



November 14th, 2019

**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 November 14th, 2019, at 5:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for October 10th, 2019

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Report
- LAI Monthly Report
- October 2019 Support Coordination Report
- October 2019 CARF Reports
- October 2019 Employment Report
- October 2019 Agency Economic Report
- September 2019 Credit Card Statement
- Resolutions 2019-38, 2019-39, 2019-40, 2019-41, 2019-42, 2019-43, 2019-44, & 2019-45

Speakers/Guests

- NONE

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- NONE

New Business for Discussion

- Board Member Term Expirations
- Human Resource Committee
- Managed Care
- 2020 Budget

October Reports

- Support Coordination Report
- CARF Reports
- Employment Report
- Agency Economic Report

September Credit Card Statement

Discussion & Conclusion of Resolutions

1. Resolution 2019-38: Strategic Plan 2020 - 2022
2. Resolution 2019-39: 2020 Fiscal Year Budget
3. Resolution 2019-40: Approval of Amended Accessibility Plan
4. Resolution 2019-41: Approval of Amended Cultural Competency & Diversity Plan
5. Resolution 2019-42: Approval of Amended Policy #19
6. Resolution 2019-43: Approval of Amended Policy #32
7. Resolution 2019-44: Approval of Amended Policy #36
8. Resolution 2019-45: Approval of Amended Policy #41

Public Comment

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

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

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

Adjournment

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

October 10th, 2019
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of October 10th, 2019

Members Present Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter, Chris Bothwell, Lisa Jackson, Paul DiBello and Kym Jones, via telephone

Members Absent Brian Willey

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch (LAI)
Susan Daniels (CLC)
Adrian and William Russell
Jeanna Booth, Marcie Vansyoc, Connie Baker, Rachel Baskerville, Lori Cornwell, Ryan Johnson, Linda Simms (CCDDR)

Approval of Agenda

Motion by Lisa Jackson, second Chris Bothwell, to approve the agenda as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson, Paul DiBello

NO: None

Approval of Open Session Board Minutes for September 12th, 2019

Motion by Lorraine Russell, second Chris Bothwell, to approve the September 12th, 2019 Open Session Board Meeting Minutes as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

ABSTAIN: Angela Sellers because she was not present at the
September 12th, 2019 board meeting.

Approval of Closed Session Board Minutes for September 12th, 2019

Motion by Chris Bothwell, second Lisa Jackson, to approve the September 12th, 2019 Closed Session Board Meeting Minutes as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

ABSTAIN: Angela Sellers because she was not present at the
September 12th, 2019 board meeting.

Acknowledgement of Distributed Materials to Board Members

CLC Monthly Report
LAI Monthly Report
September 2019 Support Coordination Report
September 2019 CARF Reports
September 2019 Employment Report
September 2019 Agency Economic Report
August 2019 Credit Card Statement
Resolutions 2019-37

Speakers/Guests

- None

Monthly Oral Reports

Children's Learning Center (CLC) Susan Daniels

Attendance is up and agency is fully staffed. Staff includes 7 one on ones. The Shootout Presentation was Sunday, Lip Sync Battle is 2 weeks from tomorrow and has a \$500 prize for the best costume. Missouri accreditation and food program has been approved for another year. Claus for a Cause is seeking the help of volunteers.

Lake Area Industries (LAI) Natalie Couch

It was a good September showing more than \$5000 for a net income. There are currently 63 employees with 61 of them being CCDDR clients. Work hours have changed to 8:00 to 3:30. Employees are very busy working on holiday kits, Laker orders, Innovative Procurement and BTI. A few loads of cardboard shredding were sold – price is holding steady at \$10 a ton. Mum season was not as good as last year but made cost of product. Pumpkin Chunkin event held 2 weeks ago received a lot of publicity but had a lower than usual attendance. 15 employees helped with events at Pumpkin Chunkin and the clean up afterward. Hoping to receive \$2500.

Old Business for Discussion

TCM Rate & Potential Future Changes (Update)

DMH does not intend to change the TCM rate; however, the decision is up to CMS – still hoping it does not change much. The rate will be blended and not 2 separate rates. The rate will be based on a rate study – no cost reporting will be necessary.

New Business for Discussion

- None

September Reports

- **Support Coordination Report**

Agency currently has 359 clients at close of September. Caseload count will probably stay around 360. Caseload of 360 is being looked at for 2020 budgeting purposes. Medicaid eligibility has improved and fluctuates between 83 – 85%. Re-establishing eligibility is being worked on – asking Rolla to send list monthly.

- **CARF Reports**

Team meeting was held addressing the need to meet CARF goals as only 5 of 11 was met. The SC's are working diligently to make improvement on all goals, especially getting the IP to Rolla within the 21-day time frame. Non-Medicaid eligible is a slightly different report but still needs improvement on goals.

- **Employment Report**

Community employment is hanging in around 17% but will probably drop some over the next few months due to being end of tourist season. LAI is hiring several new employees.

- **Agency Economic Report**

Following closely to budget guidelines. YTD does not reflect all expenses. September ran over but will even out at end of year. 5 new printers were ordered and being tested at the Osage Beach office. If they work well for Osage Beach employees, 14 to 15 new printers will be ordered to replace the variety of old printers in the Camdenton office. The budget committee tentatively chose to meet on Monday, November 4th at 3:30 pm in the Camdenton office.

Motion by Lisa Jackson, second Lorraine Russell, to approve ALL reports as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson, Paul DiBello

NO: None

August 2019 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

- 1. Resolution 2019-37: Medicaid Spend-Down, Ticket-to-Work, & Other Medicaid Premium Assistance Programs**

The agency is spending a lot of money on spend downs. Guidelines for moving forward need to be established to go into effect January 1, 2020. The guidelines will need to be initially adopted by the board. – the Administrative Team can edit and change if necessary. All methods that have been used come back to household income. Ed has looked at different scenarios regarding household income – 1. gross income at 100% of FPL (includes income/current data of all household members) 2. Looked at adjusted gross income at 200% of FPL. Clients without waivers will not be eligible for spend down eliminating 7 clients out of 26 currently receiving assistance from CCDDR. The budget limits govern

available funding. We want to help those with the largest need for assistance. Ed explained that once guidelines were set, we will be able to re-evaluate and adjust as we go along. Currently spenddowns are paid in advance. Stipulations should be made that a spend down cannot be paid without an invoice which sometimes is lost by client/guardian. We need to request that invoice is brought to us before payment is made. Kym will check to see if an invoice can be reprinted.

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

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson, Paul DiBello

NO: None

Public Comment:

None

Adjournment:

Motion by Suzanne Perkins, second Lisa Jackson, to adjourn meeting.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson, Paul DiBello

NO: None

Board Chairperson

Secretary

CLC Monthly Report



**SB40/CCDDR Funding Request
for
OCTOBER 2019**

Utilizing SEPTEMBER 2019
Records

CHILDREN'S LEARNING CENTER
Statement of Activity
September 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		860.95	860.95
41200 Camden County SB40	1,115.40	15,960.02	17,075.42
Total 41000 Contributions & Grants	\$ 1,115.40	\$ 16,820.97	\$ 17,936.37
42000 Program Services			0.00
Total 42100 First Steps	\$ 5,468.65	\$ 0.00	\$ 5,468.65
Total 42000 Program Services	\$ 5,468.65	\$ 0.00	\$ 5,468.65
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		200.00	200.00
43130 Snack		35.00	35.00
Total 43100 Dining	\$ 0.00	\$ 235.00	\$ 235.00
43500 Tuition		3,495.00	3,495.00
43505 Subsidy Tuition		68.54	68.54
Total 43500 Tuition	\$ 0.00	\$ 3,563.54	\$ 3,563.54
Total 43000 Tuition	\$ 0.00	\$ 3,798.54	\$ 3,798.54
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45285 Lip Sync Battle		4,870.00	4,870.00
45288 Tshirt Fundraiser		342.00	342.00
45289 Claus For A Cause		100.00	100.00
Total 45200 Fundraising Income	\$ 0.00	\$ 5,312.00	\$ 5,312.00
45300 Donation Income			0.00
45310 Donations			0.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 75.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 5,387.00	\$ 5,387.00
Total 40000 INCOME	\$ 6,584.05	\$ 26,006.51	\$ 32,590.56
Total Revenue	\$ 6,584.05	\$ 26,006.51	\$ 32,590.56
Gross Profit	\$ 6,584.05	\$ 26,006.51	\$ 32,590.56
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 7,701.83	\$ 7,701.83
Total 51400 Employee Retirement	\$ 0.00	\$ 1,640.00	\$ 1,640.00
Total 51500 Employee Taxes	\$ 0.00	\$ 722.01	\$ 722.01
51600 Health Insurance		864.24	864.24
Total 51000 Payroll Expenditures	\$ 0.00	\$ 10,928.08	\$ 10,928.08
52000 Advertising/Promotional		16.95	16.95

54000 Fundraising/Grants		25.52		25.52
54200 Summer Night Glow 5K		2.00		2.00
54800 Lip Sync Battle Fundraiser		593.31		593.31
Total 54000 Fundraising/Grants	\$	0.00	\$	620.83
Total 54000 Fundraising/Grants			\$	620.83
56000 Office Expenditures				0.00
56300 Office Supplies		1,204.39		1,204.39
Total 56000 Office Expenditures	\$	0.00	\$	1,204.39
Total 56000 Office Expenditures			\$	1,204.39
57000 Office/General Administrative Expenditures				0.00
57100 Accounting Fees				0.00
57150 Online Accounting Software Service		619.55		619.55
Total 57100 Accounting Fees	\$	0.00	\$	619.55
Total 57100 Accounting Fees			\$	619.55
57160 QuickBooks Payments Fees		81.50		81.50
57400 Child Management Software		35.00		35.00
57600 License/Accreditation/Permit Fees		15.25		15.25
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	751.30
Total 57000 Office/General Administrative Expenditures			\$	751.30
58000 Operating Supplies				0.00
58100 Classroom Consumables		130.24		130.24
58150 Center Consumables		167.58		167.58
58175 Paper Consumables		30.24		30.24
58200 Dining		22.34		22.34
58400 Sanitizing		31.15		31.15
Total 58000 Operating Supplies	\$	0.00	\$	381.55
Total 58000 Operating Supplies			\$	381.55
59000 Program Service Fees				0.00
Total 59100 First Steps	\$	5,272.83	\$	0.00
Total 59000 Program Service Fees	\$	5,272.83	\$	0.00
Total 59000 Program Service Fees			\$	5,272.83
63000 Utilities				0.00
63200 Internet		18.00		41.99
63300 Telephone		38.19		92.26
63500 Water Softener				48.00
Total 63000 Utilities	\$	56.19	\$	182.25
Total 63000 Utilities			\$	238.44
Total 50000 EXPENDITURES	\$	5,329.02	\$	14,085.35
Total 50000 EXPENDITURES			\$	19,414.37
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		80.00		80.00
Total Company Contributions	\$	0.00	\$	80.00
Total Company Contributions			\$	80.00
Total Payroll Expenses	\$	0.00	\$	80.00
Total Payroll Expenses			\$	80.00
Reimbursements				145.60
Total Expenditures	\$	5,329.02	\$	14,310.95
Total Expenditures			\$	19,639.97
Net Operating Revenue	\$	1,255.03	\$	11,695.56
Net Operating Revenue			\$	12,950.59
Net Revenue	\$	1,255.03	\$	11,695.56
Net Revenue			\$	12,950.59

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - September, 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		8,197.56	8,197.56
41200 Camden County SB40	10,253.10	137,637.01	147,890.11
41400 United Way Grant		4,066.00	4,066.00
41500 Misc. Grant Revenue		12,111.00	12,111.00
Total 41000 Contributions & Grants	\$ 10,253.10	\$ 162,011.57	\$ 172,264.67
42000 Program Services			0.00
Total 42100 First Steps	\$ 41,038.71	\$ 12,002.00	\$ 53,040.71
Total 42000 Program Services	\$ 41,038.71	\$ 12,002.00	\$ 53,040.71
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,900.00	1,900.00
43130 Snack		340.00	340.00
Total 43100 Dining	\$ 0.00	\$ 2,240.00	\$ 2,240.00
43200 Enrollment Fees		425.00	425.00
43500 Tuition		27,235.17	27,235.17
43505 Subsidy Tuition		2,355.75	2,355.75
Total 43500 Tuition	\$ 0.00	\$ 29,590.92	\$ 29,590.92
Total 43000 Tuition	\$ 0.00	\$ 32,255.92	\$ 32,255.92
45000 Other Revenue		114.99	114.99
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		10,561.42	10,561.42
45280 Pizza For A Purpose		6,218.77	6,218.77
45281 Pizza For A Purpose - Gun Raffle		1,868.90	1,868.90
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 8,087.67	\$ 8,087.67
45285 Lip Sync Battle		5,390.00	5,390.00
45286 Wine Run & Walk		2,500.00	2,500.00
45288 Tshirt Fundraiser		342.00	342.00
45289 Claus For A Cause		100.00	100.00
45290 Non-Profit Revenue		100.00	100.00
Total 45200 Fundraising Income	\$ 0.00	\$ 27,081.09	\$ 27,081.09
45300 Donation Income		3,091.00	3,091.00
45310 Donations			0.00
45312 Community Rewards		746.80	746.80
45314 Kiwanis Club Of Ozarks		1,000.00	1,000.00
45315 Bear Market		675.00	675.00
45316 Daybreak Rotary		500.00	500.00
45351 Community Foundation of the Lake		1,290.00	1,290.00
45352 KC Chiefs Ticket Fundraiser		620.00	620.00
Total 45310 Donations	\$ 0.00	\$ 4,831.80	\$ 4,831.80

Total 45300 Donation Income	\$	0.00	\$	7,922.80	\$	7,922.80
Total 45000 Other Revenue	\$	0.00	\$	35,118.88	\$	35,118.88
Total 40000 INCOME	\$	51,291.81	\$	241,388.37	\$	292,680.18
Total Revenue	\$	51,291.81	\$	241,388.37	\$	292,680.18
Gross Profit	\$	51,291.81	\$	241,388.37	\$	292,680.18
Expenditures						
50000 EXPENDITURES						0.00
51000 Payroll Expenditures						0.00
Total 51100 Employee Salaries	\$	0.00	\$	147,071.08	\$	147,071.08
51200 Background Check				15.25		15.25
Total 51400 Employee Retirement	\$	0.00	\$	19,139.06	\$	19,139.06
Total 51500 Employee Taxes	\$	0.00	\$	14,580.41	\$	14,580.41
Total 51600 Health Insurance	\$	0.00	\$	7,663.36	\$	7,663.36
51900 Workermans Comp Insurance				1,652.00		1,652.00
51950 Employee Garnishments				304.70		304.70
Total 51000 Payroll Expenditures	\$	0.00	\$	190,425.86	\$	190,425.86
52000 Advertising/Promotional				1,926.69		1,926.69
53000 Equipment				20,520.41		20,520.41
54000 Fundraising/Grants				25.52		25.52
54200 Summer Night Glow 5K				3,581.03		3,581.03
54700 Pizza For A Purpose				1,434.10		1,434.10
54800 Lip Sync Battle Fundraiser				1,098.37		1,098.37
54900 Shoot Out				1,063.82		1,063.82
Total 54000 Fundraising/Grants	\$	0.00	\$	7,202.84	\$	7,202.84
55000 Insurance						0.00
55600 Professional Liability				3,369.00		3,369.00
Total 55000 Insurance	\$	0.00	\$	3,369.00	\$	3,369.00
56000 Office Expenditures				49.63		49.63
56100 Copy Machine		780.62		1,907.86		2,688.48
56200 Miscellaneous				401.79		401.79
56300 Office Supplies				8,524.50		8,524.50
56400 Postage & Delivery				50.00		50.00
Total 56000 Office Expenditures	\$	780.62	\$	10,933.78	\$	11,714.40
57000 Office/General Administrative Expenditures				228.65		228.65
57100 Accounting Fees				2,015.00		2,015.00
57150 Online Accounting Software Service				1,144.50		1,144.50
Total 57100 Accounting Fees	\$	0.00	\$	3,159.50	\$	3,159.50
57160 QuickBooks Payments Fees				725.35		725.35
57200 Bank Charges				17.89		17.89
57400 Child Management Software				315.00		315.00
57600 License/Accreditation/Permit Fees				610.50		610.50
57900 Seminars/Training				1,348.99		1,348.99
57960 Janitorial/Custodial				3,075.00		3,075.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	9,480.88	\$	9,480.88
58000 Operating Supplies				1,319.32		1,319.32
58100 Classroom Consumables				932.26		932.26
58150 Center Consumables				1,135.13		1,135.13
58175 Paper Consumables				225.83		225.83

58200 Dining		5,958.37		5,958.37
58210 Birthday		45.89		45.89
Total 58200 Dining	\$	0.00	\$	6,004.26
58300 Pet		93.87		93.87
58400 Sanitizing		211.43		211.43
Total 58000 Operating Supplies	\$	0.00	\$	9,922.10
59000 Program Service Fees				0.00
Total 59100 First Steps	\$	36,841.70	\$	0.00
Total 59000 Program Service Fees	\$	36,841.70	\$	0.00
61000 Repair & Maintenance		715.76		715.76
62000 Safety & Security		685.40		685.40
63000 Utilities				0.00
63100 Electric	951.33	2,219.75		3,171.08
63200 Internet	162.00	377.91		539.91
63300 Telephone	346.57	820.26		1,166.83
63400 Trash Service		344.97		344.97
63500 Water Softener		222.87		222.87
Total 63000 Utilities	\$	1,459.90	\$	3,985.76
65000 Other Expenditures		149.58		149.58
65100 Miscellaneous Expenditures		51.96		51.96
Total 65000 Other Expenditures	\$	0.00	\$	201.54
Total 50000 EXPENDITURES	\$	39,082.22	\$	259,370.02
Payroll Expenses				0.00
Company Contributions				0.00
Health Insurance		5,149.03		5,149.03
Retirement		975.00		975.00
Total Company Contributions	\$	0.00	\$	6,124.03
Total Payroll Expenses	\$	0.00	\$	6,124.03
Reimbursements		1,580.73		1,580.73
voided check		0.00		0.00
Total Expenditures	\$	39,082.22	\$	267,074.78
Net Operating Revenue	\$	12,209.59	-\$	25,686.41
Net Revenue	\$	12,209.59	-\$	25,686.41

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
September 2019

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	1,255.03	11,695.56		12,950.59
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			357.00	357.00
Accounts Payable (A/P)			-901.23	-901.23
21000 CBOLO MasterCard -8027		-928.79	1,504.41	575.62
21200 Kroger-DS1634 CLC		-1,338.34	1,012.05	-326.29
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,946.07	-1,946.07
22400 Payroll Liabilities:MO Income Tax			-324.00	-324.00
22500 Payroll Liabilities:MO Unemployment Tax			70.53	70.53
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Aflac			5.70	5.70
Payroll Liabilities:Alera			0.00	0.00
Payroll Liabilities:Ascensus			160.00	160.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 2,267.13	-\$ 61.61	-\$ 2,328.74
Net cash provided by operating activities	\$ 1,255.03	\$ 9,428.43	-\$ 61.61	\$ 10,621.85
Net cash increase for period	\$ 1,255.03	\$ 9,428.43	-\$ 61.61	\$ 10,621.85
Cash at beginning of period			13,461.29	13,461.29
Cash at end of period	\$ 1,255.03	\$ 9,428.43	\$ 13,399.68	\$ 24,083.14

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - September, 2019

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	11,845.21	-25,322.04	0.01	-13,476.82
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			648.45	648.45
Accounts Payable (A/P)			0.00	0.00
21000 CBOLO MasterCard -8027		-10,274.19	10,427.66	153.47
21200 Kroger-DS1634 CLC		-12,386.81	11,805.68	-581.16
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,802.82	-1,802.82
22400 Payroll Liabilities:MO Income Tax			-147.00	-147.00
22500 Payroll Liabilities:MO Unemployment Tax		0.00	208.27	208.27
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Aflac			3,551.86	3,551.86
Payroll Liabilities:Alera			3,596.59	3,596.59
Payroll Liabilities:Ascensus			2,525.00	2,525.00
Payroll Liabilities:US Department of Education			336.80	336.80
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 22,661.03	\$ 31,150.49	\$ 8,489.46
Net cash provided by operating activities	\$ 11,845.21	-\$ 47,983.07	\$ 31,150.50	-\$ 4,987.36
Net cash increase for period	\$ 11,845.21	-\$ 47,983.07	\$ 31,150.50	-\$ 4,987.36
Cash at beginning of period			29,070.50	29,070.50
Cash at end of period	\$ 11,845.21	-\$ 47,983.07	\$ 60,221.00	\$ 24,083.14

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of September 30, 2019

	Jan - Sep, 2019
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	24,023.14
Total Bank Accounts	\$ 24,023.14
Accounts Receivable	
Accounts Receivable (A/R)	194.30
Total Accounts Receivable	\$ 194.30
Other Current Assets	
14000 Undeposited Funds	60.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-700.00
Total Repayment	-\$ 700.00
Total Other Current Assets	\$ 8,031.74
Total Current Assets	\$ 32,249.18
TOTAL ASSETS	\$ 32,249.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$ 0.00
Credit Cards	
21000 CBOLO MasterCard -8027	1,509.47
21200 Kroger-DS1634 CLC	82.06
Total Credit Cards	\$ 1,591.53
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,931.48
22500 MO Unemployment Tax	-582.69
22600 Primevest Financial	448.19
Aflac	8,859.15
Allera	9,354.60
Ascensus	2,525.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 16,655.16
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 16,655.16
Total Current Liabilities	\$ 18,246.69
Total Liabilities	\$ 18,246.69
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	13,663.19
Net Revenue	-13,476.82
Total Equity	\$ 14,002.49
TOTAL LIABILITIES AND EQUITY	\$ 32,249.18

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - September, 2019

	Date	Transacti on Type	Num	Departme nt	Class	Memo/Description	Split	Amount	Balance
Step Ahead	04/01/2019	Pledge	2037		Step Ahead	April Tuition	Accounts Receivable (A/R)	25.00	25.00
	04/01/2019	Pledge	2037		Step Ahead	April Tuition	Accounts Receivable (A/R)	162.27	187.27
	04/01/2019	Pledge	2037		Step Ahead	April Snack Fee	Accounts Receivable (A/R)	5.00	192.27
	09/01/2019	Pledge	2091		Step Ahead	September Dining Fee	Accounts Receivable (A/R)	25.00	217.27
	09/01/2019	Pledge	2091		Step Ahead	September Tuition	Accounts Receivable (A/R)	378.00	595.27
	09/01/2019	Pledge	2091		Step Ahead	September Snack Fee	Accounts Receivable (A/R)	5.00	600.27
Total for Step Ahead								\$ 600.27	

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
September 2019

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 25 children enrolled
16 of the 25 with special needs/dd (7 one-on-ones)

○ **COMMUNITY EVENTS**

Attended:

9/17 - Lake Area Chamber Social (Margaritaville)

Current / Upcoming:

10/7 & 10 - CLC School pictures
10/11 - Fire Prevention
10/13 - Shootout Check Presentation
10/16 - CADV Brunch - Community event
10/26 - CLC Lip Sync Battle
10/31 - CLC Trunk or Treat
12/14&15 - Christmas 4A Cause at RedHeads

○ **GENERAL PROGRAM NEWS**

- MO Accreditation annual renewed 9/12/19
- CACFP site visit & center renewed - week of 9/23/19
- 2018 Audit & 990 Completed by Evers & Company

○ **FUNDRAISING/GRANTS**

CLAUUS FOR A CAUSE

SATURDAY, DEC 14 - 11AM-6PM & SUNDAY, DEC 15 - 12-5PM

FACE PAINTING

ELVES ACTIVITIES

SELFIES WITH SANTA

ORNAMENT MAKING

REINDEER FOOD

SANTA'S WORKSHOP

REINDEER GAMES

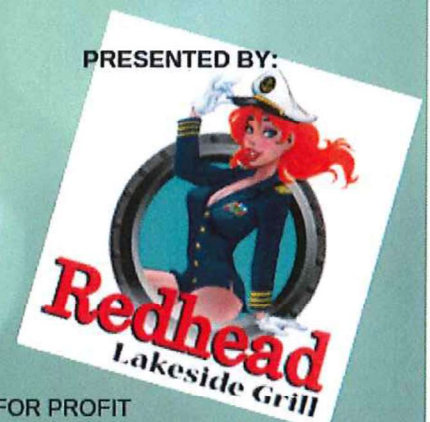
Open To The
Public!



ADMISSION - \$10 PER PERSON
(UNDER 2 YRS OLD - FREE)

HELD AT:
PERFORMANCE BOAT CENTER
1650 YACHT CLUB DRIVE
OSAGE BEACH, MO

PRESENTED BY:



ALL PROCEEDS BENEFIT CHILDREN'S LEARNING CENTER, A NOT FOR PROFIT
THAT HELPS CHILDREN WITH SPECIAL NEEDS & DEVELOPMENTAL DELAYS.

LAI Monthly Report



Monthly Financial Reports
Lake Area Industries, Inc.

SEPTEMBER 30, 2019

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

	As of Sep 30, 2019	As of Sep 30, 2018 (PY)
ASSETS		
Current Assets		
Total Bank Accounts	263,539	192,702
Total Accounts Receivable	53,122	66,411
Other Current Assets		
Certificate of Deposit 10119 12/27/19	25,063	
Certificate of Deposit 10120 6/27/20	25,117	
Certificate of Deposit 9814 9/27/19	25,211	
Certificate of Deposit 9816 3/27/20	25,316	
Community Foundation of the Ozarks Agency Partner Account	1,009	1,000
GIFTED GARDEN CASH	500	500
INVENTORY	6,986	18,155
PETTY CASH	145	150
Undeposited Funds	7,632	0
Total Other Current Assets	116,978	19,805
Total Current Assets	433,639	278,918
Fixed Assets		
ACCUMULATED DEPRECIATION	(737,843)	(743,949)
AUTO AND TRUCK	128,809	135,854
BUILDING	377,261	377,261
Deposit on Construction	29,115	
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	0	10,341
GREENHOUSE FACILITY	0	145,872
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	229,732	228,826
OFFICE EQUIPMENT	12,838	11,563
Sewer Equipment	19,354	
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	199,451	305,954
Other Assets		
CURRENT CAPITAL IMPROVEMENT	39,437	56,142
SALES TAX BOND	0	1,060
UTILITY DEPOSITS	554	554
Total Other Assets	39,991	57,756
TOTAL ASSETS	673,081	642,628
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	3,700	9,094
Total Accounts Payable	3,700	9,094
Total Credit Cards	1,420	1,216
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	75	113
Missouri Department of Revenue Payable	42	9
OAK STAR BANK LOAN-4096	0	33,998
SALES TAX PAYABLE	0	103
Total Other Current Liabilities	145	34,250
Total Current Liabilities	5,265	44,561
Total Liabilities	5,265	44,561
Equity		
Unrestricted Net Assets	508,965	393,973
Net Income	158,851	204,094
Total Equity	667,816	598,067
TOTAL LIABILITIES AND EQUITY	673,081	642,628

Lake Area Industries, Inc.
Profit and Loss
September 2019

	Sep 2019	YTD
Income		
CONTRACT PACKAGING	20,324	222,785
FOAM RECYCLING		6,723
GREENHOUSE SALES	2,306	54,634
SECURE DOCUMENT SHREDDING	3,560	30,372
Total Income	26,190	314,515
Cost of Goods Sold		
CONTRACT LABOR		0
Cost of Goods Sold	1,975	21,341
GG PLANTS & SUPPLIES	2,066	31,995
SHIPPING AND DELIVERY		3,948
Textile Purchases		1,339
WAGES-EMPLOYEES	23,756	186,968
Total Cost of Goods Sold	27,797	245,590
Gross Profit	(1,607)	68,925
Expenses		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	1,131	12,661
Bus Fare	260	680
CASH OVER/SHORT		(13)
EQUIP. PURCHASES & MAINTENANCE	1,381	23,427
INSURANCE	1,499	12,490
NON MANUFACTURING SUPPLIES	20	665
PAYROLL	15,097	131,588
PAYROLL EXP & BENEFITS	5,895	50,219
PROFESSIONAL SERVICES	1,361	10,056
SALES TAX	0	(113)
UTILITIES	1,411	13,904
Total Expenses	28,054	264,640
Net Operating Income	(29,661)	(195,715)
Other Income		
INTEREST INCOME	571	1,912
OTHER CONTRIBUTIONS		7,185
SB-40 REVENUE	16,094	172,304
STATE AID	18,676	173,165
Total Other Income	35,341	354,566
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	35,341	354,566
Net Income	5,680	158,851

Lake Area Industries, Inc.
Budget vs. Actuals
 January - September, 2019

	Sep 2019			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	20,324	18,298	2,026	222,785	167,932	54,853
FOAM RECYCLING		400	(400)	6,723	3,600	3,123
GREENHOUSE SALES	2,306	3,622	(1,316)	54,634	50,920	3,715
SECURE DOCUMENT SHREDDING	3,560	3,175	385	30,372	28,575	1,797
Total Income	26,190	25,495	695	314,515	251,027	63,488
Cost of Goods Sold						
CONTRACT LABOR			0	0	0	0
Cost of Goods Sold	1,975	2,691	(716)	21,341	23,619	(2,278)
GG PLANTS & SUPPLIES	2,066	2,342	(276)	31,995	30,887	1,107
SHIPPING AND DELIVERY		0	0	3,948	2,533	1,416
Textile Purchases			0	1,339	0	1,339
WAGES-EMPLOYEES	23,756	22,631	1,125	186,968	207,383	(20,415)
Total Cost of Goods Sold	27,797	27,664	133	245,590	264,422	(18,832)
Gross Profit	(1,607)	(2,169)	563	68,925	(13,395)	82,320
Expenses						
ACCTG. & AUDIT FEES		0	0	9,075	9,075	0
ALL OTHER EXPENSES	1,131	2,139	(1,008)	12,661	21,044	(8,383)
Bus Fare	260	240	20	680	2,380	(1,700)
CASH OVER/SHORT			0	(13)	0	(13)
EQUIP. PURCHASES & MAINTENANCE	1,381	4,231	(2,850)	23,427	38,103	(14,676)
INSURANCE	1,499	1,451	48	12,490	12,714	(224)
NON MANUFACTURING SUPPLIES	20	0	20	665	107	558
PAYROLL	15,097	14,756	341	131,588	134,780	(3,192)
PAYROLL EXP & BENEFITS	5,895	6,805	(910)	50,219	59,643	(9,425)
PROFESSIONAL SERVICES	1,361	1,430	(68)	10,056	13,058	(3,002)
SALES TAX	0		0	(113)	0	(113)
UTILITIES	1,411	1,610	(199)	13,904	17,335	(3,431)
Total Expenses	28,054	32,661	(4,607)	264,640	308,240	(43,600)
Net Operating Income	(29,661)	(34,831)	5,170	(195,715)	(321,634)	125,920
Other Income						
INTEREST INCOME	571	8	564	1,912	121	1,791
OTHER CONTRIBUTIONS			0	7,185	0	7,185
SB-40 REVENUE	16,094	16,219	(126)	172,304	148,078	24,226
STATE AID	18,676	18,325	351	173,165	167,567	5,597
Total Other Income	35,341	34,552	789	354,566	315,766	38,799
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	(52)	52	0	1,012	(1,012)
Total Other Expenses	0	(52)	52	0	1,012	(1,012)
Net Other Income	35,341	34,603	737	354,566	314,755	39,811
Net Income	5,680	(227)	5,907	158,851	(6,880)	165,731

Lake Area Industries, Inc.
Statement of Cash Flows
September 2019

	Total
OPERATING ACTIVITIES	
Net Income	5,680
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	3,468
Certificate of Deposit 10119 12/27/19	-63
Certificate of Deposit 10120 6/27/20	-117
Certificate of Deposit 9814 9/27/19	-101
Certificate of Deposit 9816 3/27/20	-159
INVENTORY:GG PLANT & SUPPLIES INVEN	2,066
INVENTORY:RAW MATERIAL INVENTORY	-1,128
Accounts Payable	-125
CBOLO CC - 5203 Lillie	-280
CBOLO CC - 5229 Kevin	-15
CBOLO CC - 5237 Natalie	-147
Sam's Club Mastercard- 2148	-82
AFLAC DEDUCTIONS PAYABLE	0
SALES TAX PAYABLE	-33
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ 3,286
Net cash provided by operating activities	\$ 8,966
Net cash increase for period	\$ 8,966
Cash at beginning of period	262,205
Cash at end of period	\$ 271,171

Lake Area Industries, Inc.						
A/P Aging Summary						
As of September 30, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 1,929	\$ 1,771	\$ 0	\$ 0	\$ 0	\$ 3,700

Lake Area Industries, Inc.						
A/R Aging Summary						
As of September 30, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 44,262	\$ 8,054	\$ 780	\$ 0	\$ 25	\$ 53,122

Lake Area Industries, Inc.
Statement of Cash Flows
January - September, 2019

	Total
OPERATING ACTIVITIES	
Net Income	158,851
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	22,046
Certificate of Deposit 10119 12/27/19	-25,063
Certificate of Deposit 10120 6/27/20	-25,117
Certificate of Deposit 9814 9/27/19	-25,211
Certificate of Deposit 9816 3/27/20	-25,316
GIFTED GARDEN CASH: DRAWER CASH - GG	-300
GIFTED GARDEN CASH: SAFE CASH - GG	-200
INVENTORY: GG PLANT & SUPPLIES INVEN	0
INVENTORY: RAW MATERIAL INVENTORY	906
PETTY CASH	5
Accounts Payable	701
CBOLO CC - 5203 Lillie	409
CBOLO CC - 5229 Kevin	0
CBOLO CC - 5237 Natalie	721
Sam's Club Mastercard- 2148	290
ACCRUED WAGES	-5,654
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	-38
Missouri Department of Revenue Payable	34
OAK STAR BANK LOAN-4096	-16,439
SALES TAX PAYABLE	-72
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-\$ 98,299
Net cash provided by operating activities	\$ 60,552
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	-39,437
SALES TAX BOND	1,060
Net cash provided by investing activities	-\$ 38,377
Net cash increase for period	\$ 22,175
Cash at beginning of period	248,996
Cash at end of period	\$ 271,171

Support Coordination Report

October 2019

Client Caseloads

- Number of Caseloads as of October 31st, 2019: 363
- Budgeted Number of Caseloads: 355
- Pending Number of New Intakes: 5
- Medicaid Eligibility: 85.40%

Caseload Counts

Shellie Andrews - 36
Cynthia Brown - 36
Lori Cornwell – 20
Stephanie Enoch – 36
Linda Gifford - 42
Ryan Johnson - 19
Jennifer Lyons - 37
Lisa Patrick – 37
Mary Petersen – 38
Jami Weisenborn - 37
Nicole Whittle - 25

**CARF Report
Medicaid Eligible
Clients**

Outcome Measurement Report



TCM 2018

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	68	0	4	100.00 %
Total	68	0	4	100.00 %
Goal				80 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	66	1	4	98.51 %
Total	66	1	4	98.51 %
Goal				100 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	21	1	0	95.45 %
Total	21	1	0	95.45 %
Goal				100 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	18	2	0	90.00 %
Total	18	2	0	90.00 %
Goal				100 %

Outcome Measurement Report



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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	115	78	0	59.59 %
Total	115	78	0	59.59 %
Goal				95 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	115	7	0	94.26 %
Total	115	7	0	94.26 %
Goal				95 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	71	0	1	100.00 %
Total	71	0	1	100.00 %
Goal				90 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	67	1	4	98.53 %
Total	67	1	4	98.53 %
Goal				90 %

Outcome Measurement Report



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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	71	1	0	98.61 %
Total	71	1	0	98.61 %
Goal				90 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	71	0	1	100.00 %
Total	71	0	1	100.00 %
Goal				100 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	0	0	0	-
Total	0	0	0	-
Goal				100 %

CARF Report
Medicaid Ineligible
Clients

Outcome Measurement Report



TCM 2018

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	4	0	1	100.00 %
Total	4	0	1	100.00 %
Goal				80 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
Total	5	0	0	100.00 %
Goal				100 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	8	0	0	100.00 %
Total	8	0	0	100.00 %
Goal				100 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	8	0	0	100.00 %
Total	8	0	0	100.00 %
Goal				100 %

Outcome Measurement Report



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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	11	10	0	52.38 %
Total	11	10	0	52.38 %
Goal				95 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	18	0	0	100.00 %
Total	18	0	0	100.00 %
Goal				95 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
Total	5	0	0	100.00 %
Goal				90 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
Total	5	0	0	100.00 %
Goal				90 %

Outcome Measurement Report



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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
Total	5	0	0	100.00 %
Goal				90 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	4	0	1	100.00 %
Total	4	0	1	100.00 %
Goal				100 %

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

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

For Events:

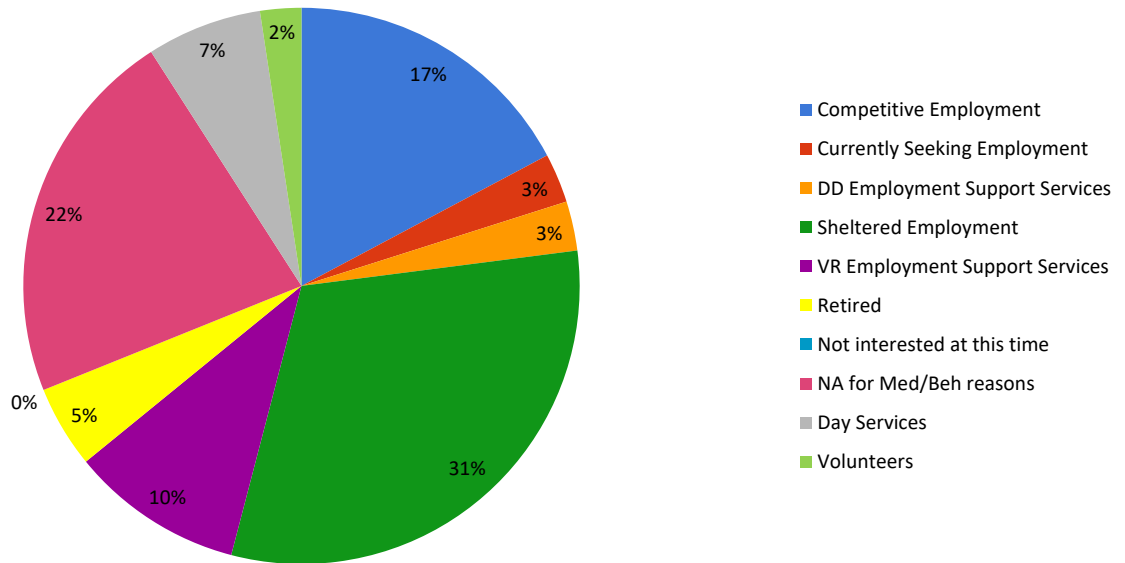
Parameters:

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
Total	0	0	0	-
Goal				100 %

Employment Report

SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	Not interested at this time	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	36	6	6	65	21	10		46	14	5
Andrews	4	1	3	3	4	2	1	4	3	0
Brown	3	1	0	6	3	0		4	1	0
Lyon	4	0	1	8	1	1		6	3	1
Cornwell	4	0	0	4	3	0		4	1	0
Gifford	8	0	0	4	0	1		2	0	0
Patrick	6	0	1	8	1	1		7	1	0
Peterson	0	0	0	9	0	1		2	3	2
Johnson	1	2	0	3	3	1		2	0	1
Weisenborn	1	1	1	5	0	3		2	0	0
Meyer	2	0	0	14	1	0		11	1	1
Whittle	3	1	0	1	5	0		2	1	0

CCDDR Adults employment status as of October 31st, 2019

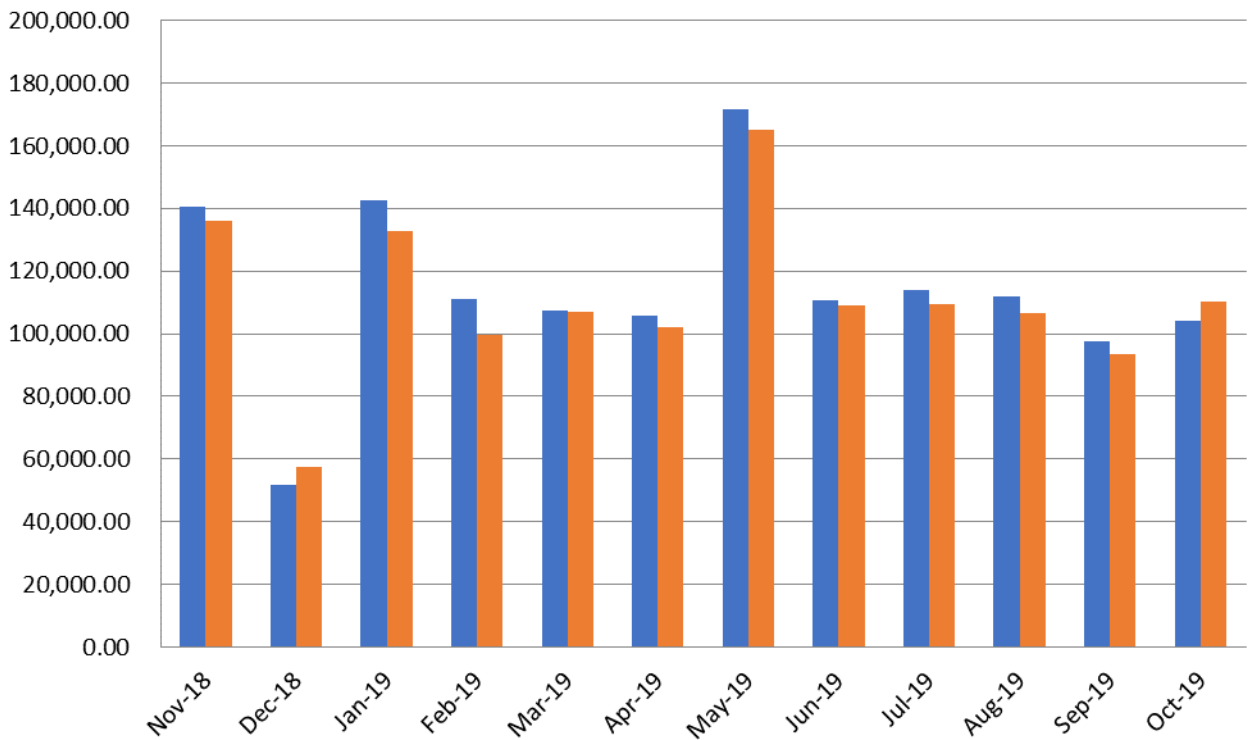


Agency Economic
Report
(Unaudited)

October 2019

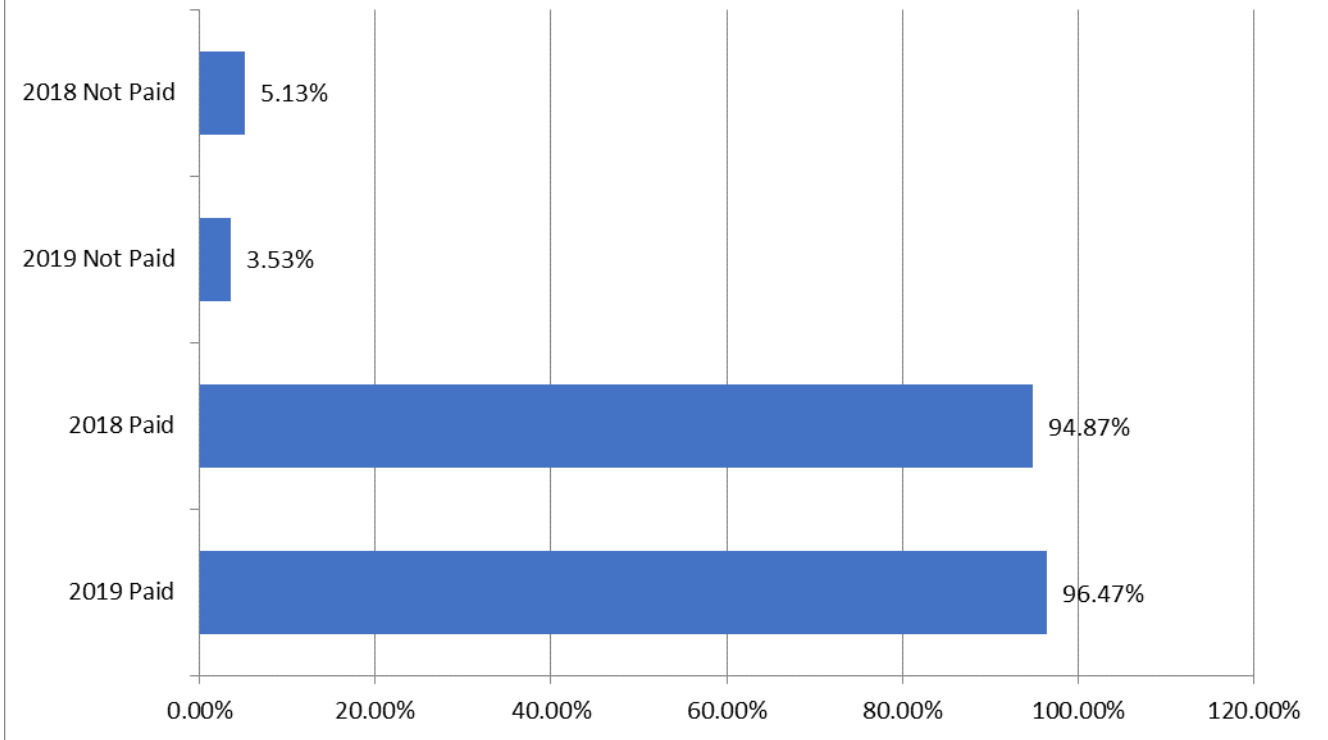
Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19
Total Payable Billed	140,711.04	51,744.96	142,387.20	111,049.92	107,568.00	105,883.20	171,676.80	110,833.92	113,728.32	111,957.12	97,476.48	104,103.36
Total Payment Received	136,010.88	57,360.96	132,736.32	99,748.80	106,833.60	102,133.44	165,110.40	109,097.28	109,235.52	106,574.40	93,268.80	110,341.44

2019 vs 2018 Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: FY 2019 - FY19 P&L Departments

October 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	2,243	4,446	(2,203)			0
4500 Services Income			0	114,404	110,558	3,846
Total Income	2,243	4,446	(2,203)	114,404	110,558	3,846
Gross Profit	2,243	4,446	(2,203)	114,404	110,558	3,846
Expenses						
5000 Payroll & Benefits			0	90,881	95,570	(4,689)
5100 Repairs & Maintenance			0	480	900	(420)
5500 Contracted Business Services			0	8,201	6,240	1,961
5600 Presentations/Public Meetings			0	211	318	(107)
5700 Office Expenses			0	1,788	3,500	(1,712)
5800 Other General & Administrative			0	2,110	1,260	850
5900 Utilities			0	263	850	(587)
6100 Insurance			0	1,399	1,400	(1)
6700 Partnership for Hope	4,258	4,540	(282)			0
6900 Direct Services	3,577	12,062	(8,485)			0
7100 Housing Programs	6,996	8,204	(1,208)			0
7200 CLC	19,044	17,800	1,244			0
7300 Sheltered Employment Programs	16,094	23,250	(7,156)			0
7600 Community Resources		7,735	(7,735)		0	0
7900 Special/Additional Needs	6,913	7,180	(267)			0
Total Expenses	56,881	80,771	(23,890)	105,333	110,038	(4,705)
Net Operating Income	(54,638)	(76,325)	21,687	9,071	520	8,551
Other Expenses						
8500 Depreciation			0	2,791	2,700	91
Total Other Expenses	0	0	0	2,791	2,700	91
Net Other Income	0	0	0	(2,791)	(2,700)	(91)
Net Income	(54,638)	(76,325)	21,687	6,281	(2,180)	8,461

Budget Variance Report

Total Income: During October 2019, SB 40 Tax Revenues were lower than projected, and Services Program income was slightly lower than projected.

Total Expenses: During October 2019, overall SB 40 Tax program expenses were lower than budgeted expectations. CLC program participation was slightly higher than projected. It should be noted CCDDR has not recorded the transportation invoices for October, which affect codes 7300 and 7600. Overall Services Program expenses were lower than budgeted expectations. Contracted Business Services expenses were higher due to coding errors and will be corrected in November. Other G&A expenses were higher due to attorney reviews of policy and legal consultations.

Budget vs. Actuals: FY 2019 - FY19 P&L Departments

January - October, 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	972,723	963,049	9,674			0
4500 Services Income			0	1,267,872	1,215,230	52,642
Total Income	972,723	963,049	9,674	1,267,872	1,215,230	52,642
Gross Profit	972,723	963,049	9,674	1,267,872	1,215,230	52,642
Expenses						
5000 Payroll & Benefits			0	944,403	979,244	(34,841)
5100 Repairs & Maintenance			0	9,397	9,000	397
5500 Contracted Business Services			0	55,875	63,480	(7,605)
5600 Presentations/Public Meetings			0	3,227	3,180	47
5700 Office Expenses			0	27,751	35,000	(7,249)
5800 Other General & Administrative			0	25,945	24,765	1,180
5900 Utilities			0	7,203	8,500	(1,297)
6100 Insurance			0	13,991	14,000	(9)
6700 Partnership for Hope	29,314	33,050	(3,736)			0
6900 Direct Services	121,553	202,039	(80,486)			0
7100 Housing Programs	85,322	88,940	(3,618)			0
7200 CLC	166,934	160,275	6,659			0
7300 Sheltered Employment Programs	199,187	210,445	(11,258)			0
7500 Community Employment Programs	120		120			0
7600 Community Resources	27,539	39,255	(11,716)		0	0
7900 Special/Additional Needs	68,384	71,885	(3,501)	0		0
Total Expenses	698,352	805,889	(107,537)	1,087,790	1,137,169	(49,379)
Net Operating Income	274,371	157,160	117,211	180,082	78,061	102,021
Other Expenses						
8500 Depreciation			0	27,031	27,000	31
Total Other Expenses	0	0	0	27,031	27,000	31
Net Other Income	0	0	0	(27,031)	(27,000)	(31)
Net Income	274,371	157,160	117,211	153,052	51,061	101,991

Budget Variance Report

Total Income: As of October 2019, YTD SB 40 Tax Revenues were slightly higher than projected, and Services Program income was higher than projected. In early 2019, CCDDR filled one Support Coordinator vacancy and added a new Support Coordination due to caseload growth. Overall billing now reflects previously implemented TCM efficiency measures.

Total Expenses: As of October 2019, overall YTD SB 40 Tax program expenses were lower than budgeted expectations with an overage in CLC expenses and only a slight overage in Community Employment Programs. CLC continues to serve youth at a higher rate than anticipated. It should be noted CCDDR has not recorded the transportation invoices for October, which affect codes 7300 and 7600. There was a surplus in state TCM funds available; therefore, there was no annual TCM allocation billing submitted by DMH (code 6900). Overall Services Program expenses were lower than budgeted expectations. Only slight overages have been recorded in R&M, Presentations/Public Meetings, and Other G&A expenses. These should balance out by year-end.

Balance Sheet

As of October 31, 2019

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	658,449	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
Total 1005 SB 40 Tax Bank Accounts	658,678	0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan	(4,258)	315,860
Total 1050 Services Bank Accounts	(4,258)	315,860
Total 1000 Bank Accounts	654,420	315,860
Total Bank Accounts	654,420	315,860
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		110,341
1215 Non-Medicaid Direct Service		3,577
Total 1200 Services	0	113,918
1300 Property Taxes		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
Total 1300 Property Taxes	1,041,884	0
1350 Allowance for Doubtful Accounts	(5,666)	
Total Accounts Receivable	1,036,217	113,918
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		64,400
1435 Net Pension Asset (Liability)		(22,041)
Total 1400 Other Current Assets	0	42,359
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	8,274
Total 1450 Prepaid Expenses	0	8,274
Total Other Current Assets	0	50,633

Total Current Assets	1,690,637	480,412
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(154,847)
1526 Accumulated Depreciation - Keystone		(22,885)
1530 100 Third Street Remodeling		152,405
1531 Keystone Remodeling		110,596
1535 Acc Dep - Remodeling - 100 Third Street		(57,517)
1536 Acc Dep - Remodeling - Keystone		(8,876)
1540 Equipment		53,013
1545 Accumulated Depreciation - Equipment		(38,466)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	689,411
Total Fixed Assets	0	689,411
TOTAL ASSETS	1,690,637	1,169,822
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	1,470	1,303
Total Accounts Payable	1,470	1,303
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	3,577	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	923,939	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	0
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	1,963
Total 2060 Payroll Tax Payable	0	1,963
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	138
2072 AFLAC Post-tax W / H	0	(36)
2073 Vision Insurance W / H	0	(86)

2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(240)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	(197)
2090 Deferred Inflows		1,595
Total 2000 Current Liabilities	927,516	1,204
Total Other Current Liabilities	927,516	1,204
Total Current Liabilities	928,986	2,507
Total Liabilities	928,986	2,507
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	233,296	
3010 Transportation	44,620	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	62,799	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	3,012	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	30,071	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	373,798	0
3500 Restricted Services Fund Balances		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		33,562
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		689,411
Total 3500 Restricted Services Fund Balances	0	927,972
3900 Unrestricted Fund Balances	1,204	2
3950 Prior Period Adjustment	0	0
3999 Clearing Account	126,576	71,991
Net Income	274,371	153,052
Total Equity	775,950	1,153,017
TOTAL LIABILITIES AND EQUITY	1,704,935	1,155,524

Statement of Cash Flows

October 2019

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(54,638)	6,281
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(69,474)
1215 Services:Non-Medicaid Direct Service		32,279
1455 Prepaid Expenses:Prepaid-Insurance		2,312
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		638
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		451
1545 Fixed Assets:Accumulated Depreciation - Equipment		464
1900 Accounts Payable	(9,712)	(1,912)
2007 Current Liabilities:Non-Medicaid Payable	(32,279)	
2015 Current Liabilities:Accrued Compensated Absences		(1,196)
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		(13)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(61)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(12)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(1)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(37)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(41,991)	(35,324)
Net cash provided by operating activities	(96,629)	(29,043)
FINANCING ACTIVITIES		
3599 Restricted Services Fund Balances:Other		(2,791)
3999 Clearing Account		2,791
Net cash provided by financing activities	0	0
Net cash increase for period	(96,629)	(29,043)
Cash at beginning of period	751,049	344,903
Cash at end of period	654,420	315,860

Statement of Cash Flows

January - October, 2019

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	274,371	153,052
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(52,980)
1215 Services:Non-Medicaid Direct Service		19,094
1455 Prepaid Expenses:Prepaid-Insurance		11,282
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		8,981
1526 Fixed Assets:Accumulated Depreciation - Keystone		3,406
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		5,849
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		4,088
1545 Fixed Assets:Accumulated Depreciation - Equipment		4,707
1900 Accounts Payable	(10,563)	(12,397)
2007 Current Liabilities:Non-Medicaid Payable	(19,094)	
2015 Current Liabilities:Accrued Compensated Absences		(2,157)
2050 Current Liabilities:Prepaid Tax Revenue	(126,447)	
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		(81)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(1,088)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(198)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		17
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(161)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		171
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(156,104)	(11,468)
Net cash provided by operating activities	118,267	141,584
INVESTING ACTIVITIES		
1530 Fixed Assets:100 Third Street Remodeling		(26,279)
1531 Fixed Assets:Keystone Remodeling		(15,609)
1540 Fixed Assets:Equipment		(1,526)
Net cash provided by investing activities	0	(43,414)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	3,980	
3010 Restricted SB 40 Tax Fund Balances:Transportation	39,133	
3015 Restricted SB 40 Tax Fund Balances:New Programs	(10,030)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	13,202	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(1,589)	
3070 Restricted SB 40 Tax Fund Balances:TCM	30,071	
3501 Restricted Services Fund Balances:Operational		0
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		17,570
3565 Restricted Services Fund Balances:Legal		(6,166)
3575 Restricted Services Fund Balances:Community Resources		5,000
3599 Restricted Services Fund Balances:Other		16,383

3900 Unrestricted Fund Balances	(152,167)	33,426
3999 Clearing Account	34,775	(66,214)
Net cash provided by financing activities	(42,625)	0
Net cash increase for period	75,643	98,170
Cash at beginning of period	578,777	217,690
Cash at end of period	654,420	315,860

Check Detail

October 2019

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
10/04/2019	Bill Payment (Check)	5535	Missouri Ozarks Community Action, Inc.	(125.00)
10/11/2019	Bill Payment (Check)	5536	OATS, Inc.	(11,181.73)
10/11/2019	Bill Payment (Check)	5537	Camden County Senate Bill 40 Board	(35,856.00)
10/11/2019	Bill Payment (Check)	5538	Childrens Learning Center	(19,043.87)
10/11/2019	Bill Payment (Check)	5539	Lake Area Industries	(16,093.66)
10/11/2019	Bill Payment (Check)	5540	MO HealthNet	(42.00)
10/11/2019	Bill Payment (Check)	5541	Skillset LLC	(824.82)
10/11/2019	Bill Payment (Check)	5542	MO HealthNet	(104.00)
10/11/2019	Bill Payment (Check)	5543	MO HealthNet	(172.00)
10/11/2019	Bill Payment (Check)	5544	MO HealthNet	(230.00)
10/11/2019	Bill Payment (Check)	5545	MO HealthNet	(239.00)
10/11/2019	Bill Payment (Check)	5546	MO HealthNet	(248.00)
10/11/2019	Bill Payment (Check)	5547	MO HealthNet	(268.00)
10/11/2019	Bill Payment (Check)	5548	MO HealthNet	(334.00)
10/11/2019	Bill Payment (Check)	5549	MO HealthNet	(571.00)
10/11/2019	Bill Payment (Check)	5550	MO HealthNet	(932.00)
10/15/2019	Bill Payment (Check)	5552	Brookview Apartments of Camdenton	(73.00)
10/15/2019	Bill Payment (Check)	5553	Camdenton Apartments dba Lauren's Place	(246.00)
10/15/2019	Bill Payment (Check)	5554	MO HealthNet	(42.00)
10/15/2019	Bill Payment (Check)	5555	Revelation Construction & Development, LLC	(325.00)
10/16/2019	Bill Payment (Check)	5556	Camdenton Apartments dba Lauren's Place	(270.00)
10/16/2019	Bill Payment (Check)	5557	David A Schlenfort	(675.00)
10/16/2019	Bill Payment (Check)	5558	James D Cramer	(316.00)
10/16/2019	Bill Payment (Check)	5559	Maryann VanCleave	(840.00)
10/16/2019	Bill Payment (Check)	5560	Revelation Construction & Development, LLC	(31.00)
10/16/2019	Bill Payment (Check)	5561	MO HealthNet	(405.00)
10/16/2019	Bill Payment (Check)	5562	Revelation Construction & Development, LLC	(459.00)
10/16/2019	Bill Payment (Check)	5563	Revelation Construction & Development, LLC	(615.00)
10/16/2019	Bill Payment (Check)	5564	Revelation Construction & Development, LLC	(737.00)
10/16/2019	Bill Payment (Check)	5565	Revelation Construction & Development, LLC	(814.00)
10/25/2019	Bill Payment (Check)	5566	MO HealthNet	(16.00)
10/25/2019	Bill Payment (Check)	5567	MO HealthNet	(61.00)
10/25/2019	Bill Payment (Check)	5568	MO HealthNet	(199.00)

10/25/2019	Bill Payment (Check)	5569	MO HealthNet	(299.00)
10/25/2019	Bill Payment (Check)	5570	MO HealthNet	(596.00)
10/25/2019	Bill Payment (Check)	5571	MO HealthNet	(665.00)
10/25/2019	Bill Payment (Check)	5572	MO HealthNet	(665.00)

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
10/03/2019	Bill Payment (Check)	1687	Aflac	(946.75)
10/03/2019	Bill Payment (Check)	1688	Annie Meyer	(196.30)
10/03/2019	Bill Payment (Check)	1689	Connie L Baker	(76.95)
10/03/2019	Bill Payment (Check)	1690	Eddie L Thomas	(161.98)
10/03/2019	Bill Payment (Check)	1691	Jami Weisenborn	(181.45)
10/03/2019	Bill Payment (Check)	1692	Jeanna K Booth	(70.57)
10/03/2019	Bill Payment (Check)	1693	Linda Gifford	(97.30)
10/03/2019	Bill Payment (Check)	1694	Linda Simms	(193.55)
10/03/2019	Bill Payment (Check)	1695	Lori Cornwell	(179.80)
10/03/2019	Bill Payment (Check)	1696	Marcie L. Vansyoc	(159.18)
10/03/2019	Bill Payment (Check)	1697	Mary P Petersen	(126.45)
10/03/2019	Bill Payment (Check)	1698	Rachel K Baskerville	(151.26)
10/03/2019	Bill Payment (Check)	1699	Ryan Johnson	(75.98)
10/03/2019	Bill Payment (Check)	1700	Shellie L Andrews	(117.10)
10/03/2019	Bill Payment (Check)	1701	West Wiring	(80.00)
10/03/2019	Bill Payment (Check)	1702	All Seasons Services	(240.00)
10/03/2019	Bill Payment (Check)	1703	Direct Service Works	(795.00)
10/03/2019	Bill Payment (Check)	1704	Lake Sun Leader	(67.50)
10/03/2019	Bill Payment (Check)	1705	Staples Advantage	(55.65)
10/03/2019	Bill Payment (Check)	1706	SUMNERONE	(1,379.89)
10/03/2019	Bill Payment (Check)	1707	Republic Services #435	(57.43)
10/03/2019	Bill Payment (Check)	1708	Ameren Missouri	(213.81)
10/03/2019	Bill Payment (Check)	1709	Camden County PWSD #2	(63.02)
10/04/2019	Expense	152989	Shellie L Andrews	(1,102.82)
10/04/2019	Expense	152990	Connie L Baker	(1,139.08)
10/04/2019	Expense	152991	Rachel K Baskerville	(1,214.78)
10/04/2019	Expense	152992	Jeanna K Booth	(1,161.65)
10/04/2019	Expense	152993	Cynthia Brown	(1,178.52)
10/04/2019	Expense	152994	Lori Cornwell	(1,371.60)
10/04/2019	Expense	152995	Stephanie E Enoch	(1,227.66)
10/04/2019	Expense	152996	Linda Gifford	(1,048.99)
10/04/2019	Expense	152997	Ryan Johnson	(1,462.18)
10/04/2019	Expense	152998	Micah J Joseph	(692.62)
10/04/2019	Expense	152999	Jennifer Lyon	(1,191.68)
10/04/2019	Expense	153000	Annie Meyer	(1,323.18)
10/04/2019	Expense	153001	Lisa D Patrick	(1,244.80)
10/04/2019	Expense	153002	Mary P Petersen	(1,150.21)
10/04/2019	Expense	153003	Sylvia M Santon	(995.90)
10/04/2019	Expense	153004	Eddie L Thomas	(2,531.73)

10/04/2019	Expense	153005	Marcie L. Vansyoc	(1,555.58)
10/04/2019	Expense	153006	Jami Weisenborn	(1,267.19)
10/04/2019	Expense	153007	Nicole M Whittle	(1,461.82)
10/04/2019	Bill Payment (Check)	1710	Linda Simms	(1,468.31)
10/04/2019	Bill Payment (Check)	1711	Jennifer Lyon	(72.77)
10/04/2019	Bill Payment (Check)	1712	Lisa D Patrick	(278.00)
10/04/2019	Bill Payment (Check)	1713	Sylvia M Santon	(50.00)
10/04/2019	Bill Payment (Check)	1714	LaClede Electric Cooperative	(499.10)
10/04/2019	Bill Payment (Check)	1715	SUMNERONE	(1,000.00)
10/04/2019	Bill Payment (Check)	1716	Jessica N. North	(110.00)
10/04/2019	Expense	10/04/2019	Edward Jones	(100.00)
10/04/2019	Expense	10/04/2019	Internal Revenue Service	(6,800.13)
10/11/2019	Bill Payment (Check)	1717	AT&T	(83.55)
10/11/2019	Bill Payment (Check)	1718	Lake Sun Leader	(94.50)
10/11/2019	Bill Payment (Check)	1719	Lorraine Schleigh	(70.00)
10/11/2019	Bill Payment (Check)	1720	Ollie K. Moore R. N.	(90.00)
10/11/2019	Bill Payment (Check)	1721	All American Termite & Pest Control	(140.00)
10/11/2019	Bill Payment (Check)	1722	Jessica N. North	(55.00)
10/11/2019	Bill Payment (Check)	1723	Refills Ink	(229.96)
10/11/2019	Bill Payment (Check)	1724	Ezard's, Inc.	(48.06)
10/11/2019	Bill Payment (Check)	1725	Scott's Heating & Air	(356.50)
10/11/2019	Bill Payment (Check)	5551	DMH Local Tax Matching Fund	(4,257.82)
10/15/2019	Bill Payment (Check)	1726	AT&T TeleConference Services	(19.48)
10/15/2019	Bill Payment (Check)	1727	City Of Camdenton	(60.67)
10/15/2019	Bill Payment (Check)	1728	Ezard's, Inc.	(1,300.00)
10/18/2019	Expense	153009	Shellie L Andrews	(1,102.82)
10/18/2019	Expense	153010	Connie L Baker	(1,160.23)
10/18/2019	Expense	153011	Rachel K Baskerville	(1,192.50)
10/18/2019	Expense	153012	Jeanna K Booth	(1,244.14)
10/18/2019	Expense	153013	Cynthia Brown	(1,187.16)
10/18/2019	Expense	153014	Lori Cornwell	(1,371.60)
10/18/2019	Expense	153015	Stephanie E Enoch	(1,227.66)
10/18/2019	Expense	153016	Linda Gifford	(1,038.44)
10/18/2019	Expense	153017	Ryan Johnson	(1,462.18)
10/18/2019	Expense	153018	Micah J Joseph	(692.62)
10/18/2019	Expense	153019	Jennifer Lyon	(1,191.68)
10/18/2019	Expense	153020	Annie Meyer	(800.13)
10/18/2019	Expense	153021	Lisa D Patrick	(842.50)
10/18/2019	Expense	153022	Mary P Petersen	(1,160.89)
10/18/2019	Expense	153023	Sylvia M Santon	(995.90)
10/18/2019	Expense	153024	Eddie L Thomas	(2,531.73)
10/18/2019	Expense	153025	Marcie L. Vansyoc	(1,555.58)
10/18/2019	Expense	153026	Jami Weisenborn	(1,257.79)
10/18/2019	Expense	153027	Nicole M Whittle	(1,461.82)
10/18/2019	Bill Payment (Check)	1729	All American Termite & Pest Control	(15.00)
10/18/2019	Bill Payment (Check)	1730	Office Business Equipment	(96.82)

10/18/2019	Bill Payment (Check)	1731	Dennis J. Barton III	(300.04)
10/18/2019	Bill Payment (Check)	1732	Linda Simms	(1,511.15)
10/18/2019	Bill Payment (Check)	1733	Missouri Dept of Revenue	(2,003.00)
10/18/2019	Bill Payment (Check)	1734	Mo Division Of Employment Security	(71.47)
10/18/2019	Expense	10/18/2019	Edward Jones	(100.00)
10/18/2019	Bill Payment (Check)	1735	Jessica N. North	(110.00)
10/18/2019	Expense	10/18/2019	Internal Revenue Service	(6,633.43)
10/25/2019	Bill Payment (Check)	1736	All Seasons Services	(240.00)
10/25/2019	Bill Payment (Check)	1737	Mo Consolidated Health Care	(15,228.25)
10/25/2019	Bill Payment (Check)	1738	Bankcard Center	(1,506.60)
10/25/2019	Bill Payment (Check)	1739	Delta Dental of Missouri	(482.89)
10/25/2019	Bill Payment (Check)	1740	Principal Life Ins	(307.84)
10/25/2019	Bill Payment (Check)	1741	Jessica N. North	(55.00)
10/25/2019	Bill Payment (Check)	1742	Bryan Cave LLP	(1,590.00)
10/25/2019	Bill Payment (Check)	1743	Camden County Fire & Safety	(36.00)
10/25/2019	Bill Payment (Check)	1744	Cynthia Brown	(177.05)
10/25/2019	Bill Payment (Check)	1745	Lake Area Industries	(90.00)
10/25/2019	Bill Payment (Check)	1746	Charter Business	(539.88)
10/25/2019	Bill Payment (Check)	1747	Staples Advantage	(405.82)
10/28/2019	Expense	10/28/2019	Lagers	(4,782.22)
10/31/2019	Bill Payment (Check)	1748	Summit Natural Gas of Missouri, Inc.	(32.55)
10/31/2019	Bill Payment (Check)	1749	WCA Waste Corporation	(22.00)
10/31/2019	Bill Payment (Check)	1750	Aflac	(946.75)
10/31/2019	Bill Payment (Check)	1751	AT&T	(110.11)
10/31/2019	Bill Payment (Check)	1752	MSW Interactive Designs LLC	(30.00)
10/31/2019	Bill Payment (Check)	1753	SUMNERONE	(1,379.89)
10/31/2019	Bill Payment (Check)	1754	All American Termite & Pest Control	(100.00)
10/31/2019	Bill Payment (Check)	1755	Jessica N. North	(110.00)
10/31/2019	Bill Payment (Check)	1756	Jeanna K Booth	(152.85)
10/31/2019	Bill Payment (Check)	1757	Linda Simms	(364.31)
10/31/2019	Bill Payment (Check)	1758	Marcie L. Vansyoc	(98.68)
10/31/2019	Bill Payment (Check)	1759	Mary P Petersen	(277.15)
10/31/2019	Bill Payment (Check)	1760	Rachel K Baskerville	(87.62)
10/31/2019	Bill Payment (Check)	1761	Staples Advantage	(146.97)
10/31/2019	Bill Payment (Check)	1762	Dennis J. Barton III	(334.24)

September 2019
Credit Card Statement



Cardholder Account Summary					
EDDIE THOMAS ##### 0953		Payments & Other Credits \$0.00	Purchases & Other Charges \$700.97	Cash Advances \$0.00	Total Activity \$700.97
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/17	09/19	PBUS01	85180899261980176657398	AssociationPeople Supp 3012790060 MD	\$120.00 X
09/28	09/29	PBUS01	15270219271000181591529	MSFT * E010096YM3 MSBILL.INFO WA	\$430.97 X
10/04	10/04	PBUS01	55432869277200749557379	Intuit *QuickBooks 800-446-8848 CA	\$150.00 X

Cardholder Account Summary					
LINDA SIMMS ##### 0961		Payments & Other Credits \$0.00	Purchases & Other Charges \$310.58	Cash Advances \$0.00	Total Activity \$310.58
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/23	09/24	PBUS01	05436849267400083004088	WM SUPERCENTER #89 CAMDENTON MO	\$37.77 X
09/23	09/25	PBUS01	75369439267341400029453	PAPPO S PIZZERIA & PUB OSAGE BEACH MO	\$52.47 X
09/28	09/30	PBUS01	55483829272400008505989	SAMSClub #6505 JEFFERSON CIT MO	\$45.34 X
09/30	10/02	PBUS01	85309619274980015471590	MOPELRA JEFFERSON CIT MO	\$175.00 X

Cardholder Account Summary					
CONNIE L BAKER ##### 1859		Payments & Other Credits \$18.94-	Purchases & Other Charges \$513.99	Cash Advances \$0.00	Total Activity \$495.05
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/04	09/05	PBUS01	02305379248000522171972	USPS PO 2812420020 CAMDENTON MO	\$20.55 X
09/06	09/08	PBUS01	55483829250400008150410	WAL-MART #0089 CAMDENTON MO	\$18.03 X
09/08	09/09	PBUS01	55432869251200606825729	AWL*PEARSON EDUCATION PRSONCS.COM NJ	\$100.80 X
09/06	09/10		05416019252141000009518	CREDIT VOUCHER WAL-MART #0089 CAMDENTON MO	\$16.88- X
09/12	09/13	PBUS01	25247809255001080164837	LAKESIDE OFFICE SUPPLY CAMDENTON MO	\$37.90 X
09/12	09/15	PBUS01	55310209256091642000174	PIZZA HUT 009917 CAMDENTON MO	\$51.46 X
09/15	09/16		05587459258000000379484	RBT.PIZZA HUT.009917 EasySavings NY	-\$2.06- X
09/17	09/18	PBUS01	05410199260685226867592	CENEX LAKE OAS09887084 CAMDENTON MO	\$5.00 X
09/17	09/18	PBUS01	05410199260685226867543	CENEX LAKE OAS09887084 CAMDENTON MO	\$26.41 X
09/17	09/18	PBUS01	05314619261000367815249	ELLIS BATTERY SPECIALI CAMDENTON MO	\$73.95 X
09/19	09/20	PBUS01	02305379263000515832929	USPS PO 2812420020 CAMDENTON MO	\$27.35 X
09/20	09/22	PBUS01	02305379264000552661917	USPS PO 2812420020 CAMDENTON MO	\$35.25 X
09/27	09/29	PBUS01	05436849271400046651193	WM SUPERCENTER #89 CAMDENTON MO	\$87.64 X
10/02	10/03	PBUS01	02305379276000526511061	USPS PO 2812420020 CAMDENTON MO	\$29.65 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!



Account Summary

Billing Cycle		10/04/2019
Days In Billing Cycle		30
Previous Balance		\$3,249.15
Purchases	+	\$1,525.54
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$18.94
Payments	-	\$3,249.15
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$1,506.60

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,493.40
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	\$1,506.60
MINIMUM PAYMENT	\$46.00
PAYMENT DUE DATE	11/02/2019

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 \$3,249.15-

Trans Date	Post Date	Reference Number	Transaction Description	Amount
09/23	09/23	00501224	PAYMENT - THANK YOU	\$3,249.15-

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

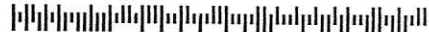
Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
10/04/19	\$1,506.60	\$46.00	11/02/19

\$

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



MAKE CHECK PAYABLE TO:



BANKCARD SERVICES
PO BOX 8000
JEFFERSON CTY MO 65102-8000

APSE

Invoice



EIN: 54-1470501
7361 Calhoun Place
Suite 680
Rockville, MD 20855
301-279-0060
www.apse.org
(file:///C:/Users/MsWin7pro/Desktop/www.apse.org)

Date	Invoice #
9/4/2019	300002650

Bill To

Eddie Thomas
Camden County Developmental Disability
Resources
PO Box 722
Camdenton, MO 65020
United States

Member Information

Mr. Ed Thomas
Camden County Developmental Disability
Resources
PO Box 722
Camdenton, MO 65020
United States

APSE
MEMBERSHIP DUES
ED'S CARD

PO	Terms	Due Date
	Due on receipt	9/4/2019

Date	Description	Amount
9/4/2019	Professional Membership	\$120.00
	Total	\$120.00

Payments/Refunds

Date	Description	Amount
9/17/2019	Payment via Credit Card (using card xxxxxxxxxxxx0953) <i>Applied to invoice on 9/17/2019 5:19:15 PM</i>	(\$120.00)
	Total Payments/Refunds	(\$120.00)

Code 5830
Services



Invoice

September 2019
 Invoice Date: 09/27/2019
 Invoice Number: E010096YM3
 Due Date: 10/27/2019

430.97 USD

Sold-To	Camden County Developmental Disability Resources 100 Third St. P.O. Box 722 Camdenton MO 65020 United States	Bill-To	Camden County Developmental Disability Resources PO Box 722 Camdenton mo 65020 United States	Service Usage Address	Camden County Developmental Disability Resources 100 Third St. P.O. Box 722 Camdenton MO 65020 United States
----------------	--	----------------	---	------------------------------	--

Order Details

Product:	Online Services	Charges:	430.97
Customer PO Number:		Discounts:	0.00
Order Number:	dfd50987-a0e6-4f45-99b5-eac21ebdb614	Credits:	0.00
Billing Period:	08/27/2019 - 09/26/2019	Tax:	0.00
Payment Terms:	Net 30	Total:	430.97
Due Date:	10/27/2019		

Billing Summary

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

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

Microsoft Corporation, One Microsoft Way Redmond, WA 98052 United States

US FEIN 91-1144442

Fwd: We received your QuickBooks subscription payment!

Ed Thomas

Thu 10/17/2019 2:44 PM

To: Linda Simms <linda@ccddr.org>

Get [Outlook for iOS](#)

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

Sent: Friday, October 4, 2019 9:17:54 AM

To: Ed Thomas <director@ccddr.org>

Subject: We received your QuickBooks subscription payment!



Payment success

Edmond J Thomas, thank you for your payment.

<p>Invoice number: 1000125190228</p> <p>Invoice date: 10/04/2019</p> <p>Total: \$150.00</p> <p>Payment method: MASTER ending in 0953</p>
--

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

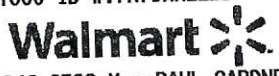
[View billing history](#)

Account details

Billed to:	Camden County Developmental Disability Resources
Company ID ending:	0995
Items on this invoice:	QuickBooks Online Advanced

OFFICE SUPPLIES
Q
ADMIN MTA
OB OFFER

See back of receipt for your chance
to win \$1000 ID #:7N79NNZ2BD



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

ST# 00089	OP# 000314	TE# 03	TR# 05974	
3X3 NOTE 4PK	005114197415			4.97 0
NOTES CUBE	063806027084			5.83 0
NOTES CUBE	063806027084			5.83 0
NOTE CUBE	007630892694			1.97 0
NOTE CUBE	007630892694			1.97 0
NOTE CUBE	007630892694			1.97 0
MAGIC 10PK	007630872873			11.97 0
COKE	004900005010 F			1.68 0
PEPSI WCH 2L	001200000311 F			1.58 0
	SUBTOTAL			37.77
	TOTAL			37.77
	MCARD TEND			37.77

MasterCard **** * 09bt 1 22
APPROVAL # 61167E
REF # 1042000314
ATD A0000000041010
TC A78563ED702F4227
TERMINAL # SC010079
*NO SIGNATURE REQUIRED

09/23/19 06:41:16
CHANGE DUE 0.00
ITEMS SOLD 9
TC# 2149 8319 6079 9353 4737



09/23/19 06:41:32
CUSTOMER COPY

Scan with Walmart app to save receipts



4705 Osage Beach Parkway
Osage Beach, MO 65065
ph (573) 693-1092

ADMIN WORKSHEET
LINDA H
OSAGE BEACH

Guest Check

TABLE: Delivery 1 - 1 Guest

Server: BARTENDER

9/23/2019 3:33:05 PM

Sequence #: 0000001

ID #: 0353871

Original Time 9/23/2019 12:14:58 PM

ITEM	QTY	PRICE
Delivery Charge	1	\$2.50
14" Hawaiian Pizza	1	\$19.75
- Thin Crust		
- TO GO TO GO		
14" Margherita Pizza	1	\$19.75
- Thin Crust		
- TO GO TO GO		
Cookies SIX	1	\$6.99
- TO GO TO GO		

Subtotal \$48.99

Total Taxes \$3.48

Grand Total \$52.47

Prev. Payments Amount

credit (0961) \$52.47

Total Paid: \$52.47

15%
\$7.87

20%
\$10.49

25%
\$13.12

Thank you for visiting PaPPos!
Come back soon!
Guest Check

KEYSTONE
OB & CAM
OFC SUPPLIES

SAM'S CLUB
Self Checkout

CLUB MANAGER ROBERT HAYS
(573) 469 - 0917
849 STONERIDGE PKWAY JEFFERSON CITY, MO
CLUB HOURS 10:00 AM - 8:30 PM
09/28/19 14:47 9096 06505 095 9095

X-MEMBER 101-*****3846

THANK YOU,

CANDEN

163859 LYSOL	7.48 E
361387 8" FOAM PLT	12.88 E
900198710 ADDRESS LBL	24.98 E
SUBTOTAL	45.34

OP
KEYSTONE
CAM

TOTAL 45.34
MasterCard HCARD TEND 45.34
**** * 0961 1 22
APPROVAL # 68395E

AID A0000000041010
TC EA13C1BA6EF0DCAA
TERMINAL # SC010591
*NO SIGNATURE REQUIRED
09/28/19 14:48:44
CHANGE DUE 0.00
DISTRIBUTOR NUMBER: 602

New! Free shipping for Plus members.
Learn more: samsclub.com/freeshipping
Visit samsclub.com to see your savings

ITEMS SOLD 3



Save time. Order ahead.
SamsClub.com/clubpickup
09/28/19 14:49:43

*** MEMBER COPY ***

Procharge Customer Sale Receipt

DTRUMAN6@MCHSI.COM <noreply@procharge.com>

Mon 9/30/2019 8:49 PM

To: Linda Simms <linda@ccddr.org>

MOPELRA
4012 NEW BEDFORD
JEFFERSON CITY, MO 65109
(573)690-9234



SALE

MasterCard	
XXXXXXXXXXXX0961	
9/30/2019 9:49:38 PM	
Entry Method : Keyed	
Invoice : 14471-68	
Approval Code : 69384E	
Invoice Total : \$ 175.00	
Tax Total : \$ 0.00	
=====	
Amount Paid	\$ 175.00

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

X 

Customer Copy

Thank You!

7014 0150 0001 2782 9771
7014 0150 0001 2782 9788
7014 0150 0001 2782 9764

Connie's Card

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

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

OFFICIAL USE

Postage	\$0.75	0020
Certified Fee	\$2.80	6
Return Receipt Fee (Endorsement Required)	\$0.00	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$0.75	

Postmark Here
09/04/2019



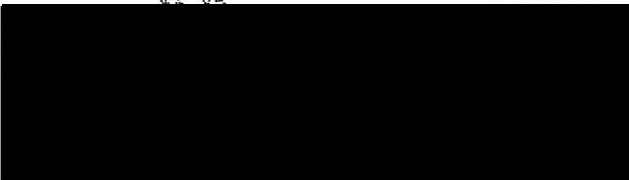
U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

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

OFFICIAL USE

Postage	\$0.75	0020
Certified Fee	\$2.80	6
Return Receipt Fee (Endorsement Required)	\$0.00	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$0.75	

Postmark Here
09/04/2019



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

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

OFFICIAL USE

Postage	\$0.75	0020
Certified Fee	\$2.80	6
Return Receipt Fee (Endorsement Required)	\$0.00	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$0.75	

Postmark Here
09/04/2019



CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
09/04/2019 04:27 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (SUNRISE BEACH, MO 65079) (Weight:0 Lb 0.40 Oz) (Estimated Delivery Date) (Friday 09/06/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70140150000127629788)			\$3.50
Return Receipt (USPS Return Receipt #) (7590940240648079003995)			\$2.80
First-Class Mail® Letter (Domestic) (CAMDENTON, MO 65020) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Friday 09/06/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70140150000127829764)			\$3.50
Return Receipt (USPS Return Receipt #) (7590940240648079004015)			\$2.80
First-Class Mail® Letter (Domestic) (MACKS CREEK, MO 65786) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Friday 09/06/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70140150000127829771)			\$3.50
Return Receipt (USPS Return Receipt #) (7590940240648079004008)			\$2.80
Total:			\$20.55
credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXXXX1859) (Approval #:66590E) (Transaction #:750) (AID:A0000000041010) (AL:MasterCard) (PIN:Not Required)			\$20.55

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may

need to contact letters

Connie's Card

*returns
Refunded
to
card*

See back of receipt for your chance
to win \$1000 ID #:7N77WTYW8Z



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

ST# 00089	OP# 004829	TE# 03	TR# 00164	
GV 13G TRASH	007874229811		13.44	0
HAND SOAP	068113116517		0.75	0
LIQUID HAND	068113123958		3.84	0
	SUBTOTAL		18.03	
	TOTAL		18.03	
	MCARD TEND		18.03	

MasterCard **** * 1859 1 21
APPROVAL # 62510E
REF # 924900815041
PAYMENT SERVICE - A
ATD A0000000041010
TC A19FC1A238F17D30
TERMINAL # SC010079
*NO SIGNATURE REQUIRED

09/06/19 14:02:54

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 8156 5485 9331 1703 7303



09/06/19 14:03:08

CUSTOMER COPY

Scan with Walmart app to save receipts



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

ST# 00089 OP# 004440 TE# 94 TR# 05911
MERCHANT# 0000000000000000
MASTERCARD

*** CREDIT ISSUED ***
GENERAL MDSE TOTAL 16.88-
MASTERCARD **** * 1859
APPROVAL # REFUND

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

09/06/19 13:26:07

*** CUSTOMER COPY ***

ITEMS SOLD 7

TC# 5944 1656 3402 2343 3050



08/22/19 11:33:08

CUSTOMER COPY



Connie's Card



Order confirmation

VINELAND 3 INTERVIEW FORM

Thank you for your order!

Your Order number is 10000000280621

A copy of your order details has been sent to nicole@ccddr.org

Continue Shopping

Order summary

Order number 10000000280 Date placed 3:42 PM

Qualified user Nicole Whittle

Total

\$100.80

Ship to

Nicole Whittle
100 3rd St

Connie's Card

LAKESIDE OFFICE SUPPLY
1183 N BUSINESS RT 5
CAMDENTON MO 65020
573-346-7237

Terminal ID: *****539 ***2
9/12/19 1:07 PM

=====
LAKESIDE MasterCard - INSERT
AID: A000000041010
1183 N. I ACCT #: *****1859
Camdenton

573-346-7 CREDIT SALE
UID: 925545554843 REF #: 5071
BATCH #: 212 AUTH #: 67151E
CUSTOMER CODE: 9

=====
J. AMOUNT \$37.90
P O BOX 71 TAX EXEMPT \$0.00
(573) 317- TOTAL \$37.90

APPROVED

ARQC - 9AC9F21EEBA1E004
THANK YOU FOR YOUR BUSINESS
CUSTOMER COPY

=====
INVOICE NO
QTY
2.00 TRC

=====
SUBTOTAL: 37.90
Tax : 0.00
TOTAL: 37.90

AMOUNT TENDERED: 37.90

CHANGE DUE 0.00

TYPE OF PAYMENT- MC/VISA

Thank You For Shopping With Us
!!!

Connie's Card
Board Mtg.

PIZZA HUT
CARRY_OUT

Ticket # 0001

Item Count: 8

ENTERED BY
Website
009917 09/12/19 4:00 PM

Thanks for being a Hut Rewards member!

CONNIE BAKER
573-317-9233

01	1	Large Pan Cheese Pepperoni Beef It Sausag	15.99
02	1	Large Thin Veg Lovr	15.99
03	2	Order Garlcknot	11.98
04	2	Order Cinn stX	9.00
05	1	two litR Mt Dew	2.75
06	1	two litR Pepsi	2.75
		COUPON (H2)	7.00
		Subtotal	51.46
		Balance Due	51.46

Amount Tendered
Credit Card 51.46
Change 0.00

NOW HIRING!!
jobs.pizzahut.com

SEE BACK OF RECEIPT FOR AN OFFER

SEE BACK OF RECEIPT FOR AN OFFER

SEE BACK OF RECEIPT FOR AN OFFER

SEE BACK OF RECEIPT FOR AN OFFER

CREDIT \$2.06
USING MASTER CARD AT
PIZZA HUT (BOARD MEETING)

Connie's Card

573-346-3713

VV1078988708901

gas for Van

washed Van

DATE 09/17/19 10:57
TRAN# 9035572
PUMP# 03
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 11.848
PRICE/G: \$ 2.229
FUEL SALE \$ 26.41
CREDIT \$26.41

MasterCard
CARD ENTRY: SWIPE
*****1859
BAKER/CONNIE L

Auth #: 66039E
Resp Code: 00
Stan: 0527968942

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

SITE ID:
VV1078988708901

THANK YOU
HAVE A NICE DAY

Sales Receipt

Transaction #: 82163
Date: 9/17/2019 Time: 2:29:32 PM
Cashier: TabithaT Register #: 1

Item	Description	Amount
90753719043634-60		\$73.95
Discount code: DEA		

Sub Total	\$73.95
State Tax	\$0.00
County Tax	\$0.00
EPA Tax	\$0.00
Total	\$73.95

Credit Card Tendered \$73.95
Card: XXXXXXXXXX1859
Auth: 69324E
Change Due \$0.00

New Battery



82163

Thank you for shopping at
Ellis Battery

We hope you'll come back soon!

Receipt required for returns within 30 days
All In-Store Sales Subject to 3% Service Fee

WELCOME TO
LAKE OASIS 1
321 N BUS. 5
CAMDENTON MO 65020
573-346-3713
VV1078988708901
NBS

< DUPLICATE RECEIPT >

Description	Qty	Amount
CW ADJUST	1	5.00
Subtotal		5.00
Tax		0.00
TOTAL		5.00
CREDIT \$		5.00

CARD ENTRY: INSERT
CARD TYPE: MasterCard
Card Name: BAKER/CONNIE L
Acct/Card #: *****1859
TRANSACTION TYPE: SALE
MasterCard

AUTH MODE: ISSUER
AID: A0000000041010
TVR: 0000008000
TSI: E800
IAD:
01106070012200008C2300000000000000FF
ARC: 00

Auth #: 60337E
Resp Code: 00
Stan: 0527968949

SITE ID: VV1078988708901
MERCHANT COPY

Connie Baker

SIGNATURE
I AGREE TO PAY TOTAL AMOUNT ACCORDING TO
CARD ISSUER AGREEMENT.

ST# LAKED TILL XXXX DR# 1 TRAN# 1025414
CSH: 2

Connie's Card

CAMDENTON
 625 W US HIGHWAY 54
 CAMDENTON, MO 65020-9998
 281242-0020
 (800)275-8777
 09/19/2019 04:20 PM

Product	Qty	Unit Price	Price
PM 2-Day (Domestic) (SPRINGFIELD, MO 65804) (Weight:0 Lb 15.20 Oz) (Expected Delivery Day) (Saturday 09/21/2019)	1	\$7.35	\$7.35
Certified (USPS Certified Mail #) (70140150000127829795)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940240648079003988)			\$2.80
First-Class Mail® Letter (Domestic) (CAMDENTON, MO 65020) (Weight:0 Lb 0.60 Oz) (Estimated Delivery Date) (Saturday 09/21/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70140150000127829801)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940240648079003971)			\$2.80
First-Class Mail® Letter (Domestic) (MACKS CREEK, MO 65786) (Weight:0 Lb 0.60 Oz) (Estimated Delivery Date) (Saturday 09/21/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70140150000127829818)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940240648079003964)			\$2.80

Total: \$27.35

Credit Card Remitd
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX1859)
 (Approval #:69541E)
 (Transaction #:870)
 (AID:A0000000041010)
 (AL:MasterCard)
 (PIN:Not Required)

\$27.35

Chip)

7014 0150 0001 2782 9795

7014 0150 0001 2782 9801

7014 0150 0001 2782 9818

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

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

SPRINGFIELD, MO 65804

Postage	\$7.35	
Certified Fee	\$3.50	\$2.80
Return Receipt Fee (Endorsement Required)	\$0.00	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00	\$0.00
Total Postage & Fees	\$7.35	\$

0020
12
Postmark Here
SEP 19 2019
09/19/2019

See Reverse for Instructions

transfer

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

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

CAMDENTON, MO 65020

Postage	\$7.35	
Certified Fee	\$3.50	\$2.80
Return Receipt Fee (Endorsement Required)	\$0.00	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00	\$0.00
Total Postage & Fees	\$7.35	\$

0020
12
Postmark Here
SEP 19 2019
09/19/2019

See Reverse for Instructions

30 Day

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

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

MACKS CREEK, MO 65786

Postage	\$7.35	
Certified Fee	\$3.50	\$2.80
Return Receipt Fee (Endorsement Required)	\$0.00	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00	\$0.00
Total Postage & Fees	\$7.35	\$

0020
12
Postmark Here
SEP 19 2019
09/19/2019

See Reverse for Instructions

30 Day

Connie's Card

Discharge
#



=====

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
09/20/2019 04:15 PM

=====

Product	Qty	Unit Price	Price
PM 2-Day (Domestic) (FARMINGTON, MO 63640) (Weight: 2 Lb 12.80 Oz) (Expected Delivery Day) (Monday 09/23/2019)	1	\$8.30	\$8.30
Certified (USPS Certified Mail #) (70140150000127829832)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940240648079003940)			\$2.80
PM 2-Day Med FR Box (Domestic) (ROLLA, MO 65401) (Flat Rate) (Expected Delivery Day) (Monday 09/23/2019)	1	\$14.35	\$14.35
Certified (USPS Certified Mail #) (70140150000127829825)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940240648079003957)			\$2.80
Total:			\$35.25

=====

Credit Card Remitd \$35.25

(Card Name: MasterCard)
(Account #: XXXXXXXXXXXX1859)
(Approval #: 64558E)
(Transaction #: 317)
(AID: A0000000041010 Chip)
(AL: MasterCard)
(PIN: Not Required)

Includes up to \$50 insurance

7014 0150 0001 2782 9825

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

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

OFFICIAL USE

Postage	\$8.30
Certified Fee	\$3.50
Return Receipt Fee (Endorsement Required)	\$2.80
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$14.60

Sent To: Rolla Regional Office
Street, Apt. No.,
or PO Box No. 105 Fairgrounds Road
City, State, ZIP+4 Rolla MO 65401

PS Form 3800, August 2006 See Reverse for Instructions

7014 0150 0001 2782 9825

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

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

OFFICIAL USE

Postage	\$14.35
Certified Fee	\$3.50
Return Receipt Fee (Endorsement Required)	\$2.80
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$20.65

Sent To: St. Francois County Board
Street, Apt. No.,
or PO Box No. P.O. Box 652
City, State, ZIP+4 Farmington MO 63640

PS Form 3800, August 2006 See Reverse for Instructions



Connie's Card Office Supplies

See back of receipt for your chance
to win \$1000 ID #:7N7B2MZ6C1



573-346-3588 Mgr: PAUL GARDNER
94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 004940	TE# 05	TR# 09838	
CM CRMR ORG	005000030302	F		5.75 0
GV .5L WATER	007874227909	F		3.98 0
GV .5L WATER	007874227909	F		3.98 0
HOT COCOA	007874215465	F		4.88 0
DUR ALK 9V2	004133321601			7.98 0
16GB 2.0 2PK	068113128300			7.88 0
LOC ULTRALIQ	007934068969			3.47 0
Z-GRIP BLK	004588822218			5.92 0
STOOL	004468131020			14.43 0
EQUATE GLOVE	068113116174			4.98 0
EQUATE GLOVE	068113116174			4.98 0
GV PREM 18MR	007874221044			12.97 0
SPK 6 DBL PR	003040022094			6.44 0

— a w batteries
— flash drive
— ink pens
— bot Liqa
— TP

SUBTOTAL 87.64
TOTAL 87.64
MCARD TEND 87.64

MasterCard **** * 1859 1 21
APPROVAL # 69493E
REF # 1042000314
AID A0000000041010
TC 8A954D101182E718
TERMINAL # SC010653
*NO SIGNATURE REQUIRED

09/27/19 11:39:49
CHANGE DUE 0.00

ITEMS SOLD 13

TC# 1517 9801 7353 3612 4505



09/27/19 11:40:02
CUSTOMER COPY



Connie's Card

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
10/02/2019 04:25 PM

Product	Qty	Unit Price	Price
PM 2-Day (Domestic) (VERSAILLES, MO 65084) (Weight:3 Lb 12.80 Oz) (Expected Delivery Day) (Friday 10/04/2019)	1	\$8.75	\$8.75
Certified (USPS Certified Mail #) (70140150000127829856)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784891)			\$2.80
PM 2-Day (Domestic) (ROLLA, MO 65401) (Weight:2 Lb 13.80 Oz) (Expected Delivery Day) (Friday 10/04/2019)	1	\$8.30	\$8.30
Certified (USPS Certified Mail #) (70140150000127829849)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940240648079003933)			\$2.80
Total:			\$29.65

Credit Card Remitd \$29.65
(Card Name:MasterCard)
(Account #:XXXXXXXXXX1859)
(Approval #:65090E)
(Transaction #:999)
(AID:A0000000041010 Chip)
(AL:MasterCard)
(PIN:Not Required)

Includes up to \$50 insurance

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

7014 0150 0001 2782 9849

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 65401 **OFFICIAL USE**

Postage	\$3.50	
Certified Fee	\$2.80	
Return Receipt Fee (Endorsement Required)	\$0.00	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$14.60	

Sent To
Rolla Regional Office
Street, Apt. No. or PO Box No. 105 Fairgrounds Road
City, State, ZIP+4
Rolla, MO 65401
PS Form 3800, August 2006 See Reverse for Instructions

Paper cho

7014 0150 0001 2782 9856

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

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

VERSAILLES, MO 65084 **OFFICIAL USE**

Postage	\$3.50	
Certified Fee	\$2.80	
Return Receipt Fee (Endorsement Required)	\$0.00	
Restricted Delivery Fee (Endorsement Required)	\$0.00	
Total Postage & Fees	\$15.05	

Sent To
Morgan County SBA Board
Street, Apt. No. or PO Box No. 105 N. Fisher
City, State, ZIP+4
Versailles, MO 65084
PS Form 3800, August 2006 See Reverse for Instructions

Resolutions 2019-38,
2019-39, 2019-40,
2019-41, 2019-42,
2019-43, 2019-44, &
2019-45



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-38

STRATEGIC PLAN 2020 – 2022

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to create, adopt, and publish an Agency Strategic Plan for Fiscal Years 2020 to 2022.
2. That the Board hereby adopts the Strategic Plan as presented in Attachment “A” hereto.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2019-38



**Strategic Plan: 2020 to 2022
Camden County Senate Bill 40 Board,
dba Camden County Developmental
Disability Resources**

CCDDR Strategic Plan: 2020 – 2022

Introduction

The Board of Directors and Staff of the Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources (CCDDR) developed this strategic plan in an effort to promote the development of new programs and services for Camden County citizens with intellectual and developmental disabilities. It provides CCDDR with a three-year roadmap for supports, services, and organizational development. The Board of Directors and staff will review progress periodically and will update the plan as needed.

This plan was developed with broad involvement and guidance from the Board of Directors and staff. The Administrative Team includes the Executive Director, the Director of Services and Supports, the Accounting Manager, TCM Supervisors, Community Programs and Relations Manager, Community Resource Specialist, and the Compliance Manager. This team meets regularly to reflect on the mission, vision, core operating values, and assumptions underlying the organization's approach to its work. These meetings set the stage for work sessions of the full Board during which the organization's strategic direction is managed and defined. The team helps coordinate the planning process and provides important support and analysis to complete this plan.

CCDDR has monitored environmental needs and conditions, which includes ongoing internal organizational assessments, interviews with community stakeholders, and reviews of demographic and market data. The environmental and organizational assessments help CCDDR assess both the challenges and opportunities it is likely to encounter over the next three years and set the context for the choices reflected in this strategic plan.

Executive Summary

Background and History

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

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

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

Direction and Results

The strategic direction and goals included in this plan are CCDDR's response to its understanding of what its clients value most about the organization and current opportunities or challenges for offering a high-quality system of support in the community for individuals with intellectual and/or developmental disabilities.

The three-year period of this strategic plan will be a time of assessing and deepening CCDDR's approaches to its work. Concurrently, CCDDR will take more of a leadership role in working with a broader array of community resources, and it will seek to actively engage with more service provider agencies; collaborate with community members, volunteers, and leaders; establish partnerships with local non-profits, municipalities, county government, and businesses; educate the community about its purpose and mission; and promote the development of new programs and services.

With a fresh perspective on its mission, understanding what it does well, and the environment in which it operates, CCDDR will pursue the following strategic direction:

- CCDDR will review and expand its existing services and the availability of direct supports in Camden County over time to ensure that they are state-of-the art for working effectively with children and adults with intellectual and/or developmental disabilities
- CCDDR will further assess client and community needs to identify gaps or needed shifts in service delivery – this assessment will serve as the basis for expanding or adding new services
- CCDDR will take a leadership role in working with a range of service providers (not just intellectual and/or developmental disability providers and maybe some outside of the county) to identify and meet the needs of children and adults with intellectual and/or developmental disabilities
- CCDDR will explore the feasibility of expanding the organization's visibility in the community and making greater use of community volunteers, partnerships, and service providers
- CCDDR will emphasize building its discretionary financial resources to invest in providing quality services

Goals

The following goals for CCDDR over the next three years are the organization's response to the important issues identified in the assessment of environmental needs and conditions throughout the strategic planning process. These goals provide a roadmap for fulfilling the strategic direction.

Service Delivery

CCDDR will provide model supports for individuals with intellectual and/or developmental disabilities and their families, either directly or through partnerships with or referrals to other service providers in the following areas:

- Community employment opportunities
- Recreation and leisure activities
- Residential support
- Family and community support and education
- Transportation
- Expansion of direct support services

Human Resources

CCDDR will develop a stable, highly qualified and motivated workforce that actively delivers the organization's mission.

Resource Development

CCDDR will be a highly visible, well-respected organization that will attract increased numbers of partnering agencies. Successful implementation of this strategic plan will result in more quality supports and services delivered to individuals, more individuals welcomed in the community and actively involved in community life, and a broader array of resources in the community valuing and supporting children and adults with intellectual and/or developmental disabilities. The ultimate result CCDDR aspires to achieve is far beyond high quality supports and services for individuals with intellectual and/or developmental disabilities. It is about changing community conditions that make full community life possible for every person.

Organization of the Strategic Plan

As noted above, this strategic plan is intended to be a management tool for CCDDR. This plan has two purposes. First, it presents the most comprehensive compilation of the plan and its component parts, which serves as a record of the strategic planning process and the decisions reached by the Board of Directors and staff. Second, it is a reference guide for strategic planning. Each section includes a definition of the component part with additional notes about how CCDDR can use the information in the plan. In the future, CCDDR may choose to produce a summary version of the plan for distribution to its primary and supporting partners and other stakeholders.

Vision

Context

Greater acceptance and full inclusion by the community, improved services, improved supports, and more prevalent, helpful technology will add to the quality of life for children and adults with intellectual and/or developmental disabilities. At the same time, because of caseload growth, the aging of the population, and higher incidences of multiple diagnoses, the needs of individuals with intellectual and/or disabilities and their families will remain extensive and varied. While significant strides will have been made in people's acceptance of individuals with intellectual and/or developmental disabilities, there will be an on-going push for community inclusion and participation. Finally, individuals with intellectual and/or developmental disabilities and their families will control more of the resources and decisions about who provides them with help and support. They should have many options from which to choose.

Role and Program Services

CCDDR is the leader in identifying needs and bringing together all kinds of resources and services for all children and adults with intellectual and/or developmental disabilities and their families in the county to support full, long-term community inclusion and participation. Specifically, CCDDR will:

- Lead a collaboration of providers and community organizations and programs (including non-intellectual and/or non-developmental disability resources) in the county and from surrounding areas, as appropriate, in identifying needs and gaps in services
- Promote cutting-edge, model services that meet identified gaps and are of the highest quality

- Collaborate with and make referrals to other high-quality service providers
- Lead many advocacy efforts to ensure services are provided either by CCDDR or other providers
- Facilitate financial planning to help create long-term financial security for CCDDR clients

CCDDR plays a leadership role in advocating at all levels of government, the private sector, and the public at large for full inclusion and participation in the community. CCDDR encourages and supports individuals with intellectual and/or developmental disabilities and their families in pursuing this advocacy agenda.

Funding Sources

While the TCM contract and property tax levy will still be significant sources of funding, CCDDR will attempt to develop a robust and innovative fundraising program through its community collaborations and partnerships to secure resources from private, including individuals and business, and public sources.

Mission

Mission Statement

CCDDR’s mission is: “We provide persons with developmental disabilities the necessary tools to achieve self-determined lives, while ensuring quality services”.

This statement reflects two dimensions that define the purposes of the organization and its intended contributions to improving the lives of children and adults with intellectual and/or developmental disabilities served through its efforts. The two dimensions are:

1. Achieving means ensuring individuals with intellectual and/or developmental disabilities have the right combination of support and opportunity to experience their own individual potential.
2. Full community life means the opportunity for every individual with intellectual and/or developmental disabilities to actively participate with their family, friends, co-workers and other valued relationships in creating a life that is joyful and fulfilled.

CCDDR supports children from birth to adults through their senior years.

Core Operating Values

Caring Attitude – CCDDR demonstrates compassionate support and concern for individuals with intellectual and/or developmental disabilities and their families. As a part of this caring attitude, we educate and inform individuals and their families.

Responsiveness – CCDDR finds solutions which meet the needs and preferences of individuals with intellectual and/or developmental disabilities and their families through direct service or referrals to other providers.

Respectfulness – CCDDR honors the choices of individuals with intellectual and/or developmental disabilities, encouraging people to take control over their own lives, and helps to shape these choices based on what is important to each individual. We respect the families’ role in shaping these

choices as well.

Individualized Support – CCDDR knows individuals' needs vary significantly and can change over time; we seek to understand each individual and co-create the right supports for each person's development. We promote the concept of individual self determination in planning and implementing services. We respect and promote the recognition of individual dignity and self-worth.

Diversity – CCDDR understands individuals with intellectual and/or developmental disabilities are part of all races, ethnicities, and religions; we seek to assist as many people as our financial resources support.

Integrity and Accountability – CCDDR has the highest level of integrity in its administrative, service, and outreach activities; we tie these activities directly to our mission, and we maintain and report our records accurately. We promote accountability to the taxpayers with respect to the prudent use of tax funds, and we promote accountability to individuals and family members with regard to the effectiveness and quality of services funded and/or provided.

State of the Art Practices – CCDDR aims for excellent, high quality, state-of-the-art approaches individuals with intellectual and/or developmental disabilities and their families can always count on to be there.

Partnerships – CCDDR works with a wide variety of partners and advocates to achieve the highest quality of services. We recognize the value and synergy of partnering with affiliated agencies in working to better the lives of persons with intellectual and/or developmental disabilities. We believe that our community thrives when all individuals become capable of participating in the spectrum of community life.

Advocacy – CCDDR educates the public and advocates for the long-term best interests of individuals with intellectual and/or developmental disabilities and their families.

Financial Sustainability – CCDDR believes its work as an advocate and service provider will be needed for many years into the future. Therefore, we strive to deliver on our mission with thoughtful strategic choices which ensure we have sufficient financial resources.

Underlying Service Assumptions

All of CCDDR's services and the way it goes about its work are based on fundamental beliefs of the best ways to support individuals with intellectual and/or developmental disabilities. CCDDR believes:

- All individuals have equal rights
- All individuals have strengths and assets
- It is possible to make a positive difference in the lives of children and adults with intellectual and/or developmental disabilities
- Individuals thrive when they make their own choices
- Individuals with intellectual and/or developmental disabilities are capable of and have the right to make their own decisions – this is especially true for adults, who are better prepared to make decisions in their own best interest
- We listen when individuals with intellectual and/or developmental disabilities speak for themselves,

- and offer assistance to help make realistic choices
- Individuals with intellectual and/or developmental disabilities deserve the same opportunity to participate in their community as other individuals, including equal access to transportation, education, jobs, medical care, recreation, and housing
- Engaging and participating in community life has a positive impact on individuals with intellectual and/or developmental disabilities
- Individuals with intellectual and/or developmental disabilities enrich their lives and make positive contributions by participating in their communities
- Individuals with intellectual and/or developmental disabilities are valuable members of their communities
- The health and safety of individuals with intellectual and/or developmental disabilities are essential to effectively participate in their communities
- CCDDR exists to support and ensure individuals with intellectual and/or developmental disabilities have full community participation
- Well-trained and motivated staff makes a difference in the lives of individuals with intellectual and/or developmental disabilities
- Supporting individuals with intellectual and/or developmental disabilities and their families in their own advocacy efforts will yield long-term improvements in their quality of life
- Supports and services are designed first and foremost for individuals with intellectual and/or developmental disabilities
- CCDDR recognizes the importance of the family's role in the development and support of individuals with intellectual and/or developmental disabilities throughout their lives

S.W.O.T. Analysis

The following is a brief summary of strengths, weaknesses, opportunities, and threats highlighted by the Board and staff of CCDDR. They represent a small portion of the ongoing environmental and organizational assessments by the Administrative Team.

Strengths

CCDDR's key strengths include the organization's demonstrated ability to provide high quality, necessary services, which help individuals with intellectual and/or developmental disabilities live a successful life in the community. Staff is committed, and the services and programs offered are monitored for quality. When there is a challenge, the organization meets it through innovation. CCDDR has an excellent reputation and is looked to by other service providers as a leader.

Weaknesses

CCDDR's significant growth has led to human resource challenges and agency "growing pains". There has and will continue to be a need for the improved use of technology. There are significant challenges with the development and implementation of new programs, including community employment supports, transportation, community employment training, inaccuracies in statistical data, and insufficient statistical data. The need for additional direct support providers, more community partnerships, and more community education are significant barriers to meeting positive outcomes and successful program implementations.

Opportunities

The opportunities considered most important include:

1. Community Employment: Community acceptance and the opportunity for further inclusion through employment are critical. There is an increased emphasis on inclusion at schools and increased openness by employers to hire individuals with intellectual and/or developmental disabilities. These changes make CCDDR's philosophy more prevalent and may increase demand for its services and opportunities for employment and inclusion.

Opportunity: Greater inclusion raises the community's consciousness to see individuals with intellectual and/or developmental disabilities as untapped resources. This can change the outlook at schools and career or technical programs, which can help teach the skills necessary for independence and economic stability. CCDDR could do more to educate and be responsive to those who are interested. Expanded training for individuals, prospective employers, and other community resources are vital.

2. Community Inclusion: There is an ongoing need for social and recreational opportunities for individuals with intellectual and/or developmental disabilities, including opportunities after the workday, weekends, and holidays.

Opportunity: Increased social and recreational activities will improve the quality of life and community contact. To be successful, CCDDR could develop even greater partnerships with municipal, county, state, and federal parks and recreations (or similar) departments, as well as other agencies and the general community. These activities can promote and inspire new community partnerships. At present, there is little to no funding for expanding these services, so this will need to be addressed.

3. Community Outreach: Increased visibility and presence in the community could lead to greater access to potential community partners and other resources. The county has a wide range of educational resources, including State Fair Community College and Columbia College, which has students interested in working with individuals with intellectual and/or developmental disabilities—both of which could be better tapped.

Opportunity: CCDDR could expand its community resource program to promote and inspire additional community partnerships. Expansion should include celebrating and recognizing community partners' efforts. Having more community partners can help increase successful program implementation, social capital, and fundraising activities. At the same time, others may look more closely at the quality of services provided within the community.

4. Caseload Growth: An increasing county population is likely to reflect an increase in the number of individuals with intellectual and/or developmental disabilities needing services. The increasing number of children with autism, aging family support providers (specifically "baby-boomers"), changes in eligibility criteria, and expanded community education and awareness will also increase CCDDR's caseloads.

Opportunity: CCDDR will need additional and/or different skill sets, information, and facilities to accommodate the growing, diverse needs of individuals and families. More direct support providers will be needed as well to serve these new populations. Educating the community and families will be a vital part in taking a progressive approach to a growing population of individuals with intellectual and/or developmental disabilities.

5. Residential Support: There is an increased need to provide in-home support services and promote community inclusion. Current state and federal programs promote home and community based support systems. A substantial number of individuals and their families could live more

independently within the community if resources were available.

Opportunity: CCDDR could expand its housing support programs and partnerships to assist individuals with intellectual and/or developmental disabilities and their families live within private sectors of the community. Promoting awareness and the need for new, affordable housing development utilizing universal design concepts will encourage community participation, develop community partnerships, and provide community inclusion, while at the same time expanding the choices of where and how individuals would prefer to live within the community.

6. Transportation: Camden County is a predominantly rural community with limited public transit access. Transportation in rural communities has always been a challenge. Transportation is vital to employment, community inclusion, and successful new program development. Current transportation providers are restricted on where, when, and how often they transport individuals.

Opportunity: CCDDR could assist in expanding public transit access, which could offer more transportation to community activities, community employment, and other important activities or appointments. The expansion of public transit programs could include partnerships with other area agencies and could be funded through a combination of resources. The frequency and type of public transit services could be challenging due to the county's vast rural road and highway systems.

7. Expanding Direct Support Services: There is currently a deficiency in the number of direct support services and direct support providers for individuals with intellectual and/or developmental disabilities residing in Camden County. As caseloads and the client population increases, the need for direct support services will increase as well. Home and community-based programs offer a wide variety of potential services available to individuals with a limited availability of direct support providers.

Opportunity: CCDDR could expand its efforts to attract more direct support providers. The higher demand for services and service provider options offer additional opportunities to create and expand new programs with subsequent funding available through home and community based waivers to support and sustain direct support services. The Partnership for Hope Waiver allows county Senate Bill 40 agencies to authorize direct services almost immediately after the Waiver slot is approved and could be the primary source of funding to sustain direct support services programs. CCDDR can also establish new partnerships with agencies not currently operating in Camden County.

Other opportunities mentioned included:

- Expanding respite services
- Expanding services for youth transitioning to adulthood
- Providing benefit education and/or counseling services
- Expanding the utilization of MO ABLE accounts
- Expanding collaborations for dual-diagnosis individuals

Threats

The threats considered most important included:

1. Dependence on state and federal funding: The demand for new services in a growing population puts a strain on state and federal funding. Annual state funding appropriations get tougher each year since state revenues cannot keep up with the increase in demand for services. Federal portions of the funding streams are changed each year and can put

additional strains on state funding if the federal portions are reduced. The current reduction in funding new Waiver slots in favor of improving provider rates has prompted the creation of waiver wait lists, which are growing rapidly.

Threat: CCDDR needs to assess the real demand for services and be prepared to explore other opportunities for generating revenue. CCDDR's current tax funding base does not increase enough annually to accommodate substantial caseload growth and additional support service costs. CCDDR's other main source of funds, TCM services revenue, also relies on state and federal funding appropriations (Medicaid-eligible individuals) as well as SB 40 tax funds (Medicaid-ineligible individuals). Recent concerns about a TCM rate reduction have been raised, and a rate reduction would detrimentally affect CCDDR operations. The TCM rate is a standard rate for all TCM providers and is currently based on a statewide compilation of expenses divided by the statewide compilation of TCM units provided, which has not shown to justify the current TCM rate even though CCDDR's individual agency reporting reflects justification. The Department of Mental Health, Division of Developmental Disabilities (DMH/DD), is proposing the use of periodic rate studies in lieu of the current rate calculation method and will be introducing this option to the Centers for Medicare and Medicaid Services (CMS). DMH/DD's most recent rate study does show the current TCM rate to be within the high and low rate bounds; therefore, DMH/DD will also be requesting the current rate remain the same. However, CMS may not approve either request in its review and consideration.

2. Staffing challenges and the cost of providing good care: It is hard to maintain a competent staffing pool, including staff that can speak multiple languages.

Threat: Although increased efficiency and technology may help, historically high turnover amongst direct support staff within existing direct support agencies leads to increased costs. To respond, CCDDR needs to promote collaborative fund-raising activities for non-profit providers, progressive opportunities for provider growth, improvements in state payment structures for support providers, and the value of disability support professionals within communities; however, rate inequities and increases can only be addressed and approved through the state's annual budgeting process.

Other threats include:

- The aging population, which means an increased number of aging caregivers and individuals with intellectual and/or developmental disabilities
- Non-profits competing for funds – volunteers and donors may not be engaged forever with a single non-profit agency
- Employment for persons with disabilities, especially in bad economic times, gets very difficult
- Community participation in housing programs, housing market trends, and new housing development barriers
- The increase in minimum wage will further strain provider resources unless rates are stabilized and/or increased

Strategic Direction

Based on the Board of Directors' understanding of CCDDR's mission, core values, and the S.W.O.T. analysis, the next three years will be a time of assessing and deepening its approaches to its work. Concurrently, CCDDR will take more of a leadership role in working with a broader array of community resources:

- CCDDR will review its existing services over time to ensure they work effectively for individuals with intellectual and/or developmental disabilities and their families, while emphasizing client

decision-making, community participation, and community inclusion – CCDDR is committed to ensuring that all programs are exemplary

- CCDDR will further assess client and community needs to identify gaps or opportunities for shifts in service delivery – this assessment will serve as the basis for promoting services
- CCDDR will take a leadership role in working with a range of providers (not just intellectual and/or developmental disability providers or providers within the county) to identify and meet the needs of individuals (CCDDR will serve as a service “broker” when necessary – the focus will be to ensure an expanded choice of quality services)
- CCDDR will expand the organization’s visibility in the community and make greater use of community partnerships
- The organization will develop and support a network of volunteers, be more active and visible in a wide range of community initiatives, highlight the positive role individuals with intellectual and/or developmental disabilities are playing in the community, and establish strong support for community participation throughout the broader community
- CCDDR will emphasize an investment in community inclusion and expanded access to community resources, which will benefit a greater number of individuals with intellectual and/or developmental disabilities

Goals

In order to pursue the strategic direction described above, CCDDR will fulfill the following goals and objectives.

Service Delivery

CCDDR will provide model supports for individuals with intellectual and/or developmental disabilities and their families, either directly or through partnerships with or referrals to other service providers in the following areas:

- Community employment opportunities
- Recreation and leisure activities
- Residential support
- Family and community support and education
- Transportation
- Expansion of direct support services

Objectives:

A. Community Employment Opportunities

- CCDDR will collaborate with community employment support providers in order to establish a comprehensive community employment network
- CCDDR will collaborate and partner with local businesses to recruit and hire individuals with intellectual and/or developmental disabilities
- CCDDR will engage with its clients and their families to ensure career goals are recognized and career path choices are respected

B. Recreation and Leisure Activity

- CCDDR will sponsor recreational and leisure activities for its clients in order to promote and enhance community inclusion
- CCDDR will partner with other non-profit agencies, community businesses, schools, and direct support providers in order for its clients to participate in scheduled community activities

C. Residential Support

- CCDDR will continue the Housing Voucher Program; continue to partner with a Missouri Ozarks Community Action, Inc, to perform scheduled Housing Quality Standards inspections of the housing inventory; continue to seek collaborations with community stakeholders to provide a healthy inventory of safe, decent, sanitary, accessible, and affordable housing from which individuals can choose; and continue to assist with individuals' transition to independence within the community
- CCDDR will continue to administer a transitional housing program, which will provide emergency shelter for its clients who are displaced and need temporary housing as well as a means to prepare individuals for transition into stable housing, employment, and/or direct support services

D. Family and Community Support and Education

- The internal operating structure will be enhanced to increase available time to support individuals and their families as well as maximize efficiencies in using the organization's resources
- Client and community needs will be reviewed and assessed to identify gaps or opportunities for shifts in service delivery
- National, state, and local trends and model practice information will be reviewed and assessed to identify gaps or opportunities for shifts in service delivery
- CCDDR will advocate for and sponsor community support organizations designed to create social capital networks for individuals and their families

E. Transportation

- CCDDR will utilize public entities, transportation providers, direct support providers, community residents, volunteer networks, and other partnering agencies to assess, develop, and implement additional public transit services for its clients and their families
- CCDDR will seek external funding sources to help expand, implement, and sustain viable and reliable public transit systems

F. Expansion of Direct Support Services

- CCDDR will seek out and collaborate with new and existing support providers in order to expand and establish a local comprehensive network with a diverse array of services and/or supports

Human Resources

CCDDR will develop a stable, highly qualified and motivated workforce that actively delivers the organization's mission.

Objectives:

- CCDDR will improve its capacity to attract and retain qualified staff
- All staff will thoroughly understand the meaning of the mission and how their job contributes to achieving it
- CCDDR's professional development program will continue to strengthen and expand administrative, supervisory, support coordination, and new program development capacity
- CCDDR's community resource program will continue to strengthen and expand community partnerships and its clients' social capital

Community Resource Development

CCDDR will be a highly visible, well-respected organization that attracts increased numbers of community partners and higher levels of contributions to service and support operations.

Objectives:

A. Visibility

- CCDDR staff and Board members will actively engage in civic, professional, and other non-profit organization activities, meetings, and functions
- CCDDR will use strategic communication to promote community partnerships and new program development
- CCDDR will utilize public service announcements, social media, and Web site development to educate the community and promote participation or support for new programs
- CCDDR will expand its presence to include statewide and nationwide participation in stakeholder conversations, new program initiatives, regulatory guidance, and service delivery methods

B. Community Partnerships

- CCDDR will increase the number of community partners who are involved in all activities
- CCDDR will expand its awareness and community partnership development program, which will include education, training, response, and recognition
- CCDDR will continue to partner with community agencies, businesses, and individuals, which will enhance existing services and supports and help create new services and supports

Strategic Action Plan Focus by Year

The following is a summary of the anticipated major focus of activities by goal (in addition to on-going operations) for the CCDDR Board of Directors and staff in each year of the strategic plan.

Goal	Objectives	2020	2021	2022
Service Delivery	Community Employment Opportunities	Expand Capacity	Ongoing	Ongoing
Service Delivery	Recreation and Leisure Activity	Expand Capacity	Ongoing	Ongoing
Service Delivery	Residential Support	Expand Capacity	Ongoing	Ongoing
Service Delivery	Family and Community Education and Support	Expand Capacity	Ongoing	Ongoing
Service Delivery	Transportation	Expand Capacity	Ongoing	Ongoing
Service Delivery	Expansion of Direct Support Services	Expand Capacity	Ongoing	Ongoing
Human Resources	All	Ongoing	Ongoing	Ongoing
Resource Development	Visibility	Expand Capacity	Ongoing	Ongoing
Community Resource Development	Community Partners	Expand Capacity	Ongoing	Ongoing



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-39

FISCAL YEAR 2020 BUDGET

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

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

WHEREAS, Chapter 67 RSMo outlines specific requirements for a political subdivision’s budgets and also requires that a Fiscal Year Budget for the following year must be approved and recorded by a political subdivision.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, concludes that the Executive Director has proposed a 2020 Fiscal Year Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the 2020 Fiscal Year Budget for final review and approval by the Board; the 2020 Fiscal Year Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
2. That the 2020 Fiscal Year Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to
Resolution 2019-39

CamdenCounty Senate Bill 40 Board
dba Camden County Developmental Disability Resources (CCDDR)
Budget Summary
FY 2020 Budget

Budget Overview

Income

Tax Levy Revenue is expected to increase only slightly in 2020. The increase in the projected 2020 Tax Levy Revenue compared to the 2019 Tax Levy Revenue is estimated to be approximately 0.46%. Exact billings were unavailable from Camden County at the time the budget was produced; therefore, tax revenue was based on the most recently published Camden County Assessor's reports.

Targeted Case Management (TCM) Revenue will fluctuate with the number of total caseloads; however, total caseload counts are projected to stabilize. Caseload was originally projected to be minimal in 2019; however, growth continued at a rate of approximately 2%. CCDDR currently serves approximately 50% of the estimated I/DD population in Camden County, which is higher than the 36% average statewide. It is not anticipated there will be much caseload growth in 2020; however, a continued growth rate of 2% is quite possible. The current TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DD), has historically utilized Uniform Cost Reporting to determine the TCM rate; however, DMH/DD contracted with Mercer to perform a rate study in preparation for the upcoming Missouri Medicaid State Plan renewal in 2020 (submitted to the Centers for Medicare and Medicaid Services, aka "CMS", occurs every 10 years). The study indicated the current rate is within the high and low bounds of the determined range and will propose using rate studies to determine the TCM rate in the future. DMH/DD will request that the current rate remain in effect and will request eliminating the Uniform Cost Reporting; however, it is unknown as of yet if CMS will approve the proposals.

In 2017, the TCM Contract allocation calculation, aka "cap", in the contract with DMH/DD was changed to 35 caseloads per Support Coordinator with the maximum billable hours set at 120 per month. DMH/DD's review of billed TCM claims is determined quarterly and finalized at the end of the State Fiscal Year. It is anticipated CCDDR will exceed this "cap" when the final State Fiscal Year totals are provided, which is usually in June or July. Current State budget woes are consistently prompting demands for cuts and/or limited funding requests from each State department, which could ultimately impact DMH/DD's ability to pay for TCM services. In State Fiscal Year 2019, the approved State budget was lower than the projected total TCM Contract allocation calculation; however, a supplemental request restoring the \$1.5 million core cut was submitted and approved by the legislature. No monies were owed to DMH/DD for exceeding the cap in 2019 because there were monies remaining from previous years' carryovers coupled with the approved supplemental request; however, it is still entirely possible CCDDR could owe more than the final calculation derived from the allocation formula if the total amounts billed by TCM agencies statewide is significantly higher than the approved State TCM budget.

DMH/DD's requirement to provide Support Coordination services to individuals not participating in the State's Medicaid or other State-only funded programs was discontinued in 2018. TCM entities have the option to continue providing services if they so desire. CCDDR continues to provide services to individuals not eligible to receive Medicaid or State-only funded services. CCDDR began separating

Medicaid TCM and non-Medicaid TCM services and associated costs in 2017. Non-Medicaid TCM service units are paid from the SB 40 tax funds at the same rate as Medicaid TCM service units.

Expenses

With the adoption of the Proprietary Funding Accounting System, Enterprise Fund Accounting Principle, in 2012, the Agency has embraced specific restricted equity funds to account for expenses on an ongoing basis. Specific funds will be restricted by the Board on an annual basis by two measures:

1. Specific expense accounts savings categorized by the Board in prior fiscal years will be recorded in current and future years to offset expenses incurred as a result of delayed billing or surplus funds to be utilized for the specific restriction criteria.
2. Expense accounts savings not categorized or re-categorized by the Board from positive cash flow in prior fiscal years by the Board will be recorded in current and future years to offset general operational costs, unanticipated changes in system deliveries negatively impacting budgeted items, expand programs or resources, make major purchases, or supplement the Agency's operational reserves requirements as needed.

These measures were implemented to prevent the over-commitment of Board funds and to continually account for actual remaining (if any) restricted fund balances that were identified for specific services or expenses. Expense accounts have been created to offset costs that were identified in a previous Fiscal Year so that current Fiscal Year line items are not exceeding approved totals and to identify surplus carryover for those additional expenses.

Traditional Medicaid Match expenses from prior years were scrutinized and significantly reduced by the Board between 2012 and 2014 so Tax Levy Revenue could be used for services and programs identified in Camden County as needing the funds to sustain or expand needed operations and to create new programs needed within the county. As a result of this proactive measure, the Board has been able to re-establish an acceptable Operational Reserve Fund and has been able to successfully maintain restricted funds accounts. Once the 2019 year-end unaudited financials are determined to be finalized, excess cash available, if any, will be identified and restricted appropriately by the Board. In 2016, CCDDR notified DMH/DD that the agency wished to terminate contributions to Traditional Medicaid Match contributions. In June of 2017, the Traditional Medicaid Match Agreement was terminated. The monies allocated for Traditional Medicaid Match expenses have been utilized in other expense categories.

At the beginning of 2012, there were approximately 140 individuals receiving TCM services from the Board. By year-end 2019, it is projected there will be approximately 360 individuals receiving services from the Board. As stated earlier, caseload counts in 2020 are projected to stabilize and growth is projected to be minimal. Measures have been implemented to offset reduced billings in the event service revenues do not aspire to the levels anticipated. Medicaid eligible clients peaked at 87% in 2015; however, the eligibility percentage reduced to 83% at the end of 2016. Significant efforts were undertaken by CCDDR staff beginning in 2017 to assist individuals in Medicaid redeterminations, which has helped to stabilize the Medicaid percentage between 84% and 85% in 2019. Efforts to assist individuals in maintaining Medicaid eligibility will be ongoing.

There are currently 19 full-time employees and 1 part-time employee working for CCDDR. The current part-time administrative employee will transition to the role of Support Coordinator in 2020. In 2017, salaries were adjusted and equalized with agencies of similar size so that employment retention and

attraction could be increased. An analysis in 2016 indicated that 11 of the 18 staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. The aforementioned positions represented 62% of CCDDR's current workforce. Another analysis occurred in 2019, with ongoing analyzations to occur every three years. The 2019 analysis clearly indicated CCDDR is paying its employees within the industry standards for agencies of similar size; however, CCDDR will continue to seek opportunities to enhance employee retention and stability.

According to the Bureau of Labor Statistics, the Consumer Price Index showed a 1.7% increase for the 12 months ending September. It is recommended that a 1.7% cost of living adjustment for employees be implemented in January of 2020. It is also recommended merit increases be implemented in 2020 since budget forecasts are favorable for supporting the increases in pay.

In State FY 2019, DMH/DD was forced to establish a "wait list" for Waiver services. Direct Support Provider rates are woefully inadequate and have been for several years. Monies which would have normally been allocated by the State Legislature to accommodate Waiver participant growth were reallocated to increase provider rates. There will be a limited number of new Waiver slots issued in the future, which could prompt special Board funding requests from clients/client families for those individuals who may be in crisis situations.

New Programs and Agency Developments

The Housing Voucher Program (HVP) was launched in January of 2014. This program still appears to be the only one of its kind for Senate Bill 40 Boards in the State of Missouri. The program was architected based on the Section 8 Choice Voucher Program as administered by the United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation are similar to the HUD Section 8 Choice Voucher Program; however, there are also certain distinct differences relative to the characteristics of Camden County I/DD clients and their families. Funding for the HVP comes from the SB 40 tax funds and only those Camden County residents who are eligible for and participate in TCM services are eligible for participation. HVP guidelines were changed in 2019, which reduced the number of eligible participants. There will be approximately 15 vouchers authorized for FY 2020, which is a reduction from 25 vouchers historically issued.

The Keystone property was purchased in July of 2014. Over the past four years, the Board restricted funds for improvements to the new facility. These improvements began in 2017 and will continue throughout 2020. A new roof system was installed at the 5,000 square foot Keystone facility and renovations to its front office portion were completed. New carpet was installed in the main area of the building, which is where trainings, activities, and Board meetings are held. Proposals will be sought for parking lot modifications in FY 2020, including solid parking spaces and accessibility walkways/ramps. There are approximately three acres on the property which could also be used for additional structural development. The front office portion of Keystone is currently leased to OATS. The monthly lease cost is waived so long as OATS continues to provide transportation services to CCDDR clients; however, OATS reimburses CCDDR for utility expenses.

At the Camdenton office, a new roof system was installed in 2019 and various other repairs were also completed. The number of parking spaces is severely limited and the culverts at the entrances in the parking lots are needing repaired or replaced. CCDDR will need to seek proposals for expanding the parking areas and possibly adding an additional entryway to the parking lot. The Camdenton office mechanical systems are also dated, and proposals will be sought to repair or replace the existing systems.

CCDDR will be seeking to further develop transportation programs in 2020. CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners working on a truly “public” transportation system, and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTC). The LOTC is comprised of Miller and Morgan County SB 40 representatives as well as CCDDR, OATS, Central Ozarks Medical Center, and other community stakeholders. CCDDR also helped to fund an extended weekday and weekend transportation system in 2017, which operates seven days per week, and a deviated route system between Camdenton and Osage Beach in 2019, which operates five days per week. CCDDR’s intention is to expand the use of public transit routes, with expansion efforts centered around CCDDR clients. Enhancing public transportation will increase CCDDR clients’ opportunities to access their communities. Utilizing the Section 5311 rural and inter-city public transit service funding match (50% of the service cost) available to OATS through Federal Transit Authority funds is more economical and increases service availability as well as creating a service which is truly community-inclusive. Approximately 71% of working-age CCDDR clients do not drive, are not able to drive, or do not have a reliable vehicle. Lack of transportation continues to be the most significant barrier to competitive integrated employment and community inclusion.

In 2019, CCDDR collaborated with the Missouri Inclusive Housing Corporation, local developers, local builders, investors, municipal leaders, and other community stakeholders to develop a housing initiative to promote and adopt the development of Universal Housing Design concepts. As a result of these efforts, another new non-profit entity, called the Lake Area Community Development Corporation (LACDC), was created. The LACDC will be concentrating on developing affordable, Universal Design concept housing in Camden, Miller, Morgan, and Laclede counties. Accessible and affordable housing continues to be an issue in Lake Area communities.

Since DMH/DD has now successfully adopted and established viable community employment support programs, a more intuitive approach and an aggressive concentration of efforts will continue to be focused on establishing new community partnerships, educating clients and their families, educating the community, seeking alternative sources for funding, and increasing client social capital.

Challenges

The expansion of current programs, expansion of services, development of new programs, and investment in new programs will have its challenges. Success will depend on client, provider network, political, business, and general public support. CMS published final rules in 2014 about organizations offering TCM services, direct support services, and other services (conflict-free case management). It has been determined CCDDR is considered “conflict-free”. TCM entities are also now charged with the duty of enticing more choices for services and service providers to their areas if the area is lacking. Recent involvement, lawsuits, and published guidance by the United States Department of Justice cite the need to affirm individuals with disabilities’ Civil Rights are acknowledged. Coupled with increased State budget woes, this will add anxiety to an already stressed service support network. CCDDR is taking aggressive steps to improving services for its individuals; however, the uncontrollable and unpredictable political and fiscal climates; the possibility of implementing managed care systems for I/DD services and supports in Missouri; the possibility of a TCM rate reduction; and the uncertainty in the future of Federal programs and guidelines may delay or hinder new programs and ventures from evolving.

TCM program funding will be contingent on any change in or final determination of the TCM rate. If there is a significant reduction in the TCM rate, CCDDR’s operations will be affected monumentally, and tough decisions will need to be made in order to continue to preserve existing CCDDR services. Missouri

is also convening multiple workgroups to research the development of a managed care system for long-term services and supports (LTSS). DMH/DD, the Missouri Association of County Developmental Disabilities Services (MACDDS), and the Missouri Association of Rehabilitation Facilities (MARF) have participated in the Missouri Business Acumen Work Group to explore managed care system development. CCDDR is a member of MACDDS, and there are direct support providers in Camden County who are members of MARF. The development of a managed care system for LTSS appears to be inevitable at some point in the future. If implemented, TCM services could be included in a managed care system, and the impact the managed care system would have on CCDDR's TCM program are uncertain.

Funding agreements with Lake Area Industries, Children's Learning Center, and OATS will remain concentrated on the purchase of services and/or supports (POS) instead of financial performance projections. The POS agreements identify service and/or support rates payable after the services and/or supports are rendered. This will allow both agencies to have flexibility in managing their operations in the event unanticipated challenges arise during the year. The POS agreements will also provide funding to the agencies if the need or demand for services increase to levels not anticipated and will promote new or additional services and/or supports to existing or new eligible clients. The POS agreements will not have maximum funding amounts established; therefore, CCDDR will be subject to the risk of funding the agencies in amounts which will exceed the budgeted expectations.

Since the beginning of 2012, the total number of CCDDR clients has increased by 157%, but annual SB 40 tax revenues have only increased an average of approximately 2% each year. It is very likely CCDDR will struggle to meet the increasing demands for services and supports, especially if the client wait list for Waiver services increases. CCDDR continues to provide and fund a substantial amount of services and programs for its clients; however, funding capacities will eventually become stressed. The FY 2020 Budget is aggressive and could easily be affected by a multitude of uncontrollable circumstances.

[Link to Strategic Plan](#)

The Fiscal Year 2020 Budget is a representation of our Agency's Strategic Plan. The Agency is aggressively pursuing new program development, service expansion, and successful community inclusion outcomes for its clients. Our Agency intends to set the precedence for rural, "grass-roots" support system development, improving local support service availability, and recognizing the special needs of our individuals and their families when associated expenses are not offset through other programs or statewide budget cuts, while at the same time acknowledging individuals' and families' rights.

Respectfully Submitted,

Ed Thomas – Executive Director

SB 40 Tax 2020

Acct	Title		
4000	SB 40 Tax Income		
4105	County Tax Receipts		\$962,722
4140	Interest Income - County Tax Funds		\$15,000
4150	MEHTAP Grant		\$9,600
		Total Income	\$987,322
5800	Other General & Administrative		
5805	Audit Service/Fees		\$0
5810	Consulting Fees		\$0
5815	CPA Fees		\$0
5820	Legal/Attorney Fees		\$0
5825	License/Certification/Permit Fees		\$0
5830	Membership/Association Dues		\$0
5855	Seminars/Training		\$0
5860	Survey Expenses		\$0
5865	Travel/Lodging/Meals Expense		\$0
5898	Offset from Restricted Funds		\$0
5899	Miscellaneous		\$0
		Total Other G&A	\$0
6700	Partnership for Hope		
6705	Transportation		\$480
6706	Career Planning		\$0
6707	Pre-Vocational Services - Individual		\$0
6708	Job Development		\$0
6709	Community Employment - Individual		\$720
6710	Behavior Services/Senior B. Consultant		\$0
6711	Pre-Vocational Services - Group		\$0
6712	Supported Employment - Group		\$0
6715	Behavior Services/Positive B. Support		\$120
6716	Senior Behavior Consultant		\$0
6720	Behavior Analysis		\$0
6725	Community Specialist		\$120
6730	Environmental Accessibility Adaptations		\$0
6735	Dental		\$0
6740	PA - Individ., Self-Directed		\$20,400
6745	PA - Agency/Contractor (General)		\$1,200
6750	PA - Medical/Behv		\$0
6755	Assistive Technology		\$300
6760	Home Skills Development - Individual		\$6,000
6765	Support Broker, Agency		\$300
6775	Special Medical Equipment & Supplies		\$4,800
6780	Offsite Day Hab - Individual		\$10,380
6785	Offsite Day Hab - Group		\$2,400
6790	Onsite Day Hab - Individual		\$1,740

	6791	Individual Skill Development - Group	\$0
	6795	Career Prep Services - Off Site Grp	\$60
	6796	Temporary Residential	\$0
	6797	Onsite Day Hab - Group	\$6,000
	6798	Offset from Restricted Funds	(\$12,400)
		Total Partnership for Hope	\$42,620
6900		Direct Services	
	6920	DMH Billing	\$82,261
	6930	TCM Shortfall	\$0
	6940	Non-Medicaid TCM	\$154,916
	6950	Ancillary Services	\$0
	6998	Offset from Restricted Funds	(\$30,071)
		Total TCM	\$207,106
7100		Housing Programs	
	7105	Housing Voucher Program	\$88,020
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$7,200
	7125	Inspections	\$1,875
	7130	Re-Inspections	\$800
		Total Housing Programs	\$97,895
7200		CLC	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$18,600
	7225	Step Ahead Program	\$192,000
	7298	Offset from Restricted Funds	\$0
		Total CLC	\$210,600
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$211,800
	7310	LAI - Transportation	\$78,000
	7311	Transportation - No Medicaid Rate	\$0
	7312	Transportation - Medicaid Rate Differential	\$0
	7315	DESE Shortfall	\$0
	7320	New Programs	\$0
	7325	Thrift Store	\$0
	7330	Contract Packaging	\$0
	7335	Foam Recycling	\$0
	7340	Gifted Gardens	\$0
	7345	Miscellaneous/Unclassified Services	\$0
	7350	Shredding	\$0
	7355	Wood Products	\$0
	7390	LAI - Operations Shortfall	\$0
	7395	Assets/Capital Improvements	\$78,000
	7398	Offset from Restricted Funds	(\$78,000)
		Total Sheltered & Community Employment	\$289,800

7500	Community Employment		
	7505	Pre-Vocational Services - Individual	\$0
	7510	Supported Employment - Individual	\$0
	7515	Career Planning	\$0
	7520	Job Development	\$0
	7525	Pre-Vocational Services - Group	\$0
	7530	Supported Employment - Group	\$0
	7550	Transportation	\$0
	7598	Offset from Restricted Funds	\$0
	7599	Miscellaneous	\$0
		Total Community Employment	\$0
7600	Community Resources		
	7605	Community Inclusion Development	\$0
	7610	Public Transit Services	\$92,820
	7615	Housing Programs	\$0
	7698	Offset from Restricted Funds	(\$31,183)
		Total Community Resources	\$61,637
7900	Special/Additional Needs		
	7905	Medicaid Spend Down	\$72,000
	7910	Brownell's PT - Other	\$0
	7915	Personal Assistant	\$2,100
	7920	Other Miscellaneous Service Costs	\$1,800
	7925	Transportation	\$180
	7998	Offset from Restricted Funds	\$0
	7999	Misc (Services, Supplies, Materials, Equipment, etc)	\$1,584
		Total Special/Add. Needs	\$77,664
		Total Expenses	\$987,322
		Net Income	(\$0)

7200	CLC																	
7205	CLC Operations			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7210	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7215	EDGE Program			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7220	First Steps Program			\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550	\$18,600
7225	Step Ahead Program			\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$192,000
7298	Offset from Restricted Funds																	\$0
	Total CLC			\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$17,550	\$210,600
7300	Sheltered Employment Programs																	
7305	LAI - Employment			\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$17,650	\$211,800
7310	LAI - Transportation			\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$78,000
7311	Transportation - No Medicaid Rate			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7312	Transportation - Medicaid Rate Differential			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7315	DESE Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7320	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7325	Thrift Store			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7330	Contract Packaging			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7335	Foam Recycling			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7340	Gifted Gardens			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7345	Miscellaneous/Unclassified Services			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7350	Shredding			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7355	Wood Products			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7390	LAI - Operations Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7395	Assets/Capital Improvements	\$78,000	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$78,000
7398	Offset from Restricted Funds	(\$78,000)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$6,500)	(\$78,000)
	Total Sheltered & Community Employment			\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$24,150	\$289,800
7500	Community Employment																	
7505	Pre-Vocational Services - Individual			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7510	Supported Employment - Individual			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7515	Career Planning			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7520	Job Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7525	Pre-Vocational Services - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7530	Supported Employment - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7550	Transportation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7598	Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7599	Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Employment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7600	Community Resources																	
7605	Community Inclusion Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7610	Public Transit Services			\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$7,735	\$92,820
7615	Housing Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7698	Offset from Restricted Funds	(\$31,183)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$2,599)	(\$31,183)
	Total Community Resources			\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$5,136	\$61,637
7900	Special/Additional Needs																	
7905	Medicaid Spend Down	\$400	15	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$72,000
7910	Brownell's PT - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7915	Personal Assistant			\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$2,100
7920	Other Miscellaneous Service Costs			\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,800
7925	Transportation			\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$180
7998	Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)			\$34	\$50	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$1,584
	Total Special/Add. Needs			\$6,374	\$6,390	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$6,490	\$77,664
	Total Expenses			\$76,075	\$71,139	\$73,239	\$74,174	\$79,426	\$157,299	\$75,039	\$75,039	\$75,039	\$80,776	\$75,039	\$75,039	\$75,039	\$987,322	
	Net Income			\$782,208	(\$50,590)	(\$35,764)	(\$57,545)	(\$68,956)	(\$149,434)	(\$66,574)	(\$64,804)	(\$68,965)	(\$74,521)	(\$71,267)	(\$73,789)	(\$0)		

Services 2020

Acct	Title	
4500	Services Income	
4505	Medicaid Direct Service	\$1,320,476
4506	Non-Medicaid Direct Service	\$154,916
4507	Ancillary Services	\$0
4508	Non-Billable	\$0
4515	TCM Support	\$0
4530	Rent	\$5,712
4540	Interest Income - Services Funds	\$5,400
4999	Other	\$240
	Total Income	\$1,486,744
5000	Payroll & Benefits	
5004	CRC Employee Salaries	\$42,575
5005	TCM Employee Salaries	\$574,733
5006	Administrative Employee Salaries	\$273,352
5014	CRC Employee Taxes	\$3,377
5015	TCM Employee Taxes	\$45,647
5016	Administrative Employee Taxes	\$21,511
5017	TCM Payroll Bank/Electronic Transaction Fees	\$0
5018	Administrative Payroll Bank/Electronic Fees	\$0
5019	CRC Payroll Bank/Electronic Fees	\$0
5020	TCM Employee Retirement	\$48,278
5021	Administrative Employee Retirement	\$22,962
5022	CRC Employee Retirement	\$3,576
5025	TCM Employee Health Insurance	\$129,360
5026	Administrative Employee Health Insurance	\$46,200
5027	CRC Employee Health Insurance	\$9,240
5030	TCM Employee Vision/Optical Insurance	\$0
5031	Administrative Employee Vision/Optical Insurance	\$0
5032	CRC Employee Vision/Optical Insurance	\$0
5035	TCM Employee Dental Insurance	\$0
5036	Administrative Employee Dental Insurance	\$0
5037	CRC Employee Dental Insurance	\$0
5040	TCM Employee Life Insurance	\$3,360
5041	Administrative Employee Life Insurance	\$1,200
5042	CRC Employee Life Insurance	\$240
5045	TCM Employee Supplemental Insurance	\$0
5046	Administrative Employee Supplemental Insurance	\$0
5047	CRC Employee Supplemental Insurance	\$0
5050	TCM Employee Workmans Comp Insurance	\$7,793
5051	Administrative Employee Workmans Comp Insurance	\$2,783
5052	CRC Employee Workmans Comp Insurance	\$557
5055	TCM Employee Mileage	\$12,600
5056	Administrative Employee Mileage	\$6,600
5057	CRC Employee Mileage	\$900
5060	TCM Employee Background Checks	\$120
5061	Administrative Employee Background Checks	\$120
5062	CRC Employee Background Checks	\$120
5065	TCM Employee Drug Testing	\$120
5066	Administrative Employee Drug Testing	\$120
5067	CRC Employee Drug Testing	\$120
5070	TCM Employee Cell Phone Reimbursement	\$8,400

	5071	Administrative Cell Phone Reimbursement	\$3,000
	5072	CRC Employee Cell Phone Reimbursement	\$600
	5098	Offset from Restricted Funds	\$0
		Total Payroll & Benefits	\$1,269,565
5100		Repairs & Maintenance to Property & Building	
	5105	Appliance Repairs	\$0
	5110	Building-Exterior	\$0
	5115	Building-Interior	\$0
	5120	Cleaning Supplies	\$120
	5125	Common Area Repairs	\$0
	5130	Door Repairs	\$0
	5135	Electrical Supplies/Repairs	\$240
	5140	Floor Covering Repairs	\$0
	5145	HVAC Supplies/Repairs	\$12,000
	5150	Intrusion Alarm Repairs	\$240
	5155	Lighting supplies/Bulbs	\$840
	5160	Locks & Keys	\$0
	5165	Maintenance Supplies/Equipment	\$120
	5170	Parking Lot Maint./Repairs	\$720
	5175	Plumbing Supplies/Repairs	\$3,000
	5180	Roof Supplies/Repairs	\$0
	5185	Safety Equipment/System Repairs	\$240
	5190	Vehicle Servicing/Repairs/Licensing	\$600
	5195	Window/Glass Repairs	\$0
		Total R&M to Property & Building	\$18,120
5500		Contracted Business Services	
	5505	Bookkeeping/Accounting Contract	\$4,380
	5510	Cell Phone/Mobile Internet Contract	\$1,020
	5512	Copier/Scanner Contract	\$840
	5515	Fire Alarm Contract	\$0
	5520	Housekeeping/Cleaning Contract	\$4,800
	5530	InfoTech Support Contract	\$12,000
	5535	Internet Contract	\$1,800
	5540	Intrusion Alarm Contract	\$0
	5545	Landscape Maintenance	\$6,000
	5550	Maintenance Contract	\$0
	5560	Pest Control Contract	\$1,200
	5565	Snow Removal Contract	\$1,200
	5567	Software Usage/Support Contract	\$18,000
	5569	Telephone System Support Contract	\$1,200
	5570	Trash Removal Contract	\$2,100
	5575	Web Site Design/Hosting Contract	\$420
	5579	Rent	\$15,600
	5580	Storage	\$0
		Total Contracted Business Services	\$70,560
5600		Presentations/Public Meetings	
	5605	PSA/Presentations/Publications Expense	\$1,200
	5610	Public Meetings Expenses	\$4,700
	5615	Signage	\$0
		Total Presentations/Public Meetings	\$5,900
5700		Office Expenses	
	5705	Computer Hardware/Software Expense	\$22,800
	5710	Copy Machine Expense	\$0

	5715	Office Furniture Expense	\$2,966
	5720	Office Supplies	\$15,600
	5725	Postage & Delivery	\$7,200
	5730	Printing Expense	\$360
	5735	Telephone Expense	\$7,200
	5799	Miscellaneous	\$0
		Total Office Expenses	\$56,126
5800		Other General & Administrative	
	5805	Audit Service/Fees	\$9,960
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$7,453
	5825	License/Certification/Permit Fees	\$240
	5830	Membership/Association Dues	\$6,840
	5855	Seminars/Training	\$600
	5860	Survey Expenses	\$8,400
	5865	Travel/Lodging/Meals Expense	\$600
	5870	Community Partnerships/Programs	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$780
		Total Other G&A	\$34,873
5900		Utilities	
	5905	Electric	\$8,400
	5910	Gas	\$0
	5915	Water/Sewer	\$1,800
		Total Utilities	\$10,200
6100		Insurance	
	6110	Liability Insurance	\$10,800
	6115	Vehicle Insurance	\$2,400
	6120	Building Insurance	\$7,200
	6150	Broker/Other Fees	\$1,000
	6199	Other Insurance	\$0
		Total Insurance	\$21,400
7600		Community Resources	
	7605	Community Inclusion Development	\$0
	7610	Public Transit Services	\$0
	7615	Housing Programs	\$0
	7698	Offset from Restricted Funds	\$0
		Total Community Resources	\$0
8500		Depreciation	
	8505	Building Depreciation	\$15,000
	8510	Remodeling Depreciation	\$18,300
	8515	Equipment Depreciation	\$5,700
	8520	Vehicles Depreciation	\$0
		Total Depreciation	\$39,000
		Total Expenses	\$1,525,744
		Net Income	(\$39,000)
		Net Income Less Depreciation	\$0

8500	Depreciation															
8505	Building Depreciation	\$15,000	100.00%	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000
8510	Remodeling Depreciation	\$18,300	100.00%	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$1,525	\$18,300
8515	Equipment Depreciation	\$5,700	100.00%	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$5,700
8520	Vehicles Depreciation	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Depreciation				\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250	\$39,000
Total Expenses				\$125,197	\$118,048	\$123,862	\$119,731	\$157,562	\$117,808	\$118,684	\$123,955	\$118,013	\$158,438	\$118,048	\$126,399	\$1,525,744
Net Income				\$39,681	(\$7,813)	(\$13,627)	(\$9,496)	\$7,316	(\$7,573)	(\$8,449)	(\$13,720)	(\$7,779)	\$6,440	(\$7,813)	(\$16,164)	(\$39,000)
Net Income Less Depreciation				\$42,931	(\$4,563)	(\$10,377)	(\$6,246)	\$10,566	(\$4,323)	(\$5,199)	(\$10,470)	(\$4,529)	\$9,690	(\$4,563)	(\$12,914)	\$0

	SB 40 Tax		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2018	2019	2020
Income			
4000 SB 40 Tax Income	\$952,162	\$978,430	\$987,322
4500 Services Income	\$0	\$0	\$0
Total Income	\$952,162	\$978,430	\$987,322
Gross Profit	\$952,162	\$978,430	\$987,322
Expenses			
5000 Payroll & Benefits	\$0	\$0	\$0
5100 Repairs & Maintenance	\$0	\$0	\$0
5500 Contracted Business Services	\$0	\$0	\$0
5600 Presentations/Public Meetings	\$0	\$0	\$0
5700 Office Expenses	\$0	\$0	\$0
5800 Other General & Administrative	\$4,488	\$0	\$0
5900 Utilities	\$0	\$0	\$0
6100 Insurance	\$0	\$0	\$0
6700 Partnership for Hope	\$38,368	\$38,676	\$42,620
6900 Targeted Case Management	\$135,613	\$154,159	\$207,106
7100 Housing Programs	\$120,725	\$102,940	\$97,895
7200 CLC	\$185,011	\$201,290	\$210,600
7300 Sheltered Employment Programs	\$246,153	\$247,050	\$289,800
7500 Community Employment Programs	\$82	\$51	\$0
7600 Community Resources	\$0	\$45,424	\$61,637
7900 Special/Additional Needs	\$105,647	\$83,012	\$77,664
Total Expenses	\$836,087	\$872,602	\$987,322
Net Operating Income	\$116,075	\$105,828	(\$0)
Other Expenses			
8500 Depreciation	\$0	\$0	\$0
Total Other Expenses	\$0	\$0	\$0
Net Other Income	\$0	\$0	\$0
Net Income	\$116,075	\$105,828	(\$0)
Net Income Less Depreciation	\$116,075	\$105,828	(\$0)

	Services		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2018	2019	2020
Income			
4000 SB 40 Tax Income	\$0	\$0	\$0
4500 Services Income	\$1,242,037	\$1,484,733	\$1,486,744
Total Income	\$1,242,037	\$1,484,733	\$1,486,744
Gross Profit	\$1,242,037	\$1,484,733	\$1,486,744
Expenses			
5000 Payroll & Benefits	\$989,760	\$1,177,530	\$1,269,565
5100 Repairs & Maintenance	\$14,857	\$11,616	\$18,120
5500 Contracted Business Services	\$67,823	\$67,114	\$70,560
5600 Presentations/Public Meetings	\$6,538	\$7,353	\$5,900
5700 Office Expenses	\$33,479	\$36,463	\$56,126
5800 Other General & Administrative	\$29,264	\$31,653	\$34,873
5900 Utilities	\$13,786	\$9,490	\$10,200
6100 Insurance	\$15,477	\$17,647	\$21,400
6700 Partnership for Hope	\$0	\$0	0
6900 Targeted Case Management	\$0	\$0	0
7100 Housing Programs	\$0	\$0	0
7200 CLC	\$0	\$0	0
7300 Sheltered Employment Programs	\$0	\$0	0
7500 Community Employment Programs	\$0	\$0	0
7600 Community Resources	\$0	\$0	0
7900 Special/Additional Needs	\$0	\$0	0
Total Expenses	\$1,170,984	\$1,358,866	\$1,486,744
Net Operating Income	\$71,053	\$125,867	\$0
Other Expenses			
8500 Depreciation	\$31,620	\$32,340	\$39,000
Total Other Expenses	\$31,620	\$32,340	\$39,000
Net Other Income	(\$31,620)	(\$32,340)	(\$39,000)
Net Income	\$39,433	\$93,527	(\$39,000)
Net Income Less Depreciation	\$71,053	\$125,867	\$0



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-40

APPROVAL OF AMENDED ACCESSIBILITY PLAN

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2019-40

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

ACCESSIBILITY PLAN

(Revised 10/20/14, 8/21/17, 11/14/19)

**CCDDR Targeted Case Management (TCM) Office
100 Third Street
Camdenton MO 65020**

Parking Area

The current parking area has 4 handicapped accessible spaces, which is adequate for the building size. The accessible parking spaces are in excess of 102" wide, more than required 96" wide. There is one van-accessible space with a 102" access aisle, more than the required 60". All but one accessible parking space is near the main entrance of the facility.

Building Access

The gradient ramps to the building are not too steep and are wide enough to accommodate wheelchairs, and another accessible sidewalk will be constructed in the near future to allow access to the employee-only entrance of the facility. The main entryway has a 36" door with an accessibility push-button door opener, which is more than the required 32". Thresholds to access the building are not more than ½ inch. The door handle is easily grasped, and pressure to open the doors does not exceed 5 lbs. Accessibility push-button access with a door handle easily grasped and pressure not exceeding 5 lbs to open the door to the employee-only entrance will be installed in the near future.

Common Area

The common area's flooring is tile with rubber-backed door mat at the entrance. The floor is a slip free surface. The common area is large enough to accommodate those with mobility concerns. The secretarial office is surrounded by a wall tall enough to provide privacy to personal health information, yet is open on one side to accommodate those that use wheelchairs. The common area/lobby is free of obstacles.

Restrooms

The restrooms are built to ADA standards, and are located near the building entrance. The doors have levers rather than knob handles and are large enough to allow wheelchairs 51 " of turning space. The toilets have grab bars located on the wall of the restroom and in back of the toilets. The doorways to the restrooms are 36 ", and the thresholds are less than ½ inch. Sink handles are easy to reach and use. The paper towel holders are within 48" of the floors. The wash basins/countertops have clearance under them to allow for accessibility with wheelchairs.

Conference Room

The door to the conference room is 36 inches wide and has a lever door handle. The threshold leading to the conference room is less than ½ inch. The area of the conference room is large enough to accommodate several wheelchairs. The conference room table is tall enough to accommodate wheelchairs to slide under.

Office and Work Areas

The door to the Support Coordination area is 36 inches wide and has a handle doorknob. The threshold leading to the office area is less than ½ inch. The Support Coordination area and other work areas/offices are accessible; however, the general public and clients are not allowed in these areas without being escorted by an employee.

Lighting

The main source of lighting for CCDDR offices is fluorescent lighting. At this time, there are no employees who are susceptible to seizures. If a client who has seizures needs to meet with an employee, they are referred to the public library as a meeting place. To replace all the lighting would be a financial burden to the agency at this time. The replacement of lighting may be a long term goal of CCDDR.

Safety

Fire extinguishers are available throughout the building. Employees have been trained by fire personnel in the use of extinguishers. Extinguishers are at a height where those in a wheelchair would be able to access them.

**CCDDR Administrative Office
5816 Osage Beach Parkway
Osage Beach MO 65065**

Parking Area

The office space in Osage Beach is a leased commercial unit in a strip mall. The current parking area has 4 handicapped accessible spaces, 2 of which are immediately in front of CCDDR's office. The accessible parking spaces are in excess of 102" wide, which is more than the required 96" wide. There is van-accessible space with more than the required 60" space needed for an access aisle.

Building Access

The gradient ramps to the building are not too steep and are wide enough to accommodate wheelchairs. The entryways have a 36" door, which is more than the required 32", and an accessibility push-button. Thresholds to access the building are not more than ½ inch. The door handles are fixated, easily grasped, and pressure to open the doors does not exceed 5 lbs.

Common Area

. The flooring in Suite 108 is low pile commercial carpeting with a rubber backed door mat at the entrance. Floors are a slip free surface. Both common areas are large enough to accommodate those with mobility concerns. The common areas/lobbies are free of obstacles.

Restroom

At least one restroom is built to ADA standards. The doors have a lever rather than a knob handle and are large enough to allow wheelchairs 51 " of turning space. The toilets have grab bars located on the walls of the restrooms and in back of the toilets. The doorways to the restrooms are 36 " and the thresholds are less than ½ inch. Sink handles are easy to reach and use. The paper towel holders are within 48" of the floor. The wash basins/countertops have clearance under them to allow for accessibility with wheelchairs.

Office and Work Areas

There are entryways to each work area ranging from 30" to 59". There are multiple work areas which have 32" or wider entryways for accessibility with a wheelchair. The threshold leading to the office areas is less than ½ inch. The general public and clients are not allowed in these areas without being escorted by an employee.

Lighting

The main source of lighting for CCDDR offices is fluorescent lighting. At this time, there are no employees who are susceptible to seizures. If a client who has seizures needs to meet with an employee, they are referred to the public library as a meeting place. To replace all the lighting would be a financial burden to the agency at this time. The replacement of lighting may be a long term goal of CCDDR.

Safety

Fire extinguishers are available throughout the building. Employees have been trained by fire personnel in the use of extinguishers. Extinguishers are at a height where those in a wheelchair would be able to access them.

**CCDDR Keystone Facility
255 Keystone Industrial Park Drive
Camdenton MO 65020**

PLEASE NOTE: The Keystone facility is a recently purchased building. Use of the facility is very limited and portions of the building are not being utilized and are closed to the public. Renovations and upgrades to the building's interior, exterior, and parking areas are being planned but have not yet been started. Renovation and/or upgrade completion is anticipated to take approximately 5 years.

Parking Area

The current parking area is a natural surface with no markings. There are currently 2 accessible parking spaces identified with signage only, which are immediately in front of the 2 public access entrances. Space for the accessible parking will be reserved to accommodate an excess of 102" wide, which is more than the required 96" wide, when utilized. Additionally, van-accessible space with more than the required 60" space needed for an access aisle will also be reserved when utilized.

Building Access

The gradient ramps to the building are not too steep and are wide enough to accommodate wheelchairs. The entryways have 36" doors, which is more than the required 32". An accessibility push-button will be added in the near future. Thresholds to access the building are not more than ½ inch. The door handles are fixated, easily grasped, and pressure to open the doors does not exceed 5 lbs.

Common Area

The common area flooring is low pile commercial carpeting with a rubber backed door mat at the entrance. A slip free surface material will be added in the near future for bare floor areas. The common area is large enough to accommodate those with mobility concerns. The common area is also free of obstacles.

Restroom

At least one restroom is built to ADA standards. The door has a lever rather than a knob handle and is large enough to allow wheelchairs 51 " of turning space. The toilet has grab bars located on the wall of the restroom and in back of the toilet. The doorway to the restroom is 36 " and the threshold is less than ½ inch. Sink handles are easy to reach and use. The paper towel holder is within 48" of the floor. The wash basin/countertop has clearance under them to allow for accessibility with wheelchairs.

Office and Work Areas

There are entryways to each work area ranging from 30" to 59". There are multiple work areas which have 32" or wider entryways for accessibility with a wheelchair. The threshold leading to the office areas is less than ½ inch. The general public and clients are not allowed in these areas without being escorted by an employee.

Lighting

The main source of lighting is standard and fluorescent lighting. At this time, there are no employees who are susceptible to seizures. If a client who has seizures needs to meet with an employee, they are referred to the public library as a meeting place. To replace all the lighting would be a financial burden to the agency at this time. The replacement of lighting may be a long term goal of CCDDR.

Safety

Fire extinguishers are available throughout the building. Employees have been trained by fire personnel in the use of extinguishers. Extinguishers are at a height where those in a wheelchair would be able to access them.

Attitudes

CCDDR continues its public awareness efforts to expand community consciousness of persons with disabilities. This consists of speaking engagements when invited, participation in community health fairs, etc. The Executive Director serves on the Arc of Missouri Board of Directors and the Association of People Supporting Employment First (APSE) Board of Directors.

CCDDR is a member of three local Chambers of Commerce, the Missouri Association of County Developmental Disabilities Services (MACDDS), the American Association on Intellectual and Developmental Disabilities (AAIDD), and the Lake of the Ozarks Regional Economic Development Council (LOREDC). Employees engage actively with various local organizations, non-profit agencies, and awareness groups.

CCDDR continually strives to build good will with our community so that they will support our efforts and be accepting of persons with disabilities. In 2016, CCDDR hired a Community Resource Specialist to do outreach and focus on building relationships in the local and statewide community. CCDDR also has consistent representation at transition from school to work IEP meetings to promote awareness of CCDDR services.

Financial

CCDDR continues to advocate for service and support dollars on a state level through legislative advocacy efforts so clients can have access to needed services and supports. Typically, the legislature allocates funds for removing persons from wait lists (service and support access) and also provides funds for provider Cost of Living Increases, as well as other needed services and supports. Legislative advocacy at CCDDR generally revolves around the state legislative session (January-May), and consists of letter-writing, emails, in-person visits, and other means of communication. CCDDR's legislative efforts are generally in conjunction with MACDDS legislative efforts.

Employment

With regard to CCDDR staff, new employees are asked to identify any reasonable accommodations they need to fulfill the requirements of their position. With regard to persons served, access to community employment has been identified as a barrier, which is also documented in CCDDR's Strategic Plan. This barrier is the result of two primary issues:

1. Public transportation to community employment sites within Camden County has not yet realized its full potential, and
2. Issues with regard to Voc Rehab funding, Waiver support funding, and provider issues surrounding supported employment.

The number of employment support providers in Camden County has increased from 2 to 6 in recent years. This has allowed clients to better exercise their right to choose what agency provides their services and allowed them to take advantage of services previously unavailable in the area. The quality of employment services is gradually improving as providers begin to compete for clients.

Communication

CCDDR does not currently have a TTY phone, although Relay Missouri service is available. CCDDR uses “People First” language in all communications.

New employees of CCDDR go through a host of trainings which emphasize effective communication with people with disabilities. CCDDR works to solve communication barriers by educating staff and the community on how to communicate with persons with disabilities. Special emphasis is placed on dignity and respect in communication, listening to the unspoken messages that are sent, and being comfortable to let the person know if the message is not understood. CCDDR promotes employees to attend seminars and conferences that specifically emphasize communicating with persons with disabilities.

CCDDR is flexible in how persons who use services communicate with their workers. CCDDR supports the use of email with clients if they choose this method of communication. CCDDR ensures all internet communication is secured by the use of “password protection” and encryption when needed. CCDDR expects its employees to be available to clients who use CCDDR services and helps promote this accessibility by partial reimbursement of monthly cell phone costs.

Transportation

Transportation for anyone with or without a disability is a concern in Camden County. CCDDR is addressing this issue through partnerships with Local Area Needs Initiative (LANI) and several other social service and government agencies in the area. CCDDR has procured local transportation providers in an effort to temporarily alleviate transportation crisis situations and ensure clients can fully participate in community inclusion and employment. CCDDR also utilizes an accessible van funded through the MoDOT Section 5310 program as well as local service providers, such as Lake Area Industries, OATS, and Lake of the Ozarks Developmental Center, to address transportation needs.

CCDDR has played an integral role in the formation of a the Lake of the Ozarks Transportation Council (LOTC), which is focused on identifying transportation needs and implementing solutions to improve public transportation access and services in the Lake area. OATS is now serving Camden County 7 days per week and offering

evening hours. The extended OATS services are based primarily on employment but are also providing rides for other reasons. CCDDR will continue to work with community partners through a transportation steering committee and representation on the LOTC Board . These efforts will directly benefit many CCDDR clients as well as the general public.

Community-Wide Barriers

In the past, meetings have been facilitated with MACDDS, The Independent Living Resource Center (ILRC), the local People First chapter, Arc of the Lake, Arc of Missouri, and other organizations. The purpose of the meetings was to identify community-wide barriers and develop a plan of action to address these community-wide barriers. CCDDR is actively engaged with the Local Area Needs Initiative. This group is working to address needs identified throughout the community such as providing no-cost or low-cost family friendly activities and access to vital community resources.

Barriers were identified within the following areas:

- Accessibility to places of business
- Accessibility to public facilities
- Accessibility to recreational facilities/attractions
- Lack of community transportation
- Lack of community employment opportunities

In discussing the proper method in which to address community barriers and how CCDDR might go about this, the facilitators of the meeting suggested the following protocol:

1. First, have an in-person visit with business owners, store managers, or public officials to discuss the barriers in question
2. If no positive action is taken, write a letter to the business owners, store managers, or public officials asking for the same
3. If still no action is taken to address barrier(s) and if CCDDR feels strongly that something should be done, determine if regulatory agencies can provide guidance



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-41

APPROVAL OF AMENDED CULTURAL COMPETENCY & DIVERSITY PLAN

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2019-41



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

Cultural Competency & Diversity Plan

(Revised September 2017, November 2019)

CCDDR will support individuals served with supports/services that are effective, culturally appropriate, fully understandable by the individual served, and respectful of the individual's cultural beliefs.

We at CCDDR understand that cultural competency and diversity, on an individual level, evolves through changes in behaviors, attitudes, knowledge, and skills. On an organizational level, this evolves through changes in policy, development of structure, and providing education to staff and leadership. CCDDR recognizes that the incorporation of these two levels into a Cultural Competency and Diversity Plan for CCDDR is needed to provide quality supports/services to the individuals we serve and to also honor staff diversity.

CCDDR defines cultural competency as follows:

- A. Cultural competency is a set of congruent behaviors, attitudes, and policies that enables effective work in cross-cultural situations. 'Culture' refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. 'Competence' implies having the capacity to function effectively as an individual and an organization within the context of cultural beliefs, behaviors, and needs present by individuals served and their families and communities.
- B. Cultural competence includes attaining the knowledge, skills, and attitudes to enable leadership and staff to provide effective care for diverse populations. Maintenance and/or

- growth are more likely to occur where systems, supports/services, and staff utilize knowledge and skills that are culturally competent and compatible with the backgrounds of those individuals being served, their families, and the community. Cultural competence acknowledges and incorporates these variables into the ongoing assessment process which culminates with the support/service plan implemented.
- C. For CCDDR, communication competence is our ability as an agency to communicate effectively and convey information in a manner that is easily understood by diverse individuals being served and other stakeholders which may include addressing the needs of those with limited English proficiency, a variety of intellectual and developmental disabilities, or other presenting issues such as limited vision or hearing.

CCDDR's plan is based on recognized standards and includes:

- A. Assurance that individuals served receive from all staff effective, understandable, and respectful care that is provided in a manner compatible with their cultural beliefs and practices and preferred method of communication.
1. CCDDR will take steps to protect the future health of those served by incorporating health promotion, disease prevention, and wellness interventions, where appropriate.
 2. CCDDR's goals and programming supports/services will focus on the ability of each individual to fully comprehend questions, instructions, and explanations from staff, as their ability presents. Fundamentally, to be understandable the concepts must "make sense" in the cultural framework of the client.
 3. CCDDR is committed to taking into consideration the values, preferences, and expressed needs of the individual and/or their family to help create an environment in which those from diverse backgrounds feel comfortable discussing their specific needs with any member of the staff.
- B. Providing to individuals served and their guardians both verbal and written rights information in a method they can easily understand.
- C. Making available easily understood materials and signage in a method that addresses the needs of the individuals served and/or other stakeholders.
- D. Implementing a strategy to recruit, retain, and promote at all levels a diverse staff and leadership that represents the demographic characteristics of the support/service area and individuals served.
- E. Ensuring that staff at all levels across all disciplines receive ongoing education in culturally appropriate support/service implementation.
- F. Committing to a process to develop, implement, and promote a written strategic plan that outlines clear goals, policies, operational plans, and management accountability/oversight mechanisms to address culturally appropriate supports/services, as appropriate.
- G. Ensuring that data on each individual's race, ethnicity, and spoken/written/sign language are correctly detailed in chart documentation.
- H. Maintaining current demographic and cultural data of the individuals served to accurately plan for supports/services that respond to the cultural characteristics of each individual.
- I. Ensuring that conflict and grievance resolution processes are culturally sensitive and capable of identifying, preventing, and resolving cross-cultural conflicts of complaints by individuals served and families.
- J. Recognizing that staff diversity also needs to be honored and ensuring that equal employment opportunities are strictly adhered to in hiring, placement, and subsequent changes in employment status.

The overall aim of this Plan is to foster culturally competent staff and therefore quality supports/services for individuals by:

- Recognizing and honoring diversity in all forms
- Assessing cultural competency at all organizational levels
- Offering immediate access to culturally appropriate supports/services for those served and/or other stakeholders.
- Offering continuous, comprehensive cultural competency/diversity education and training for staff

CCDDR's overall strategy will be the following continuous looping sequence:

- Evaluate how well we are meeting the needs of the culturally diverse populations we serve and the needs of staff and leadership
- Plan the necessary steps and interventions needed to address any deficiencies noted and to build on the strengths identified
- Implement the developed plans
- Evaluate effects of the implementation

To confront the problem of the disparities and barriers to support/service that exist across the many different aspects of "culture", including, language, ethnicity/race, religion, sexual orientation, gender identity and expression, socioeconomic status, age, and differing abilities, this Cultural Competency and Diversity Plan has been developed and defines our expectations with respect to providing culturally proficient supports/services and employment practices.

The following represents CCDDR's commitment, on at minimum an annual basis, to include in this plan and our strategic planning process:

- The development of specific goals needed to address cultural competency
- Specific actions to meet these goals
- A time frame to meet these goals
- An update process to measure the extent to which we have met these goals

CCDDR's objectives are:

- | | |
|------------|---|
| Goal: | Ensure each Support/Service Plan and assessment used clearly spells out accurate cultural information and any needs or areas to be addressed. |
| Action: | Before each Annual Plan Conference is held, the Support Coordinator will thoroughly review each Support/Service Plan and assessment for accuracy and any missing information. Additionally, the Support Coordinator should identify any needs to be addressed during the conference for appropriate support/service planning. |
| Timeframe: | For each individual, completion of their assessments, Support/Service Plan narrative and goals implemented out of the Annual Plan Conference. Success will be noted upon both guardian and/or individual approval of the final Support/Service Plan. |
| Goal: | On an annual basis, update the characteristics of individuals served on an organizational basis for strategic planning purposes. |
| Action: | Update this document as needed in preparation of each Strategic Plan period. |
| Timeframe: | Review each year. |

Goal: Provide access to a web-based or CD-based employee training session on cultural competency that can be done at staff's own timing.

Action: Research this as time allows.

Timeframe: Documentation in each staff's training file by the end of each Fiscal Year and showing they have fulfilled a training session in some area of cultural competency.

We are committed to using this Cultural Competency and Diversity Plan as a tool to lay a foundation for building, learning, and updating future year goals to fully focus on culture for all stakeholder groups, including, but not limited to, individuals served, their families, and staff.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-42

APPROVAL OF AMENDED POLICY #19

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2019-42



Policy Number:

19

Effective: May 1, 2008

Revised: October 16, 2017,

November 14, 2019

Subject: Executive Director Succession

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have policies in place that make for a smooth transition of executive leadership.

POLICY:

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of CCDDR to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified. The CCDDR Board of Directors shall be responsible for implementing this policy. It is also the policy of the board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization’s mission, vision, values, goals and objectives; and who has the necessary skills for the organization. To ensure the organization’s operations are not interrupted while the CCDDR Board of Directors assess the leadership needs and recruits a permanent Executive Director, the Board will appoint interim executive leadership as described below. The interim executive leadership shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including, but not limited to, services provided, reports due, contracts, licenses, certifications, memberships, and other obligations of CCDDR.

It is also the policy of CCDDR to develop a diverse pool of candidates and consider at least three finalist candidates, if possible, for its permanent Executive Director position. CCDDR shall implement an external recruiting and selection process, while at the same time encouraging the professional development and advancement of current employees. The interim executive leadership and any other interested internal candidates are encouraged to submit their qualifications for review and consideration to the Human Resource Committee according to the guidelines established for the search and recruitment process.

Succession Planning

- I. The CCDDR Human Resource Committee shall have primary responsibility for selecting a new Executive Director. The exiting Executive Director, if able to do so, shall assist the Human Resource Committee in developing and implementing the transition plan. The exiting Executive Director shall also assist in the transition process as directed by the Human Resource Committee.

II. In the event the CCDDR Executive Director is no longer able to serve in this position (i.e., leaves the position permanently) and/or cannot participate in the hiring of a successor, the following shall occur:

A. The interim executive leadership team shall be enabled and shall include:

1. Director of Services and Supports
2. Accounting Manager
3. Compliance Manager

The Board Chairperson shall name the primary point of contact for the interim executive leadership team. Should any of the interim executive leadership team positions be vacant at the time of succession, the Human Resource Committee shall appoint the appropriate employee(s) relative to the vacant position(s).

III. It shall be the responsibility of the CCDDR Human Resource Committee to implement the following transition plan:

A. Communicate with key stakeholders regarding actions taken by the Board in naming a successor and implementing the succession plan. The organization shall maintain a current list of key stakeholders who must be contacted, such as the Camden County Commission, government agencies, and other stakeholders.

B. Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.

C. Review the organization's Strategic Plan and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next Executive Director.

D. Establish a time frame and plan for the recruitment and selection process.

IV. Once the transition plan is in place, the CCDDR Human Resource Committee shall initiate the recruitment and selection process for a replacement Executive Director. This shall include the following:

- Determination of the need for any change in total compensation package for the vacant position
- Reviewing current job description
- Engaging services of a management selection firm, if deemed necessary
- Advertise the position in area/statewide newspapers
- Advertise the position within state associations (MACDDS, MO-ANCHOR, MARF, etc.)
- Advertise the position using Internet resources

- Review all resumés and applications
- Interview selected applicants
- Select a finalist and make an offer of employment contingent upon background screening requirements
- Conduct all preliminary background checks
- Approve the selected candidate (by the full Board)

REFERENCES:

- CARF Standards Manual



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-43

APPROVAL OF AMENDED POLICY #32

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #32, Volunteers and Interns.
2. That the Board hereby amends and adopts Policy #32 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2019-43



<p>Policy Number: 32 Effective: September 17, 2012 Revised: October 15, 2012, September 18th, 2017, November 14th, 2019</p> <hr/> <p>Subject: Volunteers and Interns</p>
--

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) offers volunteer programs to enhance CCDDR's ability to serve the public while simultaneously allowing an opportunity for individuals to give back to the community. CCDDR also offers internships in an effort to provide college students from a wide variety of educational disciplines the opportunity to apply traditional academic classroom learning to actual work experience. CCDDR strongly believes that internships are an important tool in recruiting, developing and retaining innovative people and an important part of assisting CCDDR in meeting the needs of today while preparing the workforce of the future. As a public employer, CCDDR is committed to complying with the applicable provisions of federal and state laws and regulations including the Fair Labor Standards Act.

POLICY:

CCDDR provides three different volunteer and internship programs:

1. One-Time Volunteers
2. Regular Volunteers
3. Internships

DEFINITIONS:

One-Time Volunteers

Volunteers for CCDDR are not paid and commit to a one-time service, function, or activity (general office or clerical type duties only), and do not volunteer their services on a regular basis. One-time volunteers must be 18 years-of-age or older.

Regular Volunteers

Volunteers for CCDDR are not paid and commit their time and service on a regular basis. Regular volunteers must be 18 years-of-age or older.

Internships

Volunteers for CCDDR are unpaid student interns receiving school credit or required work experience for their internship. These students earn only units of credit authorized and conferred by the school of attendance. The volunteer must be enrolled in college level coursework to qualify. Interns must be 18 years-of-age or older.

One-time volunteers will be required to sign a HIPAA Confidentiality Agreement and abide by all CCDDR policies and procedures. One-time volunteers will not be allowed to enter CCDDR's restricted areas. One-time volunteers will also not be allowed to provide a service or function that interacts with CCDDR clients unless the volunteer(s) is/are a client(s) or is employed by a DMH or CCDDR approved provider of services.

Prior to beginning an assignment, one-time volunteers, regular volunteers and interns are required to complete a volunteer application and meet CCDDR's requirements for background screening and verification of credentials. Tuberculosis, drug, and alcohol testing are also required before beginning an assignment. The one-time volunteer's, regular volunteer's or intern's signature is required on all applicable CCDDR acknowledgement forms. If the regular volunteer or intern is going to travel to a separate location other than CCDDR's place of business during volunteer/intern hours for CCDDR, a valid driver's license and proof of insurance must be provided to CCDDR. Under no circumstances shall volunteers or interns transport clients in their vehicles during volunteer/intern hours for CCDDR and shall not operate CCDDR vehicles. All regular volunteers and student interns must abide by and will be provided CCDDR policies, procedures, and handbooks.

CCDDR reserves the right to deny any potential volunteer or intern from participating in its programs and to discontinue participation of any existing volunteer or intern at any time with or without reason. Volunteers and interns are not considered employees and may decide not to participate in either program or discontinue participation at any time with or without reason.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-44

APPROVAL OF AMENDED POLICY #36

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #36, Human Resource Records.
2. That the Board hereby amends and adopts Policy #36 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2019-44



Policy Number: 36 Effective: March 16, 2015 Revised: September 18, 2017, November 14, 2019
<hr/> Subject: Human Resource Records

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a human resource file for each employee, intern, and volunteer. The record is the property of the CCDDR and is maintained for the benefit of the employees, interns, and volunteers.

POLICY:

CCDDR will maintain the security and confidentiality of human resource files and safeguard the information contained in the files against loss, tampering, or use by unauthorized persons. The content and format of human resource records are standardized according to CCDDR procedures and CARF guidelines:

- Employment/Volunteer/Internship Forms (application, resume; references; background checks; copies of driver’s license; copies of Social Security card, insurance information; employment, volunteer, or intern status; and employee, volunteer, or intern acknowledgement forms)
- Pay Changes/Volunteer Changes/Intern Changes (W-4, payroll deductions, notices of pay changes, and notices of volunteer or intern changes)
- Performance (appraisals and disciplinary actions)
- Training and Certifications

The single official record (SOR) for each employee, intern, and volunteer shall be maintained by the Human Resource Officer in a locked file cabinet within the administrative office of CCDDR. Keys to said file cabinet shall be maintained by Human Resource Officer and the Executive Director. The SOR shall contain separate sections for each aforementioned category. Employees, interns, and volunteers shall have the right to examine their SOR after making a written request to their immediate supervisor, the Human Resource Officer, or the Executive Director. SOR viewing shall be in the presence of the Human Resource Officer or Executive Director. Employees, interns, and volunteers may make copies of certain documents from their file for their personal records with permission from the Executive Director. No original documents shall leave CCDDR’s facility. Employee, volunteer, or intern records or information shall not be communicated to

third-parties unless doing so is allowed by law or the employee, volunteer, or intern signs a written authorization for CCDDR to do so. The written authorization shall specifically identify the third-party to whom records, or information are to be communicated.

Former employees', volunteers', and interns' human resource records will be kept for a minimum of 7 years or whatever the applicable minimum is by Federal or State law in a secure, climate-controlled storage facility maintained by CCDDR.

REFERENCES:

- Division of DD and SB40 Standardized Filing Guide
- SB 40 Records Retention Schedule, MO Secretary of State's Office
- CARF Standards Manual, Section 2B



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-45

APPROVAL OF AMENDED POLICY #41

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #41, Equal Employment Opportunity and Affirmative Action.
2. That the Board hereby amends and adopts Policy #41 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2019-45



Policy Number:
41
Effective Date: August 15, 2016
Revised: November 14, 2019

Subject: Equal Employment Opportunity and
Affirmative Action

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) is an equal opportunity employer. It is the responsibility of CCDDR to provide equal employment and advancement opportunities to all employees and to individuals applying for employment.

POLICY:

CCDDR does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, sexual orientation, gender identification and/or expression, genetic information, marital status, disability, veteran status or any other characteristic protected by federal, state or local law. CCDDR also prohibits sexual harassment of any type.

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

Employees can raise concerns and make reports without fear of reprisal as no retaliation for doing so will be tolerated. Incidents of harassment should be reported to a member of management. Anyone found to be engaging in unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

All employees are responsible for conduct consistent with CCDDR policy and are expected to demonstrate respect for all co-workers. All members of management who are responsible for hiring and promoting employees or applicants must be familiar with this policy, must fully support it and are responsible for applying the principles.