



**October 8<sup>th</sup>, 2020**

**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 October 8<sup>th</sup>, 2020, at 5:00 PM

**This Board Meeting will be Held via WebEx:**

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m1a089c11519466d5d1a0eb449c1c048e>

To Join by Phone: 1-415-655-0001  
Meeting Number (Access Code): 126 860 3281  
Meeting Password: 27575249

Call to Order/Roll Call

Approval of Agenda

Approval of Closed Session Board Meeting Minutes for September 10<sup>th</sup>, 2020

Approval of Open Session Board Meeting Minutes for September 10<sup>th</sup>, 2020

Acknowledgement of Distributed Materials to Board Members

- August CLC Monthly Report
- August LAI Monthly Report
- September 2020 Support Coordination Report
- September 2020 Employment Report
- September 2020 Agency Economic Report
- August 2020 Credit Card Statement
- Resolutions 2020-45, 2020-46, 2020-47, 2020-48, 2020-49, & 2020-50

Speakers/Guests

- NONE

Monthly Oral Reports

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

Old Business for Discussion

- COVID-19 Related Updates

New Business for Discussion

- Schedule Budget Appropriations Committee Meeting

## September Reports

- Support Coordination Report
- Employment Report
- Agency Economic Report

## August Credit Card Statement

## Discussion & Conclusion of Resolutions:

1. Resolution 2020-45: Approval of Amended Policy 10
2. Resolution 2020-46: Approval of Amended Policy 15
3. Resolution 2020-47: Approval of Amended Policy 16
4. Resolution 2020-48: Approval of Amended Policy 40
5. Resolution 2020-49: Approval of New Policy 44
6. Resolution 2020-50: Authorization to Close Central Bank Account

## Board Educational Presentation: Missouri I/DD Medicaid Waivers

## Open Discussions

## Public Comment

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

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

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

## Adjournment

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

**Ed Thomas, CCDDR Executive Director**

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

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



**September 10<sup>th</sup>, 2020**  
**Open Session Minutes**

## **CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**

### **Open Session Minutes of September 10th, 2020 VIA WebEx**

**Members Present** Betty Baxter, Chris Bothwell, Kym Jones, Nancy Hayes, Paul DiBello

**Members Absent** Angela Sellers, Dr. Vicki McNamara, Suzanne Perkins, Brian Willey

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch (LAI)  
Susan Daniels (CLC)  
Marcie Vansyoc, Connie Baker, Ryan Johnson, Lori Cornwell, Christina Mitchell,  
Jeanna Booth, Rachel Baskerville, Linda Simms (CCDDR)

### **Approval of Agenda**

Motion by Nancy Hayes, second Chris Bothwell, to approve the agenda as presented.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello,  
Kym Jones, Nancy Hayes

` NO: None

### **Approval of Open Session Board Meeting Minutes for August 13th, 2020**

Motion by Kym Jones, second Chris Bothwell, to approve the August 13th, 2020 Open Session Board Meeting Minutes as presented.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello, Kym Jones

NO: None

ABSTAIN: Nancy Hayes because she was not present at the August 13th, 2020 Open Session Board Meeting.

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

- July CLC Monthly Report
- July LAI Monthly Report
- August 2020 Support Coordination Report
- August 2020 Employment Report
- July 2020 Agency Economic Report
- July 2020 Credit Card Statement
- September Closed Session Board Packet

### **Speakers/Guests**

None

## **Monthly Oral Reports**

### **Children's Learning Center (CLC)**

**Susan Daniels**

CLC is doing well and will be fully staffed Monday. There are 4 to 5 openings for 2-5-year olds. Two children are quarantined due to COVID but do not have the virus. The CLC Face Book fundraiser brought in \$6,020.

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

**Natalie Couch**

August was a good month. Workshop is keeping busy with Laker projects, tackle boxes, drink stix, creamer, continuity items, BTI orders, and Innovative Procurement. DESE COVID relief grant in the amount of \$26,831 was approved. \$12,460 will be paid to LAI certified employees not being able to work during COVID. Mums will be in stock tomorrow. Some mums will be taken to the air show this weekend. The hospital did not purchase mums this year. A plant auction may be held if needed to dispose of the mums. . Cardboard collection trailers will be ready in October.

### **MACDDS**

Successful in getting an appointment for Friday, September 11 with Governor. Waiver waitlist and provider rates will be discussed. The state software subgroup is moving forward as the vendor has been chosen.

### **Old Business for Discussion**

- **COVID-19 Related Updates**

Updates are sent to board members regarding COVID. Last Camden County Health Department update showed COVID count was 641 cases since March 21, with 92 being active, 8 in hospital, 540 recovered, 9 deaths. According to all data sources available, the positivity rate still remains above 10%. Missouri Hospital Association numbers seem to be in line with others. Lake Regional generally updates their statistics weekly, but those numbers represent the entire area, not just Camden County.

- **In Person Visits/Support Monitoring**

Camden County is still on the DMH remote monitoring list with no face to face visits. Several more Missouri counties have been added to the list in the last week.

- **CARES Act Funding**

Applications for reimbursement through CARES Act funding distributed to Camden County for COVID-related expenses were submitted to the Camden County Auditor's office. Additional expenses may be incurred later – if so, additional application will be submitted to the county.

### **New Business for Discussion**

**None**

## **August Reports**

### **Support Coordination Report**

At the beginning of 2020, CCDDR had 367 clients; however, current number of clients is 336 with 7 intakes. Medicaid eligibility is running between 85-87%. Approximately 98% of our billing claims are being paid.

Motion by Kym Jones, second Betty Baxter to approve the report as presented.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello  
, Kym Jones, Nancy Hayes

NO: None

Ed introduced the new Support Coordinator, Christina Mitchell to the Board.

### **Employment Report**

There is not much change in competitive employment – it is holding at 15%. The norm for this time of year is 20%; however, due to COVID, the percentage is lower than previous years.

Motion by Nancy Hayes, second Betty Baxter to approve the report as presented.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello  
, Kym Jones, Nancy Hayes

NO: None

### **Agency Economic Report**

The agency is holding its own due to working remotely and being down a couple of Support Coordinators earlier in the year. We should stay within or close to budget in Services income with the addition of the new Support Coordinators. Tax income is slightly higher than expected. Services and SB 40 Tax expenses that are higher than anticipated in certain categories are being offset by expenses in other categories that are lower due to COVID. Billing will probably be lower at end of year due to Support Coordinators using their unused PTO, which is typically the case in the last quarter. The budget did not have to be revised in July.

Motion by Chris Bothwell, second Kym Jones, to approve report as presented.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello  
, Kym Jones, Nancy Hayes

NO: None

### **July 2020 Credit Card Statement**

No Questions and a vote not necessary.

**Board Educational Presentation: Missouri I/DD Medicaid Waivers**

Motion by Nancy Hayes, second Kym Jones, to table educational presentation until next month's board meeting due to absence of several board members.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello,  
Kym Jones, Nancy Hayes

NO: None

Open Discussion - None

Public Comment - None

**Closed Session:**

Motion by Kym Jones, second Betty Baxter, to go into closed session pursuant to 610.021 RSMO, subsection (8 ) & (14). . A roll call vote was taken.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello,  
Kym Jones, Nancy Hayes

NO: None

Board Members returned from Closed Session.

**Adjournment:**

Motion by Chris Bothwell, second Kym Jones, to adjourn meeting.

AYE: Chris Bothwell, Betty Baxter, Paul DiBello,  
Kym Jones, Nancy Hayes

NO: None

---

Board Chairperson

---

Secretary

# **CLC Monthly Report**



**SB40/CCDDR Funding Request  
for  
September 2020**

Utilizing AUGUST 2020 Records

**CHILDREN'S LEARNING CENTER**  
**AGENCY UPDATE/PROGRESS REPORT**  
August 2020

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 17 children enrolled

10 of the 17 with special needs/dd (6 one-on-ones-3 full time 3 part time)

○ **COMMUNITY EVENTS**

**Attended:**

None at this time

**Current / Upcoming:**

None at this time

○ **GENERAL PROGRAM NEWS**

- TeamWork Training with State Fair Learning Force (August 17)
- Behavior Training with Easter Seals (August 19)
- Still looking for substitutes and possible part time para

○ **FUNDRAISING/GRANTS**

- Actively seeking grants since facing fundraising disruptions due to pandemic (no 5K night glow, Lip Sync Battle, Wine Run, Claus for a Cause – total budget for these items for 2020 was 35,500)
- Did not receive grant to Community Foundation of the Ozarks – Covid Recovery Grant
- Facebook online fundraiser



**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
August 2020

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		538.84	538.84
41200 Camden County SB40	900.90	15,808.14	16,709.04
Total 41000 Contributions & Grants	\$ 900.90	\$ 16,346.98	\$ 17,247.88
42000 Program Services			0.00
42100 First Steps			0.00
Total 42100 First Steps	\$ 2,835.86	\$ 0.00	\$ 2,835.86
Total 42000 Program Services	\$ 2,835.86	\$ 0.00	\$ 2,835.86
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		50.00	50.00
Total 43100 Dining	\$ 0.00	\$ 50.00	\$ 50.00
43500 Tuition		646.00	646.00
Total 43000 Tuition	\$ 0.00	\$ 696.00	\$ 696.00
45000 Other Revenue			0.00
45200 Fundraising Income		240.00	240.00
45290 Non-Profit Revenue		80.00	80.00
Total 45200 Fundraising Income	\$ 0.00	\$ 320.00	\$ 320.00
45300 Donation Income			0.00
45310 Donations		7.77	7.77
45312 Community Rewards		194.15	194.15
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 276.92	\$ 276.92
Total 45300 Donation Income	\$ 0.00	\$ 276.92	\$ 276.92
Total 45000 Other Revenue	\$ 0.00	\$ 596.92	\$ 596.92
Total 40000 INCOME	\$ 3,736.76	\$ 17,639.90	\$ 21,376.66
Total Revenue	\$ 3,736.76	\$ 17,639.90	\$ 21,376.66
Gross Profit	\$ 3,736.76	\$ 17,639.90	\$ 21,376.66
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 23,615.56	\$ 23,615.56
52000 Advertising/Promotional		201.00	201.00
56000 Office Expenditures			0.00
56100 Copy Machine	85.16	198.72	283.88
56200 Miscellaneous		128.28	128.28
56300 Office Supplies		449.33	449.33
Total 56000 Office Expenditures	\$ 85.16	\$ 776.33	\$ 861.49
57000 Office/General Administrative Expenditures			0.00
57100 Accounting Fees		2,000.00	2,000.00

57160 QuickBooks Payments Fees		50.00		50.00
57600 License/Accreditation/Permit Fees		13.50		13.50
57900 Seminars/Training		773.00		773.00
<b>Total 57000 Office/General Administrative Expenditures</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>2,836.50</b>
58000 Operating Supplies				0.00
58100 Classroom Consumables		530.30		530.30
58150 Center Consumables		56.43		56.43
58175 Paper Consumables		452.17		452.17
<b>Total 58000 Operating Supplies</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>1,038.90</b>
59000 Program Service Fees				0.00
59100 First Steps				0.00
<b>Total 59100 First Steps</b>	<b>\$</b>	<b>2,760.86</b>	<b>\$</b>	<b>0.00</b>
<b>Total 59000 Program Service Fees</b>	<b>\$</b>	<b>2,760.86</b>	<b>\$</b>	<b>0.00</b>
62000 Safety & Security		365.96		365.96
63000 Utilities				0.00
63100 Electric	110.72	258.35		369.07
63200 Internet	26.10	48.54		74.64
63300 Telephone	41.18	93.61		134.79
63400 Trash Service		39.71		39.71
63500 Water Softener		24.00		24.00
<b>Total 63000 Utilities</b>	<b>\$</b>	<b>178.00</b>	<b>\$</b>	<b>464.21</b>
<b>Total 50000 EXPENDITURES</b>	<b>\$</b>	<b>3,024.02</b>	<b>\$</b>	<b>29,298.46</b>
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		160.00		160.00
<b>Total Company Contributions</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>160.00</b>
<b>Total Payroll Expenses</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>160.00</b>
Reimbursements		13.85		13.85
Unapplied Cash Bill Payment Expenditure		0.00		0.00
<b>Total Expenditures</b>	<b>\$</b>	<b>3,024.02</b>	<b>\$</b>	<b>29,472.31</b>
<b>Net Operating Revenue</b>	<b>\$</b>	<b>712.74</b>	<b>-\$</b>	<b>11,832.41</b>
<b>Net Revenue</b>	<b>\$</b>	<b>712.74</b>	<b>-\$</b>	<b>11,119.67</b>

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
January - August, 2020

	First Steps	Step Ahead	Not Specified	TOTAL
Revenue				
40000 INCOME				0.00
41000 Contributions & Grants		17,550.00		17,550.00
41100 CACFP		4,128.94		4,128.94
41200 Camden County SB40	5,019.30	119,067.55		124,086.85
41210 Camden County SB40 One-Time Grants		10,000.00		10,000.00
Total 41200 Camden County SB40	\$ 5,019.30	\$ 129,067.55	\$ 0.00	\$ 134,086.85
41400 United Way Grant		5,976.00		5,976.00
41500 Misc. Grant Revenue				0.00
41501 Paycheck Protection Plan		50,500.00		50,500.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 50,500.00	\$ 0.00	\$ 50,500.00
Total 41000 Contributions & Grants	\$ 5,019.30	\$ 207,222.49	\$ 0.00	\$ 212,241.79
42000 Program Services				0.00
42100 First Steps				0.00
Total 42100 First Steps	\$ 28,413.14	\$ 0.00	\$ 0.00	\$ 28,413.14
Total 42000 Program Services	\$ 28,413.14	\$ 0.00	\$ 0.00	\$ 28,413.14
43000 Tuition				0.00
43100 Dining				0.00
43120 Lunch		708.56		708.56
43130 Snack		96.70		96.70
Total 43100 Dining	\$ 0.00	\$ 805.26	\$ 0.00	\$ 805.26
43500 Tuition		9,529.10		9,529.10
43505 Subsidy Tuition		82.18		82.18
Total 43500 Tuition	\$ 0.00	\$ 9,611.28	\$ 0.00	\$ 9,611.28
Total 43000 Tuition	\$ 0.00	\$ 10,416.54	\$ 0.00	\$ 10,416.54
45000 Other Revenue				0.00
45200 Fundraising Income		240.00		240.00
45280 Pizza For A Purpose		5,393.37		5,393.37
45281 Pizza For A Purpose - Gun Raffle		1,590.00		1,590.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 6,983.37	\$ 0.00	\$ 6,983.37
45290 Non-Profit Revenue		80.00		80.00
Total 45200 Fundraising Income	\$ 0.00	\$ 7,303.37	\$ 0.00	\$ 7,303.37
45300 Donation Income		706.00		706.00
45310 Donations		668.81		668.81
45312 Community Rewards		618.52		618.52
45315 Bear Market		600.00		600.00
45351 Community Foundation of the Lake		3,150.00		3,150.00
45352 KC Chiefs Ticket Fundraiser		40.00		40.00
45353 Alley Cats - Santas Little Helpers		2,205.00		2,205.00
Total 45310 Donations	\$ 0.00	\$ 7,282.33	\$ 0.00	\$ 7,282.33
Total 45300 Donation Income	\$ 0.00	\$ 7,988.33	\$ 0.00	\$ 7,988.33
Total 45000 Other Revenue	\$ 0.00	\$ 15,291.70	\$ 0.00	\$ 15,291.70
Total 40000 INCOME	\$ 33,432.44	\$ 232,930.73	\$ 0.00	\$ 266,363.17
Unapplied Cash Payment Revenue				0.00
Total Revenue	\$ 33,432.44	\$ 232,930.73	\$ 0.00	\$ 266,363.17
Gross Profit	\$ 33,432.44	\$ 232,930.73	\$ 0.00	\$ 266,363.17
Expenditures				0.00
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 182,990.63	\$ 0.01	\$ 182,990.62
52000 Advertising/Promotional		1,053.68		1,053.68
53000 Equipment		1,216.47		1,216.47
54000 Fundraising/Grants		60.00		60.00
54200 Summer Night Glow 5K		264.00		264.00
54700 Pizza For A Purpose		840.97		840.97
Total 54000 Fundraising/Grants	\$ 0.00	\$ 1,164.97	\$ 0.00	\$ 1,164.97
55000 Insurance				0.00
55200 Commercial General Liability		720.00		720.00

55300 Commercial Property		512.00		512.00
55400 Director's & Officers		538.00		538.00
55500 Hired & Non-Owned Auto		102.00		102.00
55600 Professional Liability		1,563.00		1,563.00
Total 55000 Insurance	\$ 0.00	\$ 3,435.00	\$ 0.00	\$ 3,435.00
56000 Office Expenditures				0.00
56100 Copy Machine	679.08	1,584.58		2,263.66
56200 Miscellaneous		466.33		466.33
56300 Office Supplies		940.59		940.59
Total 56000 Office Expenditures	\$ 679.08	\$ 2,991.50	\$ 0.00	\$ 3,670.58
57000 Office/General Administrative Expenditures		174.74		174.74
57100 Accounting Fees		2,000.00		2,000.00
57150 Online Accounting Software Service		70.00		70.00
Total 57100 Accounting Fees	\$ 0.00	\$ 2,070.00	\$ 0.00	\$ 2,070.00
57160 QuickBooks Payments Fees		1,089.94		1,089.94
57400 Child Management Software		245.00		245.00
57600 License/Accreditation/Permit Fees		1,337.96		1,337.96
57900 Seminars/Training		833.00		833.00
57960 Janitorial/Custodial		800.00		800.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 6,550.64	\$ 0.00	\$ 6,550.64
58000 Operating Supplies				0.00
58100 Classroom Consumables		1,573.01		1,573.01
58150 Center Consumables		1,057.53		1,057.53
58175 Paper Consumables		1,142.62		1,142.62
58200 Dining		7,072.54		7,072.54
58400 Sanitizing		226.18		226.18
Total 58000 Operating Supplies	\$ 0.00	\$ 11,071.88	\$ 0.00	\$ 11,071.88
59000 Program Service Fees				0.00
59100 First Steps				0.00
Total 59100 First Steps	\$ 21,368.42	\$ 0.00	\$ 0.00	\$ 21,368.42
Total 59000 Program Service Fees	\$ 21,368.42	\$ 0.00	\$ 0.00	\$ 21,368.42
61000 Repair & Maintenance		442.97		442.97
62000 Safety & Security		1,295.45		1,295.45
63000 Utilities				0.00
63100 Electric	715.69	1,669.99		2,385.68
63200 Internet	184.40	389.87		574.27
63300 Telephone	324.74	749.74		1,074.48
63400 Trash Service		317.68		317.68
63500 Water Softener		222.95		222.95
Total 63000 Utilities	\$ 1,224.83	\$ 3,350.23	\$ 0.00	\$ 4,575.06
65000 Other Expenditures				0.00
65100 Miscellaneous Expenditures		329.36		329.36
Total 65000 Other Expenditures	\$ 0.00	\$ 329.36	\$ 0.00	\$ 329.36
Total 50000 EXPENDITURES	\$ 23,272.33	\$ 215,892.78	-\$ 0.01	\$ 239,165.10
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		1,280.00		1,280.00
Total Company Contributions	\$ 0.00	\$ 1,280.00	\$ 0.00	\$ 1,280.00
Total Payroll Expenses	\$ 0.00	\$ 1,280.00	\$ 0.00	\$ 1,280.00
Reimbursements		578.84		578.84
Unapplied Cash Bill Payment Expenditure		16,882.27	-15,393.53	1,288.74
Total Expenditures	\$ 23,272.33	\$ 234,433.89	-\$ 15,393.54	\$ 242,312.68
Net Operating Revenue	\$ 10,160.11	-\$ 1,503.16	\$ 15,393.54	\$ 24,050.49
Other Expenditures				
Other Miscellaneous Expenditure		25.00		25.00
Total Other Expenditures	\$ 0.00	\$ 25.00	\$ 0.00	\$ 25.00
Net Other Revenue	\$ 0.00	-\$ 25.00	\$ 0.00	-\$ 25.00
Net Revenue	\$ 10,160.11	-\$ 1,528.16	\$ 15,393.54	\$ 24,025.49

**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
January - August, 2020

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	10,268.07	14,449.71	0.01	24,717.79
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			327.03	327.03
Repayment: Cash Advance Repayment			300.00	300.00
Accounts Payable (A/P)			-1,019.33	-1,019.33
21000 CBOLO MasterCard -8027		-6,816.22	7,670.57	854.35
21200 Kroger-DS1634 CLC		-8,577.31	8,057.03	-520.28
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Ascensus			2,560.00	2,560.00
22300 Payroll Liabilities:Federal Taxes (941/944)			2,020.80	2,020.80
22400 Payroll Liabilities:MO Income Tax			39.00	39.00
22500 Payroll Liabilities:MO Unemployment Tax			-334.73	-334.73
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 15,393.53	\$ 19,620.37	\$ 4,226.84
Net cash provided by operating activities	\$ 10,268.07	-\$ 943.82	\$ 19,620.38	\$ 28,944.63
Net cash increase for period	\$ 10,268.07	-\$ 943.82	\$ 19,620.38	\$ 28,944.63
Cash at beginning of period			9,338.32	9,338.32
Cash at end of period	\$ 10,268.07	-\$ 943.82	\$ 28,958.70	\$ 38,282.95

**CHILDREN'S LEARNING CENTER**  
**Statement of Financial Position**  
As of August 31, 2020

	Jan - Aug, 2020
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	38,282.95
Total Bank Accounts	\$ 38,282.95
Other Current Assets	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,671.74
Total Current Assets	\$ 45,954.69
<b>TOTAL ASSETS</b>	<b>\$ 45,954.69</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
21000 CBOLO MasterCard -8027	969.78
21200 Kroger-DS1634 CLC	0.00
Total Credit Cards	\$ 969.78
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,155.10
22400 MO Income Tax	-2,707.48
22500 MO Unemployment Tax	-783.63
22600 Primevest Financial	448.19
Aflac	8,859.15
Alieria	9,354.60
Ascensus	6,205.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 22,445.70
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 22,445.70
Total Current Liabilities	\$ 23,415.48
Total Liabilities	\$ 23,415.48
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-15,302.40
Net Revenue	24,025.49
Total Equity	\$ 22,539.21
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 45,954.69</b>

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 January 1 - September 1, 2020

[illegible]

# **LAI Monthly Report**





## **Monthly Financial Reports**

**Lake Area Industries, Inc.**

**AUGUST 31, 2020**

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

	8/31/2020	8/31/2019
<b>ASSETS</b>		
Current Assets		
Total Bank Accounts	508,654	262,205
Total Accounts Receivable	61,672	56,589
Other Current Assets		
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	25,303	25,000
Certificate of Deposit 12 mo. mat 3/27/21- .65%	25,674	25,158
Certificate of Deposit 12 mo. mat 10/22/20- 1.25%	25,471	25,110
Certificate of Deposit 12 mo. mat 6/27/21- .65%	25,466	25,000
Community Foundation of the Ozarks Agency Partner Account	1,024	1,009
GIFTED GARDEN CASH	500	500
INVENTORY	8,276	7,923
PETTY CASH	150	150
Total Other Current Assets	111,864	109,850
Total Current Assets	682,191	428,645
Fixed Assets		
ACCUMULATED DEPRECIATION	(760,895)	(737,843)
AUTO AND TRUCK	128,809	128,809
BUILDING	403,567	377,261
Deposit on Construction	0	29,115
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	0
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	234,464	229,732
OFFICE EQUIPMENT	12,838	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	181,192	199,451
Other Assets		
CURRENT CAPITAL IMPROVEMENT	55,407	39,437
UTILITY DEPOSITS	554	554
Total Other Assets	55,961	39,991
<b>TOTAL ASSETS</b>	<b>919,344</b>	<b>668,087</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Total Accounts Payable	4,001	3,824
Total Credit Cards	768	1,944
Other Current Liabilities		
ACCRUED WAGES	6,274	0
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	25	75
Missouri Department of Revenue Payable	93	42
Payroll Protection Program Loan	107,900	
SALES TAX PAYABLE	2	33
Trellis sales	40	
United Way contributions payable	100	
Total Other Current Liabilities	114,460	177
Total Current Liabilities	119,230	5,946
Total Liabilities	119,230	5,946
Equity		
Unrestricted Net Assets	653,811	508,965
Net Income	146,303	153,176
Total Equity	800,114	662,141
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>919,344</b>	<b>668,087</b>

# Lake Area Industries, Inc.

## Profit and Loss

	Aug 2020	YTD
Income		
CONTRACT PACKAGING	24,112	243,815
FOAM RECYCLING	20	1,938
GREENHOUSE SALES		54,173
SECURE DOCUMENT SHREDDING	3,091	29,656
Total Income	27,223	329,582
Cost of Goods Sold		
Cost of Goods Sold	1,848	18,795
GG PLANTS & SUPPLIES		28,689
SHIPPING AND DELIVERY		2,154
Textile Purchases		1,282
WAGES - TEMPORARY WORKERS	1,713	38,257
WAGES-EMPLOYEES	22,797	178,933
Total Cost of Goods Sold	26,358	268,111
Gross Profit	865	61,471
Expenses		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	341	7,336
Bus Fare		1,224
CASH OVER/SHORT		(52)
EQUIP. PURCHASES & MAINTENANCE	1,151	22,796
INSURANCE	1,945	12,946
NON MANUFACTURING SUPPLIES	160	665
PAYROLL	15,634	125,782
PAYROLL EXP & BENEFITS	5,777	51,237
PROFESSIONAL SERVICES	1,418	11,262
SALES TAX		(80)
UTILITIES	82	11,383
Total Expenses	26,507	253,574
Net Operating Income	(25,642)	(192,103)
Other Income		
INTEREST INCOME	189	2,135
OTHER CONTRIBUTIONS	100	4,997
SB-40 REVENUE	17,650	180,458
STATE AID	21,448	150,817
Total Other Income	39,387	338,406
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	39,387	338,406
Net Income	13,745	146,303



# Lake Area Industries, Inc.

## Budget vs. Actuals

	Aug 2020			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	24,112	24,918	(807)	243,815	208,461	35,354
FOAM RECYCLING	20	500	(480)	1,938	4,000	(2,062)
GREENHOUSE SALES		0	0	54,173	52,328	1,845
SECURE DOCUMENT SHREDDING	3,091	2,060	1,032	29,656	26,778	2,878
Total Income	27,223	27,478	(255)	329,582	291,566	38,016
Cost of Goods Sold						
Cost of Goods Sold	1,848	1,847	0	18,795	19,365	(571)
GG PLANTS & SUPPLIES		0	0	28,689	29,929	(1,240)
SHIPPING AND DELIVERY		131	(131)	2,154	3,948	(1,794)
Textile Purchases		0	0	1,282	1,339	(57)
WAGES - TEMPORARY WORKERS	1,713	0	1,713	38,257	0	38,257
WAGES-EMPLOYEES	22,797	20,866	1,931	178,933	182,579	(3,646)
Total Cost of Goods Sold	26,358	22,845	3,513	268,111	237,160	30,951
Gross Profit	865	4,633	(3,768)	61,471	54,407	7,064
Expenses						
ACCTG. & AUDIT FEES		0	0	9,075	9,529	(454)
ALL OTHER EXPENSES	341	1,898	(1,557)	7,336	13,082	(5,746)
Bus Fare		100	(100)	1,224	420	804
CASH OVER/SHORT			0	(52)	0	(52)
EQUIP. PURCHASES & MAINTENANCE	1,151	4,495	(3,344)	22,796	39,957	(17,161)
INSURANCE	1,945	1,563	382	12,946	12,500	446
NON MANUFACTURING SUPPLIES	160	177	(17)	665	645	20
PAYROLL	15,634	18,232	(2,598)	125,782	145,880	(20,097)
PAYROLL EXP & BENEFITS	5,777	6,951	(1,175)	51,237	58,866	(7,629)
PROFESSIONAL SERVICES	1,418	1,189	229	11,262	9,906	1,356
SALES TAX			0	(80)	0	(80)
UTILITIES	82	1,387	(1,306)	11,383	14,589	(3,206)
Total Expenses	26,507	35,991	(9,483)	253,574	305,373	(51,799)
Net Operating Income	(25,642)	(31,357)	5,715	(192,103)	(250,967)	58,864
Other Income						
INTEREST INCOME	189	130	59	2,135	1,340	795
OTHER CONTRIBUTIONS	100		100	4,997	0	4,997
SB-40 REVENUE	17,650	17,668	(18)	180,458	144,054	36,404
STATE AID	21,448	19,320	2,127	150,817	153,948	(3,131)
Total Other Income	39,387	37,118	2,269	338,406	299,342	39,064
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0		0	0	0	0
Total Other Expenses	0	0	0	0	0	0
Net Other Income	39,387	37,118	2,269	338,406	299,342	39,064
Net Income	13,745	5,761	7,984	146,303	48,376	97,928

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
YTD

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	146,303
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	25,775
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(178)
Certificate of Deposit 12 mo. mat 3/27/21- .65%	(200)
Certificate of Deposit 12 mo. mat 10/22/20- 1.25%	(237)
Certificate of Deposit 12 mo. mat 6/27/21- .65%	(234)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(493)
PETTY CASH	(5)
Accounts Payable	(3,465)
CBOLO CC - 1565 Natalie	(196)
CBOLO CC - 5203 Lillie	(197)
CBOLO CC - 5229 Kevin	0
Sam's Club Mastercard- 2148	(328)
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	(25)
Missouri Department of Revenue Payable	50
Payroll Protection Program Loan	107,900
Rock Sales @ 75%	0
SALES TAX PAYABLE	2
Trellis sales	40
United Way contributions payable	100
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	128,308
Net cash provided by operating activities	274,611
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(50,942)
Net cash provided by investing activities	(50,942)
Net cash increase for period	223,669
Cash at beginning of period	284,985
Cash at end of period	508,654

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
August 2020

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	13,745
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	11,947
INVENTORY:RAW MATERIAL INVENTORY	(116)
Accounts Payable	(591)
CBOLO CC - 1565 Natalie	(256)
CBOLO CC - 5203 Lillie	29
Sam's Club Mastercard- 2148	(206)
AFLAC DEDUCTIONS PAYABLE	0
United Way contributions payable	20
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	10,826
Net cash provided by operating activities	24,571
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(3,033)
Net cash provided by investing activities	(3,033)
Net cash increase for period	21,539
Cash at beginning of period	487,116
Cash at end of period	508,654

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
<b>As of August 31, 2020</b>						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	<b>\$ 1,460</b>	<b>\$ 2,856</b>	<b>-\$ 315</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,001</b>

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
<b>As of August 31, 2020</b>						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	<b>\$ 51,917</b>	<b>\$ 9,081</b>	<b>\$ 639</b>	<b>\$ 0</b>	<b>\$ 35</b>	<b>\$ 61,672</b>

# Support Coordination Report



September 2020

# Client Caseloads

- Number of Caseloads as of September 30<sup>th</sup>, 2020: 334
- Budgeted Number of Caseloads: 360
- Pending Number of New Intakes: 4
- Medicaid Eligibility: 85.03%

## Caseload Counts

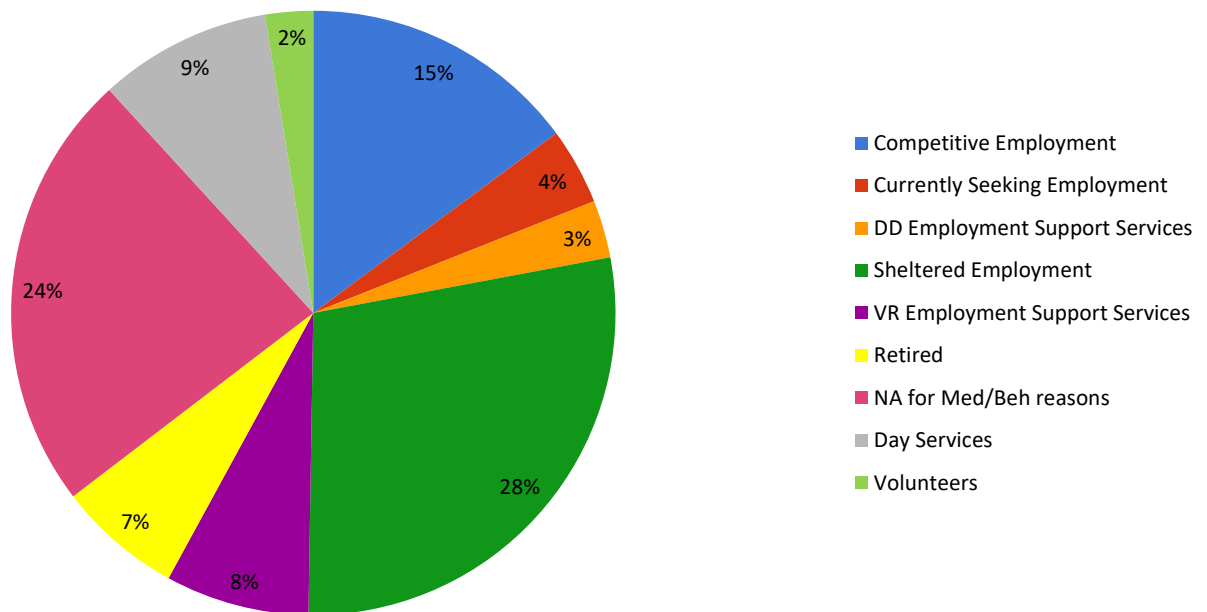
Cynthia Brown – 34  
Elizabeth Chambers - 30  
Stephanie Enoch – 30  
Teri Guttman - 31  
Micah Joseph – 31  
Jennifer Lyon – 32  
Annie Meyer – 43  
Christina Mitchell - 10  
Mary Petersen – 35  
Patricia Strouse - 31  
Jami Weisenborn - 27



# **Employment Report**

	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
<b>Agency Adults</b>	29	8	6	55	15	13	46	18	5
Guttman	4	4	3	5	1	6	6	5	1
Brown	5	0	0	5	11	0	1	3	1
Enoch	2	1	0	8	0	1	12	3	2
Lyon	1	0	1	7	1	1	6	4	1
Meyer	6	1	0	4	0	1	2	0	0
Chambers	4	0	1	6	0	1	4	1	0
Peterson	1	1	0	7	1	1	6	0	0
Joseph	0	0	0	1	0	0	1	0	0
Weisenborn	2	0	1	6	1	2	3	0	0
Strouse	4	1	0	6	0	0	5	2	0
Mitchell	6	2	0	6	5	1	4	1	0

**CCDDR Adults employment status as of September 30, 2020**

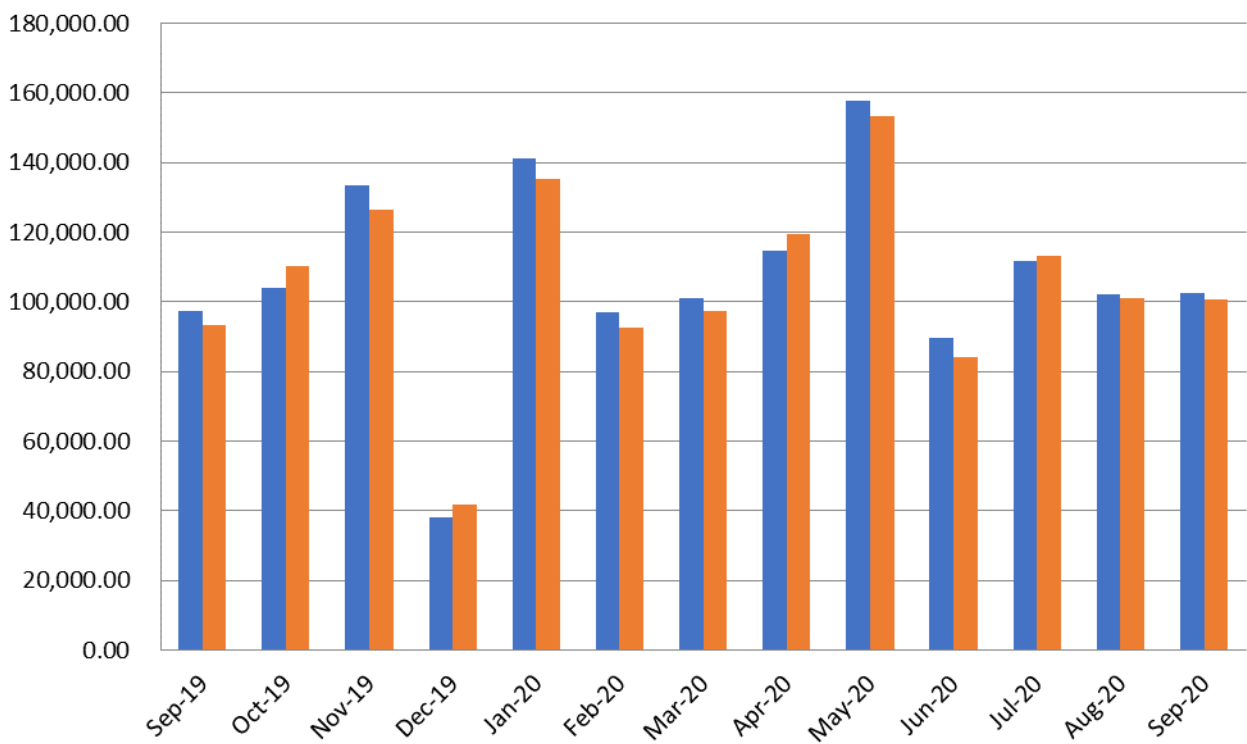


Agency Economic  
Report  
(Unaudited)

September 2020

## Targeted Case Management Income

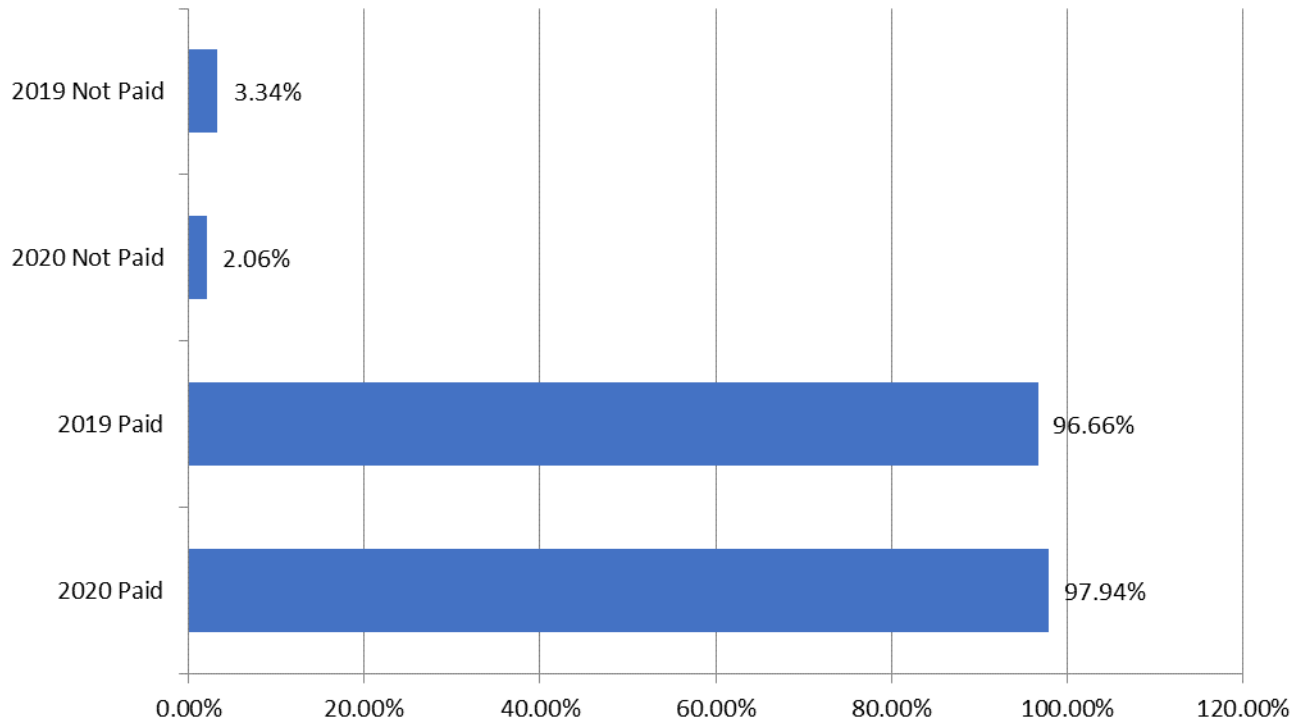
### TCM Billed vs TCM Payment Received



	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
Total Payable Billed	97,476.48	104,103.36	133,531.20	38,111.04	141,108.48	96,837.12	101,243.52	114,791.04	157,939.20	89,493.12	111,732.48	102,098.88	102,591.36
Total Payment Received	93,268.80	110,341.44	126,463.68	41,774.40	135,354.24	92,456.64	97,225.92	119,534.40	153,195.84	84,136.32	113,140.80	101,010.24	100,846.08

# 2020 vs 2019

## Percentage Comparison Medicaid Billed vs Medicaid Paid



# Budget vs. Actuals: FY 2020 - FY20 P&L Departments

September 2020

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	3,958	6,073	(2,115)			0
4500 Services Income			0	113,533	110,234	3,299
<b>Total Income</b>	<b>3,958</b>	<b>6,073</b>	<b>(2,115)</b>	<b>113,533</b>	<b>110,234</b>	<b>3,299</b>
<b>Gross Profit</b>	<b>3,958</b>	<b>6,073</b>	<b>(2,115)</b>	<b>113,533</b>	<b>110,234</b>	<b>3,299</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	101,590	99,171	2,419
5100 Repairs & Maintenance			0	9	1,510	(1,501)
5500 Contracted Business Services			0	4,075	5,415	(1,340)
5600 Presentations/Public Meetings			0		228	(228)
5700 Office Expenses			0	1,886	4,177	(2,291)
5800 Other General & Administrative			0	90	1,711	(1,621)
5900 Utilities			0	(221)	850	(1,071)
6100 Insurance			0	1,555	1,700	(145)
6700 Partnership for Hope	3,816	4,585	(769)			0
6900 Direct Services	12,200	8,969	3,231			0
7100 Housing Programs	6,054	8,158	(2,104)			0
7200 Children's Programs	11,509	17,550	(6,041)			0
7300 Sheltered Employment Programs	17,650	24,150	(6,500)			0
7600 Community Resources		5,136	(5,136)			0
7900 Special/Additional Needs		6,490	(6,490)			0
<b>Total Expenses</b>	<b>51,229</b>	<b>75,038</b>	<b>(23,809)</b>	<b>108,984</b>	<b>114,762</b>	<b>(5,778)</b>
<b>Net Operating Income</b>	<b>(47,271)</b>	<b>(68,965)</b>	<b>21,694</b>	<b>4,549</b>	<b>(4,528)</b>	<b>9,077</b>
<b>Other Expenses</b>						
8500 Depreciation			0	3,076	3,250	(174)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,076</b>	<b>3,250</b>	<b>(174)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,076)</b>	<b>(3,250)</b>	<b>174</b>
<b>Net Income</b>	<b>(47,271)</b>	<b>(68,965)</b>	<b>21,694</b>	<b>1,472</b>	<b>(7,778)</b>	<b>9,250</b>

## Budget Variance Report

Total Income: In September 2020, SB 40 Tax Revenues were lower than projected. Services Program income was higher than projected. Two new Support Coordinators are being trained, and billing capacity is increasing. Additional measures are being taken to communicate directly with clients in preparation for resuming in-person visits/monitoring and to reduce/monitor risks of potential abuse, neglect, and exploitation.

Total Expenses: In September 2020, overall SB 40 Tax program expenses were lower than budgeted. Direct Service expenses were higher than budgeted due to higher than anticipated non-Medicaid TCM service billings. It should also be noted OATS invoices for transportation services in September (7600 & 7300 categories) were not received by month end, and spend-down payment requirements (7900 category) are still being waived during the COVID-19 state of emergency. Services Program expenses were lower than budgeted expectations in all categories except for Payroll & Benefits, which is because the August & September LAGERS (retirement contributions) expenses were both recorded in September.

# Budget vs. Actuals: FY 2020 - FY20 P&L Departments

January - September, 2020

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	987,756	976,045	11,711			0
4500 Services Income			0	1,107,619	1,101,396	6,223
<b>Total Income</b>	<b>987,756</b>	<b>976,045</b>	<b>11,711</b>	<b>1,107,619</b>	<b>1,101,396</b>	<b>6,223</b>
<b>Gross Profit</b>	<b>987,756</b>	<b>976,045</b>	<b>11,711</b>	<b>1,107,619</b>	<b>1,101,396</b>	<b>6,223</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	909,405	932,293	(22,888)
5100 Repairs & Maintenance			0	6,752	13,590	(6,838)
5500 Contracted Business Services			0	54,135	52,959	1,176
5600 Presentations/Public Meetings			0	3,096	2,052	1,044
5700 Office Expenses			0	47,190	43,593	3,597
5800 Other General & Administrative			0	21,369	26,165	(4,796)
5900 Utilities			0	5,516	7,650	(2,134)
6100 Insurance			0	13,999	15,300	(1,301)
6700 Partnership for Hope	26,160	28,865	(2,705)			0
6900 Direct Services	103,229	174,460	(71,231)			0
7100 Housing Programs	54,642	73,422	(18,780)			0
7200 Children's Programs	163,146	157,950	5,196			0
7300 Sheltered Employment Programs	182,797	217,350	(34,553)			0
7500 Community Employment Programs	161		161			0
7600 Community Resources	41,365	46,224	(4,859)	0		0
7900 Special/Additional Needs	23,559	58,194	(34,635)			0
<b>Total Expenses</b>	<b>595,060</b>	<b>756,465</b>	<b>(161,405)</b>	<b>1,061,462</b>	<b>1,093,602</b>	<b>(32,140)</b>
<b>Net Operating Income</b>	<b>392,696</b>	<b>219,580</b>	<b>173,116</b>	<b>46,158</b>	<b>7,794</b>	<b>38,364</b>
<b>Other Expenses</b>						
8500 Depreciation			0	27,341	29,250	(1,909)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,341</b>	<b>29,250</b>	<b>(1,909)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(27,341)</b>	<b>(29,250)</b>	<b>1,909</b>
<b>Net Income</b>	<b>392,696</b>	<b>219,580</b>	<b>173,116</b>	<b>18,817</b>	<b>(21,456)</b>	<b>40,273</b>

## Budget Variance Report

Total Income: As of September 2020, YTD SB 40 Tax Revenues is slightly higher than projected, and Services Program income is slightly higher than projected. It should also be noted that interest rates on the "Sweep" accounts have significantly reduced; however, this reduction has not negatively impacted our overall YTD income.

Total Expenses: As of September 2020, overall YTD SB 40 Tax program expenses are lower than budgeted expectations. Only a slight overage is recorded in Community Employment Programs, and CLC expenses were higher than anticipated, which is primarily due to the unanticipated special funding request for \$10,000 earlier in the year. Please note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are waived during the COVID-19 pandemic; OATS invoices for transportation services were lower because there was a reduction in services due to COVID-19; Housing Programs expense are lower due to changes in the program guidelines; and the final State FY 2020 TCM Allocation Formula statement reflected no payment was due to DMH (budgeted to be \$82,261). Overall Services Program expenses are lower than projected. Presentation/Public Meetings expenses were higher than budgeted because the December 2019 Holiday Celebration was postponed until January; Office expenses are higher than budgeted because of the Camdenton office workstation expansion into the conference room, as well as PPE purchases; and Contracted Business Services are higher due to additional IT contractor service and other IT-related purchases.

# Balance Sheet

As of September 30, 2020

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
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	883,270	(3,603)
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>883,499</b>	<b>(3,603)</b>
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		259,021
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>259,021</b>
<b>Total 1000 Bank Accounts</b>	<b>883,499</b>	<b>255,418</b>
<b>Total Bank Accounts</b>	<b>883,499</b>	<b>255,418</b>
<b>Accounts Receivable</b>		
1200 Services		
1210 Medicaid Direct Service		100,846
1215 Non-Medicaid Direct Service		34,819
<b>Total 1200 Services</b>	<b>0</b>	<b>135,665</b>
1300 Property Taxes		
1310 Property Tax Receivable	893,401	
1315 Allowance for Doubtful Accounts	(17,156)	
<b>Total 1300 Property Taxes</b>	<b>876,245</b>	<b>0</b>
<b>Total Accounts Receivable</b>	<b>876,245</b>	<b>135,665</b>
<b>Other Current Assets</b>		
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		52,933
1435 Net Pension Asset (Liability)		(8,677)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>44,256</b>
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	12,309
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>12,309</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>56,565</b>
<b>Total Current Assets</b>	<b>1,759,744</b>	<b>447,648</b>
<b>Fixed Assets</b>		
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		(164,220)
1526 Accumulated Depreciation - Keystone		(26,632)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		110,596
1532 Osage Beach Office Remodeling		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(64,858)
1536 Acc Dep - Remodeling - Keystone		(13,835)
1537 Acc Dep - Remodeling - Osage Beach Office		(1,988)
1540 Equipment		48,579
1545 Accumulated Depreciation - Equipment		(39,358)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>672,654</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>672,654</b>
<b>TOTAL ASSETS</b>	<b>1,759,744</b>	<b>1,120,302</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
1900 Accounts Payable	9,942	4,456
<b>Total Accounts Payable</b>	<b>9,942</b>	<b>4,456</b>
<b>Other Current Liabilities</b>		
<b>2000 Current Liabilities</b>		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	34,819	
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	951,336	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	2,254
2062 Social Security Tax Payable	0	2,137
2063 Medicare Tax Payable	0	486
2064 MO State W / H Tax Payable	0	2,144
2065 FFCRA Federal W/H Tax Credit		1,001
2066 FFCRA Health Insurance Credit		235
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>8,256</b>
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	278
2072 AFLAC Post-tax W / H	0	3
2073 Vision Insurance W / H	0	(47)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(344)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0

Total 2070 Payroll Clearing	0	(83)
2090 Deferred Inflows		12,452
<b>Total 2000 Current Liabilities</b>	<b>986,155</b>	<b>18,469</b>
<b>Total Other Current Liabilities</b>	<b>986,155</b>	<b>18,469</b>
<b>Total Current Liabilities</b>	<b>996,098</b>	<b>22,925</b>
<b>Total Liabilities</b>	<b>996,098</b>	<b>22,925</b>
<b>Equity</b>		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	244,565	
3010 Transportation	51,183	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	95,700	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	4,107	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	45,910	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>441,465</b>	<b>0</b>
3500 Restricted Services Fund Balances		
3501 Operational		35,970
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		84,633
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		672,654
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>993,257</b>
3900 Unrestricted Fund Balances	(182,793)	(33,109)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	126,576	104,115
<b>Net Income</b>	<b>392,696</b>	<b>18,817</b>
<b>Total Equity</b>	<b>777,944</b>	<b>1,083,080</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,774,042</b>	<b>1,106,005</b>

# Statement of Cash Flows

September 2020

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(47,271)	54
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(53,724)
1215 Services:Non-Medicaid Direct Service		(12,200)
1455 Prepaid Expenses:Prepaid-Insurance		2,523
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		684
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		451
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		249
1545 Fixed Assets:Accumulated Depreciation - Equipment		454
1900 Accounts Payable	(9,850)	349
2007 Current Liabilities:Non-Medicaid Payable	12,200	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		2,254
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		2,076
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		486
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		31
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(46)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(9)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(17)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(41)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	2,350	(55,241)
Net cash provided by operating activities	(44,921)	(55,188)
<b>FINANCING ACTIVITIES</b>		
3599 Restricted Services Fund Balances:Other		(3,076)
3999 Clearing Account		3,076
Net cash provided by financing activities	0	0
Net cash increase for period	(44,921)	(55,188)
Cash at beginning of period	928,420	310,605
Cash at end of period	883,499	255,418

# Statement of Cash Flows

January - September, 2020

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	392,696	17,399
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(94,625)
1215 Services:Non-Medicaid Direct Service		(15,422)
1455 Prepaid Expenses:Prepaid-Insurance		10,520
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		8,083
1526 Fixed Assets:Accumulated Depreciation - Keystone		3,066
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		6,059
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		4,058
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		1,988
1545 Fixed Assets:Accumulated Depreciation - Equipment		4,088
1900 Accounts Payable	(8,378)	(8,557)
2007 Current Liabilities:Non-Medicaid Payable	15,422	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		2,254
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		2,137
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		486
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		169
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		1,001
2066 Current Liabilities:Payroll Tax Payable:FFCRA Health Insurance Credit		235
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(59)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(8)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(10)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(104)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>7,045</b>	<b>(74,642)</b>
<b>Net cash provided by operating activities</b>	<b>399,741</b>	<b>(57,244)</b>
<b>INVESTING ACTIVITIES</b>		
1530 Fixed Assets:100 Third Street Remodeling		(9,453)
1532 Fixed Assets:Osage Beach Office Remodeling		(4,225)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(13,678)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	11,269	
3010 Restricted SB 40 Tax Fund Balances:Transportation	6,563	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	32,901	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	1,095	
3070 Restricted SB 40 Tax Fund Balances:TCM	15,839	
3501 Restricted Services Fund Balances:Operational		35,970
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		51,071
3575 Restricted Services Fund Balances:Community Resources		(5,000)
3599 Restricted Services Fund Balances:Other		(13,663)
3900 Unrestricted Fund Balances	(121,059)	(102,408)
3999 Clearing Account		29,030

<b>Net cash provided by financing activities</b>	<b>(53,392)</b>	<b>(5,000)</b>
<b>Net cash increase for period</b>	<b>346,349</b>	<b>(75,922)</b>
<b>Cash at beginning of period</b>	537,150	331,340
<b>Cash at end of period</b>	<b>883,499</b>	<b>255,418</b>

## Check Detail - SB 40 Tax Account

September 2020

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
09/04/2020	Bill Payment (Check)	5816	Childrens Learning Center	(11,509.05)
09/04/2020	Bill Payment (Check)	5817	Lake Area Industries	(17,650.00)
09/11/2020	Bill Payment (Check)	5818	DMH Local Tax Matching Fund	(3,815.81)
09/17/2020	Bill Payment (Check)	5825	Camdenton Apartments dba Lauren's Place	(284.00)
09/17/2020	Bill Payment (Check)	5826	David A Schlenfort	(309.00)
09/17/2020	Bill Payment (Check)	5827	Kyle LaBrue	(976.00)
09/17/2020	Bill Payment (Check)	5828	Revelation Construction & Development, LLC	0.00
09/17/2020	Bill Payment (Check)	5829	David A Schlenfort	(673.00)
09/17/2020	Bill Payment (Check)	5830	Revelation Construction & Development, LLC	(378.00)
09/17/2020	Bill Payment (Check)	5831	Revelation Construction & Development, LLC	(460.00)
09/17/2020	Bill Payment (Check)	5832	Revelation Construction & Development, LLC	(761.00)
09/17/2020	Bill Payment (Check)	5833	Revelation Construction & Development, LLC	(794.00)
09/17/2020	Bill Payment (Check)	5834	Revelation Construction & Development, LLC	(838.00)
09/17/2020	Bill Payment (Check)	5835	Revelation Construction & Development, LLC	(581.00)
09/18/2020	Bill Payment (Check)	5836	Lake Area Industries	(150.00)
09/18/2020	Bill Payment (Check)	5837	City Of Camdenton	(85.91)
09/18/2020	Bill Payment (Check)	5838	Cynthia Brown	(50.00)
09/18/2020	Bill Payment (Check)	5839	AT&T TeleConference Services	(67.75)
09/18/2020	Bill Payment (Check)	5840	Office Business Equipment	(40.00)
09/18/2020	Bill Payment (Check)	5841	Staples	(81.87)
09/18/2020	Bill Payment (Check)	5842	Lake Regional Occupational Medicine Clinic	(71.00)
09/18/2020	Bill Payment (Check)	5843	Happy Maids Cleaning Services LLC	(50.00)
09/18/2020	Bill Payment (Check)	5844	All Seasons Services	(240.00)
09/18/2020	Bill Payment (Check)	5845	Ezard's, Inc.	(1,300.00)
09/18/2020	Bill Payment (Check)	5846	Linda Simms	(1,466.23)
09/25/2020	Bill Payment (Check)	5836	OATS, Inc.	(9,849.73)

# Check Detail - Services Account

September 2020

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
09/04/2020	Expense	153462	Connie L Baker	(1,193.00)
09/04/2020	Expense	153463	Rachel K Baskerville	(1,276.23)
09/04/2020	Expense	153464	Jeanna K Booth	(1,231.56)
09/04/2020	Expense	153465	Cynthia Brown	(1,217.91)
09/04/2020	Expense	153466	Elizabeth L Chambers	(1,053.13)
09/04/2020	Expense	153467	Lori Cornwell	(1,466.01)
09/04/2020	Expense	153468	Stephanie E Enoch	(1,256.67)
09/04/2020	Expense	153469	Teri Guttman	(1,401.24)
09/04/2020	Expense	153470	Ryan Johnson	(1,583.88)
09/04/2020	Expense	153471	Micah J Joseph	(1,337.35)
09/04/2020	Expense	153472	Jennifer Lyon	(1,241.78)
09/04/2020	Expense	153473	Annie Meyer	(1,304.22)
09/04/2020	Expense	153474	Mary P Petersen	(1,176.63)
09/04/2020	Expense	153475	Sylvia M Santon	(1,052.74)
09/04/2020	Expense	153476	Patricia L. Strouse	(1,144.90)
09/04/2020	Expense	153477	Eddie L Thomas	(2,648.99)
09/04/2020	Expense	153478	Marcie L. Vansyoc	(1,472.20)
09/04/2020	Expense	153479	Jami Weisenborn	(1,472.54)
09/04/2020	Expense	153480	Nicole M Whittle	(1,622.74)
09/04/2020	Bill Payment (Check)	2416	FP Mailing Solutions	(102.00)
09/04/2020	Bill Payment (Check)	2417	AT&T	(93.50)
09/04/2020	Bill Payment (Check)	2418	Peak Sport and Spine	(29.37)
09/04/2020	Bill Payment (Check)	2419	Conaway Contracting	(324.13)
09/04/2020	Bill Payment (Check)	2420	VERIZON	(160.41)
09/04/2020	Bill Payment (Check)	2421	Camden County PWSD #2	(73.29)
09/04/2020	Bill Payment (Check)	2422	Charter Business	(574.87)
09/04/2020	Bill Payment (Check)	2423	Ameren Missouri	(231.93)
09/04/2020	Bill Payment (Check)	2424	Annie Meyer	(50.00)
09/04/2020	Bill Payment (Check)	2425	Connie L Baker	(75.85)
09/04/2020	Bill Payment (Check)	2426	Elizabeth L Chambers	(50.00)
09/04/2020	Bill Payment (Check)	2427	Happy Maids Cleaning Services LLC	(50.00)
09/04/2020	Bill Payment (Check)	2428	Jami Weisenborn	(50.00)
09/04/2020	Bill Payment (Check)	2429	Jeanna K Booth	(50.00)
09/04/2020	Bill Payment (Check)	2430	Jennifer Lyon	(50.00)
09/04/2020	Bill Payment (Check)	2431	LaCiede Electric Cooperative	(520.37)
09/04/2020	Bill Payment (Check)	2432	Linda Simms	(180.45)
09/04/2020	Bill Payment (Check)	2433	Lori Cornwell	(53.27)
09/04/2020	Bill Payment (Check)	2434	Marcie L. Vansyoc	(93.22)
09/04/2020	Bill Payment (Check)	2435	Mary P Petersen	(50.00)
09/04/2020	Bill Payment (Check)	2436	Micah J Joseph	(242.39)
09/04/2020	Bill Payment (Check)	2437	Nicole M Whittle	(50.00)
09/04/2020	Bill Payment (Check)	2438	Patricia L. Strouse	(50.00)
09/04/2020	Bill Payment (Check)	2439	Rachel K Baskerville	(50.00)

09/04/2020	Bill Payment (Check)	2440	Ryan Johnson	(50.00)
09/04/2020	Bill Payment (Check)	2441	Stephanie E Enoch	(50.00)
09/04/2020	Bill Payment (Check)	2442	Sylvia M Santon	(57.15)
09/04/2020	Bill Payment (Check)	2443	Teri Guttman	(50.00)
09/04/2020	Bill Payment (Check)	2444	Direct Service Works	(795.00)
09/04/2020	Bill Payment (Check)	2445	Missouri Dept of Revenue	(2,139.00)
09/04/2020	Bill Payment (Check)	2446	Linda Simms	(1,388.35)
09/04/2020	Bill Payment (Check)	2447	Mary P Petersen	(50.00)
09/09/2020	Expense	AUGUST 2020	Lagers	(5,073.65)
09/11/2020	Bill Payment (Check)	2448	Lake Area Industries	(50.00)
09/11/2020	Bill Payment (Check)	2449	Aflac	(720.55)
09/11/2020	Bill Payment (Check)	2450	Ezard's, Inc.	(51.47)
09/11/2020	Bill Payment (Check)	2451	SUMNERONE	(1,075.00)
09/11/2020	Bill Payment (Check)	2452	Ollie K. Moore R. N.	(90.00)
09/11/2020	Bill Payment (Check)	2453	Happy Maids Cleaning Services LLC	(100.00)
09/18/2020	Expense	153482	Connie L Baker	(1,193.00)
09/18/2020	Expense	153483	Rachel K Baskerville	(1,286.99)
09/18/2020	Expense	153484	Jeanna K Booth	(1,269.41)
09/18/2020	Expense	153485	Cynthia Brown	(1,191.02)
09/18/2020	Expense	153486	Elizabeth L Chambers	(1,044.54)
09/18/2020	Expense	153487	Lori Cornwell	(1,466.01)
09/18/2020	Expense	153488	Stephanie E Enoch	(1,256.67)
09/18/2020	Expense	153489	Teri Guttman	(1,355.14)
09/18/2020	Expense	153490	Ryan Johnson	(1,583.88)
09/18/2020	Expense	153491	Micah J Joseph	(1,337.35)
09/18/2020	Expense	153492	Jennifer Lyon	(1,241.78)
09/18/2020	Expense	153493	Annie Meyer	(1,387.48)
09/18/2020	Expense	153494	Christina R. Mitchell	(1,235.69)
09/18/2020	Expense	153495	Mary P Petersen	(1,189.29)
09/18/2020	Expense	153496	Sylvia M Santon	(1,039.62)
09/18/2020	Expense	153497	Patricia L. Strouse	(1,108.91)
09/18/2020	Expense	153498	Eddie L Thomas	(2,648.99)
09/18/2020	Expense	153499	Marcie L. Vansyoc	(1,472.20)
09/18/2020	Expense	153500	Jami Weisenborn	(1,307.43)
09/18/2020	Expense	153501	Nicole M Whittle	(1,622.74)
09/18/2020	Expense	09/18/2020	Internal Revenue Service	(7,598.28)
09/25/2020	Bill Payment (Check)	2465	Cynthia Brown	(50.00)
09/25/2020	Bill Payment (Check)	2466	Bankcard Center	(150.00)
09/25/2020	Bill Payment (Check)	2467	MO Consolidated Health Care	(17,031.65)
09/25/2020	Bill Payment (Check)	2468	WCA Waste Corporation	(25.00)
09/25/2020	Bill Payment (Check)	2469	Principal Life Ins	(299.52)
09/25/2020	Bill Payment (Check)	2470	All American Termite & Pest Control	(70.00)
09/25/2020	Bill Payment (Check)	2471	Summit Natural Gas of Missouri, Inc.	(22.06)
09/25/2020	Bill Payment (Check)	2472	Delta Dental of Missouri	(528.96)
09/25/2020	Bill Payment (Check)	2473	GB Maintenance Supply	(39.99)
09/30/2020	Expense	SEPTEMBER 2020	Lagers	(5,267.03)

**August 2020**  
**Credit Card Statement**





Cardholder Account Summary						
EDDIE THOMAS #### ## 0953			Payments & Other Credits \$0.00	Purchases & Other Charges \$760.00	Cash Advances \$0.00	Total Activity \$760.00
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
08/04	08/05	PBUS01	55432860217200628239166	INT*QuickBooks Online 800-446-8848 CA	\$150.00	
08/28	08/28	PBUS01	55131580241400810036135	MSFT * E0100BXHVA 8006427676 WA	\$460.00	
09/04	09/04	PBUS01	55432860248200100881207	INT*QuickBooks Online 800-446-8848 CA	\$150.00	

Cardholder Account Summary						
LINDA SIMMS #### #### 0961			Payments & Other Credits \$0.00	Purchases & Other Charges \$227.31	Cash Advances \$0.00	Total Activity \$227.31
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
08/08	08/10	PBUS01	55483820222400001943070	WAL-MART #0089 CAMDENTON MO	\$151.45	X
08/18	08/19	PBUS01	55457020231083729486255	IDENTOGO - MO FINGERPR 877-512-6962 MO	\$42.75	X
08/22	08/24	PBUS01	02305370236300244570433	MENARDS LAKE OZARK MO LAKE OZARK MO	\$6.12	X
08/26	08/27	PBUS01	55432860239200891464024	VISTAPR*VistaPrint.com 866-8936743 MA	\$26.99	X

Cardholder Account Summary						
CONNIE L BAKER #### ## 1859			Payments & Other Credits \$0.00	Purchases & Other Charges \$581.15	Cash Advances \$0.00	Total Activity \$581.15
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
08/04	08/05	PBUS01	02305370218000429512281	USPS PO 2812420020 CAMDENTON MO	\$29.50	
08/06	08/07	PBUS01	02305370220000463613587	USPS PO 2812420020 CAMDENTON MO	\$15.10	
08/11	08/12	PBUS01	02305370225000453902755	USPS PO 2812420020 CAMDENTON MO	\$13.90	
08/13	08/14	PBUS01	05436840227400090608945	WM SUPERCENTER #89 CAMDENTON MO	\$40.72	
08/17	08/18	PBUS01	55432860230200868052975	AMZN Mktp US*MM1LE0CLO Amzn.com/bill WA	\$189.99	
08/20	08/21	PBUS01	05410190233503662078835	BESTBUYCOM806284871000 888-BESTBUY MN	\$31.85	
08/25	08/26	PBUS01	05436840239400056066092	WM SUPERCENTER #89 CAMDENTON MO	\$154.14	
08/26	08/28	PBUS01	02305370240100074156970	MENARDS LAKE OZARK MO LAKE OZARK MO	\$99.00	
08/31	09/01	PBUS01	02305370245000446696049	USPS PO 2812420020 CAMDENTON MO	\$6.95	

#### Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 09/03/2020					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	50,206	1,419	0	0	51,625



CENTRAL BANK

BL ACCT 00000256-10000000  
CAMDEN CO DD RES  
Account Number: ##### 5386  
Page 1 of 4



## SCORECARD

Bonus Points  
Available  
51,625

## Account Summary

Billing Cycle		09/04/2020
Days In Billing Cycle		31
Previous Balance		\$767.61
Purchases	+	\$1,568.46
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$767.61-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** \$1,568.46

## Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,431.54
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Account Inquiries



Call us at: (800) 445-9272  
Lost or Stolen Card: (866) 839-3485



Go to [www.bankcardcenter.net](http://www.bankcardcenter.net)



Write us at PO BOX 779, JEFFERSON CTY, MO  
65102-0779

## Payment Summary

NEW BALANCE	\$1,568.46
MINIMUM PAYMENT	\$48.00
PAYMENT DUE DATE	10/02/2020

*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					\$767.61-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
08/14	08/14	00500646	PAYMENT - THANK YOU	\$767.61-	

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

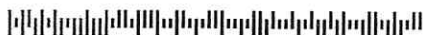
Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
09/04/20	\$1,568.46	\$48.00	10/02/20

\$

BL ACCT 00000256-10000000  
CAMDEN CO DD RES  
PO BOX 722  
CAMDENTON MO 65020-0722



MAKE CHECK PAYABLE TO:



BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000

5475780000055386 00004800 00156846



## IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

**Method A - Average Daily Balance (including current transactions):** The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method E - Average Daily Balance (excluding current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Method G - Average Daily Balance (including current transactions):** To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

**Payment Crediting and Credit Balance:** Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

**Closing Date:** The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

**Annual Fee:** If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

**Negative Credit Reports:** You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

### BILLING RIGHTS SUMMARY

**In Case of Errors or Inquiries About Your Bill:** If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ♦ Your name and account number.
- ♦ The dollar amount of the suspected error.
- ♦ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.  
Please use blue or black ink to complete form

### NAME CHANGE

Last

First

Middle

### ADDRESS CHANGE

Street

City

State

ZIP Code

Home Phone ( ) -

Business Phone ( ) -

Cell Phone ( ) -

E-mail Address

### SIGNATURE REQUIRED

TO AUTHORIZE CHANGES

Signature



## Tax invoice

**Invoice number:** 1000160212461

**Total:** \$150.00

**Date:** Aug 4, 2020

**Payment method:** MASTER ending 0953

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

### Bill to

Edmond J Thomas  
Camden County Developmental Disability Resources  
100 3rd St PO Box 722  
Camdenton, MO 65020-7336  
US  
Address may be standardized for tax purposes  
**Company ID:** 464240995

### Payment details

#### Item

**QuickBooks Online Advanced**  
Sales tax - Exempt:

Qty	Unit price	Amount
1	\$150.00	\$150.00
		\$0.00
<b>Total invoice:</b>		<b>\$150.00</b>

### Tax reporting information

**Period for monthly fees:**

**Total without tax:**

**Total tax:**

Aug 4, 2020 - Sep 4, 2020  
\$150.00  
\$0.00

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



# Invoice

August 2020  
Invoice Date: 08/27/2020  
Invoice Number: E0100BXHVA  
Due Date: 09/26/2020

**460.00 USD**

## Sold-To

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

## Bill-To

Camden County Developmental Disability Resources  
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  
Customer PO Number:  
Order Number: dfd50987-a0e6-4f45-99b5-eac21ebdb614  
Billing Period: 07/27/2020 - 08/26/2020  
Payment Terms: Net 30  
Due Date: 09/26/2020

## Billing Summary

Charges: 460.00  
Discounts: 0.00  
Credits: 0.00  
Tax: 0.00  
**Total: 460.00**

## Payment Instructions

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

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

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

US FEIN 91-1144442





## Tax invoice

**Invoice number:** 1000164039097

**Total:** \$150.00

**Date:** Sep 4, 2020

**Payment method:** MASTER ending 0953

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

### Bill to

Edmond J Thomas  
Camden County Developmental Disability Resources  
100 3rd St PO Box 722  
Camdenton, MO 65020-7336  
US  
Address may be standardized for tax purposes  
**Company ID:** 464240995

### Payment details

#### Item

QuickBooks Online Advanced  
Sales tax - Exempt:

Qty	Unit price	Amount
1	\$150.00	\$150.00
		\$0.00

#### Total invoice:

**\$150.00**

### Tax reporting information

**Period for monthly fees:**

Sep 4, 2020 - Oct 4, 2020

**Total without tax:**

\$150.00

**Total tax:**

\$0.00

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

All dates and times are Pacific Standard Time (PST).

3 BATTERY BACKUPS  
BATTERIES  
PAPER PLATES

Give us feedback @ survey.walmart.com  
Thank you! ID #:7P9H8SYVLQ

**Walmart** \*

573-346-3588 Mgr: PAUL  
94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 005001	TE# 04	TR# 02388
FOAM PLATES	001370008850		1.87 0
APC 450VA	073130432937		44.88 0
APC 450VA	073130432937		44.88 0
APC 450VA	073130432937		44.88 0
ENR ALK AAAB	003980010805		7.47 0
ENR ALK AAAB	003980010805		7.47 0

SUBTOTAL 151.45  
TOTAL 151.45  
MCARD TEND 151.45

MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 62199C  
REF # 022100194307  
PAYMENT SERVICE - A  
AID A0000000041010  
AAC AEEC7CE9DF2BC203  
TERMINAL # SC010655  
08/08/20 12:22:21

CHANGE DUE 0.00  
# ITEMS SOLD 6

TC# 8589 0656 4667 9705 2278 7



6/1/2010 12:22:21



IdentoGO Center (3500041)  
915 S Jefferson Ave  
Lebanon, Missouri 65536-3667

CHRISTINA  
MITCHELL  
FINGERPRINT FOR  
BACK GROUND CHECK

# IdentoGO

Date: 08/18/2020@11:08 AM  
Customer: CHRISTINA R. MITCHELL  
OCA: V01500002  
ORI: MOVECHS0Z  
REGID: MP478026  
TCN: MP478026  
UE ID: UZ3R37B7Y8

#### Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

**Total: \$41.75**

#### Payment

Auth Code: \$41.75  
2H9TF18KV55116Z24

Amount Paid: \$41.75

†

HANDLES 1.00

42.75

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

**We want to hear from you!**

Tell us about your IdentoGO Enrollment Center Service:

**844.539.5541**

Use Your  2%  
BIG CARD REBATE  
**MENARDS**

**MENARDS - LAKE OZARK**  
1015 Barred Owl Lane  
Lake Ozark, MO 65049

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 11/20/20

If you have questions regarding the  
charges on your receipt, please  
email us at:

OZRFrontend@menards.com



Sale Transaction

16X25X1 FBERGLASS FLTR M\*  
6331210 7 00.81 5.67

TOTAL 5.67  
TAX LAKE OZARK-MO 7.975% 0.45  
TOTAL SALE 6.12  
MasterCard 0961 6.12  
Auth Code:66517C  
Chip Inserted  
a0000000041010  
TC - 496cef852bb7f588

TOTAL SAVINGS 2.66

TOTAL NUMBER OF ITEMS = 7

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
597

GUEST COPY

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

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

THANK YOU, YOUR CASHIER, kara

41096 09 4584 08/22/20 12:06PM 3288

FURNACE  
FILTERS  
KEYSTONE

**Your Vistaprint Order Is Confirmed**

Vistaprint &lt;vistaprint@tm.vistaprint.com&gt;

Wed 8/26/2020 8:20 AM

To: Linda Simms &lt;linda@ccddr.org&gt;

Your Vistaprint Order Confirmation[Add Vistaprint to your address book](#)

My Account: 7761-2960-4546

**THANK YOU FOR YOUR ORDER**Your Order Number: **507Q3-06A30-2R3** • [Track It](#)**Hi Linda,****Here are your order details:**Order Date: **8/26/2020**Delivery Option (\*): **Standard**

You can expect to receive items in your order by:

Business card - standard matte September 8

Payment Type : Mastercard

**Order Summary****Business cards - standard matte**

Elizabeth Chambers copy

Qty: 500

Base Price

\$20.00

[Edit Your Design](#)

Item Total

**\$20.00**

Merchandise: \$20.00

Shipping Charges: \$6.99

Sales Tax: \$0.00

**Total: \$26.99****Sold By**Vistaprint Netherlands BV  
Hudsonweg 8  
Venlo, The Netherlands 5928LW**Shipping To:**Linda Simms  
CCDDR  
P.O. Box 722 100 Third Street  
Camdenton, MO 65020  
US**Billed To:**



Connie's Card

CAMDENTON  
625 W US HIGHWAY 54  
CAMDENTON, MO 65020-9998  
281242-0020  
(800)275-8777  
08/04/2020 04:22 PM

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

PM 2-Day	1		\$9.20
----------	---	--	--------

Domestic  
Rolla, MO 65401  
Weight: 3 Lb 11.80 Oz  
Expected Delivery Day  
Friday 08/07/2020

Certified			\$3.55
-----------	--	--	--------

USPS Certified Mail #  
70190160000078147094

Return Receipt			\$2.85
----------------	--	--	--------

USPS Return Receipt #  
9590940229877094615303

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

Letter  
Domestic  
Camdenton, MO 65020  
Weight: 0 Lb 0.60 Oz  
Estimated Delivery Date  
Friday 08/07/2020

Certified			\$3.55
-----------	--	--	--------

USPS Certified Mail #  
70190160000078146639

Return Receipt			\$2.85
----------------	--	--	--------

USPS Return Receipt #  
9590940229877094615815

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

Letter  
Domestic  
Camdenton, MO 65020  
Weight: 0 Lb 0.60 Oz  
Estimated Delivery Date  
Friday 08/07/2020

Certified			\$3.55
-----------	--	--	--------

USPS Certified Mail #  
70190160000078146646

Return Receipt			\$2.85
----------------	--	--	--------

USPS Return Receipt #  
9590940229877094615808

Grand Total:			\$29.50
--------------	--	--	---------

Credit Card Remitd  
Card Name: MasterCard  
Account #: XXXXXXXXXX1859  
Approval #: 61519C  
Transaction #: 729  
AID: A0000000041010  
AL: MasterCard  
PIN: Not Required

Chip

\$29.50

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

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

**OFFICIAL USE**

Certified Mail Fee \$43.55

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$4.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.55

Postmark Here

AUG 04 2020

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

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

**OFFICIAL USE**

Certified Mail Fee \$43.55

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$4.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.55

Total Postage and Fees \$44.10

Postmark Here

AUG 04 2020

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

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

**OFFICIAL USE**

Certified Mail Fee \$43.55

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

<input type="checkbox"/> Return Receipt (hardcopy)	\$4.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$9.20

Total Postage and Fees \$52.75

Postmark Here

AUG 04 2020

Sent To  
Street  
City, State

**Rolla Regional Offices**  
**105 Fairgrounds Road**  
**Rolla, Mo 65401**

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

45 Day Set

45-Day Set

Discharge

Connell's Card



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

08/06/2020

04:18 PM

Product	Qty	Unit Price	Price
PM 1-Day	1		\$8.70
Union, MO 63084			
Weight: 2 Lb 6.70 Oz			
Expected Delivery Day			
Friday 08/07/2020			
Certified			\$3.55
USPS Certified Mail #			
70190160000078147100			
Return Receipt			\$2.85
USPS Return Receipt #			
9590940229877094615297			
Total			\$15.10

Grand Total: \$15.10

Credit Card Remitd

\$15.10

Card Name: MasterCard  
Account #: XXXXXXXXXXXX1859  
Approval #: 68280C  
Transaction #: 824  
AID: A0000000041010  
AL: MasterCard  
PIN: Not Required

Chip

\*\*\*\*\*  
Due to limited transportation  
availability as a result of  
nationwide COVID-19 impacts  
package delivery times may be  
extended. Priority Mail Express®  
service will not change.  
\*\*\*\*\*

Includes up to \$50 insurance

Text your tracking number to 28777

7019 0160 0000 7814 7100

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

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

Union, MO 63084

**OFFICIAL USE**

Certified Mail Fee	\$3.55
Extra Services & Fees (check box, add fee as appropriate)	\$2.85
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$8.70
Total Postage and Fees	\$15.10

Sent To **Disability Resource Connections**  
Street or **Franklin County SB 40 Board**  
City, State **1308 N. Church Street**  
**Union, Mo 63084**

Postmark Here  
AUG 06 2020  
08/06/2020

Transfe



Connie's Card



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

08/11/2020

04:24 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.55

Camdenton, MO 65020  
Weight: 0 Lb 0.60 Oz  
Estimated Delivery Date  
Friday 08/14/2020

Certified \$3.55

USPS Certified Mail #  
70190160000078146660

Return Receipt \$2.85

USPS Return Receipt #  
9590940229877094615785

Total \$6.95

First-Class Mail® Letter 1 \$0.55

Camdenton, MO 65020  
Weight: 0 Lb 0.60 Oz  
Estimated Delivery Date  
Friday 08/14/2020

Certified \$3.55

USPS Certified Mail #  
70190160000078146677

Return Receipt \$2.85

USPS Return Receipt #  
9590940229877094615778

Total \$6.95

Grand Total: \$13.90

Credit Card Remitd

\$13.90

Card Name: MasterCard  
Account #: XXXXXXXXXXXX1859  
Approval #: 64486C  
Transaction #: 871  
AID: A0000000041010  
AL: MasterCard  
PIN: Not Required

Chip

45 Day Letters

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

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

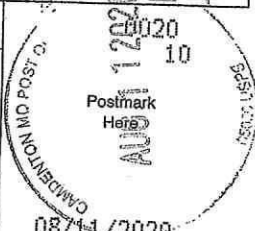
Camdenton, MO 65020

Certified Mail Fee \$3.55

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$0.00  
☐ Return Receipt (electronic) \$0.00  
☐ Certified Mail Restricted Delivery \$0.00  
☐ Adult Signature Required \$0.00  
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees



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

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

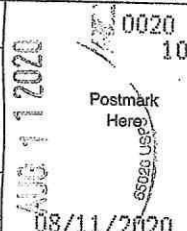
Camdenton, MO 65020

Certified Mail Fee \$3.55

Extra Services & Fees (check box, add fee as appropriate)  
☐ Return Receipt (hardcopy) \$0.00  
☐ Return Receipt (electronic) \$0.00  
☐ Certified Mail Restricted Delivery \$0.00  
☐ Adult Signature Required \$0.00  
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees



Conner's Care

Board  
mtg.

Give us feedback @ survey.walmart.com  
Thank you! ID #:7P9HSXYZ9V

**Walmart** \*

573-346-3588 Mgr: PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 005084	TE# 04	TR# 03074
PICK THREE	022060241427		14.27 0
POTATO WEDGE	020816960387		3.87 0
COOKIES	007366408036	F	1.98 0
CC CKIES	007874235405	F	1.98 0
FW PIE SRVE	002413143805		3.97 0
ON 2PC TONGS	007328707491		7.97 0
SIMPLY LMNA	002500004490	F	2.34 0
SIMPLY LMNA	002500004492	F	2.34 0
	SUBTOTAL		38.72
ICE	000000003207KF		2.00 0
	SUBTOTAL		40.72
	TOTAL		40.72
	MCARD TEND		40.72

MasterCard \*\*\*\* \* 1859 1 21

APPROVAL # 68065C

REF # 1042000314

AID A0000000041010

AAC 13023E0C661D4DAF

TERMINAL # SC010655

08/13/20 16:28:09

CHANGE DUE 0.00

# ITEMS SOLD 9

TC# 4048 8189 8695 9831 4999



08/13/20 16:28:22

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

## Connie Baker

**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Friday, August 14, 2020 3:07 PM  
**To:** Connie Baker  
**Subject:** Your Amazon.com order of "[48 Pack] Made in the USA..."



| [Your Account](#) | [Amazon.com](#)

### Order Confirmation

Order #112-9008434-5015420

Hello Connie Baker,

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. The payment details of your transaction can be found on the order invoice. If you would like to view the status of your order or make any changes to it, please visit [Your Orders on Amazon.com](#).

This order is placed on behalf of Camden County Senate Bill 40 Board.

Your estimated delivery date is:

**Thursday, August 20-**

**Tuesday, August 25**

Your shipping speed:



**Expedited Shipping**

Your order will be sent to:

**Connie Baker  
CAMDENTON, MO  
United States**

Order Details

### Order Details

Order #112-9008434-5015420

Placed on today, August 14



[48 Pack] Made in the USA Safety Reusable Face Shields  
Full Face Protection with Anti-Fog Coating and  
Hypoallergenic Foam, White  
Misc.  
Sold by Krebs PPE  
Condition: New

**\$189.99**

Item Subtotal:	\$189.99
Shipping & Handling:	\$0.00
Total Before Tax:	\$189.99
Estimated Tax:	\$0.00





Insignia™ - Landline Phone  
Hands-Free Headset -  
Black  
Model: NS-MCHMRJ9P2  
SKU: 5796300

Qty	Price
1	\$24.99

Get it By:

**Tue 8/25**

Camden County  
Developmental Disability  
Resources  
100 3rd St  
Camdenton, MO 65020



## What You Need To Know

### Shipping

#### When Your Order Ships

- We'll send a separate e-mail with tracking details

### Order Summary

Subtotal: \$24.99

Shipping:\* \$5.49

Tax:\* \$1.37

Discounts:\* -\$0.00

**Order Total:\*** **\$31.85**

\*Estimated

[View Order Status](#)

## Featured Help Topics

See how long shipping usually takes

Return & Exchange Policy

Canceling an item or a full order

Price Match Guarantee

Best Buy Trade-In & Recycling

[Best Buy Help Center](#)

Connie's Card

Give us feedback @ survey.walmart.com  
Thank you! ID #:7P9K1NZ3DP

**Walmart** \*

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MO 65020

ST# 00089	OP# 004128	TE# 05	TR# 07006	
CM CRMR ORG	005000030302	F	5.75	0
FOL 37DZ BS	002550010147	F	9.96	0
MC COFFEE	009611693653		29.96	0
SPKL 6 DBL	003040022100		6.44	0
GV PREM 12MR	007874221043		10.22	0
GV PREM 12MR	007874221043		10.22	0
CLXCLNUPSPRY	004460030058		3.38	0
CLXCLNUP32DZ	004460001204		3.38	0
GV 13G TRASH	007874221050		13.44	0
GV BB DCF 48	007874214149	F	14.92	0
GV FR RST 96	007874224014	F	24.92	0
CUTLERY	007874208942		3.13	0
DAWN ULTRA	003700091449		6.94	0
GV AUTO DISH	007874234920		9.48	0

SUBTOTAL 154.14

TOTAL 154.14

MCARD TEND 154.14

MasterCard \*\*\*\* \* 1859 1 21

APPROVAL # 68545C

REF # 1042000314

AID A0000000041010

AAC C756E271850CFE83

TERMINAL # SC010653

08/25/20 08:48:54

CHANGE DUE 0.00

# ITEMS SOLD 14

TC# 9217 4758 5705 3561 9456 5



08/25/20 08:49:09

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

Connie's Card

Use Your  2%  
BIG CARD REBATE  
**MENARDS®**

**MENARDS - LAKE OZARK**  
1015 Barred Owl Lane  
Lake Ozark, MO 65049

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 11/24/20

If you have questions regarding the  
charges on your receipt, please  
email us at:

OZRKfrontend@menards.com



Sale Transaction

Tax Exempt M00192781  
Resale

20V WURX TRIMR/EDGR 2 BA  
2673292

99.00 NT

TOTAL SALE

99.00

MasterCard 1859

99.00

Auth Code:65240C

Chip Inserted

a0000000041010

TC - b011012ea4d4b59c

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
598

GUEST COPY

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

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

THANK YOU, YOUR CASHIER, Auna

41061 08 6733 08/26/20 04:43PM 3288

For  
Pyam  
FOR KEYSTONE PROPERTY

Connie's Card



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

08/31/2020 04:19 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.55
Camdenton, MO 65020 Weight: 0 Lb 0.60 Oz Estimated Delivery Date Thursday 09/03/2020			
Certified			\$3.55
USPS Certified Mail # 70190160000078146684			
Return Receipt			\$2.85
USPS Return Receipt # 9590940229877094615761			
Total			\$6.95

Grand Total: \$6.95

Credit Card Remitd \$6.95  
Card Name: MasterCard  
Account #: XXXXXXXXXXXX1859  
Approval #: 69201C  
Transaction #: 026  
AID: A0000000041010 Chip  
AL: MasterCard  
PIN: Not Required

\*\*\*\*\*  
Due to limited transportation availability as a result of nationwide COVID-19 impacts package delivery times may be extended. Priority Mail Express® service will not change.  
\*\*\*\*\*

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

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

All sales final on stamps and postage.  
Refunds for guaranteed services only.  
Thank you for your business.

45-De

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

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

CAMDENTON MO 65020

OFFICIAL USE

Certified Mail Fee \$3.55

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

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

Postage \$0.55

Postmark Here

08/31/2020

# Resolutions

2020-45, 2020-46,  
2020-47, 2020-48,  
2020-49, & 2020-50



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-45***

<b>APPROVAL OF AMENDED POLICY #10</b>
---------------------------------------

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #10, Program Funding and Purchase of Services and/or Supports Agreements.
2. That the Board hereby amends and adopts Policy #10 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Attachment “A” to Resolution 2020-45





Policy Number:

10

Effective: August 1, 2007

Revised: November 21, 2016,

December 18, 2017, May 21, 2018,

October 8, 2020

Subject: Program Funding & Purchase of  
Services and/or Supports Agreements

## **PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to provide program funding and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws. POS Agreements may include, but are not limited to, contracts, memorandums of understanding (MOU), or other related instruments used to convey funds.

## **POLICY:**

### **I. General Information**

- A. CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors (“Board”) may elect to directly provide programs or services for Camden County residents with developmental disabilities (“Eligible Persons”), contract with existing agencies to provide programs or services for Eligible Persons, or both. CCDDR shall award public funds to agencies for programs and services that are used effectively, efficiently, and appropriately.
- B. The following general principals shall apply to all program funding and POS Agreements awarded to agencies in serving Eligible Persons:
  - 1. Funding shall be appropriated for CCDDR’s fiscal year (calendar year) or for special projects. Program funding and POS Agreements are typically funded by CCDDR from Camden County property taxes received from the Camden County Treasurer or revenue from Targeted Case Management claims submitted to and paid by Medicaid. The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Targeted Case Management expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.



2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.
  3. All agencies receiving program funding or a POS Agreement from CCDDR shall comply with all CCDDR funding Policies/Procedures and shall sign a funding agreement outlining the terms of CCDDR funding. CCDDR reserves the right to establish the conditions and requirements of the funding agreement(s).
  4. CCDDR will not provide program funding or POS Agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose in serving Eligible Persons in agreement with CCDDR's mission and Sections 205.968-205.972 RSMo.
  5. CCDDR shall only provide program funding or POS Agreements for services rendered/expenses incurred by an agency after the date of Board approval of the agency's application.
  6. An agency that fails to perform in accordance with CCDDR's funding agreement shall be considered to be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
  7. Applicants of program funding or POS Agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.
- C. CCDDR may directly solicit, procure, or provide services and/or supports for Eligible Persons as deemed necessary.
- D. All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

## II. Annual Program Funding and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15<sup>th</sup> of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the Executive Director. Acceptable delivery

methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.

2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.
3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, circumstances may require the Board to delay completion and approval. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board; however, temporary funding requests may be approved by the Board until the next fiscal (calendar) year budget is approved.

C. Agreements for funds awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31<sup>st</sup>.

1. If a decision about a funding request is made after December 31<sup>st</sup>, the funding agreement will be signed following any approval with the funds retroactive to January 1<sup>st</sup>, unless temporary funding has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved funding agreement.
2. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

III. Special Program Funding and other POS Agreements (New Program or One-Time Funds)

A. CCDDR will review special funding requests (new program or one-time funding applications) in situations including, but not limited to:

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;

6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
  7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
  8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
  9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
  10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

#### IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve and/or assist Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

V. Agencies Eligible for Program Funding/POS Agreements

- A. CCDDR funds are available to agencies which are serving/assisting Eligible Persons or will serve/assist Eligible Persons upon implementation of a program, service, and/or support.
- B. POS Agreements and program funding may be awarded to for-profit agencies and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

VI. Funding Application Requirements

- A. General Requirements:
  - 1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
  - 2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
    - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of

the sixth (6th) month after the end of the agency's fiscal year.

3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.
7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.

B. The annual funding application requirements are as follows:

1. Agencies shall demonstrate fiscal viability by submitting:
  - a. a current year-to-date detailed balance sheet;
  - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. current year-to-date detailed cash flow statement;
  - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
  - e. the annual funding application.
2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):

- a. the previous two agency fiscal year-ending detailed balance sheets;
  - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. detailed cash flow statements; and
  - d. third-party audit reports with the funding application.
- 3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
  - a. the agency's previous fiscal year-ending detailed balance sheet:
  - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. detailed cash flow statement; and
  - d. third-party audit report with the funding application.
- 4. Agencies that have been in operation for less than two (2) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
  - a. a copy of the previous fiscal year-ending detailed balance sheet;
  - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
  - c. detailed cash flow statement; and
  - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6<sup>th</sup>) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

- 1. For new program, service, and/or support applications, agencies shall provide detailed information about the program, service, and/or support including, but not limited to:
  - a. a business and/or strategic plan;

- b. projected budget;
  - c. anticipated outcomes;
  - d. summary of how CCDDR funds will be utilized in program or service development identified in the application; and
  - e. current or past agency financial reports (if applicable).
2. For operational shortfall, capital improvement, equipment purchase, new construction, renovation, vehicle acquisition, or health and safety related applications, agencies shall provide detailed information about the circumstances including, but not limited to:
- a. a business and/or strategic plan;
  - b. projected budget;
  - c. anticipated outcomes;
  - d. summary of how CCDDR funds will be utilized; and
  - e. current or past agency financial reports (if applicable).

VII. Programs, Services, and/or Supports Eligible for Funding

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
- 1. Sheltered employment programs, services, and/or supports;
  - 2. Community employment programs, services, and/or supports;
  - 3. Pre-vocational programs, services, and/or supports;
  - 4. Immediate care programs, services, and/or supports;
  - 5. Community inclusion programs, services, and/or supports;
  - 6. Residential programs, services, and/or supports; and
  - 7. “Related” programs, services, and/or supports defined as:
    - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;

- b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
  - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Program Funding

- a. CCDDR may provide program funding to sustain existing agency operations and/or to continue providing programs, services, and/or supports to Eligible Persons.
- b. Program funding may be utilized for direct operational costs, such as personnel, fringe benefits, supplies, travel, professional fees, etc.
- c. A percentage of indirect/overhead costs may also be funded.
- d. All funding will be based on program specific measures.

#### 2. POS Agreements

- a. POS Agreements with agencies shall provide direct services and/or supports for Eligible Persons during a specified period of time.
- b. A “unit” of service and a “rate per unit” is determined and approved by the Board.
- c. The agency then invoices CCDDR for the number of “units” provided by the agency.

### B. Special Funding

#### 1. New Programs

- a. CCDDR may provide one-time program funding or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:



- i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
- ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
- iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
- v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
- vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
- vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
- viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
- ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
- x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
- xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
- xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable)

or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).

- c. CCDDR will evaluate each one-time program funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

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

- a. All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.
- b. The following information shall be submitted with the agency's program funding application when requesting funding for new construction, property purchase, or renovation projects:
  - i. Description of the project and benefits to persons served;
  - ii. Projected timeline for initiation and completion of project;
  - iii. Business plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons;
  - iv. Land site and value (for proposed purchases of property that CCDDR is to fund, an Independent Appraisal of the property from a certified appraiser is required);
  - v. Architectural plans (if applicable); and
  - vi. Itemized cost breakdown for the entire project.
- c. For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first-priority lien-holder.

- d. For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lien-holder.
- e. Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually. For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, CCDDR shall be named as additional insured and loss payee on such policy.
- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time program funding to enable agencies to:
  - i. improve or replace their existing fleet of vehicles;
  - ii. purchase lift equipment or safety equipment, such as restraints; or
  - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
  - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lienholder, and CCDDR will physically hold title for the duration of the vehicle's service.

- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle's primary purpose for use must be for transporting Eligible Persons.
- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
  - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
  - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
  - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

#### 4. Operational Shortfall

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

5. Health and Safety

- a. CCDDR may provide one-time program funding to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.
- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
  - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.
  - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
  - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.

4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such capital items.
5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
  - a. If the agency continues to serve Eligible Persons but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
  - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR the right of a first-priority security interest in the property and all proceeds thereof.

- a. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
- b. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

X. Monitoring Agencies Receiving Funds

- A. As a publicly supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR.
- B. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
- C. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
- D. Agencies' financial management controls and record-keeping shall be in accordance with generally accepted accounting principles.
- E. All agencies that have funding agreements with CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received.
  1. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required.
  2. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls.
  3. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.
  4. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
  5. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.
  6. Agencies receiving \$10,000 or less annually or through a one-time program funding application which carries no ongoing funding obligation by CCDDR may request an exception to the audit requirement.

- i. This audit exception request must be submitted to CCDDR in writing with the program funding application.
  - ii. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances.
  - iii. If a waiver is approved, the exempted agency shall submit year-end financial statements or program specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.
- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-46***

<b>APPROVAL OF AMENDED POLICY #15</b>
---------------------------------------

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #15, Performance Improvement System.
2. That the Board hereby amends and adopts Policy #15 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2020-46



Policy Number: 15  
Effective: May 1, 2008  
Revised: September 18, 2017, October 8, 2020

---

Subject: Performance Improvement System

## **PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy for a Performance Improvement System so that its Support Coordination Program is exemplary and will meet the needs and expectations of clients, families, and its contracted obligations to the Department of Mental Health, Division of Developmental Disabilities.

## **POLICY:**

CCDDR's Support Coordination Program will provide customer-driven services resulting in client satisfaction and improved service delivery performance. Measures of the Support Coordination Program's effectiveness, efficiency, access to services, and client satisfaction will be collected and evaluated to determine the impact of services on our clients' lives; facilitate performance improvement; assist in program planning and direction; and promote appropriate utilization of resources. Performance improvement information collected will be done so in accordance with applicable State and Federal guidelines, and confidentiality will be maintained.

CCDDR staff determines and utilizes a consistent approach for the development of performance measurement in collaboration with clients, family members, board members, and other community stakeholders. The format for describing the objectives, measures, data, results, and implications will be standardized throughout the organization. Performance indicators will be identified and may change accordingly to the current environment, expectations, best practices, operations, and other related factors. The performance improvement system includes measures of effectiveness, efficiency, service access, and client satisfaction, including attempted follow-up with discharged clients, as well as input from other stakeholders. All information and methodologies will be recorded. Applicable data will be tabulated, reported, and compared to pre-established standards or goals.

1. **Effectiveness:** Effectiveness indicators will typically involve expanding access to or availability of community resources; expanding service delivery options; mitigating or eliminating community access barriers; and increasing community inclusion opportunities. CCDDR will also monitor personal outcomes and goals identified in each client's Individual Support Plan. In general, progress will be measured and identified through the agency's Strategic Plan and/or other agency plan initiatives and progress.
2. **Efficiency:** Efficiency indicators should be information that managers need in order to

make programmatic decisions. Efficiency indicators can involve cost, utilization, access to services, and/or productivity of staff. Support Coordinators should complete duties necessary for service provision in a timely and professional manner.

3. **Service Access:** Service access indicators will be appropriate to the Support Coordination program's history and operations. Access indicators may include wait time to begin services after referral or intake, wait time to receive an initial appointment, and ease of reaching Support Coordinator after services have been established.
4. **Client Input:** Input will be collected through client satisfaction surveys. Client satisfaction surveys will be sent to all active clients and/or their legal representative after the annual plan meeting and responses will be tabulated. A return envelope will be provided along with the survey instrument. Clients may choose not to participate.

The Executive Director will collaborate with agency staff and the Board of Directors to determine all performance improvement indicators. A compilation of all performance improvement information will be included in various periodic reports with a summary of the measure of effectiveness, efficiency, service access, client satisfaction, follow-up data from clients, analysis, program implications, stakeholder input, and any recommendations for improvement. The performance analysis reports will result in action plans to address needed improvements. Written reports will be provided to the CCDDR Board of Directors, staff, clients, funders, the Camden County Commission, related agencies, referral sources, and other stakeholders. Applicable written reports will be published on CCDDR's website. Performance reports will also be compiled and presented to CARF for the accreditation process.

## **REFERENCES:**

- CARF Standards Manual



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-47***

<b>APPROVAL OF AMENDED POLICY #16</b>
---------------------------------------

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #16, Client Research.
2. That the Board hereby amends and adopts Policy #16 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Attachment “A” to Resolution 2020-47



Policy Number: 16  
Effective: May 1, 2008  
Revised: September 18, 2017, October 8, 2020

---

Subject: Client Research

## **PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy for adhering to State of Missouri requirements for research involving individuals served by CCDDR, as required by 9 CSR 60-1.010 and RSMo 630.192.

## **POLICY:**

CCDDR shall not permit individuals served by the Board to participate in any research projects except as provided for under section 630.192, RSMo and succeeding sections and operating regulations. RSMo 630.192 states: “No biomedical or pharmacological research shall be conducted in any mental health facility or mental health program in which people may be civilly detained pursuant to [chapter 632](#) or in any public or private residential facilities or day programs operated, funded or licensed by the department for persons affected by intellectual disabilities, developmental disabilities, mental illness, mental disorders or alcohol or drug abuse unless such research is intended to alleviate or prevent the disabling conditions or is reasonably expected to be of direct therapeutic benefit to the participants. Without a specific court order, no involuntary patient shall consent to participate in any biomedical or pharmacological research. The application for the order shall be filed in the court having probate jurisdiction in the county in which the mental health facility is located, provided, however, that if the patient requests that the hearing be held by the court which has committed the patient, or if the court having probate jurisdiction deems it appropriate, the hearing on the application shall be transferred to the committing court.”

The agency or individual requesting to do research shall send an application to the Department of Mental Health director or designee. It is incumbent on the agency or individual wishing to conduct research to seek and gain approval for research before initiating the project. All terms and conditions outlined in 9 CSR 60-1.010 must be acknowledged and followed. All research must comply with state and federal regulations.

## **REFERENCES:**

- RSMo 630.192
- 9 CSR 60-1.010
- CARF Standards Manual





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-48***

<b>APPROVAL OF AMENDED POLICY #40</b>
---------------------------------------

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Attachment “A” to Resolution 2020-48



Policy Number: 40  
Effective Date: August 15, 2016  
Revised: October 8, 2020

Subject: Administrative Response to Disaster

## **PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall establish a plan to maintain administrative functions should a natural disaster or catastrophic event occur. Establishing alternative options for administrative functions will allow CCDDR to continue providing Support Coordination services to eligible clients and help maintain their quality of life.

## **POLICY:**

In the event of a tornado, fire, explosion, or other event that destroys or renders one of the CCDDR offices useless, the employee first made aware of the event shall contact the Executive Director and other staff immediately. The Executive Director, or appropriate Administrative Team member first made aware of the event should the Executive Director be incapacitated, shall notify the Chairperson of the Board and other Board members immediately. The Rolla Satellite Regional Office shall be notified no later than the next business day.

If the event affected the community at large, such as a tornado, then any Support Coordinators available shall call or try to physically contact as many clients and guardians as possible as soon as possible.

CCDDR client and business records are stored in a secure online CCDDR database, and all CCDDR employees have the capability to work remotely should CCDDR offices be compromised. Should online access to any or all records be interrupted, CCDDR shall implement temporary protocols for retrieval of needed information.

If the Osage Beach office is compromised, then administrative functions can occur at the Camdenton location. If the Camdenton location is compromised, then the Osage Beach Office shall serve as the central location for all operations. Should the Camdenton and Osage Beach offices be compromised, the Keystone facility shall serve as the central location for all operations. If all CCDDR facilities are compromised, an alternate location shall be identified as the central location for all operations.

A plan of action will be created and submitted to the Board that outlines the preservation of all operational functions should a disaster cause the administrative and/or support coordination offices of CCDDR to be compromised. The plan will define individuals responsible for contacting staff to ensure continuation of services, individuals responsible for contacting clients, and the location of possible locations to use as a base of operations. Staff shall also be identified to inspect and evaluate damage to the offices as well as organize teams to locate and sort any and all physical documentation, records, etc. that may be salvageable.



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-49***

**APPROVAL OF NEW POLICY #44**

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to create Policy #44, Employee Educational Assistance Program.
2. That the Board hereby creates and adopts Policy #44 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Attachment “A” to Resolution 2020-49



Policy Number: 44  
Effective Date: October 8, 2020  
Revised: N/A

Subject: Employee Educational Assistance Program

## **PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) recognizes the skills and knowledge of its employees are critical to the success of the agency. CCDDR will offer an educational assistance program to encourage personal development, improve job-related skills, and enhance an employee's career within the field of developmental disabilities.

## **POLICY:**

Individuals who CCDDR classifies as full-time employees (working 1500 or more hours per year) are eligible to participate in the Program upon completion of two continuous and contiguous years of full-time employment with CCDDR (an "Eligible Employee").

### Tuition Reimbursement Benefit

An Eligible Employee who meets the Program's reimbursement conditions can obtain up to \$1,000 each fiscal year in reimbursement for tuition paid or incurred by the Eligible Employee for an approved educational course. Registration fees, the cost of course-required books, and other fees and expenses are not eligible for reimbursement under this Program. In addition, any portion of the tuition for a course funded through other sources (e.g., scholarships or grants) and not subject to repayment by the Eligible Employees is not eligible for reimbursement.

The amount of reimbursement available under the Program will vary depending on the grade earned in the course.

- Course completion with final grade of "A": 100% reimbursement
- Course completion with final grade of "B": 75% reimbursement
- Course completion with final grade of "C": 25% reimbursement

Reimbursement will not be provided to anyone who is not an Eligible Employee prior to the date the course is scheduled to begin. Consequently, an individual will not receive reimbursement for a course if the individual terminates employment or otherwise ceases to be an Eligible Employee before the course ends, even if CCDDR previously approved the course.

## Minimum Course Standards

Courses considered for approval must satisfy the following minimum standards:

- Is job-related or part of a degree program within the field of elementary or secondary education, special education, early childhood education, psychology, social work, sociology, counseling, recreation (including specialty areas such as art, dance, music, or physical education), speech-language pathology or audiology, occupational therapy, physical therapy, nursing or other specialties in the field of human services
- Is offered by a university, college, trade school, or other educational institution offering coursework at a post-high-school, undergraduate, or graduate level and is considered an educational institution listed as an accredited 2-year or 4-year college in the Council for Higher Education Accreditation database on the date of course approval
- Is undertaken for a grade (i.e., not audited or taken on a pass/fail basis)

Applications for course approval must be submitted to the Executive Director prior to enrollment/commencement of the course. Approval must be obtained separately for each course. Approval of a course for one Eligible Employee does not guarantee the same course or a similar course will be approved for any other Eligible Employee. In addition, approval of one or more courses required to obtain a degree does not guarantee any additional courses required for that degree will be approved.

It is expected courses are to be completed outside an employee's regular work hours (not during time for which the employee is being paid by CCDDR) and attending such courses will not interfere with an employee's work for CCDDR.

## **REFERENCES:**

- CCDDR Employee Manual
- CARF Standards Manual





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2020-50***

<b>AUTHORIZATION TO CLOSE CENTRAL BANK ACCOUNT</b>
--

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

**WHEREAS**, The Camden County SB 40 Board publicly requested proposals for banking services and subsequently awarded said services to a banking institution in accordance with Missouri Statutes and Agency Policy #31 – Procurement.

**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 close its existing bank account at Central Bank and deposit the funds into Sullivan Bank (formerly known as the Bank of Sullivan).
2. That the Board hereby authorizes the Executive Director to begin the process to and formally close the account in accordance with the Board’s applicable policies and Central Bank requirements for closure.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date