858.09</b>	<b>\$ 17,422.05</b>	<b>\$ 27,280.14</b>
<b>Total Revenue</b>	<b>\$ 9,858.09</b>	<b>\$ 17,422.05</b>	<b>\$ 27,280.14</b>
<b>Gross Profit</b>	<b>\$ 9,858.09</b>	<b>\$ 17,422.05</b>	<b>\$ 27,280.14</b>
<b>Expenditures</b>			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
<b>Total 51100 Employee Salaries</b>	<b>\$ 0.00</b>	<b>\$ 7,985.15</b>	<b>\$ 7,985.15</b>
<b>Total 51500 Employee Taxes</b>	<b>\$ 0.00</b>	<b>\$ 751.14</b>	<b>\$ 751.14</b>
<b>Total 51600 Health Insurance</b>	<b>\$ 0.00</b>	<b>\$ 954.68</b>	<b>\$ 954.68</b>
51900 Workermans Comp Insurance		1,897.00	1,897.00
<b>Total 51000 Payroll Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 11,587.97</b>	<b>\$ 11,587.97</b>
53000 Equipment		119.99	119.99
54000 Fundraising/Grants			0.00
54200 Summer Night Glow 5K		12.50	12.50

54700 Pizza For A Purpose		79.00	79.00
Total 54000 Fundraising/Grants	\$ 0.00	\$ 91.50	\$ 91.50
55000 Insurance			0.00
55700 Crime Policy		533.00	533.00
Total 55000 Insurance	\$ 0.00	\$ 533.00	\$ 533.00
56000 Office Expenditures			0.00
56100 Copy Machine	127.50	326.48	453.98
56200 Miscellaneous		2.97	2.97
56300 Office Supplies		166.96	166.96
Total 56000 Office Expenditures	\$ 127.50	\$ 496.41	\$ 623.91
57000 Office/General Administrative Expenditures		67.05	67.05
57100 Accounting Fees			0.00
57150 Online Accounting Software Service		254.10	254.10
Total 57100 Accounting Fees	\$ 0.00	\$ 254.10	\$ 254.10
57160 QuickBooks Payments Fees		33.92	33.92
57400 Child Management Software		35.00	35.00
57900 Seminars/Training		55.00	55.00
57960 Janitorial/Custodial		600.00	600.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 1,045.07	\$ 1,045.07
58000 Operating Supplies		43.77	43.77
58100 Consumables	35.79	39.95	75.74
58200 Dining		1,421.13	1,421.13
58400 Sanitizing		83.95	83.95
Total 58000 Operating Supplies	\$ 35.79	\$ 1,588.80	\$ 1,624.59
59000 Program Service Fees			0.00
Total 59100 First Steps	\$ 9,002.39	\$ 0.00	\$ 9,002.39
Total 59000 Program Service Fees	\$ 9,002.39	\$ 0.00	\$ 9,002.39
63000 Utilities			0.00
63100 Electric	247.55	577.63	825.18
63200 Internet	18.00	41.99	59.99
63300 Telephone	38.66	90.23	128.89
63400 Trash Service		36.92	36.92
63500 Water Softener		24.00	24.00
Total 63000 Utilities	\$ 304.21	\$ 770.77	\$ 1,074.98
Total 50000 EXPENDITURES	\$ 9,469.89	\$ 16,233.51	\$ 25,703.40
Reimbursements		21.10	21.10
Total Expenditures	\$ 9,469.89	\$ 16,254.61	\$ 25,724.50
Net Operating Revenue	\$ 388.20	\$ 1,167.44	\$ 1,555.64
Net Revenue	\$ 388.20	\$ 1,167.44	\$ 1,555.64

**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
January 2018

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	388.20	1,167.44		1,555.64
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			217.40	217.40
Accounts Payable (A/P)			491.98	491.98
21000 CBOLO MasterCard -8027		-966.60	832.11	-134.49
21200 Kroger-DS1634 CLC		-921.71	1,391.47	469.76
22100 Payroll Liabilities:Anthem			36.53	36.53
22200 Payroll Liabilities:Childcare Tuition			60.00	60.00
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,719.93	-1,719.93
22400 Payroll Liabilities:MO Income Tax			-465.00	-465.00
22500 Payroll Liabilities:MO Unemployment Tax			-107.91	-107.91
Direct Deposit Payable			-6,848.31	-6,848.31
Payroll Liabilities:US Department of Education			21.05	21.05
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 1,888.31	-\$ 6,090.61	-\$ 7,978.92
Net cash provided by operating activities	\$ 388.20	-\$ 720.87	-\$ 6,090.61	-\$ 6,423.28
Net cash increase for period	\$ 388.20	-\$ 720.87	-\$ 6,090.61	-\$ 6,423.28
Cash at beginning of period			26,388.47	26,388.47
Cash at end of period	\$ 388.20	-\$ 720.87	\$ 20,297.86	\$ 19,965.19

**CHILDREN'S LEARNING CENTER**  
**Statement of Financial Position**  
As of January 31, 2018

		Total
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
11000 CBOLO Checking		19,645.19
<b>Total Bank Accounts</b>	\$	19,645.19
<b>Accounts Receivable</b>		
Accounts Receivable (A/R)		779.35
<b>Total Accounts Receivable</b>	\$	779.35
<b>Other Current Assets</b>		
14000 Undeposited Funds		320.00
Prepaid Expenses		7,971.74
<b>Total Other Current Assets</b>	\$	8,291.74
<b>Total Current Assets</b>	\$	28,716.28
<b>TOTAL ASSETS</b>	\$	28,716.28
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable (A/P)		491.98
<b>Total Accounts Payable</b>	\$	491.98
<b>Credit Cards</b>		
21000 CBOLO MasterCard -8027		832.11
21200 Kroger-DS1634 CLC		1,391.47
<b>Total Credit Cards</b>	\$	2,223.58
<b>Other Current Liabilities</b>		
22000 Payroll Liabilities		-6,163.17
Direct Deposit Payable		-6,848.31
<b>Total Other Current Liabilities</b>	-\$	13,011.48
<b>Total Current Liabilities</b>	-\$	10,295.92
<b>Total Liabilities</b>	-\$	10,295.92
<b>Equity</b>		
30000 Opening Balance Equity		13,816.12
Retained Earnings		23,640.44
Net Revenue		1,555.64
<b>Total Equity</b>	\$	39,012.20
<b>TOTAL LIABILITIES AND EQUITY</b>	\$	28,716.28

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 January 2018

	Date	Transacti on Type	Num	Name	Departme nt	Class	Memo/Description	Amount	Balance
Step Ahead	01/01/2018	Pledge	1841			Step Ahead	Jan Snack	5.00	5.00
	01/01/2018	Pledge	1842			Step Ahead	Jan Dining	25.00	30.00
	01/01/2018	Pledge	1842			Step Ahead	Jan Tuition	207.60	237.60
	01/01/2018	Pledge	1841			Step Ahead	Jan Tuition	210.00	447.60
	01/01/2018	Pledge	1841			Step Ahead	Jan Dining	25.00	472.60
	01/01/2018	Pledge	1842			Step Ahead	Jan Snack	5.00	477.60
	01/01/2018	Pledge	1853			Step Ahead	Jan Tuition	60.00	537.60
	01/01/2018	Pledge	1853			Step Ahead	Enrollment 2017-18	35.00	572.60
	01/04/2018	Pledge	1848			Step Ahead	Jan Snack	5.00	577.60
	01/04/2018	Pledge	1848			Step Ahead	Jan Dining	25.00	602.60
	01/04/2018	Pledge	1848			Step Ahead	Jan Tuition	70.00	672.60
<b>Total for Step Ahead</b>								<b>\$ 672.60</b>	



**CHILDREN'S LEARNING CENTER**  
**AGENCY UPDATE/PROGRESS REPORT**  
**JANUARY 2018**

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 32 children enrolled  
18 of the 32 with special needs/dd (6 one-on-ones)

○ **COMMUNITY EVENTS**

**Attended:**

1/16 - Lake Area Chamber Social, RedHeads Lakeside Grille (Susan & Hayley attended)

**Current / Upcoming:**

2/12 - CLC Staff meeting

2/14 - CLC Board meeting

2/20 - Lake Area Chamber Social (Vista Grande, 5-7)

3/2 - Pizza For A Purpose @ RedHead Lakeside Grille

3/9 - Teacher Work Day (Easter Seals Training)

6/8 - Night GLOW 5K @ Camdenton High School

9/7 - Lip Sync Battle @ Inn at Grand Glaize

○ **GENERAL PROGRAM NEWS**

2/2/18 - Unannounced state licensing visit  
Accreditation Renewal submission due 6/2018

○ **FUNDRAISING/GRANTS**

Pizza For A Purpose

# **LAI Monthly Report**



## **Monthly Financial Reports**

**Lake Area Industries, Inc.**

**January 31, 2018**

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

	As of Jan 31, 2018	As of Jan 31, 2017 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
Total Bank Accounts	\$ 168,435.93	\$ 15,476.42
Total Accounts Receivable	\$ 59,955.77	\$ 48,057.30
<b>Other Current Assets</b>		
INVENTORY	9,798.91	8,152.35
PETTY CASH	150.00	148.00
Undeposited Funds	150.00	0.00
Total Other Current Assets	\$ 10,098.91	\$ 8,300.35
<b>Total Current Assets</b>	\$ 238,490.61	\$ 71,834.07
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	-710,089.06	-750,579.70
AUTO AND TRUCK	217,090.48	217,090.48
BUILDING	366,570.71	366,570.71
FURN & FIX ORIGINAL VALUE	18,583.93	18,583.93
GH RETAIL STORE	16,504.50	16,504.50
GREENHOUSE EQUIPMENT	0.00	10,341.00
GREENHOUSE FACILITY	0.00	145,872.34
LAND	33,323.52	33,323.52
LAND IMPROVEMENT	25,501.90	25,501.90
MACHINERY & EQUIPMENT	206,904.50	206,904.50
OFFICE EQUIPMENT	11,563.48	11,563.48
SHREDDING EQUIPMENT	45,571.70	45,571.70
Total Fixed Assets	\$ 231,525.66	\$ 347,248.36
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	37,640.92	5,990.00
SALES TAX BOND	1,060.00	1,060.00
UTILITY DEPOSITS	845.00	845.00
Total Other Assets	\$ 39,545.92	\$ 7,895.00
<b>TOTAL ASSETS</b>	<b>\$ 509,562.19</b>	<b>\$ 426,977.43</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Total Accounts Payable	\$ 2,032.32	\$ 24,305.58
Total Credit Cards	\$ 573.47	\$ 2,146.78
<b>Other Current Liabilities</b>		
AFLAC DEDUCTIONS PAYABLE	27.31	0.00
FIRST NATIONAL BANK CREDIT LINE-4096	50,086.45	86,309.95
Gift Certificate Payable	145.00	0.00
Total Other Current Liabilities	\$ 50,258.76	\$ 86,309.95
<b>Total Current Liabilities</b>	<b>\$ 52,864.55</b>	<b>\$ 112,762.31</b>
<b>Total Liabilities</b>	<b>\$ 52,864.55</b>	<b>\$ 112,762.31</b>
<b>Equity</b>		
Opening Balance Equity	524.08	
Unrestricted Net Assets	476,878.85	316,051.43
Net Income	-20,705.29	-1,836.31
Total Equity	\$ 456,697.64	\$ 314,215.12
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 509,562.19</b>	<b>\$ 426,977.43</b>

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

	Jan 2018	Jan 2018 (YTD)
<b>Income</b>		
CONTRACT PACKAGING	\$22,423	\$22,423
GREENHOUSE SALES	\$16	\$16
SECURE DOCUMENT SHREDDING	\$1,701	\$1,701
<b>Total Income</b>	<b>\$24,140</b>	<b>\$24,140</b>
<b>Cost of Goods Sold</b>		
Cost of Goods Sold	\$1,027	\$1,027
WAGES-EMPLOYEES	\$15,954	\$15,954
<b>Total Cost of Goods Sold</b>	<b>\$16,981</b>	<b>\$16,981</b>
<b>Gross Profit</b>	<b>\$7,159</b>	<b>\$7,159</b>
<b>Expenses</b>		
ALL OTHER EXPENSES	\$1,098	\$1,098
EQUIP. PURCHASES & MAINTENANCE	\$666	\$666
INSURANCE	\$1,402	\$1,402
NON MANUFACTURING SUPPLIES	\$33	\$33
PAYROLL	\$12,268	\$12,268
PAYROLL EXP & BENEFITS	\$4,171	\$4,171
PROFESSIONAL SERVICES	\$717	\$717
UTILITIES	\$476	\$476
<b>Total Expenses</b>	<b>\$20,830</b>	<b>\$20,830</b>
<b>Net Operating Income</b>	<b>(\$13,671)</b>	<b>(\$13,671)</b>
<b>Other Income</b>		
Gain/Loss on Disposal of Assets	(\$100,733)	(\$100,733)
OTHER CONTRIBUTIONS	\$15	\$15
SB-40 REVENUE	\$79,670	\$79,670
STATE AID	\$14,014	\$14,014
<b>Total Other Income</b>	<b>(\$7,034)</b>	<b>(\$7,034)</b>
<b>Other Expenses</b>		
ALLOCATION NON OPERATING EXPENSES	\$0	\$0
<b>Total Other Expenses</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Other Income</b>	<b>(\$7,034)</b>	<b>(\$7,034)</b>
<b>Net Income</b>	<b>(\$20,705)</b>	<b>(\$20,705)</b>

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

	Jan 2018		
	Actual	Budget	over Budget
Income			
CONTRACT PACKAGING	22,422.76	36,213.00	-13,790.24
FOAM RECYCLING		417.00	-417.00
GREENHOUSE SALES	16.00	0.00	16.00
SECURE DOCUMENT SHREDDING	1,701.07	2,400.00	-698.93
Total Income	\$ 24,139.83	\$ 39,030.00	-\$ 14,890.17
Cost of Goods Sold			
Cost of Goods Sold	1,026.84	3,200.00	-2,173.16
GG PLANTS & SUPPLIES		0.00	0.00
SHIPPING AND DELIVERY		115.00	-115.00
WAGES-EMPLOYEES	15,953.72	21,417.14	-5,463.42
Total Cost of Goods Sold	\$ 16,980.56	\$ 24,732.14	-\$ 7,751.58
Gross Profit	\$ 7,159.27	\$ 14,297.86	-\$ 7,138.59
Expenses			
ACCTG. & AUDIT FEES		0.00	0.00
ALL OTHER EXPENSES	1,098.33	4,850.00	-3,751.67
EQUIP. PURCHASES & MAINTENANCE	666.29	4,295.00	-3,628.71
INSURANCE	1,401.75	1,330.00	71.75
NON MANUFACTURING SUPPLIES	32.64		32.64
PAYROLL	12,268.05	27,389.84	-15,121.79
PAYROLL EXP & BENEFITS	4,170.67	8,277.96	-4,107.29
PROFESSIONAL SERVICES	716.99	3,315.35	-2,598.36
UTILITIES	475.66	1,886.00	-1,410.34
Total Expenses	\$ 20,830.38	\$ 51,344.15	-\$ 30,513.77
Net Operating Income	-\$ 13,671.11	-\$ 37,046.29	\$ 23,375.18
Other Income			
Gain/Loss on Disposal of Assets	-100,732.70		-100,732.70
INTEREST INCOME		6.00	-6.00
OTHER CONTRIBUTIONS	14.60		14.60
SB-40 REVENUE	79,670.13	16,289.35	63,380.78
STATE AID	14,013.79	16,836.00	-2,822.21
Total Other Income	-\$ 7,034.18	\$ 33,131.35	-\$ 40,165.53
Other Expenses			
ALLOCATION NON OPERATING EXPENSES	0.00	0.88	-0.88
Total Other Expenses	\$ 0.00	\$ 0.88	-\$ 0.88
Net Other Income	-\$ 7,034.18	\$ 33,130.47	-\$ 40,164.65
Net Income	-\$ 20,705.29	-\$ 3,915.82	-\$ 16,789.47

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
January 2018 and 2018 YTD

<b>OPERATING ACTIVITIES</b>	
Net Income	(\$20,705)
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	\$15,712
INVENTORY:RAW MATERIAL INVENTORY	\$607
Accounts Payable	(\$2,596)
CBOLO CC - 5203 Lillie	\$211
CBOLO CC - 5229 Kevin	(\$347)
CBOLO CC - 5237 Natalie	(\$997)
ACCRUED WAGES	(\$5,133)
AFLAC DEDUCTIONS PAYABLE	\$27
FIRST NATIONAL BANK CREDIT LINE-4096	(\$36,224)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$28,741)
Net cash provided by operating activities	(\$49,446)
<b>INVESTING ACTIVITIES</b>	
ACCUMULATED DEPRECIATION	(\$40,491)
GREENHOUSE EQUIPMENT	\$10,341
GREENHOUSE FACILITY	\$145,872
Net cash provided by investing activities	\$115,723
Net cash increase for period	\$66,277
Cash at beginning of period	\$102,309
Cash at end of period	\$168,586

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
As of January 31, 2018						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 360.51	\$ 1,671.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,032.32

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
As of January 31, 2018						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 39,990.73	\$ 10,226.83	\$ 5,225.51	\$ 0.00	\$ 4,512.70	\$ 59,955.77

# Support Coordination Report



January 2018

# Client Caseloads

- Number of Caseloads as of January 31<sup>st</sup>, 2018: 329
- Budgeted Number of Caseloads: 320
- Pending Number of New Intakes: 5
- Medicaid Eligibility: 87.84%

## Caseload Counts

Rachel Baskerville - 10

Cynthia Brown - 41

Lori Cornwell - 38

Dawn Evans - 38

Linda Gifford - 33

Sharla Jenks - 31

Ryan Johnson - 36

Jennifer Lyons - 38

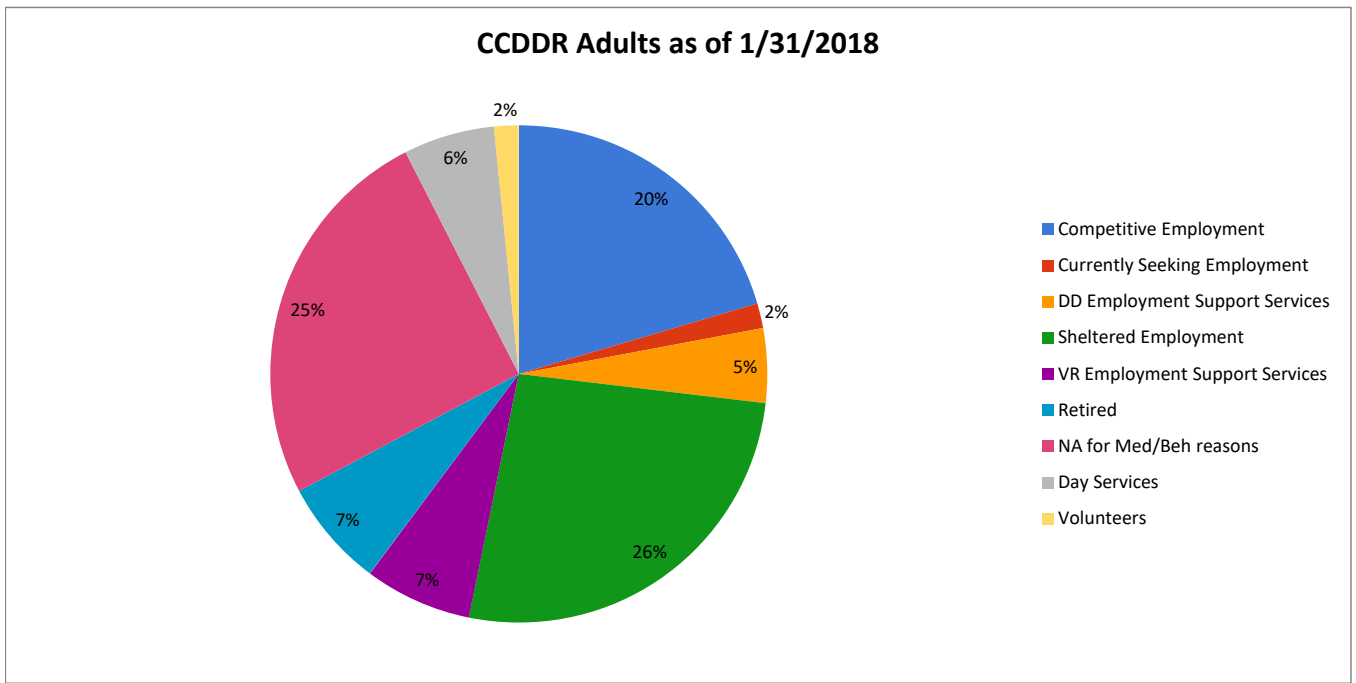
Annie Meyer - 37

Nicole Whittle - 27

***CARF Reports are  
Pending New  
Outcomes &  
Measures –  
Estimated  
Completion in July  
2018***

# **Employment Report**

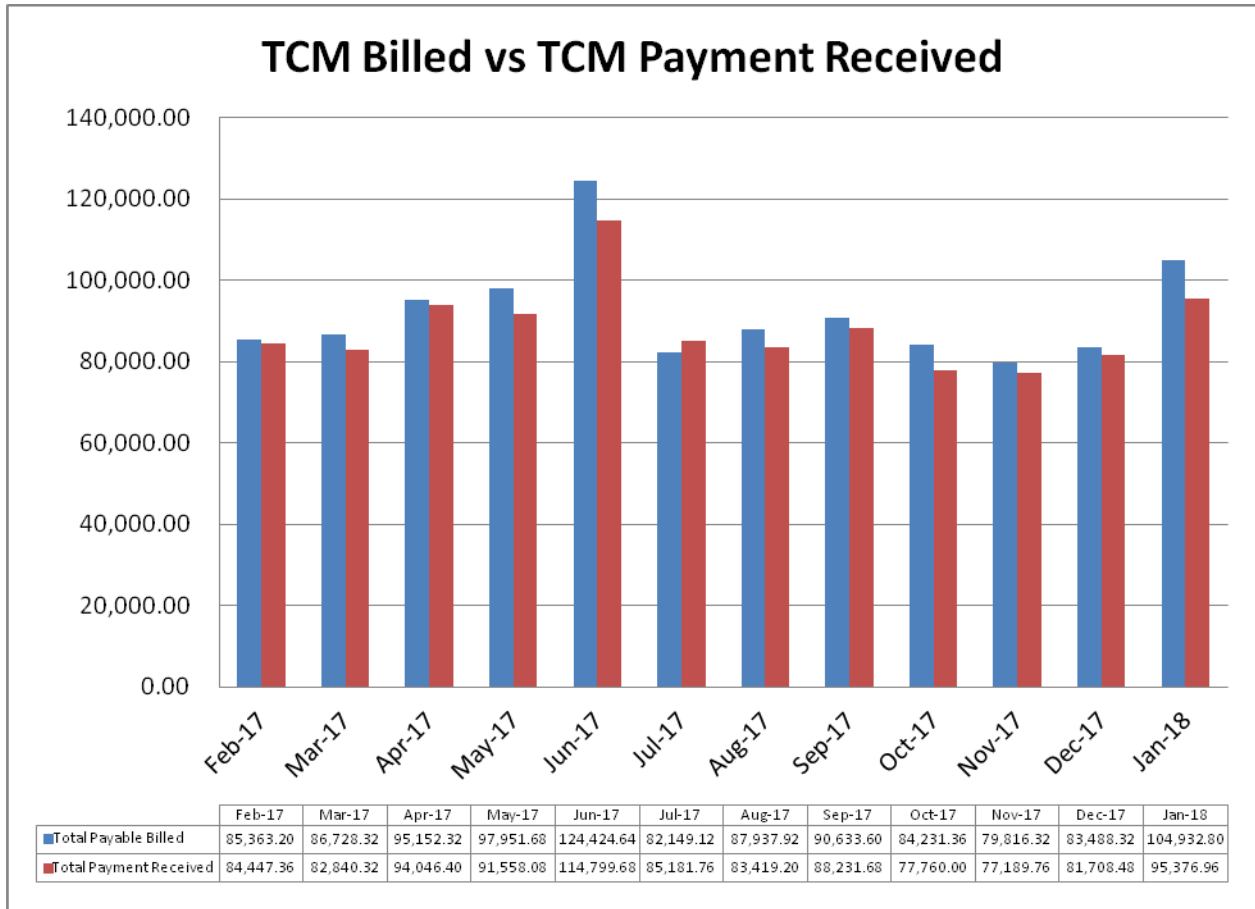
	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
<b>Agency Total</b>	<b>38</b>	<b>3</b>	<b>9</b>	<b>49</b>	<b>13</b>	<b>13</b>	<b>47</b>	<b>11</b>	<b>3</b>
<b>Percents from total of adults only</b>	<b>20.43%</b>	<b>1.61%</b>	<b>4.84%</b>	<b>26.34%</b>	<b>6.99%</b>	<b>6.99%</b>	<b>25.27%</b>	<b>5.91%</b>	<b>1.61%</b>
Baskerville	4	0	0	1	0	1	0	0	0
Brown	4	0	0	4	3	1	2	1	0
Lyon	3	0	1	8	2	2	7	0	0
Cornwell	5	0	1	8	2	0	6	2	0
Gifford	8	2	0	3	0	1	1	0	0
Jenks	2	0	0	4	0	1	3	6	0
Johnson	3	1	1	4	3	2	6	0	2
Evans	5	0	1	4	1	1	7	0	0
Meyer	1	0	2	11	0	3	13	1	1
Whittle	3	0	3	2	2	1	2	1	0



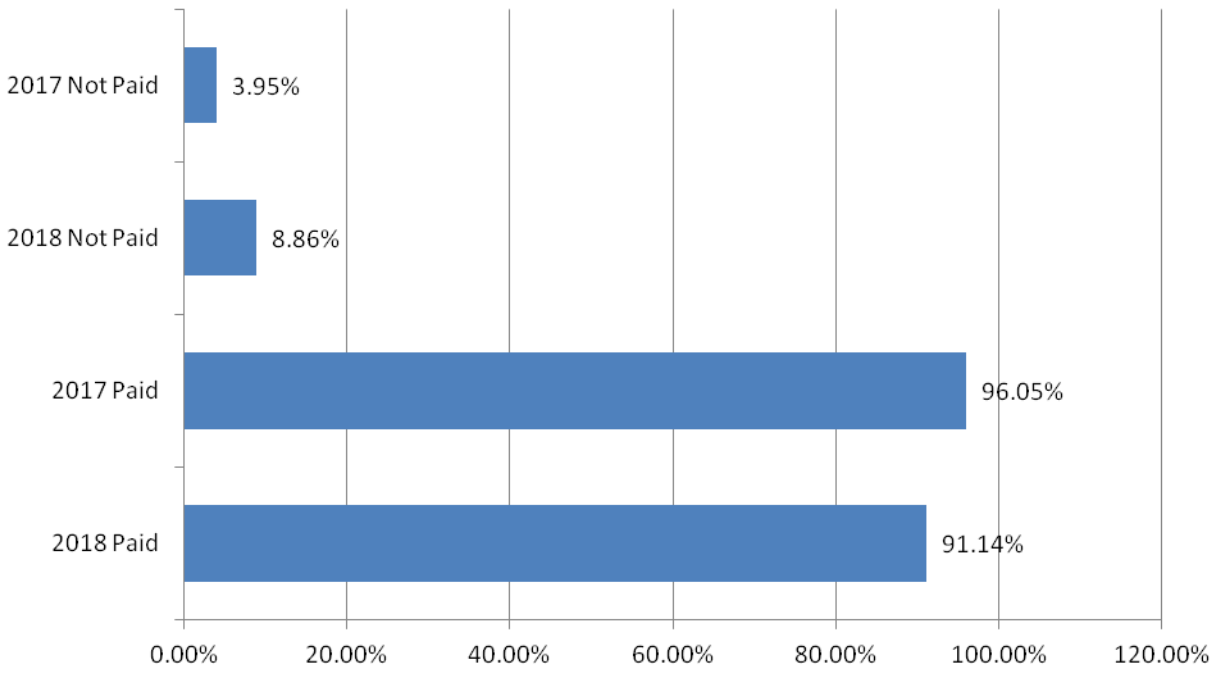
Agency Economic  
Report  
(Unaudited)

January 2018

## Targeted Case Management Income



### 2018 vs 2017 Percentage Comparison Medicaid Billed vs Medicaid Paid



# Budget vs. Actuals: FY 2018 - FY18 P&L Departments

January 2018

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	840,863	822,027	18,836			0
<b>4500 Services Income</b>			0	109,911	92,310	17,601
<b>Total Income</b>	<b>840,863</b>	<b>822,027</b>	<b>18,836</b>	<b>109,911</b>	<b>92,310</b>	<b>17,601</b>
<b>Gross Profit</b>	<b>840,863</b>	<b>822,027</b>	<b>18,836</b>	<b>109,911</b>	<b>92,310</b>	<b>17,601</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	73,027	76,110	(3,083)
<b>5100 Repairs &amp; Maintenance</b>			0	13	544	(531)
<b>5500 Contracted Business Services</b>			0	4,305	6,899	(2,594)
<b>5600 Presentations/Public Meetings</b>			0	85	893	(808)
<b>5700 Office Expenses</b>			0	4,872	2,208	2,664
<b>5800 Other General &amp; Administrative</b>	453	800	(347)	5,889	2,019	3,870
<b>5900 Utilities</b>			0	599	1,400	(801)
<b>6100 Insurance</b>			0	1,290	1,346	(56)
<b>6700 Partnership for Hope</b>	0	0	0			0
<b>6900 Direct Services</b>	14,023	9,608	4,415			0
<b>7100 Housing Programs</b>	9,050	13,477	(4,427)			0
<b>7200 CLC</b>	7,874	13,459	(5,585)			0
<b>7300 Sheltered Employment Programs</b>	19,658	21,893	(2,235)			0
<b>7500 Community Employment Programs</b>	44	600	(556)			0
<b>7900 Special/Additional Needs</b>	5,199	8,864	(3,665)			0
<b>Total Expenses</b>	<b>56,301</b>	<b>68,701</b>	<b>(12,400)</b>	<b>90,081</b>	<b>91,419</b>	<b>(1,338)</b>
<b>Net Operating Income</b>	<b>784,562</b>	<b>753,326</b>	<b>31,236</b>	<b>19,830</b>	<b>891</b>	<b>18,939</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	2,562	2,650	(88)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,562</b>	<b>2,650</b>	<b>(88)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,562)</b>	<b>(2,650)</b>	<b>88</b>
<b>Net Income</b>	<b>784,562</b>	<b>753,326</b>	<b>31,236</b>	<b>17,268</b>	<b>(1,759)</b>	<b>19,027</b>

## Budget Variance Report

Total Income: During January of 2018, SB 40 Tax Revenues were slightly higher than projected, and Services Program income was higher than projected. Services Program billing was budgeted to occur three times in December; however, there were only two billing cycles for that month. The additional billing cycle occurred in January; therefore, Services income reflects the additional billing period. The differences in billing period adjustments did not negatively impact variances on the final YTD budgeted net income versus the actual net income at YE 2017.

Total Expenses: During January of 2018, overall SB 40 Tax program expenses were lower than budgeted expectations with variances in all categories. CRC Direct Service billing was budgeted to occur three times in December; however, there were only two billing cycles for that month. As a result, CRC Direct Service expenses are higher than budgeted. This overage was offset because all other categories were lower than budgeted. Overall Services Program expenses were lower than budgeted expectations. Savings in Payroll and Contracted Business Services offset overages in the Office and Other G&A expenses.



# Balance Sheet

As of January 31, 2018

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 SB 40 Tax Bank Accounts</b>		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	15,287	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	978,073	
1030 SB 40 Tax Reserve - Bank of Sullivan	229,400	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>1,222,988</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - 1st Nat'l Bank	0	207,328
1060 Services Certificate of Deposit		0
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>207,328</b>
<b>Total 1000 Bank Accounts</b>	<b>1,222,988</b>	<b>207,328</b>
<b>Total Bank Accounts</b>		
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		63,556
1215 Non-Medicaid Direct Service		14,023
<b>Total 1200 Services</b>	<b>0</b>	<b>77,579</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
<b>Total 1300 Property Taxes</b>	<b>1,043,538</b>	<b>0</b>
1350 Allowance for Doubtful Accounts	0	
<b>Total Accounts Receivable</b>	<b>1,043,538</b>	<b>77,579</b>
<b>Other Current Assets</b>		
1389 TCM Claim Confirmations (A/R)	0	
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		60,875
1435 Net Pension Asset (Liability)		(21,526)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>39,349</b>
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	16,918
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>16,918</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>56,267</b>
<b>Total Current Assets</b>	<b>2,266,526</b>	<b>341,174</b>
<b>Fixed Assets</b>		

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		(136,099)
1526 Accumulated Depreciation - Keystone		(15,315)
1530 100 Third Street Remodeling		126,736
1531 Keystone Remodeling		50,169
1535 Acc Dep - Remodeling - 100 Third Street		(45,860)
1536 Acc Dep - Remodeling - Keystone		(2,522)
1540 Equipment		64,584
1545 Accumulated Depreciation - Equipment		(32,194)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>665,487</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>665,487</b>
<b>TOTAL ASSETS</b>	<b>2,266,526</b>	<b>1,006,661</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	870
<b>Total Accounts Payable</b>	<b>0</b>	<b>870</b>
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	14,023	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	0
2025 Prepaid Services	0	
2030 Deposits	0	17
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	913,718	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	96
2062 Social Security Tax Payable	0	(73)
2063 Medicare Tax Payable	0	3
2064 MO State W / H Tax Payable	0	1,768
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>1,793</b>
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	378
2072 AFLAC Post-tax W / H	0	(1)
2073 Vision Insurance W / H	0	(97)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(93)

2076 Savings W / H		(100)
2078 Misc W / H		166
2079 Other W / H		100
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>382</b>
<b>Total 2000 Current Liabilities</b>	<b>927,741</b>	<b>2,192</b>
<b>Total Other Current Liabilities</b>	<b>927,741</b>	<b>2,192</b>
<b>Total Current Liabilities</b>	<b>927,741</b>	<b>3,062</b>
<b>Total Liabilities</b>	<b>927,741</b>	<b>3,062</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	229,317	
3010 Transportation	60,487	
3015 New Programs	10,030	
3030 Special Needs	0	
3040 Sheltered Workshop	115,520	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	7,733	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>423,087</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		60,809
3560 Sponsorships		0
3565 Legal		6,783
3599 Other		664,862
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>932,454</b>
<b>3900 Unrestricted Fund Balances</b>	<b>1,653</b>	<b>(9,993)</b>
<b>3950 Prior Period Adjustment</b>	<b>0</b>	<b>0</b>
<b>3999 Clearing Account</b>	<b>91,801</b>	<b>101,552</b>
<b>Net Income</b>	<b>784,562</b>	<b>17,268</b>
<b>Total Equity</b>	<b>1,301,103</b>	<b>1,041,282</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,228,844</b>	<b>1,044,343</b>

# Statement of Cash Flows: January 2018

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	784,562	17,268
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(14,800)
1215 Services:Non-Medicaid Direct Service		5,080
1455 Prepaid Expenses:Prepaid-Insurance		1,717
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		528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		199
1545 Fixed Assets:Accumulated Depreciation - Equipment		(2,216)
1900 Accounts Payable	(10,371)	(6,963)
2007 Current Liabilities:Non-Medicaid Payable	(5,080)	
2050 Current Liabilities:Prepaid Tax Revenue	(197,593)	
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		(1,025)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(55)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(12)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(16)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(34)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		(142)
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(213,044)</b>	<b>(16,500)</b>
<b>Net cash provided by operating activities</b>	<b>571,518</b>	<b>768</b>
<b>INVESTING ACTIVITIES</b>		
1540 Fixed Assets:Equipment		(375)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(375)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	906	
3010 Restricted SB 40 Tax Fund Balances:Transportation	27,196	
3015 Restricted SB 40 Tax Fund Balances:New Programs	10,030	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	(2,207)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(36,086)	
3045 Restricted SB 40 Tax Fund Balances:Traditional Medicaid Match	(790)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	3,781	
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		9,081
3565 Restricted Services Fund Balances:Legal		6,783
3900 Unrestricted Fund Balances	(73,835)	(16,481)
<b>Net cash provided by financing activities</b>	<b>(71,005)</b>	<b>(617)</b>
<b>Net cash increase for period</b>	<b>500,514</b>	<b>(224)</b>
<b>Cash at beginning of period</b>	<b>722,474</b>	<b>207,552</b>
<b>Cash at end of period</b>	<b>1,222,988</b>	<b>207,328</b>

# Check Detail

January 2018

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
01/05/2018	Bill Payment (Check)	4434	Bryan Cave LLP	(990.00)
01/05/2018	Bill Payment (Check)	4435	MO HealthNet	(101.00)
01/05/2018	Bill Payment (Check)	4436	Lake Area Industries	(66,738.00)
01/05/2018	Bill Payment (Check)	4437	MO HealthNet	(504.00)
01/05/2018	Bill Payment (Check)	4438	MO HealthNet	(504.00)
01/05/2018	Bill Payment (Check)	4439	MO HealthNet	(504.00)
01/05/2018	Bill Payment (Check)	4440	MO HealthNet	(504.00)
01/05/2018	Bill Payment (Check)	4441	OATS, Inc.	(5,447.00)
01/11/2018	Bill Payment (Check)	4442	Skillset LLC	(1,191.97)
01/11/2018	Bill Payment (Check)	4443	Camden County Senate Bill 40 Board	(19,103.04)
01/11/2018	Bill Payment (Check)	4444	Childrens Learning Center	(7,874.42)
01/11/2018	Bill Payment (Check)	4445	Lake Area Industries	(14,480.95)
01/12/2018	Bill Payment (Check)	4446	Gene A Hilton	(625.00)
01/12/2018	Bill Payment (Check)	4447	DMH Local Tax Matching Fund	(4,266.59)
01/12/2018	Bill Payment (Check)	4448	MO HealthNet	(40.00)
01/12/2018	Bill Payment (Check)	4449	MO HealthNet	(101.00)
01/12/2018	Bill Payment (Check)	4450	MO HealthNet	(228.00)
01/12/2018	Bill Payment (Check)	4451	MO HealthNet	(246.00)
01/12/2018	Bill Payment (Check)	4452	MO HealthNet	(504.00)
01/12/2018	Bill Payment (Check)	4453	MO HealthNet	(682.00)
01/18/2018	Bill Payment (Check)	4454	Brookview Apartments of Camdenton	(100.00)
01/18/2018	Bill Payment (Check)	4455	Camden Manors, Inc.	(100.00)
01/18/2018	Bill Payment (Check)	4456	Camdenton Apartments dba Lauren's Place	(100.00)
01/18/2018	Bill Payment (Check)	4457	Clifford Smith	(861.00)
01/18/2018	Bill Payment (Check)	4458	Darryll Euler	(218.00)
01/18/2018	Bill Payment (Check)	4459	David A Schlenfort	(689.00)
01/18/2018	Bill Payment (Check)	4460	Glen Donnach, LLC	(250.00)
01/18/2018	Bill Payment (Check)	4461	Bridgeview Inc.	(650.00)
01/18/2018	Bill Payment (Check)	4462	Jacob and/or Lana Kentner	(1,269.00)
01/18/2018	Bill Payment (Check)	4463	JC Sutton LLC	(404.00)
01/18/2018	Bill Payment (Check)	4464	Maryann VanCleave	(652.00)
01/18/2018	Bill Payment (Check)	4465	Revelation Construction & Development, LLC	(306.00)
01/18/2018	Bill Payment (Check)	4466	Steve Weisenfelder	(681.00)
01/18/2018	Bill Payment (Check)	4467	Twenter Properties	(100.00)
01/18/2018	Bill Payment (Check)	4468	MO HealthNet	(4.00)
01/18/2018	Bill Payment (Check)	4469	Camden Manors, Inc.	(100.00)
01/18/2018	Bill Payment (Check)	4470	Camdenton Apartments dba Lauren's Place	(226.00)
01/18/2018	Bill Payment (Check)	4471	Revelation Construction & Development, LLC	(375.00)
01/18/2018	Bill Payment (Check)	4472	Steve Weisenfelder	(1,028.00)
01/18/2018	Bill Payment (Check)	4473	MO HealthNet	(35.00)

01/18/2018	Bill Payment (Check)	4474	Revelation Construction & Development, LLC	(849.00)
01/18/2018	Bill Payment (Check)	4475	MO HealthNet	(40.00)
01/18/2018	Bill Payment (Check)	4476	MO HealthNet	(261.00)
01/19/2018	Bill Payment (Check)	4477	MO HealthNet	(178.00)
01/19/2018	Bill Payment (Check)	4478	All Seasons Services	0.00
01/19/2018	Bill Payment (Check)	4479	MO HealthNet	(896.00)
01/26/2018	Bill Payment (Check)	4480	Bryan Cave LLP	(452.51)
01/26/2018	Bill Payment (Check)	4481	MO HealthNet	(4.00)
01/26/2018	Bill Payment (Check)	4482	OATS, Inc.	(5,229.00)
01/26/2018	Bill Payment (Check)	4483	MO HealthNet	(11.00)
01/26/2018	Bill Payment (Check)	4484	MO HealthNet	(40.00)
01/26/2018	Bill Payment (Check)	4485	MO HealthNet	(216.00)
01/26/2018	Bill Payment (Check)	4486	MO HealthNet	(278.00)
01/26/2018	Bill Payment (Check)	4487	MO HealthNet	(511.00)
01/26/2018	Bill Payment (Check)	4488	MO HealthNet	(642.00)
01/29/2018	Bill Payment (Check)	4489	MO HealthNet	(274.00)
01/30/2018	Bill Payment (Check)	4490	Rodeway Inn	(91.98)

**1055 Services Account - 1st Nat'l Bank**

Date	Transaction Type	Num	Name	Amount
01/01/2018	Expense	JAN-ACH FEE	First National Bank	(24.95)
01/05/2018	Bill Payment (Check)	7945	Aflac	(869.66)
01/05/2018	Bill Payment (Check)	7946	AT&T	(82.32)
01/05/2018	Bill Payment (Check)	7947	Bryan Cave LLP	(647.50)
01/05/2018	Bill Payment (Check)	7948	Connie L Baker	(65.81)
01/05/2018	Bill Payment (Check)	7949	Cynthia Brown	(27.78)
01/05/2018	Bill Payment (Check)	7950	Janine's Flowers	(120.00)
01/05/2018	Bill Payment (Check)	7951	LaClede Electric Cooperative	(414.51)
01/05/2018	Bill Payment (Check)	7952	Lake Area Industries	(50.00)
01/05/2018	Bill Payment (Check)	7953	Linda Gifford	(124.39)
01/05/2018	Bill Payment (Check)	7954	MSW Interactive Designs LLC	(30.00)
01/05/2018	Bill Payment (Check)	7955	Office Business Equipment	(130.99)
01/05/2018	Bill Payment (Check)	7956	Rachel K Baskerville	(122.77)
01/05/2018	Bill Payment (Check)	7957	Republic Services #435	(114.04)
01/05/2018	Bill Payment (Check)	7958	Ryan Johnson	(74.90)
01/05/2018	Bill Payment (Check)	7959	Summit Natural Gas of Missouri, Inc.	(325.86)
01/05/2018	Bill Payment (Check)	7960	Lake Regional Occupational Medicine Clinic	(71.00)
01/05/2018	Bill Payment (Check)	7961	Direct Service Works	(795.00)
01/05/2018	Bill Payment (Check)	7962	Refills Ink	(414.94)
01/05/2018	Bill Payment (Check)	7963	TruClean	(55.00)
01/05/2018	Bill Payment (Check)	7964	Camden County PWSD #2	(42.13)
01/05/2018	Bill Payment (Check)	7965	KMB Technical Group, Inc.	(240.00)
01/11/2018	Bill Payment (Check)	7966	Linda Simms	(1,281.67)
01/11/2018	Bill Payment (Check)	7967	Eddie L Thomas	(287.32)
01/11/2018	Bill Payment (Check)	7968	Sharla Jenks	(98.13)
01/11/2018	Bill Payment (Check)	7969	Ameren Missouri	(446.70)

01/11/2018	Bill Payment (Check)	7970	Lake Area Chamber of Commerce	(100.00)
01/11/2018	Bill Payment (Check)	7971	Refills Ink	(989.86)
01/11/2018	Bill Payment (Check)	7972	Ezard's, Inc.	(78.25)
01/11/2018	Bill Payment (Check)	7973	Heather Schnebly LPN	(45.00)
01/12/2018	Expense	152144	Rachel K Baskerville	(1,144.77)
01/12/2018	Expense	152145	Myrna Blaine	(1,482.16)
01/12/2018	Expense	152146	Jeanna K Booth	(1,008.00)
01/12/2018	Expense	152147	Cynthia Brown	(1,152.88)
01/12/2018	Expense	152148	Lori Cornwell	(893.73)
01/12/2018	Expense	152149	Dawn R Evans	(1,086.12)
01/12/2018	Expense	152150	Linda Gifford	(819.48)
01/12/2018	Expense	152151	Sharla Jenks	(840.19)
01/12/2018	Expense	152152	Ryan Johnson	(1,115.30)
01/12/2018	Expense	152153	Jennifer Lyon	(1,019.61)
01/12/2018	Expense	152154	Annie Meyer	(1,086.00)
01/12/2018	Expense	152155	Sylvia M Santon	(506.92)
01/12/2018	Expense	152156	Edmond J Thomas	(513.16)
01/12/2018	Expense	152157	Eddie L Thomas	(2,373.06)
01/12/2018	Expense	152158	Marcie L. Vansyoc	(1,210.97)
01/12/2018	Expense	152159	Nicole M Whittle	(1,087.56)
01/12/2018	Expense	01/12/2018	Edward Jones	(100.00)
01/12/2018	Expense	152143	Connie L Baker	(940.71)
01/12/2018	Bill Payment (Check)	7974	Evers & Company, CPA's, L.L.C.	(3,615.00)
01/12/2018	Bill Payment (Check)	7975	All Seasons Services	(75.00)
01/12/2018	Bill Payment (Check)	7976	City Of Camdenton	(45.07)
01/12/2018	Bill Payment (Check)	7977	Missouri Dept of Revenue	(2,816.00)
01/12/2018	Bill Payment (Check)	7978	Mo Division Of Employment Security	(122.45)
01/12/2018	Expense	01/12/2018	Internal Revenue Service	(6,280.89)
01/18/2018	Bill Payment (Check)	7979	Ezard's, Inc.	(1,800.00)
01/18/2018	Bill Payment (Check)	7980	GB Maintenance Supply	(38.46)
01/18/2018	Bill Payment (Check)	7981	Office Business Equipment	(44.42)
01/18/2018	Bill Payment (Check)	7982	TruClean	(175.00)
01/19/2018	Bill Payment (Check)	7983	TruClean	(55.00)
01/19/2018	Bill Payment (Check)	7984	US Department of Education - Tracking # 1017780285	(465.09)
01/19/2018	Bill Payment (Check)	7985	All Seasons Services	(225.00)
01/26/2018	Expense	152161	Connie L Baker	(937.45)
01/26/2018	Expense	152162	Rachel K Baskerville	(1,117.34)
01/26/2018	Expense	152163	Myrna Blaine	(1,482.18)
01/26/2018	Expense	152164	Jeanna K Booth	(1,032.01)
01/26/2018	Expense	152165	Cynthia Brown	(1,131.07)
01/26/2018	Expense	152166	Lori Cornwell	(888.68)
01/26/2018	Expense	152167	Dawn R Evans	(1,032.65)
01/26/2018	Expense	152168	Linda Gifford	(896.80)
01/26/2018	Expense	152169	Sharla Jenks	(896.81)
01/26/2018	Expense	152170	Ryan Johnson	(1,111.35)
01/26/2018	Expense	152171	Jennifer Lyon	(1,014.19)

01/26/2018	Expense	152172	Annie Meyer	(1,097.68)
01/26/2018	Expense	152173	Sylvia M Santon	(506.92)
01/26/2018	Expense	152174	Eddie L Thomas	(2,349.06)
01/26/2018	Expense	152175	Marcie L. Vansyoc	(1,422.93)
01/26/2018	Expense	152176	Nicole M Whittle	(823.47)
01/26/2018	Bill Payment (Check)	7986	Myrna Blaine	(190.19)
01/26/2018	Bill Payment (Check)	7987	Office Business Equipment	(5,990.00)
01/26/2018	Bill Payment (Check)	7988	CNA Surety	(359.00)
01/26/2018	Bill Payment (Check)	7989	Bryan Cave LLP	(1,200.00)
01/26/2018	Bill Payment (Check)	7990	Cynthia Brown	(61.77)
01/26/2018	Bill Payment (Check)	7991	Delta Dental of Missouri	(441.58)
01/26/2018	Bill Payment (Check)	7992	E-Z Disposal	(22.00)
01/26/2018	Bill Payment (Check)	7993	Lorraine Schleigh	(70.00)
01/26/2018	Bill Payment (Check)	7994	MACDDS	(5,137.10)
01/26/2018	Bill Payment (Check)	7995	Mo Consolidated Health Care	(12,150.03)
01/26/2018	Bill Payment (Check)	7996	Principal Life Ins	(233.60)
01/26/2018	Bill Payment (Check)	7997	Bankcard Center	(524.76)
01/26/2018	Bill Payment (Check)	7998	Deer Run Properties LLC	(300.00)
01/26/2018	Bill Payment (Check)	7999	TruClean	(55.00)
01/26/2018	Bill Payment (Check)	8000	Linda Simms	(1,297.18)
01/26/2018	Bill Payment (Check)	8001	Charter Business	(529.87)
01/26/2018	Expense	01/26/2018	Internal Revenue Service	(5,839.60)
01/26/2018	Expense	01/26/2018	Edward Jones	(100.00)
01/31/2018	Bill Payment (Check)	8002	AT&T	(74.52)
01/31/2018	Bill Payment (Check)	8003	Connie L Baker	(71.87)
01/31/2018	Bill Payment (Check)	8004	Cynthia Brown	(65.15)
01/31/2018	Bill Payment (Check)	8005	Lagers	(3,592.58)
01/31/2018	Bill Payment (Check)	8006	Linda Gifford	(273.46)
01/31/2018	Bill Payment (Check)	8007	Linda Simms	(203.17)
01/31/2018	Bill Payment (Check)	8008	Lori Cornwell	(86.51)
01/31/2018	Bill Payment (Check)	8009	Marcie L. Vansyoc	(108.07)
01/31/2018	Bill Payment (Check)	8010	Rachel K Baskerville	(161.66)
01/31/2018	Bill Payment (Check)	8011	Ryan Johnson	(103.18)
01/31/2018	Bill Payment (Check)	8033	Eddie L Thomas	(207.94)
01/31/2018	Bill Payment (Check)	8034	Jeanna K Booth	(113.38)
01/31/2018	Bill Payment (Check)	8035	Dawn R Evans	(275.69)
01/31/2018	Bill Payment (Check)	8036	Jennifer Lyon	(512.73)



**December 2017**  
**Credit Card Statement**

CENTRAL BANK



**SCORECARD** Bonus Points Available 57,851

**Account Summary**

Billing Cycle		01/04/2018
Days In Billing Cycle		31
Previous Balance		\$2,850.99
Purchases	+	\$524.76
Cash	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,850.99
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
<b>NEW BALANCE</b>		<b>\$524.76</b>

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$9,475.24
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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

**Payment Summary**

NEW BALANCE	\$524.76
MINIMUM PAYMENT	\$16.00
PAYMENT DUE DATE	02/02/2018

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

**Corporate Activity**

TOTAL CORPORATE ACTIVITY				\$2,850.99-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
12/18	12/18	00802887	PAYMENT - THANK YOU	\$2,850.99-

**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

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
01/04/18	\$524.76	\$16.00	02/02/18

\$

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



**Cardholder Account Summary**

MYRNA BLAINE ##### 6176	Payments & Other Credits \$0.00	Purchases & Other Charges \$11.38	Cash Advances \$0.00	Total Activity \$11.38
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/07	12/08	PBUS01	05436847342400040635969	WM SUPERCENTER #89 CAMDENTON MO	\$11.38

**Cardholder Account Summary**

LINDA SIMMS ##### 0961	Payments & Other Credits \$0.00	Purchases & Other Charges \$506.29	Cash Advances \$0.00	Total Activity \$506.29
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/04	12/06	PBUS01	05140487339710024891678	WOODS MARKET 2068 OSAGE BEACH MO	\$11.68
12/05	12/07	PBUS01	05140487340710025289747	WOODS MARKET 2068 OSAGE BEACH MO	\$3.99
12/04	12/08	PBUS01	55432867338200240472954	INTUIT *QB ONLINE 800-286-6800 CA	\$50.00
12/18	12/19	PBUS01	55436877352273521559498	MR MCCHEEZY CAMDENTON MO	\$39.36
12/18	12/20	PBUS01	05140487353710026957262	WOODS MARKET 2068 OSAGE BEACH MO	\$20.92
12/20	12/21	PBUS01	05436847355000492574965	USPS PO 2860360829 OSAGE BEACH MO	\$24.39
12/22	12/25	PBUS01	05140487357710032150395	WOODS MARKET 2068 OSAGE BEACH MO	\$23.97
01/01	01/02	PBUS01	55432868001200485028952	GOOGLE *SVCSAPPS_ccddr cc@google.com CA	\$216.44
01/02	01/03	PBUS01	05436848003000342024652	USPS PO 2860360829 OSAGE BEACH MO	\$115.54

**Cardholder Account Summary**

CONNIE L BAKER ##### 1859	Payments & Other Credits \$0.00	Purchases & Other Charges \$7.09	Cash Advances \$0.00	Total Activity \$7.09
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
12/15	12/17	PBUS01	05436847350400044180631	WM SUPERCENTER #89 CAMDENTON MO	\$7.09

**Additional Information About Your Account**  
 MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.BANKCARDCENTER.NET](http://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 01/03/2018**

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	57,198	653	0	0	57,851



*Christmas Party*

See back of receipt for your chance to win \$1000

ID #: 7L341SYY08



( 573 ) 346 - 3588  
MANAGER, PAUL GARDNER  
94 CECIL ST  
CAMDENTON MO 65020

ST# 00089 DP# 004316 TE# 07 TR# 01816  
PLASTIC CUPS 007874203691 5.66 0  
RS SF BUTCRM 00726009645 F 1.87 0  
CANDY 007279903824 F 1.98 0  
SF CHOC 00726009632 F 1.87 0  
SUBTOTAL 11.38  
TOTAL 11.38  
MCARD TEND 11.38

MasterCard \*\*\*\* \* 6176 1 21  
APPROVAL # 63032C  
REF # 1042000314

AID A0000000041010  
TC 733CB282C21FAE46  
TERMINAL # SC010448  
\*NO SIGNATURE REQUIRED

12/07/17 15:13:05  
CHANGE DUE 0.00  
# ITEMS SOLD 4

TC# 6335 3372 9310 4229 4131



Low Prices You Can Trust. Every Day.

12/07/17 15:13:17  
\*\*\*CUSTOMER COPY\*\*\*

Use Walmart Pay to save your receipts.



CLIENT  
CHRISTMAS  
PARTY



OSAGE BEACH, MO 665065  
(573) 348-2591  
VISIT US AT  
WOODSSUPERMARKET.COM  
Store:2068

Cashier: CATHAY 154

12/04/17

12:13:42

BEGIN DUPLICATE RECEIPT  
Store:2068

Cashier: CATHAY 154

12/04/17

12:13:05

**GROCERY**

Sw Ms Sgr Fr	1570007200	2.69	TF
Sw Ms Sgr Fr	1570007200	2.69	TF
ALPINE CIDER SU	4144900240	3.15	TF
ALPINE CIDER SU	4144900240	3.15	TF
SUBTOTAL		11.68	
TOTAL TAX		.00	

**TOTAL**

MasterCard	TENDER	11.68
Acct:xxxxxxxxxxxx0961		11.68
APPRVL CODE 63537C		
Cash	CHANGE	.00

**NUMBER OF ITEMS**

EXEMPT TAX ID 123		4
T1 ITEM VALUE EXEMPTED	11.68	
T1 TAX EXEMPTED	.52	
T2 ITEM VALUE EXEMPTED	.00	
T2 TAX EXEMPTED	.00	
T3 ITEM VALUE EXEMPTED	.00	
T3 TAX EXEMPTED	.00	
T4 ITEM VALUE EXEMPTED	.00	
T4 TAX EXEMPTED	.00	

Trx:150 Term:1 Store:2068 12:13:37

THANK YOU FOR SHOPPING AT WOODS!

DEVIN, STORE MANAGER  
END DUPLICATE RECEIPT

RFP MEETING



OSAGE BEACH, MO 665065  
(573) 348-2591  
VISIT US AT  
WOODSSUPERMARKET.COM  
Store:2068

Cashier: Kathy D

12/05/17 09:15:46

Woods Reward Card 49663172267

**BAKERY**

Dzn Glzd Donut 23080300000 3.99 TF  
SUBTOTAL 3.99  
TOTAL TAX .00

TOTAL 3.99  
MasterCard TENDER 3.99

Acct:xxxxxxxxxxxx0961  
APPRVL CODE 66372C  
Cash CHANGE .00

NUMBER OF ITEMS 1  
EXEMPT TAX ID 01  
T1 ITEM VALUE EXEMPTED 3.99  
T1 TAX EXEMPTED .18  
T2 ITEM VALUE EXEMPTED .00  
T2 TAX EXEMPTED .00  
T3 ITEM VALUE EXEMPTED .00  
T3 TAX EXEMPTED .00  
T4 ITEM VALUE EXEMPTED .00  
T4 TAX EXEMPTED .00

Trx:56 Term:7 Store:2068 09:16:08

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DEVIN, STORE MANAGER

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or Toll-Free 1-866-203-1995

SURVEY CODE:

2017 1205 2068 0007 0056

Valid for 5 days from visit

- Company ID: 4642 4099 5
- QuickBooks Subscription status: Subscribed
- 

Plan details: QuickBooks Plus:

\$50.00 / month <sup>Acct.</sup> 5567

Next Charge: 10/04/2017

Payment method

MasterCard ending 0961 expires 11/18 Edit

12-18-17  
board meeting

749 N BUSINESS RT 5  
CAMDENTON, MO. 65020  
573-836-3883

**SALE**

REF#: 00000003

Batch # 235

12/18/17

15:19:09

APPR CODE: 69095C

Trace: 3

MASTERCARD

Chip

\*\*\*\*\*0961

\*\*/\*\*

**AMOUNT**

**\$39.36**

**TIP**

\$ \_\_\_\_\_

**TOTAL**

\$ \_\_\_\_\_

**APPROVED**

MasterCard

AID: A000000041010

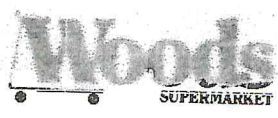
TVR. 00 00 00 80 00

TS: E8 00

THANK YOU



For  
12-18-2017  
Board mtg  
& office supplies



OSAGE BEACH, MO 665065  
(573) 348-2591  
VISIT US AT  
WOODSSUPERMARKET.COM  
Store:2068

Cashier: Daphine  
12/18/17 13:19:37  
BEGIN DUPLICATE RECEIPT  
Store:2068

Cashier: Daphine  
12/18/17 13:16:40

Member card number: 19364199  
**GROCERY**  
Gain Ult Lav Ds 3700097624 2.09 T  
Ched Sr Crm Xl 2840019998 3.29 TF  
=> 2.50 Reward Card Price -.79 TF  
Pepsi 2 Liter 1200000230 1.99 TF  
=> 1.85 Reward Card Price -.14 TF  
TAX EXEMPT SLIP 999900 .00 TF  
Wavy Ranch Xl L 2840020127 3.29 TF  
=> 2.50 Reward Card Price -.79 TF  
**PRODUCE**  
Veggie Tray 70935188878 9.99 TF  
=> 7.99 Reward Card Price -2.00 TF  
**BAKERY**  
18Ct Pnt Btr C 23086100000 3.99 TF  
SUBTOTAL 20.92  
TOTAL TAX .00  
TOTAL 20.92  
MasterCard TENDER 20.92  
Acct:xxxxxxxxxxxx0961  
APPRVL CODE 69255C  
Cash CHANGE .00

Office supplies  
Board Food

NUMBER OF ITEMS 7  
EXEMPT TAX ID 19364199  
T1 ITEM VALUE EXEMPTED 18.83  
T1 TAX EXEMPTED .84  
T2 ITEM VALUE EXEMPTED 2.09  
T2 TAX EXEMPTED .16  
T3 ITEM VALUE EXEMPTED .00  
T3 TAX EXEMPTED .00  
T4 ITEM VALUE EXEMPTED .00  
T4 TAX EXEMPTED .00

Sale Savings 3.72  
You Saved a Total of: 3.72  
That is a Savings of: 15%  
Status NF, Data Unavailable  
Previous savings Unavail  
New Savings Total Unavail  
Unchanged Turkey Points Total Unavail

Trx:168 Term:1 Store:2068 13:19:14

THANK YOU FOR SHOPPING AT WOODS!

LEVIN TONE MANAGER  
END DUPLICATE RECEIPT

OSAGE BEACH  
5545 OSAGE BEACH PKWY  
OSAGE BEACH

MO  
65065-9998  
2860360829

12/20/2017 (800)275-8777 3:09 PM

Product Sale Final  
Description Qty Price

First-Class 1 \$2.03  
Mail

Large Envelope  
(Domestic)  
(CAMDENTON, MO 65020)  
(Weight:0 Lb 5.60 Oz)  
(Estimated Delivery Date)  
(Friday 12/22/2017)

Certified 1 \$3.35  
(@@USPS Certified Mail #)  
(70140150000127819888)

Return 1 \$2.75  
Receipt

(@@USPS Return Receipt #)  
(9590940226146336165511)

First-Class 1 \$2.03  
Mail

Large Envelope  
(Domestic)  
(JEFFERSON CITY, MO 65102)  
(Weight:0 Lb 5.60 Oz)  
(Estimated Delivery Date)  
(Friday 12/22/2017)

Certified 1 \$3.35  
(@@USPS Certified Mail #)  
(70160910000210304477)

Return 1 \$2.75  
Receipt

(@@USPS Return Receipt #)  
(9590940226146336165528)

First-Class 1 \$2.03  
Mail

Large Envelope  
(Domestic)  
(JEFFERSON CITY, MO 65102)  
(Weight:0 Lb 5.60 Oz)  
(Estimated Delivery Date)  
(Friday 12/22/2017)

Certified 1 \$3.35  
(@@USPS Certified Mail #)  
(70160910000210304460)

Return 1 \$2.75  
Receipt

(@@USPS Return Receipt #)  
(9590940226146336165504)

Total \$24.39

Credit Card Remitd \$24.39  
(Card Name:MasterCard)  
(Account #:XXXXXXXXXXXX0961)  
(Approval #:69414C)  
(Transaction #:200)

2018 BUDGET  
SENT TO  
MO ETAFCS  
MO STATE AUDI  
CLERK

\*\*\*\*\*

FLOWERS  
EDMOND



OSAGE BEACH, MO 665065  
(573) 348-2591  
VISIT US AT  
WOODSSUPERMARKET.COM  
Store:2068

Cashier: DEB SANDLER

12/22/17 11:42:09

BEGIN DUPLICATE RECEIPT  
Store:2068

Cashier: DEB SANDLER

12/22/17 11:41:10

<b>GROCERY</b>		
TAX EXEMPT SLIP	999900	.00 TF
<b>FLORAL</b>		
FLORAL	7003809037	3.99 T
ROSES	3338399450	9.99 T
ROSES	3338399450	9.99 T
SUBTOTAL		23.97
TOTAL TAX		.00
TOTAL		23.97
MasterCard	TENDER	23.97
Acct:xxxxxxxxxxxx0961		
APPRVL CODE 61594C		
Cash	CHANGE	.00

NUMBER OF ITEMS		4
EXEMPT TAX ID 01		
T1 ITEM VALUE EXEMPTED	.00	
T1 TAX EXEMPTED	.00	
T2 ITEM VALUE EXEMPTED	23.97	
T2 TAX EXEMPTED	1.79	
T3 ITEM VALUE EXEMPTED	.00	
T3 TAX EXEMPTED	.00	
T4 ITEM VALUE EXEMPTED	.00	
T4 TAX EXEMPTED	.00	

Trx:121 Term:7 Store:2068 11:41:53

THANK YOU FOR SHOPPING AT WOODS!

DEVIN, STORE MANAGER  
END DUPLICATE RECEIPT



Google Inc  
1600 Amphitheatre Pkwy  
Mountain View, CA 94043  
United States  
Federal Tax ID: 77-0493581

*Bankcard*

# Invoice

**Bill to**  
dba Camden Co Developmntal Disability Resources  
Camden County Senate Bill 40 Board  
PO Box 722  
100 Third Street  
Camdenton, MO 65020  
United States

**Details**  
Invoice number: 3407297344  
Issue date: Dec 31, 2017  
Payment terms: Due immediately  
Billing ID: 9176-0235-3316  
Billing Account Number: 3543-8551-1772-0210

**Google Cloud - GSuite**  
Account ID: ccddr.org

Dec 1, 2017 - Dec 31, 2017

Description	Interval	Quantity	Amount (\$)
G Suite Business: Usage	Dec 1 - Dec 11	21	74.51
G Suite Business: Usage	Dec 12 - Dec 31	22	141.93
Subtotal in USD:			216.44
State sales tax (0%):			0.00
Amount due in USD:			216.44

Bill to: Camden County Senate Bill 40 Board	<b>Amount due in USD:</b>	<b>\$216.44</b>
Billing ID: 9176-0235-3316		
Invoice number: 3407297344		

**You will be automatically charged for the amount due. No action is required on your part.**

*Last invoice  
was paid in  
December*

=====

OSAGE BEACH  
 5545 OSAGE BEACH PKWY  
 OSAGE BEACH  
 MO  
 65065-9998  
 2860360829  
 01/02/2018 (800)275-8777 4:12 PM

=====

Product Description	Sale Qty	Final Price
PM 2-Day Regional Box A (Domestic) (WAYNESVILLE, MO 65583) (Weight:1 Lb 1.60 Oz) (Expected Delivery Date) (Friday 01/05/2018) (USPS Tracking #) (9505 5127 6067 8002 1385 93)	1	\$8.77
Insurance (Up to \$50.00 included)	1	\$0.00
PM 2-Day Regional Box A (Domestic) (HIAWATHA, KS 66434) (Weight:1 Lb 1.90 Oz) (Expected Delivery Date) (Friday 01/05/2018) (USPS Tracking #) (9505 5127 6067 8002 1386 09)	1	\$8.77
Insurance (Up to \$50.00 included)	1	\$0.00
Delicioso Bklt (Unit Price:\$9.80)	10	\$98.00
<b>Total</b>		<b>\$115.54</b>
Credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXX0961) (Approval #:62219C) (Transaction #:282)		\$115.54

Includes up to \$50 insurance

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

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

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 MEKE NECHOLS  
 AWARDS  
 OB OFFICE

Connie

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to win \$1000

ID #: 7L34XZZ65L

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MANAGER PAUL GARDNER  
94 CECIL ST  
CAMDENTON MO 65020

ST# 00089 OP# 009050 TE# 50 TR# 09669  
COASTER BIRD 007675333159 0.63 X  
CANDLE 072136601665 5.97 X  
SUBTOTAL 6.60  
TAX 1 7.475 % 0.49  
TOTAL 7.09  
MCARD TEND 7.09

MasterCard \*\*\*\* \* 1859 1.21  
APPROVAL # 63242Z  
REF # 1042000314

AID A0000000041010  
TC 25D5516EE51E0543  
TERMINAL # SC010550  
\*NO SIGNATURE REQUIRED

12/15/17 12:03:32  
CHANGE DUE 0.00  
# ITEMS SOLD 2  
TC# 7780 6303 2717 5798 8858



12/15/17 12:03:32  
\*\*\*CUSTOMER COPY\*\*\*

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Resolutions 2018-8,  
2018-9, 2018-10,  
2018-11, & 2018-12



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2018-8***

**APPROVAL OF AMENDED POLICY #31**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #31, Procurement.
2. That the Board hereby amends and adopts Policy #31 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date



Attachment “A” to Resolution  
2018-8



Policy Number: 31 Effective: September 17, 2012 Revised: August 25, 2014, February 26, 2018
Subject: Procurement

**PURPOSE:**

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

**POLICY:**

I. Procurement Process

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

II. Procurement Officer

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

III. Procurement Guidelines

It is not necessary to obtain bids or proposals on the purchase of a product or service from the same person or business in the amount of \$4,500 or less within a 90-day period. For the purchase of a product or service from the same person or business costing more than \$4,500 and less than \$6,000 within a 90-day period, the designated Procurement Officer should make a legitimate attempt to obtain three bids or proposals from three potential sources; however, if three bids or proposals cannot be obtained from three potential sources, the Procurement Officer shall provide a written explanation as to why three bids or proposals could not be obtained and must receive written authorization from the Executive Director before procuring the products or services. Faxed or emailed bids and proposals or quotes directly from a potential source's website or

catalog may be obtained. The Executive Director can authorize purchases base on cost, quality, and other factors related to the purchases.

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

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

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

When a single feasible source is to be procured, the Board shall post notice of the proposed purchase if between \$3,000 and \$4,999. If the single feasible source purchase is \$5,000 or more, the Board shall post notice and advertise intent of the purchase in the local newspaper. Posted notices for single feasible source purchases shall include a paper notice posted on the primary place of business and on the CCDDR website. Notices posted and intents advertised for single feasible source procurement shall be done at least 10 days prior to purchase.

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

#### IV. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If there is only one respondent to an RFP, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFP's shall not be solely based on price. Other considerations will be utilized based on the premise of the services and/or products contained within the RFP. Respondent references, respondent experience, respondent qualifications, proposal presentation, proposal accuracy, proposal clarity, timelines for project completion, quality of proposed goods/services, warranties, and other factors related to the

product and/or service shall be considered during the procurement process. Preference shall be applied to those respondents who employ Camden County residents with developmental disabilities and may be part of the requirements contained within the RFP. All other preferences and guidelines identified in applicable Federal, state, and local law shall be recognized.

V. Banking Services

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

VI. Periodic Review of Existing Products or Services

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

VII. Emergency Procurement

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

**REFERENCES:**

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



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
RESOLUTION NO. 2018-9*

**APPROVAL OF AMENDED POLICY #17**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #17, Financial Management Practices.
2. That the Board hereby amends and adopts Policy #17 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2018-9



Policy Number:  
17  
Effective: May 1, 2008  
Revised: April 20, 2009, April 19, 2010,  
September 17, 2012, October 16, 2017,  
February 26, 2018

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Subject: Financial Management  
Practices

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy to implement sound financial management practices that allow for accountability and reduce the threat of fraud or theft with regard to board assets. All financial management practices of the board shall comply with applicable state and federal laws.

**POLICY:**

I. Separation of Functions

CCDDR shall strive to achieve proper separation of all financial transactions and bookkeeping so as to minimize the possibility of theft or fraud with regard to CCDDR assets and funds. The Financial Management Procedures shall identify the separation of functions and all financial processes. No single employee or Board member shall have sole control of processing and approving any financial transaction.

II. Approval & Execution of Expenditures

No expenditure shall be processed if the expenditure will cause the overall annual expenses to exceed the total amount of overall annual expenses authorized in the Board approved annual budget without Board approval through a resolution unless an emergency as defined in the Procurement Policy has been declared or if total income less total expenses does not reflect a negative net income. No expenditure shall be authorized if there is a potential conflict of interest without first being reviewed and approved by the Board through a resolution. All Board members shall have access to CCDDR financial records and may request documentation on any financial transaction at any time. The Board shall receive a monthly summary of all checks written the previous month on all CCDDR banking accounts, and shall approve these payments/expenditures as part of the monthly financial statements.

### III. Signing of Checks

All checks, drafts, and other evidences of indebtedness issued in the name of CCDDR must have the signature of two officers of CCDDR, or one officer and the Executive Director. Persons signing checks shall also be provided copies of invoices that checks are being prepared for as a means of verifying the accuracy and validity of payments. All officers authorized to sign checks as well as the Executive Director shall be covered by a blanket fidelity bond, surety bond, or other similar insurance policy as described in Article IX of the Bylaws.

### IV. Financial Accounting

CCDDR will conduct its financial accounting under the premise of the Proprietary Fund Accounting System, Enterprise Fund accounting principles (accrual basis). This is needed to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the Board is to show that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges and that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The accounting and recording of financial transactions shall be done internally and the processes will be identified in the Financial Management Procedures. CCDDR may utilize the services of a CPA to supplement its accounting systems, recording, or reporting in whole or in part if the need arises and is justified.

### V. Fixed Assets

CCDDR shall maintain a list of all fixed assets with a usable life of over 1 year and an original purchase price of \$1,000 or more. This list shall document the item, date of purchase, amount of purchase, model number (if applicable), serial number (if applicable), physical location, and date/method of disposition (if applicable). Any items determined to be fixed assets under prior criteria shall remain as such for their useful life. All CCDDR property shall be tagged with property control stickers, if practical. Prior to disposing of any fixed asset of the board, the Executive Director must first declare the asset as inoperable/unusable or surplus property. For surplus property, sealed bids shall then be solicited by the Board for sale of the item. For assets whose original purchase price was \$6,000 or more, the CCDDR Board of Directors must approve of the disposal or sale of the fixed asset. The fixed asset list shall be updated annually.

### VI. Board Investments

CCDDR may maintain fund balances carried over from prior years or excess funds during the current year. The Board may invest these funds at its discretion into investment accounts. All Board-controlled investments shall comply with Policy



#27, Investment of Board Funds.

VII. Unaudited Financial Statements

Unaudited Financial statements shall be completed monthly for the Board's review and approval. Financial statements are to include an income statement for the previous month ended, an income statement for year-to-date as of the last day of the previous month, a balance sheet as of the last day of the previous month, a cash flow statement as of the last day of the previous month, and a cash flow statement for year-to-date as of the last of day of the previous month. The format of the income statements shall show budgeted vs. actual revenues and expenditures for the previous month ended and the year-to-date fiscal year. Each of these reports shall reflect a separation of the Tax Levy funds and transactions (Grants), the Targeted Case Management funds and transactions (TCM), and any other program funds and transactions. The income statements shall also reflect the variances, and the Executive Director shall submit a synopsis of the variances. Copies of the aforementioned reports shall be posted on CCDDR's Web site for public viewing.

VIII. Sharing of Financial Data with Stakeholders

Year-end financial data shall also be shared with CCDDR stakeholders by incorporating this data within CCDDR's Annual Report, which shall be posted on CCDDR's Web site for viewing by the public and any other interested parties.

IX. Annual Audit

CCDDR shall obtain an independent audit of all agency finances from a Certified Public Accountant annually. The audit shall include reports on CCDDR's compliance with internal controls related to financial statements and applicable laws, regulations, contracts, agreements, and grants in accordance with Governmental Auditing Standards, as well as compliance with Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations." The annual audit shall contain a Management Letter in which findings and recommendations are provided.

X. Pledged Securities

CCDDR shall obtain pledged securities from financial institutions in which the account balance is or may exceed \$250,000.

XI. Petty Cash

CCDDR may maintain a petty cash fund to meet immediate and relatively minor purchases of the agency. An amount of no more than \$25.00 may be maintained in the petty cash fund. A ledger shall document all purchases from petty cash, and signed receipts shall be stapled to the petty cash ledger. The petty cash fund shall be reconciled monthly.

XII. Business Credit Accounts

CCDDR shall maintain credit accounts at selected places of business for office supplies and other routine supplies required by the board for its operations. All such applications for business credit shall be prior-approved by the Executive Director and account balances shall be paid in full to the business each month by CCDDR. CCDDR shall not obtain business credit accounts at businesses in where finance charges are made for balances less than one month old.

XIII. Review of Service Billing

On a monthly basis, the Executive Director or designated supervisor shall review all Targeted Case Management billings to determine their accuracy, determine why unpaid claims were not paid, and implement/follow up with corrective actions as needed.

XIV. Cost Analysis of Services Provided

On a monthly basis, the Executive Director shall prepare a report for the CCDDR Board of Directors showing total program costs, including both direct costs and indirect (overhead) costs, revenues received, and the net gain or loss for that month. An annual report based on year end data shall be provided to the CCDDR Board of Directors in January for the prior year. The annual reports shall contain comments by the Executive Director and may contain suggestions to improve efficiencies to the programs as a means of ensuring continued financial viability.

**REFERENCES:**

- CARF Standards Manual
- Chapter 70, Revised MO Statutes
- Chapter 67, Revised MO Statutes



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2018-10***

**OATS FACILITY USE AGREEMENT AND ADDENDUM**

**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).

**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 wishes to lease the commercial building space owned by the Board and located at 255 Keystone Industrial Park, Camdenton MO 65020.
- 2.** The Board hereby authorizes the Executive Director to execute a Facility Use Agreement and Addendum with OATS, Inc. (see Attachment "A" hereto).
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2018-10

## FACILITY USE AGREEMENT

This Facility Use Agreement (this "Agreement") is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Camden County Senate Bill 40 Board ("Lessor") and OATS, Inc. ("Tenant"). The parties agree as follows:

### RECITALS:

- Whereas, Lessor is authorized by state statute (Sections 205.968-205.972 RSMo) to provide for the needs of persons with developmental disabilities in Camden County MO
- Whereas Lessor owns property located at 255 Keystone Industrial Park Drive in Camdenton MO and desires to provide office/facility space to Tenant, a Missouri nonprofit corporation, for the purpose of accomplishing its nonprofit, public mission
- Whereas Tenant provides transportation services to individuals with developmental disabilities (as defined by state statute 630.005 RSMo) and the general public
- Whereas the premises located at 255 Keystone Industrial Park Drive is conducive to, and available for, the operations of the Tenant in accomplishing its public mission as a nonprofit entity and Tenant desires to use the premises at 255 Keystone Industrial Park Drive in Camdenton MO for its on-going operations subject to the terms and conditions of this Agreement and all applicable laws and regulations

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and conditions contained herein, the parties mutually agree as follows:

**PREMISES.** Lessor does hereby lease to Tenant in accordance with the terms and conditions of this Agreement the office and facility space identified as Section "A" (see Attachment "A" hereto) located at 255 Keystone Industrial Park Drive in Camdenton, Missouri.

**RENT.** Tenant will pay Lessor an amount of \$400 per month due no later than the 15<sup>th</sup> of each month.

**PARKING.** Tenant shall be entitled to use designated parking spaces for motor vehicles for the Tenant's own needs and for the needs of those to whom they provide services.

**FURNISHINGS.** Tenant shall provide their own office furnishings and equipment needs.

**ALTERATIONS.** Lessor shall have sole and absolute discretion over alterations to the building systems and building structure. Approval of all other interior alterations shall be prior-approved on a case by case basis by the Lessor.

**TERM.** The term of this Agreement will begin on the 1<sup>st</sup> day of March, 2018, and terminate on the 31<sup>st</sup> day of December, 2018. Lessor and Tenant may extend this Agreement on a month-to-

month basis if the term expires without a new Agreement in place, subject to Lessor approval. Month-to-month terms shall be based upon the same covenants, conditions, and provisions provided in this Lease.

**TENANTS RESTRICTED TRANSFER RIGHTS.** Tenant shall have no right to sublease the premises, pledge Tenant's leasehold interest as collateral for a loan, assign or sell this Agreement or transfer Tenant's interest in this Agreement to a third party. Any attempted transfer of any interest of the Tenant without Lessor's consent shall be of no force and affect.

**POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Agreement, and shall yield possession to Lessor on the last day of the term of this Agreement, unless otherwise agreed to by both parties.

**USE OF PREMISES.** Tenant shall use the premises for community inclusive transportation services. These services shall extend to individuals with developmental disabilities and the general public. Tenant shall have shared use of Section "B" (aka "main common area") in conjunction with employee or public training, educational events, and other business related functions. In no event shall the premises be used by Tenant for any other purpose other than the above without the prior written consent of the Lessor.

**UTILITIES AND SERVICES.** Lessor shall be responsible for payment of all electric, gas, water, sewer, and trash services in connection with the premises located at 255 Keystone Industrial Park Drive. Tenant shall reimburse Lessor for electric and gas services only. Lessor shall invoice Tenant monthly for electric and gas services, and Tenant shall pay these invoices within 30 days of issuance. Tenant shall pay separately for their respective share of office cleaning, phone, and internet services. Lessor shall pay the full cost of lawn care services.

**PROPERTY INSURANCE.** Lessor and Tenant shall each be responsible to maintain appropriate Personal Property insurance for their respective interests/assets within the premises and property located on the premises. Real property (building) insurance shall be maintained by Lessor.

**LIABILITY INSURANCE.** Tenant agrees to carry and to pay the premiums for insurance of the following types and for no less than the following limits, and otherwise agrees to the following terms and conditions:

General Liability Policy coverages in amounts not less than the following:

\$1,000,000 General Aggregate, Commercial General Liability

\$1,000,000 Personal Injury

\$1,000,000 Each Occurrence

Lessor shall be named as an additional insured or a loss payee, as the case may be, within Tenant's General Liability insurance policy listed above. Tenant shall furnish to Lessor Certificate of Insurance documenting the existence of the insurance coverages and limits required above within 15 days of the signing of this Agreement. Failure to provide proof of insurance

shall give Lessor the absolute right to cancel this Agreement without cost or penalty to Lessor. Such policies shall, with respect to liability insurance coverage, name Lessor and/or its designee as an additional insured and shall contain a provision by which the insurer agrees that such policy cannot be canceled, materially changed or not renewed without at least thirty (30) days advance notice to Lessor be certified mail, return receipt requested to Lessor at the address set forth within this Agreement, for the Lessor.

**INDEMNIFICATION.** Tenant hereby indemnifies and holds Lessor, its employees, board members, and assigns harmless from and against any and all claims, damages, liabilities, costs, fines, penalties and expenses, including reasonable attorneys' fees resulting from any claims or allegations of any person or entity which arise out of or in connection with Tenant's negligent acts or omissions.

**RIGHT OF ENTRY.** Lessor shall have Right of Entry to premises on an as-needed basis. Lessor shall make every effort to inform Tenant of when such entry is desired.

**DEFAULTS.** Tenant shall be in default of the Agreement if Tenant fails to fulfill any term of this Agreement or other term by which Tenant is bound. Upon being provided notice of such default by Lessor, Tenant shall have 10 days to cure the obligation. If obligation is not cured by Tenant within 10 days of notice, Lessor may take possession of the premises without further notice (to the extent permitted by law), and without prejudicing Lessor's rights to damages. In the alternative, Lessor may elect to cure any default and the cost of such action shall be added to Tenant's obligations under this Agreement. Tenant shall pay all costs, damages, and expenses (including reasonable attorney's fees) suffered by Lessor by reason of Tenant's defaults.

**TERMINATION.** The terms of this Agreement shall be null and void in the event of: 1) casualty/condemnation of premises, 2) Untenability of the premises as a result of events other than casualty/condemnation, 3) Lessor's or Tenant's breach of its obligation under the lease, or 4) Tenant relocating to another facility for its transportation services program. In the event of Tenant relocating to another facility, a minimum of 30 days prior notice from Tenant to Lessor shall be provided. Tenant agrees to leave premises in good order and repair.

**NOTICE.** Notices under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

Lessor: Camden County Senate Bill 40 Board  
100 Third St. (Physical)  
P.O. Box 722 (Mailing)  
Camdenton MO 65020

Tenant: OATS, Inc.  
2501 Maguire Blvd. (Physical & Mailing)  
Columbia MO 65201

Such addresses may be changed from time to time by either party by providing notice as set forth above.

**ENTIRE AGREEMENT/AMENDMENT.** This Agreement contains the entire agreement of the parties. This Agreement may be modified or amended in writing if the writing is signed by the parties obligated under the amendment.

**SEVERABILITY.** Should anyone or more of the sections of this Agreement be found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining sections contained herein shall not in any way be affected nor impaired hereby. In addition, if any section hereof is found to be partially enforceable, then it shall be enforced to that extent.

**WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**CUMULATIVE RIGHTS.** The rights of the parties under this Agreement are cumulative, and shall not be construed as exclusive unless otherwise required by law.

**GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Missouri.

**LESSOR:**

Camden County Senate Bill 40 Board

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name) (Title)

**TENANT:**

OATS, Inc.

By: \_\_\_\_\_  
(Authorized Signature)

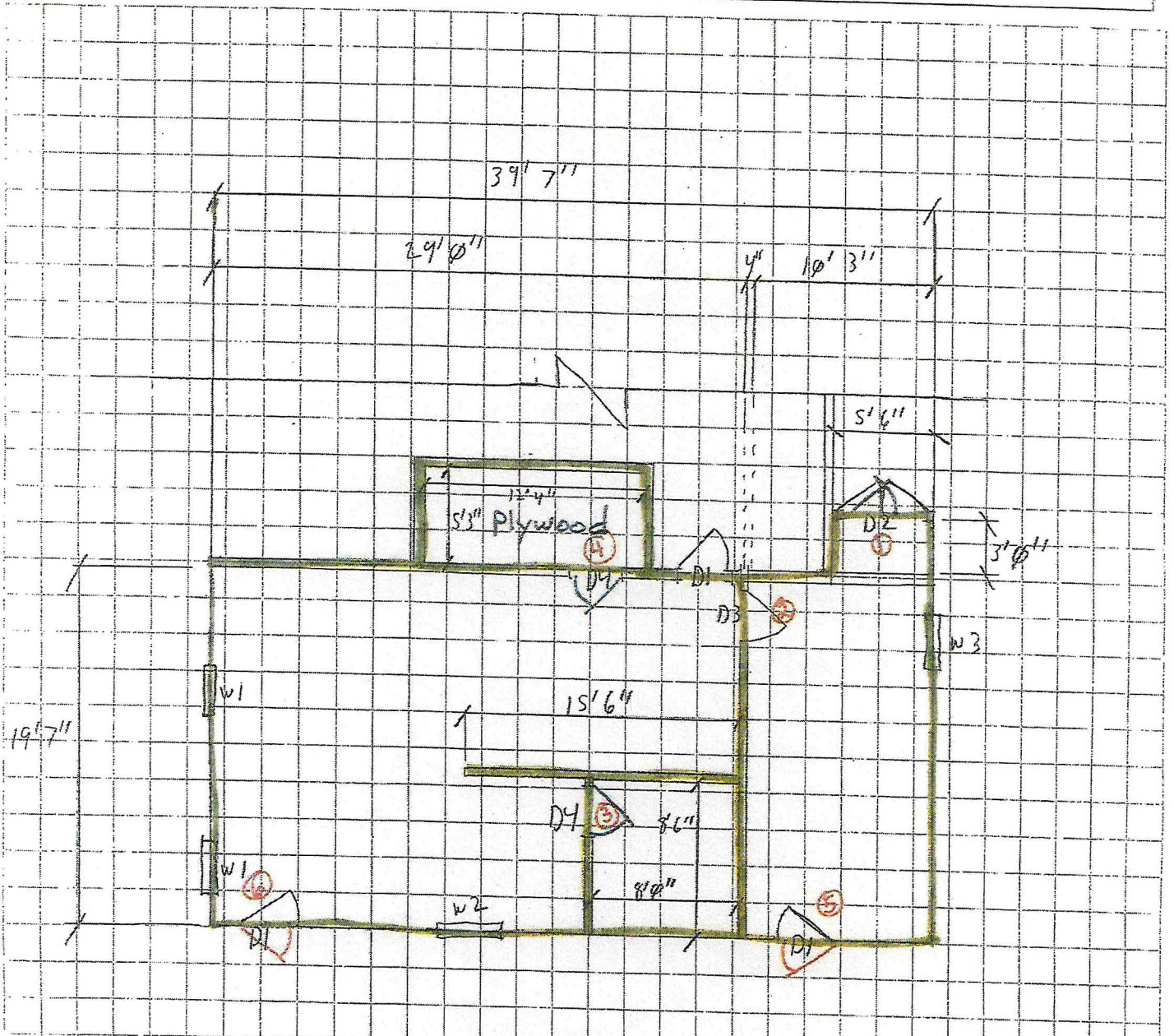
\_\_\_\_\_  
(Printed Name) (Title)



Facility Use  
Agreement  
Attachment “A”

# Section "A"

Job Title



W1 = 34" w X 54" T  
W2 = 42" w X 54" T  
W3 = 36" w X 36" T

D1 = 3Ø7Ø LH + RH  
D2 = DBL DOOR 2'6" X 8'1" (5' OPENING) LH  
D3 = 34" w X 80" T LH  
D4 = POCKET DOOR 34" w X 84" T LH + LH

SCALE: 1/8" = 1'-0"

Date

Sheet

## **ADDENDUM TO FACILITY USE AGREEMENT**

This Addendum to the Facility Use Agreement (this "Agreement") for 255 Keystone Industrial Park Drive, Section "A", is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Camden County Senate Bill 40 Board ("Lessor") and OATS, Inc. ("Tenant").

### **RECITALS:**

Whereas the Lessor has agreed to waive the \$400.00 monthly rental charge agreed upon and executed by the Tenant and Lessor in the Facility Use Agreement so long as the Tenant and Lessor continue their partnership in community inclusive transportation programs for Camden County citizens with developmental disabilities. Should the partnership between the Tenant and Lessor dissolve/terminate, the monthly charge will be payable the first calendar day of the following month after the partnership dissolution/termination.

### **LESSOR:**

Camden County Senate Bill 40 Board

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

### **TENANT:**

OATS, Inc.

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2018-11***

**CLC FACILITY USE AGREEMENT AND ADDENDUM**

**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).

**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 wishes to lease the commercial building space owned by the Board and located at 88 Third Street, Camdenton MO 65020.
2. The Board hereby authorizes the Executive Director to execute a Facility Use Agreement and Addendum with Childrens Learning Center, aka "CLC" (see Attachment "A" hereto).
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2018-11

## FACILITY USE AGREEMENT

This Facility Use Agreement (this "Agreement") is made effective this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and between the Camden County Senate Bill 40 Board ("Lessor") and the Children's Learning Center ("Tenant"). The parties agree as follows:

### RECITALS:

- Whereas, Lessor is authorized by state statute (Sections 205.968-205.972 RSMo) to provide for the needs of persons with developmental disabilities in Camden County MO
- Whereas Lessor owns property located at 88 and 100 Third St. in Camdenton MO and desires to provide office/facility space to Tenant, a Missouri nonprofit corporation, for the purpose of accomplishing its nonprofit, public mission of providing for the needs of Camden County citizens with developmental disabilities and/or developmental delays
- Whereas Tenant is organized to provide services to infants and toddlers with developmental delays as defined by the Missouri First Steps program and/or youth with developmental disabilities as defined by state statute (630.005 RSMo)
- Whereas the Premises located at 88 Third St. is conducive to, and available for, the operations of the Tenant in accomplishing its public mission as a nonprofit entity and Tenant desires to use the Premises at 88 Third St. in Camdenton MO for its on-going operations subject to the terms and conditions of this Agreement and all applicable laws and regulations

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and conditions contained herein, the parties mutually agree as follows:

**PREMISES.** Lessor does hereby lease to Tenant in accordance with the terms and conditions of this Agreement the office and facility space located at 88 Third Street in Camdenton, Missouri.

**RENT.** Tenant will pay Lessor an amount of \$1,500 per month due no later than the 15<sup>th</sup> of each month.

**PARKING.** Tenant shall be entitled to use designated parking spaces for motor vehicles for the Tenant's own needs and for the needs of those to whom they provide services.

**FURNISHINGS.** Tenant shall provide their own office furnishings and equipment needs.

**ALTERATIONS.** Lessor shall have sole and absolute discretion over alterations to the building systems and building structure. Approval of all other interior alterations shall be prior-approved on a case by case basis by the Lessor. Tenant shall be responsible for alterations and improvements made to the playground area at 88 Third St. in Camdenton MO, but can request funds from Lessor to assist in this.

**TERM.** The term of this Agreement will begin on the 1<sup>st</sup> day of March 2018 and terminate on the 31<sup>st</sup> day of December 2018, unless earlier as provided herein. Lessor and Tenant may extend this Agreement on a month-to-month basis if the term expires without a new Agreement in place, subject to Lessor approval. Month-to-month terms shall be based upon the same covenants, conditions, and provisions provided in this Lease.

**TENANTS RESTRICTED TRANSFER RIGHTS.** Tenant shall have no right to sublease the Premises, pledge Tenant's leasehold interest as collateral for a loan, assign or sell this Agreement or transfer Tenant's interest in this Agreement to a third party by gift, bequest or devise, without Lessor's prior written consent to such a transfer. Any attempted transfer of any interest of the Tenant without Lessor's consent shall be of no force and affect.

**POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Agreement, and shall yield possession to Lessor on the last day of the term of this Agreement, unless otherwise agreed to by both parties.

**USE OF PREMISES.** Services shall be rendered, but not limited to, infants and toddlers with developmental disabilities and/or developmental delays. These services shall extend to children up to 5 years of age and/or an age as the Dept. of Elementary and Secondary Education (DESE) approves and shall include diagnosis DESE designates Tenant to serve. Tenant may also provide therapy services to youth with developmental disabilities over the age of 5 years old on a private pay or third-party pay basis; documentation of developmental disability may be requested by Lessor for such individuals. Children without a developmental delay or a developmental disability shall be included in programming on the premises where their participation would be of therapeutic benefit to those children having a developmental delay or developmental disability. Services for children with developmental disability and/or developmental delay may be provided by, and paid to, Tenant as well as Independent Contractors of Tenant. Camden Co. children receive first priority in the receipt of services, but Tenant or Independent Contractors of Tenant may serve residents with above description of eligibility from other Lake area counties, provided those recipients of services have funding for said services. In no event shall the premises be used by Tenant for any other purpose other than the above without the prior written consent of the Lessor.

**UTILITIES AND SERVICES.** Lessor shall be responsible for payment of all electric utilities in connection with the Premises located at 100 Third St. and Tenant shall pay for all electric services located at 88 Third St. Lessor and Tenant shall pay separately for their respective share of office cleaning services. Lessor and Tenant shall pay separately for their respective phone services. Tenant shall pay for a dumpster for both Tenant and Lessor; Lessor shall reimburse Tenant for the cost of the dumpster. Lessor shall pay the full cost of snow removal and lawn care services.

**PROPERTY INSURANCE.** Lessor and Tenant shall each be responsible to maintain appropriate Personal Property insurance for their respective interests/assets within the Premises and property located on the Premises. Real property (building) insurance for the facility at 88 and



100 Third St. shall be maintained by Lessor.

**LIABILITY INSURANCE.** Tenant agrees to carry and to pay the premiums for insurance of the following types and for no less than the following limits, and otherwise agrees to the following terms and conditions:

General Liability Policy coverages in amounts not less than the following:

\$1,000,000 General Aggregate, Commercial General Liability

\$1,000,000 Personal Injury

\$1,000,000 Each Occurrence

Lessor shall be named as an additional insured or a loss payee, as the case may be, within Tenant's General Liability insurance policy listed above. Tenant shall furnish to Lessor Certificate of Insurance documenting the existence of the insurance coverages and limits required above within 15 days of the signing of this Agreement. Failure to provide proof of insurance shall give Lessor the absolute right to cancel this Agreement without cost or penalty to Lessor. Such policies shall, with respect to liability insurance coverage, name Lessor and/or its designee as an additional insured and shall contain a provision by which the insurer agrees that such policy cannot be canceled, materially changed or not renewed without at least thirty (30) days advance notice to Lessor be certified mail, return receipt requested to Lessor at the address set forth within this Agreement, for the Lessor.

**INDEMNIFICATION.** Tenant hereby indemnifies and holds Lessor, its employees, board members, and assigns harmless from and against any and all claims, damages, liabilities, costs, fines, penalties and expenses, including reasonable attorneys' fees resulting from any claims or allegations of any person or entity which arise out of or in connection with Tenant's negligent acts or omissions.

**RIGHT OF ENTRY.** Lessor shall have Right of Entry to premises at 88 Third St on an as-needed basis. Lessor shall make every effort to inform Tenant of when such entry is desired.

**DEFAULTS.** Tenant shall be in default of the Agreement if Tenant fails to fulfill any term of this Agreement or other term by which Tenant is bound. Upon being provided notice of such default by Lessor, Tenant shall have 10 days to cure the obligation. If obligation is not cured by Tenant within 10 days of notice, Lessor may take possession of the premises without further notice (to the extent permitted by law), and without prejudicing Lessor's rights to damages. In the alternative, Lessor may elect to cure any default and the cost of such action shall be added to Tenant's obligations under this Agreement. Tenant shall pay all costs, damages, and expenses (including reasonable attorney's fees) suffered by Lessor by reason of Tenant's defaults.

**TERMINATION.** The terms of this Agreement shall be null and void in the event of: 1) casualty/condemnation of Premises, 2) Untenability of the Premises as a result of events other than casualty/condemnation, 3) Lessor's or Tenant's breach of its obligation under the lease, or 4) Tenant relocating to another facility for its early intervention program. In the event of Tenant relocating to another facility, a minimum of 30 days prior notice from Tenant to Lessor shall be



provided. Tenant agrees to leave premises in good order and repair.

**NOTICE.** Notices under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

Lessor: Camden County Senate Bill 40 Board  
100 Third St. P.O. Box 722  
Camdenton MO 65020

Tenant: Children's Learning Center  
88 Third St. P.O. Box 1646  
Camdenton MO 65020

Such addresses may be changed from time to time by either party by providing notice as set forth above.

**ENTIRE AGREEMENT/AMENDMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**SEVERABILITY.** Should anyone or more of the sections of this Agreement be found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining sections contained herein shall not in any way be affected nor impaired hereby. In addition, if any section hereof is found to be partially enforceable, then it shall be enforced to that extent.

**WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**CUMULATIVE RIGHTS.** The rights of the parties under this Agreement are cumulative, and shall not be construed as exclusive unless otherwise required by law.

**GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Missouri.

**LESSOR:**

Camden County Senate Bill 40 Board

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**TENANT:**

Children's Learning Center

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

## **ADDENDUM TO FACILITY USE AGREEMENT**

This Addendum to the Facility Use Agreement (this "Agreement") for 88 Third Street is made effective this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Camden County Senate Bill 40 Board ("Lessor") and the Children's Learning Center ("Tenant").

### **RECITALS:**

Whereas the Lessor has agreed to waive the \$1,500 monthly rental charge agreed upon and executed by the Tenant and Lessor in the Facility Use Agreement so long as the Tenant and Lessor continue their partnership to facilitate services for, but not limited to, infants and toddlers with developmental disabilities and/or developmental delays. Should the partnership between the Tenant and Lessor dissolve/terminate, the monthly charge will be payable the first calendar day of the following month after the partnership dissolution/termination.

### **LESSOR:**

Camden County Senate Bill 40 Board

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

### **TENANT:**

Children's Learning Center

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2018-12**

**LRA AGREEMENT WITH CRESCENT ASSOCIATES, LP**

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), through its Housing Voucher Program and other community partnerships, desires to establish working relationships with landlords, management companies, builders, and developers in an effort to provide safe, sanitary, decent, accessible, and affordable housing opportunities for its clients.

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

1. That the Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources (CCDDR), hereafter referred to as the "Board", hereby acknowledges the request from Crescent Associates, LP, for CCDDR to potentially be considered the Lead Referral Agency (LRA) and potentially enter into a LRA Agreement with Crescent Associates, LP, for a proposed affordable housing project yet to be constructed.
2. That the Board recognizes there is a need for additional safe, sanitary, decent, accessible, and affordable housing opportunities for its clients; that Crescent Associates, LP, intends on submitting an application for housing tax credits with the Missouri Housing Development Commission (MHDC), which is to be applied to a 40-unit, senior (55 years of age and older) multifamily housing development in Osage Beach; and that the project application will require a set aside of 10% of the total units (4) to be accessible housing units.
3. That the Board hereby authorizes the Executive Director to sign and execute an LRA Agreement (see "Sample Agreement" attached hereto), with advice and consent from the Board's legal counsel, in the event Crescent Associates, LP, wishes to negotiate and enter into an Agreement; and/or authorizes the Executive Director to provide other assistance, supporting letters, or documentation as reasonably needed to support Crescent Associates, LP, and its project application to MHDC.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

# Sample Agreement

## REFERRAL and SUPPORT AGREEMENT

In connection with Crescent Associates, LP's (the "Development Owner") application for an allocation of low-income housing tax credits, the Development Owner, Camden County Development Disability Resources (the "Lead Referral Agency") and Sansone Group (the "Property Management Company" and, collectively with the Development Owner and the Lead Referral Agency, the "Parties") hereby agree upon the conditions if the Applicant receives an allocation of low-income housing tax credits ("LIHTCs") from Missouri Housing Development Commission ("MHDC"), and The Crescent at Osage Beach (the "Development") is constructed, as follows:

The Lead Referral Agency will:

1. Designate a point of contact to receive notices from the property management company when an identified unit is available.
2. Maintain a level of communication with other service providers and property management to ensure that tenancy issues are handled, and supportive services are available to tenants.
3. Maintain and regularly update a list of eligible households interested in applying for identified units.
4. Help arrange tenant-based rental assistance for eligible Set-aside Preference households who do not already have assistance through their case management services.
5. Upon notification a reserved unit is available, select the household at the top of the list waiting for that unit type and communicate to their service provider an identified unit is available.
6. Submit a standard letter of referral to property management, which will then process the referred household's application for tenancy using the same screening criteria applied to all other residents of the development.
7. Comply with all applicable fair housing laws.
8. The obligations of the Lead Referral Agency under this agreement (the "Agreement") are expressly limited to the four (4) units specifically designated for the Special Needs preference. The eligible tenants of such units referred by the Lead Referral Agency shall have a developmental disability as defined in RSMo 205.968 and shall be 55 years of age or older.
9. The Lead Referral Agency shall be under no obligation to provide services to the Parties or to the Development which are not expressly authorized by Sections 205.968 – 205.972 of the Revised Statutes of Missouri (see Appendix "A" hereto).
10. Where the Lead Referral Agency is, at its sole discretion, unable to provide referral or supportive services to the Parties or to the Development, the Lead Referral Agency may direct the Parties to other referral sources or service providers with experience in the provision of referral or supportive services to low-income housing developments.

The Development Owner will:

1. Agree that any Set-aside Preference housing commitment will be established, implemented, and kept in compliance with the Fair Housing Act, as amended, the Architectural Barriers Act of 1968, the Americans with Disabilities Act, and any other local, state, and federal nondiscrimination or accessibility laws, regulations, or requirements.
2. Agree that the identified units will not be segregated within the property and that the identified unit mix will depend on the needs of referred households.
3. Agree to provide reasonable accommodation for Set-aside preference households in the tenant application.
4. Assure that the identified units remain available to eligible Set-aside Preference households through the referral process for the entirety of the compliance period.
5. Comply with all applicable fair housing laws.

The Property Management Company will:

1. Notify the Lead Referral Agency of available identified units within a timely manner. At initial lease-up, this notification must occur the earlier of ninety 90 days prior to certificate of occupancy or when marketing begins. During ongoing operations, the manager will notify the Lead Referral Agency upon receipt of notice of intent to vacate an identified unit.
2. Work with the Lead Referral Agency to coordinate the first contact with the Set-aside Preference household and their services provider to initiate the application process.
3. Collaborate with the referred household's services provider, as appropriate and applicable, to address the household's needs for assistance at application, accessibility accommodations, or assistance during tenancy.
4. Use the Lead Referral Agency as their main point of contact to ensure community supports are made available to tenants in the identified units, however, tenancy will not be contingent on participation in services.
5. Notify the Lead Referral Agency in a timely manner of issues or concerns that may adversely affect the tenancy of the household.
6. Agree that any Set-aside Preference housing commitment will be established, implemented, and kept in compliance with the Fair Housing Act, as amended, the Architectural Barriers Act of 1968, the Americans with Disabilities Act, and any other local, state, and federal nondiscrimination or accessibility laws, regulations, or requirements.
7. Comply with all applicable fair housing laws.

The Development will be a 40- unit Senior project. The Development will set-aside 10% of its total units to comply under the Set-aside Preference specifically targeted for the Special Needs preference. This equates to a total of 4 units anticipated to be set-aside under this preference.

For further clarification, during lease-up, properties which are not 100% Set-aside Preference are required to hold the number of designated Set-aside Preference units for a period of ninety days for leases to Set-aside Preference tenants. After a ninety- day period these units can be leased to the general population meeting the properties leasing criteria. As identified units become vacant, they must be held open for a period of thirty days or until the number of required Set-aside Preference units have been leased. After the thirty -day period the identified units may be leased to other qualified tenants, but the property must make good-faith efforts to lease the next available unit to a Set-aside Preference tenant until the required number of Set-aside Preference units are leased.

The Development Owner, however, shall be under no obligation to consider a rental application from other than a low-income tenant under the provisions of Section 42 of the Internal Revenue Code.

The Development Owner shall have the final authority to accept tenants into the Development pursuant to the fair housing laws applicable to the Development and the rules and regulations applied to all tenants; and

That the Development Owner is not required to lease units to unqualified tenants pursuant to the rules applicable to the Development and under the provisions of Section 42 of the Internal Revenue Code.

All parties to this Agreement will, at all times, comply with all applicable fair housing and disability laws.

The Agreement shall expire the later of (i) the 1<sup>st</sup> day after the end of the initial LIHTC compliance period, (ii) the completion of the affordability period connected to any MHDC loan on the Development or (iii) on a date mutually agreed upon by all parties to extend beyond this date. All parties acknowledge that circumstances may require a change in the Lead Referral Agency and/or Property Management Company during the life of the development, but the Development Owner is obligated to contact MHDC's Asset Management department and seek approval from MHDC in the event a change is necessary. The Development Owner and the Lead Referral Agency shall have the right to terminate this Agreement upon the giving of 180 days' notice to the Parties. The Development Owner's and the Property Management Company's termination rights will be governed by the terms of the Management Agreement for this development.

Signature of the Development Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

Crescent Associates, LP

Crescent GP, LLC, its managing member

By: Capstone Development Group, LLC, its member

By: Jela Dilber, Vice President

Signature of the Lead Referral Agency:

\_\_\_\_\_ Date: \_\_\_\_\_

Camden County Development Disability Resources

Ed Thomas, Executive Director

Signature of the Property Management Company:

\_\_\_\_\_ Date: \_\_\_\_\_

Sansone Group

Tim Sansone, Principal

SAMPLE



# Appendix “A”

**205.968. Facilities authorized — persons to be served, limitations, definitions.**

— 1. As set forth in section 205.971, when a levy is approved by the voters, the governing body of any county or city not within a county of this state shall establish a board of directors. The board of directors shall be a legal entity empowered to establish and/or operate a sheltered workshop as defined in section 178.900, residence facilities, or related services, for the care or employment, or both, of persons with a disability. The facility may operate at one or more locations in the county or city not within a county. Once established, the board may in its own name engage in and contract for any and all types of services, actions or endeavors, not contrary to the law, necessary to the successful and efficient prosecution and continuation of the business and purposes for which it is created, and may purchase, receive, lease or otherwise acquire, own, hold, improve, use, sell, convey, exchange, transfer, and otherwise dispose of real and personal property, or any interest therein, or other assets wherever situated and may incur liability and may borrow money at rates of interest up to the market rate published by the Missouri division of finance. The board shall be taken and considered as a "**political subdivision**" as the term is defined in section 70.600 for the purposes of sections 70.600 to 70.755.

2. Services may only be provided for those persons defined as persons with a disability in section 178.900 and those persons defined as persons with a disability in this section whether or not employed at the facility or in the community, and for persons who are disabled due to developmental disability. Persons having substantial functional limitations due to a mental illness as defined in section 630.005 shall not be eligible for services under the provisions of sections 205.968 to 205.972 except that those persons may participate in services under the provisions of sections 205.968 to 205.972. All persons otherwise eligible for facilities or services under this section shall be eligible regardless of their age; except that, individuals employed in sheltered workshops must be at least sixteen years of age. The board may, in its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in the light of available funds, needs of the persons and community to be served as assessed by the board, and the appropriateness and efficiency of combining services to persons with various types of disabilities.

3. For the purposes of sections 205.968 to 205.972, the term

(1) "**Developmental disability**" shall mean either or both paragraph (a) or (b) of this subsection:

(a) A disability which is attributable to intellectual disability, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for intellectually disabled persons; and

a. Which originated before age eighteen; and

b. Which can be expected to continue indefinitely;

(b) A developmental disability as defined in section 630.005;

(2) "**Person with a disability**" shall mean a person who is lower-range educable or upper-range trainable intellectually disabled or a person who has a developmental disability.

(L. 1969 S.B. 40 § 1, A.L. 1975 H.B. 240, A.L. 1984 H.B. 1385, A.L. 1990 H.B. 1383, A.L. 1993 S.B. 366, A.L. 1995 H.B. 416, et al., A.L. 2011 H.B. 555 merged with H.B. 648, A.L. 2014 H.B. 1064)

**205.969. Sheltered workshop program rules and regulations – board may provide residences or social centers.** – 1. The board may provide a sheltered workshop program for the county or city not within a county and as part of the program shall conduct work and developmental programs as provided by section 178.910 pursuant to rules and standards developed and adopted by the department of elementary and secondary education.

2. The board may provide places of residence and related activity or social centers for those eligible persons.

(L. 1969 S.B. 40 § 2, A.L. 1975 H.B. 240, A.L. 1984 H.B. 1385, A.L. 1993 S.B. 366)

**205.970. Board of directors, appointment, qualifications, terms, officers, powers and duties — vacancies and removal from office, procedure.** — 1. When approved by the voters pursuant to section 205.971, the governing body of the county or city not within a county shall appoint a board of directors consisting of a total of nine members, two of whom shall be related by blood or marriage within the third degree to a handicapped person as defined in section 205.968, and four of whom shall be public members. At least seven of the board members shall be residents of the county or city not within a county where the facility is located. After September 28, 1979, all board members shall be appointed to serve for a term of three years, except that of the first board appointed after September 28, 1979, three members shall be appointed for one-year terms, three members for two-year terms and three members for three-year terms. Board members may be reappointed. The directors shall not receive compensation for their services, but may be reimbursed for their actual and necessary expenses.

2. The administrative control and management of the facility shall rest solely with the board, and the board shall employ all necessary personnel, fix their compensation, and provide suitable quarters and equipment for the operation of the facility from funds made available for this purpose.

3. Notwithstanding any provision of law to the contrary, and irrespective of whether or not a county sheltered workshop or residence facility has been established, the board may contract to provide services relating in whole or in part to the services which the board may provide to handicapped persons as defined in this law and for such purpose may expend the tax funds or other funds.

4. The board shall elect a chairman, vice chairman, treasurer, and such other officers as it deems necessary for its membership. Before taking office, the treasurer shall furnish a surety bond, in an amount to be determined and in a form to be approved by the board, for the faithful performance of his duties and faithful accounting of all moneys that may come into his hands. The treasurer shall enter into the surety bond with a surety company authorized to do business in Missouri, and the cost of such bond shall be paid by the board of directors.

5. The board shall set rules for admission to the facility, and shall do all other things necessary to carry out the purposes of sections 205.968 to 205.972.

6. The board may contract with any not-for-profit corporation including any corporation which is incorporated for the purpose of implementing the provisions of sections 178.900 to 178.970 for any common services, or for the common use of any property of either group.

7. The board may accept any gift of property or money for the use and benefit of the facility, and the board is authorized to sell or exchange any such property which it believes would be to the benefit of the facility so long as the proceeds are used exclusively for facility purposes. The board shall have exclusive control of all gifts, property or money it may accept; of all interest or other proceeds which may accrue from the investment of such gifts or money or from the sale of such property; of all tax revenues collected by the county on behalf of the facilities or services; and of all other funds granted, appropriated, or loaned to it by the federal government, the state, or its political subdivisions so long as these resources are used solely to benefit the facility or related services except those paid for transportation purposes under the provisions of section 94.645.

8. Any board member may, following notice and an opportunity to be heard, be removed from office by a majority vote of the other members of the board for any of the following grounds:

(1) Failure to attend five consecutive meetings, without good cause;

(2) Conduct prejudicial to the good order and efficient operation of the facility or services; or

(3) Neglect of duty. The chairman of the board shall preside at such removal hearing, unless he or she is the person sought to be removed. In which case the hearing shall be presided over by another member elected by the majority vote of the other board members. All interested parties may present testimony and arguments at such hearing, and the witnesses shall be sworn by oath or affirmation before testifying. Any interested party may, at his or her own expense, record the proceedings.

9. Vacancies in the board occasioned by removals, resignations or otherwise shall be reported by the board chairman to the mayor's office of a city not within a county or the county commission or county executive officer and shall be filled in like manner as original appointments; except that, if the vacancy occurs during an unexpired term, the appointment shall be for only the unexpired portion of that term.

10. Individual board members shall not be eligible for employment by the board within twelve months of termination of service as a member of the board.

11. No person shall be employed by the board who is related within the third degree by blood or by marriage to any member of the board.

(L. 1969 S.B. 40 § 3, A.L. 1975 H.B. 240, A.L. 1977 S.B. 359, A.L. 1979 H.B. 797, A.L. 1984 H.B. 1385, A.L. 1993 S.B. 366)

**205.971. Tax levy, approval, use.** — The board of aldermen or other governing body of a city not within a county and the county commission or other governing body of the county, except for a county of the first classification having a charter form of government containing in part a city with a population of more than three hundred fifty thousand inhabitants, or a county of the first classification having a charter form of government with a population of at least nine hundred thousand inhabitants may, upon approval of a majority of the qualified voters of such city or county thereon, levy and collect a tax not to exceed four mills per dollar of assessed valuation upon all taxable property within the city or county for the purpose of establishing and maintaining the county sheltered workshop, residence, facility and/or related services. The county commission or other governing body of a county of the first classification having a charter form of government containing in whole or part a city with a population of more than three hundred fifty thousand inhabitants, or a county of the first classification having a charter form of government with a population of at least nine hundred thousand inhabitants may, upon approval of a majority of the qualified voters of such county or city voting thereon, levy and collect a tax not to exceed two mills per dollar of assessed valuation upon all taxable property within such county or

city for the purpose of establishing and maintaining the county or city sheltered workshop, residence, facility and/or related services. The tax so levied shall be collected along with other county taxes, or in the case of a city not within a county, with other city taxes, in the manner provided by law. All funds collected for this purpose shall be deposited in a special fund and shall be used for no other purpose. Deposits in the fund shall be expended only upon approval of the board.

(L. 1969 S.B. 40 § 4, A.L. 1975 H.B. 240, A.L. 1990 H.B. 1383, A.L. 1992 S.B. 630, A.L. 1993 S.B. 366)

**205.972. Maximum tax — ballot form.** — 1. The tax may not be levied to exceed forty cents per each one hundred dollars assessed valuation therefor except for a county of the first classification having a charter form of government containing in whole or part a city with a population of more than three hundred fifty thousand inhabitants, or a county of the first classification having a charter form of government with a population of at least nine hundred thousand inhabitants voting thereon shall not levy a tax to exceed twenty cents per each one hundred dollars assessed valuation therefor.

2. The question shall be submitted in substantially the following form:

OFFICIAL BALLOT

Shall \_\_\_\_\_ (name of county or city not within a county) establish, improve, (and) (or) maintain a sheltered workshop (and) (or) residence facility (and) (or) related services for developmentally disabled and handicapped persons, and for which the county or city shall levy a tax of \_\_\_\_\_ (insert exact amount to be voted upon) cents per each one hundred dollars assessed valuation therefor?

YES

NO

(L. 1969 S.B. 40 § 5, A.L. 1972 S.B. 449, A.L. 1975 H.B. 240, A.L. 1978 H.B. 971, A.L. 1990 H.B. 1383, A.L. 1992 S.B. 630, A.L. 1993 S.B. 366)