



January 23rd, 2024

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

Open Session Board Meeting

Agenda

Camden County Senate Bill 40 Board
DBA Camden County Developmental Disability Resources (CCDDR)
100 Third Street
Camdenton, MO 65020

Tentative Agenda for Open Session Board Meeting on January 23rd, 2024, at 6:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive
Camdenton, MO 65020

Participants can also Join via WebEx/Phone:

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m398f2a05669eb9ec947b907607f47ae8>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 2556 451 2507
Meeting Password: 22679337

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for December 12th, 2023

Acknowledgement of Distributed Materials to Board Members

- November 2023 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Report
- October I Wonder Y Preschool (IWYP) Monthly Report
- November 2023 Children's Learning Center (CLC) Monthly Report
- November 2023 Lake Area Industries (LAI) Monthly Report
- November 2023 Support Coordination Report
- November 2023 Agency Economic Report
- November Credit Card Statement
- Resolutions 2024-1, 2024-2, 2024-3, 2024-4, 2024-5, 2024-6, 2024-7, 2024-8, & 2024-9

Speakers/Special Guests/Announcements

- NONE

Monthly Reports

- OSL
- IWYP
- CLC
- LAI
- Missouri Association of County Development Disabilities Services

Old Business for Discussion

- NONE

New Business for Discussion

- CARF Survey – Board Member Interviews

CCDDR Reports

- November 2023 Support Coordination Report
- November 2023 Agency Economic Report

November 2023 Credit Card Statements

Discussion & Conclusion of Resolutions

1. Resolution 2024-1: Calendar Year 2024 Board Officer Election & Appointments
2. Resolution 2024-2: Calendar Year 2024 Human Resource Committee Nominations & Appointments
3. Resolution 2024-3: Calendar Year 2024 Budget Appropriations Committee Nominations & Appointments
4. Resolution 2024-4: Calendar Year 2024 Agency Governance Committee Nominations & Appointments
5. Resolution 2024-5: Temporary Committee Continuation - Joint CCDDR/LAI Committee
6. Resolution 2024-6: Temporary Committee Continuation - Joint CCDDR/CLC Committee
7. Resolution 2024-7: Change in Mileage Rate
8. Resolution 2024-8: Approval of Amended Policy 25
9. Resolution 2024-9: Approval of Amended Policy 34

Open Discussions

Public Comment

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

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

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

Adjournment of Open Session

The news media 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

100 Third Street (Physical Address), P.O. Box 722 (Mailing Address), Camdenton, MO 65065

Office: 573-317-9233 Fax: 573-317-9332 Email: director@ccddr.org

December 12th, 2023
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of December 12th, 2023

Members Present Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes, Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

Members Absent Kym Jones

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch (LAI)
Adrienne Anderson (CLC)
Jeanna Booth, Lori Cornwell, Rachel Baskerville (CCDDR)

Approval of Agenda

Motion by Paul DiBello, second Dr. Vicki McNamara to approve the agenda as presented.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

Approval of Open Session Board Meeting Minutes for November 14th, 2023

Motion by Ro Witt, second Nancy Hayes, to approve the Open Session Board Meeting Minutes for November 14th, 2023, as presented.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

Acknowledgement of Distributed Materials to Board Members

- October 2023 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Report
- October 2023 Children's Learning Center (CLC) Monthly Report
- October 2023 Lake Area Industries (LAI) Monthly Report
- 2023 YTD Performance Measures (January to September)
- October 2023 Support Coordination Report
- October 2023 Agency Economic Report
- October 2023 Credit Card Statement
- Resolution 2023-27, 2023-28, 2023-29, 2023-30, 2023-31 & 2023-32

Speakers/Special Guests/Announcements

None

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSL) Jessica Jensen (Ed Thomas presented Narrative Report)

OSL is currently serving one client and everything is going well.

I Wonder Y Preschool (IWYP) Wendy Aufdenkamp (Ed Thomas presented Narrative Report)

IWYP does not have a monthly report this month because they hired a new accountant, and their reports are being processed. They are currently serving 2 CCDDR clients.

Children's Learning Center (CLC) Adrienne Anderson (Ed Thomas presented Narrative Report)

The Step Ahead program has 37 children enrolled, with 25 of the 37 having special needs or developmental delays. Megan and Adrienne continue to attend trainings through MOSECA. Several grants have come through including one to repair the fence around the playground.

Lake Area Industries (LAI) Natalie Couch

LAI has 5 new employees and 4 out of the 5 on medical leave have returned. The employee Christmas party is coming up and there will be a DJ, Santa, and elves. LAI received \$10,300 from the Shootout and \$5,155 from the Rotary talent show. The Tootsie Roll challenge also raised \$1,200. LAI is currently researching possibilities in the e-waste recycling market and have started accepting donations of Christmas lights. House Bill 1436 is an effort of MASWM to ensure workshops are not left out of SB 40 funding.

Missouri Association of County Developmental Disabilities Services (MACDDS)

The State has severed its relationship with FEI, the entity contracted to create ConneXion; therefore, we do not know when or if ConneXion will eventually go live. This affects CCDDR's budget, so it will need to be amended. A HRST discussion was held today that Ed was unable to attend. There are still many concerns about the HRST. The MAAS and new bridge plan will probably have more updates over the next few months.

Old Business for Discussion

None

New Business for Discussion

Preliminary 2024 Outlook

Bills have been introduced that will be closely followed. CCDDR's CARF survey will take place January 25th and 26th and will be a hybrid format. The ConneXion rollout has been cancelled and TCM rate and allocation rate discussions will continue next year.

Ed is looking for Board members for the new nonprofit. There will hopefully be a meeting held by the end of the first quarter of 2024 before the State and Federal filings are submitted.

The Mobility Coordination Initiative will kick off January 1st. Town Hall meetings are being held the week of December 11th through 15th. There are 3 trained Mobility Coordinators within CCDDR. New Growth Transit also held a Town Hall meeting today about the volunteer driver program, and another one is scheduled tomorrow. The preventive health care grant through UMKC is in its 3rd year.

The Keystone renovation project is in the last stage before the RFP is issued. The septic and leech fields are being evaluated.

An IT management RFP will need to be issued early next year. The plan is to purchase laptops outright instead of trying to lease them through an IT management entity. The service will probably be much more costly than it was when the last RFP was issued.

CCDDR will be getting more involved in housing initiatives and a feasibility study as part of the NCMM Community Mobility Design Challenge grant.

The Board education process will continue on a small group or one-on-one basis. During the first quarter of 2024, Ed will set up dates to meet with individual Board members.

CCDDR Reports

2023 YTD Performance Measures (January to September)

These are the goals set for CARF that are then reported back to CARF. Considering the high turnover on the support coordination team, the numbers look better than anticipated. Angela Sellers asked what was being done about the measures for submitting plans 21 days before the due date and the billable time goals. Those are measures that improve as new SCs continue training and gaining experience.

October 2023 Support Coordination Report

There were 343 clients as of yesterday and 347 at the end of last week. Medicaid eligibility is at 87.5% and caseload distribution is evening out.

October 2023 Agency Economic Report

There will likely be some carryover funds at the end of the year. Some will probably be added to the Keystone renovations to cover anything unexpected. Some may also go towards the purchase of new IT equipment. It will be good to have unanticipated carryover funds just in case there is more employee turnover in 2024.

Motion by Angela St. Joan, second Dr. Vicki McNamara, to approve all reports as presented.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

October 2022 Credit Card Statement

No Questions and a vote not necessary.

Discussion and Conclusions of Resolutions

1. Resolution 2023-27: LAI POS Agreement January 1st to December 31st, 2024

LAI submitted their annual application for POS contract renewal. The request looked good.

Motion by Elizabeth Perkins, second Ro Witt, to approve Resolution 2023-27.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

2. Resolution 2023-28: 2024 LAI Capital Funding Agreement

This resolution is to allocate the funding leftover from the last Capital Funding Agreement.

Motion by Brian Willey, second Paul DiBello, to approve Resolution 2023-28.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

3. Resolution 2023-29: CLC POS Agreement January 1st to December 31st, 2024

CLC submitted their annual application for POS contract renewal. The request looked good.

Motion by Nancy Hayes, second Ro Witt, to approve Resolution 2023-29.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

4. Resolution 2023-30: IWYP POS Agreement January 1st to December 31st, 2024

IWYP submitted their annual application for POS contract renewal. The request looked good.

Motion by Ro Witt, second Paul DiBello, to approve Resolution 2023-30.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

5. Resolution 2023-31: OSLCFDC POS Agreement January 1st to December 31st, 2024

OSLCFDC submitted their annual application for POS contract renewal. The request looked good.

Motion by Nancy Hayes, second Ro Witt, to approve Resolution 2023-31.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

6. Resolution 2023-32: Approval of New Policy #47

This policy is about exempt employees. It addresses FLSA requirements and maintains compliance.

Motion by Nancy Hayes, second Ro Witt, to approve Resolution 2023-32.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

Open Discussion

The Commissioners reappointed Nancy Hayes and Kym Jones. They also appointed Laura Martin to the position currently occupied by Dr. Vicki McNamara. Dr. Vicki McNamara preferred not to renew her term but has been a huge asset to the Board. The Board recognized and thanked Dr. McNamara's commitment to the Board and its clients.

At last year's HR Committee meeting, the Committee decided to go back to a "work session" format for the annual Executive Director review. This could happen after the January Board meeting during Closed Session so members can discuss the meaning and intent behind the evaluation questions.

Motion by Angela St. Joan, second by Paul DiBello, for the HR Committee to defer the Executive Director evaluation to a Closed Session at the January 2024 Board meeting so that all Board members can ask questions and have discussions as needed.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

Public Comment

None

Adjournment of Open Session

Motion by Brian Willey, second Paul DiBello, to adjourn the Open Session Board meeting.

AYE: Angela Sellers, Elizabeth Perkins, Paul DiBello, Nancy Hayes,
Dr. Vicki McNamara, Angela St. Joan, Ro Witt, Brian Willey

NO: None

ABSTAIN: None

Motion carries.

The Open Session Board meeting was adjourned.

Board Chairperson/Other Board Member

Secretary/Other Board Member

OSL November Reports

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss

November 2023

	TOTAL
Income	
Tuition	1,541.75
Total Income	\$1,541.75
GROSS PROFIT	\$1,541.75
Expenses	
Payroll Expenses	
Taxes	826.27
Wages	10,561.54
Total Payroll Expenses	11,387.81
Total Expenses	\$11,387.81
NET OPERATING INCOME	\$ -9,846.06
NET INCOME	\$ -9,846.06

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss

January - November, 2023

	TOTAL
Income	
Registration Fees	50.00
Services	1,404.91
Subsidy Payment	0.00
Tuition	32,562.34
Total Income	\$34,017.25
GROSS PROFIT	\$34,017.25
Expenses	
Payroll Expenses	
Taxes	10,489.94
Wages	127,422.87
Total Payroll Expenses	137,912.81
Total Expenses	\$137,912.81
NET OPERATING INCOME	\$ -103,895.56
NET INCOME	\$ -103,895.56

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Balance Sheet Summary

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	-167,596.34
Accounts Receivable	326.03
Other Current Assets	111,807.87
Total Current Assets	\$ -55,462.44
Fixed Assets	321.96
TOTAL ASSETS	\$ -55,140.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	66,205.52
Total Current Liabilities	\$66,205.52
Total Liabilities	\$66,205.52
Equity	-121,346.00
TOTAL LIABILITIES AND EQUITY	\$ -55,140.48

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

November 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-9,846.06
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-380.75
Direct Deposit Payable	0.00
Payroll Liabilities:Daycare Half Days Employee Discount	180.00
Payroll Liabilities:Federal Taxes (941/944)	1,952.08
Payroll Liabilities:MO Income Tax	184.00
Payroll Liabilities:MO Unemployment Tax	18.32
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	1,953.65
Net cash provided by operating activities	\$ -7,892.41
NET CASH INCREASE FOR PERIOD	\$ -7,892.41
Cash at beginning of period	-49,406.12
CASH AT END OF PERIOD	\$ -57,298.53

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

January - November, 2023

	TOTAL
OPERATING ACTIVITIES	
Net Income	-103,895.56
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	817.75
Direct Deposit Payable	0.00
Payroll Liabilities:Daycare Half Days Employee Discount	1,665.00
Payroll Liabilities:Federal Taxes (941/944)	23,467.77
Payroll Liabilities:MO Income Tax	1,575.00
Payroll Liabilities:MO Unemployment Tax	742.08
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	28,267.60
Net cash provided by operating activities	\$ -75,627.96
NET CASH INCREASE FOR PERIOD	\$ -75,627.96
Cash at beginning of period	18,329.43
CASH AT END OF PERIOD	\$ -57,298.53

IWYP October Reports

Narrative:

I Wonder Y Preschool and WAVE Childcare are not for profit, 501(c)3 Missouri Methodist supported children's programs dedicated to providing exceptional care to children 3 to 12 years of age. Highly qualified staff provide gentle and loving support to children with the primary goal of aiding each child to reach their fullest potential. Independently created curriculum incorporates a skill set geared toward individual goals and is focused on reaching physical, mental, and spiritual growth in a safe environment. I Wonder Y Preschool and WAVE Childcare are housed by Camdenton United Methodist Church and gladly accepts subsidized payments to help support family needs. All child care programs strive to create an environment that is inclusive to the needs of each child while fostering a love of learning and friendships. Inquiries into the various outreach programs supported by Camdenton United Methodist can be made by calling 573-346-5350 or visiting our website at CamUMC.org.

CamUMC I Wonder Y Preschool
Cash Flow Statement: October 2023

Inflow:	YTD Jan-Oct 2023	
Tuitions:	\$ 7922.50	\$ 106310.57
Donations:	\$ 200.00	\$ 2900.00
DSS:	\$ 989.58	\$ 15032.29
CCDDR:	\$ 2393.23	\$ 15080.63
CACFP:	\$ 0.00	\$ 6802.63
Total Income:	\$ 11505.31	\$ 146126.12
Outflow:		
Staff Expenses:	\$ 9221.00	\$ 72732.51
Food:	\$ 1001.12	\$ 15134.68
Supplies:	\$ 175.00	\$ 6283.72
Misc Expenses: (printer, shared utilities)	\$ 350.00	\$ 3150.00
Training	\$ 0.0	\$ 41.75
Total Expenses:	\$ 10747.12	\$ 97693.21
Total cash in =	\$ 11505.31	\$ 146126.51
Total cash out =	\$ 10747.12	\$ 97693.21
Total profit =	\$ 758.19	\$ 48432.91
Net liquidity =	\$ 14852.00	\$ 14852.00
Net Assets =	\$ 275439.00	\$ 275439.00
Net liabilities =	\$ 7996.06	\$ 7996.06
Net equity=	\$ 6855.94	\$ 6855.94
Shareholders equity =	\$ 275439.00	\$ 275439.00

CLC November Reports



**SB40/CCDDR
December 2023**

Utilizing November/December 2023
Records

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
December 12, 2023

○ **CHILD COUNT/ATTENDANCE**

The Step Ahead program has 37 children enrolled.

25 out of 37 children enrolled currently have special needs or developmental delays.

We have 3 one on one children after school, 5 one on one children in attendance full time, 1 one on one part time, & 11 day habilitation children with varying schedules.

○ **COMMUNITY EVENTS**

Attending: Adrienne and Megan attended another MO-SECA (Missouri Supporting Early Childhood Administrators) session. This program helps us to assess ourselves based on the Program Administration Scale (PAS), the Early Childhood Work Environment Survey (ECWES), and the Organizational Equity Assessment (OEA). We are in the middle of the ECWES and OEA and hope to gain information to help us make improvements in these areas. We will continue these trainings into next year.

Current / Upcoming:

○ **GENERAL PROGRAM NEWS**

- CLC is still looking for providers (SLP, OT, PT, SI) to join our First Steps Agency.
- CLC will have a visit from Santa on Friday, December 15th. He is bringing books and candy canes that were paid for with a donation from our friend Fred.

○ **GRANTS/FUNDRAISERS**

- We are still applying for the many grants available.
- During Thanksgiving break we had repairs made to our fence including replacing several posts that were loose. The perimeter is much more secure now and we also had privacy screen placed between CLC and CADV for added protection. Funds for this were covered by the United Way grant that we received this summer.

CHILDREN'S LEARNING CENTER
Statement of Activity
January 1 - December 12, 2023

	First Steps	Gen & Admin	Step Ahead	TOTAL
Revenue				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41100 CACFP			15,972.47	15,972.47
41200 Camden County SB40	13,772.52		212,681.70	226,454.22
41400 United Way Grant			5,700.00	5,700.00
41500 Misc. Grant Revenue		5,418.07	12,250.00	17,668.07
41501 Paycheck Protection Plan			135,200.00	135,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 5,418.07	\$ 147,450.00	\$ 152,868.07
41700 Child Care Relief Expansion		74,993.42	71,619.55	146,612.97
Total 41000 Contributions & Grants	\$ 13,772.52	\$ 80,411.49	\$ 453,423.72	\$ 547,607.73
41800 ARPA Staff Retention		3,450.00	34,500.00	37,950.00
42000 Program Services				0.00
42100 First Steps				0.00
42130 Natural Environment Mileage	3,744.41			3,744.41
42150 Physical Therapy				0.00
Total 42150 Physical Therapy	\$ 15,410.00	\$ 0.00	\$ 0.00	\$ 15,410.00
42170 Speech/Language Therapy				0.00
Total 42170 Speech/Language Therapy	\$ 12,995.00	\$ 0.00	\$ 1,270.00	\$ 14,265.00
Total 42100 First Steps	\$ 32,149.41	\$ 0.00	\$ 1,270.00	\$ 33,419.41
Total 42000 Program Services	\$ 32,149.41	\$ 0.00	\$ 1,270.00	\$ 33,419.41
43000 Tuition				0.00
43100 Dining				0.00
43110 Birthday			60.00	60.00
43120 Lunch			1,083.75	1,083.75
43130 Snack			218.75	218.75
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 1,362.50	\$ 1,362.50
43200 Enrollment Fees		450.00	150.00	600.00
43500 Tuition			21,652.50	21,652.50
43505 Subsidy Tuition			9,563.77	9,563.77
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 31,216.27	\$ 31,216.27
Total 43000 Tuition	\$ 0.00	\$ 450.00	\$ 32,728.77	\$ 33,178.77
45000 Other Revenue			1,573.00	1,573.00
45200 Fundraising Income				0.00
45240 Scholastic, Inc.			12.94	12.94
45280 Pizza For A Purpose			7,211.60	7,211.60
45281 Pizza For A Purpose - Gun Raffle			20.00	20.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 0.00	\$ 7,231.60	\$ 7,231.60
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 7,244.54	\$ 7,244.54
45300 Donation Income				0.00
45310 Donations		50,000.00	1,437.15	51,437.15
45311 CLC Scholarship Fund			-450.00	-450.00
45312 Community Rewards			727.76	727.76
45314 Kiwanis Club Of Ozarks			1,000.00	1,000.00
45315 Bear Market			825.00	825.00
45316 Daybreak Rotary			2,500.00	2,500.00
45351 Community Foundation of the Lake			1,983.00	1,983.00
45353 Alley Cats - Santas Little Helpers			3,500.00	3,500.00
Total 45310 Donations	\$ 0.00	\$ 50,000.00	\$ 11,522.91	\$ 61,522.91
Total 45300 Donation Income	\$ 0.00	\$ 50,000.00	\$ 11,522.91	\$ 61,522.91
Total 45000 Other Revenue	\$ 0.00	\$ 50,000.00	\$ 20,340.45	\$ 70,340.45
Total 40000 INCOME	\$ 45,921.93	\$ 134,311.49	\$ 542,262.94	\$ 722,496.36
Total Revenue	\$ 45,921.93	\$ 134,311.49	\$ 542,262.94	\$ 722,496.36
Gross Profit	\$ 45,921.93	\$ 134,311.49	\$ 542,262.94	\$ 722,496.36
Expenditures				
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
51100 Employee Salaries				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 0.00	\$ 276,830.40	\$ 276,830.40
51200 Background Check			49.97	49.97
51400 Employee Retirement				0.00
51440 Executive Director		810.00	1,080.00	1,890.00
Total 51400 Employee Retirement	\$ 0.00	\$ 810.00	\$ 1,080.00	\$ 1,890.00
51500 Employee Taxes				0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 0.00	\$ 22,134.44	\$ 22,134.44
51900 Workermans Comp Insurance			2,411.00	2,411.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 810.00	\$ 302,505.81	\$ 303,315.81
52000 Advertising/Promotional		1,604.87	287.96	1,892.83
53000 Equipment		179.48	3,587.14	3,766.62

54000 Fundraising/Grants			742.75		742.75
54100 Child Care Relief Expansion			50.81		50.81
54500 Misc. Grant			5,500.00		5,500.00
54510 United Way Grant			2,200.00		2,200.00
54700 Pizza For A Purpose			929.00		929.00
Total 54000 Fundraising/Grants	\$	0.00	\$	0.00	\$
			9,422.56		9,422.56
55000 Insurance			980.00		980.00
55200 Commercial General Liability			3,351.00		3,351.00
55500 Hired & Non-Owned Auto			52.00		52.00
55700 Crime Policy			558.00		558.00
Total 55000 Insurance	\$	0.00	\$	0.00	\$
			4,941.00		4,941.00
56000 Office Expenditures			41.39		41.39
56100 Copy Machine		109.64	4,226.72		4,336.36
56300 Office Supplies		697.42	527.94		1,225.36
56400 Postage & Delivery	15.12		226.06		241.18
56500 Printing Expense		23.89			23.89
Total 56000 Office Expenditures	\$	15.12	\$	830.95	\$
			5,022.11		5,868.18
57000 Office/General Administrative Expenditures			742.77		1,546.67
57100 Accounting Fees		6,515.00			6,515.00
57160 QuickBooks Payments Fees		1,054.82	1,434.04		2,488.86
57200 Bank Charges		79.60			79.60
57400 Child Management Software			794.55		794.55
57600 License/Accreditation/Permit Fees			705.00		705.00
57700 Membership/Association Dues		139.00	110.00		249.00
57900 Seminars/Training			499.00		499.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	8,531.19	\$
			4,346.49		12,877.68
58000 Operating Supplies					0.00
58100 Classroom Consumables			2,502.83		2,502.83
58150 Center Consumables			46.23		46.23
58200 Dining			18,140.41		18,140.41
58210 Birthday			11.94		11.94
Total 58200 Dining	\$	0.00	\$	0.00	\$
			18,152.35		18,152.35
58300 Pet			44.41		44.41
58400 Sanitizing			1,932.42		1,932.42
Total 58000 Operating Supplies	\$	0.00	\$	0.00	\$
			22,678.24		22,678.24
59000 Program Service Fees					0.00
59100 First Steps					0.00
59130 Natural Environment Mileage		4,993.72			4,993.72
59150 Physical Therapy					0.00
Total 59150 Physical Therapy	\$	13,793.96	\$	0.00	\$
			0.00		13,793.96
59170 Speech/Language Therapy					0.00
Total 59170 Speech/Language Therapy	\$	12,168.67	\$	0.00	\$
			0.00		12,168.67
Total 59100 First Steps	\$	30,956.35	\$	0.00	\$
			0.00		30,956.35
Total 59000 Program Service Fees	\$	30,956.35	\$	0.00	\$
			0.00		30,956.35
61000 Repair & Maintenance			3,766.16	150.12	3,916.28
62000 Safety & Security	51.00		623.25	3,026.29	3,700.54
63000 Utilities					0.00
63100 Electric			2,066.12	2,551.66	4,617.78
63200 Internet	184.93			769.84	954.77
63300 Telephone	252.76			1,001.11	1,253.87
63400 Trash Service				440.21	440.21
63500 Water Softener				399.30	399.30
Total 63000 Utilities	\$	437.69	\$	2,066.12	\$
			5,162.12		7,665.93
Total 50000 EXPENDITURES	\$	31,460.16	\$	18,412.02	\$
			361,129.84		411,002.02
Payroll Expenses					0.00
Company Contributions					0.00
Retirement			990.00		990.00
Total Company Contributions	\$	0.00	\$	0.00	\$
			990.00		990.00
Taxes			56.17		56.17
Wages			654.75		654.75
Total Payroll Expenses	\$	0.00	\$	0.00	\$
			1,700.92		1,700.92
Reimbursements			917.41		917.41
xpenditures					0.00
Employee Salaries					0.00
Care & Education Aide			0.00		0.00
Total Employee Salaries	\$	0.00	\$	0.00	\$
			0.00		0.00
Total xpenditures	\$	0.00	\$	0.00	\$
			0.00		0.00
Total Expenditures	\$	31,460.16	\$	18,412.02	\$
			363,748.17		413,620.35
Net Operating Revenue	\$	14,461.77	\$	115,899.47	\$
			178,514.77		308,876.01
Net Revenue	\$	14,461.77	\$	115,899.47	\$
			178,514.77		308,876.01

CHILDREN'S LEARNING CENTER
Statement of Activity
November 2023

	Gen &			
	First Steps	Admin	Step Ahead	TOTAL
Revenue				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41100 CACFP			1,718.86	1,718.86
41500 Misc. Grant Revenue		5,418.07		5,418.07
41700 Child Care Relief Expansion		74,993.42		74,993.42
Total 41000 Contributions & Grants	\$ 0.00	\$ 80,411.49	\$ 1,718.86	\$ 82,130.35
42000 Program Services				0.00
42100 First Steps				0.00
42130 Natural Environment Mileage		93.67		93.67
42150 Physical Therapy				0.00
Total 42150 Physical Therapy	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 1,900.00
Total 42100 First Steps	\$ 1,993.67	\$ 0.00	\$ 0.00	\$ 1,993.67
Total 42000 Program Services	\$ 1,993.67	\$ 0.00	\$ 0.00	\$ 1,993.67
43000 Tuition				0.00
43100 Dining				0.00
43120 Lunch			150.00	150.00
43130 Snack			30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 180.00	\$ 180.00
43500 Tuition			2,590.00	2,590.00
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 2,770.00	\$ 2,770.00
Total 40000 INCOME	\$ 1,993.67	\$ 80,411.49	\$ 4,488.86	\$ 86,894.02
Total Revenue	\$ 1,993.67	\$ 80,411.49	\$ 4,488.86	\$ 86,894.02
Gross Profit	\$ 1,993.67	\$ 80,411.49	\$ 4,488.86	\$ 86,894.02
Expenditures				
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
51100 Employee Salaries				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 0.00	\$ 24,370.09	\$ 24,370.09
51200 Background Check			15.55	15.55
51400 Employee Retirement				0.00
51440 Executive Director		180.00		180.00
Total 51400 Employee Retirement	\$ 0.00	\$ 180.00	\$ 0.00	\$ 180.00
51500 Employee Taxes				0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 0.00	\$ 1,862.77	\$ 1,862.77
Total 51000 Payroll Expenditures	\$ 0.00	\$ 180.00	\$ 26,242.81	\$ 26,422.81
56000 Office Expenditures				0.00
56100 Copy Machine			54.74	54.74
56300 Office Supplies			16.98	16.98
Total 56000 Office Expenditures	\$ 0.00	\$ 0.00	\$ 71.72	\$ 71.72
57000 Office/General Administrative Expenditures			35.00	35.00
57160 QuickBooks Payments Fees		213.00	2.40	215.40
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 213.00	\$ 37.40	\$ 250.40
58000 Operating Supplies				0.00
58100 Classroom Consumables			5.58	5.58
58150 Center Consumables			38.24	38.24
58200 Dining			1,645.95	1,645.95
58400 Sanitizing			10.99	10.99
Total 58000 Operating Supplies	\$ 0.00	\$ 0.00	\$ 1,700.76	\$ 1,700.76
59000 Program Service Fees				0.00
59100 First Steps				0.00
59130 Natural Environment Mileage		56.90		56.90
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$ 150.00	\$ 0.00	\$ 0.00	\$ 150.00
Total 59100 First Steps	\$ 206.90	\$ 0.00	\$ 0.00	\$ 206.90
Total 59000 Program Service Fees	\$ 206.90	\$ 0.00	\$ 0.00	\$ 206.90
61000 Repair & Maintenance		1,883.08	19.94	1,903.02
62000 Safety & Security		440.00	57.93	497.93
63000 Utilities				0.00
63100 Electric		339.15		339.15
63200 Internet	19.00		75.98	94.98
63300 Telephone	17.96		71.82	89.78
63500 Water Softener			24.00	24.00
Total 63000 Utilities	\$ 36.96	\$ 339.15	\$ 171.80	\$ 547.91
Total 50000 EXPENDITURES	\$ 243.86	\$ 3,055.23	\$ 28,307.96	\$ 31,607.05
Payroll Expenses				0.00
Company Contributions				0.00
Retirement			90.00	90.00
Total Company Contributions	\$ 0.00	\$ 0.00	\$ 90.00	\$ 90.00
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 90.00	\$ 90.00
Reimbursements			45.20	45.20
Total Expenditures	\$ 243.86	\$ 3,055.23	\$ 28,443.16	\$ 31,742.25
Net Operating Revenue	\$ 1,749.81	\$ 77,356.26	-\$ 23,954.30	\$ 55,151.77
Net Revenue	\$ 1,749.81	\$ 77,356.26	-\$ 23,954.30	\$ 55,151.77

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January 1 - December 12, 2023

	Total
OPERATING ACTIVITIES	
Net Revenue	308,876.01
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable (A/R)	-4,665.00
Accounts Payable (A/P)	523.91
21000 CBOLO MasterCard -8027	-7,278.52
21200 Kroger-DS1634 CLC	879.41
22300 Payroll Liabilities:Federal Taxes (941/944)	-1,711.55
22400 Payroll Liabilities:MO Income Tax	-373.00
22500 Payroll Liabilities:MO Unemployment Tax	-0.38
Direct Deposit Payable	0.00
Payroll Liabilities:Ascensus	1,980.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-\$ 10,645.13
Net cash provided by operating activities	\$ 298,230.88
Net cash increase for period	\$ 298,230.88
Cash at beginning of period	69,686.97
Cash at end of period	\$ 367,917.85

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
November 2023

	Total
OPERATING ACTIVITIES	
Net Revenue	55,151.77
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable (A/R)	-2,530.00
Accounts Payable (A/P)	595.85
21000 CBOLO MasterCard -8027	413.14
21200 Kroger-DS1634 CLC	127.92
22300 Payroll Liabilities:Federal Taxes (941/944)	0.00
22400 Payroll Liabilities:MO Income Tax	-442.00
22500 Payroll Liabilities:MO Unemployment Tax	78.26
Direct Deposit Payable	0.00
Payroll Liabilities:Ascensus	180.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-\$ 1,576.83
Net cash provided by operating activities	\$ 53,574.94
Net cash increase for period	\$ 53,574.94
Cash at beginning of period	285,404.69
Cash at end of period	\$ 338,979.63

CHILDREN'S LEARNING CENTER
Statement of Financial Position

As of December 12, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	367,917.85
Total Bank Accounts	\$ 367,917.85
Accounts Receivable	
Accounts Receivable (A/R)	5,265.00
Total Accounts Receivable	\$ 5,265.00
Other Current Assets	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,207.27
Total Current Assets	\$ 380,390.12
TOTAL ASSETS	\$ 380,390.12
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	547.91
Total Accounts Payable	\$ 547.91
Credit Cards	
21000 CBOLO MasterCard -8027	1,280.22
21200 Kroger-DS1634 CLC	1,744.97
Total Credit Cards	\$ 3,025.19
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,780.48
22500 MO Unemployment Tax	-879.07
22600 Primevest Financial	448.19
Aflac	8,859.15
Alieria	9,354.60
Ascensus	15,465.00
Globe Life - After Tax	147.81
Globe Life - After Tax Life Insurance Children	157.08
Globe Life Accidental Insurance - Pre-Tax Insurance	903.09
Globe Life After Tax	113.52
Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 30,816.90
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 30,816.90
Total Current Liabilities	\$ 34,390.00
Total Liabilities	\$ 34,390.00
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	23,307.99
Net Revenue	308,876.01
Total Equity	\$ 346,000.12
TOTAL LIABILITIES AND EQUITY	\$ 380,390.12

CHILDREN'S LEARNING CENTER
A/P Aging Summary
As of December 12, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Charter Business	184.76					184.76
Laclede Electric Cooperative	339.15					339.15
Lindyspring Systems of Lake Ozark	24.00					24.00
TOTAL	\$ 547.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 547.91

CHILDREN'S LEARNING CENTER
A/P Aging Summary
As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Action Storage	440.00					440.00
Evers & Company	3,515.00					3,515.00
Laclede Electric Cooperative	339.15					339.15
Lake Central Fence	1,883.08					1,883.08
Lindyspring Systems of Lake Ozark	24.00					24.00
TOTAL	\$ 6,201.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,201.23

CHILDREN'S LEARNING CENTER
A/R Aging Summary
 As of December 12, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
		600.00	600.00			1,200.00
		600.00	600.00			1,200.00
		130.00	130.00	205.00		465.00
		600.00	600.00			1,200.00
		600.00	600.00			1,200.00
TOTAL	\$ 0.00	\$ 2,530.00	\$ 2,530.00	\$ 205.00	\$ 0.00	\$ 5,265.00

Tuition Relief

CHILDREN'S LEARNING CENTER
A/R Aging Summary
 As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
		600.00				600.00
		600.00				600.00
		-240.00				-240.00
		130.00	205.00			335.00
		600.00				600.00
		600.00				600.00
TOTAL	\$ 0.00	\$ 2,290.00	\$ 205.00	\$ 0.00	\$ 0.00	\$ 2,495.00

Tuition Relief

LAI November Reports



Monthly Financial Reports

Lake Area Industries, Inc.

NOVEMBER 30, 2023

Lake Area Industries, Inc.
Balance Sheet

	30-Nov-23	Nov 30, 2022 (PY)
ASSETS		
Current Assets		
Total Bank Accounts	171,969	791,668
Total Accounts Receivable	50,800	98,502
Other Current Assets		
Certificates of Deposit	986,435	204,458
Community Foundation of the Ozarks Agency Partner Account	1,670	1,643
GIFTED GARDEN CASH	500	500
INVENTORY	13,020	14,757
PETTY CASH	150	150
Undeposited Funds	3,520	2,610
Total Other Current Assets	1,005,295	224,118
Total Current Assets	1,228,065	1,114,288
Fixed Assets		
ACCUMULATED DEPRECIATION	(822,116)	(789,641)
AUTO AND TRUCK	206,267	136,714
BUILDING	399,872	399,872
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	3,769	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	119,202	119,202
MACHINERY & EQUIPMENT	236,730	226,548
OFFICE EQUIPMENT	8,969	5,173
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	286,731	234,775
Other Assets		
CURRENT CAPITAL IMPROVEMENT	93,714	21,221
UTILITY DEPOSITS	554	554
Total Other Assets	94,268	21,775
TOTAL ASSETS	1,609,064	1,370,838
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	10,654	4,071
Total Credit Cards	1,748	7,376
Other Current Liabilities		
Accrued Expense	9,534	2,565
ACCRUED WAGES	7,631	0
AFLAC DEDUCTIONS PAYABLE	(0)	163
Gift Certificate Payable	0	148
Missouri Department of Revenue Payable	0	78
Rock Sales @ 75%	101	0
SALES TAX PAYABLE	0	31
Total Other Current Liabilities	17,265	2,985
Total Current Liabilities	29,667	14,432
Total Liabilities	29,667	14,432
Equity		
Opening Balance Equity	0	0
Unrestricted Net Assets	1,338,435	1,245,680
Net Income	240,962	110,726
Total Equity	1,579,397	1,356,406
TOTAL LIABILITIES AND EQUITY	1,609,064	1,370,838

Lake Area Industries, Inc.
Profit and Loss

	Nov 2023	YTD
Income		
CONTRACT PACKAGING	13,179	232,544
DOCUMENT SHREDDING	2,083	44,959
FOAM RECYCLING	55	4,357
GREENHOUSE SALES		62,653
OFF-SITE WORK	3,724	47,330
Total Income	19,040	391,844
Cost of Goods Sold		
CONTRACT LABOR (deleted)		2,604
Cost of Goods Sold	2,431	15,807
GG PLANTS & SUPPLIES		34,771
SHIPPING AND DELIVERY		6,250
WAGES-EMPLOYEES	19,378	234,001
Total Cost of Goods Sold	21,809	293,432
Gross Profit	(2,769)	98,411
Expenses		
ACCTG. & AUDIT FEES		10,525
ALL OTHER EXPENSES	9,955	28,355
Bus Fare		1,633
CASH OVER/SHORT		(15)
EQUIP. PURCHASES & MAINTENANCE	2,598	45,947
INSURANCE	2,124	27,640
NON MANUFACTURING SUPPLIES		1,929
PAYROLL	19,178	212,699
PAYROLL EXP & BENEFITS	8,160	92,033
PROFESSIONAL SERVICES	1,364	15,880
UTILITIES	1,697	16,617
Total Expenses	45,074	453,242
Net Operating Income	(47,843)	(354,831)
Other Income		
INTEREST INCOME	3,107	28,171
MISCELLANEOUS INCOME	4	672
OTHER CONTRIBUTIONS	6,697	29,919
SB-40 REVENUE	15,403	287,910
STATE AID	22,932	249,121
Total Other Income	48,142	595,793
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	48,142	595,793
Net Income	300	240,962

Lake Area Industries, Inc. Budget vs. Actuals

	Nov 2023			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	13,179	15,251	(2,072)	232,544	167,757	64,787
DOCUMENT SHREDDING	2,083	5,083	(3,000)	44,959	55,917	(10,957)
FOAM RECYCLING	55		55	4,357	0	4,357
GREENHOUSE SALES		0	0	62,653	54,102	8,551
Total Income	15,316	20,334	(5,018)	344,514	277,776	66,738
Cost of Goods Sold						
CONTRACT LABOR (deleted)			0	2,604	0	2,604
Cost of Goods Sold	2,431	958	1,473	15,807	10,542	5,266
GG PLANTS & SUPPLIES		0	0	34,771	30,279	4,491
SHIPPING AND DELIVERY		0	0	6,250	4,766	1,484
WAGES - TEMPORARY WORKERS		0	0	0	2,025	(2,025)
WAGES-EMPLOYEES	14,996	14,059	937	186,260	156,902	29,358
Total Cost of Goods Sold	17,427	15,018	2,409	245,692	204,514	41,177
Gross Profit	(2,110)	5,316	(7,427)	98,822	73,261	25,560
Expenses						
ACCTG. & AUDIT FEES		0	0	10,525	9,750	775
ALL OTHER EXPENSES	9,955	8,550	1,405	28,199	26,955	1,244
Bus Fare		208	(208)	1,633	2,292	(659)
CASH OVER/SHORT			0	(15)	0	(15)
EQUIP. PURCHASES & MAINTENANCE	2,520	4,479	(1,960)	40,473	49,716	(9,243)
INSURANCE	2,124	2,185	(61)	27,640	24,032	3,608
NON MANUFACTURING SUPPLIES		158	(158)	1,929	1,849	80
PAYROLL	17,722	18,430	(707)	192,587	202,727	(10,140)
PAYROLL EXP & BENEFITS	8,160	9,563	(1,403)	92,033	105,191	(13,158)
PROFESSIONAL SERVICES	1,364	1,615	(251)	15,880	17,762	(1,882)
UTILITIES	1,697	1,374	323	16,617	15,325	1,292
Total Expenses	43,541	46,561	(3,020)	427,501	455,600	(28,099)
Net Operating Income	(45,651)	(41,245)	(4,406)	(328,679)	(382,339)	53,659
Other Income						
INTEREST INCOME	3,107	264	2,843	28,171	3,765	24,406
MISCELLANEOUS INCOME	4		4	672	0	672
OTHER CONTRIBUTIONS	6,697		6,697	29,919	0	29,919
SB-40 REVENUE	11,919	10,276	1,643	253,457	115,063	138,394
STATE AID	17,748	13,903	3,845	201,422	155,664	45,758
Total Other Income	39,475	24,443	15,031	513,641	274,492	239,149
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	(5,536)	(14,737)	9,201	(54,834)	(137,706)	82,872
Total Other Expenses	(5,536)	(14,737)	9,201	(54,834)	(137,706)	82,872
Net Other Income	45,011	39,181	5,830	568,475	412,198	156,277
Net Income	(640)	(2,064)	1,424	239,796	29,859	209,937

Lake Area Industries, Inc.
Statement of Cash Flows
January - November, 2023

	Total
OPERATING ACTIVITIES	
Net Income	240,962
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	8,670
Certificates of Deposit:2023 06.27 CD OakStar - .45% (deleted)	25,858
Certificates of Deposit:2023 10.22 CD OakStar - 3.25%	25,885
Certificates of Deposit:2024 01.06 CD OakStar - 4.05%	(821)
Certificates of Deposit:2024 01.08 CD- Heritage - 4.184%	(257,905)
Certificates of Deposit:2024 05.01 CD Edward Jones - 5.3%	(75,000)
Certificates of Deposit:2024 10.04 CD Edward Jones - 5.5%	(127,000)
Certificates of Deposit:2024 10.07 CD Edward Jones - 5% #1	(125,000)
Certificates of Deposit:2024 10.07 CD Edward Jones - 5% #2	(125,000)
Certificates of Deposit:2024 10.15 CD Edward Jones - 4.75%	(6,972)
Certificates of Deposit:2025 04.07 CD Edward Jones - 4.9% #1	(118,000)
Certificates of Deposit:2025 04.07 CD Edward Jones - 4.9% #2	(118,000)
Certificates of Deposit:2025 04.14 CD Edward Jones - 4.7%	(7,000)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/18/22- .75% (deleted)	101,094
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/27/21- .65% (deleted)	26,055
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	1,067
Accounts Payable	(54,565)
CBOLO CC - 5044 Natalie	(1,721)
CBOLO CC - 9051 Lillie	(344)
Eagle Stop Gas Cards	153
Sam's Club Mastercard- 2148	418
Accrued Expense	9,534
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(148)
Missouri Department of Revenue Payable	(78)
Rock Sales @ 75%	101
SALES TAX PAYABLE	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(818,720)
Net cash provided by operating activities	(577,758)
INVESTING ACTIVITIES	
GREENHOUSE EQUIPMENT	(899)
OFFICE EQUIPMENT	(913)
CURRENT CAPITAL IMPROVEMENT	(93,714)
Net cash provided by investing activities	(95,526)
Net cash increase for period	(673,284)
Cash at beginning of period	848,773
Cash at end of period	175,489

Lake Area Industries, Inc.
Statement of Cash Flows
November 2023

	Total
OPERATING ACTIVITIES	
Net Income	300
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	28,572
Certificates of Deposit:2024 01.08 CD- Heritage - 4.184%	(2,691)
Certificates of Deposit:2024 10.15 CD Edward Jones - 4.75%	28
INVENTORY:RAW MATERIAL INVENTORY	(3,193)
Accounts Payable	5,795
CBOLO CC - 5044 Natalie	(259)
CBOLO CC - 9051 Lillie	(279)
Eagle Stop Gas Cards	153
Sam's Club Mastercard- 2148	417
Accrued Expense	9,534
AFLAC DEDUCTIONS PAYABLE	(0)
Missouri Department of Revenue Payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	38,076
Net cash provided by operating activities	38,376
Net cash increase for period	38,376
Cash at beginning of period	137,113
Cash at end of period	175,489

Lake Area Industries, Inc.
A/P Aging Summary
As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 8,044	\$ 2,843	\$ 0	\$ 0	-\$ 233	\$ 10,654

Lake Area Industries, Inc.
A/R Aging Summary
As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 41,505	\$ 8,656	\$ 265	\$ 388	-\$ 14	\$ 50,800

Support Coordination Report

November 2023

Client Caseloads

- Number of Caseloads as of November 30th, 2023: 347
- Budgeted Number of Caseloads: 310
- Pending Number of New Intakes: 5
- Medicaid Eligibility: 88.18%

Caseload Counts

Emily Breckenridge – 35

Daniel Burrows – 40

Elizabeth Chambers – 39

Robyne Gerstner – 34

Angela Graves – 33

Ryan Johnson – 53

Jennifer Lyon – 5

Christina Mitchell – 31

Mary Petersen – 5

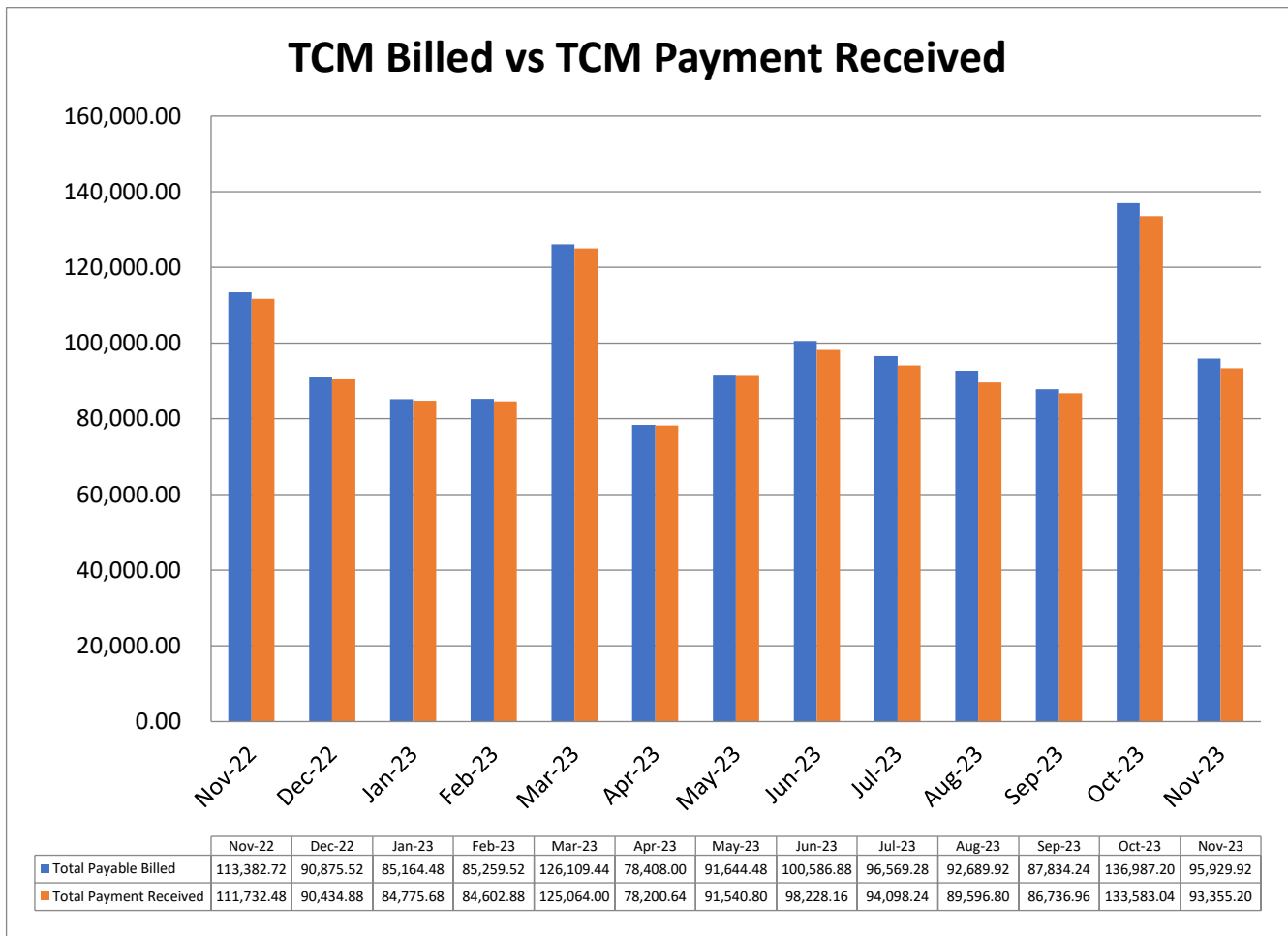
Patricia Strouse – 39

Mery Viebrock – 33

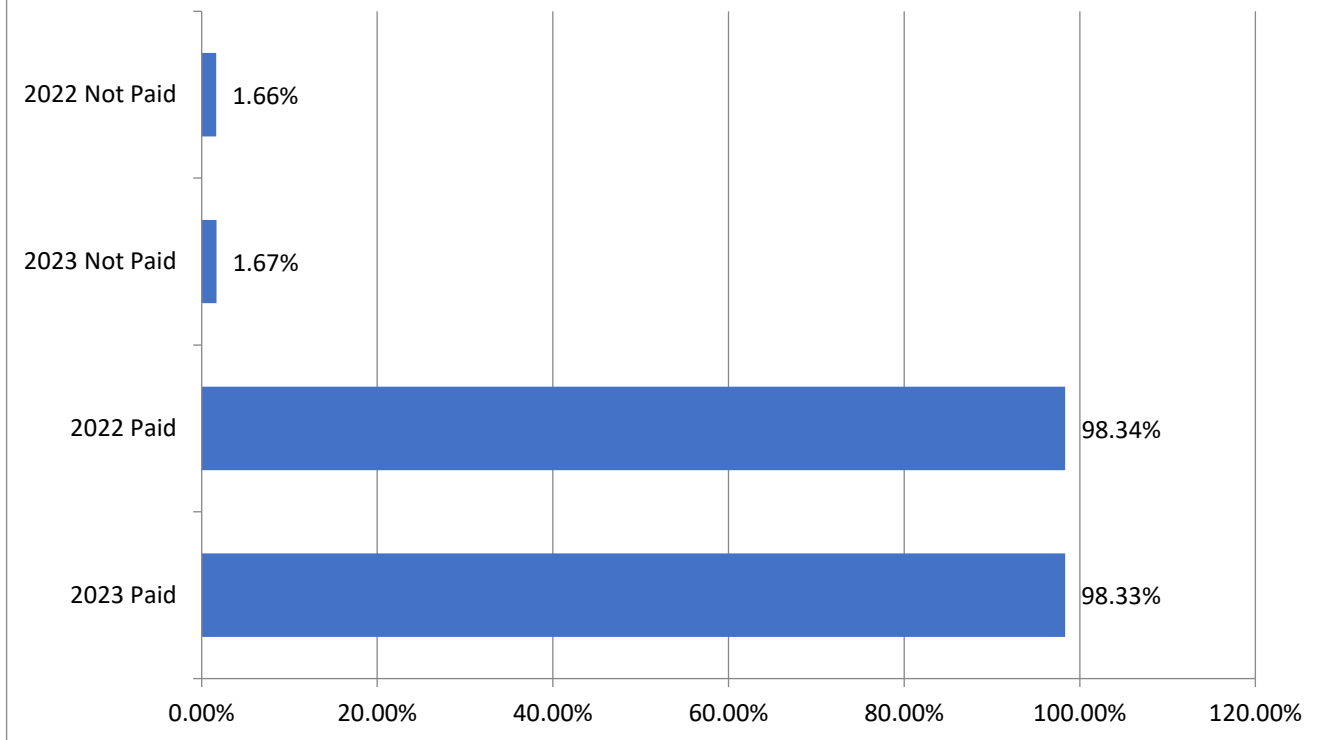
Agency Economic
Report
(Unaudited)

November 2023

Medicaid Targeted Case Management Income



2023 vs 2022 Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: FY 2023 - FY23 P&L Departments

November 2023

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	3,905	3,883	22			0
4500 Services Income			0	114,090	100,753	13,337
Total Income	3,905	3,883	22	114,090	100,753	13,337
Gross Profit	3,905	3,883	22	114,090	100,753	13,337
Expenses						
5000 Payroll & Benefits			0	96,422	85,326	11,096
5100 Repairs & Maintenance			0	997	40	957
5500 Contracted Business Services			0	2,500	8,900	(6,400)
5600 Presentations/Public Meetings			0	56	270	(214)
5700 Office Expenses			0	1,723	3,575	(1,852)
5800 Other General & Administrative			0	418	1,325	(907)
5900 Utilities			0	(278)	825	(1,103)
6100 Insurance			0	2,085	2,100	(16)
6700 Partnership for Hope	3,378	5,900	(2,522)			0
6900 CCDDR Services	19,166	20,156	(990)			0
7100 Housing Programs		1,390	(1,390)			0
7200 Children's Programs	22,355	29,550	(7,195)			0
7300 Sheltered Employment Programs	17,773	28,200	(10,427)			0
7500 Community Employment Programs		1,200	(1,200)			0
7600 Community Resources			0		0	0
7900 Special/Additional Needs	158	3,109	(2,951)			0
Total Expenses	62,831	89,505	(26,674)	103,924	102,361	1,563
Net Operating Income	(58,926)	(85,622)	26,696	10,167	(1,608)	11,775
Other Expenses						
8500 Depreciation			0	4,023	4,850	(827)
Total Other Expenses	0	0	0	4,023	4,850	(827)
Net Other Income	0	0	0	(4,023)	(4,850)	827
Net Income	(58,926)	(85,622)	26,696	6,144	(6,458)	12,602

Budget Variance Report

Total Income: In November, SB 40 Tax Program income was slightly higher than projected, and Services Program income was higher than projected.

Total Expenses: In November, SB 40 Tax Program expenses were lower than budgeted expectations in all categories. Overall Services Program expenses were slightly higher than budgeted expectations. There is an overage in Payroll & Benefits; however, the full amount of offsets from restricted funds budgeted were not utilized because Net Operating Income was higher than anticipated. Repairs & Maintenance expenses were higher than budgeted expectations because there was an HVAC condensation overflow due to a clogged drain line and the locking mechanism to the front door of the Camdenton office needed repairs.

Budget vs. Actuals: FY 2023 - FY23 P&L Departments

January - November, 2023

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,080,112	1,038,108	42,004			0
4500 Services Income			0	1,299,871	1,271,213	28,658
Total Income	1,080,112	1,038,108	42,004	1,299,871	1,271,213	28,658
Gross Profit	1,080,112	1,038,108	42,004	1,299,871	1,271,213	28,658
Expenses						
5000 Payroll & Benefits			0	1,057,543	1,037,519	20,024
5100 Repairs & Maintenance			0	5,206	6,240	(1,034)
5500 Contracted Business Services			0	89,607	99,540	(9,933)
5600 Presentations/Public Meetings			0	2,625	3,270	(645)
5700 Office Expenses			0	35,114	41,537	(6,423)
5800 Other General & Administrative	0		0	40,617	45,025	(4,408)
5900 Utilities			0	5,895	9,075	(3,180)
6100 Insurance			0	22,803	23,100	(298)
6700 Partnership for Hope	30,669	64,900	(34,231)			0
6900 CCDDR Services	218,251	221,716	(3,465)			0
7100 Housing Programs	9,776	17,803	(8,027)			0
7200 Children's Programs	270,989	325,050	(54,061)			0
7300 Sheltered Employment Programs	182,654	274,200	(91,546)			0
7500 Community Employment Programs		13,200	(13,200)			0
7600 Community Resources			0		0	0
7900 Special/Additional Needs	3,583	33,684	(30,101)			0
Total Expenses	715,922	950,553	(234,631)	1,259,408	1,265,306	(5,898)
Net Operating Income	364,190	87,555	276,635	40,462	5,907	34,555
Other Expenses						
8500 Depreciation			0	44,208	53,350	(9,142)
Total Other Expenses	0	0	0	44,208	53,350	(9,142)
Net Other Income	0	0	0	(44,208)	(53,350)	9,142
Net Income	364,190	87,555	276,635	(3,745.57)	(47,443.00)	43,697

Budget Variance Report

Total Income: As of November, YTD SB 40 Tax Program income was slightly higher than projected, and YTD Services Program income was slightly higher than projected.

Total Expenses: As of November, YTD SB 40 Tax Program expenses were lower than budgeted in all categories, and overall YTD Services Program expenses were lower than budgeted. There is a slight overage in Payroll & Benefits; however, the full amount of offsets from restricted funds budgeted have not been utilized because Net Operating Income has been higher than anticipated.

Balance Sheet

As of November 30, 2023

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	0	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	0	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
1035 Heritage SB 40 Tax Account	1,153,339	
Total 1005 SB 40 Tax Bank Accounts	1,153,339	0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan	0	0
1080 Heritage Services Account		210,369
Total 1050 Services Bank Accounts	0	210,369
Total 1000 Bank Accounts	1,153,339	210,369
Total Bank Accounts	1,153,339	210,369
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		46,725
1215 Non-Medicaid Direct Service		23,684
1220 Ancillary Services		16,628
Total 1200 Services	0	87,037
1300 Property Taxes		
1310 Property Tax Receivable	1,086,958	
1315 Allowance for Doubtful Accounts	(23,707)	
Total 1300 Property Taxes	1,063,251	0
Total Accounts Receivable	1,063,251	87,037
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		110,904
1435 Net Pension Asset (Liability)		24,997
Total 1400 Other Current Assets	0	135,901
1450 Prepaid Expenses		
1455 Prepaid-Insurance	0	8,546
Total 1450 Prepaid Expenses	0	8,546
Total Other Current Assets	0	144,447
Total Current Assets	2,216,590	441,853
Fixed Assets		
1500 Fixed Assets		

1510 100 Third Street Land		47,400
1511 Keystone Land		14,650
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(199,238)
1526 Accumulated Depreciation - Keystone		(40,996)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		162,671
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(93,656)
1536 Acc Dep - Remodeling - Keystone		(27,707)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,219)
1540 Equipment		138,114
1545 Accumulated Depreciation - Equipment		(115,835)
1550 Vehicles		0
1555 Accumulated Depreciation - Vehicles		0
Total 1500 Fixed Assets	0	644,154
Total Fixed Assets	0	644,154
TOTAL ASSETS	2,216,590	1,086,006
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	40,311	7,610
Total Accounts Payable	40,311	7,610
Other Current Liabilities		
2000 Current Liabilities		
2004 Medicaid Payable		0
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	11,842	
2008 Ancillary Services Payable	8,314	
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	995,733	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	(160)
2062 Social Security Tax Payable	0	180
2063 Medicare Tax Payable	0	(32)
2064 MO State W / H Tax Payable	0	(113)
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	(128)
2070 Payroll Clearing		
2071 Pre-tax W / H	0	436
2072 Post-tax W / H	0	193
2073 Vision Insurance W / H	0	422

2074 Health Insurance W / H	0	106
2075 Dental Insurance W / H	0	329
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	1,486
2090 Deferred Inflows		82,480
2091 Computer Lease Liability		43,622
2092 Current Portion of Lease Payable		15,878
2093 Less Current Portion of Lease Payable		(15,878)
Total 2000 Current Liabilities	1,015,889	125,302
Total Other Current Liabilities	1,015,889	125,302
Total Current Liabilities	1,056,199	132,913
Total Liabilities	1,056,199	132,913
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	200,000	
3010 Transportation	0	
3015 New Programs	0	
3025 Housing	0	
3030 Special Needs	0	
3035 Childrens Programs	0	
3040 Sheltered Workshop	2,874	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	524,809	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	727,683	0
3500 Restricted Services Fund Balances		
3501 Operational		122,897
3505 Operational Reserves		100,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		0
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		644,154
Total 3500 Restricted Services Fund Balances	0	872,051
3900 Unrestricted Fund Balances	(28,359)	6,498
3950 Prior Period Adjustment	0	0
3999 Clearing Account	111,175	63,992
Net Income	364,190	(3,746)
Total Equity	1,174,689	938,796
TOTAL LIABILITIES AND EQUITY	2,230,888	1,071,709

Statement of Cash Flows

November 2023

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(58,926)	6,144
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		40,452
1215 Services:Non-Medicaid Direct Service		(11,842)
1220 Services:Ancillary Services		(8,314)
1455 Prepaid Expenses:Prepaid-Insurance		3,189
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		481
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,555
1900 Accounts Payable	40,311	137
2007 Current Liabilities:Non-Medicaid Payable	0	
2008 Current Liabilities:Ancillary Services Payable	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		0
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		(22)
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		25
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(10)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		79
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	40,311	27,717
Net cash provided by operating activities	(18,615)	33,861
FINANCING ACTIVITIES		
3501 Restricted Services Fund Balances:Operational		(3,551)
3599 Restricted Services Fund Balances:Other		(4,023)
3999 Clearing Account		4,023
Net cash provided by financing activities	0	(3,551)
Net cash increase for period	(18,615)	30,310
Cash at beginning of period	1,171,955	180,058
Cash at end of period	1,153,339	210,369

Statement of Cash Flows

January - November, 2023

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	364,190	(3,746)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		4,139
1215 Services:Non-Medicaid Direct Service		(1,310)
1220 Services:Ancillary Services		(2,776)
1455 Prepaid Expenses:Prepaid-Insurance		21,283
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		9,879
1526 Fixed Assets:Accumulated Depreciation - Keystone		4,026
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		7,952
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		5,249
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		17,101
1555 Fixed Assets:Accumulated Depreciation - Vehicles		(6,740)
1900 Accounts Payable	12,388	3,628
2007 Current Liabilities:Non-Medicaid Payable	655	
2008 Current Liabilities:Ancillary Services Payable	1,388	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		(160)
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		(137)
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		(32)
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(76)
2071 Current Liabilities:Payroll Clearing:Pre-tax W / H		159
2072 Current Liabilities:Payroll Clearing:Post-tax W / H		147
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		239
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		76
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		549
2078 Current Liabilities:Payroll Clearing:Misc W / H		224
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	14,431	63,421
Net cash provided by operating activities	378,621	59,676
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(32,200)
1550 Fixed Assets:Vehicles		6,740
Net cash provided by investing activities	0	(25,460)
FINANCING ACTIVITIES		
3010 Restricted SB 40 Tax Fund Balances:Transportation	(155,000)	
3025 Restricted SB 40 Tax Fund Balances:Housing	0	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	0	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(114,126)	
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	265,606	
3070 Restricted SB 40 Tax Fund Balances:TCM	0	
3501 Restricted Services Fund Balances:Operational		76,554
3505 Restricted Services Fund Balances:Operational Reserves		(43,945)
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(126,055)
3575 Restricted Services Fund Balances:Community Resources		5,000
3599 Restricted Services Fund Balances:Other		(12,008)
3900 Unrestricted Fund Balances	(174,943)	(75,664)
3999 Clearing Account		41,708
Net cash provided by financing activities	(178,463)	(134,410)
Net cash increase for period	200,158	(100,194)
Cash at beginning of period	953,181	310,563
Cash at end of period	1,153,339	210,369

Check Detail SB 40 Tax Account

November 2023

1035 Heritage SB 40 Tax Account

Date	Transaction Type	Num	Name	Amount
11/06/2023	Bill Payment (Check)	1179	Lake Area Industries	(17,772.56)
11/16/2023	Bill Payment (Check)	1181	I Wonder Y Preschool	(2,359.32)
11/16/2023	Bill Payment (Check)	1180	DMH Local Tax Matching Fund	(3,378.32)

Check Detail Services Account

November 2023

1080 Heritage Services Account

Date	Transaction Type	Num	Name	Amount
11/06/2023	Bill Payment (Check)	1897	Charter Business / Spectrum	(599.87)
11/06/2023	Bill Payment (Check)	1907	Staples Advantage	(87.31)
11/06/2023	Bill Payment (Check)	1896	Camden County PWSD #2	(46.61)
11/06/2023	Bill Payment (Check)	1908	Wilson Toellner CPA	(1,860.00)
11/06/2023	Bill Payment (Check)	1905	MSW Interactive Designs LLC	(35.00)
11/06/2023	Bill Payment (Check)	1894	All Seasons Services	(650.00)
11/06/2023	Bill Payment (Check)	1895	Angela D Graves	(265.38)
11/06/2023	Bill Payment (Check)	1898	Connie L Baker	(78.13)
11/06/2023	Bill Payment (Check)	1900	Elizabeth L Chambers	(228.81)
11/06/2023	Bill Payment (Check)	1901	Emily J Breckenridge	(148.75)
11/06/2023	Bill Payment (Check)	1902	LaClede Electric Cooperative	(424.22)
11/06/2023	Bill Payment (Check)	1903	Lori Cornwell	(53.75)
11/06/2023	Bill Payment (Check)	1904	Meri Viebrock	(155.00)
11/06/2023	Bill Payment (Check)	1906	Patricia L. Strouse	(162.94)
11/06/2023	Bill Payment (Check)	1899	Direct Service Works	(1,195.00)
11/10/2023	Expense	11/10/2023	Connie L Baker	(1,430.34)
11/10/2023	Expense	11/10/2023	Rachel K Baskerville	(1,554.54)
11/10/2023	Expense	11/10/2023	Myrna Blaine	(907.50)
11/10/2023	Expense	11/10/2023	Jeanna K Booth	(1,840.74)
11/10/2023	Expense	11/10/2023	Emily J Breckenridge	(1,451.48)
11/10/2023	Expense	11/10/2023	Elizabeth L Chambers	(1,296.61)
11/10/2023	Expense	11/10/2023	Lori Cornwell	(1,905.86)
11/10/2023	Expense	11/10/2023	Robyne Gerstner	(1,328.91)
11/10/2023	Expense	11/10/2023	Angela D Graves	(1,321.59)
11/10/2023	Expense	11/10/2023	Ryan Johnson	(1,865.25)
11/10/2023	Expense	11/10/2023	Jennifer Lyon	(1,803.28)
11/10/2023	Expense	11/10/2023	Christina R. Mitchell	(739.67)
11/10/2023	Expense	11/10/2023	Mary P Petersen	(1,693.18)
11/10/2023	Expense	11/10/2023	Patricia L. Strouse	(1,153.53)
11/10/2023	Expense	11/10/2023	Eddie L Thomas	(3,008.82)
11/10/2023	Expense	11/10/2023	Meri Viebrock	(1,328.28)
11/10/2023	Expense	11/10/2023	Rebecca West	(974.41)
11/10/2023	Expense	11/10/2023	Nicole M Whittle	(1,845.09)
11/10/2023	Expense	11/10/2023	ADP TAX	(9,363.95)
11/10/2023	Expense	11/10/2023	Daniel Burrows	(1,445.27)

11/13/2023	Bill Payment (Check)	1909	Daniel Burrows	(108.56)
11/13/2023	Bill Payment (Check)	1911	Eddie L Thomas	0.00
11/13/2023	Bill Payment (Check)	1910	Ryan Johnson	(198.16)
11/13/2023	Bill Payment (Check)	1917	AT&T	(117.50)
11/13/2023	Bill Payment (Check)	1912	VERIZON	(225.36)
11/13/2023	Bill Payment (Check)	1915	Happy Maids Cleaning Services LLC	(120.00)
11/13/2023	Bill Payment (Check)	1916	Eddie L Thomas	(50.00)
11/13/2023	Bill Payment (Check)	1914	Lake Regional Occupational Medicine Clinic	(96.00)
11/13/2023	Bill Payment (Check)	1913	SUMNERONE	(2,468.90)
11/16/2023	Bill Payment (Check)	1922	City Of Camdenton	(45.64)
11/16/2023	Bill Payment (Check)	1923	Conaway Contracting	(125.00)
11/16/2023	Bill Payment (Check)	1919	Bankcard Center	(1,196.19)
11/16/2023	Bill Payment (Check)	1926	SUMNERONE	(78.00)
11/16/2023	Bill Payment (Check)	1925	Office Business Equipment	(52.57)
11/16/2023	Bill Payment (Check)	1918	A-Z Home Services LLC	(742.42)
11/16/2023	Bill Payment (Check)	1921	Bryan Cave Leighton Paisner LLP	(275.00)
11/16/2023	Bill Payment (Check)	1924	Happy Maids Cleaning Services LLC	(60.00)
11/16/2023	Bill Payment (Check)	1920	Big Oak Storage LLC	(148.00)
11/16/2023	Bill Payment (Check)	1927	Conaway Contracting	(350.00)
11/21/2023	Bill Payment (Check)	1928	Jennifer Lyon	(69.00)
11/21/2023	Bill Payment (Check)	1930	Robyne Gerstner	(159.50)
11/21/2023	Bill Payment (Check)	1929	Myrna Blaine	(50.00)
11/24/2023	Expense	11/24/2023	Connie L Baker	(1,680.31)
11/24/2023	Expense	11/24/2023	Rachel K Baskerville	(1,554.55)
11/24/2023	Expense	11/24/2023	Myrna Blaine	(775.74)
11/24/2023	Expense	11/24/2023	Jeanna K Booth	(1,840.74)
11/24/2023	Expense	11/24/2023	Emily J Breckenridge	(1,451.47)
11/24/2023	Expense	11/24/2023	Daniel Burrows	(1,461.69)
11/24/2023	Expense	11/24/2023	Elizabeth L Chambers	(1,279.36)
11/24/2023	Expense	11/24/2023	Lori Cornwell	(1,905.87)
11/24/2023	Expense	11/24/2023	Robyne Gerstner	(1,519.60)
11/24/2023	Expense	11/24/2023	Angela D Graves	(1,332.54)
11/24/2023	Expense	11/24/2023	Ryan Johnson	(1,865.27)
11/24/2023	Expense	11/24/2023	Jennifer Lyon	(1,803.28)
11/24/2023	Expense	11/24/2023	Christina R. Mitchell	(1,412.03)
11/24/2023	Expense	11/24/2023	Mary P Petersen	(1,693.19)
11/24/2023	Expense	11/24/2023	Wade Seals	(713.30)
11/24/2023	Expense	11/24/2023	Patricia L. Strouse	(1,153.51)
11/24/2023	Expense	11/24/2023	Eddie L Thomas	(3,008.82)
11/24/2023	Expense	11/24/2023	Meri Viebrock	(1,327.05)
11/24/2023	Expense	11/24/2023	Nicole M Whittle	(1,845.08)
11/24/2023	Expense	11/24/2023	ADP TAX	(9,743.91)
11/26/2023	Bill Payment (Check)	1931	AT&T	(177.28)
11/26/2023	Bill Payment (Check)	1933	MO Consolidated Health Care	(12,751.81)
11/26/2023	Bill Payment (Check)	1932	Delta Dental of Missouri	(464.68)
11/30/2023	Expense	November 2023	Lagers	(5,260.46)
11/30/2023	Check	SVCCHRG		(2.40)

**November 2023
Credit Card Statement**

CAMDEN COUNTY SENATE BILL 40 BOARD

SERVICES ACCOUNT

1980

12/20/2023

Bankcard Center

Date	Type	Reference	Original Amount	Balance Due	Payment
11/30/2023	Bill	11/30/2023 - SVCS	1,726.72	1,726.72	1,726.72
		Check Amount			1,726.72

Bank Accounts: Servi

1,726.72

WLONGM1

EDWARD J. RICE CO., INC. 417-869-3312

PRINTED IN U.S.A.

CAMDEN COUNTY SENATE BILL 40 BOARD

SB 40 TAX ACCOUNT

1189

12/20/2023

Bankcard Center

Date	Type	Reference	Original Amount	Balance Due	Payment
11/30/2023	Bill	11/30/2023 - SB40	158.42	158.42	158.42
		Check Amount			158.42

Bank Accounts: SB 40

158.42

WLONGM1

EDWARD J. RICE CO., INC. 417-869-3312

PRINTED IN U.S.A.

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9588		11/30/23	12/26/23	10,000.00	8,114.86		

OST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
0/0000/00			PURCHASES	1,885.14	
0/0000/00			PAYMENTS	-1,196.19	
/20	11/20	75397353324612330011179	LOCKBOX PMT-THANK YOU	-1,196.19	

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

*****7348 **CONNIE BAKER** ===== 568.44

0/0000/00	PURCHASES			568.44
/06 11/03	55432863307207946865668	AMZN Mktp US*HL9CZ1BZ3	Amzn.com/bill WA	✓ 49.98
/06 11/03	55432863307207946936477	AMZN Mktp US*V22GT6XY3	Amzn.com/bill WA	✓ 20.95
/07 11/06	55429503310715933623447	ARK THERAPEUTIC	8034389779 SC	✓ 76.87
/10 11/09	05436843314400060707303	WM SUPERCENTER #89	CAMDENTON MO	✓ 2.94
/15 11/14	55483823319400006476918	WAL-MART #0089	CAMDENTON MO	✓ 96.18
/24 11/22	55310203326083706241942	AMAZON.COM*X653D33W3	SEATTLE WA	✓ 239.97
/24 11/20	85347033326700541866048	CWI MEDICAL LLC	631-753-8390 NY	✓ 81.55

*****1306 **JEANNA BOOTH** ===== 297.62

0/0000/00	PURCHASES			297.62
/01 10/31	55432863304207012130180	Amazon.com*DC8DL2203	Amzn.com/bill WA	✓ 39.99
/02 11/01	15449853305204600309370	MO DMV	8504449330 MO	✓ 3.13
/03 11/02	85187383306900015102534	EDELMAN LYON AUTOMATIC	816-8309044 MO	✓ 254.50

*****9314 **EDDIE THOMAS** ===== 1,019.08

0/0000/00	PURCHASES			1,019.08
/02 11/01	75418233305186205979093	PY *SMART SPOT STORAGE	CAMDENTON MO	185.00
/02 11/01	75418233305186208576102	PY *PATRIOT STORAGE LO	OSAGE BEACH MO	150.00

VERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%		
JRCHASES 0.00	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE	PREVIOUS BALANCE	1,196.19
			30	PURCHASES	- 1,885.14
			NEW CASH ADVANCES	CASH ADVANCES	- 0.00
ASH DVANCES 0.00	1.8667%	22.40%	0.00	CREDITS	+ 0.00
			CASH ADVANCE FEE	PAYMENTS	+ -1,196.19
			0.00	OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 1,885.14



CURRENT PAYMENT DUE: 56.55 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE: 56.55

RECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100 JEFFERSON CITY, MO 65102 1-800-472-1959

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



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9588	11/30/23	\$1,885.14	12/26/23	\$56.55
<i>Ref</i> BR BRCB X003 YY * 018066				ENTER PAYMENT AMOUNT
				000464



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

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

000565501885140140580949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9588		11/30/23	12/26/23	10,000.00	8,114.86

OST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
0/0000/00			PURCHASES	1,885.14	
0/0000/00			PAYMENTS	-1,196.19	
1/20	11/20	75397353324612330011179	LOCKBOX PMT-THANK YOU	-1,196.19	
* * * * *					
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					
*****7348		CONNIE BAKER			568.44
0/0000/00			PURCHASES	568.44	
1/06	11/03	55432863307207946865668	AMZN Mktp US*HL9CZ1BZ3 Amzn.com/bill WA	49.98	
1/06	11/03	55432863307207946936477	AMZN Mktp US*V22GT6XY3 Amzn.com/bill WA	20.95	
1/07	11/06	55429503310715933623447	ARK THERAPEUTIC 8034389779 SC	76.87	
1/10	11/09	05436843314400060707303	WM SUPERCENTER #89 CAMDENTON MO	2.94	
1/15	11/14	55483823319400006476918	WAL-MART #0089 CAMDENTON MO	96.18	
1/24	11/22	55310203326083706241942	AMAZON.COM*X653D33W3 SEATTLE WA	239.97	
1/24	11/20	85347033326700541866048	CWI MEDICAL LLC 631-753-8390 NY	81.55	
*****1306		JEANNA BOOTH			297.62
0/0000/00			PURCHASES	297.62	
1/01	10/31	55432863304207012130180	Amazon.com*DC8DL2203 Amzn.com/bill WA	39.99	
1/02	11/01	15449853305204600309370	MO DMV 8504449330 MO	3.13	
1/03	11/02	85187383306900015102534	EDELMAN LYON-AUTOMATIC 816-8309044 MO	254.50	
*****9314		EDDIE THOMAS			1,019.08
0/0000/00			PURCHASES	1,019.08	
1/02	11/01	75418233305186205979093	PY *SMART SPOT STORAGE CAMDENTON MO	185.00	
1/02	11/01	75418233305186208576102	PY *PATRIOT STORAGE LO OSAGE BEACH MO	150.00	

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
0.00	1.4500%	17.40%	00.00%	PREVIOUS BALANCE	1,196.19
			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	1,885.14
			30	CASH ADVANCES	0.00
			NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	-1,196.19
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
				NEW BALANCE	= 1,885.14

CURRENT PAYMENT DUE: 56.55 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE: 56.55

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100 1-800-472-1959
JEFFERSON CITY, MO 65102

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

 **Central Bank** | Commercial Payments

ST	TRAN	REFERENCE NUMBER	----- MERCHANT DESCRIPTION -----			AMOUNT	---- NOTATIONS ----
06	11/04	55432863308208159345223	INTUIT *QBooks Online	CL.INTUIT.COM	CA	✓ 200.00	_____
27	11/25	75418233329187894137086	SMK*SURVEYMONKEY.COM	PALO ALTO	CA	✓ 468.00	_____
29	11/28	55483823333400007087021	WAL-MART #0089	CAMDENTON	MO	✓ 16.08	_____



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

Received
DEC 12 2023

10/13/22 12:13 PM 3 0000385 20231201 3L000101 DXCBRCB1 1 oz DOM 3L00010000* 166595 MS

000000385 I=1000



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



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

Received
DEC 15 2023

10/13/22 12:13 PM 3 0000373 20231201 3L000101 DXCBRCB1 1 oz DOM 3L00010000* 166595 MS

000000373 I=0000



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



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



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 7348	11/30/23	\$0.00	12/26/23	\$0.00
BR BRCB X003 YY * 017985				ENTER PAYMENT AMOUNT
				001166



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

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

00000000000000000562452949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 7348		11/30/23	12/26/23	2,000.00	2,000.00		

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
----	------	------------------	----------------------	--------	-----------

06	11/03	55432863307207946865668	AMZN Mktp US*HL9CZ1BZ3	Amzn.com/bill	WA	49.98
		ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY	
		11/03/23				
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT	
		P.O. Box 722	0.00/N	0.00	0.00	
MERCHANT						
	TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
	1000YNNN	98109	202936165	Y	WA	2ngAZpsOrO2XNk02P8o0

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
B0C9CD4RNG	LCL Compatible Toner Cartridge Repl	1.0000	49.98/D	PEICE	0.00	0
			0.00/D	0.00/C	00/00/00	

06	11/03	55432863307207946936477	AMZN Mktp US*V22GT6XY3	Amzn.com/bill	WA	20.95
		ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY	
		11/03/23				
		CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT	
		P.O. Box 722	0.00/N	0.00	0.00	
MERCHANT						
	TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
	1000YNNN	98109	202936165	Y	WA	2LvJ6uR96IRHmDKN0XwO

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
B08BYH8FGF	5-Tab Binder Dividers, HERKKA 3 Rin	1.0000	20.95/D	PEICE	0.00	0
			0.00/D	0.00/C	00/00/00	

07	11/06	55429503310715933623447	ARK THERAPEUTIC	8034389779	SC	76.87
		ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY	

PERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	0.00	1.4500%	17.40%	PURCHASES	- 0.00
				CASH ADVANCES	- 0.00
				CREDITS	+ 0.00
				PAYMENTS	+ 0.00
				OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
ASH ADVANCES	0.00	1.8667%	22.40%	NEW BALANCE	= 0.00
			0.00		
			0.00		

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



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

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
----	------	------------------	----------------------	--------	-----------

00/00/00 29229		USA		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
CUSTOMER CODE				0.00/	0.00	0.00
----- MERCHANT -----						
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YYYY	29229	562214741	Y	SC	93362344	
10	11/09	05436843314400060707303		CAMDENTON	MO	2.94
ORDER DATE FROM POST CD		TO POST CD TO COUNTRY				
00/00/00 65020						
CUSTOMER CODE				SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
				0.00/	0.00	0.00

00/00/00 65020		USA		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
CUSTOMER CODE				0.00/	0.00	0.00
----- MERCHANT -----						
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YNNN	65020	710415188	Y	MO		
15	11/14	55483823319400006476918		CAMDENTON	MO	96.18
ORDER DATE FROM POST CD		TO POST CD TO COUNTRY				
00/00/00 65020						
CUSTOMER CODE				SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
				0.00/	0.00	0.00

00/00/00 65020		USA		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
CUSTOMER CODE				0.00/N	0.00	0.00
----- MERCHANT -----						
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YYYY	65020	710415188	Y	MO	00647691	
/24	11/22	55310203326083706241942		SEATTLE	WA	239.97
ORDER DATE FROM POST CD		TO POST CD TO COUNTRY				
00/00/00 65020						
CUSTOMER CODE				SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
P.O. BOX 722				0.00/N	0.00	0.00

00/00/00 98109		USA		SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
CUSTOMER CODE				0.00/	0.00	0.00
----- MERCHANT -----						
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER	
1000YYYY	98109	820544687	Y	WA	1PLO4HBJBVA	
ITEM						
PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
B07WVNH8C	AOC 24B2XH 24 FULL HD IPS MONITOR,	3.0000	239.97/D	PEICE	0.00	240
			0.00/D	0.00/	00/00/00	
/24	11/20	8534703326700541866048		631-753-8390	NY	81.55
ORDER DATE FROM POST CD		TO POST CD TO COUNTRY				
00/00/00 98109						
CUSTOMER CODE				SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
				0.00/	0.00	0.00

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 568.44

* * * * *

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



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

Received
DEC 15 2023

10/13/22 12:13 PM 3 0000371 20231201 3L000101 DXCBRCB1 1 02 DOM 3L00010000* 166595 MS

00000371 I=0000




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



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



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 1306	11/30/23	\$0.00	12/26/23	\$0.00
BR BRCB X003 YY * 017193				ENTER PAYMENT AMOUNT
				000092


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

JEANNA BOOTH
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0000

00000000000000000000968749949462064

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 1306		11/30/23	12/26/23	2,000.00	2,000.00		

ST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
----	------	------------------	----------------------	--------	-----------

01	10/31	55432863304207012130180	Amazon.com*DC8DL2203 Amzn.com/bill WA	39.99	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		10/31/23			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		113-2424306-82570 0.00/N 0.00 0.00			
----- MERCHANT -----					
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1000YNNN 98109 820544687 Y WA 2FLaZebKpONwwoXNhJfd			

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
B09QXY689D	Brother PT-M95 P-Touch Monochrome L	1.0000	39.99/D 0.00/D	PEICE 0.00/C	0.00 00/00/00	0

02	11/01	15449853305204600309370	MO DMV 8504449330 MO	3.13	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		IOBUc6z4mgYEAUwYvK 0.18/Y 0.00 0.00			
----- MERCHANT -----					
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1000YYYY 65101 446000987 Y MO			

03	11/02	85187383306900015102534	EDELMAN LYON AUTOMATIC 816-8309044 MO	254.50	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		55E3EBA92273406BA75588852 25.45/ 0.00 0.00			
----- MERCHANT -----					
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1000YNNN 64114 440628499 Y MO			

VERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
0.00	1.4500%	17.40%	00.00%	PREVIOUS BALANCE	0.00
				PURCHASES	- 0.00
				CASH ADVANCES	- 0.00
				CREDITS	+ 0.00
				PAYMENTS	+ 0.00
				OTHER CHARGES	- 0.00
				FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00

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

JEANNA BOOTH
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020-0000

DST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
-----	------	------------------	----------------------	--------	-----------

* * * * *
THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S
ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 297.62
* * * * *
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.



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

Received
DEC 12 2023

Received
DEC 12 2023

10/13/22 12:13 PM 3 0000384 20231201 3L000101 DXCBRCB1 1 sz DOM 3L00010000* 166595 MS

00000384 I=0000



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



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



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9314	11/30/23	\$0.00	12/26/23	\$0.00
BR BRCB X003 YY * 018004				ENTER PAYMENT AMOUNT
				000402



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

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

00000000000000000000860332949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9314		11/30/23	12/26/23	4,000.00	4,000.00

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
1/02	11/01	75418233305186208576102	PY *PATRIOT STORAGE LO OSAGE BEACH MO	150.00	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		6542014878ee1770e 0.00/N 0.00 0.00			
		----- MERCHANT -----			
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		8000YYYY 65486 881506936 Y MO			
1/02	11/01	75418233305186205979093	PY *SMART SPOT STORAGE CAMDENTON MO	185.00	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		65421cf042ffb1fb4 0.00/N 0.00 0.00			
		----- MERCHANT -----			
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		8000YYYY 65020 813782252 Y MO			
1/06	11/04	55432863308208159345223	INTUIT *QBooks Online CL.INTUIT.COM CA	200.00	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		11/04/23			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		1000YNNN 94043 770034661 Y CA T1-1338b8bf-0			
		----- MERCHANT -----			
		TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER			
		1000YNNN 94043 770034661 Y CA T1-1338b8bf-0			
1/27	11/25	75418233329187894137086	SMK*SURVEYMONKEY.COM PALO ALTO CA	468.00	
		ORDER DATE FROM POST CD TO POST CD TO COUNTRY			
		00/00/00			
		CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT			
		45020735 0.00/N 0.00 0.00			

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	0.00
PURCHASES	1.4500%	17.40%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	- 0.00
			30	CASH ADVANCES	- 0.00
CASH ADVANCES	1.8667%	22.40%	NEW CASH ADVANCES	CREDITS	+ 0.00
			0.00	PAYMENTS	+ 0.00
			CASH ADVANCE FEE	OTHER CHARGES	- 0.00
			0.00	FINANCE CHARGE	+ 0.00
				NEW BALANCE	= 0.00

CURRENT PAYMENT DUE: 0.00	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE :	0.00
---------------------------	-------------------------	----------------------	------

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100
JEFFERSON CITY, MO 65102 1-800-472-1959





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

Invoice

Invoice number: 10001264679870
Total: \$200.00
Date: Nov 4, 2023
Payment method: MASTER ending 9314
Payment authorization code: 04370C

Bill to

Edmond J Thomas
 Camden County Developmental Disability Resources
 PO Box 722
 Camdenton, MO 65020-0722
 US
 Address may be standardized for tax purposes
Company ID: 464240995

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$200.00	\$200.00
Sales tax - Exempt:			\$0.00

Total invoice:

\$200.00

Acct # 5567

Tax reporting information

Period for monthly fees:	Nov 4, 2023 - Dec 4, 2023
Total without tax:	\$200.00
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).

Fw: Payment confirmation

Ed Thomas <director@ccddr.org>

Sat 11/25/2023 10:17 AM

To: Jeanna Booth <jeanna@ccddr.org>

For credit card statement

add card acct - 3567

Ed

From: SurveyMonkey <surveymonkey@t.outbound.surveymonkey.com>

Sent: Saturday, November 25, 2023 8:02 AM

To: Ed Thomas <director@ccddr.org>

Subject: Payment confirmation



[View Receipt](#)

Payment confirmation

Thanks for your payment!

[View receipt](#) ▶

You can print your receipt at any time.

Order details

Username: **director@ccddr.org**

Item: **Professional Subscription**

Amount: **\$468**

Payment date: **Nov 25, 2023**

Need Help? [Help Center](#) | [Contact Support](#)



You received this email because you're using, or expressed an interest in using, SurveyMonkey Audience or SurveyMonkey Market Research Solutions. Please review the **SurveyMonkey Audience Terms of Service** and the **SurveyMonkey Contribute Privacy Statement** associated with this feature.

Invoice #45020735

Nov 25, 2023

Paid on Nov 25, 2023 2:02:00 PM (UTC)

Description	Billing Period	Quantity	Amount
Advantage Annual Plan	Nov 25, 2023 - Nov 24, 2024	1	\$468
			Total: \$468

Billing Details Eddie Thomas

Camden County Developmental Disability Resources
PO Box 722, Camdenton MO 65020

Camdenton
Missouri
65020

United States

Username: director@ccddr.org

Notes

Subscription Renewal Charge

How to Pay

Payment made on
Nov 25, 2023 2:02:00 PM (UTC).

Payment Method: MASTERCARD
Card Number(last 4 digits): 9314

SurveyMonkey Inc.
One Curiosity Way, San Mateo CA 94403, USA
Our Tax ID (EIN): 37-1581003
Contact: billing@surveymonkey.com

Ed's Card

acct - \$720

Give us feedback @ survey.walmart.com
Thank you! ID #: 7SL8BRV02P

Walmart 

573-346-3588 Mgr: PAUL
94 CECIL ST

CAMDENTON MD 65020

00089 OP# 000231 TEP 14 TR# 00930

ITEMS SOLD 3

TC# 8788 6656 9756 3394 909



V .5L WATER 007874227909 F	5.36 0
V .5L WATER 007874227909 F	5.36 0
V .5L WATER 007874227909 F	5.36 0
SUBTOTAL	16.08
TOTAL	16.08
MCARD TEND	16.08

Mastercard **** * 9314 I 1

APPROVAL # 04663C

REF # 333200708702

PAYMENT SERVICE - A

IID A0000000041010

AAC 09F24B2C279C4BFD

TERMINAL # SC010513

NO SIGNATURE REQUIRED


11/28/23 14:10:13

CHANGE DUE 0.00

11/28/23 14:10:24

CUSTOMER COPY

Walmart 

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CWI Medical

(<https://www.cwimedical.com>)

Medical Supplies & Health Care Products

Search by Keyword, Item Number, Description, etc

Connie's Card

*acct - 7999
Service - 5B40*

Call Us 1-631-753-8390 (tel:16317538390)

Call 1-631-753-8390 (tel:1631753839)

Order Placed Successfully

Thank you for your order! You will receive an email confirmation of your order shortly.

Order Details

Order No.	Subtotal	Shipping	Shipping Method	Discount (Coupon)	Sales Tax	Total
131961	\$ 71.90	\$ 9.65	FEDEX HOME DELIVERY	\$ 0.00	\$ 0.00	\$ 81.55

Item Details

Item	Quantity	Price
ISOSRC-HN 250 CS - Isosource HN • 250 mL, 24/Case	2	\$ 35.95

(For CCDDR Client)

Connie's Card



THANK YOU CONNIE!

Oct-7999
SB40

Your order number is 489494

REF

An email will be sent containing information about your purchase. If you have any questions about your purchase, email us at support@arktherapeutic.com or call us at 803-438-9779.

Create an account for a faster checkout in the future

ORDER SUMMARY

3 ITEMS



2 x ARK's Grab-n-Go™
Combo (4 Pack)

- First chew tool Y-Chew XXT - Toughest (Royal Blue)
- Second chew tool Textured Grabber XXT - Toughest (Forest Green)
- Third chew tool Y-Chew XXT - Toughest (Orange)
- Fourth chew tool Textured Grabber XXT - Toughest (Blue)

\$67.98

(For CCDDR Client)



1 x ARK's Guitar Chewy, Red
/ Standard (*FREE GIFT!*)

Subtotal	\$67.98
Shipping	\$5.00
Sales Tax	\$3.89

Total (USD)

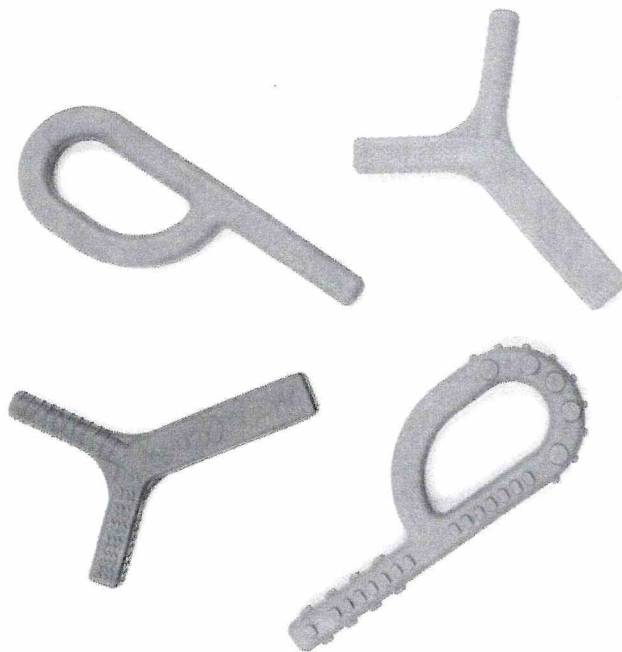
\$76.87

(For CCDDR Client)



www.ARKTherapeutic.com
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HOME / CHEWING / HANDHELD CHEWS / ARK'S GRAB-N-GO™ COMBO (4 PACK)



4.9 ★★★★★
Google
Customer Reviews



<https://www.arktherapeutic.com/arks-grab-n-go-combo-4-pack/>

Help

1/4



www.ARKTherapeutic.com
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* First chew tool:

Y-Chew XXT - Toughest (Royal Blue)

* Second chew tool:

Textured Grabber XXT - Toughest (Fores)

* Third chew tool:

Y-Chew XXT - Toughest (Orange)

* Fourth chew tool:

Textured Grabber XXT - Toughest (Blue)

1 + order (3)

ADD TO CART

Add to Wish List

\$33.99 plus Tax
\$5 shipping
1.95 Tax
total 40.94

Handwritten note: \$5

Description

Reviews

Select 4 chewable stimulating / oral motor products from the pull-down menus above to create your own custom set of chewing tools, at a savings! The XT options are "Xtra Tough" for moderate chewers. The XXT options are even tougher ("Xtra Xtra Tough") - the longest lasting options for avid chewers. And the standard ones are soft and very chewy for mild chewers or for those with limited jaw strength.

The Y-Chews and Textured Grabbers provide added sensory input. The Baby Grabbers are recommended for babies and toddlers under 3 years. And the regular Grabbers and Y-Chews are recommended for 3 years and up.

Please note: the picture above features the Y-Chew in red, Grabber in royal blue, Textured Grabber in teal, and Y-Chew in orange. Which colors you actually receive will depend on which colors you select from the pull-down

2/4

(For CCDDR Client)

Your Amazon.com order of "LCL Compatible Toner..."

Connie's Care
acct - 5720
TCM

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

Your guaranteed delivery date is:

Monday, November 6

Your shipping speed:

FREE Prime Delivery

Your order will be sent to:

Connie Baker
CAMDENTON, MO
United States

Order Details

Order Details

Order #112-7145123-9217824

Placed on today, November 1

LCL Compatible Toner Cartridge Replacement **\$49.98**
for Kyocera TK5232 TK-5232 TK5232K TK-
5232K TK-5232C TK-5232M TK-5232Y
1T02R90US0 1T02R9CUS0 1T02R9BUS0
1T02R9AUS0 (4-Pack Black Cyan Magenta
Yellow)
Sold by StarTech Office Supplies
Condition: New

Order Total:

\$49.98

To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.
Amazon.com

Top picks for you

WALI Monitor Stand for Desk, Computer Monitor Stand for Laptop, Adjustable Laptop Stand Riser, Desk Monitor Stand Underneath

WALI Monitor Stand for Desk, Computer...
\$9.98
 Prime shipping available

Purity Protective Kids Face Shield DuraSlim Series (Kid Size) Reusable Full PET Transparent Materials Slide Adjuster Elastic

Purity Protective Kids Face Shield...
\$9.99
 Prime shipping available

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

By placing your order, you agree to Amazon.com's Privacy Notice and Conditions of Use. Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about tax and seller information.

our Amazon.com order of "5-Tab Binder Dividers..."

Connie's Card
acct-5720
TOM



Your Account | Amazon.com

Order Confirmation

Order #112-2765880-2986635

PO# P.O. Box 722

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 guaranteed delivery date is:
Monday, November 6

Your shipping speed:
FREE Prime Delivery

Your order will be sent to:
**Connie Baker
CAMDENTON, MO
United States**

Order Details

Order Details

Order #112-2765880-2986635
Placed on today, November 1

5-Tab Binder Dividers, HERKKA 3 Ring Binder Dividers with Reinforced Edge, 3 Hole Punch Section Index Dividers for Binders, 1/5-Cut Tabs, Letter Size, White, 120 Dividers
Office Product
Sold by HERKKA US
Condition: New **\$20.95**

Order Total: **\$20.95**

To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.
Amazon.com

Frequently bought together with items in your order

Cardinal
Economy 3-

Amazon Basics

Connie's Card

acct -5899



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

ST# 00089 OP# 007702 TE# 18 TR# 01337

* TAX EXEMPT SALE *

CARD 060503022160 0.98 X
CARD 060503022164 0.98 X
CARD 060503022163 0.98 X
SUBTOTAL 2.94

REASON: GOVERNMENT (5)
WAL-MART #0089 89
Tax ID: 19364199
Members Cig. ID:
000000000000000000000000
GOVERNMENT (5)
9112/
GOVERNMENT, LOCAL

Single Purchase Exemption

Multi Jurisdiction
Uniform Sales & Use Tax Certificate

1517 EAST US HWY 54

I certify that
CAMDEN COUNTY SENATE BILL 40 BOARD
PO BOX 722
CAMDENTON
MO 65020

is engaged as a registered
GOVERNMENT (5)

and is registered with the below
listed states and cities within which
your firm would deliver purchases to
us and that any such purchases are for
wholesale, resale, ingredients or
components of a new product or service
to be resold, leased, or rented in the
normal course of business. We are in
the business of wholesaling,
retailing, manufacturing, leasing
(renting) the following:

Description of Business:
9112/
GOVERNMENT, LOCAL

General Description of tangible
property or taxable services to be
purchased from the seller: (see items
listed above)

State Registration, Seller's Permit or
ID number of the purchaser: 19364199

CAMDENTON
MO 65020

I further certify that if any property
or service so purchased tax free is
used or consumed by the firm as to
make it subject to a Sales or Use Tax
we will pay the tax due directly to
the proper taxing authority when state
law so provides or inform the seller
for added tax billing. This
certificate shall be a part of each
order which we may hereafter give to
you, unless otherwise specified, and
shall be valid until canceled by us in
writing or revoked by the city or
state.

Under penalties of perjury, I swear or
affirm that the information on this
form is true and correct as to every
material matter.

000000000000000000001548510
CAMDEN COUNTY SENATE BILL 40 BOARD
PO BOX 722

CAMDENTON
MO 65020

* TAX EXEMPT SALE *

Give us feedback @ survey.walmart.com
Thank you! ID #:7SL6CDYXHT



573-346-3588 Mgr:PAUL
94 CECIL ST

CAMDENTON MO 65020
ST# 00089 OP# 007702 TE# 18 TR# 01337

ITEMS SOLD 3
TC# 7142 0121 1226 1386 8404



CARD 060503022160 0.98 0
CARD 060503022164 0.98 0
CARD 060503022163 0.98 0
SUBTOTAL 2.94
TOTAL 2.94
HCARD TEND 2.94

sympathy

Mastercard **** * 7348 I 1

APPROVAL # 08546C
REF # 1042000314
AID A0000000041010
AAC 55BA13122B41C7D8
TERMINAL # SC010990

*NO SIGNATURE REQUIRED
11/09/23 09:27:25
CHANGE DUE 0.00
11/09/23 09:27:46
CUSTOMER COPY



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Connie's Card

Give your feedback & survey walmart.com
Thank you! ID # 73-6WZ040



573-346-3588 Mgr: PAUL
94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 002312 TE# 19 TR# 03876

ITEMS SOLD 15

TC# 2137 7091 8893 8119 3525



27.7OZ GV	007874235924	F	4.24	0
GV COL 96CT	007874214137	F	28.62	0
COFFEEM ORIG	005000030302	F	6.98	0
TH FB SEASLT	003010050656	F	3.82	0
TH PITA	003010012443	F	3.82	0
GV HNY DIJON	007874223219	F	1.34	0
HLM MAYO 5.5	004800170592	F	2.68	0
SNICKERDOOLE	019434613501	F	2.98	0
CARROT SAND	007874229763	F	6.47	0
PMTD DIP	085001022276	F	4.32	0
MKS DIP	068113145780	F	5.54	0
TURKEY CH	026026230667	F	6.67	0
TURKEY CH	026026230667	F	6.67	0
TURKEY CH	026026230667	F	6.67	0
SUBTOTAL			90.82	0
GV .5L WATER	007874227909	F	5.36	0
SUBTOTAL			96.18	0
TOTAL			96.18	0
MCARD TEND			96.18	0

Hot Choc
Coffee
Cmer

acct-5720
\$39.84

Board Food

acct-5610
\$56.34

Mastercard **** * 7348 1 1

APPROVAL # 07143C

REF # 331800647691

PAYMENT SERVICE - A

AID A0000000041010

AAC DEE6DA5A64EA7AAA

TERMINAL # SC010082

*NO SIGNATURE REQUIRED

11/14/23 16:45:03

CHANGE DUE 0.00

11/14/23 16:45:26

CUSTOMER COPY



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Scan for free 30-day trial



Connie's Card
acct-5725



Details for Order #112-2408802-7046630

Order Placed: November 21, 2023
PO number : P.O. Box 722
Amazon.com order number: 112-2408802-7046630
Order Total: \$239.97

Not Yet Shipped	
Items Ordered	Price
3 of: AOC 24B2XH 24" Full HD IPS Monitor, 3-Sided Frameless & Ultra Slim HDMI and VGA inputs, Lowblue Mode, VESA compatible, Black Sold by: Amazon.com Condition: New	\$79.99
Shipping Address: Connie Baker 100 3RD ST CAMDENTON, MO 65020-7336 United States	
Shipping Speed: FREE Prime Delivery	

Payment information	
Payment Method: MasterCard Last digits: 7348	Item(s) Subtotal: \$239.97 Shipping & Handling: \$0.00 -----
Billing address Connie Baker 100 3RD ST CAMDENTON, MO 65020-7336 United States	Total before tax: \$239.97 Estimated Tax: \$0.00 -----
	Grand Total: \$239.97

To view the status of your order, return to [Order Summary](#) .

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Details for Order #113-2424306-8257045

[Print this page for your records.](#)

Order Placed: October 31, 2023
Amazon.com order number: 113-2424306-8257045
Order Total: \$39.99

Jeanna's card acct- \$720

Not Yet Shipped

Items Ordered

1 of: *Brother PT-M95 P-Touch Monochrome Label Maker Bundle (4 Label Tapes Included), White*, Brother
Sold by: Amazon.com Services LLC
Supplied by: Other

Price
\$39.99

Condition: New

for organizing personnel & vendor records

Shipping Address:

Jeanna Booth
PO BOX 722
CAMDENTON, MO 65020-0722
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Mastercard ending in 1306

Item(s) Subtotal: \$39.99
Shipping & Handling: \$0.00

Billing address

Jeanna Booth
PO BOX 722
CAMDENTON, MO 65020-0722
United States

Total before tax: \$39.99
Estimated tax to be collected: \$0.00

Grand Total: \$39.99

To view the status of your order, return to [Order Summary](#).

Payment Receipt

noreply@ncr.com <noreply@ncr.com>

Wed 11/1/2023 3:42 PM

To: Jeanna Booth <jeanna@ccddr.org>

Missouri: MyDMV

Payment Receipt

Thank You for Your Payment

Please save this Confirmation Number for your personal records.

Customer Name

Jeanna Booth

Effective Date

11/1/2023 3:42 PM Central Standard Time

Acct # 5060

Confirmation Number

20218334

Payment Method	Amount
MasterCard ***** 1306	\$3.13
Item	Payment
Record Sales	\$2.82
Transaction Fee:	\$0.31
Total Amount Paid:	\$3.13

Payment Details

Record Sales

: ProdX1060975 - : 25da0723b0d94cccbaa5766ebb646117 - Jeanna Booth - \$2.82

A Transaction Fee has been included in the total amount paid for this transaction.

acct 5130

Invoice # 23080



325 W 80th St
Kansas City MO 64114
(800) 363-2461, (816) 363-2460
Doorservice@edelman-lyon.com

Invoice Date: 10/27/2023	Due Date: 10/27/2023 (Cash On Delivery)
Technician: Daniel H.	Job #: 35110878
Service Date: 10/12/2023 -	Customer PO:

Bill To:	Service Location:
Camden County Developmental 100 3rd Street Camdenton, MO 65020	Camden County Developmental 100 3rd Street Camdenton, MO 65020

Scope of Work: Hours 8:30am to 5pm - M-F
 Exterior ADA Door - The door is not operating. Both push buttons do not work and they have already attempted replacing the battery in the exterior push plate.
 NTE 210
 Connie - 573-317-9233

Description	Qty	Rate	Total
Labor - MO - 10/12/2023	1.00	\$89.00	\$89.00
Travel - MO - 10/12/2023	1.50	\$89.00	\$133.50
Truck - MO - 10/12/2023	1.00	\$32.00	\$32.00

Service Completion Notes: 10/12/2023 Called to site because main exterior door (A489094) push plates not operating. Upon arrival and inspection found power switch in off position. Switched to on position and door operates without issue. Taped switch in on position per staff request. Door tested and working properly.

CUSTOMER MESSAGE

A Service Charge of 1 1/2% per month will be charged to all accounts over 30 Days.
 All claims must be made within 1 days after receipt of service/goods.
Notice to Owner: Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property which is the subject of this contract pursuant to chapter 429, RSMo. To avoid this result you may ask this contractor for "lien waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and material twice.

Invoice Total:	\$254.50
Sales Tax:	\$0.00
Total Due:	\$0.00

Payment Receipt

Camdenton
4595 Osage Beach
Osage Beach, MO 65065
(573) 552-1125
<https://smartspotstorage3.storageunitsoftware.com>

12/1/2023 02:04AM

Camden County Developmental Disability Resources
PO Box 722
Camdenton, Missouri 65026

Name	Item	Description	Quantity	Unit Price	Tax	Total	Paid
Rent	80583166	Unit A23 rent for 1 month period starting 12/1/2023	1	\$185.00	\$0.00	\$185.00	\$185.00

Paid by Master ending in 9314

Acct # 5580

\$185.00

Payment Receipt

Patriot Storage LOZ
6760 US Hwy 54
Osage Beach, MO 65065
(573) 746-2552
<https://www.patriotstorageloz.com>

12/1/2023 02:09AM

Camden County Developmental Disability Resources
PO Box 722
Camdenton, Missouri 65020

Name	Item	Description	Quantity	Unit Price	Tax	Total	Paid
Rent	80512779	Unit A23 rent for 1 month period starting 12/1/2023	1	\$150.00	\$0.00	\$150.00	\$150.00

Paid by Master ending in 9314

Acct #5580

\$150.00

**Resolutions 2024-1,
2024-2, 2024-3, 2024-4,
2024-5, 2024-6, 2024-7,
2024-8, & 2024-9**



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-1

CALENDAR YEAR 2024 BOARD OFFICER ELECTION & APPOINTMENTS

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

WHEREAS, the Camden County Senate Bill 40 Board Bylaws require the annual appointment of officers under Article III, Sections 1 and 2.

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 elects and appoints the following Board members to officer positions for the Calendar Year 2024:

Chairperson: _____

Vice Chairperson: _____

Treasurer: _____

Secretary: _____

2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-2

Calendar Year 2024 Human Resource Committee Nominations and Appointments

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

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 continue utilizing a Human Resource Committee for evaluating the Executive Director's ongoing performance; assisting in human resource projects and issues; and monitoring the overall workforce objectives, cultures, and compliance.

2. That the Board hereby nominates and appoints:

_____ - Committee Chairperson

_____ - Committee Secretary

as members to the 2024 Human Resources Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-3

Calendar Year 2024 Budget Appropriations Committee Nominations & Appointments

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

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 continue utilizing a Budget Appropriations Committee for evaluating annual budgets, restricted accounts allocations, budget overages/shortfalls, major purchase allocations, and other fiscal matters not part of the day-to-day business operations.

2. That the Board hereby nominates and appoints:

_____ - Committee Chairperson

_____ - Committee Secretary

as members to the 2024 Budget Appropriations Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-4

Calendar Year 2024 Agency Governance Committee Nominations & Appointments

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

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 continue utilizing an Agency Governance Committee for evaluating changes to its Bylaws.

2. That the Board hereby nominates and appoints:

_____ - Committee Chairperson

_____ - Committee Secretary

as members to the 2024 Agency Governance Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-5

Temporary Committee Continuation – Joint CCDDR/LAI Committee

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

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 continue to utilize a Joint CCDDR/LAI Committee.
2. The Board shall assign this committee to conduct research, provide evaluations, and make recommendations to the Board as a whole for consideration.
3. That the Board hereby nominates and appoints:

_____ - Committee Chairperson

_____ - Committee Secretary

as members to the 2024 Joint CCDDR/LAI Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member and to which representatives from the LAI Board of Directors shall also serve as members.

4. 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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-6

Temporary Committee Continuation – Joint CCDDR/CLC Committee

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

WHEREAS, the Camden County SB 40 Board (dba Camden County Developmental Disability Resources) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

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 continue to utilize a Joint CCDDR/CLC Committee.
2. The Board shall assign this committee to conduct research, provide evaluations, and make recommendations to the Board as a whole for consideration.
3. That the Board hereby nominates and appoints:

_____ - Committee Chairperson

_____ - Committee Secretary

as members to the 2024 Joint CCDDR/CLC Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member and to which representatives from the CLC Board of Directors shall also serve as members.

4. 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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-7

CHANGE IN MILEAGE RATE

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

WHEREAS, 1 CSR 10-11.010 sets forth the maximum rate of mileage reimbursement for county officials and employees not to exceed the Internal Revenue Service (IRS) standard mileage rate less 3 cents per mile. Any change to the maximum rate is effective on July 1st of the year the IRS changes their standard mileage rate.

WHEREAS, IRS Notice 2024-08 sets the standard mileage rate for transportation or travel expenses at 67.0 cents per mile for all miles of business use (business standard mileage rate) effective January 1st, 2024.

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", establishes the new mileage rate for employee reimbursement at 64.0 cents per mile to be effective July 1st, 2024.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-8

APPROVAL OF AMENDED POLICY #25

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 #25, HIPAA Compliance.
2. That the Board hereby amends and adopts Policy #25 (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
2024-8



Policy Number: 25 Effective: March 19, 2007 Revised: October 16, 2017, November 12, 2020, January 9, 2024
<hr/> Subject: HIPAA Compliance

POLICY:

Camden County Developmental Disability Resources (CCDDR) shall have a policy in order to be compliant with the Health Insurance Portability and Accountability Act of 1996.

Definitions

Protective Health Information (PHI): Individually identifiable health information that is transmitted or maintained in any form or medium by a covered entity, health plan, or clearing house as defined under the Health Insurance Portability And Accountability Act (HIPAA 45 CFR part 160 and 164).

CCDDR Privacy Officer: CCDDR’s Executive Director and/or designee assigned by the Executive Director.

I. Notice of Privacy Practices

- A. At the date of the first delivery of, appearance for service at the CCDDR facility, or application for services (even those services received electronically with CCDDR), the client or their legal guardian or parent (if a minor) should be presented with the Department of Mental Health (DMH) Notice of Privacy Practices. This is considered the initial contact between the client and CCDDR. The sending of an application packet is not considered the initial contact. When the client is presented with the Notice of Privacy Practices, CCDDR will make every effort to obtain written acknowledgment of receipt for the Notice of Privacy Practices.
 - 1. Documentation of acknowledgment on the current Notice of Privacy Practices’ acknowledgement sheet that such a Notice has been presented to a client (or their legal guardian or parent, if a minor) for review must be signed and placed in the client’s record. The full Notice of Privacy Practices is then given to the client.
 - 2. If CCDDR does not obtain the acknowledgment, then CCDDR will document its good faith efforts to obtain the acknowledgment and document the reason(s) why the acknowledgment was not obtained on the acknowledgment cover sheet to the Notice of Privacy Practices.
 - 3. In emergency treatment situations, the Notice of Privacy Practices and a good faith attempt to have the client sign the Notice should be initiated at admission or prior to

dismissal, whichever is sooner. If personal contact is not possible, the Notice of Privacy Practices can be mailed for client signature.

- B. A copy of the Notice of Privacy Practices is given to each client at their annual plan meeting. This provides clients the opportunity to discuss privacy practices with their Support Coordinator.
- C. Whenever the Notice of Privacy Practices is revised by DMH, the revised Notice must be made available upon request by a client.
- D. CCDDR's Privacy Officer or designee will be responsible for ensuring that CCDDR employees are trained regarding the Notice of Privacy Practices.
- E. Client questions related to the Notice of Privacy Practices should be directed to the CCDDR Privacy Officer or designee.
- F. The CCDDR Privacy Officer or designee will maintain a historical record of all versions of the Notice of Privacy Practices and the applicable dates for each.

II. Use & Disclosure of Protected Health Information (PHI) and Authorization to Release PHI

- A. CCDDR Support Coordinators, staff members, and providers may share medical information with each other about DMH clients served in common for the purpose of general treatment, payment, or health care operations without the consent of the client, parent, or guardian. CCDDR may not use or disclose PHI without a valid authorization completed by the client, parent, guardian, or applicable personal representative with limited exceptions. The CCDDR Privacy Officer or designee will obtain written information regarding the identity of the requestor as well as the date, nature, purpose of the request, and the authority the requestor has to request such information. If other staff receive a completed authorization form for the release of PHI, they will direct it to the CCDDR Privacy Officer or designee for review.
- B. Any disclosures that occur will be limited to the minimum amount of information necessary to meet the purpose of the use or disclosure. Exceptions to the minimum necessary requirement are as follows:
 - When the client authorizes the disclosure
 - Disclosures required by law
- C. PHI may only be disclosed without authorization in the following situations:
 - To a public health authority (i.e. required reporting to the Missouri Department of Health and Senior Services)
 - To report child abuse/neglect situations, and other situations involving exploitation, abuse, neglect or domestic violence (if disclosure is allowed by law)

- To the Food and Drug Administration
- To a health oversight agency for activities authorized by law (i.e. audits, invitations, inspections, licensure)
- To judicial or administrative proceedings (a subpoena from a court is not necessarily enough)
- To law enforcement (but only in certain circumstances, including when they present a grand jury subpoena; information concerning forensic clients; to locate a missing person, suspect, or fugitive; or at the discretion of the head of the facility when the information is requested to assist law enforcement in their investigation [see Section 630.140, RSMo])
- To avert a serious threat to health or safety
- Governmental functions (such as national security and veterans' information)
- To other agencies administering public benefits
- To medical examiners, coroners, and funeral directors
- For organ and tissue donation
- For authorized research purposes
- If there is an emergency or if CCDDR is required by law to discuss certain information
- To assist in communication barriers in obtaining a consent from a client
- Appointment reminders
- Treatment alternatives and health related benefits and services
- Emergency or disaster events for individuals involved in disaster relief
- Protective Services for the President and others
- Workers Compensation
- Public Health Risk, which includes prevention or control of disease; injury; disability; and/or report birth, deaths, abuse, neglect, and exploitation
- For correctional facility inmates requiring information for treatment or legal status

D. Any questions as to whether a use or disclosure is permitted or required by law should be directed to the CCDDR Privacy Officer or designee.

E. If it is CCDDR requesting the client complete the authorization, CCDDR must provide the client with a copy of the signed authorization.

III. Accounting of PHI Disclosures

A. All written and verbal communication requests on PHI need to be tracked. However, the following list of exceptions to this requirement does not require tracking or need to be accounted for upon the request of the individual:

- Disclosures made for treatment, payment, and healthcare operation purposes
- Disclosures made to the client.
- Disclosures made for facility directory purposes, if utilized
- Disclosures made for national security or intelligence purposes
- Disclosures made to correctional institutions or law enforcement officials

- Disclosure made 6 years prior to the date the accounting was requested
- There are further exceptions for disclosures to health oversight agencies (see section 164.528(a)(2)(I) et seq.) – please contact the CCDDR Privacy Officer or designee should this situation arise.

B. The CCDDR Privacy Officer or designee shall assure that a plan is in place which tracks disclosure of both written and verbal PHI.

C. CCDDR may assist clients filling out the Request for Accounting of Disclosures:

D. If multiple disclosures are made to the same entity or person for the same reason, it is not necessary to document each disclosure. CCDDR may document the first disclosure, the frequency or number of disclosures made during the accounting period, and the date of the last disclosure in the accounting period.

E. The client (or legal guardian) must make a written Request for Accounting of Disclosures to the CCDDR Privacy Officer or designee. The request shall be on the CCDDR form. Staff may assist the client in completing the form if requested to do so.

F. CCDDR shall have 60 days after receipt of the request for such an accounting to act on the Request for Accounting of Disclosure. If CCDDR has disclosed information to a business associate regarding the client requesting the accounting, then CCDDR, through its Privacy Officer or designee, must request an accounting of disclosures of the client's information from that business associate, who has 20 calendar days to provide the accounting. CCDDR may request one 30-day extension, which is allowed, but the client must be informed in writing:

- The reason for the delay
- The date the accounting will be provided

Such notification to the client or person requesting the accounting of disclosures of any delay must take place within the 60-day timeframe.

G. CCDDR will provide all accounting of disclosures free of charge.

H. CCDDR must retain a copy of the written accounting that is provided to the client in the client's confidential file.

IV. Verification of Requestor Identity & Authority

A. The client or personal representative must sign a valid authorization for the disclosure of confidential PHI before such PHI can be released, except in accordance with existing HIPAA requirements.

B. All requests for disclosure shall be forwarded to the CCDDR Privacy Officer or designee including the following:

- The name of the requesting party or parties
 - Any documentation, statements, or representations from the person requesting the PHI of the requestor's authority to request such information (i.e., legal representative of client, law enforcement official, etc.)
- C. The client must present identification prior to receipt of any records regarding themselves.
- D. The CCDDR Privacy Officer or designee may rely on the following information to demonstrate identity:
- Presentation of agency identification, credentials, or other proof of government status (a badge, identification card, etc.)
 - A written request on agency letterhead or an oral statement if a written statement would not be possible (a natural disaster, other emergency situations, etc.)
 - If the disclosure is requested by a person acting on behalf of a public official, a written statement on government letterhead that the person is acting under the government's authority or a contract or purchase order evidencing the same
 - A court order
- E. The CCDDR Privacy Officer or designee shall verify identity of any phone requests from all individuals, including law enforcement officers and others who have an official need for PHI, by using a callback phone number before releasing information.
- F. The CCDDR Privacy Officer or designee shall verify facsimile numbers of any faxed requests. The main number of the sending agency shall be called, and the fax number verified.
- G. The CCDDR Privacy Officer or designee shall verify e-mail addresses by calling requestors. The general number for the sending agency shall be called, and then a request shall be made to be transferred to the specific individual who made the contact. All e-mails containing PHI MUST be encrypted.
- H. The CCDDR Privacy Officer or designee is responsible for copying verification information or obtaining badge numbers, etc., and for maintaining it in the client's health information file.
- I. The CCDDR Privacy Officer or designee must review the forwarded information and determine if the documents satisfactorily verify the identity of the requestor and also demonstrate the requestor has authority to request the information under state and federal law.
- J. The CCDDR Privacy Officer or designee may disclose information to the requestor if all requirements for use and disclosure are met.

- K. The CCDDR Privacy Officer or designee shall contact agencies or other entities for further verification of identity or authority to receive PHI, if necessary.
- L. The CCDDR Privacy Officer or designee may deny access to information, if verification of identity or authority is not accomplished.

V. Disclosure of Minimum Necessary Amount of PHI

- A. CCDDR will make reasonable efforts to ensure that the minimum necessary PHI is disclosed, used, or requested. Exceptions to the minimum necessary requirement include:
 - Disclosures to the individual who is the subject of the information
 - Disclosures made pursuant to an authorization
 - Disclosures to or requests by healthcare providers for treatment purposes
 - Disclosures required for compliance with the standardized HIPAA transactions
 - Disclosures made to Health & Human Services/Office of Civil Rights (HHS/OCR) pursuant to a privacy investigation
 - Disclosures otherwise required by the HIPAA regulations or other law
 - Disclosures necessary for care coordination and/or case management
- B. Each user of PHI will be subject to the provisions of CCDDR policies relating to staff access to PHI.
- C. Reasonable efforts will be made to limit each PHI user's access to only the PHI that is needed to carry out the user's duties. These efforts will include the CCDDR Privacy Officer or designee monitoring staff use and disclosure of PHI.
- D. For situations where PHI use and disclosure or PHI requests occur on a routine and recurring basis, the CCDDR Privacy Officer or designee will issue directives as to what information constitutes the minimum necessary amount of PHI needed to achieve the purpose of the use, disclosure, or request.
- E. For non-routine disclosures (other than pursuant to a legitimate or legal authorization), staff will address questions to the CCDDR Privacy Officer or designee to assure that PHI is limited to what is reasonably necessary to accomplish the purpose for which disclosure is sought. Examples of non-routine disclosures include providing PHI to accrediting bodies, insurance carriers, research entities, funeral homes, etc.

VI. Client/Guardian Procedural Safeguards for Improper Use or Disclosure of PHI

DMH and CCDDR encourage clients and service providers to discuss and attempt to resolve issues at the local level.

The following steps constitute the HIPAA complaint process:

- A. Fill out the CCDDR Complaint Form
- B. Forward a copy of the complaint form to the CCDDR Privacy Officer or designee if the alleged violation took place at CCDDR facility or program.
- C. All Privacy Complaints received by the CCDDR Privacy Officer or designee will be date-stamped upon arrival:
 - The CCDDR Privacy Officer or designee will review and act on the complaint in a timely manner and not more than 30 days from receipt of the complaint – if additional time is necessary to review and investigate the complaint, the CCDDR Privacy Officer or designee shall, within 30 days, notify the client of the delay, and inform the grievant of the expected timeframe for completion of the review
 - The CCDDR Privacy Officer or designee shall determine what PHI is affected by the complaint and if the PHI was provided to other covered entities and business associates
 - If the affected PHI was created and maintained by a business associate, the complaint will be forwarded to the business associate as outlined in the Business Associate Agreement – complaints forwarded to business associates will be logged and a notice of the action sent to the client making the complaint
- D. The CCDDR Privacy Officer or designee will determine if there is cause to believe a violation of CCDDR privacy policies occurred, and the course of action to be taken.
 1. If no violation has occurred, the complaint and finding will be date-stamped, the complaint will be considered closed, and a written notice of this shall be provided to the client, guardian, and/or legal representative.
 2. If cause exists to believe a violation has occurred, the CCDDR Privacy Officer or designee shall be responsible for determining if:
 - Performance or training need to be improved
 - A recommendation for a change to the CCDDR policy should be forwarded to the Board of Directors
 - A recommendation should be made to the Board of Directors to establish a new Privacy Policy or change the existing CCDDR policy.
 3. The Privacy Officer or designee shall notify the Board of Directors of the action needed.
 4. If employee discipline must be administered, it must follow the CCDDR policy on sanctions.
- E. If the complaint resolution finds that no cause exists to believe a violation occurred, then the client or client’s legal representative may seek resolution to the CCDDR Board of Directors directly (if it is a CCDDR based complaint).

1. The client or client's legal representative, through completion of the Complaint Form, will request that the CCDDR Privacy Officer or designee forward the complaint to the CCDDR Board of Directors.
2. The Board of Directors will review and act on the complaint in a timely manner and not more than 30 days from receipt of the complaint form.

F. The Board of Directors shall determine one of the following:

- The original determination of the CCDDR Privacy Officer or designee is accurate
- Remediation should occur through increased training or a recommendation be made for possible disciplinary action
- A recommendation for CCDDR policy review be initiated
- A recommendation be made for the establishment of a new CCDDR policy

G. The original complaint form shall be placed in the client's confidential file.

H. The CCDDR Privacy Officer's or designee's primary responsibilities in the HIPAA Complaint process include logging and retaining complaints in a retrievable manner for a minimum of six years and identifying:

- Person or entity making the complaint
- Date complaint was received
- A list of the PHI affected
- Status of a complaint
- A list of business associates or facilities affected
- Actions taken

I. There shall be no retaliation against any client or against a workforce member for assisting a client to file a CCDDR complaint regarding CCDDR management of PHI or a report of breach of privacy and security of PHI.

VII. Designated Records Set

A. CCDDR shall identify all information systems (defined as an organized collection of information) that contain PHI.

B. That inventory shall be maintained by the CCDDR Privacy Officer or designee. Any new, modified, or defunct systems will be added to or removed from the inventory by the Privacy Officer or designee.

C. For the purpose of the implementation of this policy, the term designated record set includes any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by CCDDR for client care or payment decision making, including (but not limited to):

- Medical and billing records about clients maintained by or for CCDDR

- Enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for CCDDR
- Any records or information used, in whole or in part, by or for CCDDR to make decisions about clients

D. Information not part of the Designated Records Set is defined as follows:

1. Any documents that are used for census information, quality assurance or quality improvement, peer review, sentinel event, Centers for Medicare and Medicaid purposes, utilization review, abuse/neglect investigations, incident/injury reports, state auditors, or various electronic databases, etc., which are not used to make decisions regarding an individual client or any work therapy employment files; integrated risk assessment including serious incident history, index crime report, annual synopsis of endangering behaviors, recent predictive behaviors, request for passes and privileges, forensic release request, law enforcement reports, victim notification information; or REJIS, MULES, or NCIC report. However, these types of information may be accessible by parents or guardians. In addition, for forensic case evaluations (defined in section 552 or 557, RSMo), the pretrial commitment order, the pretrial evaluation, or any correspondence relating to the pretrial is not part of the designated records set. Neither is the victim notification information.
2. For forensic cases, any forensic evaluation or any correspondence relating to the forensic commitment is not part of the designated records set.
3. For persons referred, considered for referral, or committed (pursuant to section 632.525 RSMo), risk assessments, probable cause evaluations, court-ordered evaluations, and annual reports are not part of the designated records set.
4. Working files, either paper or electronic, are not considered part of the designated records set. Examples of this information may include, but are not limited to, copies of the current personal plan, IEP, guardianship information, MOCABI or Vineland, client budgets, correspondence (including e-mail), face or cover sheet (including demographic information), behavior support plan, discharge summary, any necessary monthly or quarterly reports, authorizations, conditional release plan, etc.
5. Psychotherapy notes are not included in the designated records set and are to be kept separate from the medical record.

E. When an individual or department have been given sanctioned, exclusive possession and control of PHI as part of their assigned duties, the individual or department shall be responsible for all administrative duties of a data trustee in terms of security, data access, privacy, data backup, disaster recovery, and accountability. When the individual or department does not have the technical expertise or equipment to adequately protect the PHI, the individual or department must arrange for technical assistance either through the Information Systems or Health Information Management Departments to assure the confidentiality of the PHI. Any field staff must refer to DMH DOR 9.080.

F. The designated record set will be created, stored, released, transported, copies and destroyed based on DMH DOR 8.110 Record Retention and Destruction. Failure to comply or assure compliance with the DOR could result in disciplinary action, up to and

including dismissal. The CCDDR Privacy Officer or designee will collect information from the Local Privacy Officer or designee annually to monitor compliance with the DMH DOR.

VIII. Access to Computerized/Electronic PHI

- A. Pursuant to the Electronic Communications Privacy Act of 1986, CCDDR management shall have complete access to all e-mail and internet activities. No electronic communications sent or received are considered private to the employee. Management has the right to monitor messages and internet use as necessary to assure efficient and appropriate use of the technology.
- B. Each of the electronic communications technologies may create electronic records that are easily saved, copied, forwarded, retrieved, monitored, reviewed, and used for litigation. All electronic records are the property of the CCDDR and can be accessed and used by management when:
 - A legitimate business need exists that cannot be satisfied by other means
 - The involved employee is unavailable, and timing is critical to a business activity
 - There is reasonable cause to suspect criminal activity or policy violations
 - Law, regulation, or third-party agreement requires such monitoring
- C. These disclosures of electronic records may be made without prior notice to the staff members who sent or received the communications. Staff members should not assume that any electronic communications are private.
- D. User Access to Electronic CCDDR Data: To gain access to any CCDDR protected healthcare information, CCDDR workforce members are required to consult with the CCDDR Privacy Officer or designee beforehand. All users shall be required to protect confidential data, and only the minimum necessary data shall be accessed.
- E. CCDDR shall maintain a Disaster Recovery Plan, approved by the Security Officer to assure continued operations in the event of an emergency.
- F. No CCDDR client or volunteer shall have access to another person's PHI or any other CCDDR client demographic system, or be allowed to input information to local systems that may be used to feed or modify those systems unless authorized by the client. Any proposed client/client access shall include documentation of the client reviewing and agreeing to a confidentiality statement. Documentation will include the types of systems and files accessed.
- G. Such client access shall be approved by the CCDDR Director, or designee with notification and documentation provided to the Security Officer.
- H. Users are required to abide by the following guidelines when using CCDDR email and internet systems:

1. The internet and email are intended to be used primarily for business purposes.
2. The internet may be used to access external databases and files to obtain reference information or to conduct research.
3. Email may be used to disseminate business-related newsletters, press releases, or other documents to groups of people.
4. Email and the internet may be used for discussion groups on job-related topics.
5. Do NOT use personal email.

I. Email and/or the internet may not be used for:

- Any illegal, private, or unethical purpose
- Downloading software of any kind without prior approval of management
- Participating in personal social media, internet chat rooms, instant messaging, or other similar medias
- Playing games
- Conducting any political activity

J. All CCDDR employees, clients, and volunteers must receive the required HIPAA privacy training.

K. CCDDR workforce members receiving or maintaining PHI shall be required to agree to the security of such PHI in accordance with the state and federal laws as set forth above. These workforce members shall sign a confidentiality statement. A copy of the signed confidentiality statement shall be maintained in the personnel file of CCDDR staff.

L. CCDDR will utilize password management:

1. Passwords shall not be shared.
2. Passwords shall be changed immediately if the user is aware that someone else knows it.
3. Users shall not change their passwords while others are present.
4. Passwords should have no connection to the user, i.e. username, children's name, etc.

IX. Physical Security/Maintenance of Electronic & Computerized PHI

A. Users shall be automatically logged off their workstations after a maximum period of 15 minutes of inactivity.

B. Designated CCDDR staff shall ensure that all media has been thoroughly cleansed of any client data before the media is disposed.

C. Access to media containing client data shall be controlled by:

- Physical access control to CCDDR hardware
- Purging CCDDR data on any type of media before it is discarded

- Storage of data on media that is backed up
- D. The CCDDR Security Officer shall maintain an up-to-date standards list which prescribes appropriate procedures and practices for data security purposes.
- E. Virus protection for the CCDDR network shall be maintained by the IT manager/consultant.
- F. The CCDDR workforce shall not load software, from any source, on to their assigned workstation without prior authorization from the Executive Director. This software includes, but is not limited to, software from the internet, a CD, or other external device or media. Software must be approved by the Executive Director prior to being loaded on workstations.

X. Client/Guardian Right to Amend PHI

- A. A client, parent of a minor, and personal representative or legal guardian, as relevant to the client's representation, who believes information in the client's health records is incomplete or incorrect may request an amendment or correction of the information as outlined below:
 - 1. For minor discrepancies (i.e. typos, misspelled name, wrong date, etc.), the client may approach the author of the entry, point out the error, and ask the author to correct it.
 - a. If the entry author agrees, the entry can be corrected according to best documentation practices by drawing a single line through the error; adding a note explaining the error (such as "wrong date" or "typo"); date and initial it; and make the correction as close as possible to the original entry in the record.
 - b. Any information added to a Person-Centered Plan in the regular course of business is not considered an amendment. An example would be when a client provides the name of a new private physician or other professional whom the client sees in the community.
 - 2. All other requests for amendment to PHI shall be in writing and provide a reason to support the amendment. Specifically, any request should be supported by documentation of any incorrect information or incomplete information.
- B. The "Request to Amend Protected Health Information" form shall be provided to facilitate the request. CCDDR may assist in initiating the process requesting amendment to PHI and a copy shall be provided to the client.
- C. All requests for amendment of PHI must be forwarded to the CCDDR Privacy Officer or designee, who will route the original request to the author of the PHI or the individual's supervisor. If the author chooses to add a comment to the request form, a second copy of the form will be given to the client with the author's comments.

- D. This request shall be processed in a timely and consistent manner according to established timeframes but not more than 60 days after receipt of the request.
- E. If the request for amendment cannot be processed within the 60 days, the timeframe may be extended no more than an additional 30 days with notification in writing to the individual outlining the reasons for the delay and the date the request will be concluded.
- F. If a client with a guardian requests an amendment, a letter is to be sent to the guardian stating that the client is requesting an amendment, and further requesting that the guardian complete the request for amendment form.
- G. If the request is granted, CCDDR shall:
1. Insert the amendment or provide a link to the amendment at the site of the information that is the subject of the request for amendment, and then document the change in the same section of the record as the original information.
 2. Inform the client that the amendment is accepted.
 3. Obtain the authorization of the client to notify all relevant persons or entities with whom the amendment needs to be shared.
 4. Within 60 days, make reasonable efforts to provide the amendment to the persons identified by the client, and any persons, including business associates, that CCDDR knows has been provided the PHI that is the subject of the amendment and who may have relied on or could foreseeably rely on the information to the detriment of the client.
 5. If the amendment affects a service for which billing or a charge has already been submitted, then the billing must be reviewed to see if it should be amended or changed as well to reflect the new information.
- H. CCDDR may deny the request for amendment to PHI if:
1. The information was not created by CCDDR. However, if the client can provide reasonable proof that the person or entity that created the information is no longer available to make the amendment, and the request is not denied on other grounds, CCDDR must amend the information.
 2. The information is not part of the medical information kept by or for CCDDR.
 3. The information is not part of the information that the client would be permitted to inspect and copy (for specifics on client's access to PHI, see DMH DOR 8.030).
 4. The information is accurate and complete.
- I. If CCDDR denies the requested amendment, it must provide the client with a timely, written denial, written in plain language that contains:
- The basis for the denial
 - The client's right to submit a written statement disagreeing with the denial and how the client may file such a statement

- The name, title, address, and telephone number of the person to whom a statement of disagreement should be addressed
- The steps to file a complaint with the Department of Health and Senior Services.
- A statement that if the client does not submit a statement of disagreement, the client may request that CCDDR provide the request for amendment and the denial with any future disclosures of PHI
- A copy must also be provided to the guardian, if applicable; to parent(s), if applicable; or to Department of Social Services if that agency has legal and physical custody of the juvenile

J. Clients shall be permitted to submit to CCDDR a written statement disagreeing with the denial of all or part of a requested amendment and the basis for the disagreement. This statement of disagreement shall be limited to one page.

1. The statement of disagreement will be submitted in writing to the CCDDR Executive Director.
2. CCDDR may prepare a written rebuttal to the statement of disagreement and must provide the client with a copy of the rebuttal.
3. CCDDR must identify the record of PHI that is the subject of the disputed amendment and append or link the request for an amendment, the denial of the request, the individual's statement of disagreement, if any, and the CCDDR rebuttal statement, if any.

K. If the client has submitted a statement of disagreement, CCDDR must include the documents or an accurate summary of the information, with any subsequent disclosure of the PHI to which the disagreement relates.

L. If the client has not submitted a written statement of disagreement, CCDDR must include the client's request for amendment and its denial or an accurate summary of the information with any subsequent disclosure of PHI only if the client has requested it.

M. If CCDDR receives information from another source of an amendment of a client's PHI, the PHI from the sending facility must be amended in written or electronic form.

XI. Request to Restrict PHI

A. Clients shall indicate their request for restriction on the use or disclosure of their PHI using the "Request for Restrictions on the Use and/or Disclosure of Protected Health Information" form.

B. The requested restrictions must be provided in writing as well as signed and dated by the client or legal representative.

C. The CCDDR Privacy Officer or designee must receive the written request. The Privacy Officer or designee, in consultation with the Executive Director or DMH Privacy Officer or designee, will determine whether it will be approved using the following procedure:

1. If approved, CCDDR must implement the restriction.
2. The CCDDR Privacy Officer or designee will identify the restriction on the face sheet of the client's confidential file.
3. CCDDR's agreement or refusal of the request shall be documented on the request form as well as signed and dated by the Privacy Officer or designee.
4. The original will be filed for permanent retention.
5. A copy of the approved or denied form will be provided to the client.

D. CCDDR may terminate the agreement to a restriction if:

1. The client agrees to or requests the termination in writing.
2. The client orally agrees to the termination and the oral agreement is documented.
3. CCDDR informs the client that it is terminating its agreement to a restriction and that such termination is only effective with respect to PHI created or received after it has so informed the individual.
4. When any of the above criteria are met, the restriction will be removed, and the form will be dated and signed by the Privacy Officer or designee.
5. If the restriction was identified on the face sheet of the client's confidential file, that identification shall be removed by the Privacy Officer or designee.

E. If CCDDR has agreed to the restriction, but the client who requested the restriction is in need of emergency treatment and the restricted PHI is needed to provide the emergency treatment, CCDDR may disclose that PHI to a health care provider to provide such treatment.

F. If such PHI is disclosed in an emergency situation, CCDDR must require that the health care provider to whom the information was disclosed not further use or disclose that PHI. Failure of staff to comply or assure compliance may result in disciplinary action, including dismissal.

XII. Client Right to Access or Receive a Copy of PHI

- A. A client who has or is receiving services from CCDDR, parent of a minor, and legal representative or legal guardian as relevant to their representation, must request in writing for access to inspect or receive copies of PHI, except in those instances covered by federal regulation and outlined in the Notice of Privacy Practices acknowledged at admission, and must further specify the exact information requested for access.
- B. The "Request to Access or Receive a Copy of Protected Health" form shall be provided to facilitate the request. CCDDR personnel may assist in initiating the process requesting access to PHI.
- C. All requests by clients and their legal representatives for PHI must be forwarded to the Privacy Officer or designee for action.

- D. If it is acceptable after discussion with the client, CCDDR may provide a summary of the PHI to the client. If the summary is acceptable, CCDDR shall determine the appropriate staff to provide that explanation to the client. The client's agreement to a summary shall be documented in writing in the record as a check in the appropriate box in the "Request To Access or Receive a Copy of PHI" form. The form shall be filed in the client's confidential file.
- E. This request shall be processed in the format requested (i.e. microfiche, computer disk, etc.), if possible, and in a timely consistent manner according to established timeframes but not more than 15 days after receipt of the request. If the record cannot be accessed within the 15 days, the timeframe may be extended for no more than an additional 15 days with notification in writing to the individual outlining reasons for the delay and the date the request will be concluded.
- F. Requests for Access to PHI may be denied without a right to review as follows:
- If the information conforms to one of the following categories: psychotherapy notes; information compiled for use in a civil, criminal or administrative action or proceeding; or information that would be prohibited from use or disclosure under the Certified Laboratory Information Act (CLIA) laws and regulations
 - If the client is participating in research related treatment and has agreed to the denial of access to records for the duration of the study
 - If access is otherwise precluded by law
 - If the information was obtained from someone other than a health care provider under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information – all Victim Notification and Duty To Warn forms, as well as any other documentation that contains demographics of victims or potential victims shall be removed before any review of the record by anyone not employed by CCDDR, and if the CCDDR employee is a client worker, then the information shall be removed before any review of the record
 - If CCDDR has been provided a copy of a court order from a court of competent jurisdiction which limits the release or use of PHI
- G. Requests for Access to PHI may be denied provided the individual is given a right to have the denial reviewed as follows:
1. A licensed health care professional based on an assessment of the particular circumstances, determines that the access requested is reasonably likely to endanger the life or physical safety of the client or another person.
 2. CCDDR may deny the client access to PHI if the information requested makes reference to someone other than the client and a licensed health care professional has determined that the access requested is reasonably likely to cause serious harm to that other person.
 3. CCDDR may deny a request to receive a copy or inspect PHI by a personal representative of the client if CCDDR has a reasonable belief that the client has been or may be subjected to domestic violence, abuse, or neglect by such person; treating

such person as the personal representative could endanger the individual; and CCDDR, exercising professional judgment, decides that it is not in the best interest of the client to treat that person as the client's personal representative.

- H. Upon denial of any request for access to PHI, in whole or in part, a written letter shall be sent to the client, or other valid representative making the request for access, stating in plain language the basis for the denial.
1. If the client has a right to a review of the denial, the letter shall contain a statement of how to make an appeal of the denial including the name, title, address, and telephone number of the person to whom an appeal should be addressed.
 2. This letter shall also address the steps to file a complaint with the Secretary of HHS.
 3. If the information requested is not maintained by CCDDR, but it is known where the client may obtain access, CCDDR must inform the client where to direct the request for access.
- I. A client, parent of a minor, or guardian of a client has the right to appeal the decision to withhold portions or all of the record for safety or confidentiality reasons as follows:
1. The appeal shall be submitted in writing to the CCDDR Privacy Officer or designee, who will designate a licensed health care professional.
 2. The designated licensed health care professional who did not participate in the original decision to deny access shall review the record and the request for access to the client's record.
 - a. The reviewer must determine if access meets an exception.
 - b. If the reviewer determines that the initial denial was appropriate, the client must be notified in writing, using plain language that the review resulted in another denial of access. The notice must include the reasons for denial and must describe the process to make a complaint to the Secretary of HHS.
 - c. If the denial was not appropriate, the licensed health care professional who acts as the reviewer shall refer the request to the CCDDR Privacy Officer or designee for action.
 3. If access is denied to any portion of the PHI, access must still be granted to those portions of the PHI that are not restricted.
 4. CCDDR is bound by the decision of the reviewer.
- J. If CCDDR provides a client or legal representative with access, in whole or in part, to PHI, CCDDR must comply with the specifications as outlined in federal regulations to the extent of CCDDR's capabilities and as identified in the Notice of Privacy Practices.
1. Requested information must be provided in designated record sets.
 2. If the requested information is maintained in more than one designated record set or in more than one location, CCDDR only needs to produce the information one time in response to the request.

3. CCDDR may provide a summary or explanation of the requested PHI if:
 - The client agrees in advance to the summary or explanation in place of the record
 - The client agrees in advance to any fees imposed for the summary or explanation
4. If the requested information is maintained electronically and the client requests an electronic or faxed copy, CCDDR must accommodate the request if possible and should explain the risk to security of the information when transmitted as requested.
5. If the information is downloaded to a computer disk, the client should be advised in advance of any charges for the disk and for mailing the disk. CCDDR shall establish a reasonable cost for the duplication of this information on a disk.
6. If the information is not available in the format requested, CCDDR must produce a hard copy document or other format agreed upon by the client and CCDDR.
7. Clients can now request a provider to submit an access request for PHI to another healthcare provider within Electronic Health Records, as long as:
 - a. The requests are limited to direct electronic copies of PHI to a third party
 - b. Request should be "clear, conspicuous and specific"
- K. CCDDR shall provide the access requested in a timely manner and arrange for a mutually convenient time and place for the client to inspect the PHI or obtain copies, unless access by another method has been requested by the client and agreed to by the CCDDR. Any requests for accommodations shall be sent or given in writing to the Privacy Officer or designee.
- L. The fee charged will be in compliance with the current Missouri statute (See Section 191.227, RSMO) and federal law.
- M. CCDDR will post an estimated fee schedule on the CCDDR website and provide itemized bills for completed requests. PHI must be provided free of charge during in person viewing.
- N. Clients and/or their guardians may take notes and take pictures of their PHI. CCDDR will not allow any personal devices to be connected to CCDDR information systems.
- O. The PHI of a deceased client may only be released via a Probate Court order from the County Circuit Court where the deceased resided or from another Probate Court in the state of Missouri.
- P. Upon request to obtain information, the Privacy Officer or designee shall ask for a copy of the Probate Court Order.

XIII. Workforce Compliance

- A. CCDDR workforce members shall be granted access to PHI, whether written, electronic, or verbal in nature, in accordance with state and federal law (HIPAA, P.L. 104-191; 42 CFR Part 2 et seq.) and other relevant CCDDR policies. Such access shall be limited to

the minimum necessary amount of PHI to accomplish the purpose of any requested use or disclosure of PHI (e.g. to the amount of PHI the employee or workforce member needs to know in order to accomplish their job or task). In addition, communications between workforce members which involve PHI shall also be considered confidential and should not take place in public areas. If it is absolutely necessary to conduct such conversations in public areas, reasonable steps shall be taken to assure the confidentiality of the PHI.

- B. Client PHI can be taken outside the office building with specific authorization from the Privacy Officer or designee upon receipt of a court order which subpoenas the records or if a record is being transported to the DMH Regional Office due to discharge or transfer of a client.
- C. If PHI in any form is lost or stolen, the Privacy Officer or designee should be notified as soon as practical, but no later than two (2) business days after the loss is discovered, in order for the Privacy Officer or designee to initiate the mitigation process.
- D. The CCDDR workforce members shall be informed of their obligations with respect to PHI in accordance with CCDDR by mandatory participation in HIPAA Privacy Training.
- E. The CCDDR workforce members that receive or maintain PHI shall be required to agree to the protection of such PHI in accordance with the state and federal laws as set forth above. These workforce members shall sign a HIPAA Confidentiality Statement. A copy of the signed confidentiality statement shall be maintained in the personnel file of CCDDR staff or volunteers.
- F. Visitors to CCDDR are not required to sign the confidentiality agreement. However, a copy of the confidentiality agreement shall be located next to the visitor sign-in materials and available for review by each visitor.

XIV. Mandatory Training

- A. All employees of CCDDR are given a packet regarding HIPAA rules at new hire orientation. After HIPAA information has been reviewed by CCDDR employees, a test is given on the information covered in packet and results of the tests are discussed with the individual. Additional HIPAA training is covered in mandatory courses required by DMH.
 - 1. Trainings shall be conducted at the CCDDR facility or designated location.
 - 2. Additional mandatory privacy training shall be scheduled whenever there is a material change in DMH privacy policies or procedures as determined by the DMH's Privacy Officer or designee.
 - 3. Periodic mandatory security training shall be scheduled as determined by the DMH's Security Officer.
- B. CCDDR employees shall receive training as part of their initial employee orientation. The content for the HIPAA new employee orientation shall be the same as listed in

paragraph A. However, any interactive exercises, or supplemental videos, will not be required content for new employee orientation. HIPAA new employee orientation must take place within 30 days of the date of hire.

- C. Volunteers, students, and contract employees for CCDDR on a regular course of business shall also be required to receive training as a part of their initial CCDDR orientation (also known as the new employee orientation course). The content for the HIPAA initial CCDDR orientation shall be the same as listed in paragraph A to this policy excluding mandatory courses required by DMH. However, any interactive exercises, or supplemental videos, will not be required content for initial CCDDR orientation. Such training must be done within 30 days of the initial date that the person presents for service.
- D. The CCDDR Privacy Officer or designee shall identify groups or individuals who, due to the nature of their job function within CCDDR, will require in-depth training related to HIPAA and CCDDR's policies, and then provide that specialized training.
- E. Documentation of Mandatory HIPAA Training shall be recorded by the CCDDR Privacy Officer or designee.

XV. Field Practices

- A. PHI that is unattended shall be secured in a manner to protect such information from persons without authorized access to this PHI.
- B. Vehicles containing any PHI shall be kept locked while unoccupied. PHI shall be kept locked in the trunk of the vehicle, when possible. In the event of extreme temperature situations, an electronic device (laptop, digital device/assistant, etc.) containing PHI shall be maintained in the temperature-controlled cab in a case while the vehicle is occupied.
- C. In the event of a vehicle accident, any CCDDR employee who suspects there is PHI in the vehicle shall make every reasonable attempt to make sure that the PHI is not accessible to anyone who does not need to have access to it, after assuring the health and safety of any individual(s).
- D. Upon an employee leaving an area where they have materials containing PHI (e.g. to use the restroom), the employee shall take the materials with them or ensure that the area is protected from viewing by those without authorization by locking the area, informing CCDDR personnel if they are CCDDR records, and/or using some other reasonable intervention.
- E. Electronic devices containing PHI and other forms of PHI shall not be left in a hotel room for the day when cleaning services are expected. Upon leaving the hotel, employees shall take these items with them, ensure they are locked in the valuables area at the front desk, or locked in a safe in the room, if one is available. Should this not be possible, each

document that is contained on the laptop shall be password protected on an individual basis.

- F. Employees shall travel in the field taking only PHI necessary to carry out their duties.
- G. Any documentation or equipment, such as laptops, briefcases, etc., that may contain PHI shall be secured from access by those without authorization to the PHI. This includes all locations including an employee's home. Again, each document that is contained on the laptop shall be password protected on an individual basis.
- H. Data contained on all laptops, etc., should be backed-up to a encrypted storage device or to the network when at all possible to avoid loss of valuable PHI.
- I. If PHI in any form is lost or stolen, the CCDDR Privacy Officer or designee should be notified as soon as practical, not to exceed two (2) business days, in order to initiate the mitigation process.
- J. PHI that is potentially within view of others, even if CCDDR staff is present, shall be protected in a manner that such information is not communicated to persons without authorized access to this PHI:
 - 1. All PHI within a vehicle shall be maintained so as to protect from plain view through the windows of the vehicle.
 - 2. Any electronic device containing PHI shall not have the screen placed in view of others and, if left unattended briefly, a screen saver with password shall be employed consistent with CCDDR's security requirements.
 - 3. All documentation containing PHI shall be maintained out of the view of unauthorized persons.
 - 4. While working with PHI, the employee shall keep the documentation within line of sight or within arm's reach.
 - 5. This documentation shall be viewed in the most private settings available.
 - 6. Only PHI documentation necessary for the task at hand shall be in view.
 - 7. Briefcases containing PHI shall remain closed when not in use.
 - 8. When having PHI material copied, the employee shall ensure that this material is only viewed by authorized persons.
 - 9. When the employee is finished with reviewing CCDDR records containing PHI, the records shall be returned promptly to their appropriate storage area.
- K. Employees shall send and receive faxed materials containing PHI to and from CCDDR facilities only, unless such facility is not readily available and timely transmission of records is necessary for safety needs. If in non-CCDDR locations:
 - 1. When sending or receiving a fax containing PHI, the employee shall ensure only those authorized to view have access to the material during the process of transmission.
 - 2. The fax cover sheet shall not contain PHI.

3. The employee shall be waiting to receive the fax at the fax machine when the transmission is expected if the material could be accessed by those without authorization to view the PHI. Call the receiving location to verify transmission was successful.
- L. Any CCDDR identifying information shall not be in plain view such as agency logo on a notebook, briefcase, etc.
- M. When using sign language interpreters where PHI may be transmitted, the most private setting available out of view of others shall be used.
- N. PHI that is verbally transmitted to others shall be protected in a manner that such information is not communicated to persons without authorized access to this PHI.
- O. Conversations where PHI is discussed shall occur in the most private settings. There shall be as much distance as possible between any individuals without authorized access to the PHI.
1. Conversations where PHI is discussed shall occur with the employee using a volume level which cannot be overheard by those without authorized access to the PHI, which includes telephone conversations. If there is no way to prevent being overheard, a specific code shall be used to identify an individual, such as chart number or client initials.
 2. The employee shall make every effort to keep the volume level of all participants' low enough so as to not be overheard.
 3. Conversations shall involve using only the first name of an individual whenever possible.
- P. Wireless/cellular and cordless telephones shall be used for communicating PHI only if necessary.
1. Conversations where PHI is discussed must be held at a volume level that cannot be overheard and away from individuals without authorized access to the PHI.

REFERENCES:

- Health Insurance Portability and Accountability Act Of 1996/Public Law 104-191, Department of Mental Health DORs.
- 45 CFR 160, 162, 164



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2024-9

APPROVAL OF AMENDED POLICY #34

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #34, Quarterly-Monthly Review.
2. That the Board hereby amends and adopts Policy #34 (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
2024-9



Policy Number:
34
Effective: January 1, 2013
Revised: September 18, 2017;
December 10, 2020; January 9, 2024

Subject: Quarterly/Monthly Reviews

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to perform a Quarterly or Monthly Review of the Individual Support Plan for each person who receives Support Coordination services from CCDDR.

DEFINITIONS:

DDD Service Monitoring Guidelines: The Division of Developmental Disabilities (DDD) Support Coordinator Manual describes requirements of Support Monitoring, as well as information regarding maintaining and updating Individual Support Plans.

Individual Support Plan: This is a document resulting from a process directed by the individual served, with assistance as needed by a representative. It is intended to identify strengths, capacities, preferences, needs, and desired outcomes of the participant. If possible, the individual served should be present for the person-centered planning meeting. The process may include other individuals freely chosen by the participant who are able to serve as contributors to the process. The person-centered planning process enables and assists the individual to access a personalized mix of paid and non- paid services and/or supports that will assist him/her to achieve personally defined outcomes.

Quarterly Review: This is a review of the effectiveness of the services outlined in the Individual Support Plan that occurs every three months. The quarters are established from the implementation date of the Individual Support Plan

Monthly Review: This is a review of the effectiveness of the services outlined in the Individual Support Plan that occurs every calendar month

POLICY:

Services authorized in all Individual Support Plans that are funded through the Department of Mental Health, including all Medicaid Waiver plans, shall comply with Division of Developmental Disabilities' Service Monitoring guidelines. Service provision, programming, and progress shall be documented. This information may result in the modification of the Individual Support Plan. Such plans shall be modified and updated, depending on the client's needs and preferences.

I. Plan_Monitoring/Reviews

Quarterly or Monthly Reviews shall be completed for all clients. The review period requirements shall be identified by the Division of Developmental Disabilities, which is also based on the type of services authorized for each individual client. The Quarterly and Monthly Reviews shall provide an overview of progress made toward plan Personal Outcomes and Goals, recommendations for changes to plan, Support Coordinator contacts, Service Monitoring notes, and other pertinent information relating to the client.

The Support Coordinator and provider agency QDDP (if applicable) shall regularly monitor implementation of the Individual Support Plan and progress in meeting plan Personal Outcomes and Goals. Changes shall be made if necessary to plan outcomes and action steps based upon input from team members.

II. Quality Assurance

The Quality Assurance Coordinator(s), Targeted Case Management Supervisor(s), and/or other designated CCDDR staff will monitor Quarterly Reviews, Monthly Reviews, and Individual Support Plans to ensure that the mandatory components of the Individual Support Plan Guidelines are implemented.

REFERENCES:

- CARF Standards Manual
- Individual Support Plan Guidelines – Medicaid Waiver Manual
- RSMo 633.110
- Division of DD Quality Outcomes Discussion Guide
- 9 CSR 45-3.010
- RSMo 630.655
- Division of DD Directive 3.020
- Division Directive 4.060