



June 20th, 2016

**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 20th, 2016, 4:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Inquiry/Review of Open Session Minutes Recorded for March 21st, 2016, Open Session Minutes

Approval of Open Session Board Meeting Minutes for April 18th, 2016 (Tabled from May 16th, 2016, Meeting)

Approval of Open Session Board Meeting Minutes for May 16th, 2016

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- Support Coordination Report
- CARF Report
- Agency Economic Report
- May 2016 Credit Card Statement
- Resolutions 2016-25 & 2016-26
- Closed Session Board Packet

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."

Speakers/Guests

- NONE

Monthly Reports

- Arc of the Lake
- Lake of the Ozarks Developmental Center (LODC)
- Children's Learning Center (CLC)
- Lake Area Industries (LAI)

Old Business for Discussion

- Transportation (Task Force Update)
- Arc of Missouri Victimization Public Awareness Campaign Grant Application

New Business for Discussion

- OATS Transportation Services

May Support Coordination Report

May CARF Report

May Agency Economic Report

May 2016 Credit Card Statement

Discussion and Conclusion of Resolutions:

1. Resolution 2016-25: Addendum – LAI Purchase of Sheltered Employment Services and/or Supports Agreement
2. Resolution 2016-26: LAI Purchase of Transportation Services and/or Supports Agreement (7/1/16 to 8/31/16)

Closed Session Pursuant to RSMo 610.021, Subsections (1), (8), & (14)

Adjournment

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

Ed Thomas, CCDDR Executive Director

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

Office: 573-693-1511 Fax: 573-693-1515 Email: director@ccddr.org

March 21st, 2016
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of March 21, 2016

Members Present Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

Members Absent Angela Sellers

Others Present Ed Thomas, Executive Director

Guests Marilyn Martin (LODC),
Susan Daniels, Lisa Berkstresser (CLC)
Tiffany Maasen, Jim Rogers, John Blatchford, Lilly Smith (LAI)
Max Fisher Jr.
Edmond Thomas, Myrna Blaine, Linda Simms, Jeanna Cupp
Marcie Vansyoc, Cynthia Brown (CCDDR)

The board chair read “respect the meeting order of board business” to all in attendance.

Approval of Agenda

Motion by Max Fisher, second Paul DiBello, to approve the agenda as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Approval of Open Session Board Minutes for February 22, 2016

Motion by Bob Robinson, second Jim Powell, to approve the February 22 minutes as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher

NO: None

Abstain: Brian Willey because he was
not present at the February 22, 2016 board meeting.

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- 2014 Audit Report
- Support Coordination Report
- CARF Report
- Agency Economic Report
- February 2016 Credit Card Statement
- Resolutions 2016-17, 2016-18, 2016-19

Monthly Reports

Lake Ozarks Developmental Center (LODC) Marilyn Martin

Things are running smoothly at LODC and the agency is working on changes in Employment Program for persons with developmental disabilities.

Children's Learning Center (CLC) Susan Daniels

CLC is looking for part time help and also seeking donations of candy to give out while walking in the Dogwood Parade on April 16. The sensory wall is now complete. Myrna Blaine was a big help in the preparation of the Medicaid contract. The church and CLC have not arrived at an agreement for rent for the EDGE program which was discontinued in February; however, CLC has contacted the Camdenton schools regarding EDGE.

Lake Area Industries (LAI) Tiffany Maasen

Tiffany reported the workshop is moving in a good direction. Transportation income has increased significantly and Gifted Gardens will open soon. LAI wishes to sign another 3 month contract with CCDDR due to issues and concerns of the contract. Jim Rogers would like to amend the "default" clause so it is crystal clear. He would like to change words 3rd line from bottom "possessions of all assets and property--- take out word OWE", and also want "security interest in". LAI would like to have their committee and CCDDR's committee get together one last time to fine-tune the contract before giving to their attorneys for final review. CCDDR board member Max Fisher commented that due to CCDDR having 2 new board members, he would like to ask Tiffany a few questions. ~~During the questioning, Tiffany asked why these questions were being asked, indicated CCDDR had a good board but a couple of Board members have issues, and abruptly left the meeting.~~

Speakers/Guests

- None

Old Business for Discussion

- **None**

New Business for Discussion

- **2014 Final Audit Report**

The CCDDR 2015 audit hopefully will be completed by November, 2016. Completion of the 2014 audit took a while as there were additional third-party verifications which were needed and took time to receive. Lisa Jackson requested that the auditors attend a board meeting and give a presentation of what the audit will consist of.

Motion by Suzanne Perkins, second Max Fisher, to accept the 2014 audit report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February Support Coordination Report

Several clients have been discharged and new clients added. As of 2-29 the agency had 294 clients. Support coordinators are providing a great service and doing good things for the clients.

Motion by Max Fisher, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February CARF Report

Team is doing well and CARF goal percentages are climbing while some goals have been exceeded. Great surveys came back from client/and/or guardian in February.

Motion by Paul DiBello, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February Agency Economic Report

TCM billing is down due to the vacant Support Coordinator position, PTO absences, and leave of absences. Hoping TCM income will balance out by summer or 2nd half of year with caseload growth

and the hiring for the vacant Support Coordinator position. 12 1st Step kiddos are going through intake process and will probably be approved. Net income is below budget but anticipated to bounce back by third quarter.

Motion by Max Fisher, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

February, 2016 Credit Card Statement (Review & Questions):

No questions and a vote not necessary.

Discussion and Conclusion of Resolutions

Resolution 2016- 17: LAI POS Contract April 1st to June 30th, 2016 – Sheltered Employment

LAI requested to shorten the contract to June 30.

Motion by Max Fisher, second Lisa Jackson, to shorten the LAI contract to another 3 months

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Motion by Max Fisher, second Lisa Jackson, to approve the resolution as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Resolution 2016-18 CLC POS Contract April 1st to December 31st, 2016 – Personal Assistant, Day Habilitation and First Steps In-Home

CLC stated they are good with the dates of the POS contract.

Motion by Bob Robinson, second Max Fisher, to approve the resolution as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Resolution 2016-19: Amended TCM Office Manager Job Description

Two changes will be made by approval of this resolution; office manager will report to compliance manger and will be trained on some human resource jobs for a backup.

Max Fisher, second, Paul DiBello, to approve the resolution as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Motion by Suzanne Perkins, second Max Fisher, to adjourn to closed session pursuant to section 610.021 RSMO, subsections (2), (8), (12), and (14). A voice vote was taken.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

The Board returned from Closed Session

Some LAI guests returned and items of concern to both LAI and CCDDR were discussed. A few of the issues discussed were questions that were asked to Tiffany, business plan, conflict of interest statements for LAI, storage of foam before shredding, capitol funding agreement in contract, and potential compromise of LAI articles of cooperation due to David Campanini's business relations with Empolyer Advantage (LAI's contracted human resources agency).

A decision regarding the questions that were asked of Tiffany: The questions would be typed and presented to Tiffany prior to the next CCDDR board meeting and she would respond to them at the April board meeting.

Motion by Bob Robinson, second Paul DiBello, to adjourn meeting.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins, Jim Powell,
Bob Robinson, Paul DiBello, Max Fisher, Brian Willey

NO: None

Board Chairman

Secretary

April 18th, 2016

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of April 18, 2016

Members Present Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

Members Absent Angela Sellers, Jim Powell, Paul DiBello

Others Present Ed Thomas, Executive Director

Guests Marilyn Martin (LODC),
Susan Daniels, Colie Creach (CLC)
Tiffany Maasen, John Blatchford, Lilly Smith Bruce Mitchell (LAI)
Jim Lambert SCORE
Greg Hasty, Camden County Commissioner
Jo Ellen Moore – Evers and Evers Auditor
Max Fisher Jr.
Edmond Thomas, Myrna Blaine Linda Simms, Jeanna Cupp
Marcie Vansyoc

The board chair read “respect the meeting order of board business” to all in attendance.

Approval of Agenda

Motion by Max Fisher, second Brian Willey, to approve the agenda as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

Approval of Open Session Board Minutes for March 21, 2016

CCDDR board member Lisa Jackson asked if the last sentence recorded in LAI’s report was necessary or if it could be struck from the minutes. After discussion, the board felt there was no need to include the sentence in the minutes.

Motion by Bob Robinson, second Lisa Jackson to accept the amended Open Session minutes leaving out the last sentence of Lake Area Industries report.

Aye: Judy Crawford Lisa Jackson, Suzanne Perkins,
Bob Robinson, Brian Willey

No: Max Fisher

Approval of Closed Session Board Minutes for March 21, 2016

Motion by Bob Robinson, second Max Fisher, to approve the Closed Session March 21 minutes as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- Transportation Presentation
- Support Coordination Report
- CARF Report
- Agency Economic Report
- Resolutions 2016-20, 2016-21

Speakers/Guests

- **Brian Willey – Board Member**

Brian thanked the board for the floral arrangement sent on the passing of his father. He commented on the foam project being a positive contract for LAI. He felt LAI and CCDDR staff should work together to get this project rolling, stop focusing on the negatives and think positive. Brian stated that the foam recycling project was being discussed in different counties in Missouri. He shared rumors and concerns of the public regarding the upcoming election for commissioners. Brian also commended CCDDR Director on the good job he was doing. Brian also emphasized for record purposes, he was unaware of questions that were asked to LAI at the March board meeting.

- **Jo Lynn Moore – Evers and Company CPA's**

Jo Lynn shared with the board the procedures of an audit, information needing to be made available before their arrival, and during the actual audit. All information is gathered in the field and auditors go back to their office to draft the report. Highlights of the 2014 audit report were covered with Jo Lynn stating the first 2 pages are auditors opinions.

Monthly Reports

Lake Ozarks Developmental Center (LODC) Marilyn Martin

LODC and ILRC partner giving cooking classes. LODC has a new client in One of their ISL's and they are working with Rolla to switch to supported employment.

Children's Learning Center (CLC)
Susan Daniels

CLC enrollment has remained consistent the last few months. Tons of fund raisers are being worked on and will be coming up in the near future. A grant has been submitted to United Way for a makeover of the playground, making it a safer environment for the kids.

Lake Area Industries (LAI)
Tiffany Maasen

LAI received new contract last month with month end total sales being \$10,000. An improvement in sales is a result of Gifted Gardens new business model. Recycling prices and wood products are down, the thrift store did not meet projected budget figures; however, the realtors are doing a good job making donations to LAI. First Quarter losses were kept to a minimal. LAI's deadline goal for completion of strategic plan is July. LAI staff worked with LANI in regards to opening free store in Camdenton. Foam Project – LAI had problems securing roll out bins from WCA but 3 bins were eventually received on 4-1. LAI will host a Barbeque and recognize employee of the month. Tiffany thanked CCDDR board members who reached out or called after last month's board meeting. She wants to be a better advocate for Camden County and LAI and provide employment for persons needing jobs. Tiffany has a lot of respect for CCDDR director stating he has done much for LAI and Camden County. Max Fisher asked if water that was coming out of foam was being tested. Tiffany replied water was being tested by DNR and Environmental Services once a month for toxins and e-coli and DNA said water was not dangerous. Max thought foam should be tested for black mold. LAI will ask DNR to research to see if this could be a possible concern. Commissioner Greg Hasty said Attorney General's Office was the enforcement of the foam project and a representative from DNR indicated there was to be ongoing funds on a yearly basis for dock foam for Lake of the Ozarks LAI. LAI is going to have a camera system installed in the foam recycling area.

Bruce Mitchell responded to the March board meeting questions of Max Fisher to LAI.

CCDDR director spoke of concerns regarding the change of workshop models that would take place in the next 3 to 5 years.

Old Business for Discussion

- None

New Business for Discussion

- **Transportation (Presentation)**

Director and Accounting Manager gave a PowerPoint presentation regarding lack of public transportation for Camden, Miller and Morgan County. With the upcoming changes and requirements for community employment from the state and federal government, there will be problems and barriers for persons to get to and from work. Before transportation problems reach a crisis situation, a task force has been formed to meet and brainstorm to resolve problems before they arise.

March Support Coordination Report

At March end, agency had 297 clients.

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

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

March CARF Report

CARF percentages are coming up. The Support Coordinators are doing a better job of managing their work load.

Motion by Bob Robinson, second Lisa Jackson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

March Agency Economic Report

Agency has hired a new Support Coordinator. TCM income is below budgeted expectations at this time for many reasons.

Motion by Suzanne Perkins, second Brian Willey, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

March, 2016 Credit Card Statement - Not received and prepared in time for Board Meeting (Will review in May, 2016 Board Meeting.)

Discussion and Conclusion of Resolutions:

Resolution 2016- 20: Amended Community Resource Specialist Job Description

Community Resource Specialist job description is being tweaked. The person hired will begin employment on May 9th and will hit the ground running.

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

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

Resolution 2016-21: Amended Intake Coordinator Job Description

Letter of resignation read from current Intake Coordinator. Although she is resigning from her position at CCDDR, she will remain a valuable asset to the agency and to the community. The position of Intake Coordinator will report to Consumer Supports Director and will carry a caseload and also do intake.

Motion by Bob Robinson, second Brian Willey, to approve the resolution as presented:

Aye: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

Motion by Brian Willey, second Bob Robinson, to adjourn meeting.

AYE: Judy Crawford, Lisa Jackson, Suzanne Perkins,
Bob Robinson, Max Fisher, Brian Willey

NO: None

Board Chairman

Secretary

May 16th, 2016

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of May 16, 2016

Members Present Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

Members Absent Suzanne Perkins, Angela Sellers, Jim Powell

Others Present Ed Thomas, Executive Director

Guests Jennifer Campbell (LODC),
Susan Daniels (CLC)
Tiffany Maasen, Danielle Rebar, Jim Rogers, Lilly Smith,
Bruce Mitchell, Marvin Johnson (LAI)
Chris Bothwell
Edmond Thomas, Myrna Blaine, Rachel Baskerville,
Linda Simms, Jeanna Cupp, Marcie Vansyoc (CCDDR)

The board chair read “respect the meeting order of board business” to all in attendance.

Approval of Agenda

Motion by Max Fisher, second Lisa Jackson, to approve the agenda as presented.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

Approval of Open Session Board Minutes for April 18, 2016

Motion by Max Fisher, second Lisa Jackson for Director to review open session board minutes of April 18 (LAI comments) regarding how often and who does testing of water from foam as well as other items of concern regarding verbiage.

Motion by Lisa Jackson, second Bob Robinson, to table approval of April 18 open session board minutes until the official recording can be reviewed.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

Welcome new employee – Rachel Baskerville, Community Resource Specialist

Rachel started working for CCDDR on May 9, jumped right in and is learning things about our organization. She is very familiar with several issues going on in Missouri and will be out in the community quite a bit.

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- Support Coordination Report
- CARF Report
- Agency Economic Report
- March 2016 Credit Card Statement
- April 2016 Credit Card Statement
- Resolutions 2016-22, 2016-23

Speakers/Guests

- None

Jim Rogers of LAI asked if CCDDR had contacted Federal officials such as Congressman Blaine Luetkemeyer or Senator McCaskill regarding payment of Medicaid Waiver Transportation to Sheltered Workshops being done away with. Ed stated he had no idea at this point if federal officials had been involved in this matter but felt there would be a lot of discussion as far as to where the item would go.

Monthly Reports

Lake Ozarks Developmental Center (LODC) Jennifer Campbell

LODC had nothing to report this month.

Children's Learning Center (CLC) Susan Daniels

CLC is having a busy end of year due to graduation. CLC has a waiting list again and another PARA is being hired. CLC's Medicaid Waiver contract was rejected due to the quality of characteristics of fingerprints being too low to be used for background check and a second set of prints must be submitted. CLC raised over \$1300 at the National Day of Giving fundraiser. More fundraisers will take place including the 9th Annual Summer Night Glow 5K which will be held June 10 at 8 PM at the Camdenton High School.

Lake Area Industries (LAI) Tiffany Maasen

Contract Packaging is at 87% of goal year to date and the workshop has received 2 new contracts. The first job for foam recycling was completed with billing goal being \$5000 but \$8500 was billed. DNR contractor could not get access to the Wolf Pen Hollow property until June 16 which will allow time for cleanup and maintenance of machinery. Upon receipt of foam from Wolf Pen Hollow property, the project should last well into a year. Gifted Gardens is open and sales are at 91% of 2016 goal, but down from first weekend sales of 2015. Contract Shredding is doing well but being held at present, waiting for an increase in price. Textiles are being shredded and sold immediately.

A letter was sent to the thrift stores stating that payment for the textiles could not continue if price of textiles keep dropping; however, thrift stores replied they would continue giving LAI the textiles. Gifted Goods thrift store had a great month in April having sales of \$11,344. Wood products were down but only 12% from goal. Transportation is also doing well. LAI will host a barbeque for employees on May 27 at 12:30 also incorporating entertainment and providing safety training. A Camdenton police officer will hold an “active shooter training” for LAI staff. Tiffany invited CCDDR staff to participate. June 1, CCDDR and LAI committee members will meet for reviewing and finalizing the remainder of the 2016 funding agreement. CCDDR board member asked what had been done since last month’s meeting regarding safety concerns on the foam project. LAI reported safety concerns were discussed with Employer Advantage, (LAI’s safety company) and DNR. Both Employer Advantage and DNR reported there were no safety concerns. Tiffany will send copy of safety report to Ed. Tiffany also reported that the type of foam they were dealing with does not grow black mold per DNR

Old Business for Discussion

- **Transportation (Task Force Update)**

May 20 will be first meeting for the Transportation Task Force Team. The task force is fast approaching 30 members. It is looking very promising that a solution may evolve regarding the lack of transportation in the tri-county area around the lake.

Max asked if he could make a comment regarding discussion at the April board meeting of March meeting minutes. He would like to readdress the issue of amending the March minutes due to confusing issues. The board chair suggested, with board approval, the director review the official minutes of the March and April meetings and get back to board with the exact wording. The board could then discuss this issue. Board chair stated the minutes the board receives are a summary of what was said. Max felt the minutes should not be amended or edited and facts should stay in. There was confusion on what the board voted on to remove. Ed will refer to Robert’s rules to see what can be done about the minutes.

New Business for Discussion

- **Medicaid Waiver Transportation to Sheltered Workshops and Residential Care Facilities**

The issue of the Home Community Based Services (HCBS) final rule is very strict as far as home and community based settings. Multiple reports have been put out to the public as to what waived services will be paid for thru waived funds. Presently, non-residential settings are being reviewed and more than likely will have the same guidelines as residential settings. Transportation services to sheltered workshops are being questioned and it is quite possible these services now being paid for thru Waivers may not be allowed in the future. This is only a speculation. The rule is strictly a federal government decision. The full scope of HCBS will go into effect in March, 2019. Sheltered employment has viewed by CMS historically as a segregated setting. This issue does not apply to just sheltered workshops. A lot of changes in DD Waivered services are taking place.

- **LAI Transportation and Sheltered Employment POS Contracts**

CCDDR Community Resources Committee will be meeting with LAI and LAI/CCDDR attorneys on June 1 at the Camdenton Chamber of Commerce at 1pm. This meeting will be posted.

- **New and Amended Policies**

Several changes have been made since original policies were developed. Due to recent DD systems changes, past policies may need updated.

- **2017 to 2019 Strategic Plan**

Currently a rough draft is being written for the 2017 to 2019 strategic plan, which must be completed every 3 years. More will be known after July or August for a final written version of the plan.

- **Arc of Missouri Annual Education Summit**

Arc of Missouri Annual Education Summit is scheduled for October 12 at Stony Creek in Columbia, Mo. Victoria Thomas with the Department of Justice is interested in attending to provide updates and changes that have happened in the past year.

- **Arc of Missouri Victimization Public Awareness Campaign Grant Application**

CCDDR partnered with a PR firm in Kansas City to put together a comprehensive package for submittal of a \$200,000 grant application for the Arc of Missouri. One of the goals for the grant money is to increase reporting instances of victimization. Results of approval are to be announced on May 23. Recognition was given to LAI for their letter of support regarding this issue.

Myrna asked that the ARC of the Lake be given an opportunity to give a monthly report at CCDDR board meetings. Presently Camden, Miller and Morgan counties are working together to gather community support to create an accessible destination for a floating playground to be used by ID/DD persons. A swim party as well as a class on how to set up a special needs trust fund will be held at Camp Wonderland on August 21.

April Support Coordination Report

Support Coordinators are doing great things. At April end, agency had 296 clients. Intake is slowing down and case loads are dropping due to clients moving to other counties and school session over; however, intake should pick up again when school starts in the fall. Nicole Whittle will be administering the intake process.

Motion by Brian Willey, second Bob Robinson, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

April CARF Report

CARF objectives – support coordinators have improved. Contacts with families are made within 5 days and the initial plan is written within 30 days of approval of services. The survey that is mailed with annual plan is producing positive results. Recent surveys show 100% of consumers/guardians are satisfied with the services provided by their support coordinator and CCDDR staff. Survey results also show a 98% “for my support coordinator is available throughout the year when needed.” One glitch in a computer program counting non-Medicaid waived plans was found but has been corrected.

Motion by Paul DiBello, second Max Fisher, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

April Agency Economic Report

April shows Targeted Case Management (TCM) revenue did better than expectation. Moving forward, expectations should be met for remainder of year. The agency is facing a shortfall of roughly \$40,000 in net income. In July the budget will be revised to identify any shortfalls that have or may occur. 2016 is the first year the agency has experienced a loss in caseloads but an increase is expected at the beginning of upcoming school year. Agency is still above the budgeted amount of the 290 caseload projection. Things have changed in the last 25 years for TCM as the past 25 years had nothing to offer to natural homers. In a few months, a new TCM contract with the state will be negotiated.

Motion by Max Fisher, second Paul DiBello, to approve the report as presented.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

March 2016 Credit Card Statement

No Questions and a vote not necessary.

April 2016 Credit Card Statement

No Questions and a vote not necessary.

Discussion and Conclusion of Resolutions:

1. Resolution 2016-22 Change in Mileage Rate

Due to the cost of gasoline going down and the IRS mileage rate, effective July 1, the agency mileage rate will decrease from .545 to .510 per mile

Motion by Max Fisher, second Bob Robinson, to approve the resolution as presented:

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

Resolution 2016-23: New Policy 38 – Principles of Teamwork

Effective immediately, if the board approves new policy 38 – Principles of Teamwork, It will go into effect to compliment present CCDDR policies. Policy 38 establishes that CCDDR employees, stakeholders and community partners work together with individuals and families to meet their needs in the best way possible.

Motion by Max Fisher, second Bob Robinson, to approve the resolution as presented:

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

Motion by Max Fisher, second Brian Willey, to adjourn to closed session pursuant to section 610.021 RSMO, subsection (1). A voice vote was taken.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

The Board returned from Closed Session

Adjournment:

Motion by Bob Robinson, second Max Fisher, to adjourn meeting.

AYE: Judy Crawford, Lisa Jackson, Bob Robinson,
Paul DiBello, Max Fisher, Brian Willey

NO: None

Board Chairman

Secretary

CLC Monthly Report



**Monthly Supporting Documents
for
MAY 2016**

**Presented to CCDDR & SB40
JUNE 2016**

CHILDREN'S LEARNING CENTER
Statement of Activity
 May 2016

	*Restrict ed Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
Revenue							0.00
40000 INCOME	0.00						0.00
41000 Contributions & Grants	0.00						0.00
41100 CACFP	0.00				773.89		773.89
Total 41000 Contributions & Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 773.89	\$ 0.00	\$ 773.89
42000 Program Services	0.00						0.00
42100 First Steps	0.00						0.00
Total 42100 First Steps	\$ 0.00	\$ 9,646.61	\$ 0.00	\$ 0.00	\$ 3,504.00	\$ 0.00	\$ 13,150.61
Total 42000 Program Services	\$ 0.00	\$ 9,646.61	\$ 0.00	\$ 0.00	\$ 3,504.00	\$ 0.00	\$ 13,150.61
43000 Tuition	0.00						0.00
43100 Dining	0.00				175.00		175.00
43120 Lunch	0.00				40.00		40.00
43130 Snack	0.00						0.00
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 215.00	\$ 0.00	\$ 215.00
43500 Tuition	0.00				2,121.40		2,121.40
43505 Subsidy Tuition	0.00				1,186.88		1,186.88
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,308.28	\$ 0.00	\$ 3,308.28
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,523.28	\$ 0.00	\$ 3,523.28
45000 Other Revenue	0.00						0.00
45200 Fundraising Income	0.00				2,000.00		2,000.00
45220 Summer Night Glow 5K	0.00				60.00		60.00
45221 Raffle-Summer Night Glow	0.00						0.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,060.00	\$ 0.00	\$ 2,060.00
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,060.00	\$ 0.00	\$ 2,060.00
45300 Miscellaneous Revenue	0.00						0.00
45310 Donations	0.00				80.20		80.20
45313 Playground Fund	51.64						51.64
Total 45310 Donations	\$ 51.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80.20	\$ 0.00	\$ 131.84
Total 45300 Miscellaneous Revenue	\$ 51.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80.20	\$ 0.00	\$ 131.84
Total 45000 Other Revenue	\$ 51.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,140.20	\$ 0.00	\$ 2,191.84
Total 40000 INCOME	\$ 51.64	\$ 9,646.61	\$ 0.00	\$ 0.00	\$ 9,941.37	\$ 0.00	\$ 19,639.62
Total Revenue	\$ 51.64	\$ 9,646.61	\$ 0.00	\$ 0.00	\$ 9,941.37	\$ 0.00	\$ 19,639.62
Gross Profit	\$ 51.64	\$ 9,646.61	\$ 0.00	\$ 0.00	\$ 9,941.37	\$ 0.00	\$ 19,639.62
Expenditures							0.00
50000 EXPENDITURES	0.00						0.00
51000 Payroll Expenditures	0.00						0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 987.50	\$ 0.00	\$ 0.00	\$ 11,998.12	\$ 0.00	\$ 12,985.62
Total 51500 Employee Taxes	\$ 0.00	\$ 86.72	\$ 0.00	\$ 0.00	\$ 1,123.65	\$ 0.00	\$ 1,210.37
51600 Health Insurance	0.00	76.63			595.60		672.23
Total 51000 Payroll Expenditures	\$ 0.00	\$ 1,150.85	\$ 0.00	\$ 0.00	\$ 13,717.37	\$ 0.00	\$ 14,868.22
52000 Advertising/Promotional	0.00				125.00		125.00
53000 Equipment	0.00				1,192.33		1,192.33
54000 Fundraising/Grants	0.00						0.00
54200 Summer Night Glow 5K	0.00				183.04		183.04
Total 54000 Fundraising/Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 183.04	\$ 0.00	\$ 183.04
56000 Office Expenditures	0.00				239.22		341.74
56100 Copy Machine	0.00	102.52					341.74
56300 Office Supplies	0.00				34.85		34.85
Total 56000 Office Expenditures	\$ 0.00	\$ 102.52	\$ 0.00	\$ 0.00	\$ 274.07	\$ 0.00	\$ 376.59
57000 Office/General Administrative Expenditures	0.00						0.00
57100 Accounting Fees	0.00						0.00

57150 Online Accounting Software Service	0.00					52.50			52.50
Total 57100 Accounting Fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52.50	\$ 0.00	\$ 0.00	\$ 52.50
57600 License/Accreditation/Permit Fees	0.00					365.46			365.46
57960 Janitorial/Custodial	0.00					450.00			450.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 867.96	\$ 0.00	\$ 0.00	\$ 867.96
58000 Operating Supplies	0.00					136.90			136.90
58100 Consumables	0.00					603.62			603.62
58200 Dining	0.00					1,024.10			1,024.10
58400 Sanitizing	0.00					169.14			169.14
Total 58000 Operating Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,933.76	\$ 0.00	\$ 0.00	\$ 1,933.76
59000 Program Service Fees	0.00								0.00
59100 First Steps	0.00								0.00
Total 59100 First Steps	\$ 0.00	\$ 9,009.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,009.81
Total 59000 Program Service Fees	\$ 0.00	\$ 9,009.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,009.81
61000 Repair & Maintenance	0.00					525.00			525.00
63000 Utilities	0.00								0.00
63100 Electric	0.00	100.46				234.41			334.87
63200 Internet	0.00	17.99				42.00			59.99
63300 Telephone	0.00	36.45		307.17		85.03			428.65
63400 Trash Service	0.00					35.83			35.83
63500 Water Softener	0.00					24.00			24.00
Total 63000 Utilities	\$ 0.00	\$ 154.90	\$ 0.00	\$ 307.17	\$ 0.00	\$ 421.27	\$ 0.00	\$ 0.00	\$ 883.34
Total 50000 EXPENDITURES	\$ 0.00	\$ 10,417.88	\$ 0.00	\$ 307.17	\$ 0.00	\$ 19,239.80	\$ 0.00	\$ 0.00	\$ 29,964.85
Total Expenditures	\$ 0.00	\$ 10,417.88	\$ 0.00	\$ 307.17	\$ 0.00	\$ 19,239.80	\$ 0.00	\$ 0.00	\$ 29,964.85
Net Operating Revenue	\$ 51.64	\$ 771.27	\$ 0.00	\$ 307.17	\$ 9,298.43	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,325.23
Net Revenue	\$ 51.64	\$ 771.27	\$ 0.00	\$ 307.17	\$ 9,298.43	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,325.23

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - May, 2016

	Total *Restrict ed Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
Revenue							0.00
40000 INCOME	0.00						0.00
41000 Contributions & Grants	0.00				2,128.45		2,768.10
41100 CACFP	0.00	639.65					31,164.86
41200 Camden County SB40	0.00	-3,921.09		5,462.29	29,623.66		33,932.96
Total 41000 Contributions & Grants	\$ 0.00	\$ 3,281.44	\$ 0.00	\$ 5,462.29	\$ 31,752.11	\$ 0.00	\$ 0.00
42000 Program Services	0.00						0.00
42100 First Steps	0.00				13,414.00	0.00	66,808.98
Total 42100 First Steps	\$ 0.00	\$ 53,394.98	\$ 0.00	\$ 0.00	\$ 13,414.00	\$ 0.00	\$ 66,808.98
Total 42000 Program Services	\$ 0.00	\$ 53,394.98	\$ 0.00	\$ 0.00	\$ 13,414.00	\$ 0.00	\$ 0.00
43000 Tuition	0.00						0.00
43100 Dining	0.00				20.00		20.00
43110 Birthday	0.00				940.00		940.00
43120 Lunch	0.00				160.00		160.00
43130 Snack	0.00						1,120.00
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,120.00	\$ 0.00	\$ 1,120.00
43200 Enrollment Fees	0.00			30.00	75.00		105.00
43500 Tuition	0.00			3,492.33	10,842.50		14,334.83
43505 Subsidy Tuition	0.00			651.88	4,154.54		4,806.42
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,144.21	\$ 14,997.04	\$ 0.00	\$ 19,141.25
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,174.21	\$ 16,192.04	\$ 0.00	\$ 20,366.25
45000 Other Revenue	0.00			122.15	89.55		211.70
45200 Fundraising Income	0.00						0.00
45220 Summer Night Glow 5K	0.00				6,213.16		6,213.16
45221 Raffle-Summer Night Glow	0.00				180.00		180.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,393.16	\$ 0.00	\$ 6,393.16
45260 Yankee Candle Fundraiser	0.00				613.14		613.14
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,006.30	\$ 0.00	\$ 7,006.30
45300 Miscellaneous Revenue	0.00		0.00		804.81		804.81
45310 Donations	0.00				650.91		650.91
45312 Community Rewards	0.00				240.94		240.94
45313 Playground Fund	51.64				50.00		101.64
Total 45310 Donations	\$ 51.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 941.85	\$ 0.00	\$ 993.49
Total 45300 Miscellaneous Revenue	\$ 51.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,746.66	\$ 0.00	\$ 1,798.30
Total 45000 Other Revenue	\$ 51.64	\$ 0.00	\$ 0.00	\$ 122.15	\$ 8,842.51	\$ 0.00	\$ 9,016.30
Total 40000 INCOME	\$ 51.64	\$ 50,113.54	\$ 0.00	\$ 9,758.65	\$ 70,200.66	\$ 0.00	\$ 130,124.49
Total Revenue	\$ 51.64	\$ 50,113.54	\$ 0.00	\$ 9,758.65	\$ 70,200.66	\$ 0.00	\$ 130,124.49
Gross Profit							
Expenditures	0.00						0.00
50000 EXPENDITURES	0.00						0.00
51000 Payroll Expenditures	0.00						71,688.56
Total 51100 Employee Salaries	\$ 0.00	\$ 4,721.23	\$ 0.00	\$ 12,977.41	\$ 53,989.92	\$ 0.00	\$ 71,688.56
Total 51500 Employee Taxes	\$ 0.00	\$ 845.85	\$ 0.00	\$ 1,203.47	\$ 4,767.95	\$ 0.01	\$ 6,817.28
51800 Health Insurance	0.00	153.26	0.00		2,347.64		2,500.90
51800 Payroll Bank/Electronic Transaction Fees	0.00			69.75	92.25		162.00
51900 Workermans Comp Insurance	0.00			825.00	825.00		1,650.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 5,720.34	\$ 0.00	\$ 15,075.63	\$ 62,022.76	\$ 0.01	\$ 82,818.74
52000 Advertising/Promotional	0.00	9.80	0.00	380.50	1,298.45		1,688.75
53000 Equipment	0.00	74.09			1,715.28		1,789.37
54000 Fundraising/Grants	0.00						0.00
54200 Summer Night Glow 5K	0.00				1,603.50		1,603.50
54500 Grant Expense	0.00				66.04		66.04

									44.71
54510 United Way Grant	44.71								44.71
Total 54000 Fundraising/Grants	\$ 44.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,669.54	\$ 0.00	\$ 0.00	1,714.25
55000 Insurance	0.00				266.50				266.50
55600 Professional Liability	0.00					266.50			266.50
55700 Crime Policy	0.00								533.00
Total 55000 Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 266.50	\$ 266.50	\$ 0.00	\$ 0.00	0.00
56000 Office Expenditures	0.00	462.43			245.21	1,162.79			1,870.43
56100 Copy Machine	0.00	22.91	0.00		17.14	479.26			519.31
56300 Office Supplies	0.00	6.45			9.80	49.00			65.25
56400 Postage & Delivery	0.00								2,454.99
Total 56000 Office Expenditures	\$ 0.00	\$ 491.79	\$ 0.00	\$ 0.00	\$ 272.15	\$ 1,691.05	\$ 0.00	\$ 0.00	0.00
57000 Office/General Administrative Expenditures	0.00								0.00
57100 Accounting Fees	0.00				16.64	161.60			184.89
57150 Online Accounting Software Service	0.00	6.65							184.89
Total 57100 Accounting Fees	\$ 0.00	\$ 6.65	\$ 0.00	\$ 0.00	\$ 16.64	\$ 161.60	\$ 0.00	\$ 0.00	184.89
57160 QuickBooks Payments Fees	0.00	11.99				27.96			39.95
57200 Bank Charges	0.00					3.36			3.36
57220 Stop Payment/Return Check Fees	0.00				-3.85				-3.85
Total 57200 Bank Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ -3.85	\$ 3.85	\$ 3.36	\$ 0.00	\$ -0.49	140.00
57400 Child Management Software	0.00				35.00	105.00			1,676.01
57600 License/Accreditation/Permit Fees	0.00	301.35				1,374.66			1,950.00
57960 Janitorial/Custodial	0.00	70.00			70.00	1,810.00			3,990.36
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 389.99	\$ 0.00	\$ 0.00	\$ 117.79	\$ 3,482.58	\$ 0.00	\$ 0.00	453.05
58000 Operating Supplies	0.00	12.38				440.67			1,423.15
58100 Consumables	0.00	1.25			98.56	1,323.34			5,099.98
58200 Dining	0.00				389.61	4,710.37			385.81
58400 Sanitizing	0.00					365.81			7,341.99
Total 58000 Operating Supplies	\$ 0.00	\$ 13.63	\$ 0.00	\$ 0.00	\$ 488.17	\$ 6,840.19	\$ 0.00	\$ 0.00	30.93
59000 Program Service Fees	0.00	30.93							0.00
59100 First Steps	0.00								43,170.34
Total 59100 First Steps	\$ 0.00	\$ 43,170.34	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	43,201.27
Total 59000 Program Service Fees	\$ 0.00	\$ 43,201.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	10,800.00
60000 Rent or Lease of Buildings	0.00				10,800.00				674.00
61000 Repair & Maintenance	0.00					674.00			260.19
62000 Safety & Security	0.00	54.00			36.00	170.19			0.00
63000 Utilities	0.00								1,968.51
63100 Electric	0.00	561.90			167.90	1,236.71			291.95
63200 Internet	0.00	70.38			22.40	199.17			1,069.50
63300 Telephone	0.00	167.94			512.95	388.61			214.98
63400 Trash Service	0.00	21.50			14.34	179.14			171.59
63500 Water Softener	0.00					171.59			3,714.53
Total 63000 Utilities	\$ 0.00	\$ 821.72	\$ 0.00	\$ 0.00	\$ 717.59	\$ 2,175.22	\$ 0.00	\$ 0.00	160,981.44
Total 50000 EXPENDITURES	\$ 44.71	\$ 50,776.63	\$ 0.00	\$ 0.00	\$ 28,154.33	\$ 82,005.76	\$ 0.01	\$ 0.00	1,346.23
66000 Allocated Expenditures	0.00	-308.91			980.02	673.12			0.00
Payroll Expenses	0.00								0.00
Taxespenditures	0.00					10.93			10.93
Employee Taxes	0.00								10.93
Total Taxespenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.93	\$ 0.00	\$ 0.00	10.93
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.93	\$ 0.00	\$ 0.00	162,338.60
Total Expenditures	\$ 44.71	\$ 50,469.72	\$ 0.00	\$ 0.00	\$ 29,134.35	\$ 82,689.81	\$ 0.01	\$ 0.00	32,214.11
Net Operating Revenue	\$ 6.93	\$ -356.18	\$ 0.00	\$ -	\$ 19,375.70	\$ -	\$ 12,489.15	\$ -	\$ 32,214.11
Net Revenue	\$ 6.93	\$ -356.18	\$ 0.00	\$ -	\$ 19,375.70	\$ -	\$ 12,489.15	\$ -	\$ 32,214.11

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
 May 2016

	Total *Restrict ed Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES							
Net Revenue	51.64	-771.27		-307.17	-9,298.43		-10,325.23
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	0.00					-250.40	-250.40
Accounts Receivable (A/R)	0.00				10,547.83		11,963.53
Prepaid Expenses	0.00	1,415.70				0.00	0.00
Accounts Payable (A/P)	0.00					668.39	-918.73
21000 CBOLO MasterCard -8027	0.00		-1,587.12		-619.63	636.98	17.35
21200 Kroger-DS1634 CLC	0.00					-9.62	-9.62
22300 Payroll Liabilities:Federal Taxes (941/944)	0.00					-514.00	-514.00
22400 Payroll Liabilities:MO Income Tax	0.00					-672.58	-672.58
22500 Payroll Liabilities:MO Unemployment Tax	0.00					-643.55	-643.55
Direct Deposit Payable	0.00						
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	\$ 1,415.70	-\$ 1,587.12	\$ 0.00	\$ 9,928.20	-\$ 784.78	\$ 8,972.00
Net cash provided by operating activities	\$ 51.64	\$ 644.43	-\$ 1,587.12	-\$ 307.17	\$ 629.77	-\$ 784.78	-\$ 1,353.23
Net cash increase for period	\$ 51.64	\$ 644.43	-\$ 1,587.12	-\$ 307.17	\$ 629.77	-\$ 784.78	-\$ 1,353.23
Cash at beginning of period	0.00					33,528.11	33,528.11
Cash at end of period	\$ 51.64	\$ 644.43	-\$ 1,587.12	-\$ 307.17	\$ 629.77	\$ 32,743.33	\$ 32,174.88

Thursday, Jun 02, 2016 02:39:11 PM PDT GMT-5

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
 January - May, 2016

	Total *Restrict ed Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES							
Net Revenue	6.93	-356.18	0.00	-19,375.70	-12,489.15	-0.01	-32,214.11
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	0.00					133.34	133.34
Accounts Receivable (A/R)	0.00			1,952.84	8,424.68		22,100.99
Prepaid Expenses	0.00	11,723.47				35.83	35.83
Accounts Payable (A/P)	0.00		-4,650.02			4,893.67	243.65
21000 CBOLO MasterCard -8027	0.00			-448.88		389.61	-59.27
21100 Kroger-DS1370 Edge	0.00				-3,649.04	3,201.24	-447.80
21200 Kroger-DS1634 CLC	0.00					-1,943.01	-1,943.01
22300 Payroll Liabilities:Federal Taxes (941/944)	0.00					-201.00	-201.00
22400 Payroll Liabilities:MO Income Tax	0.00					137.69	137.69
22500 Payroll Liabilities:MO Unemployment Tax	0.00					-5,592.04	-5,592.04
Direct Deposit Payable	0.00						
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	\$ 11,723.47	\$ 4,650.02	\$ 1,503.96	\$ 4,775.64	\$ 1,055.33	\$ 14,408.38
Net cash provided by operating activities	\$ 6.93	\$ 11,367.29	\$ 4,650.02	\$ 17,871.74	\$ 7,713.51	\$ 1,055.32	\$ 17,805.73
Net cash increase for period	\$ 6.93	\$ 11,367.29	\$ 4,650.02	\$ 17,871.74	\$ 7,713.51	\$ 49,980.61	\$ 49,980.61
Cash at beginning of period	0.00						
Cash at end of period	\$ 6.93	\$ 11,367.29	\$ 4,650.02	\$ 17,871.74	\$ 7,713.51	\$ 51,035.93	\$ 32,174.88

Thursday, Jun 02, 2016 02:38:33 PM PDT GMT-5

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of May 31, 2016

	Jan - May, 2016
ASSETS	
Current Assets	
Bank Accounts	32,174.88
11000 CBOLO Checking	0.00
11005 Checking-EDGE	0.00
Total Bank Accounts	\$ 32,174.88
Accounts Receivable	899.86
Accounts Receivable (A/R)	899.86
Total Accounts Receivable	\$ 899.86
Other current assets	0.00
14000 Undeposited Funds	-6,447.44
Prepaid Expenses	6,447.44
Total Other current assets	-\$ 6,447.44
Total Current Assets	\$ 26,627.30
TOTAL ASSETS	\$ 26,627.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-63.17
Accounts Payable (A/P)	63.17
Total Accounts Payable	-\$ 63.17
Credit Cards	1,117.27
21000 CBOLO MasterCard -8027	0.00
21100 Kroger-DS1370 Edge	123.18
21200 Kroger-DS1634 CLC	0.00
Total Credit Cards	\$ 1,240.45
Other Current Liabilities	
22000 Payroll Liabilities	1,424.50
22100 Anthem	651.44
22200 Childcare Tuition	-8,242.58
22300 Federal Taxes (941/944)	-2,780.48
22400 MO Income Tax	-30.53
22500 MO Unemployment Tax	448.19
22600 Primevest Financial	0.00
Total 22000 Payroll Liabilities	-\$ 8,529.46
Direct Deposit Payable	14,121.50
Total Other Current Liabilities	-\$ 14,121.50
Total Current Liabilities	\$ 12,944.22
Total Liabilities	-\$ 12,944.22
Equity	13,816.12
30000 Opening Balance Equity	57,969.51
Retained Earnings	-32,214.11
Net Revenue	0.00
Total Equity	\$ 39,571.52
TOTAL LIABILITIES AND EQUITY	\$ 26,627.30

CHILDREN'S LEARNING CENTER

A/P AGING SUMMARY

As of May 31, 2016

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Amazon.com					-99.00	\$ -99.00
Waste Corporation of Missouri		35.83				\$35.83
TOTAL	\$0.00	\$35.83	\$0.00	\$0.00	\$ -99.00	\$ -63.17

Thursday, Jun 02, 2016 01:34:22 PM PDT GMT-5

**CLC AGENCY
PROGRESS
REPORT
(Step Ahead/First
Steps)**

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
MAY 2016

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 19 children enrolled
16 of the 19 with special needs/dd

○ **COMMUNITY EVENTS**

Attended:

- 5/2 Spoke at BNI Lake of the Ozarks (Susan, Daria)
- 5/2 Spoke on 92.7 Radio Spot (Susan)
- 5/3 Give Ozarks- (Susan, Daria, Kathy, Jana, Linda) **RAISED \$1,279**
- 5/9 - My Playhouse Field Trip
- 5/9 - Staff meeting
- 5/11 - CLC ribbon cutting for Lake Area Chamber (10am)
- 5/12 - Radio Spot KRMS (Susan)
- 5/16 - SB40 Meeting (Susan)
- 5/20 - CLC Step Ahead Celebration / Graduation 6-7:30 CBOLO Camdenton community room
- 5/21 - Lake Area Football Fundraiser 8-3pm Bob Shore Stadium **RAISED \$2,054**
- 5/24 - Social @ Beavers at the Dam 5-7pm for Wetsteps
- 5/26 - CLC Center wide picnic 2:30-? HaHa Tonka Post Office Pavilion
- 5/26 - Social @ JJ's at the Copper Pot 5-7pm for Wetsteps
- 5/27 - Teacher Work Day (Continuing education with Easter Seals-Sensory processing & Function of behavior)
- 5/29 - Paradise Restaurant 1-4pm for Wetsteps
- 5/30 - Backwater Jack's 1-4pm GIVEAWAY for Wetsteps **RAISED \$1,735**

Current / Upcoming:

- 6/10 - 9th Annual Summer Night GLOW 5k - 8PM Camdenton High School
- 6/14 - Speak at Lake Ozark Rotary 11:45am Golden Corral
- 6/20 - SB40 Meeting
- 7/14 - Speak at Ozark Coast Kiwanis 12 @ Ozark Yacht Club
- 8/1 - 5 Teacher Work Week (8/1 Team Building/Transitions/Building relationships with challenging children)

- **GENERAL PROGRAM NEWS**

Classroom expansion

**Due to wait list, expanding 4 more full time child slots, adding 2 part time employees & ordered additional tables and cots

6/17-24 Susan Vacation

- **FUNDING/BUDGET**

Builders Flooring Group (Mike Neumann) has quoted us a different rubber flooring for playground. The material would be \$6,000 (normally \$2.75 sq ft but reduce to \$2) & labor estimated at \$4,500. This price is more affordable than other pour in place surface.

- **FUNDRAISING/GRANTS**

5/20 DMH contract: received email from Michelle Brown application received but Susan's fingerprints rejected for a second time, FBI has offered to run a Name Search instead & sent a form to Michelle to be completed and returned to process

5/3 Give Ozarks Day - Raised \$1279

5/21 Lake Area Football Fundraiser - Raised \$2,054

5/31 WetSteps Fundraiser - Raised \$1,735

6/1 Received denial from United Way in regards to playground grant

- **STAFFING**

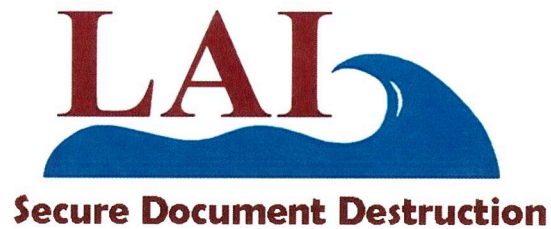
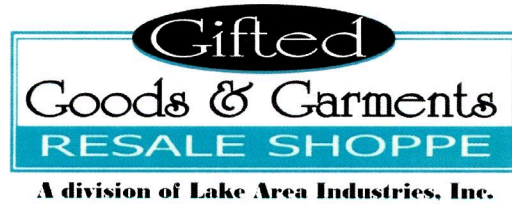
Full time para pregnant (due mid September)

Lead Step Ahead Teacher resigning at end of school year (July 15 last day) to proceed with her student teaching (new Lead Step Ahead teacher to start August 1)

New Group Special Instructor as of May 11

Hired new part time summer para as of 5/17/16 & part time para 6/1/16

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

May 31, 2016

Monthly Board Reports

Lake Area Industries, Inc.
Balance Sheet
As of May 31, 2016

	Total	
	As of May 31, 2016	May 31, 2015 (PY)
ASSETS		
Current Assets		
Bank Accounts		
OPERATING 1ST NATIONAL	25,908	11,593
OPERATING GREENHOUSE	2,892	1,789
OPERATING THRIFT STORE	3,238	820
SPECIAL FUNDING & GRANT	1,410	2,077
Total Bank Accounts	33,448	16,279
Accounts Receivable		
ACCOUNTS RECEIVABLE	82,183	66,534
Total Accounts Receivable	82,183	66,534
Other current assets		
ACCOUNT RECEIVABLE EMPLOYEES	0	0
ACCRUED SB-40 FUNDING	0	0
ACCT. REC. - EMP - ANTHEM	0	0
ALLOWANCE FOR BAD DEBTS	0	0
GIFTED GARDEN CASH	800	800
INVENTORY	48,449	9,997
PETTY CASH	336	170
PREPAID GASOLINE CARDS	0	25
PREPAID INSURANCE	0	0
THRIFT STORE CASH	240	124
Undeposited Funds	0	0
Total Other current assets	49,825	11,116
Total Current Assets	165,456	93,929
Fixed Assets		
ACCUMULATED DEPRECIATION	-693,672	-666,567
AUTO AND TRUCK	217,090	212,590
BUILDING	359,310	339,568
DONATED EQUIPMENT	0	0
FURN & FIX ORIGINAL VALUE	18,429	18,584
GH RETAIL STORE	13,919	15,275
GREENHOUSE EQUIPMENT	10,341	10,341
GREENHOUSE FACILITY	134,978	145,872
GREENHOUSE FIXTURES	-355	0
LAND	33,324	33,324
LAND IMPROVEMENT	25,041	25,502
MACHINERY & EQUIPMENT	207,833	190,989
OFFICE EQUIPMENT	13,126	13,988
SHREDDING BUILDING	0	0
SHREDDING EQUIPMENT	44,552	45,572
Total Fixed Assets	383,914	385,037

Other Assets		
CURRENT CAPITAL IMPROVEMENT	7,658	9,850
SALES TAX BOND	1,060	1,060
UTILITY DEPOSITS	845	845
Total Other Assets	<u>9,563</u>	<u>11,755</u>
TOTAL ASSETS	<u>558,933</u>	<u>490,721</u>
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	62,163	88,745
Total Accounts Payable	<u>62,163</u>	<u>88,745</u>
Credit Cards		
US BANK CC - 0871	0	0
US BANK CC - 0889	952	148
US BANK CC - 1669	1,196	0
US BANK CC - 1727	1,140	
US BANK CC - 2339	390	206
US BANK CC - 5017	-4	977
Total Credit Cards	<u>3,673</u>	<u>1,332</u>
Other Current Liabilities		
ACCRUED WAGES	0	0
AFLAC DEDUCTIONS PAYABLE	195	195
DEFERRED REVENUE - SB-40	0	0
FEDERAL PAYROLL TAXES PAYABLE	0	0
FIRST NATIONAL BANK CREDIT LINE-4096	86,310	45,000
GARNISHMENTS PAYABLE	0	0
Gift Certificate Payable	-293	-169
Missouri Department of Revenue Payable	208	
NOTES PAYABLE	0	9,157
SALES TAX PAYABLE	5,049	6,128
SIMPLE IRA PAYABLE	0	0
STATE INCOME TAX W/HELD	0	0
Total Other Current Liabilities	<u>91,469</u>	<u>60,312</u>
Total Current Liabilities	<u>157,306</u>	<u>150,388</u>
Total Liabilities	<u>157,306</u>	<u>150,388</u>
Equity		
Unrestricted Net Assets	345,085	404,308
Net Income	56,543	-63,975
Total Equity	<u>401,627</u>	<u>340,333</u>
TOTAL LIABILITIES AND EQUITY	<u>558,933</u>	<u>490,721</u>

Lake Area Industries, Inc.
Profit and Loss
 May 2016

	Total	
	May 2016	Jan - May, 2016 (YTD)
Income		
CONTRACT PACKAGING	20,211	72,535
FOAM RECYCLING		12,365
GREENHOUSE SALES	39,626	76,085
MANUFACTURING / WOOD PRODUCTS	8,662	47,422
SECURE DOCUMENT SHREDDING	3,167	16,060
THRIFT STORE	12,061	47,788
Total Income	83,729	272,255
Cost of Goods Sold		
GG PLANTS & SUPPLIES	19,878	40,674
MANUFACTURING SUPPLIES	4,602	21,210
SHIPPING AND DELIVERY	95	2,258
Textile Purchases	301	1,044
WAGES-EMPLOYEES	32,993	140,280
Total Cost of Goods Sold	57,869	205,466
Gross Profit	25,860	66,789
Expenses		
ACCTG. & AUDIT FEES	4,201	9,956
ALL OTHER EXPENSES	4,525	18,162
CASH OVER/SHORT	43	-157
EQUIP. PURCHASES & MAINTENANCE	6,851	29,691
INSURANCE	1,836	9,994
NON MANUFACTURING SUPPLIES	780	4,374
PAYROLL	34,137	141,356
PAYROLL EXP & BENEFITS	13,144	46,604
PROFESSIONAL SERVICES	4,410	19,434
TRANSPORTATION EXPENSES	2,965	10,726
UTILITIES	2,173	15,326
Total Expenses	75,065	305,466
Net Operating Income	-49,205	-238,678
Other Income		
INTEREST INCOME	4	14
MED WAIVER TRANSPORTATION	12,925	60,780
OTHER CONTRIBUTIONS	562	1,933
SB-40 REVENUE	22,856	142,694
STATE AID	19,015	89,799
Total Other Income	55,362	295,220
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	55,362	295,220
Net Income	6,157	56,543

Lake Area Industries, Inc. Statement of Cash Flows

May 2016

	Total
OPERATING ACTIVITIES	
Net Income	6,157
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	7,226
INVENTORY:FINSHED PRODUCT INVENTORY	167
INVENTORY:GG PLANT & SUPPLIES INVEN	3,197
INVENTORY:RAW MATERIAL INVENTORY	-780
Accounts Payable	4,654
US BANK CC - 0889	286
US BANK CC - 1669	407
US BANK CC - 1727	-18
US BANK CC - 2339	-456
AFLAC DEDUCTIONS PAYABLE	195
Gift Certificate Payable	210
Missouri Department of Revenue Payable	101
SALES TAX PAYABLE	2,523
SIMPLE IRA PAYABLE	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	17,713
Net cash provided by operating activities	23,871
INVESTING ACTIVITIES	
MACHINERY & EQUIPMENT	-1,200
Net cash provided by investing activities	-1,200
Net cash increase for period	22,671
Cash at beginning of period	10,777
Cash at end of period	33,448

Lake Area Industries, Inc.						
A/R Aging Summary						
As of May 31, 2016						
	Current:	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 60,628	\$ 17,344	\$ 2,478	\$ 536	\$ 1,197	\$ 82,183

Lake Area Industries, Inc.						
A/P Aging Summary						
As of May 31, 2016						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 9,545	\$ 41,223	\$ 11,113	\$ 347	-\$ 64	\$ 62,163

Support Coordination Report

May 2016

Consumer Caseloads

- Number of Caseloads as of May 31st, 2016: 293
- Budgeted Number of Caseloads: 290
- There were 9 Full-Time Support Coordinators handling an average of 33 caseloads each
- Pending Number of New Intakes: 15
- Budgeted Number of Intakes: 15
- Medicaid Eligibility: 88.36%

CARF Report

Outcome Measurement Report



TCM

TCM: % of the time new consumers will be contacted by their Support Coordinator (SC) within 5 business days of their eligibility determination (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	13	1	0	92.86 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	3	0	0	100.00 %
Total	16	1	0	94.12 %
Goal				100 %

TCM: Planning meeting is held within 30 days of eligibility date (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	14	0	0	100.00 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	3	0	0	100.00 %
Total	17	0	0	100.00 %
Goal				100 %

Outcome Measurement Report



TCM: % of all annual Medicaid Waiver plans and plans subject to the Regional Office Utilization Review (UR) will be submitted via fax and email at least 22 calendar days prior to the plan implementation date. (N/A)

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	45	16	0	73.77 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	0	1	0	0.00 %
Total	45	17	0	72.58 %
Goal				80 %

TCM: % of all annual non-waiver plans will be emailed to the Regional Office at least 15 calendar days prior to the plan implementation date (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	24	10	0	70.59 %
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	10	3	0	76.92 %
Total	34	13	0	72.34 %
Goal				80 %

TCM: % of IP outcomes/action steps will be met (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	392	1131	0	25.74 %
Cimor Update	0	4	0	0.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	24	87	0	21.62 %
Total	416	1222	0	25.40 %
Goal				80 %

Outcome Measurement Report



TCM: % of Quarterly Reports met (N/A)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	251	28	0	89.96 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	25	4	0	86.21 %
Total	277	32	0	89.64 %
Goal				95 %

TCM: % that shall have Outcomes implemented in their Individual Support Plan that encourage or support active participation in typical community events and activities (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	1	0	0	100.00 %
Targeted Case Management	191	77	0	71.27 %
Cimor Update	1	0	0	100.00 %
Intake	0	14	0	0.00 %
Ineligible applicants	0	0	0	-
Duplicate record	0	1	0	0.00 %
CCDDR	19	10	0	65.52 %
Total	212	102	0	67.52 %
Goal				75 %

TCM: % of time Billable (N/A)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
Temporary Department	0	0	0	
Targeted Case Management	4529	3579	0	55.86 %
Cimor Update	0	0	0	
Intake	1	627	0	0.16 %
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	
CCDDR	290	663	0	30.43 %
Total	4820	4869	0	49.75 %
Goal				70 %

Outcome Measurement Report



Consumer Forms (% of consumers will report being satisfied or very satisfied with the services provided by their SC, as indicated on the Consumer Survey.)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	51	0	3	100.00 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	4	0	2	100.00 %
Total	56	0	5	100.00 %
Goal				90 %

Consumer Forms (% of consumers or parent/guardians of consumers served shall indicate their SC is available when needed, as indicated on the Consumer Survey.)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	52	1	1	98.11 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	4	0	2	100.00 %
Total	57	1	3	98.28 %
Goal				90 %

TCM: % of Individual Support Plans chosen for TCM Reviews conducted by RRO will not require remediation (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department				
Targeted Case Management				
Cimor Update				
Intake				
Ineligible applicants				
Duplicate record				
CCDDR				
Total				
Goal				80 %

Outcome Measurement Report



TCM: % of consumers will be given the resources or education to formulate a personal plan for personal safety and risk reduction to better protect them from abuse, neglect or exploitation (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	1	0	0.00 %
Targeted Case Management	32	236	0	11.94 %
Cimor Update	0	1	0	0.00 %
Intake	0	14	0	0.00 %
Ineligible applicants	0	0	0	-
Duplicate record	0	1	0	0.00 %
CCDDR	0	29	0	0.00 %
Total	32	282	0	10.19 %
Goal				100 %

TCM: Will host at least one event per year designed to educate the community on abuse, neglect and financial exploitation of vulnerable persons; and how to report it. (N-A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	0	0	0	-
Cimor Update	0	0	0	-
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	0	0	0	-
Total	0	0	0	-
Goal				100 %

Outcome Measurement Report



[TCM: Provider demonstrates a commitment to community employment opportunities for persons served by making at least 15 referrals to Vocational Rehabilitation through the Outcomes and Action Steps included in the ISP. \(N/A\)](#)

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

For Events:

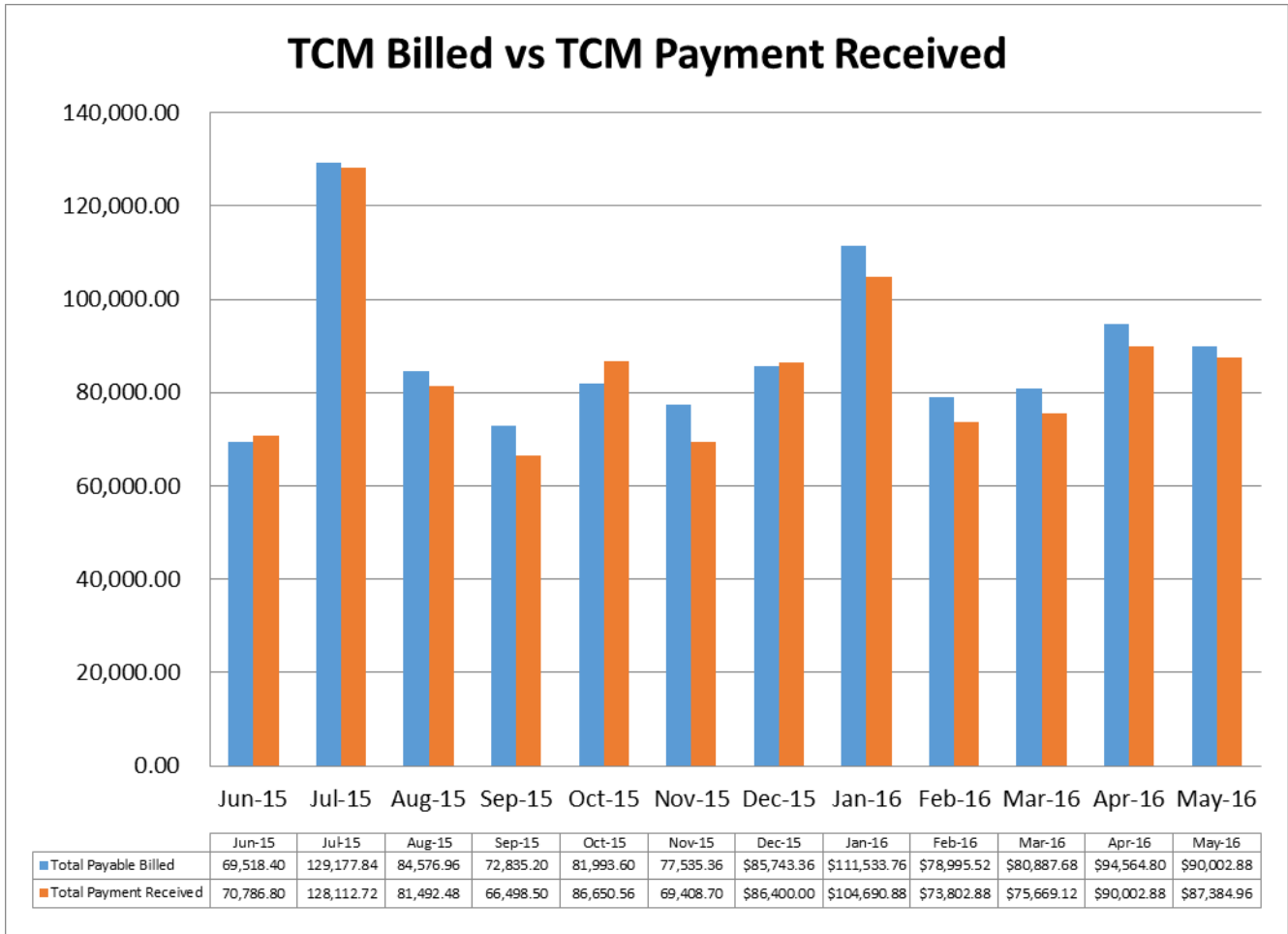
Parameters:

	Yes	No	NA	Percentage
Temporary Department	0	0	0	-
Targeted Case Management	33	0	0	100.00 %
Cimor Update	1	0	0	100.00 %
Intake	0	0	0	-
Ineligible applicants	0	0	0	-
Duplicate record	0	0	0	-
CCDDR	2	0	0	100.00 %
Total	36	0	0	100.00 %
Goal				100 %

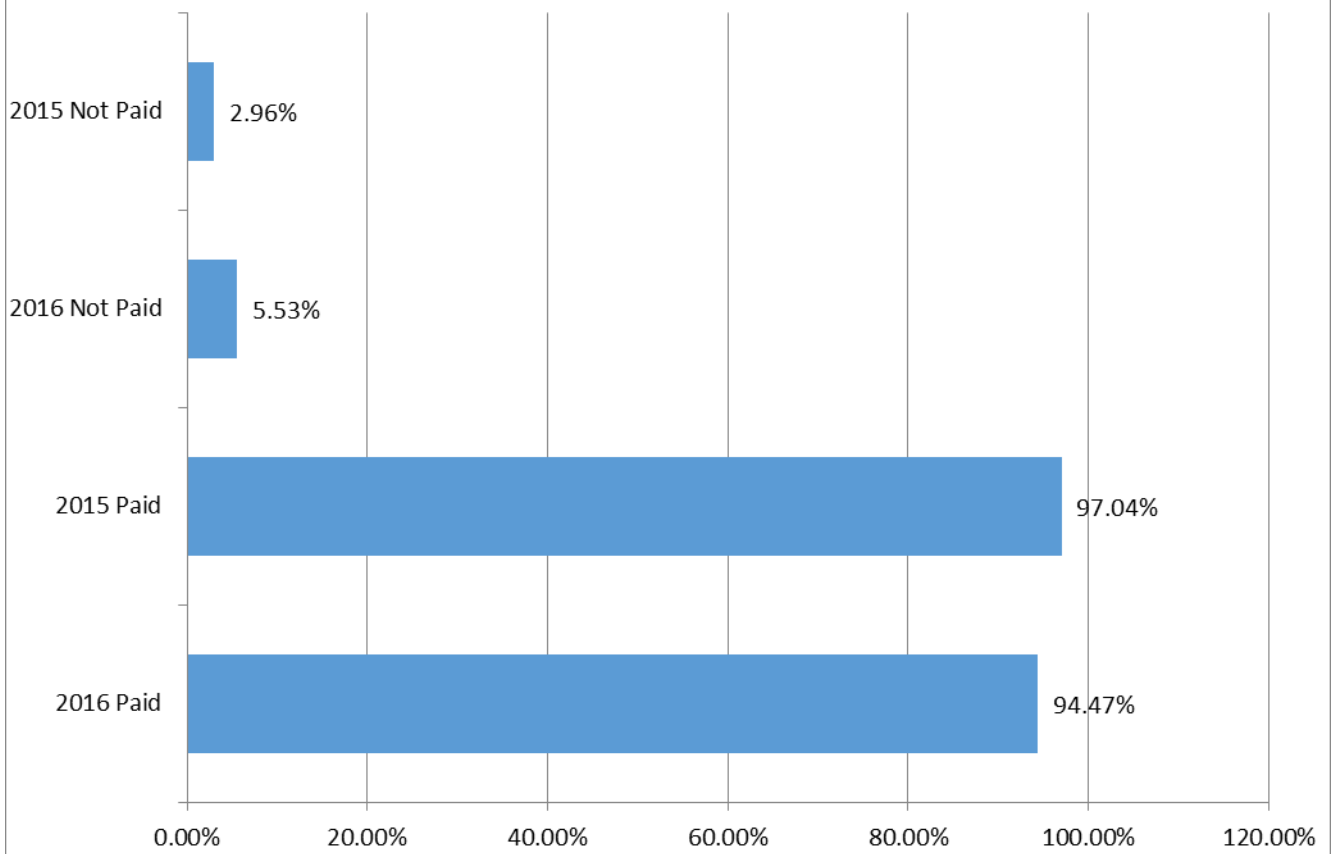
Agency Economic
Report
(Unaudited)

May 2016

Targeted Case Management Income



Percentage Comparison Medicaid Billed vs Medicaid Paid



May 2016 - Grants Program Budget vs. Actuals

	Grants		
	Actual	Budget	Variance
Income			
4000 Income	9,476	8,810	666
Total Income	9,476	8,810	666
Expenses			
5700 Office Expenses	(3)		(3)
6500 Medicaid Match	4,142	5,178	(1,036)
6700 Partnership for Hope	4,860	4,825	35
6900 Targeted Case Management		0	0
7100 Housing Programs	6,987	9,202	(2,215)
7200 CLC	11,964	14,423	(2,459)
7300 Sheltered Employment Programs	22,856	28,593	(5,737)
7900 Special/Additional Needs	8,634	9,265	(631)
Total Expenses	59,439	71,486	(12,047)
Net Operating Income	(49,962)	(62,676)	12,714
Net Income	(49,962)	(62,676)	12,714

January to May 2016 - Grants Program Budget vs. Actuals

	Grants		
	Actual	Budget	Variance
Income			
4000 Income	875,730	856,065	19,665
Total Income	875,730	856,065	19,665
Expenses			
5700 Office Expenses	0		0
5800 Other General & Administrative	0		0
6500 Medicaid Match	10,451	15,534	(5,083)
6700 Partnership for Hope	14,698	16,200	(1,502)
6900 Targeted Case Management		0	0
7100 Housing Programs	43,770	46,010	(2,240)
7200 CLC	52,795	70,882	(18,087)
7300 Sheltered Employment Programs	116,858	142,965	(26,107)
7900 Special/Additional Needs	32,998	45,405	(12,407)
Total Expenses	271,571	336,996	(65,425)
Net Operating Income	604,159	519,069	85,090
Net Income	604,159	519,069	85,090

Grants Program Budget Variance Report

Total Income: During May of 2016, total gross income for the Grant Program was higher than budgeted expectations due to higher than anticipated tax collections. YTD tax receipts have also been higher than anticipated.

Total Expenses: During May of 2016, Grant Program expenses were lower than budgeted primarily because Medicaid Match, CLC, Sheltered Employment, and Special Needs expenses were lower than anticipated. YTD expenses reflect lower than anticipated expenses in all categories. YTD CLC expenses are lower due to the closure of the EDGE program and less than anticipated Step Ahead enrollment. YTD LAI capital improvement expenses have yet to be realized, and employment supports provided by LAI have also been less than anticipated. YTD Special Needs expenses are lower due to difficulties in families submitting Medicaid Spend-down invoices to CCDDR for payment and not as many clients have spend-downs paid by CCDDR compared to 2015, which was the basis of the 2016 projections.

May 2016 - TCM Program Budget vs. Actuals

	TCM		
	Actual	Budget	Variance
Income			
4000 Income	87,904	89,476	(1,572)
Total Income	87,904	89,476	(1,572)
Expenses			
5000 Payroll & Benefits	73,468	76,761	(3,293)
5100 Repairs & Maintenance	713	435	278
5500 Contracted Business Services	6,256	5,160	1,096
5600 Presentations/Public Meetings	1,701	175	1,526
5700 Office Expenses	3,101	2,675	426
5800 Other General & Administrative	1,076	1,326	(250)
5900 Utilities	1,012	1,050	(38)
6100 Insurance	894	1,350	(456)
Total Expenses	88,221	88,932	(711)
Net Operating Income	(317)	544	(861)
Other Expenses			
8500 Depreciation	2,387	2,294	93
Total Other Expenses	2,387	2,294	93
Net Other Income	(2,387)	(2,294)	(93)
Net Income	(2,704)	(1,750)	(954)

January to May 2016 - TCM Program Budget vs. Actuals

	TCM		
	Actual	Budget	Variance
Income			
4000 Income	434,175	477,884	(43,709)
Total Income	434,175	477,884	(43,709)
Expenses			
5000 Payroll & Benefits	363,895	383,805	(19,910)
5100 Repairs & Maintenance	4,411	2,175	2,236
5500 Contracted Business Services	34,832	27,890	6,942
5600 Presentations/Public Meetings	3,160	1,375	1,785
5700 Office Expenses	18,417	14,028	4,389
5800 Other General & Administrative	11,801	12,280	(479)
5900 Utilities	5,758	5,250	508
6100 Insurance	5,628	6,750	(1,122)
Total Expenses	447,900	453,553	(5,653)
Net Operating Income	(13,726)	24,331	(38,057)
Other Expenses			
8500 Depreciation	11,946	11,470	476
Total Other Expenses	11,946	11,470	476
Net Other Income	(11,946)	(11,470)	(476)
Net Income	(25,671)	12,861	(38,532)

TCM Program Budget Variance Report

Total Income: During May of 2016, TCM Program total income is slightly lower and back to a closer pace with budgeted expectations. YTD TCM Program total income has been significantly lower because several individuals/guardians/families have not yet submitted all information to re-certify annual Medicaid eligibility, causing a lapse in Medicaid coverage; several individuals/guardians/families have not been submitting Medicaid

spend-down invoices to CCDDR for payment, causing a lapse in Medicaid coverage; Support Coordinator absences were higher than anticipated from January to March; and the overall Support Coordination billable percentage of hours worked are lower than budgeted. Significant efforts have been put forth to address the TCM billable percentages and correct deficiencies as well as working with individuals/guardians/families to submit spend-down invoices and Medicaid re-certification paperwork.

Total Expenses: During May of 2016, overall TCM Program expenses were slightly less than anticipated. YTD TCM expenses are lower than budgeted primarily due to lower than anticipated payroll expenses, which was a direct result from an unanticipated Support Coordinator unpaid leave of absence and eventual position vacancy from January to March. TCM total income is a direct result of Support Coordinators' percentage billable time of total hours worked. Any deviations in expected billable time from scheduled hours worked will reflect lower total and net income. Although April and May net income was closer to budgeted expectations, January to March net income still reflects a YTD negative cash flow. Mechanisms are in place to reduce expenses if total income does not meet budgeted expectations; however, the reduction of expenses could not keep pace with the significant loss in total income.

Balance Sheet -Grants & TCM Programs

As of May 31, 2016

	Grants	TCM	Total
ASSETS			
Current Assets			
Bank Accounts			
1000 Bank Accounts			0
1005 Grant Bank Accounts			0
1010 Grant Account (County Tax Funds) - First Nat'l Bank	15,261	0	15,261
1015 Grant Reserve Account (County Tax Funds) - Central Bank	229		229
1020 Grant Certificate of Deposit (County Tax Funds)	0		0
1025 Grant Account (County Tax Funds) - Sullivan Bank	669,728		669,728
1030 Grant Operating Reserves Account (Tax Funds) - Sullivan Bank	217,908		217,908
Total 1005 Grant Bank Accounts	903,126	0	903,126
1050 TCM Bank Accounts			0
1055 TCM Account (TCM Funds) - 1st Nat'l Bank	0	263,174	263,174
1060 TCM Certificate of Deposit (TCM Funds)		0	0
Total 1050 TCM Bank Accounts	0	263,174	263,174
Total 1000 Bank Accounts	903,126	263,174	1,166,300
Total Bank Accounts	903,126	263,174	1,166,300
Accounts Receivable			
1300 Property Taxes			0
1310 Property Tax Receivable	981,753		981,753
1315 Allowance for Doubtful Accounts	(24,155)		(24,155)
Total 1300 Property Taxes	957,598	0	957,598
1350 Allowance for Doubtful Accounts	0		0
Total Accounts Receivable	957,598	0	957,598
Other current assets			
1399 TCM Remittance Advices In-Transit	0	40,081	40,081
1400 Other Current Assets			0
1410 Other Deposits	0		0
Total 1400 Other Current Assets	0	0	0
1450 Prepaid Expenses		0	0
1455 Prepaid-Insurance	0	15,622	15,622
Total 1450 Prepaid Expenses	0	15,622	15,622
Total Other current assets	0	55,703	55,703
Total Current Assets	1,860,724	318,877	2,179,601
Fixed Assets			

1500 Fixed Assets			0
1510 100 Third Street Land		47,400	47,400
1511 Keystone Land		14,000	14,000
1520 100 Third Street Building		431,091	431,091
1521 Keystone		163,498	163,498
1525 Accumulated Depreciation - 100 Third Street		(118,535)	(118,535)
1526 Accumulated Depreciation - Keystone		(7,494)	(7,494)
1530 100 Third Street Remodeling		126,736	126,736
1531 Keystone Remodeling		17,949	17,949
1535 Acc Dep - Remodeling - 100 Third Street		(35,807)	(35,807)
1536 Acc Dep - Remodeling - Keystone		(1,205)	(1,205)
1540 Equipment		64,209	64,209
1545 Accumulated Depreciation - Equipment		(30,963)	(30,963)
1550 Vehicles		6,740	6,740
1555 Accumulated Depreciation - Vehicles		(6,740)	(6,740)
Total 1500 Fixed Assets	0	670,878	670,878
Total Fixed Assets	0	670,878	670,878
TOTAL ASSETS	1,860,724	989,754	2,850,479
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
1900 Accounts Payable	0	571	571
Total Accounts Payable	0	571	571
Other Current Liabilities			
2000 Current Liabilities			0
2005 Accrued Accounts Payable	0	0	0
2006 DMH Payable	0		0
2010 Accrued Payroll Expense	0	259	259
2015 Accrued Compensated Absences	0	0	0
2025 Prepaid Services	0		0
2030 Deposits	0	17	17
2050 Prepaid Tax Revenue	1,410		1,410
2055 Deferred Inflows - Property Taxes	880,408		880,408
2060 Payroll Tax Payable		0	0
2061 Federal W / H Tax Payable	0	(347)	(347)
2062 Social Security Tax Payable	0	158	158
2063 Medicare Tax Payable	0	(17)	(17)
2064 MO State W / H Tax Payable	0	1,713	1,713
Total 2060 Payroll Tax Payable	0	1,508	1,508
2070 Payroll Clearing			0
2071 AFLAC Pre-tax W / H	0	704	704
2072 AFLAC Post-tax W / H	0	96	96
2073 Vision Insurance W / H	0	108	108
2074 Health Insurance W / H	0	0	0
2075 Dental Insurance W / H	0	(699)	(699)
2076 Savings W / H		0	0
2078 Misc W / H		333	333
2079 Other W / H		0	0
Total 2070 Payroll Clearing	0	540	540
Total 2000 Current Liabilities	881,818	2,324	884,142
Total Other Current Liabilities	881,818	2,324	884,142
Total Current Liabilities	881,818	2,895	884,713
Total Liabilities	881,818	2,895	884,713
Equity			
3000 Restricted Grant Fund Balances			0

3001 Operational	0		0
3005 Operational Reserves	217,546		217,546
3010 Transportation	19,959		19,959
3015 New Programs	0		0
3030 Special Needs	(1,813)		(1,813)
3040 Sheltered Workshop	0		0
3045 Traditional Medicaid Match	3,016		3,016
3050 Partnership for Hope Match	(426)		(426)
3055 Building/Remodeling/Expansion	42,165		42,165
3065 Legal	18,519		18,519
3070 TCM	0		0
Total 3000 Restricted Grant Fund Balances	298,966	0	298,966
3500 Restricted TCM Fund Balances			0
3501 Operational		40,301	40,301
3505 Operational Reserves		194,949	194,949
3510 Transportation		0	0
3515 New Programs		0	0
3530 Special Needs		0	0
3550 Partnership for Hope Match		0	0
3555 Building/Remodeling/Expansion		21,636	21,636
3560 Sponsorships		0	0
3565 Legal		9,533	9,533
3599 Other		679,573	679,573
Total 3500 Restricted TCM Fund Balances	0	945,993	945,993
3900 Unrestricted Fund Balances	1	(49)	(48)
3950 Prior Period Adjustment	0	0	0
3999 Clearing Account	38,098	104,268	142,367
Net Income	604,159	(25,671)	578,488
Total Equity	941,225	1,024,541	1,965,766
TOTAL LIABILITIES AND EQUITY	1,823,042	1,027,437	2,850,479

May 2016 - Grants Program Cash Flow Statement

	Grants
OPERATING ACTIVITIES	
Net Income	(49,962)
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1900 Accounts Payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	0
Net cash provided by operating activities	(49,962)
Net cash increase for period	(49,962)
Cash at beginning of period	953,089
Cash at end of period	903,126

January to May 2016 - Grants Program Cash Flow Statement

	Grants
OPERATING ACTIVITIES	
Net Income	604,159
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1900 Accounts Payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	0
Net cash provided by operating activities	604,159
FINANCING ACTIVITIES	
3030 Restricted Grant Fund Balances:Special Needs	(1,888)
3040 Restricted Grant Fund Balances:Sheltered Workshop	0
3045 Restricted Grant Fund Balances:Traditional Medicaid Match	(2,507)
3050 Restricted Grant Fund Balances:Partnership for Hope Match	(9,381)
3065 Restricted Grant Fund Balances:Legal	(2,430)
3900 Unrestricted Fund Balances	(70,867)
3999 Clearing Account	38,098
Net cash provided by financing activities	(48,975)
Net cash increase for period	555,184
Cash at beginning of period	347,942
Cash at end of period	903,126

May 2016 - TCM Program Cash Flow Statement

	TCM
OPERATING ACTIVITIES	
Net Income	(2,704)
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1455 Prepaid Expenses:Prepaid-Insurance	2,027
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street	898
1526 Fixed Assets:Accumulated Depreciation - Keystone	341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street	528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone	75
1545 Fixed Assets:Accumulated Depreciation - Equipment	546
1900 Accounts Payable	571
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	74
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H	(74)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H	(8)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H	106
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H	(62)
2076 Current Liabilities:Payroll Clearing:Savings W / H	0
2078 Current Liabilities:Payroll Clearing:Misc W / H	333
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	5,353
Net cash provided by operating activities	2,649
INVESTING ACTIVITIES	
1540 Fixed Assets:Equipment	(3,250)
Net cash provided by investing activities	(3,250)
Net cash increase for period	(601)
Cash at beginning of period	303,856
Cash at end of period	303,255

January to May 2016 - TCM Program Cash Flow Statement

	TCM
OPERATING ACTIVITIES	
Net Income	(25,671)
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1455 Prepaid Expenses:Prepaid-Insurance	2,353
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street	4,491
1526 Fixed Assets:Accumulated Depreciation - Keystone	1,703
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street	2,640
1536 Fixed Assets:Acc Dep - Remodeling - Keystone	374
1545 Fixed Assets:Accumulated Depreciation - Equipment	2,738
1900 Accounts Payable	328
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	(383)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H	(364)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H	(38)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H	183
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H	(239)
2076 Current Liabilities:Payroll Clearing:Savings W / H	0
2078 Current Liabilities:Payroll Clearing:Misc W / H	(261)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	13,525
Net cash provided by operating activities	(12,146)
INVESTING ACTIVITIES	
1540 Fixed Assets:Equipment	(3,250)
Net cash provided by investing activities	(3,250)
FINANCING ACTIVITIES	
3501 Restricted TCM Fund Balances:Operational	40,301
3555 Restricted TCM Fund Balances:Building/Remodeling/Expansion	16,431
3565 Restricted TCM Fund Balances:Legal	869
3900 Unrestricted Fund Balances	(164,336)
3999 Clearing Account	104,268
Net cash provided by financing activities	(2,468)
Net cash increase for period	(17,864)
Cash at beginning of period	321,119
Cash at end of period	303,255

Check Detail

May 2016 - Grants & TCM Programs

1025 Grant Account (County Tax Funds) - Sullivan Bank

Date	Transaction Type	Num	Name	Amount
05/05/2016	Bill Payment (Check)	3400	Rodney Brownell, PT	(100.00)
05/05/2016	Bill Payment (Check)	3401	MO HealthNet	(662.00)
05/05/2016	Bill Payment (Check)	3402	MO HealthNet	(654.00)
05/12/2016	Bill Payment (Check)	3403	MO HealthNet	(259.00)
05/12/2016	Bill Payment (Check)	3404	MO HealthNet	(59.00)
05/12/2016	Bill Payment (Check)	3405	MO HealthNet	(504.00)
05/12/2016	Bill Payment (Check)	3406	MO HealthNet	(40.00)
05/12/2016	Bill Payment (Check)	3407	MO HealthNet	(395.00)
05/12/2016	Bill Payment (Check)	3408	MO HealthNet	(312.00)

05/12/2016	Bill Payment (Check)	3409	MO HealthNet	(188.00)
05/12/2016	Bill Payment (Check)	3410	MO HealthNet	(284.00)
05/12/2016	Bill Payment (Check)	3411	MO HealthNet	(14.00)
05/12/2016	Bill Payment (Check)	3412	MO HealthNet	(654.00)
05/12/2016	Bill Payment (Check)	3413	MO HealthNet	(17.00)
05/12/2016	Bill Payment (Check)	3414	MO HealthNet	(114.00)
05/12/2016	Bill Payment (Check)	3415	MO HealthNet	(654.00)
05/12/2016	Bill Payment (Check)	3416	MO HealthNet	(654.00)
05/12/2016	Bill Payment (Check)	3417	DMH Local Tax Matching Fund	(4,939.64)
05/12/2016	Bill Payment (Check)	3418	DMH Local Tax Matching Fund	(4,859.57)
05/13/2016	Bill Payment (Check)	3419	MO HealthNet	(271.00)
05/13/2016	Bill Payment (Check)	3420	MO HealthNet	(24.00)
05/19/2016	Bill Payment (Check)	3421	Brookview Apartments of Camdenton	(100.00)
05/19/2016	Bill Payment (Check)	3422	Camden Manors, Inc.	(100.00)
05/19/2016	Bill Payment (Check)	3423	Camdenton Apartments dba Lauren's Place	(121.00)
05/19/2016	Bill Payment (Check)	3424	David A Schlenfort	(498.00)
05/19/2016	Bill Payment (Check)	3425	Garry Euler	(674.00)
05/19/2016	Bill Payment (Check)	3426	Glen Donnach, LLC	(184.00)
05/19/2016	Bill Payment (Check)	3427	J.C. Sutton LLC	(404.00)
05/19/2016	Bill Payment (Check)	3428	John Farrell Real Estate Company	(281.00)
05/19/2016	Bill Payment (Check)	3429	Phyllis Ilene Hood	(561.00)
05/19/2016	Bill Payment (Check)	3440	Professional Management Group, Inc.	(100.00)
05/19/2016	Bill Payment (Check)	3431	Revelation Construction & Development, LLC	(596.00)
05/19/2016	Bill Payment (Check)	3432	RLM Rentals, LLC	(458.00)
05/19/2016	Bill Payment (Check)	3433	Valerie Stonitsch	(154.00)
05/19/2016	Bill Payment (Check)	3434	Velma Spawn	(100.00)
05/19/2016	Bill Payment (Check)	3435	Wimaca Oaks Apartments, LLC	0.00
05/19/2016	Bill Payment (Check)	3436	MO HealthNet	(500.00)
05/19/2016	Bill Payment (Check)	3437	Peak Sport and Spine Rehab	(1,485.00)
05/19/2016	Bill Payment (Check)	3438	Childrens Learning Center	(11,963.53)
05/19/2016	Bill Payment (Check)	3439	Camdenton Apartments dba Lauren's Place	(100.00)
05/19/2016	Bill Payment (Check)	3430	Professional Management Group, Inc.	0.00
05/19/2016	Bill Payment (Check)	3441	Revelation Construction & Development, LLC	(325.00)
05/19/2016	Bill Payment (Check)	3442	Revelation Construction & Development, LLC	(100.00)
05/19/2016	Bill Payment (Check)	3443	Revelation Construction & Development, LLC	(881.00)
05/19/2016	Bill Payment (Check)	3444	Revelation Construction & Development, LLC	(422.00)
05/20/2016	Bill Payment (Check)	3445	Wimaca Oaks Apartments, LLC	(353.00)
05/26/2016	Bill Payment (Check)	3446	Missouri Ozarks Community Action, Inc.	(475.00)
05/26/2016	Bill Payment (Check)	3447	Lake Area Industries	(22,855.94)

1055 TCM Account (TCM Funds) - 1st Nat'l Bank

Date	Transaction Type	Num	Name	Amount
05/01/2016	Check	SVCCHRG		(24.95)
05/04/2016	Expense	151332	Connie L Baker	(893.43)
05/04/2016	Expense	151333	Myrna Blaine	(1,391.17)
05/04/2016	Expense	151334	Cynthia Brown	(1,057.46)
05/04/2016	Expense	151335	Jennifer Clemons	(935.00)
05/04/2016	Expense	151336	Lori Cornwell	(827.43)
05/04/2016	Expense	151337	Jeanna K Cupp	(899.34)
05/04/2016	Expense	151338	Linda Gifford	(735.94)
05/04/2016	Expense	151339	Sharla Jenks	(912.34)
05/04/2016	Expense	151340	Ryan Johnson	(1,021.67)

05/04/2016	Expense	151341	Micah J Joseph	(1,070.94)
05/04/2016	Expense	151342	Annie Meyer	(1,063.84)
05/04/2016	Expense	151343	Angela St. Joan	(1,119.49)
05/04/2016	Expense	151344	Edmond J Thomas	(1,097.54)
05/04/2016	Expense	151345	Eddie L Thomas	(2,054.32)
05/04/2016	Expense	151346	Marcie L. Vansyoc	(1,184.47)
05/04/2016	Expense	151347	Nicole M Whittle	(992.15)
05/04/2016	Expense	05/04/2016	Edward Jones	(50.00)
05/05/2016	Expense	05/05/2016	Internal Revenue Service	(5,932.14)
05/05/2016	Bill Payment (Check)	6587	All American Terminite & Pest Control	(75.00)
05/05/2016	Bill Payment (Check)	6588	G G Maha	(58.98)
05/05/2016	Bill Payment (Check)	6589	KMB Technical Group, Inc.	(749.97)
05/05/2016	Bill Payment (Check)	6590	Linda Simms	(182.43)
05/05/2016	Bill Payment (Check)	6591	Lori Cornwell	(99.31)
05/05/2016	Bill Payment (Check)	6592	Vital Graphics LLC	(100.00)
05/05/2016	Bill Payment (Check)	6593	Clean Cut Lawn Care etc. LLC	(64.00)
05/05/2016	Bill Payment (Check)	6594	Connie L Baker	(36.09)
05/05/2016	Bill Payment (Check)	6595	Cynthia Brown	(74.24)
05/05/2016	Bill Payment (Check)	6596	Jennifer Clemons	(102.09)
05/05/2016	Bill Payment (Check)	6597	LaCleda Electric Cooperative	(344.25)
05/05/2016	Bill Payment (Check)	6598	Linda Gifford	(126.02)
05/05/2016	Bill Payment (Check)	6599	MSW Interactive Designs LLC	(30.00)
05/05/2016	Bill Payment (Check)	6600	Office Business Equipment	(154.95)
05/05/2016	Bill Payment (Check)	6601	Summit Natural Gas of Missouri	(201.69)
05/05/2016	Bill Payment (Check)	6602	Camden County PWSD #2	(60.18)
05/05/2016	Bill Payment (Check)	6603	Direct Service Works	(795.00)
05/05/2016	Bill Payment (Check)	6604	Eddie L Thomas	(190.32)
05/05/2016	Bill Payment (Check)	6605	Ryan Johnson	(99.86)
05/05/2016	Bill Payment (Check)	6606	Glenda North	(55.00)
05/05/2016	Bill Payment (Check)	6607	Missouri Dept of Revenue	(1,655.00)
05/05/2016	Bill Payment (Check)	6608	Myrna Blaine	(195.65)
05/05/2016	Bill Payment (Check)	6609	Sharla Jenks	(90.59)
05/05/2016	Bill Payment (Check)	6610	G G Maha	(1,045.55)
05/05/2016	Bill Payment (Check)	6611	Linda Simms	(1,094.44)
05/05/2016	Bill Payment (Check)	6612	Glenda North	(55.00)
05/12/2016	Bill Payment (Check)	6613	Ameren Missouri	(298.25)
05/12/2016	Bill Payment (Check)	6614	AT&T	(81.74)
05/12/2016	Bill Payment (Check)	6615	Lake Regional Occupational Medicine Clinic	(48.00)
05/12/2016	Bill Payment (Check)	6616	Office Business Equipment	(35.37)
05/12/2016	Bill Payment (Check)	6617	Clean Cut Lawn Care etc. LLC	(125.00)
05/12/2016	Bill Payment (Check)	6618	Ezard's, Inc.	(70.49)
05/12/2016	Bill Payment (Check)	6619	Camdenton Area Chamber Of Commerce	(125.00)
05/12/2016	Bill Payment (Check)	6620	KMB Technical Group, Inc.	(536.00)
05/12/2016	Bill Payment (Check)	6621	Lake Sun Leader	(190.00)
05/12/2016	Bill Payment (Check)	6622	Bankcard Center	(3,337.41)
05/12/2016	Bill Payment (Check)	6623	Dissen Electric, INC.	(350.00)
05/12/2016	Bill Payment (Check)	6624	Aflac	(739.46)
05/12/2016	Bill Payment (Check)	6625	City Of Camdenton	(50.32)
05/12/2016	Bill Payment (Check)	6626	Glenda North	(55.00)
05/13/2016	Bill Payment (Check)	6627	Edward J. Rice Co., Inc.	(199.53)
05/13/2016	Bill Payment (Check)	6628	Glenda North	(65.00)
05/13/2016	Bill Payment (Check)	6629	Skeltons Key & Lock	(85.00)
05/18/2016	Expense	151350	Connie L Baker	(867.29)
05/18/2016	Expense	151351	Rachel K Baskerville	(523.88)

05/18/2016	Expense	151352	Myrna Blaine	(1,391.54)
05/18/2016	Expense	151353	Cynthia Brown	(1,099.93)
05/18/2016	Expense	151354	Jennifer Clemons	(935.14)
05/18/2016	Expense	151355	Lori Cornwell	(817.85)
05/18/2016	Expense	151356	Jeanna K Cupp	(911.85)
05/18/2016	Expense	151357	Linda Gifford	(738.73)
05/18/2016	Expense	151358	Sharla Jenks	(817.74)
05/18/2016	Expense	151359	Ryan Johnson	(1,044.46)
05/18/2016	Expense	151360	Micah J Joseph	(1,059.36)
05/18/2016	Expense	151361	Annie Meyer	(1,109.52)
05/18/2016	Expense	151362	Angela St. Joan	(1,148.28)
05/18/2016	Expense	151363	Edmond J Thomas	(1,097.54)
05/18/2016	Expense	151364	Eddie L Thomas	(2,053.66)
05/18/2016	Expense	151365	Marcie L. Vansyoc	(1,054.95)
05/18/2016	Expense	151366	Nicole M Whittle	(953.99)
05/18/2016	Expense	05/18/2016	Edward Jones	(50.00)
05/19/2016	Expense	05/19/2016	Internal Revenue Service	(5,973.45)
05/19/2016	Bill Payment (Check)	6630	Ezard's, Inc.	(1,800.00)
05/19/2016	Bill Payment (Check)	6631	Angela St. Joan	(135.28)
05/19/2016	Bill Payment (Check)	6632	Cynthia Brown	(109.00)
05/19/2016	Bill Payment (Check)	6633	Micah J Joseph	(176.16)
05/19/2016	Bill Payment (Check)	6634	Annie Meyer	(124.38)
05/19/2016	Bill Payment (Check)	6635	Clean Cut Lawn Care etc. LLC	(214.00)
05/19/2016	Bill Payment (Check)	6636	G G Maha	(1,054.82)
05/19/2016	Bill Payment (Check)	6637	Jessica North	(70.00)
05/19/2016	Bill Payment (Check)	6638	Linda Simms	(1,094.44)
05/19/2016	Bill Payment (Check)	6639	Vital Graphics LLC	(100.00)
05/19/2016	Bill Payment (Check)	6640	Deer Run Properties LLC	(210.00)
05/19/2016	Bill Payment (Check)	6641	Glenda North	(110.00)
05/20/2016	Bill Payment (Check)	6642	Wells Glass Service, Inc.	(3,250.00)
05/20/2016	Bill Payment (Check)	6643	KMB Technical Group, Inc.	(535.00)
05/20/2016	Bill Payment (Check)	6644	Mo Consolidated Health Care	(12,763.62)
05/26/2016	Bill Payment (Check)	6645	Advantage Printing & Signs	(3.59)
05/26/2016	Bill Payment (Check)	6646	Cynthia Brown	(10.90)
05/26/2016	Bill Payment (Check)	6647	Lake West Chamber of Commerce	(200.00)
05/26/2016	Bill Payment (Check)	6648	Principal Life Ins	(201.98)
05/26/2016	Bill Payment (Check)	6649	Charter Business	(713.78)
05/26/2016	Bill Payment (Check)	6650	Delta Dental of Missouri	(453.08)
05/26/2016	Bill Payment (Check)	6651	Scott's Heating & Air	(166.50)
05/26/2016	Bill Payment (Check)	6652	Staples	(1,071.82)
05/26/2016	Bill Payment (Check)	6653	Lagers	(2,925.68)
05/26/2016	Bill Payment (Check)	6654	Glenda North	(55.00)
05/26/2016	Bill Payment (Check)	6655	Lake Area Industries	(50.00)
05/27/2016	Bill Payment (Check)	6656	Lori Cornwell	(165.80)

May 2016
Credit Card Statement



SCORECARD

Bonus Points Available
18,540

Account Summary

Billing Cycle		06/05/2016
Days In Billing Cycle		32
Previous Balance		\$3,337.41
Purchases	+	\$1,985.06
Cash	+	\$0.00
Special	+	\$0.00
Credits	-	\$1.28
Payments	-	\$3,337.41
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$1,983.78

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,016.22
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

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

Payment Summary

NEW BALANCE	\$1,983.78
MINIMUM PAYMENT	\$60.00
PAYMENT DUE DATE	07/02/2016

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

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$3,337.41-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
05/18	05/18	00300866	PAYMENT - THANK YOU	\$3,337.41-	

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

CENTRAL BANK
PO BOX 779
JEFFERSON CTY MO 65102-0779

Account Number
5386

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
06/05/16	\$1,983.78	\$60.00	07/02/16

\$

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



MAKE CHECK PAYABLE TO:

BANKCARD SERVICES
PO BOX 8030
JEFFERSON CTY MO 65102-8000



Cardholder Account Summary					
MYRNA BLAINE ##### 6176		Payments & Other Credits \$0.00	Purchases & Other Charges \$860.00	Cash Advances \$0.00	Total Activity \$860.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/19	05/20	PBUS01	5543286614000499472444	SQ *JAMES THOMPSON MID Osage Beach MO	\$210.00 X
05/20	05/22	PBUS01	55483826142400008305509	WAL-MART #0089 CAMDENTON MO	\$300.00 X
06/01	06/02	PBUS01	85428146153980021330497	CROWN DENTAL CENTER LINN CREEK MO	\$350.00 X

Cardholder Account Summary					
LINDA SIMMS ##### 0961		Payments & Other Credits \$1.28-	Purchases & Other Charges \$860.54	Cash Advances \$0.00	Total Activity \$859.26

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/04	05/05	PBUS01	55432866125000324969050	INTUIT *QB ONLINE 800-286-6800 CA	\$39.95 X
05/08	05/10	PBUS01	05436846130100123069494	DOLLAR-GENERAL #9089 CAMDENTON MO	\$15.63 X
05/10	05/11	PBUS01	25140526132000019200016	CAMDENTON AREA CHAMB CAMDENTON MO	\$12.00 X
05/11	05/12	PBUS01	05410196132418211186253	USPS 28603608230765119 OSAGE BEACH MO	\$5.92 X
05/13	05/15	PBUS01	55429506134717979468155	EB 2016 TRANSIT MIDWE 8014137200 CA	\$185.00 X
05/13	05/15	PBUS01	85177496134001224772777	PP*APSEMO MONROE CITY MO	\$110.00 X
05/13	05/15	PBUS01	85177496134001224761903	PP*APSEMO MONROE CITY MO	\$110.00 X
05/16	05/17	PBUS01	55483826138400005835975	WAL-MART #0089 CAMDENTON MO	\$25.85 X
05/16	05/17	PBUS01	55310206138207188700122	PIZZA HUT 009917 CAMDENTON MO	\$32.00 X
05/16	05/18	PBUS01	05140486138710023530322	WOODS MARKET 2068 OSAGE BEACH MO	\$28.60 X
05/17	05/18	PBUS01	05587456138000000240449	RBT PIZZA HUT 009917 EasySavings NY	\$1.28 X
05/20	05/23	PBUS01	05140486142710029415639	WOODS MARKET 2068 OSAGE BEACH MO	\$21.48 X
05/25	05/27	PBUS01	05140486147710025871913	WOODS MARKET 2068 OSAGE BEACH MO	\$7.29 X
06/03	06/05	PBUS01	55483826156091007094435	SAMSCLUB #8296 SPRINGFIELD MO	\$266.82 X

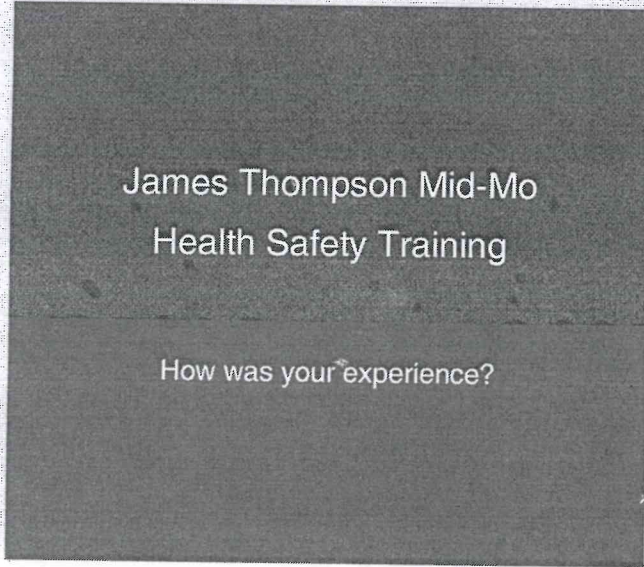
Cardholder Account Summary					
GLENDA MAHA ##### 3221		Payments & Other Credits \$0.00	Purchases & Other Charges \$264.52	Cash Advances \$0.00	Total Activity \$264.52

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/04	05/05	PBUS01	85180896125980168870498	THE MOTOR HUT CAMDENTON MO	\$37.96 X
05/05	05/06	PBUS01	55483826127400005806243	WAL-MART #0089 CAMDENTON MO	\$138.46 X
05/05	05/06	PBUS01	05314616127000318667004	ELLIS BATTERY SPECIALI CAMDENTON MO	\$11.95 X
05/05	05/06	PBUS01	05410196126418182795536	USPS 28124200230700272 CAMDENTON MO	\$12.45 X
05/11	05/12	PBUS01	05410196132418192783185	USPS 28124200230700272 CAMDENTON MO	\$12.80 X
05/17	05/18	PBUS01	05410196138418172795971	USPS 28124200230700272 CAMDENTON MO	\$12.80 X
05/20	05/22	PBUS01	05410196141418202783661	USPS 28124200230700272 CAMDENTON MO	\$6.13 X
05/25	05/26	PBUS01	05410196146418202784136	USPS 28124200230700272 CAMDENTON MO	\$19.17 X
05/27	05/29	PBUS01	05410196148418192777858	USPS 28124200230700272 CAMDENTON MO	\$12.80 X

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

*on
Myers
Credit
Card*

Reply to this email to leave feedback for James Thompson Mid-Mo Health Safety Training



\$210.00

Heart saver CPR/AED x 5 (\$35.00 ea.)	\$175.00
American Heart Association Heartsaver CPR/AED session.	
First Aid AHA	\$35.00
American Heart Association First Aid course providing information on handling medical emergencies and environmental emergencies. Also...	
Total	\$210.00

Crown Dental
4176 East US Highway 54
PO Box 875
Linn Creek, MO 65052
(573)346-6062

STATEMENT
06/01/2016
Account Number 386973

CROWN DENTAL CENTER
4176 E US HWY 54
LINN CREEK MO 65052
73 346 6062

Merchant ID: 16001E2496
Term ID: 1600

Sale

MASTERCARD

XXXXXXXXXXXX6176

Entry Method: Swiped

Apprvd: Online

Batch#: 0000

06/01/16

10:06:

Invt#: 00000004

Appr Code: 6607

Amount: \$ 350.0

Tax: \$ 0.0

Total: \$ 350.0

Customer Copy

THANK YOU

4393452

30 Brookview Ct Apt 2E
Camdenton, MO 65020

Date	Patient	Code	Tooth	Description	Charge
				Balance Forward	0.00
06/01/2016		ay		Check \$350.00	350.00 -350.00

Scheduled Appointments:

Monday, 06/21/2016, 9:00 AM, U-RelMaxDnLab, L-RelMandDnLab

MAY QUICKBOOK

- Accounting
 - Subscription status
 - Subscribed Edit Cancel
 - Plan details
 - QuickBooks Plus Upgrade
 - ~~\$39.95~~ / month
 - Switch to annual billing
 - Next Charge
 - July 4, 2016
 - Payment method
 - MasterCard ending 0961 expires 11/18 Edit
-

DOLLAR GENERAL STORE #09089
8297 N STATE HIGHWAY 5
CAMDENTON, MO 65020-4362
(573) 873-3550

PICTURE FRAMES
PICTURE HANGING KIT
TO HAVE EVACUATE
ROUTE FOR OSAGE
BEACH OFF SCENE
OCCUPANCY LOAD
FOR KEYSTONE

PICTURE HANGING KIT	
049223509372-220	3.75 S
F357 TRIBUTE BLACK 8	
642828178976-205	1.50 S
F357 TRIBUTE BLACK 8	
642828178976-205	1.50 S
F357 TRIBUTE BLACK 8	
642828178976-205	1.50 S
F357 TRIBUTE BLACK 8	
642828178976-205	1.50 S
F357 TRIBUTE BLACK 8	
642828178976-205	1.50 S
F357 TRIBUTE BLACK 8	
642828178976-205	1.50 S
F348 TRIBUTE BLACK 8	
642828178983-205	2.00 S

SUBTOTAL \$14.75
Tax1 \$0.88
TOTAL \$15.63
MasterCard \$15.63
*****0961
EXPIRY: **/** SWIPED
AUTH# 69538C
REFERENCE# 90001000978

ITEMS 8
2016-05-08 12:20:01 09089 01 6878



-----CUT HERE-----

* We value your opinion! *
* Be the next \$1,000 Winner! *
* 3 winners per month. *
* Complete a survey about today's visit: *
* Call 1.866.214.5750 *
* Or visit www.dollargeneralsurvey.com *
*
* 0998-7777-3038-982 *
* Para completar un estudio *
* De esta tienda en Espanol y entrar *
* En unos sorteos para ganar \$1,000. *
* Por favor llame: 1.866.214.5750 *
* Visita www.dollargeneralsurvey.com *
*To report survey...

CAMDEN TON AREA CHAMBER
135 N. US 140, 5A
CAMDEN, NJ 08020
1574346-2221

Merchant ID: 5013
Term #: 1062

Store #: 1801
Ref #: 0001

Phone Order

XXXXXXXXXXXX

XXXXXXXXXXXX

Entry Method: Manual

Total: \$

12.00

05/10/16

11:31:47

Inv #: 000001

Appr Code: 613736

Transaction ID: 051016051016

Batch#: 000002

Apprv: Online

I agree to pay above total amount
according to card issuer agreement
(Merchant assessed if credit unclear)

Merchant City

48028 YCU

Attn: Jordan

Eggs & Issues
Reservation
Edmond
Thomas

OSAGE BEACH
 5545 OSAGE BEACH PKWY
 OSAGE BEACH
 MO
 65065-9998
 2860360829
 (800)275-8777 4:15 PM
 05/11/2016

Product Description	Sale Qty	Final Price
First-Class Mail Large Envelope (Domestic) (ROLLA, MO 65402) (Weight:0 Lb 8.60 Oz) (Expected Delivery Day) (Friday 05/13/2016)	1	\$2.62
Certified (USPS Certified Mail #) (70150920000191075593)	1	\$3.30
Total		\$5.92

Credit Card Remitd **\$5.92**
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX0961)
 (Approval #:65303C)
 (Transaction #:625)

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

Order stamps at usps.com/shop or call

7015 0920 0001 9107 5593

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

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

ROLLA, MO 65402

OFFICIAL USE

Postage	\$3.30
Certified Fee	\$0.00
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage	\$2.62
Total	\$5.92

Postmark Here
 OSAGE BEACH MO 65065
 05/11/2016

Sent To
 Street & Address or PO Box
 City, State, ZIP+4®

Rolla Regional
Atten:Becky Sawyer
PO Box 1098
105 Fairgrounds Rd
Rolla, MO 65402

PS Form 3849, October 2010 See Reverse for Instructions

Have a question? Contact the organizer at pam@cablcc.com

RACHEL
BASKERVILLE
2016 TRANSIT CONF.

Order Summary

May 13, 2016

Order #: 518354152


Name	Type	Quantity	Price
Rachel Baskerville	Early Bird Full Conference (thru 05/31/16)	1	\$185.00
Rachel Baskerville	Monday Night Social Event (with paid registration)	1	\$0.00
TOTAL			\$185.00


Charged to: MasterCard - XXXX-XXXXXX-0961


This charge will appear on your card statement as EB *2016 Transit Midwe

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy

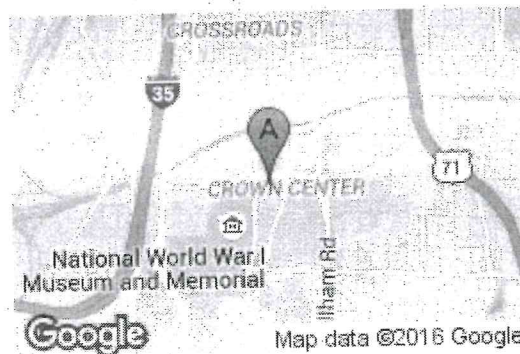
About this event

 Sunday, August 14, 2016 at 1:00 PM - Tuesday, August 16, 2016 at 4:00 PM (CDT)

 Westin Kansas City at Crown Center
One East Pershing Rd
Kansas City, MO 64108

 Add to my calendar:

Google · Outlook · iCal · Yahoo



APSE-MO Employment Summit: Advancing Employment, Expanding Our Skills

JUL 27 ^{WED} 2016 @ 10:00 AM - JUL 29 ^{FRI} 2016 @ 1:00 PM

Rachel Baskerville
rachel@ccddr.org

Courtyard Marriott
3301 Lemone Industrial Boulevard
Columbia, MO 65201

Event Host
Jackie Royer
314-994-1600
royerj@ucpheartland.org

Payment Status
Credit Card - PAID

Order Total: **\$110.00**

We'll scan this when you check in!



E6F8RJ6M8

Payment Summary

Fee	1 Rachel Baskerville - Summit Fee for APSE Member	\$110.00
		Total \$110.00

E6F8RJ6M8



Linda Simms <linda@ccddr.org>

Your Tickets for 2016 Transit Midwest / State Public Transit Partnership Conference

1 message

Eventbrite <orders@eventbrite.com>
Reply-To: pam@cabllc.com
To: linda@ccddr.org

Fri, May 13, 2016 at 11:14 AM



[Find events](#) [My Tickets](#)

Hi Linda, this is your order confirmation for 2016 Transit Midwest / State Public Transit Partnership Conference

Organized by Pam Buschjost, Conference Coordinator

Here are your tickets

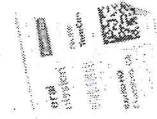


Mobile Tickets

Available on
App Store



or



Paper Tickets

Open the email attachment
or download here

Message from Pam Buschjost, Conference Coordinator

Full refund of fees for conference registration, minus a \$50 processing fee, will be made if written notice of cancellation of registration is received by July 20, 2016. No refunds will be made after the date of July 20, 2016, as costs have already been incurred. Exhibitors, if commitment is cancelled prior to July 1, Transit Midwest 2016 will provide a 50% refund. There will be no refund for exhibits cancelled after July 1, 2016. All refunds will be handled through Transit Midwest after the conference revenues have been reconciled (after September 1, 2016).

APSE-MO Employment Summit: Advancing Employment, Expanding Our Skills

JUL 27 ^{WED} 2016 @ 10:00 AM - JUL 29 ^{FRI} 2016 @ 1:00 PM

Ed Thomas
director@cddr.org

Courtyard Marriott
3301 Lemone Industrial Boulevard
Columbia, MO 65201

Event Host
Jackie Royer
314-994-1600
royerj@ucpheartland.org

Payment Status
Credit Card - PAID

Order Total: \$110.00

We'll scan this when you check in!



E2HGP8NXT

Payment Summary

Fee	1 <u>Ed Thomas</u> - Summit Fee for APSE Member	\$110.00
		Total \$110.00

E2HGP8NXT

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

ID #: 7JY7KQYZMV



(573) 346 - 3588
MANAGER BRENDA GARRETT
94 CECIL ST
CAMDENTON MO 65020

ST# 00089	DP# 001319	TE# 08	TR# 03384
PAPER CLIPS	005050510129		5.97 0
PC SPEAKER	068113110274		19.88 0
	SUBTOTAL		25.85
	TOTAL		25.85
	MCARD TEND		25.85

ACCOUNT # **** * 0961 S
APPROVAL # 68233C
REF # 613700583597
PAYMENT SERVICE - A
TERMINAL # 156325343

05/16/16 07:18:20

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 9634 1455 1502 8744 4070



Low Prices You Can Trust. Every Day.
05/16/16 07:18:32

CUSTOMER COPY

Savings Catcher! Scan with Walmart app



le
sek

PIZZA HUT
CARRY_OUT

** DUE NOW **
** DUE: 05/16/16 at 03:15PM **

Ticket # 0002

ENTERED BY
SEAN
009917 05/16/16 10:54AM

JEANNA


- 01 1 LgstX2ltr 16.00
Large
Hand toss
- 02 1 Meat Lvr
Order
BreadStx
- 03 1 With Chs
two litR
SieraMst

- 04 1 LgstX2ltr 16.00
Large
Thin
Veg Lovr
- 05 1 Order
BreadStx
With Chs
- 06 1 two litR
Pepsi

Subtotal 32.00
SALES TAX 0.00
Balance Due 32.00

Amt Tendered
Credit Card 32.00
Change 0.00

Taken at 10:54AM
Pick Up at 03:15PM

BIG DINNER BOX
For Monday night football

FLIP OVER FOR A CHANCE TO WIN!
FLIP OVER FOR A CHANCE TO WIN!
FLIP OVER FOR A CHANCE TO WIN!



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

Cashier: Lora

05/16/16 13:05:05

S&H Card Number 49663172269

GROCERY

LAYS WAVYS DR 028400598132 4.29 TF

MAXHSE WAKE U 043000051337 6.79 TF

PRODUCE

SMALL VEGGIE 709351888991 7.99 TF

BAKERY

LH CHOC CHOC 708971916831 3.99 TF

DAIRY

CENTRAL CHIP& 073948031221 1.99 TF

HBA

BST CH CFE FL 070033587705 3.55 T

SUBTOTAL 28.60

TOTAL TAX .00

TOTAL 28.60

MasterCard TENDER

28.60

Acct:xxxxxxxxxxxx0961

APRVL CODE 67034C

Cash CHANGE .00

NUMBER OF ITEMS 6

EXEMPT TAX ID 19364199
T1 ITEM VALUE EXEMPTED 25.05
T1 TAX EXEMPTED 1.12
T2 ITEM VALUE EXEMPTED 3.55
T2 TAX EXEMPTED .27
T3 ITEM VALUE EXEMPTED .00
T3 TAX EXEMPTED .00
T4 ITEM VALUE EXEMPTED .00
T4 TAX EXEMPTED .00

Trx:163 Term:1 Store:2068 13:06:48

THANK YOU FOR SHOPPING AT WOODS!
LET US HEAR FROM YOU ON OUR WEBSITE
"CONTACT US" TO BETTER SERVE YOU.
MICHAEL, STORE MANAGER

YOUR FEEDBACK MATTERS TO WOODS
WIN \$100 - 2 prizes every month.

Tell us about this visit!

www.woodsfeedback.com

or Toll-Free 1-866-203-1995

SURVEY CODE:

2016 0516 2068 0001 0163

Valid for 5 days from visit

Food for 5-16-16
board meeting

For office

For office

CREDIT 1.28

USING CARD (MASTER)

AT PIZZA HUT



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

KEYSTONE

Cashier: DEBBIE C 151

05/20/16 10:24:31

S&H Card Number 49663172267

GROCERY

Grocery	32	10.00	TF
C&H SUPERFINE	015800030850	2.19	TF
C&H SUPERFINE	015800030850	2.19	TF
SUGAR SUB	070038344155	1.19	TF
ND CREAMER	070038586685	4.99	TF
SUBTOTAL		20.56	
TOTAL TAX		.92	

TOTAL 21.48

MasterCard	TENDER	21.48
Acct:xxxxxxxxxxxx0961		
APPRVL CODE 69269C		
Cash	CHANGE	.00

NUMBER OF ITEMS 5

Trx:97 Term:7 Store:2068 10:29:19

THANK YOU FOR SHOPPING AT WOODS!
LET US HEAR FROM YOU ON OUR WEBSITE
"CONTACT US" TO BETTER SERVE YOU.
MICHAEL, STORE MANAGER

YOUR FEEDBACK MATTERS TO WOODS
WIN \$100 - 2 prizes every month
Tell us about this visit!
www.woodsfeedback.com
or Toll-Free 1-866-203-1995

SURVEY CODE

2016 0520 2068 001 0007
Valid for 5 days from visit



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

Cashier: MARY R 167

05/25/16 11:54:05

GROCERY

CT BF TOILET 740985896525 1.00 T
 ANGEL SFT WHI 030400778742 6.29 T
 SUBTOTAL 7.29
 TOTAL TAX .00

TOTAL 7.29
 MasterCard TENDER 7.29
 Acct:xxxxxxxxxxxx0961
 APPRVL CODE 64431C
 Cash CHANGE .00

NUMBER OF ITEMS 2
 EXEMPT TAX ID 2
 T1 ITEM VALUE EXEMPTED .00
 T1 TAX EXEMPTED .00
 T2 ITEM VALUE EXEMPTED 7.29
 T2 TAX EXEMPTED .54
 T3 ITEM VALUE EXEMPTED .00
 T3 TAX EXEMPTED .00
 T4 ITEM VALUE EXEMPTED .00
 T4 TAX EXEMPTED .00

Trx:98 Term:1 Store:2068 11:54:37

THANK YOU FOR SHOPPING AT WOODS!
 LET US HEAR FROM YOU ON OUR WEBSITE
 "CONTACT US" TO BETTER SERVE YOU.
 MICHAEL, STORE MANAGER

YOUR FEEDBACK MATTERS TO WOODS
 WIN \$100 - 2 prizes every month
 Tell us about this visit!
 www.woodsfeedback.com
 or Toll-Free 1-866-203-1995
 SURVEY CODE:

2016 0525 2068 0001 0098
 Valid for 5 days from visit



CLUB MANAGER TOM CONROY
(417) 882 - 4487
SPRINGFIELD, MO

06/03/16 15:47 8880 08296 008 4231

CANDEN COUNTY SENATE BILL 40

***** Bottom of Basket Count 2 *****
 930536 SAM'S COPY 27.98 E
 930536 SAM'S COPY 27.98 E
 ***** Bottom of Basket Count 2 *****
 101 MEMBERSHIP 45.00 M
 118 RENPLUS 55.00 M
 930536 SAM'S COPY 27.98 E
 245437 ZSAA COLUNE 11.46 E
 245437 ZSAA COLUNE 11.46 E
 245437 ZSAA COLUNE 11.46 E
 677724 N'JOY SUGAR 9.28 E
 I 541143 KLEENEX 14.98 E
 I 541143 KLEENEX 14.98 E
 725476 SHEAD FILES 7.44 E
 725490 SHEAD FILES 7.82 E
 2 @ 3.00-
 V INST SU KLEENEX 6.00-M
 SUBTOTAL 266.82
 TAX 266.82
 REWARD FUND 266.82
 COUNT # ***** 0961 S
 APPROVAL # 69277C
 TERMINAL # 160325340
 CHANGE DUE 0.00

WILL GET THIS CREDIT ON JUNE STATEMENT

CREDIT FOR \$\$\$ WILL APPEAR ON JUNE STATEMENT
WE DID NOT NEED A BUSINESS PLS MEMBERSHIP, GOT CREDIT THE NEXT WEEK AS I DID NOT SEE THEY W/ARRANG OUR MEMBERS



CLUB MANAGER JEREMY JONES
(573) 469 - 0917
849 STONERIDGE PKWAY JEFFERSON CITY,MO
CLUB HOURS 10:00 AM - 8:30 PM

JEFFERSON CITY, MO

06/11/16 11:40 3026 06505 038 132
MASTERCARD

*** CREDIT ISSUED ***
GENERAL MDSE TOTAL 55.00-
ACCOUNT # **** * 0961 S
APPROVAL # REFUND
Name

LINDA SIMMS
TERMINAL # SC010521

I AGREE TO COMPLY WITH THE CARDHOLDER AGREEMENT

Visit samsclub.com to see your savings

Happy to Help

Save time. Order ahead.
SamsClub.com/clubbickup
06/11/16 11:40:28

*** MEMBER COPY ***

Additional Savings This Trip:

Member's Instant Savings: \$6.00

Visit samsclub.com to see your savings

ITEMS SOLD 13

TC# 5185 6328 2321 6650 2226 5



Complete our "NEW AND SHORTER SURVEY" about today's visit at:
<http://www.survey.samsclub.com>
RETURN FOR YOUR TIME YOU COULD WIN
OF FIVE \$1,000 SAM'S CLUB SHOPPING CARDS
be 18 or older and a legal resident of the 50 US or DC to enter. No purchase necessary. Visit entry.survey.samsclub.com for Official Rules, the end date, and to enter without purchase. Survey must be taken within TWO weeks of today. Encuesta también se encuentra en español en la página de Internet.

Happy to Help

*** MEMBER COPY ***

All receipts
are for 1 purchase
of blades. *Cam*

THE MOTOR HUT
www.themotorhut.com
13 Chestnut Avenue
Camdenton, MO 65020
(573) 346-6110 Fax (573) 346-5171

CUSTOMER'S ORDER NO.		PHONE		DATE	
		573 317-9233		5-4-16	
NAME CCDDR					
ADDRESS					
CASH	C.O.D.	CHARGE	ON ACCT	MDSE RET'D	PAID OUT
2		742.04308		18.98	37.96
Blades					
Paid CLERK DS 5					
TAX					
TOTAL					37.96
SOLD BY			RECEIVED BY		

C PRODUCT 609 All claims and returned goods MUST be accompanied by this bill.

37930

Thank You

YOUR RECEIPT
THANK YOU

05/04/2016 8:52AM 01
000000#6773 CLERK01

DEPT. 08 \$18.98
DEPT. 08 \$18.98

ITEMS 20
CHARGE \$37.96

THE MOTOR HUT
13 CHESTNUT ST
CAMDENTON, MO 65020
573 346-6110

Merchant ID: 732203138
Term ID: 0057

Sale

Application Label: MasterCard
MASTERCARD

XXXXXXXXXXXX3221

AID: A0000000041010

Entry Method: Chip

Apprvd: Online

05/04/16

Batch#: 000005

07:55:28

Inv#: 00000002

Appr Code: 63543Z

Total: \$ 37.96

TVR: 0000000000
TST: 6800

Customer Copy

THANK YOU



(573) 346 - 3588
MANAGER BRENDA GARRETT
94 CECIL ST
CAMDENTON MO 65020

ST# 00089 OP# 002828 TE# 15 TR# 08169	
PAPER TOWELS 003040021651	8.62 0
PAPER TOWELS 003040021651	8.62 0
SHRPIE BLK 2 007164130162	1.77 0
SH CHSL 4 BK 007164138264	3.97 0
UNI 207 BLK 007053000188	9.76 0
3PK SCISSORS 007357715461	3.97 0
SHRPIE BLK 2 007164130162	1.77 0
ACNT PCKT 4C 007164127165	2.54 0
FACE TISSUE 007874211836	1.32 0
FACE TISSUE 007874211836	1.32 0
FACE TISSUE 007874211472	1.32 0
FACE TISSUE 007874211836	1.32 0
FACE TISSUE 007874209389	4.97 0
BATH TISSUE 003700085987	9.97 0
SUBTOTAL	61.24
TOTAL	61.24
TRASH BAGS 007874204833	12.52 0
TRASH BAGS 007874204833	12.52 0
4PK PKG TAPE 007535312268	7.44 0
MOUSE 009785506659	24.86 0
SUBTOTAL	118.58

TLE ITEMS FOLLOW
 ORDER NUMBER 0048570014886
 QS PIT LOF 060538805953 19.88 0
 QS ECOBOX D10 QT 4.0
 4.0 AT 1 FOR 1.69
 OIL FILTER 000910055009
 TOTAL THIS CAR 19.88
 TLE ITEMS COMPLETE
 SUBTOTAL 138.46

VOIDED BANKCARD TRANSACTION
TERMINAL # 168293805
CUSTOMER CANCELLED BANKCARD
05/05/16 15:23:25

TOTAL 138.46
MCARD TEND 138.46

MasterCard **** * 3221 I 21
APPROVAL # 63423Z
REF # 612600580624
PAYMENT SERVICE - A

AID A0000000041010
TC 93CC598310F112CE
TERMINAL # 168293805
*Signature Verified

05/05/16 15:24:00

CHANGE DUE 0.00

ITEMS SOLD 18

TC# 4851 0452 4474 8557 1367 6
REPRINT BY OP# 1883



Low Prices You Can Trust. Every Day.
05/05/16 15:24:01

CUSTOMER COPY

FOR:
Emergency
Security
light in
Hallway

Ellis Battery
45 Hudson
Camdenton, MO 65020
(573) 346-6963
(573)346-6205

Sales Receipt

Transaction #: 46600
Date: 5/5/2016 Time: 1:36:02 PM
Cashier: Austin Register #: 1

Item	Description	Amount
907537180543UB670		\$11.95
	Discount code: DEA	

	Sub Total	\$11.95
	State Tax	\$0.00
	County Tax	\$0.00
	Total	\$11.95

Credit Card Tendered \$11.95
Card: XXXXXXXXXXXX3221
Auth: 66052Z
Change Due \$0.00



46600

Thank you for shopping at
Ellis Battery

We hope you'll come back soon!
Receipt required for returns within 30 days
All Items Subject to a 10% Restocking Fee

=====

CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON
 MO
 65020-9998
 2812420020
 05/05/2016 (800)275-8777 1:53 PM

=====

Product Description	Sale Qty	Final Price
PM 2-Day (Domestic) (FULTON, MO 65251) (Weight:0 Lb 14.30 Oz) (Expected Delivery Day) (Saturday 05/07/2016)	1	\$6.45
Certified (USPS Certified Mail #) (70140150000173095946)	1	\$3.30
Return Receipt (USPS Return Receipt #) (9590940304405163356927)	1	\$2.70

Total \$12.45

Credit Card Remitd. \$12.45
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXXXX3221)
 (Approval #:63405Z)
 (Transaction #:553)

Includes up to \$50 insurance

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

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

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com
FULTON, MO 65251

Postage	\$3.30	0020
Certified Fee	\$2.70	04
Return Receipt Fee (Endorsement Required)	\$0.00	Postmark Here
Restricted Delivery Fee (Endorsement Required)	\$0.00	05/05/2016
Total Postage & Fees	\$6.45	
	\$12.45	

Sent To **Calloway County Special Services**
 Atten: Cynthia Smith
 911 S. Business 54
 Fulton, MO 65251

PS Form 3800, August 2006

7014 0150 0001 7309 5944

=====

CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON
 MO
 65020-9998
 2812420020

05/11/2016 (800)275-8777 2:34 PM

=====

Product Description	Sale Qty	Final Price
PM 2-Day (Domestic) (BRANSON, MO 65616) (Weight:1 Lb 14.70 Oz) (Expected Delivery Day) (Friday 05/13/2016)	1	\$6.80
Certified (USPS Certified Mail #) (70140150000173095953)	1	\$3.30
Return Receipt (USPS Return Receipt #) (9590940304405163356880)	1	\$2.70

Total \$12.80

Credit Card Remitd \$12.80
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXXXX3221)
 (Approval #:64245Z)
 (Transaction #:318)

Includes up to \$50 insurance

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

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

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

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

BRANSON, MO 65616

Postage	\$3.30
Certified Fee	\$2.70
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.80
	\$12.80

Postmark Here
 MAY 11 2016
 CAMDENTON MO 65020-9998

Sent To **Atten: Cathy Brown**
Developmental Connections
1533 E. State Hwy 76
Branson, MO 65616

PS Form 3800, All Rights Reserved See Reverse for Instructions

7014 0150 0001 7301 5453

=====

CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON
 MO
 65020-9998
 2812420020

05/17/2016 (800)275-8777 12:25 PM

=====

Product Description	Sale Qty	Final Price
PM 2-Day (Domestic) (VERSAILLES, MO 65084) (Weight:1 Lb 9.40 Oz) (Expected Delivery Day) (Thursday 05/19/2016)	1	\$6.80
Certified (USPS Certified Mail #) (70140150000173095960)	1	\$3.30
Return Receipt (USPS Return Receipt #) (9590940304405163356897)	1	\$2.70

Total \$12.80

Credit Card Remitd \$12.80
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX3221)
 (Approval #:65119Z)
 (Transaction #:597)

Includes up to \$50 insurance

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

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

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

 Get your mail when and where you want it with a secure Post Office Box. Sign up today!

7014 0150 0001 7309 5960

U.S. Postal Service™	
CERTIFIED MAIL™ RECEIPT	
<i>(Domestic Mail Only; No Insurance Coverage Provided)</i>	
For delivery information visit our website at www.usps.com	
VERSAILLES, MO 65084	
OFFICIAL USE	
Postage	\$3.30
Certified Fee	\$2.70
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.80
	\$12.80

CAMDENTON 0020
 MAY 17 2016
 Postmark Here
 UCPE 65020

05/17/2016

Sent To	Atten: Kevin Gaeddert
Street, Apt. No., or PO Box No.	Morgan Co. SB 40 Board for the
City, State, ZIP+4	Developmentally Disabled
	PO Box 405
	Versailles, MO 65084

PS Form 3800, All other instructions

Intake
Application

=====

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON
MO
65020-9998
2812420020
05/20/2016 (800)275-8777 3:06 PM

=====

Product Description	Sale Qty	Final Price
First-Class Mail Large Envelope (Domestic) (ROLLA, MO 65402) (Weight:0 Lb 9.10 Oz) (Expected Delivery Day) (Monday 05/23/2016)	1	\$2.83
Certified (USPS Certified Mail #) (70140150000173095977)	1	\$3.30
Total		\$6.13

Credit Card Remitd \$6.13
(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX3221)
(Approval #:66305Z)
(Transaction #:366)

BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at

7014 0150 0001 7309 5977

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

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

ROLLA, MO 65402

OFFICIAL USE

Postage	\$3.30
Certified Fee	\$0.00
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.13

Postmark Here: 0020 06 MAY 20 2016 65020 CAMDENTON MO

Sent To: **Becky Sawyer**
Rolla Regional Center
105 Fairgrounds Road
P.O. Box 1098
Rolla, MO 65402

PS Form 3800, August 2009 See Reverse for Instructions

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON
MO

65020-9998
2812420020

05/25/2016 (800)275-8777 3:16 PM

Product Description	Sale Qty	Final Price
---------------------	----------	-------------

PM 2-Day (Domestic)	1	\$8.30
---------------------	---	--------

(LEBANON, MO 65536)
(Weight:3 Lb 15.40 Oz)
(Expected Delivery Day)
(Friday 05/27/2016)

Certified (USPS Certified Mail #) (70140150000127829900)	1	\$3.30
----------------------------------------------------------	---	--------

Return Receipt (USPS Return Receipt #) (9590940304405163356873)	1	\$2.70
-----------------------------------------------------------------	---	--------

First-Class Mail Large Envelope (Domestic) (ROLLA, MO 65402) (Weight:0 Lb 3.20 Oz) (Expected Delivery Day) (Friday 05/27/2016)	1	\$1.57
--------------------------------------------------------------------------------------------------------------------------------	---	--------

Certified (USPS Certified Mail #) (70140150000173095984)	1	\$3.30
----------------------------------------------------------	---	--------

Total \$19.17

Credit Card Remitd \$19.17

(Card Name:MasterCard)
(Account #:XXXXXXXXXX3221)
(Approval #:66223Z)
(Transaction #:413)

Includes up to \$50 insurance

BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

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

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information, visit usps.com.

Reactivation

Master Files

7014 0150 0001 7309 5984

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

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

ROLLA, MO 65402

Item	Amount
Postage	\$3.30
Certified Fee	\$0.00
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$4.87

Postmark Here: MAY 25 2015 CAMDENTON MO 65020

Sent To: Becky Sawyer
Rolla Regional Center
105 Fairgrounds Road
P.O. Box 1098
Rolla, MO 65402

PS Form 3800, August 2006 See Reverse for Instructions

7014 0150 0001 2782 9900

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

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

LEBANON, MO 65536

Item	Amount
Postage	\$3.30
Certified Fee	\$2.70
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$14.30

Postmark Here: MAY 25 2016 CAMDENTON MO 65020

Sent To: Sindy Armstrong
c/o PATHWAYS
1216 Deadra Dr
Lebanon, MO 65536

PS Form 3800, August 2006 See Reverse for Instructions

Master Files

=====
CAMDENTON
625 W US HIGHWAY 54
CAMDENTON
MO
65020-9998
2812420020
05/27/2016 (800)275-8777 2:55 PM
=====

Table with 3 columns: Product Description, Sale Qty, Final Price. Rows include PM 2-Day (Domestic), Certified, and Return Receipt.

Total \$12.80

Credit Card Remitd \$12.80
(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX3221)
(Approval #:65283Z)
(Transaction #:785)

Includes up to \$50 insurance

BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

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

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at

7014 0150 0001 7309 5991

U.S. Postal Service CERTIFIED MAIL RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)
For delivery information visit our website at www.usps.com
ROLLA, MO 65402
Postage \$3.30
Certified Fee \$2.70
Return Receipt Fee \$0.00
Restricted Delivery Fee \$0.00
Total Postage & Fees \$12.80
Postmark MAY 27 2016
Records USPS
Rolla Regional Center
105 Fairgrounds Road
P.O. Box 1098
Rolla, MO 65402

Resolutions 2016-25
& 2016-26



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-25

ADDENDUM – LAI PURCHASE OF SHELTERED EMPLOYMENT SERVICES AND/OR SUPPORTS AGREEMENT

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

WHEREAS, The Camden County SB 40 Board has historically approved, authorized, executed, and amended Purchase of Services and/or Supports Agreements with Service and/or Support Providers for Camden County residents with intellectual and/or developmental disabilities 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 for a continuance of the Lake Area Industries (hereafter referred to as LAI) Purchase of Sheltered Employment Services and/or Supports Agreement and authorizes the Executive Director to initiate and sign the Addendum to extend the term of the Agreement with LAI to end on July 31st, 2016 (see Attachment “A” hereto).
- 2.** The Executive Director shall submit written notification to LAI after passage of this Resolution that LAI’s confirmation of agreement to this Addendum to extend the Agreement must be received by the Board no later than Thursday, June 30th, 2016; otherwise, the Board shall assume LAI does not agree to the Addendum to extend the Agreement and shall consider this Resolution to be null and void.
- 3.** A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to
Resolution 2016-25

Contractor:

**Lake Area Industries
1720 North Business Route 5
Camdenton, MO 65020**

*Agreement Description: **Purchase of Sheltered Employment Services and/or Supports Agreement***

*Addendum Description: **Continuance***

*Effective Date: **June 30th, 2016 (See Section 2 Below)***

The above referenced Agreement between **Camden County Developmental Disability Resources (CCDDR)** and **Lake Area Industries (LAI)** is hereby extended per **Paragraph 6. Continuance** as follows:

1. **17. Term of Agreement:** The term of this Agreement shall be April 1st, 2016, to **July 31st, 2016.**
2. This Addendum is effective only upon the signature of both parties and must be signed and returned to CCDDR by June 30th, 2016, in order to be executed. All other terms and conditions shall remain unchanged if executed.

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

\_\_\_\_\_  
Authorized Signature for LAI

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature for CCDDR

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **PURCHASE OF SHELTERED EMPLOYMENT SERVICES AND/OR SUPPORTS AGREEMENT**

*THIS "Purchase of Sheltered Employment Services and/or Supports Agreement" ("Agreement") entered into and effective this 31 day of MARCH 2016, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri ("Board"), and Lake Area Industries, Inc. ("LAI"), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.*

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

*WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Application for Funds to the Board to render certain services and/or supports along with the expected cost to LAI; and*

*WHEREAS, the Board has approved the purchase of Sheltered Employment services and/or supports from LAI.*

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

**1. SERVICES TO BE PERFORMED:** LAI will carry out the activities as set forth in the Application for Fiscal Year (FY) 2016 Board Funds for Sheltered Employment services and/or supports for Camden County persons with developmental disabilities. The Board shall purchase the services and/or supports from LAI for the cost of said services and/or supports as provided in Section 2 below.

**2. FUNDING:** The Board agrees to purchase Sheltered Employment services and/or supports from LAI at a cost of \$3.11 per hour for work performed by a Camden County person who has been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, LAI shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled employees who performed work for LAI in the previous calendar month, and the invoice shall also include the total number of hours each eligible developmentally disabled employee worked during the previous calendar month. Board funding for Sheltered Employment services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

**3. REPORTING:** To ensure compliance with the terms of this Agreement and the referred Application for Funds, LAI agrees to provide reports to the Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program's income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Sheltered Employment services and/or supports for all eligible Camden County developmentally disabled employees participating in any LAI Sheltered Employment programs; aged accounts receivable and accounts payable reports as of the last day of the preceding month; copies of invoices for services and materials if so requested by the Board with advance notice; copies of payroll costs and related employee expenses if so requested by the Board with advance notice; and any other reports or documents if so requested by the Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by the Board to LAI no later than the 10<sup>th</sup> day following the Monthly Funding Request.

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

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

**4. AUDIT REPORT AND IRS FORM 990.** LAI agrees to submit to the Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments may be withheld from LAI if reports or forms designated herein are not submitted in accordance with this Agreement, unless otherwise approved by the Board.

**5. MONITORING.** LAI agrees to permit the Board, the Executive Director of the Board, or designee, or any individual(s) or agency designated by the Board to monitor, survey, and inspect LAI's services, activities, programs, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, LAI hereby agrees, upon notice of forty-eight (48) hours, it will make available to the Board or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.



**6. CONTINUANCE:** This Agreement may be continued beyond its term expiration upon the mutual consent of the Parties hereto. Such continuations may be an effected addendum hereto reciting any changes or amendments to this Agreement and bearing the signatures of both Parties.

**7. BOARD FUNDING POLICIES:** LAI agrees to abide by the Board Funding Policy (see Attachment "B" hereto) and any revisions to said Funding Policy approved by the Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to all of the policies and procedures applicable to this grant as set out in the said Funding Policies, such failure shall constitute an act of default under this Agreement.

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

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

**10. INDEMNIFICATION:** In further consideration of payment made by the Board, LAI hereby agrees to indemnify and hold harmless the Board from any and all actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation as a result of the Agreement. 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 LAI in administering the programs and services herein funded by the Board. LAI covenants to maintain in full force throughout the term hereof, at all its own cost and expense, insurance acceptable to the Board, insuring LAI as named insured and Board as additional insured (and such other person or persons designated by Board) against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. The minimum coverages to be maintained are as follows:

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

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

Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

**11. DEFAULT:** In the event LAI at any time fails or refuses to perform to the standards that may be reasonably anticipated in rendering the sheltered employment services and/or supports contracted herein, intentionally falsifies information, documents, or invoices submitted to the Board, or causes any other material breach of this Agreement, the Board may send or transmit a written Notice of Default that describes such failure, refusal, falsification, or breach. The Notice of Default will stipulate thirty (30) business days for cure, unless the failure, refusal, falsification, or breach is deemed in the Board's sole discretion to constitute an emergency which requires expedited cure. In the event of such an emergency, the cure period shall be such time, including immediate compliance without delay, as is reasonable in the circumstances considering economic, health, and other risks to the public and to the clients of LAI. If LAI fails to cure to the satisfaction of the Board the failure, refusal, falsification, or breach by the deadline set forth in the Notice of Default, the Board may declare LAI to be in default of this Agreement. Upon the Board's declaration of default, the Board may take all necessary steps and actions as deemed necessary to be within the best interests of the public and the clients of LAI. These steps and actions include, but are not limited to: terminating all further payments to LAI through this Agreement; taking possession of all assets and property owned by the Board, funded by the Board, or in which the Board holds a lien or security interest; and recovering all monies from LAI equal to the amount funded by the Board through this Agreement by any legitimate means necessary.

**12. STANDARDS.** LAI shall comply with RSMo 178.900 to 178.920, Fair Labor Standards Act, Americans with Disabilities Act, and all other Missouri, Federal, and local laws, certification requirements, and licensing requirements. In addition, LAI is strongly encouraged to seek accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and any national, Missouri, or local accreditation body which provides accreditation for the types of programs and services provided by LAI.

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



**14. OVERPAYMENT.** LAI shall reimburse the Board for any overpayments of the amounts listed in Section 2 if a Board review or annual audit reflects an overpayment. In the event LAI is financially unable to reimburse the Board for an overpayment, the Board shall have the option of: withholding the overpaid amount from the next scheduled payment as identified in this Agreement; withholding the overpaid amount from the next scheduled payment as identified in a separate or unrelated agreement; not entering into and executing a future agreement until the overpayment is reimbursed; or taking additional steps or actions to recover the overpaid amount(s).

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

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

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

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

Lake Area Industries, Inc.  
1720 North Business Route 5 (mailed and delivered)  
Camdenton MO 65020  
[director@lakeareaindustries.org](mailto:director@lakeareaindustries.org)


**17. TERM OF AGREEMENT:** The term of this Agreement shall be April 1<sup>st</sup>, 2016, to June 30<sup>th</sup>, 2016.

This Agreement constitutes the complete understanding of the Parties hereto with respect to the subject matter and may be modified or amended only by a written instrument executed by the Parties.

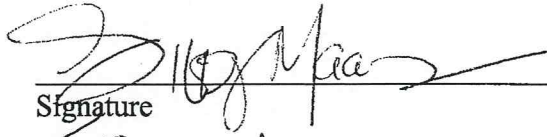
[Signatures on following page]

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date set forth above.

CAMDEN COUNTY SENATE BILL 40  
BOARD

  
\_\_\_\_\_  
Signature  
Ed Thomas  
\_\_\_\_\_  
Print Name  
4-1-16  
\_\_\_\_\_  
Date

LAKE AREA INDUSTRIES, INC.

  
\_\_\_\_\_  
Signature  
Tiffany Maasen  
\_\_\_\_\_  
Print Name  
3-31-2016  
\_\_\_\_\_  
Date

# Attachment "A"

**(SAMPLE ONLY)**  
**Invoice # 20XX-XX**  
**Month Ending XXXXXX, 20XX**

| Name       | D.O.B. | Hours Worked During Month | Hire Date | Waiver Participation | Transportation Provided | DD Eligible | Waiver Rate Payment For Month | CCDDR Rate | CCDDR Payment |
|------------|--------|---------------------------|-----------|----------------------|-------------------------|-------------|-------------------------------|------------|---------------|
| XXXXXXXXXX | XXXXXX | 95.25                     | XXXXXX    | YES                  | YES                     | YES         | \$354.00                      | \$366.62   | \$12.62       |
| XXXXXXXXXX | XXXXXX | 74.50                     | XXXXXX    | YES                  | YES                     | YES         | \$248.46                      | \$366.62   | \$118.16      |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 74.75                     | XXXXXX    | YES                  | YES                     | YES         | \$272.12                      | \$366.62   | \$94.50       |
| XXXXXXXXXX | XXXXXX | 102.00                    | XXXXXX    | YES                  | YES                     | YES         | \$366.62                      | \$366.62   | \$0.00        |
| XXXXXXXXXX | XXXXXX | 81.50                     | XXXXXX    | YES                  | YES                     | YES         | \$366.62                      | \$366.62   | \$0.00        |
| XXXXXXXXXX | XXXXXX | 100.50                    | XXXXXX    | YES                  | YES                     | YES         | \$354.00                      | \$366.62   | \$12.62       |
| XXXXXXXXXX | XXXXXX | 23.25                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 75.25                     | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 6.50                      | XXXXXX    | YES                  | YES                     | YES         | \$271.78                      | \$366.62   | \$94.84       |
| XXXXXXXXXX | XXXXXX | 101.00                    | XXXXXX    | YES                  | YES                     | YES         | \$271.78                      | \$366.62   | \$94.84       |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | \$271.78                      | \$366.62   | \$94.84       |
| XXXXXXXXXX | XXXXXX | 26.00                     | XXXXXX    | YES                  | YES                     | YES         | \$271.78                      | \$366.62   | \$94.84       |
| XXXXXXXXXX | XXXXXX | 88.00                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 59.75                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 45.50                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | \$251.65                      | \$366.62   | \$114.97      |
| XXXXXXXXXX | XXXXXX | 59.50                     | XXXXXX    | YES                  | YES                     | YES         | \$271.78                      | \$366.62   | \$94.84       |
| XXXXXXXXXX | XXXXXX | 99.50                     | XXXXXX    | YES                  | YES                     | YES         | \$217.69                      | \$366.62   | \$148.93      |
| XXXXXXXXXX | XXXXXX | 80.50                     | XXXXXX    | YES                  | YES                     | YES         | \$219.27                      | \$366.62   | \$147.35      |
| XXXXXXXXXX | XXXXXX | 95.25                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 43.50                     | XXXXXX    | YES                  | YES                     | YES         | \$362.38                      | \$366.62   | \$4.24        |
| XXXXXXXXXX | XXXXXX | 77.50                     | XXXXXX    | YES                  | YES                     | YES         | \$271.78                      | \$366.62   | \$94.84       |
| XXXXXXXXXX | XXXXXX | 86.00                     | XXXXXX    | YES                  | YES                     | YES         | \$354.00                      | \$366.62   | \$12.62       |
| XXXXXXXXXX | XXXXXX | 57.50                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 85.25                     | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 95.25                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 88.75                     | XXXXXX    | YES                  | YES                     | YES         | \$261.66                      | \$366.62   | \$104.96      |
| XXXXXXXXXX | XXXXXX | 101.25                    | XXXXXX    | YES                  | YES                     | YES         | \$228.95                      | \$366.62   | \$137.67      |
| XXXXXXXXXX | XXXXXX | 56.25                     | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 85.00                     | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 76.50                     | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 76.50                     | XXXXXX    | YES                  | YES                     | YES         | \$211.34                      | \$366.62   | \$155.28      |
| XXXXXXXXXX | XXXXXX | 95.00                     | XXXXXX    | NO                   | YES                     | YES         | \$0.00                        | \$366.62   | \$366.62      |
| XXXXXXXXXX | XXXXXX | 89.50                     | XXXXXX    | NO                   | YES                     | YES         | \$0.00                        | \$366.62   | \$366.62      |
| XXXXXXXXXX | XXXXXX | 96.00                     | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 67.00                     | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 74.50                     | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 103.25                    | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 61.50                     | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 68.00                     | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 34.75                     | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 110.25                    | XXXXXX    | NO                   | NO                      | YES         | \$0.00                        | \$0.00     | \$0.00        |



|            |        |        |        |    |     |    |        |        |        |
|------------|--------|--------|--------|----|-----|----|--------|--------|--------|
| XXXXXXXXXX | XXXXXX | 102.25 | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 84.00  | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 70.75  | XXXXXX | NO | NO  | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 85.50  | XXXXXX | NO | NO  | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 27.25  | XXXXXX | NO | NO  | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 109.75 | XXXXXX | NO | NO  | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 80.00  | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 98.25  | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 0.00   | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 158.00 | XXXXXX | NO | NO  | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 83.00  | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 70.00  | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 85.00  | XXXXXX | NO | NO  | NO | \$0.00 | \$0.00 | \$0.00 |
| XXXXXXXXXX | XXXXXX | 75.00  | XXXXXX | NO | YES | NO | \$0.00 | \$0.00 | \$0.00 |

|                               |                    |
|-------------------------------|--------------------|
| Total DD Hours Worked         | 3,427.50           |
| Rate                          | \$3.11             |
| <b>Payment for Employment</b> | <b>\$10,659.53</b> |

|                                                   |                   |
|---------------------------------------------------|-------------------|
| Total Transportation - No Medicaid Rate           | \$733.24          |
| Total Transportation - Medicaid Rate Differential | \$3,404.32        |
| <b>CCDDR Payment for Transportation</b>           | <b>\$4,137.56</b> |

**Grand Total CCDDR POS Payment for Month    \$14,797.09**

# Attachment “B”





Policy Number:  
10  
Effective Date: 8/1/2007  
Revised: 6/15/15

Subject: Grants

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (CCDDR) to award grants to area nonprofit agencies in accordance with CCDDR's Mission, strategic planning objectives, statutory guidelines, and annual fiscal budget.

**POLICY:**

**I. General Information**

CCDDR is authorized by RSMo Sections 205.968 – 205.972 to serve persons with developmental disabilities. The CCDDR Board of Directors may elect to directly provide programs or services for Camden County persons with developmental disabilities, contract with existing agencies to provide programs or services for Camden County persons with developmental disabilities, or both. CCDDR shall ensure any public funds awarded to agencies for programs and services are used effectively, efficiently, and appropriately. The following general principals shall apply to all grants awarded to area agencies in serving Camden County persons with developmental disabilities:

1. All grant funding shall be appropriated for CCDDR's fiscal year (calendar year). Grants are funded by CCDDR from Camden County property taxes received from the Camden County Treasurer. These public funds are collected and distributed to CCDDR through passage of RSMo Sections 205.968 – 205.972 and approved by a proper majority of voters residing in Camden County in 1980. The total amount of annual grant funds available to agencies is determined by calculating the estimated tax funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves (25% of annual revenues), Medicaid Waiver match commitments with the Department of Mental Health, Purchase of Service agreements, Targeted Case Management expenses, administrative expenses, and building expenses.
2. All agencies receiving a grant or grants from CCDDR shall comply with all CCDDR funding policies/procedures and shall sign a Funding Agreement outlining terms of CCDDR funding. CCDDR reserves the right to establish the conditions and requirements of the Funding Agreement(s).
3. CCDDR will not award grants to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment

funds. All grants awarded by CCDDR must be utilized for a specific purpose in serving Camden County persons with developmental disabilities, in agreement with CCDDR's mission and statutory guidelines per 205.968-205.972 RSMo.

4. CCDDR shall only award grants for services rendered/expenses incurred by an agency after the date of CCDDR approval of the agency's application.
5. An agency that fails to perform in accordance with CCDDR's Funding Agreement shall be considered to be in default of said Funding Agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded grants or a portion thereof shall be subject to a recapture of said funds.
6. Applicants of grants for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.

## **II. Annual Grants**

Agencies receiving grants annually to sustain operations shall be required to submit an annual funding request (annual grant application) to CCDDR. The annual funding request cycle will follow the following timelines:

1. Funding requests for the next fiscal (calendar) year are due to CCDDR no later than October 15<sup>th</sup> of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board of Directors at the November or December Board of Director's meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board of Directors; therefore, CCDDR reserves the right for a review continuance prior to final approval or denial.
3. The Board of Directors generally approves the preliminary annual budget for the next calendar year in November; however, the Board of Directors may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board of Directors.
4. Funding Agreements for grants awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31<sup>st</sup>.

**All applications for grants and grants awarded are contingent on the availability of CCDDR public funds. CCDDR may be limited to the amounts, if any, it can distribute to agencies.**



### **III. Special Grants (New Program or One-Time Grants)**

CCDDR grants are typically only awarded during the annual funding request cycle noted above. However, CCDDR may review special funding requests (new program or one-time grant applications) in the following situations:

1. The health and/or safety of persons with developmental disabilities is threatened;
2. The health and/or safety of persons providing support services for persons with developmental disabilities is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle; or
7. A new program or service will provide community inclusion, community employment, community transportation, immediate care, or other services which are not currently offered or improves the quality or environment of an existing service.

Special funding requests (new program or one-time grant applications) must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board of Directors meeting. The CCDDR Executive Director shall review all special funding requests and will make recommendations to CCDDR's Board of Directors at the next regularly scheduled Board of Directors meeting. CCDDR's Executive Director and/or CCDDR's Board of Directors may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

**All applications for grants and grants awarded are contingent on the availability of CCDDR public funds. CCDDR may be limited to the amounts, if any, it can distribute to agencies.**

### **IV. Eligibility Criteria**

Agencies applying for grants from CCDDR must utilize said funds to serve Camden County individuals with developmental disabilities who have a permanent, fixed residence in Camden County. Definitions of a developmental disability are identified in RSMo Section 630.005, RSMo Section 178.900, and RSMo Section 205.968. Individuals participating in programs offered or receiving services provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

The Board of Directors may, at its sole discretion, impose limitations with respect to individuals to be served, programs to be administered, and services to be provided. Such limitations shall be made with regards to the availability of grant funds; the appropriate, efficient, and effective use of grant funds; the needs of individuals to be served; the needs within the community as determined by the Board of Directors.

## **V. Agencies Eligible for Funding and Application Requirements**

CCDDR grants are only available to nonprofit agencies that are serving, or will serve upon implementation of a program or service, individuals determined eligible to receive services. The funding application requirements are as follows:

1. Agencies shall demonstrate fiscal viability by submitting a current year-to-date detailed balance sheet; current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency; current year-to-date detailed cash flow statement; detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and the annual, one-time, or new program funding application. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must also include the previous two agency fiscal year-ending detailed balance sheets, detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency, detailed cash flow statements, and third-party audit reports with the appropriate funding application. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must also include the agency's previous fiscal year-ending detailed balance sheet, detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency, detailed cash flow statement, and third-party audit report with the appropriate funding application. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must also submit a copy of the previous fiscal year-ending detailed balance sheet, detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency, detailed cash flow statement, and third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application. If the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6<sup>th</sup>) month after the end of the agency's fiscal year.
2. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement if a grant is awarded. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR after the grant is awarded. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.



3. Agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6<sup>th</sup>) month after the end of the agency's fiscal year.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate state and/or federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which CCDDR grants are to be used.
7. Agencies must submit a copy of its current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting a grant application for the first time.

## **VI. Services Eligible for Funding**

Agencies applying for grants from CCDDR must utilize the funds for one or more of the following:

1. Sheltered employment programs;
2. Community employment programs
3. Pre-vocational programs
4. Immediate care or support programs
5. Community inclusion programs
6. Residential programs;
7. "Related" programs, defined as:
  - A. Programs designed toward enabling a person with a developmental disability to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
  - B. Programs which provide services related to a place of residence or social centers for eligible persons; or
  - C. Programs which provide a controlled work environment.

Agencies applying for grants from CCDDR which fall within the area of "related" services will be asked to show how the service or program qualifies as a related service under the above definitions, and the CCDDR Board of Directors shall, at its discretion, determine if the program or service qualifies as a related service when evaluating all proposal(s).

## **VII. Funding Categories**

### Annual Grant Funding

CCDDR may award grants and contract with eligible agencies to provide for the on-going support of their program(s). Such assistance may include direct costs, such as personnel, fringe benefits, supplies, travel, professional fees, etc. A percentage of indirect/overhead costs may also be funded. All annual grant funding will be based on program specific measures.

### One-Time Grant Funding

CCDDR may award grants and contract with eligible agencies for expenses related to the following categories:

1. Capital: Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years:
  - A. Construction and Renovation: Funds for one-time expenses related to new construction of or renovation to existing buildings.
  - B. Vehicle Acquisition: Funds for the purchase of vehicles utilized in transporting Camden County citizens with developmental disabilities to or for participation in programs when other state and/or federal transportation funding resources have been exhausted.
2. Operational Shortfall: Funds needed for unanticipated expenses and for the continued operation of programs

CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on persons with developmental disabilities participating in the program.

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

All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable federal, state, and local statutes, regulations, and ordinances. The following information shall be submitted with the agency's grant application when requesting funding for new construction, property purchase, or renovation projects:

1. Description of the project and benefits to persons served
2. Projected timeline for initiation and completion of project
3. Business plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving persons with developmental disabilities.

4. Land site and value (for proposed purchases of property that CCDDR is to fund, an Independent Appraisal of the property from a certified appraiser is required).
5. Architectural plans, if applicable
6. Itemized cost breakdown for the entire project

For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board of Directors reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first lien-holder. For all buildings or residential facilities proposed to be purchased, constructed, or renovated, which are partially funded by CCDDR funds, the Board of Directors reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder. Restricted covenants shall be recorded for the agency purchase of property; purchase, construction, or renovation of buildings; or purchase, construction, or renovation of residential facilities with CCDDR funds.

#### Vehicle Purchases

CCDDR may provide one-time grant funds to enable agencies to improve or replace their existing fleet of vehicles; purchase lift equipment or safety equipment, such as restraints; or to purchase new vehicles as part of an expansion of transportation services. All vehicle purchases require adherence to this policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable federal, state, and local statutes, regulations, and ordinances. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.

Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information purchased with CCDDR funds.

Unless a vehicle purchased with CCDDR funds is sold outright or traded at the time of replacement, the vehicle must be maintained for use in transporting Camden County residents with developmental disabilities. Agencies must submit a request in writing for CCDDR's permission to dispose of or sell a vehicle purchased with CCDDR funds.

Vehicles purchased with CCDDR funds may be sold outright to a third party, or transferred to another not-for-profit agency for similar use, with prior approval of CCDDR. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.

In cases where vehicles have been partially purchased with federal or MoDOT funds (Section 5309/5310), federal or MoDOT property management standards shall prevail,



with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).

CCDDR will decide whether to retain proceeds from vehicle sales on a case by case basis.

CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.

### Operational Shortfall

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

### New Programs

CCDDR may provide one-time grant funds for new programs. The following criteria shall be used to review and evaluate all applications for new programs or services CCDDR does not currently fund and could create an on-going financial obligation for CCDDR:

1. The extent to which the new program or service has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources.
2. The extent to which other federal, state, and local agencies or funding sources are mandated to fund the proposed new service or program.
3. The extent to which the new program or service will contribute to the advancement of and/or improvement of promoting persons with developmental disabilities to progress toward normal living.
4. The availability of CCDDR revenues to support the new program or service on an on-going basis.
5. The extent to which the new program or service falls within the statutory guidelines of RSMo 205.968-205.972 in terms of eligible services to be funded.
6. The extent to which the estimated cost for the new program or service is reasonable and is cost-effective.
7. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds.



8. The extent to which the new program or service addresses true client needs rather than wants.
9. The extent to which the agency is certified or accredited by state and national bodies; program, service, or program personnel are well qualified by training and/or experience for their roles in the program; and the applicant agency has adequate facilities and personnel.
10. The extent to which, insofar as practicable, the proposed program, if well executed, is capable of attaining the proposed outcomes and goals.
11. The strength of the program's plans for evaluation in terms of meeting stated program or service outcomes/goals.
12. The agency's historical performance in other programs funded by CCDDR or historical performance in other programs not funded by CCDDR (references may be requested)

The board reserves the right to issue a request for proposals or solicit proposals from multiple providers directly for all new programs or services to be funded.

### **VIII. Monitoring of One-Time Grants**

All agencies receiving one-time grant funds from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, a pro-forma invoice from the supplier or manufacturer for all approved expenditures is needed.

Agencies awarded capital funds through the one-time grant (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the grant award.

Agencies awarded capital funds shall maintain a loss control/risk management system to insure against damage or theft of such items. Any damage or theft of a capital item in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the CCDDR Board of Directors.

Agencies awarded capital grants in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all capital items purchased with CCDDR funds.

If capital items purchased exclusively with CCDDR funds are found not to be used during a six month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

If capital items purchased exclusively with CCDDR funds are found not to be used for or by eligible clients (Camden County persons with developmental disabilities), the agency

shall repay CCDDR the undepreciated or market value of said items or make the item available to CCDDR for reassignment to another agency.

Agencies awarded grant funds for the purchase of a capital item in excess of \$1,000 shall not sell, trade, or dispose of the item within a three year period of time after the grant award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the capital item.

If CCDDR should grant funds for the purchase of real property and the funded agency sells, trades, or ceases to use the property for the purposes indicated in their original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR. If the agency continues to serve the eligible clients (Camden County persons with developmental disabilities), but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the CCDDR Board of Directors to utilize the property in a different manner. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.

For all purchases of personal property in excess of \$5,000.00 funded exclusively by CCDDR, the agency shall grant to CCDDR a security interest in the property. CCDDR will execute a security agreement via UCC Financing Statement (UCC-1) with the Secretary of State's office. Such an agreement shall be in effect for 10 years or until property is disposed of per this policy.

All capital items purchased with CCDDR funds shall be depreciated in accordance with generally accepted accounting principles. Ideally, the agency should establish and fund a depreciation reserve account to replace the item when this becomes necessary.

### **VIII. Monitoring Agencies Receiving Grants**

As a publicly-supported entity, CCDDR places a premium on accountability of its funds. This responsibility extends to those agencies funded by CCDDR. As such, agencies receiving grants from CCDDR must adhere to the following:

1. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
2. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
3. Agencies' financial management controls and record keeping shall be in accordance with generally accepted accounting principles.
4. All agencies receiving a grant or multiple grants from CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which funding was received. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document

should include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.

5. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the Funding Agreement must be submitted to CCDDR.
6. Agencies will be required to comply with all terms and conditions set forth in the Funding Agreement(s).

Agencies receiving less than \$10,000 annually or in a single, program specific grant which carries no ongoing funding obligation by CCDDR may request an exception to the audit requirement. This audit exception request must be submitted to CCDDR in writing with the grant application. If a waiver is granted, the exempted agency shall submit year-end financial statements signed by their board treasurer. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the grant application circumstances.

All agencies receiving grants from CCDDR are encouraged to attend the monthly CCDDR Board of Directors meetings to discuss progress on programs funded by CCDDR and receive updated information on CCDDR activities and/or topics related to developmental disabilities.

CCDDR reserves the right to conduct periodic site visits of funded programs or services. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, or facilities funded by CCDDR grants.





CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
**RESOLUTION NO. 2016-26**

LAI PURCHASE OF TRANSPORTATION SERVICES AND/OR SUPPORTS AGREEMENT (7/1/16 TO 8/31/16)

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

**WHEREAS**, The Camden County SB 40 Board has historically approved, authorized, executed, and amended Purchase of Services and/or Supports Agreements with Service and/or Support Providers for Camden County residents with intellectual and/or developmental disabilities when warranted and deemed necessary.

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

1. That the Camden County Senate Bill 40 Board (dba Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the need to execute an Agreement for the purchase of transportation services and/or supports from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the Purchase of Transportation Services and/or Supports Agreement with LAI as identified in Attachment "A" hereto for providing transportation services and/or supports for eligible Camden County residents.
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.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2016-26

## **PURCHASE OF TRANSPORTATION SERVICES AND/OR SUPPORTS AGREEMENT**

*THIS "Purchase of Transportation Services and/or Supports Agreement" ("Agreement"), entered into and effective this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri ("Board"), and Lake Area Industries, Inc. ("LAI"), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.*

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

*WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Application for Funds to the Board to render certain services and/or supports along with the expected cost to LAI; and*

*WHEREAS, the Board has approved the purchase of Transportation services and/or supports from LAI.*

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

**1. SERVICES TO BE PERFORMED:** LAI will carry out the activities as set forth in the Application for Fiscal Year (FY) 2016 Board Funds for Transportation services and/or supports for Camden County persons with developmental disabilities. The Board shall purchase the services and/or supports from LAI for the cost of said services and/or supports as provided in Section 2 below.

**2. FUNDING:** The Board agrees to purchase transportation services and/or supports from LAI on behalf of Camden County resident employees who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010 and who do not participate in a Medicaid Waiver. The transportation services and/or supports purchased will be for transporting the aforementioned eligible LAI employees to and from their designated work locations at LAI. On a monthly basis, LAI shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled employees who were transported to their designated work locations by LAI in the previous calendar month. The rate to purchase services and/or supports shall be \$11.74 per "trip" provided for each eligible LAI employee during the previous calendar month. A "trip" is defined as the transportation provided by LAI from the eligible employee's designated pick-up location or home to the designated work location or the



transportation provided by LAI from the designated work location to the designated drop-off location or home (i.e. home to work is one trip and work to home is one trip, which is a total of two trips). Board funding for Transportation services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

**3. REPORTING:** To ensure compliance with the terms of this Agreement and the referred Application for Funds, LAI agrees to provide reports to the Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program's income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Transportation services and/or supports for all eligible Camden County developmentally disabled employees participating in any LAI Transportation programs; aged accounts receivable and accounts payable reports as of the last day of the preceding month; copies of invoices for services and materials if so requested by the Board with advance notice; copies of payroll costs and related employee expenses if so requested by the Board with advance notice; and any other reports or documents if so requested by the Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by the Board to LAI no later than the 10<sup>th</sup> day following the Monthly Funding Request.

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

LAI agrees to report to the Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement. or that may impact LAI's performance of this Agreement or ability to do business.

**4. AUDIT REPORT AND IRS FORM 990.** LAI agrees to submit to the Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments may be withheld from LAI if reports or forms designated herein are not submitted in accordance with this Agreement, unless otherwise approved by the Board.

**5. MONITORING.** LAI agrees to permit the Board, the Executive Director of the Board, or designee, or any individual(s) or agency designated by the Board to monitor, survey, and inspect LAI's services, activities, programs, and client records to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, LAI hereby agrees, upon notice of forty-eight (48) hours, to make available to the Board or its

designee(s) all records, facilities and personnel, for auditing, inspection and interviewing to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

**6. CONTINUANCE:** This Agreement may be continued beyond its term expiration upon the mutual consent of the Parties hereto. Such continuations may be an effected addendum hereto reciting any changes or amendments to this Agreement and bearing the signatures of both Parties.

**7. BOARD FUNDING POLICIES:** LAI agrees to abide by the Board Funding Policy (see Attachment "B" hereto) and any revisions to said Funding Policy approved by the Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to all of the policies and procedures applicable to this grant as set out in the said Funding Policies, such failure shall constitute an act of default under this Agreement.

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

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

**10. INDEMNIFICATION:** In further consideration of payment made by the Board, LAI hereby agrees to indemnify and hold harmless the Board from any and all actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation as a result of the Agreement; 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 LAI in administering the programs and services herein funded by the Board. LAI covenants to maintain in full force throughout the term hereof, at all its own cost and expense, insurance acceptable to the Board, insuring LAI as named insured and Board as additional insured (and such other person or persons designated by Board) against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. The minimum coverages to be maintained are as follows:

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

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

Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

**11. DEFAULT:** In the event LAI at any time fails or refuses to perform to the standards that may be reasonably anticipated in rendering the transportation services and/or supports contracted herein, intentionally falsifies information, documents, or invoices submitted to the Board, or causes any other material breach of this Agreement; the Board may send a written Notice of Default that describes such failure, refusal, falsification, or breach. The Notice of Default will stipulate thirty (30) business days for cure, unless the failure, refusal, falsification, or breach is deemed in the Board's sole discretion to constitute an emergency which requires expedited cure. In the event of such an emergency, the cure period shall be such time, including immediate compliance without delay, as is reasonable in the circumstances considering economic, health, and other risks to the public and to the clients of LAI. If LAI fails to cure to the satisfaction of the Board the failure, refusal, falsification, or breach by the deadline set forth in the Notice of Default, the Board may declare LAI to be in default of this Agreement. Upon the Board's declaration of default, the Board may take all necessary steps and actions as deemed necessary to be within the best interests of the public and the clients of LAI. These steps and actions include, but are not limited to: terminating all further payments to LAI through this Agreement; taking possession of all assets and property owned by the Board, funded by the Board, or in which the Board holds a lien or security interest; and recovering all monies from LAI equal to the amount funded by the Board through this Agreement by any legitimate means necessary.

**12. STANDARDS.** LAI shall comply with RSMo 178.900 to 178.920, Fair Labor Standards Act, Americans with Disabilities Act, and all other Missouri, Federal, and local laws, certification requirements, and licensing requirements. In addition, LAI is strongly encouraged to seek accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and any national, Missouri, or local accreditation body which provides accreditation for the types of programs and services provided by LAI.

**13. CONFLICT OF INTEREST.** LAI agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or

herself and LAI. This shall include any transaction in which LAI is a party, including the subject matter of this Agreement. LAI shall provide the Board with “Conflict of Interest” disclosures and/or statements by each of its Board of Directors members and non-certified employees. “Conflict of Interest,” as this term is used herein, shall be defined by Missouri law.

**14. OVERPAYMENT.** LAI shall reimburse the Board for any overpayments of the amounts listed in Section 2 if a Board review or annual audit reflects an overpayment. In the event LAI is financially unable to reimburse the Board for an overpayment, the Board shall have the option of: withholding the overpaid amount from the next scheduled payment as identified in this Agreement; withholding the overpaid amount from the next scheduled payment as identified in a separate or unrelated agreement; not entering into and executing a future agreement until the overpayment is reimbursed; or taking additional steps or actions to recover the overpaid amount(s).

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

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

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

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

Lake Area Industries, Inc.  
1720 North Business Route 5 (mailed and delivered)  
Camdenton MO 65020  
[director@lakeareaindustries.org](mailto:director@lakeareaindustries.org)

**17. TERM OF AGREEMENT:** The term of this Agreement shall be July 1<sup>st</sup>, 2016, to August 31<sup>st</sup>, 2016.

This Agreement constitutes the complete understanding of the Parties hereto with respect to the subject matter and may be modified or amended only by a written instrument executed by the Parties.

[Signatures on following page]

**IN WITNESS WHEREOF**, the Parties through their authorized representatives have executed this Agreement effective as of the date set forth above.

CAMDEN COUNTY SENATE BILL 40  
BOARD

LAKE AREA INDUSTRIES, INC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachment “A”



**(SAMPLE ONLY)**  
**Invoice # 20XX-XX**  
**Month Ending XXXXXX, 20XX**

| Name       | D.O.B. | Hours Worked During Month | Hire Date | Waiver Participation | Transportation Provided | DD Eligible | Trips | CCDDR Rate | CCDDR Payment |
|------------|--------|---------------------------|-----------|----------------------|-------------------------|-------------|-------|------------|---------------|
| XXXXXXXXXX | XXXXXX | 95.25                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 74.50                     | XXXXXX    | YES                  | YES                     | YES         | 35    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | 36    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | 32    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 74.75                     | XXXXXX    | YES                  | YES                     | YES         | 21    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 102.00                    | XXXXXX    | YES                  | YES                     | YES         | 15    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 81.50                     | XXXXXX    | YES                  | YES                     | YES         | 42    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 100.50                    | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 23.25                     | XXXXXX    | YES                  | YES                     | YES         | 39    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | 38    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 75.25                     | XXXXXX    | YES                  | YES                     | YES         | 36    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 6.50                      | XXXXXX    | YES                  | YES                     | YES         | 25    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 101.00                    | XXXXXX    | YES                  | YES                     | YES         | 24    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | 12    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 26.00                     | XXXXXX    | YES                  | YES                     | YES         | 6     | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 88.00                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 59.75                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 45.50                     | XXXXXX    | YES                  | YES                     | YES         | 38    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | 39    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | 14    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 59.50                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 99.50                     | XXXXXX    | YES                  | YES                     | YES         | 32    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 80.50                     | XXXXXX    | YES                  | YES                     | YES         | 32    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 95.25                     | XXXXXX    | YES                  | YES                     | YES         | 36    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 43.50                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 77.50                     | XXXXXX    | YES                  | YES                     | YES         | 24    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 86.00                     | XXXXXX    | YES                  | YES                     | YES         | 26    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 57.50                     | XXXXXX    | YES                  | YES                     | YES         | 42    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 85.25                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | 16    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 95.25                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 88.75                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 101.25                    | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 56.25                     | XXXXXX    | YES                  | YES                     | YES         | 20    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 85.00                     | XXXXXX    | YES                  | YES                     | YES         | 22    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 76.50                     | XXXXXX    | YES                  | YES                     | YES         | 41    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 102.50                    | XXXXXX    | YES                  | YES                     | YES         | 12    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 0.00                      | XXXXXX    | YES                  | YES                     | YES         | 18    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 76.50                     | XXXXXX    | YES                  | YES                     | YES         | 40    | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 95.00                     | XXXXXX    | NO                   | YES                     | YES         | 40    | \$11.74    | \$469.60      |
| XXXXXXXXXX | XXXXXX | 89.50                     | XXXXXX    | NO                   | YES                     | YES         | 30    | \$11.74    | \$352.20      |
| XXXXXXXXXX | XXXXXX | 96.00                     | XXXXXX    | NO                   | YES                     | YES         | 35    | \$11.74    | \$410.90      |
| XXXXXXXXXX | XXXXXX | 67.00                     | XXXXXX    | NO                   | YES                     | YES         | 40    | \$11.74    | \$469.60      |
| XXXXXXXXXX | XXXXXX | 74.50                     | XXXXXX    | NO                   | YES                     | YES         | 34    | \$11.74    | \$399.16      |
| XXXXXXXXXX | XXXXXX | 103.25                    | XXXXXX    | NO                   | YES                     | YES         | 40    | \$11.74    | \$469.60      |
| XXXXXXXXXX | XXXXXX | 61.50                     | XXXXXX    | NO                   | YES                     | YES         | 40    | \$11.74    | \$469.60      |
| XXXXXXXXXX | XXXXXX | 68.00                     | XXXXXX    | NO                   | NO                      | YES         | 0     | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 34.75                     | XXXXXX    | NO                   | NO                      | YES         | 0     | \$0.00     | \$0.00        |
| XXXXXXXXXX | XXXXXX | 110.25                    | XXXXXX    | NO                   | NO                      | YES         | 0     | \$0.00     | \$0.00        |

|                               |                    |
|-------------------------------|--------------------|
| Total DD Hours Worked         | 3,427.50           |
| Rate                          | \$3.11             |
| <b>Payment for Employment</b> | <b>\$10,659.53</b> |

|                                                              |                   |
|--------------------------------------------------------------|-------------------|
| <b>CCDDR Payment for Transportation (No Medicaid Waiver)</b> | <b>\$3,040.66</b> |
|--------------------------------------------------------------|-------------------|

*Grand Total CCDDR POS Payment for Month*    **\$13,700.19**

# Attachment “B”



Policy Number:  
10  
Effective Date: 8/1/2007  
Revised: 6/15/15

Subject: Grants

## **PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (CCDDR) to award grants to area nonprofit agencies in accordance with CCDDR's Mission, strategic planning objectives, statutory guidelines, and annual fiscal budget.

## **POLICY:**

### **I. General Information**

CCDDR is authorized by RSMo Sections 205.968 – 205.972 to serve persons with developmental disabilities. The CCDDR Board of Directors may elect to directly provide programs or services for Camden County persons with developmental disabilities, contract with existing agencies to provide programs or services for Camden County persons with developmental disabilities, or both. CCDDR shall ensure any public funds awarded to agencies for programs and services are used effectively, efficiently, and appropriately. The following general principals shall apply to all grants awarded to area agencies in serving Camden County persons with developmental disabilities:

1. All grant funding shall be appropriated for CCDDR's fiscal year (calendar year). Grants are funded by CCDDR from Camden County property taxes received from the Camden County Treasurer. These public funds are collected and distributed to CCDDR through passage of RSMo Sections 205.968 – 205.972 and approved by a proper majority of voters residing in Camden County in 1980. The total amount of annual grant funds available to agencies is determined by calculating the estimated tax funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves (25% of annual revenues), Medicaid Waiver match commitments with the Department of Mental Health, Purchase of Service agreements, Targeted Case Management expenses, administrative expenses, and building expenses.
2. All agencies receiving a grant or grants from CCDDR shall comply with all CCDDR funding policies/procedures and shall sign a Funding Agreement outlining terms of CCDDR funding. CCDDR reserves the right to establish the conditions and requirements of the Funding Agreement(s).
3. CCDDR will not award grants to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment

- funds. All grants awarded by CCDDR must be utilized for a specific purpose in serving Camden County persons with developmental disabilities, in agreement with CCDDR's mission and statutory guidelines per 205.968-205.972 RSMo.
4. CCDDR shall only award grants for services rendered/expenses incurred by an agency after the date of CCDDR approval of the agency's application.
  5. An agency that fails to perform in accordance with CCDDR's Funding Agreement shall be considered to be in default of said Funding Agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded grants or a portion thereof shall be subject to a recapture of said funds.
  6. Applicants of grants for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.

## **II. Annual Grants**

Agencies receiving grants annually to sustain operations shall be required to submit an annual funding request (annual grant application) to CCDDR. The annual funding request cycle will follow the following timelines:

1. Funding requests for the next fiscal (calendar) year are due to CCDDR no later than October 15<sup>th</sup> of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board of Directors at the November or December Board of Director's meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board of Directors; therefore, CCDDR reserves the right for a review continuance prior to final approval or denial.
3. The Board of Directors generally approves the preliminary annual budget for the next calendar year in November; however, the Board of Directors may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board of Directors.
4. Funding Agreements for grants awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31<sup>st</sup>.

**All applications for grants and grants awarded are contingent on the availability of CCDDR public funds. CCDDR may be limited to the amounts, if any, it can distribute to agencies.**

### **III. Special Grants (New Program or One-Time Grants)**

CCDDR grants are typically only awarded during the annual funding request cycle noted above. However, CCDDR may review special funding requests (new program or one-time grant applications) in the following situations:

1. The health and/or safety of persons with developmental disabilities is threatened;
2. The health and/or safety of persons providing support services for persons with developmental disabilities is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle; or
7. A new program or service will provide community inclusion, community employment, community transportation, immediate care, or other services which are not currently offered or improves the quality or environment of an existing service.

Special funding requests (new program or one-time grant applications) must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board of Directors meeting. The CCDDR Executive Director shall review all special funding requests and will make recommendations to CCDDR's Board of Directors at the next regularly scheduled Board of Directors meeting. CCDDR's Executive Director and/or CCDDR's Board of Directors may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

**All applications for grants and grants awarded are contingent on the availability of CCDDR public funds. CCDDR may be limited to the amounts, if any, it can distribute to agencies.**

### **IV. Eligibility Criteria**

Agencies applying for grants from CCDDR must utilize said funds to serve Camden County individuals with developmental disabilities who have a permanent, fixed residence in Camden County. Definitions of a developmental disability are identified in RSMo Section 630.005, RSMo Section 178.900, and RSMo Section 205.968. Individuals participating in programs offered or receiving services provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

The Board of Directors may, at its sole discretion, impose limitations with respect to individuals to be served, programs to be administered, and services to be provided. Such limitations shall be made with regards to the availability of grant funds; the appropriate, efficient, and effective use of grant funds; the needs of individuals to be served; the needs within the community as determined by the Board of Directors.

## **V. Agencies Eligible for Funding and Application Requirements**

CCDDR grants are only available to nonprofit agencies that are serving, or will serve upon implementation of a program or service, individuals determined eligible to receive services. The funding application requirements are as follows:

1. Agencies shall demonstrate fiscal viability by submitting a current year-to-date detailed balance sheet; current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency; current year-to-date detailed cash flow statement; detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and the annual, one-time, or new program funding application. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must also include the previous two agency fiscal year-ending detailed balance sheets, detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency, detailed cash flow statements, and third-party audit reports with the appropriate funding application. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must also include the agency's previous fiscal year-ending detailed balance sheet, detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency, detailed cash flow statement, and third-party audit report with the appropriate funding application. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must also submit a copy of the previous fiscal year-ending detailed balance sheet, detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency, detailed cash flow statement, and third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application. If the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6<sup>th</sup>) month after the end of the agency's fiscal year.
2. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement if a grant is awarded. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR after the grant is awarded. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.



3. Agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6<sup>th</sup>) month after the end of the agency's fiscal year.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate state and/or federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which CCDDR grants are to be used.
7. Agencies must submit a copy of its current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting a grant application for the first time.

## **VI. Services Eligible for Funding**

Agencies applying for grants from CCDDR must utilize the funds for one or more of the following:

1. Sheltered employment programs;
2. Community employment programs
3. Pre-vocational programs
4. Immediate care or support programs
5. Community inclusion programs
6. Residential programs;
7. "Related" programs, defined as:
  - A. Programs designed toward enabling a person with a developmental disability to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
  - B. Programs which provide services related to a place of residence or social centers for eligible persons; or
  - C. Programs which provide a controlled work environment.

Agencies applying for grants from CCDDR which fall within the area of "related" services will be asked to show how the service or program qualifies as a related service under the above definitions, and the CCDDR Board of Directors shall, at its discretion, determine if the program or service qualifies as a related service when evaluating all proposal(s).

## **VII. Funding Categories**

### Annual Grant Funding

CCDDR may award grants and contract with eligible agencies to provide for the on-going support of their program(s). Such assistance may include direct costs, such as personnel, fringe benefits, supplies, travel, professional fees, etc. A percentage of indirect/overhead costs may also be funded. All annual grant funding will be based on program specific measures.

### One-Time Grant Funding

CCDDR may award grants and contract with eligible agencies for expenses related to the following categories:

1. Capital: Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years:
  - A. Construction and Renovation: Funds for one-time expenses related to new construction of or renovation to existing buildings.
  - B. Vehicle Acquisition: Funds for the purchase of vehicles utilized in transporting Camden County citizens with developmental disabilities to or for participation in programs when other state and/or federal transportation funding resources have been exhausted.
2. Operational Shortfall: Funds needed for unanticipated expenses and for the continued operation of programs

CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on persons with developmental disabilities participating in the program.

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

All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable federal, state, and local statutes, regulations, and ordinances. The following information shall be submitted with the agency's grant application when requesting funding for new construction, property purchase, or renovation projects:

1. Description of the project and benefits to persons served
2. Projected timeline for initiation and completion of project
3. Business plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving persons with developmental disabilities.

4. Land site and value (for proposed purchases of property that CCDDR is to fund, an Independent Appraisal of the property from a certified appraiser is required).
5. Architectural plans, if applicable
6. Itemized cost breakdown for the entire project

For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board of Directors reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first lien-holder. For all buildings or residential facilities proposed to be purchased, constructed, or renovated, which are partially funded by CCDDR funds, the Board of Directors reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder. Restricted covenants shall be recorded for the agency purchase of property; purchase, construction, or renovation of buildings; or purchase, construction, or renovation of residential facilities with CCDDR funds.

#### Vehicle Purchases

CCDDR may provide one-time grant funds to enable agencies to improve or replace their existing fleet of vehicles; purchase lift equipment or safety equipment, such as restraints; or to purchase new vehicles as part of an expansion of transportation services. All vehicle purchases require adherence to this policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable federal, state, and local statutes, regulations, and ordinances. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.

Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information purchased with CCDDR funds.

Unless a vehicle purchased with CCDDR funds is sold outright or traded at the time of replacement, the vehicle must be maintained for use in transporting Camden County residents with developmental disabilities. Agencies must submit a request in writing for CCDDR's permission to dispose of or sell a vehicle purchased with CCDDR funds.

Vehicles purchased with CCDDR funds may be sold outright to a third party, or transferred to another not-for-profit agency for similar use, with prior approval of CCDDR. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.

In cases where vehicles have been partially purchased with federal or MoDOT funds (Section 5309/5310), federal or MoDOT property management standards shall prevail,

with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).

CCDDR will decide whether to retain proceeds from vehicle sales on a case by case basis.

CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.

### Operational Shortfall

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

### New Programs

CCDDR may provide one-time grant funds for new programs. The following criteria shall be used to review and evaluate all applications for new programs or services CCDDR does not currently fund and could create an on-going financial obligation for CCDDR:

1. The extent to which the new program or service has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources.
2. The extent to which other federal, state, and local agencies or funding sources are mandated to fund the proposed new service or program.
3. The extent to which the new program or service will contribute to the advancement of and/or improvement of promoting persons with developmental disabilities to progress toward normal living.
4. The availability of CCDDR revenues to support the new program or service on an on-going basis.
5. The extent to which the new program or service falls within the statutory guidelines of RSMo 205.968-205.972 in terms of eligible services to be funded.
6. The extent to which the estimated cost for the new program or service is reasonable and is cost-effective.
7. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds.

8. The extent to which the new program or service addresses true client needs rather than wants.
9. The extent to which the agency is certified or accredited by state and national bodies; program, service, or program personnel are well qualified by training and/or experience for their roles in the program; and the applicant agency has adequate facilities and personnel.
10. The extent to which, insofar as practicable, the proposed program, if well executed, is capable of attaining the proposed outcomes and goals.
11. The strength of the program's plans for evaluation in terms of meeting stated program or service outcomes/goals.
12. The agency's historical performance in other programs funded by CCDDR or historical performance in other programs not funded by CCDDR (references may be requested)

The board reserves the right to issue a request for proposals or solicit proposals from multiple providers directly for all new programs or services to be funded.

### **VIII. Monitoring of One-Time Grants**

All agencies receiving one-time grant funds from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, a pro-forma invoice from the supplier or manufacturer for all approved expenditures is needed.

Agencies awarded capital funds through the one-time grant (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the grant award.

Agencies awarded capital funds shall maintain a loss control/risk management system to insure against damage or theft of such items. Any damage or theft of a capital item in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the CCDDR Board of Directors.

Agencies awarded capital grants in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all capital items purchased with CCDDR funds.

If capital items purchased exclusively with CCDDR funds are found not to be used during a six month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

If capital items purchased exclusively with CCDDR funds are found not to be used for or by eligible clients (Camden County persons with developmental disabilities), the agency

shall repay CCDDR the undepreciated or market value of said items or make the item available to CCDDR for reassignment to another agency.

Agencies awarded grant funds for the purchase of a capital item in excess of \$1,000 shall not sell, trade, or dispose of the item within a three year period of time after the grant award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the capital item.

If CCDDR should grant funds for the purchase of real property and the funded agency sells, trades, or ceases to use the property for the purposes indicated in their original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR. If the agency continues to serve the eligible clients (Camden County persons with developmental disabilities), but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the CCDDR Board of Directors to utilize the property in a different manner. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.

For all purchases of personal property in excess of \$5,000.00 funded exclusively by CCDDR, the agency shall grant to CCDDR a security interest in the property. CCDDR will execute a security agreement via UCC Financing Statement (UCC-1) with the Secretary of State's office. Such an agreement shall be in effect for 10 years or until property is disposed of per this policy.

All capital items purchased with CCDDR funds shall be depreciated in accordance with generally accepted accounting principles. Ideally, the agency should establish and fund a depreciation reserve account to replace the item when this becomes necessary.

### **VIII. Monitoring Agencies Receiving Grants**

As a publicly-supported entity, CCDDR places a premium on accountability of its funds. This responsibility extends to those agencies funded by CCDDR. As such, agencies receiving grants from CCDDR must adhere to the following:

1. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
2. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
3. Agencies' financial management controls and record keeping shall be in accordance with generally accepted accounting principles.
4. All agencies receiving a grant or multiple grants from CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which funding was received. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document



- should include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
5. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the Funding Agreement must be submitted to CCDDR.
  6. Agencies will be required to comply with all terms and conditions set forth in the Funding Agreement(s).

Agencies receiving less than \$10,000 annually or in a single, program specific grant which carries no ongoing funding obligation by CCDDR may request an exception to the audit requirement. This audit exception request must be submitted to CCDDR in writing with the grant application. If a waiver is granted, the exempted agency shall submit year-end financial statements signed by their board treasurer. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the grant application circumstances.

All agencies receiving grants from CCDDR are encouraged to attend the monthly CCDDR Board of Directors meetings to discuss progress on programs funded by CCDDR and receive updated information on CCDDR activities and/or topics related to developmental disabilities.

CCDDR reserves the right to conduct periodic site visits of funded programs or services. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, or facilities funded by CCDDR grants.