



**January 14<sup>th</sup>, 2021**

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

**Open Session Board Meeting**

# Agenda

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

Tentative Agenda for Open Session Board Meeting on January 14<sup>th</sup>, 2021, at 5:00 PM

**This Board Meeting will be Held via WebEx:**

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=meb27ea46897224cdef2cb17f562f9b15>

To Join by Phone: 1-415-655-0001  
Meeting Number (Access Code): 126 723 3966  
Meeting Password: 36399923

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for December 10<sup>th</sup>, 2020

Acknowledgement of Distributed Materials to Board Members

- November CLC Monthly Report
- November LAI Monthly Report
- December 2020 Support Coordination Report
- December 2020 Employment Report
- December 2020 Agency Economic Report
- November 2020 Credit Card Statement
- Resolutions 2021-1, 2021-2, 2021-3, 2021-4, 2021-5, 2021-6, 2021-7, 2021-8, 2021-9, 2021-10, & 2021-11

Speakers/Guests

- NONE

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- COVID-19 Related Updates
- Board Member Vacancy

New Business for Discussion

- NONE

## December Reports

- Support Coordination Report
- Employment Report
- Agency Economic Report

## November Credit Card Statement

## Discussion & Conclusion of Resolutions:

1. Resolution 2021-1: Calendar Year 2021 Board Officer Election & Appointments
2. Resolution 2021-2: Calendar Year 2021 Human Resource Committee Nominations & Appointments
3. Resolution 2021-3: Calendar Year 2021 Budget Appropriations Committee Nominations & Appointments
4. Resolution 2021-4: Calendar Year 2021 Agency Governance Committee Nominations & Appointments
5. Resolution 2021-5: Temporary Committee Continuation - Joint CCDDR/LAI Committee
6. Resolution 2021-6: Change in Mileage Rate
7. Resolution 2021-7: Amended 2021 Fiscal Year Budget
8. Resolution 2021-8: OSLCFDC POS Agreement January 1st to December 31st, 2021
9. Resolution 2021-9: Re-Allocation/Allocation of Restricted/Unrestricted Funds
10. Resolution 2021-10: Partnership for Hope "Blanket" Approval for \$10,000 Exceptions
11. Resolution 2021-11: Amended FFCRA Policy

## Board Educational Presentation: CCDDR Restricted and Unrestricted Funds

## Open Discussions

## Public Comment

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

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

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

Closed Session Pursuant to Section 610.021 RSMo, subsections (13), & (14)

## Adjournment

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

**Ed Thomas, CCDDR Executive Director**

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

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



**December 10<sup>th</sup>, 2020**  
**Open Session Minutes**

## **CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**

### **Open Session Minutes of December 10th, 2020 VIA WebEx**

**Members Present** Betty Baxter, Kym Jones, Dr. Vicki McNamara, Suzanne Perkins, Brian Willey

**Members Absent** Angela Sellers, Nancy Hayes, Paul DiBello

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch (LAI)  
Susan Daniels (CLC)  
Marcie Vansyoc, Ryan Johnson, Lori Cornwell, Jeanna Booth,  
Rachel Baskerville, Linda Simms (CCDDR)

#### **Approval of Agenda**

Motion by Suzanne Perkins, second Brian Willey, to approve the agenda.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins, Brian Willey

` NO: None

#### **Approval of Open Session Board Meeting Minutes for November 12th, 2020**

Motion by Suzanne Perkins, second Kym Jones, to approve the November 12th, 2020 Open Session Board Meeting Minutes as presented.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins

` NO: None

ABSTAIN: Brian Willey because he was not present at the  
November 12<sup>th</sup>, 2020 Open Session Board Meeting.

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

- October CLC Monthly Report
- October LAI Monthly Report
- November 2020 Support Coordination Report
- November 2020 Employment Report
- November 2020 Agency Economic Report
- October 2020 Credit Card Statement
- Resolutions 2020-53 2020-54, 2020-55, 2020-56, 2020-57, 2020-58, 2020-59, 2020-60, 2020-61, 2020-62, 2020-63, 2020-64, & 2020-65

## **Speakers/Guests**

None

## **Monthly Oral Reports**

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

**Susan Daniels**

CLC is doing well – the center is full. There is a vacancy for a full-time employee \$2830 was raised at the Scavenger Hunt as only 4 teams showed up, but sponsors pulled CLC out. December 12, Alley Cats will have toys for all CLC children. March 12 is Pizza for a purpose – an auction will be held. CLC is collecting items such as gift baskets, gift cards, etc. CLC applied for a local community grant.

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

**Natalie Couch**

November looks good. Received second round of DESE, \$3400 from shootout, \$200 from Knights of Columbus, \$9600 from the chamber for CARES Act, \$200 from a private donor and \$1,076 was raised in fundraiser. There are 38 open BTI orders, shipping out another load of cardboard. The Christmas Party is December 22. LAI has 59 employees with 50 being CCDDR clients and 5 temps helping. The workshop is very busy as we have bid on another Laker project. Recycling is doing well.

## **Old Business for Discussion**

- **COVID-19 Related Updates**

Show me strong – 26.8% positivity, 51 deaths in Camden County and a 23.2% positivity rate statewide.

## **New Business for Discussion**

- **Board Member Resignation**

Chris Bothwell has submitted his resignation for personal reasons. Ed asked the board if they wanted to form a committee to find candidates or did the Board want Ed to do it.

Motion by Suzanne Perkins, second Brian Willey, for Ed to identify potential candidate and submit names to board.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins, Brian Willey

` NO: None

- **Employee Survey**

80% of total questions were positive responses, 15% were neutral, and 5% were negative responses.

## **November Reports**

### **Support Coordination Report**

330 clients and 5 intakes pending as of November 30<sup>th</sup>. 86.67% of current clients are Medicaid eligible. Billing is doing well

### **Employment Report**

27% of clients are at sheltered workshop and 14% are in competitive employment

### **Agency Economic Report**

Agency has lower caseloads but higher income as billing is in excess of what was budgeted. Expenses are contained. Investing in technology with more to be forthcoming.

Motion by Suzanne Perkins, second Betty Baxter, to approve all reports as presented.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins, Brian Willey

` NO: None

### **October 2020 Credit Card Statement**

No Questions and a vote not necessary.

### **Discussion & Conclusion of Resolutions:**

- **Resolution 2020-53: 2021 Fiscal Year Budget**

Income was budgeted conservatively. Ancillary income billing to SB 40 tax fund will be implemented to cover cost of Services Department administrative costs to manage SB 40 tax funded programs. There will be budget challenges next year due to ongoing COVID, stagnate TCM rate, Waiver wait list, and increased operational expenses.

- **Resolution 2020-54: LAI POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2021**

Verbiage identical to last year – only difference is 6% increase.

- **Resolution 2020-55 2021 LAI Capital Funding Agreement**

Amount requested for 2021 added and included in contract.

- **Resolution 2020-56: CLC POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2021**

Verbiage identical to last year – only difference is 6% increase.

- **Resolution 2020-57: OATS POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2021**

Verbiage identical to last year – costs remain approximately the same.

- **Resolution 2020-58: Approval of Amended Policy 1**

General modifications to ensure policy is in compliance with DMH guidelines/directives.

- **Resolution 2020-59: Approval of Amended Policy 9**

General modifications to ensure policy is in compliance with DMH guidelines/directives.

- **Resolution 2020-60: Approval of Amended Policy 26**

General modifications to ensure policy is in compliance with DMH guidelines/directives.

- **Resolution 2020-61 Approval of Amended Policy 33**

General modifications to ensure policy is in compliance with DMH guidelines/directives.

- **Resolution 2020-62: Approval of Amended Policy 34**

General modifications to ensure policy is in compliance with DMH guidelines/directives.

- **Resolution 2020-63: Approval of Amended Risk Management Plan**

Updates to Plan were needed, and Plan had not been revised in 3 years.

- **Resolution 2020-64: Award for Conference Microphone and Sound System**

2 bids were received. One bid did not include necessary information. Modern Communications Inc. had impressive references and is the vendor recommended for the job.

- **Resolution 2020-6 A5 Award for Air Conditioner Replacement**

RFP was submitted to several vendors but only 1 quote was received - Scott's Heating and Air, who is our currently utilized vendor and also does all preventative maintenance for all CCDDR properties, is recommended.

Motion by Suzanne Perkins, second Betty Baxter, to approve all resolutions as presented.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins, Brian Willey

` NO: None

**Board Educational Presentation: No Presentation Scheduled for this Month**

**Open Discussion**

None

**Public Comment**

None

**Adjournment:**

Motion by Kym Jones, second Brian Willey, to go into closed session pursuant to 610.021 RSMO, subsections (8), (13), & (14). A roll call vote was taken.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins, Brian Willey

` NO: None

Board Members returned from Closed Session.

Motion by Suzanne Perkins, second Brian Willey, to adjourn meeting.

AYE: Betty Baxter, Kym Jones, Dr, Vicki McNamara,  
Suzanne Perkins, Brian Willey

` NO: None

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Board Chairperson/Other Board Member

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Secretary/Other Board Member

# **CLC Monthly Report**



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

Utilizing NOV2020 Records



**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
November 2020

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41200 Camden County SB40	600.60	13,621.51	14,222.11
Total 41000 Contributions & Grants	\$ 600.60	\$ 13,621.51	\$ 14,222.11
42000 Program Services			0.00
42100 First Steps			0.00
Total 42100 First Steps	\$ 393.39	\$ 0.00	\$ 393.39
Total 42000 Program Services	\$ 393.39	\$ 0.00	\$ 393.39
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		100.00	100.00
43130 Snack		20.00	20.00
Total 43100 Dining	\$ 0.00	\$ 120.00	\$ 120.00
43500 Tuition		1,520.00	1,520.00
43505 Subsidy Tuition		756.11	756.11
Total 43500 Tuition	\$ 0.00	\$ 2,276.11	\$ 2,276.11
Total 43000 Tuition	\$ 0.00	\$ 2,396.11	\$ 2,396.11
45000 Other Revenue			0.00
45200 Fundraising Income		55.00	55.00
45280 Pizza For A Purpose			0.00
45281 Pizza For A Purpose - Gun Raffle		150.00	150.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 150.00	\$ 150.00
45291 CLC Scavenger Hunt		551.84	551.84
Total 45200 Fundraising Income	\$ 0.00	\$ 756.84	\$ 756.84
45300 Donation Income			0.00
45310 Donations			0.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 75.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 831.84	\$ 831.84
Total 40000 INCOME	\$ 993.99	\$ 16,849.46	\$ 17,843.45
Total Revenue	\$ 993.99	\$ 16,849.46	\$ 17,843.45
Gross Profit	\$ 993.99	\$ 16,849.46	\$ 17,843.45
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 23,210.67	\$ 23,210.67
53000 Equipment		73.96	73.96
54000 Fundraising/Grants			0.00
54700 Pizza For A Purpose		50.00	50.00
54970 Scavenger Hunt		190.96	190.96

Total 54000 Fundraising/Grants	\$	0.00	\$	240.96	\$	240.96
56000 Office Expenditures				49.29		49.29
56300 Office Supplies				122.04		122.04
Total 56000 Office Expenditures	\$	0.00	\$	171.33	\$	171.33
57000 Office/General Administrative Expenditures						0.00
57160 QuickBooks Payments Fees				52.50		52.50
57400 Child Management Software				35.00		35.00
57900 Seminars/Training				60.00		60.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	147.50	\$	147.50
58000 Operating Supplies				46.82		46.82
58100 Classroom Consumables				154.96		154.96
58200 Dining				596.62		596.62
58400 Sanitizing				176.87		176.87
Total 58000 Operating Supplies	\$	0.00	\$	975.27	\$	975.27
59000 Program Service Fees						0.00
59100 First Steps						0.00
Total 59100 First Steps	\$	595.94	\$	0.00	\$	595.94
Total 59000 Program Service Fees	\$	595.94	\$	0.00	\$	595.94
63000 Utilities						0.00
63200 Internet				15.32		15.32
63300 Telephone				15.33		15.33
63500 Water Softener				13.90		13.90
Total 63000 Utilities	\$	0.00	\$	44.55	\$	44.55
Total 50000 EXPENDITURES	\$	595.94	\$	24,864.24	\$	25,460.18
EEXPENDITURES						0.00
Payroll Expenditures						0.00
Employee Salaries						0.00
Care & Education Aide				1,709.35		1,709.35
Total Employee Salaries	\$	0.00	\$	1,709.35	\$	1,709.35
Total Payroll Expenditures	\$	0.00	\$	1,709.35	\$	1,709.35
Total EEXPENDITURES	\$	0.00	\$	1,709.35	\$	1,709.35
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				150.00		150.00
Total Company Contributions	\$	0.00	\$	150.00	\$	150.00
Total Payroll Expenses	\$	0.00	\$	150.00	\$	150.00
Reimbursements				47.00		47.00
Total Expenditures	\$	595.94	\$	26,770.59	\$	27,366.53
Net Operating Revenue	\$	398.05	-\$	9,921.13	-\$	9,523.08
Net Revenue	\$	398.05	-\$	9,921.13	-\$	9,523.08

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

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME		1.00	1.00
41000 Contributions & Grants			0.00
41100 CACFP		4,560.78	4,560.78
41200 Camden County SB40	7,078.50	172,495.75	179,574.25
41210 Camden County SB40 One-Time Grants		10,000.00	10,000.00
Total 41200 Camden County SB40	\$ 7,078.50	\$ 182,495.75	\$ 189,574.25
41400 United Way Grant		5,976.00	5,976.00
41500 Misc. Grant Revenue			0.00
41501 Paycheck Protection Plan		50,500.00	50,500.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 50,500.00	\$ 50,500.00
Total 41000 Contributions & Grants	\$ 7,078.50	\$ 243,532.53	\$ 250,611.03
42000 Program Services			0.00
42100 First Steps			0.00
Total 42100 First Steps	\$ 31,510.32	\$ 500.60	\$ 32,010.92
Total 42000 Program Services	\$ 31,510.32	\$ 500.60	\$ 32,010.92
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		875.00	875.00
43130 Snack		140.00	140.00
Total 43100 Dining	\$ 0.00	\$ 1,015.00	\$ 1,015.00
43200 Enrollment Fees		150.00	150.00
43500 Tuition		12,946.83	12,946.83
43505 Subsidy Tuition		1,026.85	1,026.85
Total 43500 Tuition	\$ 0.00	\$ 13,973.68	\$ 13,973.68
Total 43000 Tuition	\$ 0.00	\$ 15,138.68	\$ 15,138.68
45000 Other Revenue		140.81	140.81
45200 Fundraising Income		965.00	965.00
45240 Scholastic, Inc.		12.00	12.00
45280 Pizza For A Purpose		5,393.37	5,393.37
45281 Pizza For A Purpose - Gun Raffle		1,740.00	1,740.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 7,133.37	\$ 7,133.37
45290 Non-Profit Revenue		80.00	80.00
45291 CLC Scavenger Hunt		2,551.84	2,551.84
Total 45200 Fundraising Income	\$ 0.00	\$ 10,742.21	\$ 10,742.21
45300 Donation Income		706.00	706.00
45310 Donations		668.81	668.81
45311 CLC Scholarship Fund		150.00	150.00
45312 Community Rewards		810.79	810.79
45315 Bear Market		825.00	825.00
45351 Community Foundation of the Lake		3,150.00	3,150.00
45352 KC Chiefs Ticket Fundraiser		40.00	40.00
45353 Alley Cats - Santas Little Helpers		2,205.00	2,205.00
Total 45310 Donations	\$ 0.00	\$ 7,849.60	\$ 7,849.60
Total 45300 Donation Income	\$ 0.00	\$ 8,555.60	\$ 8,555.60
Total 45000 Other Revenue	\$ 0.00	\$ 19,438.62	\$ 19,438.62
Total 40000 INCOME	\$ 38,588.82	\$ 278,611.43	\$ 317,200.25
Total Revenue	\$ 38,588.82	\$ 278,611.43	\$ 317,200.25
Gross Profit	\$ 38,588.82	\$ 278,611.43	\$ 317,200.25
Expenditures			0.00
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 253,072.32	\$ 253,072.32
52000 Advertising/Promotional		2,213.16	2,213.16
53000 Equipment		1,403.30	1,403.30
54000 Fundraising/Grants		60.00	60.00
54200 Summer Night Glow 5K		264.00	264.00
54400 Scholastic, Inc.		13.00	13.00
54700 Pizza For A Purpose		1,553.97	1,553.97
54970 Scavenger Hunt		388.25	388.25
Total 54000 Fundraising/Grants	\$ 0.00	\$ 2,279.22	\$ 2,279.22
55000 Insurance		669.00	669.00
55200 Commercial General Liability		720.00	720.00
55300 Commercial Property		512.00	512.00

55400 Director's & Officers		538.00		538.00
55500 Hired & Non-Owned Auto		102.00		102.00
55600 Professional Liability		1,563.00		1,563.00
Total 55000 Insurance	\$ 0.00	\$ 4,104.00	\$ 4,104.00	
56000 Office Expenditures		103.94		103.94
56100 Copy Machine	877.80	2,237.50		3,115.30
56200 Miscellaneous		466.33		466.33
56300 Office Supplies		1,863.03		1,863.03
Total 56000 Office Expenditures	\$ 877.80	\$ 4,670.80	\$ 5,548.60	
57000 Office/General Administrative Expenditures		174.74		174.74
57100 Accounting Fees		5,475.00		5,475.00
57150 Online Accounting Software Service		619.55		619.55
Total 57100 Accounting Fees	\$ 0.00	\$ 6,094.55	\$ 6,094.55	
57160 QuickBooks Payments Fees		1,489.44		1,489.44
57400 Child Management Software		385.00		385.00
57600 License/Accreditation/Permit Fees		1,337.96		1,337.96
57700 Membership/Association Dues		119.00		119.00
57900 Seminars/Training		913.00		913.00
57960 Janitorial/Custodial		800.00		800.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 11,313.69	\$ 11,313.69	
58000 Operating Supplies		46.82		46.82
58100 Classroom Consumables		2,152.79		2,152.79
58150 Center Consumables		982.58		982.58
58175 Paper Consumables		1,672.16		1,672.16
58200 Dining		10,353.40		10,353.40
58400 Sanitizing		648.37		648.37
Total 58000 Operating Supplies	\$ 0.00	\$ 15,856.12	\$ 15,856.12	
59000 Program Service Fees				0.00
59100 First Steps				0.00
Total 59100 First Steps	\$ 25,030.75	\$ 0.00	\$ 25,030.75	
Total 59000 Program Service Fees	\$ 25,030.75	\$ 0.00	\$ 25,030.75	
61000 Repair & Maintenance		442.97		442.97
62000 Safety & Security		1,492.53		1,492.53
63000 Utilities				0.00
63100 Electric	741.00	2,085.07		2,826.07
63200 Internet	243.42	585.41		828.83
63300 Telephone	416.91	1,062.27		1,479.18
63400 Trash Service		393.22		393.22
63500 Water Softener		284.85		284.85
Total 63000 Utilities	\$ 1,401.33	\$ 4,410.82	\$ 5,812.15	
65000 Other Expenditures				0.00
65100 Miscellaneous Expenditures		329.36		329.36
Total 65000 Other Expenditures	\$ 0.00	\$ 329.36	\$ 329.36	
Total 50000 EXPENDITURES	\$ 27,309.88	\$ 301,588.29	\$ 328,898.17	
EEXPENDITURES				0.00
Payroll Expenditures				0.00
Employee Salaries				0.00
Care & Education Aide		1,709.35		1,709.35
Total Employee Salaries	\$ 0.00	\$ 1,709.35	\$ 1,709.35	
Total Payroll Expenditures	\$ 0.00	\$ 1,709.35	\$ 1,709.35	
Total EEXPENDITURES	\$ 0.00	\$ 1,709.35	\$ 1,709.35	
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		1,690.00		1,690.00
Total Company Contributions	\$ 0.00	\$ 1,690.00	\$ 1,690.00	
Total Payroll Expenses	\$ 0.00	\$ 1,690.00	\$ 1,690.00	
Reimbursements		625.84		625.84
voided check		0.00		0.00
Total Expenditures	\$ 27,309.88	\$ 305,613.48	\$ 332,923.36	
Net Operating Revenue	\$ 11,278.94	-\$ 27,002.05	-\$ 15,723.11	
Other Expenditures				25.00
Other Miscellaneous Expenditure		25.00		25.00
Total Other Expenditures	\$ 0.00	\$ 25.00	\$ 25.00	
Net Other Revenue	\$ 0.00	-\$ 25.00	-\$ 25.00	
Net Revenue	\$ 11,278.94	-\$ 27,027.05	-\$ 15,748.11	



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

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	11,278.94	-27,027.08	0.03	-15,748.11
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			292.53	292.53
Repayment: Cash Advance Repayment			300.00	300.00
Accounts Payable (A/P)			-1,112.84	-1,112.84
21000 CBOLO MasterCard -8027		-10,281.52	10,933.20	651.68
21200 Kroger-DS1634 CLC		-12,235.42	12,029.03	-206.39
22300 Payroll Liabilities: Federal Taxes (941/944)			1,867.38	1,867.38
22400 Payroll Liabilities: MO Income Tax			14.00	14.00
22500 Payroll Liabilities: MO Unemployment Tax			-439.91	-439.91
Direct Deposit Payable			0.00	0.00
Payroll Liabilities: Ascensus			3,380.00	3,380.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 22,516.94	\$ 27,263.39	\$ 4,746.45
Net cash provided by operating activities	\$ 11,278.94	-\$ 49,544.02	\$ 27,263.42	-\$ 11,001.66
Net cash increase for period	\$ 11,278.94	-\$ 49,544.02	\$ 27,263.42	-\$ 11,001.66
Cash at beginning of period			14,688.32	14,688.32
Cash at end of period	\$ 11,278.94	-\$ 49,544.02	\$ 41,951.74	\$ 3,686.66

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

Jan - Nov, 2020

**ASSETS**

<b>Current Assets</b>	
<b>Bank Accounts</b>	
11000 CBOLO Checking	3,686.66
<b>Total Bank Accounts</b>	<b>\$ 3,686.66</b>
<b>Accounts Receivable</b>	
Accounts Receivable (A/R)	552.27
<b>Total Accounts Receivable</b>	<b>\$ 552.27</b>
<b>Other Current Assets</b>	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
<b>Repayment</b>	
Cash Advance Repayment	-1,000.00
<b>Total Repayment</b>	<b>-\$ 1,000.00</b>
<b>Total Other Current Assets</b>	<b>\$ 7,671.74</b>
<b>Total Current Assets</b>	<b>\$ 11,910.67</b>
<b>TOTAL ASSETS</b>	<b>\$ 11,910.67</b>

**LIABILITIES AND EQUITY**

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	575.49
<b>Total Accounts Payable</b>	<b>\$ 575.49</b>
<b>Credit Cards</b>	
21000 CBOLO MasterCard -8027	767.11
21200 Kroger-DS1634 CLC	313.89
<b>Total Credit Cards</b>	<b>\$ 1,081.00</b>
<b>Other Current Liabilities</b>	
<b>22000 Payroll Liabilities</b>	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,308.52
22400 MO Income Tax	-2,732.48
22500 MO Unemployment Tax	-888.81
22600 Primevest Financial	448.19
Aflac	8,859.15
Alicia	9,354.60
Ascensus	7,025.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
<b>Total 22000 Payroll Liabilities</b>	<b>\$ 22,982.10</b>
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 22,982.10</b>
<b>Total Current Liabilities</b>	<b>\$ 24,638.59</b>
<b>Total Liabilities</b>	<b>\$ 24,638.59</b>
<b>Equity</b>	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-10,795.93
Net Revenue	-15,748.11
<b>Total Equity</b>	<b>-\$ 12,727.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 11,910.67</b>

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 January - December 2020

	Date	Transaction Type	Num	Department	Class	Memo/Description	Split	Amount	Balance
Step Ahead	10/06/2020	Pledge	2157		Step Ahead	October Tuition	Accounts Receivable (AR)	330.00	330.00
	10/06/2020	Pledge	2157		Step Ahead	October Snack Fee	Accounts Receivable (AR)	5.00	335.00
	10/06/2020	Pledge	2157		Step Ahead	October Dining Fee	Accounts Receivable (AR)	25.00	360.00
<b>Total for Step Ahead</b>								<u>\$ 360.00</u>	

**CHILDREN'S LEARNING CENTER**  
**AGENCY UPDATE/PROGRESS REPORT**  
November 2020

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 21 children enrolled  
15 of the 21 with special needs/dd (9 one-on-ones-4 full time 5 part time)

○ **COMMUNITY EVENTS**

**Attended:**

November 12 – Camden Chamber Annual Banquet (Susan, Jessica & Lisa attended.)  
November 21 – CLC Scavenger Hunt FUNdraiser (Raised \$2,830. Not a good turn out.)

**Current / Upcoming:**

December 1 – Santa's Little Helpers, Alley Cats  
December 14 – Volunteering for Christmas For Kids toy disbursement  
March 12 – 5<sup>th</sup> Annual Pizza For A Purpose Auction

○ **GENERAL PROGRAM NEWS**

- Still looking for new providers (SLP, OT, PT, SI) to join First Steps
- CLC putting together an infomercial

○ **FUNDRAISING/GRANTS**

- CLC applied and is receiving a grant from the Camden County CARES ACT through the Camden Chamber of Commerce.
- Applied for Walmart local community grant.



# **LAI Monthly Report**



## Monthly Financial Reports

Lake Area Industries, Inc.

NOVEMBER 30, 2020

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

	30-Nov-20	30-Nov-19
<b>ASSETS</b>		
<b>Current Assets</b>		
Total Bank Accounts	589,604	285,119
Total Accounts Receivable	75,048	92,293
Other Current Assets		
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	25,389	25,063
Certificate of Deposit 12 mo. mat 3/27/21- .65%	25,716	25,316
Certificate of Deposit 12 mo. mat 10/22/21- .65%	25,551	25,211
Certificate of Deposit 12 mo. mat 6/27/21- .65%	25,508	25,117
Community Foundation of the Ozarks Agency Partner Account	1,024	1,009
GIFTED GARDEN CASH	500	500
INVENTORY	6,801	3,820
PETTY CASH	150	150
Undeposited Funds	345	127
Total Other Current Assets	110,984	106,313
<b>Total Current Assets</b>	<b>775,636</b>	<b>483,726</b>
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	(760,895)	(737,843)
AUTO AND TRUCK	128,809	128,809
BUILDING	403,567	377,261
Deposit on Construction	0	29,115
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	0
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	234,464	229,732
OFFICE EQUIPMENT	12,838	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
<b>Total Fixed Assets</b>	<b>181,192</b>	<b>199,451</b>
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	59,088	39,437
UTILITY DEPOSITS	554	554
<b>Total Other Assets</b>	<b>59,642</b>	<b>39,991</b>
<b>TOTAL ASSETS</b>	<b>1,016,471</b>	<b>723,167</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Total Accounts Payable	2,577	6,397
Total Credit Cards	6,668	1,820
Other Current Liabilities		
ACCRUED WAGES	9,783	7,000
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	25	50
Missouri Department of Revenue Payable	93	42
SALES TAX PAYABLE	104	36
Trellis sales	40	
United Way contributions payable	160	
Total Other Current Liabilities	10,233	7,156
<b>Total Current Liabilities</b>	<b>19,477</b>	<b>15,372</b>
<b>Total Liabilities</b>	<b>19,477</b>	<b>15,372</b>
<b>Equity</b>		
Unrestricted Net Assets	653,811	508,965
Net Income	343,183	198,830
<b>Total Equity</b>	<b>996,994</b>	<b>707,795</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,016,471</b>	<b>723,167</b>

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

	Nov 2020			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	44,849	24,973	19,876	363,868	299,482	64,387
FOAM RECYCLING	1,098	500	598	3,824	5,500	(1,676)
GREENHOUSE SALES		0	0	56,488	54,634	1,854
SECURE DOCUMENT SHREDDING	2,759	3,144	(385)	39,237	35,211	4,027
Total Income	48,707	28,617	20,090	463,418	394,826	68,591
Cost of Goods Sold						
Cost of Goods Sold	2,686	2,771	(85)	26,860	28,837	(1,978)
GG PLANTS & SUPPLIES		0	0	30,010	31,995	(1,985)
SHIPPING AND DELIVERY		0	0	2,172	3,975	(1,803)
Textile Purchases	374	0	374	1,656	1,339	318
WAGES - TEMPORARY WORKERS	6,994	0	6,994	53,485	1,308	52,177
WAGES-EMPLOYEES	35,812	25,987	9,825	266,653	262,747	3,907
Total Cost of Goods Sold	45,866	28,758	17,108	380,836	330,201	50,635
Gross Profit	2,841	(141)	2,982	82,582	64,626	17,956
Expenses						
ACCTG. & AUDIT FEES		0	0	9,075	9,529	(454)
ALL OTHER EXPENSES	7,316	2,188	5,128	16,558	17,382	(823)
Bus Fare	161	261	(100)	2,177	1,111	1,066
CASH OVER/SHORT			0	(58)	0	(58)
EQUIP. PURCHASES & MAINTENANCE	2,362	4,538	(2,176)	32,289	53,586	(21,297)
INSURANCE	1,627	1,563	65	19,802	17,188	2,614
NON MANUFACTURING SUPPLIES		180	(180)	807	845	(38)
PAYROLL	20,350	18,003	2,347	177,676	201,180	(23,505)
PAYROLL EXP & BENEFITS	8,298	7,566	732	73,019	82,565	(9,546)
PROFESSIONAL SERVICES	2,041	1,306	736	16,512	14,041	2,471
SALES TAX			0	(80)	0	(80)
UTILITIES	1,304	1,814	(510)	15,009	19,405	(4,396)
Total Expenses	43,459	37,418	6,041	362,786	416,832	(54,046)
Net Operating Income	(40,618)	(37,559)	(3,059)	(280,204)	(352,206)	72,002
Other Income						
INTEREST INCOME	213	194	19	2,991	2,132	859
OTHER CONTRIBUTIONS	112,577		112,577	118,773	0	118,773
SB-40 REVENUE	21,109	16,014	5,095	236,867	194,821	42,046
STATE AID	35,568	17,677	17,891	264,756	209,782	54,974
Net Other Income	169,466	33,885	135,582	623,387	406,734	216,653
Net Income	128,848	(3,674)	132,523	343,183	54,528	288,655



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

	Nov 2020	YTD
Income		
CONTRACT PACKAGING	44,849	363,868
FOAM RECYCLING	1,098	3,824
GREENHOUSE SALES		56,488
SECURE DOCUMENT SHREDDING	2,759	39,237
<b>Total Income</b>	<b>48,707</b>	<b>463,418</b>
Cost of Goods Sold		
Cost of Goods Sold	2,686	26,860
GG PLANTS & SUPPLIES		30,010
SHIPPING AND DELIVERY		2,172
Textile Purchases	374	1,656
WAGES - TEMPORARY WORKERS	6,994	53,485
WAGES-EMPLOYEES	35,812	266,653
<b>Total Cost of Goods Sold</b>	<b>45,866</b>	<b>380,836</b>
<b>Gross Profit</b>	<b>2,841</b>	<b>82,582</b>
Expenses		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	7,316	16,558
Bus Fare	161	2,177
CASH OVER/SHORT		(58)
EQUIP. PURCHASES & MAINTENANCE	2,362	32,289
INSURANCE	1,627	19,802
NON MANUFACTURING SUPPLIES		807
PAYROLL	20,350	177,676
PAYROLL EXP & BENEFITS	8,298	73,019
PROFESSIONAL SERVICES	2,041	16,512
SALES TAX		(80)
UTILITIES	1,304	15,009
<b>Total Expenses</b>	<b>43,459</b>	<b>362,786</b>
<b>Net Operating Income</b>	<b>(40,618)</b>	<b>(280,204)</b>
Other Income		
INTEREST INCOME	213	2,991
OTHER CONTRIBUTIONS	112,577	118,773
SB-40 REVENUE	21,109	236,867
STATE AID	35,568	264,756
<b>Total Other Income</b>	<b>169,466</b>	<b>623,387</b>
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>169,466</b>	<b>623,387</b>
<b>Net Income</b>	<b>128,848</b>	<b>343,183</b>

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
November 2020

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	128,848
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	4,156
INVENTORY:RAW MATERIAL INVENTORY	(63)
Accounts Payable	1,795
CBOLO CC - 1565 Natalie	5,401
CBOLO CC - 5203 Lillie	(718)
Sam's Club Mastercard- 2148	(671)
ACCRUED WAGES	3,510
AFLAC DEDUCTIONS PAYABLE	0
Payroll Protection Program Loan	(107,900)
United Way contributions payable	20
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(94,471)
Net cash provided by operating activities	34,378
Net cash increase for period	34,378
Cash at beginning of period	555,572
Cash at end of period	589,949

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
As of November 30, 2020						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 857	\$ 1,720	\$ 0	\$ 0	\$ 0	\$ 2,577

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
As of November 30, 2020						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 62,369	\$ 10,760	\$ 1,720	\$ 139	\$ 60	\$ 75,048

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
YTD- 11/30/20

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	343,183
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	12,399
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(263)
Certificate of Deposit 12 mo. mat 3/27/21- .65%	(242)
Certificate of Deposit 12 mo. mat 10/22/20- .65%	(317)
Certificate of Deposit 12 mo. mat 6/27/21- .65%	(276)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	982
PETTY CASH	(5)
Accounts Payable	(4,890)
CBOLO CC - 1565 Natalie	5,610
CBOLO CC - 5203 Lillie	(63)
Sam's Club Mastercard- 2148	(368)
ACCRUED WAGES	3,510
Gift Certificate Payable	(25)
Missouri Department of Revenue Payable	50
SALES TAX PAYABLE	104
Trellis sales	40
United Way contributions payable	160
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	16,405
Net cash provided by operating activities	359,588
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(54,624)
Net cash provided by investing activities	(54,624)
Net cash increase for period	304,964
Cash at beginning of period	284,985
Cash at end of period	589,949

# Support Coordination Report



December 2020

# Client Caseloads

- Number of Caseloads as of December 31<sup>st</sup>, 2020: 332
- Budgeted Number of Caseloads: 360
- Pending Number of New Intakes: 3
- Medicaid Eligibility: 86.45%

## Caseload Counts

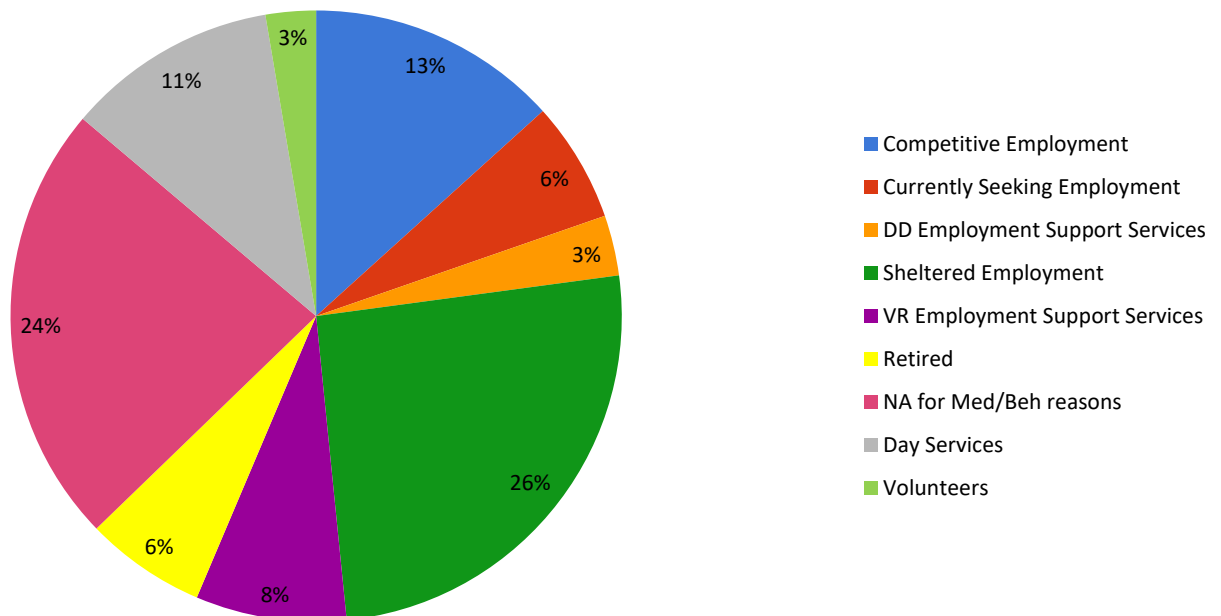
Cynthia Brown – 34  
Elizabeth Chambers - 33  
Stephanie Enoch – 29  
Teri Guttman - 32  
Micah Joseph – 3  
Jennifer Lyon – 33  
Annie Meyer – 38  
Christina Mitchell - 37  
Mary Petersen – 35  
Patricia Strouse - 32  
Jami Weisenborn - 26

# **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>Total Agency Adults</b>	<b>25</b>	<b>12</b>	<b>6</b>	<b>48</b>	<b>15</b>	<b>12</b>	<b>44</b>	<b>21</b>	<b>5</b>

Totals by Support Coordinator									
Guttman	3	3	3	5	1	6	5	6	1
Brown	5	0	0	5	11	0	1	3	1
Enoch	1	2	0	4	0	1	14	1	2
Lyon	1	0	1	7	1	1	6	4	1
Meyer	6	2	0	4	0	1	1	0	0
Chambers	3	3	1	5	0	0	2	2	0
Peterson	1	0	0	7	1	1	6	3	0
Joseph	0	0	0	1	0	0	1	0	0
Weisenborn	1	1	1	4	1	2	3	0	0
Strouse	4	1	0	6	0	0	5	2	0
Mitchell	6	2	0	6	5	1	4	1	0

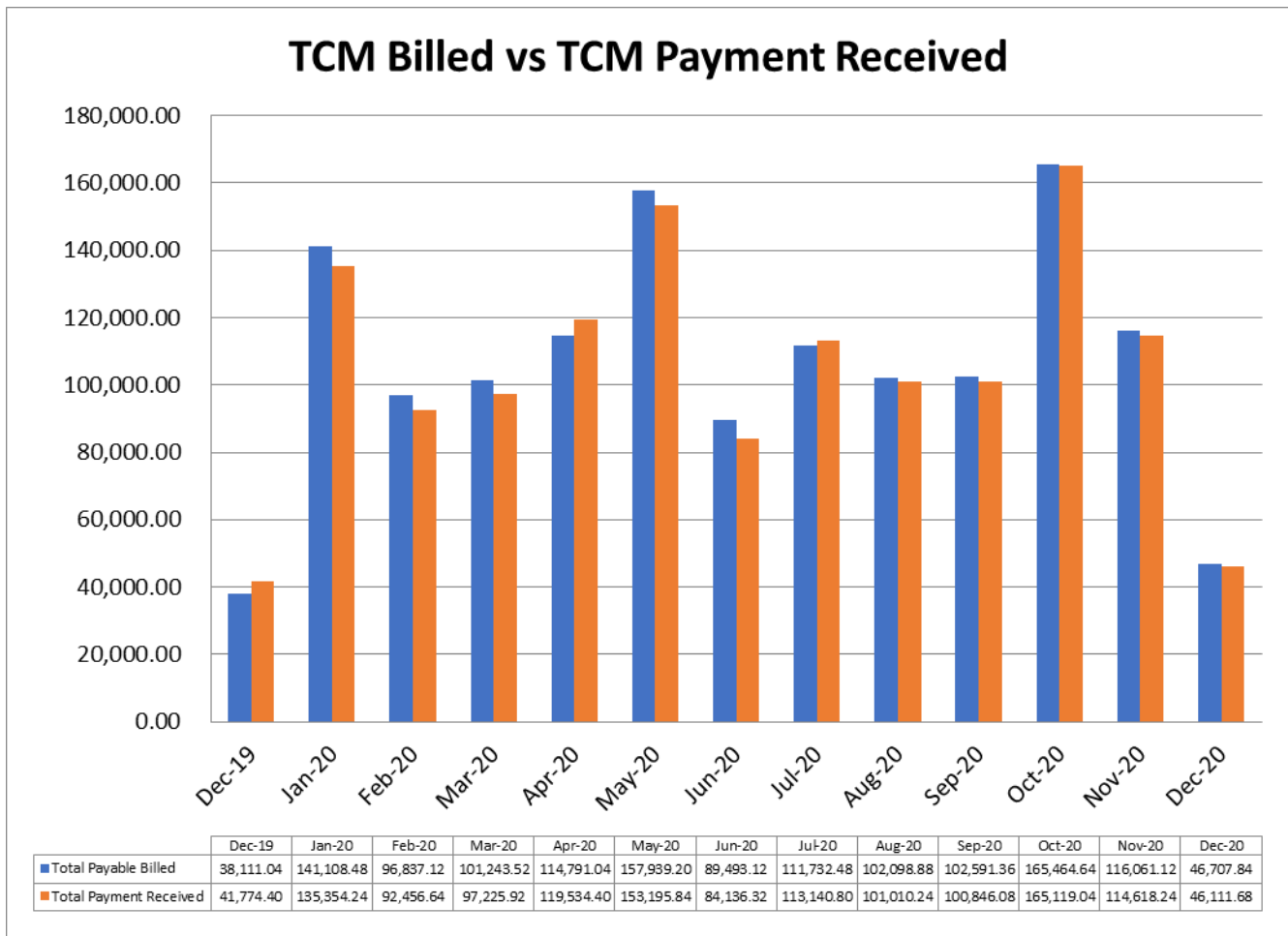
**CCDDR Adults employment status as of December 31, 2020**



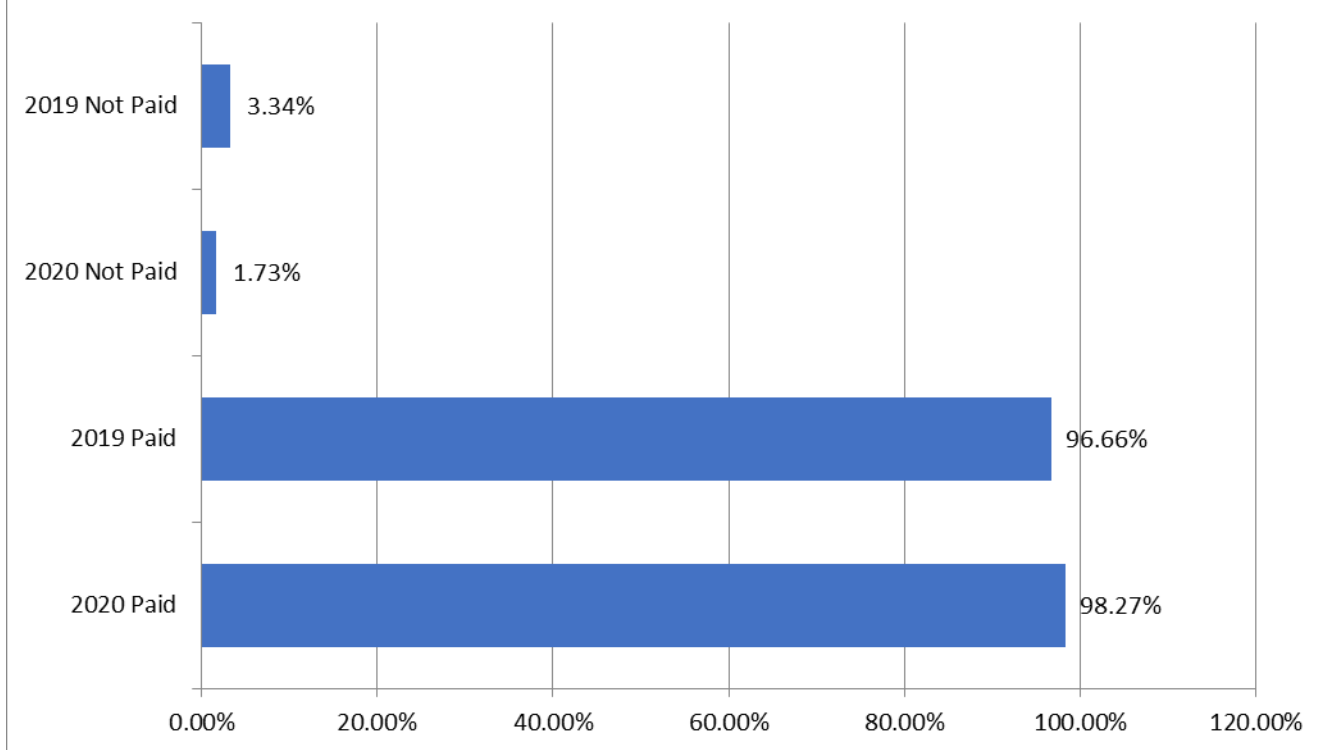
Agency Economic  
Report  
(Unaudited)

December 2020

## Targeted Case Management Income



### 2020 vs 2019 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

December 2020

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income		1,250	(1,250)			0
4500 Services Income			0	50,600	110,235	(59,635)
<b>Total Income</b>	<b>0</b>	<b>1,250</b>	<b>(1,250)</b>	<b>50,600</b>	<b>110,235</b>	<b>(59,635)</b>
<b>Gross Profit</b>	<b>0</b>	<b>1,250</b>	<b>(1,250)</b>	<b>50,600</b>	<b>110,235</b>	<b>(59,635)</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	99,737	99,176	561
5100 Repairs & Maintenance			0	9	1,510	(1,501)
5500 Contracted Business Services			0	5,437	5,655	(218)
5600 Presentations/Public Meetings			0		3,392	(3,392)
5700 Office Expenses			0	1,485	4,179	(2,694)
5800 Other General & Administrative			0	165	5,696	(5,531)
5900 Utilities			0	311	850	(539)
6100 Insurance			0	2,525	2,700	(175)
6700 Partnership for Hope	3,568	4,585	(1,017)			0
6900 Direct Services	4,000	8,970	(4,970)			0
7100 Housing Programs	5,203	8,157	(2,954)			0
7200 Children's Programs	14,745	17,550	(2,805)			0
7300 Sheltered Employment Programs	22,512	24,150	(1,638)			0
7600 Community Resources	4,412	5,141	(730)			0
7900 Special/Additional Needs	150	6,490	(6,340)			0
<b>Total Expenses</b>	<b>54,591</b>	<b>75,043</b>	<b>(20,452)</b>	<b>109,669</b>	<b>123,158</b>	<b>(13,489)</b>
<b>Net Operating Income</b>	<b>(54,591)</b>	<b>(73,793)</b>	<b>19,202</b>	<b>(59,069)</b>	<b>(12,923)</b>	<b>(46,146)</b>
<b>Other Expenses</b>						
8500 Depreciation			0	3,076	3,250	(174)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,076</b>	<b>3,250</b>	<b>(174)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,076)</b>	<b>(3,250)</b>	<b>174</b>
<b>Net Income</b>	<b>(54,591)</b>	<b>(73,793)</b>	<b>19,202</b>	<b>(62,146)</b>	<b>(16,173)</b>	<b>(45,973)</b>

### Budget Variance Report

Total Income: In December 2020, SB 40 Tax Revenues were lower than projected. Services Program income was lower than budgeted. CCDDR had budgeted for 27 billing periods in 2020; however, the 27<sup>th</sup> billing period (2<sup>nd</sup> half of December) was not billed in 2020 because income was higher than originally projected for the previous 26 periods. Four new Support Coordinators were hired in 2020, and billing capacity surpassed expectations during and after their training periods.

Total Expenses: In December 2020, SB 40 Tax program expenses were lower than budgeted in all categories. Overall Services Program expenses were lower than budgeted expectations. Payroll & Benefits were higher than projected, which is because there is one more Support Coordinator than was originally budgeted in 2020 (total of 10 Support Coordinators currently).

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

January - December 2020

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	998,561	987,322	11,239			0
<b>4500 Services Income</b>			0	1,471,791	1,486,744	(14,953)
<b>Total Income</b>	<b>998,561</b>	<b>987,322</b>	<b>11,239</b>	<b>1,471,791</b>	<b>1,486,744</b>	<b>(14,953)</b>
<b>Gross Profit</b>	<b>998,561</b>	<b>987,322</b>	<b>11,239</b>	<b>1,471,791</b>	<b>1,486,744</b>	<b>(14,953)</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	1,256,370	1,269,565	(13,195)
<b>5100 Repairs &amp; Maintenance</b>			0	7,166	18,120	(10,954)
<b>5500 Contracted Business Services</b>			0	72,232	70,560	1,672
<b>5600 Presentations/Public Meetings</b>			0	3,329	5,900	(2,571)
<b>5700 Office Expenses</b>			0	56,119	56,126	(7)
<b>5800 Other General &amp; Administrative</b>			0	27,644	34,873	(7,229)
<b>5900 Utilities</b>			0	7,379	10,200	(2,821)
<b>6100 Insurance</b>			0	19,636	21,400	(1,764)
<b>6700 Partnership for Hope</b>	38,032	42,620	(4,588)			0
<b>6900 Direct Services</b>	139,560	207,106	(67,546)			0
<b>7100 Housing Programs</b>	71,090	97,895	(26,805)			0
<b>7200 Children's Programs</b>	204,319	210,600	(6,281)			0
<b>7300 Sheltered Employment Programs</b>	250,821	289,800	(38,979)			0
<b>7500 Community Employment Programs</b>	229		229			0
<b>7600 Community Resources</b>	56,285	61,637	(5,352)	0		0
<b>7900 Special/Additional Needs</b>	24,593	77,664	(53,071)			0
<b>Total Expenses</b>	<b>784,928</b>	<b>987,322</b>	<b>(202,394)</b>	<b>1,449,875</b>	<b>1,486,744</b>	<b>(36,869)</b>
<b>Net Operating Income</b>	<b>213,632</b>	<b>0</b>	<b>213,632</b>	<b>21,916</b>	<b>0</b>	<b>21,916</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	36,569	39,000	(2,431)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,569</b>	<b>39,000</b>	<b>(2,431)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(36,569)</b>	<b>(39,000)</b>	<b>2,431</b>
<b>Net Income</b>	<b>213,632</b>	<b>0</b>	<b>213,632</b>	<b>(14,654)</b>	<b>(39,000)</b>	<b>24,346</b>

## Budget Variance Report

Total Income: As of December 2020, YTD SB 40 Tax Revenues were slightly higher than projected, and Services Program income was slightly lower than budgeted. CCDDR had budgeted for 27 billing periods in 2020; however, the 27<sup>th</sup> billing period was not billed because income was higher than originally projected for the previous 26 periods. This did not negatively affect net income. It should also be noted interest rates on the "Sweep" accounts have significantly reduced; however, this reduction has not negatively impacted our overall YTD income. Four new Support Coordinators were hired in 2020, and billing capacity surpassed expectations during and after their training periods.

Total Expenses: As of December 2020, overall YTD SB 40 Tax program expenses were lower than budgeted expectations except in Community Employment Programs, which is due to transportation services being utilized that were not originally budgeted. Please note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are waived during the COVID-19 pandemic; OATS invoices for transportation services were lower because there was a reduction in services in 2020 due to COVID-19; Housing Programs expenses are lower due to changes in the program guidelines; and the final State FY 2020 TCM Allocation Formula statement for 2020 reflected no payment was due to DMH (budgeted to be \$82,261). Overall Services Program expenses are lower than projected. Contracted Business Services are higher due to additional IT contractor services added in 2020 and other IT-related purchases.



**Balance Sheet**  
As of December 31, 2020

	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	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	692,766	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>692,995</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		313,520
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>313,520</b>
<b>Total 1000 Bank Accounts</b>	<b>692,995</b>	<b>313,520</b>
<b>Total Bank Accounts</b>	<b>692,995</b>	<b>313,520</b>
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		0
1215 Non-Medicaid Direct Service		36,780
<b>Total 1200 Services</b>	<b>0</b>	<b>36,780</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	893,401	
1315 Allowance for Doubtful Accounts	(17,156)	
<b>Total 1300 Property Taxes</b>	<b>876,245</b>	<b>0</b>
<b>Total Accounts Receivable</b>	<b>876,245</b>	<b>36,780</b>
<b>Other Current Assets</b>		
1389 BANK ERROR Claim Confirmations (A/R)	0	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		52,933
1435 Net Pension Asset (Liability)		(8,677)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>44,256</b>
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	23,426
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>23,426</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>67,682</b>
<b>Total Current Assets</b>	<b>1,569,240</b>	<b>417,982</b>
<b>Fixed Assets</b>		
<b>1500 Fixed Assets</b>		
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		(166,914)
1526 Accumulated Depreciation - Keystone		(27,654)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		110,596
1532 Osage Beach Office Remodeling		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(66,910)
1536 Acc Dep - Remodeling - Keystone		(15,188)
1537 Acc Dep - Remodeling - Osage Beach Office		(2,734)
1540 Equipment		48,579
1545 Accumulated Depreciation - Equipment		(40,720)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>663,425</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>663,425</b>
<b>TOTAL ASSETS</b>	<b>1,569,240</b>	<b>1,081,408</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
1900 Accounts Payable	0	734
<b>Total Accounts Payable</b>	<b>0</b>	<b>734</b>
<b>Other Current Liabilities</b>		
<b>2000 Current Liabilities</b>		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	36,780	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	951,336	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	125
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,190
2065 FFCRA Federal W/H Tax Credit		2,043
2066 FFCRA Health Insurance Credit		465
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>4,823</b>
<b>2070 Payroll Clearing</b>		
2071 AFLAC Pre-tax W / H	0	1,019
2072 AFLAC Post-tax W / H	0	148
2073 Vision Insurance W / H	0	(1)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(341)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0

Total 2070 Payroll Clearing	0	853
2090 Deferred Inflows		12,452
<b>Total 2000 Current Liabilities</b>	<b>988,117</b>	<b>15,971</b>
<b>Total Other Current Liabilities</b>	<b>988,117</b>	<b>15,971</b>
<b>Total Current Liabilities</b>	<b>988,117</b>	<b>16,706</b>
<b>Total Liabilities</b>	<b>988,117</b>	<b>16,706</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	244,565	
3010 Transportation	51,183	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	92,241	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	4,107	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	45,910	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>438,006</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		35,970
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		84,633
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		663,425
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>984,028</b>
<b>3900 Unrestricted Fund Balances</b>	<b>(182,793)</b>	<b>(32,314)</b>
<b>3950 Prior Period Adjustment</b>	<b>0</b>	<b>0</b>
<b>3999 Clearing Account</b>	<b>126,576</b>	<b>113,343</b>
<b>Net Income</b>	<b>213,632</b>	<b>(14,654)</b>
<b>Total Equity</b>	<b>595,421</b>	<b>1,050,404</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,583,538</b>	<b>1,067,110</b>

# Statement of Cash Flows

December 2020

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(54,591)	(62,146)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		53,499
1215 Services:Non-Medicaid Direct Service		(4,000)
1455 Prepaid Expenses:Prepaid-Insurance		(9,018)
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		684
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		451
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		249
1545 Fixed Assets:Accumulated Depreciation - Equipment		454
1900 Accounts Payable	(11,012)	(18,028)
2007 Current Liabilities:Non-Medicaid Payable	4,000	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		33
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(75)
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		538
2066 Current Liabilities:Payroll Tax Payable:FFCRA Health Insurance Credit		119
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		556
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		109
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(0)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(734)
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(7,012)</b>	<b>26,075</b>
<b>Net cash provided by operating activities</b>	<b>(61,603)</b>	<b>(36,071)</b>
<b>FINANCING ACTIVITIES</b>		
3599 Restricted Services Fund Balances:Other		(3,076)
3999 Clearing Account		3,076
<b>Net cash provided by financing activities</b>	<b>0</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(61,603)</b>	<b>(36,071)</b>
<b>Cash at beginning of period</b>	754,627	349,561
<b>Cash at end of period</b>	<b>693,025</b>	<b>313,491</b>

# Statement of Cash Flows

January - December 2020

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	213,632	(14,654)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		6,221
1215 Services:Non-Medicaid Direct Service		(17,384)
1455 Prepaid Expenses:Prepaid-Insurance		(596)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		10,777
1526 Fixed Assets:Accumulated Depreciation - Keystone		4,087
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		8,110
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		5,410
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		2,734
1545 Fixed Assets:Accumulated Depreciation - Equipment		5,450
1900 Accounts Payable	(18,320)	(12,902)
2007 Current Liabilities:Non-Medicaid Payable	17,384	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		125
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		215
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		2,043
2066 Current Liabilities:Payroll Tax Payable:FFCRA Health Insurance Credit		465
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		682
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		138
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		36
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(102)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(937)</b>	<b>15,512</b>
<b>Net cash provided by operating activities</b>	<b>212,696</b>	<b>858</b>
<b>INVESTING ACTIVITIES</b>		
1530 Fixed Assets:100 Third Street Remodeling		(9,453)
1532 Fixed Assets:Osage Beach Office Remodeling		(4,225)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(13,678)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	11,269	
3010 Restricted SB 40 Tax Fund Balances:Transportation	6,563	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	29,442	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	1,095	
3070 Restricted SB 40 Tax Fund Balances:TCM	15,839	
3501 Restricted Services Fund Balances:Operational		35,970
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		51,071
3575 Restricted Services Fund Balances:Community Resources		(5,000)
3599 Restricted Services Fund Balances:Other		(22,891)
3900 Unrestricted Fund Balances	(121,059)	(102,408)
3999 Clearing Account		38,258
<b>Net cash provided by financing activities</b>	<b>(56,851)</b>	<b>(5,000)</b>
<b>Net cash increase for period</b>	<b>155,845</b>	<b>(17,820)</b>
<b>Cash at beginning of period</b>	<b>537,150</b>	<b>331,340</b>
<b>Cash at end of period</b>	<b>692,995</b>	<b>313,520</b>

## Check Detail - SB 40 Tax Account

December 2020

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
12/10/2020	Bill Payment (Check)	5873	OATS, Inc.	(10,982.93)
12/10/2020	Bill Payment (Check)	5874	Childrens Learning Center	(14,745.20)
12/10/2020	Bill Payment (Check)	5875	Lake Area Industries	(17,650.00)
12/17/2020	Bill Payment (Check)	5876	Camdenton Apartments dba Lauren's Place	(309.00)
12/17/2020	Bill Payment (Check)	5877	David A Schlenfort	(673.00)
12/17/2020	Bill Payment (Check)	5878	Kyle LaBrue	(875.00)
12/17/2020	Bill Payment (Check)	5879	Revelation Construction & Development, LLC	(378.00)
12/17/2020	Bill Payment (Check)	5880	Revelation Construction & Development, LLC	(575.00)
12/17/2020	Bill Payment (Check)	5881	Revelation Construction & Development, LLC	(761.00)
12/17/2020	Bill Payment (Check)	5882	Revelation Construction & Development, LLC	(794.00)
12/17/2020	Bill Payment (Check)	5883	Revelation Construction & Development, LLC	(838.00)
12/17/2020	Bill Payment (Check)	5884	DMH Local Tax Matching Fund	(3,568.46)
12/24/2020	Bill Payment (Check)	5885	Peak Sport and Spine	(150.00)
12/29/2020	Bill Payment (Check)	5886	OATS, Inc.	(9,273.75)

## Check Detail - Services Account

December 2020

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
12/04/2020	Bill Payment (Check)	2596	Aflac	(720.55)
12/04/2020	Bill Payment (Check)	2597	Annie Meyer	(50.00)
12/04/2020	Bill Payment (Check)	2598	AT&T	(214.36)
12/04/2020	Bill Payment (Check)	2599	Camden County PWSD #2	(71.79)
12/04/2020	Bill Payment (Check)	2600	Connie L Baker	(67.44)
12/04/2020	Bill Payment (Check)	2601	Cynthia Brown	(50.00)
12/04/2020	Bill Payment (Check)	2602	Eddie L Thomas	(50.00)
12/04/2020	Bill Payment (Check)	2603	FP Mailing Solutions	(102.00)
12/04/2020	Bill Payment (Check)	2604	Happy Maids Cleaning Services LLC	(100.00)
12/04/2020	Bill Payment (Check)	2605	Jami Weisenborn	(50.00)
12/04/2020	Bill Payment (Check)	2606	Jeanna K Booth	(50.00)
12/04/2020	Bill Payment (Check)	2607	Jennifer Lyon	(50.00)
12/04/2020	Bill Payment (Check)	2608	Lagers	(5,624.95)
12/04/2020	Bill Payment (Check)	2609	Linda Simms	(182.44)
12/04/2020	Bill Payment (Check)	2610	Lori Cornwell	(50.00)
12/04/2020	Bill Payment (Check)	2611	Mary P Petersen	(50.00)
12/04/2020	Bill Payment (Check)	2612	Micah J Joseph	(60.90)
12/04/2020	Bill Payment (Check)	2613	MSW Interactive Designs LLC	(30.00)
12/04/2020	Bill Payment (Check)	2614	Naught-Naught Agency	(9,954.00)
12/04/2020	Bill Payment (Check)	2615	Patricia L. Strouse	(50.00)
12/04/2020	Bill Payment (Check)	2616	Republic Services #435	(64.98)
12/04/2020	Bill Payment (Check)	2617	Ryan Johnson	(50.00)
12/04/2020	Bill Payment (Check)	2618	SUMNERONE	(1,599.11)

12/04/2020	Bill Payment (Check)	2619	Sylvia M Santon	(53.30)
12/04/2020	Bill Payment (Check)	2620	Teri Guttman	(50.00)
12/10/2020	Bill Payment (Check)	2621	Conaway Contracting	(339.42)
12/10/2020	Bill Payment (Check)	2622	AT&T	(93.50)
12/10/2020	Bill Payment (Check)	2623	VERIZON	(160.41)
12/10/2020	Bill Payment (Check)	2624	Charter Business	(574.87)
12/10/2020	Bill Payment (Check)	2625	LaClede Electric Cooperative	(429.19)
12/10/2020	Bill Payment (Check)	2626	Marcie L. Vansyoc	(75.94)
12/10/2020	Bill Payment (Check)	2627	Office Business Equipment	(253.99)
12/10/2020	Bill Payment (Check)	2628	Stephanie E Enoch	(50.00)
12/10/2020	Bill Payment (Check)	2629	Ameren Missouri	(193.18)
12/10/2020	Bill Payment (Check)	2630	Direct Service Works	(795.00)
12/10/2020	Bill Payment (Check)	2631	SUMNERONE	(2,108.00)
12/10/2020	Bill Payment (Check)	2632	Delta Dental of Missouri	(703.16)
12/10/2020	Bill Payment (Check)	2633	Happy Maids Cleaning Services LLC	(50.00)
12/10/2020	Bill Payment (Check)	2634	AAIDD - Missouri Chapter	(60.00)
12/10/2020	Bill Payment (Check)	2635	Missouri Dept of Revenue	(2,290.00)
12/10/2020	Bill Payment (Check)	2636	Linda Simms	(1,388.35)
12/10/2020	Bill Payment (Check)	2637	Staples Advantage	(264.22)
12/11/2020	Expense	153608	Connie L Baker	(1,220.71)
12/11/2020	Expense	153609	Rachel K Baskerville	(1,283.40)
12/11/2020	Expense	153610	Jeanna K Booth	(1,277.58)
12/11/2020	Expense	153611	Cynthia Brown	(1,474.61)
12/11/2020	Expense	153612	Elizabeth L Chambers	(1,041.34)
12/11/2020	Expense	153613	Lori Cornwell	(1,466.00)
12/11/2020	Expense	153614	Stephanie E Enoch	(1,312.28)
12/11/2020	Expense	153615	Teri Guttman	(1,350.24)
12/11/2020	Expense	153616	Ryan Johnson	(1,583.88)
12/11/2020	Expense	153617	Micah J Joseph	(1,407.23)
12/11/2020	Expense	153618	Jennifer Lyon	(1,241.78)
12/11/2020	Expense	153619	Annie Meyer	(1,050.81)
12/11/2020	Expense	153620	Christina R. Mitchell	(1,162.10)
12/11/2020	Expense	153621	Mary P Petersen	(1,168.86)
12/11/2020	Expense	153622	Sylvia M Santon	(1,045.59)
12/11/2020	Expense	153623	Patricia L. Strouse	(1,129.47)
12/11/2020	Expense	153624	Eddie L Thomas	(2,648.99)
12/11/2020	Expense	153625	Marcie L. Vansyoc	(1,472.21)
12/11/2020	Expense	153626	Jami Weisenborn	(1,307.43)
12/11/2020	Expense	153627	Nicole M Whittle	(1,712.91)
12/11/2020	Expense	12/11/2020	Internal Revenue Service	(7,015.73)
12/17/2020	Bill Payment (Check)	2638	City Of Camdenton	(75.94)
12/17/2020	Bill Payment (Check)	2639	Ezard's, Inc.	(1,354.91)
12/17/2020	Bill Payment (Check)	2640	MOPERM	(9,701.00)
12/17/2020	Bill Payment (Check)	2641	Office Business Equipment	(392.18)
12/17/2020	Bill Payment (Check)	2642	Lake Area Industries	(50.00)
12/24/2020	Expense	153629	Connie L Baker	(1,193.00)
12/24/2020	Expense	153630	Rachel K Baskerville	(1,286.99)
12/24/2020	Expense	153631	Jeanna K Booth	(1,282.47)
12/24/2020	Expense	153632	Cynthia Brown	(1,324.56)
12/24/2020	Expense	153633	Elizabeth L Chambers	(1,041.34)

12/24/2020	Expense	153634	Lori Cornwell	(1,466.01)
12/24/2020	Expense	153636	Teri Guttman	(1,372.80)
12/24/2020	Expense	153637	Ryan Johnson	(1,583.89)
12/24/2020	Expense	153638	Micah J Joseph	(1,448.56)
12/24/2020	Expense	153639	Jennifer Lyon	(1,241.78)
12/24/2020	Expense	153640	Annie Meyer	(1,268.82)
12/24/2020	Expense	153641	Christina R. Mitchell	(1,192.67)
12/24/2020	Expense	153642	Mary P Petersen	(1,168.86)
12/24/2020	Expense	153643	Sylvia M Santon	(999.26)
12/24/2020	Expense	153644	Patricia L. Strouse	(1,133.07)
12/24/2020	Expense	153645	Eddie L Thomas	(2,648.99)
12/24/2020	Expense	153646	Marcie L. Vansyoc	(1,472.20)
12/24/2020	Expense	153647	Jami Weisenborn	(1,320.43)
12/24/2020	Expense	153648	Nicole M Whittle	(1,652.80)
12/24/2020	Expense	153635	Stephanie E Enoch	(1,256.67)
12/24/2020	Bill Payment (Check)	2643	Happy Maids Cleaning Services LLC	0.00
12/24/2020	Bill Payment (Check)	2644	MO Consolidated Health Care	(16,742.73)
12/24/2020	Bill Payment (Check)	2645	WCA Waste Corporation	(25.00)
12/24/2020	Bill Payment (Check)	2646	Refills Ink	(119.98)
12/24/2020	Bill Payment (Check)	2647	All American Termite & Pest Control	(100.00)
12/24/2020	Bill Payment (Check)	2648	All Seasons Services	(300.00)
12/24/2020	Bill Payment (Check)	2649	Office Business Equipment	(402.30)
12/24/2020	Bill Payment (Check)	2650	Delta Dental of Missouri	(563.80)
12/24/2020	Bill Payment (Check)	2651	Linda Simms	(1,388.35)
12/24/2020	Bill Payment (Check)	2652	Connie L Baker	(64.17)
12/24/2020	Bill Payment (Check)	2653	Lori Cornwell	(50.00)
12/24/2020	Expense	12/24/2020	Internal Revenue Service	(7,472.29)
12/29/2020	Bill Payment (Check)	2654	All American Termite & Pest Control	(155.00)
12/29/2020	Bill Payment (Check)	2655	Bryan Cave Leighton Paisner LLP	(60.00)
12/29/2020	Bill Payment (Check)	2656	Happy Maids Cleaning Services LLC	(175.00)
12/29/2020	Bill Payment (Check)	2657	MSW Interactive Designs LLC	(30.00)
12/29/2020	Bill Payment (Check)	2658	Principal Life Ins	(316.16)
12/29/2020	Bill Payment (Check)	2659	Staples Advantage	(190.47)
12/31/2020	Expense	DECEMBER 2020	Lagers	(5,503.96)



**November 2020  
Credit Card Statement**



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
*** ** 9588		11/30/20	12/28/20	\$99.81

BR BRCB X003 YY \* 001687 S

000782

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

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

000998103327230140580949462064

BR \* BRCB PAGE 1 of 2

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** ** 9588		11/30/20	12/28/20	10,000.00	6,672.77

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
------	------	------------------	----------------------	--------	-----------

00/00	00/00		PURCHASES	1,250.20	ALREADY PAID
00/00	00/00		MISCELLANEOUS DEBITS	2,077.03	SB40 ✓
11/19	11/19	75397350324021324012753	BALANCE TRANSFER	1,894.87 + 68.00 = 1,962.87	✓ # 5815, 11/12/20 SB40
11/24	11/24	75397350329021329193702	BALANCE TRANSFER	45.26	✓ PAID on V# 2586, 11/20/20 SB40
11/24	11/24	75397350329021329194528	BALANCE TRANSFER	68.90	✓ Connie
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					
*****7348 CONNIE BAKER					
00/00	00/00		PURCHASES	643.90	643.90 CONNIE
11/10	11/09	55429500314637670286273	SP * PROFESSIONAL FIT	630.00	8004222348 CA SB40 ✓ Connie
11/16	11/15	55483820321400006957703	WAL-MART #0089	13.90	CAMDENTON MO ✓
*****3322 LINDA SIMMS					
00/00	00/00		PURCHASES	222.30	222.30 LINDA
11/12	11/10	55432860315200140879698	AMZN Mktp US*281J00DH2	32.30	Amzn.com/bill WA ✓
11/18	11/17	02305370323000434166356	USPS PO 2860360829	190.00	OSAGE BEACH MO ✓
*****9314 EDDIE THOMAS					
00/00	00/00		PURCHASES	384.00	384.00 ED
11/27	11/25	75418230330107918093746	SMK*SURVEYMONKEY.COM	384.00	971-2445555 CA ✓

1.3 bal 3/20

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			0.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.0125%	12.15%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	3,327.23
			31	CASH ADVANCES	-
CASH ADVANCES	1.4292%	17.15%	NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	0.00
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
CURRENT PAYMENT DUE: 99.81 + PAST DUE AMOUNT: 0.00				NEW BALANCE =	3,327.23
				= TOTAL AMOUNT DUE : 99.81	

ref 12/18/20



**Dierbergs Markets. Inc.**  
10725 Baur Blvd.  
Creve Coeur MO 63132  
Ph: 314-692-2000  
Email:floralorders@dierbergs.com  
URL:www.dierbergs.com

# Receipt

**Date** 06-November-2020  
**Order #** 42238

**Ship To**  
Kenneth and Martha Boucher  
Teresa Tolmay  
1522 Rosewood Paris Drive  
Ballwin MO 63021

**Bill To**  
Connie Baker  
MO  
(573)317-9233

Customer ID	Payment Method	Terms	Ship Via	Ship Date
C-110696	Credit Card	Net Due	Local_Truck	11/07/2020

Item ID	Description	Quantity	Unit Price	Amount
Misc	Misc-6" Ceramic Planter	1.00	29.99	29.99

**SubTotal:** 29.99  
**Delivery:** 12.95  
**Service:** 0.00  
**Relay:** 0.00  
**Discount:** 0.00  
**Tax:** 2.32  
**Total:** 45.26  
**Payments:** 45.26  
**Balance Due:** 0.00

Acct. #  
5899- Srves

connie@ccddr.org



Connie's Card

12/18/20



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

11/05/2020 04:25 PM

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

Priority Mail® 2-Day 1			\$7.50
Fredericktown, MO 63645			
Weight: 0 lb 8.50 oz			
Expected Delivery Date			
Mon 11/09/2020			
Certified Mail®			\$3.55
Tracking #:			
70190160000078145052			
Return Receipt			\$2.85
Tracking #:			
9590 9402 2987 7094 6150 13			
<b>Total</b>			<b>\$13.90</b>

Priority Mail® 2-Day 1			\$21.10
Lg Flat Rate Box			
Lake Ozark, MO 65049			
Flat Rate			
Expected Delivery Date			
Mon 11/09/2020			
Certified Mail®			\$3.55
Tracking #:			
70190160000078146714			
Return Receipt			\$2.85
Tracking #:			
9590 9402 2987 7094 6157 30			
<b>Total</b>			<b>\$27.50</b>

Priority Mail® 2-Day 1			\$21.10
Lg Flat Rate Box			
Rolla, MO 65401			
Flat Rate			
Expected Delivery Date			
Mon 11/09/2020			
Certified Mail®			\$3.55
Tracking #:			
70190160000078145045			
Return Receipt			\$2.85
Tracking #:			
9590 9402 2987 7094 6152 42			
<b>Total</b>			<b>\$27.50</b>

Grand Total: \$68.90

Credit Card Remitted **\$68.90**  
 Card Name: MasterCard  
 Account #: XXXXXXXXXXXX1859  
 Approval #: 65360C  
 Transaction #: 533  
 AID: A0000000041010  
 AL: MasterCard  
 PIN: Not Required

Acct. 5105-5RVC5  
chip

7019 0160 0000 7814 6714

7019 0160 0000 7814 5052

7019 0160 0000 7814 5045

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Lake Ozark, MO 65049

**OFFICIAL USE**

Certified Mail Fee \$3.55

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

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$21.10

Total Postage and Fees \$27.50

Sent To: Madison County Board  
 Street and Apt. No., or PO Box No. P.O. Box 2290  
 City, State, ZIP+4® Lake Ozark, MO 65049

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

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Fredericktown, MO 63645

**OFFICIAL USE**

Certified Mail Fee \$3.55

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

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$7.50

Total Postage and Fees \$13.90

Sent To: Madison County  
 Street 140 S. Main St  
 City Fredericktown, Mo 63645

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

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
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For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Rolla, MO 65401

**OFFICIAL USE**

Certified Mail Fee \$3.55

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

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$21.10

Total Postage and Fees \$27.50

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

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

Ref 12/18/20



# Professional Fit Clothing

831 N. Lake Street      Phone: (818) 563-1975  
 Burbank, CA. 91502      Fax: (818) 563-1834

**INVOICE**  
25939-1

**Ship To:** Camden County Developmental - Camde  
100 3rd St.  
  
Camdenton, MO 65020

**Bill To:** Connie Baker  
100 3rd St.  
  
Camdenton, MO 65020

**Attn:**

<b>Payment Terms:</b>		<b>FOB Point:</b>	
<b>Payment Methods:</b>	website	<b>Contract Delegation #:</b>	
<b>Order Date:</b>	11/9/2020	<b>Agency Order:</b>	
<b>Date Shipped:</b>	11/9/2020	<b>Invoice Date:</b>	11/9/2020

Quantity	Style #	Description	Unit Price	Total Price
1	Duve1	Duve cover with comoforter	\$230.00	\$230.00
1	twincover	Tuff Twin Bed Mattress cover	\$180.00	\$180.00
1	Tsheet1	Tough Sheet for a Twin	\$110.00	\$110.00
1	toughpil	Tough Pillow - navy	\$65.00	\$65.00

<u>Tax Rate:</u>	<u>0.00</u>	<u>SubTotal:</u>	<b>\$585.00</b>
		<u>Tax Amount:</u>	<b>0.00</b>
		<u>Shipping:</u>	<b>\$45.00</b>
		<u>Total Invoice:</u>	<b>\$630.00</b>

*Acct. #*  
*7999 - 3540*

# Connie's Card

12/18/20

Give us feedback @ survey.walmart.com  
Thank you! ID #:7PBJ76YZRM

## Walmart

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

LINE 00089	OP# 005084	TE# 07	TR# 03501	
CLOROX GEL	004460030619			1.97
CLOROX GEL	004460030619			1.97
FCM 37OZ BS	002550010147	F		9.96
	SUBTOTAL			13.90
	TOTAL			13.90
	MCARD TEND			13.90

Acct #  
5920-SRVCS

Mastercard  
APPROVAL # 06390Z  
RLE # 032000695770  
PAYMENT SERVICE - A  
AID A0000000041010  
AAC CB5545C9F530AE3B  
TERMINAL # SC010499

11/15/20 14:02:56  
CHANGE DUE 0.00  
# ITEMS SOLD 3

TC# 2422 0405 1146 4486 7414



11/15/20 14:03:09  
\*\*\*CUSTOMER COPY\*\*\*



12/18/20



### Details for Order #114-5123977-2397026

[Print this page for your records.](#)

**Order Placed:** November 9, 2020  
**Amazon.com order number:** 114-5123977-2397026  
**Order Total:** \$32.30



### Shipping now

#### Items Ordered

	<b>Price</b>
1 of: <i>Mpow 071 USB Headset/ 3.5mm Computer Headset with Microphone Noise Cancelling, Lightweight PC Headset Wired Headphones, Business Headset for Skype, Webinar, Cell Phone, Call Center</i>	\$30.99
Sold by: Patozon ( <a href="#">seller profile</a> )   Product question? <a href="#">Ask Seller</a>	

Condition: New

#### Shipping Address:

Camden County Developmental Disability Resources  
PO BOX 722  
CAMDENTON, MO 65020-0722  
United States

#### Shipping Speed:

One-Day Shipping

### Payment information

#### Payment Method:

MasterCard | Last digits: 3322

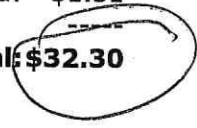
Item(s) Subtotal:	\$30.99
Shipping & Handling:	\$0.00
	-----

#### Billing address

Camden County Developmental Disability Resources  
PO BOX 722  
CAMDENTON, MO 65020-0722  
United States

Total before tax:	\$30.99
Estimated tax to be collected:	\$1.31

**Grand Total: \$32.30**



Acct #  
5705-  
SRVC

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

12/18/20



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

11/17/2020 04:04 PM

Product	Qty	Unit Price	Price
Uncle Sams Hat	100	\$0.15	\$15.00
US Flag Coi/100	3	\$55.00	\$165.00
\$1 Statue Freedom	10	\$1.00	\$10.00
Grand Total:			\$190.00

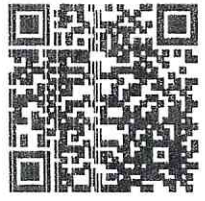
Credit Card Remitted **\$190.00**  
 Card Name: MasterCard  
 Account #: XXXXXX(XXXXXX)3322  
 Approval #: 059512  
 Transaction #: 411  
 AID: A0000000041010 Chip  
 AL: Mastercard  
 PIN: Not Required

STAMPS  
OSAGE BEACH  
Acct. #  
5725-SRUCS

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Refunds for guaranteed services only.  
Thank you for your business

Tell us about your experience.  
Go to: <https://postalexperience.com/Pos>  
or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 286036-0829  
Receipt #: 840-56300700-1-4566953-1  
Clerk: 15



Invoice #37504839

Nov 25, 2020

Paid on Nov 25, 2020 1:57:00 PM (UTC)

Description	Billing Period	Quantity	Amount
Advantage Annual Plan	Nov 25, 2020 - Nov 24, 2021	1	\$384
			<b>Total: \$384</b>

**Billing Details**

**Eddie Thomas**

Camden County Developmental Disability Resources

PO Box 722, Camdenton MO 65020

Camdenton

Missouri

65020

United States

**Username:** director@ccddr.org

**Notes**

**How to Pay**

**Payment made on**

Nov 25, 2020 1:57:00 PM (UTC).

**Payment Method:** MASTERCARD

**Card Number(last 4 digits):** 9314

Acct. #  
SS 67  
-SRVCS  
TCM SERVICES  
PER ED

SurveyMonkey

3050 South Delaware Street, San Mateo CA 94403, USA

Our Tax ID (EIN): 37-1581003

Contact: [billing@surveymonkey.com](mailto:billing@surveymonkey.com)

# Resolutions

2021-1, 2021-2,  
2021-3, 2021-4,  
2021-5, 2021-6,  
2021-7, 2021-8,  
2021-9, 2021-10, &  
2021-11



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
RESOLUTION NO. 2021-1*

CALENDAR YEAR 2021 BOARD OFFICER ELECTION & APPOINTMENTS

**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 Senate Bill 40 Board Bylaws require the annual appointment of officers under Article III, Sections 1 and 2.

**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 elects and appoints the following Board members to officer positions for the Calendar Year 2021:

- Chairperson: \_\_\_\_\_
- Vice Chairperson: \_\_\_\_\_
- Treasurer: \_\_\_\_\_
- Secretary: \_\_\_\_\_

2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2021-2***

**Calendar Year 2021 Human Resource Committee Nominations and Appointments**

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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue utilizing a Human Resource Committee for evaluating the Executive Director's ongoing performance; assisting in human resource projects and issues; and monitoring the overall workforce objectives, cultures, and compliance.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2021 Human Resources Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-3**

**Calendar Year 2021 Budget Appropriations Committee Nominations & Appointments**

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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue utilizing a Budget Appropriations Committee for evaluating annual budgets, restricted accounts allocations, budget overages/shortfalls, major purchase allocations, and other fiscal matters not part of the day-to-day business operations.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2021 Budget Appropriations Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-4**

**Calendar Year 2021 Agency Governance Committee Nominations & Appointments**

**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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue utilizing an Agency Governance Committee for evaluating changes to its Bylaws.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2021 Agency Governance Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-5**

**Temporary Committee Continuation – Joint CCDDR/LAI Committee**

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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue to utilize a Joint CCDDR/LAI Committee.
2. The Board shall assign this committee to conduct research, provide evaluations, and make recommendations to the Board as a whole for consideration.
3. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2021 Joint CCDDR/LAI Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member and to which representatives from the LAI Board of Directors shall also serve as members.

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.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-6**

CHANGE IN MILEAGE RATE

**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**, 1 CSR 10-11.010 sets forth the maximum rate of mileage reimbursement for county officials and employees not to exceed the Internal Revenue Service (IRS) standard mileage rate less 3 cents per mile. Any change to the maximum rate is effective on July 1<sup>st</sup> of the year the IRS changes their standard mileage rate.

**WHEREAS**, IRS Notice 2021-02 sets the standard mileage rate for transportation or travel expenses at 56.0 cents per mile for all miles of business use (business standard mileage rate) effective January 1<sup>st</sup>, 2021.

**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", establishes the new mileage rate for employee reimbursement at 53.0 cents per mile to be effective July 1<sup>st</sup>, 2021.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2021-7***

AMENDED 2021 FISCAL YEAR BUDGET

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

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

**WHEREAS**, Section 67.030 RSMo states “The governing body of each political subdivision may revise, alter, increase or decrease the items contained in the proposed budget, subject to such limitations as may be provided by law or charter; provided, that in no event shall the total authorized expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. Except as otherwise provided by law or charter, the governing body of each political subdivision shall, before the beginning of the fiscal year, approve the budget and approve or adopt such orders, motions, resolutions, or ordinances as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget.”

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

- 1.** That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, concludes that the fiscal year 2021 budget needs amended so that the proper business of the Board can be conducted with the best possible practices and so that appropriate expenditures can be negotiated and authorized for the remainder of fiscal year 2021.
- 2.** That this modification of the 2021 fiscal year budget (See Attachment “A” hereto) does not change the overall net income and is only a reflection of adjustments contained in certain categories within the budget.
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

# Attachment "A" to Resolution 2021-7

**SB 40 Tax 2021**

	Acct	Title	
<b>Income</b>			
4000		SB 40 Tax Income	
	4105	County Tax Receipts	\$984,278
	4140	Interest Income - County Tax Funds	\$900
	4150	MEHTAP Grant	\$6,000
		Total Income	\$991,178
<b>Expenses</b>			
5800		Other General & Administrative	
	5805	Audit Service/Fees	\$0
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$0
	5825	License/Certification/Permit Fees	\$0
	5830	Membership/Association Dues	\$0
	5855	Seminars/Training	\$0
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$0
		Total Other G&A	\$0
6700		Partnership for Hope	
	6705	Transportation	\$300
	6706	Career Planning	\$0
	6707	Pre-Vocational Services - Individual	\$0
	6708	Job Development	\$0
	6709	Community Employment - Individual	\$900
	6710	Behavior Services/Senior B. Consultant	\$0
	6711	Pre-Vocational Services - Group	\$0
	6712	Supported Employment - Group	\$0
	6715	Behavior Services/Positive B. Support	\$0
	6716	Senior Behavior Consultant	\$0
	6720	Behavior Analysis	\$0
	6725	Community Specialist	\$0
	6730	Environmental Accessibility Adaptations	\$0
	6735	Dental	\$0
	6740	PA - Indiv., Self-Directed	\$22,260
	6745	PA - Agency/Contractor (General)	\$300
	6750	PA - Medical/Behv	\$0
	6755	Assistive Technology	\$300
	6760	Home Skills Development - Individual	\$6,000
	6765	Support Broker, Agency	\$300
	6775	Special Medical Equipment & Supplies	\$3,600
	6780	Offsite Day Hab - Individual	\$7,200
	6785	Offsite Day Hab - Group	\$1,500
	6790	Onsite Day Hab - Individual	\$0

	6791	Individual Skill Development - Group	\$0
	6795	Career Prep Services - Off Site Grp	\$60
	6796	Temporary Residential	\$0
	6797	Onsite Day Hab - Group	\$3,600
	6798	Offset from Restricted Funds	\$0
	6799	Miscellaneous	\$3,000
		Total Partnership for Hope	\$49,320
6900		Direct Services	
	6920	DMH Billing	\$91,342
	6930	TCM Shortfall	\$0
	6940	Non-Medicaid TCM	\$139,265
	6950	Ancillary Services	\$78,904
	6998	Offset from Restricted Funds	(\$120,220)
		Total TCM	\$189,290
7100		Housing Programs	
	7105	Housing Voucher Program	\$63,504
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$7,200
	7125	Inspections	\$1,500
	7130	Re-Inspections	\$600
		Total Housing Programs	\$72,804
7200		Children's Programs	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$18,600
	7225	Step Ahead Program	\$222,000
	7230	OSLCFDC	\$42,000
	7298	Offset from Restricted Funds	(\$42,000)
		Total CLC	\$240,600
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$222,000
	7310	LAI - Transportation	\$85,800
	7311	Transportation - No Medicaid Rate	\$0
	7312	Transportation - Medicaid Rate Differential	\$0
	7315	DESE Shortfall	\$0
	7320	New Programs	\$0
	7325	Thrift Store	\$0
	7330	Contract Packaging	\$0
	7335	Foam Recycling	\$0
	7340	Gifted Gardens	\$0
	7345	Miscellaneous/Unclassified Services	\$0
	7350	Shredding	\$0
	7355	Wood Products	\$0
	7390	LAI - Operations Shortfall	\$0
	7395	Assets/Capital Improvements	\$96,000
	7398	Offset from Restricted Funds	(\$96,000)
		Total Sheltered & Community Employment	\$307,800

7500	Community Employment		
7505	Pre-Vocational Services - Individual		\$0
7510	Supported Employment - Individual		\$0
7515	Career Planning		\$0
7520	Job Development		\$0
7525	Pre-Vocational Services - Group		\$0
7530	Supported Employment - Group		\$0
7550	Transportation		\$600
7598	Offset from Restricted Funds		\$0
7599	Miscellaneous		\$0
		<b>Total Community Employment</b>	<b>\$600</b>
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$92,820
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
		<b>Total Community Resources</b>	<b>\$92,820</b>
7900	Special/Additional Needs		
7905	Medicaid Spend Down		\$21,000
7910	Brownell's PT - Other		\$0
7915	Personal Assistant		\$14,208
7920	Other Miscellaneous Service Costs		\$36,000
7925	Transportation		\$0
7998	Offset from Restricted Funds		(\$42,000)
7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$8,735
		<b>Total Special/Add. Needs</b>	<b>\$37,943</b>
		<b>Total Expenses</b>	<b>\$991,177</b>
		<b>Net Income</b>	<b>\$0</b>



7200	Children's Programs																
	7205	CLC Operations		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7210	New Programs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7215	EDGE Program		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7220	First Steps Program		\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$18,600
	7225	Step Ahead Program		\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$222,000
	7230	OSLFCDC		\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$42,000
	7298	Offset from Restricted Funds		(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$42,000)
		Total CLC		\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$20,050	\$240,600
7300	Sheltered Employment Programs																
	7305	LAI - Employment		\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$222,000
	7310	LAI - Transportation		\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$7,150	\$85,800
	7311	Transportation - No Medicaid Rate		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7312	Transportation - Medicaid Rate Differential		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7315	DESE Shortfall		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7320	New Programs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7325	Thrift Store		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7330	Contract Packaging		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7335	Foam Recycling		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7340	Gifted Gardens		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7345	Miscellaneous/Unclassified Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7350	Shredding		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7355	Wood Products		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7390	LAI - Operations Shortfall		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7395	Assets/Capital Improvements	\$96,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$96,000
	7398	Offset from Restricted Funds	(\$96,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$8,000)	(\$96,000)
		Total Sheltered & Community Employment		\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$25,650	\$307,800
7500	Community Employment																
	7505	Pre-Vocational Services - Individual		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7510	Supported Employment - Individual		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7515	Career Planning		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7520	Job Development		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7525	Pre-Vocational Services - Group		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7530	Supported Employment - Group		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7550	Transportation		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
	7598	Offset from Restricted Funds		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7599	Miscellaneous		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total Community Employment		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
7600	Community Resources																
	7605	Community Inclusion Development		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7610	Public Transit Services		\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$92,820
	7615	Housing Programs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7698	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Total Community Resources		\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$92,820
7900	Special/Additional Needs																
	7905	Medicaid Spend Down	\$350	10	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
	7910	Brownell's PT - Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7915	Personal Assistant		\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$14,208
	7920	Other Miscellaneous Service Costs		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$36,000
	7925	Transportation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	7998	Offset from Restricted Funds	(\$42,000)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$3,500)	(\$42,000)
	7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$485	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$8,735
		Total Special/Add. Needs		\$4,669	\$4,934	\$4,934	\$4,934	\$4,934	\$4,934	\$1,434	\$1,434	\$1,434	\$1,434	\$1,434	\$1,434	\$1,434	\$37,943
		<b>Total Expenses</b>		\$75,601	\$75,866	\$75,866	\$81,222	\$75,866	\$167,207	\$72,366	\$72,366	\$72,366	\$77,722	\$72,366	\$72,366	\$991,177	
		<b>Net Income</b>		\$802,523	(\$56,151)	(\$43,647)	(\$67,459)	(\$62,479)	(\$160,192)	(\$65,780)	(\$63,722)	(\$67,345)	(\$73,555)	(\$69,902)	(\$72,291)	\$0	

**Services 2021**

	Acct	Title	
<b>Income</b>			
4500		Services Income	
	4505	Medicaid Direct Service	\$1,302,095
	4506	Non-Medicaid Direct Service	\$139,265
	4507	Ancillary Services	\$78,904
	4508	Non-Billable	\$0
	4515	TCM Support	\$0
	4530	Rent	\$5,712
	4540	Interest Income - Services Funds	\$300
	4999	Other	\$240
		<b>Total Income</b>	<b>\$1,526,516</b>
<b>Expenses</b>			
5000		Payroll & Benefits	
	5004	CRC Employee Salaries	\$42,345
	5005	TCM Employee Salaries	\$626,440
	5006	Administrative Employee Salaries	\$285,381
	5014	CRC Employee Taxes	\$3,359
	5015	TCM Employee Taxes	\$49,723
	5016	Administrative Employee Taxes	\$22,432
	5017	TCM Payroll Bank/Electronic Transaction Fees	\$0
	5018	Administrative Payroll Bank/Electronic Fees	\$0
	5019	CRC Payroll Bank/Electronic Fees	\$0
	5020	TCM Employee Retirement	\$54,500
	5021	Administrative Employee Retirement	\$24,828
	5022	CRC Employee Retirement	\$3,684
	5025	TCM Employee Health Insurance	\$144,000
	5026	Administrative Employee Health Insurance	\$48,000
	5027	CRC Employee Health Insurance	\$9,600
	5030	TCM Employee Vision/Optical Insurance	\$0
	5031	Administrative Employee Vision/Optical Insurance	\$0
	5032	CRC Employee Vision/Optical Insurance	\$0
	5035	TCM Employee Dental Insurance	\$0
	5036	Administrative Employee Dental Insurance	\$0
	5037	CRC Employee Dental Insurance	\$0
	5040	TCM Employee Life Insurance	\$3,600
	5041	Administrative Employee Life Insurance	\$1,200
	5042	CRC Employee Life Insurance	\$240
	5045	TCM Employee Supplemental Insurance	\$0
	5046	Administrative Employee Supplemental Insurance	\$0
	5047	CRC Employee Supplemental Insurance	\$0
	5050	TCM Employee Workmans Comp Insurance	\$8,519
	5051	Administrative Employee Workmans Comp Insurance	\$2,840
	5052	CRC Employee Workmans Comp Insurance	\$568
	5055	TCM Employee Mileage	\$13,500
	5056	Administrative Employee Mileage	\$6,600
	5057	CRC Employee Mileage	\$900
	5060	TCM Employee Background Checks	\$120
	5061	Administrative Employee Background Checks	\$120
	5062	CRC Employee Background Checks	\$120
	5065	TCM Employee Drug Testing	\$120
	5066	Administrative Employee Drug Testing	\$120
	5067	CRC Employee Drug Testing	\$120
	5070	TCM Employee Cell Phone Reimbursement	\$9,000
	5071	Administrative Employee Cell Phone Reimbursement	\$3,000
	5072	CRC Employee Cell Phone Reimbursement	\$600
	5098	Offset from Restricted Funds	(\$62,974)
		<b>Total Payroll &amp; Benefits</b>	<b>\$1,302,605</b>



5100	Repairs & Maintenance to Property & Building	
5105	Appliance Repairs	\$0
5110	Building-Exterior	\$240
5115	Building-Interior	\$240
5120	Cleaning Supplies	\$120
5125	Common Area Repairs	\$120
5130	Door Repairs	\$360
5135	Electrical Supplies/Repairs	\$240
5140	Floor Covering Repairs	\$120
5145	HVAC Supplies/Repairs	\$1,200
5150	Intrusion Alarm Repairs	\$240
5155	Lighting supplies/Bulbs	\$840
5160	Locks & Keys	\$120
5165	Maintenance Supplies/Equipment	\$120
5170	Parking Lot Maint./Repairs	\$600
5175	Plumbing Supplies/Repairs	\$4,800
5180	Roof Supplies/Repairs	\$0
5185	Safety Equipment/System Repairs	\$600
5190	Vehicle Servicing/Repairs/Licensing	\$600
5195	Window/Glass Repairs	\$240
	Total R&M to Property & Building	\$10,800
5500	Contracted Business Services	
5505	Bookkeeping/Accounting Contract	\$5,800
5510	Cell Phone/Mobile Internet Contract	\$3,300
5512	Copier/Scanner Contract	\$600
5515	Fire Alarm Contract	\$0
5520	Housekeeping/Cleaning Contract	\$4,800
5530	InfoTech Support Contract	\$18,000
5535	Internet Contract	\$2,400
5540	Intrusion Alarm Contract	\$0
5545	Landscape Maintenance	\$6,000
5550	Maintenance Contract	\$0
5560	Pest Control Contract	\$1,200
5565	Snow Removal Contract	\$2,400
5567	Software Usage/Support Contract	\$24,000
5569	Telephone System Support Contract	\$0
5570	Trash Removal Contract	\$1,800
5575	Web Site Design/Hosting Contract	\$600
5579	Rent	\$15,600
5580	Storage	\$0
	Total Contracted Business Services	\$86,500
5600	Presentations/Public Meetings	
5605	PSA/Presentations/Publications Expense	\$240
5610	Public Meetings Expenses	\$4,650
5615	Signage	\$0
	Total Presentations/Public Meetings	\$4,890
5700	Office Expenses	
5705	Computer Hardware/Software Expense	\$30,900
5710	Copy Machine Expense	\$0
5715	Office Furniture Expense	\$0
5720	Office Supplies	\$10,200
5725	Postage & Delivery	\$3,600
5730	Printing Expense	\$240
5735	Telephone Expense	\$7,200
5799	Miscellaneous	\$1,200
	Total Office Expenses	\$53,340

5800	Other General & Administrative		
	5805	Audit Service/Fees	\$10,500
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$7,200
	5825	License/Certification/Permit Fees	\$240
	5830	Membership/Association Dues	\$6,840
	5855	Seminars/Training	\$600
	5860	Survey Expenses	\$7,200
	5865	Travel/Lodging/Meals Expense	\$600
	5870	Community Partnerships/Programs	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$600
		Total Other G&A	\$33,780
5900	Utilities		
	5905	Electric	\$8,400
	5910	Gas	\$0
	5915	Water/Sewer	\$2,400
		Total Utilities	\$10,800
6100	Insurance		
	6110	Liability Insurance	\$12,000
	6115	Vehicle Insurance	\$3,000
	6120	Building Insurance	\$7,800
	6150	Broker/Other Fees	\$1,000
	6199	Other Insurance	\$0
		Total Insurance	\$23,800
7600	Community Resources		
	7605	Community Inclusion Development	\$0
	7610	Public Transit Services	\$0
	7615	Housing Programs	\$0
	7698	Offset from Restricted Funds	\$0
		Total Community Resources	\$0
		Subtotal Expenses	\$1,526,515
<b>Other Expenses</b>			
8500	Depreciation		
	8505	Building Depreciation	\$15,000
	8510	Remodeling Depreciation	\$19,200
	8515	Equipment Depreciation	\$7,500
	8520	Vehicles Depreciation	\$0
		Total Depreciation	\$41,700
		Total Other Expenses	\$41,700
		<b>Total Expenses</b>	<b>\$1,568,215</b>
		<b>Net Income</b>	<b>(\$41,700)</b>
		<b>Net Income Less Depreciation</b>	<b>\$0</b>





8500 Depreciation																
8505	Building Depreciation	\$15,000	100.00%	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000
8510	Remodeling Depreciation	\$19,200	100.00%	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$19,200
8515	Equipment Depreciation	\$7,500	100.00%	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$7,500
8520	Vehicles Depreciation	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Depreciation</b>				\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$3,475	\$41,700
<b>Total Expenses</b>				\$127,950	\$120,976	\$128,518	\$122,871	\$163,195	\$120,496	\$126,964	\$120,667	\$120,667	\$164,413	\$121,147	\$130,354	\$1,568,215
<b>Net Income</b>				(\$9,980)	(\$3,006)	(\$10,548)	\$50,536	(\$45,225)	(\$2,526)	(\$8,994)	(\$2,697)	(\$2,697)	\$8,994	(\$3,177)	(\$12,384)	(\$41,700)
<b>Net Income Less Depreciation</b>				(\$6,505)	\$469	(\$7,073)	\$54,011	(\$41,750)	\$949	(\$5,519)	\$778	\$778	\$12,469	\$298	(\$8,909)	\$0



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-8**

**OSLCFDC POS AGREEMENT JANUARY 1<sup>ST</sup> TO DECEMBER 31<sup>ST</sup>, 2021**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Special Funding Request (New Service and/or Support Program) for Children's Services and/or Supports for Calendar Year 2021 from Our Saviors Lighthouse Child and Family Development Center, hereafter referred to as OSLCFDC, and authorizes the Executive Director to initiate and sign a POS Agreement with OSLCFDC as identified in Attachment "A" hereto for providing Personal Assistant and/or Day Habilitation Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2021-8

# PURCHASE OF PERSONAL ASSISTANT AND DAY HABILITATION SERVICES AND/OR SUPPORTS AGREEMENT

*THIS "Purchase of Personal Assistant and Day Habilitation Services and/or Supports Agreement" ("Agreement") entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri ("Board"), and Our Saviors Lighthouse Child and Family Development Center ("OSLCFDC"), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.*

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

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

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

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

**1. SERVICES TO BE PERFORMED.** OSLCFDC shall carry out the activities as set forth in the Fiscal Year (FY) 2021 Purchase of Children's Services and/or Supports (POS) Agreement for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant and Day Habilitation services and/or supports from OSLCFDC for the cost of said Services and/or Supports as provided in Section 2 below.

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



served during the previous calendar month. Board funding for said services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment “A” hereto).

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

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

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

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

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

**5. MONITORING.** OS�CFDC agrees to permit Board, the Executive Director of Board, or designee, or any individual(s) or agency designated by Board to monitor, survey, and inspect OS�CFDC’s services, activities, programs, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality.

In addition, OS�CFDC hereby agrees, upon notice of forty-eight (48) hours, it will make available to Board or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

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

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

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

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

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

Board shall be named as an additional insured on all liability insurance policies which cover OS�CFDC in administering the programs and services herein funded by the Board. OS�CFDC covenants to maintain in full force throughout the term hereof, at all its own cost and expense, insurance acceptable to Board, insuring OS�CFDC as named insured and Board as additional insured (and such other person or persons designated by Board) against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. The minimum coverages to be maintained are as follows:

Commercial General Liability \$1M per occurrence  
\$2M per aggregate

Auto Liability  
Bodily Injury, Property \$1M per occurrence

Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

Fidelity Bond equal to or greater than the total amount of this Agreement

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

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

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

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

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

**14. OVERPAYMENT.** OSLCFDC shall reimburse Board for any invoiced overpayments of the amounts listed in Section 2 if a Board review or annual audit reflects an overpayment. In the

event OSCLCFDC is financially unable to reimburse Board for an overpayment, Board shall have the option of: withholding the overpaid amount from the next scheduled payment as identified in this Agreement; withholding the overpaid amount from the next scheduled payment as identified in a separate or unrelated agreement; not entering into and executing a future agreement until the overpayment is reimbursed; or taking additional steps or actions to recover the overpaid amount(s).

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

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

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

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

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

Our Saviors Lighthouse Child and Family Development Center  
442 US-54 (mailed or delivered)  
Camdenton MO 65020

**17. TERM OF AGREEMENT.** The term of this Agreement shall be January 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2021.

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

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

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

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

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

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

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

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

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

CAMDEN COUNTY SENATE BILL 40  
BOARD

OUR SAVIORS LIGHTHOUSE CHILD  
AND FAMILY DEVELOPMENT  
CENTER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Attachment “A”

### Unit Billing Attendance Log

CCDDR Client  
Day Habilitation

**1 Hour PA = \$18.49**  
**1 Hour Day Hab = \$7.20**

**(Sample Invoice Only)**

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC  
 X

20XX

Total Units

CCDDR Client		Child's Name	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Units			
Day Habilitation		Last, First	xx/xx/xx																																			
One-on-one		XXXXXXXXXXXXXXXXXXXX	xx/xx/xx																																			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx																																	6.717	6.717	
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			4.850	8.017	8.583	6.167	8.883				8.483	4.900							5.250	5.250				5.417	5.333		8.083	8.117					87.333		
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			3.767	3.767	3.733	3.617	8.417			3.767	3.750	3.717	3.767	9.000				3.733	3.683	3.700	3.750			3.750	3.733	3.683	3.717	8.100			3.617	88.768			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			4.650	2.317	4.083					3.833	4.017	4.950	3.933	2.000				2.750	3.533	3.000	3.217			2.900	3.100	3.733	2.767				4.250	59.033			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx				7.117		7.033					7.167																							21.317	
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx				6.233	7.700	7.483					7.633	6.883	7.483	2.450					7.467	6.350	1.917				7.633	6.133	7.850						83.215		
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			5.233	5.117	5.067					4.367	4.833	5.150	3.917	7.550					5.333	5.117	5.033	4.933			5.350	4.267	4.617	4.600	7.700		4.467	92.651			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.283	3.517	8.317			3.350	3.450	4.267	3.967	8.417				4.000	3.767	3.967	3.533			4.083	3.850	3.850	4.083	8.283			3.833	90.634			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.267	3.517	8.317			3.350	3.450	4.267	3.967	8.417				4.000	3.767	3.967	3.533			4.083	3.850	3.850	4.083	8.283			3.833	90.618			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			8.967	9.017	9.000	9.000				8.250	8.500	4.183	8.583	8.267				8.600	8.700	8.517	8.867			7.317	8.517	7.583	8.733	7.783			7.900	156.284			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			3.383	3.667	3.583	3.400				3.350	3.717	4.183	3.483					3.400	3.583	3.600	3.383			3.417	3.683	3.733	3.467				3.733	60.765			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx														5.417																				13.084	
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx				3.250	2.967	3.717	2.667						2.817						3.100	3.000					2.867	3.633	3.300	3.183					34.501		
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			3.617	3.650	3.817	3.667				3.767	3.767	3.833						3.517	3.633	3.717	3.800			3.533			3.500				3.467	51.285			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			6.883	6.917		8.083	7.133			7.233	8.733		8.883	2.267				7.833	8.033	8.067				7.283	8.033			6.900			7.567	109.848			
X	X	XXXXXXXXXXXXXXXXXXXX	xx/xx/xx			4.400		4.417					4.500										4.367				5.117		4.517					3.817	31.135			
<b>Total PA Units</b>																																						<b>108.650</b>
<b>Total Personal Assistant Units x \$18.49:</b>			\$																																			<b>2,008.94</b>
<b>Total Day Hab Units</b>																																						<b>968.538</b>
<b>Total Day Habilitation Units x \$7.20:</b>			\$																																			<b>6,973.47</b>
<b>INVOICE TOTAL:</b>			\$																																			<b>9,550.93</b>

**Attachment “B”**





Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018, October 8, 2020
Subject: Program Funding & Purchase of Services and/or Supports Agreements

**PURPOSE:**

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

**POLICY:**

I. General Information

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

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

## II. Annual Program Funding and POS Agreements

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

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

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

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

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

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

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

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

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

#### IV. Eligibility Criteria

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

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

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

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

the sixth (6th) month after the end of the agency's fiscal year.

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

B. The annual funding application requirements are as follows:

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

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

C. The special funding application requirements are as follows:

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

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

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

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



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

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Program Funding

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

#### 2. POS Agreements

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

### B. Special Funding

#### 1. New Programs

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

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

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

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

## 2. Construction/Renovation Projects & Purchases of Property

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

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

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

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

IX. Monitoring of Funds Utilization

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

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

F. Purchase of Property

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

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

X. Monitoring Agencies Receiving Funds

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



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



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2021-9***

**RE-ALLOCATION/ALLOCATION OF RESTRICTED/UNRESTRICTED FUNDS**

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

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

**WHEREAS**, Section 67.030 RSMo states “The governing body of each political subdivision may revise, alter, increase or decrease the items contained in the proposed budget, subject to such limitations as may be provided by law or charter; provided, that in no event shall the total authorized expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. Except as otherwise provided by law or charter, the governing body of each political subdivision shall, before the beginning of the fiscal year, approve the budget and approve or adopt such orders, motions, resolutions, or ordinances as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget.”

**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 allocate and/or reallocate restricted and/or unrestricted funds for current and future use as set forth in Policy 29, Restricted and Unrestricted Funds.
2. The reallocations of restricted and unrestricted funds are identified as such in 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.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

# Attachment "A" to Resolution 2021-9

Fund Balances on 12/31/2020 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re- Allocation to Restricted Funds from 2020	2021 Beginning Balance	Projected to be Utilized During FY 2021	Estimated Balance at Year End 2021
<b>Equity</b>					
<b>3000 Restricted SB 40 Tax Fund Balances</b>					
3001 Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3005 Operational Reserves	\$244,565.20	\$5,434.80	\$250,000.00	\$0.00	\$250,000.00
3010 Transportation	\$51,183.00	(\$31,183.00)	\$20,000.00	\$0.00	\$20,000.00
3015 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3020 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3025 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3030 Special Needs	\$0.00	\$42,000.00	\$42,000.00	(\$42,000.00)	\$0.00
3035 Children's Programs	\$0.00	\$42,000.00	\$42,000.00	(\$42,000.00)	\$0.00
3040 Sheltered Workshop	\$92,240.98	\$45,000.00	\$137,240.98	(\$96,000.00)	\$41,240.98
3045 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3050 Partnership for Hope Match	\$4,107.00	(\$4,107.00)	\$0.00	\$0.00	\$0.00
3055 Building/Remodeling/Expansion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3060 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3065 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3070 TCM	\$45,909.62	\$118,064.07	\$163,973.69	(\$120,220.00)	\$43,753.69
3075 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 3000 Restricted Fund Balances</b>	<b>\$438,005.80</b>	<b>\$217,208.87</b>	<b>\$655,214.67</b>	<b>(\$300,220.00)</b>	<b>\$354,994.67</b>

Unrestricted Funds (Estimated): **\$217,208.87** *Balances?* **YES**

Fund Balances on 12/31/2020 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2020	2021 Beginning Balance	Projected to be Utilized During FY 2021	Estimated Balance at Year End 2021
<b>Equity</b>					
<b>3500 Restricted Services Fund Balances</b>					
3501 Operational	\$35,969.90	\$27,004.10	\$62,974.00	(\$62,974.00)	\$0.00
3505 Operational Reserves	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00
3510 Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3515 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3520 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3525 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3530 Special Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3535 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3540 Sheltered Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3545 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3550 Partnership for Hope Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3555 Building/Remodeling/Expansion	\$84,633.00	(\$14,059.20)	\$70,573.80	(\$41,105.00)	\$29,468.80
3560 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3565 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3570 TCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3575 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 3500 Restricted TCM Fund Balances</b>	<b>\$320,602.90</b>	<b>\$12,944.90</b>	<b>\$333,547.80</b>	<b>(\$104,079.00)</b>	<b>\$229,468.80</b>

Unrestricted Funds (Estimated): **\$12,944.90** *Balances?* **YES**

Proposed Reallocations	Reason
SB 40 Tax: Restrict \$5,434.80 to Operational Reserves	Restricted Funds to Maintain Approximately 25% Operational Reserves for SB 40 Tax Fund
SB 40 Tax: Reallocate \$31,183.00 from Transportation to Special Needs	Move Funds to Special Needs for Services Needed in lieu of Clients Potentially Being Added to Waiver Wait List or Other Services not Paid by Medicaid
SB 40 Tax: Restrict \$42,000.00 to Special Needs	Restricted Funds for Services Needed in lieu of Clients Potentially Being Added to Waiver Wait List or Other Services not Paid by Medicaid
SB 40 Tax: Restrict \$42,000.00 to Children's Programs	Anticipated POS Agreement with OSLF CDC and to Expand Children's Services/Supports
SB 40 Tax: Restrict \$45,000.00 to Sheltered Workshop	Restricted Funds for LAI Major Purchases & Assets/Capital Improvements
SB 40 Tax: Reallocate \$4,107.00 from Partnership for Hope Match to TCM	Move Funds to TCM for State TCM Allocation Formula Overage, State TCM Budget Allocation Adjustments, and/or Ancillary and Non-Medicaid TCM Services (Offsets for PFH No Longer Needed)
SB 40 Tax: Restrict \$118,064.07 to TCM	Restricted Funds for State TCM Allocation Formula Overage, State TCM Budget Allocation Adjustments, and/or Ancillary and Non-Medicaid TCM Services
Services: Reallocate \$14,059.20 from Building/Remodeling/Expansion to Operational	Move Funds to Operational for Services Operational Expenses
Services: Restrict \$27,004.10 to Operational	Restricted Funds for Services Operational Expenses

YE 2020 Estimated SB 40 Tax Funds (as of December 31st, 2020)

Central Bank	\$229.00
Bank of Sullivan - Operating/"Sweep"	\$692,766.15
2020CRC Payable	(\$36,780.48)
Accounts Payable	(\$1,000.00)
Estimated 2020 Invoices Not Yet Received	\$0.00
Next Budget Year Taxes Received and Deposited	\$0.00
<b>Total Accounts</b>	<b>\$655,214.67</b>
Restricted - Operational	\$0.00
Restricted - Operational Reserves	\$244,565.20
Restricted - Transportation	\$51,183.00
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$0.00
Restricted - Children's Programs	\$0.00
Restricted - Sheltered Workshop	\$92,240.98
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$4,107.00
Restricted - Building/Remodeling/Expansion	\$0.00
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$45,909.62
Restricted - Community Resource	\$0.00
<b>Total Fund Balances</b>	<b>\$438,005.80</b>
<b>Estimated Unrestricted Funds Available</b>	<b>\$217,208.87</b>

YE 2020 Estimated Service Funds (as of December 31st, 2020)	
2020 TCM Service Payments Not Yet Received	\$0.00
2020 CRC Service Payments Not Yet Received	\$36,780.48
Accounts Payable	(\$734.36)
Estimated 2020 Invoices Not Yet Received	(\$10,000.00)
MO State & Insurance W/H Payable	(\$6,018.22)
Bank of Sullivan Operating/"Sweep"	\$313,519.90
Total Accounts	\$333,547.80
Restricted - Operational	\$35,969.90
Restricted - Operational Reserves	\$200,000.00
Restricted - Transportation	\$0.00
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$0.00
Restricted - Children's Programs	\$0.00
Restricted - Sheltered Workshop	\$0.00
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$0.00
Restricted - Building/Remodeling/Expansion	\$84,633.00
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$0.00
Restricted - Community Resource	\$0.00
Total Fund Balances	\$320,602.90
Estimated Unrestricted Funds Available	\$12,944.90



Future Asset/Capital Improvements & Replacement Costs
Any Unforeseen/Unanticipated Major Purchases
Keystone Conference Room Microphone & Sound System
HVAC System Replacement at Keystone
Accessible Entry at Keystone
Accessible Entry at Camdenon Office (Employee Entrance)
Parking Lot Improvements at Camdenon Office
Parking Lot Improvements at Keystone
HVAC System Replacement at Camdenon Office
Landscape Improvements at Camdenon Office



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-10**

**PARTNERSHIP FOR HOPE WAIVER “BLANKET” APPROVAL FOR \$10,000 EXCEPTIONS**

**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 Partnership for Hope Waiver is “capped” at approximately \$12,360 annually with a one-time \$10,000 exception per individual and the State match is approximately 35%, of which the State has an agreement with participating SB 40 Boards/Counties to pay half of the State’s match.

**WHEREAS**, The Camden County SB 40 Board has historically approved all exceptions for those Camden County clients who participate in the Partnership for Hope Waiver, and the Board recognizes the benefits to its clients.

**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”, establishes that the need to request approval for a \$10,000 one-time exception from the Board for each Camden County client participating in the Partnership for Hope Waiver needing additional services and/or supports above the \$12,360 “cap” is a matter of redundancy.
2. The Board hereby approves a “blanket” one-time exception amount not to exceed \$10,000 for each Camden County client participating in the Partnership for Hope Waiver so that additional services and/or supports are not delayed if they have been justified by the Support Coordination team and approved by the Executive Director.
3. That the Board also acknowledges the Support Coordination team will explore and exhaust all other possible resources before submitting exception requests for review, and the Executive Director’s approval will be contingent on the client’s needs and the Board’s available resources.
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.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-11**

**AMENDED FFCRA POLICY**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the Families First Coronavirus Response Act (FFCRA), Paid Sick Leave and Expanded FMLA Leave, Policy.
2. That the Board hereby adopts the amended FFCRA Policy (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2021-11

# **Camden County Developmental Disability Resources (CCDDR) Families First Coronavirus Response Act Policy: Paid Sick Leave and Expanded FMLA Leave (“FFCRA Policy”)**

**Effective Dates of Policy:** April 1, 2020 – March 31, 2021

## **Introduction**

The Families First Coronavirus Response Act (“FFCRA”) creates two new types of leave to which eligible employees may be entitled if they are unable to work due to COVID-19 related reasons: **Paid Sick Leave** and **Expanded FMLA Leave**. Information regarding both types of leave is set forth below. Further information regarding the FFCRA, as well as a CCDDR Request for FFCRA Leave Form, can be obtained from CCDDR’s Human Resource Officer.

## **Unable to Work**

For purposes of both types of leave under this policy, an employee is considered “unable to work” if CCDDR has work for the employee and one of the Qualifying Reasons (as defined herein) prevents the employee from being able to perform that work, either under normal circumstances at the employee’s normal worksite or by means of telework. CCDDR may approve an employee to work an adjusted schedule (aka “Flex” time), in which case an employee who has been approved to work an adjusted schedule is not “unable to work” unless one of the Qualifying Reasons prevents the employee from working the adjusted schedule and there are no extenuating circumstances that prevent the employee from performing that work.

## **Paid Sick Leave Under the FFCRA**

### **Eligible Employees**

All employees, regardless of length of employment with CCDDR, are eligible for Paid Sick Leave. However, CCDDR may choose not to permit an employee to take Expanded FMLA Leave where the employee’s use of Expanded FMLA Leave would jeopardize the viability of the business as a going concern.

### **Qualifying Reasons for Paid Sick Leave**

An employee is entitled to take Paid Sick Leave when the employee is unable to work because the employee:

- Is subject to a federal, state, or local quarantine or isolation order due to COVID-19 (“Quarantine Order”)<sup>1</sup>

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<sup>1</sup> A quarantine or isolation order includes quarantine, isolation, containment, shelter-in-place, or stay-at-home orders issued by any Federal, State, or local government authority.

- Has been advised by a healthcare professional to self-quarantine due to COVID-19 (i.e., based on the health care provider’s belief that the employee has COVID-19, may have COVID-19, or is particularly vulnerable to COVID-19 (“Quarantine Recommendation”))
- Is experiencing symptoms of COVID-19 (such as fever, dry cough, shortness of breath, or other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention [CDC]).and is seeking medical diagnosis (“COVID-19 Symptoms”)
- Is caring for a qualified individual<sup>2</sup> who is under a Quarantine Order or Quarantine Recommendation (“Quarantine Care”)
- Is caring for the employee’s son or daughter, because the son or daughter’s school or childcare provider is closed/unavailable due to COVID-19 precautions (“Child Care”)<sup>3</sup>
- Is experiencing any other substantially similar condition specified by the Secretary of the Health and Human Services, in consultation with the Secretary of the Treasury and Secretary of Labor (“Other Symptoms”)

Amount of Paid Sick Leave:<sup>4</sup>

Employees who are full-time status are entitled to a maximum of 80 hours of Paid Sick Leave.

Employees who are part-time status are entitled to a maximum number of hours of Paid Sick Leave that is equal to the average number of hours that such employee works over a two-week period. Special rules may apply to part-time employees who work varying schedules.

Amount of Pay for Paid Sick Leave

For Paid Sick Leave due to reasons as set forth herein, leave will be paid at the employee’s regular rate of pay.

Relation of Paid Sick Leave to Other Paid Leave

Paid Sick Leave is in addition to any other paid leave which may be available to employees under the CCDDR’s other paid time off (PTO) policies. Employees are not required to first use PTO under any other CCDDR policy before using Paid Sick Leave.

Paid Sick Leave is in addition to any other paid leave which may be available to employees under applicable Federal, state, or local law.

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<sup>2</sup> A qualified individual is someone who is: (a) an employee’s immediate family member, roommate, or similar person with whom the employee has a relationship that creates an expectation of care; and (b) in need of genuine care from the employee.

<sup>3</sup> Paid Sick Leave for Child Care may be used only when no other suitable person will be caring for the employee’s son or daughter during the period for which the employee is requesting leave.

<sup>4</sup> The amount of Paid Sick Leave available under this FFCRA Policy to an employee who becomes employed by the Company after April 1, 2020, will be reduced by the amount of Paid Sick Leave, if any, such employee used while working for any prior employer.

## Employee Notice and Documentation Requirements

Employees are requested to provide notice of their need for Paid Sick Leave as soon as the need for leave becomes known. In all cases, however, an employee must give notice of the employee's need for Paid Sick Leave as soon as practicable after the first workday (or portion thereof) for which an employee takes Paid Sick Leave. Employees may provide initial notice of the need for leave either orally or in writing to CCDDR's Human Resource Officer. However, employees thereafter must provide an appropriate statement and supporting documentation demonstrating the need for Paid Sick Leave. A CCDDR Request for FFCRA Leave Form for this purpose must be obtained from, and submitted to, CCDDR's Human Resource Officer.

## Use of Paid Sick Leave

All employees are able to telework, but for those employees who are unable to telework during their normally scheduled hours (including any adjusted schedule agreed to by CCDDR) due to a Qualifying Reason for Paid Sick Leave may take Paid Sick Leave intermittently while teleworking, subject to CCDDR's approval of both: (a) the use of intermittent Paid Sick Leave; and (b) the increment(s) or schedule in which Paid Sick Leave will be used. Employees must discuss requests for intermittent Paid Sick Leave with the Human Resource Officer and their supervisor.

## No Replacement Requirement

Employees are not required to find a replacement to cover any part of their work schedule while using Paid Sick Leave.

## Exhaustion of Paid Sick Leave

If an employee exhausts Paid Sick Leave entitlement but still needs leave for COVID-19 related reasons, the employee should communicate with CCDDR's Human Resource Officer to determine whether another type of leave is available.

## Return to Work from Paid Sick Leave

An employee who has taken Paid Sick Leave should notify CCDDR's Human Resource Officer promptly when the employee's need for Paid Sick Leave has ended. The employee's Paid Sick Leave ends as of the next immediately scheduled workday following the conclusion of the employee's need for Paid Sick Leave. CCDDR's Human Resource Officer will work with the employee to return the employee to work from leave, including informing the employee of any return-to-work certification from employee's health care provider that may be required when Paid Sick Leave has been taken due to Quarantine Order, Quarantine Recommendation, COVID-19 Symptoms, Quarantine Care, or Other Symptoms.

## **Expanded FMLA Leave Under the FFCRA**

### **Eligible Employees**

All employees who have been employed by CCDDR for at least 30 calendar days as of the date the Expanded FMLA Leave is to begin are eligible for Expanded FMLA Leave. Employees who have recently been rehired by CCDDR should consult with Human Resources to determine when they are eligible for Expanded FMLA Leave. However, CCDDR may choose not to permit an employee to take Expanded FMLA Leave where the employee's use of Expanded FMLA Leave would jeopardize the viability of the business as a going concern.

### **Qualifying Reason for Expanded FMLA Leave**

An employee is entitled to take Expanded FMLA Leave when the employee is unable to work (including telework) because the employee is caring for the employee's son or daughter because the son or daughter's school or child care provider is closed/unavailable due to and related to COVID-19 as declared by the federal, state, or local authority (a "Public Health Emergency"). Expanded FMLA Leave may be used only when no other suitable person will be caring for the employee's son or daughter during the period for which the employee is requesting leave.

### **Amount of Expanded FMLA Leave**

For those employees who are eligible for FMLA leave, the Expanded FMLA Leave entitlement under the FFCRA does not provide for an additional amount of FMLA leave, but instead simply provides an *additional qualifying reason* for which FMLA leave may be taken (as set forth herein). Thus, employees who are eligible for both Expanded FMLA Leave and for FMLA leave under FMLA are entitled to take up to a combined total of 12 weeks of FMLA leave (or up to 26 weeks of military caregiver leave), including Expanded FMLA Leave and other types of FMLA leave, within the applicable 12-month period (as defined). Regardless of how the 12-month period is defined, in no event may an employee take more than 12 weeks of Expanded FMLA Leave during the period of April 1, 2020 to March 31, 2021.

For example, if you have already taken some, but not all, of your 12 workweeks of FMLA leave during the applicable 12-month period, you may take some or all of the remaining portion of the 12 workweeks as Expanded FMLA Leave (subject to the terms set forth herein). However, if you have already taken 12 workweeks of FMLA Leave during the applicable 12-month period, you may not take additional Expanded FMLA Leave during the applicable 12-month period.

Employees who are eligible for Expanded FMLA Leave but who are not eligible for FMLA leave (due to length of employment, hours worked, or number of employees at work location) are entitled to take up to 12 weeks of Expanded FMLA Leave. If such employees subsequently become eligible for FMLA leave, their 12-week FMLA entitlement may be reduced by the amount of Expanded FMLA Leave they have already taken in the applicable 12-month period, and in no event may they take more than 12 weeks of Expanded FMLA during the period of April 1, 2020 to March 31, 2021.



An employee whose FMLA leave and Expanded FMLA Leave exceeds the amount of leave available under this policy within the applicable 12-month period will not be guaranteed a job upon return from the leave, unless otherwise required by law. Employees may submit a request for other unpaid leave; however, each situation shall be assessed on a case by case basis. Such leave of absence requests must be approved by the Executive Director and may require additional documentation.

#### Unpaid vs. Paid Expanded FMLA Leave

The first 2 weeks (10 workdays) of Expanded FMLA Leave is unpaid. However, an employee may elect to use Paid Sick Leave under this policy (if available) or currently available paid leave under CCDDR's PTO policies during this two-week period. If the employee elects to do so, then such leave will run concurrently with the unpaid Expanded FMLA Leave and will be paid in accordance with the applicable policy.

Any remaining Expanded FMLA Leave taken after the first two weeks (10 workdays) of Expanded FMLA Leave will be paid at 2/3 of the employee's regular rate of pay, i.e., 2/3 employee's regular rate of pay multiplied by the number of hours that the employee would otherwise be scheduled to work during the period of the leave. Subject to applicable federal or state law, employees may choose to use any currently available paid leave under CCDDR's PTO policies to supplement pay during this period of paid Expanded FMLA Leave so that the employees receive the full amount of their normal pay (e.g. the employee may substitute one-third hour of accrued paid leave for each hour of Expanded FMLA Leave), which is approximately 13.2 PTO hours for each 40-hour workweek. For each day of leave, the employee receives compensation based on the number of hours the employee would otherwise be normally scheduled to work, although special rules may apply to employees with varying schedules.

#### Employee Notice and Documentation Requirements

Employees are requested to provide notice of their need for Expanded FMLA Leave as soon as the need for leave becomes known. In all cases, however, an employee must give notice of the employee's need for Expanded FMLA Leave as soon as practicable after the first workday (or portion thereof) for which an employee takes Expanded FMLA Leave. Employees may provide initial notice of the need for leave either orally or in writing to CCDDR's Human Resource Officer. However, employees thereafter must provide an appropriate statement and supporting documentation demonstrating the need for Expanded FMLA Leave. A CCDDR Request for FFCRA Leave Form for this purpose must be obtained from, and submitted to, CCDDR's Human Resource Officer.

#### Employer Notice

After receiving an initial request for Expanded FMLA Leave, CCDDR will inform the employee of the employee's eligibility status for taking leave. If the employee is not eligible for Expanded FMLA Leave, CCDDR will provide a reason for the ineligibility. If the employee is eligible for Expanded FMLA Leave, CCDDR will notify the employee of the employee's rights and responsibilities under the FMLA, including any additional information that may be required of the employee.

After sufficient information is obtained to determine whether the leave will be designated as FMLA-protected, CCDDR will notify the employee as to whether the leave has been designated as Expanded FMLA Leave. If known at that time, CCDDR will also notify the employee of the amount of leave to be counted against the employee's leave entitlement. If not known at that time, CCDDR will notify the employee of the amount of leave counted against the employee's leave entitlement upon request, but no more often than once in a 30-day period during which leave was taken.

#### Use of Expanded FMLA Leave

All employees are able to telework, but for those employees who are unable to telework during their normally scheduled hours (including any adjusted schedule agreed to by CCDDR) due to a Qualifying Reason for Expanded FMLA Leave may take Expanded FMLA Leave intermittently while teleworking, subject to CCDDR approval of both: (a) the use of intermittent Expanded FMLA Leave; and (b) the increment(s)/schedule in which Expanded FMLA Leave will be used. Employees must discuss requests for intermittent Expanded FMLA Leave with the Human Resource Officer and their supervisor.

#### **Provisions Applicable to Both Paid Sick Leave and Expanded FMLA Leave under this FFCRA Policy**

##### Son or Daughter

For purposes of both Paid Sick Leave and Expanded FMLA Leave, a "son or daughter" includes the employee's: biological, adopted, foster or step child; legal ward; or a child for whom the employee is standing *in loco parentis* (i.e., the employee has day-to-day responsibilities to care for or financially support the child). A "son or daughter" also includes an employee's adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

##### Continuation of Benefits

Employees will remain eligible for CCDDR-paid employee-only coverage under CCDDR's health insurance plan. To continue family, spouse, and/or dependent coverage, the employee must continue to make any contributions (e.g., premium payments) that the employee made to the plan before taking leave. The employee may also choose not to continue family, spouse, and/or dependent coverage while on leave, and upon returning from such leave, shall be entitled to be reinstated on the same terms as prior to taking the leave. If CCDDR changes or provides new benefits during the period of Paid Sick Leave and/or Expanded FMLA Leave, the employee will be entitled to the new or changed benefits to the same extent as if the employee was not on leave. The employee will also receive all notices of an opportunity to change benefits (e.g., open enrollment) and any such election to change benefits will be honored.

##### No Carryover

Any Paid Sick Leave available under this Policy that has not been used by December 31, 2020 may not be carried over to 2021. Similarly, Expanded FMLA Leave is available only until

March 31, 2021; after that, an employee may only take FMLA leave (and only to the extent the employee is eligible and has leave time remaining in the applicable 12-month period). Employees will not be paid for any unused Paid Sick Leave or Expanded FMLA Leave upon the expiration of the FFCRA on March 31, 2021.

#### No Payout on Separation

Employees will not be paid for any unused leave under this Policy upon separation for any reason.

#### Return to Work/Restoration of Position

If an employee's scheduled work hours are reduced due to the lack of work, the employee is not entitled to use Paid Sick Leave or Expanded FMLA Leave for the hours the employee is no longer scheduled to work.

During Paid Sick Leave or Expanded FMLA Leave, CCDDR may require periodic reports from the employee regarding the employee's status and intent to return to work. If an employee is able to return to work sooner than anticipated, the employee is expected to notify CCDDR of the changed circumstances.

At the end of the approved Paid Sick Leave and/or Expanded FMLA Leave, the employee will be offered restoration to the same position held when leave commenced, or to an equivalent position with the same benefits, terms, and conditions of employment.

However, an employee has no greater right to leave under the FFCRA, or to reinstatement or other benefits and conditions of employment under the FFCRA, than if employee had been continuously employed during the leave period. Thus, for example, the right to paid leave (or to continuing paid leave, if leave has already begun) or to restoration may not apply if there has been a worksite closing, layoff, workforce reduction, a reorganization, or similar business change for legitimate business reasons affecting the employee's position before or while the employee was on leave under the FFCRA. In addition, certain highly compensated "key" employees as defined under the FMLA may not be entitled to job restoration.

With respect to employees who have taken Expanded FMLA Leave, if the employee's previous position no longer exists due to CCDDR's economic conditions or other changes in operating conditions that affect employment and are due to COVID-19 related reasons during the period of the leave, then CCDDR will make reasonable efforts, upon the employee's ability to return from Expanded FMLA Leave, to restore the employee to an equivalent position (including equivalent in terms of benefits, pay, and other terms/conditions). In certain circumstances, no reasonable equivalent position may be available; therefore, the employee may not be reinstated. However, for a period of one year (beginning either on the date the leave related to COVID-19 reasons concludes or the date 12 weeks after your leave began, whichever is earlier), CCDDR will continue to make reasonable efforts to contact you if an equivalent position becomes available.

### Protecting Employee Rights

It is against CCDDR policy to interfere with, restrain, or deny the exercise of any right provided by the FFCRA, or to discipline, discharge or otherwise discriminate against any person who lawfully takes leave under the FFCRA, files a complaint, or institutes a proceeding under or related to the FFCRA, or intends to testify in any such proceeding.

Employees who have concerns with how their FFCRA leave requests have been handled are encouraged to bring their concerns to the attention of the Human Resource Officer. Employees also may file a complaint with the U.S. Department of Labor, Wage and Hour Division. Additional information may be obtained through the Department of Labor at 1-866-4US-WAGE (1-866-487-9243) (TTY 1-877-889-5627) or [www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd).

### Dishonesty or Misuse of FFCRA Leave

Employees are prohibited from engaging in fraud, abuse or misuse in connection with a request for leave under this FFCRA Policy. The submission of false information in support of a request for leave under this FFCRA Policy, or the abuse or misuse of approved leave under the FFCRA, may result in disciplinary action, up to and including immediate termination.

### **Construction of this FFCRA Policy**

This policy is intended to comply with the FFCRA and not expand upon it. As such, this policy shall be construed in all cases consistent with the statutory requirements. The ultimate determination of whether an employee is entitled to leave under the FFCRA or whether any time off by the employee may be deemed to be leave under the FFCRA is not governed by this policy, but rather is governed by the provisions of the FFCRA, as well as any applicable regulations and other law interpreting the FFCRA. In addition, CCDDR will comply with any applicable state or local law or regulation that provides greater leave or related entitlements to employees. Accordingly, this policy is intended to provide employees with a summary of some of the important provisions of the FFCRA.

CCDDR reserves the right to amend any portion of this policy at its sole discretion, and to apply all provisions and defenses set forth in applicable law, whether or not specifically set forth in this policy. This policy is not a contract or a promise of any kind and does not alter CCDDR's employment at-will policy.