



June 10th, 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 June 10th, 2021, at 5:00 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=m61ee73c9f30a71a8260b28336b30d0c8>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 182 904 7432
Meeting Password: 76792968

Call to Order/Roll Call

Approval of Agenda

Introduction of New Board Member, Elizabeth Perkins

Approval of Open Session Board Meeting Minutes for May 13th, 2021

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

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
- Resolutions 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
- Children's Learning Center
- Lake Area Industries
- MACDDS Updates

Old Business for Discussion

- COVID-19 Related Updates

New Business for Discussion

- Potential New Monthly SB 40 Board Meeting Dates & Times

CCDDR Reports

- 2021 YTD Agency Performance Summary
- May 2021 Support Coordination Report
- May 2021 Employment Report
- May 2021 Agency Economic Report

April 2021 Credit Card Statement

Discussion & Conclusion of Resolutions:

- Resolution 2021-15: Approval of Amended Employee Manual
- Resolution 2021-16: OATS Contract Renewal July 1st, 2021, to June 30th, 2022 - Employment Transportation
- Resolution 2021-17: Contract Renewal for Auditing Services
- Biannual Ethics Commission Resolution

Board Educational Presentation/Discussion: DMH Updates at Monthly MACDDS Meetings

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

Closed Session Pursuant to Section 610.021 RSMo, subsections (1), (3), (13), (14), & (21)

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

May 13th, 2021

Open Session Minutes

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CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Notes of May 13th, 2021

Members Present Angela Sellers, Betty Baxter, Paul DiBello, Brian Willey

Members Absent: Kym Jones, Dr. Vicki McNamara, Nancy Hayes, Angela Boyd

There was not a quorum present for this meeting

Others Present Ed Thomas, Executive Director

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

Acknowledgement of Distributed Materials to Board Members

- March 2021 OSCLCFDC Monthly Report
- March 2021 CLC Monthly Report
- March 2021 LAI Monthly Report
- April 2021 Support Coordination Report
- April 2021 Employment Report
- April 2021 Agency Economic Report
- March 2021 Credit Card Statement
- Resolution 2021-14

Speakers / Special Guests /Announcements

- None

Monthly Oral Reports

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

OSLCFDC is doing well. OSCLCFDC is completely full. OSCLCFDC applied for a United Way grant. Several donations have been received for the fundraiser May 20 at Shawnee Bluff which will help offset tuition. Another para was hired – para will start 5-24. We are looking for 2 teachers.

Children’s Learning Center (CLC) Adrian Anderson

No one from CLC was present to give the report.

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Lake Area Industries (LAI)
Natalie Couch

Had a good month in April. Reimbursement from District T was received and an additional funding release from DESE. LAI has 59 employees with 52 of those being CCDDR clients. Creamer is picking up, Woodland Scenics, tackleboxes sleds and fishing rods are keeping us busy. LAI has about 10 open purchase orders with BTI. Shredding is going well. Everything sold in the Garden Center is profit. New shrink wrapper is working well. Shoot-Out is August 20 and Pumpkin Chunkin is 9-25.

MACDDS Updates

Legislative session concluded yesterday. Legislature did not fund Medicaid Expansion. St Charles County snuck in a bill to eliminate property tax, but it apparently did not pass. Nancy Pennington is the new Executive Director of MACDDS.

Old Business for Discussion

- **Covid-19 related updates**

Today the positivity rate was the lowest it has been for quite some time. Camden County had 3 new cases of COVID in the last 7 days. There has been a total of 87 deaths in Camden County since March of 2020.

- **CARF Survey updates**

CARF Survey was via WebEx April 12 & April 13. Some of our strengths were: our Website, SC's, and client family handbook. There was only 1 recommendation. Resolution 2021-14 will address this.

Ed congratulated Marcie who will be retiring from CCDDR at the end of May. Jeanna will be filling the role. CCDDR's new SC Shelah Sinner was introduced.

New Business for Discussion

- **SB40 Board Member Vacancy**

Suzanne Perkins resigned. A recommendation was made to recommend Elizabeth Perkins to fill the vacancy.

- **CCDDR/LAI Joint Committee**

LAI would like to schedule a meeting in July.

CCDDR Reports

No quorum present – will be reviewed at the next Board meeting.

March 2021 Credit Card Statement

No quorum present – will be reviewed at the next Board meeting.

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Discussion & Conclusion of Resolutions:

- **Resolution 2021-14: Approval of Amended Policy 21**

No quorum present – will be reviewed at the next Board meeting.

The Chairperson, Angela Sellers, adjourned the meeting.

Board Chairperson/Other Board Member

Secretary/Other Board Member

May 18th, 2021

Special Open Session Minutes

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CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Special Open Session Minutes of May 18th, 2021

Members Present Angela Sellers, Betty Baxter, Paul DiBello, Dr. McNamara,
Brian Willey, Nancy Hayes, Kym Jones (joined after meeting started)

Members Absent: Angela Boyd

Others Present Ed Thomas, Executive Director

Guests Present Rachel Baskerville, Lori Cornwell, Jeanna Booth,
Ryan Johnson, Linda Simms (CCDDR)

Approval of Agenda

Motion by Dr. McNamara, second Brian Willey, to approve the agenda as presented.

AYE: Betty Baxter, Dr. McNamara, Angela Sellers,
Paul DiBello, Brian Willey, Nancy Hayes,

NO: None

Approval of Open Session Board Minutes April 8th, 2021

Motion by Paul DiBello, second Dr. McNamara, to approve the April 8th, 2021, Open Session Board Meeting Minutes as presented.

AYE: Betty Baxter, Dr. McNamara, Paul DiBello

NO: None

ABSTAIN: Angela Sellers Brian Willey, Nancy Hayes because they were not present at the April 8th, 2021 Board Meeting.

Acknowledgement of Distributed Materials to Board Members

- March 2021 OSLCFDC Monthly Report
- March 2021 CLC Monthly Report
- March 2021 LAI Monthly Report
- April 2021 Support Coordination Report
- April 2021 Employment Report
- April 2021 Agency Economic Report
- March 2021 Credit Card Statement
- Resolution 2021-14

Speakers / Special Guests /Announcements

- None

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Old Business for Discussion

- **Covid-19 related updates**

Not much change. Camden County had 3 new cases in last 7 days. CDC guidelines changed – Masks re no longer required if person is fully vaccinated.

- **CARF Survey updates**

The survey was held virtual on April 12 & April 13. There was only 1 recommendation. Recommendation was for policy to establish whether CCDDR employees could sign as a witness on legal documents for clients. The revised policy is to be voted on tonight by the board. The survey team felt our leadership was excellent, our agency is very transparent, and our staff was caring.

New Business for Discussion

- **SB40 Board Member Vacancy**

Elizabeth Perkins was a recommendation to fill the vacancy after Suzanne Perkins' resignation.

Motion by Paul DiBello, second Dr. McNamara, for Ed to send a letter to the Commissioners recommending Elizabeth Perkins as a new board member for CCDDR.

AYE: Betty Baxter, Dr. McNamara, Angela Sellers,
Paul DiBello, Brian Willey, Nancy Hayes,

NO: None

- **CCDDR/LAI Joint Committee**

In person LAI Board meetings will resume on July 20th. LAI recommended having a meeting at 3:30 PM on July 20th, which is prior to the LAI Board meeting. The meeting would be held at LAI. Nancy and Dr. McNamara are available, but Angela is not. A nomination is needed to fill vacant committee position due to Suzanne Perkins' resignation from the Board.

Motion by Dr. McNamara, second Betty Baxter that Brian Willey fills the vacant position on the CCDDR/LAI joint committee.

AYE: Betty Baxter, Dr. McNamara, Angela Sellers, Paul DiBello
Brian Willey, Nancy Hayes

NO: None

CCDDR Reports

- **April 2021 Support Coordination Report**

CCDDR closed the month of April with 329 clients and 2 intakes. Running 86% to 87% Medicaid eligibility.

- **April 2021 Employment Report**

Community employment inched up to 18%. LAI remains steady.

- **April 2021 Agency Economic Report**

There is not a lot of concern at this time. Transportation is picking up. If person is waived, they are not eligible for the Medicaid expansion group.

TCM rate has not increased in 7 to 8 years and is not expected to increase next year. We are not anticipating any revisions to the 2021 budget at this time, and the 2022 budget draft is almost completed. 2022 may see freezing of some expenses. Unfortunately, there may not be enough funds for employee pay increases in 2022 & 2023, but we should be ok otherwise. In 2024 and 2025, there may need to be some significant program changes made. In the future, we are looking at combining the Camdenton and Osage Beach offices to get all employees in one location again.

Angela stated we needed to fill the vacant position on the Budget Appropriations Committee.

Motion by Dr. McNamara, second Betty Baxter that Nancy Hayes fills the vacant position on the budget committee.

AYE: Betty Baxter, Dr. McNamara, Angela Sellers, Paul DiBello
Brian Willey, Nancy Hayes

NO: None

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

AYE: Betty Baxter, Dr. McNamara, Angela Sellers, Paul DiBello
Brian Willey, Nancy Hayes

NO: None

March 2021 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

- **Resolution 2021-14: Approval of Amended Policy 21**

Revision to policy 21 states a CCDDR employee cannot witness legal documents for clients.

Motion by Dr. McNamara, second Brian Willey, to approve **Resolution 2021-14** as presented.

AYE: Betty Baxter, Dr. McNamara, Angela Sellers, Paul DiBello
Brian Willey, Nancy Hayes, Kym Jones

NO: None

Kym Jones joined the meeting via WebEx.

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Board Education Presentation/Discussion: TCM Supervisor

Ryan and Lori presented on TCM Supervision. They assist the SC's in doing the best job they can to help our clients. Angela Sellers would like to see the new SC's view this presentation.

Ed announced Macie's retirement as of May 31st and Jeanna would be taking over the position of Accounting Manager.

Ed will be sending out a survey as to when and what time the board would like to change their meeting date. The Board will attempt to adopt a new meeting date and time at the June meeting.

Open Discussion:

None

Public Comment:

None

Adjournment:

Motion by Paul DiBello, second Brian Willey, to adjourn meeting.

AYE: Betty Baxter, Dr. McNamara, Kym Jones, Angela Sellers,
Paul DiBello, Brian Willey, Nancy Hayes

NO: None

Board Chairperson/Other Board Member

Secretary/Other Board Member

OSLCFDC Monthly Report

April 2021 Financial Report

Expenses Total: \$12,063.79

Quickbooks Accounting - \$35

Quickbooks Payroll - \$61 (\$45, plus \$4/employee for direct deposit)

Food - \$458.24

Total Payroll - \$6367.44

Taxes Cleared - \$4921.33 (March Fed Tax payment, 2nd Qtr 2020 and 1Qtr State)

Phone \$75.84

Misc- \$144.94 (\$84.13 & \$60.81)

Liabilities - \$1780.41

Payroll Taxes for April \$1418.39

Payroll Taxes State April \$ 153.00

MO SUI \$ 73.74

Miscellaneous \$ 135.28

Income Total: \$10,437.14

Tuition/Deposit - \$5603.00

Donation - \$414

Child Serv - \$571.74

Food Subsidy - \$1164.82

CCDDR Subsidy - \$2396.78

Taxes paid from Church - \$286.80

April Bank Statement Beginning Balance –	\$ 6979.14
April Income	+\$10,437.14
April Cleared Expenses	<u>-\$ 12,063.79</u>
April 30th Bank Statement Balance	\$ 5352.49
Tax Liabilities	\$ 1780.41
Mailed Tax payments uncleared 3Qtr 20	<u>\$ 3103.57</u>
April Checkbook Balance	\$ 468.51

CLC Monthly Report



*SB40/CCDDR Funding Request
for
May 2021*

Utilizing April 2021 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
April 2021

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME		165.00	165.00
41000 Contributions & Grants			0.00
41100 CACFP		1,085.79	1,085.79
41200 Camden County SB40		20,559.44	20,559.44
Total 41000 Contributions & Grants	\$ 0.00	\$ 21,645.23	\$ 21,645.23
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	82.72		82.72
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 697.00	\$ 0.00	\$ 697.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 221.00	\$ 0.00	\$ 221.00
Total 42100 First Steps	\$ 1,000.72	\$ 0.00	\$ 1,000.72
Total 42000 Program Services	\$ 1,000.72	\$ 0.00	\$ 1,000.72
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		150.00	150.00
43130 Snack		30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 180.00	\$ 180.00
43500 Tuition		1,504.50	1,504.50
43505 Subsidy Tuition		1,109.54	1,109.54
Total 43500 Tuition	\$ 0.00	\$ 2,614.04	\$ 2,614.04
Total 43000 Tuition	\$ 0.00	\$ 2,794.04	\$ 2,794.04
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		2,982.31	2,982.31
Total 45200 Fundraising Income	\$ 0.00	\$ 2,982.31	\$ 2,982.31
45300 Donation Income			0.00
45310 Donations			0.00
45311 CLC Scholarship Fund		1,000.00	1,000.00
45312 Community Rewards		200.99	200.99
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 1,275.99	\$ 1,275.99
Total 45300 Donation Income	\$ 0.00	\$ 1,275.99	\$ 1,275.99
Total 45000 Other Revenue	\$ 0.00	\$ 4,258.30	\$ 4,258.30
Total 40000 INCOME	\$ 1,000.72	\$ 28,862.57	\$ 29,863.29
Total Revenue	\$ 1,000.72	\$ 28,862.57	\$ 29,863.29
Gross Profit	\$ 1,000.72	\$ 28,862.57	\$ 29,863.29
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 34,924.38	\$ 34,924.38

51400 Employee Retirement				0.00
Total 51400 Employee Retirement	\$	0.00	\$ 480.00	\$ 480.00
51500 Employee Taxes				0.00
Total 51500 Employee Taxes	\$	0.00	\$ 2,877.99	\$ 2,877.99
Total 51000 Payroll Expenditures	\$	0.00	\$ 38,282.37	\$ 38,282.37
52000 Advertising/Promotional			16.95	16.95
54000 Fundraising/Grants				0.00
54200 Summer Night Glow 5K			862.69	862.69
Total 54000 Fundraising/Grants	\$	0.00	\$ 862.69	\$ 862.69
56000 Office Expenditures				0.00
56300 Office Supplies			699.69	699.69
Total 56000 Office Expenditures	\$	0.00	\$ 699.69	\$ 699.69
Expenditures			38.12	38.12
57160 QuickBooks Payments Fees			162.90	162.90
57400 Child Management Software			35.00	35.00
Expenditures	\$	0.00	\$ 236.02	\$ 236.02
58000 Operating Supplies			15.48	15.48
58100 Classroom Consumables			24.92	24.92
58200 Dining			698.31	698.31
58400 Sanitizing			307.76	307.76
Total 58000 Operating Supplies	\$	0.00	\$ 1,046.47	\$ 1,046.47
59000 Program Service Fees				0.00
59100 First Steps				0.00
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$	692.21	\$ 0.00	\$ 692.21
59170 Speech/Language Therapy				0.00
Total 59170 Speech/Language Therapy	\$	226.51	\$ 0.00	\$ 226.51
Total 59100 First Steps	\$	918.72	\$ 0.00	\$ 918.72
Total 59000 Program Service Fees	\$	918.72	\$ 0.00	\$ 918.72
63000 Utilities				0.00
63100 Electric		104.41	417.59	522.00
63200 Internet		18.00	71.99	89.99
63300 Telephone		19.99	79.97	99.96
63400 Trash Service			35.83	35.83
63500 Water Softener			24.00	24.00
Total 63000 Utilities	\$	142.40	\$ 629.38	\$ 771.78
Total 50000 EXPENDITURES	\$	1,061.12	\$ 41,773.57	\$ 42,834.69
Payroll Expenses				0.00
Company Contributions				0.00
Retirement			360.00	360.00
Total Company Contributions	\$	0.00	\$ 360.00	\$ 360.00
Total Payroll Expenses	\$	0.00	\$ 360.00	\$ 360.00
Total Expenditures	\$	1,061.12	\$ 42,133.57	\$ 43,194.69
Net Operating Revenue	-\$	60.40	-\$ 13,271.00	-\$ 13,331.40
Net Revenue	-\$	60.40	-\$ 13,271.00	-\$ 13,331.40

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - April, 2021

	First Steps	Step Ahead	TOTAL
Revenue			
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	61,957.86	63,367.74
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	\$ 115,590.70	\$ 117,000.58
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	\$ 2,975.00	\$ 0.00	\$ 2,975.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 765.00	\$ 0.00	\$ 765.00
Total 42100 First Steps	\$ 4,121.17	\$ 0.00	\$ 4,121.17
Total 42000 Program Services	\$ 4,121.17	\$ 0.00	\$ 4,121.17
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		540.00	540.00
43130 Snack		90.00	90.00
Total 43100 Dining	\$ 0.00	\$ 630.00	\$ 630.00
43200 Enrollment Fees		50.00	50.00
43500 Tuition		7,451.23	7,451.23
43505 Subsidy Tuition		3,404.85	3,404.85
Total 43500 Tuition	\$ 0.00	\$ 10,856.08	\$ 10,856.08
Total 43000 Tuition	\$ 0.00	\$ 11,536.08	\$ 11,536.08
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		2,982.31	2,982.31
45280 Pizza For A Purpose		5,833.84	5,833.84
45281 Pizza For A Purpose - Gun 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	\$ 8,936.15	\$ 8,936.15
45300 Donation Income		175.00	175.00
45310 Donations		251.00	251.00
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		300.00	300.00
45351 Community Foundation of the Lake		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 5,947.42	\$ 5,947.42
Total 45300 Donation Income	\$ 0.00	\$ 6,122.42	\$ 6,122.42
Total 45000 Other Revenue	\$ 0.00	\$ 15,058.57	\$ 15,058.57
Total 40000 INCOME	\$ 5,531.05	\$ 142,356.27	\$ 147,887.32
Total Revenue	\$ 5,531.05	\$ 142,356.27	\$ 147,887.32
Gross Profit	\$ 5,531.05	\$ 142,356.27	\$ 147,887.32
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 87,006.52	\$ 87,006.52
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 1,740.00	\$ 1,740.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 7,224.20	\$ 7,224.20
51900 Workermans Comp Insurance		2,339.00	2,339.00

Total 51000 Payroll Expenditures	\$	0.00	\$	98,309.72	\$	98,309.72
52000 Advertising/Promotional				110.85		110.85
53000 Equipment				72.96		72.96
54000 Fundraising/Grants						0.00
54200 Summer Night Glow 5K				1,666.69		1,666.69
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
Total 54000 Fundraising/Grants	\$	0.00	\$	1,972.83	\$	1,972.83
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
Total 55000 Insurance	\$	0.00	\$	3,584.00	\$	3,584.00
56000 Office Expenditures				66.42		66.42
56100 Copy Machine		247.90		991.60		1,239.50
56200 Miscellaneous				122.88		122.88
56300 Office Supplies				2,725.03		2,725.03
Total 56000 Office Expenditures	\$	247.90	\$	3,905.93	\$	4,153.83
Expenditures				61.62		61.62
57160 QuickBooks Payments Fees				689.40		689.40
57400 Child Management Software				140.00		140.00
57600 License/Accreditation/Permit Fees				1,541.75		1,541.75
57900 Seminars/Training				539.00		539.00
57960 Janitorial/Custodial				350.00		350.00
Expenditures	\$	0.00	\$	3,321.77	\$	3,321.77
58000 Operating Supplies				15.48		15.48
58100 Classroom Consumables				243.56		243.56
58200 Dining				3,809.58		3,809.58
58400 Sanitizing				650.57		650.57
Total 58000 Operating Supplies	\$	0.00	\$	4,719.19	\$	4,719.19
59000 Program Service Fees						0.00
59100 First Steps						0.00
59150 Physical Therapy						0.00
Total 59150 Physical Therapy	\$	2,752.00	\$	0.00	\$	2,752.00
59170 Speech/Language Therapy						0.00
Total 59170 Speech/Language Therapy	\$	922.17	\$	0.00	\$	922.17
Total 59100 First Steps	\$	3,674.17	\$	0.00	\$	3,674.17
Total 59000 Program Service Fees	\$	3,674.17	\$	0.00	\$	3,674.17
61000 Repair & Maintenance				433.15		433.15
62000 Safety & Security				735.25		735.25
63000 Utilities						0.00
63100 Electric		340.01		1,360.00		1,700.01
63200 Internet		65.40		261.56		326.96
63300 Telephone		86.56		357.48		444.04
63400 Trash Service				143.32		143.32
63500 Water Softener				96.00		96.00
Total 63000 Utilities	\$	491.97	\$	2,218.36	\$	2,710.33
65000 Other Expenditures						0.00
65200 Credit Card Misc. Charges				5.95		5.95
Total 65000 Other Expenditures	\$	0.00	\$	5.95	\$	5.95
Total 50000 EXPENDITURES	\$	4,414.04	\$	119,389.96	\$	123,804.00
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				780.00		780.00
Total Company Contributions	\$	0.00	\$	780.00	\$	780.00
Total Payroll Expenses	\$	0.00	\$	780.00	\$	780.00
Total Expenditures	\$	4,414.04	\$	120,169.96	\$	124,584.00
Net Operating Revenue	\$	1,117.01	\$	22,186.31	\$	23,303.32
Net Revenue	\$	1,117.01	\$	22,186.31	\$	23,303.32

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of April 30, 2021

Apr 2021

ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	41,949.07
Total Bank Accounts	\$ 41,949.07
Accounts Receivable	
Accounts Receivable (A/R)	380.00
Total Accounts Receivable	\$ 380.00
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	\$ 49,536.34
TOTAL ASSETS	\$ 49,536.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,675.07
Total Accounts Payable	\$ 1,675.07
Credit Cards	
21000 CBOLO MasterCard -8027	1,100.33
21200 Kroger-DS1634 CLC	815.42
Total Credit Cards	\$ 1,915.75
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,041.97
22400 MO Income Tax	-2,653.48
22500 MO Unemployment Tax	-818.01
22600 Primevest Financial	448.19
Aflac	8,859.15
Alera	9,354.60
Ascensus	8,735.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 25,108.45
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 25,108.45
Total Current Liabilities	\$ 28,699.27
Total Liabilities	\$ 28,699.27
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-16,282.38
Net Revenue	23,303.33
Total Equity	\$ 20,837.07
TOTAL LIABILITIES AND EQUITY	\$ 49,536.34

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
April 2021

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-60.40	-13,271.00	0.01	-13,331.39
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			310.00	310.00
Accounts Payable (A/P)			-330.55	-330.55
21000 CBOLO MasterCard -8027		-1,396.29	2,031.05	634.76
21200 Kroger-DS1634 CLC			815.42	815.42
22300 Payroll Liabilities:Federal Taxes (941/944)			2,200.61	2,200.61
22400 Payroll Liabilities:MO Income Tax			207.00	207.00
22500 Payroll Liabilities:MO Unemployment Tax			-140.72	-140.72
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Ascensus			720.00	720.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 1,396.29	\$ 5,812.81	\$ 4,416.52
Net cash provided by operating activities	-\$ 60.40	-\$ 14,667.29	\$ 5,812.82	-\$ 8,914.87
Net cash increase for period	-\$ 60.40	-\$ 14,667.29	\$ 5,812.82	-\$ 8,914.87
Cash at beginning of period			50,863.94	50,863.94
Cash at end of period	-\$ 60.40	-\$ 14,667.29	\$ 56,676.76	\$ 41,949.07

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

	Date	Transaction Type	Num	Department	Class	Memo/Description	Split	Amount	Balance
Step Ahead	01/04/2021	Pledge	2176		Step Ahead	January	Accounts Receivable (AR)	25.00	25.00
	01/04/2021	Pledge	2176		Step Ahead	January	Accounts Receivable (AR)	5.00	30.00
	02/01/2021	Pledge	2182	Preschool	Step Ahead	Tuition	Accounts Receivable (AR)	330.00	360.00
	02/01/2021	Pledge	2182	Preschool	Step Ahead	Dining	Accounts Receivable (AR)	25.00	385.00
	02/01/2021	Pledge	2182	Preschool	Step Ahead		Accounts Receivable (AR)	5.00	390.00
	04/05/2021	Pledge	2202		Step Ahead	Tuition March	Accounts Receivable (AR)	570.00	960.00
	04/05/2021	Pledge	2202		Step Ahead	Snack March	Accounts Receivable (AR)	5.00	965.00
	04/05/2021	Pledge	2202		Step Ahead	Dining March	Accounts Receivable (AR)	25.00	990.00
Total for Step Ahead								\$ 990.00	

CHILDREN'S LEARNING CENTER

AGENCY UPDATE/PROGRESS REPORT

April 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)

One of our kids in the count is out for medical reasons and should be returning this Fall.

○ COMMUNITY EVENTS

Attended:

Current / Upcoming:

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

We still have room for sponsors for the event! Feel free to have anyone email clc@clcforkids.org for a sponsor form or go to our Facebook page if you'd like to pre-register for a lower rate and to be guaranteed a race t-shirt along with entry to walk or run at our event. All proceeds go to benefit our scholarship fund for our center and our kids.

○ GENERAL PROGRAM NEWS

- We won the Best of Missouri awards for Best Preschool for 2020 and 2021 and three staff members and one board member attended each event.
- Still looking for new providers (SLP, OT, PT, SI) to join First Steps. Some interest has been shown.
- Missouri Magazine is donating a full page ad to feature CLC.
- 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.

○ FUNDRAISING/GRANTS

- Submitted grants to United Way and the Lake Ozark Rotary.
- We will be applying for another grant later this month.
- We are very excited for our Night Glow 5K and so far have 8 sponsors and waiting on a couple more to get us info for our event!

CHILDREN'S LEARNING CENTER

NIGHT GLOW

13TH ANNUAL

5K RUN/WALK

JUNE
18TH

NEW LOCATION
LINN CREEK
SOCCER FIELDS
CHIP TIMED EVENT**

PRE-ACTIVITIES:
6:15PM
RACE: 8PM

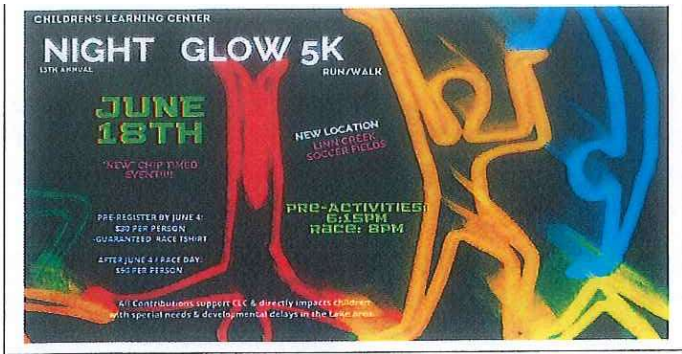
PARTICIPANTS WILL RECEIVE:

- RACE TSHIRT (if registered by June 4)



All Contributions support CLC & directly impacts children with special needs & developmental delays in the Lake area.

(573) 346-0660 Follow us on Facebook!



READY! SET! GLOW!
NEW LOCATION! NEW CHIP TIMED EVENT!

CLC is hosting their 13th annual Night GLOW 5K, which is one of the largest 5K's in the lake area & most family friendly! CLC is a not for profit 501c3 charity that directly impacts children with special needs & developmental delays in the lake area. This event promotes physical fitness in a fun atmosphere.

PLATINUM SPONSOR	\$500 or more	<p>Logo printed on back of shirt (most prominent placement)</p> <p>Banner/sign at event (supplied by sponsor)</p> <p>Displayed on donor boards at event</p> <p>Internet recognition</p>
GOLD SPONSOR	\$250 or more	<p>Logo printed on back of shirt</p> <p>Displayed on donor boards at event</p> <p>Internet recognition</p>
SILVER SPONSOR	\$150 or more	<p>Business listed in column form on back of shirt</p> <p>Internet recognition</p>
(Please "X" if applicable)		<p>In addition, we would like to set up a table/booth/activity during pre-activities (6:15pm-7:45pm) prior to event</p>

Sponsorship forms must be turned in by June 4. Send logo to clc@clcforkids.org

Sponsor Name _____

Contact Name _____

Address _____

Phone Number _____

Contact Email _____

Payment \$ _____ Circle Sponsor Level - Platinum Gold Silver

Please return form and payment to: *Children's Learning Center, 88 Third Street, Camdenton, MO 65020*

(Federal Tax ID# 42-1547554)



For additional questions or information, please contact 573-346-0660 or clc@clcforkids.org

View race details & obtain registration forms online at our Facebook event page (CLC Night GLOW 5K) or www.clcforkids.org/events

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

APRIL 30, 2021

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

	April 30, 2021	April 30, 2020
ASSETS		
Current Assets		
Total Bank Accounts	560,782	306,042
Total Accounts Receivable	77,849	71,597
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	1,024	1,024
GIFTED GARDEN CASH	500	500
INVENTORY	7,977	7,858
PETTY CASH	150	136
Undeposited Funds	2,138	1,400
Total Other Current Assets	214,328	112,609
Total Current Assets	852,959	490,148
Fixed Assets		
ACCUMULATED DEPRECIATION	(760,895)	(760,895)
AUTO AND TRUCK	128,809	128,809
BUILDING	403,567	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	25,502	25,502
MACHINERY & EQUIPMENT	234,464	234,464
OFFICE EQUIPMENT	12,838	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	181,192	181,192
Other Assets		
CURRENT CAPITAL IMPROVEMENT	77,183	50,313
UTILITY DEPOSITS	554	554
Total Other Assets	77,737	50,867
TOTAL ASSETS	1,111,888	722,208
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	20,302	8,093
Total Credit Cards	1,393	1,532
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	27	287
Gift Certificate Payable	175	50
Missouri Department of Revenue Payable	107	42
SALES TAX PAYABLE	2,271	2,026
United Way contributions payable	30	20
Wreaths payable	20	
Total Other Current Liabilities	2,630	2,426
Total Current Liabilities	24,324	12,050
Total Liabilities	24,324	12,050
Equity		
Unrestricted Net Assets	1,002,326	653,811
Net Income	85,239	56,347
Total Equity	1,087,564	710,157
TOTAL LIABILITIES AND EQUITY	1,111,888	722,208

Lake Area Industries, Inc.
Profit and Loss

	Apr 2021	YTD
Income		
CONTRACT PACKAGING	36,384	137,562
FOAM RECYCLING		199
GREENHOUSE SALES	31,133	31,133
SECURE DOCUMENT SHREDDING	1,773	14,055
Total Income	69,289	182,949
Cost of Goods Sold		
Cost of Goods Sold	4,303	11,172
GG PLANTS & SUPPLIES	21,599	21,959
SHIPPING AND DELIVERY	2,692	3,389
WAGES - TEMPORARY WORKERS	4,699	18,910
WAGES-EMPLOYEES	28,602	94,797
Total Cost of Goods Sold	61,895	150,227
Gross Profit	7,395	32,722
Expenses		
ACCTG. & AUDIT FEES		4,000
ALL OTHER EXPENSES	1,304	3,138
Bus Fare	230	833
CASH OVER/SHORT	(1)	(1)
EQUIP. PURCHASES & MAINTENANCE	2,022	14,418
INSURANCE	1,627	6,509
NON MANUFACTURING SUPPLIES	219	650
PAYROLL	15,684	64,018
PAYROLL EXP & BENEFITS	8,701	33,047
PROFESSIONAL SERVICES	1,667	6,108
SALES TAX		11
UTILITIES	1,333	7,466
Total Expenses	32,786	140,197
Net Operating Income	(25,391)	(107,475)
Other Income		
INTEREST INCOME	270	853
MISCELLANEOUS INCOME	4	4
OTHER CONTRIBUTIONS	6,436	12,376
SB-40 REVENUE	19,114	66,689
STATE AID	30,416	112,793
Total Other Income	56,240	192,714
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	56,240	192,714
Net Income	30,849	85,239

Lake Area Industries, Inc.
Budget vs. Actuals

	Apr 2021			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	36,384	32,120	4,264	137,562	121,180	16,382
FOAM RECYCLING		500	(500)	199	2,000	(1,801)
GREENHOUSE SALES	31,133	22,000	9,133	31,133	22,000	9,133
SECURE DOCUMENT SHREDDING	1,773	3,333	(1,560)	14,055	13,333	722
Total Income	69,289	57,953	11,336	182,949	158,513	24,435
Cost of Goods Sold						
Cost of Goods Sold	4,303	3,250	1,053	11,172	13,000	(1,828)
GG PLANTS & SUPPLIES	21,599	22,398	(798)	21,959	22,398	(438)
SHIPPING AND DELIVERY	2,692	2,208	483	3,389	2,208	1,180
WAGES - TEMPORARY WORKERS	4,699	2,250	2,449	18,910	9,000	9,910
WAGES-EMPLOYEES	28,602	29,461	(859)	94,797	106,270	(11,473)
Total Cost of Goods Sold	61,895	59,567	2,328	150,227	152,876	(2,649)
Gross Profit	7,395	(1,614)	9,008	32,722	5,637	27,084
Expenses						
ACCTG. & AUDIT FEES		0	0	4,000	4,000	0
ALL OTHER EXPENSES	1,304	1,870	(566)	3,138	5,643	(2,505)
Bus Fare	230	196	34	833	783	50
CASH OVER/SHORT	(1)		(1)	(1)	0	(1)
EQUIP. PURCHASES & MAINTENANCE	2,022	4,156	(2,134)	14,418	16,917	(2,499)
INSURANCE	1,627	1,945	(318)	6,509	7,780	(1,271)
NON MANUFACTURING SUPPLIES	219	83	135	650	333	316
PAYROLL	15,684	18,390	(2,706)	64,018	71,877	(7,859)
PAYROLL EXP & BENEFITS	8,701	7,834	866	33,047	31,337	1,710
PROFESSIONAL SERVICES	1,667	1,474	193	6,108	5,895	213
SALES TAX			0	11	0	11
UTILITIES	1,333	1,371	(39)	7,466	7,171	295
Total Expenses	32,786	37,320	(4,534)	140,197	151,737	(11,541)
Net Operating Income	(25,391)	(38,933)	13,543	(107,475)	(146,100)	38,625
Other Income						
INTEREST INCOME	270	267	3	853	1,067	(214)
MISCELLANEOUS INCOME	4		4	4	0	4
OTHER CONTRIBUTIONS	6,436		6,436	12,376	0	12,376
SB-40 REVENUE	19,114	19,277	(163)	66,689	70,521	(3,832)
STATE AID	30,416	20,180	10,236	112,793	74,734	38,058
Total Other Income	56,240	39,724	16,516	192,714	146,322	46,392
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0		0	0	0	0
Total Other Expenses	0	0	0	0	0	0
Net Other Income	56,240	39,724	16,516	192,714	146,322	46,392
Net Income	30,849	790	30,059	85,239	221	85,017

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

	Total
OPERATING ACTIVITIES	
Net Income	85,239
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	1,996
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)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(1,825)
Accounts Payable	14,639
CBOLO CC - 5044 Natalie	(5,552)
CBOLO CC - 9051 Lillie	(169)
Sam's Club Mastercard- 2148	174
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	150
Missouri Department of Revenue Payable	15
SALES TAX PAYABLE	2,159
Trellis sales	(40)
United Way contributions payable	(150)
Wreaths payable	20
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(88,876)
Net cash provided by operating activities	(3,638)
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(18,095)
Net cash provided by investing activities	(18,095)
Net cash increase for period	(21,733)
Cash at beginning of period	584,652
Cash at end of period	562,919

Lake Area Industries, Inc.
Statement of Cash Flows
 April 2021

	Total
OPERATING ACTIVITIES	
Net Income	30,849
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(7,446)
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(41)
Certificate of Deposit 12 mo mat 10/22/20- .65%	(41)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(544)
Accounts Payable	15,696
CBOLO CC - 5044 Natalie	(330)
CBOLO CC - 9051 Lillie	(11)
Sam's Club Mastercard- 2148	49
AFLAC DEDUCTIONS PAYABLE	(136)
Gift Certificate Payable	(20)
Missouri Department of Revenue Payable	15
SALES TAX PAYABLE	2,270
Trellis sales	(40)
United Way contributions payable	0
Wreaths payable	20
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	9,439
Net cash provided by operating activities	40,288
Net cash increase for period	40,288
Cash at beginning of period	522,631
Cash at end of period	562,919

Lake Area Industries, Inc.

A/P Aging Summary

As of April 30, 2021

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 18,466	\$ 1,836	\$ 0	\$ 0	\$ 0	\$ 20,302

Lake Area Industries, Inc.

A/R Aging Summary

As of April 30, 2021

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 73,139	\$ 4,637	-\$ 71	\$ 40	\$ 105	\$ 77,849

2021 YTD Agency Performance Summary

Description	1st Qtr 2021	YTD	Agency Goal by Year End
Monthly Reports Completed on Time	95%	95%	95%
Quarterly Reports Completed on Time	92%	92%	95%
New Clients Contacted by Their SC within 5 Business Days of Eligibility Determination	100%	100%	100%
New Clients' ISP Meeting is Held within 30 Days of Eligibility Determination	100%	100%	100%
ISPs Sent to RSRO 21 Days Prior to Implementation	54%	54%	95%
Annual ISP Completed by Effective Date	69%	69%	95%
ISPs Submitted Through QA Process Passed	62%	62%	70%
Agency Average SC Billable Time vs. Time Worked	83%	83%	70%
CCDDR will Review Policies, Plans, Manuals, etc. Annually	25%	25%	25%
Response Rates for Client/Guardian Satisfaction Surveys	31%	31%	30%
My SC Made a Difference in My Life	82%	82%	80%
I Received Information About Exploitation, Personal Protection, and Risk Reduction	91%	91%	100%
My SC was Available When Needed	82%	82%	90%
My SC Saw Me Frequently Enough	82%	82%	90%
I am Satisfied with Services Provided by My SC & CCDDR Staff	82%	82%	90%
I Contributed to the Development of My ISP	91%	91%	100%

Support Coordination Report

May 2021

Client Caseloads

- Number of Caseloads as of May 31st, 2021: 328
- Budgeted Number of Caseloads: 330
- Pending Number of New Intakes: 5
- Medicaid Eligibility: 86.89%

Caseload Counts

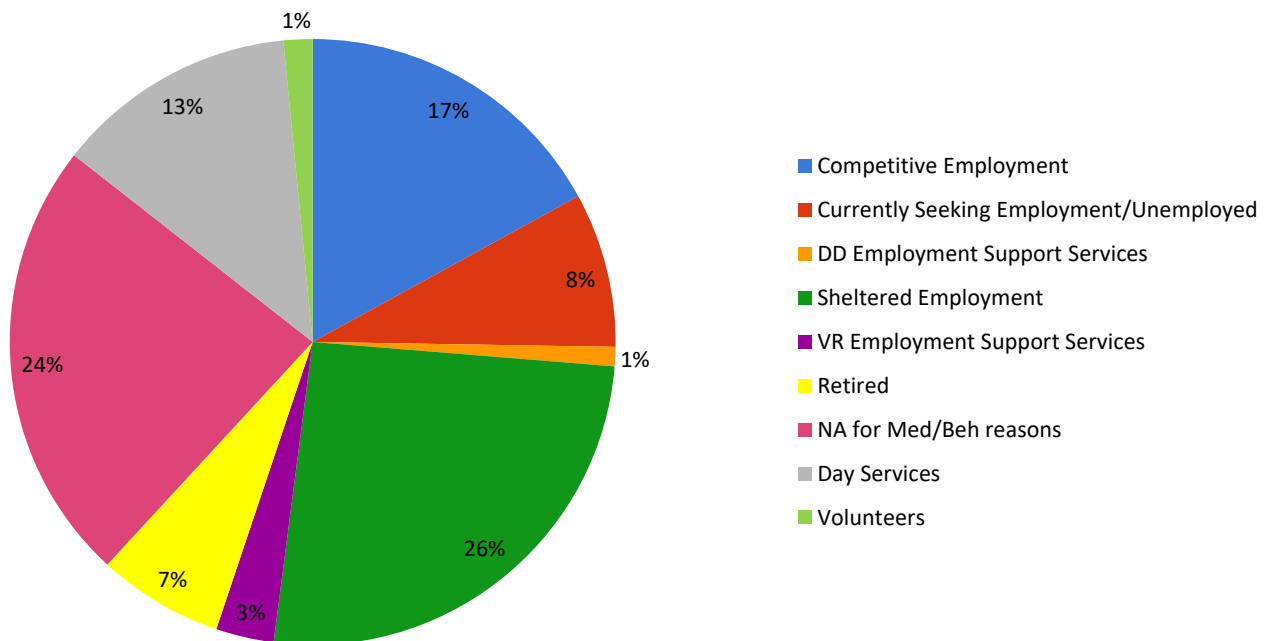
Cynthia Brown – 36
Elizabeth Chambers - 35
Stephanie Enoch – 28
Teri Guttman - 30
Micah Joseph – 39
Jennifer Lyon – 34
Christina Mitchell - 36
Mary Petersen – 35
Shelah Sinner – 24
Patricia Strouse - 31

Employment Report

	Competitive Employment	Currently Seeking Employment/Unemployed	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	33	16	2	50	6	13	46	25	3

Total by Support Coordinator									
Guttman	2	3	1	5	0	6	5	6	1
Brown	5	0	0	0	0	0	0	0	0
Enoch	1	1	0	6	0	0	13	1	1
Lyon	2	0	1	6	1	1	7	4	1
Chambers	3	4	0	6	0	0	3	3	0
Peterson	2	0	0	9	0	1	7	4	0
Joseph	8	4	0	4	0	1	2	0	0
Weisenborn	1	0	0	1	0	3	1	3	0
Strouse	3	1	0	7	0	0	4	3	0
Mitchell	6	3	0	6	5	1	4	1	0

CCDDR Adults employment status as of May 31, 2021

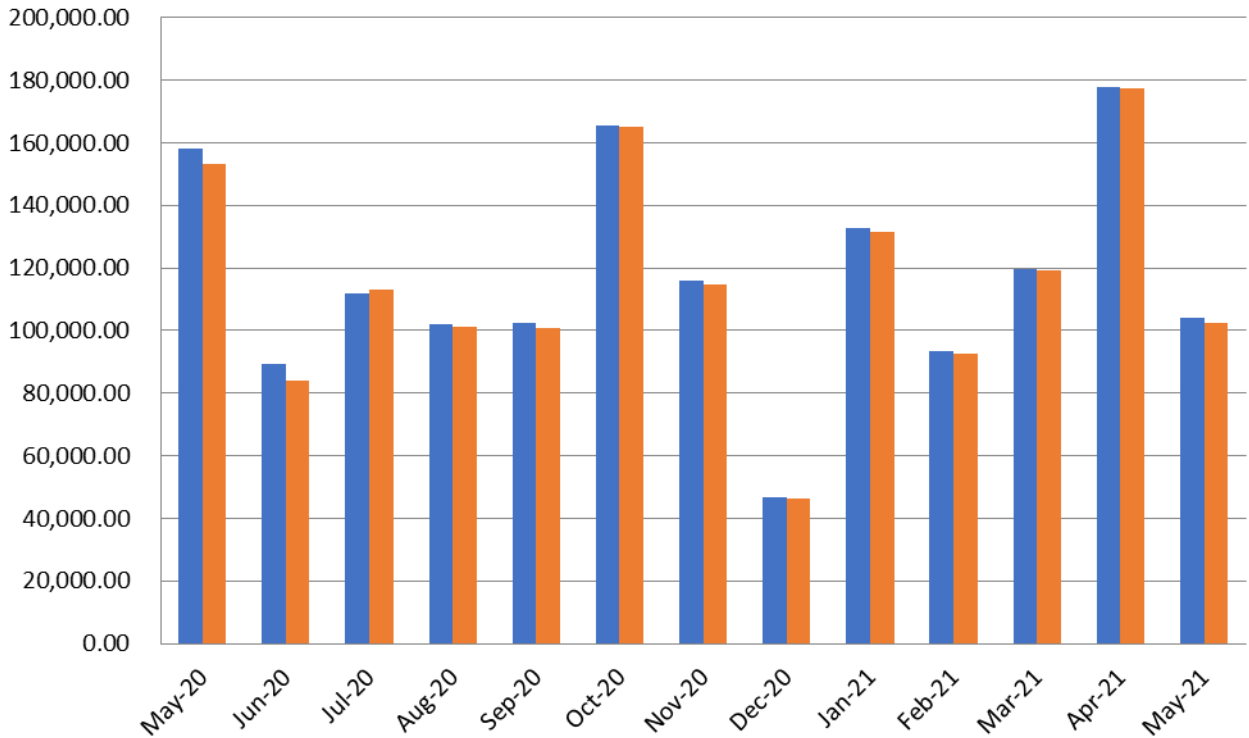


Agency Economic
Report
(Unaudited)

May 2021

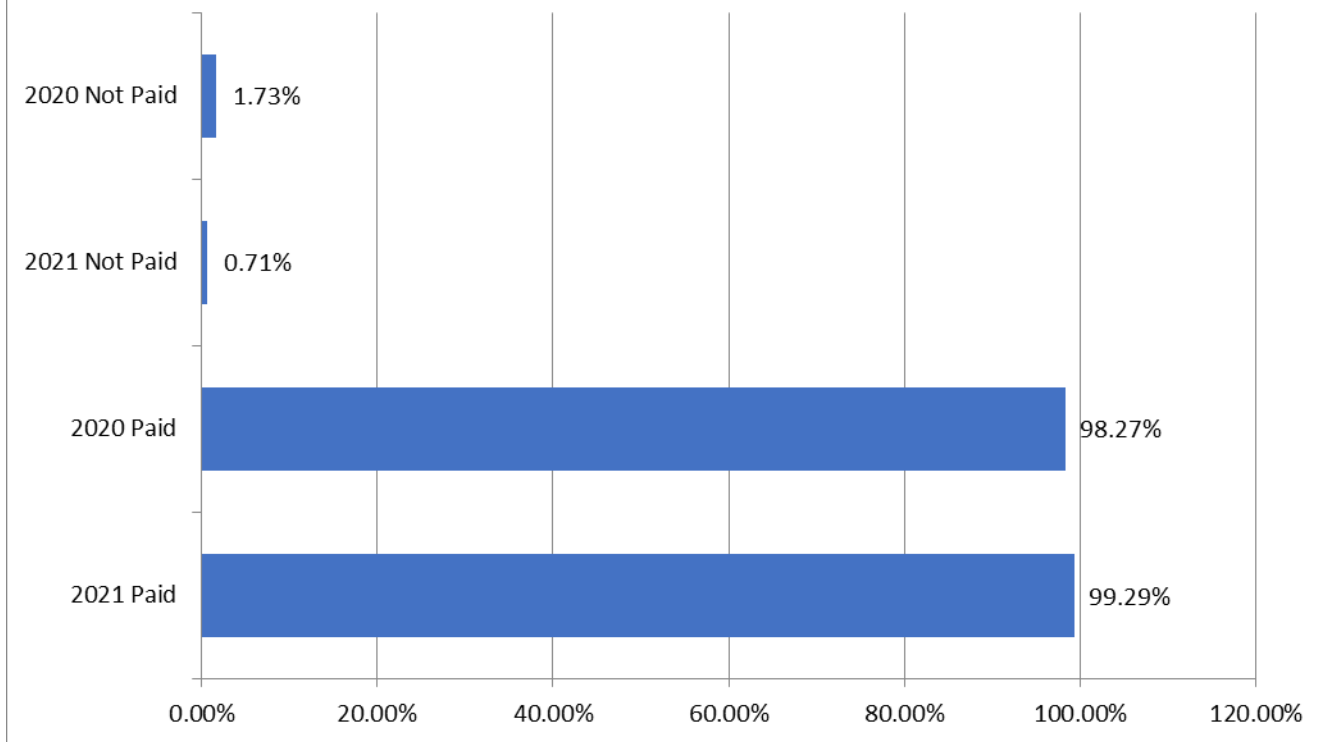
Medicaid Targeted Case Management Income

TCM Billed vs TCM Payment Received



	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Total Payable Billed	157,939.20	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
Total Payment Received	153,195.84	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

2021 vs 2020 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

May 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	12,302	13,387	(1,085)			0
4500 Services Income			0	116,831	117,970	(1,139)
Total Income	12,302	13,387	(1,085)	116,831	117,970	(1,139)
Gross Profit						
	12,302	13,387	(1,085)	116,831	117,970	(1,139)
Expenses						
5000 Payroll & Benefits			0	96,758	101,432	(4,674)
5100 Repairs & Maintenance			0	8	900	(892)
5500 Contracted Business Services			0	6,573	6,525	48
5600 Presentations/Public Meetings			0		147	(147)
5700 Office Expenses			0	4,054	4,445	(391)
5800 Other General & Administrative			0	90	770	(680)
5900 Utilities			0	120	900	(780)
6100 Insurance			0	1,587	1,900	(313)
6700 Partnership for Hope	3,170	4,110	(940)			0
6900 Direct Services	13,670	7,270	6,400			0
7100 Housing Programs	4,916	6,067	(1,151)			0
7200 Children's Programs	20,153	20,050	103			0
7300 Sheltered Employment Programs	19,114	25,650	(6,536)			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
Total Expenses	61,023	75,866	(14,843)	109,189	117,019	(7,830)
Net Operating Income	(48,721)	(62,479)	13,758	7,641	951	6,690
Other Expenses						
8500 Depreciation			0	4,669	3,475	1,194
Total Other Expenses	0	0	0	4,669	3,475	1,194
Net Other Income	0	0	0	(4,669)	(3,475)	(1,194)
Net Income	(48,721)	(62,479)	13,758	2,972	(2,524)	5,496

Budget Variance Report

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

Total Expenses: In May, overall SB 40 Tax program expenses were lower than budgeted expectations. Direct Services were higher than budgeted and Children's Programs services were slightly higher than budgeted because restricted funds were not utilized to offset expenses. 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. 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 Contracted Business Services, which is due to additional lawn maintenance costs. 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 - May, 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	987,491	957,207	30,284			0
4500 Services Income			0	719,018	645,291	73,727
Total Income	987,491	957,207	30,284	719,018	645,291	73,727
Gross Profit	987,491	957,207	30,284	719,018	645,291	73,727
Expenses						
5000 Payroll & Benefits			0	548,510	549,862	(1,352)
5100 Repairs & Maintenance			0	3,281	4,500	(1,220)
5500 Contracted Business Services			0	35,174	37,429	(2,255)
5600 Presentations/Public Meetings			0	116	735	(619)
5700 Office Expenses			0	16,861	22,225	(5,364)
5800 Other General & Administrative			0	16,974	17,377	(403)
5900 Utilities			0	3,418	4,500	(1,082)
6100 Insurance			0	7,935	9,500	(1,565)
6700 Partnership for Hope	14,804	20,550	(5,746)			0
6900 Direct Services	92,909	41,707	51,202			0
7100 Housing Programs	26,703	30,335	(3,632)			0
7200 Children's Programs	89,721	100,250	(10,529)			0
7300 Sheltered Employment Programs	97,666	128,250	(30,584)			0
7500 Community Employment Programs	61	250	(189)			0
7600 Community Resources	12,394	38,675	(26,281)			0
7900 Special/Additional Needs	3,324	24,405	(21,081)			0
Total Expenses	337,582	384,422	(46,840)	632,268	646,128	(13,860)
Net Operating Income	649,910	572,785	77,125	86,750	(837)	87,587
Other Expenses						
8500 Depreciation			0	22,935	17,375	5,560
Total Other Expenses	0	0	0	22,935	17,375	5,560
Net Other Income	0	0	0	(22,935)	(17,375)	(5,560)
Net Income	649,910	572,785	77,125	63,815	(18,212)	82,027

Budget Variance Report

Total Income: As of May, 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 27th 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 May, overall YTD SB 40 Tax program expenses were lower than budgeted expectations. Direct Services were higher than budgeted because restricted funds were not utilized to offset expenses. 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. 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. 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 May 31, 2021

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	1,320,566	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
Total 1005 SB 40 Tax Bank Accounts	1,320,795	0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		310,072
Total 1050 Services Bank Accounts	0	310,072
Total 1000 Bank Accounts	1,320,795	310,072
Total Bank Accounts	1,320,795	310,072
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		52,134
1215 Non-Medicaid Direct Service		24,235
1220 Ancillary Services		6,575
Total 1200 Services	0	82,944
1300 Property Taxes		
1310 Property Tax Receivable	1,054,744	
1315 Allowance for Doubtful Accounts	(19,183)	
Total 1300 Property Taxes	1,035,561	0
Total Accounts Receivable	1,035,561	82,944
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		73,039
1435 Net Pension Asset (Liability)		(28,174)
Total 1400 Other Current Assets	0	44,865
1450 Prepaid Expenses		
1455 Prepaid-Insurance	0	23,754
Total 1450 Prepaid Expenses	0	23,754
Total Other Current Assets	0	68,619
Total Current Assets	2,356,357	461,635
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498

1525 Accumulated Depreciation - 100 Third Street		(171,686)
1526 Accumulated Depreciation - Keystone		(30,624)
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		(71,968)
1536 Acc Dep - Remodeling - Keystone		(13,516)
1537 Acc Dep - Remodeling - Osage Beach Office		(3,976)
1540 Equipment		123,894
1545 Accumulated Depreciation - Equipment		(55,215)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	731,749
Total Fixed Assets	0	731,749
TOTAL ASSETS	2,356,357	1,193,384
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	1,321
Total Accounts Payable	0	1,321
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	24,235	
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	3,843
2065 FFCRA Federal W/H Tax Credit		14
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	4,174
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	1,198
2072 AFLAC Post-tax W / H	0	158
2073 Vision Insurance W / H	0	20
2074 Health Insurance W / H	0	30
2075 Dental Insurance W / H	0	(312)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	1,093
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)
Total 2000 Current Liabilities	1,014,764	80,946
Total Other Current Liabilities	1,014,764	80,946
Total Current Liabilities	1,014,764	82,267
Total Liabilities	1,014,764	82,267
Equity		
3000 Restricted SB 40 Tax Fund Balances		
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	
Total 3000 Restricted SB 40 Tax Fund Balances	649,580	0
3500 Restricted Services Fund Balances		
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		731,749
Total 3500 Restricted Services Fund Balances	0	1,065,297
3900 Unrestricted Fund Balances	25,991	(22,492)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	30,410	(9,801)
Net Income	649,910	63,815
Total Equity	1,355,890	1,096,819
TOTAL LIABILITIES AND EQUITY	2,370,654	1,179,086

Statement of Cash Flows

May 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(48,721)	2,972
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		1,175
1215 Services:Non-Medicaid Direct Service		(7,275)
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		1,074
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		1,963
1900 Accounts Payable	(11,945)	(3,910)
2007 Current Liabilities:Non-Medicaid Payable	7,275	
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		2,237
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		689
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		109
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		5
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		2
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(2)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(4,670)	(1,226)
Net cash provided by operating activities	(53,390)	1,747
FINANCING ACTIVITIES		
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(5,635)	
3599 Restricted Services Fund Balances:Other		(4,669)
3999 Clearing Account		4,669
Net cash provided by financing activities	(5,635)	0
Net cash increase for period	(59,025)	1,747
Cash at beginning of period	1,379,821	308,325
Cash at end of period	1,320,795	310,072

Statement of Cash Flows

January - May, 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	649,910	63,815
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(52,134)
1215 Services:Non-Medicaid Direct Service		12,545
1220 Services:Ancillary Services		(6,575)
1455 Prepaid Expenses:Prepaid-Insurance		(260)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		4,491
1526 Fixed Assets:Accumulated Depreciation - Keystone		1,830
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		3,615
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		2,132
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		1,243
1545 Fixed Assets:Accumulated Depreciation - Equipment		6,369
1900 Accounts Payable	(13,479)	(4,919)
2007 Current Liabilities:Non-Medicaid Payable	(12,545)	
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		1,653
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		14
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		782
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		128
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		21
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		2
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		29
2091 Current Liabilities:Computer Lease Liability		3,256
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(19,450)	(25,588)
Net cash provided by operating activities	630,460	38,227
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(19,875)
1540 Fixed Assets:Equipment		(18,640)
Net cash provided by investing activities	0	(38,515)
FINANCING ACTIVITIES		
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		18,836
3900 Unrestricted Fund Balances	(217,209)	(12,945)

3999 Clearing Account		(18,836)
Net cash provided by financing activities	(5,635)	0
Net cash increase for period	624,825	(288)
Cash at beginning of period	695,970	310,359
Cash at end of period	1,320,795	310,072

Check Detail - SB 40 Account

May 2021

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
05/07/2021	Bill Payment (Check)	5957	Camden County Senate Bill 40 Board	(6,575.00)
05/07/2021	Bill Payment (Check)	5958	Lake Area Industries	(24,748.90)
05/07/2021	Bill Payment (Check)	5959	Our Saviors Lighthouse Child & Family Development Center	(2,382.62)
05/14/2021	Bill Payment (Check)	5960	Childrens Learning Center	(17,770.58)
05/21/2021	Bill Payment (Check)	5961	OATS, Inc.	(11,944.65)
05/25/2021	Bill Payment (Check)	5962	Camdenton Apartments dba Lauren's Place	(309.00)
05/25/2021	Bill Payment (Check)	5963	Kyle LaBrue	(875.00)
05/25/2021	Bill Payment (Check)	5964	Revelation Construction & Development, LLC	(378.00)
05/25/2021	Bill Payment (Check)	5965	Revelation Construction & Development, LLC	(50.00)
05/25/2021	Bill Payment (Check)	5966	Revelation Construction & Development, LLC	0.00
05/25/2021	Bill Payment (Check)	5967	Revelation Construction & Development, LLC	(974.00)
05/25/2021	Bill Payment (Check)	5968	Revelation Construction & Development, LLC	(922.00)
05/25/2021	Bill Payment (Check)	5969	Revelation Construction & Development, LLC	(838.00)
05/25/2021	Bill Payment (Check)	5970	Revelation Construction & Development, LLC	(210.00)
05/25/2021	Bill Payment (Check)	5971	Revelation Construction & Development, LLC	(150.00)
05/25/2021	Bill Payment (Check)	5972	Revelation Construction & Development, LLC	(210.00)
05/28/2021	Bill Payment (Check)	5973	DMH Local Tax Matching Fund	(3,169.67)

Check Detail - Services Account

May 2021

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
05/06/2021	Bill Payment (Check)	2921	Annie Meyer	(103.17)
05/07/2021	Bill Payment (Check)	2922	AT&T	(93.50)
05/07/2021	Bill Payment (Check)	2923	VERIZON	(210.45)
05/07/2021	Bill Payment (Check)	2924	Tech Electronics	(384.00)
05/07/2021	Bill Payment (Check)	2925	Ameren Missouri	(166.95)
05/07/2021	Bill Payment (Check)	2926	Elizabeth L Chambers	(251.00)
05/07/2021	Bill Payment (Check)	2927	Jennifer Lyon	(74.36)
05/07/2021	Bill Payment (Check)	2928	LaClede Electric Cooperative	(470.53)
05/07/2021	Bill Payment (Check)	2929	Lori Cornwell	(63.08)
05/07/2021	Bill Payment (Check)	2930	Marcie L. Vansyoc	(103.63)
05/07/2021	Bill Payment (Check)	2931	Mary P Petersen	(123.03)

05/07/2021	Bill Payment (Check)	2932	Micah J Joseph	(107.23)
05/07/2021	Bill Payment (Check)	2933	Nicole M Whittle	(50.00)
05/07/2021	Bill Payment (Check)	2934	Patricia L. Strouse	(177.67)
05/07/2021	Bill Payment (Check)	2935	Refills Ink	(119.98)
05/07/2021	Bill Payment (Check)	2936	Teri Guttman	(177.80)
05/07/2021	Bill Payment (Check)	2937	Direct Service Works	(995.00)
05/07/2021	Bill Payment (Check)	2947	All American Termite & Pest Control	(42.00)
05/07/2021	Bill Payment (Check)	2938	All Seasons Services	(560.00)
05/07/2021	Bill Payment (Check)	2939	Happy Maids Cleaning Services LLC	(100.00)
05/07/2021	Bill Payment (Check)	2940	FP Mailing Solutions - Postge Reserve Acct	(1,500.00)
05/07/2021	Bill Payment (Check)	2941	Nicole M Whittle	(50.00)
05/07/2021	Bill Payment (Check)	2942	Connie L Baker	(72.89)
05/07/2021	Bill Payment (Check)	2943	Cynthia Brown	(162.27)
05/07/2021	Bill Payment (Check)	2944	Eddie L Thomas	(50.00)
05/14/2021	Expense	153837	Connie L Baker	(1,242.85)
05/14/2021	Expense	153838	Rachel K Baskerville	(1,332.00)
05/14/2021	Expense	153839	Jeanna K Booth	(644.83)
05/14/2021	Expense	153840	Cynthia Brown	(1,423.65)
05/14/2021	Expense	153841	Elizabeth L Chambers	(1,067.10)
05/14/2021	Expense	153842	Lori Cornwell	(1,525.11)
05/14/2021	Expense	153843	Stephanie E Enoch	(1,306.52)
05/14/2021	Expense	153844	Teri Guttman	(1,349.70)
05/14/2021	Expense	153845	Ryan Johnson	(1,656.53)
05/14/2021	Expense	153846	Micah J Joseph	(1,513.95)
05/14/2021	Expense	153847	Jennifer Lyon	(1,293.11)
05/14/2021	Expense	153848	Annie Meyer	(1,173.83)
05/14/2021	Expense	153849	Christina R. Mitchell	(1,158.72)
05/14/2021	Expense	153850	Mary P Petersen	(1,299.73)
05/14/2021	Expense	153851	Patricia L. Strouse	(1,195.81)
05/14/2021	Expense	153852	Eddie L Thomas	(2,762.72)
05/14/2021	Expense	153853	Marcie L. Vansyoc	(1,534.38)
05/14/2021	Expense	153854	Nicole M Whittle	(1,694.11)
05/14/2021	Bill Payment (Check)	2945	Annie Meyer	(685.76)
05/14/2021	Bill Payment (Check)	2946	Linda Simms	(1,451.98)
05/14/2021	Bill Payment (Check)	2948	Camden County PWSD #2	(52.05)
05/14/2021	Bill Payment (Check)	2949	Camdenton Area Chamber Of Commerce	(125.00)
05/14/2021	Bill Payment (Check)	2950	Elizabeth L Chambers	(150.00)
05/14/2021	Bill Payment (Check)	2951	Happy Maids Cleaning Services LLC	(75.00)
05/14/2021	Bill Payment (Check)	2952	Lake Regional Health System	(71.00)
05/14/2021	Bill Payment (Check)	2953	Office Business Equipment	(40.00)
05/14/2021	Bill Payment (Check)	2954	SUMNERONE	(2,236.00)
05/14/2021	Expense	05/14/2021 - 2	Internal Revenue Service	(129.91)
05/18/2021	Expense	05/14/2021	Internal Revenue Service	(7,239.10)
05/21/2021	Bill Payment (Check)	2955	City Of Camdenton	(63.98)
05/21/2021	Bill Payment (Check)	2956	Aflac	(720.55)
05/21/2021	Bill Payment (Check)	2957	Charter Business / Spectrum	(584.87)
05/21/2021	Bill Payment (Check)	2958	Bankcard Center	(522.73)
05/21/2021	Bill Payment (Check)	2959	Jeanna K Booth	(50.00)
05/21/2021	Bill Payment (Check)	2960	Ryan Johnson	(50.00)
05/21/2021	Bill Payment (Check)	2961	Ezard's, Inc.	(1,343.97)

05/21/2021	Bill Payment (Check)	2962	Office Business Equipment	(318.96)
05/21/2021	Bill Payment (Check)	2963	AT&T	(128.40)
05/21/2021	Bill Payment (Check)	2964	SUMNERONE	(1,696.92)
05/21/2021	Bill Payment (Check)	2965	Happy Maids Cleaning Services LLC	(125.00)
05/21/2021	Bill Payment (Check)	2966	Delta Dental of Missouri	(636.63)
05/21/2021	Bill Payment (Check)	2967	Lake West Chamber of Commerce	(200.00)
05/26/2021	Bill Payment (Check)	2968	The Cincinnati Insurance Company	(1,577.00)
05/28/2021	Expense	153857	Connie L Baker	(1,280.17)
05/28/2021	Expense	153858	Rachel K Baskerville	(1,343.38)
05/28/2021	Expense	153859	Jeanna K Booth	(1,581.78)
05/28/2021	Expense	153860	Cynthia Brown	(1,293.18)
05/28/2021	Expense	153861	Elizabeth L Chambers	(1,076.36)
05/28/2021	Expense	153862	Lori Cornwell	(1,525.11)
05/28/2021	Expense	153863	Stephanie E Enoch	(1,306.52)
05/28/2021	Expense	153864	Teri Guttman	(1,388.74)
05/28/2021	Expense	153865	Ryan Johnson	(1,656.53)
05/28/2021	Expense	153866	Micah J Joseph	(1,513.95)
05/28/2021	Expense	153867	Jennifer Lyon	(1,317.43)
05/28/2021	Expense	153868	Christina R. Mitchell	(1,158.72)
05/28/2021	Expense	153869	Mary P Petersen	(1,329.61)
05/28/2021	Expense	153870	Shelah M Sinner	(1,003.16)
05/28/2021	Expense	153871	Patricia L. Strouse	(1,195.81)
05/28/2021	Expense	153872	Eddie L Thomas	(2,762.72)
05/28/2021	Expense	153873	Marcie L. Vansyoc	(1,534.38)
05/28/2021	Expense	153874	Nicole M Whittle	(1,694.11)
05/28/2021	Bill Payment (Check)	2969	All American Termite & Pest Control	(155.00)
05/28/2021	Bill Payment (Check)	2970	All Seasons Services	(590.00)
05/28/2021	Bill Payment (Check)	2971	AT&T	(186.02)
05/28/2021	Bill Payment (Check)	2972	Happy Maids Cleaning Services LLC	(50.00)
05/28/2021	Bill Payment (Check)	2973	Lake Area Industries	(50.00)
05/28/2021	Bill Payment (Check)	2974	Linda Simms	(1,625.62)
05/28/2021	Bill Payment (Check)	2975	Marcie L. Vansyoc	(50.00)
05/28/2021	Bill Payment (Check)	2976	MO Consolidated Health Care	(14,358.54)
05/28/2021	Bill Payment (Check)	2977	MSW Interactive Designs LLC	(30.00)
05/28/2021	Bill Payment (Check)	2978	Ollie K. Moore R. N.	(90.00)
05/28/2021	Bill Payment (Check)	2979	Principal Life Ins	(266.24)
05/28/2021	Bill Payment (Check)	2980	Republic Services #435	(68.14)
05/28/2021	Bill Payment (Check)	2981	Staples Advantage	(249.76)
05/28/2021	Bill Payment (Check)	2982	Summit Natural Gas of Missouri, Inc.	(84.56)
05/28/2021	Bill Payment (Check)	2983	WCA Waste Corporation	(28.00)
05/28/2021	Expense	05/28/2021	Internal Revenue Service	(7,683.61)
05/31/2021	Expense	May 2021	Lagers	(5,799.28)

April 2021
Credit Card Statement

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



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9588		04/30/21	05/25/21	\$15.68

BR BRCB X003 YY * 019022



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

000933

000156800522730140580949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9588		04/30/21	05/25/21	10,000.00	9,477.27

POST TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00		PURCHASES	543.63	
00/0000/00		MISCELLANEOUS CREDITS	-19.88	
00/0000/00		PAYMENTS	-875.77	
04/19 04/19	75397351109021109350104	CHECK PAYMENT	-211.00	
04/19 04/19	75397351109021109350112	CHECK PAYMENT	-663.75	
* * * * *				
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.				
*****7348	CONNIE BAKER			265.96
00/0000/00		PURCHASES	266.98	
04/09 04/08	05436841099400044747859	WM SUPERCENTER #89 CAMDENTON MO	14.86	
04/12 04/08	52704871099091538000089	PIZZA HUT 009917 CAMDENTON MO	25.47	
04/15 04/14	65187421105000001934470	DEPENDABLE AUTOMOTIVE CAMDENTON MO	50.00	
04/20 04/19	55483821110400003133939	WAL-MART #0089 CAMDENTON MO	149.00	
04/28 04/27	02305371118000469468690	USPS PO 2812420020 CAMDENTON MO	7.00	
04/29 04/28	05436841119400047551593	WM SUPERCENTER #89 CAMDENTON MO	20.65	
00/0000/00		PAYMENTS	-1.02	
04/12 04/11	0558745110100000007990	RBT PIZZA HUT 009917 EasySavings NY	-1.02	
*****3322	LINDA SIMMS			53.55
00/0000/00		PURCHASES	73.43	
04/05 04/03	55483821094400008190983	WAL-MART #0089 CAMDENTON MO	30.68	
04/29 04/28	55457021118083706687897	IDENTOGO - MO FINGERPR 877-512-6962 MO	42.75	
00/0000/00		MISCELLANEOUS CREDITS	-19.88	
04/05 04/03	55483821094400006516197	WAL-MART #0089 CAMDENTON MO	-19.88	

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	874.75
PURCHASES	0.00	1.0125%	12.15%	PURCHASES	543.63
				CASH ADVANCES	0.00
				CREDITS	-19.88
				PAYMENTS	-875.77
				OTHER CHARGES	0.00
CASH ADVANCES	0.00	1.4292%	17.15%	FINANCE CHARGE	0.00
				NEW BALANCE	522.73

CURRENT PAYMENT DUE: 15.68	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 15.68
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DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100 JEFFERSON CITY, MO 65102 1-800-472-1959

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



POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
*****9314			EDDIE THOMAS		203.22
00/0000/00			PURCHASES	203.22	
04/05	04/04	55432861094200694290263	INT*QuickBooks Online 800-446-8848 CA	150.00	
04/12	04/10	02305371101300255994621	MENARDS JEFFERSON CITY JEFFERSON CIT MO	53.22	





ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 3322		04/30/21	05/25/21	\$0.00

BR BRCB X003 YY * 018389



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

LINDA SIMMS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

000301

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BR * BRCB Page 1 of 2

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 3322		04/30/21	05/25/21	4,000.00	4,000.00

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
04/05	04/03	55483821094400008190983	WAL-MART #0089 CAMDENTON MO	30.68	✓
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY		
		00/00/00 65020	USA		
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
			0.00/	0.00	0.00
MERCHANT					
		TYPE POSTAL CODE	TAX ID CD	ST	REFERENCE NUMBER
		1000YYYY 65020	710415188 Y	MO	00819098
04/05	04/03	55483821094400006516197	CREDIT WAL-MART #0089 CAMDENTON MO	-19.88	✓
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY		
		00/00/00 65020	USA		
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
			0.00/	0.00	0.00
MERCHANT					
		TYPE POSTAL CODE	TAX ID CD	ST	REFERENCE NUMBER
		1000YYYY 65020	710415188 Y	MO	00651619
04/29	04/28	55457021118083706687897	IDENTOGO - MO FINGERPR 877-512-6962 MO	42.75	
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY		
		00/00/00	USA		
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
		UZ3R3JZYQ1MO	0.00/	0.00	0.00
MERCHANT					
		TYPE POSTAL CODE	TAX ID CD	ST	REFERENCE NUMBER
		1000YYYY 65536	274388807 Y	MO	UZ3R3JZYQ1MO000008

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 53.55

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.0125%	12.15%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	0.00
			30	CASH ADVANCES	0.00
CASH ADVANCES	1.4292%	17.15%	NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	0.00
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
				NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9314		04/30/21	05/25/21	\$0.00

BR BRCB X003 YY * 018951



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

EDDIE THOMAS
 CAMDEN CO DD RES
 PO BOX 722
 CAMDENTON MO 65020

000862

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BR * BRCB Page 1 of 2

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9314		04/30/21	05/25/21	4,000.00	4,000.00

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
04/05	04/04	55432861094200694290263	INT*QuickBooks Online 800-446-8848 CA	150.00	
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY		
		04/04/21			
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
		T1-bdf2188-1be	0.00/N	0.00	0.00
		MERCHANT			
		TYPE POSTAL CODE	TAX ID CD	ST REFERENCE NUMBER	
		1000YNNN 94043	770034661 Y	CA T1-bdf2188-1be	
04/12	04/10	02305371101300255994621	MENARDS JEFFERSON CITY JEFFERSON CIT MO	53.22	
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY		
		00/00/00			
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
			3.82/Y	0.00	0.00
		MERCHANT			
		TYPE POSTAL CODE	TAX ID CD	ST REFERENCE NUMBER	
		1000YNNN 65109	390989248 Y	MO 00581722388	



PRODUCT CODE	DESCRIPTION	ITEM	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
3537248	65W BR30 27K DLED 7KHR-4 40870		5.0000	49.40/D	0.00/D	9.88	49

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 203.22

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
PURCHASES 0.00	1.0125%	12.15%	00.00%	PREVIOUS BALANCE	0.00
CASH ADVANCES 0.00	1.4292%	17.15%	30	PURCHASES	- 0.00
			NEW CASH ADVANCES	CASH ADVANCES	- 0.00
			CASH ADVANCE FEE	CREDITS	+ 0.00
				PAYMENTS	+ 0.00
				OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 7348		04/30/21	05/25/21	\$0.00

BR BRCB X003 YY * 018932



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

CONNIE BAKER
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

000843

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BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 7348		04/30/21	05/25/21	2,000.00	2,000.00

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION				AMOUNT	NOTATIONS
04/09	04/08	0543684109940004747859	WM SUPERCENTER #89	CAMDENTON	MO	14.86		
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY					
		00/00/00 65020						
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT			
			0.00/	0.00	0.00			
			MERCHANT					
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER						
		1000YNNN 65020 710415188 Y MO						
04/12	04/08	52704871099091538000089	PIZZA HUT 009917	CAMDENTON	MO	25.47		
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY					
		00/00/00 65020						
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT			
			0.00/	0.00	0.00			
			MERCHANT					
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER						
		1000YYYY 65020 431229729 Y MO						
04/15	04/14	65187421105000001934470	DEPENDABLE AUTOMOTIVE.	CAMDENTON	MO	50.00		
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY					
		00/00/00 65020						
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT			
			3.74/	0.00	0.00			
			MERCHANT					
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER						
		8100YYYY 65020 462225638 Y MO						
04/20	04/19	55483821110400003133939	WAL-MART #0089	CAMDENTON	MO	149.00		
		ORDER DATE FROM POST CD	TO POST CD TO COUNTRY					
		00/00/00 65020						
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT			
			0.00/	0.00	0.00			



AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.0125%	12.15%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	0.00
			30	CASH ADVANCES	0.00
CASH ADVANCES	1.4292%	17.15%	NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	0.00
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
				NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 0.00
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CONNIE BAKER
 CAMDEN CO DD RES
 PO BOX 722
 CAMDENTON MO 65020



POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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MERCHANT					
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YYYY	65020	710415188	Y	MO	00313393
04/28 04/27 02305371118000469468690		USPS PO 2812420020		CAMDENTON	MO
ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY		
00/00/00	65020				
CUSTOMER CODE		SALES TAX AMT/IND		DUTY AMOUNT	FREIGHT
None		0.00/N		0.00	0.00

7.00 ✓

MERCHANT						
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
9000YNNN	65020	410760000	Y	MO		
ITEM						
PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
	FCMLMailsRetailFirst-Class Letter	1.0000	7.00/C		7.00	
			0.00/C	0.00/	00/00/00	
04/29 04/28 05436841119400047551593	WM SUPERCENTER #89			CAMDENTON	MO	20.65 ✓
ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY			
00/00/00	65020					
CUSTOMER CODE		SALES TAX AMT/IND		DUTY AMOUNT	FREIGHT	
		0.00/		0.00	0.00	

MERCHANT						
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YNNN	65020	710415188	Y	MO		
PAYMENTS, ADJUSTMENTS AND OTHERS						
04/12 04/11 05587451101000000007990		RBT PIZZA HUT 009917		EasySavings	NY	-1.02 ✓

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 265.96

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.



Connie's Card Board Mtg

PIZZA HUT
CARRY_OUT

** DUE NOW **
** DUE: 04/08/21 at 04:15:00 **

Ticket # 0023

Item Count: 3

ENTERED BY
Website
009917 04/08/21 02:27PM

Thanks for being a Hut Rewards member!
CONNIE BAKER
(573)317-9233

01	1	Large Thin Cheese Gr Pepp. Onions Mushrooms	17.24
02	1	Large Thin Cheese Pepperoni Sausage	17.24
03	1	Small Thin Cheese	14.50
		Subtotal	25.47
		SALES TAX	1.90
		Balance Due	27.37

ACK (TURN ME OVER)

PARTY ON THE BACK (TURN ME OVER)

PARTY ON THE BACK (TURN ME OVER)

Give us feedback @ survey.walmart.com
Thank you! ID #:7QBQ7GZsv3

Walmart *

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

ST# 00089 OP# 004238 TE# 02 TR# 07443
THUMBPRINT 007874229975 F 5.94 0
CHOCCHIP SA 007874229854 F 5.94 0
ARIZONA T 061300871512 F 2.98 0

SUBTOTAL 14.86
TOTAL 14.86
MCARD TEND 14.86

Mastercard **** * 7348 1 1

APPROVAL # 05884C
RFF # 1042000314
AID A0000000041010
AAC 298B08348B19124B
TERMINAL # SC010374

04/08/21 08:50:03
CHANGE DUE 0.00
ITEMS SOLD 3

TC# 5414 3929 0602 1844 3090



04/08/21 08:50:19
CUSTOMER COPY

NOW HIRING!!

Dependable Towing L.L.C.

89 Hudson St, Camdenton MO 65020
Phone: (573) 317-0678

Receipt

#21-31822

Printed 4/14/2021

Invoice # 21-31822
Call # 31822
Driver Grant Roberts
Truck #3 Ford
Date/Time Requested 4/14/2021 @ 10:19 AM

Authorized (No Account Specified)
by
Tow From Camden County Developmental Disability Resources, 100 3rd St, Camdenton, MO 65020, USA
Tow To Hulett Chevrolet-Buick-Gmc, Inc., 513 Business Rte 5, Camdenton, MO 65020, USA

Year	Make	Model	Color	VIN	Plate	Odometer
-	Chevrolet	Uplander	-	-	-	-

Charge Description	Quantity	Price	Line Total
Tow/Hook Fee	1	\$50.00	\$50.00
		Grand Total	\$50.00
		Amount Due:	\$0.00

MasterCard payment (Ref # gr 07971c) of \$50.00 applied on 4/14/2021

Dependable Towing L.L.C. appreciates your business; if you have any questions regarding this invoice, please contact us at 573-317-0678

Signature: _____

View photos for this tow online at <http://app.towbook.com/PublicAccess/Invoice2.aspx?id=88749821&sc=8d16fd331f>

*CCDDR VAN TOWED TO HULETT'S
CONNIE'S CAR*

Connie's Card

CREDIT CARD STATEMENT

NOTE

Internet went down at Camden office on 4-19-21. New Modem purchased but was not used. Charter/Spectrum replaced modem. Walmart could not process the credit back to the credit card, so they gave a cash return. Cash was deposited into CASHK Account.

Cash 5705 Services

Give us feedback & survey walmart.com
Thank you! ID #:7QBRG2Z17W



573-346-3588 Mgr:PAUL
94 CECIL ST
CAMDENTON MO 65020
ST# 00089 OP# 004646 TE# 68 TR# 04935
PRODUCT SERIAL # 112541334708114
SB8200 061257221137 149.00 0
SUBTOTAL 149.00
TOTAL 149.00
MCARD TEND 149.00
**** ** 7348 1 1

Mastercard
APPROVAL # 05109C
REF # 110900313393
PAYMENT SERVICE - A
AID A0000000041010
AAC 5231007D9474492E
TERMINAL # SC010448
04/19/21 09:11:07
CHANGE DUE 0.00
ITEMS SOLD 1
TC# 0943 5132 4057 4026 2624 2



04/19/21 09:11:19
CUSTOMER COPY

new modem



573-346-3588 Mgr:PAUL
94 CECIL ST
CAMDENTON MO 65020
ST# 00089 OP# 004459 TE# 93 TR# 03204
*** REFUND SLIP ***
*** RECEIPT
REFUND SERIAL # 112541334708114
SB8200 061257221137 149.00-N
SUBTOTAL 149.00-
TOTAL 149.00-
NET REFUND ITEMS 149.00-
CASH TEND 149.00-
CHANGE DUE 0.00

SIGNATURE:
TC# 0943 5132 4057 4026 2624 2
STORE COPY
04/19/21 13:38:19

GRANTS ACCOUNT
 PO BOX 722
 CAMDENTON, MO 65020

VOID AFTER 90 DAYS

04/13/2021

PAY TO THE ORDER OF Camden County Senate Bill 40 Board

\$ **42,733.40

Forty-two thousand seven hundred thirty-three and 40/100*****

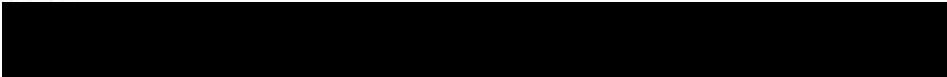
Camden County Senate Bill 40 Board

Angela B. [Signature]
 AUTHORIZED SIGNATURE

MEMO: QTRLY NON-MEDICAL / JAN to MAR 2021
 & MARCH ANCILLARY SERVICES 2021



USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. || CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.



42,882.40

\$

BANK OF SULLIVAN



CAMDEN COUNTY SENATE
 BILL 40 BOARD
 SERVICES ACCOUNT
 PO BOX 722
 CAMDENTON MO 65020

DATE 4-20-21

DATE	CURRENCY	DOLLARS	CENTS
1	CASH	149.00	
2	CHECKS	42,733.40	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL FROM OTHER SIDE OR ATTACHED LIST			
TOTAL		42,882.40	

RE-ENTER GRAND TOTAL IN SCREENED BOXES

80-530/819

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET TOTAL ITEMS

2



SULLIVAN BANK

(800)645-3191 | sullivanbank.com

CUSTOMER RECEIPT

Br#: 45

Tlr#: 72

Seq#: 19

Business Date: April 20, 2021

Time: 3.44 PM

Account: XXXXXX6044

DDA Deposit \$42,882.40

DEPOSITS MAY NOT BE AVAILABLE FOR
IMMEDIATE WITHDRAWAL

Checks and other items are received for
deposit subject to the provisions of the
Uniform Commercial Code or any
applicable collection agreement.

Member
FDIC

Connie's Card



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

04/27/2021 04:24 PM

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

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

Camdenton, MO 65020
Weight: 0.1b-0.60 oz
Estimated Delivery Date
Fri 04/30/2021

Certified Mail® \$3.60

Tracking #: 70190160000078145076

Return Receipt \$2.85

Tracking #: 9590 9402 2987 7094 6156 62

Total \$7.00

Grand Total: \$7.00

Credit Card Remitted \$7.00

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 08977C
Transaction #: 027
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

45-Day Letter

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

For delivery information, visit our website at www.usps.com

CAMDENTON, MO 65020

OFFICIAL USE

Certified Mail Fee \$3.60

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$	\$0.00
<input type="checkbox"/> Adult Signature Required	\$	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$	\$0.00

Postage \$0.55

Total Postage and Fees \$7.00



04/27/2021

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7QBS9YYWRN

Walmart

573-346-3588 Mgr: PAUL
94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 001999	TE# 01	TR# 00619	
FACE TISSUE	003700042041		5.98	0
CLXTBCBLCHGL	004460030627		3.78	0
Z-GRIP BLK	004588822218		5.92	0
LYS TWN LEM	001920099041		4.97	0
	SUBTOTAL		20.65	
	TOTAL		20.65	
	MCARD TEND		20.65	

--- cleaner
--- ink pens
--- toilet cleaner

Mastercard
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ITEMS SOLD 4

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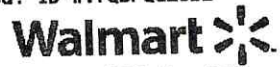
04/28/21 10:59:47
CUSTOMER COPY

\$1.02 CREDIT
PIZZA HUT

FOR USING MASTER CARD

JENNA'S CARD
USAGE BEACH
OFFICE

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Thank you! ID #:7QBPGZ6BL



573-346-3588 Mgr: PAUL
94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 001999	TE# 06	TR# 09824	
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SUBTOTAL 30.68

TOTAL 30.68

MCARD TEND 30.68

Mastercard **** * 3322 11

APPROVAL # 01876C

REF # 109300819098

PAYMENT SERVICE - A

AID A0000000041010

AAC 94EB213F9B75090A

TERMINAL # SC010573

04/03/21 12:47:31

CHANGE DUE 0.00

ITEMS SOLD 4

TC# 1001 2287 6868 4775 5666



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FINGERPRINT
NEW HERE

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

IdentoGO[®]

Date: 04/28/2021 @ 09:29 AM

[REDACTED]
OCA: V01500002
ORI: MOVECHS0Z
REGID: MP622873
TCN: MP622873
UE ID: UZ3R3JZYQ1

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75
2H9TF1B4T5519FSFQ

Amount Paid: \$41.75

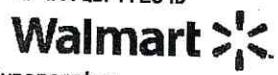
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The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your results will not be available through IdentoGO.

CREDIT
↓

RETURNED - SET
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Give us feedback @ survey.walmart.com
Thank you! ID #:7QBPT7Z64D



WM Supercenter
573-346-3588 Mgr. PAUL
94 CECIL ST
CAMDENTON MO 65020-7057
WALMART STORE
CAMDENTON, MO

ST# 00089 OP# 004851 TE# 92 TR# 09632
MERCHANT# 0000000000000000
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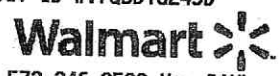
*** CREDIT ISSUED ***
GENERAL MDSE TOTAL 19.88-
MASTERCARD **** * 3322
APPROVAL # REFUND

Low prices You Can Trust. Every Day.
Savings Catcher! Scan with Walmart app

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Thank you! ID #:7QBD1GZ45D



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

ST# 00089 OP# 001262 TE# 06 TR# 07741
NO TROP 40 007682804672 1.98 0
ONN. EARBUDS 068113131046 19.88 0
ON-EAR WIRED 068113130881 9.88 0
SONY HEADPH 002724290047 7.88 0

SUBTOTAL 39.62
TOTAL 39.62
MCARD TEND 39.62

Mastercard **** * 3322 I 1
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AAC 4C9FEF3E3010C368
TERMINAL # SC010573

03/10/21 16:18:13
CHANGE DUE 0.00
ITEMS SOLD 4

TC# 3095 5764 1410 3526 6101



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

Sent: Sunday, April 4, 2021 9:59 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: 1000192990357 Invoice date: 04/04/2021 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

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

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CITY
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Jefferson City,
MO 65109

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 07/09/21

If you have questions regarding the
charges on your receipt, please
email us at:
JEFCfrontend@menards.com



Sale Transaction

65W BR30 27K DLED 7KHR-4
3537248 5 @9.88 49.40

TOTAL 49.40

TAX JEFFERSON -MO 7.725% 3.82

TOTAL SALE 53.22

9314 53.22

Auth Code:00021C

Chip Inserted

a0000000041010

TC - f65374a6cd618352

TOTAL NUMBER OF ITEMS = 5

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
661

GUEST COPY

The Cardholder acknowledges receipt of
goods/services in the total amount shown
hereon and agrees to pay the card issuer
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Stephanie

1681 04 6088 04/10/21 01:53PM 3246

Resolutions 2021-15,
2021-16, & 2021-17



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-15

APPROVAL OF AMENDED EMPLOYEE MANUAL

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) reviews, amends, and appeals its existing Bylaws, policies, plans, 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 its Employee Manual.
2. That the Board hereby amends and adopts its Employee Manual (see Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2021-15

**Camden County
Developmental Disability
Resources**

EMPLOYEE MANUAL

Date of Initial Approval: 4/17/06

Amended: 9/15/08, 4/20/2009, 4/19/2010, 6/21/2010, 1/24/2011, 5/27/2011, 01/28/2013,
4/1/2016, 8/21/2017, 3/19/2018, 7/16/2018, 02/25/2019, 09/12/2019, 06/10/2021

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SECTION A

INTRODUCTION

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

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

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

3.1 CHANGES IN POLICY

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

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

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

3.2 EMPLOYMENT APPLICATIONS

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

3.3 AT-WILL EMPLOYMENT RELATIONSHIP

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

SECTION B

DEFINITIONS OF EMPLOYEE STATUS

3.4 “EMPLOYEES” DEFINED

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

3.5 EXEMPT

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

3.6 NON-EXEMPT

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

3.7 REGULAR FULL-TIME

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

3.8 REGULAR PART-TIME

Employees who are regularly scheduled to work less than 1500 hours per calendar year are classified as regular part-time employees. All newly hired regular part-time employees must complete a 90-day initial employment period. An employee evaluation will be completed at the end of the first 90 days, and the employee may be eligible for up to a 3% wage increase if the employee’s performance warrants an increase in pay. Regular part-time employees are not eligible for some of CCDDR’s benefit programs.

3.9 TEMPORARY (FULL-TIME or PART-TIME)

Employees who are employed on a short-term basis and/or individuals who are hired as interim replacements to assist in the completion of a specific project, for paid time off, or for leave of absence relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employment with CCDDR may be up to, but will not exceed, 365 days. Temporary employees retain that status until they are notified in writing of a change. Temporary employees are not eligible for most of CCDDR’s benefit programs.

SECTION C

EMPLOYMENT POLICIES

3.10 EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION/HARASSMENT/RETALIATION

Equal Employment Opportunity

CCDDR values the diversity and creativity of its employees and employment candidates. CCDDR values diversity in all operations and recognizes the strength it brings to the organization, its employees, its clients, and its Board members. CCDDR is committed to providing equal opportunity to all employment candidates and employees in all employment and employee-related efforts.

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

Reasonable Accommodation

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

Prohibition Against Discrimination

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

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

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

Reporting Discrimination

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

Prohibition Against Harassment

CCDDR believes in developing, fostering, and maintaining a professional work environment where employees and others are treated with respect and dignity. Harassment of any kind is explicitly prohibited. The work environment must be free of harassment or intimidation based on sex, gender, age, color, disability, marital status, national origin, citizenship status, race, religion, gender, gender identity, change of sex and/or transgender status, sexual orientation, veteran status, or any other legally protected category. Every employee is expected to conduct him or herself in a manner that is always professional, respectful, and considerate of others. Harassment in the workplace, whether committed by managers, co-workers, business partners, vendors, customers, contractors,

clients or any other third party is prohibited. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- Become familiar with the terms of this policy and provide an executed acknowledgement of the policy and its terms
- Take the necessary steps to prevent and eliminate the occurrence of harassment and, when provided, attend CCDDR-provided training on harassment as well as certify your attendance
- Refrain from engaging in conduct which may be construed as unlawful or general harassment

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

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

Sexual Harassment

Sexual harassment is a particular form of workplace harassment. It includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when:

- Submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions
- Such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions or performance by creating an intimidating, hostile, humiliating or offensive work environment

Examples of Sexual Harassment

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

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

Who Can Be a Victim of Sexual Harassment and Who Can Be a Harasser?

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

Harassment on Other Grounds is Prohibited

Discriminatory treatment other than sexual harassment is also prohibited. Discriminatory treatment, including harassment, of individuals and groups based on race, gender, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic is strictly prohibited.

Definition of Harassment on Other Grounds

Harassment on the basis of race, color, age, gender, ethnicity, religion, disability, sexual orientation, gender

identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic directed against individuals, may be established by showing conduct toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and that interferes with the employee's work performance or ability to participate in or to realize the intended benefits of an CCDDR activity, employment, or resource.

Examples of Other Kinds of Harassment

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

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

Who Can Be a Victim and a Harasser?

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

Reporting Harassment

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

Procedure for Reporting Discrimination or Harassment

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

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

Prohibition Against Retaliation

To promote reporting of violations of this policy, CCDDR cannot stress enough that **any acts of retaliation will not be tolerated** against an individual for making a report of discrimination or harassment or cooperating in an investigation of discrimination or harassment. Employees who feel they have been retaliated against in any way because of reporting discrimination or harassment or who feel the employees' concern of discrimination or harassment was not adequately addressed or handled should contact the Human Resources Officer, Executive Director, or Board Chairperson as appropriate. Questions about this policy should be directed to the Human Resources Officer.

3.11 BACKGROUND SCREENS/CLEARANCE TO WORK

Initial Background Checks/New Employees

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

- TB Test
- Illegal Drug Screen
- E-Verify
- Fingerprint Check (Highway Patrol-MOVECHS/Rap-Back)
- Family Care Safety Registry/Criminal Records Check/Sex Offender Registry Check through the Missouri State Highway Patrol (does not require fingerprints)
- Driving History/MVR
- Reference Checks
- Verification of prior employment, education, & credentials
- Office of Inspector General (United States Department of Health & Human Services)
- All new employees must provide proof of the minimum vehicle insurance coverage, as required by Missouri statutes, for their vehicles to be used while performing their job duties or CCDDR functions. Only those vehicles covered under an insurance policy may be utilized to perform job duties or CCDDR-related functions. Additional verification of insurance coverage may be needed to assure the best interests of CCDDR and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

Ongoing Background Checks of Existing Employees

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

- Family Care Safety Registry/Criminal Records Check/Sex Offender Registry Check through the Missouri State Highway Patrol (does not require fingerprints)
- Office of Inspector General (United States Department of Health & Human Services)
- Driving History/MVR
- Fingerprint Check (Highway Patrol-MOVECHS/Rap-Back every 6 years)
- All existing employees must provide proof of the minimum vehicle insurance coverage, as required by Missouri statutes, for their vehicles to be used while performing their job duties or CCDDR functions. At the beginning of each insurance renewal period, the employees must provide proof of insurance coverage to the Human Resources Officer, immediate supervisor, or Executive Director for filing in their personnel file. Only those vehicles covered under an insurance policy may be utilized to perform job duties or CCDDR-related functions. Failure to provide proof of insurance coverage shall be grounds for suspension without pay until an insurance policy can be procured by the employee or immediate termination of employment. Additional verification of insurance coverage may be needed to assure the best interests of CCDDR and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

TB Test:

The TB test shall only be conducted once for all new employees, which will be at the time employment begins with CCDDR. Volunteers or interns who have direct contact with clients served by CCDDR will be required to

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

Criminal Records Check (Does not Require Fingerprints)

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

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

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

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

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

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

Should CCDDR learn that an existing employee has been convicted of a disqualifying crime, an existing employee has been placed on the DMH or DHSS Employee Disqualification Registry/List, or a claim against the employee for child or adult abuse, neglect, or exploitation has been substantiated at the time of annual re-screening, the employee shall be terminated.

Illegal Drug Screen:

(See Section 3.31 Substance Abuse)

Driving Record:

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

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

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

3.12 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make new employees feel comfortable, informed about CCDDR, and prepared for their position. At a minimum, new employee orientation for CCDDR employees shall include, but is not limited to, an overview of CCDDR's history; an explanation of the core values, vision, and mission of CCDDR; safety practices/procedures; CCDDR policies, procedures, handbooks, manuals, and program guidelines; and an overview of the Employee Manual.

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

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

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

- Level I Medication Aide
- Training as listed in compliance of the Annual Targeted Case Management Agreement, Missouri statutes, and Federal statutes

In addition, the new employee will be assisted in the completion of all necessary paperwork (W-4 forms, etc.).

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

3.13 PERSONNEL FILES

Employee personnel files may include information related to period of employment, job application/resumé, job description, signed agreements with the employee, records of participation in training events, salary/pay history, address, phone number, records of disciplinary action, and other documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of CCDDR, and access to the information is restricted. Authorized CCDDR administrative personnel who have a legitimate reason to review personnel files can access information in personnel files.

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

Some employment records will be kept in separate files, such as records relating to medical conditions, certain leaves of absence, investigations, and I-9 requirements.

3.14 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Executive Director, employee's supervisor, and/or Human Resource Officer of any changes in personnel data, such as:

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

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

3.15 INCLEMENT WEATHER/EMERGENCY OFFICE CLOSINGS

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

When the decision is made to close the office, employees will receive official notification from the Executive Director, employee's supervisor, and/or Human Resources Officer.

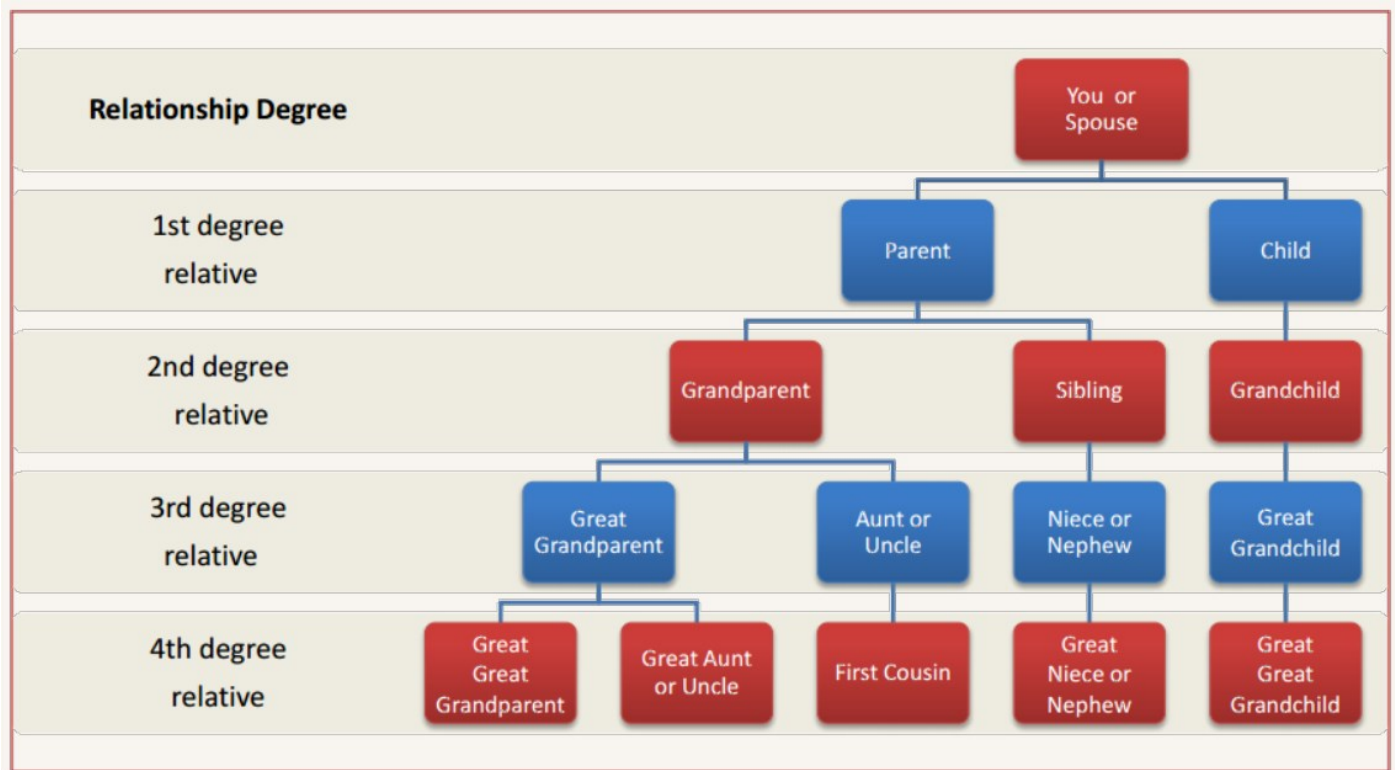
Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. Subject to the supervisor's approval, employees may elect to use paid time off or personal hours. Employees may also work remotely.

3.16 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions so long as the employee meets the performance standards of their job description with CCDDR. Unless an alternative work schedule has been approved by CCDDR, employees will be subject to scheduling demands, regardless of any existing outside work assignments. CCDDR's office space, equipment, and materials are not to be used for outside employment.

3.17 NEPOTISM

CCDDR shall not consider applications for employment from or hire immediate family members of current employees. Immediate family members are defined in Section 3.46 FUNERAL/BEREAVEMENT LEAVE. CCDDR shall not consider applications for employment from or hire relatives within the fourth degree by consanguinity (blood) or affinity (marriage or adoption) of any current CCDDR manager, supervisor, or Board member. In the event a Board member appointed by the Camden County Commissioners is related within the third degree by consanguinity or affinity to an existing employee, the employee shall be terminated. Degrees of relationship are identified below:



3.18 SAFETY IN THE WORKPLACE

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

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

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

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their immediate supervisor, the Compliance Manager and/or the Executive Director.

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

3.19 HEALTH-RELATED ISSUES

All employees must notify the Executive Director, Human Resources Officer, or their immediate supervisor if they have a condition which poses a direct threat to their safety or the safety of others. In such circumstances, CCDDR will engage with the employee in a discussion regarding reasonable accommodation of the condition.

3.20 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention due to an injury sustained on the job, the employee must report the condition immediately to the Executive Director, Human Resources Officer, or immediate supervisor, and a CCDDR physician must be utilized if the employee wishes to get medical services paid by CCDDR. If the injury is not an emergency, the employee must complete the Authorization to Obtain Information form and the Workers Compensation Authorization for Medical Treatment form. All workers compensation injuries must be reported within 24 hours to the Workers Compensation insurer. The Executive Director, Human Resources Officer, or immediate supervisor shall complete the Supervisor Incident/Injury report form, and get statements from witnesses, if any. Exceptions will be made in cases where the CCDDR physician is unavailable, or it is necessary for the employee to use the hospital emergency room or EMS. Management will ensure that the medical provider understands that the injury may be a work-related injury, if in fact the injury is directly related to the employee carrying out the employee's job responsibilities. An incident report may also be required in such cases.

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

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

3.21 BUILDING SECURITY

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

3.22 INSURANCE ON PERSONAL EFFECTS

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

3.23 OFFICE SUPPLIES/EXPENSES/OBLIGATING CCDDR

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

3.24 MONTHLY EXPENSE REIMBURSEMENT

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

3.25 PARKING

Employees must park their vehicles in areas indicated and provided by CCDDR. Employees working at the 100 Third Street location should park their vehicles in the north parking lot (at the corner of 3rd and 5th Streets) to allow use of the west parking area (directly in front of the main entrance along 3rd Street) for Children's Learning Center staff and patrons as well as CCDDR clients, clients' families, and other CCDDR visitors.

3.26 VISITORS IN THE WORKPLACE

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

3.27 IMMIGRATION LAW COMPLIANCE

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

SECTION D

STANDARDS OF CONDUCT

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

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

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

3.28 ATTENDANCE/PUNCTUALITY

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

If you are unable to report for work for any reason, notify your immediate supervisor before your regular or approved starting time. You are responsible for speaking directly with your immediate supervisor about your absence. Employees should speak directly to their supervisor, except in extreme emergencies. Leaving a message on voicemail, sending a text message, or sending an email is acceptable; however, a follow-up phone call from

the supervisor, Human Resource Officer, and/or Executive Director may occur. If you do not report for work and CCDDR is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. Should excessive tardiness or absenteeism become apparent, disciplinary action, up to and including termination, may be required.

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

Employees may work from home or another location other than the office (i.e. remotely) under specific circumstances. Employees will need to receive prior approval from their supervisor to work remotely. If a secure Internet connection is not available, employees shall save all work performed remotely on a device provided by CCDDR, which will be password protected and/or encrypted. Employees shall record work performed remotely by creating appropriate log notes on the Internet-based client database or providing justification/documentation, which must include a description of the activities performed as well as the start time and stop time for every activity performed. The Executive Director may review and reverse all approvals to work remotely.

3.29 TELEPHONE USE

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

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

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

3.30 DRESS CODE

A professional appearance is important anytime you meet with the clients we serve, parents/guardians of clients we serve, support providers, and other stakeholders, including the public. Employees should be well groomed and dressed appropriately for conducting CCDDR business.

The dress code shall be appropriate for all employees' work situations. The usual dress code at CCDDR shall be "business casual". "Business professional" attire may be required from time to time for specific functions, which will be addressed at that time by the Executive Director. The following items are considered appropriate for "business casual" working attire for staff employed by CCDDR:

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

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

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

"Casual days" may occasionally be approved by the Executive Director. If approved, appropriate guidelines will be provided.

3.31 SUBSTANCE ABUSE

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

Alcohol

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

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

Illegal Drug Use or Abuse of Prescription Drugs

It is CCDDR's policy to take reasonable measures to maintain a work environment free of illegal drug use as well as the abuse or illegal use of prescription drugs. If CCDDR determines an employee illegally uses drugs, illegally possesses drugs, illegally abuses drugs, is illegally under the influence of drugs, or has illegal drugs in the employee's system, the employee may be subject to termination of employment. CCDDR reserves the right in each case to determine the specific action to be taken concerning drug testing, discipline, treatment, and employment status.

Application and Testing

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

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

- After a vehicle accident or an accident/injury not involving a vehicle while on duty or performing CCDDR-related business
- Based on behavior or other signs (e.g. unsteady gate, bloodshot eyes, smell, etc.), management concludes the situation or circumstance may be the result of alcohol use, illegal drug use, or improper drug use
- Based on arrest

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

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

- Refusal to sign a Consent and Authorization for Release and Use of Drug Testing Information Form
- Refusing the test or failing to appear for the scheduled test
- Adulterating the test specimen
- Failing the test
- Use of prescription drugs outside the direction of the prescription

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

Employee Initiated Treatment

Employees who voluntarily disclose illegal drug use or alcohol abuse and seek appropriate treatment prior to being disciplined for related conduct will not be disciplined for the disclosure. Appropriate treatment

professionals may need to evaluate whether the employee is able to perform the essential functions of the employee's job during treatment and/or rehabilitation, and the employee may be required to consent to future unannounced drug testing or alcohol testing as a condition of continued employment.

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

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

Confidentiality

All information and test results received by CCDDR through its drug and alcohol testing policy are confidential communication and to be maintained in the employee's confidential file. Access to confidential employee files and information therein are guided by CCDDR policy.

Diversion, Theft, Possession, or Trafficking Drugs

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

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

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

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

3.32 TOBACCO PRODUCTS

The use of tobacco products is only permitted in designated areas.

The use of tobacco products is also prohibited in employee personal vehicles while transporting clients.

3.33 ELECTRONIC COMMUNICATIONS AND TECHNOLOGY

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

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

No Expectation of Privacy.

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

Standardized Software and Hardware.

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

Installation of Software and Hardware.

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

Ownership and Confidentiality.

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

Copying Software, Programs, Applications, Templates, etc.

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

Acceptable Uses of CCDDR's Technology Resources.

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

Prohibited Uses of CCDDR's Technology Resources.

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

- Personal commercial use (benefiting an employee's outside employment or commercial business)
- Accessing, receiving, or sending pornographic, sexually explicit, or indecent materials, including materials of an unreasonably offensive nature (unless as part of a law enforcement investigation conducted by authorized law enforcement personnel)
- Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation,

national origin, age, disability, or other protected status

- Gambling
- Usage for recreational purposes including the loading of computer games or playing online games
- Usage that precludes or hampers CCDDR network performance, such as viewing or listening to streaming audio and/or video (unless for CCDDR business, such as for online training)
- Unauthorized copying or downloading of copyrighted material
- Usage that violates software license agreements
- Downloading of software programs (unless specifically approved by the Executive Director and/or coordinated with the IT Manager/Consultant)
- Usage for political campaigning purposes
- Sending anonymous messages and/or misrepresenting an employee's name, position, or job description
- Deliberately propagating any virus, worm, trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either CCDDR's networks or systems or those of any other individual or entity
- Releasing misleading, distorted, untrue or confidential materials regarding CCDDR business, views, or actions
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Use of Technology Resources in an excessive manner to deprive others of system use or resources, including the sending of bulk email for other than official business or forwarding unnecessary, non-business related "chain letter" emails
- Connecting to the CCDDR network or any specific software package utilizing somebody else's security identification login information to gain alternate security permissions
- Any personal use, even if incidental, that result in an expense to CCDDR
- Usage that violates the guidelines set forth in the Standards of Conduct described in this Employee Manual

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred resulting from copyright and licensing infringements.

Social Media.

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

Downloading Files from the Internet or Opening Email Attachments.

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

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

3.34 TRANSPORTING CLIENTS/EMPLOYEE LICENSE & INSURANCE REQUIREMENTS

Employees are to only provide transportation to clients served by CCDDR in emergency situations, where the health, safety, or wellbeing of the client may be at risk. In the case of a medical emergency, employees are to call 9-1-1 for emergency transport. The use of tobacco products is not allowed in any vehicle while transporting clients. All employees who transport clients in their vehicle must have a current valid Missouri driver's license,

have the appropriate vehicle insurance, are required to wear their seat belts, and to have all clients transported wear seat belts. All employees are to submit proof of the minimum vehicle liability insurance coverage to the Human Resources Officer or the Executive Director at the appropriate insurance renewal periods to establish proof of continuous coverage. Failure to maintain continuous vehicle insurance coverage could result in disciplinary action up to and including termination. If an employee's vehicle insurance has lapsed or expired, the employee will not be allowed to drive the employee's vehicle for the purpose of conducting CCDDR business. It is the employee's responsibility to notify their insurance carrier that they may be responsible for transporting clients in certain emergency situations as a function of CCDDR business and to ensure they have adequate coverage for liability, property damage, and bodily injury.

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

3.35 CONFIDENTIALITY

The protection of confidential client information, including PHI, is vital to the interests and success of CCDDR. CCDDR conforms to State and Federal laws on protecting confidential client information. Such confidential client information includes, but is not limited to, the following examples:

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

All employees shall be trained in the proper safeguarding and use/disclosure of client PHI. Staff must utilize professional consideration and discretion at all times in their discussions regarding individuals served by CCDDR.

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

Caution must be exercised by staff in any discussions with professional peers, whether on or off CCDDR premises, to ensure conversations cannot be overheard by other individuals served or other individuals not professionally involved with the individual(s) who is/are the topic of conversation.

Employees traveling and/or working remotely should only take the minimum necessary PHI to conduct their duties. While transporting PHI, efforts shall be made by staff to keep such information from plain view. Vehicles containing PHI shall be kept locked while unoccupied and shall be kept out of view through the windows. Laptops provided by CCDDR and used remotely shall be kept in a locked and secured location when not in use.

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

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

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

SECTION E

WAGE AND SALARY POLICIES

3.36 OFFICE HOURS AND WORK WEEK

The CCDDR office hours are from 8:30 a.m. to 4:00 p.m. Monday through Friday, except for holidays. To best serve CCDDR clients, all employees are expected to work at some point during these hours whenever possible, depending on approved FLEX schedules (if applicable). Typically scheduled working hours for full-time employees are from 8:00 a.m. to 5:00 p.m. (eight hours with a one-hour lunch break) Monday through Friday; however, alternative schedules may be approved by the immediate supervisor and/or Executive Director. Part-time employee hours are subject to supervisor and/or Executive Director approval. All employees are expected to cooperate in taking lunch breaks on a staggered schedule when working in the office so that the needs of office visitors, clients/parents, persons calling by phone, co-workers, and other stakeholders are met.

The standard workweek for full-time, non-exempt employees is 40 hours per week. For calculating non-exempt employee hours worked during the week, CCDDR's workweek is from Saturday at 12:00 a.m. to Friday at 11:59 p.m.

All employees are allowed up to a one-hour lunch break, which is not counted as time worked, and two 15-minute breaks, which are counted as time worked. Lunch breaks must be taken and cannot be less than 30 minutes if an employee works at least 4 hours on any workday. Lunch breaks should be taken mid-workday or as close to mid-workday as possible. The two 15-minute breaks should be taken in the morning or before lunch and in the afternoon or after lunch and cannot be taken concurrently or contiguously with the lunch break or with each other. Since the two 15-minute breaks are counted as time worked, the breaks must be taken "stationarily". For example, employees cannot leave the office to go home or conduct personal errands during the 15-minute break. If personal time is needed during the workday, the employee must do so during hours not counted as time worked, such as their lunch break, approved paid time off, or approved unpaid time off. Extended, earlier, or later lunch breaks as well as earlier or later 15-minute breaks must be approved by the supervisor and/or Executive Director.

3.37 TIMEKEEPING AND SCHEDULING

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

Exempt employees should prepare a work schedule with their immediate supervisor and/or the Executive Director at the start of each week. This will ensure coverage during office hours can be arranged when needed.

All employees' timesheets must be completed, approved, and submitted to the Human Resource Officer no later than 10:00 a.m. on the Monday following the end of the payroll period.

3.38 OVERTIME

Overtime compensation is paid only to non-exempt employees in accordance with Federal and State wage and hour laws. Exempt employees are not eligible for overtime regardless of hours worked.

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

Overtime is payable at a rate of one and one-half times the regular hourly rate for all hours worked over 40 in one work week. Paid time off or any leave of absence will not be counted as hours worked. When approved paid time off or any leave of absence is taken during a work week, the number of total hours worked plus the approved

paid time off or any leave of absence shall not exceed 40 hours. Any approved paid time off or leave of absence shall not exceed 40 hours in one work week.

3.39 PAYDAYS

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

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

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

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

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

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

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

SECTION F

BENEFITS AND SERVICES

3.40 OVERVIEW OF BENEFITS

CCDDR offers leave benefits for recruiting and maintaining a motivated workforce. CCDDR extends the following types of leave:

- Paid time off (PTO)
- Personal hours
- Military leave
- Funeral/Bereavement leave
- Jury duty leave
- Family and Medical Leave Act and other leaves of absence

CCDDR offers the following benefits immediately upon hire for all regular full-time and part-time employees:

- Workman's Compensation
- Jury Duty & Military leave
- Training/Professional development
- Other leaves of absence

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

- Health insurance (starts the 1st day of the month after date of hire)
- Paid holidays
- Personal hours (16)

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

- Paid time off
- Funeral/Bereavement leave

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

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

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

- Educational (tuition) assistance

The following benefits are available to all temporary full-time and part-time employees:

- Workman's Compensation
- Training/Professional development

The Family Medical Leave Act (FMLA) is available to all employees who have worked for CCDDR for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles (see attached Appendix "B").

3.41 PAID TIME OFF (PTO)

PTO is recorded in five-minute increments (decimalized) for eligible non-exempt employees. The calendar year (January 1st to December 31st) an employee is hired is considered the first calendar year of employment, regardless of when the employee was hired during the calendar year. During the first calendar year of employment, PTO hours available for use after completing 90 days of employment will be prorated based on 160 hours (see example below); beginning with the second calendar year through the completion of the fourth calendar year of employment, an individual shall have 160 hours of PTO available for use; beginning with the fifth calendar year through the ninth calendar year of employment, an individual shall have 240 hours of PTO available for use; and beginning with the tenth calendar year of employment and beyond, an individual shall have 320 hours of PTO available for use (see chart below). PTO may be used for absent hours due to illness, personal reasons, vacations, or other circumstances which require an employee be absent from work. All PTO must be approved by the employee's supervisor and/or the Executive Director. Final PTO hours recorded will not cause the total amount of hours worked plus PTO hours taken to exceed 40 total hours during any workweek. For example:

An employee requested 8 hours off from work on Monday to take care of some personal matters. The employee's supervisor approved a request from the employee to use 8 hours of PTO for the absence. The employee worked 36.5 hours between Tuesday and Friday during that same workweek. There will only be 3.5 hours of PTO recorded for the employee's workweek, and 3.5 PTO hours will be deducted from the employee's remaining PTO balance for the current calendar year.

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

Calendar Year of Employment	Maximum Annual PTO Hours Available
First Calendar Year	Prorated Based on 160 Hours
2nd to 4th Calendar Year	160 Hours
5th to 9th Calendar Year	240 Hours
10th Calendar Year and Beyond	320 Hours

The full applicable compliment of PTO is available for use in each calendar year of employment (provided the employee has completed the employee's first 90 days of employment) beginning on January 1st of the calendar year and must be used by December 31st of that same calendar year. There will be no carryover of any unused PTO from one calendar year to the following calendar year.

For employees hired during any calendar year, the applicable PTO will be prorated based on the number of months remaining in that calendar year. For example:

*An employee is hired on May 10th, 2019 (5th calendar month). 2019 is considered the employee's first calendar year of employment. The employee is eligible for 7/12 (.59 – all decimals are rounded up) of 160 hours, which equals 95 hours (all decimals rounded up to the nearest whole number) of PTO available to that employee once the employee has completed the first 90 days of employment. The employee will become eligible for 240 hours of PTO available on January 1st, 2023 (5th calendar year of employment). The employee will become eligible for 320 hours of PTO available on January 1st, 2028 (10th calendar year of employment). **Please note employees hired on or after October 2nd of any calendar year will not be eligible to use PTO hours during the first calendar year (must complete first 90 days of employment to be eligible to use PTO available).***

Prorated unused PTO shall be paid to the employee upon termination of employment. For employees who

voluntarily terminate their employment, are discharged, or are laid off due to business needs during a calendar year; have completed their 90-day initial employment period; and have not used PTO hours during the calendar year prior to employment separation, the proration will be based on the number of months the employee was still employed during the calendar year. For example:

An employee voluntarily terminates employment with CCDDR on July 10th, 2019 (7th calendar month). The employee is in the employee's 4th calendar year of employment (hired in 2016) and has not used any PTO during that calendar year. The employee is eligible to receive 7/12 (.59 – all decimals are rounded up) of the remaining 160 hours, which equals 95 hours (all decimals are rounded up to the nearest whole number) that will be paid to the employee after termination has occurred.

The same calculation applies to employees who voluntarily terminate their employment, are discharged, or are laid off due to business needs; have completed their 90-day initial employment period; and have used PTO hours during the calendar year prior to employment separation. For example:

An employee voluntarily terminates employment with CCDDR on July 10th, 2019 (7th calendar month). The employee is in the employee's 4th calendar year of employment (hired in 2016) and the employee has used 50 hours of PTO. The employee is eligible to receive 7/12 (.59 – all decimals are rounded up) of the remaining 160 hours, which equals 95 hours (all decimals are rounded up to the nearest whole number). 95 hours minus 50 hours used equals 45 hours. 45 hours will be paid to the employee after termination has occurred.

If there are no PTO hours available based on the calculation, there will be no PTO hours paid to the employee after termination. The month of hire or termination will be counted as a full month, regardless of the date during the month.

When the proration of PTO has been paid to an employee who voluntarily terminates or was laid off due to business needs and the employee is rehired during the same calendar year, the employee will not have any PTO remaining for the current calendar year; however, the employee will have PTO available the next calendar year.

PTO Request Procedure

Unless the circumstance prohibits or an emergency precludes them from doing so, employees shall submit requests for desired PTO to their supervisor for approval sufficiently in advance of the planned PTO to permit scheduling of substitute personnel if necessary. If non-exempt, regular full-time employees have not worked a full 40 hours in a workweek without a previously approved PTO request, employees must submit a PTO request to their supervisor by 10:00 a.m. on the Monday following the end of the workweek. If an employee is incapacitated or unavailable, the supervisor may approve PTO without a request, depending on the circumstance, emergency, and/or available PTO. All PTO requests must be approved by the supervisor.

PTO requests will be determined on a first come, first serve basis. If PTO requests for the same timeframes are received simultaneously, the requests will be reviewed and determined based on employee seniority. All PTO requests will also be reviewed and determined based on the premise of minimizing disruptions in workflow. Some, all, or none of employees' PTO requests may be approved.

3.42 HOLIDAYS

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

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

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

3.43 PERSONAL HOURS

In addition to scheduled paid holidays and PTO, full-time employees are given 16 personal hours annually to be used for time off from work. Personal hours are recorded in five-minute increments (decimalized) for eligible non-exempt employees.

Personal Hours Request Procedure

Unless circumstance prohibits or an emergency precludes them from doing so, employees must obtain approval from their supervisor before using the personal hours. If non-exempt, regular full-time employees determine they have not worked a full 40 hours in a workweek without a previously approved personal hours request, employees must submit a personal hours request to their supervisor by 10:00 a.m. on the Monday following the end of the workweek. If an employee is incapacitated or unavailable, the supervisor may approve personal hours without a request, depending on the circumstance, emergency, and/or available personal hours. All personal hours requests will be reviewed and determined based on the premise of minimizing disruptions in workflow, and all personal hours requests must be approved by the supervisor.

Personal hours requests will be determined on a first come, first serve basis. If personal hours requests for the same timeframes are received simultaneously, the requests will be reviewed and determined based on employee seniority. Some, all, or none of the simultaneous personal hours requests may be approved.

Unused personal hours are not paid after termination of employment with CCDDR. The full applicable compliment of personal hours is available for use in each calendar year beginning on January 1st of the calendar year and must be used by December 31st of that same calendar year. There will be no carryover of any unused personal hours from one calendar year to the following calendar year. Personal hours are not prorated the same way as PTO. All new employees have 16 personal hours immediately available to them for use upon initial employment (i.e., personal hours can be used during the first 90 days of employment).

If an employee who was laid off due to business needs or voluntarily terminated and is rehired during the same calendar year, the employee will have the unused balance of personal hours, if any, immediately available.

3.44 OTHER LEAVES OF ABSENCE

Unless circumstance prohibits or an emergency precludes them from doing so, employees must obtain approval from their supervisor before using other leaves of absence. If non-exempt, regular full-time and part-time employees have not worked a full workweek without a previously approved leave of absence request, employees must submit a leave of absence request to their supervisor by 10:00 a.m. on the Monday following the end of the workweek. If an employee is incapacitated or unavailable, the supervisor may approve a leave of absence without a request, depending on the circumstance or emergency. Other leaves of absence requested shall be evaluated in accordance with applicable law, CCDDR policy, and/or CCDDR business needs. Approved leaves of absence from work shall generally be a maximum of six weeks; however, each situation shall be assessed on a case-by-case basis. Leaves of absence requests for consecutive days lasting more than one workweek must be approved by the Executive Director and may require documentation from a health care provider, if applicable. Leaves of absence are recorded in five-minute increments (decimalized) for eligible non-exempt employees.

3.45 FAMILY MEDICAL LEAVE ACT

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

3.46 FUNERAL/BEREAVEMENT LEAVE

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

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

The term immediate family member is defined as:

- Spouse
- Domestic Partner
- Fiancé/ Fiancée
- Sibling
- Step Sibling
- Sibling-in-Law
- Child
- Stepchild
- Child-in-Law
- Parent
- Stepparent
- Parent-in-Law
- Grandparent
- Step Grandparent
- Grandparent-in-Law
- Grandchild
- Step Grandchild
- Grandchild-in-Law

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

3.47 JURY DUTY/MILITARY LEAVE

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

3.48 ALLOCATED AND UNALLOCATED ABSENCES

CCDDR maintains records of PTO, personal hours, and leaves of absence hours used by employees during the calendar year and updates the record at the conclusion of each payroll period. Hours recorded as PTO, personal hours, and approved leaves of absence hours are considered allocated absences. Hours not worked during any workweek and not recorded as PTO, personal hours, and approved leaves of absence hours are considered unallocated absences. Unallocated absences will be recorded in five-minute increments (decimalized) for non-exempt employees. The maximum number of unallocated absences for non-exempt, temporary full-time and part-time employees will be prorated based on the duration of employment during the current calendar year (see section 3.41 Paid Time Off (PTO) calculation method). The maximum number of unallocated absence hours allowed each calendar year for non-exempt, regular full-time employees is 40. The maximum number of unallocated absence hours allowed each calendar year for regular part-time employees is 28. The amount of unallocated absence hours for regular full-time and part-time employees will be prorated based on the date of hire during the calendar year (see section 3.41 Paid Time Off (PTO) calculation method). If an employee exceeds the number of allowed unallocated absence hours available in any calendar year, the employee shall be discharged.

Please note this provision is effective 7/1/2021. After the effective date and for the remainder of calendar year 2021, the maximum number of unallocated absence hours for a regular, full-time employee is 20, and the maximum number of unallocated absence hours for a regular part-time employee is 14.

3.49 EDUCATIONAL ASSISTANCE

CCDDR recognizes that the skills and knowledge of its employees are critical to the success of CCDDR. CCDDR offers educational assistance programs to encourage personal development, improve job-related skills, and enhance an employee's career within the field of developmental disabilities. The details of the Educational Assistance Program can be found in Policy 44 – Employee Educational Assistance Program. All applications for educational assistance must be approved by the Executive Director.

3.50 TRAINING/PROFESSIONAL DEVELOPMENT

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

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

SECTION G

EMPLOYEE COMMUNICATIONS, FEEDBACK, & REHIRE

3.51 JOB POSTINGS & PROMOTION

It is the policy of CCDDR to attempt to fill positions by drawing from internal candidates possessing the desired qualifications, and to promote from within whenever possible. Depending on the circumstances, management may post certain job openings internally before filling the positions.

3.52 CHAIN OF COMMAND AND PROCEDURE FOR HANDLING COMPLAINTS

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

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

3.53 STAFF MEETINGS

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

3.54 BULLETIN BOARDS

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

3.55 EMPLOYEE SUGGESTIONS

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

3.56 PERFORMANCE REVIEWS & PLANNING SESSIONS

The employee's immediate supervisor will conduct employee performance reviews with all the supervisor's employees approximately 90 days after initial employment and each calendar year. Performance feedback and planning may occur more frequently.

Employee performance reviews are designed for the employee and the supervisor to discuss the employee's current job tasks, current job performance, encourage/recognize positive attributes, discuss positive approaches

for meeting work-related goals, and learning new skills. Various performance measures will be utilized to assist in determining performance ratings. Employees may be asked to present a self-evaluation and bring it to the formal performance review. Employees will have an opportunity to review their job descriptions and sign indicating their acceptance of the description of duties on an annual basis and when changes to their job descriptions occur.

3.57 CORRECTIVE ACTION & DISCIPLINE

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

3.58 EMPLOYMENT TERMINATION

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

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

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

3.59 Rehired Employees

Regular full-time employees who are laid off due to business needs or voluntarily terminate and are rehired by CCDDR within 365 days of separation from employment shall not lose seniority and shall resume the same PTO, personal hours, and unallocated absence hours schedule as outlined in this manual; however, PTO and allowed unallocated absence hours will be prorated based on the date of rehire if rehired during the following calendar year (see section 3.41 Paid Time Off (PTO) calculation method). PTO will not be available until the next calendar year if rehired in the same calendar year, and certain CCDDR benefits may not be immediately available upon rehire. If rehired during the same calendar year and if personal and/or unallocated absence hours for the calendar year had already been used prior to the lay off or voluntary termination, the employee will have the unused balance of personal and unallocated absence hours immediately available, if any. If rehired during the same calendar year and if personal and unallocated absence hours for the calendar year had not already been used prior to the lay off or voluntary termination, the employee will have the full balance of hours immediately available.

Appendix “A”

Complaint of Discrimination or Harassment

1. Your Full Name: _____

2. Address: _____

3. Work Phone: _____ Home Phone (optional): _____

4. Alleged inappropriate conduct or activity (circle as many as are applicable):

Discrimination _____

- | | |
|--------------------|---|
| Age | Color |
| Disability | Military or Veteran Status |
| National Origin | Race |
| Religion | Gender |
| Sexual orientation | Marital Status |
| Gender Identity | Change of sex and/or Transgender Status |
| Citizenship Status | Other _____ |

Harassment _____

- | | |
|--------------------|---|
| Age | Color |
| Disability | Military or Veteran Status |
| National Origin | Race |
| Religion | Gender |
| Sexual orientation | Marital Status |
| Gender Identity | Change of sex and/or Transgender Status |
| Citizenship Status | Other _____ |

Retaliation _____

5. Date(s) of alleged inappropriate conduct or activity:

6. Identify by name and position the person(s) you believe discriminated against you, harassed you, or retaliated against you:

7. Describe in detail the events or occurrences giving rise to your complaint, and explain how you believe you were discriminated against, harassed, or retaliated against. (Use the back of this form and additional paper if you need more space.) Include the location of the events and whether any witnesses were present. Please attach copies of any documents that relate to your complaint, such as applications, resumes, notices of denial of employment or promotion, letters of reprimand, termination etc.

8. Resolution and/or corrective action requested: _____

Your Signature _____ Date: _____

Appendix “B”

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division





CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-16

OATS CONTRACT RENEWAL JULY 1ST, 2021, TO JUNE 30TH, 2022 – EMPLOYMENT TRANSPORTATION

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

WHEREAS, the Camden County SB 40 Board may purchase services from service providers for Camden County clients when warranted and deemed necessary.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, acknowledges the need to purchase transportation services for employment purposes, and authorizes the Executive Director to initiate and sign the Contract Renewal with OATS, Inc, as identified in Attachment “A” hereto for providing transportation services for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2021-16



Agreement for Services

G-702
R-4/19

This agreement is entered into by CCDDR/SB40 Board (employment transportation) located at 5816 Osage Beach Parkway, Suite 108 Osage Beach, MO 65065, hereinafter known as the "Contracting Party" and OATS, Inc., 2501 Maguire Blvd, Ste 101, Columbia, MO 65201, a general not-for-profit corporation organized under the Laws of the State of Missouri, hereinafter known as OATS Transit.

The Contracting Party and OATS Transit hereby agree as follows:

- 1. This Agreement becomes effective on 7/1/2021 and terminates on 6/30/2022.
2. OATS Transit agrees to transport CCDDR/SB40 Board Clients for the purpose of employment. Scheduling of requested services is dependent upon vehicle and driver availability.
3. OATS Transit will invoice the Contracting Party for services rendered by the tenth (10th) day of the following month, and the Contracting Party will pay OATS Transit at a rate of \$5.75 per unit in-town and \$6.75 per unit in-county (one-way trip) of which \$0.40 per unit (as defined above) is depreciation which OATS Transit will deposit in a restricted account for use in cost of replacing vehicles.
4. The estimated total amount of compensation for services to be provided under this Agreement is (state specific dollar amount and explanation): Service will be billed at \$5.75 per one-way trip for in-town service (inside city limits of Camdenton) and \$6.75 per one-way trip for in-county service (locations within Camden County).
5. If service is to be provided by OATS Transit on more than one day, the Contracting Party agrees to schedule OATS Transit service for any particular date at least twenty-four (24) hours in advance.
6. Unless otherwise noted in item 9 below, OATS Transit service will not be provided on the following paid holidays: New Years Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; 4th of July; Labor Day; Thanksgiving; the Day After Thanksgiving; and Christmas Day.
7. In cases of inclement weather OATS Transit's general policy is to use the school bus closings as a guideline; however, the final decision rests with the OATS Transit driver.
8. This Agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
9. Special conditions which apply to this Agreement are as follows (specify "none" if none apply): Transportation will be provided Monday through Sunday except as noted in paragraph 6, excluding those holidays which occur on a Saturday and Sunday, and as noted in paragraph 7. For holidays not recognized by an employer, transportation will be accommodated. Cancellation at the door once driver has been dispatched to pickup will result in a one-way charge or \$5.75 in-town and \$6.75 in-county.

Contracting Party

OATS, Inc.

By: _____

By: Dorothy Yeager

Dorothy Yeager, Executive Director

Date: _____

Date: 5/11/2021 Regional Director Initials: DK

Special Billing #: MM-0296

Check one: [X] Rural [] Urban

Charter: Does this service support OATS program purposes?

[] YES - Not considered charter; no further action required.
[X] NO - Contact Home Office for instruction

<p><i>Contractor:</i> OATS, Inc. 2501 Maguire Blvd, Ste 101 Columbia, MO 65201</p>	<p><i>Agreement Description: OATS Employment Transportation Agreement</i> <i>Addendum Description: Indemnification</i> <i>Effective Date: July 1st, 2021</i></p>
--	---

The above referenced Agreement between **Camden County Developmental Disability Resources (CCDDR)** and **OATS, Inc.** is hereby amended as follows:

This Addendum is effective only upon the signature of both parties and must be signed and returned to CCDDR. All other terms and conditions shall remain unchanged.

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

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

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

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

Employer Liability
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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



In witness thereof, the parties below hereby execute this agreement.

Authorized Signature for OATS, Inc.

Title

Date

Authorized Signature for CCDDR

Title

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-17

CONTRACT RENEWAL FOR AUDITING SERVICES

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

WHEREAS, the Camden County SB 40 Board shall purchase auditing services from an appropriate provider in order to establish and maintain fiscal accountability.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the need to purchase auditing services from a certified public accountant or accounting agency, and authorizes the Executive Director to initiate and sign the Contract Renewal with Evers & Company, CPA's, L.L.C., as identified in Attachment "A" hereto.
2. The contract period authorized shall be for auditing:
 - Fiscal Year 2020
 - Fiscal Years 2020 to 2022
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 2021-17

Audit Proposal

for

**CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**

Camdenton, Missouri

FOR THE YEAR ENDED DECEMBER 31, 2020

Presented By:

EVERS & COMPANY, CPA's, L.L.C.

520 Dix Road

Jefferson City, Missouri 65109

Contact:

Wendy M. Renner, CPA

Audit Partner

(573) 635-0227

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ATTACHMENT A

One Year Option

<u>Fiscal Year Audited</u>	<u>Proposed Beginning Date of Audit</u>	<u>Cost</u>
2020	16, July, 2021	\$ 10,125

Three Year Option

<u>Fiscal Year Audited</u>	<u>Proposed Beginning Date of Audit</u>	<u>Cost</u>
2020	16, July, 2021	\$ 9,850
2021	15, July, 2022	\$ 10,145
2022	14, July, 2023	\$ 10,450



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

Certified Public Accountants and Consultants

May 11, 2021

Board of Directors and Executive Director
Camden County Developmental Disability Resources
100 Third St
P.O. Box 722
Camdenton, MO 65020

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

Elmer L. Evers, Emeritus
Jerome L. Kauffman, Emeritus
Keith L. Taylor, Emeritus
Bruce A. Vanderveld, Emeritus

We are pleased to confirm our understanding of the services we are to provide Camden County Developmental Disability Resources for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Camden County Developmental Disability Resources as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Camden County Developmental Disability Resources' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Camden County Developmental Disability Resources' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budget to actual comparison schedules.
3. Schedule of Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies Camden County Developmental Disability Resources financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Statement of Revenues and Expenses by Program

Audit Objective

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Camden County Developmental Disability Resources financial statements. Our report will be addressed to management and the governing board of Camden County Developmental Disability Resources. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Camden County Developmental Disability Resources' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Camden County Developmental Disability Resources' in conformity with U.S. generally accepted accounting principles and maintain your capital asset depreciation schedule on our software based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Wendy Renner is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

One Year Option

2020 Audit	\$ 10,125
-------------------	------------------

Three Year Option

2020 Audit	\$ 9,850
2021 Audit	\$ 10,145
2022 Audit	\$ 10,450

The estimate includes costs for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Fees for additional work will be billed at our normal hourly rates which are as follows:

Partner	\$160
Supervisor	\$130
Staff	\$ 95

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to Camden County Developmental Disability Resources and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

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



WENDY M. RENNER, CPA
Audit Partner

**This letter correctly sets forth the understanding of:
CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**

One Year Option: _____ **Three Year Option:** _____

Officer signature

Title

Date

PROFILE OF THE FIRM

Evers and Company began business in 1974 and through steady growth has become a well-known and respected firm in Central Missouri. Our concepts of service are: A professional service can only be acquired from someone who is capable of rendering that service; the successful performance of the service depends on an understanding of the client's business; a professional relationship includes an obligation to raise questions and suggestions; and a professional service includes both promptness and thoroughness in responding to requests from the client.

Our expertise in serving not-for-profit organizations and the auditing experience of our partners and professional staff qualifies us to serve as your accountants and auditors. Our philosophy of service requires a close understanding of your business, and an involvement on a regular basis with your management in order to maintain an awareness of your financial and accounting objectives, goals and needs; to assist in developing plans to obtain such goals; and to monitor progress for developments which may affect planning and year-end budgeting.

The size of Evers and Company is important to clients for two reasons. First, the firm is small enough so that our professional staff can maintain an intimate knowledge of a client's business and needs. Second, the firm is large enough to have specialists available in the various disciplines of the profession which include, accounting, auditing, income taxes, management consulting services, and data processing services.

At the present time, the personnel of the firm are as follows:

Partners	7
Professional Staff	15
IS Support Staff	1
Para-Professional Staff	6
Office Support Staff	<u>8</u>
	37

All professional personnel are periodically evaluated for technical competence and are tested as to potential leadership qualities and aptitude. Training is accomplished through outside professional development programs and internal training programs. On the job training is enhanced by the active participation of partners in the planning, review and "problem-solving" phases of our work. The recruiting and retention of top-flight staff personnel is made easier by the knowledge that our staff will be working on a direct interrelationship basis with our partners.

The partners of Evers and Company have both the technical background and the practical business experience required to understand and contribute to client decisions in a consulting capacity. The counsel our clients receive comes from the partners' educational and business backgrounds, supplemented by our experience with a wide spectrum of clients in an almost infinite variety of industries and types of businesses.

We attempt at all times to render a quality service for a fair fee. If at any time you have a question concerning our services or fees, please call it to our attention so that we can discuss it. Our goal is to handle fees on an equitable basis, and in an open manner which will result in our mutual agreement.

Evers & Company is a local firm with offices in Jefferson City and Osage Beach, Missouri. The work done on the audit would be performed from our Jefferson City office with staff assistance from our Osage Beach office.

SIMILAR EXPERIENCE

We perform work for a number of not-for-profit and government organizations. Listed below are a few of the Government organizations we perform:

<u>NAME</u>	<u>CONTACT</u>
City of Versailles	Bobbie Garber (573) 378-4634
Sunrise Beach Fire Protection District	Chief Joseph LaPlant (573) 374-4411
City of Eldon	Don Smith (573) 392-2291

PERSONNEL

The following persons will supervise and perform the audit procedures:

WENDY M. RENNER, CPA – Audit Partner

Wendy is an Audit Partner in the Jefferson City office of Evers & Company, CPA's. She joined the firm in December 2003 and has over twenty years combined experience in public, governmental, and private sector accounting. She holds a Bachelor of Science degree in Accounting and Business Administration with an emphasis in Human Resource Management from Regis University, Denver, Colorado. Wendy also holds a Masters of Business Administration with an emphasis in Accountancy from Lincoln University, Jefferson City, Missouri and a Masters of Science in Taxation from William Howard Taft University, Denver, Colorado. Her major areas of concentration with the firm are audits of for profits companies, not-for-profit organizations, local governments, special purpose governments, and school districts. Wendy also prepares corporate, partnership, not-for-profit, fiduciary, and individual tax returns.

Wendy is a member of the American Institute of Certified Public Accountants, the Missouri Society of Certified Public Accountants, and the Government Finance Officers Association.

IRENE KELLERMAN, CPA – Audit Supervisor

Irene Kellerman is an Audit Supervisor in the Jefferson City office of Evers & Company, CPA's. She joined the firm in January 2018. Irene graduated from Fontbonne University in May of 2006 with a Bachelor of Science degree in Accounting. Her major areas of concentration with the firm are audits and reviews of for-profit entities, not-for-profit organizations, state and local governments and preparation of corporate tax returns. Irene's career began as an auditor for CliftonLarsonAllen, LLP in St. Louis. After several years as an auditor she began to specialize in the area of accounting and Federal and State income taxation of individuals and business entities, mostly auto dealerships. Irene is a member of the American Institute of Certified Public Accountants and the Missouri Society of Certified Public Accountants.

PERSONNEL

(Cont'd.)

CONNOR MUENKS, CPA – Staff Auditor

Connor Muenks is a Staff Auditor in the Jefferson City office of Evers and Company CPA's. He joined the firm in September 2017. Connor graduated from Westminster College in Fulton, Missouri with majors in Business Administration and Accounting. He passed his CPA exam in November 2017. Connor is assigned to the audit team and participated in tax preparation work during the 2018 tax season. Prior to joining the firm, Connor obtained five years of experience in business management through starting and owning his own business.

FIRM QUALITY CONTROL

In an effort to maintain the highest possible standards of quality control, our firm promotes continuing professional education programs and seminars. Our professional staff attends conferences and seminars dealing with new auditing standards as they are introduced, and participates in refresher courses to maintain an active, updated knowledge of the standards required by our industry.

We have weekly in-house professional education sessions to introduce our entire firm members to any information learned in outside seminars.

Our audit department in particular, follows a strict program of continuing professional education that involves seminars to keep us knowledgeable in the latest changes in governmental audit standards and the single audit act.

Our firm conducts a yearly Internal Inspection. Selected members of our firm review the audit and accounting procedures that we use on a day-to-day basis to determine if we adhere to the standards set forth by our profession.

Evers and Company also undergoes a voluntary peer review at least once every three years.

The peer review involves an inspection of various accounting and auditing records selected by the peer review committee. These records and our procedures are reviewed to determine if our firm has complied with the standards set forth by our profession and those set forth by the audited industries regulating agencies.

The peer review is a voluntary action that is strongly encouraged by the AICPA. It is a required procedure for any firm wishing to be a member of the Private Companies Practice Section. Many regulating agencies require peer reviews for firms who audit entities receiving Federal Funds.

Our effort to promote continued education for our professional employees, along with our firm's dedication to the highest standards of quality control, combine to provide your organization with the professional advice that they need, to insure that they follow the regulations set up specifically for their organizational type.

ADDITIONAL PROFESSIONAL SERVICES

Our firm also has the following services to offer to you:

- General ledger accounting system - computerized
- Help in interviewing and selecting new employees to work in the accounting function
(Testing & Interviewing)
- Fixed asset management
- Data processing consulting services in the following areas:
 - Payroll records and reporting
 - Mailing lists
 - Accounts receivable and billing

PROFESSIONAL ASSOCIATIONS

Dale Siebeneck and Jo Moore are members of the Association of Government Accountants.

The firm is a member of the Government Finance Officers Association.

All Certified Public Accountants in the firm are also members of the American Institute of Certified Public Accountants and our firm is a member of the AICPA Private Company Practice Section. All partners are members of the Missouri Society of Certified Public Accountants.

Evers and Company, CPAs, LLC is a member of the American Institute of Certified Public Accountant's Governmental Audit Quality Center. The Governmental Audit Quality Center (GAQC), which was created in 2004, promotes the importance of quality governmental audits and the value of such audits to purchasers of governmental audit services. GAQC is a voluntary membership center for CPA firms and state audit organizations that perform governmental audits. GAQC was created to, among other things, serve as a comprehensive resource on governmental audits for member firms, create a community of firms that demonstrate a commitment to governmental audit quality, and provide an online forum tool for members to share best practices and discuss governmental audit issues. Membership requires a firm's commitment to audit quality in the critical area of governmental audits, including those performed under *Government Auditing Standards* and the Single Audit Act amendments of 1996 and Title 2 U.S. *Code of Federal Regulators* (CFR), *Uniform Administrative Requirements Cost Principles*, and *Audit Requirements of Federal Awards* (Uniform Guidance). Additional information about the Center can be accessed at <http://gaqc.aicpa.org>.

**CHECKLIST OF INFORMATION TO BE
PREPARED BY CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**

In order for us to be more efficient in the audit Camden County Developmental Disability Resources for the year ended December 31, 2020, we ask that your staff complete the following information prior to our beginning fieldwork.

- _____ Organization Chart (if any)
- _____ Fiscal management policies and/or a personnel policies manual
- _____ Copy of by-laws or organizing document, amendments, if any
- _____ Have the board minutes available for our review
- _____ We need copies of any leases for buildings, copiers, phones, etc. which may apply
- _____ Have the December 31 bank reconciliation's available for our review along with the twelve months bank statements and the January post audit period statement.
- _____ Have a check register for all checks written from January 1, 2020 through December 31, 2020 for all accounts for disbursements test purposes
- _____ Confirms filled out attorney and income, will be provided later
- _____ Have the general ledger posted and balanced for the entire year
- _____ Prepare a trial balance worksheet reflecting balances after year-end adjusting entries have been posted
- _____ Have the payroll tax reports available for us, including reconciliation of payroll expense per the reports to the trial balance.
- _____ Copies of grant agreements
- _____ Copies of contracts with the third parties for consulting employment, professional services, etc.
- _____ Have available all non-standard adjusting journal entries for our review
- _____ Have available for our review time logs for services provided for Medicaid reimbursements available for our review.
- _____ Prepare an aged schedule of accounts receivable for 12/31/20
- _____ Prepare a schedule of all property and equipment, additions (copy of all invoices) and retirements showing cost, and for items sold, sales price.
- _____ Prepare a schedule of accounts payable, accrued expenses, and payroll withholding payable. Also, have the creditors' regular monthly statements for December.
- _____ Print the January and February 20121 check register, pull all invoices greater than \$1,000 for review (no need to copy)
- _____ Provide a copy of the 1/1/2020 – 1/15/2020 payroll journal for accrued salaries
- _____ Have available the reports showing the payments to LAGERS
- _____ Provide copies of the payroll tax reports for 12/31/2020
- _____ Have a listing of accrued leave payable at December 31, 2020 for our files (vacation or sick)
- _____ Prepare a schedule of accrued interest receivable

**CHECKLIST OF INFORMATION TO BE
PREPARED BY CAMDEN COUNTY DEVELOPMENTAL
DISABILITY RESOURCES**

(Cont'd)

- _____ Prepare a schedule of prepaid expenses, have available for our review copies of the original invoice.
- _____ Listing of officers and directors
- _____ Please pull all invoices for the cash disbursements test, a sample will be e-mailed to you prior to field work.
- _____ Prepare schedule of real and personal property tax receivable and deferred.
- _____ Provide a reconciliation of TCM income to the 1099 from the Department of Social Services
- _____ Copy of original and final annual budget.

Biannual Ethics
Commission Resolution

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

BOARD OF DIRECTORS BIANNUAL ETHICS COMMISSION RESOLUTION

A resolution of Camden County Senate Bill 40 Board (d/b/a Camden County Developmental Disability Resources), whose offices are located in Camdenton and Osage Beach, of Camden County, Missouri, is adopted to establish a procedure to disclose potential conflicts of interest and substantial interests for certain officials.

BE IT RESOLVED by the Board of Directors of Camden County Developmental Disability Resources, whose offices are located in Camdenton and Osage Beach, of Camden County, Missouri, as follows:

Section 1 - Declaration of Policy:

The proper operation of government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the Board.

Section 2 - Conflicts of Interest

- A. All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- B. Any member of the governing body of a political subdivision who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

Section 3 - Disclosure Reports

Each elected official, candidate for elective office, the chief administrative officer, the chief purchasing officer, and the full-time general counsel shall disclose the following

information by May 1st, or the appropriate deadline as referenced in Section 105.487, RSMo, if any such transactions occurred during the previous calendar year:

- A. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
- B. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.
- C. The chief administrative officer, chief purchasing officer, and candidates for either of these positions also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo, the following information for the previous calendar year:
 - 1) The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
 - 2) The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;
 - 3) The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 4 -Filing of Reports

- A. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year:

- 1) Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement;
- 2) Each person appointed to office shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31;
- 3) Every candidate required to file a personal financial disclosure statement shall file no later than fourteen days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve months prior to the closing date of filing for candidacy.

B. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5 - Filing of Ordinance

A certified copy of the resolution, adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 6 - Effective Date

This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

Chairperson Signature

Date

Attest: Clerk/Secretary

Date