



**July 16<sup>th</sup>, 2018**

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

**Open Session Board Meeting**

# Agenda

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

Tentative Agenda for Open Session Board Meeting on July 16<sup>th</sup>, 2018, 4:00 PM

**This Board Meeting will be held at:**

**255 Keystone Industrial Park Drive**

**Camdenton, MO 65020**

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for June 18<sup>th</sup>, 2018

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- June 2018 Support Coordination Report
- June 2018 CARF Reports
- June 2018 Employment Report
- June 2018 Agency Economic Report
- May 2018 Credit Card Statement
- Open Session Resolutions 2018-24, 2018-25, & 2018-26
- Closed Session Resolutions 2018-27, 2018-28 & Closed Session Board Packet

Speakers/Guests

- NONE

Monthly Reports

- Arc of the Lake
- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- NONE

New Business for Discussion

- NONE

June Support Coordination Report

June CARF Reports

June Employment Report

June Agency Economic Report

May Credit Card Statement

Discussion & Conclusion of Resolutions:

1. Resolution 2018-24: Revised 2018 Budget
2. Resolution 2018-25: 2016 Annual Report
3. Resolution 2018-26: Approval of Amended Employee Manual

Public Comment

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

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

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

Closed Session Meeting - Pursuant to Section 610.021 RSMo, subsections (5), (8), & (14)

Adjournment

**The news media may obtain copies of this notice by contacting:**  
**Ed Thomas, CCDDR Executive Director**  
**5816 Osage Beach Parkway, Suite 108, Osage Beach, MO 65065**  
**Office: 573-693-1511 Fax: 573-693-1515 Email: [director@ccddr.org](mailto:director@ccddr.org)**



**June 18<sup>th</sup>, 2018**

**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**  
**Open Session Minutes of June 18th, 2018**

**Members Present** Lisa Jackson, Suzanne Perkins (arrived after meeting commencement),  
Lorraine Russell, Chris Bothwell  
Via telephone - Brian Willey, Kym Jones, Shanna Weber

**Members Absent** Angela Sellers, Paul DiBello

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch, Lillie Smith, (LAI)  
Lisa Berkstresser (CLC)  
Jeanna Booth, Connie Baker, Myrna Blaine,  
Rachel Baskerville, Linda Simms (CCDDR)

**Approval of Agenda**

Motion by Chris Bothwell, second Lorraine Russell, to approve the agenda as presented.

AYE: Lisa Jackson, Lorraine Russell, Chris Bothwell, Brian Willey,  
Kym Jones, Shana Weber

NO: None

**Approval of Open Session Board Minutes for May 21st, 2018**

Motion by Brian Willey, second Chris Bothwell, to approve the May 21st, 2018  
Open Session Board Meeting Minutes as presented.

AYE: Lisa Jackson, Lorraine Russell, Chris Bothwell,  
Kym Jones, Brian Willey

NO: None

ABSTAIN: Shanna Weber because she was not present at the  
May 21st, 2018 board meeting.

**Acknowledgement of Distributed Materials to Board Members**

- CLC Monthly Reports
- LAI Monthly Reports
- May 2018 Support Coordination Report
- May 2018 CARF Reports (Updates not available until December 2018)
- May 2018 Employment Report
- May 2018 Agency Economic Report
- April 2018 Credit Card Statement
- Resolutions 2018-23

## **Speakers/Guests**

- None

## **Monthly Reports**

**Arc of the Lake**  
**Children's Learning Center**  
**Lake Area Industries**

**Arc of the Lake**  
**Myrna Blaine**

The Arc of the Lake needs board members. Paul DiBello was a huge help with the 5K run at the Dogwood Festival. The Arc raised enough money to pay for several scholarships to Camp Wonderland through the Gigi Maha Scholarship Fund. The next event is the ice cream social on July 21 at the Versailles Park from 1pm to 3pm. The swim party will be August 11 at Camp Wonderland from 10am to 4pm. Lunch will be served, and lifeguards will be present. The camp is completely accessible. The Arc is going to try to offer an educational financial workshop this fall.

**Children's Learning Center (CLC)**  
**Lisa Berkstresser**

CLC is busy reviewing for their accreditation., getting their state license renewed on July 16 and preparing for the audit with Evers on July 17<sup>th</sup>. Lip Sync will be held at the Inn at Grand Glaze.

**Lake Area Industries (LAI)**  
**Natalie Couch**

June was another good month with a net income of \$10,000. Garden Center sales were up, Contract Packaging stayed busy with the current drink sticks contract completing about 1000 cases and awaiting the new contract for an additional 1,250 cases. LAI is utilizing the assistance of 8 employees from the Laclede County sheltered workshop to help them out on their projects. Additional big jobs are expected to arrive – additional help is needed. If anyone is looking for a job, refer them to LAI. Tackle box orders have slowed down somewhat. Shredding is behind. Garden Center netted \$8,000 so far for the season; however, plants are on sale for half price due to hot weather. Annual trainings have been completed, The McGrath/LAI Gifted Gardens is airing for the next six months on several Spectrum channels and you can also view on LAI's Facebook page. Two bids were opened for 3 needed projects to be completed at LAI. One bid was for \$55,865 and the other was \$56,880.

*Board member Suzanne Perkins arrived at meeting.*

## **Old Business for Discussion**

- None

## **New Business for Discussion**

- Participation in the Housing Voucher Program – Board Member or related party with or with substantial interest

Brian Willey plans to offer a home for the Housing Voucher Program (HVP) for eligible CCDDR clients. This topic came up previously in 2014, and Resolution 2014-52 approved allowance of participation supported by extensive attorney review beforehand. CCDDR attorneys reviewed again for verification, concluding advertisement of the intent should be published in the local newspaper. Advertisement was completed and no general public concerns or objections were expressed. No one from the general public is present at the meeting to express concerns or objections. If any concerns or objections are expressed in the future, it will immediately be brought to the Board's attention. A new Conflict of Interest disclosure must be completed if a CCDDR client leases the unit through the HVP as well as the appropriate Ethics Commission reports. No vote is required. No Board member present raised any objections.

## **May Support Coordination Report**

Numbers are staying steady around 330. The two new support coordinators are catching on quickly. Medicaid Eligibility is hanging in around 86-87% Myrna is seeing some increased productivity with the new Microsoft Office 365. No issues to talk about as SC's are doing a good job every day.

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

AYE: Lisa Jackson, Suzanne Perkins, Lorraine Russell,  
Chris Bothwell, Brian Willey, Kym Jones, Shanna Weber

NO: None

## **May CARF Reports**

Estimated completion date for gathering CARF reports is still prolonged as Set-Works still has delays in implementation. Several conference calls have been held with the programmers. Problem will get solved, and, if needed, Myrna can manually create a report but will require a lot of time for completion.

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

AYE: Lisa Jackson, Suzanne Perkins, Lorraine Russell,  
Chris Bothwell, Brian Willey, Kym Jones, Shanna Weber

NO: None

## **May Employment Report**

Not Many changes in the employment report. Hovering around 20% in community employment.

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

AYE: Lisa Jackson, Suzanne Perkins, Lorraine Russell,  
Chris Bothwell, Brian Willey, Kym Jones, Shanna Weber

NO: None

### **May Agency Economic Report**

Financial reports reflect operations and expenses are in line with the overall budget. Individual categories will be adjusted to reflect more accurate line item projections. Ed is currently finalizing modifications to the SB 40 Tax budget and has completed the revisions to the Services budget. Payroll benefits are significantly lower than projected due to a vacancy and leaves of absence in the first half of the year. Ed is hoping to add more TCM staff before year-end.

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

AYE: Lisa Jackson, Suzanne Perkins, Lorraine Russell,  
Chris Bothwell, Brian Willey, Kym Jones, Shanna Weber

NO: None

### **April 2018 Credit Card Statement**

No questions and a vote not necessary.

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

#### **1. Resolution 2018-23: Award for Banking Services**

Bids for banking services were received from OakStar (formerly First National Bank) and Bank of Sullivan.

After making comparisons, the Administrative team felt the Bank of Sullivan offered better interest rates, etc., and recommended all monies be moved to Bank of Sullivan. The team also recommended that the Money Market account at the Bank of Sullivan be transferred to the Sweep account so that the higher interest rate on a larger account balance can yield a higher return.

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

AYE: Lisa Jackson, Suzanne Perkins, Lorraine Russell,  
Chris Bothwell, Brian Willey, Kym Jones, Shanna Weber

NO: None

**Adjournment:**

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

AYE: Lisa Jackson, Suzanne Perkins, Lorraine Russell,  
Chris Bothwell, Brian Willey, Kym Jones, Shanna Weber

NO: None

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Board Chairman

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Secretary

# **CLC Monthly Report**



**SB40/CCDDR Funding Request  
for  
JULY 2018**

Utilizing JUNE 2018 Records



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

	First Steps	Step Ahead	Not Specified	TOTAL
<b>Revenue</b>				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41100 CACFP		1,181.06		1,181.06
41200 Camden County SB40	1,329.90	14,144.88		15,474.78
Total 41000 Contributions & Grants	\$ 1,329.90	\$ 15,325.94	\$ 0.00	\$ 16,655.84
42000 Program Services				0.00
Total 42100 First Steps	\$ 9,449.97	\$ 1,824.00	\$ 0.00	\$ 11,273.97
Total 42600 Program Services	\$ 9,449.97	\$ 1,824.00	\$ 0.00	\$ 11,273.97
43000 Tuition				0.00
43100 Dining				0.00
43120 Lunch		150.00		150.00
43130 Snack		30.00		30.00
Total 43100 Dining	\$ 0.00	\$ 180.00	\$ 0.00	\$ 180.00
43500 Tuition		1,547.60		1,547.60
43505 Subsidy Tuition		855.36		855.36
Total 43500 Tuition	\$ 0.00	\$ 2,402.96	\$ 0.00	\$ 2,402.96
Total 43000 Tuition	\$ 0.00	\$ 2,582.96	\$ 0.00	\$ 2,582.96
45000 Other Revenue				0.00
45200 Fundraising Income				0.00
45220 Summer Night Glow 5K		6,269.17		6,269.17
45221 Raffle-Summer Night Glow		325.00		325.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 6,594.17	\$ 0.00	\$ 6,594.17
Total 45200 Fundraising Income	\$ 0.00	\$ 6,594.17	\$ 0.00	\$ 6,594.17
45300 Miscellaneous Revenue				0.00
45310 Donations		75.00		75.00
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 75.00	\$ 0.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 6,669.17	\$ 0.00	\$ 6,669.17
Total 40000 INCOME	\$ 10,779.87	\$ 26,402.07	\$ 0.00	\$ 37,181.94
Total Revenue	\$ 10,779.87	\$ 26,402.07	\$ 0.00	\$ 37,181.94
Gross Profit	\$ 10,779.87	\$ 26,402.07	\$ 0.00	\$ 37,181.94
<b>Expenditures</b>				
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 18,276.15	\$ 0.00	\$ 18,276.15
51300 Employee Mileage				0.00
51330 Care & Education Aide		30.00		30.00
Total 51300 Employee Mileage	\$ 0.00	\$ 30.00	\$ 0.00	\$ 30.00
Total 51500 Employee Taxes	\$ 0.00	\$ 1,639.08	\$ 0.00	\$ 1,639.08
Total 51600 Health Insurance	\$ 0.00	\$ 1,578.20	\$ 0.00	\$ 1,578.20
Total 51000 Payroll Expenditures	\$ 0.00	\$ 21,522.43	\$ 0.00	\$ 21,522.43
54000 Fundraising/Grants				0.00
54200 Summer Night Glow 5K		2,585.40		2,585.40
Total 54000 Fundraising/Grants	\$ 0.00	\$ 2,585.40	\$ 0.00	\$ 2,585.40
55000 Office Expenditures				0.00
55200 Miscellaneous		16.11		16.11
55300 Office Supplies		80.14		80.14
Total 55000 Office Expenditures	\$ 0.00	\$ 96.25	\$ 0.00	\$ 96.25
57000 Office/General Administrative Expenditures				0.00
57150 QuickBooks Payments Fees		103.50	1.00	103.50
57400 Child Management Software		35.00		35.00
57500 License/Accreditation/Permit Fees		21.25		21.25
57900 Janitorial/Custodial		450.00		450.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 609.75	\$ 1.00	\$ 609.75
58000 Operating Supplies				0.00
58100 Classroom Consumables		123.61		123.61
58150 Center Consumables		49.95		49.95
58175 Paper Consumables		30.94		30.94
58200 Dining		1,139.12		1,139.12
58400 Sanitizing		2.36		2.36
Total 58000 Operating Supplies	\$ 0.00	\$ 1,345.98	\$ 0.00	\$ 1,345.98
59000 Program Service Fees				0.00
Total 59100 First Steps	\$ 9,776.65	\$ 0.00	\$ 0.00	\$ 9,776.65
Total 59000 Program Service Fees	\$ 9,776.65	\$ 0.00	\$ 0.00	\$ 9,776.65
61000 Repair & Maintenance		130.00		130.00
62000 Safety & Security		76.00		76.00
63000 Utilities				0.00
63200 Internet	18.13	42.32		60.45
63300 Telephone	38.95	90.24		129.19
63400 Trash Service		73.84		73.84
63500 Water Softener		24.00		24.00
Total 63000 Utilities	\$ 56.79	\$ 230.40	\$ 0.00	\$ 287.19
Total 60000 EXPENDITURES	\$ 9,833.44	\$ 26,995.21	\$ 1.00	\$ 36,429.65
Payroll Expenses				0.00
Company Contributions				0.00
Health Insurance		750.20		750.20
Total Company Contributions	\$ 0.00	\$ 750.20	\$ 0.00	\$ 750.20
Total Payroll Expenses	\$ 0.00	\$ 750.20	\$ 0.00	\$ 750.20
Reimbursements		35.44		35.44
Total Expenditures	\$ 9,833.44	\$ 27,380.65	\$ 1.00	\$ 37,215.29
Net Operating Revenue	\$ 546.43	\$ 978.78	\$ 1.00	\$ 33.35
Net Revenue	\$ 946.43	\$ 978.78	\$ 1.00	\$ 33.35

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
January - June, 2018

	First Steps	Step Ahead	Not Specified	TOTAL
<b>Revenue</b>				
<b>40000 INCOME</b>				0.00
41000 Contributions & Grants	1,415.70	6,458.72		7,874.42
41100 CACFP		5,730.91		5,730.91
41200 Camden County SB40	6,821.10	64,022.22		70,843.32
41500 Misc. Grant Revenue		2,290.00		2,290.00
<b>Total 41000 Contributions &amp; Grants</b>	<b>\$ 8,236.80</b>	<b>\$ 78,501.85</b>	<b>\$ 0.00</b>	<b>\$ 86,738.65</b>
<b>42000 Program Services</b>				0.00
42100 First Steps				0.00
<b>Total 42100 First Steps</b>	<b>\$ 60,070.61</b>	<b>\$ 14,021.00</b>	<b>\$ 0.00</b>	<b>\$ 74,091.61</b>
<b>Total 42000 Program Services</b>	<b>\$ 60,070.61</b>	<b>\$ 14,021.00</b>	<b>\$ 0.00</b>	<b>\$ 74,091.61</b>
<b>43000 Tuition</b>				0.00
43100 Dining				0.00
43120 Lunch		1,575.00		1,575.00
43130 Snack		315.00		315.00
<b>Total 43100 Dining</b>	<b>\$ 0.00</b>	<b>\$ 1,890.00</b>	<b>\$ 0.00</b>	<b>\$ 1,890.00</b>
43200 Enrollment Fees		70.00		70.00
43500 Tuition		16,658.10		16,658.10
43505 Subsidy Tuition		3,726.65		3,726.65
<b>Total 43500 Tuition</b>	<b>\$ 0.00</b>	<b>\$ 20,384.75</b>	<b>\$ 0.00</b>	<b>\$ 20,384.75</b>
<b>Total 43000 Tuition</b>	<b>\$ 0.00</b>	<b>\$ 22,344.75</b>	<b>\$ 0.00</b>	<b>\$ 22,344.75</b>
<b>45000 Other Revenue</b>				0.00
45200 Fundraising Income				0.00
45220 Summer Night Glow 5K		11,003.77		11,003.77
45221 Raffle-Summer Night Glow		425.00		425.00
<b>Total 45220 Summer Night Glow 5K</b>	<b>\$ 0.00</b>	<b>\$ 11,428.77</b>	<b>\$ 0.00</b>	<b>\$ 11,428.77</b>
45270 Frosty Float Fundraiser		2,150.00		2,150.00
45280 Pizza For A Purpose		7,401.43		7,401.43
45285 Lip Sync Battle		3,000.00		3,000.00
<b>Total 45200 Fundraising Income</b>	<b>\$ 0.00</b>	<b>\$ 23,980.20</b>	<b>\$ 0.00</b>	<b>\$ 23,980.20</b>
45300 Miscellaneous Revenue		13.95		13.95
45310 Donations		655.00		655.00
45312 Community Rewards		457.33		457.33
<b>Total 45310 Donations</b>	<b>\$ 0.00</b>	<b>\$ 1,112.33</b>	<b>\$ 0.00</b>	<b>\$ 1,112.33</b>
<b>Total 45300 Miscellaneous Revenue</b>	<b>\$ 0.00</b>	<b>\$ 1,126.28</b>	<b>\$ 0.00</b>	<b>\$ 1,126.28</b>
<b>Total 45000 Other Revenue</b>	<b>\$ 0.00</b>	<b>\$ 25,106.48</b>	<b>\$ 0.00</b>	<b>\$ 25,106.48</b>
<b>Total 40000 INCOME</b>	<b>\$ 68,307.41</b>	<b>\$ 139,974.08</b>	<b>\$ 0.00</b>	<b>\$ 208,281.49</b>
<b>Total Revenue</b>	<b>\$ 68,307.41</b>	<b>\$ 139,974.08</b>	<b>\$ 0.00</b>	<b>\$ 208,281.49</b>
<b>Gross Profit</b>	<b>\$ 68,307.41</b>	<b>\$ 139,974.08</b>	<b>\$ 0.00</b>	<b>\$ 208,281.49</b>
<b>Expenditures</b>				
<b>50000 EXPENDITURES</b>				0.00
51000 Payroll Expenditures				0.00

Total 51100 Employee Salaries	\$	0.00	\$	95,926.43	\$	0.00	\$	95,926.43
51300 Employee Mileage								0.00
51330 Care & Education Aide				30.00				30.00
Total 51300 Employee Mileage	\$	0.00	\$	30.00	\$	0.00	\$	30.00
Total 51500 Employee Taxes	\$	0.00	\$	8,894.25	\$	0.00	\$	8,894.25
Total 51600 Health Insurance	\$	0.00	\$	5,821.60	\$	0.00	\$	5,821.60
51900 Workermans Comp Insurance				2,150.00				2,150.00
51950 Employee Garnishments				168.40				168.40
Total 51000 Payroll Expenditures	\$	0.00	\$	112,990.68	\$	0.00	\$	112,990.68
52000 Advertising/Promotional				132.16				132.16
53000 Equipment				2,057.89				2,057.89
54000 Fundraising/Grants								0.00
54200 Summer Night Glow 5K				4,346.65				4,346.65
54600 Frosty Float Fundraiser				10.75				10.75
54700 Pizza For A Purpose				758.19				758.19
54800 Lip Sync Battle Fundraiser				10.00				10.00
Total 54000 Fundraising/Grants	\$	0.00	\$	5,125.59	\$	0.00	\$	5,125.59
55000 Insurance								0.00
55100 Brokerage/Other Fees				50.00				50.00
55200 Commercial General Liability				627.00				627.00
55300 Commercial Property				512.00				512.00
55400 Director's & Officers				478.00				478.00
55500 Hired & Non-Owned Auto				52.00				52.00
55600 Professional Liability				933.00				933.00
55700 Crime Policy				533.00				533.00
Total 55000 Insurance	\$	0.00	\$	3,185.00	\$	0.00	\$	3,185.00
56000 Office Expenditures								0.00
56100 Copy Machine		687.48		1,633.11				2,320.59
56200 Miscellaneous				50.01				50.01
56300 Office Supplies				1,317.37				1,317.37
Total 56000 Office Expenditures	\$	687.48	\$	3,000.49	\$	0.00	\$	3,687.97
57000 Office/General Administrative Expenditures				67.05				67.05
57100 Accounting Fees								0.00
57150 Online Accounting Software Service				567.10				567.10
Total 57100 Accounting Fees	\$	0.00	\$	567.10	\$	0.00	\$	567.10
57160 QuickBooks Payments Fees				290.92		1.00		291.92
57400 Child Management Software				210.00				210.00
57600 License/Accreditation/Permit Fees				2,095.25				2,095.25
57900 Seminars/Training				205.00				205.00
57960 Janitorial/Custodial				2,500.00				2,500.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	5,935.32	\$	1.00	\$	5,936.32
58000 Operating Supplies				374.67				374.67
58100 Classroom Consumables				1,343.89				1,343.89
58150 Center Consumables				49.95				49.95
58175 Paper Consumables				30.94				30.94
58200 Dining				8,707.53				8,707.53
58300 Pet				11.00				11.00
58400 Sanitizing				429.16				429.16

Total 58000 Operating Supplies	\$	0.00	\$	10,947.14	\$	0.00	\$	10,947.14
59000 Program Service Fees								0.00
Total 59100 First Steps	\$	56,571.60	\$	0.00			\$	56,571.60
Total 59000 Program Service Fees	\$	56,571.60	\$	0.00	\$	0.00	\$	56,571.60
61000 Repair & Maintenance				230.00				230.00
62000 Safety & Security		90.00		188.77				278.77
63000 Utilities								0.00
63100 Electric		660.47		1,541.10				2,201.57
63200 Internet		108.76		252.59				361.35
63300 Telephone		231.96		541.42				773.38
63400 Trash Service				258.44				258.44
63500 Water Softener				160.87				160.87
Total 63000 Utilities	\$	1,001.19	\$	2,754.42	\$	0.00	\$	3,755.61
Total 50000 EXPENDITURES	\$	58,350.27	\$	146,547.46	\$	1.00	\$	204,898.73
Payroll Expenses								0.00
Company Contributions								0.00
Health Insurance				2,250.60				2,250.60
Total Company Contributions	\$	0.00	\$	2,250.60	\$	0.00	\$	2,250.60
Total Payroll Expenses	\$	0.00	\$	2,250.60	\$	0.00	\$	2,250.60
Reimbursements				121.96				121.96
Total Expenditures	\$	58,350.27	\$	148,920.02	\$	1.00	\$	207,271.29
Net Operating Revenue	\$	9,957.14	-\$	8,945.94	-\$	1.00	\$	1,010.20
Net Revenue	\$	9,957.14	-\$	8,945.94	-\$	1.00	\$	1,010.20

**CHILDREN'S LEARNING CENTER**  
**Statement of Financial Position**  
As of June 30, 2018

		Jan - Jun, 2018
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
11000 CBOLO Checking		22,546.38
<b>Total Bank Accounts</b>	\$	22,546.38
Accounts Receivable		
Accounts Receivable (A/R)		540.50
<b>Total Accounts Receivable</b>	\$	540.50
Other Current Assets		
14000 Undeposited Funds		0.00
Cash Advance		700.00
Prepaid Expenses		7,971.74
Repayment		
Cash Advance Repayment		-700.00
<b>Total Repayment</b>	-\$	700.00
<b>Total Other Current Assets</b>	\$	7,971.74
<b>Total Current Assets</b>	\$	31,058.62
<b>TOTAL ASSETS</b>	\$	31,058.62
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)		0.00
<b>Total Accounts Payable</b>	\$	0.00
Credit Cards		
21000 CBOLO MasterCard -8027		861.81
21200 Kroger-DS1634 CLC		326.53
<b>Total Credit Cards</b>	\$	1,188.34
Other Current Liabilities		
22000 Payroll Liabilities		
22100 Anthem		2,191.63
22200 Childcare Tuition		2,841.44
22300 Federal Taxes (941/944)		-8,242.58
22400 MO Income Tax		-2,765.48
22500 MO Unemployment Tax		-182.77
22600 Primevest Financial		448.19
Aflac		1,533.30
Alera		1,668.00
Health Care (United HealthCare)		776.25
US Department of Education		505.20
<b>Total 22000 Payroll Liabilities</b>	-\$	1,226.82
Direct Deposit Payable		-7,369.66
<b>Total Other Current Liabilities</b>	-\$	8,596.48
<b>Total Current Liabilities</b>	-\$	7,408.14
<b>Total Liabilities</b>	-\$	7,408.14
Equity		
30000 Opening Balance Equity		13,816.12
Retained Earnings		23,840.44
Net Revenue		1,010.20
<b>Total Equity</b>	\$	38,466.76
<b>TOTAL LIABILITIES AND EQUITY</b>	\$	31,058.62

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

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	16,562.79	-8,945.94	-6,606.65	1,010.20
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			456.25	456.25
Cash Advance		-700.00		-700.00
Repayment: Cash Advance Repayment			700.00	700.00
Accounts Payable (A/P)			0.00	0.00
21000 CBOLO MasterCard -8027		-6,007.41	5,902.62	-104.79
21200 Kroger-DS1634 CLC		-9,071.96	8,476.78	-595.18
22100 Payroll Liabilities: Anthem			182.65	182.65
22200 Payroll Liabilities: Childcare Tuition			660.00	660.00
22300 Payroll Liabilities: Federal Taxes (941/944)			-1,719.93	-1,719.93
22400 Payroll Liabilities: MO Income Tax			-385.00	-385.00
22500 Payroll Liabilities: MO Unemployment Tax			590.52	590.52
Direct Deposit Payable			-7,369.66	-7,369.66
Payroll Liabilities: Aflac			1,533.30	1,533.30
Payroll Liabilities: Alieria			1,668.00	1,668.00
Payroll Liabilities: US Department of Education			231.55	231.55
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 15,779.37	\$ 10,927.08	-\$ 4,852.29
Net cash provided by operating activities	\$ 16,562.79	-\$ 24,725.31	\$ 4,320.43	-\$ 3,842.09
Net cash increase for period	\$ 16,562.79	-\$ 24,725.31	\$ 4,320.43	-\$ 3,842.09
Cash at beginning of period			26,388.47	26,388.47
Cash at end of period	\$ 16,562.79	-\$ 24,725.31	\$ 30,708.90	\$ 22,546.38

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

	Date	Transaction Type	Num	Name	Department	Class	Amount	Balance
Step Ahead	05/01/2018	Pledge	1906	ers,		Step Ahead	70.00	70.00
	05/01/2018	Pledge	1906	ers,		Step Ahead	25.00	95.00
	05/01/2018	Pledge	1906	ers,		Step Ahead	5.00	100.00
	05/01/2018	Pledge	1898	ay-		Step Ahead	245.00	345.00
	05/01/2018	Pledge	1898	ay-		Step Ahead	25.00	370.00
	05/01/2018	Pledge	1898	ay-		Step Ahead	5.00	375.00
	06/01/2018	Pledge	1910	ay-		Step Ahead	245.00	620.00
	06/01/2018	Pledge	1910	ay-		Step Ahead	25.00	645.00
	06/01/2018	Pledge	1910	ay-		Step Ahead	5.00	650.00
	06/01/2018	Pledge	1914	ers,		Step Ahead	70.00	720.00
	06/01/2018	Pledge	1914	ers,		Step Ahead	25.00	745.00
	06/01/2018	Pledge	1914	ers,		Step Ahead	5.00	750.00
	06/11/2018	Pledge	1917	ers,		Step Ahead	130.00	880.00
<b>Total for Step Ahead</b>							<b>\$ 880.00</b>	

# **LAI Monthly Report**





**Monthly Financial Reports**  
**Lake Area Industries, Inc.**

**June 30, 2018**

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

	As of Jun 30, 2018	As of Jun 30, 2017 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
Total Bank Accounts	\$188,563	\$59,204
Total Accounts Receivable	\$63,859	\$66,716
Other Current Assets		
ALLOWANCE FOR BAD DEBTS	(\$4,438)	\$0
Community Foundation of the Ozarks Agency Partner Account	\$1,000	
GIFTED GARDEN CASH	\$500	\$500
INVENTORY	\$10,227	\$7,465
PETTY CASH	\$150	\$150
Undeposited Funds	\$0	\$25
<b>Total Other Current Assets</b>	<b>\$7,440</b>	<b>\$8,140</b>
<b>Total Current Assets</b>	<b>\$259,862</b>	<b>\$134,060</b>
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	(\$743,949)	(\$750,580)
AUTO AND TRUCK	\$135,854	\$217,090
BUILDING	\$377,261	\$366,571
FURN & FIX ORIGINAL VALUE	\$19,284	\$18,584
GH RETAIL STORE	\$16,505	\$16,505
GREENHOUSE EQUIPMENT	\$10,341	\$10,341
GREENHOUSE FACILITY	\$145,872	\$145,872
LAND	\$33,324	\$33,324
LAND IMPROVEMENT	\$25,502	\$25,502
MACHINERY & EQUIPMENT	\$228,826	\$206,905
OFFICE EQUIPMENT	\$11,563	\$11,563
SHREDDING EQUIPMENT	\$45,572	\$45,572
<b>Total Fixed Assets</b>	<b>\$305,954</b>	<b>\$347,248</b>
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	\$12,570	\$28,790
SALES TAX BOND	\$1,060	\$1,060
UTILITY DEPOSITS	\$554	\$845
<b>Total Other Assets</b>	<b>\$14,184</b>	<b>\$30,695</b>
<b>TOTAL ASSETS</b>	<b>\$580,000</b>	<b>\$512,003</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Total Accounts Payable	\$8,607	\$30,761
Total Credit Cards	\$235	\$1,382
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	\$27	(\$31)
FIRST NATIONAL BANK CREDIT LINE-4096	\$42,669	\$86,310
Gift Certificate Payable	\$113	(\$311)
Missouri Department of Revenue Payable	\$0	\$65
SALES TAX PAYABLE	\$3,306	\$47
<b>Total Other Current Liabilities</b>	<b>\$46,115</b>	<b>\$86,081</b>
<b>Total Current Liabilities</b>	<b>\$54,958</b>	<b>\$118,223</b>
<b>Total Liabilities</b>	<b>\$54,958</b>	<b>\$118,223</b>
<b>Equity</b>		
Opening Balance Equity	\$0	\$524
Unrestricted Net Assets	\$393,973	\$316,051
Net Income	\$131,070	\$77,205
<b>Total Equity</b>	<b>\$525,042</b>	<b>\$393,780</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$580,000</b>	<b>\$512,003</b>

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

	Jun 2018	Jan - Jun, 2018 (YTD)
<b>Income</b>		
CONTRACT PACKAGING	\$35,728	\$182,070
FOAM RECYCLING	\$25	\$329
GREENHOUSE SALES	\$3,175	\$47,418
SECURE DOCUMENT SHREDDING	\$3,742	\$16,700
<b>Total Income</b>	<b>\$42,671</b>	<b>\$246,517</b>
<b>Cost of Goods Sold</b>		
CONTRACT LABOR	\$1,854	\$6,723
Cost of Goods Sold	\$4,837	\$17,457
GG PLANTS & SUPPLIES		\$28,295
SHIPPING AND DELIVERY		\$2,489
WAGES - TEMPORARY WORKERS	\$4,409	\$19,821
WAGES-EMPLOYEES	\$20,074	\$118,282
<b>Total Cost of Goods Sold</b>	<b>\$31,173</b>	<b>\$193,067</b>
<b>Gross Profit</b>	<b>\$11,498</b>	<b>\$53,450</b>
<b>Expenses</b>		
ACCTG. & AUDIT FEES		\$8,410
ALL OTHER EXPENSES	\$1,022	\$6,240
Bus Fare	\$150	\$358
CASH OVER/SHORT	(\$4)	(\$2)
EQUIP. PURCHASES & MAINTENANCE	\$5,026	\$16,660
INSURANCE	\$1,402	\$8,411
NON MANUFACTURING SUPPLIES		\$59
PAYROLL	\$15,066	\$87,593
PAYROLL EXP & BENEFITS	\$6,135	\$35,075
PROFESSIONAL SERVICES	\$1,430	\$7,596
UTILITIES	\$702	\$9,815
<b>Total Expenses</b>	<b>\$30,928</b>	<b>\$180,213</b>
<b>Net Operating Income</b>	<b>(\$19,430)</b>	<b>(\$126,763)</b>
<b>Other Income</b>		
Gain/Loss on Disposal of Assets		\$14,990
INTEREST INCOME	\$16	\$67
OTHER CONTRIBUTIONS	\$85	\$1,027
SB-40 REVENUE	\$14,634	\$148,215
STATE AID	\$16,999	\$93,533
<b>Total Other Income</b>	<b>\$31,734</b>	<b>\$257,832</b>
<b>Other Expenses</b>		
ALLOCATION NON OPERATING EXPENSES	\$0	\$0
<b>Total Other Expenses</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Other Income</b>	<b>\$31,734</b>	<b>\$257,832</b>
<b>Net Income</b>	<b>\$12,304</b>	<b>\$131,070</b>

**Lake Area Industries, Inc.**  
**Budget vs. Actuals**  
January - June, 2018

	Jun 2018			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
<b>Income</b>						
CONTRACT PACKAGING	\$35,728	\$36,499	(\$771)	\$182,070	\$219,233	(\$37,163)
FOAM RECYCLING	\$25	\$417	(\$392)	\$329	\$2,502	(\$2,173)
GREENHOUSE SALES	\$3,175	\$4,343	(\$1,168)	\$47,418	\$51,764	(\$4,346)
SECURE DOCUMENT SHREDDING	\$3,742	\$2,400	\$1,342	\$16,700	\$14,400	\$2,300
<b>Total Income</b>	<b>\$42,671</b>	<b>\$43,659</b>	<b>(\$988)</b>	<b>\$246,517</b>	<b>\$287,899</b>	<b>(\$41,381)</b>
<b>Cost of Goods Sold</b>						
CONTRACT LABOR	\$1,854		\$1,854	\$6,723	\$0	\$6,723
Cost of Goods Sold	\$4,837	\$3,200	\$1,637	\$17,457	\$19,200	(\$1,743)
GG PLANTS & SUPPLIES		\$11,601	(\$11,601)	\$28,295	\$30,874	(\$2,580)
SHIPPING AND DELIVERY		\$115	(\$115)	\$2,489	\$2,564	(\$75)
WAGES - TEMPORARY WORKERS	\$4,409	\$7,300	(\$2,891)	\$19,821	\$43,800	(\$23,979)
WAGES-EMPLOYEES	\$20,074	\$21,769	(\$1,695)	\$118,282	\$132,927	(\$14,645)
<b>Total Cost of Goods Sold</b>	<b>\$31,173</b>	<b>\$43,985</b>	<b>(\$12,812)</b>	<b>\$193,067</b>	<b>\$229,366</b>	<b>(\$36,299)</b>
<b>Gross Profit</b>	<b>\$11,498</b>	<b>(\$326)</b>	<b>\$11,824</b>	<b>\$53,450</b>	<b>\$58,533</b>	<b>(\$5,083)</b>
<b>Expenses</b>						
ACCTG. & AUDIT FEES		\$0	\$0	\$8,410	\$8,185	\$225
ALL OTHER EXPENSES	\$1,022	\$5,159	(\$4,138)	\$6,240	\$30,796	(\$24,557)
Bus Fare	\$150		\$150	\$358	\$0	\$358
CASH OVER/SHORT	(\$4)		(\$4)	(\$2)	\$0	(\$2)
EQUIP. PURCHASES & MAINTENANCE	\$5,026	\$4,346	\$680	\$16,660	\$26,717	(\$10,057)
INSURANCE	\$1,402	\$1,330	\$72	\$8,411	\$7,980	\$431
NON MANUFACTURING SUPPLIES			\$0	\$59	\$0	\$59
PAYROLL	\$15,066	\$21,240	(\$6,174)	\$87,593	\$124,740	(\$37,147)
PAYROLL EXP & BENEFITS	\$6,135	\$8,383	(\$2,248)	\$35,075	\$50,215	(\$15,140)
PROFESSIONAL SERVICES	\$1,430	\$3,414	(\$1,984)	\$7,596	\$20,427	(\$12,832)
UTILITIES	\$702	\$1,886	(\$1,184)	\$9,815	\$11,316	(\$1,501)
<b>Total Expenses</b>	<b>\$30,928</b>	<b>\$45,758</b>	<b>(\$14,830)</b>	<b>\$180,213</b>	<b>\$280,377</b>	<b>(\$100,164)</b>
<b>Net Operating Income</b>	<b>(\$19,430)</b>	<b>(\$46,084)</b>	<b>\$26,654</b>	<b>(\$126,763)</b>	<b>(\$221,844)</b>	<b>\$95,081</b>
<b>Other Income</b>						
Gain/Loss on Disposal of Assets			\$0	\$14,990	\$0	\$14,990
INTEREST INCOME	\$16	\$6	\$10	\$67	\$36	\$31
OTHER CONTRIBUTIONS	\$85		\$85	\$1,027	\$0	\$1,027
SB-40 REVENUE	\$14,634	\$16,289	(\$1,656)	\$148,215	\$97,736	\$50,479
STATE AID	\$16,999	\$16,836	\$163	\$93,533	\$105,016	(\$11,483)
<b>Total Other Income</b>	<b>\$31,734</b>	<b>\$33,131</b>	<b>(\$1,398)</b>	<b>\$257,832</b>	<b>\$202,788</b>	<b>\$55,044</b>
<b>Other Expenses</b>						
ALLOCATION NON OPERATING EXPENSES	\$0	(\$0)	\$0	\$0	\$0	(\$0)
<b>Total Other Expenses</b>	<b>\$0</b>	<b>(\$0)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>
<b>Net Other Income</b>	<b>\$31,734</b>	<b>\$33,131</b>	<b>(\$1,398)</b>	<b>\$257,832</b>	<b>\$202,788</b>	<b>\$55,045</b>
<b>Net Income</b>	<b>\$12,304</b>	<b>(\$12,952)</b>	<b>\$25,256</b>	<b>\$131,070</b>	<b>(\$19,056)</b>	<b>\$150,126</b>

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
June 2018

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	\$ 12,303.82
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>ACCOUNTS RECEIVABLE</b>	\$ 7,349.44
Community Foundation of the Ozarks Agency Partner Account	\$ (500.00)
<b>INVENTORY:RAW MATERIAL INVENTORY</b>	\$ (893.44)
Accounts Payable	\$ 1,846.32
CBOLO CC - 5203 Lillie	\$ -
CBOLO CC - 5229 Kevin	\$ (170.00)
CBOLO CC - 5237 Natalie	\$ 200.92
<b>AFLAC DEDUCTIONS PAYABLE</b>	\$ 62.79
<b>FIRST NATIONAL BANK CREDIT LINE-4096</b>	\$ (2,523.50)
<b>SALES TAX PAYABLE</b>	\$ 238.27
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ 5,610.80
Net cash provided by operating activities	\$ 17,914.62
<b>INVESTING ACTIVITIES</b>	
<b>CURRENT CAPITAL IMPROVEMENT</b>	\$ (12,570.00)
Net cash provided by investing activities	\$ (12,570.00)
Net cash increase for period	\$ 5,344.62
Cash at beginning of period	\$ 183,217.99
Cash at end of period	\$ 188,562.61

**Lake Area Industries, Inc.**  
**A/P Aging Summary**  
As of June 30, 2018

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$1,756.89	\$6,850.45	\$ 0.00	\$ 0.00	\$ 0.00	\$8,607.34

**Lake Area Industries, Inc.**  
**A/R Aging Summary**  
As of June 30, 2018

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$37,904.78	\$22,265.45	\$ 354.48	\$ 0.00	\$ 3,334.52	\$63,859.23

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
January - June, 2018

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	\$ 131,069.51
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	\$ 11,808.57
Community Foundation of the Ozarks Agency Partner Account	\$ (1,000.13)
GIFTED GARDEN CASH:DRAWER CASH - GG	\$ (300.00)
GIFTED GARDEN CASH:SAFE CASH - GG	\$ (200.00)
INVENTORY:GG PLANT & SUPPLIES INVEN	\$ 16.50
INVENTORY:RAW MATERIAL INVENTORY	\$ 161.94
Accounts Payable	\$ 3,921.36
CBOLO CC - 5203 Lillie	\$ (48.36)
CBOLO CC - 5229 Kevin	\$ (492.07)
CBOLO CC - 5237 Natalie	\$ (931.50)
ACCRUED WAGES	\$ (5,133.48)
AFLAC DEDUCTIONS PAYABLE	\$ 27.33
FIRST NATIONAL BANK CREDIT LINE-4096	\$ (43,641.00)
Gift Certificate Payable	\$ (31.97)
SALES TAX PAYABLE	\$ 3,305.58
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ (32,537.23)
Net cash provided by operating activities	\$ 98,532.28
<b>INVESTING ACTIVITIES</b>	
ACCUMULATED DEPRECIATION	\$ -
GREENHOUSE EQUIPMENT	\$ -
GREENHOUSE FACILITY	\$ -
CURRENT CAPITAL IMPROVEMENT	\$ (12,570.00)
UTILITY DEPOSITS	\$ 290.92
Net cash provided by investing activities	\$ (12,279.08)
Net cash increase for period	\$ 86,253.20
Cash at beginning of period	\$ 102,309.41
Cash at end of period	\$ 188,562.61

# Support Coordination Report

June 2018

# Client Caseloads

- Number of Caseloads as of June 30<sup>th</sup>, 2018: 337
- Budgeted Number of Caseloads: 320
- Pending Number of New Intakes: 6
- Medicaid Eligibility: 86.65%

## Caseload Counts

Rachel Baskerville - 10

Cynthia Brown - 40

Lori Cornwell - 38

Linda Gifford - 33

Ryan Johnson - 39

Jennifer Lyons - 39

Annie Meyer – 39

Lisa Patrick – 36

Mary Petersen – 36

Nicole Whittle - 27



**CARF Report  
Medicaid Eligible  
Clients**

# Outcome Measurement Report



## TCM 2018

### [Consumer Forms \(My support Coordinator made a difference in my life \(1\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>80 %</b>

### [Consumer Forms \(I received information about exploitation, personal protection and risk reduction \(2\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

### [TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(3\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	8	1	0	88.89 %
<b>Total</b>	8	1	0	88.89 %
<b>Goal</b>				<b>100 %</b>

### [TCM: Planning meeting is held within 30 days of eligibility date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	8	1	0	88.89 %
<b>Total</b>	8	1	0	88.89 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



[TCM: All ISPs will be submitted to RRO 21 days prior to implementation date \(5\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	4	10	0	28.57 %
<b>Total</b>	4	10	0	28.57 %
<b>Goal</b>				<b>95 %</b>

[TCM: % of Quarterly Reports met \(6\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	220	104	0	67.90 %
<b>Total</b>	220	104	0	67.90 %
<b>Goal</b>				<b>95 %</b>

[Consumer Forms \(TCM: % of individuals that stated "My Support Coordinator is available throughout the year when needed" \(7\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(Support Coordinators see their clients frequently enough \(8\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	10	0	0	100.00 %
<b>Total</b>	10	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

# Outcome Measurement Report



[Consumer Forms \(I am satisfied with the services provided by my Support Coordinator and agency staff \(9\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(I contributed to the development of my plan \(10\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	10	0	0	100.00 %
<b>Total</b>	10	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

[TCM: CCDDR will have an annual review of administrative policies and plans. \(11\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>

**CARF Report  
Medicaid Ineligible  
Clients**

# Outcome Measurement Report



## TCM 2018

### [Consumer Forms \(My support Coordinator made a difference in my life \(1\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>80 %</b>

### [Consumer Forms \(I received information about exploitation, personal protection and risk reduction \(2\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>

### [TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(3\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	3	0	0	100.00 %
<b>Total</b>	3	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

### [TCM: Planning meeting is held within 30 days of eligibility date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	3	0	0	100.00 %
<b>Total</b>	3	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



[TCM: All ISPs will be submitted to RRO 21 days prior to implementation date \(5\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	1	1	0	50.00 %
<b>Total</b>	1	1	0	50.00 %
<b>Goal</b>				<b>95 %</b>

[TCM: % of Quarterly Reports met \(6\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	38	7	0	84.44 %
<b>Total</b>	38	7	0	84.44 %
<b>Goal</b>				<b>95 %</b>

[Consumer Forms \(TCM: % of individuals that stated "My Support Coordinator is available throughout the year when needed" \(7\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(Support Coordinators see their clients frequently enough \(8\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>90 %</b>

## Outcome Measurement Report



### Consumer Forms (I am satisfied with the services provided by my Support Coordinator and agency staff (9))

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>90 %</b>

### Consumer Forms (I contributed to the development of my plan (10))

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>

### TCM: CCDDR will have an annual review of administrative policies and plans. (11)

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

For Events:

Parameters:

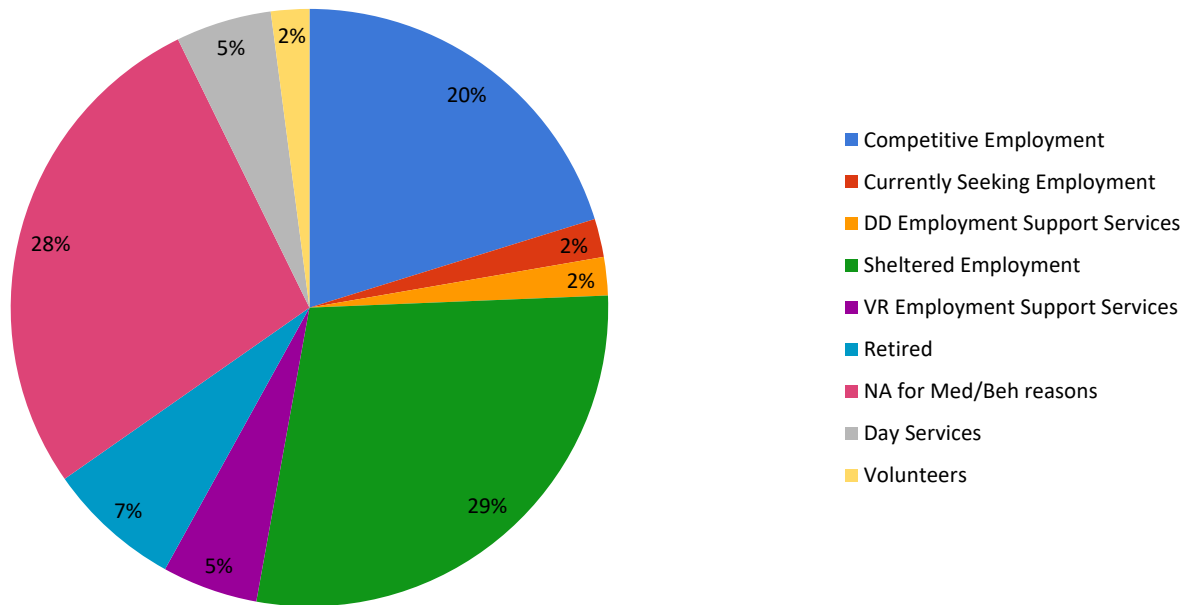
	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>



# **Employment Report**

	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
<b>Agency Adults</b>	39	4	4	55	10	14	53	10	4
Baskerville	3	0	0	0	0	1	0	0	0
Brown	3	1	0	4	2	2	2	1	0
Lyon	2	0	1	8	1	2	5	0	0
Cornwell	3	1	0	6	3	0	7	2	0
Gifford	11	2	0	4	0	1	2	0	0
Patrick	3	0	0	5	1	1	7	0	0
Peterson	2	0	0	5	0	1	2	5	0
Johnson	5	0	0	5	1	2	5	0	2
Evans	3	0	0	5	1	1	7	0	0
Meyer	3	0	0	12	0	3	13	1	1
Whittle	1	0	3	1	1	0	3	1	1

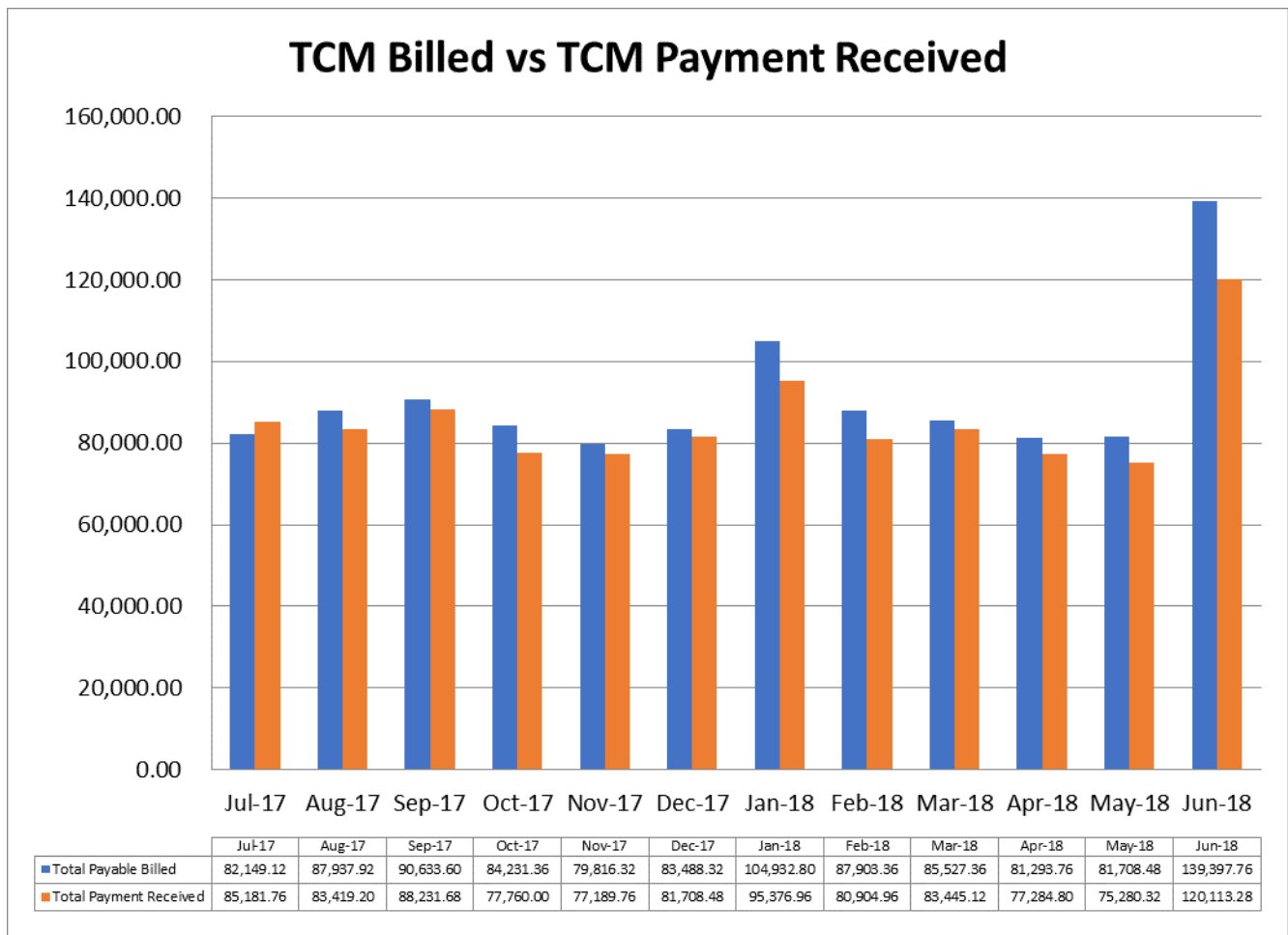
**CCDDR Adults as of 6/30/2018**



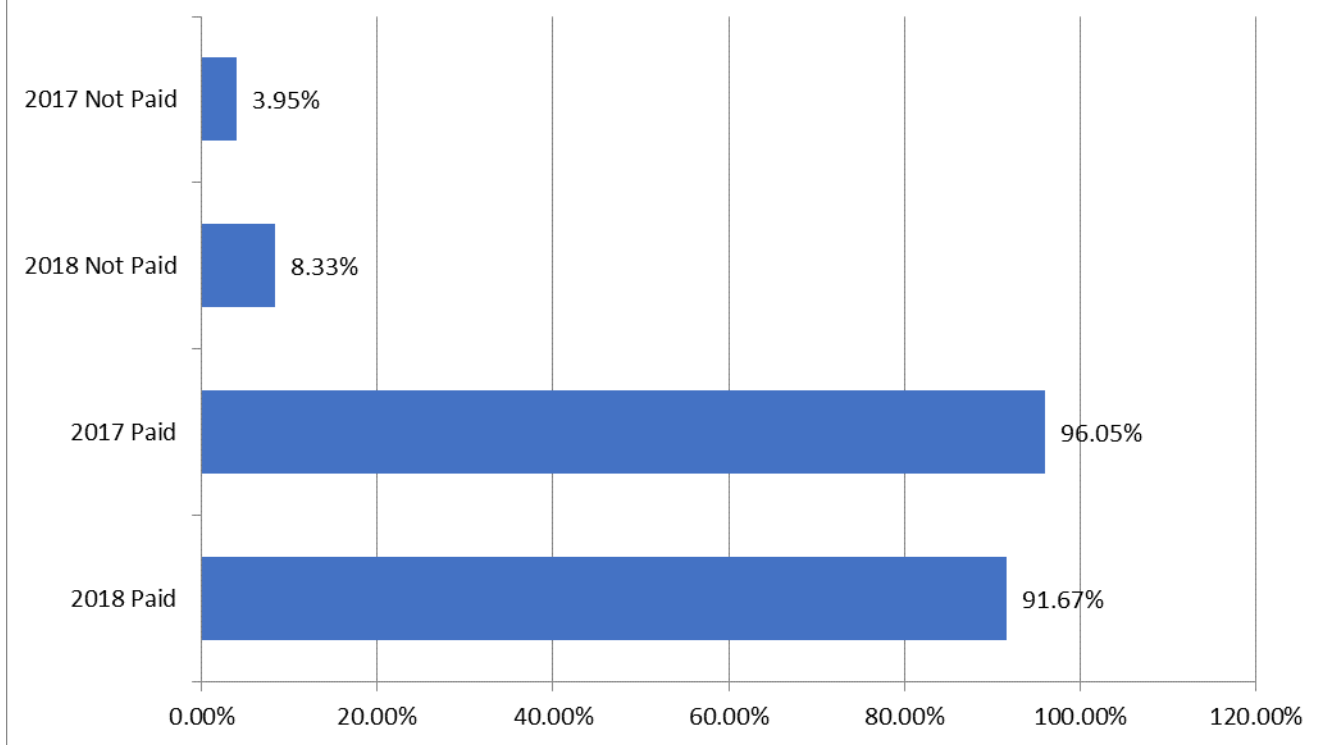
Agency Economic  
Report  
(Unaudited)

June 2018

## Targeted Case Management Income



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



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

June 2018

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	5,579	7,521	(1,942)			
4500 Services Income			0	152,054	138,214	13,840
<b>Total Income</b>	<b>5,579</b>	<b>7,521</b>	<b>(1,942)</b>	<b>152,054</b>	<b>138,214</b>	<b>13,840</b>
<b>Gross Profit</b>	<b>5,579</b>	<b>7,521</b>	<b>(1,942)</b>	<b>152,054</b>	<b>138,214</b>	<b>13,840</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	106,513	105,955	558
5100 Repairs & Maintenance			0	5,622	543	5,079
5500 Contracted Business Services			0	6,660	8,799	(2,139)
5600 Presentations/Public Meetings			0	1,450	893	557
5700 Office Expenses			0	871	2,207	(1,336)
5800 Other General & Administrative	548	800	(253)	233	962	(729)
5900 Utilities			0	1,112	1,400	(288)
6100 Insurance			0	1,290	1,346	(56)
6700 Partnership for Hope	3,238	4,645	(1,407)			0
6900 Direct Services	34,637	69,526	(34,889)			0
7100 Housing Programs	10,159	13,468	(3,309)			0
7200 CLC	15,475	13,459	2,016			0
7300 Sheltered Employment Programs	14,318	21,889	(7,571)			0
7500 Community Employment Programs		600	(600)			0
7900 Special/Additional Needs	6,382	8,838	(2,456)			0
<b>Total Expenses</b>	<b>84,756</b>	<b>133,225</b>	<b>(48,469)</b>	<b>123,752</b>	<b>122,105</b>	<b>1,647</b>
<b>Net Operating Income</b>	<b>(79,177)</b>	<b>(125,704)</b>	<b>46,527</b>	<b>28,302</b>	<b>16,109</b>	<b>12,193</b>
<b>Other Expenses</b>						
8500 Depreciation			0	2,715	2,650	65
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,715</b>	<b>2,650</b>	<b>65</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,715)</b>	<b>(2,650)</b>	<b>(65)</b>
<b>Net Income</b>	<b>(79,177)</b>	<b>(125,704)</b>	<b>46,527</b>	<b>25,586</b>	<b>13,459</b>	<b>12,127</b>

### Budget Variance Report

Total Income: During June of 2018, SB 40 Tax Revenues were slightly lower than projected, and Services Program income was higher than projected. CCDDR filled one Support Coordinator vacancy and added a new Support Coordination due to caseload growth. The addition of 2 new Support Coordinators will improve billing expectations in the coming months.

Total Expenses: During June of 2018, overall SB 40 Tax program expenses were lower than budgeted expectations, which is primarily due to the lower than anticipated DMH TCM contract allocation payment. Overall Services Program expenses were higher than budgeted expectations, which is primarily due to the emergency repairs caused by heavy rainfall and flooding at the Keystone office.

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

January - June, 2018

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	922,078	905,595	16,483			
<b>4500 Services Income</b>			0	618,903	599,764	19,139
<b>Total Income</b>	<b>922,078</b>	<b>905,595</b>	<b>16,483</b>	<b>618,903</b>	<b>599,764</b>	<b>19,139</b>
<b>Gross Profit</b>	<b>922,078</b>	<b>905,595</b>	<b>16,483</b>	<b>618,903</b>	<b>599,764</b>	<b>19,139</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	473,728	486,505	(12,777)
<b>5100 Repairs &amp; Maintenance</b>			0	10,033	3,259	6,774
<b>5500 Contracted Business Services</b>			0	38,000	44,737	(6,737)
<b>5600 Presentations/Public Meetings</b>			0	2,308	5,358	(3,050)
<b>5700 Office Expenses</b>			0	19,603	13,243	6,360
<b>5800 Other General &amp; Administrative</b>	4,483	4,800	(317)	11,828	14,212	(2,384)
<b>5900 Utilities</b>			0	8,456	8,400	56
<b>6100 Insurance</b>			0	7,739	8,076	(338)
<b>6700 Partnership for Hope</b>	13,605	19,820	(6,215)			0
<b>6900 Direct Services</b>	86,581	117,566	(30,985)			0
<b>7100 Housing Programs</b>	59,656	80,817	(21,161)			0
<b>7200 CLC</b>	78,718	80,754	(2,036)			0
<b>7300 Sheltered Employment Programs</b>	105,028	131,338	(26,310)			0
<b>7500 Community Employment Programs</b>	82	3,600	(3,518)			0
<b>7900 Special/Additional Needs</b>	37,671	53,158	(15,487)			0
<b>Total Expenses</b>	<b>385,824</b>	<b>491,853</b>	<b>(106,029)</b>	<b>571,696</b>	<b>583,790</b>	<b>(12,094)</b>
<b>Net Operating Income</b>	<b>536,254</b>	<b>413,742</b>	<b>122,512</b>	<b>47,208</b>	<b>15,974</b>	<b>31,234</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	15,832	15,900	(68)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,832</b>	<b>15,900</b>	<b>(68)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(15,832)</b>	<b>(15,900)</b>	<b>68</b>
<b>Net Income</b>	<b>536,254</b>	<b>413,742</b>	<b>122,512</b>	<b>31,376</b>	<b>74</b>	<b>31,302</b>

## Budget Variance Report

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

Total Expenses: YTD overall SB 40 Tax program expenses were lower than budgeted expectations with variances (savings) in all categories. Overall Services Program expenses were lower than budgeted expectations. Savings in Payroll, Presentations/Public Meetings Expenses, Other G&A and Contracted Business Services offset overages in the Office Expenses, R&M and Utilities expenses.

# Balance Sheet

As of June 30, 2018

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 SB 40 Tax Bank Accounts</b>		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	15,291	
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	715,217	
1030 SB 40 Tax Reserve - Bank of Sullivan	229,701	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>960,438</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - 1st Nat'l Bank	0	138,322
1060 Services Certificate of Deposit		0
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>138,322</b>
<b>Total 1000 Bank Accounts</b>	<b>960,438</b>	<b>138,322</b>
<b>Total Bank Accounts</b>		
	<b>960,438</b>	<b>138,322</b>
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		84,465
1215 Non-Medicaid Direct Service		54,406
<b>Total 1200 Services</b>	<b>0</b>	<b>138,871</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
<b>Total 1300 Property Taxes</b>	<b>1,043,538</b>	<b>0</b>
1350 Allowance for Doubtful Accounts	0	
<b>Total Accounts Receivable</b>	<b>1,043,538</b>	<b>138,871</b>
<b>Other Current Assets</b>		
1389 BANK ERROR Claim Confirmations (A/R)	0	
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		60,875
1435 Net Pension Asset (Liability)		(21,526)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>39,349</b>
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	15,926
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>15,926</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>55,275</b>
<b>Total Current Assets</b>	<b>2,003,976</b>	<b>332,468</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		(140,589)
1526 Accumulated Depreciation - Keystone		(17,018)
1530 100 Third Street Remodeling		126,736
1531 Keystone Remodeling		92,637
1535 Acc Dep - Remodeling - 100 Third Street		(48,500)
1536 Acc Dep - Remodeling - Keystone		(3,977)
1540 Equipment		64,584
1545 Accumulated Depreciation - Equipment		(44,374)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>685,487</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>685,487</b>
<b>TOTAL ASSETS</b>	<b>2,003,976</b>	<b>1,017,955</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
1900 Accounts Payable	57,853	6,644
<b>Total Accounts Payable</b>	<b>57,853</b>	<b>6,644</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	0	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(841)
2025 Prepaid Services	0	
2030 Deposits	0	17
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	913,718	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	96
2062 Social Security Tax Payable	0	(73)
2063 Medicare Tax Payable	0	3
2064 MO State W / H Tax Payable	0	2,970
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>2,995</b>
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	1,226
2072 AFLAC Post-tax W / H	0	162
2073 Vision Insurance W / H	0	(87)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(81)

2076 Savings W / H		(100)
2078 Misc W / H		0
2079 Other W / H		100
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>1,248</b>
<b>Total 2000 Current Liabilities</b>	<b>913,719</b>	<b>3,419</b>
<b>Total Other Current Liabilities</b>	<b>913,719</b>	<b>3,419</b>
<b>Total Current Liabilities</b>	<b>971,572</b>	<b>10,063</b>
<b>Total Liabilities</b>	<b>971,572</b>	<b>10,063</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	229,317	
3010 Transportation	5,487	
3015 New Programs	10,030	
3030 Special Needs	0	
3040 Sheltered Workshop	115,520	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	4,662	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>365,015</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		24,041
3560 Sponsorships		0
3565 Legal		6,166
3599 Other		664,862
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>895,070</b>
<b>3900 Unrestricted Fund Balances</b>	<b>53,633</b>	<b>(71,172)</b>
<b>3950 Prior Period Adjustment</b>	<b>0</b>	<b>0</b>
<b>3999 Clearing Account</b>	<b>91,801</b>	<b>138,320</b>
<b>Net Income</b>	<b>536,254</b>	<b>31,376</b>
<b>Total Equity</b>	<b>1,046,703</b>	<b>993,594</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,018,274</b>	<b>1,003,657</b>

# Statement of Cash Flows

June 2018

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(79,177)	25,586
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(9,184)
1215 Services:Non-Medicaid Direct Service		(31,190)
1455 Prepaid Expenses:Prepaid-Insurance		2,071
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		352
1545 Fixed Assets:Accumulated Depreciation - Equipment		596
1900 Accounts Payable	50,209	1,191
2007 Current Liabilities:Non-Medicaid Payable	(23,216)	
2015 Current Liabilities:Accrued Compensated Absences		(841)
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		3,007
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		1,069
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		210
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		42
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		179
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		169
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>26,993</b>	<b>(30,562)</b>
<b>Net cash provided by operating activities</b>	<b>(52,184)</b>	<b>(4,976)</b>
<b>INVESTING ACTIVITIES</b>		
1531 Fixed Assets:Keystone Remodeling		(5,700)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(5,700)</b>
<b>FINANCING ACTIVITIES</b>		
3010 Restricted SB 40 Tax Fund Balances:Transportation	(55,000)	
<b>Net cash provided by financing activities</b>	<b>(55,000)</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(107,184)</b>	<b>(10,676)</b>
<b>Cash at beginning of period</b>	1,067,622	148,998
<b>Cash at end of period</b>	<b>960,438</b>	<b>138,322</b>

# Statement of Cash Flows

January - June, 2018

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	536,254	31,376
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(35,709)
1215 Services:Non-Medicaid Direct Service		(35,303)
1389 BANK ERROR Claim Confirmations (A/R)	0	
1455 Prepaid Expenses:Prepaid-Insurance		2,709
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		5,389
1526 Fixed Assets:Accumulated Depreciation - Keystone		2,044
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		3,168
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		1,654
1545 Fixed Assets:Accumulated Depreciation - Equipment		765
1900 Accounts Payable	47,482	(1,429)
2007 Current Liabilities:Non-Medicaid Payable	(19,103)	
2015 Current Liabilities:Accrued Compensated Absences		(841)
2050 Current Liabilities:Prepaid Tax Revenue	(197,593)	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		177
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		792
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		152
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(6)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(22)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		(309)
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(169,214)</b>	<b>(56,770)</b>
<b>Net cash provided by operating activities</b>	<b>367,040</b>	<b>(25,394)</b>
<b>INVESTING ACTIVITIES</b>		
1531 Fixed Assets:Keystone Remodeling		(42,468)
1540 Fixed Assets:Equipment		(375)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(42,843)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	906	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(27,804)	
3015 Restricted SB 40 Tax Fund Balances:New Programs	10,030	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	(2,207)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(36,086)	
3045 Restricted SB 40 Tax Fund Balances:Traditional Medicaid Match	(790)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	710	
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(27,687)
3565 Restricted Services Fund Balances:Legal		6,166
3900 Unrestricted Fund Balances	(73,835)	(16,481)

<b>3999 Clearing Account</b>		36,768
<b>Net cash provided by financing activities</b>	<b>(129,076)</b>	<b>(1,234)</b>
<b>Net cash increase for period</b>	<b>237,964</b>	<b>(69,471)</b>
<b>Cash at beginning of period</b>	722,474	207,792
<b>Cash at end of period</b>	<b>960,438</b>	<b>138,322</b>

## Check Detail

June 2018

1025 SB 40 Tax - Bank of Sullivan

<b>Date</b>	<b>Transaction Type</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
06/01/2018	Bill Payment (Check)	4696	OATS, Inc.	(4,862.00)
06/01/2018	Bill Payment (Check)	4697	Bryan Cave LLP	(2,522.50)
06/01/2018	Bill Payment (Check)	4698	MO HealthNet	(260.00)
06/07/2018	Bill Payment (Check)	4699	Rodeway Inn	(199.00)
06/07/2018	Bill Payment (Check)	4700	Camdenton Apartments dba Lauren's Place	(256.00)
06/07/2018	Bill Payment (Check)	4701	Camdenton Apartments dba Lauren's Place	(256.00)
06/07/2018	Bill Payment (Check)	4702	Childrens Learning Center	(15,474.78)
06/07/2018	Bill Payment (Check)	4703	Lake Area Industries	(14,317.88)
06/07/2018	Bill Payment (Check)	4704	MO HealthNet	(40.00)
06/14/2018	Bill Payment (Check)	4705	DMH Local Tax Matching Fund	(3,237.63)
06/14/2018	Bill Payment (Check)	4706	MO HealthNet	(40.00)
06/14/2018	Bill Payment (Check)	4707	MO HealthNet	(223.00)
06/14/2018	Bill Payment (Check)	4708	MO HealthNet	(232.00)
06/14/2018	Bill Payment (Check)	4709	MO HealthNet	(238.00)
06/14/2018	Bill Payment (Check)	4710	MO HealthNet	(258.00)
06/14/2018	Bill Payment (Check)	4711	MO HealthNet	(260.00)
06/14/2018	Bill Payment (Check)	4712	MO HealthNet	(308.00)
06/14/2018	Bill Payment (Check)	4713	MO HealthNet	(480.00)
06/14/2018	Bill Payment (Check)	4714	MO HealthNet	(526.00)
06/14/2018	Bill Payment (Check)	4715	MO HealthNet	(677.00)
06/14/2018	Bill Payment (Check)	4716	MO HealthNet	(906.00)
06/19/2018	Bill Payment (Check)	4717	Brookview Apartments of Camdenton	(100.00)
06/19/2018	Bill Payment (Check)	4718	Camden Manors, Inc.	(100.00)
06/19/2018	Bill Payment (Check)	4719	Camdenton Apartments dba Lauren's Place	(100.00)
06/19/2018	Bill Payment (Check)	4720	Clint and/or Marilyn Eidson	(100.00)
06/19/2018	Bill Payment (Check)	4721	Darryll Euler	(421.00)
06/19/2018	Bill Payment (Check)	4722	David A Schlenfort	(678.00)
06/19/2018	Bill Payment (Check)	4723	Glen Donnach, LLC	(161.00)
06/19/2018	Bill Payment (Check)	4724	Jacob and/or Lana Kentner	(1,269.00)
06/19/2018	Bill Payment (Check)	4725	Maryann VanCleave	(652.00)
06/19/2018	Bill Payment (Check)	4726	Revelation Construction & Development, LLC	(745.00)
06/19/2018	Bill Payment (Check)	4727	Steve Weisenfelder	(1,050.00)
06/19/2018	Bill Payment (Check)	4728	Twenter Properties	(100.00)
06/19/2018	Bill Payment (Check)	4729	Brookview Apartments of Camdenton	(100.00)
06/19/2018	Bill Payment (Check)	4730	Camden Manors, Inc.	(100.00)

06/19/2018	Bill Payment (Check)	4731	Camdenton Apartments dba Lauren's Place	(256.00)
06/19/2018	Bill Payment (Check)	4732	Revelation Construction & Development, LLC	(735.00)
06/19/2018	Bill Payment (Check)	4733	Steve Weisenfelder	(681.00)
06/19/2018	Bill Payment (Check)	4734	Camdenton Apartments dba Lauren's Place	(100.00)
06/19/2018	Bill Payment (Check)	4735	Revelation Construction & Development, LLC	(403.00)
06/19/2018	Bill Payment (Check)	4736	Revelation Construction & Development, LLC	(849.00)
06/19/2018	Bill Payment (Check)	4737	Rodeway Inn	(199.00)
06/21/2018	Bill Payment (Check)	4738	MO HealthNet	(554.00)
06/21/2018	Bill Payment (Check)	4739	OATS, Inc.	(55,000.00)
06/22/2018	Bill Payment (Check)	4740	Bryan Cave LLP	(547.50)
06/22/2018	Bill Payment (Check)	4741	Missouri Ozarks Community Action, Inc.	(350.00)
06/22/2018	Bill Payment (Check)	4742	MO HealthNet	(241.00)
06/22/2018	Bill Payment (Check)	4743	MO HealthNet	(292.00)
06/22/2018	Bill Payment (Check)	4744	MO HealthNet	(20.00)
06/22/2018	Bill Payment (Check)	4745	MO HealthNet	(16.00)
06/22/2018	Bill Payment (Check)	4746	MO HealthNet	(167.00)
06/25/2018	Bill Payment (Check)	4747	Bankcard Center	(40.00)
06/26/2018	Bill Payment (Check)	4748	Rodeway Inn	(199.00)
06/29/2018	Bill Payment (Check)	4749	MO HealthNet	(554.00)
06/29/2018	Bill Payment (Check)	4750	MO HealthNet	(292.00)
06/29/2018	Bill Payment (Check)	4751	MO HealthNet	(194.00)

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

Date	Transaction Type	Number	Name	Amount
06/01/2018	Expense	152313	Connie L Baker	(1,115.44)
06/01/2018	Expense	152314	Rachel K Baskerville	(1,150.41)
06/01/2018	Expense	152315	Myrna Blaine	(1,543.47)
06/01/2018	Expense	152316	Jeanna K Booth	(1,020.95)
06/01/2018	Expense	152317	Cynthia Brown	(1,091.32)
06/01/2018	Expense	152318	Lori Cornwell	(896.12)
06/01/2018	Expense	152319	Linda Gifford	(940.37)
06/01/2018	Expense	152320	Sharla Jenks	(929.94)
06/01/2018	Expense	152321	Ryan Johnson	(1,100.29)
06/01/2018	Expense	152322	Jennifer Lyon	(1,037.19)
06/01/2018	Expense	152323	Annie Meyer	(1,141.60)
06/01/2018	Expense	152324	Lisa D Patrick	(1,073.02)
06/01/2018	Expense	152325	Mary P Petersen	(1,051.54)
06/01/2018	Expense	152326	Sylvia M Santon	(517.09)
06/01/2018	Expense	152327	Eddie L Thomas	(2,413.36)
06/01/2018	Expense	152328	Marcie L. Vansyoc	(1,476.07)
06/01/2018	Expense	152329	Nicole M Whittle	(1,106.15)
06/01/2018	Expense	06/01/2018	Internal Revenue Service	(6,000.62)
06/01/2018	Expense	06/01/2018	Edward Jones	(100.00)
06/01/2018	Bill Payment (Check)	8283	Eddie L Thomas	(281.13)
06/01/2018	Bill Payment (Check)	8284	Lagers	(3,732.25)
06/01/2018	Bill Payment (Check)	8285	Linda Gifford	(174.35)

06/01/2018	Bill Payment (Check)	8286	Marcie L. Vansyoc	(119.08)
06/01/2018	Bill Payment (Check)	8287	Missouri Dept of Revenue	(1,881.00)
06/01/2018	Bill Payment (Check)	8288	Nicole M Whittle	(35.00)
06/01/2018	Bill Payment (Check)	8289	Janine's Flowers	(108.00)
06/07/2018	Bill Payment (Check)	8290	Connie L Baker	(60.76)
06/07/2018	Bill Payment (Check)	8291	Cynthia Brown	(35.86)
06/07/2018	Bill Payment (Check)	8292	Ryan Johnson	(55.20)
06/07/2018	Bill Payment (Check)	8293	Office Business Equipment	(120.63)
06/07/2018	Bill Payment (Check)	8294	Ameren Missouri	(459.80)
06/07/2018	Bill Payment (Check)	8295	AT&T	(82.82)
06/07/2018	Bill Payment (Check)	8296	Direct Service Works	(795.00)
06/07/2018	Bill Payment (Check)	8297	LaClede Electric Cooperative	(446.39)
06/07/2018	Bill Payment (Check)	8298	Lake Sun Leader	(236.25)
06/07/2018	Bill Payment (Check)	8299	MSW Interactive Designs LLC	(30.00)
06/07/2018	Bill Payment (Check)	8300	All Seasons Services	(360.00)
06/07/2018	Bill Payment (Check)	8301	Camden County PWSD #2	(74.30)
06/07/2018	Bill Payment (Check)	8302	Julie Williamson	(100.00)
06/07/2018	Bill Payment (Check)	8303	A-Z Home Services LLC	(2,510.90)
06/07/2018	Bill Payment (Check)	8304	Camdenton Glass	(390.24)
06/07/2018	Bill Payment (Check)	8305	Mo Department of Mental Health	(228.60)
06/08/2018	Bill Payment (Check)	8306	KMB Technical Group, Inc.	(660.00)
06/14/2018	Bill Payment (Check)	8314	Office Business Equipment	(119.17)
06/15/2018	Expense	152331	Connie L Baker	(994.11)
06/15/2018	Expense	152332	Rachel K Baskerville	(1,136.77)
06/15/2018	Expense	152333	Myrna Blaine	(1,543.47)
06/15/2018	Expense	152334	Jeanna K Booth	(1,014.80)
06/15/2018	Expense	152335	Cynthia Brown	(1,132.36)
06/15/2018	Expense	152336	Lori Cornwell	(911.52)
06/15/2018	Expense	152337	Linda Gifford	(940.37)
06/15/2018	Expense	152338	Sharla Jenks	(924.64)
06/15/2018	Expense	152339	Ryan Johnson	(1,100.30)
06/15/2018	Expense	152340	Jennifer Lyon	(1,062.66)
06/15/2018	Expense	152341	Annie Meyer	(1,109.04)
06/15/2018	Expense	152342	Lisa D Patrick	(1,025.89)
06/15/2018	Expense	152343	Mary P Petersen	(1,042.31)
06/15/2018	Expense	152344	Sylvia M Santon	(517.09)
06/15/2018	Expense	152345	Eddie L Thomas	(2,413.36)
06/15/2018	Expense	152346	Marcie L. Vansyoc	(1,476.07)
06/15/2018	Expense	152347	Nicole M Whittle	(1,124.25)
06/15/2018	Bill Payment (Check)	8307	Lori Cornwell	(51.67)
06/15/2018	Bill Payment (Check)	8308	Myrna Blaine	(121.36)
06/15/2018	Bill Payment (Check)	8309	The Main Event Lake Ozarks	(1,150.00)
06/15/2018	Bill Payment (Check)	8310	City Of Camdenton	(61.92)
06/15/2018	Bill Payment (Check)	8311	Ezard's, Inc.	(86.36)
06/15/2018	Bill Payment (Check)	8312	Refills Ink	(359.94)
06/15/2018	Bill Payment (Check)	8313	Linda Simms	(1,330.18)

06/15/2018	Expense	06/15/2018	Edward Jones	(100.00)
06/15/2018	Bill Payment (Check)		MO HealthNet	0.00
06/15/2018	Expense	06/15/2018	Internal Revenue Service	(5,934.18)
06/19/2018	Bill Payment (Check)	8315	Ezard's, Inc.	(1,300.00)
06/22/2018	Bill Payment (Check)	8316	All Seasons Services	(320.00)
06/22/2018	Bill Payment (Check)	8317	Conaway Contracting	(5,900.00)
06/22/2018	Bill Payment (Check)	8318	Cynthia Brown	(72.88)
06/22/2018	Bill Payment (Check)	8319	Delta Dental of Missouri	(464.10)
06/22/2018	Bill Payment (Check)	8320	Jennifer Lyon	(226.90)
06/22/2018	Bill Payment (Check)	8321	Mo Consolidated Health Care	(12,900.80)
06/22/2018	Bill Payment (Check)	8322	Servpro	(2,499.90)
06/22/2018	Bill Payment (Check)	8323	TruClean	(110.00)
06/25/2018	Bill Payment (Check)	8324	Bankcard Center	(578.75)
06/27/2018	Bill Payment (Check)	8325	Principal Life Ins	(241.28)
06/29/2018	Expense	152349	Connie L Baker	(1,036.69)
06/29/2018	Expense	152350	Rachel K Baskerville	(1,190.31)
06/29/2018	Expense	152351	Myrna Blaine	(1,543.48)
06/29/2018	Expense	152352	Jeanna K Booth	(1,072.44)
06/29/2018	Expense	152353	Cynthia Brown	(1,124.76)
06/29/2018	Expense	152354	Lori Cornwell	(901.31)
06/29/2018	Expense	152355	Linda Gifford	(940.37)
06/29/2018	Expense	152356	Sharla Jenks	(929.52)
06/29/2018	Expense	152357	Ryan Johnson	(1,100.29)
06/29/2018	Expense	152358	Jennifer Lyon	(1,061.10)
06/29/2018	Expense	152359	Annie Meyer	(1,139.23)
06/29/2018	Expense	152360	Lisa D Patrick	(1,007.10)
06/29/2018	Expense	152361	Mary P Petersen	(1,035.98)
06/29/2018	Expense	152362	Sylvia M Santon	(517.09)
06/29/2018	Expense	152363	Eddie L Thomas	(2,413.36)
06/29/2018	Expense	152364	Marcie L. Vansyoc	(1,476.06)
06/29/2018	Expense	152365	Nicole M Whittle	(1,121.73)
06/29/2018	Expense	06/29/2018	Edward Jones	(100.00)
06/29/2018	Bill Payment (Check)	8326	AT&T	(97.08)
06/29/2018	Bill Payment (Check)	8327	Charter Business	(544.87)
06/29/2018	Bill Payment (Check)	8328	Delta Voice & Data Technologies, LLC	(110.00)
06/29/2018	Bill Payment (Check)	8329	Lake Area Industries	(50.00)
06/29/2018	Bill Payment (Check)	8330	Linda Simms	(1,406.37)
06/29/2018	Bill Payment (Check)	8331	Rachel K Baskerville	(235.69)
06/29/2018	Bill Payment (Check)	8332	Refills Ink	(49.99)
06/29/2018	Bill Payment (Check)	8333	Republic Services #435	(132.57)
06/29/2018	Bill Payment (Check)	8334	TECHIMPACT	(1,443.75)
06/29/2018	Bill Payment (Check)	8335	TruClean	(110.00)
06/29/2018	Bill Payment (Check)	8336	US Department of Education - Tracking # 1017780285	(341.37)
06/29/2018	Bill Payment (Check)	8337	WCA Waste Corporation	(22.00)
06/29/2018	Expense	06/29/2018	Internal Revenue Service	(6,019.72)



**May 2018**  
**Credit Card Statement**

MAY FOR JUNE

BL ACCT 0000256-10000000  
CAMDEN CO DD RES  
Account Number: ##### 5386  
Page 1 of 4

CENTRAL BANK



**SCORECARD** Bonus Points Available 66,920

**Account Summary**

Billing Cycle		06/04/2018
Days In Billing Cycle		31
Previous Balance		\$2,148.46
Purchases	+	\$1,551.74
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$932.99-
Payments	-	\$2,148.46-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$618.75**

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$9,381.25
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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

**Payment Summary**

NEW BALANCE	\$618.75
MINIMUM PAYMENT	\$19.00
PAYMENT DUE DATE	07/02/2018

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

Corporate Activity				
TOTAL CORPORATE ACTIVITY				\$2,148.46-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
05/21	05/21	00701486	PAYMENT - THANK YOU	\$2,148.46-

Cardholder Account Summary				
MYRNA BLAINE ##### 6176	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$167.99-	\$763.27	\$0.00	\$595.28

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/14	05/15	PBUS01	55500368134083163616472	KOZIECARE LLC 4842645751 PA	\$40.00
05/14	05/15		05436848135500147366282	CREDIT VOUCHER	\$167.99-
05/17	05/18	PBUS01	05436848138500167382182	OFFICEMAX/OFFICEDEPT#6 800-463-3768 KS OFFICEMAX/OFFICEDEPT#6 800-463-3768 KS	\$150.00

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

CENTRAL BANK  
PO BOX 779  
JEFFERSON CTY MO 65102-0779

Account Number  
##### 5386

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
06/04/18	\$618.75	\$19.00	07/02/18

\$

BL ACCT 0000256-10000000  
CAMDEN CO DD RES  
PO BOX 722  
CAMDENTON MO 65020-0722



MAKE CHECK PAYABLE TO:

BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000

5475780000055386 00001900 00061875



Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/24	05/25	PBUS01	55444368144083407264177	CROWN AWARDS INC 8002271557 NY	\$17.27
05/27	05/28	PBUS01	55131588147400812122212	MSFT * E01005W424 8006427676 WA	\$556.00

Cardholder Account Summary				
EDDIE THOMAS ##### 0953	Payments & Other Credits \$0.00	Purchases & Other Charges \$50.00	Cash Advances \$0.00	Total Activity \$50.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/04	05/06	PBUS01	55432868124200939421235	INTUIT *QB ONLINE 800-286-6800 CA	\$50.00

Cardholder Account Summary				
LINDA SIMMS ##### 0961	Payments & Other Credits \$765.00-	Purchases & Other Charges \$539.44	Cash Advances \$0.00	Total Activity \$225.56-

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/09	05/10	PBUS01	55483828130400006107824	WAL-MART #0089 CAMDENTON MO	\$79.76
05/10	05/11	PBUS01	05436848131000376003270	USPS PO 2860360829 OSAGE BEACH MO	\$8.46
05/10	05/13	PBUS01	05140488131710030003621	WOODS MARKET 2068 OSAGE BEACH MO	\$5.78
05/11	05/13	PBUS01	05436848132000397091758	USPS PO 2860360829 OSAGE BEACH MO	\$160.40
05/17	05/17		55432868137200262699543	CREDIT VOUCHER	\$765.00-
				DMI* DELL HIGHER EDUC 800-274-7799 TX	
05/21	05/23	PBUS01	05436848142100059499378	DOLLAR-GENERAL #2611 CAMDENTON MO	\$6.22
05/21	05/23	PBUS01	05140488142710026762294	WOODS MARKET 2068 OSAGE BEACH MO	\$18.87
05/21	05/23	PBUS01	85369438142293200031175	PAPPO S PIZZA OSAGE BEACH MO	\$33.25
05/30	05/31	PBUS01	05436848151000359367804	USPS PO 2860360829 OSAGE BEACH MO	\$6.70
06/02	06/03	PBUS01	55432868153200159314387	GOOGLE *SVC S APPS_ccddr cc@google.com CA	\$220.00

Cardholder Account Summary				
CONNIE L BAKER ##### 1859	Payments & Other Credits \$0.00	Purchases & Other Charges \$199.03	Cash Advances \$0.00	Total Activity \$199.03

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/04	05/06	PBUS01	05436848125400039732257	WM SUPERCENTER #89 CAMDENTON MO	\$22.72
05/08	05/09	PBUS01	05410198128105079162128	STAPLS7197192663000001 877-8267755 MI	\$72.12
05/09	05/10	PBUS01	05410198129105979162128	STAPLS7197192663000002 877-8267755 MI	\$19.99
05/10	05/11	PBUS01	05436848131400040240441	WM SUPERCENTER #89 CAMDENTON MO	\$19.50
05/16	05/17	PBUS01	05436848137000349628033	USPS PO 2812420020 CAMDENTON MO	\$39.70
05/22	05/23	PBUS01	55420368142432530000075	JANINE'S FLOWERS CAMDENTON MO	\$25.00

**Additional Information About Your Account**  
 MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.BANKCARDCENTER.NET](http://WWW.BANKCARDCENTER.NET) AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY. ENROLL TODAY!

ScoreCard Bonus Points Information as of 06/03/2018					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	66,521	399	0	0	66,920



CATEGORY Search 

0 ITEM(S) - \$0.00

- HOME (/)    MEDICAL CLOTHING FOR CHILDREN (ADAPTIVE-MEDICAL)    CLOTHING BY TYPE (CLOTHING)
- SWIMWEAR ([HTTPS://A:WWW.KOZIECLOTHES.COM/SWIMWEAR](https://www.kozieclothes.com/swimwear))    SENSORY PRODUCTS (SENSORY)
- VIDEOS/VISUALS ([HTTPS://WWW.KOZIECLOTHES.COM/VIDEO](https://www.kozieclothes.com/video))

- [\(HTTPS://WWW.KOZIECLOTHES.COM/\)](https://www.kozieclothes.com/) > [ACCOUNT \(HTTPS://WWW.KOZIECLOTHES.COM/ACCOUNT\)](https://www.kozieclothes.com/account)
- > [ORDER HISTORY \(HTTPS://WWW.KOZIECLOTHES.COM/ACCOUNT/ORDER\)](https://www.kozieclothes.com/account/order)
- > [ORDER INFORMATION \(HTTPS://WWW.KOZIECLOTHES.COM/ACCOUNT/ORDER/INFO?ORDER\\_ID=3891\)](https://www.kozieclothes.com/account/order/info?order_id=3891)

*DATA ID  
#4420212*

### Order Information

Order Details	
<b>Order ID: #3891</b> <b>Date Added: 14/05/2018</b>	<b>Payment Method: Credit Card / Debit Card (First Data GGe4)</b> <b>Shipping Method: Flat Shipping Rate</b>
<b>Payment Address</b>	<b>Shipping Address</b>
Myrna Blaine Camden County Disability Res. 100 Third St. P.O. Box 722 Camdenton, Missouri 65020 United States	Myrna Blaine Camden County Disability Res. 100 Third St. P.O. Box 722 Camdenton, Missouri 65020 United States

Product Name	Model	Quantity	Price	Total	
OUR LONGER Simply Sleeveless Sensory Compression shirt - Color: Grey - Size: 5	J5020	1	\$35.00	\$35.00	<a href="https://www.kozieclothes.com">HTTPS://WWW.KOZIECLOTHES.COM</a>
<b>Sub-Total</b>				<b>\$35.00</b>	
<b>Flat Shipping Rate</b>				<b>\$5.00</b>	
<b>Total</b>				<b>\$40.00</b>	

### Order History

Date Added	Order Status	Comment
14/05/2018	Pending	
14/05/2018	Processing	

From: OfficeDepotOrder:

New | Delete | Archive | Junk | Sweep | Move to | Categories | ...

Search results

In folders

All folders

Inbox

Old email 2018

From

OfficeDepotOrders@of  
officedepotorders@offic

Date

All

This week

Last week

This month

Select range

From

Wed 6/13/2018

To

Wed 6/13/2018



### Return Order Confirmation

Thank you for choosing Office Depot for your office supply needs. We appreciate your continued business

Thank you for shopping with us.

This email confirms your request for return order number: 137972435-001

#### RETURN INFORMATION

Return Order Number :  
137972435-001

Return Request Date :  
05/11/2018

Original Order Number:  
122125153-001

*CREDIT*

#### BILLING INFORMATION

Billing Contact:

MYRNA BLAINE  
573-317-9233

Refund Method(s):

MasterCard, last 4 digits: N/A  
Amount: (167.99)

Return Order Number : 137972435-001

#### ITEM DESCRIPTION

Bush Business Furniture Components 2 Drawer Mobile File Cabinet, Hansen Cherry/Graphite Gray, Standard Delivery (203592)

#### LEGEND

QTY: Quantity To Return  
UNIT PRICE: Price per Individual Unit  
UM: Unit of Measure  
EXTENDED PRICE: Ordered Quantity x Unit Price

Return action : Credit Only

Got a question? We're taking care of business every day, and we are ready to help. Call 800.GO.DEPOT or [email](#) answers to all your questions

For compliance with select California laws and for financial reporting purposes, all sales shipped to California and subsidiary of Office Depot, Inc. and are F.O.B. destination point

**Office DEPOT.**  
**OfficeMax®**  
 Taking care of business

Order Number: 140124789-001  
 Order Placed: 05/16/2018  
 Tracking #: 140124789-001  
 Status: Delivered  
 Order Placed By: Customer Service



Processing



Shipped



Delivered


**Payment Method**  
 Debit/Credit Card  
 MasterCard  
 \*\*\*\*\*6176  
 Amount: \$150.00

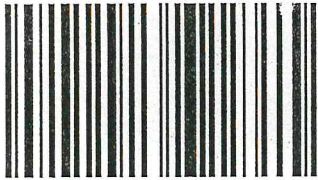
**Billing Address**  
 CAMDEN CNTY  
 DEVELOPMENTAL DISA  
 100 3RD ST  
 P O BOX 722  
 CAMDENTON, MO  
 65020  
 (573) 317 - 9233

**Shipping Address**  
 MYRNA BLAINE  
 CAMDEN CNTY  
 DEVELOPMENTAL DISA  
 100 3RD ST  
 P O BOX 722  
 CAMDENTON, MO  
 65020  
 MYRNA@CCDDR.ORG

**Rewards**  
 LEARN MORE

Comments:

Item Description	Qty	Shipped	Price	Total	Reorder	
 Bush Business Furniture Components 2 Drawer Mobile File Cabinet, Hansen Cherry/Graphite Gray, Standard Delivery Item # 203592 Review This Product	1	1	\$150.00 /each	\$150.00	1	<input checked="" type="checkbox"/>
						Reorder Price: \$167.99 / each



Begin Return

Coupons / Delivery Fee Adjustments / Other Discounts: (\$17.99)

Subtotal: \$167.99  
 Delivery Fee: \$0.00  
 Tax Exempt Taxes: \$0.00

**Total: \$150.00**

You Saved \$59.99 on this order!

INVOICE

9 Skyline Dr, Hawthorne, NY 10532 800-765-2003

[www.CrownAwards.com](http://www.CrownAwards.com)

Account #	Invoice Date	Order #	Invoice #	PO #
62817479	05/23/18	08080171	33561897	WEB-08080171

**Billing Information**

Camden County Disability Resources  
 100 THRID ST  
 PO BOX 722  
 CAMDENTON, MO 65020-0722  
 ATTN:M BLAINE

**Shipping Information**

Camden County Disability Resources  
 100 THIRD ST  
 PO BOX 722  
 CAMDENTON, MO 65020-0722  
 ATTN:M BLAINE

Quantity	Item #	Description	Unit Price	Subtotal
1	TRSWPG7-L	14"GOLD TROPHY W FIG SWIRL CUP	7.99	7.99
1	FICOW2	COWS -3.5" ANGUS	1.00	1.00
1	ENGTR	GOLD ENGRAVING PLATE-2.6"X.6"	0.00	0.00
1	EXENGCP	EXTRA CHARACTER OVER 40 CHARGE	0.00	0.00
1	FRTRTP	SHIPPING & HANDLING-TROPHIES	8.28	8.28

MASTERCARD	*****6176	17.27	08/2019	<b>Invoice Subtotal</b>	8.99
				Shipping Charge	8.28
				Sales Tax	0.00
				<b>Total</b>	17.27
				Total Payments	17.27
				<b>Balance Due</b>	\$0.00

*Traveling trophy  
 for peer recognition*





# Invoice

May 2018

Invoice Date: 05/27/2018

Invoice Number: E01005W424

Due Date: 06/26/2018

**556.00 USD**

### Sold-To

Camden County Developmental Disability Resources  
100 Third St.  
P.O. Box 722  
Camdenton MO 65020  
United States

### Bill-To

Camden County Developmental Disability Resources  
100 Third St.  
P.O. Box 722  
Camdenton MO 65020  
United States

### Service Usage Address

Camden County Developmental Disability Resources  
100 Third St.  
P.O. Box 722  
Camdenton MO 65020  
United States

### Order Details

Product: Online Services  
Customer PO Number:  
Order Number: dfd50987-a0e6-4f45-99b5-eac21ebdb614  
Billing Period: 04/27/2018 - 05/26/2018  
Payment Terms: Net 30  
Due Date: 06/26/2018

### Billing Summary

Charges: 556.00  
Discounts: 0.00  
Credits: 0.00  
Tax: 0.00  
**Total: 556.00**

### Payment Instructions

Please DO NOT PAY. You will be charged the amount due through your selected method of payment.

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

Microsoft Corporation, One Microsoft Way Redmond, WA 98052 United States  
US FEIN 91-1144442



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

Plan details: QuickBooks Plus:

\$50.00 / month

Acct.  
5567

Next Charge: 10/04/2017

MAY 2018

Payment method

MasterCard ending 0961 expires 11/18 Edit

OB  
BACK IN BATTERY

See back of receipt for your chance  
to win \$1000 ID #:7M3C04YXJH



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

ST# 00089	OP# 002431	TE# 04	TR# 01358
APC 450VA	073130432937		39.88 0
APC 450VA	073130432937		39.88 0
	SUBTOTAL		79.76
	TOTAL		79.76
	MCARD TEND		79.76

MasterCard- 0961 I 22 APPR#63565E  
REF # 812900610782  
PAYMENT SERVICE - A  
AID A0000000041010  
TC 54E0888BE9AA28D3  
TERMINAL # SC010127  
\*Signature Verified

05/09/18 06:44:13  
CHANGE DUE 0.00  
# ITEMS SOLD 2

TC# 4264 1735 1102 4846 9020



05/09/18 06:44:26  
\*\*\*CUSTOMER COPY\*\*\*

Use Walmart Pay to save your receipts.



=====

OSAG  
 5545 OSAGE L. NY  
 OSAGE BEACH  
 MO  
 65065-9998  
 2860360829  
 05/10/2018 (800)275-8777 4:12 PM

=====

Product Description	Sale Qty	Final Price
First-Class Mail Large Envelope (Domestic) (JEFFERSON CITY, MO 65109) (Weight:0 Lb 6.10 Oz) (Estimated Delivery Date) (Saturday 05/12/2018)	1	\$2.26
Certified (70160910000210304491)	1	\$3.45
Return Receipt (9590940239188060540411)	1	\$2.75

Total \$8.46

Credit Card Remitd \$8.46  
 (Card Name:MasterCard)  
 (Account #:XXXXXXXXXX0961)  
 (Approval #:61483E)  
 (Transaction #:399)  
 (Entry Mode:Chip)  
 (AID:A0000000041010)  
 (Application Label:MasterCard)  
 (PIN:PIN Not Required)  
 (Cryptogram:6242795D1CE6AF99)  
 (ARC:00)  
 (CVR:1E0300)  
 (IAD:01106070012200001D6A00000000000000FF)  
 (TSI:E800)  
 (TVR:0000008000)

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

ALL REFUND FINAL

Please visit [www.usps.com](http://www.usps.com) for more information. Funds to file your request. Refund request. Restricted Delivery.

*EVERS FOR AUDIT*

WATER OB OFFICE



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

Cashier: Lane

05/10/18

14:11:39

BEGIN DUPLICATE RECEIPT  
Store:2068

Cashier: Lane

05/10/18

14:10:44

Woods Reward Card	49663172267	
<b>GROCERY</b>		
Bst Ch Drnk Wtr 7003861311	2.89	TF
Bst Ch Drnk Wtr 7003861311	2.89	TF
TAX EXEMPT SLIP 999900	.00	TF
SUBTOTAL	5.78	
TOTAL TAX	.00	

TOTAL	5.78	
MasterCard TENDER	5.78	
Acct:xxxxxxxxxxxx0961		
APPRVL CODE 61160E		
Cash CHANGE	.00	

NUMBER OF ITEMS	3
EXEMPT TAX ID 01	
T1 ITEM VALUE EXEMPTED	5.78
T1 TAX EXEMPTED	.26
T2 ITEM VALUE EXEMPTED	.00
T2 TAX EXEMPTED	.00
T3 ITEM VALUE EXEMPTED	.00
T3 TAX EXEMPTED	.00
T4 ITEM VALUE EXEMPTED	.00
T4 TAX EXEMPTED	.00

Trx:201 Term:7 Store:2068 14:11:26

THANK YOU FOR SHOPPING AT WOODS!

DEVIN, STORE MANAGER  
END DUPLICATE RECEIPT

=====

OSAGE BEACH  
 5545 OSAGE BEACH PKWY  
 OSAGE BEACH  
 MO  
 65065-9998  
 2860360829  
 05/11/2018 (800)275-8777 3:34 PM

=====

*[Handwritten scribbles]*

*STAMPS  
 O B OFFICE*

Product Description	Sale Qty	Final Price
\$1 Patriotic Wave (Unit Price:\$1.00)	20	\$20.00
1c Tiffany Lamp (Unit Price:\$0.01)	40	\$0.40
US Flag Bklt/2 0 (Unit Price:\$10.00)	4	\$40.00
US Flag Coil/1 00 (Unit Price:\$50.00)	2	\$100.00
<b>Total</b>		<b>\$160.40</b>

Credit Card Remitd **\$160.40**  
 (Card Name:MasterCard)  
 (Account #:XXXXXXXXXX0961)  
 (Approval #:63520E)  
 (Transaction #:413)  
 (Entry Mode:Chip)  
 (AID:A0000000041010)  
 (Application Label:MasterCard)  
 (PIN:PIN Not Required)  
 (Cryptogram:86E373DFF2126E89)  
 (ARC:00)  
 (CVR:1E0300)  
 (IAD:011060700122000D7AD00000000000000FF)  
 (TSI:E800)  
 (TVR:0000008000)

Preview your Mail  
 Track your Packages  
 Sign up for FREE @  
[www.informedelivery.com](http://www.informedelivery.com)

ALL REFUNDS ARE FINAL

Please visit [www.usps.com](http://www.usps.com) to file your refund request. Refund requests are restricted to the person at the address of purchase.



DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

FID Number: 74-2616805  
For Sales: (800)274-7799  
Customer Service: (800)274-7799  
Technical Support: (800)274-7799  
Dell Online: <http://www.dell.com>

**CREDIT MEMO**

**BILL TO:**

CAMDEN CO  
LINDA SIMMS  
PO BOX 722  
CAMDENTON, MO 65020-0722

**SHIP TO:**

CAMDEN CO  
LINDA SIMMS  
100 3RD ST  
CAMDENTON, MO 65020-7336

PLEASE REVIEW DELL'S TERMS & CONDITIONS OF SALE AND POLICIES, WHICH GOVERN THIS TRANSACTION  
VIEW YOUR ORDER DETAILS ONLINE

Credit Memo No: 60112080048      Customer No: 92912723      Order No: 365935492      Page 1 of 1

Original Order Number: 207297499  
Original Invoice Number: 10163598820  
Original Invoice Date: 05/02/2017  
Original Payment Terms: Credit/Deb.Card

Credit Memo Date: 05/16/2018  
Contract Number: 70137  
Sales Rep: DENA CAMPBELL  
Original Purchase Order:

*CREDIT*

Credit Memo Reason: CRA08-PAY @ COLLECTED

Item Number	Description	Quantity	Unit	Unit Price	Amount
452-BBPG	Dell Docking Station - USB 3.0 (D3100)	9	EA	85.00	-765.00

*10 DOCKING STATIONS  
COULD NOT BE USED*

		USD
Sub-Total:	\$	-765.00
Ship. &/or Handling:	\$	0.00
ENVIRO FEE:	\$	0.00
Taxable:		
\$	0.00	Tax:
Non-Taxable:	\$	0.00
\$	-765.00	
Credit Total:	\$	-765.00
Credit/Deb.Card	\$	-765.00
Credit Total:	\$	-765.00



Water for  
Keystone-meetings

DOLLAR GENERAL STORE #02611  
985 N BUSINESS ROUTE 5  
PO BOX 3688  
CAMDENTON, MO 65020-8829  
(573) 346-3434

CV WATER 24PK E 2.95 N  
027541009293-110  
CV WATER 24PK E 2.95 N  
027541009293-110

SUBTOTAL \$5.90  
Tax2 \$0.32  
**TOTAL SALE \$6.22**  
MASTERCARD **\$6.22**

\*\*\*\*\*0961  
EXPIRY: \*\*/\*\* CHIP  
AUTH# 69103E  
REFERENCE# 10003001193  
AID# A0000000041010

ITEMS 2  
2018-05-21 15:59:18 02611 03 8128



899520037255439714016914919869523911231030

-----CUT HERE-----  
\*\*\*\*\*  
\* You may have a chance to \*  
\* WIN A \$100 Gift Card \*  
\* \*  
\* Go To \*  
\* DGCustomerFirst.com \*  
\* \*  
\* Tell us about your visit and be entered \*  
\* to win one of ten \$100 DG Gift Cards! \*  
\* Must be 18+ to enter \*  
\* Drawings held weekly! \*  
\* \*  
\* Survey Code \*  
\* 0250-9078-1050-234 \*  
\*\*\*\*\*

-----CUT HERE-----  
**SATURDAY MAY 26<sup>TH</sup> ONLY!**  
DG Store Coupon Valid 5/26/2018  
**\$5 OFF \$25**  
\$5 off your purchase of  
**\$25 or more** (pretax)  
OR SHOP ONLINE USE PROMO CODE DGSAVENMAY

\$25 or more (pretax) calculated after all other Dollar General discounts. This coupon can't be combined with other Dollar General \$2, \$3, and \$5 off store coupons. Must present coupon to cashier. Limit one per customer. We reserve the right to limit use to normal retail purchases. No cash value. Copies not accepted. Coupon excludes: gift cards, phone cards, prepaid financial cards, prepaid wireless handsets, Rug Doctor rentals, propane, e-cigarettes, tobacco, and alcoholic beverages.  
X2118521311281260



-----CUT HERE-----  
Save Time. Save Money,  
Every Day!  
at Dollar General

Food for  
5-21-2018  
board meeting



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

Cashier: MARY

05/21/18 13:09:01

Woods Reward Card 49663172269

**GROCERY**  
Ruffles Origina 2840003400 4.99 TF  
=> 4.29 Reward Card Price -.70 TF  
**PRODUCE**  
REDUCED/EACH 24687600000 4.99 FV  
**BAKERY**  
18Ct Sgr Cooki 23085900000 3.99 TF  
**DAIRY**  
Central Chip&Di 7394803122 2.25 TF  
Unsweet Tea 7024230120 3.35 TF  
SUBTOTAL 18.87  
TOTAL TAX .00

TOTAL 18.87  
MasterCard TENDER 18.87  
Acct:xxxxxxxxxxxx0961  
APPRVL CODE 60213E  
Cash CHANGE .00

NUMBER OF ITEMS 5  
EXEMPT TAX ID 19364199  
T1 ITEM VALUE EXEMPTED 18.87  
T1 TAX EXEMPTED .84  
T2 ITEM VALUE EXEMPTED .00  
T2 TAX EXEMPTED .00  
T3 ITEM VALUE EXEMPTED .00  
T3 TAX EXEMPTED .00  
T4 ITEM VALUE EXEMPTED .00  
T4 TAX EXEMPTED .00

Sale Savings .70  
You Saved a Total of: .70  
That is a Savings of: 3%

Trx:181 Term:7 Store:2068 13:10:05

THANK YOU FOR SHOPPING AT WOODS!

DEVIN, STORE MANAGER



Food for  
5-21-2018 board  
meeting

Pappo's Pizzeria & Pub  
4705 Osage Beach Parkway  
Osage Beach, MO 65065  
ph (573) 693-1092

Guest Check

-----  
Jeanna @3pm - TABLE: CARRYOUT 1 - 1 Guest  
Server: BARTENDER  
5/21/2018 3:03:27 PM  
Sequence #: 0000034  
ID #: 0258503

ITEM	QTY	PRICE
-----		
12" Meat Lover Pizza	1	\$16.75
- Hand Tossed		
- TO GO TO GO		
12" Spinach Ricotta Pizza	1	\$16.50
- Thin Crust		
- TO GO TO GO		
-----		
Subtotal		\$33.25
-----		
Grand Total		\$33.25
Amount Due:		<u>\$33.25</u>
15%	20%	25%
\$4.99	\$6.65	\$8.31

-----  
Thank you for visiting Pappos!  
Come back soon!  
Guest Check  
=====

Connie's Card

See back of receipt for your chance to win \$1000 ID #:7M3BJNZ3YK

Walmart\*

573-346-3588 Mer:PAUL GARDNER  
94 CECIL ST  
CAMDENTON MO 65020

ST# 00089	OP# 004721	TE# 55	TR# 07529	
EXOTIC ANGEL	002253213627			10.00 0
HSY MINI	003400021549	F		8.98 0
HARD CANDY	001070051881	F		3.74 0
			SUBTOTAL	22.72
			TOTAL	22.72
			MCARD TEND	22.72

MasterCard- 1859 I 21 APPR#65153E  
REF # 1042000314  
AID A0000000041010  
TC 8F4CC1E3E2067CAC  
TERMINAL # SC010102  
\*NO SIGNATURE REQUIRED

05/04/18 12:35:16  
CHANGE DUE 0.00  
# ITEMS SOLD 3  
TC# 9269 8660 8309 5653 0767



05/04/18 12:35:17  
\*\*\*CUSTOMER COPY\*\*\*  
Use Walmart Pay to save your receipts.



~~print FOR FRONT DESK - CAMDENTON~~

LEARN Welcome, Connie Baker

SHOP  
STAPLES  
Business Advantage | Premium  
Other Staples Sites

Messages

Shipping Location  
CAMDENTON

\$0.00

Help

Review Cart (0)

SEARCH

Track Order

My Account

SPECIAL  
ORDERS

RECENTLY  
PURCHASED

BROWSE  
CATEGORIES

QUICK  
ORDER

YOUR  
LISTS

YOUR  
DASHBOARD

KEYBOARD  
DESKTOP MICROPHONE (CONF RM)  
PRINTER FRAGERS  
OFFICE (MISC)

OFFICE SUPPLIES  
CAM

72.12  
19.99  
-----  
92.11

Duplicate Order Add to List Print

### Thank You for Your order, Connie

A confirmation email will be sent to you at [Connie@caddr.org](mailto:Connie@caddr.org) with your complete order details.

This order received \$26.52 in Premium savings

Order Number: 7197192663

Placed on: May 7, 2018

Order status: Submitted

[View Order Status Definitions](#)

#### Shipping Information

ConnieBaker  
CAMDENTON  
CAMDEN CO SENATE BILL 40  
100 THIRD ST  
CAMDENTON, MO 65020-  
USA

#### Accounting Information

Budget Center  
Purchase Order  
Purchase Order Release

#### Order Receipt

Order Sub-Total:	\$118.63
<b>Total</b>	<b>92.11</b>

#### Payment Method

MasterCard  
XXXX-XXXX-XXXX-1859  
Expires: 12/20

Items 1 to 6 of 6

Expected Delivery by Tuesday, May 08 100 THIRD ST., CAMDENTON, MO



Staples® Manila File Folders, Letter, 3 Tab,  
Assorted Position, 100/Box  
Customer Item # 116657

\$7.38  
BX/100

Qty. 1

\$7.38

Connie's  
Card

See back of receipt for your chance  
to win \$1000 ID #:7M3C50Z42T

**Walmart** \*

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

ST# 00089	OP# 000057	TE# 55	TR# 07661
NATRL SPONGE	005114125408		2.96 0
SURGE STRIP	008272140677		9.83 0
PRINTER CBL	068113118389		4.88 0
GV APC BLCH	068113159663		1.83 0
	SUBTOTAL		19.50
	TOTAL		19.50
	MCARD TEND		19.50

MasterCard- 1859 I 21 APPR#62230E

REF # 1042000314

AID A000000041010

TC 6069FF4D17CB5265

TERMINAL # SC010102

\*NO SIGNATURE REQUIRED

05/10/18 15:22:25

CHANGE DUE 0.00

# ITEMS SOLD 4

TC# 8789 8141 8309 5750 0797



05/10/18 15:22:25

\*\*\*CUSTOMER COPY\*\*\*

Use Walmart Pay to save your receipts.





Conner's Card

=====

CAMDENTON  
625 W US HIGHWAY 54  
CAMDENTON  
MO  
65020-9998  
2812420020  
05/16/2018 (800)275-8777 4:13 PM

=====

Product Description	Sale Qty	Final Price
PM 2-Day Med FR Box (Domestic) (SEDALIA, MO 65301) (Flat Rate) (Expected Delivery Date) (Friday 05/18/2018)	1	\$13.65
✓ Certified (@@USPS Certified Mail #) (70162070000031811326)	1	\$3.45
Return Receipt (@@USPS Return Receipt #) (9590940226316336911542)	1	\$2.75
PM 2-Day Med FR Box (Domestic) (JEFFERSON CITY, MO 65109) (Flat Rate) (Expected Delivery Date) (Friday 05/18/2018)	1	\$13.65
✓ Certified (@@USPS Certified Mail #) (70162070000031811333)	1	\$3.45
Return Receipt (@@USPS Return Receipt #) (9590940226316336911535)	1	\$2.75

Total \$39.70

Credit Card Remitd \$39.70  
(Card Name:MasterCard)  
(Account #:XXXXXXXXXXXX1859)  
(Approval #:63144E)  
(Transaction #:028)  
(Entry Mode:Chip)  
(AID:A0000000041010)  
(Application Label:MasterCard)  
(PIN:PIN Not Required)  
(Cryptogram:FFF50E80BFB4FFB)  
(ARC:00)  
(CVR:1E0300)  
(IAD:0110607001220000280200000000000000FF)  
(TSI:E800)  
(TVR:0000008000)

Includes up to \$50 insurance

Text your tracking-number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking® 1-800-453-7811.

9221 7812 3181 0000 0200 9701

U.S. Postal Service™  
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SEDALIA, MO 65301

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$7.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$13.65
Total Postage and Fees	\$19.85



Sent To Pettis County 5840 Board of Services  
Street and Apt. No., or PO Box No.  
1500 Ewing Dr  
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Sedalia, MO 65301

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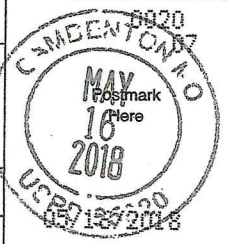
7016 2070 0000 3181 1333

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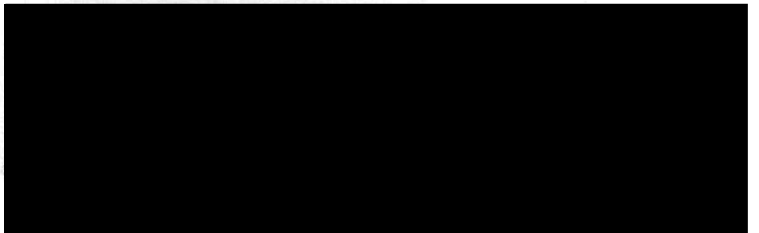
JEFFERSON CITY, MO 65109

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$7.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$13.65
Total Postage and Fees	\$19.85



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City, State, ZIP+4®  
Jefferson City, MO 65109

PS Form 3800, April 2015 PSN 7530-02-000-3047 See Reverse for Instructions



Connie's  
Card

JANINE'S FLOWERS  
PO BOX 375  
CAMDENTON, MO 65020  
(573) 346-3388  
TRANSACTION #: W05922  
05/22/18 (LOC: 0 TID: W1) 13:26:24

Ma	Mi	DESCRIPT.	QTY	PRICE	DSC	AMOUNT
4	2	DISH GDN	1	\$25.00	0%	\$25.00
1	1	SGL ROSE	1	\$0.00	0%	\$0.00

SUB-TOTAL	\$25.00
TAX	\$0.00

TOTAL \$25.00

PAYMENT RECEIVED  
C.C.: \$25.00  
TOTAL PAYMENT: \$25.00  
CHANGE: \$0.00

SALES PERSON: GKE

PURCHASE  
NAME.....: CONNIE L BAKER

CRED CARD: XXXXXXXXXXXX1859  
AUTH CODE: AP66405E

CUSTOMER: X \_\_\_\_\_ SWP

Thank you! Please come again!

<<< DUPLICATE >>>

for Mary

=====

OSAGE BEACH  
 5545 OSAGE BEACH PKWY  
 OSAGE BEACH  
 MO  
 65065-9998  
 2860360829  
 05/30/2018 (800)275-8777 4:27 PM

=====

Product Description	Sale Qty	Final Price
First-Class Mail Letter (Domestic) (CAMDENTON, MO 65020) (Weight: 0 Lb 0.50 Oz) (Estimated Delivery Date) (Friday 06/01/2018)	1	\$0.50
Certified (@@USPS Certified Mail #) (70171450000025341178)	1	\$3.45
Return Receipt (@@USPS Return Receipt #) (9590940239188060540428)	1	\$2.75
<b>Total</b>		<b>\$6.70</b>

Credit Card Remitd **\$6.70**  
 (Card Name: MasterCard)  
 (Account #: XXXXXXXXXX0961)  
 (Approval #: 67080E)  
 (Transaction #: 548)  
 (Entry Mode: Chip)  
 (AID: A000000041010)  
 (Application Label: MasterCard)  
 (PIN: PIN Not Required)  
 (Cryptogram: 04894F8B842AABAF)  
 (ARC: 00)  
 (CVR: 1E0300)  
 (IAD: 0110607001220000F1B100000000000000FF)  
 (TSI: E800)  
 (TVR: 0000008000)

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All sales subject to change without notice





# Invoice

Invoice number: 3463822897

Google LLC  
1600 Amphitheatre Pkwy  
Mountain View, CA 94043  
United States  
Federal Tax ID: 82-2182297

### Bill to

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

### Details

Invoice number .....3463822897  
Invoice date .....May 31, 2018  
Billing ID .....9176-0235-3316  
Domain name .....ccddr.org

### Google Cloud - GSuite

Total in USD

**\$220.00**

### Summary for May 1, 2018 - May 31, 2018

Subtotal in USD

\$220.00

Tax (0%)

~~\$0.00~~

Total in USD

**\$220.00**



Resolutions 2018-24,  
2018-25 & 2018-26



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2018-24**

2018 REVISED 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 2018 budget initially modified and approved by the Board earlier in the calendar year needs to be revised so that the proper business of the Board can be conducted with the best possible practices and in compliance with law, and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget revisions.
2. That the 2018 revised budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2018-24

**SB 40 Tax 2018 - Revised**

Acct	Title	
4000	SB 40 Tax Income	
4105	County Tax Receipts	\$926,574
4140	Interest Income - County Tax Funds	\$4,800
4150	MEHTAP Grant	\$5,272
	Total Income	\$936,646
5800	Other General & Administrative	
5805	Audit Service/Fees	\$0
5810	Consulting Fees	\$0
5815	CPA Fees	\$0
5820	Legal/Attorney Fees	\$9,600
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	\$9,600
6700	Partnership for Hope	
6705	Transportation	\$300
6706	Career Planning	\$900
6707	Pre-Vocational Services - Individual	\$300
6708	Job Development	\$300
6709	Community Employment - Individual	\$2,760
6710	Behavior Services/Senior B. Consultant	\$120
6711	Pre-Vocational Services - Group	\$300
6712	Supported Employment - Group	\$300
6715	Behavior Services/Positive B. Support	\$0
6716	Senior Behavior Consultant	\$600
6720	Behavior Analysis	\$300
6725	Community Specialist	\$0
6730	Environmental Accessibility Adaptations	\$0
6735	Dental	\$0
6740	PA - Indiv., Self-Directed	\$21,600
6745	PA - Agency/Contractor (General)	\$1,500
6750	PA - Medical/Behv	\$0
6755	Assistive Technology	\$300
6760	Home Skills Development - Individual	\$2,700
6765	Support Broker, Agency	\$60
6775	Special Medical Equipment & Supplies	\$5,400
6780	Offsite Day Hab - Individual	\$14,400
6785	Offsite Day Hab - Group	\$4,800
6790	Onsite Day Hab - Individual	\$300

	6791	Individual Skill Development - Group	\$300
	6795	Career Prep Services - Off Site Grp	\$0
	6796	Temporary Residential	\$0
	6798	Offset from Restricted Funds	(\$9,850)
		Total Partnership for Hope	\$47,690
6900		Direct Services	
	6920	DMH Billing	\$53,884
	6930	TCM Shortfall	\$0
	6940	Non-Medicaid TCM	\$126,101
	6998	Offset from Restricted Funds	\$0
		Total TCM	\$179,985
7100		Housing Programs	
	7105	Housing Voucher Program	\$144,000
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$12,000
	7125	Inspections	\$3,125
	7130	Re-Inspections	\$2,500
		Total Housing Programs	\$161,625
7200		CLC	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$17,503
	7225	Step Ahead Program	\$144,000
	7298	Offset from Restricted Funds	\$0
		Total CLC	\$161,503
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$195,472
	7310	LAI - Transportation	\$67,200
	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	\$66,738
	7395	Assets/Capital Improvements	\$115,520
	7398	Offset from Restricted Funds	(\$182,258)
		Total Sheltered & Community Employment	\$262,672

7500	Community Employment	
7505	Pre-Vocational Services - Individual	\$0
7510	Supported Employment - Individual	\$1,200
7515	Career Planning	\$2,400
7520	Job Development	\$1,200
7525	Pre-Vocational Services - Group	\$0
7530	Supported Employment - Group	\$0
7550	Transportation	\$2,400
7598	Offset from Restricted Funds	\$0
7599	Miscellaneous	\$0
	Total Community Employment	\$7,200
7900	Special/Additional Needs	
7905	Medicaid Spend Down	\$76,608
7910	Brownell's PT - Other	\$4,200
7915	Personal Assistant	\$18,000
7920	Other Miscellaneous Service Costs	\$3,600
7925	Transportation	\$57,400
7998	Offset from Restricted Funds	(\$55,000)
7999	Misc (Services, Supplies, Materials, Equipment, etc)	\$1,564
	Total Special/Add. Needs	\$106,372
	<b>Total Expenses</b>	<b>\$936,646</b>
	<b>Net Income</b>	<b>(\$0)</b>

**Services 2018 - Revised**

Acct	Title	
4500	Services Income	
4505	Medicaid Direct Service	\$1,078,888
4506	Non-Medicaid Direct Service	\$126,101
4507	Direct Support	\$0
4508	Non-Billable	\$0
4515	TCM Support	\$0
4530	Rent	\$5,712
4540	Interest Income - Services Funds	\$300
4999	Other	\$0
		<b>Total Income \$1,211,000</b>
5000	Payroll & Benefits	
5004	CRC Employee Salaries	\$37,446
5005	TCM Employee Salaries	\$355,163
5006	Administrative Employee Salaries	\$294,043
5014	CRC Employee Taxes	\$3,351
5015	TCM Employee Taxes	\$31,787
5016	Administrative Employee Taxes	\$26,317
5017	TCM Payroll Bank/Electronic Transaction Fees	\$333
5018	Administrative Payroll Bank/Electronic Fees	\$200
5019	CRC Payroll Bank/Electronic Fees	\$33
5020	TCM Employee Retirement	\$26,362
5021	Administrative Employee Retirement	\$22,935
5022	CRC Employee Retirement	\$2,921
5025	TCM Employee Health Insurance	\$90,240
5026	Administrative Employee Health Insurance	\$54,144
5027	CRC Employee Health Insurance	\$9,024
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	\$2,400
5041	Administrative Employee Life Insurance	\$1,440
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	\$5,775
5051	Administrative Employee Workmans Comp Insurance	\$3,150
5052	CRC Employee Workmans Comp Insurance	\$525
5055	TCM Employee Mileage	\$13,200
5056	Administrative Employee Mileage	\$9,000

	5057	CRC Employee Mileage	\$1,200
	5060	TCM Employee Background Checks	\$120
	5061	Administrative Employee Background Checks	\$180
	5062	CRC Employee Background Checks	\$60
	5065	TCM Employee Drug Testing	\$120
	5066	Administrative Employee Drug Testing	\$180
	5067	CRC Employee Drug Testing	\$60
	5070	TCM Employee Cell Phone Reimbursement	\$4,620
	5071	Administrative Cell Phone Reimbursement	\$2,520
	5072	CRC Employee Cell Phone Reimbursement	\$420
	5098	Offset from Restricted Funds	\$0
		Total Payroll & Benefits	\$999,511
5100		Repairs & Maintenance to Property & Building	
	5105	Appliance Repairs	\$0
	5110	Building-Exterior	\$720
	5115	Building-Interior	\$3,000
	5120	Cleaning Supplies	\$900
	5125	Common Area Repairs	\$142
	5130	Door Repairs	\$150
	5135	Electrical Supplies/Repairs	\$360
	5140	Floor Covering Repairs	\$3,400
	5145	HVAC Supplies/Repairs	\$2,400
	5150	Intrusion Alarm Repairs	\$0
	5155	Lighting supplies/Bulbs	\$360
	5160	Locks & Keys	\$240
	5165	Maintenance Supplies/Equipment	\$2,400
	5170	Parking Lot Maint./Repairs	\$1,320
	5175	Plumbing Supplies/Repairs	\$2,640
	5180	Roof Supplies/Repairs	\$0
	5185	Safety Equipment/System Repairs	\$120
	5190	Vehicle Servicing/Repairs/Licensing	\$1,500
	5195	Window/Glass Repairs	\$0
		Total R&M to Property & Building	\$19,652
5500		Contracted Business Services	
	5505	Bookkeeping/Accounting Contract	\$4,800
	5510	Cell Phone/Mobile Internet Contract	\$1,020
	5512	Copier/Scanner Contract	\$900
	5515	Fire Alarm Contract	\$240
	5520	Housekeeping/Cleaning Contract	\$6,240
	5530	InfoTech Support Contract	\$15,425
	5535	Internet Contract	\$1,620
	5540	Intrusion Alarm Contract	\$0
	5545	Landscape Maintenance	\$2,820
	5550	Maintenance Contract	\$0
	5560	Pest Control Contract	\$1,248
	5565	Snow Removal Contract	\$840
	5567	Software Usage/Support Contract	\$16,800



	5569	Telephone System Support Contract	\$1,800
	5570	Trash Removal Contract	\$1,800
	5575	Web Site Design/Hosting Contract	\$600
	5579	Rent	\$18,600
	5580	Storage	\$400
		Total Contracted Business Services	\$75,153
5600		Presentations/Public Meetings	\$0
	5605	PSA/Presentations/Publications Expense	\$900
	5610	Public Meetings Expenses	\$12,000
	5615	Signage	\$0
		Total Presentations/Public Meetings	\$12,900
5700		Office Expenses	
	5705	Computer Hardware/Software Expense	\$1,200
	5710	Copy Machine Expense	\$2,000
	5715	Office Furniture Expense	\$6,000
	5720	Office Supplies	\$12,360
	5725	Postage & Delivery	\$5,400
	5730	Printing Expense	\$900
	5735	Telephone Expense	\$7,200
	5799	Miscellaneous	\$37
		Total Office Expenses	\$35,097
5800		Other General & Administrative	
	5805	Audit Service/Fees	\$9,600
	5810	Consulting Fees	\$2,400
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$7,400
	5825	License/Certification/Permit Fees	\$600
	5830	Membership/Association Dues	\$6,600
	5855	Seminars/Training	\$4,536
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$1,652
	5898	Offset from Restricted Funds	(\$7,400)
	5899	Miscellaneous	\$7,200
		Total Other G&A	\$32,588
5900		Utilities	
	5905	Electric	\$12,000
	5910	Gas	\$4,800
	5915	Water/Sewer	\$2,400
		Total Utilities	\$19,200
6100		Insurance	
	6110	Liability Insurance	\$7,848
	6115	Vehicle Insurance	\$1,700
	6120	Building Insurance	\$6,600
	6150	Broker/Other Fees	\$752
	6199	Other Insurance	\$0
		Total Insurance	\$16,900

8500	Depreciation		
	8505	Building Depreciation	\$15,000
	8510	Remodeling Depreciation	\$11,400
	8515	Equipment Depreciation	\$7,200
	8520	Vehicles Depreciation	\$0
		Total Depreciation	\$33,600
		<b>Total Expenses</b>	<b>\$1,244,601</b>
		<b>Net Income</b>	<b>(\$33,600)</b>
		<b>Net Income Less Depreciation</b>	<b>(\$0)</b>



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2018-25***

**2016 ANNUAL REPORT**

**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 published periodic reports for public consideration and review.

**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 completion and receipt of the 2016 Annual Report identified in Attachment "A" hereto.
2. That the Board approves and authorizes the Executive Director to publish the 2016 Annual Report for public consideration and review.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2018-25



**Camden County  
Developmental Disability  
Resources**

**2016**

**Fiscal Year  
Annual Report**



# 2016 CCDDR Board Members

## Board Officers:

Chairperson: Judy Crawford  
Vice Chairperson: Angela Sellers  
Treasurer: Bob Robinson  
Secretary: Max Fisher

## Board Members:

Brian Willey  
Lisa Jackson  
Suzanne Perkins  
Jim Powell  
Paul DiBello

## 2016 CCDDR Leadership Staff

### Executive Director

Eddie Thomas

### Director of Services and Supports

Myrna Blaine

### Compliance Manager

Linda Simms

### Accounting Manager

Edmond Thomas

## CCDDR Offices

### Targeted Case Management

100 Third St., PO Box 722  
Camdenton, MO 65020  
Phone: 573-317-9233  
Fax: 573-317-9332

### Administration Office

5816 Osage Beach Pkwy, Suite 108  
Osage Beach, MO 65065  
Phone: 573-693-1511  
Fax: 573-693-1515

## Eligibility

Camden County Developmental Disability Resources is authorized to provide programs and services which assist Camden County persons with developmental disabilities.

A developmental disability is defined as a long-term condition which:

- Significantly delays or limits functioning in two or more areas of major life functioning (i.e. self-care, communication, learning, decision-making, capacity for independent living, mobility)
- Is attributable to such conditions as an intellectual disability, cerebral palsy, head-injury, autism, epilepsy, or any other similar physical or mental impairment
- Which is manifested before the age of 22
- Which is considered to be life-long in nature

The Missouri Department of Mental Health, Division of Developmental Disabilities, determines if a person has a developmental disability for the Camden County area.

The Division of Developmental Disabilities (DD), established in 1974, serves a population that has developmental disabilities such as intellectual disabilities, cerebral palsy, head injuries, autism, epilepsy, and certain learning disabilities.

The Division's Mission is to improve lives of Missourians with Developmental Disabilities through supports and services that foster self-

## Mission

We provide persons with developmental disabilities the necessary tools to achieve self-determined lives, while ensuring quality services.

## Our Core Values

We believe that our community thrives when all individuals become capable of participating in the spectrum of community life.

We respect and promote the recognition of individual dignity and self-worth.

We promote accountability to taxpayers with respect to the prudent use of tax funds and accountability to clients and family members with regard to the effectiveness and quality of services funded and/or provided.

We promote the concept of individual self determination in planning and implementing services.

We recognize the value and synergy of partnering with affiliated agencies in working to better the lives of persons with developmental disabilities.



# Targeted Case Management Program

## Who We Are

CCDDR is a political subdivision of Camden County, Missouri created in August of 1980 when voters in Camden County approved passage of state enabling legislation commonly referred to as "Senate Bill 40". The agency is authorized by Sections 205.968-205.972 of the Revised Missouri Statutes to provide for the needs of Camden County citizens with intellectual and developmental disabilities in areas of employment, residential, and related services.

CCDDR is guided by a nine-member Board of Directors appointed by the Camden County Commission to serve three year terms. The Board of Directors consists of a cross-section of parents and family members of persons with developmental disabilities, educators, professionals, and other members of the community who act as advocates for our county's citizens with intellectual and developmental disabilities.

Board Meetings, which are open to the public, are held on the fourth Monday in January and February and on the third Monday of each month from March through December at 4:00 p.m. at 255 Keystone Industrial Park Drive in Camdenton. Any meeting falling on a holiday will be rescheduled for the Monday after the holiday. Please check the CCDDR website or call the CCDDR office to confirm the date and time. Each meeting includes opportunities for public comment.

In 2006, CCDDR began the development and implementation of a Targeted Case Management (TCM) program in conjunction with the recognition of a rising population of eligible clients residing in Camden County and a growing need for localization of State-provided TCM services. After development, CCDDR was successful in procuring a TCM contract with the Missouri Department of Mental Health, Division of Developmental Disabilities, and became the recognized local provider of TCM services.

Number of Clients Beginning 2016: 294

Number of Clients Ending 2016: 311

Medicaid Eligibility Percentage Beginning 2016: 87.41%

Medicaid Eligibility Percentage Ending 2016: 82.96%

## Housing Voucher Program

The Camden County Senate Bill 40 Board Housing Voucher Program (HVP) has been established in hopes of promoting independent and integrated living for Camden County residents with developmental disabilities. HVP is designed to assist individuals with developmental disabilities and families or guardians who have individuals with developmental disabilities living with them to obtain safe, decent, sanitary, and affordable housing within and throughout Camden County. The HVP offers rental assistance payments on behalf of eligible participants to landlords who choose to participate in the program. The monthly rental assistance payment is paid directly to the landlord on behalf of the participant(s), and the amount paid is based on the total household income of the participant(s).

Number of Participating Vouchers Beginning 2016: 24

Number of Participating Vouchers Ending 2016: 23

New Vouchers Issued in 2016: 4

Vouchers Withdrawn in 2016: 5

## SB 40 Tax Fund Summary for 2016

SB 40 Tax Funds Received from Camden County Treasurer's Office		\$907,438.70
Interest & Other Income		\$3,281.75
	Total	\$910,720.45
Achieving Life Skills (Personal Assistant Services & Supports)		\$2,635.20
Bankcard Center (Services, Supports, Supplies, etc. Purchased by Credit Card		\$2,455.21
Benton Street Counseling LLC (Specialized Support Services)		\$165.00
Brian Doerr (Housing Voucher Program)		\$253.00
Brookview Apartments of Camdenton (Housing Voucher Program)		\$1,200.00
Bryan Cave LLP (Legal Services)		\$10,923.03
Camden Manors, Inc. (Housing Voucher Program)		\$1,200.00
Camdenton Apartments dba Lauren's Place (Housing Voucher Program)		\$4,624.00
Childrens Learning Center (I/DD Children Services & Supports)		\$136,010.26
Choices for People Center Inc. (Competitive Integrated Employment Supports & Services)		\$1,045.31
Darryll Euler (Housing Voucher Program)		\$770.00
Dave's Hideaway Motel (Emergency Transitional Housing Program)		\$1,450.00
David A Schlenfort (Housing Voucher Program)		\$4,980.00
DMH Local Tax Matching Fund (Waiver Services & Supports)		\$128,178.92
Elegant Transport (Transportation Services & Supports)		\$3,116.00
Garry Euler (Housing Voucher Program)		\$8,604.00
Glen Donnach, LLC (Housing Voucher Program)		\$1,887.00
Jacob and/or Lana Kentner (Housing Voucher Program)		\$7,896.00
JC Sutton LLC (Housing Voucher Program)		\$5,419.00
John Farrell Real Estate Company (Housing Voucher Program)		\$2,810.00
Lake Area Industries (Sheltered Employment Supports & Services)		\$260,284.70
Missouri Ozarks Community Action, Inc. (Housing Voucher Program)		\$4,650.00
MO HealthNet (Spend-Down to Maintain Services, Supports & Supplies)		\$58,501.00
Nebraska Vital Records (Client Records Search)		\$33.00
OATS, Inc. (Transportation Services & Supports)		\$7,741.00
Peak Sport and Spine (Therapy Services & Supports)		\$2,575.00
Phyllis Ilene Hood (Housing Voucher Program)		\$6,909.00
Premier Dental & Oral Health Group, PC (Dental Services)		\$226.00
Professional Management Group, Inc. (Housing Voucher Program)		\$5,121.00
Revelation Construction & Development, LLC (Housing Voucher Program)		\$33,182.00
RLM Rentals, LLC (Housing Voucher Program)		\$3,700.00
Rodney Brownell, PT (Therapy Services & Supports)		\$100.00
Scotts Home Health Medical Supply (I/DD Medical Supplies)		\$381.00
Employee Expense Reimbursements (Emergency Supplies, Materials, Equipment, etc.)		\$56.87
T and L Morgan Properties LLC (Housing Voucher Program/Emergency Transitional Housing Program)		\$1,710.00
Todd Meyer (Housing Voucher Program)		\$1,782.00
Tyler J Bishop (Housing Voucher Program)		\$400.00
Valerie Stonitsch (Housing Voucher Program)		\$1,811.00
Velma Spawn (Housing Voucher Program)		\$800.00
WeDrive Driving School (I/DD Drivers Education Services & Supports)		\$500.00
Wimaca Oaks Apartments, LLC (Housing Voucher Program)		\$2,097.00
	Total Funded with SB 40 Taxes in 2016	\$718,182.50



## Targeted Case Management Revenues & Expenses (Audited - Accrual Basis)

Income	
4500 Services Income	\$1,067,988.66
<hr/>	
Total Income	\$1,067,988.66
Expenses	
5000 Payroll & Benefits	\$930,444.20
5100 Repairs & Maintenance	\$9,077.13
5500 Contracted Business Services	\$73,633.00
5600 Presentations/Public Meetings	\$11,020.69
5700 Office Expenses	\$32,724.77
5800 Other General & Administrative	\$32,928.94
5900 Utilities	\$13,145.75
6100 Insurance	\$14,522.40
<hr/>	
Total Expenses	\$1,117,496.88
<hr/>	
Net Operating Income	(\$49,508.22)
Other Expenses	
8500 Depreciation	\$29,191.31
<hr/>	
Total Other Expenses	\$29,191.31
<hr/>	
Net Other Income	(\$29,191.31)
<hr/>	
Net Income	(\$78,699.53)

## SB 40 Tax Fund Revenues & Expenses (Audited - Accrual Basis)

Income	
4000 SB 40 Tax Income	\$911,057.03
<hr/>	
Total Income	\$911,057.03
Expenses	
5000 Payroll & Benefits	\$0.00
5700 Office Expenses	\$0.00
5800 Other General & Administrative	\$3,280.00
6500 Medicaid Match	\$45,088.58
6700 Partnership for Hope	\$67,735.65
7100 Housing Programs	\$100,612.00
7200 CLC	\$136,014.41
7300 Sheltered Employment Programs	\$232,950.20
7500 Community Employment Programs	\$1,125.31
7900 Special/Additional Needs	\$77,819.90
<hr/>	
Total Expenses	\$664,626.05
<hr/>	
Net Operating Income	\$246,430.98
<hr/>	
Net Income	\$246,430.98

# Tax Fund and Targeted Case Management Balance Sheet (Audited - Accrual Basis)

	SB 40 Tax	Services	Total
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Bank Accounts	\$542,317.05	\$230,805.51	\$773,122.56
<b>Total Bank Accounts</b>	<b>\$542,317.05</b>	<b>\$230,805.51</b>	<b>\$773,122.56</b>
Accounts Receivable			
1210 Medicaid Direct Service	\$0.00	\$49,083.84	\$49,083.84
1310 Property Tax Receivable	\$1,052,414.41	\$0.00	\$1,052,414.41
1315 Allowance for Doubtful Accounts	(\$8,875.98)	\$0.00	(\$8,875.98)
<b>Total Accounts Receivable</b>	<b>\$1,043,538.43</b>	<b>\$49,083.84</b>	<b>\$1,092,622.27</b>
Other Current Assets			
1430 Deferred Outflows Related to Pensions	\$0.00	\$60,875.00	\$60,875.00
1435 Net Pension Asset (Liability)	\$0.00	(\$21,526.00)	(\$21,526.00)
1455 Prepaid-Insurance	\$0.00	\$17,613.18	\$17,613.18
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$56,962.18</b>	<b>\$56,962.18</b>
<b>Total Current Assets</b>	<b>\$1,585,855.48</b>	<b>\$336,851.53</b>	<b>\$1,922,707.01</b>
Fixed Assets			
1500 Fixed Assets	\$0.00	\$653,486.30	\$653,486.30
<b>Total Fixed Assets</b>	<b>\$0.00</b>	<b>\$653,486.30</b>	<b>\$653,486.30</b>
<b>TOTAL ASSETS</b>	<b>\$1,585,855.48</b>	<b>\$990,337.83</b>	<b>\$2,576,193.31</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
1900 Accounts Payable	\$678.00	\$289.25	\$967.25
<b>Total Accounts Payable</b>	<b>\$678.00</b>	<b>\$289.25</b>	<b>\$967.25</b>
Other Current Liabilities			
2000 Current Liabilities	\$947,859.46	\$21,462.49	\$969,321.95
<b>Total Other Current Liabilities</b>	<b>\$947,859.46</b>	<b>\$21,462.49</b>	<b>\$969,321.95</b>
<b>Total Current Liabilities</b>	<b>\$948,537.46</b>	<b>\$21,751.74</b>	<b>\$970,289.20</b>
<b>Total Liabilities</b>	<b>\$948,537.46</b>	<b>\$21,751.74</b>	<b>\$970,289.20</b>
Equity			
3000 Restricted SB 40 Tax Fund Balances	\$291,254.11	\$0.00	\$291,254.11
3500 Restricted Services Fund Balances	\$0.00	\$877,821.50	\$877,821.50
3900 Unrestricted Fund Balances	\$101,771.05	\$243.08	\$102,014.13
3950 Prior Period Adjustment	\$0.00	\$0.00	\$0.00
3999 Clearing Account	\$12,160.00	\$154,922.92	\$167,082.92
Net Income	\$246,430.98	(\$78,699.53)	\$167,731.45
<b>Total Equity</b>	<b>\$651,616.14</b>	<b>\$954,287.97</b>	<b>\$1,605,904.11</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,600,153.60</b>	<b>\$976,039.71</b>	<b>\$2,576,193.31</b>



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2018-26***

**APPROVAL OF AMENDED EMPLOYEE MANUAL**

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

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

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2018-26

**Camden County  
Developmental Disability  
Resources**

**EMPLOYEE MANUAL**

Date of Initial Approval: 4/17/06

Amended: 9/15/08, 4/20/2009, 4/19/2010, 6/21/2010, 1/24/2011, 5/27/2011, 01/28/2013,  
4/1/2016, 8/21/2017, 3/19/2018, 7/16/2018

## **TABLE OF CONTENTS**

### **SECTION A - INTRODUCTION**

- 3.1 Changes in Policy
- 3.2 Employment Applications
- 3.3 At-Will Employment Relationship

### **SECTION B - DEFINITIONS OF EMPLOYEE STATUS**

- 3.4 Employees Defined
- 3.5 Exempt
- 3.6 Non Exempt
- 3.7 Regular Full-Time
- 3.8 Regular Part-Time
- 3.9 Temporary (Full-Time or Part-Time)

### **SECTION C - EMPLOYMENT POLICIES**

- 3.10 Equal Employment Opportunity/Discrimination/Harassment/Retaliation
- 3.11 Background Screens/Clearance to Work
- 3.12 New Employee Orientation
- 3.13 Personnel Files
- 3.14 Personnel Data Changes
- 3.15 Inclement Weather/Emergency Office Closings
- 3.16 Outside Employment
- 3.17 Nepotism
- 3.18 Safety in the Work Place
- 3.19 Health-Related Issues
- 3.20 Employee Requiring Medical Attention
- 3.21 Building Security
- 3.22 Insurance on Personal Effects
- 3.23 Office Supplies/Expenses/Obligating the Agency
- 3.24 Monthly Expense Reimbursement
- 3.25 Parking
- 3.26 Visitors in the Work Place
- 3.27 Immigration Law Compliance

### **SECTION D - STANDARDS OF CONDUCT**

- 3.28 Attendance/Punctuality
  - 3.29 Telephone Use
  - 3.30 Dress Code
  - 3.31 Substance Abuse
  - 3.32 Tobacco Products
-

- 3.33 Electronic Communication and Technology
- 3.34 Transporting Clients/Employee License & Insurance Requirements
- 3.35 Confidentiality

#### **SECTION E - WAGE AND SALARY POLICIES**

- 3.36 Office Hours & Work Week
- 3.37 Timekeeping & Scheduling
- 3.38 Overtime
- 3.39 Paydays

#### **SECTION F - BENEFITS AND SERVICES**

- 3.40 Overview of Benefits
- 3.41 Paid Time Off (PTO)
- 3.42 Record Keeping
- 3.43 Holidays
- 3.44 Personal Hours
- 3.45 Family Medical Leave Act & Other Leaves of Absence
- 3.46 Funeral Leave
- 3.47 Jury Duty/Military Leave
- 3.48 Educational Assistance
- 3.49 Training/Professional Development

#### **SECTION G - EMPLOYEE COMMUNICATIONS & FEEDBACK**

- 3.50 Job Postings & Promotion
  - 3.51 Chain Of Command and Procedure for Handling Complaints
  - 3.52 Staff Meetings
  - 3.53 Bulletin Board
  - 3.54 Employee Suggestions
  - 3.55 Performance Reviews & Planning Sessions
  - 3.56 Corrective Action & Discipline
  - 3.57 Employment Termination
-

## **SECTION A**

### **INTRODUCTION**

This Manual is designed to acquaint you with our agency, Camden County Senate Bill 40 Board, d/b/a Camden County Developmental Disability Resources (CCDDR), and provide you with information about working conditions, benefits, and policies affecting your employment. The Manual is a summary of our policies, which are presented here only as a matter of information.

The information contained in this Manual applies to all employees of CCDDR. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between CCDDR and any of its employees; all employment is at-will and there is no promise of continuing employment. At-will employment means you enter into employment voluntarily, and you are free to resign at any time with or without notice and for any reason or no reason. Similarly, CCDDR is free to conclude its employment relationship with any employee at any time with or without notice for any reason or no reason.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

#### **3.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since the field of developmental disabilities in general and our organization in particular are subject to change, please note that the agency has the right to interpret, dispute, and, either with or without notice, change, suspend, or cancel, all or any part of these policies, procedures, and benefits at any time. We will attempt to notify all CCDDR employees of these changes as soon as possible. Changes will be effective on the dates determined by the Board of Directors, and after those dates, all superseded policies will be null and void.

No individual person has the authority to change these policies at any time; this is the responsibility of the Board of Directors. If you are uncertain about any policy or procedure, please speak with the Human Resources Officer or Executive Director.

#### **3.2 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of the information contained in each applicant's resume and/or application form and the accuracy of other data presented throughout the hiring process and employment. Please note that all prior employment data, qualifications, certifications and educational history provided by applicants will be verified. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

#### **3.3 AT-WILL EMPLOYMENT RELATIONSHIP**

Your employment with CCDDR is at-will. This means you enter into employment voluntarily, and you are free to resign at any time with or without notice and for any reason or no reason. Similarly, CCDDR is free to conclude its employment relationship with any employee at any time with or without notice for any reason or no reason.

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## **SECTION B**

### **DEFINITIONS OF EMPLOYEE STATUS**

#### **3.4 “EMPLOYEES” DEFINED**

An “employee” of CCDDR is a person who has been hired to work under the control and direction of the agency on a salary or wage basis, and does not provide services as a part of an independent business.

#### **3.5 EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

#### **3.6 NON-EXEMPT**

Employees whose positions do not meet “exempt” FLSA criteria and who are paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours per work week.

#### **3.7 REGULAR FULL-TIME**

Employees who are regularly scheduled to work more than 1500 hours per calendar year are considered to be regular, full-time employees. All newly hired regular full-time employees must complete a 90-day initial employment period prior to becoming eligible for certain employee benefits. An employee evaluation will be completed at the end of the first 90 days, and the employee may be eligible for up to a 3% wage increase if his or her performance warrants an increase in pay.

#### **3.8 REGULAR PART-TIME**

Employees who are regularly scheduled to work less than 1500 hours per calendar year are considered to be regular, part-time employees. All newly hired regular part-time employees must complete a 90-day initial employment period. An employee evaluation will be completed at the end of the first 90 days, and the employee may be eligible for up to a 3% wage increase if his or her performance warrants an increase in pay.

#### **3.9 TEMPORARY (FULL-TIME or PART-TIME)**

Employees who are employed on a short-term basis and/or individuals who are hired as interim replacements to assist in the completion of a specific project, for paid time off, or for leave of absence relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified in writing of a change. They are not eligible for any of the agency’s benefit programs.

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## SECTION C

### EMPLOYMENT POLICIES

#### 3.10 EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION/HARASSMENT/RETALIATION

##### Equal Employment Opportunity

Camden County Developmental Disability Resources (CCDDR) values the diversity and creativity of its employees and employment candidates. CCDDR values diversity in all of its operations and recognizes the strength it brings to the organization, its employees and members. CCDDR is committed to providing equal opportunity to all employment candidates and employees in all employment and employee-related efforts.

It is therefore CCDDR's policy to comply with all applicable equal employment opportunity laws and to provide equal employment opportunity to qualified individuals without regard to age, color, disability, marital status, national origin, citizenship status, race, religion, sex/gender, sexual orientation, gender identity, change of sex and/or transgender status, veteran status, or any other legally protected category. This policy extends to all areas of employment, including, but not limited to, recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotion, layoffs and terminations, testing and training, working conditions, compensation and benefits, and all other terms and conditions of employment.

##### Reasonable Accommodation

CCDDR will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

##### Prohibition Against Discrimination

CCDDR does not and will not tolerate discrimination in any form with respect to any aspect of your employment. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- You must familiarize yourself with the terms of this policy and execute an acknowledgement that you were provided with a copy of this policy and that you are familiar with its terms
- You must take the necessary steps to prevent and eliminate discrimination and attend any CCDDR provided training on this policy and certify your attendance
- You must refrain from engaging in conduct which may be construed as discrimination

Conduct in violation of this policy is contrary to CCDDR's good faith belief that the workplace should be free of discrimination and its good faith efforts to prevent the same and will subject a violator to discipline, up to and including termination.

##### Reporting Discrimination

If you believe you have experienced discrimination at CCDDR, *or* if you believe you have witnessed or observed discrimination, you must promptly report the facts of the incident or incidents in accordance with the procedure set forth below. CCDDR encourages all persons to come forward with information about allegations of discrimination. Retaliation for making a complaint or cooperating in an investigation of alleged discrimination is *strictly prohibited* and will not be tolerated.

##### Prohibition Against Harassment

CCDDR believes in developing, fostering and maintaining a professional work environment where employees and others are treated with respect and dignity. Harassment of any kind is explicitly prohibited. The work environment must be free of harassment or intimidation based on sex, gender, age, color, disability, marital status, national origin, citizenship status, race, religion, gender, gender identity, change of sex and/or transgender status,

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sexual orientation, veteran status, or any other legally protected category. Every employee is expected to conduct him or herself in a manner that is at all times professional, respectful, and considerate of others. Harassment in the workplace, whether committed by managers, co-workers, business partners, vendors, customers, contractors, clients or any other third party is prohibited. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- You must familiarize yourself with the terms of this policy and execute an acknowledgement that you were provided with a copy of this policy and that you are familiar with its terms
- You must take the necessary steps to prevent and eliminate the occurrence of harassment and attend CCDDR-provided training on harassment and certify your attendance
- You must refrain from engaging in conduct which may be construed as unlawful harassment or harassment generally

CCDDR's policy prohibiting harassment applies to conduct occurring in the workplace and/or in other settings in which employees may be in connection with their work, such as business trips, and business-related functions and business related social events, among others.

Conduct in violation of this policy is contrary to CCDDR's good faith belief that the workplace should be free of harassment and its good faith efforts to prevent the same and will subject a violator to discipline, up to and including termination.

### Sexual Harassment

Sexual harassment is a particular form of workplace harassment. It includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when: (i) submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions, or (ii) such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions or performance by creating an intimidating, hostile, humiliating or offensive work environment.

### Examples of Sexual Harassment

Examples of sexual harassment may include, but are not limited to, the following:

- Sexual comments, teasing, or jokes
- Suggestive gestures, sounds, or whistles
- Inquiries or discussions about sexual activities
- The display in the workplace of sexually suggestive objects, pictures, posters, cartoons, or graffiti
- Pressure to accept social invitations, to meet privately, to date, or to have sexual relations
- Sexual slurs, demeaning epithets, or derogatory statements
- Graphic or sexually suggestive comments about a person's attire or body
- Unwanted or unnecessary physical contact, sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling
- Suggestive, obscene, or harassing messages sent via computer or left on an answering machine or voice mail

### Who Can Be a Victim Of Sexual Harassment And Who Can Be a Harasser?

The victim as well as the sexual harasser may be a woman or a man. In addition, sexual harassment can occur between employees of the same sex as well as between employees of the opposite sex. The harasser may be the victim's supervisor, a manager, an agent of the employer, a supervisor in another work location, or a co-worker. The harasser may even be a non-employee, such as a client, vendor, contractor or repair person who does business with CCDDR.

### Harassment On Other Grounds is Prohibited

Discriminatory treatment other than sexual harassment is also prohibited. Discriminatory treatment, including harassment, of individuals and groups on the basis of race, gender, color, age, ethnicity, religion, disability, sexual

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orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status and any other legally protected characteristic is strictly prohibited.

#### Definition of Harassment On Other Grounds

Harassment on the basis of race, color, age, gender, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic directed against individuals, may be established by showing conduct toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and that interferes with his or her work performance or ability to participate in or to realize the intended benefits of an CCDDR activity, employment, or resource.

#### Examples of Other Kinds of Harassment

Examples of other kinds of harassment include, but are not limited to, the following:

- Name-calling, slurs, demeaning remarks, jokes, gestures, negative stereotyping, threats, intimidation, and hostile acts that are related to gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group of individuals because of gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic
- Behavior which could reasonably be interpreted as patronizing and as undermining self-respect

#### Who Can Be A Victim And A Harasser

The victim as well as the harasser may be a person of any gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, or national origin. The harasser may be the victim's supervisor, a manager, an agent of the employer, a supervisor in another work area, or a co-worker. The harasser may also be a non-employee, such as a client, vendor, contractor or repair person who does business with CCDDR.

#### Reporting Harassment

If you believe you have been or are being harassed by a co-worker, supervisor, agent, business partner, vendor, customer, client, contractor or other third party, **or** if you believe you have witnessed such harassment, you must promptly report the facts of the incident or incidents in accordance with the procedure set forth below. CCDDR encourages all persons to come forward with information about allegations of harassment. Retaliation for making a complaint or cooperating in an investigation of alleged harassment is ***strictly prohibited*** and will not be tolerated.

#### Procedure for Reporting Discrimination or Harassment

1. Employees who believe they have experienced or have witnessed discrimination or harassment are expected and required to notify the Human Resources Officer immediately. If the Human Resources Officer is unavailable or if the employee believes it would be inappropriate to contact this person, the employee should immediately contact the Executive Director. Reports of the Executive Director violating this policy should be made to the Human Resources Officer or the Board Chairperson.
  2. Any supervisor or manager who receives a report of harassment or otherwise becomes aware of discriminatory or harassing conduct must promptly notify the Human Resources Officer, who will handle investigation of the matter.
  3. Reports may be made verbally or in writing (See attached Appendix "A" complaint form). You are not required to use the complaint form. Regardless of the way in which a complaint is made, please try to include details of the incident or incidents, names of the individuals involved, and names of any witnesses.
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4. Reports of discrimination and harassment will be promptly investigated in an impartial manner. Information will be treated as confidential to the extent possible. It will be disclosed only when necessary to further the investigation and to resolve the complaint. The result of the investigation will be disclosed to the person making the report and to the person alleged to have engaged in prohibited conduct.

If CCDDR determines that inappropriate conduct has occurred, it will act promptly to eliminate the offending conduct. When appropriate, CCDDR may also impose disciplinary action. A follow-up inquiry will be made to ensure that the discrimination or harassment has ended and that no retaliation has occurred.

#### Prohibition Against Retaliation

In an effort to promote reporting of violations of this policy, CCDDR cannot stress enough that **any acts of retaliation will not be tolerated** against an individual for making a report of discrimination or harassment or cooperating in an investigation of discrimination or harassment. Anyone who feels he or she has been retaliated against, in any way, as a result of reporting discrimination or harassment, or who feels that his or her concern of discrimination or harassment was not adequately addressed or handled, should contact the Human Resources Officer, Executive Director, or Board Chairperson as appropriate. Questions about this policy should be directed to the Human Resources Officer.

### 3.11 BACKGROUND SCREENS/CLEARANCE TO WORK

#### Initial Background Checks/New Employees

All individuals who have been given a conditional offer of employment with CCDDR shall undergo the following background screens and testing prior to commencing work, or as soon as possible after employment begins:

- TB Test
- Illegal Drug Screen
- Criminal Records Check/Sex Offender Registry Check (Highway Patrol)
- E-Verify
- FBI Fingerprint Check (Highway Patrol-MoVECHS)
- Family Care Safety Registry
- Driving History/MVR
- Reference Checks
- Verification of prior employment, education, & credentials
- Office of Inspector General (United States Department of Health & Human Services)
- All new employees must provide proof of the minimum vehicle insurance coverage as required by Missouri statutes for their vehicles to be used during the course of their job requirements or Agency functions. Only those vehicles covered under an insurance policy may be utilized to perform job duties or Agency-related functions. Additional verification of insurance coverage may be needed to assure the best interests of the Agency and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

#### Ongoing Background Checks of Existing Employees

The following checks shall be performed as needed, but no less than annually unless otherwise noted or as State or Federal statutes requires, on all existing employees:

- Family Care Safety Registry (State Criminal Records Check/Sex Offender Registry Check (Highway Patrol)
  - Office of Inspector General (United States Department of Health & Human Services)
  - Driving History/MVR
  - All existing employees must provide proof of the minimum vehicle insurance coverage as required by
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Missouri statutes for their vehicles to be used during the course of their job requirements or Agency functions. At the beginning of each insurance renewal period, the employees must provide proof of insurance coverage to the Human Resources Officer, immediate supervisor, or Executive Director for filing in their personnel file. Only those vehicles covered under an insurance policy may be utilized to perform job duties or Agency-related functions. Failure to provide proof of insurance coverage shall be grounds for suspension without pay until an insurance policy can be procured by the employee or immediate termination of employment. Additional verification of insurance coverage may be needed to assure the best interests of the Agency and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

- FBI Fingerprint Check (Highway Patrol-MoVECHS) – Every three (3) years

#### TB Test:

The TB test shall only be conducted once for all new employees, which will be at the time employment begins with the Agency. Volunteers or interns who have direct contact with clients served by CCDDR will be required to have a TB test. For volunteers and interns, the TB test will be conducted only once, which will be at the time their service is utilized by the Agency. The TB test must be conducted and results received either prior to the commencement of work or as soon as possible after employment or volunteer/internship begins. This may take the form of a mantoux-ppd or TB-tine test. If the results are positive, the individual must consult a physician and: 1. provide information that a chest x-ray was taken, and 2. be treated, if recommended by physician. All persons who test positive for TB shall be restricted from direct contact positions with clients served by CCDDR.

#### Criminal Records Check:

In accordance with 9 CSR 10-5.190, all new applicants for employment with CCDDR shall be required to do the following:

- Sign a consent form authorizing a Criminal Record Review/Sex Offender Registry check with the Missouri Highway Patrol; background check with the Dept. of Social Services to determine whether the applicant is listed on the Division of Aging Employment Disqualification List (EDL), the Dept. of Mental Health EDL, and child abuse/neglect information with Dept. of Social Services, using the Family Care Safety Registry;
- Disclose his/her criminal history, including any conviction or a plea of guilty to a misdemeanor or a felony charge and any suspended imposition of sentence, any suspended execution of sentence, or any period of probation and parole.

An additional fingerprint check shall be submitted to the MO Highway Patrol MoVECHS system to check closed records as well as national (FBI) databases for Records of Arrest and Prosecution.

All necessary background screens shall be completed before the applicant begins service with CCDDR or as soon as possible after employment begins.

Applicants for employment shall be disqualified from employment with CCDDR if any of the following are true:

- Person is listed on the Department of Mental Health Employee Disqualification Registry
  - Person is listed on the Department of Health and Senior Services (formerly DSS Division of Aging) Employee Disqualification List
  - Person has been substantiated of child abuse/neglect through Family Support Division
  - Person has been convicted of or pled guilty or nolo contendere to any crime as identified in 630.155 RSMo or 630.160 RSMo
  - Person has been convicted of or pled guilty or nolo contendere to any felony offense against persons as defined in chapter 565, RSMo; to any felony sexual offense as defined in chapter 566 RSMo; any felony offense defined in section 568.020, 568.045, 568.050, 568.060, 569.020, 569.025, 569.030,
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569.035, 569.040, 569.050, 569.070, or 569.160 RSMo, or of an equivalent offense; or any violation of subsection 3 of section 198.070, RSMo

- Person who has received a suspended imposition of sentence or a suspended execution of sentence following a plea of guilty to any of the disqualifying crimes listed above
- Person is a registered sex offender
- Person has been convicted of a felony offense and/or who has received a suspended imposition of sentence or a suspended execution of sentence following a plea of guilty of any kind in another state as listed above

Should CCDDR learn that an existing employee has been convicted of a disqualifying crime, placed on the DMH or DHSS Employee Disqualification Registry/List, or substantiated of child abuse/neglect at the time of annual re-screening, the employee shall have his/her employment with CCDDR terminated.

#### Illegal Drug Screen:

(See Section 3.31: Substance Abuse)

#### Driving Record:

All applicants given a conditional offer of employment shall provide written authorization to have check their driving history. All applicants must have an acceptable driving history before being hired. Existing employees must maintain an acceptable driving record and valid driver's license.

#### Reference Checks/Verification of Employment, Education, & Credentials:

All applicants given a conditional offer of employment shall have their prior work history and educational record verified by CCDDR. Any falsification of prior work history or educational attainment shall be grounds for not hiring or termination. All information obtained from employee background screens shall be kept in the strictest of confidence, and shared only with those entities authorized.

### 3.12 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make new employees feel comfortable, informed about the agency, and prepared for their position. At a minimum, new employee orientation for CCDDR employees shall include an overview of the agency's history; an explanation of the core values, vision, and mission of CCDDR; safety practices/procedures; agency policies/procedures, and overview of the Employee Manual.

CCDDR Support Coordination staff and administrative staff, interns, and volunteers as designated by the Executive Director shall receive training in the following areas within the first six months of employment or as soon as reasonably possible, with periodic re-certifications/updates as indicated:

- HIPAA/Confidentiality-Initial, and annually thereafter
- Abuse/Neglect-Initial and every 2 years thereafter
- Universal Precautions-Initial and annually thereafter
- CPR/First Aid- Initial and every 2 years thereafter (Per American Heart Association guidelines)

In addition to the above, all Support Coordination staff shall receive the following additional training within the first six months of employment or as soon as reasonably possible, with periodic re-certifications/updates as required:

- Level I Medication Aide- Initial with recertification every 2 years
  - Training as listed in compliance of the Annual Targeted Case Management Agreement, Missouri statutes, and Federal statutes
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In addition, the new employee will be assisted in the completion of all necessary paperwork (W-4 forms, etc.).

Employees are presented with all keys/key fobs and/or procedures needed to navigate within the office. The employee's supervisor and/or Human Resources Officer then reviews the job description with the employee, explains the agency's evaluation procedures, and helps the new employee get started on specific functions related to their position. All employees will sign a statement verifying training and orientation received.

### 3.13 PERSONNEL FILES

Employee personnel files may include information such as: period of employment; job application/resume; job description; signed agreements with employee; records of participation in training events; salary/pay history, address/phone #; records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of CCDDR, and access to the information is restricted. Administrative personnel of CCDDR who have a legitimate reason to review the file are allowed to do so.

Current employees who wish to review their own file should contact the Executive Director, his or her supervisor, and/or the Human Resources Officer. With reasonable advance notice, the employee may review his/her personnel file in the agency's office and in the presence of the Executive Director, his or her supervisor, and/or the Human Resources Officer.

Some employment records may be kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements.

### 3.14 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data such as:

- Mailing address
- Legal name
- Telephone numbers
- Name and number of dependants
- Individuals to be contacted in the event of an emergency

An employee's personnel data should be accurate and current at all times.

### 3.15 INCLEMENT WEATHER/EMERGENCY OFFICE CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt agency operations. The decision to close the office will be made by the Executive Director.

When the decision is made to close the office, employees will receive official notification from the Executive Director.

Time off from scheduled work due to emergency closings will be unpaid for all employees. Subject to the supervisor's approval, employees may elect to use paid time off, personal time, or work from home.

### 3.16 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the

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performance standards of their job description with CCDDR. Unless an alternative work schedule has been approved by CCDDR, employees will be subject to scheduling demands, regardless of any existing outside work assignments. CCDDR's office space, equipment, and materials are not to be used for outside employment.

### 3.17 NEPOTISM

It is the policy of CCDDR that no applications for employment or positions on the Board of Directors shall be taken from immediate family members (parent, brother, sister, spouse, child) of any current agency employee or any current Board member.

### 3.18 SAFETY IN THE WORKPLACE

CCDDR provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee will be trained in the Emergency Action Plan for the CCDDR facility, including evacuation procedures and escape routes for emergencies and natural disasters. Scheduled and unscheduled Tests of the Emergency Action Plans shall be conducted on a regular, on-going basis. Employees will also be trained in the use of fire suppression equipment available within the building. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the Executive Director. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the Executive Director.

All Targeted Case Management and Community Resource Coordination staff shall be trained initially and thereafter according to accepted schedules for re-training in CPR and First Aid, as well as in Universal Precautions, abuse and neglect, and blood borne pathogens. Administrative support personnel are strongly encouraged, but not required, to complete the aforementioned training.

### 3.19 HEALTH-RELATED ISSUES

All employees must notify the Executive Director, Human Resources Officer or their immediate supervisor if they have a condition which poses a direct threat to their safety or the safety of others.

### 3.20 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention due to an injury sustained on the job, the employee must report the condition immediately to the Executive Director, Human Resources Officer, or immediate supervisor and the agency physician must be utilized if the employee wishes to get medical services paid by the agency. If the injury is a non-emergency, the employee must complete the Authorization to Obtain Information form and the Work Comp Authorization for Medical Treatment form. All work comp injuries must be reported within 24 hours to the Workers Comp insurer. The Executive Director, Human Resources Officer, or immediate supervisor

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shall complete the Supervisor Incident/Injury report form, and get statements from witnesses, if any. Exceptions will be made in cases where the agency physician is unavailable or it is necessary for the employee to use the hospital emergency room or EMS. Management will ensure that the medical provider understands that the injury may be a work-related injury, if in fact the injury is directly related to the employee carrying out his or her job responsibilities. An incident report may also be required in such cases.

EMS will be called in the event of a life-threatening emergency. CCDDR employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required following injury or illness of an employee (see 3.19 Health-Related Issues).

### 3.21 BUILDING SECURITY

All employees who are issued keys/key fobs to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key/key fob. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

### 3.22 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. CCDDR assumes no risk for any loss or damage to personal property.

### 3.23 OFFICE SUPPLIES/EXPENSES/OBLIGATING THE AGENCY

Only authorized persons may purchase supplies in the name of Camden County Senate Bill 40. No employee whose regular duties do not include purchasing shall incur any expense on behalf of CCDDR or bind CCDDR by any promise or representation without prior approval of the Executive Director.

### 3.24 MONTHLY EXPENSE REIMBURSEMENT

Expenses incurred by an employee in the course of performing work-related business may be reimbursed by the agency. All such expenses must have the prior approval of the Executive Director in order to be reimbursed. Examples include meals, mileage, lodging, and similar work-related expenses. The employee must submit receipts for all expenses to be reimbursed, and attach these to the monthly expense forms. Mileage for business-related travel will be reimbursed at a rate to be set annually by the Board of Directors. Mileage reports obtained from an Internet mapping site (i.e. MapQuest, Google Maps, Yahoo! Maps, etc.) or pre-determined mileage reports from case management software approved by the Executive Director shall be provided to support miles driven before mileage is reimbursed. Only business-related expenses shall be reimbursed. As a general rule, expenses are to be paid monthly in the month following the month in which expenses were incurred, however expenses may be paid twice monthly on a case by case basis with prior- approval of the Director.

### 3.25 PARKING

Employees must park their cars in areas indicated and provided by CCDDR. As a general rule, employees working at the 100 Third Street location should park their cars in the N. parking lot, at the corner of 3<sup>rd</sup> & 5<sup>th</sup> streets, to allow use of main parking area for Children's Learning Center staff and patrons.

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### 3.26 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at CCDDR, and to protect confidentiality of client information, only authorized visitors shall be allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential client information, safeguards employee welfare, and avoids potential distractions and disturbances. Restricted areas shall be identified, and there shall be no exceptions without approval of the Executive Director.

### 3.27 IMMIGRATION LAW COMPLIANCE

CCDDR employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with all applicable immigration laws. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCDDR within the past three years or if their previous I-9 is no longer retained or valid. CCDDR shall also comply with provisions of the federal "E-Verify" program operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

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## SECTION D

### STANDARDS OF CONDUCT

The work rules and standards of conduct for CCDDR are important, and the agency regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the agency's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that will result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of agency property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Unauthorized use or disclosure of confidential client Protected Health Care Information (PHI)
- Abuse or neglect of a client or failure to report observed or suspected client abuse/neglect
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking inside the office or other designated non-smoking workplace area
- Sexual or other unlawful or unwelcome harassment
- Unlawful discrimination or retaliation
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business
- Disruptive or negative expressions or comments to clients, employees, or the general public that promote or create an unhealthy, hostile, or unproductive atmosphere
- Dishonesty
- Failure to perform job duties or assignments as prescribed or directed
- Violation of personnel policies
- Unsatisfactory performance or conduct

#### 3.28 ATTENDANCE/PUNCTUALITY

CCDDR expects that every employee will be regular and punctual in attendance. This means being in the office and/or ready to work at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the agency. CCDDR offers its employees a flexible (FLEX) work schedule. A FLEX schedule is sometimes necessary to accommodate duties and functions related to client and client family needs, Agency-related functions, and employee personal obligations that may conflict with or extend outside the normal scheduled office hours. FLEX schedules are to be approved by the immediate supervisor, and the intentions must be clearly communicated when working under the guidelines of the FLEX schedule. Any misrepresentation of the intent or purpose of an approved FLEX schedule shall be grounds for disciplinary action up to and including termination of employment. The Executive Director may review and reverse all approvals.

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If you are unable to report for work for any reason, notify your immediate supervisor before regular starting time. You are responsible for speaking directly with your immediate supervisor about your absence. It is not acceptable to leave a message on voicemail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. If you do not report for work and the agency is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. Should excessive tardiness or absenteeism become apparent, disciplinary action may be required.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your immediate supervisor of the situation.

Employees may work from home or another location other than the office (i.e. offsite) under specific circumstances. Employees will need to receive prior approval from their supervisor in order to work offsite. Employees will save all work performed offsite on a device provided by CCDDR, which will be password protected and/or encrypted. Employees shall record work performed offsite by creating appropriate log notes in the internet-based client database or providing justification/documentation, which must include a description of the activities performed, the start time, and stop time for every activity performed. The Executive Director may review and reverse all approvals to work offsite.

### 3.29 TELEPHONE USE

CCDDR's telephones are intended for the use of conducting the agency's business.

Personal usage during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

### 3.30 DRESS CODE

A professional appearance is important anytime that you come in contact with the clients we serve and parents/guardians of clients. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The dress code shall be appropriate for the employee's work situation. As a general rule, the dress code at CCDDR shall be "business casual". "Business professional" attire may be required from time to time for specific functions, which will be addressed at that time by the Executive Director. The following items are considered appropriate for "business casual" working attire for staff employed by CCDDR:

- Khaki, corduroy, twill or cotton pants, skirts, or dresses – neatly pressed
- Sweaters, twinsets, cardigans, polo/knit shirts – neatly pressed
- Button-down or straight-collar shirts or blouses – neatly pressed
- Tie (optional)
- Belt or suspenders (if appropriate)
- Appropriate shoes

The following items are considered inappropriate working attire for all staff employed by CCDDR:

- Tank tops or revealing shirts
  - Short mini skirts
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- Sheer clothing
- T-shirts of any kind
- Jeans
- Shorts

"Casual days" may occasionally be approved; if this is the case, appropriate guidelines will be provided to you.

### 3.31 SUBSTANCE ABUSE

CCDDR is committed to providing a safe and productive workplace for employees. In keeping with this commitment, the following rules regarding alcohol, illegal drugs, and abuse or illegal use of prescription drugs have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of the agency while they are on agency premises or elsewhere on agency business.

#### **Alcohol**

The possession or consumption of alcohol shall be totally prohibited on CCDDR premises. Alcoholic beverages shall not be brought on CCDDR premises at any time. Premises include all buildings, grounds and parking lots. Employees with alcohol in their system during working hours may be required to be tested and may be subject to disciplinary action including possible discharge.

Further, it is the policy of CCDDR not to sponsor off premises, agency-related functions where alcoholic beverages are to be served.

#### **Illegal Drugs**

##### General Policy:

It is the policy of CCDDR to take reasonable measures to maintain a work environment free of illegal drug use, as well as abuse or illegal use of prescription drugs. Employees who CCDDR management concludes illegally use, possess, are under the influence of, or have in their system illegal drugs, may be subject to termination of employment. CCDDR reserves the right, in each case, to determine the specific action to be taken concerning drug testing, discipline, treatment and employment status.

##### Application

##### Testing:

Offers of initial employment with the agency shall be contingent on passing a test for illegal drug use.

In addition to the initial employment screen, all current employees may be tested for illegal use of drugs, at management discretion in the following situations:

- After a vehicle accident or an accident or injury not involving a vehicle while on duty or performing agency-related business
- Based on behavior or other signs, eg. unsteady gait, bloodshot eyes, smell, etc., that management concludes may be the result of alcohol use, illegal drug use, or improper drug use
- Based on arrest

All job applicants and employees will be required to sign a Consent and Authorization for Release and Use of Drug Testing Information Form.

Any of the following will be considered a positive test result:

- Refusal to sign a Consent form
  - Refusing the test or failing to appear for the scheduled test
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- Adulterating the test specimen
- Failing the test
- Use of prescription drugs outside the direction of the prescription

Positive test results, confirmed by an independent laboratory retest, and not resolved to CCDDR's satisfaction by an adequate explanation such as a valid prescription, will result in termination of candidacy for, or current employment with, CCDDR. Applicants for employment who fail the pre-employment drug test will not be reconsidered for position openings for a period of one year.

#### Employee Initiated Treatment

Employees who voluntarily disclose illegal drug use or alcohol abuse and seek appropriate treatment prior to being disciplined for related conduct will not be disciplined as a result of the disclosure. Appropriate treatment professionals may need to evaluate whether the employee is able to perform the essential functions of the employee's job during treatment and/or rehabilitation, and the employee may be required to consent to future unannounced drug testing or alcohol testing as a condition of continued employment.

An employee will not evade discipline when CCDDR management concludes that the employee disclosed use because management's discovery of a violation of this policy was imminent (e.g. following arrest for drug use).

Employees treated for illegal use of drugs may be subjected to unannounced testing.

#### Confidentiality

All information and test results received by CCDDR through its drug and alcohol testing policy are confidential communication, and to be maintained in the employee's confidential medical file. Access to this information is guided by CCDDR's policy with regard to access to confidential employee medical files.

#### Diversion, Theft, Possession or Trafficking Drugs

The illegal manufacture, distribution, dispensation, diversion, theft, trafficking, illegal use or possession of drugs in or outside the workplace will be grounds for termination of employment.

Cases of diversion, theft, or trafficking drugs, and cases of confirmed illegal possession/use of drugs in the workplace, may be turned over to law enforcement agencies. CCDDR will cooperate fully with the law enforcement officials who are involved in the prosecution of the individuals involved.

In the course of investigations related to this Policy, a search may be conducted of CCDDR-owned and employee-owned property including, but not limited to: lockers, desks, briefcases, purses, toolboxes, offices, vehicles, etc. Searches of CCDDR-owned property may occur on or off workplace premises. Searches of employee-owned property may only occur on workplace premises. By accepting employment with, or performing services for CCDDR, all employees of the Organization and the Organization's contractors are deemed to have consented to such searches, and no further consent shall be necessary. CCDDR management may also conduct searches of employees provided the employee consents to such search. Failure of any employee to cooperate with any search under this Policy will be grounds for discipline including discharge.

Employees convicted of drug related offenses are required to notify management before returning to work.

### 3.32 TOBACCO PRODUCTS

The use of tobacco products by CCDDR employees is not permitted anywhere within the CCDDR building and only permitted in certain designated areas outside of the CCDDR building.

Smoking is also prohibited in employee personal vehicles while transporting clients.

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### 3.33 ELECTRONIC COMMUNICATIONS AND TECHNOLOGY

It is the policy of CCDDR to maximize the cost-effective use of computer systems as a means of improving productivity. CCDDR provides communication resources capable of offering computing resources, electronic mail (email), cloud-based file storage and applications, internet access, telephone and voicemail, facsimile machines, and other electronic communications devices (collectively referred to as CCDDR's Technology Resources) to employees to assist in and facilitate CCDDR business and communications. The primary purpose of CCDDR's network and systems is to provide service to Camden County persons with developmental disabilities as part of CCDDR's mission. Minimal, incidental personal use of CCDDR's Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy as set forth below.

This policy does not address all required, allowed, or prohibited behaviors by employees, but merely covers common examples. In general, CCDDR relies on the good judgment of its employees to ensure that CCDDR Technology Resources are used in the agency's best interest.

#### No Expectation of Privacy.

By using CCDDR's Technology Resources, employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the Technology Resources as permitted under this policy. Employees further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of the Technology Resources can and may be monitored and any data that they create store, or transmit on or over CCDDR systems may be inspected by CCDDR management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on CCDDR computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

#### Standardized Software and Hardware.

CCDDR has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software or hardware, including personally owned software or hardware, on CCDDR computer systems without approval of the Director is prohibited.

#### Installation of Software and Hardware.

Improper installation of software or hardware can damage a computer system, cause system malfunction, or conflict with system configuration. All standardized software and hardware is to be installed by the IT Consultant or an employee authorized to do so by the Executive Director. Any moving, relocating, or rearranging of computer software or hardware should also be coordinated with the IT Consultant or an employee authorized to do so by the Executive Director.

#### Ownership and Confidentiality.

All software, programs, applications, templates, data, data files and web pages residing on CCDDR computer systems or storage media or developed on CCDDR computer systems are the property of the CCDDR. CCDDR retains the right to access, copy, modify, destroy or delete this property. Data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

#### Copying Software, Programs, Applications, Templates, etc.

Employees must notify the Executive Director and receive proper authorization before attempting to copy software, applications, programs or templates. In many cases, copyright laws and/or licenses for commercial software, programs, applications and templates used by CCDDR prohibit the making of multiple copies. CCDDR and its employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

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### Acceptable Uses of CCDDR's Technology Resources.

CCDDR's Technology Resources are to be used by employees or volunteers for CCDDR business. Incidental, minimal personal use may be permitted where, in the judgment of the employee's supervisor such use does not interfere with employee productivity, nor distract/take time away from the worker or co-workers assigned work. Generally speaking, incidental, minimal personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to CCDDR; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

### Prohibited Uses of CCDDR's Technology Resources.

Use of CCDDR's Technology Resources to engage in any communication that violates federal, state, or local laws or regulations, or any CCDDR policy, is strictly prohibited at all times. In addition, the following uses of CCDDR's Technology Resources are inappropriate and are prohibited at all times:

- Personal commercial use (benefiting an employee's outside employment or commercial business)
- Accessing, receiving or sending pornographic, sexually explicit or indecent materials, including materials of an unreasonably offensive nature (unless as part of a law enforcement investigation conducted by authorized Police personnel)
- Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status
- Gambling
- Usage for recreational purposes including the loading of computer games or playing online games
- Usage that precludes or hampers CCDDR network performance; such as viewing or listening to streaming audio and/or video (unless for CCDDR business, such as for online training)
- Unauthorized copying or downloading of copyrighted material
- Usage that violates software license agreements
- Downloading of software programs (unless specifically approved by applicable Director and coordinated with the IT Consultant)
- Usage for political purposes, including partisan campaigning
- Sending anonymous messages and/or misrepresenting an employee's name, position, or job description
- Deliberately propagating any virus, worm, trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either CCDDR's networks or systems, or those of any other individual or entity
- Releasing misleading, distorted, untrue or confidential materials regarding CCDDR business, views or actions
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Use of Technology Resources in an excessive manner so as to deprive others of system use or resources, including the sending of bulk email for other than official business or forwarding "chain letter" emails of any kind
- Connecting to the CCDDR network, or any specific software package, utilizing somebody else's security identification login information to gain alternate security permissions
- Any personal use, even if incidental, that result in expense to CCDDR
- Usage that violates the guidelines set forth in the Standards of Conduct described in this Manual

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred as a result of copyright and licensing requirements.

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## Social Media.

CCDDR expects all of their employees who participate in online social networking and the use of social media to understand and follow the guidelines set forth in Policy 35-- CCDDR Social Media Policy.

## Downloading Files from the Internet or Opening Email Attachments.

Downloading files from the Internet or opening email attachments from sources outside CCDDR can lead to spyware and/or virus attacks that can severely damage, or degrade CCDDR's network and/or data. The IT Consultant or authorized employee has installed anti-virus and anti- spyware software on all CCDDR computers and continuously updates signature definition files. However, that does not guarantee that all spyware is blocked, or that all viruses are caught.

If you are downloading a file and receive a message that a virus or spyware has been detected, you must call the IT Consultant, your supervisor, or the Executive Director immediately for assistance. Similarly if you receive an email with a suspicious attachment, or from an unusual source, you should notify the IT Consultant, your supervisor, or the Executive Director before opening it. If you notice that your computer is behaving strangely or you suspect spyware or a virus, notify the IT Consultant, your supervisor, or the Executive Director.

## 3.34 TRANSPORTING CLIENTS/EMPLOYEE LICENSE & INSURANCE REQUIREMENTS

Employees are to only provide transportation to clients served by the agency in emergency situations, where the health, safety, or well being of the client may be at risk. In the case of a medical emergency, employees are to call 9-1-1 for ambulance transport. No smoking is allowed in any vehicle while transporting clients. All employees who transport clients in their vehicle must have a current valid Missouri driver's license and are required to wear their seat belts and to have all clients transported wear seat belts. All employees are to submit proof of the minimum vehicle liability insurance coverage to the Human Resources Officer or the Executive Director at the appropriate insurance renewal periods in order to establish proof of continuous coverage. Failure to maintain continuous vehicle insurance coverage could result in disciplinary action up to and including termination. If an employee's vehicle insurance has lapsed or expired, the employee will not be allowed to drive his or her vehicle for purposes of Agency business. It is the employee's responsibility to notify their insurance carrier that they may be responsible for transporting clients in certain emergency situations as a function of CCDDR business, and to ensure they have adequate coverage for liability, property damage, and bodily injury.

Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with an employee's vehicle accident or use must be reported immediately to Human Resources Officer or the Executive Director.

## 3.35 CONFIDENTIALITY

The protection of confidential client Protected Health Care Information (PHI) is vital to the interests and success of CCDDR. CCDDR conforms to state and federal laws with regard to protecting confidential client information. Such confidential client information includes, but is not limited to, the following examples:

- Client name/Social Security #/date of birth/phone #/relatives,
- Client diagnosis,
- Client records/files,
- Client treatment plans & services,
- Client financial information.

All employees shall be trained in the proper safeguarding and use/disclosure of client PHI. Professional consideration and discretion must be afforded by staff at all times in their discussions regarding individuals served by the agency.

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It is the responsibility of all staff not to disclose to any unauthorized person any PHI regarding persons served by the agency. As a general rule, only those persons on the client's treatment team have a need for client PHI, and even in these cases, only the specific information/PHI required should be provided.

Further, caution must be exercised by staff in any discussions with professional peers, on or off the agency premises, to assure that conversations cannot be overheard by individuals served or other individuals not professionally involved with the individual who is/are the topic of conversation.

Staff traveling in the field should only take the minimum necessary Protected Health Information (PHI) to conduct their duties. While transporting PHI, efforts shall be made by staff to keep such information from plain view. Vehicles containing PHI shall be kept locked while unoccupied and shall be kept out of view through the windows. Laptops provided by CCDDR and used in the field or at staff's place of residence shall be kept in a locked and secured location when not in use.

If PHI is lost or stolen, the Privacy Officer or designee should be notified as soon as possible, but no later than one (1) business day after the loss is discovered.

All staff and volunteers of the agency shall be required to sign a Confidentiality Agreement as a condition of employment/association with the agency.

Employees who improperly use or disclose client PHI will be subject to disciplinary action, including termination of employment.

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## SECTION E

### WAGE AND SALARY POLICIES

#### 3.36 OFFICE HOURS AND WORK WEEK

The CCDDR office hours are from 8:30 a.m. to 4:00 p.m. Monday through Friday, except for holidays. In order to serve clients, all employees are expected to work at some point during these hours whenever possible, depending on approved FLEX schedules if applicable. Normally scheduled working hours for employees shall be from 8:00 a.m. to 5:00 p.m. for full-time employees (part-time employee hours are subject to supervisor and/or Executive Director approval). All employees are expected to cooperate in taking lunch breaks on a staggered schedule when working in the office in order to meet the needs of office visitors, clients/parents, persons calling by phone, and co-workers.

The standard workweek for full-time, nonexempt employees is 40 hours per week. For calculating hours worked during the week by nonexempt employees, the employee workweek is from Saturday at 12:00 a.m. to Friday at 11:59 p.m. All employees are allowed up to a one-hour lunch break, which is not counted as time worked, and two 15-minute breaks during the day—one in the morning or before lunch and one in the afternoon or after lunch, which are counted as time worked. Lunch breaks must be taken and cannot be less than 30 minutes if an employee works at least 4 hours on any day worked.

#### 3.37 TIMEKEEPING AND SCHEDULING

Nonexempt employees must record their time worked, and the immediate supervisor and/or the Executive Director will review time records for nonexempt employees each week. Any changes must be approved by the immediate supervisor and/or the Executive Director.

Exempt employees should plan ahead and attempt to work out a work schedule with their immediate supervisor and/or the Executive Director at the start of each week, so that coverage for office hours when the employee will be out may be arranged when needed.

#### 3.38 OVERTIME

Overtime compensation is paid only to nonexempt employees in accordance with federal and state wage and hour laws. Exempt employees are not eligible for overtime regardless of hours worked.

Overtime work should not be undertaken unless a nonexempt employee obtains their immediate supervisor's or the Executive Director's prior authorization. If possible, nonexempt employees should notify their immediate supervisor or the Executive Director at least two working days in advance if working hours during a work week need to be varied or overtime hours are requested.

Overtime is payable at a rate of one and one-half times the regular hourly rate for all hours worked over 40 in one work week. Paid time off or any leave of absence will not be counted as hours worked. When paid time off or any leave of absence is recorded during a work week, the amount of total hours worked plus the approved paid time off or any leave of absence shall not exceed 40 hours. No more than 40 hours of paid time off or any leave of absence approved shall exceed 40 hours in one work week.

#### 3.39 PAYDAYS

All employees are paid on a biweekly basis, every other Friday. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last working day prior to the holiday.

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If a regular payday falls during an employee's paid time off, the employee's paycheck will be available upon his/her return from the paid time off or available for the employee to pick up at his or her convenience on payday or any time thereafter. Employees may elect to have their paychecks automatically deposited into their checking account.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept within the office through the rest of the payday or until the employee picks up the check thereafter. If an employee is unable to pick up his or her check on payday, he or she will need to make arrangements with the Human Resources Officer or Executive Director to receive the paycheck.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

Tax withholding deductions from payroll shall be made in accordance with Federal and State W-4 data provided by the employee, in addition to standard deductions for Social Security and Medicare.

Additional withholdings may be made as authorized by the employee for items such as elective deferrals into a deferred compensation program, Aflac participation, payment of the employee-responsible portion of health or vision insurance premiums, or any other employee approved payroll deduction. All such withholdings shall be prior-authorized by the employee.

CCDDR does not issue payroll advance payments or loans to its employees.

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## SECTION F

### BENEFITS AND SERVICES

#### 3.40 OVERVIEW OF BENEFITS

CCDDR offers the following benefits for all employees:

- Workman's Compensation
- Jury Duty & Military Leave
- Professional Development
- Leaves of Absence

The following benefits are available immediately upon hire to all full-time employees:

- Health Insurance (starts the 1<sup>st</sup> day of the month after date of hire)
- Paid Holidays
- Personal Hours (16)

The following benefits are available to all regular full-time employees after three months of employment:

- Paid Time Off (PTO)
- Funeral Leave

The following benefits are available to all regular full-time employees after six months of employment:

- LAGERS Defined-Benefit Retirement Program (vested after 5 years)
- Life Insurance/ADD

The following benefit is available to all employees who have worked for the agency for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles of your worksite:

- Family Medical Leave Act

The following benefit is available to all fulltime employees after two years of full-time employment:

- Educational (Tuition) Assistance

The agency offers leave benefits in an effort to recruit and maintain a motivated workforce. The agency extends the following types of leave: paid time off (PTO), military, bereavement, jury duty and emergency leave. The Executive Director shall establish procedures governing the use and approval of these benefits.

#### 3.41 PAID TIME OFF (PTO)

Beginning with the date of their hiring through the completion of the fourth year of employment, an individual shall have 160 hours of PTO available for use in the event an employee is absent from work; beginning with the fifth year through the ninth year of employment, an individual shall have 240 hours of PTO available for use in the event an employee is absent from work; and beginning with the tenth year of employment, an individual shall have 320 hours of PTO available for use in the event an employee is absent from work (see chart below). PTO may be used for absent hours due to illness, personal reasons, vacations, or other circumstances which require an employee be absent from work. All PTO must be approved by his or her supervisor and/or the Executive

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Director. PTO hours will only be approved in an amount that will fulfill a 40- hour work week due to absence(s). Unless extreme circumstances exist, such as hospitalization or other emergency, no more than 80 consecutive hours shall be approved for use. Any request for over 80 consecutive hours must be approved by the Executive Director. No more than ½ of available PTO can be used during the first 6 months of each calendar year without direct approval from the Executive Director. Use of PTO hours during the first quarter of each year will require the Human Resources Officer to monitor continued use of PTO time to ensure an employee does not use PTO inappropriately.

Years of Service	Maximum PTO
1-4 years	160 hours
5-9 years	240 hours
10 or more years	320 hours

The full applicable compliment of PTO is available for use in each calendar year beginning on January 1<sup>st</sup> of that calendar year and must be used by December 31<sup>st</sup> of that same calendar year. There will be no carryover of any unused PTO from one calendar year to the following calendar year. If an eligible employee is hired during any calendar year, the applicable PTO will be pro-rated based on the number of months remaining in that calendar year. For example:

*An employee is hired on June 10<sup>th</sup> of a calendar year. The employee is eligible for 7/12 (.59 – all decimals are rounded up) of 160 hours, which equals 95 hours (all decimals rounded up to the nearest whole number) of PTO available to that employee once the employee has completed the initial employment period (first 90 days).*

The same calculation applies to employees whose fifth and tenth year of employment begins during a calendar year. For example:

*An employee’s fifth or tenth year of employment begins on June 10<sup>th</sup>. The employee is eligible for 7/12 (.59 – all decimals are rounded up) of the additional 80 hours awarded, which equals 48 hours (all decimals are rounded up to the nearest whole number) of PTO available to that employee in addition to any remaining PTO for that same calendar year.*

Pro-rated unused PTO shall be paid to the employee upon termination of employment. For employees who are terminated either voluntarily or involuntarily during a calendar year, the proration will be based on the number of months the employee was still employed during the calendar year. For example:

*An employee voluntarily terminates employment with the Agency on June 10<sup>th</sup>. The employee was employed for 2 years and has not used any PTO during that calendar year. The employee is eligible to receive 6/12 (.50 – all decimals are rounded up) of the remaining 160 hours, which equals 80 hours (all decimals are rounded up to the nearest whole number) that will be paid to the employee after termination has occurred.*

The same calculation applies to an employee whose employment is terminated, either voluntarily or involuntarily, and who has used PTO hours during the calendar year prior to termination. For example:

*An employee voluntarily terminates employment with the Agency on June 10<sup>th</sup> and the employee has used 50 hours PTO. The employee is eligible to receive 6/12 (.50 – all decimals are rounded up) of the remaining 160 hours, which equals 80 hours (all decimals are rounded up to the nearest whole number). 80 hours minus 50 hours used equals 30 hours. 30 hours will be paid to the employee after termination has occurred.*

If there are no PTO hours available as a result of the calculation, there will be no PTO hours paid to the employee

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after termination. The month of hire or termination will be counted as a full month, regardless of the date during the month.

#### PTO Request Procedure

Unless circumstance prohibits or an emergency precludes from doing so, employees shall submit requests for desired PTO to their supervisor for approval sufficiently in advance of the planned PTO to permit scheduling of substitute personnel if necessary.

#### 3.42 RECORD KEEPING

CCDDR maintains records of PTO balances during the calendar year and is updated at the conclusion of each payroll period.

#### 3.43 HOLIDAYS

CCDDR observes the following paid holidays per year for all regular full-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

#### 3.44 PERSONAL HOURS

In addition to scheduled paid holidays and PTO, full-time employees are given 16 personal hours annually to be used for time off from work. Unless circumstance prohibits or an emergency precludes from doing so, the employee must obtain approval from their immediate supervisor before using the personal hours. Unused personal hours are not paid after termination of employment with the agency. The full applicable compliment of personal hours is available for use in each calendar year beginning on January 1<sup>st</sup> of that calendar year and must be used by December 31<sup>st</sup> of that same calendar year. There will be no carryover of any unused personal hours from one calendar year to the following calendar year. Personal hours are not prorated the same way as PTO; therefore, all new employees have 16 personal hours immediately available to them upon employment.

#### 3.45 FAMILY MEDICAL LEAVE ACT & OTHER MEDICAL LEAVES OF ABSENCE

Eligible employees of CCDDR who have worked for the agency for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles of your worksite may be allowed to take up to 12 weeks of protected leave time pursuant to the Family Medical Leave Act (FMLA) (See attached Appendix "B", which sets forth employee rights under FMLA).

For employees not eligible for FMLA leave, leave of absence requests shall be evaluated in accordance with applicable law. Approved leave of absence from work shall generally be a maximum of six weeks; 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 documentation from a health care provider.

#### 3.46 FUNERAL LEAVE

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The purpose of funeral leave is to provide you with time to attend the funeral of a member of your family and to handle personal affairs without disrupting your income. Permanent full-time employees are eligible for funeral leave benefits, and the benefits become effective after you complete your three-month initial employment period.

Employees may be granted up to a three-day leave (three consecutive working days) with pay in the event of the death of an immediate family member.

The term immediate family member is defined as:

- Sibling
- Child
- Domestic Partner
- Parent
- Parent-in-law
- Spouse
- Step Sibling
- Step Child
- Step Parent
- Grandparent
- Grandparent-in-law
- Grandchild

Your funeral leave pay will be figured at your regular rate of pay.

### 3.47 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave. The agency will be responsible for the difference between the exempt employee's weekly salary and the weekly rate of pay received for temporary military duty or jury duty. Non-exempt, full-time employees who are required to perform jury duty during normally scheduled working hours will be compensated their current hourly rate up to a maximum of 8 hours per workday and up to a maximum of 10 working days. If jury duty for a non-exempt employee does not require the employee to be absent for a full working day, the employee should report to work unless otherwise approved by his or her supervisor. The total hours for any workweek consisting of jury duty hours or combined hours of jury duty and work performed shall not exceed 40 (i.e. overtime will not be authorized). Non-exempt employees can utilize PTO hours for jury duty lasting over 10 working days. All regular employees, both full-time and part-time, will be kept on the active payroll until their civic and/or military duties have been completed. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

### 3.48 EDUCATIONAL ASSISTANCE

CCDDR recognizes that the skills and knowledge of its employees are critical to the success of the agency. CCDDR offers educational assistance programs to encourage personal development, improve job-related skills, and enhance an employee's career within the field of developmental disabilities.

Only employees with two or more years of full time employment with the agency shall be eligible for educational assistance. Only expenses related to tuition shall be covered and only those courses related to your employment with the agency. The maximum amount of assistance provided to any one person in any one fiscal year is \$1,000.00.

An application form for assistance must be completed prior to enrollment/commencement of classes. The

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following reimbursement schedule shall be followed:

- Course completion with grade of “A”: 100% reimbursement
- Course completion with grade of “B”: 75% reimbursement
- Course completion with grade of “C”: 25% reimbursement
- No reimbursement will be provided for courses not completed or with a grade of below “C ”

All applications for educational assistance must be prior-approved by the Executive Director.

### 3.49 TRAINING/PROFESSIONAL DEVELOPMENT

CCDDR recognizes the value of professional development and personal growth for employees. Therefore, CCDDR encourages its employees who are interested in continuing education and job specific training to research these opportunities further and provide requests to the Executive Director as appropriate in enrolling or signing up for conferences, seminars, and/or courses pertaining to the field of developmental disabilities. Such requests will be evaluated on a case by case basis by the Executive Director. Employees who attend such conferences, seminars, or courses may be asked to share information obtained with other staff.

Any training required by CCDDR after the start of employment shall be paid for by the agency.

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## **SECTION G**

### **EMPLOYEE COMMUNICATIONS & FEEDBACK**

#### **3.50 JOB POSTINGS & PROMOTION**

It is the policy of CCDDR to attempt to fill positions by drawing from internal candidates possessing the desired qualifications, and to promote from within whenever possible. Staff will be notified when positions are available for internal candidates.

#### **3.51 CHAIN OF COMMAND AND PROCEDURE FOR HANDLING COMPLAINTS**

CCDDR encourages employees to raise workplace issues with management. The below policy addresses steps employees should take regarding raising any workplace issues. The Board of Directors governs the overall management of CCDDR. The Executive Director reports to the Board of Directors and represents the Board of Directors in enforcement of Agency policies and in accomplishing the mission and goals of the Agency. The Executive Director is also responsible for the day to day management of the Agency.

If an employee has an issue that concerns employment discrimination, harassment, or retaliation, the employee should follow the procedure in Section 3.10 of this manual. For issues not related to those covered by the Equal Employment Opportunity policy in section 3.10 of this manual, an employee should first notify his or her supervisor of their workplace or employment related issue. If an employee of the Agency has an issue or a concern that needs addressed, the employee should notify his or her supervisor first. If the employee believes that the issue or concern was not adequately addressed by the supervisor, the employee should immediately notify the Human Resources Officer. If the employee believe that the issue or concern was not adequately addressed by the supervisor or the Human Resources Officer, the employee should immediately notify the Executive Director. If the employee believes that the issue or concern was not adequately addressed by the supervisor, Human Resources Officer, or the Executive Director, the employee should immediately request time allotted at the next regularly scheduled Camden County Senate Bill 40 Board meeting to discuss the issue or concern with the Board members.

#### **3.52 STAFF MEETINGS**

Staff meetings will be held on an as-needed basis. These meetings allow employees to be informed on recent Agency activities, changes in State/Agency policies and procedures, best practices within the field of developmental disabilities, and employee recognition.

#### **3.53 BULLETIN BOARDS**

Please make note of the bulletin board placed in the main office area for access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

#### **3.54 EMPLOYEE SUGGESTIONS**

CCDDR encourages employees who have suggestions. If you prefer to make suggestions anonymously, please submit your suggestion in writing, without disclosing your identity to the Executive Director or Human Resources Officer via regular mail to: CCDDR, PO Box 722, Camdenton, MO. 65020. If this is done anonymously, every care will be taken to preserve the employee's privacy.

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### 3.55 PERFORMANCE REVIEWS & PLANNING SESSIONS

The employee's immediate supervisor will conduct employee performance reviews with all of his or her employees approximately 90 days after initial employment and in the first quarter of each calendar year thereafter. Informal performance feedback and planning may occur more frequently.

Employee performance reviews are designed for the employee and the supervisor to discuss the employee's current job tasks, current job performance, encourage/recognize positive attributes, discuss positive approaches for meeting work-related goals, and learning new skills. Various performance measures will be utilized to assist in determining performance ratings. Employees will be asked to complete a Self-Evaluation and bring it to the formal performance review. Each employee will have an opportunity to review their Job Description during this review and sign indicating their acceptance of the description of duties.

### 3.56 CORRECTIVE ACTION & DISCIPLINE

Every employee is expected to conduct themselves in an ethical and professional manner at all times. Our Agency is governed by many external and internal influences. Each employee is responsible for acquiring, supplementing, and maintaining the knowledge needed to comply with all governing State statutes, Federal statutes, DMH directives, DMH procedures, CMS directives, CMS procedures, CCDDR policies, CCDDR procedures, Targeted Case Management requirements, Medicaid protocols, and any other Agency-related governing sources. Management personnel will always assist in the continuing education of the changes within our Agency and rules governing it. Internal directives will be issued on a regular basis and employees are expected to comply with all directives, policies, procedures, protocols, and statutes. When an employee deviates from rules, directives, and standards, Management is expected to take corrective and/or disciplinary action. Nothing in this manual alters the employees' at will status. An employee may be subject to verbal consultations, written disciplinary actions, temporary suspensions from employment, and immediate termination at the discretion of the Executive Director in consultation with the Human Resources Officer and/or supervisor(s), depending on the situation and/or infraction. Each infraction, violation, or penalty will be weighed based on the severity of the situation, the experience of the employee, the circumstances surrounding the situation, and the attitude of the employee while engaging with Management during the counseling meetings. Insubordination or inappropriate behavior will not be tolerated at any time from any employee.

### 3.57 EMPLOYMENT TERMINATION

Employment is based on mutual consent, and both the employee and the agency have the right to terminate employment at will, with or without reason and with or without notice.

Nevertheless, to maintain adequate service to our clients we ask employees who are resigning from their position with the Agency to submit sufficient notice so that minimal disruptions in workflow occur. We understand it is not always possible, but the Agency prefers that employees give no less than 2 weeks' notice prior to leaving the Agency. Any employee who leaves employment for any reason shall upon termination return all files, records, keys and other materials that are the property of CCDDR. The cost of replacing non-returned items and any outstanding financial obligations owed to the agency will be deducted from the employee's final paycheck.

Employee personnel files are the property of CCDDR and will not be released to any employee. Contents of an employee's own file may be viewed in the presence of the Executive Director and/or Human Resources Officer, and requests for copies of any documents in the file should be made to the Executive Director and/or Human Resources Officer.

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