



**July 8<sup>th</sup>, 2021**

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

**Open Session Board Meeting**

# Agenda

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

Tentative Agenda for Open Session Board Meeting on July 8<sup>th</sup>, 2021, at 6:00 PM

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

255 Keystone Industrial Park Drive  
Camdenton, MO 65020

**Participants can also Join via WebEx/Phone:**

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m9b2fa6614788c8b2a30c8fb4b4e13216>

To Join by Phone: 1-415-655-0001  
Meeting Number (Access Code): 182 058 4845  
Meeting Password: 79844329

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for June 10<sup>th</sup>, 2021

Approval of Closed Session Board Meeting Minutes for June 10<sup>th</sup>, 2021

Acknowledgement of Distributed Materials to Board Members

- May 2021 OSLCFDC Monthly Report
- May 2021 CLC Monthly Report
- May 2021 LAI Monthly Report
- June 2021 Support Coordination Report
- June 2021 Employment Report
- June 2021 Agency Economic Report
- May 2021 Credit Card Statement
- Resolutions 2021-18, 2021-19, 2021-20, & 2021-21

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

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

## Old Business for Discussion

- COVID-19 Related Updates

## New Business for Discussion

- NONE

## CCDDR Reports

- June 2021 Support Coordination Report
- June 2021 Employment Report
- June 2021 Agency Economic Report

## May 2021 Credit Card Statement

## Discussion & Conclusion of Resolutions:

- Resolution 2021-18: Approval of Amended COVID-19 Plan
- Resolution 2021-19: Approval of Amended Policy 11
- Resolution 2021-20: Approval of Amended Policy 14
- Resolution 2021-21: Approval of Amended Policy 35

## Board Educational Presentation/Discussion: CCDDR Needs Assessment & Program Feasibility Studies

## Open Discussions

## Public Comment

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

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

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

## Adjournment of Open Session

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

**Ed Thomas, CCDDR Executive Director**

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

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



**June 10<sup>th</sup>, 2021**

**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**

**Open Session Minutes of June 10th, 2021**

**Members Present** Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

**Members Absent:** Brian Willey, Nancy Hayes, Angela Boyd

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch, (LAI)  
Jessica English ( CLC)  
Rachel Baskerville, Lori Cornwell, Connie Baker, Jeanna Booth,  
Ryan Johnson, Linda Simms (CCDDR)

**Approval of Agenda**

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

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

**Introduction of New Board Member Elizabeth Perkins**

Ed introduced Elizabeth Perkins and asked her to tell a little about herself. Elizabeth provided some of her background information and stated she is very excited to be a member on the Board.

**Approval of Open Session Board Minutes May 13th, 2021**

A quorum was not present at the May 13<sup>th</sup> Open Session Board meeting. Motion by Paul DiBello, second Betty Baxter, to approve the May 13th, 2021, Open Session Board Meeting Minutes as presented.

AYE: Betty Baxter, Angela Sellers, Paul DiBello

NO: None

ABSTAIN: Kym Jones, Dr. Vicki McNamara, Elizabeth Perkins  
because they were not present at the April 8<sup>th</sup>, 2021,  
Board Meeting.

**Approval of Special Open Session Board Minutes May 18th, 2021**

Motion by Dr. McNamara, second Paul DiBello, to approve the May 18th, 2021, Special Open Session Board Meeting Minutes as presented.

AYE: Betty Baxter, Dr. Vicki McNamara, Kym Jones, Angela Sellers,  
Paul DiBello

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NO: None

ABSTAIN: Elizabeth Perkins because she was not present at the  
May 18<sup>th</sup>, 2021, Special Open Session Board Meeting.

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

- April 2021 OSLCFDC Monthly Report
- April 2021 CLC Monthly Report
- April 2021 LAI Monthly Report
- 2021 YTD Agency Performance Summary
- May 2021 Support Coordination Report
- May 2021 Employment Report
- May 2021 Agency Economic Report
- April 2021 Credit Card Statement
- Resolution 2021-15, 2021-16, 2021-17, & Biannual Ethics Commission Resolution

### **Speakers / Special Guests /Announcements**

- None

### **Monthly Oral Reports**

#### **Our Saviors Lighthouse Child & Family Development Center (OSLCFDC) Executive Director – Jessica Jensen**

No one was present from OSLCFDC.

#### **Children’s Learning Center (CLC) Jessica English**

18 of the 24 kids enrolled in Step Ahead have disabilities. There are 12 one-on-ones (6 full-time and 6 part-time). One of the children is out for medical reasons and hopefully will be back for the fall session. Instructors are still needed. Night Glow is June 18<sup>th</sup> and runners are needed. There are 21 t-shirt sponsors for the event – proceeds will go to the scholarship fund. Teachers are needed for First Steps. CLC was on the radio. Classes are full for the summer session and 5 students are needed to fill the session for Fall. CLC has submitted some grants and will be submitting more grants in the near future. CLC is trying to get a new shed and kitchen equipment.

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

May was a good month with a net income of \$40,000 and an additional \$10,000 from DESE. We had great sales in May. 51 of the 58 employees are CCDDR clients. Workshop has new creamer order, 2 new bids from Woodland Phoenix, Laker tackle project, sleds, and 21 new orders from BCI. LAI has a new client, Optic Armor in Linn Creek wanting 25 orders a week. Shredding is busy. The garden center has very little inventory left and made a profit of \$15,000 so far. LAI is also VR compliant as training is 100% complete.

## **MACDDS Updates**

Legislative Session concluded today. Nancy Pennington is the new Executive Director for MACDDS. Robyn Kaufmann, the President, has retired from Boone County Family Services. Denise Cross will assume the role of President.

## **Old Business for Discussion**

- **Covid-19 Related Updates**

As of today, there is a 11.9% positivity rate in Camden County. This could be a reflection of the past holiday weekend. There have been 32 cases reported in the last 7 days in the county. The offices of CCDDR will be shut down to the general public if a spike in new COVID cases occurs. We will review the COVID plan next month.

## **New Business for Discussion**

- **Potential New Monthly SB 40 Board Meeting Dates & Times**

A survey was completed, It looks as if the 2<sup>nd</sup> Thursday of the month is good but start meeting at 6 pm instead of 5 pm.

Motion by Paul DiBello, second Dr, McNamara, to change Board Meetings start time to 6 pm on the second Thursday of each month and to record the change in time in all necessary Board governing documents without having to bring to the Board individually for approval.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

## **CCDDR Reports**

- **2021 YTD Agency Performance Summary**

SC's are still struggling to get the plans in within the 21-day time frame and by the annual effective date. Ed is hoping this is resolved by the end of the year.

- **May 2021 Support Coordination Report**

Closed the month of May with 328 clients. Recent discharges will cause a drop in caseloads in June. There are currently 5 intakes. The agencies collection rate on Medicaid claims remains at 99%. Ed praised Lori and Ryan for staying on top of clients' Medicaid eligibility.

- **May 2021 Employment Report**

There was a little increase in community employment. We are not seeing the same percentages as we did this time in years prior to the pandemic.

- **May 2021 Agency Economic Report**

Budget is in good shaped. Ed backed out offsets from restricted funds since they were not needed to meet budgeted expectations. A three-year lease contract for the Osage Beach office was received from Mr. Ezard just before the Board meeting. Mr. Ezard received a contract from Lake Regional Hospital to buy the shopping center where the Osage Beach office is located. Ed is looking to expand facilities at Camdenton or Keystone over the next three years in hopes of consolidating the Camdenton and Osage Beach office.

Motion by Paul DiBello, second Dr. McNamara for Ed to sign the new three-year lease contract for the Osage Beach facility.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

Motion by Dr. McNamara, second Paul DiBello, to approve **ALL** reports as presented.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

#### **April 2021 Credit Card Statement**

No Questions and a vote not necessary.

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

- **Resolution 2021-15: Approval of Amended Employee Manual**

Ed gave a summary of significant changes made to the Employee Manual. An absentee policy has been added to include allocated and unallocated time missed from work. An employee who exceeds 40 hours per year of unallocated absences will be terminated.

Motion by Paul DiBello, second Betty Baxter, to tentatively approve Resolution **2021-15** as presented. until the Agency Governance Committee can meet to discuss the absentee and PTO policy again.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

- **Resolution 2021-16: OATS Contract Renewal July 1<sup>st</sup>, 2021, to June 30<sup>th</sup>, 2022 – Employment Transportation**

This is the OATS renewal contract beginning July 1, 2021, to June 30, 2022, for transporting CCDDR clients to and from LAI for employment.

Motion by Dr. McNamara, second Kym Jones, to approve **Resolution 2021-16** as presented.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

- **Resolution 2021-17: Contract Renewal for Auditing Services**

Prices have stayed consistent with current auditing service. Evers & Evers gave us the option of a contract for the fiscal year 2020 audit or fiscal years 2020 to 2022. Dr McNamara asked about changing auditors. CCDDR would likely publish a RFP in the future. The board conversed and decided to go with current auditors for the audits 2020 thru 2022.

Motion by Dr. McNamara, second Paul DiBello to approve 2021-17 for current auditing firm to do the audit for fiscal years 2020 to 2022.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

- **Biannual Ethics Commission Resolution**

The resolution must to be submitted to the Missouri Ethics Commission every two years.

Motion by Elizabeth Perkins, second Betty Baxter, to approve Biannual Ethics Commission Resolution as presented.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones,  
Dr. McNamara, Elizabeth Perkins

NO: None

**Board Education Presentation/Discussion: DMH Updates at Monthly MACDDS Meetings**

Ed showed a PowerPoint presentation from DMH presented at a recent MACDDS meeting. DMH updates MACDDS on primary topics at the given time and updates MACDDS on the budget summaries, rate standardization progress, waitlist is reductions, COVID-19 issues, enhanced FMAP, and other related I/DD topics.

**Open Discussion:**

None

**Public Comment:**

None

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**Adjournment:**

Motion by Paul DiBello, second Elizabeth Perkins, to adjourn open session and begin closed session Pursuant to Section 610.021 RSMO, subsection (1), (3), (13), (14), & (21). A voice vote was taken.

AYE: Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones, Dr. McNamara,  
Elizabeth Perkins

NO: None

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Board Chairperson/Other Board Member

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Secretary/Other Board Member

# **OSLCFDC Monthly Report**



# OSLCFDC May 2021 Financial Report

**Expenses Total: \$11653.39**

Quickbooks Accounting	- \$ 35.00
Quickbooks Payroll	- \$ 65.00 (\$45, plus \$4/employee for direct deposit)
Food	- \$ 600.00
Total Payroll including tax	- \$ 9000.00
Taxes Paid April 2021	- \$ 1418.39
Ant Control	- \$ 260.00
Phone	- \$ 75.00
Misc	- \$ 200.00

**Liabilities - \$362.02**

April State Tax	\$ 153.00
MO SUI	\$ 73.74
Misc ck	\$ 135.28

**Income Total: \$12200**

Tuition/Deposit	- \$8000.00
Child Serv	- \$ 600.00
Food Subsidy	- \$1100.00
CCDDR Subsidy	- \$2500.00

Income -	\$ 12200
Expense -	\$11653.39
Liabilities -	<u>\$ 362.02</u>
	\$ 184.59

# **CLC Monthly Report**



*SB40/CCDDR Funding Request  
for  
June 2021*

Utilizing May 2021 Records

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
 May 2021

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41200 Camden County SB40		17,770.58	17,770.58
<b>Total 41000 Contributions &amp; Grants</b>	<b>\$ 0.00</b>	<b>\$ 17,770.58</b>	<b>\$ 17,770.58</b>
42000 Program Services			0.00
42100 First Steps			0.00
42150 Physical Therapy			0.00
<b>Total 42150 Physical Therapy</b>	<b>\$ 68.00</b>	<b>\$ 0.00</b>	<b>\$ 68.00</b>
42170 Speech/Language Therapy			0.00
<b>Total 42170 Speech/Language Therapy</b>	<b>\$ 136.00</b>	<b>\$ 0.00</b>	<b>\$ 136.00</b>
<b>Total 42100 First Steps</b>	<b>\$ 204.00</b>	<b>\$ 0.00</b>	<b>\$ 204.00</b>
<b>Total 42000 Program Services</b>	<b>\$ 204.00</b>	<b>\$ 0.00</b>	<b>\$ 204.00</b>
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		150.00	150.00
43130 Snack		30.00	30.00
<b>Total 43100 Dining</b>	<b>\$ 0.00</b>	<b>\$ 180.00</b>	<b>\$ 180.00</b>
43500 Tuition		1,629.50	1,629.50
43505 Subsidy Tuition		1,143.18	1,143.18
<b>Total 43500 Tuition</b>	<b>\$ 0.00</b>	<b>\$ 2,772.68</b>	<b>\$ 2,772.68</b>
<b>Total 43000 Tuition</b>	<b>\$ 0.00</b>	<b>\$ 2,952.68</b>	<b>\$ 2,952.68</b>
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		1,310.00	1,310.00
<b>Total 45200 Fundraising Income</b>	<b>\$ 0.00</b>	<b>\$ 1,310.00</b>	<b>\$ 1,310.00</b>
45300 Donation Income			0.00
45310 Donations		8.87	8.87
45315 Bear Market		75.00	75.00
<b>Total 45310 Donations</b>	<b>\$ 0.00</b>	<b>\$ 83.87</b>	<b>\$ 83.87</b>
<b>Total 45300 Donation Income</b>	<b>\$ 0.00</b>	<b>\$ 83.87</b>	<b>\$ 83.87</b>
<b>Total 45000 Other Revenue</b>	<b>\$ 0.00</b>	<b>\$ 1,393.87</b>	<b>\$ 1,393.87</b>
<b>Total 40000 INCOME</b>	<b>\$ 204.00</b>	<b>\$ 22,117.13</b>	<b>\$ 22,321.13</b>
Uncategorized Revenue		119.00	119.00
<b>Total Revenue</b>	<b>\$ 323.00</b>	<b>\$ 22,117.13</b>	<b>\$ 22,440.13</b>
<b>Gross Profit</b>	<b>\$ 323.00</b>	<b>\$ 22,117.13</b>	<b>\$ 22,440.13</b>
<b>Expenditures</b>			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
<b>Total 51100 Employee Salaries</b>	<b>\$ 0.00</b>	<b>\$ 10,989.09</b>	<b>\$ 10,989.09</b>
51400 Employee Retirement			0.00
<b>Total 51400 Employee Retirement</b>	<b>\$ 0.00</b>	<b>\$ 480.00</b>	<b>\$ 480.00</b>
51500 Employee Taxes			0.00
<b>Total 51500 Employee Taxes</b>	<b>\$ 0.00</b>	<b>\$ 901.25</b>	<b>\$ 901.25</b>
<b>Total 51000 Payroll Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 12,370.34</b>	<b>\$ 12,370.34</b>

53000 Equipment		59.88	59.88
54000 Fundraising/Grants			0.00
54200 Summer Night Glow 5K		49.77	49.77
<b>Total 54000 Fundraising/Grants</b>	<b>\$ 0.00</b>	<b>\$ 49.77</b>	<b>\$ 49.77</b>
56000 Office Expenditures			0.00
56100 Copy Machine	56.78	227.10	283.88
56200 Miscellaneous		408.20	408.20
56300 Office Supplies		90.73	90.73
<b>Total 56000 Office Expenditures</b>	<b>\$ 56.78</b>	<b>\$ 726.03</b>	<b>\$ 782.81</b>
57000 Office/General Administrative Expenditures			0.00
57160 QuickBooks Payments Fees		230.99	230.99
57200 Bank Charges		9.95	9.95
57400 Child Management Software		35.00	35.00
57900 Seminars/Training		120.00	120.00
<b>Total 57000 Office/General Administrative Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 395.94</b>	<b>\$ 395.94</b>
58000 Operating Supplies			0.00
58100 Classroom Consumables		170.29	170.29
58150 Center Consumables		39.40	39.40
58200 Dining		1,457.68	1,457.68
58210 Birthday		75.45	75.45
<b>Total 58200 Dining</b>	<b>\$ 0.00</b>	<b>\$ 1,533.13</b>	<b>\$ 1,533.13</b>
58400 Sanitizing		159.53	159.53
<b>Total 58000 Operating Supplies</b>	<b>\$ 0.00</b>	<b>\$ 1,902.35</b>	<b>\$ 1,902.35</b>
59000 Program Service Fees			0.00
59100 First Steps	11.00		11.00
59150 Physical Therapy			0.00
<b>Total 59150 Physical Therapy</b>	<b>\$ 783.15</b>	<b>\$ 0.00</b>	<b>\$ 783.15</b>
59170 Speech/Language Therapy			0.00
<b>Total 59170 Speech/Language Therapy</b>	<b>\$ 365.46</b>	<b>\$ 0.00</b>	<b>\$ 365.46</b>
<b>Total 59100 First Steps</b>	<b>\$ 1,159.61</b>	<b>\$ 0.00</b>	<b>\$ 1,159.61</b>
<b>Total 59000 Program Service Fees</b>	<b>\$ 1,159.61</b>	<b>\$ 0.00</b>	<b>\$ 1,159.61</b>
62000 Safety & Security		17.99	17.99
63000 Utilities			0.00
63200 Internet	18.00	71.99	89.99
63300 Telephone	19.99	79.97	99.96
<b>Total 63000 Utilities</b>	<b>\$ 37.99</b>	<b>\$ 151.96</b>	<b>\$ 189.95</b>
<b>Total 50000 EXPENDITURES</b>	<b>\$ 1,254.38</b>	<b>\$ 15,674.26</b>	<b>\$ 16,928.64</b>
Payroll Expenses			0.00
Company Contributions			0.00
Retirement		120.00	120.00
<b>Total Company Contributions</b>	<b>\$ 0.00</b>	<b>\$ 120.00</b>	<b>\$ 120.00</b>
<b>Total Payroll Expenses</b>	<b>\$ 0.00</b>	<b>\$ 120.00</b>	<b>\$ 120.00</b>
<b>Total Expenditures</b>	<b>\$ 1,254.38</b>	<b>\$ 15,794.26</b>	<b>\$ 17,048.64</b>
Net Operating Revenue	<b>-\$ 931.38</b>	<b>\$ 6,322.87</b>	<b>\$ 5,391.49</b>
Net Revenue	<b>-\$ 931.38</b>	<b>\$ 6,322.87</b>	<b>\$ 5,391.49</b>

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

January - May, 2021

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME		170.92	170.92
41000 Contributions & Grants			0.00
41100 CACFP		3,432.84	3,432.84
41200 Camden County SB40	1,409.88	79,728.44	81,138.32
41500 Misc. Grant Revenue			0.00
41501 Paycheck Protection Plan		50,200.00	50,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 50,200.00	\$ 50,200.00
Total 41000 Contributions & Grants	\$ 1,409.88	\$ 133,361.28	\$ 134,771.16
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	381.17		381.17
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 3,043.00	\$ 0.00	\$ 3,043.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 901.00	\$ 0.00	\$ 901.00
Total 42100 First Steps	\$ 4,325.17	\$ 0.00	\$ 4,325.17
Total 42000 Program Services	\$ 4,325.17	\$ 0.00	\$ 4,325.17
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		690.00	690.00
43130 Snack		120.00	120.00
Total 43100 Dining	\$ 0.00	\$ 810.00	\$ 810.00
43200 Enrollment Fees		50.00	50.00
43500 Tuition		9,080.73	9,080.73
43505 Subsidy Tuition		4,548.03	4,548.03
Total 43500 Tuition	\$ 0.00	\$ 13,628.76	\$ 13,628.76
Total 43000 Tuition	\$ 0.00	\$ 14,488.76	\$ 14,488.76
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		4,292.31	4,292.31
45280 Pizza For A Purpose		5,833.84	5,833.84
Raffle		120.00	120.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 5,953.84	\$ 5,953.84
Total 45200 Fundraising Income	\$ 0.00	\$ 10,246.15	\$ 10,246.15
45300 Donation Income		175.00	175.00
45310 Donations		259.87	259.87
45311 CLC Scholarship Fund		1,000.00	1,000.00
45312 Community Rewards		396.42	396.42
45314 Kiwanis Club Of Ozarks		2,000.00	2,000.00
45315 Bear Market		375.00	375.00
Lake		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 6,031.29	\$ 6,031.29
Total 45300 Donation Income	\$ 0.00	\$ 6,206.29	\$ 6,206.29
Total 45000 Other Revenue	\$ 0.00	\$ 16,452.44	\$ 16,452.44
Total 40000 INCOME	\$ 5,735.05	\$ 164,473.40	\$ 170,208.45
Uncategorized Revenue		119.00	119.00
Total Revenue	\$ 5,854.05	\$ 164,473.40	\$ 170,327.45
Gross Profit	\$ 5,854.05	\$ 164,473.40	\$ 170,327.45
<b>Expenditures</b>			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 97,995.61	\$ 97,995.61
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 2,220.00	\$ 2,220.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 8,125.45	\$ 8,125.45
51900 Workermans Comp Insurance		2,339.00	2,339.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 110,680.06	\$ 110,680.06
52000 Advertising/Promotional		110.85	110.85

53000 Equipment		132.84	132.84
54000 Fundraising/Grants			0.00
54200 Summer Night Glow 5K		1,716.46	1,716.46
54700 Pizza For A Purpose		176.98	176.98
54960 Claus For A Cause		12.95	12.95
54970 Scavenger Hunt		116.21	116.21
<b>Total 54000 Fundraising/Grants</b>	<b>\$ 0.00</b>	<b>\$ 2,022.60</b>	<b>\$ 2,022.60</b>
55000 Insurance			0.00
55200 Commercial General Liability		2,999.00	2,999.00
55500 Hired & Non-Owned Auto		52.00	52.00
55600 Professional Liability		533.00	533.00
<b>Total 55000 Insurance</b>	<b>\$ 0.00</b>	<b>\$ 3,584.00</b>	<b>\$ 3,584.00</b>
56000 Office Expenditures		66.42	66.42
56100 Copy Machine	304.68	1,218.70	1,523.38
56200 Miscellaneous		531.08	531.00
56300 Office Supplies		2,815.76	2,815.76
<b>Total 56000 Office Expenditures</b>	<b>\$ 304.68</b>	<b>\$ 4,631.96</b>	<b>\$ 4,936.64</b>
Expenditures		61.62	61.62
57160 QuickBooks Payments Fees		920.39	920.39
57200 Bank Charges		9.95	9.95
57400 Child Management Software		175.00	175.00
57600 License/Accreditation/Permit Fees		1,666.75	1,666.75
57900 Seminars/Training		659.00	659.00
57960 Janitorial/Custodial		350.00	350.00
<b>Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 3,842.71</b>	<b>\$ 3,842.71</b>
58000 Operating Supplies		15.48	15.48
58100 Classroom Consumables		413.85	413.85
58150 Center Consumables		39.40	39.40
58200 Dining		5,969.67	5,969.67
58210 Birthday		75.45	75.45
<b>Total 58200 Dining</b>	<b>\$ 0.00</b>	<b>\$ 6,045.12</b>	<b>\$ 6,045.12</b>
58400 Sanitizing		832.68	832.68
<b>Total 58000 Operating Supplies</b>	<b>\$ 0.00</b>	<b>\$ 7,346.53</b>	<b>\$ 7,346.53</b>
59000 Program Service Fees			0.00
59100 First Steps	11.00		11.00
59150 Physical Therapy			0.00
<b>Total 59150 Physical Therapy</b>	<b>\$ 3,535.15</b>	<b>\$ 0.00</b>	<b>\$ 3,535.15</b>
59170 Speech/Language Therapy			0.00
<b>Total 59170 Speech/Language Therapy</b>	<b>\$ 1,287.63</b>	<b>\$ 0.00</b>	<b>\$ 1,287.63</b>
<b>Total 59100 First Steps</b>	<b>\$ 4,833.78</b>	<b>\$ 0.00</b>	<b>\$ 4,833.78</b>
<b>Total 59000 Program Service Fees</b>	<b>\$ 4,833.78</b>	<b>\$ 0.00</b>	<b>\$ 4,833.78</b>
61000 Repair & Maintenance		433.15	433.15
62000 Safety & Security		753.24	753.24
63000 Utilities			0.00
63100 Electric	338.20	1,352.79	1,690.99
63200 Internet	83.40	333.55	416.95
63300 Telephone	106.55	437.45	544.00
63400 Trash Service		179.15	179.15
63500 Water Softener		96.00	96.00
<b>Total 63000 Utilities</b>	<b>\$ 528.15</b>	<b>\$ 2,398.94</b>	<b>\$ 2,927.09</b>
65000 Other Expenditures			0.00
65200 Credit Card Misc. Charges		5.95	5.95
<b>Total 65000 Other Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 5.95</b>	<b>\$ 5.95</b>
<b>Total 50000 EXPENDITURES</b>	<b>\$ 5,666.61</b>	<b>\$ 135,942.83</b>	<b>\$ 141,609.44</b>
Payroll Expenses			0.00
Company Contributions			0.00
Retirement		900.00	900.00
<b>Total Company Contributions</b>	<b>\$ 0.00</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>
<b>Total Payroll Expenses</b>	<b>\$ 0.00</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>
<b>Total Expenditures</b>	<b>\$ 5,666.61</b>	<b>\$ 136,842.83</b>	<b>\$ 142,509.44</b>
<b>Net Operating Revenue</b>	<b>\$ 187.44</b>	<b>\$ 27,630.57</b>	<b>\$ 27,818.01</b>
<b>Net Revenue</b>	<b>\$ 187.44</b>	<b>\$ 27,630.57</b>	<b>\$ 27,818.01</b>



**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
**May 2021**

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	-1,050.38	6,331.77	110.10	5,391.49
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-590.00	-590.00
Accounts Payable (A/P)			907.09	907.09
21000 CBOLO MasterCard -8027		-1,471.09	774.76	-696.33
21200 Kroger-DS1634 CLC		-1,250.88	1,596.67	345.79
22300 Payroll Liabilities: Federal Taxes (941/944)			-2,200.61	-2,200.61
22400 Payroll Liabilities: MO Income Tax			-277.00	-277.00
22500 Payroll Liabilities: MO Unemployment Tax			60.58	60.58
Direct Deposit Payable			0.00	0.00
Payroll Liabilities: Ascensus			240.00	240.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$2,721.97	\$ 511.49	-\$ 2,210.48
Net cash provided by operating activities	-\$ 1,050.38	\$ 3,609.80	\$ 621.59	\$ 3,181.01
Net cash increase for period	-\$ 1,050.38	\$ 3,609.80	\$ 621.59	\$ 3,181.01
Cash at beginning of period			41,949.07	41,949.07
Cash at end of period	-\$ 1,050.38	\$ 3,609.80	\$ 42,570.66	\$ 45,130.08



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

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	68.44	27,639.47	110.11	27,818.02
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-417.73	-417.73
Accounts Payable (A/P)			4,229.54	4,229.54
21000 CBOLO MasterCard -8027		-5,283.27	4,736.22	-547.05
21200 Kroger-DS1634 CLC		-6,556.05	6,497.87	-58.18
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,894.43	-1,894.43
22400 Payroll Liabilities:MO Income Tax			-170.00	-170.00
22500 Payroll Liabilities:MO Unemployment Tax			69.65	69.65
Direct Deposit Payable			227.18	227.18
Payroll Liabilities:Ascensus			1,750.00	1,750.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 11,839.32	\$ 15,028.30	\$ 3,188.98
Net cash provided by operating activities	\$ 68.44	\$ 15,800.15	\$ 15,138.41	\$ 31,007.00
Net cash increase for period	\$ 68.44	\$ 15,800.15	\$ 15,138.41	\$ 31,007.00
Cash at beginning of period			14,123.08	14,123.08
Cash at end of period	\$ 68.44	\$ 15,800.15	\$ 29,261.49	\$ 45,130.08

**CHILDREN'S LEARNING CENTER**  
**Statement of Financial Position**  
As of May 31, 2021

May 2021

**ASSETS**

Current Assets

Bank Accounts

11000 CBOLO Checking 45,130.08

Total Bank Accounts \$ 45,130.08

Accounts Receivable

Accounts Receivable (A/R) 970.00

Total Accounts Receivable \$ 970.00

Other Current Assets

14000 Undeposited Funds 0.00

Cash Advance 700.00

Payroll Corrections -464.47

Prepaid Expenses 7,971.74

Repayment

Cash Advance Repayment -1,000.00

Total Repayment -\$ 1,000.00

Total Other Current Assets \$ 7,207.27

Total Current Assets \$ 53,307.35

**TOTAL ASSETS \$ 53,307.35**

**LIABILITIES AND EQUITY**

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable (A/P) 4,229.54

Total Accounts Payable \$ 4,229.54

Credit Cards

21000 CBOLO MasterCard -8027 404.00

21200 Kroger-DS1634 CLC 390.63

Total Credit Cards \$ 794.63

Other Current Liabilities

22000 Payroll Liabilities

22100 Anthem 2,191.63

22200 Childcare Tuition 3,141.44

22300 Federal Taxes (941/944) -8,242.58

22400 MO Income Tax -2,930.48

22500 MO Unemployment Tax -757.43

22600 Primevest Financial 448.19

Aflac 8,859.15

Aliera 9,354.60

Ascensus 8,975.00

Health Care (United HealthCare) 776.25

US Department of Education 1,115.65

Total 22000 Payroll Liabilities \$ 22,931.42

Direct Deposit Payable 0.00

Total Other Current Liabilities \$ 22,931.42

Total Current Liabilities \$ 27,955.59

Total Liabilities \$ 27,955.59

Equity

30000 Opening Balance Equity 13,816.12

Retained Earnings -16,282.38

Net Revenue 27,818.02

Total Equity \$ 25,351.76

**TOTAL LIABILITIES AND EQUITY \$ 53,307.35**

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

	Date	ction Type	Num	Class	Memo/Description	Split	Amount	Balance
Step Ahead								
	02/01/2021	Pledge	2182	Step Ahead	Dining	Accounts Receivable (AVR)	25.00	25.00
	02/01/2021	Pledge	2182	Step Ahead	Tuition	Accounts Receivable (AVR)	330.00	355.00
	02/01/2021	Pledge	2182	Step Ahead		Accounts Receivable (AVR)	5.00	360.00
	05/03/2021	Pledge	2206	Step Ahead	April Tuition	Accounts Receivable (AVR)	330.00	690.00
	05/03/2021	Pledge	2206	Step Ahead	April Dining	Accounts Receivable (AVR)	25.00	715.00
	05/03/2021	Pledge	2209	Step Ahead	Snack Fee April	Accounts Receivable (AVR)	5.00	720.00
	05/03/2021	Pledge	2206	Step Ahead	April Snack Fee	Accounts Receivable (AVR)	5.00	725.00
	05/03/2021	Pledge	2209	Step Ahead	Tuition reduced by \$100 for week of absences April	Accounts Receivable (AVR)	470.00	1,195.00
	05/03/2021	Pledge	2209	Step Ahead	Dining April	Accounts Receivable (AVR)	25.00	1,220.00
<b>Total for Step Ahead</b>							<b>\$ 1,220.00</b>	

**CHILDREN'S LEARNING CENTER**  
**AGENCY UPDATE/PROGRESS REPORT**  
May 2021

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 24 children enrolled  
18 out of 24 with special needs/dd (12 one-on-ones-6 full time 6 part time)

Our student that was gone for medical reasons is now back at CLC for the Summer Session.

○ **COMMUNITY EVENTS**

**Attended:**

**Current / Upcoming:**

June 18<sup>th</sup> – Annual Night Glow 5K Run/Walk

We have 21 T-Shirt sponsors for the event! Go to our Facebook page if you'd like to pre-register. All proceeds go to benefit our scholarship fund for our center and our students.

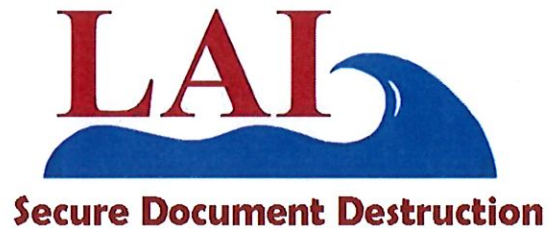
○ **GENERAL PROGRAM NEWS**

- Still looking for new providers (SLP, OT, PT, SI) to join First Steps.
- We were on the radio! 101.9 the Wave with Kevin Hilley and Mix 92.7 with Mike Clayton interviewed Adrienne regarding the 5K event.
- We are full for the Summer Session, but will be looking forward to adding some new kids to our program in the Fall when our older students go into Kindergarten. We are looking to add about 5 students for the new school year.

○ **FUNDRAISING/GRANTS**

- Susan and Adrienne will present to the Lake Ozark Rotary club on Friday morning, June 18<sup>th</sup>!
- We applied to the Green Foundation grant recently.
- We are very excited for our Night Glow 5K! We have over 80 people pre-registered!

# **LAI Monthly Report**



## Monthly Financial Reports

Lake Area Industries, Inc.

**MAY 31, 2021**



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

	May 31, 2021	May 31, 2020
<b>ASSETS</b>		
<b>Current Assets</b>		
Total Bank Accounts	590,156	483,696
Total Accounts Receivable	76,752	50,010
Other Current Assets		
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	25,516	25,218
Certificate of Deposit 12 mo mat 10/22/20- .65%	25,634	25,392
Certificate of Deposit 12 mo mat 3/18/22- .75%	100,000	
Certificate of Deposit 12 mo mat 3/27/21- .65%	25,799	25,632
Certificate of Deposit 12 mo mat 6/27/21- .65%	25,590	25,349
Community Foundation of the Ozarks Agency Partner Account	1,028	1,024
GIFTED GARDEN CASH	500	500
INVENTORY	8,048	4,454
PETTY CASH	150	136
Undeposited Funds	100	3,945
Total Other Current Assets	212,365	111,650
Total Current Assets	879,274	645,356
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	(759,523)	(760,895)
AUTO AND TRUCK	128,809	128,809
BUILDING	394,632	403,567
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	68,102	25,502
MACHINERY & EQUIPMENT	220,313	234,464
OFFICE EQUIPMENT	5,173	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	194,413	181,192
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	18,695	50,313
UTILITY DEPOSITS	554	554
Total Other Assets	19,249	50,867
<b>TOTAL ASSETS</b>	<b>1,092,936</b>	<b>877,415</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Total Accounts Payable	4,364	4,060
Total Credit Cards	1,531	1,497
Other Current Liabilities		
ACCRUED WAGES	7,360	0
AFLAC DEDUCTIONS PAYABLE	27	373
Gift Certificate Payable	85	25
Missouri Department of Revenue Payable	168	93
Payroll Protection Program Loan	0	107,900
Rock Sales @ 75%	0	191
SALES TAX PAYABLE	3,866	3,920
Trellis sales	110	90
United Way contributions payable	30	40
Total Other Current Liabilities	11,646	112,631
Total Current Liabilities	17,541	118,189
Total Liabilities	17,541	118,189
<b>Equity</b>		
Unrestricted Net Assets	949,103	653,811
Net Income	126,292	105,416
Total Equity	1,075,395	759,226
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,092,936</b>	<b>877,415</b>

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

	May 2021			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
<b>Income</b>						
CONTRACT PACKAGING	41,792	29,200	12,592	179,429	150,380	29,049
FOAM RECYCLING	226	500	(274)	425	2,500	(2,075)
GREENHOUSE SALES	22,257	24,750	(2,493)	53,423	46,750	6,673
SECURE DOCUMENT SHREDDING	7,336	3,333	4,003	21,391	16,667	4,724
<b>Total Income</b>	<b>72,247</b>	<b>57,783</b>	<b>14,463</b>	<b>255,303</b>	<b>216,297</b>	<b>39,007</b>
<b>Cost of Goods Sold</b>						
Cost of Goods Sold	998	3,250	(2,252)	12,169	16,250	(4,081)
GG PLANTS & SUPPLIES	7,764	8,192	(428)	29,723	30,589	(866)
SHIPPING AND DELIVERY	626	0	626	4,015	2,208	1,807
Textile Purchases	308		308	308	0	308
WAGES - TEMPORARY WORKERS	5,440	2,250	3,190	24,350	11,250	13,100
WAGES-EMPLOYEES	31,565	27,562	4,003	126,362	133,832	(7,470)
<b>Total Cost of Goods Sold</b>	<b>46,700</b>	<b>41,253</b>	<b>5,447</b>	<b>196,927</b>	<b>194,129</b>	<b>2,798</b>
<b>Gross Profit</b>	<b>25,547</b>	<b>16,530</b>	<b>9,016</b>	<b>58,376</b>	<b>22,167</b>	<b>36,209</b>
<b>Expenses</b>						
ACCTG. & AUDIT FEES	5,300	5,500	(200)	9,300	9,500	(200)
ALL OTHER EXPENSES	1,996	1,933	63	5,134	7,576	(2,442)
Bus Fare		196	(196)	833	979	(146)
CASH OVER/SHORT	(47)		(47)	(48)	0	(48)
EQUIP. PURCHASES & MAINTENANCE	2,639	4,156	(1,517)	17,057	21,073	(4,016)
INSURANCE	1,703	1,945	(242)	8,212	9,725	(1,513)
NON MANUFACTURING SUPPLIES	245	83	161	894	417	478
PAYROLL	16,582	18,424	(1,842)	80,600	90,301	(9,701)
PAYROLL EXP & BENEFITS	9,197	7,834	1,362	42,244	39,172	3,072
PROFESSIONAL SERVICES	1,821	1,474	347	7,929	7,369	560
SALES TAX			0	11	0	11
UTILITIES	1,003	1,098	(95)	8,469	8,269	200
<b>Total Expenses</b>	<b>40,438</b>	<b>42,643</b>	<b>(2,206)</b>	<b>180,634</b>	<b>194,381</b>	<b>(13,746)</b>
<b>Net Operating Income</b>	<b>(14,891)</b>	<b>(26,113)</b>	<b>11,222</b>	<b>(122,258)</b>	<b>(172,214)</b>	<b>49,955</b>
<b>Other Income</b>						
INTEREST INCOME	173	267	(94)	1,026	1,333	(308)
MISCELLANEOUS INCOME	2		2	6	0	6
OTHER CONTRIBUTIONS	756		756	13,132	0	13,132
SB-40 REVENUE	23,934	18,093	5,841	90,622	88,614	2,009
STATE AID	31,607	18,619	12,988	144,400	93,353	51,047
<b>Total Other Income</b>	<b>56,472</b>	<b>36,978</b>	<b>19,493</b>	<b>249,186</b>	<b>183,300</b>	<b>65,885</b>
<b>Other Expenses</b>						
ALLOCATION NON OPERATING EXPENSES			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>56,472</b>	<b>36,978</b>	<b>19,493</b>	<b>249,186</b>	<b>183,300</b>	<b>65,885</b>
<b>Net Income</b>	<b>41,580</b>	<b>10,865</b>	<b>30,715</b>	<b>126,927</b>	<b>11,086</b>	<b>115,841</b>



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

	May 2021	YTD
<b>Income</b>		
CONTRACT PACKAGING	41,792	179,429
FOAM RECYCLING	226	425
GREENHOUSE SALES	22,257	53,423
SECURE DOCUMENT SHREDDING	7,336	21,391
<b>Total Income</b>	<b>71,612</b>	<b>254,668</b>
<b>Cost of Goods Sold</b>		
Cost of Goods Sold	998	12,169
GG PLANTS & SUPPLIES	7,764	29,723
SHIPPING AND DELIVERY	626	4,015
Textile Purchases	308	308
WAGES - TEMPORARY WORKERS	5,440	24,350
WAGES-EMPLOYEES	31,565	126,362
<b>Total Cost of Goods Sold</b>	<b>46,700</b>	<b>196,927</b>
<b>Gross Profit</b>	<b>24,912</b>	<b>57,741</b>
<b>Expenses</b>		
ACCTG. & AUDIT FEES	5,300	9,300
ALL OTHER EXPENSES	1,996	5,134
Bus Fare		833
CASH OVER/SHORT	(47)	(48)
EQUIP. PURCHASES & MAINTENANCE	2,639	17,057
INSURANCE	1,703	8,212
NON MANUFACTURING SUPPLIES	245	894
PAYROLL	16,582	80,600
PAYROLL EXP & BENEFITS	9,197	42,244
PROFESSIONAL SERVICES	1,821	7,929
SALES TAX		11
UTILITIES	1,003	8,469
<b>Total Expenses</b>	<b>40,438</b>	<b>180,634</b>
<b>Net Operating Income</b>	<b>(15,526)</b>	<b>(122,893)</b>
<b>Other Income</b>		
INTEREST INCOME	173	1,026
MISCELLANEOUS INCOME	2	6
OTHER CONTRIBUTIONS	756	13,132
SB-40 REVENUE	23,934	90,622
STATE AID	31,607	144,400
<b>Total Other Income</b>	<b>56,472</b>	<b>249,186</b>
<b>Other Expenses</b>		
ALLOCATION NON OPERATING EXPENSES		0
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>56,472</b>	<b>249,186</b>
<b>Net Income</b>	<b>40,945</b>	<b>126,292</b>

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

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	126,292
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>ACCOUNTS RECEIVABLE</b>	3,092
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(127)
Certificate of Deposit 12 mo mat 10/22/20- .65%	(83)
Certificate of Deposit 12 mo mat 3/18/22- .75%	(100,000)
Certificate of Deposit 12 mo mat 3/27/21- .65%	(41)
Certificate of Deposit 12 mo mat 6/27/21- .65%	(41)
<b>INVENTORY:GG PLANT &amp; SUPPLIES INVEN</b>	0
<b>INVENTORY:RAW MATERIAL INVENTORY</b>	(1,895)
Accounts Payable	(1,298)
CBOLO CC - 5044 Natalie	(5,275)
CBOLO CC - 9051 Lillie	(113)
Sam's Club Mastercard- 2148	(22)
<b>AFLAC DEDUCTIONS PAYABLE</b>	(0)
Gift Certificate Payable	60
Missouri Department of Revenue Payable	76
<b>SALES TAX PAYABLE</b>	3,755
Trellis sales	70
United Way contributions payable	(150)
Wreaths payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(101,993)
Net cash provided by operating activities	24,299
<b>INVESTING ACTIVITIES</b>	
<b>CURRENT CAPITAL IMPROVEMENT</b>	(18,695)
Net cash provided by investing activities	(18,695)
Net cash increase for period	5,604
Cash at beginning of period	584,652
Cash at end of period	590,256

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
 May 2021

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	40,945
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	1,097
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(70)
Accounts Payable	(15,937)
CBOLO CC - 5044 Natalie	277
CBOLO CC - 9051 Lillie	56
Sam's Club Mastercard- 2148	(195)
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(90)
Missouri Department of Revenue Payable	61
SALES TAX PAYABLE	1,593
Trellis sales	110
United Way contributions payable	0
Wreaths payable	(20)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(13,119)
Net cash provided by operating activities	27,826
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(600)
Net cash provided by investing activities	(600)
Net cash increase for period	27,226
Cash at beginning of period	563,030
Cash at end of period	590,256

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
As of May 31, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 2,317	\$ 2,095	-\$ 47	\$ 0	\$ 0	\$ 4,364

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
As of May 31, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 68,488	\$ 6,905	\$ 1,421	-\$ 71	\$ 10	\$ 76,752

# Support Coordination Report

June 2021

# Client Caseloads

- Number of Caseloads as of June 30<sup>th</sup>, 2021: 322
- Budgeted Number of Caseloads: 330
- Pending Number of New Intakes: 9
- Medicaid Eligibility: 86.96%

## Caseload Counts

Cynthia Brown – 36  
Elizabeth Chambers - 31  
Stephanie Enoch – 28  
Teri Guttman - 29  
Micah Joseph – 38  
Jennifer Lyon – 34  
Christina Mitchell - 36  
Mary Petersen – 35  
Shelah Sinner – 24  
Patricia Strouse - 31

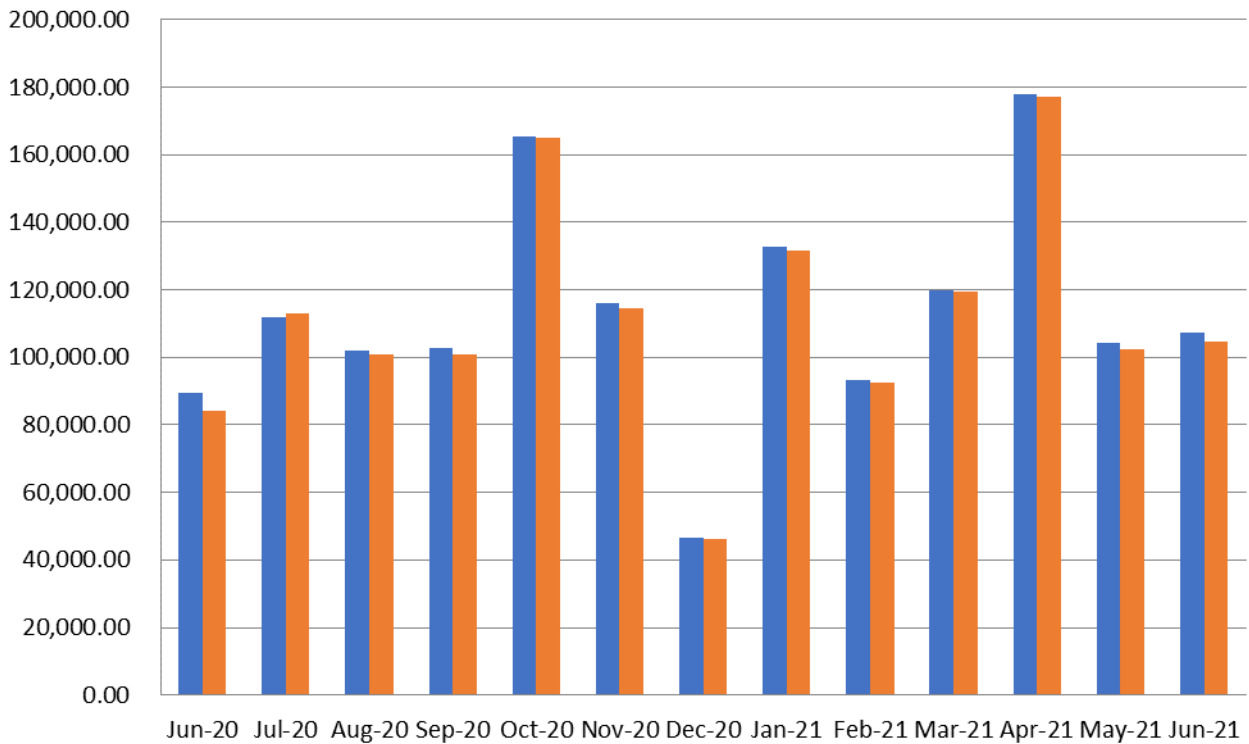
**The Employment Report is**  
**Being Reconfigured and**  
**Reformatted – Anticipated**  
**Completion is Expected by**  
**October 2021**

Agency Economic  
Report  
(Unaudited)

June 2021

## Medicaid Targeted Case Management Income

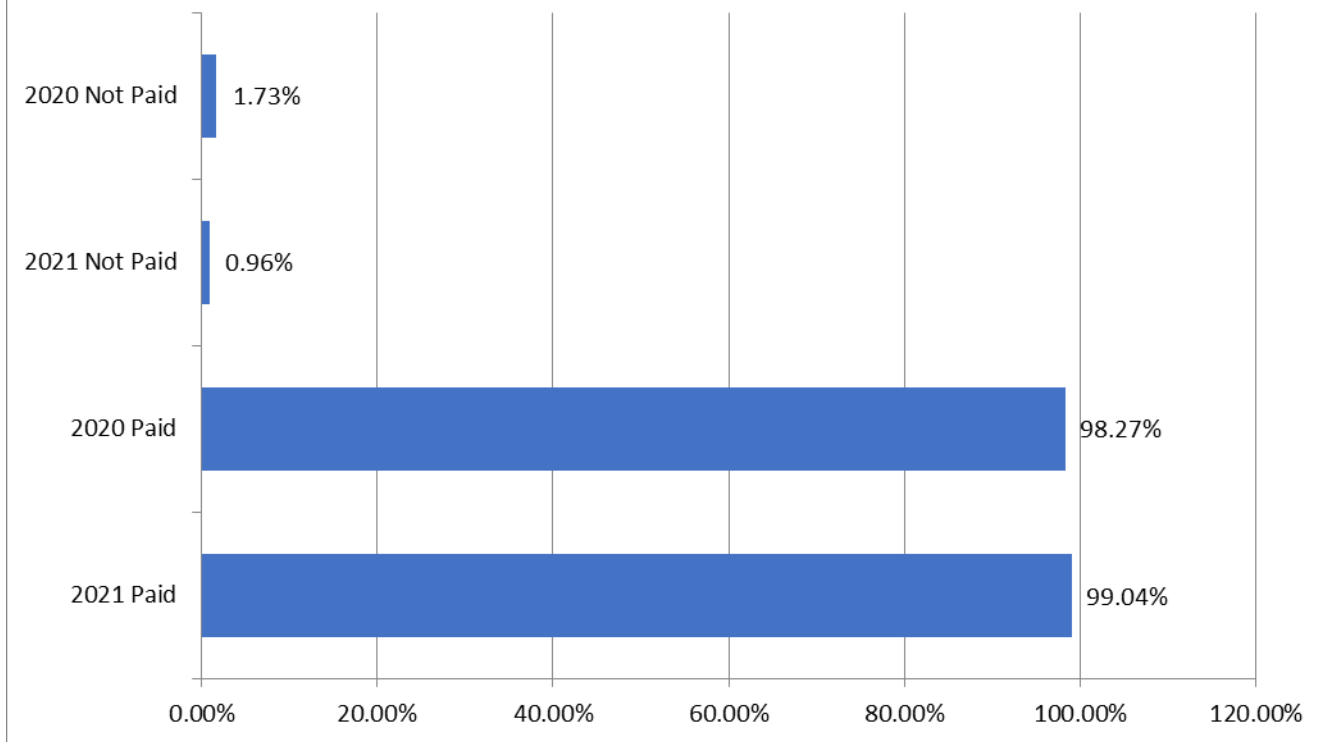
**TCM Billed vs TCM Payment Received**



	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Total Payable Billed	89,493.12	111,732.48	102,098.88	102,591.36	165,464.64	116,061.12	46,707.84	132,589.44	93,363.84	119,681.28	177,776.64	104,207.04	107,187.84
Total Payment Received	84,136.32	113,140.80	101,010.24	100,846.08	165,119.04	114,618.24	46,111.68	131,630.40	92,473.92	119,318.40	177,223.68	102,504.96	104,621.76



### 2021 vs 2020 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

June 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	5,060	7,015	(1,955)			0
4500 Services Income			0	121,980	117,970	4,010
<b>Total Income</b>	<b>5,060</b>	<b>7,015</b>	<b>(1,955)</b>	<b>121,980</b>	<b>117,970</b>	<b>4,010</b>
<b>Gross Profit</b>	<b>5,060</b>	<b>7,015</b>	<b>(1,955)</b>	<b>121,980</b>	<b>117,970</b>	<b>4,010</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	78,923	101,432	(22,509)
5100 Repairs & Maintenance			0	8	900	(892)
5500 Contracted Business Services			0	5,994	6,525	(531)
5600 Presentations/Public Meetings			0		147	(147)
5700 Office Expenses			0	1,967	4,445	(2,478)
5800 Other General & Administrative			0	3,120	770	2,350
5900 Utilities			0	(127)	900	(1,027)
6100 Insurance			0	1,587	1,900	(313)
6700 Partnership for Hope	2,801	4,110	(1,309)			0
6900 Direct Services	16,883	98,612	(81,729)			0
7100 Housing Programs	6,223	6,067	156			0
7200 Children's Programs	18,625	20,050	(1,425)			0
7300 Sheltered Employment Programs	18,299	25,650	(7,351)			0
7500 Community Employment Programs		50	(50)			0
7600 Community Resources		7,735	(7,735)			0
7900 Special/Additional Needs		4,934	(4,934)			0
<b>Total Expenses</b>	<b>62,830</b>	<b>167,208</b>	<b>(104,378)</b>	<b>91,473</b>	<b>117,019</b>	<b>(25,546)</b>
<b>Net Operating Income</b>	<b>(57,770)</b>	<b>(160,193)</b>	<b>102,423</b>	<b>30,507</b>	<b>951</b>	<b>29,556</b>
<b>Other Expenses</b>						
8500 Depreciation			0	4,615	3,475	1,140
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,615</b>	<b>3,475</b>	<b>1,140</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,615)</b>	<b>(3,475)</b>	<b>(1,140)</b>
<b>Net Income</b>	<b>(57,770)</b>	<b>(160,193)</b>	<b>102,423</b>	<b>25,892</b>	<b>(2,524)</b>	<b>28,416</b>

## Budget Variance Report

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

Total Expenses: In June, overall SB 40 Tax program expenses were lower than budgeted expectations. Housing programs were slightly higher than budgeted due to transitional/emergency housing assistance needed for a homeless client. It should be noted the OATS transportation invoices (codes 7300 & 7600) had not been received and/or recorded at the time the financial reports were generated, and DMH/DDD has not yet determined whether TCM allocation invoices (code 6900) will need to be sent out to agencies who have exceeded the TCM contract allocation formula. Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Services Program expenses are lower than budgeted in all categories except Other General & Administrative, which is due to legal counsel costs for reviewing specific policies, the Employee Manual, and specific employee issues/topics. Depreciation is also higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. Please note there are additional Services expenses/invoices that were not received/recorded at the time the financial reports were generated.

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

January - June, 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	992,552	964,222	28,330			0
<b>4500 Services Income</b>			0	840,997	763,261	77,736
<b>Total Income</b>	<b>992,552</b>	<b>964,222</b>	<b>28,330</b>	<b>840,997</b>	<b>763,261</b>	<b>77,736</b>
<b>Gross Profit</b>	<b>992,552</b>	<b>964,222</b>	<b>28,330</b>	<b>840,997</b>	<b>763,261</b>	<b>77,736</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	628,893	651,294	(22,401)
<b>5100 Repairs &amp; Maintenance</b>			0	3,289	5,400	(2,111)
<b>5500 Contracted Business Services</b>			0	42,303	43,954	(1,651)
<b>5600 Presentations/Public Meetings</b>			0	753	882	(129)
<b>5700 Office Expenses</b>			0	19,431	26,670	(7,239)
<b>5800 Other General &amp; Administrative</b>			0	20,269	18,147	2,122
<b>5900 Utilities</b>			0	3,822	5,400	(1,578)
<b>6100 Insurance</b>			0	9,522	11,400	(1,878)
<b>6700 Partnership for Hope</b>	17,604	24,660	(7,056)			0
<b>6900 Direct Services</b>	109,791	140,319	(30,528)			0
<b>7100 Housing Programs</b>	33,748	36,402	(2,654)			0
<b>7200 Children's Programs</b>	108,346	120,300	(11,954)			0
<b>7300 Sheltered Employment Programs</b>	121,998	153,900	(31,902)			0
<b>7500 Community Employment Programs</b>	61	300	(239)			0
<b>7600 Community Resources</b>	18,578	46,410	(27,832)			0
<b>7900 Special/Additional Needs</b>	3,789	29,339	(25,550)			0
<b>Total Expenses</b>	<b>413,915</b>	<b>551,630</b>	<b>(137,715)</b>	<b>728,282</b>	<b>763,147</b>	<b>(34,865)</b>
<b>Net Operating Income</b>	<b>578,637</b>	<b>412,592</b>	<b>166,045</b>	<b>112,715</b>	<b>114</b>	<b>112,601</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	27,550	20,850	6,700
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,550</b>	<b>20,850</b>	<b>6,700</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(27,550)</b>	<b>(20,850)</b>	<b>(6,700)</b>
<b>Net Income</b>	<b>578,637</b>	<b>412,592</b>	<b>166,045</b>	<b>85,165</b>	<b>(20,736)</b>	<b>105,901</b>

## Budget Variance Report

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

Total Expenses: As of June, overall YTD SB 40 Tax program expenses were lower than budgeted expectations. It should be noted the OATS transportation invoices (codes 7300 & 7600) for April and May had not been received and/or recorded at the time the financial reports were generated, and DMH/DDD has not yet determined whether TCM allocation invoices (code 6900) will need to be sent out to agencies who have exceeded the TCM contract allocation formula. Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Overall Services Program expenses are lower than budgeted expectations. YTD Other General & Administrative is higher than budgeted because the final invoice for the 2019 audit from Evers CPAs was not received and not paid until the audit was completed in the first quarter of 2021 (budgeted for December 2020). Depreciation is higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. Please note there are additional Services expenses/invoices that were not received/recorded at the time the financial reports were generated.

# Balance Sheet

As of June 30, 2021

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 SB 40 Tax Bank Accounts</b>		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	1,259,601	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>1,259,830</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		272,958
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>272,958</b>
<b>Total 1000 Bank Accounts</b>	<b>1,259,830</b>	<b>272,958</b>
<b>Total Bank Accounts</b>		
	<b>1,259,830</b>	<b>272,958</b>
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		104,622
1215 Non-Medicaid Direct Service		34,543
1220 Ancillary Services		6,575
<b>Total 1200 Services</b>	<b>0</b>	<b>145,739</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,054,744	
1315 Allowance for Doubtful Accounts	(19,183)	
<b>Total 1300 Property Taxes</b>	<b>1,035,561</b>	<b>0</b>
<b>Total Accounts Receivable</b>	<b>1,035,561</b>	<b>145,739</b>
<b>Other Current Assets</b>		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		73,039
1435 Net Pension Asset (Liability)		(28,174)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>44,865</b>
<b>1450 Prepaid Expenses</b>		
1455 Prepaid-Insurance	0	21,103
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>21,103</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>65,968</b>
<b>Total Current Assets</b>	<b>2,295,391</b>	<b>484,665</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		(172,584)
1526 Accumulated Depreciation - Keystone		(30,990)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		130,471
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(72,691)
1536 Acc Dep - Remodeling - Keystone		(13,987)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,225)
1540 Equipment		123,894
1545 Accumulated Depreciation - Equipment		(57,123)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>727,134</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>727,134</b>
<b>TOTAL ASSETS</b>	<b>2,295,391</b>	<b>1,211,799</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
1900 Accounts Payable	0	50
<b>Total Accounts Payable</b>	<b>0</b>	<b>50</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	34,543	
2008 Ancillary Services Payable	6,575	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	983,954	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	317
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,154
2065 FFCRA Federal W/H Tax Credit		14
2066 FFCRA Health Insurance Credit		0
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>2,485</b>
<b>2070 Payroll Clearing</b>		
2071 AFLAC Pre-tax W / H	0	1,146
2072 AFLAC Post-tax W / H	0	150
2073 Vision Insurance W / H	0	138
2074 Health Insurance W / H	0	30

2075 Dental Insurance W / H	0	(345)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>1,119</b>
2090 Deferred Inflows		9,065
2091 Computer Lease Liability		68,771
2092 Current Portion of Lease Payable		10,116
2093 Less Current Portion of Lease Payable		(10,116)
<b>Total 2000 Current Liabilities</b>	<b>1,025,072</b>	<b>79,283</b>
<b>Total Other Current Liabilities</b>	<b>1,025,072</b>	<b>79,283</b>
<b>Total Current Liabilities</b>	<b>1,025,072</b>	<b>79,333</b>
<b>Total Liabilities</b>	<b>1,025,072</b>	<b>79,333</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	250,000	
3010 Transportation	20,000	
3015 New Programs	0	
3030 Special Needs	42,000	
3035 Childrens Programs	42,000	
3040 Sheltered Workshop	131,606	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	163,974	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>649,580</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		62,974
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		70,574
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		727,134
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>1,060,682</b>
3900 Unrestricted Fund Balances	25,991	(22,492)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	30,410	(5,186)
<b>Net Income</b>	<b>578,637</b>	<b>85,165</b>
<b>Total Equity</b>	<b>1,284,617</b>	<b>1,118,169</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,309,689</b>	<b>1,197,502</b>

# Statement of Cash Flows

June 2021

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(57,770)	25,892
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(52,488)
1215 Services:Non-Medicaid Direct Service		(10,308)
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		2,651
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		249
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,909
1900 Accounts Payable	(13,503)	(5,532)
2007 Current Liabilities:Non-Medicaid Payable	10,308	
2008 Current Liabilities:Ancillary Services Payable	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		2,191
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		625
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		96
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		118
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(33)
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(3,196)</b>	<b>(58,064)</b>
<b>Net cash provided by operating activities</b>	<b>(60,965)</b>	<b>(32,172)</b>
<b>FINANCING ACTIVITIES</b>		
3599 Restricted Services Fund Balances:Other		(4,615)
3999 Clearing Account		4,615
<b>Net cash provided by financing activities</b>	<b>0</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(60,965)</b>	<b>(32,172)</b>
<b>Cash at beginning of period</b>	<b>1,320,795</b>	<b>305,129</b>
<b>Cash at end of period</b>	<b>1,259,830</b>	<b>272,958</b>

# Statement of Cash Flows

January - June, 2021

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	578,637	85,165
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(104,622)
1215 Services:Non-Medicaid Direct Service		2,238
1220 Services:Ancillary Services		(6,575)
1455 Prepaid Expenses:Prepaid-Insurance		2,391
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		5,389
1526 Fixed Assets:Accumulated Depreciation - Keystone		2,196
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		4,338
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		2,603
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		1,491
1545 Fixed Assets:Accumulated Depreciation - Equipment		8,278
1900 Accounts Payable	(13,479)	(6,190)
2007 Current Liabilities:Non-Medicaid Payable	(2,238)	
2008 Current Liabilities:Ancillary Services Payable	6,575	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		192
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(36)
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		14
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		729
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		120
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		139
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		2
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(4)
2091 Current Liabilities:Computer Lease Liability		3,256
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(9,142)</b>	<b>(84,052)</b>
<b>Net cash provided by operating activities</b>	<b>569,495</b>	<b>1,113</b>
<b>INVESTING ACTIVITIES</b>		
1531 Fixed Assets:Keystone Remodeling		(19,875)
1540 Fixed Assets:Equipment		(18,640)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(38,515)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	5,435	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(31,183)	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	42,000	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	42,000	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	39,365	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(4,107)	
3070 Restricted SB 40 Tax Fund Balances:TCM	118,064	
3501 Restricted Services Fund Balances:Operational		27,004
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(14,059)
3599 Restricted Services Fund Balances:Other		14,221



<b>3900 Unrestricted Fund Balances</b>	(217,209)	(12,945)
<b>3999 Clearing Account</b>		(14,221)
<b>Net cash provided by financing activities</b>	<b>(5,635)</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>563,860</b>	<b>(37,402)</b>
<b>Cash at beginning of period</b>	695,970	310,359
<b>Cash at end of period</b>	<b>1,259,830</b>	<b>272,958</b>

## Check Detail - SB 40 Tax Account

June 2021

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
06/04/2021	Bill Payment (Check)	5974	Camden County Senate Bill 40 Board	(6,575.00)
06/11/2021	Bill Payment (Check)	5975	Childrens Learning Center	(14,976.22)
06/11/2021	Bill Payment (Check)	5976	Lake Area Industries	(18,298.91)
06/11/2021	Bill Payment (Check)	5977	Our Saviors Lighthouse Child & Family Development Center	(3,648.54)
06/17/2021	Bill Payment (Check)	5978	Bankcard Center	(464.59)
06/17/2021	Bill Payment (Check)	5980	Kyle LaBrue	(875.00)
06/17/2021	Bill Payment (Check)	5981	OATS, Inc.	(12,216.70)
06/17/2021	Bill Payment (Check)	5979	Camdenton Apartments dba Lauren's Place	(309.00)
06/21/2021	Bill Payment (Check)	5982	Revelation Construction & Development, LLC	(822.00)
06/21/2021	Bill Payment (Check)	5983	Revelation Construction & Development, LLC	(378.00)
06/21/2021	Bill Payment (Check)	5984	Revelation Construction & Development, LLC	(922.00)
06/21/2021	Bill Payment (Check)	5985	Revelation Construction & Development, LLC	(838.00)
06/21/2021	Bill Payment (Check)	5986	Revelation Construction & Development, LLC	(822.00)
06/21/2021	Bill Payment (Check)	5987	Revelation Construction & Development, LLC	(50.00)
06/21/2021	Bill Payment (Check)	5988	Revelation Construction & Development, LLC	(210.00)
06/21/2021	Bill Payment (Check)	5989	Revelation Construction & Development, LLC	(974.00)
06/24/2021	Bill Payment (Check)	5990	DMH Local Tax Matching Fund	(2,800.66)
06/24/2021	Bill Payment (Check)	5991	Quail's Nest Resorts, Inc.	(845.10)

## Check Detail - Services Account

June 2021

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
06/03/2021	Bill Payment (Check)	2984	Connie L Baker	(82.70)
06/03/2021	Bill Payment (Check)	2985	Direct Service Works	(995.00)
06/03/2021	Bill Payment (Check)	2986	Eddie L Thomas	(50.00)
06/03/2021	Bill Payment (Check)	2987	Elizabeth L Chambers	(173.53)
06/03/2021	Bill Payment (Check)	2988	FP Mailing Solutions	(102.00)
06/03/2021	Bill Payment (Check)	2989	Happy Maids Cleaning Services LLC	(100.00)
06/03/2021	Bill Payment (Check)	2990	Jeanna K Booth	(63.63)
06/03/2021	Bill Payment (Check)	2991	Jennifer Lyon	(91.09)
06/03/2021	Bill Payment (Check)	2992	Linda Simms	(219.50)
06/03/2021	Bill Payment (Check)	2993	Lori Cornwell	(61.45)

06/03/2021	Bill Payment (Check)	2994	Mary P Petersen	(160.66)
06/03/2021	Bill Payment (Check)	2995	Micah J Joseph	(106.81)
06/03/2021	Bill Payment (Check)	2996	Patricia L. Strouse	(88.59)
06/03/2021	Bill Payment (Check)	2997	Rachel K Baskerville	(50.00)
06/03/2021	Bill Payment (Check)	2998	Ryan Johnson	(50.00)
06/03/2021	Bill Payment (Check)	2999	Shelah M Sinner	(54.36)
06/03/2021	Bill Payment (Check)	3000	Teri Guttman	(116.61)
06/04/2021	Bill Payment (Check)	3001	Aflac	(780.41)
06/04/2021	Bill Payment (Check)	3002	Camden County PWSD #2	(53.58)
06/04/2021	Bill Payment (Check)	3003	LaClede Electric Cooperative	(408.43)
06/04/2021	Bill Payment (Check)	3004	Staples Advantage	(146.13)
06/04/2021	Bill Payment (Check)	3005	VERIZON	(210.45)
06/08/2021	Bill Payment (Check)	3006	Ameren Missouri	(151.29)
06/08/2021	Bill Payment (Check)	3007	AT&T	(93.50)
06/08/2021	Bill Payment (Check)	3008	Charter Business / Spectrum	(594.87)
06/08/2021	Bill Payment (Check)	3009	Christina R. Mitchell	(138.16)
06/08/2021	Bill Payment (Check)	3010	Cynthia Brown	(112.13)
06/08/2021	Bill Payment (Check)	3011	Office Business Equipment	0.00
06/08/2021	Bill Payment (Check)	3012	Stephanie E Enoch	(98.67)
06/08/2021	Bill Payment (Check)	3013	SUMNERONE	(2,236.00)
06/11/2021	Expense	153876	Connie L Baker	(1,242.84)
06/11/2021	Expense	153877	Rachel K Baskerville	(1,332.00)
06/11/2021	Expense	153878	Jeanna K Booth	(1,581.78)
06/11/2021	Expense	153879	Cynthia Brown	(1,313.61)
06/11/2021	Expense	153880	Elizabeth L Chambers	(1,113.28)
06/11/2021	Expense	153881	Lori Cornwell	(1,525.10)
06/11/2021	Expense	153882	Stephanie E Enoch	(1,306.52)
06/11/2021	Expense	153883	Teri Guttman	(1,343.20)
06/11/2021	Expense	153884	Ryan Johnson	(1,656.53)
06/11/2021	Expense	153885	Micah J Joseph	(1,527.74)
06/11/2021	Expense	153886	Jennifer Lyon	(1,293.11)
06/11/2021	Expense	153887	Christina R. Mitchell	(1,158.72)
06/11/2021	Expense	153888	Mary P Petersen	(1,252.76)
06/11/2021	Expense	153889	Shelah M Sinner	(1,021.85)
06/11/2021	Expense	153890	Patricia L. Strouse	(1,195.81)
06/11/2021	Expense	153891	Eddie L Thomas	(2,762.71)
06/11/2021	Expense	153892	Marcie L. Vansyoc	(923.88)
06/11/2021	Expense	153893	Nicole M Whittle	(1,694.11)
06/11/2021	Bill Payment (Check)	3014	All American Termite & Pest Control	(100.00)
06/11/2021	Bill Payment (Check)	3015	Central Mo Newspapers, Inc	(383.45)
06/11/2021	Bill Payment (Check)	3016	Happy Maids Cleaning Services LLC	(50.00)
06/11/2021	Bill Payment (Check)	3017	Linda Simms	(1,498.77)
06/11/2021	Bill Payment (Check)	3018	Office Business Equipment	(189.79)
06/11/2021	Bill Payment (Check)	3019	Staples Advantage	(134.99)
06/11/2021	Expense	06/11/2021	Internal Revenue Service	(7,314.04)
06/17/2021	Bill Payment (Check)	3020	Bankcard Center	(986.63)
06/17/2021	Bill Payment (Check)	3021	Bryan Cave Leighton Paisner LLP	(2,920.00)
06/17/2021	Bill Payment (Check)	3022	City Of Camdenton	(69.32)
06/17/2021	Bill Payment (Check)	3023	Ezard's, Inc.	(1,342.90)
06/17/2021	Bill Payment (Check)	3024	Lake Area Industries	(50.00)

06/24/2021	Bill Payment (Check)	3025	All Seasons Services	(895.00)
06/24/2021	Bill Payment (Check)	3026	AT&T	(128.40)
06/24/2021	Bill Payment (Check)	3027	The Cincinnati Insurance Company	(893.00)
06/25/2021	Expense	153895	Connie L Baker	(1,297.02)
06/25/2021	Expense	153896	Rachel K Baskerville	(1,332.00)
06/25/2021	Expense	153897	Jeanna K Booth	(1,581.78)
06/25/2021	Expense	153898	Cynthia Brown	(1,470.89)
06/25/2021	Expense	153899	Elizabeth L Chambers	(1,098.71)
06/25/2021	Expense	153900	Lori Cornwell	(1,525.11)
06/25/2021	Expense	153901	Stephanie E Enoch	(1,306.52)
06/25/2021	Expense	153902	Teri Guttman	(1,397.23)
06/25/2021	Expense	153903	Ryan Johnson	(1,656.53)
06/25/2021	Expense	153904	Micah J Joseph	(1,513.95)
06/25/2021	Expense	153905	Jennifer Lyon	(1,293.11)
06/25/2021	Expense	153906	Christina R. Mitchell	(1,158.72)
06/25/2021	Expense	153907	Mary P Petersen	(1,241.18)
06/25/2021	Expense	153908	Shelah M Sinner	(1,109.48)
06/25/2021	Expense	153909	Patricia L. Strouse	(1,195.81)
06/25/2021	Expense	153910	Eddie L Thomas	(2,762.72)
06/25/2021	Expense	153911	Nicole M Whittle	(1,694.11)
06/25/2021	Bill Payment (Check)	3028	Delta Dental of Missouri	(635.58)
06/25/2021	Bill Payment (Check)	3029	Happy Maids Cleaning Services LLC	(100.00)
06/25/2021	Bill Payment (Check)	3030	Linda Simms	(1,705.70)
06/25/2021	Bill Payment (Check)	3031	Nicole M Whittle	(50.00)
06/25/2021	Bill Payment (Check)	3032	Principal Life Insurance Company	(299.52)
06/25/2021	Bill Payment (Check)	3033	Refills Ink	(119.98)
06/25/2021	Bill Payment (Check)	3034	Summit Natural Gas of Missouri, Inc.	(20.35)
06/25/2021	Bill Payment (Check)	3035	SUMNERONE	(1,696.92)
06/25/2021	Expense	06/25/2021	Internal Revenue Service	(7,122.61)
06/30/2021	Expense	June 2021	Lagers	(5,512.57)

**May 2021**  
**Credit Card Statement**



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9588		05/28/21	06/22/21	\$43.92

BR BRCB X003 YY \* 019068

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

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

000918

000439201464020140580949462064

BR \* BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9588		05/28/21	06/22/21	10,000.00	8,535.98

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			PURCHASES	1,448.72	
00/0000/00			MISCELLANEOUS DEBITS	2.50	
00/0000/00			PAYMENTS	-522.73	
05/26	05/26	75397351146021146260014	CHECK PAYMENT	-522.73	
* * * * *					
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					
*****7348		CONNIE BAKER	=====	846.07	
00/0000/00			PURCHASES	846.07	
05/11	05/10	75265861130694804030096	M AND R ELECTRONICS CAMDENTON MO	4.29	X
05/12	05/11	02305371132000485101509	USPS PO 2812420020 CAMDENTON MO	28.00	X
05/12	05/11	05436841132400050769366	WM SUPERCENTER #89 CAMDENTON MO	37.07	X
05/12	05/11	55432861131200150547144	IN *HANDYMAN SOLUTIONS 573-6352708 MO	464.59	X
05/14	05/13	15270211133002509095857	Subway 10905 CAMDENTON MO	20.97	X
05/14	05/13	55483821134400004423232	WAL-MART #0089 CAMDENTON MO	158.76	X
05/19	05/18	05436841139400052049596	WM SUPERCENTER #89 CAMDENTON MO	31.64	X
05/19	05/18	15270211138314363675855	Subway 10905 CAMDENTON MO	26.96	X
05/26	05/25	05436841146400054047656	WM SUPERCENTER #89 CAMDENTON MO	73.79	X
*****3322		LINDA SIMMS	=====	369.25	
00/0000/00			PURCHASES	369.25	
05/04	05/03	55432861123200755561847	VISTAPR*VistaPrint.com 866-8936743 MA	26.99	X
05/06	05/05	55432861125200454368286	Amazon.com*T36V00AT3 Amzn.com/bill WA	23.71	X
05/12	05/11	02305371132000485100857	USPS PO 2860360829 OSAGE BEACH MO	7.00	X
05/18	05/17	25140521138000012000061	VERNON PUBLISHING, I ELDON MO	59.70	X

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			12.14%	PREVIOUS BALANCE	522.73
PURCHASES	1,263.73	1.0125%	12.15%	PURCHASES	1,451.22
				CASH ADVANCES	0.00
				CREDITS	0.00
				PAYMENTS	-522.73
				OTHER CHARGES	0.00
CASH ADVANCES	0.00	1.4292%	17.15%	FINANCE CHARGE	12.80
				NEW BALANCE	= 1,464.02

CURRENT PAYMENT DUE: 43.92	* PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 43.92
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POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
05/18	05/17	55547531137286933600149	LACLEDE COUNTY RECORD	4175329131 MO	112.50
05/20	05/19	05436841139300178751366	GERBES #0119	CAMDENTON MO	31.33
05/28	05/28	05123481148000401910092	AVAS FLOWERS	877-638-3303 DE	108.02
*****9314			EDDIE THOMAS		
00/0000/00			PURCHASES		233.40
05/05	05/04	55432861124200055768752	INT*QuickBooks Online	800-446-8848 CA	150.00
05/17	05/14	85383901134000002815245	WWW.DOODLE.COM	ZURICH UN	83.40
00/0000/00			MISCELLANEOUS DEBITS		2.50
05/17	05/14	85383901134000002815245	FOREIGN TRANSACTION FEE		2.50
					235.90



# Connie's Card

ethernet adapter  
(Jennifer's)

M AND R ELECTRONICS  
814 N BUSINESS RT 5  
CAMDENTON, MO 65020  
(573) 346-7575

## SALE

MID: 0643 Store: 0001 Term: 0002  
REF#: 00000001  
Batch #: 004 RRN: 113015400022  
05/10/21 10:06:38

CASH S Trans ID: 0510MCBISLFA  
APPR CODE: 01841C  
CAMDE: MASTERCARD  
Cust.: \*\*\*\*\*7348

Chip  
\*\*/\*\*

AMOUNT

**\$4.29**

10:06

APPROVED

999

Mastercard  
CHAR: AID: A0000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

CUSTOMER COPY

Total Sale 4.29

Charge: MASTERCARD

**4.29**

Signature \_\_\_\_\_

All RETURNS must be made within 7 DAYS!  
Only unopened & unused items may be  
returned for cash refund or credit.  
Thank You !





Connie's Card

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

05/11/2021 04:22 PM

Product Qty Unit Price

First-Class Mail® 1 \$0.55  
Letter

Richland, MO 65556  
Weight: 0 lb 0.60 oz  
Estimated Delivery Date  
Fri 05/14/2021

Certified Mail® \$3.60

Tracking #: 70190160000078145113

Return Receipt \$2.85

Tracking #: 9590 9402 2987 7094 6156 24

Total \$7.00

First-Class Mail® 1 \$0.55  
Letter

Camdenton, MO 65020  
Weight: 0 lb 0.60 oz  
Estimated Delivery Date  
Fri 05/14/2021

Certified Mail® \$3.60

Tracking #: 70190160000078145106

Return Receipt \$2.85

Tracking #: 9590 9402 2987 7094 6156 31

Total \$7.00

First-Class Mail® 1 \$0.55  
Letter

Stoutland, MO 65567  
Weight: 0 lb 0.60 oz  
Estimated Delivery Date  
Fri 05/14/2021

Certified Mail® \$3.60

Tracking #: 70190160000078145090

Return Receipt \$2.85

Tracking #: 9590 9402 2987 7094 6156 48

Total \$7.00

First-Class Mail® 1 \$0.55  
Letter

Linn Creek, MO 65052  
Weight: 0 lb 0.60 oz  
Estimated Delivery Date  
Fri 05/14/2021

Certified Mail® \$3.60

Tracking #: 70190160000078145083

Return Receipt \$2.85

Tracking #: 9590 9402 2987 7094 6156 55

Total \$7.00

Grand Total: \$28.00

Credit Card Remitted \$28.00

Card Name: MasterCard  
Account #: XXXXXXXXXX7348  
Approval #: 01860C  
Transaction #: 198  
AID: A0000000041010  
AL: Mastercard  
PIN: Not Required

Chip

7019 0160 0000 7814 5106

7019 0160 0000 7814 5113

7019 0160 0000 7814 5083

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

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Camdenton, MO 65020

**OFFICIAL USE**

Certified Mail Fee \$3.60

Extra Services & Fees (check box, add fee as appropriate) \$2.85

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$7.00

0020 03  
MAY 11 2021  
Postmark Here

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

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Richland, MO 65556

**OFFICIAL USE**

Certified Mail Fee \$3.60

Extra Services & Fees (check box, add fee as appropriate) \$2.85

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$7.00

0020 03  
MAY 11 2021  
Postmark Here

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

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Linn Creek, MO 65052

**OFFICIAL USE**

Certified Mail Fee \$3.60

Extra Services & Fees (check box, add fee as appropriate) \$2.85

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$7.00

0020 03  
MAY 11 2021  
Postmark Here

# Connie's Card

Give us feedback @ [survey.walmart.com](mailto:survey.walmart.com)  
Thank you! ID #:7QC1VQZ12S

## Walmart

573-346-3588 Mgr:PAUL  
94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 004851	TE# 02	TR# 04777	
SM HCM MLK	007092047671	F	5.43	0
VAN CREAMER	007874204336	F	3.78	0
CAM VAN HZLN	001066830700	F	12.94	0
GV DONUT 48	007874206603	F	14.92	0
	SUBTOTAL		37.07	
	TOTAL		37.07	
	MCARD TEND		37.07	

→ Coffee

Mastercard  
\*\*\*\* \* 7348 1 1

APPROVAL # 03801C  
REF # 1042000314  
AID A0000000041010  
AAC CBAC7098386EF17D  
TERMINAL # SC010374

05/11/21 08:11:46  
CHANGE DUE 0.00  
# ITEMS SOLD 4

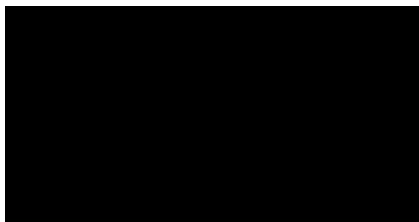
TC# 1768 8161 7495 7139 8919



05/11/21 08:12:02  
\*\*\*CUSTOMER COPY\*\*\*



113 Jaycee Drive, Suite 108  
Jefferson City, MO 65109



Pd 5-11-21  
Connie's Card

Date	Invoice #
5/11/2021	8552

Bill To
Camden County DDR 100 Third St., PO Box 722 Camdenton, MO 65020

Project Location

P.O. No.	Terms	Due Date
N/A	Due on Receipt	5/11/2021

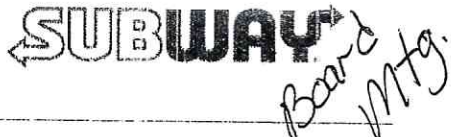
Item	Description	Balance
Invoice	<p>Evaluation and diagnosis was performed as follows:</p> <ul style="list-style-type: none"> <li>- Arrived onsite and found the lift motor with dead batteries and non-functioning</li> <li>- Tested the charger and found it to be operating properly</li> <li>- Plugged in the charger to the lift motor for a few minutes and then tested to see if it had any functionality</li> <li>- The lift motor raised a few inches, draining the small charge that had accumulated</li> <li>- Plugged it in to charge for the one hour minimum recommended by the manufacturer</li> <li>- The lift motor then showed a green light and operated properly</li> <li>- Removed the lift motor from the track and opened the housing</li> <li>- Disconnected both batteries and tested them for proper charge and load, with everything showing to be in working order</li> <li>- Re-connected the batteries and closed the housing</li> <li>- Reinstalled the lift motor back into the track</li> <li>- Further tested the lift motor by running it through full cycles (all the way up and down) 6 - 7 times with it operating properly throughout</li> <li>- Discussed all findings with the caregiver on hand at the home as  was not available</li> <li>- Explained to the caregiver that the lift motor must stay turned on when charging and that it does not function while plugged in</li> </ul>	464.59

Phone #	E-mail	Web Site
(573) 635-2708	office@handymansolutions.org	www.handymansolutions.org

<p>Hard work and uncompromising honesty and integrity have been the keys to our success. If at anytime within one year after the completion of our services should you find a workmanship problem, adjustment issue or anything that you are not satisfied with - contact us immediately. We will promptly respond to the issue and do our best to make the situation right with you.</p>	Balance Due
	\$464.59



# Connie's Card



Subway#10905-0 Phone 573-346-1677  
 American Center, 772 E US Hwy 54 Ste 1  
 CAMDENTON, Missouri, 65020  
 Served by: 112 5/13/2021 3:41:43 pm  
 Term ID-Trans# 1/A-315464

Qty	Size	Item	Price
1	12"	Veggie Delite Sub	5.99
1	12"	Ham Sub	7.99
1	12"	Cold Cut Combo Sub	6.99

Sub Total 20.97  
 Tax Exemptioncamden co senate bill140 boa  
 General Sales Tax 0.00  
 Total (Eat In) 20.97  
 Credit Card 20.97  
 Change 0.00

Approval No: 08696C  
 Reference No: 61SK001620938458047  
 Card Issuer: MasterCard  
 Account No: \*\*\*\*\*7348  
 Acquired: ICC  
 Amount: \$20.97  
 Application: Mastercard  
 AID: A0000000041010  
 MID: 527021002276915  
 TID: 75482540  
 Date/Time: 05/13/2021 15:40:58  
 APPROVED

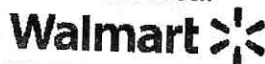
CUSTOMER COPY

Host Order ID: 6356209384779109

Lettuce know how we did today at  
 global.subway.com and we'll send  
 you a sweet offer.

re-ceipt powered by mobility

Give us feedback @ survey.walmart.com  
 Thank you! ID #:7QC256Z5SN



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

ST# 00089 OP# 003954 TE# 03 TR# 09299  
 GV 4FT DL T8 007874235705 42.88 0  
 4FT T8/T12 007874227695 42.88 0  
 MULTIPACK 002840015443 F Chips 7.18 0  
 COOKIES 007874200406 F 1.98 0  
 CC CKIES 007874235405 F 1.98 0  
 CBR DELI SUB 022495760598 F 5.98 0  
 ZS DPCH 2L 007800003536 F 1.82 0  
 SPRITE 004900005017 F 1.82 0  
 ARIZONA TEA 061300871979 F 2.98 0  
 PEPSI 2 LT 001200000230 F 1.78 0  
 BEVERAGE 007800003552 F 1.82 0  
 SNAPPLE 007618364356 F 1.98 0  
 GE 7 2 SURGE 003087840482 21.84 0  
 GE 7 2 SURGE 003087840482 21.84 0  
 SUBTOTAL 158.76

lights  
 Board mtg  
 Retirement  
 Party  
 Liz  
 Shelah

VOIDED BANKCARD TRANSACTION  
 TERMINAL # SC010910

TRANSACTION NOT COMPLETE  
 05/13/21 16:10:07

TOTAL 158.76  
 MCARD TEND 158.76  
 \*\*\*\* \* 7348 F

ACCOUNT #  
 APPROVAL # 00606C  
 REF # 113300442323  
 PAYMENT SERVICE - A  
 TERMINAL # SC010910  
 05/13/21 16:10:55  
 CHANGE DUE 0.00  
 # ITEMS SOLD 14

TC# 2612 5061 0264 6298 7148 4



05/13/21 16:11:06  
 \*\*\*\*\*

MARCIIE'S CAKE

**Gerbes** FRESH FOR EVERYONE™  
Super Markets

1159 HS EAST 54  
(573) 346-3433  
Your cashier was DENISE

1/2 MARBLE SHEET 29.99 B  
Plus Customer 4265

TAX 1.34

31.33

\*\*\* SEE ABOVE \*\*\*

CAMDENON MO 67020

Mastercard Purchase

\*\*\*\*\*3322\*-E

REF#: 0378 TOTAL: 31.33

AID: A00000041010

TC: 6F200E 0750007E

MO MCDONALD 31.33

CHIPS 0.00

TOTAL NUMBER OF ITEMS SOLD = 1

05/29/21 09 42am 119 3 55 110

At your request Gerbes is donating to  
CHILDREN'S SEARCHING CENTER

\*\*\*\*\*

Remaining Apr Fuel Points: 240

\*\*\*\*\*

Fuel Points Earned Today: 30

Total May Fuel Points: 103

Amount of Savings \$134.86

Shop early Today!

Thanks for your order #8308354

AvasFlowers <doesnotreply@avasflowers.com>

Thu 5/27/2021 2:09 PM

To: Linda Simms <linda@ccddr.org>

Found This E-mail In Spam? Please Mark as Not Spam to stay Up To Date with Your Order.

Click [HERE](#) for Customer Support

### Delivery Details

Deliver To:



Estimated Delivery Window:  
Sun, 05/30/2021

Deliveries may need to be rescheduled based on availability, weather, recipient contact, or other factors outside of our control.



COST WAS MORE DUE  
TO SUNDAY DELIVERY  
ON HOLIDAY WEEKEND

### Order Summary

Billing Address

Linda Simms  
PO BOX 122

CAMDENTON MO 65020

Order Confirmation #:  
8308354

Order date:  
05/27/2021 3:09PM

Paid With:  
Credit Card

Click [HERE](#) for Customer Support

### Your Order

Product(s)	Quantity	Price
------------	----------	-------

#### **Lavender Sympathy Vase - SMALL**

Please Note: We will do our best to make sure your arrangement is crafted with the same design concept, but flowers are subject to quality and freshness standards. Some flowers may be substituted with the freshest blooms locally available. Vases and containers may also vary, but talented designers will always take the utmost care to craft a beautiful arrangement.

Product - SVLV-X

1 \$64.99

SEE PAGE 2  
FOR TOTAL

**Sympathy Card - Sympathy Card**  
Product - GC-X

1 \$4.99

---

	Subtotal	\$69.98
MANAGE MY ORDER	Delivery	\$9.99
	Service Fee	\$19.99
	Tax	\$8.07
	<b>Total</b>	<b>\$108.02</b>

---

**How was your checkout? Fill out this small survey for exclusive discounts.**

**How May We Help You?**  
Click one of the following options

- CUSTOMER SUPPORT PAGE
- BILLING QUESTIONS
- UNSUBSCRIBE FROM EMAILS
- CHANGE MY ORDER
- MY ORDER WAS DUPLICATED
- FAQ'S & HISTORY
- WHERE'S MY STUFF?
- CANCEL MY ORDER
- POLICIES
- PRODUCT ISSUE
- RUSH ORDER ISSUE
- HOLIDAY FLOWER DELIVERY
- SUBSTITUTION POLICY
- DELIVERY POLICY
- CANCELLATION POLICY
- SATISFACTION COMMITMENT, RETURNS AND REFUNDS POLICY
- COVID-19 DELIVERY & SUBSTITUTION INFORMATION





**Fw: We received your QuickBooks subscription payment!**

Ed Thomas <director@ccddr.org>

Tue 5/4/2021 11:23 AM

To: Linda Simms <linda@ccddr.org>; Marcie Vansyoc <marcie@ccddr.org>

---

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

**Sent:** Tuesday, May 4, 2021 9:03 AM

**To:** Ed Thomas <director@ccddr.org>

**Subject:** We received your QuickBooks subscription payment!



## Payment success

Edmond J Thomas, thank you  
for your payment.

**Invoice number:**

1000197545933

**Invoice date:** 05/04/2021

**Total:** \$150.00

**Payment method:** MASTER  
ending in 9314

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

[View billing history](#)

## Account details

**Billed to:**

Camden County Developmental  
Disability Resources

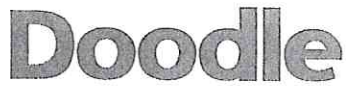
**Company ID ending:**

0995

**Items on this invoice:**

QuickBooks Online Advanced





Doodle AG  
Werdstrasse 21

8004 Zurich, Switzerland  
<https://doodle.com>  
<https://doodle.com/help/contact-form>

Credit Suisse AG, CH-8070 Zurich  
Clearing Nr. 4835  
CHF IBAN CH27 0483 5266 5337 0100 0  
EUR IBAN CH90 0483 5266 5337 0200 0  
USD IBAN CH63 0483 5266 5337 0200 1  
BIC CRESCHZZ80A

**BILLED TO**  
Camden County Developmental  
Disability Resources  
P.O. Box 722  
Camdenton, 65020  
United States  
director@ccddr.org

## INVOICE

Invoice # DDL-29188524168404  
Invoice Date May 14, 2021  
Invoice Amount \$83.40 (USD)  
Customer ID 1380570492348933  
Payment Terms Due Upon Receipt  
**PAID**

**SUBSCRIPTION**  
ID 16CW2GSXOJhgg1Htn  
Billing Period May 14, 2021 to May 14, 2022

DESCRIPTION	UNITS	UNIT PRICE	AMOUNT (USD)
Pro	1	\$83.40	\$83.40
		<b>Total</b>	<b>\$83.40</b>
		Payments	<b>(\$83.40)</b>
		<b>Amount Due (USD)</b>	<b>\$0.00</b>

### PAYMENTS

\$83.40 was paid on 14 May, 2021 15:18 CEST by MasterCard card ending 9314.

### NOTES

Please include your Subscription ID as reference for the bank transfer.

*Code 5567  
Services / TCW*

Resolutions 2021-18,  
2021-19, 2021-20,  
& 2021-21



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2021-18***

**APPROVAL OF AMENDED COVID-19 PLAN**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend the agency's COVID-19 Plan.
2. That the Board hereby amends and adopts the agency's COVID-19 Plan (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2021-18



# Camden County Developmental Disability Resources

## **COVID-19 Plan**

(Revised 11/12/2020, 07/08/2021)

# **Exposure Prevention, Preparedness, and Response**

Camden County Developmental Disability Resources (CCDDR) takes the health and safety of our clients and employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, CCDDR must remain vigilant in mitigating the outbreak. CCDDR provides Targeted Case Management (TCM) services, which many have deemed “essential” during this declared emergency. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate. CCDDR has also identified a team of employees to monitor the related guidance that the U.S. Center for Disease Control and Prevention (CDC), Missouri Division of Developmental Disabilities (DDD), Missouri Department of Health and Senior Services (DHSS), Camden County Health Department, and other local, state, or federal agencies continue to make available. This Plan is based on information available at the time of its development and is subject to change based on further information provided. CCDDR may also amend this Plan based on operational needs.

## **Responsibilities of Managers and Supervisors**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

## **Responsibilities of Employees**

CCDDR is asking every one of its employees to help with prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, CCDDR has instituted various housekeeping, social distancing, and other best practices. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they test positive for COVID-19, are experiencing signs or symptoms of COVID-19, or have been exposed to a person who has tested positive for COVID-19 as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact CCDDR’s Human Resource Officer or CCDDR’s Executive Director.

The following control and preventative guidance have been implemented to help prevent and reduce the risk of exposure to COVID-19:

- Frequently wash hands with soap and water for at least 20 seconds - when soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes
- Avoid close contact with people who are sick
- Maintain social distancing (at least 6 feet apart from other people)
- Wear a facemask/cloth face covering if needing to be around other people
- The use of nitrile, latex, vinyl, or other similar gloves is encouraged if practical and possible

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If employees develop any of these symptoms, they are to call their supervisor and **DO NOT GO INTO ANY CCDDR OFFICE OR PHYSICALLY CONTACT ANYONE AS RELATED TO THEIR CCDDR DUTIES**. We also recommend employees contact their healthcare providers right away. Likewise, if employees come into close contact with someone showing these symptoms, call your supervisor, and we recommend you call your healthcare provider right away.

### **Fully Vaccinated Employees**

Fully vaccinated employees are no longer required to wear a facemask/cloth face covering or maintain social distance (at least six (6) feet between the employee and other individuals) while working in CCDDR offices and at the Keystone facility, except as otherwise may be required by this Plan. When conducting CCDDR business outside of the CCDDR offices and Keystone facility, employees will follow the guidance provided by the CDC, DDD, DHSS, and/or federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance. In general, employees are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine

Fully vaccinated employees must provide proof of vaccination to CCDDR’s Human Resource Officer; otherwise, an employee will be considered not fully vaccinated (see below).

### **Not Fully Vaccinated Employees**

If an employee does not meet the conditions identified in the Fully Vaccinated Employees section above, the employee is **not** fully vaccinated. Until an employee is fully vaccinated, the employee needs to keep taking all precautions as articulated in this Plan, including maintaining social distance (at least six (6) feet) when possible and wearing a facemask/cloth face covering, until fully vaccinated. Please note that according to CDC Guidance, an employee who has a condition or is taking medications that weaken the immune system should talk to the employee’s healthcare provider to discuss the employee’s activities, as those employees may need to keep taking all precautions to prevent COVID-19.

### **Protective Measures & Precautions**

CCDDR has instituted the following protective measures and precautions at its offices and applicable portions of buildings, and in the performance of employee job functions and work-related activities.

1. Support Coordination services shall be conducted in accordance with guidance and/or directives issued by the DDD.

2. Employees, Board members, and visitors are required to self-monitor their personal health daily for COVID-19 symptoms. Employees shall not report to work, or shall promptly leave work, if they feel they are experiencing COVID-19 symptoms.
3. Management will monitor employees, Board members, and on-site visitors who enter any CCDDR building or CCDDR event/meeting beyond the lobby area or event/meeting entry area for symptoms of COVID-19. Any employee, contractor, Board member, or visitor in any CCDDR office or building showing any symptom of COVID-19 will be asked to leave. Employees sent home for having any symptom of COVID-19 should contact CCDDR's Human Resource Officer or Executive Director for any questions regarding available leave and steps that must be taken before returning to work.
4. CCDDR offices and applicable portions of buildings shall remain open to the public, but access will be limited to lobbies and/or other designated areas. CCDDR may close its offices to the public or restrict employee entry should circumstances warrant. The general rule of thumb for restricting access to offices and buildings, excluding portions of buildings leased to third parties, shall be based on the testing positivity rate associated with COVID-19 testing in Camden County and other pertinent factors. If data is insufficient or unavailable, CCDDR will make decisions based on best practices, available industry standards/recommendations, and management's best judgement. Additional employee entry restrictions will be evaluated based on the circumstances, including restricting employee entry to designated personnel only.
5. CCDDR's cleaning service will be cleaning and disinfecting the office lobbies and bathroom areas (accessible by the public) on a regular basis. Additional cleaning and disinfecting may be required periodically and when warranted as well. The cleaning service will be required to utilize appropriate PPE and to disinfect all appropriate surfaces (doorknobs, counter tops, etc.). Designated personnel will disinfect kitchen, break, and common use areas on a regular basis.
6. All communications with visitors to the offices shall be done through the communication port through the security glass or in the lobby areas. In the event that there is no one in the offices to receive phone calls, office phones will be forwarded to designated personnel, and the office door lock will be initiated remotely if no one is working at the front desks. Designated personnel will take messages and notify the appropriate staff member for whom the call was intended. Employees should use their cell phone's feature and mechanism to conceal their cell phone numbers on the receiver's end when returning calls.
7. Contractors may be allowed to enter restricted areas, which are considered to be beyond the lobby areas and point of entry to employee designated work areas, offices, and workstations, only if necessary and required to perform their duties. Contractors entering restricted areas will be required to wear facemasks/cloth coverings and gloves. Areas where the contractors worked shall be cleaned and disinfected after departure by CCDDR's cleaning service or designated personnel. Please contact the Executive Director if there is any uncertainty about contractors entering restricted areas.
8. Employee and Board meetings may be held by telephone or video conferencing, if possible. If employee and Board meetings are conducted in-person, attendance will be collected verbally or visually, if possible. Employees and Board members should avoid physical contact with others and should direct others to maintain personal space to at least six (6) feet, where possible. During any in-person Board meeting, all attendees will be encouraged to wear facemasks/cloth face coverings and maintain social distance. Employees who are not fully vaccinated must wear facemasks/cloth coverings and maintain social distance (personal space at least (6) feet) while at in-person employee and Board meetings.
9. Facemasks/cloth face coverings will be encouraged at in-person meetings where six (6) foot distancing cannot be consistently maintained or other circumstances exist making facemask/cloth face covering use essential. Employees who are not fully vaccinated must wear facemasks/cloth coverings while attending in-person meetings.
10. Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time.
11. Employees should limit the use of coworkers' equipment or other tools. To the extent equipment or other tools must be shared, employees should clean and disinfect equipment or other tools before and



after use. When cleaning and disinfecting equipment and other tools, consult manufacturing recommendations for proper cleaning techniques and restrictions.

12. All employees will be encouraged to use facemasks/cloth face coverings in high traffic areas, public/common areas (including restrooms), hallways, moving about the office, when with clients, and wherever it is not possible to maintain six (6) feet of social distance. Employees who are not fully vaccinated must wear facemasks/cloth coverings in high traffic areas, public/common areas (including restrooms), hallways, moving about the office, when with clients, and wherever it is not possible to maintain six (6) feet of social distance. Facemasks/cloth face coverings may be further required should circumstances warrant.
13. All employees may be required to wear facemasks/cloth coverings if attending work-related events, meetings, or activities not sponsored by CCDDR. Employees who are not fully vaccinated must wear facemasks/cloth coverings if attending work-related events, meetings, or activities not sponsored by CCDDR. CCDDR may restrict/prohibit employees from attending these work-related events, meetings, or activities should circumstances warrant.
14. Employees may work remotely, when possible, practical, and approved by their supervisor. **DO NOT BRING CHILDREN INTO THE WORKPLACE.** If possible, employees should use the employee-only entrance when entering and exiting the Camdenton office. CCDDR may implement staggered shifts for employee entry into and use of its offices and applicable portions of buildings if circumstances warrant.
15. Employees are encouraged to minimize ride sharing while performing CCDDR-related duties. While in vehicles, employees should ensure adequate ventilation and may be required to wear a facemask/cloth face covering when travelling with others.
16. Employees should sanitize their work areas upon arrival, throughout the workday, and upon departure.
17. Employees should sanitize their hands before starting and after completing their workday. Employees should also sanitize their hands periodically throughout the workday, whenever warranted and appropriate.
18. In-person contact with clients not established or defined in DDD guidance or directives for conducting Support Coordination duties (including, but not limited to, transporting clients) must be approved by the TCM Supervisor or Executive Director. Approval will be reserved to **EMERGENCY CIRCUMSTANCES ONLY**. If clients indicate they may be sick, please have them contact the appropriate health care professional(s), provider(s), caregiver(s), or EMS. Employees may assist them remotely in contacting the appropriate providers/caregivers or EMS.

## **Exposure Situations**

### **Employee Exhibits COVID-19 Symptoms**

If an employee exhibits COVID-19 symptoms, the employee must leave the workplace immediately if at work when the employee first experiences symptoms or stay at home if the employee first experiences symptoms outside of the workplace.

An employee experiencing COVID-19 symptoms may work remotely (if possible) and may return to work when:

- At least 10 days have passed since the onset of symptoms;
- At least 24 hours have passed with no fever without the use of fever-reducing medication; and
- Other symptoms of COVID-19 are improving (the loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Employees may be required to be tested and/or provide CCDDR with appropriate documentation from their medical provider before returning to the office. If an employee receives a negative COVID-19 diagnostic test

and wishes to return to work before 10 days have passed since the onset of symptoms, the employee must provide CCDDR with appropriate documentation regarding negative test results.

### **Employee Tests Positive for COVID-19**

An employee who tests positive for COVID-19 will be directed to stay at home and work remotely, if possible. Employees who test positive and are directed to care for themselves at home may return to work when:

- At least 10 days have passed since the employee’s positive test;
- At least 24 hours have passed since last fever without the use of fever-reducing medications; and
- CCDDR is provided appropriate documentation from the medical provider confirming it has been at least 10 days since the employee’s positive test

If an employee has tested positive, CCDDR will conduct an investigation to identify co-workers and work-related third parties who may have been in close contact with the confirmed-positive employee in the prior two (2) days and may direct those employees who were in close contact with the confirmed-positive employee to work remotely for 14 days from the last date of close contact with that employee and monitor their symptoms. If applicable, CCDDR will also notify any contractors, vendors/suppliers, visitors, or clients/client families who may have been in close contact with the confirmed-positive employee.

The Centers for Disease Prevention and Control (“CDC”) have stated that some individuals who test positive for COVID-19 may remain infectious longer than 10 days. Specifically, the CDC has advised that those who test positive for COVID-19 and: (1) who experience more severe illness and symptoms; or (2) who are severely immunocompromised, may be contagious for longer than those who tested positive for COVID-19 but experience mild symptoms and/or who are not immunocompromised.

Employees who test positive for COVID-19 and who: (1) experience severe COVID-19 symptoms; or (2) have a medical condition that renders them severely immunocompromised, should contact CCDDR’s Human Resource Officer or Executive Director to discuss safely returning to work and potential accommodations that may be available to them.

Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care provider. CCDDR must be provided the appropriate documentation from the medical care provider before returning to work.

### **Potential Exposure: Employee Has Close Contact with an Individual Who Tested Positive for COVID-19**

Any employee who learns that he or she may have come into close contact with an individual who has tested positive for COVID-19 (a “Potential Exposure”) must alert a manager or supervisor. Employees who have a Potential Exposure (co-worker or otherwise) will be directed to work remotely, if possible. Employees who have a Potential Exposure are directed to monitor their symptoms at home and may return to work when:

- If the employee does not undergo a diagnostic test, then:
  - At least 10 days have passed since the Potential Exposure; and
  - The employee has not developed any symptoms consistent with COVID-19.
- If an employee does undergo a diagnostic test, then:
  - The employee takes the diagnostic test no sooner than 5 days after the Potential Exposure;
  - The employee receives a negative test result;
  - At least 7 days have passed since the employee’s Potential Exposure; and

- The employee has not developed any symptoms consistent with COVID-19.

Employees with a Potential Exposure must continue to monitor their symptoms for 14 days after the Potential Exposure, regardless of whether or not the employee received a negative test result. If an employee develops symptoms and/or tests positive after a Potential Exposure, then the isolation procedures applicable to those with symptoms and/or who test positive will apply to that employee. An employee must immediately report any symptoms her or she experiences after a Potential Exposure to Human Resources. Additionally, employees with a Potential Exposure must continue to adhere to social distancing and mask protocols for 14 days after the Potential Exposure.

Close contact is defined by the CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more in a 24-hour period starting from 2 days before illness onset (or, for asymptomatic people, 2 days prior to the positive specimen collection) until the time the infected person meets the criteria for discontinuing home isolation. The CDC provides the following examples of “close contacts”:

- You provided care at home to someone who is sick with COVID-19;
- You had direct physical contact with someone who is sick with COVID-19 (hugged or kissed them);
- You shared eating or drinking utensils with someone who is sick with COVID-19; or
- Someone who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

Employees may refer to applicable CCDDR FMLA, Paid-Time-Off, or other Leave of Absence Policies if unable to work remotely.

### **Confidentiality/Privacy**

Except for circumstances in which CCDDR is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. CCDDR reserves the right to inform other employees an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. CCDDR also reserves the right to inform contractors, vendors/suppliers, visitors, or clients/client families an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

This COVID-19 Plan shall remain in full effect until rescinded or revised by the CCDDR Board of Directors. However, should the CDC or any other local, state, or federal regulatory entity issue revised guidance or recommendations regarding COVID-19, the Executive Director may revise this Plan, and any such revisions will take immediate effect until the Board is able to take action to formally modify and adopt any changes in this Plan at its next regularly scheduled Board meeting.



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-19**

**APPROVAL OF AMENDED POLICY #11**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #11, Agency Governance Review.
2. That the Board hereby amends and adopts Policy #11 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2021-19



Policy Number: 11 Effective: September 18, 2017 Revised: August 13, 2020, July 8, 2021
Subject: Agency Governance Review

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy to periodically review its procedures, policies, plans, manuals, job descriptions, Bylaws, and program guidelines to ensure compliance with Federal, State, and local law and to ensure current best practices are being recognized by the agency.

**POLICY:**

CCDDR’s Administrative Team shall review procedures, policies, plans, manuals, handbooks, job descriptions, and program guidelines on an annual basis and review issues arising in the agency’s operations periodically as needed. The core members of the Administrative Team shall be the Executive Director, Targeted Case Management Supervisors, Compliance Manager, and Accounting Manager. The Board Chairperson, other Board members, and other staff may also be included in meetings, discussions, and strategies.

New policies, plans, manuals, handbooks, job descriptions, and program guidelines must be discussed by and approved through Resolution of CCDDR’s Board of Directors at a Board meeting. Revisions to policies, plans, manuals, handbooks, and the Executive Director’s job description must also be discussed by and approved through Resolution of CCDDR’s Board of Directors at a Board meeting; however, new or revisions to agency procedures; revisions to all other previously Board-approved job descriptions, and revisions to previously Board-approved program guidelines can be approved and enacted by the Executive Director as deemed necessary so long as those revisions do not conflict or violate any Bylaws provision, policy, plan, manual, handbook, regulation, or law. The CCDDR Board of Directors may rescind or revise any procedure, policy, plan, manual, handbook, job description, or program guideline through discussion and approval of a Resolution at a Board meeting.

CCDDR’s Board of Directors shall appoint Board members to the Agency Governance Committee each calendar year. This Committee shall be primarily charged with reviewing the agency Bylaws with the intent of ensuring the Bylaws remain in compliance with Federal, State, and local law and current best practices are being recognized. The Agency Governance Committee may also review, discuss, and make recommendations for changes to other Board governance materials.

The Executive Director shall review the Bylaws on an ongoing basis and determine if changes are necessary. Any Board member or the Executive Director may request a meeting of the Committee in the event any Board member or the Executive Director feels changes are needed. The Agency Governance Committee will then review the recommended changes and determine if the revisions are necessary. If deemed necessary by the Committee, the Bylaws revisions will be presented at a regularly scheduled Board meeting for review and discussion (aka “First Reading”). Any changes to the Bylaws may then be approved through a Resolution during the next or a separate regularly scheduled Board meeting (aka “Second Reading”).

**REFERENCES:**

- CARF Standards Manual
- Robert’s Rules of Order



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2021-20***

**APPROVAL OF AMENDED POLICY #14**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #14, Board Governance.
2. That the Board hereby amends and adopts Policy #14 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Attachment “A” to Resolution  
2021-20



Policy Number:  
14  
Effective: May 1, 2008  
Revised: April 19, 2010  
October 16, 2017, January 22, 2018,  
February 25, 2019, July 8, 2021

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Subject: Board Governance

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have sound governance policies in order for the Board of Directors to effectively manage the operations of the Board and in order for the agency to accomplish its stated mission.

**POLICY:**

Board members shall have the following basic legal duties:

- A duty of care
- A duty of loyalty
- A duty of obedience

This policy complements, but does not replace, the Board’s current operating Bylaws.

CCDDR is established as a political subdivision under the laws of Missouri, statute 205.968-205.972. The CCDDR Board of Directors is established as the authority to operate CCDDR in accordance with the above statute, Bylaws, and Board policies.

CCDDR business will be conducted in accordance with the laws of the state of Missouri, Bylaws of the agency, Board policies, and generally accepted business practices that will accomplish the CCDDR mission.

I. Authority of Board of Directors

Each member of the CCDDR Board is legally and morally responsible for all activities of CCDDR. All members of the Board share in a joint and collective authority which exists and can only be exercised when the group is in session.

II. Board Member Commitment

Serving as a Board member of CCDDR involves a very special commitment. To meet that commitment, Board members are expected to:

- Ensure adherence to CCDDR’s mission and ethics statements
- Attend and actively participate in all of the Board’s meetings
- When absent from a meeting, review minutes and results of the missed meeting

- Do their homework to be prepared to participate fully in Board and committee meetings
- Act only with the full Board, not individually unless authorized to do so by the full Board
- Speak for the full Board only when the full Board sanctions he/she in doing so

### III. Board Delegation of Policy Interpretation to Staff and Public

The Board delegates to the Executive Director responsibility for policy interpretation to the staff and public and for rule making, issuance of procedural directives, and guides not specifically covered or detailed in the Board policies. Such interpretations, rules, and directives have the force of Board regulations unless and until superseded by the Board action.

### IV. Board Member Rights

CCDDR Board members are granted certain specific rights. All Board members have the right to:

- Receive notice of Board meetings and the agenda
- Attend and participate in Board meetings
- Examine CCDDR's books, records, meeting minutes, financial statements, and contracts
- Place items on the Board meeting agenda at the appropriate time

### V. Duty of Board Members not to Compete

A Board member may not use his/her position on the CCDDR Board to prevent CCDDR from competing with the Board business. It is expected that Board members, even after they complete Board service, will not use trade secrets, client lists, or other confidential information acquired by virtue of being a member of the Board.

### VI. Legal Obligations of Board Members

CCDDR Board members are both responsible and liable for CCDDR. The CCDDR Board and the law require every Board member to follow the rule of the reasonably prudent person and the principle of good faith.

The rule of the reasonably prudent person means that the Board will not:

- Mismanage CCDDR in a manner deviating from fundamental management principles, such as planning carefully for the future of CCDDR or its clients, regularly reviewing the financial status of CCDDR, and monitoring compliance with Board policies
- Fail to govern by utilizing all control systems available to CCDDR
- Be involved in self-promotion that provides personal gain to Board members

The principle of good faith means that Board members will:

- Attend all Board and committee meetings to be a part of Board actions
- Read and understand CCDDR's policies and Bylaws
- Pay attention to organizational affairs and keep informed about organization activities
- Ensure that CCDDR is in compliance with legal requirements
- Avoid self-promotion
- Base decisions on and act in the best interest of the agency and the individuals served by the agency
- Maintain boundaries with all persons served, their families, and stakeholders

CCDDR Board members will not:

- Be critical, in or outside of the Board meeting, of other Board members or their opinions
- Use CCDDR or any part of CCDDR for any personal advantage or the personal advantage of friends or relatives
- Discuss confidential proceedings or closed session proceedings of the Board outside the Board meeting
- Promise prior to a meeting how they will vote on any issue in the meeting
- Interfere with duties of the Executive Director and staff or undermine the Executive Director's authority
- Authorize any action or transaction on behalf of the Board of Directors in any procurement of services or execution of any legal document, legal agreement, contractual agreement, use of property, or other similar action or transaction without being authorized to do so by the Board of Directors
- Sign as a witness on any legal documents pertaining to persons served, their families, or stakeholders, except if acting within the capacity of the legally designated representative, primary relative, and/or legal guardian for a specific individual

## VII. Board Member Composition

The composition of the Board of Directors shall adhere to state statutes in terms of the following:

1. At least two members of the Board shall be related within the third degree to a person with a developmental disability.
2. At least seven Board members must be residents of Camden County Missouri
3. The total number of Board members shall be nine.
4. All Board members shall be appointed by the Camden County Commission to serve three year terms.

## VIII. Board Member Selection Process

When there is a vacancy within the Board, the Board shall determine if there is a need to form a Nominating Committee or charge the Executive Director to conduct a search for potential Board members. The Nominating Committee or Executive Director shall be

responsible for recommending no more than three candidates to fill the vacancy, which will be submitted to the full Board for review and discussion. Upon finalizing review and discussion by the full Board, the candidates' names shall be submitted for consideration to the Camden County Commission for appointment to the Board.

To be most effective in ensuring the right candidates are considered, the selection criteria shall consider the composition of the current Board, the current Board members qualities, and the needs of CCDDR as an organization. In addition to the consideration of the statutory requirements, some basic qualities the Nominating Committee or Executive Director may consider in evaluating potential Board members include the candidates':

- Overall interest and enthusiasm in serving on the Board and in improving the lives of Camden County citizens with developmental disabilities
- Level of integrity
- Prior education/work experience within the field of developmental disabilities
- Teamwork skills
- Geographic area of residence within the county
- Ability to think toward the future
- Time availability
- Ability to attend Board meetings

The nominating committee shall analyze these qualities along with those of the current Board and consider how the prospective members and current members will work together. The committee may also consider how the prospective members will influence the existing CCDDR Board dynamics.

The ongoing evaluation process of the CCDDR Board and its processes, as well as the annual Board member process, may also influence the selection criteria.

When suitable candidates have been identified, the Nominating Committee or Executive Director shall initiate discussions with them to gauge their interest and provide answers to any questions or concerns. If requested by candidates, the Nominating Committee or Executive Director shall provide candidates with information about the Board and the organization, including: the organization's annual report, promotional brochures, a summary of the organization's services; a summary of the Board's current strategic plan; etc.

The list of candidates shall then be presented to the full CCDDR Board, who shall approve the list of candidates and identify the candidates the Board would like to have appointed. The Board may identify a top candidate or list the candidates in preferential order. Once the list of candidates is approved by the Board, the list of candidates shall be provided to the Camden County Commission, who may choose a candidate from the list to fill the current vacancy and who shall appoint a replacement to the CCDDR Board.

## IX. New Board Member Orientation

Once the candidate has been appointed to the Board by the Camden County Commission, the Board Chairperson and Executive Director will welcome the new member to the Board and ensure that the new member receives proper orientation to his/her new roles. Information shall be provided to each new Board member at the start of his or her service. This information will assist the new Board member with becoming familiar with CCDDR and its operations, the functions of the CCDDR Board, and the expectations of each Board member. Throughout the term, the information serves as a useful reference tool for CCDDR Board members.

To assure its effectiveness, the information shall be reviewed with all new CCDDR Board members. The information shall be kept up to date as CCDDR policies change or are introduced. The information shall include materials, reference links, and/or access to the following:

- CCDDR's current mission statement
- A brief history of CCDDR
- A description of CCDDR's structure and operations, including meeting dates and job descriptions
- A copy of the CCDDR Bylaws
- A Board Member Job Description
- All operational policies of CCDDR
- CCDDR's current strategic plan
- Financial information, including the current CCDDR budget, most-recent audit, investments, insurance and funding information
- A list of common acronyms used within field
- A description of the Board's committees and their terms of reference
- The names and contact information of each CCDDR Board member

All new Board members shall review/sign the following forms upon their initial appointment and annually thereafter:

- HIPAA Confidentiality Agreement
- Code Of Ethical Conduct Agreement
- Code of Ethics Statement
- Conflict of Interest Statement
- Social Media Policy Acknowledgement
- Board Member Job Description
- Corporate Compliance Acknowledgement
- Ethical Conduct and Values Statement
- Gift Disclosure Form
- Internet Bank and Financial Access Agreement
- Principles of Teamwork Acknowledgement
- Any other agreements, acknowledgements, or statements adopted or enacted hereafter

Staff members of CCDDR may lead tours of the CCDDR facility as well as the facilities of contracted agencies for new Board members. This will help new Board members to become familiarized with the programs and services both funded and provided by the Board.

In addition, the CCDDR Board Chairperson or a Board committee chairperson may also organize a committee orientation presentation. This can include describing each CCDDR committee and its purpose, reviewing each committee's work plans or assignments, and becoming familiar with each committee's terms of reference.

At the completion of the CCDDR Board orientation process, new Board members may be encouraged to provide feedback and recommendations on the orientation process. This will help strengthen the process for the future. The CCDDR Board Chairperson may also periodically involve the new Board member in one-on-one reviews of the members' progress following the orientation.

X. Board Education & Development

Periodically, CCDDR may provide certain Board development activities for all current Board members to enable them to more effectively accomplish their responsibilities as Board members. Such ongoing Board development activities provide Board members with the appropriate knowledge required to be effective decision makers. Board development activities can also help motivate the Board members in their positions. CCDDR may provide Board training & education activities during regular Board meetings, special meetings, or retreats. These orientation sessions can be in the form of presentations, group discussions, or information-sharing meetings. The Board Chairperson can lead a discussion with the new Board members of the organization's values and services. During the discussion, the Chairperson can refer to the Board's work plan and how it relates to the organization's strategies. The content and need for such Board training and education activities shall be determined on an as-needed basis by the Board.

XI. Annual Board Self Assessments

The CCDDR Board of Directors shall complete annual self assessments of the Board as a whole, as well as self assessments of their individual performance as CCDDR Board members. The self assessments shall be used to provide input as to needed Board development activities and orientation activities.

XII. Implementation of Board Governance Materials

The Executive Director shall develop proposed policies, manuals, handbooks, plans, job descriptions, or other Board governance materials at the request of the Board and may also propose new or revisions to policies, manuals, handbooks, plans, job descriptions, or other Board governance materials if the Executive Director feels they are necessary. New policies, plans, manuals, handbooks, job descriptions, and program guidelines must be discussed by and approved through Resolution of CCDDR's Board of Directors at a Board meeting.

Revisions to policies, plans, manuals, handbooks, and the Executive Director's job description must also be discussed by and approved through Resolution of CCDDR's Board of Directors at a Board meeting; however, new or revisions to agency procedures; revisions to all other previously Board-approved job descriptions, and revisions to previously Board-approved program guidelines can be approved and enacted by the Executive Director as deemed necessary so long as those revisions do not conflict or violate any Bylaws provision, policy, plan, manual, regulation, or law. The CCDDR Board of Directors may rescind or revise any procedure, policy, plan, manual, job description, or program guideline through discussion and approval of a Resolution at a Board meeting.

On an annual basis, the Executive Director and Administrative Team shall review all policies, manuals, handbooks, plans, job descriptions, or other Board governance materials and may make recommendations for modifications as needed. The Executive Director shall enact agency procedures as appropriate and within the guidelines of policies, manuals, handbooks, plans, job descriptions, Bylaws, or other Board governance materials.

### XIII. Exit Process

Board members may resign their position with the Board at any time by submitting a Letter of Resignation to the CCDDR Board Chairperson. The Letter of Resignation shall provide the circumstances with regard to the Board member's resignation and the effective date of the resignation. Board members may be reappointed for additional three-year terms by the Camden County Commission, should the Commission approve the reappointment. If an appointment or re-appointment has not been confirmed by the Camden County Commission on the term expiration date of any Board member position, the Board member position shall be considered vacant until an appointment or re-appointment is made. If a vacancy or vacancies exist, a quorum of the Board shall then be considered a majority of the confirmed appointed positions remaining.

### **REFERENCES:**

- Sections 205.968-205.972 RSMo
- CARF Standards Manual, Section 1J
- CCDDR Bylaws





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2021-21***

**APPROVAL OF AMENDED POLICY #35**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #35, CCDDR Social Media Policy.
2. That the Board hereby amends and adopts Policy #35 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2021-21



Policy Number:  
35  
Effective: September 15, 2014  
Revised: October 16, 2017, July 8, 2021

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Subject: Social Media Policy

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy to implement sound social media management practices that allow for information distribution, information gathering, communications, program/service/support promotion, and all related activities. All social media management practices of the Board shall comply with applicable state and federal laws.

**POLICY:**

In the rapidly expanding world of electronic communication, “social media” can mean many things. As used in this policy, “social media” includes all means of communicating or posting information or content of any sort on the Internet, whether through Facebook, Twitter, You Tube, or similar site, and it includes employees’ or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, as well as any other form of electronic communication.

CCDDR understands social media can be a fun and rewarding way to share an employee’s life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about use of social media, CCDDR has established these rules and guidelines for appropriate use of social media.

Rules for Work-Related Use of Social Media

If employees are authorized to engage in social media use on behalf of CCDDR, the employees must follow all of the same guidelines set out below for personal use of social media. Employees must also comply with any additional instructions they may receive regarding such work-related use.

Remember, when employees engage in social media use on behalf of CCDDR as part of their jobs, they are speaking for CCDDR. Therefore, all such communication must be solely for the benefit of CCDDR, and the content of such communication is subject to approval at all times.

## Guidelines for the Personal Use of Social Media

Ultimately, employees are solely responsible for what they post online in their personal use of social media. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any conduct adversely affecting employees' job performance, the performance of fellow employees, or otherwise adversely affects the Board of Directors, clients, vendors, people who work on behalf of CCDDR, or CCDDR's legitimate business interests may result in disciplinary action, up to and including termination.

### Know and Follow these Guidelines

Carefully read these guidelines as well as other CCDDR policies, and ensure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action, up to and including termination.

### Be Respectful

Always be fair and courteous to fellow employees, clients, vendors, other stakeholders, or people who work on behalf of CCDDR. Also, keep in mind employees are more likely to resolve work-related complaints by speaking directly with co-workers or using CCDDR's internal complaint procedures rather than by posting complaints to a social media outlet. Nevertheless, if employees decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage our clients, employees, other stakeholders, or vendors; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, national origin, religion, age, disability, sexual orientation, or any other status protected by law or CCDDR policy.

### Be Honest and Accurate

Employees are to always be honest and accurate when posting information or news, and if employees make a mistake, employees need to correct it quickly. Be open about any previous posts that have been altered. Remember the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors known to be false about CCDDR, the Board of Directors, fellow employees, clients, vendors, other stakeholders, or other people working on behalf of CCDDR.

### Post Only Appropriate and Respectful Content

Maintain the confidentiality of CCDDR's trade secrets and private or confidential information such as internal reports, financial policies or procedures, client information, or other internal business-related confidential communications.

Express only personal opinions. Employees shall never represent themselves as a spokesperson for CCDDR unless authorized to do so by the Executive Director. If CCDDR is a subject of the content being created, employees are to be clear and open about the fact they are employees and make it clear that their views do not necessarily represent those of CCDDR, the Board of Directors, fellow employees, clients, vendors, other stakeholders, or people working on behalf of CCDDR. If employees publish a blog or post online related to the work being performed or subjects associated with CCDDR, they are to make it clear they are not speaking on behalf of CCDDR. It is best to include a disclaimer, such as “The postings on this site are my own and do not necessarily reflect the views of CCDDR.”

#### Personal Use of Social Media at Work

Personal use of social media while at work or while on working time is not permitted. Do not use CCDDR’s email addresses to register on social networks or other sites for personal use.

#### Media Contacts

Employees should not speak to the media on CCDDR’s behalf unless authorized to do so by the Executive Director. All media inquiries should be directed to them.

#### Retaliation Is Prohibited

CCDDR prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

#### For More Information

If employees or other stakeholders should have questions or need further guidance, please contact the Executive Director.

#### **REFERENCES:**

- CARF Standards Manual