



**December 18<sup>th</sup>, 2017**

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

**Open Session Board Meeting**

# Agenda

Camden County Senate Bill 40 Board  
d/b/a Camden County Developmental Disability Resources  
100 Third Street  
Camdenton, MO 65020

Tentative Agenda for Open Session Board Meeting on December 18<sup>th</sup>, 2017, 4:00 PM

**This Board Meeting will be held at:**

**255 Keystone Industrial Park Drive**

**Camdenton, MO 65020**

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for November 20<sup>th</sup>, 2017

Approval of Closed Session Board Meeting Minutes for November 20<sup>th</sup>, 2017

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- November 2017 Support Coordination Report
- November 2017 CARF Reports
- November 2017 Employment Report
- November 2017 Agency Economic Report
- October 2017 Credit Card Statement
- Resolutions 2017-76, 2017-77, 2017-78, 2017-79, 2017-80 & 2017-81

Speakers/Guests

- NONE

Monthly Reports

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

Old Business for Discussion

- NONE

New Business for Discussion

- Recommended Nominations
- RFP 2017-2: Opening of Proposals

November Support Coordination Report

November CARF Reports

November Employment Report

November Agency Economic Report

October 2017 Credit Card Statement

Discussion & Conclusion of Resolution:

1. Resolution 2017-76: 2018 Fiscal Year Budget
2. Resolution 2017-77: Approval of Amended Policy #10
3. Resolution 2017-78: LAI POS Agreement January 1st to December 31st, 2018
4. Resolution 2017-79: CLC POS Agreement January 1st to December 31st, 2018
5. Resolution 2017-80: 2018 LAI Capital Funding Agreement
6. Resolution 2017-81: LAI Special Funding Request – 2018 Operational Shortfall

Public Comment

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

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

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

Adjournment

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

**Ed Thomas, CCDDR Executive Director**

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

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

**November 20<sup>th</sup>, 2017**  
**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**  
**Open Session Minutes of November 20th, 2017**

**Members Present** Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson, Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

**Members Absent** Jim Powell

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch, Lillie Smith (LAI)  
Susan Daniels, Lisa Berkstresser (CLC)  
Jeanna Booth, Marcie Vansyoc, Myrna Blaine, Linda Simms (CCDDR)

**Approval of Agenda**

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

AYE: Shana Weber, Chris Bothwell, Lisa Jackson, Brian Willey,  
Angela Sellers, Suzanne Perkins, Paul DiBello

NO: None

**Approval of Open Session Board Minutes for October 16th, 2017**

Motion by Paul DiBello, second Chris Bothwell, to approve the October 16th, 2017 minutes as presented.

AYE: Shana Weber, Chris Bothwell, Angela Sellers,  
Suzanne Perkins, Paul DiBello

NO: None

Abstain: Lisa Jackson, Brian Willey, as they were not  
present at the October 16th, 2017 meeting.

**Acknowledgement of Distributed Materials to Board Members**

- CLC Monthly Reports
- LAI Monthly Reports
- October 2017 Support Coordination Report
- October 2017 CARF Reports
- October 2017 Employment Report
- October 2017 Agency Economic Report
- September 2017 Credit Card Statement
- Resolution 2017-74 (Open Sessions) & Resolution 2017-75 (Closed Session)

## **Speakers/Guests**

- None

## **Monthly Reports**

### **Lake of the Ozarks Developmental Center (LODC)**

#### **Marilyn Martin**

No LODC Representative present.

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

#### **Susan Daniels**

CLC has a full enrollment - 30 kiddos. Lip Sync Battle held October 27 was a big success raising \$3,000. The house was packed, standing room only. A Thanksgiving feast for CLC families will be held on November 21<sup>st</sup>. Frosty Float will be held on December 3<sup>rd</sup> and 10<sup>th</sup>. Pizza for a purpose event will be held on March 2<sup>nd</sup>.

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

#### **Natalie Couch**

October was a good month with an \$18,000 net profit and a \$68,000 profit for year to date. LAI is staying up with customer supply on the holiday kits. Foam from Slumberland is still being received and shredding had a spike in income for the month of October. The garden center sold 108 wreaths netting a \$750 profit. Table top trees and wreaths are still available for purchase. LAI received \$5000 from Pumpkin Chunkin.

Board members Suzanne Perkins and Brian Willey complimented Natalie on the job she was doing, reporting they heard good comments from persons employed by LAI saying they were happy Natalie worked there.

## **Old Business for Discussion**

- CARF Survey Completed

The CARF survey was held October 23<sup>rd</sup> and 24<sup>th</sup>. Ed thanked the board members who attended the survey. Myrna reported that the surveyors were very thorough. The surveyors commented that the agency was well organized, did a good job in preparing for the survey and commended us for having the CARF accreditation due to CCDDR being a small agency. There were over 760 standards that were reviewed by the CARF surveyors with only 6 minor recommendations made. A couple of the recommendations were to update the Code of Ethics by simplifying adding board members cannot borrow money from the agency and fingerprinting of employees be done more often than just upon hiring. Myrna thanked all that were involved in helping get the necessary information gathered up for the survey. The CARF surveyors' will send the recommendations in writing to CCDDR in early part of 2018.

- Keystone Facility – OATS (Update)

Attorneys advised that CCDDR, not OATS, needs to create the RFP for the remodeling of the Keystone facility. The remodeling should take place in February.

### **New Business for Discussion**

- **Nomination Committee**

#### **Names called for Nomination Committee by Board Members**

Board policy dictates direction for filling a vacant board position and if a Nominating Committee need be formed or if the Executive Director is to conduct a search for potential board members. Jim Powell prefers not to be reappointed. The board was asked to e-mail or text Ed for recommendations for a new board member before the December board meeting.

Motion by Shana Weber, second Brian Willey, that Ed, Executive Director, be the point of contact for nomination of new board member and seek potential new Board members.

AYE: Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

NO: None

#### **October Support Coordination Report**

At October's month's end, client count was 322. Intakes are holding steady with many 2 and 3 year olds coming through. Medicaid eligibility is up a little, hovering in the mid 80's. DMH will be sending out letters to the individuals and families not eligible for Medicaid stating DMH will not be providing support coordination for folks not Medicaid eligible. This will not affect Camden County clients. CCDDR will still provide services to clients who are not Medicaid eligible. Caseloads are separated into non-Medicaid support coordinators and Medicaid support coordinators.

Motion by Brian Willey, second Lisa Jackson, to approve the report as presented.

AYE: Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

NO: None

#### **October CARF Reports**

Myrna handed out work sheets showing objectives and outcomes to each board member. Myrna will go over the worksheet at January meeting and would like the board to offer suggestions for the next 3 years.



Motion by Brian Willey, second Lisa Jackson, to approve the report as presented.

**AYE:** Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

**NO:** None

### **October Employment Report**

There was very little change in the numbers for October.

Motion by Brian Willey, second Lisa Jackson, to approve the report as presented.

**AYE:** Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

**NO:** None

### **October Agency Economic Report**

Agency is currently within budget guidelines on Grant and TCM side, being over in a few aspects. A surplus is expected in January but there will be increases in LAGERS and Health Insurance benefits for 2018.

Motion by Brian Willey, second Paul DiBello, to approve the report as presented.

**AYE:** Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

**NO:** None

### **September 2017 Credit Card Statement**

No Questions and a vote not necessary.

### **Discussion & Conclusion of Resolution:**

#### **Resolution 2017-74: Calendar Year 2018 Board Officer Election & Appointments**

Motion by Brian Willey, second Chris Bothwell, to table the appointments and Resolution 2017-74 as presented until the Commissioners either re-appoint existing Board members or appoint new Board members.

**AYE:** Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

**NO:** None

Motion by Chris Bothwell, second by Lisa Jackson, to adjourn to closed session pursuant to section 610.021 RSMO, subsections 5, 8 & 14. A voice vote was taken.

AYE: Shana Weber, Chris Bothwell, Max Fisher, Lisa Jackson,  
Brian Willey, Angela Sellers, Suzanne Perkins, Paul DiBello

NO: None

Board Members returned from Closed Session

**Adjournment:**

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

AYE: Shana Weber, Chris Bothwell, Max Fisher, Brian Willey  
Angela Sellers, Suzanne Perkins, Paul DiBello

NO: None

---

Board Chairman

---

Secretary

# **CLC Monthly Report**



**SB40/CCDDR Funding Request  
for  
DECEMBER 2017**

Utilizing NOVEMBER 2017 Records

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
November 2017

	First Steps	Step Ahead	Not Specified	TOTAL
<b>Revenue</b>				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41200 Camden County SB40	1,372.80	11,754.50		13,127.30
Total 41000 Contributions & Grants	\$ 1,372.80	\$ 11,754.50	\$ 0.00	\$ 13,127.30
42000 Program Services				0.00
Total 42100 First Steps	\$ 11,237.87	\$ 4,594.00	\$ 0.00	\$ 15,831.87
Total 42000 Program Services	\$ 11,237.87	\$ 4,594.00	\$ 0.00	\$ 15,831.87
43000 Tuition				0.00
43100 Dining				0.00
43120 Lunch		300.00		300.00
43130 Snack		60.00		60.00
Total 43100 Dining	\$ 0.00	\$ 360.00	\$ 0.00	\$ 360.00
43200 Enrollment Fees		125.00		125.00
43500 Tuition		2,854.60		2,854.60
43505 Subsidy Tuition		842.93		842.93
Total 43500 Tuition	\$ 0.00	\$ 3,697.53	\$ 0.00	\$ 3,697.53
Total 43000 Tuition	\$ 0.00	\$ 4,182.53	\$ 0.00	\$ 4,182.53
45000 Other Revenue		127.26		127.26
45200 Fundraising Income				0.00
45270 Frosty Float Fundraiser		850.00		850.00
Total 45200 Fundraising Income	\$ 0.00	\$ 850.00	\$ 0.00	\$ 850.00
45300 Miscellaneous Revenue				0.00
45310 Donations		5,165.00		5,165.00
45312 Community Rewards		242.54		242.54
Total 45310 Donations	\$ 0.00	\$ 5,407.54	\$ 0.00	\$ 5,407.54
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 5,407.54	\$ 0.00	\$ 5,407.54
Total 45000 Other Revenue	\$ 0.00	\$ 6,384.80	\$ 0.00	\$ 6,384.80
Total 40000 INCOME	\$ 12,610.67	\$ 26,915.83	\$ 0.00	\$ 39,526.50
Total Revenue	\$ 12,610.67	\$ 26,915.83	\$ 0.00	\$ 39,526.50
Gross Profit	\$ 12,610.67	\$ 26,915.83	\$ 0.00	\$ 39,526.50
<b>Expenditures</b>				
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 19,991.00	\$ 0.00	\$ 19,991.00
Total 51500 Employee Taxes	\$ 0.00	\$ 1,600.39	\$ 0.00	\$ 1,600.39
51950 Employee Garnishments		42.10		42.10
Total 51000 Payroll Expenditures	\$ 0.00	\$ 21,633.49	\$ 0.00	\$ 21,633.49
54000 Fundraising/Grants		8.78		8.78
54600 Frosty Float Fundraiser		595.94		595.94
54700 Pizza For A Purpose		49.00		49.00
Total 54000 Fundraising/Grants	\$ 0.00	\$ 653.72	\$ 0.00	\$ 653.72

56000 Office Expenditures					0.00
56100 Copy Machine	110.78	258.49			369.27
56300 Office Supplies		169.70			169.70
<b>Total 56000 Office Expenditures</b>	<b>\$ 110.78</b>	<b>\$ 428.19</b>	<b>\$ 0.00</b>	<b>\$ 538.97</b>	
57000 Office/General Administrative Expenditures					0.00
57100 Accounting Fees		3,250.00			3,250.00
57150 Online Accounting Software Service		55.50			55.50
<b>Total 57100 Accounting Fees</b>	<b>\$ 0.00</b>	<b>\$ 3,305.50</b>	<b>\$ 0.00</b>	<b>\$ 3,305.50</b>	
57160 QuickBooks Payments Fees		57.00			57.00
57900 Seminars/Training		220.00			220.00
57960 Janitorial/Custodial		450.00			450.00
<b>Total 57000 Office/General Administrative Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 4,032.50</b>	<b>\$ 0.00</b>	<b>\$ 4,032.50</b>	
58000 Operating Supplies		66.60			66.60
58100 Consumables		192.97			192.97
58200 Dining		1,308.46			1,308.46
<b>Total 58000 Operating Supplies</b>	<b>\$ 0.00</b>	<b>\$ 1,568.03</b>	<b>\$ 0.00</b>	<b>\$ 1,568.03</b>	
59000 Program Service Fees					0.00
Total 59100 First Steps	<b>\$ 10,007.42</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,007.42</b>	
<b>Total 59000 Program Service Fees</b>	<b>\$ 10,007.42</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 10,007.42</b>	
62000 Safety & Security		308.91			308.91
63000 Utilities					0.00
63100 Electric	90.42	210.97			301.39
63200 Internet	18.00	41.99			59.99
63300 Telephone	38.66	90.23			128.89
63400 Trash Service		73.84			73.84
63500 Water Softener		51.49			51.49
<b>Total 63000 Utilities</b>	<b>\$ 147.08</b>	<b>\$ 468.52</b>	<b>\$ 0.00</b>	<b>\$ 615.60</b>	
<b>Total 50000 EXPENDITURES</b>	<b>\$ 10,265.28</b>	<b>\$ 29,093.36</b>	<b>\$ 0.00</b>	<b>\$ 39,358.64</b>	
<b>Total Expenditures</b>	<b>\$ 10,265.28</b>	<b>\$ 29,093.36</b>	<b>\$ 0.00</b>	<b>\$ 39,358.64</b>	
<b>Net Operating Revenue</b>	<b>\$ 2,345.39</b>	<b>-\$ 2,177.53</b>	<b>\$ 0.00</b>	<b>\$ 167.86</b>	
<b>Net Revenue</b>	<b>\$ 2,345.39</b>	<b>-\$ 2,177.53</b>	<b>\$ 0.00</b>	<b>\$ 167.86</b>	

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
 January - November, 2017

	First Steps	Step Ahead	Not Specified	TOTAL
<b>Revenue</b>				
40000 INCOME				0.00
41000 Contributions & Grants				0.00
41100 CACFP		9,410.95		9,410.95
41200 Camden County SB40	11,969.10	113,798.54		125,767.64
41500 Misc. Grant Revenue		3,462.44		3,462.44
Total 41000 Contributions & Grants	\$ 11,969.10	\$ 126,671.93	\$ 0.00	\$ 138,641.03
42000 Program Services				0.00
Total 42100 First Steps	\$ 109,648.69	\$ 41,549.00	\$ 0.00	\$ 151,197.69
Total 42000 Program Services	\$ 109,648.69	\$ 41,549.00	\$ 0.00	\$ 151,197.69
43000 Tuition				0.00
43100 Dining				0.00
43110 Birthday		10.00		10.00
43120 Lunch		2,265.00		2,265.00
43130 Snack		460.00		460.00
Total 43100 Dining	\$ 0.00	\$ 2,735.00	\$ 0.00	\$ 2,735.00
43200 Enrollment Fees		575.00		575.00
43500 Tuition		29,661.50		29,661.50
43505 Subsidy Tuition		15,096.72		15,096.72
Total 43500 Tuition	\$ 0.00	\$ 44,758.22	\$ 0.00	\$ 44,758.22
Total 43000 Tuition	\$ 0.00	\$ 48,068.22	\$ 0.00	\$ 48,068.22
45000 Other Revenue		366.41		366.41
45200 Fundraising Income		39.86		39.86
45220 Summer Night Glow 5K		11,947.33		11,947.33
45221 Raffle-Summer Night Glow		365.00		365.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 12,312.33	\$ 0.00	\$ 12,312.33
45240 Scholastic, Inc.		36.00		36.00
45270 Frosty Float Fundraiser		4,250.00		4,250.00
45280 Pizza For A Purpose		3,643.27		3,643.27
45285 Lip Sync Battle		2,747.00		2,747.00
Total 45200 Fundraising Income	\$ 0.00	\$ 23,028.46	\$ 0.00	\$ 23,028.46
45300 Miscellaneous Revenue		89.00		89.00
45310 Donations		11,245.34		11,245.34
45312 Community Rewards		863.31		863.31
45350 WetSteps		1,793.00		1,793.00
Total 45310 Donations	\$ 0.00	\$ 13,901.65	\$ 0.00	\$ 13,901.65
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 13,990.65	\$ 0.00	\$ 13,990.65
Total 45000 Other Revenue	\$ 0.00	\$ 37,385.52	\$ 0.00	\$ 37,385.52
Total 40000 INCOME	\$ 121,617.79	\$ 253,674.67	\$ 0.00	\$ 375,292.46
Total Revenue	\$ 121,617.79	\$ 253,674.67	\$ 0.00	\$ 375,292.46
Gross Profit	\$ 121,617.79	\$ 253,674.67	\$ 0.00	\$ 375,292.46
<b>Expenditures</b>				
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 179,115.13	\$ 0.00	\$ 179,115.13
Total 51500 Employee Taxes	\$ 0.00	\$ 16,116.64	\$ -0.01	\$ 16,116.63
Total 51600 Health Insurance	\$ 131.06	\$ 9,615.01	\$ 0.00	\$ 9,746.07
51800 Payroll Bank/Electronic Transaction Fees		-11.00		-11.00
51900 Workermans Comp Insurance		2,564.00		2,564.00
51950 Employee Garnishments		147.35		147.35
Total 51000 Payroll Expenditures	\$ 131.06	\$ 207,547.13	\$ -0.01	\$ 207,678.18
52000 Advertising/Promotional		1,474.14		1,474.14
53000 Equipment		3,107.22		3,107.22
54000 Fundraising/Grants		18.63		18.63
54200 Summer Night Glow 5K		4,002.42		4,002.42
54400 Scholastic, Inc.		56.00		56.00

54600 Frosty Float Fundraiser		1,960.95		1,960.95
54700 Pizza For A Purpose		229.31		229.31
54800 Lip Sync Battle Fundraiser		837.76		837.76
<b>Total 54000 Fundraising/Grants</b>	<b>\$ 0.00</b>	<b>\$ 7,105.07</b>	<b>\$ 0.00</b>	<b>\$ 7,105.07</b>
<b>55000 Insurance</b>				0.00
55100 Brokerage/Other Fees		66.00		66.00
55200 Commercial General Liability		632.00		632.00
55300 Commercial Property		512.00		512.00
55400 Director's & Officers		478.00		478.00
55500 Hired & Non-Owned Auto		52.00		52.00
55600 Professional Liability		933.00		933.00
55700 Crime Policy		533.00		533.00
<b>Total 55000 Insurance</b>	<b>\$ 0.00</b>	<b>\$ 3,206.00</b>	<b>\$ 0.00</b>	<b>\$ 3,206.00</b>
<b>56000 Office Expenditures</b>				0.00
56100 Copy Machine	1,282.39	3,572.30		4,854.69
56200 Miscellaneous		196.00		196.00
56300 Office Supplies		2,260.50		2,260.50
56400 Postage & Delivery	19.20	280.60		299.80
<b>Total 56000 Office Expenditures</b>	<b>\$ 1,301.59</b>	<b>\$ 6,309.40</b>	<b>\$ 0.00</b>	<b>\$ 7,610.99</b>
<b>57000 Office/General Administrative Expenditures</b>				0.00
57100 Accounting Fees		5,250.00		5,250.00
57150 Online Accounting Software Service		744.90		744.90
<b>Total 57100 Accounting Fees</b>	<b>\$ 0.00</b>	<b>\$ 5,994.90</b>	<b>\$ 0.00</b>	<b>\$ 5,994.90</b>
57160 QuickBooks Payments Fees	101.94	310.22		412.16
57200 Bank Charges				0.00
57220 Stop Payment/Return Check Fees		-0.05		-0.05
<b>Total 57200 Bank Charges</b>	<b>\$ 0.00</b>	<b>\$ 0.05</b>	<b>\$ 0.00</b>	<b>\$ 0.05</b>
57400 Child Management Software		350.00		350.00
57600 License/Accreditation/Permit Fees		2,699.20		2,699.20
57900 Seminars/Training		410.00		410.00
57960 Janitorial/Custodial		4,733.59		4,733.59
<b>Total 57000 Office/General Administrative Expenditures</b>	<b>\$ 101.94</b>	<b>\$ 14,497.86</b>	<b>\$ 0.00</b>	<b>\$ 14,599.80</b>
<b>58000 Operating Supplies</b>				2,101.48
58100 Consumables		3,368.42		3,368.42
58200 Dining		12,122.78		12,122.78
58400 Sanitizing		642.31		642.31
<b>Total 58000 Operating Supplies</b>	<b>\$ 0.00</b>	<b>\$ 18,234.99</b>	<b>\$ 0.00</b>	<b>\$ 18,234.99</b>
<b>59000 Program Service Fees</b>				0.00
<b>Total 59100 First Steps</b>	<b>\$ 103,487.80</b>	<b>\$ 4,188.27</b>	<b>\$ 0.00</b>	<b>\$ 107,676.07</b>
<b>Total 59000 Program Service Fees</b>	<b>\$ 103,487.80</b>	<b>\$ 4,188.27</b>	<b>\$ 0.00</b>	<b>\$ 107,676.07</b>
61000 Repair & Maintenance		1,044.30		1,044.30
62000 Safety & Security	63.00	1,745.10		1,808.10
<b>63000 Utilities</b>				0.00
63100 Electric	954.43	2,898.95		3,853.38
63200 Internet	209.10	472.93		682.03
63300 Telephone	416.56	957.19		1,373.75
63400 Trash Service		437.54		437.54
63500 Water Softener		267.49		267.49
<b>Total 63000 Utilities</b>	<b>\$ 1,580.09</b>	<b>\$ 5,034.10</b>	<b>\$ 0.00</b>	<b>\$ 6,614.19</b>
<b>65000 Other Expenditures</b>				0.00
65100 Miscellaneous Expenditures		0.00		0.00
<b>Total 65000 Other Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total 50000 EXPENDITURES</b>	<b>\$ 106,665.48</b>	<b>\$ 273,493.58</b>	<b>\$ 0.01</b>	<b>\$ 380,159.05</b>
<b>Total Expenditures</b>	<b>\$ 106,665.48</b>	<b>\$ 273,493.58</b>	<b>\$ 0.01</b>	<b>\$ 380,159.05</b>
<b>Net Operating Revenue</b>	<b>\$ 14,952.31</b>	<b>\$ 19,818.91</b>	<b>\$ 0.01</b>	<b>\$ 4,866.59</b>
<b>Net Revenue</b>	<b>\$ 14,952.31</b>	<b>\$ 19,818.91</b>	<b>\$ 0.01</b>	<b>\$ 4,866.59</b>



**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
November 2017

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	2,345.39	-2,177.53		167.86
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			792.40	792.40
Accounts Payable (A/P)			-30.00	-30.00
21000 CBOLO MasterCard -8027		-535.45	677.63	142.18
21200 Kroger-DS1634 CLC		-1,511.26	1,291.83	-219.43
22100 Payroll Liabilities:Anthem			73.06	73.06
22200 Payroll Liabilities:Childcare Tuition			180.00	180.00
22300 Payroll Liabilities:Federal Taxes (941/944)			0.00	0.00
22400 Payroll Liabilities:MO Income Tax			-269.00	-269.00
22500 Payroll Liabilities:MO Unemployment Tax		-476.94	79.74	-397.20
Direct Deposit Payable			86.85	86.85
Payroll Liabilities:Health Care (United HealthCare)			0.00	0.00
Payroll Liabilities:US Department of Education			42.10	42.10
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 2,523.65	\$ 2,924.61	\$ 400.96
Net cash provided by operating activities	\$ 2,345.39	-\$ 4,701.18	\$ 2,924.61	\$ 568.82
Net cash increase for period	\$ 2,345.39	-\$ 4,701.18	\$ 2,924.61	\$ 568.82
Cash at beginning of period			28,708.38	28,708.38
Cash at end of period	\$ 2,345.39	-\$ 4,701.18	\$ 31,632.99	\$ 29,277.20

Monday, Dec 04, 2017 08:09:05 AM GMT-8

**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
January - November, 2017

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	14,952.31	-19,818.91	0.01	-4,866.59
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-1,495.25	-1,495.25
Accounts Payable (A/P)			-24.00	-24.00
21000 CBOLO MasterCard -8027		-9,698.64	10,669.36	970.72
21200 Kroger-DS1634 CLC		-13,850.87	14,402.12	551.25
22100 Payroll Liabilities:Anthem			474.89	474.89
22200 Payroll Liabilities:Childcare Tuition			1,350.00	1,350.00
22300 Payroll Liabilities:Federal Taxes (941/944)			0.00	0.00
22400 Payroll Liabilities:MO Income Tax			216.00	216.00
22500 Payroll Liabilities:MO Unemployment Tax		-476.94	-350.65	-827.59
Direct Deposit Payable			-685.95	-685.95
Payroll Liabilities:Health Care (United HealthCare)			172.50	172.50
Payroll Liabilities:US Department of Education			210.50	210.50
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 24,026.45	\$ 24,939.52	\$ 913.07
Net cash provided by operating activities	\$ 14,952.31	-\$ 43,845.36	\$ 24,939.53	-\$ 3,953.52
Net cash increase for period	\$ 14,952.31	-\$ 43,845.36	\$ 24,939.53	-\$ 3,953.52
Cash at beginning of period			33,230.72	33,230.72
Cash at end of period	\$ 14,952.31	-\$ 43,845.36	\$ 58,170.25	\$ 29,277.20

Monday, Dec 04, 2017 08:11:22 AM GMT-8

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 November 2017

	Date	Transacti on Type	Num	Name	Departme nt	Memo/Description	Split	Amount	Balance
Step Ahead	11/01/2017	Pledge	1809			November Tuition	Accounts Receivable (A/R)	12.00	12.00
	11/01/2017	Pledge	1818			November tuition	Accounts Receivable (A/R)	100.00	112.00
	11/01/2017	Pledge	1817			November Dining	Accounts Receivable (A/R)	25.00	137.00
	11/01/2017	Pledge	1817			November Snack Fee	Accounts Receivable (A/R)	5.00	142.00
	11/01/2017	Pledge	1807			November Tuition	Accounts Receivable (A/R)	180.00	322.00
	11/01/2017	Pledge	1807			November Dining	Accounts Receivable (A/R)	25.00	347.00
	11/01/2017	Pledge	1807			November Snack fee	Accounts Receivable (A/R)	5.00	352.00
	11/01/2017	Pledge	1811			November Tuition	Accounts Receivable (A/R)	300.00	652.00
	11/01/2017	Pledge	1811			November Dining	Accounts Receivable (A/R)	25.00	677.00
	11/01/2017	Pledge	1811			November Snack fee	Accounts Receivable (A/R)	5.00	682.00
	11/01/2017	Pledge	1805			November Tuition	Accounts Receivable (A/R)	185.00	867.00
	11/01/2017	Pledge	1805			November dining	Accounts Receivable (A/R)	25.00	892.00
	11/01/2017	Pledge	1805			November snack fee	Accounts Receivable (A/R)	5.00	897.00
	11/01/2017	Pledge	1815			November Tuition	Accounts Receivable (A/R)	45.00	942.00
	11/01/2017	Pledge	1817			November Tuition	Accounts Receivable (A/R)	70.00	1,012.00
<b>Total for Step Ahead</b>								<b>\$ 1,012.00</b>	

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

**CHILDREN'S LEARNING CENTER**  
AGENCY UPDATE/PROGRESS REPORT  
NOVEMBER 2017

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 27 children enrolled  
18 of the 27 with special needs/dd (5 one-on-ones)  
(Camden =27)

○ **COMMUNITY EVENTS**

**Attended:**

11/1 - Rotary banquet at Seven Springs Winery  
11/7 - Lake Area Social at Baxters  
11/15 - Fundraiser Institute / Grant Writing  
11/16 - Camdenton Chamber Dinner  
11/21 - CLC Thanksgiving Feast

**Current / Upcoming:**

12/3 & 12/10 - Frosty Float  
12/11 - CCDDR Christmas Party  
12/14 - Santa's Little Helpers (Alley Cats fundraiser)  
12/20 - CLC Christmas party  
3/2 - Pizza For A Purpose

○ **GENERAL PROGRAM NEWS**

Submitted grant for Coover Grant - Community Foundation of the Ozarks

New administrative assistant - Hayley Denny

○ **FUNDRAISING/GRANTS**

Pizza For A Purpose

# **LAI Monthly Report**



## **Monthly Financial Reports**

**Lake Area Industries, Inc.**

**November 30, 2017**

**Lake Area Industries, Inc.**  
**Balance Sheet Comparison**  
As of November 30, 2017

	As of Nov 30, 2017	As of Nov 30, 2016 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
Total Bank Accounts	\$ 95,016.41	\$ 22,509.30
Total Accounts Receivable	\$ 71,811.85	\$ 56,288.51
<b>Other Current Assets</b>		
GIFTED GARDEN CASH	0.00	350.00
INVENTORY	11,448.02	45,124.52
PETTY CASH	150.00	150.00
Total Other Current Assets	\$ 11,598.02	\$ 45,624.52
<b>Total Current Assets</b>	\$ 178,426.28	\$ 124,422.33
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	-750,579.70	-693,672.45
AUTO AND TRUCK	217,090.48	217,090.48
BUILDING	366,570.71	356,717.71
FURN & FIX ORIGINAL VALUE	18,583.93	18,583.93
GH RETAIL STORE	16,504.50	16,504.50
GREENHOUSE EQUIPMENT	10,341.00	10,341.00
GREENHOUSE FACILITY	145,872.34	145,872.34
LAND	33,323.52	33,323.52
LAND IMPROVEMENT	25,501.90	25,501.90
MACHINERY & EQUIPMENT	206,904.50	204,209.50
OFFICE EQUIPMENT	11,563.48	13,988.48
SHREDDING EQUIPMENT	45,571.70	45,571.70
Total Fixed Assets	\$ 347,248.36	\$ 394,032.61
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	35,189.60	16,248.00
SALES TAX BOND	1,060.00	1,060.00
UTILITY DEPOSITS	845.00	845.00
Total Other Assets	\$ 37,094.60	\$ 18,153.00
<b>TOTAL ASSETS</b>	<b>\$ 562,769.24</b>	<b>\$ 536,607.94</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	3,563.49	23,009.72
Total Accounts Payable	\$ 3,563.49	\$ 23,009.72
Total Credit Cards	\$ 1,058.29	\$ 1,753.55
<b>Other Current Liabilities</b>		
ACCRUED WAGES	7,023.11	0.00
AFLAC DEDUCTIONS PAYABLE	-31.24	-32.48
FIRST NATIONAL BANK CREDIT LINE-4096	86,309.95	86,309.95
Gift Certificate Payable	50.68	0.00
SALES TAX PAYABLE	6.28	173.36
Total Other Current Liabilities	\$ 93,358.78	\$ 86,450.84
<b>Total Current Liabilities</b>	\$ 97,980.56	\$ 111,214.11
<b>Total Liabilities</b>	\$ 97,980.56	\$ 111,214.11
<b>Equity</b>		
Opening Balance Equity	524.08	
Unrestricted Net Assets	316,051.43	356,394.79
Net Income	148,213.17	68,999.04
Total Equity	\$ 464,788.68	\$ 425,393.83
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 562,769.24</b>	<b>\$ 536,607.94</b>



**Lake Area Industries, Inc.**  
**Profit and Loss**  
**November 2017**

	Nov 2017	Jan - Nov, 2017 (YTD)
<b>Income</b>		
CONTRACT PACKAGING	29,055.98	299,559.83
FOAM RECYCLING	1,281.00	31,135.17
GREENHOUSE SALES	1,427.25	58,444.62
SECURE DOCUMENT SHREDDING	1,354.66	30,214.20
<b>Total Income</b>	<b>\$ 33,118.89</b>	<b>\$ 419,353.82</b>
<b>Cost of Goods Sold</b>		
Cost of Goods Sold	2,996.01	28,533.62
GG PLANTS & SUPPLIES	2,607.72	32,878.78
MANUFACTURING SUPPLIES		12.90
SHIPPING AND DELIVERY		3,082.11
WAGES-EMPLOYEES	23,945.18	227,823.05
<b>Total Cost of Goods Sold</b>	<b>\$ 29,548.91</b>	<b>\$ 292,330.46</b>
<b>Gross Profit</b>	<b>\$ 3,569.98</b>	<b>\$ 127,023.36</b>
<b>Expenses</b>		
ACCTG. & AUDIT FEES		9,336.25
ALL OTHER EXPENSES	1,528.27	16,558.00
CASH OVER/SHORT		107.20
EQUIP. PURCHASES & MAINTENANCE	1,174.03	48,132.78
INSURANCE	1,401.75	15,407.76
NON MANUFACTURING SUPPLIES	103.98	5,512.67
PAYROLL	18,315.07	235,111.03
PAYROLL EXP & BENEFITS	3,645.66	52,091.38
PROFESSIONAL SERVICES	3,633.38	30,312.39
SALES TAX		-74.32
TRANSPORTATION EXPENSES		646.24
UTILITIES	1,903.13	19,381.09
<b>Total Expenses</b>	<b>\$ 31,705.27</b>	<b>\$ 432,522.47</b>
<b>Net Operating Income</b>	<b>-\$ 28,135.29</b>	<b>-\$ 305,499.11</b>
<b>Other Income</b>		
INTEREST INCOME		42.08
MED WAIVER TRANSPORTATION		0.00
OTHER CONTRIBUTIONS	5,210.00	21,711.21
SB-40 REVENUE	16,764.63	252,989.24
STATE AID	17,954.61	178,969.75
<b>Total Other Income</b>	<b>\$ 39,929.24</b>	<b>\$ 453,712.28</b>
<b>Other Expenses</b>		
ALLOCATION NON OPERATING EXPENSES	0.00	0.00
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Net Other Income</b>	<b>\$ 39,929.24</b>	<b>\$ 453,712.28</b>
<b>Net Income</b>	<b>\$ 11,793.95</b>	<b>\$ 148,213.17</b>

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
November 2017

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	\$11,794
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>ACCOUNTS RECEIVABLE</b>	\$2,666
<b>INVENTORY:RAW MATERIAL INVENTORY</b>	(\$268)
<b>PETTY CASH</b>	(\$20)
<b>Accounts Payable</b>	(\$2,974)
<b>CBOLO CC - 5203 Lillie</b>	(\$554)
<b>CBOLO CC - 5229 Kevin</b>	\$28
<b>CBOLO CC - 5237 Natalie</b>	(\$100)
<b>AFLAC DEDUCTIONS PAYABLE</b>	\$0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$1,221)
Net cash provided by operating activities	\$10,573
Net cash increase for period	\$10,573
Cash at beginning of period	\$84,444
Cash at end of period	\$95,016

**Lake Area Industries, Inc.**  
**A/P Aging Summary**  
As of November 30, 2017

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 1,388	\$ 2,175	\$ 0	\$ 0	\$ 0	\$ 3,563

**Lake Area Industries, Inc.**  
**A/R Aging Summary**  
As of November 30, 2017

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 49,996	\$ 16,871	\$ 16	\$ 491	\$ 4,438	\$ 71,812

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
January - November, 2017

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	\$148,213
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(\$13,843)
INVENTORY:GG PLANT & SUPPLIES INVEN	\$271
INVENTORY:RAW MATERIAL INVENTORY	(\$3,735)
PETTY CASH	(\$62)
Accounts Payable	(\$9,405)
CBOLO CC - 5203 Lillie	\$201
CBOLO CC - 5229 Kevin	\$432
CBOLO CC - 5237 Natalie	\$425
US BANK CC - 1669 (deleted)	(\$455)
US BANK CC - 1727 (deleted)	(\$849)
US BANK CC - 5017 (deleted)	\$4
AFLAC DEDUCTIONS PAYABLE	(\$31)
Gift Certificate Payable	\$51
SALES TAX PAYABLE	\$6
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(\$26,990)
Net cash provided by operating activities	<b>\$121,223</b>
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(\$35,190)
Net cash provided by investing activities	<b>(\$35,190)</b>
<b>FINANCING ACTIVITIES</b>	
Opening Balance Equity	\$524
Net cash provided by financing activities	<b>\$524</b>
Net cash increase for period	<b>\$86,557</b>
Cash at beginning of period	\$8,459
Cash at end of period	<b>\$95,016</b>

# Support Coordination Report

November 2017

# Consumer Caseloads

- Number of Caseloads as of November 30<sup>th</sup>, 2017: 322
- Budgeted Number of Caseloads: 300
- Pending Number of New Intakes: 5
- Medicaid Eligibility: 85.71%

## Caseload Counts

Rachel Baskerville - 10

Cynthia Brown - 37

Lori Cornwell - 38

Dawn Evans - 37

Linda Gifford - 27

Sharla Jenks - 31

Ryan Johnson - 37

Jennifer Lyons - 38

Annie Meyer - 39

Nicole Whittle - 28

**CARF Report  
Medicaid Eligible  
Clients**

# Outcome Measurement Report



## TCM

[TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(1\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	15	2	0	88.24 %
<b>Total</b>	15	2	0	88.24 %
<b>Goal</b>				<b>100 %</b>

[TCM: Planning meeting is held within 30 days of eligibility date \(2\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	14	1	0	93.33 %
<b>Total</b>	14	1	0	93.33 %
<b>Goal</b>				<b>100 %</b>

[TCM: % of all annual Medicaid Waiver plans and plans subject to the Regional Office Utilization Review \(UR\) will be submitted via fax and email at least 22 calendar days prior to the plan implementation date. \(3\)](#)

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
Targeted Case Management	47	52	0	47.47 %
<b>Total</b>	47	52	0	47.47 %
<b>Goal</b>				<b>80 %</b>

[TCM: % of all annual non-waiver plans will be emailed to the Regional Office at least 15 calendar days prior to the plan implementation date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	33	30	0	52.38 %
<b>Total</b>	33	30	0	52.38 %
<b>Goal</b>				<b>80 %</b>

# Outcome Measurement Report



TCM: % of IP outcomes/action steps will be met (5)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	715	2118	0	25.24 %
<b>Total</b>	715	2118	0	25.24 %
<b>Goal</b>				<b>80 %</b>

TCM: % of Quarterly Reports met (6)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	272	159	0	63.11 %
<b>Total</b>	272	159	0	63.11 %
<b>Goal</b>				<b>95 %</b>

TCM: % that shall have Outcomes implemented in their Individual Support Plan that encourage or support active participation in typical community events and activities (7)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	223	59	0	79.08 %
<b>Total</b>	223	59	0	79.08 %
<b>Goal</b>				<b>75 %</b>

TCM: % of time Billable (8)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
Targeted Case Management	10044	7983	0	55.72 %
<b>Total</b>	10044	7983	0	55.72 %
<b>Goal</b>				<b>70 %</b>



# Outcome Measurement Report



[Consumer Forms \(% of consumers will report being satisfied or very satisfied with the services provided by their SC, as indicated on the Consumer Survey. \(9\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	126	0	4	100.00 %
<b>Total</b>	126	0	4	100.00 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(% of consumers or parent/guardians of consumers served shall indicate their SC is available when needed, as indicated on the Consumer Survey. \(10\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	128	0	4	100.00 %
<b>Total</b>	128	0	4	100.00 %
<b>Goal</b>				<b>90 %</b>

[TCM: % of Individual Support Plans chosen for TCM Reviews conducted by RRO will not require remediation \(11\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	3	0		100.00 %
<b>Total</b>	3	0		100.00 %
<b>Goal</b>				<b>80 %</b>

[TCM: % of consumers will be given the resources or education to formulate a personal plan for personal safety and risk reduction to better protect them from abuse, neglect or exploitation \(12\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	215	67	0	76.24 %
<b>Total</b>	215	67	0	76.24 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



TCM: Will host at least one event per year designed to educate the community on abuse, neglect and financial exploitation of vulnerable persons; and how to report it. (13)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	1	0	0	100.00 %
<b>Total</b>	1	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

TCM: Provider demonstrates a commitment to community employment opportunities for persons served by making at least 15 referrals to Vocational Rehabilitation through the Outcomes and Action Steps included in the ISP. (14)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	72	0	0	100.00 %
<b>Total</b>	72	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

**CARF Report  
Medicaid Ineligible  
Clients**

# Outcome Measurement Report



## TCM

[TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(1\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	7	0	0	100.00 %
<b>Total</b>	7	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

[TCM: Planning meeting is held within 30 days of eligibility date \(2\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	7	0	0	100.00 %
<b>Total</b>	7	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

[TCM: % of all annual Medicaid Waiver plans and plans subject to the Regional Office Utilization Review \(UR\) will be submitted via fax and email at least 22 calendar days prior to the plan implementation date. \(3\)](#)

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
CCDDR	0	1	0	0.00 %
<b>Total</b>	0	1	0	0.00 %
<b>Goal</b>				<b>80 %</b>

[TCM: % of all annual non-waiver plans will be emailed to the Regional Office at least 15 calendar days prior to the plan implementation date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	17	7	0	70.83 %
<b>Total</b>	17	7	0	70.83 %
<b>Goal</b>				<b>80 %</b>

# Outcome Measurement Report



TCM: % of IP outcomes/action steps will be met (5)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	49	203	0	19.44 %
<b>Total</b>	49	203	0	19.44 %
<b>Goal</b>				<b>80 %</b>

TCM: % of Quarterly Reports met (6)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	44	14	0	75.86 %
<b>Total</b>	44	14	0	75.86 %
<b>Goal</b>				<b>95 %</b>

TCM: % that shall have Outcomes implemented in their Individual Support Plan that encourage or support active participation in typical community events and activities (7)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	23	20	0	53.49 %
<b>Total</b>	23	20	0	53.49 %
<b>Goal</b>				<b>75 %</b>

TCM: % of time Billable (8)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
CCDDR	562	1584	0	26.19 %
<b>Total</b>	562	1584	0	26.19 %
<b>Goal</b>				<b>70 %</b>

# Outcome Measurement Report



[Consumer Forms \(% of consumers will report being satisfied or very satisfied with the services provided by their SC, as indicated on the Consumer Survey. \(9\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

[Consumer Forms \(% of consumers or parent/guardians of consumers served shall indicate their SC is available when needed, as indicated on the Consumer Survey. \(10\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

[TCM: % of Individual Support Plans chosen for TCM Reviews conducted by RRO will not require remediation \(11\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	3	0		100.00 %
<b>Total</b>	3	0		100.00 %
<b>Goal</b>				<b>80 %</b>

[TCM: % of consumers will be given the resources or education to formulate a personal plan for personal safety and risk reduction to better protect them from abuse, neglect or exploitation \(12\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	27	16	0	62.79 %
<b>Total</b>	27	16	0	62.79 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



[TCM: Will host at least one event per year designed to educate the community on abuse, neglect and financial exploitation of vulnerable persons; and how to report it. \(13\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	1	0	0	100.00 %
<b>Total</b>	1	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

[TCM: Provider demonstrates a commitment to community employment opportunities for persons served by making at least 15 referrals to Vocational Rehabilitation through the Outcomes and Action Steps included in the ISP. \(14\)](#)

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

For Events:

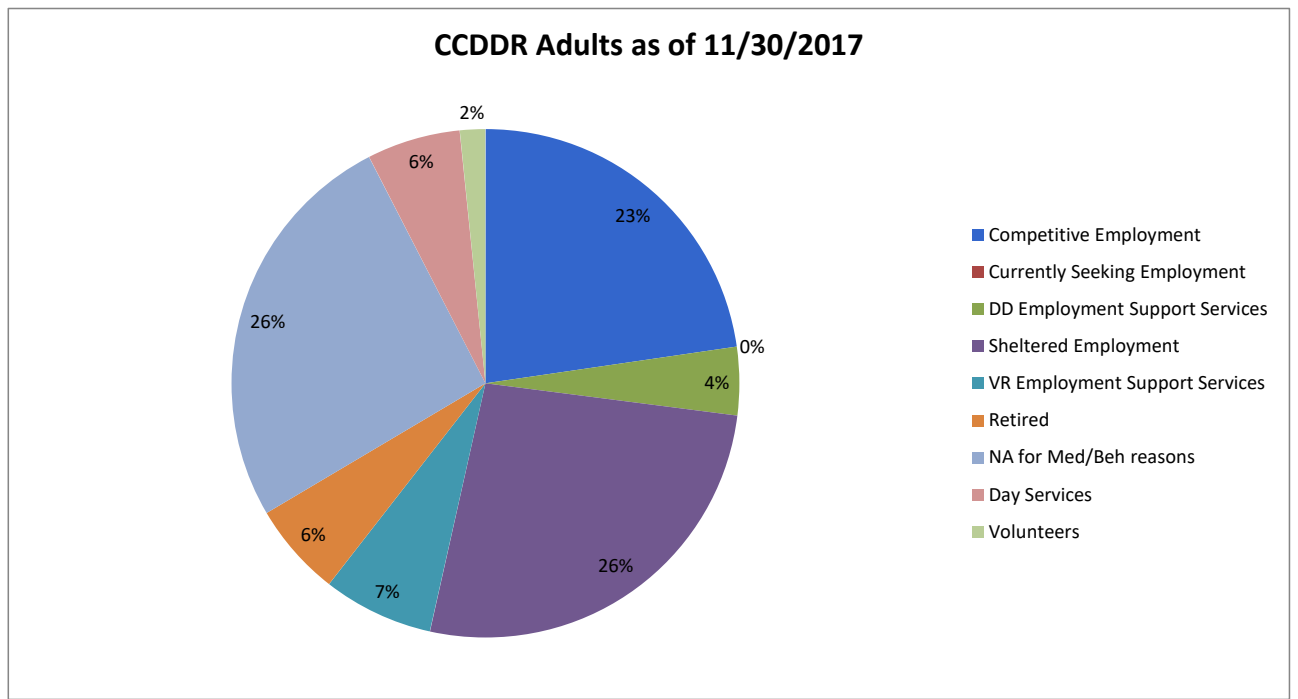
Parameters:

	Yes	No	NA	Percentage
CCDDR	12	0	0	100.00 %
<b>Total</b>	12	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

# **Employment Report**



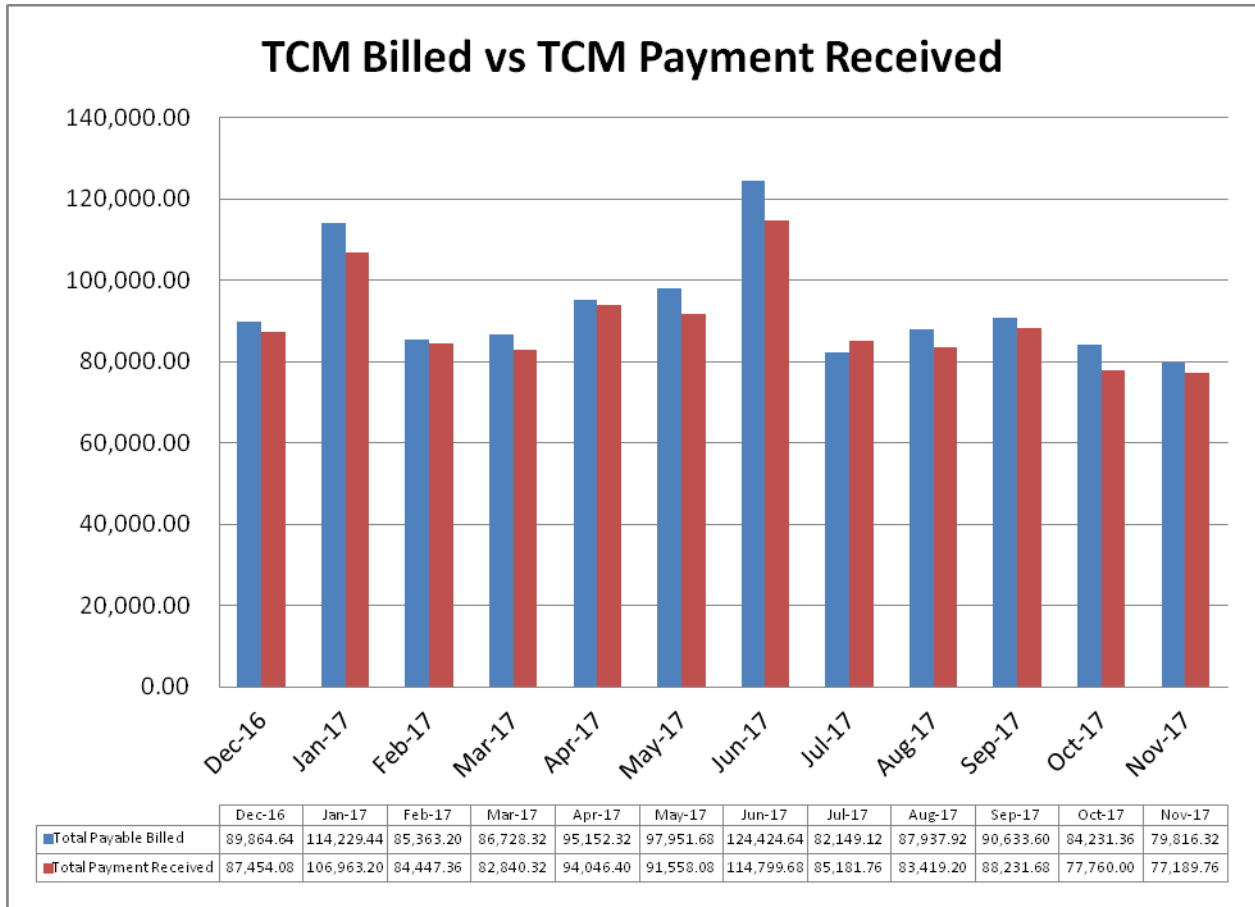
SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
<b>Agency Total</b>	42	0	8	49	13	11	48	11	3
Percents from total of adult:	22.70%	0.00%	4.32%	26.49%	7.03%	5.95%	25.95%	5.95%	1.62%
Baskerville	4	0	0	1	0	1	0	0	0
Brown	5	0	0	4	3	1	2	1	0
Lyon	4	0	0	8	2	2	7	0	0
Cornwell	6	0	1	8	2	0	6	2	0
Jenks	2	0	0	4	0	1	3	6	0
Johnson	3	0	1	6	3	2	5	0	2
Joseph	6	0	1	4	1	0	8	0	0
Meyer	1	0	2	10	0	3	14	1	1
Whittle	3	0	3	2	2	0	2	1	0



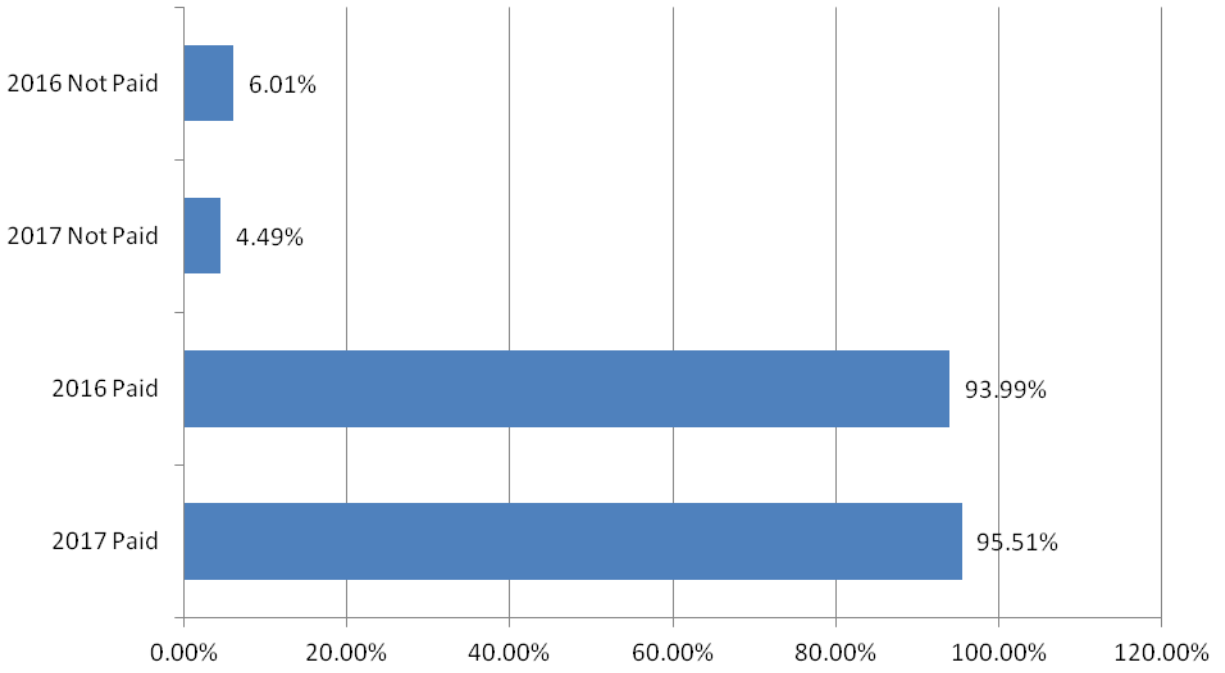
Agency Economic  
Report  
(Unaudited)

November 2017

## Targeted Case Management Income



### 2017 vs 2016 Percentage Comparison Medicaid Billed vs Medicaid Paid



# Budget vs. Actuals: FY2017 - FY17 P&L Departments

November 2017

	Grants			TCM		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	5,386	1,076	4,310			0
4500 Targeted Case Management Income			0	83,281	90,626	(7,345)
<b>Total Income</b>	<b>5,386</b>	<b>1,076</b>	<b>4,310</b>	<b>83,281</b>	<b>90,626</b>	<b>(7,345)</b>
<b>Gross Profit</b>	<b>5,386</b>	<b>1,076</b>	<b>4,310</b>	<b>83,281</b>	<b>90,626</b>	<b>(7,345)</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	76,620	79,019	(2,399)
5100 Repairs & Maintenance			0	615	485	130
5500 Contracted Business Services			0	5,187	5,808	(621)
5600 Presentations/Public Meetings			0	1,682	525	1,157
5700 Office Expenses			0	2,342	2,850	(508)
5800 Other General & Administrative	1,057		1,057	586	1,590	(1,004)
5900 Utilities			0	615	1,150	(535)
6100 Insurance			0	1,187	1,225	(38)
6500 Medicaid Match		0	0			0
6700 Partnership for Hope	3,946	4,931	(985)			0
6900 Targeted Case Management	5,573	10,138	(4,565)			0
7100 Housing Programs	11,116	10,700	416			0
7200 CLC	13,127	13,509	(382)			0
7300 Sheltered Employment Programs	22,925	22,400	525			0
7500 Community Employment Programs	195	1,050	(855)			0
7900 Special/Additional Needs	3,737	8,178	(4,441)			0
<b>Total Expenses</b>	<b>61,676</b>	<b>70,906</b>	<b>(9,230)</b>	<b>88,834</b>	<b>92,652</b>	<b>(3,818)</b>
<b>Net Operating Income</b>	<b>(56,290)</b>	<b>(69,830)</b>	<b>13,540</b>	<b>(5,553)</b>	<b>(2,026)</b>	<b>(3,527)</b>
<b>Other Expenses</b>						
8500 Depreciation			0	2,586	2,500	86
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,586</b>	<b>2,500</b>	<b>86</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,586)</b>	<b>(2,500)</b>	<b>(86)</b>
<b>Net Income</b>	<b>(56,290)</b>	<b>(69,830)</b>	<b>13,540</b>	<b>(8,139)</b>	<b>(4,526)</b>	<b>(3,613)</b>

## Budget Variance Report

Total Income: During November of 2017, Tax Receipts were slightly higher than projected, and TCM Program income was lower than projected. CCDDR continues to monitor several individuals/guardians/families who have not yet submitted all information to re-certify annual Medicaid eligibility and several individuals/guardians/families who have not been submitting Medicaid spend-down invoices to CCDDR for payment, causing lapses in Medicaid coverage. CCDDR is working with families, individuals, and guardians to submit spend-down invoices to CCDDR immediately upon receipt and assist with Medicaid re-certification completion/submission.

Total Expenses: During November of 2017, overall Grants Programs expenses were lower than budgeted expectations with minor variances in all categories. Overall TCM Program expenses were lower budgeted expectations with minor variances in all categories.

# Budget vs. Actuals: FY2017 - FY17 P&L Departments

January - November, 2017

	Grants			TCM		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	923,385	913,589	9,796			0
4500 Targeted Case Management Income			0	1,107,534	1,094,615	12,919
<b>Total Income</b>	<b>923,385</b>	<b>913,589</b>	<b>9,796</b>	<b>1,107,534</b>	<b>1,094,615</b>	<b>12,919</b>
<b>Gross Profit</b>						
	<b>923,385</b>	<b>913,589</b>	<b>9,796</b>	<b>1,107,534</b>	<b>1,094,615</b>	<b>12,919</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	883,171	900,600	(17,429)
5100 Repairs & Maintenance			0	3,547	5,335	(1,788)
5500 Contracted Business Services			0	65,256	65,139	117
5600 Presentations/Public Meetings			0	6,061	5,775	286
5700 Office Expenses			0	23,630	30,950	(7,320)
5800 Other General & Administrative	1,057		1,057	27,914	26,990	924
5900 Utilities			0	12,205	12,650	(445)
6100 Insurance			0	12,919	13,475	(556)
6500 Medicaid Match	7,340	7,071	269			0
6700 Partnership for Hope	36,106	40,845	(4,739)			0
6900 Targeted Case Management	165,704	171,980	(6,276)			0
7100 Housing Programs	104,280	107,800	(3,520)			0
7200 CLC	125,768	130,599	(4,831)			0
7300 Sheltered Employment Programs	269,173	281,023	(11,850)			0
7500 Community Employment Programs	4,521	11,550	(7,029)			0
7600 Community Resources	0		0			0
7900 Special/Additional Needs	69,021	86,708	(17,687)			0
<b>Total Expenses</b>	<b>782,969</b>	<b>837,576</b>	<b>(54,607)</b>	<b>1,034,702</b>	<b>1,060,914</b>	<b>(26,212)</b>
<b>Net Operating Income</b>	<b>140,416</b>	<b>76,013</b>	<b>64,403</b>	<b>72,832</b>	<b>33,701</b>	<b>39,131</b>
<b>Other Expenses</b>						
8500 Depreciation			0	27,493	27,500	(7)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,493</b>	<b>27,500</b>	<b>(7)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(27,493)</b>	<b>(27,500)</b>	<b>7</b>
<b>Net Income</b>	<b>140,416</b>	<b>76,013</b>	<b>64,403</b>	<b>45,340</b>	<b>6,201</b>	<b>39,139</b>

## Budget Variance Report

Total Income YTD: Tax Receipts are higher than projections, and TCM Program income is higher than projections. Projections have been modified in anticipation of lower TCM billings for the final quarter of 2017. CCDDR continues to monitor several individuals/guardians/families who have not yet submitted all information to re-certify annual Medicaid eligibility and several individuals/guardians/families who have not been submitting Medicaid spend-down invoices to CCDDR for payment, causing lapses in Medicaid coverage. CCDDR is working with families/individuals/guardians to submit spend-down invoices to CCDDR immediately upon receipt and assist with Medicaid re-certification completion/submission.

Total Expenses YTD: Overall Grants Programs are lower than budgeted. The full amount of the \$15,000 allocated to LAI's capital expense line item has not yet been realized and Special/Additional Needs expenses have not yet been realized, which is the largest portion of the overall variance. SDS program Personal

Assistance units paid by DMH and 100% reimbursed by CCDDR for clients who are not participating in a Waiver have yet to be realized and have not been fully utilized in the current plan years by those clients. Community Employment supports have yet to be realized; however, new authorizations are anticipated. New Housing Vouchers have been issued to reduce the HVP Wait list, which will increase Housing expenses. YTD Partnership for Hope Waiver Match services and supports are lower than projected. Payroll and Office Expenses have been less than budgeted in the TCM Program, which accounts for the largest portion of the variance.

## Balance Sheet

As of November 30, 2017

	Grants	TCM
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 Grant Bank Accounts</b>		
1010 Grant Account (County Tax Funds) - First Nat'l Bank	15,284	0
1015 Grant Reserve Account (County Tax Funds) - Central Bank	229	
1020 Grant Certificate of Deposit (County Tax Funds)	0	
1025 Grant Account (County Tax Funds) - Sullivan Bank	337,865	
1030 Grant Operating Reserves Account (Tax Funds) - Sullivan Bank	229,168	
<b>Total 1005 Grant Bank Accounts</b>	<b>582,547</b>	<b>0</b>
<b>1050 TCM Bank Accounts</b>		
1055 TCM Account (TCM Funds) - 1st Nat'l Bank	0	261,863
1060 TCM Certificate of Deposit (TCM Funds)		0
<b>Total 1050 TCM Bank Accounts</b>	<b>0</b>	<b>261,863</b>
<b>Total 1000 Bank Accounts</b>	<b>582,547</b>	<b>261,863</b>
<b>Total Bank Accounts</b>	<b>582,547</b>	<b>261,863</b>
<b>Accounts Receivable</b>		
<b>1200 Targeted Case Management Services</b>		
1210 Medicaid TCM Direct Service		42,811
1215 Non-Medicaid TCM Direct Service		14,792
<b>Total 1200 Targeted Case Management Services</b>	<b>0</b>	<b>57,603</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,040,717	
1315 Allowance for Doubtful Accounts	(6,254)	
<b>Total 1300 Property Taxes</b>	<b>1,034,463</b>	<b>0</b>
1350 Allowance for Doubtful Accounts	0	
<b>Total Accounts Receivable</b>	<b>1,034,463</b>	<b>57,603</b>
<b>Other Current Assets</b>		
1389 TCM Claim Confirmations (A/R)	0	
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		41,868
1435 Net Pension Asset (Liability)		1,048
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>42,916</b>
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	4,779

Total 1450 Prepaid Expenses	0	4,779
Total Other Current Assets	0	47,695
Total Current Assets	1,617,010	367,161
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(134,415)
1526 Accumulated Depreciation - Keystone		(14,216)
1530 100 Third Street Remodeling		126,736
1531 Keystone Remodeling		48,464
1535 Acc Dep - Remodeling - 100 Third Street		(45,414)
1536 Acc Dep - Remodeling - Keystone		(2,131)
1540 Equipment		64,209
1545 Accumulated Depreciation - Equipment		(43,052)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	656,169
Total Fixed Assets	0	656,169
TOTAL ASSETS	1,617,010	1,023,331
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	(1,923)
Total Accounts Payable	0	(1,923)
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid TCM Payable	14,792	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(1,017)
2025 Prepaid Services	0	
2030 Deposits	0	17
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	904,980	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	65
2062 Social Security Tax Payable	0	15
2063 Medicare Tax Payable	0	(10)
2064 MO State W / H Tax Payable	0	(84)
Total 2060 Payroll Tax Payable	0	(14)
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	875



2072 AFLAC Post-tax W / H	0	104
2073 Vision Insurance W / H	0	(112)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(275)
2076 Savings W / H		(100)
2078 Misc W / H		(153)
2079 Other W / H		100
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>468</b>
<b>Total 2000 Current Liabilities</b>	<b>919,772</b>	<b>(547)</b>
<b>Total Other Current Liabilities</b>	<b>919,772</b>	<b>(547)</b>
<b>Total Current Liabilities</b>	<b>919,772</b>	<b>(2,470)</b>
<b>Total Liabilities</b>	<b>919,772</b>	<b>(2,470)</b>
<b>Equity</b>		
<b>3000 Restricted Grant Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	228,411	
3010 Transportation	33,291	
3015 New Programs	0	
3030 Special Needs	2,207	
3040 Sheltered Workshop	158,688	
3045 Traditional Medicaid Match	790	
3050 Partnership for Hope Match	3,952	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
<b>Total 3000 Restricted Grant Fund Balances</b>	<b>427,339</b>	<b>0</b>
<b>3500 Restricted TCM Fund Balances</b>		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		51,729
3560 Sponsorships		0
3565 Legal		0
3599 Other		653,147
<b>Total 3500 Restricted TCM Fund Balances</b>	<b>0</b>	<b>904,875</b>
<b>3900 Unrestricted Fund Balances</b>	<b>0</b>	<b>0</b>
<b>3950 Prior Period Adjustment</b>	<b>0</b>	<b>0</b>
<b>3999 Clearing Account</b>	<b>91,801</b>	<b>113,268</b>
<b>Net Income</b>	<b>140,416</b>	<b>45,340</b>
<b>Total Equity</b>	<b>659,556</b>	<b>1,063,483</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,579,328</b>	<b>1,061,013</b>

# Statement of Cash Flows

November 2017

	Grants	TCM
<b>OPERATING ACTIVITIES</b>		
Net Income	(56,290)	(8,139)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Targeted Case Management Services:Medicaid TCM Direct Service		34,949
1215 Targeted Case Management Services:Non-Medicaid TCM Direct Service		(5,573)
1455 Prepaid Expenses:Prepaid-Insurance		1,974
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		192
1545 Fixed Assets:Accumulated Depreciation - Equipment		627
1900 Accounts Payable	(1,028)	(4,429)
2007 Current Liabilities:Non-Medicaid TCM Payable	5,573	
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		(1,976)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(55)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(12)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(0)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(36)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		(317)
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>4,545</b>	<b>27,111</b>
<b>Net cash provided by operating activities</b>	<b>(51,745)</b>	<b>18,972</b>
<b>INVESTING ACTIVITIES</b>		
1531 Fixed Assets:Keystone Remodeling		(2,396)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(2,396)</b>
<b>FINANCING ACTIVITIES</b>		
3040 Restricted Grant Fund Balances:Sheltered Workshop	(1,000)	
3065 Restricted Grant Fund Balances:Legal	(439)	
3565 Restricted TCM Fund Balances:Legal		(223)
<b>Net cash provided by financing activities</b>	<b>(1,439)</b>	<b>(223)</b>
<b>Net cash increase for period</b>	<b>(53,185)</b>	<b>16,353</b>
<b>Cash at beginning of period</b>	635,731	245,510
<b>Cash at end of period</b>	<b>582,547</b>	<b>261,863</b>

# Statement of Cash Flows

January - November, 2017

	Grants	TCM
<b>OPERATING ACTIVITIES</b>		
Net Income	140,416	45,340
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Targeted Case Management Services:Medicaid TCM Direct Service		6,273
1215 Targeted Case Management Services:Non-Medicaid TCM Direct Service		(14,792)
1455 Prepaid Expenses:Prepaid-Insurance		12,122
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		9,879
1526 Fixed Assets:Accumulated Depreciation - Keystone		3,747
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		5,809
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		1,114
1545 Fixed Assets:Accumulated Depreciation - Equipment		6,944
1900 Accounts Payable	(678)	(2,035)
2005 Current Liabilities:Accrued Accounts Payable	0	
2007 Current Liabilities:Non-Medicaid TCM Payable	14,792	
2015 Current Liabilities:Accrued Compensated Absences		(1,017)
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		96
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		(73)
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		3
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(2,420)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(129)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		7
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(24)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(200)
2076 Current Liabilities:Payroll Clearing:Savings W / H		(100)
2078 Current Liabilities:Payroll Clearing:Misc W / H		(802)
2079 Current Liabilities:Payroll Clearing:Other W / H		100
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>14,114</b>	<b>24,500</b>
<b>Net cash provided by operating activities</b>	<b>154,530</b>	<b>69,840</b>
<b>INVESTING ACTIVITIES</b>		
1531 Fixed Assets:Keystone Remodeling		(30,515)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(30,515)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted Grant Fund Balances:Operational Reserves	9,994	
3010 Restricted Grant Fund Balances:Transportation	13,332	
3030 Restricted Grant Fund Balances:Special Needs	4,019	
3040 Restricted Grant Fund Balances:Sheltered Workshop	158,688	
3045 Restricted Grant Fund Balances:Traditional Medicaid Match	(2,226)	
3050 Restricted Grant Fund Balances:Partnership for Hope Match	4,469	
3055 Restricted Grant Fund Balances:Building/Remodeling/Expansion	(42,165)	
3065 Restricted Grant Fund Balances:Legal	(10,026)	
3070 Restricted Grant Fund Balances:TCM	0	
3075 Restricted Grant Fund Balances:Community Resource	0	
3505 Restricted TCM Fund Balances:Operational Reserves		5,051
3555 Restricted TCM Fund Balances:Building/Remodeling/Expansion		30,092

<b>3565 Restricted TCM Fund Balances:Legal</b>		(8,090)
<b>3900 Unrestricted Fund Balances</b>	(330,026)	6,512
<b>3999 Clearing Account</b>	79,641	(41,655)
<b>Net cash provided by financing activities</b>	<b>(114,300)</b>	<b>(8,090)</b>
<b>Net cash increase for period</b>	<b>40,230</b>	<b>31,235</b>
<b>Cash at beginning of period</b>	542,317	230,628
<b>Cash at end of period</b>	<b>582,547</b>	<b>261,863</b>

## Check Detail

November 2017

1025 Grant Account (County Tax Funds) - Sullivan Bank

Date	Transaction Type	Num	Name	Amount
11/01/2017	Bill Payment (Check)	4336	Steve Weisenfelder	(1,028.00)
11/01/2017	Bill Payment (Check)	4337	Dave's Hideaway Motel	(350.00)
11/07/2017	Bill Payment (Check)	4338	Dave's Hideaway Motel	(490.00)
11/09/2017	Bill Payment (Check)	4339	Childrens Learning Center	(11,656.06)
11/09/2017	Bill Payment (Check)	4340	DMH Local Tax Matching Fund	(3,945.74)
11/09/2017	Bill Payment (Check)	4341	Lake Area Industries	(1,000.00)
11/09/2017	Bill Payment (Check)	4342	MO HealthNet	(40.00)
11/09/2017	Bill Payment (Check)	4343	Lake Area Industries	(17,394.03)
11/09/2017	Bill Payment (Check)	4344	MO HealthNet	(228.00)
11/09/2017	Bill Payment (Check)	4345	MO HealthNet	(246.00)
11/09/2017	Bill Payment (Check)	4346	MO HealthNet	(381.00)
11/09/2017	Bill Payment (Check)	4347	MO HealthNet	(708.00)
11/16/2017	Bill Payment (Check)	4348	Missouri Ozarks Community Action, Inc.	(250.00)
11/16/2017	Bill Payment (Check)	4349	Dave's Hideaway Motel	(490.00)
11/16/2017	Bill Payment (Check)	4350	MO HealthNet	(4.00)
11/17/2017	Bill Payment (Check)	4351	Brookview Apartments of Camdenton	(100.00)
11/17/2017	Bill Payment (Check)	4352	Camden Manors, Inc.	(100.00)
11/17/2017	Bill Payment (Check)	4353	Camdenton Apartments dba Lauren's Place	(100.00)
11/17/2017	Bill Payment (Check)	4354	Clifford Smith	(861.00)
11/17/2017	Bill Payment (Check)	4355	Darryll Euler	(284.00)
11/17/2017	Bill Payment (Check)	4356	David A Schlenfort	(689.00)
11/17/2017	Bill Payment (Check)	4357	Glen Donnach, LLC	(100.00)
11/17/2017	Bill Payment (Check)	4358	Hillcrest Inc. DBA Bridgeview Inc.	(650.00)
11/17/2017	Bill Payment (Check)	4359	Jacob and/or Lana Kentner	(1,316.00)
11/17/2017	Bill Payment (Check)	4360	JC Sutton LLC	(404.00)
11/17/2017	Bill Payment (Check)	4361	Maryann VanCleave	(652.00)
11/17/2017	Bill Payment (Check)	4362	Revelation Construction & Development, LLC	(306.00)
11/17/2017	Bill Payment (Check)	4363	Steve Weisenfelder	(681.00)
11/17/2017	Bill Payment (Check)	4364	Twenter Properties	(100.00)
11/17/2017	Bill Payment (Check)	4365	MO HealthNet	(11.00)
11/17/2017	Bill Payment (Check)	4366	Childrens Learning Center	(1,471.24)
11/17/2017	Bill Payment (Check)	4367	MO HealthNet	(11.00)
11/17/2017	Bill Payment (Check)	4368	Camden Manors, Inc.	(100.00)
11/17/2017	Bill Payment (Check)	4369	Camdenton Apartments dba Lauren's Place	(226.00)
11/17/2017	Bill Payment (Check)	4370	Revelation Construction & Development, LLC	(375.00)

11/17/2017	Bill Payment (Check)	4371	Steve Weisenfelder	(1,028.00)
11/17/2017	Bill Payment (Check)	4372	Revelation Construction & Development, LLC	(849.00)
11/17/2017	Bill Payment (Check)	4373	MO HealthNet	(11.00)
11/17/2017	Bill Payment (Check)	4374	MO HealthNet	(35.00)
11/17/2017	Bill Payment (Check)	4375	MO HealthNet	(40.00)
11/17/2017	Bill Payment (Check)	4376	MO HealthNet	(101.00)
11/17/2017	Bill Payment (Check)	4377	MO HealthNet	(511.00)
11/17/2017	Bill Payment (Check)	4378	MO HealthNet	(896.00)
11/20/2017	Bill Payment (Check)	4379	Bankcard Center	(75.00)
11/22/2017	Bill Payment (Check)	4380	Bryan Cave LLP	(1,496.76)
11/22/2017	Bill Payment (Check)	4381	Dave's Hideaway Motel	(490.00)
11/22/2017	Bill Payment (Check)	4382	MO HealthNet	(261.00)
11/22/2017	Bill Payment (Check)	4383	OATS, Inc.	(5,726.00)
11/30/2017	Bill Payment (Check)	4384	MO HealthNet	(178.00)
11/30/2017	Bill Payment (Check)	4385	Missouri Ozarks Community Action, Inc.	(125.00)

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

<b>Date</b>	<b>Transaction Type</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
11/01/2017	Check	SVCCHRG		(24.95)
11/03/2017	Expense	11/03/2017	Connie L Baker	(928.48)
11/03/2017	Expense	152052	Rachel K Baskerville	(1,145.07)
11/03/2017	Expense	152053	Myrna Blaine	(1,457.83)
11/03/2017	Expense	152054	Jeanna K Booth	(1,041.67)
11/03/2017	Expense	152055	Cynthia Brown	(744.96)
11/03/2017	Expense	152056	Lori Cornwell	(868.64)
11/03/2017	Expense	152057	Dawn R Evans	(1,059.05)
11/03/2017	Expense	152058	Linda Gifford	(899.79)
11/03/2017	Expense	152059	Sharla Jenks	(921.24)
11/03/2017	Expense	152060	Ryan Johnson	(1,086.91)
11/03/2017	Expense	152061	Jennifer Lyon	(999.96)
11/03/2017	Expense	152062	Annie Meyer	(1,107.25)
11/03/2017	Expense	152063	Edmond J Thomas	(1,156.80)
11/03/2017	Expense	152064	Eddie L Thomas	(2,373.06)
11/03/2017	Expense	152065	Marcie L. Vansyoc	(1,094.60)
11/03/2017	Expense	152066	Nicole M Whittle	(967.06)
11/03/2017	Expense	11/03/2017	Edward Jones	(100.00)
11/03/2017	Expense	11/03/2017	Internal Revenue Service	(6,708.49)
11/03/2017	Bill Payment (Check)	7800	Principal Life Ins	(230.40)
11/03/2017	Bill Payment (Check)	7801	Ameren Missouri	(280.76)
11/03/2017	Bill Payment (Check)	7802	Dawn R Evans	(126.91)
11/03/2017	Bill Payment (Check)	7803	G G Maha	(63.28)
11/03/2017	Bill Payment (Check)	7804	Linda Gifford	(97.12)
11/03/2017	Bill Payment (Check)	7805	Linda Simms	(256.70)
11/03/2017	Bill Payment (Check)	7806	Office Business Equipment	(236.72)
11/03/2017	Bill Payment (Check)	7807	Ollie K. Moore R. N.	(115.00)
11/03/2017	Bill Payment (Check)	7808	Rachel K Baskerville	(433.90)
11/03/2017	Bill Payment (Check)	7809	Summit Natural Gas of Missouri, Inc.	(15.00)

11/03/2017	Bill Payment (Check)	7810	Walters, Staedtler & Allen L.L.C.	(650.00)
11/03/2017	Bill Payment (Check)	7811	All American Termite & Pest Control	(100.00)
11/03/2017	Bill Payment (Check)	7812	Direct Service Works	(795.00)
11/03/2017	Bill Payment (Check)	7813	Jeanna K Booth	(176.75)
11/03/2017	Bill Payment (Check)	7814	Lori Cornwell	(161.76)
11/03/2017	Bill Payment (Check)	7815	Marcie L. Vansyoc	(83.58)
11/03/2017	Bill Payment (Check)	7816	Ryan Johnson	(97.62)
11/03/2017	Bill Payment (Check)	7817	Sharla Jenks	(256.86)
11/03/2017	Bill Payment (Check)	7818	TruClean Innovations	(175.00)
11/03/2017	Bill Payment (Check)	7819	US Department of Education - Tracking # 1017780285	(335.23)
11/03/2017	Bill Payment (Check)	7820	Aflac	(869.66)
11/03/2017	Bill Payment (Check)	7821	Camden County Fire & Safety	(35.00)
11/03/2017	Bill Payment (Check)	7822	Eddie L Thomas	(633.73)
11/03/2017	Bill Payment (Check)	7823	Michael L Foster	(262.67)
11/03/2017	Bill Payment (Check)	7824	MSW Interactive Designs LLC	(30.00)
11/03/2017	Bill Payment (Check)	7825	Myrna Blaine	(102.17)
11/03/2017	Bill Payment (Check)	7826	G G Maha	(1,422.12)
11/03/2017	Bill Payment (Check)	7827	Linda Simms	(1,323.70)
11/03/2017	Bill Payment (Check)	7828	Republic Services #435	(113.16)
11/09/2017	Bill Payment (Check)	7829	A Plus Plumbing	(257.83)
11/09/2017	Bill Payment (Check)	7830	All American Termite & Pest Control	(230.00)
11/09/2017	Bill Payment (Check)	7831	AT&T	(82.32)
11/09/2017	Bill Payment (Check)	7832	Camden County Fire & Safety	(36.00)
11/09/2017	Bill Payment (Check)	7833	Camden County PWSD #2	(54.33)
11/09/2017	Bill Payment (Check)	7834	Ezard's, Inc.	(93.25)
11/09/2017	Bill Payment (Check)	7835	LaCleda Electric Cooperative	(364.40)
11/09/2017	Bill Payment (Check)	7836	Lake Area Industries	(40.00)
11/09/2017	Bill Payment (Check)	7837	Sharla Jenks	(69.34)
11/09/2017	Bill Payment (Check)	7838	Connie L Baker	(39.04)
11/09/2017	Bill Payment (Check)	7839	Cynthia Brown	(61.26)
11/09/2017	Bill Payment (Check)	7840	Scott's Heating & Air	(237.10)
11/09/2017	Bill Payment (Check)	7841	TruClean Innovations	(55.00)
11/13/2017	Bill Payment (Check)	7842	Missouri Dept of Revenue	(1,966.00)
11/16/2017	Bill Payment (Check)	7843	AT&T TeleConference Services	(0.23)
11/16/2017	Bill Payment (Check)	7844	Office Business Equipment	(48.33)
11/16/2017	Bill Payment (Check)	7845	Ezard's, Inc.	(1,800.00)
11/16/2017	Bill Payment (Check)	7846	Advantage Printing & Signs	(3.59)
11/16/2017	Bill Payment (Check)	7847	All Seasons Services	(90.00)
11/16/2017	Bill Payment (Check)	7848	City Of Camdenton	(61.64)
11/16/2017	Bill Payment (Check)	7849	Lake Sun Leader	(99.00)
11/16/2017	Bill Payment (Check)	7850	TruClean Innovations	(175.00)
11/16/2017	Bill Payment (Check)	7851	G G Maha	(1,380.53)
11/16/2017	Bill Payment (Check)	7852	Linda Simms	(1,400.08)
11/16/2017	Bill Payment (Check)	7853	Michael L Foster	(339.82)
11/17/2017	Expense	152069	Connie L Baker	(901.99)
11/17/2017	Expense	152070	Rachel K Baskerville	(1,098.99)

11/17/2017	Expense	152071	Myrna Blaine	(1,457.83)
11/17/2017	Expense	152072	Jeanna K Booth	(992.67)
11/17/2017	Expense	152073	Cynthia Brown	(976.43)
11/17/2017	Expense	152074	Lori Cornwell	(877.35)
11/17/2017	Expense	152075	Dawn R Evans	(1,093.49)
11/17/2017	Expense	152076	Linda Gifford	(837.98)
11/17/2017	Expense	152077	Sharla Jenks	(1,124.08)
11/17/2017	Expense	152078	Ryan Johnson	(1,077.34)
11/17/2017	Expense	152079	Jennifer Lyon	(999.96)
11/17/2017	Expense	152080	Annie Meyer	(1,114.37)
11/17/2017	Expense	152081	Edmond J Thomas	(1,156.80)
11/17/2017	Expense	152082	Eddie L Thomas	(2,373.06)
11/17/2017	Expense	152083	Marcie L. Vansyoc	(1,136.59)
11/17/2017	Expense	152084	Nicole M Whittle	(1,060.16)
11/17/2017	Expense	11/17/2017	Edward Jones	(100.00)
11/17/2017	Expense	11/17/2017	Internal Revenue Service	(6,725.98)
11/20/2017	Bill Payment (Check)	7854	Childrens Learning Center	(127.26)
11/20/2017	Bill Payment (Check)	7855	Jennifer Lyon	(77.27)
11/20/2017	Bill Payment (Check)	7856	Lorraine Schleigh	(70.00)
11/20/2017	Bill Payment (Check)	7857	Mo Consolidated Health Care	(10,079.79)
11/20/2017	Bill Payment (Check)	7858	Bankcard Center	(3,255.88)
11/22/2017	Bill Payment (Check)	7859	Bryan Cave LLP	(320.74)
11/22/2017	Bill Payment (Check)	7860	Delta Dental of Missouri	(472.38)
11/22/2017	Bill Payment (Check)	7861	Principal Life Ins	(245.76)
11/22/2017	Bill Payment (Check)	7862	Staples Advantage	(105.40)
11/22/2017	Bill Payment (Check)	7863	Edmond J Thomas	(7.05)
11/30/2017	Bill Payment (Check)	7864	Cynthia Brown	(57.73)
11/30/2017	Bill Payment (Check)	7865	KMB Technical Group, Inc.	(485.00)
11/30/2017	Bill Payment (Check)	7866	Lagers	(3,834.80)
11/30/2017	Bill Payment (Check)	7867	Rachel K Baskerville	(126.00)
11/30/2017	Bill Payment (Check)	7868	Staples	(958.66)
11/30/2017	Bill Payment (Check)	7869	TruClean Innovations	(230.00)
11/30/2017	Bill Payment (Check)	7870	Charter Business	(529.87)
11/30/2017	Bill Payment (Check)	7871	E-Z Disposal	(22.00)
11/30/2017	Bill Payment (Check)	7872	Lori Cornwell	(148.63)
11/30/2017	Bill Payment (Check)	7873	Missouri Dept of Revenue	(2,001.00)
11/30/2017	Bill Payment (Check)	7874	Republic Services #435	(113.99)
11/30/2017	Bill Payment (Check)	7875	Tri-Lakes Electric Service	(2,395.63)
11/30/2017	Bill Payment (Check)	7876	Jeanna K Booth	(88.13)
11/30/2017	Bill Payment (Check)	7877	Marcie L. Vansyoc	(88.23)
11/30/2017	Bill Payment (Check)	7878	Summit Natural Gas of Missouri, Inc.	(54.65)
11/30/2017	Bill Payment (Check)	7879	Michael L Foster	(301.35)
11/30/2017	Bill Payment (Check)	7880	US Department of Education - Tracking # 1017780285	(320.23)
11/30/2017	Bill Payment (Check)	7881	Linda Simms	(1,301.61)
11/30/2017	Bill Payment (Check)	7882	Linda Simms	(210.24)

**October 2017**  
**Credit Card Statement**





<b>SCORECARD</b>	<b>Bonus Points Available</b>
	<b>54,572</b>

**Account Summary**

Billing Cycle		11/05/2017
Days In Billing Cycle		32
Previous Balance		\$2,280.58
Purchases	+	\$3,330.88
Cash	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,280.58
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$3,330.88**

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$6,669.12
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

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

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

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

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$3,330.88</b>
<b>MINIMUM PAYMENT</b>	<b>\$100.00</b>
<b>PAYMENT DUE DATE</b>	<b>12/02/2017</b>

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

**Corporate Activity**

TOTAL CORPORATE ACTIVITY				\$2,280.58-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
10/16	10/16	00801641	PAYMENT - THANK YOU	\$2,280.58-

**Cardholder Account Summary**

<b>MYRNA BLAINE</b> ##### 6176	<b>Payments &amp; Other Credits</b> \$0.00	<b>Purchases &amp; Other Charges</b> \$217.20	<b>Cash Advances</b> \$0.00	<b>Total Activity</b> \$217.20
-----------------------------------	---	--	--------------------------------	-----------------------------------

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/13	10/15	PBUS01	25140527287000012200022	BEAR MARKET CONSIGNM CAMDENTON MO	\$75.00
10/13	10/15	PBUS01	55506297287400832000740	JACKS SPORTING GOODS CAMDENTON MO	\$29.58
10/17	10/18	PBUS01	55506297291400838000359	JACKS SPORTING GOODS CAMDENTON MO	\$6.68

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

CENTRAL BANK  
PO BOX 779  
JEFFERSON CTY MO 65102-0779

**Account Number**  
##### 5386

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

AMOUNT OF PAYMENT ENCLOSED

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
11/05/17	\$3,330.88	\$100.00	12/02/17

\$

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



MAKE CHECK PAYABLE TO:

BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000



BL ACCT 0000256-1000000  
 CAMDEN CO DD RES  
 Account Number: ##### 5386  
 Page 3 of 4

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/26	10/26	PBUS01	55432867299200363147836	CBI*MALWAREBYTES 800-799-9570 IL	\$24.95
10/26	10/29	PBUS01	75180137300051600017499	TAN TAR A BLACK BEAR OSAGE BEACH MO	\$80.99

Cardholder Account Summary				
EDDIE THOMAS ##### 0953	Payments & Other Credits \$0.00	Purchases & Other Charges \$375.82	Cash Advances \$0.00	Total Activity \$375.82

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/03	10/05	PBUS01	55417347278732787042521	DRURY INNS CAPE GIRARDEA MO BTNPCRTRJ 5733347151 ARRIVAL 10/02/17 DEPART 10/03/17	\$142.59
10/25	10/26	PBUS01	55429507298894606936431	PAYPAL *MACDDS 4029357733 CA	\$100.00
10/25	10/27	PBUS01	85180897299980175107486	APSE (Association of P Rockville MD	\$120.00
10/26	10/29	PBUS01	65180137300051600022342	TAN TAR A PIZZERIA 26 OSAGE BEACH MO	\$13.23

Cardholder Account Summary				
LINDA SIMMS ##### 0961	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,315.17	Cash Advances \$0.00	Total Activity \$2,315.17

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/04	10/05	PBUS01	55432867277200861051536	INTUIT *QB ONLINE 800-286-6800 CA	\$50.00
10/08	10/09	PBUS01	05436847282400037804554	SAMS CLUB #6505 JEFFERSON CIT MO	\$101.18
10/12	10/13	PBUS01	55420367285630107865981	AVNGATE*MALWAREBYTES 8882471614 CA	\$109.99
10/15	10/16	PBUS01	55483827289400008912065	WAL-MART #0815 OSAGE BEACH MO	\$19.85
10/16	10/18	PBUS01	05140487290710024236830	WOODS MARKET 2068 OSAGE BEACH MO	\$17.27
10/16	10/18	PBUS01	85369437290882100075118	PAPPO S PIZZA OSAGE BEACH MO	\$32.75
10/17	10/19	PBUS01	55310207291036795439209	DAYS INNS KIRKSVILLE KIRKSVILLE MO 22821483 ARRIVAL 10/16/17 DEPART 10/17/17	\$98.41
10/23	10/24	PBUS01	55483827297400005185095	WAL-MART #0089 CAMDENTON MO	\$56.88
10/23	10/24	PBUS01	15270217296648838791234	FACEBK RS9F7DAH92 Menlo Park CA	\$25.00
10/27	10/29	PBUS01	55483827301400004510495	WAL-MART #0089 CAMDENTON MO	\$13.81
10/26	10/29	PBUS01	75428177300944000854958	LAURIE TENT AND EVENT GRAVOIS MILLS MO	\$450.00
10/31	11/01	PBUS01	05436847305400037676922	WM SUPERCENTER #89 CAMDENTON MO	\$16.03
10/30	11/01	PBUS01	75428177304969200951862	LAURIE TENT AND EVENT GRAVOIS MILLS MO	\$844.00
10/31	11/01	PBUS01	15270217304385577811234	FACEBK GSH6HCWH92 Menlo Park CA	\$25.00
10/31	11/01	PBUS01	05436847305000341095387	USPS PO 2860360829 OSAGE BEACH MO	\$245.00
11/01	11/02	PBUS01	55432867305200232767477	GOOGLE *SVCSAPPS_ccddr cc@google.com CA	\$210.00

Cardholder Account Summary				
GLEND MAHA ##### 3221	Payments & Other Credits \$0.00	Purchases & Other Charges \$422.69	Cash Advances \$0.00	Total Activity \$422.69

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/04	10/05	PBUS01	05436847278000335289932	USPS PO 2812420020 CAMDENTON MO	\$20.88
10/04	10/05	PBUS01	05436847278000335290096	USPS PO 2812420020 CAMDENTON MO	\$19.70
10/10	10/11	PBUS01	05436847284000339655007	USPS PO 2812420020 CAMDENTON MO	\$19.70
10/13	10/15	PBUS01	55432867286200943855606	WALMART.COM 800-966-6546 AR	\$291.89
10/18	10/19	PBUS01	55500367292837000641229	SIGNAL FOOD STORES CAMDENTON MO	\$32.82
10/28	10/30	PBUS01	05436847302100065484982	DOLLAR-GENERAL #2611 CAMDENTON MO	\$18.00
11/03	11/05	PBUS01	05436847308600210151554	USPS PO 2812420020 CAMDENTON MO	\$19.70

# 383329  
Manual wheel chair  
to facilitate community participation

BEAR MARKET CONSIGNMENT  
605 N US HWY 54  
CAMDENTON, MD 65020  
(573)346-3608

Merchant ID: 4609  
Term #: 1006

Store #: 1001  
Ref #: 0002

Inc.

Sale	75.00
XXXXXXXXXXXX6176	75.00
MASTERCARD	0.00
Entry Method: Chip	75.00
<b>Total: \$</b>	<b>75.00</b>

10/13/17 09:39:44  
Inv #: 000002 Appr Code: 69442C  
Transaction ID: 1013MCBC7BTSP  
Apprvd: OnLine Batch#: 000022

MasterCard  
AID: A0000000041010  
TSI: 6800  
TVR: 0000000000

Customer Copy  
THANK YOU!

**JACKS SPORTING GOODS & HARDWARE**  
 1289 E. US HIGHWAY 54

*CAMDENTON OFFICE  
 BATHROOM*

**CAMDENTON, MO. 65020**  
**PHONE: (573) 346-2279**

REMEMBER TRY JACK'S FIRST!!!!  
 30 DAY RETURN POLICY. NO SUNDAY RETURNS.

CAMDEN COUNTY SENATE BILL 40 B  
 100 THIRD STREET  
 CAMDENTON MO 65020  
 BLAINE/MYRNA

INV #: A34865  
 DATE: 10/13/17 TIME: 2:44  
 CLERK: JWD TERM#551  
 TAX: E NON-PROFIT TAX EXEMPT

DUE DATE: 10/14/17

\*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

QUANTITY	UM	ITEM	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	EA	191	ROUGH IN	1	21.99	21.99 /EA	21.99 N
1	EA	6550966	400A ANTI-SIPHON FILL VALVE	1	7.85	7.59 /EA	7.59 N
MID: 191200381884							
APP: 65450C XR: 034865							
					29.58	TAXABLE	0.00
						NON-TAXABLE	29.58
						SUBTOTAL	29.58
					29.58	TAX AMOUNT	0.00
						TOTAL AMOUNT	29.58

\*\* PAYMENT RECEIVED \*\*  
 \*\* PAID IN FULL \*\*

BANKCARD PAYMENT  
 BKCRD#XXXXXXXXXXXX6176

*Myrna Blaine*

X Received By

**JACKS SPORTING GOODS & HARDWARE**  
 1289 E. US HIGHWAY 54

**CAMDENTON, MO. 65020**  
**PHONE: (573) 346-2279**

REMEMBER TRY JACK'S FIRST!!!!  
 30 DAY RETURN POLICY. NO SUNDAY RETURNS.

CAMDEN COUNTY SENATE BILL 40 B 100 THIRD STREET	CAMDENTON MO 65020
BLAINE/MYRNA	

INV #: A35903  
 DATE: 10/17/17 TIME: 11:50  
 CLERK: JWD TERM#552  
 TAX: E NON-PROFIT TAX EXEMPT

DUE DATE: 10/18/17

\*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

QUANTITY	UM	ITEM	DESCRIPTION	UNITS	SUGG	PRICE/PER	EXTENSION
1	EA	6193817	PIPE SEAL TAPE PTFE 1/2X260	1	.99	.99 /EA	.99 N
1	EA	139	MISC. PLUMBING	1	5.69	5.69 /EA	5.69 N
MID:191200381884							
APP:61221C XR:035903							
** PAYMENT RECEIVED **							
** PAID IN FULL **							
BANKCARD PAYMENT							
BKCRD#XXXXXXXXXXXX6176							
6.68 TAXABLE							
NON-TAXABLE							
SUBTOTAL							
TAX AMOUNT							
TOTAL AMOUNT							

6.68

0.00  
 6.68  
 6.68

*Myrna Flano*

Received By

X



Linda Simms  
, MO 65065  
United States

## INVOICE

Reference number: 114381308  
(required for all inquiries)

Invoice date: 7/26/2017

Invoice number: BKD-73618604909

### INVOICE INFORMATION

#	Product name	Delivery	Quantity	Price
1	Malwarebytes Anti-Malware Premium 1 Year Subscription for Windows PC	Download	1	\$24.95
			<b>Total:</b>	<b>\$24.95</b>

Unless stated otherwise, the delivery date is identical to the billing date.

### PAYMENT DETAILS

Your credit card (xxxxxxxxxxxx0961) has been successfully authorized. Please note that the charge on your credit card will appear as "CBI\*MALWAREBYTES."

MASSO'S  
Lunch  
FOESC's

\*\*\*\* CREDIT CARD VOUCHER \*\*\*\*  
\*\*\*\*\*

- BLACK BEAR LODGE -  
TAN-TAR-A RESORT  
OSAGE BEACH, MO

CHECK: 3278  
TABLE: 23/1  
SERVER: 4 DIANA  
DATE: OCT26'17 12:09PM  
CARD TYPE: VISA/MASTERCARD  
ACCT #: XXXXXXXXXXXX6176  
EXP DATE: XX XX  
AUTH CODE: 69158C  
MYRNA BLAINE

SUBTOTAL: 72.99

GRATUITY

TOTAL

SIGNATURE

THANK YOU FOR DINING WITH US

8.00  
80.99



3351 Percy Drive  
Cape Girardeau, MO 63701  
573-334-7151  
drury@druryhotels.com

<b>Guest</b> ED THOMAS	<b>Arrival Date</b> Oct 03 2017	<b>Departure Date</b> Oct 04 2017	<b>Guests on reservation</b> Adults: 1 Children: 0
<b>Room type / number</b> NKX / 517	<b>Reservation confirmation</b> BTNPCRTRJ	<b>Group</b> N/A	<b>Company</b> ...

### GUEST FOLIO

DATE	DESCRIPTION	AMOUNT
Oct 03 2017	Nightly Room Charge	\$142.59
Oct 04 2017	Mastercard 0953	(\$142.59)
	Charges:	<b>\$142.59</b>
	Taxes:	<b>\$0.00</b>
	Total:	<b>\$142.59</b>
	Payments:	<b>(\$142.59)</b>
	Balance:	<b>\$0.00</b>

Thank you for choosing 177 - Drury Plaza Hotel Cape Conference Center.

Printed on 2017-10-04 by blab0



Ed needs copy of invoice - For in-kind DONATION ✓

Jeanna Cupp <jeanna@ccddr.org>

ARC of MO

ARC of Lake

POST TO acct # 5899

Wed, Oct 25, 2017 at 1:12 PM

Sponsorship for Booth: Victimization  
MACDDS  
10/26 + 10/27/17



Eddie Thomas



You sent \$100.00 USD to  
MACDDS

YOUR NOTE TO MACDDS

“ ARC of Missouri Exhibit Booth at 2017  
MACDDS Annual Conference ”

Transaction Details

Transaction ID: 82P20469W4298662L

October 25, 2017

Money sent

Sponsor Exhibit (Victimization)  
ARC of MO / ARC of Lake

\$100.00 USD

ID: 13748

Eddie Thomas

Logout

Home > [Account History](#)

### View Order #10410

**Bill To:**  
Eddie Thomas  
PO Box 722  
Camdenton, MO 65020-0722 US

**Ship To:**  
Eddie Thomas

**Order #** 10410  
**Date** 10/25/2017  
**Ship Date**  
**P/O #:**

#### Summary Information

**Order Total:** \$120.00      **Status:** Closed  
**Amount Paid:** \$120.00      **Balance Due:** \$0.00  
**Tracking Number:**

#### Line Items

Product	Desc	Quantity	Unit Price	Total	Status
Professional Membership		1	\$120.00	\$120.00	Closed
Missouri APSE		1	\$0.00	\$0.00	Closed

#### Invoices

Date	Name	Total	Amount Paid	Balance Due	
10/25/2017	Invoice #10398	\$120.00	\$120.00	\$0.00	<a href="#">(view)</a>

#### Payments

Date	Name	Total	
10/25/2017	Payment #10315	\$120.00	<a href="#">(view)</a>

#### Installments

There are no installment plans linked to this order.

[Account History](#)      [Go Home](#)

*APSE Membership Renewal*

Rachel & Jeanna  
Lunch @ MACD'S

\*\*\*\* CREDIT \* VOUCHER \*\*\*\*  
\*\*\*\*\* \* \*\*\*\*\*

- PIZZERIA 26 -  
TAN-TAR-A RESORT  
OSAGE BEACH, MO

CHECK: 345  
SERVER: 1301 AM CASHIER  
DATE: OCT26'17 11:40AM  
CARD TYPE: VISA/MASTERCARD  
ACCT #: XXXXXXXXXXXX0953  
EXP DATE: XX/XX  
AUTH CODE: 60378C  
EDDIE THOMAS

SUBTOTAL: 13.23

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

THANK YOU

- PIZZERIA 26 -  
TAN-TAR-A RESORT  
OSAGE BEACH, MO  
1301 AM CASHIER

CHK 345 OCT26'17 11:40GST 2

2 CHEESE/1TOP 6.78  
2 GARLIC ROLL 1.78  
2 MED BEVERAGE 3.98  
SALES ITEMIZER 1 12.54  
Tax: 0.69

Payment: 13.23

XXXXXXXXXXXX0953 XX/XX

VISA/MASTERCARD 13.23

---1301 CLOSED OCT26 11:40AM---

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM NUMBER \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

THANK YOU

- Company ID: 4642 4099 5
- QuickBooks Subscription status: Subscribed
- 

Plan details: QuickBooks Plus:

\$50.00 / month

Acct.  
5567

Next Charge: 10/04/2017

Payment method

MasterCard ending 0961 expires 11/18 Edit

Office  
SUPPLIES  
OBX CAMDEN



CLUB MANAGER JEREMY JONES  
( 573 ) 469 - 0917  
849 STONERIDGE PKWAY JEFFERSON CITY, MO  
CLUB HOURS 10:00 AM - 8:30 PM  
10/00/17 10:56 4470 06505 010 230

X MEMBER 101-\*\*\*\*\*3846

THANK YOU,

CAMDEN

164902 BIC WIFEDUT	7.48	E
159129 RECVCL. JUN	4.98	E
31889 FIVE PACK O	3.98	E
657806 MEDIUM BIND	5.36	E
567934 MM FACIAL	11.48	E
436672 INVISIBLE T	19.98	E
980010933 #10P8SENVEL	9.98	E
980010933 #10P8SENVEL	9.98	E
980010933 #10P8SENVEL	9.98	E
292543 ADDRESS LAB	17.98	E
SUBTOTAL	101.18	E

TOTAL 101.18  
MCARD TEND 101.18

MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 68003C

AID 0000000041010  
TC FF19A01F9C3336B8  
TERMINAL # SC010591  
\*Signature Verified  
10/08/17 10:50:18  
CHANGE DUE 0.00  
DISTRIBUTOR NUMBER: 602

Visit [samsclub.com](http://samsclub.com) to see your savings

# ITEMS SOLD 10

TC# 2422 4273 3032 5784 2492 5



Happy to Help

Save time. Order ahead.  
[SamsClub.com/clubpickup](http://SamsClub.com/clubpickup)  
10/08/17 10:58:30

\*\*\* MEMBERSHIP \*\*\*

Product: Malwarebytes Premium  
Key: CBX8R-4HQZC-7HCKF-K93TK

**Malwarebytes (Windows)**

Download

1. Download and install your product if you have not already done so. See how to download and install your product.
2. Open Malwarebytes Premium.
3. Click **Activate License** in the top right header. See how to activate your key.
4. Enter the activation key below into the Malwarebytes program.

**Malwarebytes (Mac)**

Download

1. Download and open Malwarebytes for Mac.dmg See how to download and install your product.
2. Open "Install Malwarebytes.pkg" and follow the on-screen steps to complete installation
3. Once installed, open Malwarebytes Premium for Mac.
4. Click **Activate License** in the top right header. See how to activate your key.
5. Enter the activation key into the Malwarebytes program.

**Malwarebytes (Android)**

1. Install Malwarebytes Mobile 3 for Android from the Google Play Store.
2. Launch the app and wait for the boot to complete and you are on the Dashboard. Press the menu button in the upper left hand corner.
3. The menu will open showing the status. When you first install Malwarebytes Mobile 3 you will be on a trial version of Premium. Click on **Premium** to see the full feature set of the Premium version.
4. On the Premium screen, click on **Redeem** in the upper right corner to enter in your activation key. A smaller window will pop up with the opportunity to enter in your License Key, then click on Apply.
5. Once complete, you will get an activation message.

8 LICENSES MALWARE  
KEY  
MY CREDIT CAR

**Billing Information**

Linda Simms  
Osage Beach, Missouri 65065, United States of America

Ordered item(s)	Unit Price	Total
8 x Malwarebytes Premium ( 1 Year Subscription )	13.75 USD	109.99 USD

OSAGE BEACH  
OFFICES  
SITE 1067-108

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

ID #: 7L2H278TR90



( 573 ) 348 - 6445  
MANAGER DAVID BLANKENSHIP  
4252 HIGHWAY 54  
OSAGE BEACH MO 65065

STN 00815	OPN 004742	TEN 01	TRN 05325	
AEROSOL	004650073333			0.97 0
AEROSOL	004650073332			0.97 0
AEROSOL	004650073343			0.97 0
AEROSOL	004650073343			0.97 0
BATH TISSUE	003040077366			15.97 0
	SUBTOTAL			19.85
	TOTAL			19.85
	MCARD TEND			19.85

MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 65311C  
REF # 728000891206  
PAYMENT SERVICE - A

AID A0000000041010  
TC F0D477324B14201C  
TERMINAL # 285052702  
\*NO SIGNATURE REQUIRED

10/15/17 11:55:35  
CHANGE DUE 0.00  
# ITEMS SOLD 5

TC# 1960 6492 4181 5169 6879



Low Prices You Can Trust. Every Day.  
10/15/17 11:55:50  
\*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart P  
ay.



10-16-17  
Board Mtg



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

Cashier: CATHAY 154

10/16/17

13:16:41

BEGIN DUPLICATE RECEIPT  
Store:2068

Cashier: CATHAY 154

10/16/17

13:16:08

**GROCERY**

Wavy Ranch XI L 2840020127

3.29 TF

**PRODUCE**

Veggie Tray 70935188878

9.99 TF

**BAKERY**

VARIETY PK SCO 23014500000

3.99 TF

SUBTOTAL

17.27

TOTAL TAX

.00

TOTAL

17.27

MasterCard TENDER

17.27

Acct:xxxxxxxxxxxx0961

APPRVL CODE 66556C

Cash CHANGE

.00

NUMBER OF ITEMS

3

EXEMPT TAX ID 19364499

T1 ITEM VALUE EXEMPTED 17.27

T1 TAX EXEMPTED .77

T2 ITEM VALUE EXEMPTED .00

T2 TAX EXEMPTED .00

T3 ITEM VALUE EXEMPTED .00

T3 TAX EXEMPTED .00

T4 ITEM VALUE EXEMPTED .00

T4 TAX EXEMPTED .00

Using Your Woods Reward Card,  
Would Have Saved You Another: .79

Trx:136 Term:1 Store:2068 13:16:34

THANK YOU FOR SHOPPING AT WOODS!

BILLY, STORE MANAGER  
END DUPLICATE RECEIPT



Food for  
10-16-2017  
board meeting

Pappo's Pizzeria & Pub  
4705 Osage Beach Parkway  
Osage Beach, MO 65065  
ph (573) 693-1092

-----  
Jeana Booth At 3pm - TABLE: CARRYOUT 1  
1 Guest  
Server: BARTENDER  
10/16/2017 3:07:27 PM  
Sequence #: 0000024  
ID #: 0227344

ITEM	QTY	PRICE
12" Veggies Pizza	1	\$16.25
- Thin Crust		
- TO GO TO GO		
12" Deluxe Pizza	1	\$16.50
- Hand Tossed		
- TO GO TO GO		
Subtotal		\$32.75

-----  
Grand Total **\$32.75**

Credit Purchase  
Name :SIMMS/LINDA  
CC Type :MasterCard  
CC Num :xxxx xxxx xxxx 0961  
Approval :67255C  
Server :BARTENDER  
Ticket Name :Jeana Booth At 3pm

Payment Amount: \$32.75

Tip: \_\_\_\_\_

Total: \_\_\_\_\_

X \_\_\_\_\_  
TSYS  
CUSTOMER COPY  
I agree to pay the amount shown above.

-----  
Thank you for visiting PaPpos!  
Come back soon!



**DAYS INN - KIRKSVILLE, MO**

3805 SOUTH BALTIMORE STREET  
KIRKSVILLE, MO 63501 US

Phone: 660-665-8244

Fax: 660-665-8244

Email: daysinnkirksville@gmail.com

Printed: 10/17/2017 6:56:51 AM

*RACHEL  
JENAWA  
MAE DDS / ARLO IF MO*

**Folio (Detailed)**

Name:	BOOTH, JENAA	Confirmation Number:	10818494
		Account Number:	679-251029
Address:	CC - CC DR PO BOX 722 CAMDENTON, MO 65020 US		
Room:	210	Room Type:	PND1, ACCESS / 2
Rate Plan:	RACK	Daily Rate:	DOUBLES / NSMK
Arrival:	10/16/2017 (Mon)	Departure:	10/17/2017 (Tue)
		Nights:	1
		Guests:	1/0
		GTD:	MC - MASTER CARD
			XXXX XXXX XXXX 0961

Room Rate:  
10/16/2017 (Mon) - 10/16/2017 (Mon)      \$94.99 + \$12.97 Tax per night.

Date	Code	Description	Amount	Balance
10/16/2017	RM	ROOM CHARGE	\$94.99	\$94.99
10/16/2017	200	STATE TAX	\$7.93	\$102.92
10/16/2017	201	LODGING TAX	\$3.42	\$106.34
10/16/2017	SAFEFEE	SAFE WITH LIMITED WARRANTY	\$1.62	\$107.96
10/17/2017	MC	MASTER CARD (0961)	(\$98.41)	\$9.55
10/17/2017	200	STATE TAX	(\$7.93)	\$1.62
10/17/2017	SAFEFEE	SAFE WITH LIMITED WARRANTY	(\$1.62)	\$0.00

**Summary**

Room	Tax	F&B	Other	CC	Cash	DB
\$94.99	\$3.42	\$0.00	\$0.00	(\$98.41)	\$0.00	\$0.00

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. Points can be redeemed for free nights, gift cards, merchandise and more. If you're not already a member, join at the front desk, visit us at [www.wyndhamrewards.com](http://www.wyndhamrewards.com) or call 1-866-WYN-RWDS.

**Guest Signature:**

\_\_\_\_\_

(1) Regardless of charge instructions, the undersigned acknowledges the above as personal indebtedness. (2) This property is privately owned and management reserves the right to refuse services to any one, and will not be responsible for injury or accidents to guests or loss of money, jewelry or any personal valuables of any kind. "We or our affiliates may contact you about goods and services unless you call 888-946-4283 or write to Opt Out/ Privacy, Wyndham Hotel Group, LLC, 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our website about privacy."

Thank you for being our guest! Book at [www.DaysInn.com](http://www.DaysInn.com) for best rates.

and a  
enter

receipt for your chance

2HX124WM



MACDDS  
DEER PRE265

( 573 ) 346 - 3588  
MANAGER PAUL GARDNER  
94 CECIL ST  
CAMDENTON MO 65020

ST# 00089 OP# 003954 TE# 01 TR# 08430  
VISA 25 GC 083032400859 3.44 0

CARD RELOAD 060538819035 25.00 0  
VISA 25 GC 083032400859 3.44 0

CARD RELOAD 060538819035 25.00 0  
SUBTOTAL 56.88

TOTAL 56.88  
MCARD TEND 56.88

MasterCard \*\*\*\* \*13 73  
APPROVAL # 67305C  
REF # 729600518509  
PAYMENT SERVICE - A

AID A0000000041010  
TC C13BE4BC592B9837  
TERMINAL # SC010272  
\*Signature Verified

10/23/17 16:07:45  
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY  
25.00 DEBIT LOAD  
ACCOUNT # \*\*\*\* \*13 73  
REF # 729621709709  
NETWORK ID. 0049 APPR CODE 352778  
TERMINAL # 00000000

10/23/17 16:07:57

EFT DEBIT PAY FROM PRIMARY  
25.00 DEBIT LOAD  
ACCOUNT # \*\*\*\* \*13 99  
REF # 729621248833  
NETWORK ID. 0049 APPR CODE 352838  
TERMINAL # 00000000

10/23/17 16:07:59  
# ITEMS SOLD 4

Your Wal-Mart Visa Gift Card has  
been activated. Please call  
1-866-633-9096 for refunds.  
No in-store refunds. Please keep  
this receipt for your records.

TC# 4656 7189 0312 0005 343



Low Prices You Can Trust. Every Day.  
10/23/17 16:08:01  
\*\*\*CUSTOMER COPY\*\*\*



Receipt for Camden County Developmental Disability Resources

Account ID: 64546591



Payment Date  
Oct 23, 2017 11:01am

Payment Method  
MasterCard \*0961  
Reference Number: RS9F7DAH92

Transaction ID  
1349351791843389-2971207

Product Type  
Facebook

Paid

\$25.00 USD

You're being billed because you reached your \$25.00 billing threshold.

Campaigns

Event: Pirate Park Party

From Oct 19, 2017 10:00am to Oct 23, 2017 11:00am

\$25.00

Event: Pirate Park Party

2,984 Impressions

\$25.00

Macks Creek Park Event

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

ID #: 7L2JB1YXY4

MACKS  
CREEK  
PARK ADVISORY  
BOARD & CCDDR  
PICNIA



( 573 ) 346 - 3588  
MANAGER PAUL GARDNER  
94 CECIL ST  
CAMDENTON MD 65020

ST# 00089	DP# 004023	TE# 04	TR# 01750
SF CC COOKIE	007874213253	F	4.64 0
SF CC COOKIE	007874213253	F	4.64 0
FOAM CUPS	007874201449		0.98 0
FOAM CUPS	007874201449		0.98 0
FOAM CUPS	007874201449		0.98 0
FOAM CUPS	007874201449		0.98 0
GV 1 EDY MG	007874204025		0.98 0
BOUNTY NAP	003700006356		5.47 0
MULTIPACK	002840000288	F	6.98 0
MULTIPACK	002840057605	F	9.98 0
MULTIPACK	002840064680	F	6.98 0
MULTIPACK	002840057605	F	9.98 0
GV RELISH	007874221397	F	1.96 0
GV KETCHUP	007874214073	F	2.92 0
CHP MULTIPCK	002840004098	F	3.98 0
YLW MUSTARD	007874206226	F	1.38 0
SUBTOTAL			63.81
TOTAL			63.81
SHOPPING CARD TEND			50.00
M CARD TEND			13.81

MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 68344C  
REF # 730000451049  
PAYMENT SERVICE - A

AID A0000000041010  
TC B94D62FFEDAC519E  
TERMINAL # SC010127  
\*NO SIGNATURE REQUIRED

10/27/17 07:38:48  
CHANGE DUE 0.00

SHOP. CARD REDEMPTION 50.00  
ACCOUNT 614664043462\*\*\*\*  
APPR. CODE = 307002  
REF #0060186

Beg Bal	Tran Amt	End Bal
50.00	50.00	0.00
10/27/17	07:38:12	

# ITEMS SOLD 16

TC# 1809 7348 7938 5527 47



Low Prices You Can Trust. Every Day.  
10/27/17 07:39:13  
\*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart Pay.



1/2 DOWN MARKS CREEK  
PARK UNLIMITED PLAY  
GROUND - REC-NIC

Laurie Tent and Event Rental  
822 N Main St  
Gravois Mills, MO 65037  
(573) 374-1313

Merchant ID: 3645  
Term #: 0005

Store #: 4767  
Ref #: 0001

### Phone Order

XXXXXXXXXXXX0961

MASTERCARD

Entry Method: Manual

Total: \$

450.00

10/26/17

09:39:00

Inv #: 000001

Appr Code: 69003C

Transaction ID: 1026MCBGFHXD

Apprvd: Online

Batch#: 000068

AVS Code: EXACT MATCH Y

CVC2 Code: MATCH N

Customer Copy

THANK YOU

OB  
OFFICE

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

ID #: 7L2JQZZ193



( 573 ) 346 - 3588  
MANAGER PAUL GARDNER  
94 CECIL ST  
CAMDENTON MO 65020

ST# 00089 DP# 004112 TE# 05 TR# 04973  
SPKL 2 GIANT 003040021774 2.77 0  
GV 13G 120C 007874220021 13.26 0  
SUBTOTAL 16.03  
TOTAL 16.03  
MCARD TEND 16.03

MasterCard \*\*\*\* \* 0961 I 22  
APPROVAL # 60305C  
REF # 1042000314

AID A0000000041010  
TC C350E49470F027F1  
TERMINAL # SC010022  
\*NO SIGNATURE REQUIRED

10/31/17 07:00:37  
CHANGE DUE 0.00  
# ITEMS SOLD 2

TC# 6478 7195 6495 1639 2909



Low Prices You Can Trust. Every Day.  
10/31/17 07:01:02  
\*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart Pay.





# Laurie Tent & Event Rental

**Invoice** 103004

14120 North Highway 5  
 Sunrise Beach, MO 65079  
 573-374-TENT (8368)

laurierental.com • laurietentrental@gmail.com

- Tents (All Sizes)
- Tables, Chairs & Linens
- Dance Floors & Stages
- Fans & Heaters
- DJ, Video, PA & Karaoke Equipment
- Lighting
- Bounce Houses & Water Mats
- Light Towers & Generators
- Bars, Coolers & Ice
- Grills
- Cotton Candy & Sno-Cones Machines
- Margarita & Frozen Drink Machines
- Portable Toilets

Date: 10-28-17

To: Camden County Devel Disability Resources  
Linda Simms

QTY	DESCRIPTION	AMOUNT
1	20 x 40 Frame Tent	480.00
	130 ft Curtains @ \$1.00 per ft.	130.00
14	8 ft. Banquet Tables @ \$10.00	140.00
102	Chairs @ \$1.75	179.00
1	Patio Heater	75.00
		<hr/>
		994.00
	Delivery/Pickup	100.00
		<hr/>
		1094.00
	pd. deposit	- 450.00
		<hr/>
		644.00
	Donate Bouncehouse Additional Rental	200.00
	Value \$200.00	
		<hr/>
		\$844.00

Thank You for Your Business

**Delivery & Pick-Up Service Available • TERMS: DUE UPON RECEIPT**

This is a contract of renting only and not of sale. The undersigned renter agrees that he has rented the item(s) herein described upon the express condition that it will at all times remain the property of the rental agent named above; that he has examined said item, found it to be in good condition and will return it in as good condition as when he received it, that he will return at once to the rental agent any item not functioning normally, that he will pay when due all charges which accrue because of this rental, including damages to said item. In the event the renter fails to return said item at the agreed time or fails to abide by any of the other terms of this contract, the rental agent may repossess it without notice to the renter. All charges are based on the time item is in the renter's possession whether in use or not. The rental agent is not responsible for accidents or injuries caused directly or indirectly in the use of the rented item.

x \_\_\_\_\_ Date \_\_\_\_\_



Receipt for Camden County Developmental Disability Resources

Account ID: 64546591



*for Macks Creek Event*

Payment Date  
Oct 31, 2017 3:42am

Payment Method  
MasterCard \*0961  
Reference Number: GSH6HCWH92

Transaction ID  
1271500462961861-2990064

Product Type  
Facebook

Paid

**\$25.00 USD**

Remaining ad costs at the end of the month.

Campaigns

Event: Pirate Park Party  
From Oct 23, 2017 12:00am to Oct 27, 2017 9:30am

\$25.00

Event: Pirate Park Party

2,713 Impressions

\$25.00

OSAGE BEACH  
5545 OSAGE BEACH PKWY  
OSAGE BEACH  
MO  
65065-9998  
2860360829  
(800)275-8777

4:13 PM

STAMPS  
OB OFFICE

Product Description	Sale Qty	Final Price
Pets Bklt (Unit Price:\$9.80)	7	\$68.60
Holiday Windows (Unit Price:\$9.80)	9	\$88.20
Christmas Carols (Unit Price:\$9.80)	9	\$88.20
<b>Total</b>		<b>\$245.00</b>
Credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXX0961) (Approval #:63023C) (Transaction #:567)		\$245.00

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

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

\*\*\*\*\*  
Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at [usps.com/poboxes](http://usps.com/poboxes).  
\*\*\*\*\*

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

UNITED STATES POSTAL SERVICE  
HOLIDAY HIRING!  
August 25, 2017 to September 13, 2017  
\$12.00/hour - \$16.98/hour  
MUST APPLY ONLINE  
AND CREATE YOUR PROFILE  
[www.usps.com/careers](http://www.usps.com/careers)  
Search for jobs in MISSOURI & ILLINOIS  
MUST APPLY FOR EACH POSITION  
CHECK DAILY FOR  
ADDITIONAL OPPORTUNITIES



Google Inc  
1600 Amphitheatre Pkwy  
Mountain View, CA 94043  
United States  
Federal Tax ID: 77-0493581

# Invoice

**Bill to**

dba Camden Co Develpmntal Disability Resources  
Camden County Senate Bill 40 Board  
PO Box 722  
100 Third Street  
Camdenton, MO 65020  
United States

**Details**

Invoice number: 3385729050  
Issue date: Oct 31, 2017  
Payment terms: Due immediately  
Billing ID: 9176-0235-3316  
Billing Account Number: 3543-8551-1772-0210

**Google Cloud - GSuite**

Account ID: ccddr.org

Oct 1, 2017 - Oct 31, 2017

Description	Interval	Quantity	Amount (\$)
G Suite Business: Usage	Oct 1 - Oct 31	21	210.00
Subtotal in USD:			210.00
State sales tax (0%):			0.00
Amount due in USD:			210.00

Bill to: Camden County Senate Bill 40 Board  
Billing ID: 9176-0235-3316  
Invoice number: 3385729050

Amount due in USD:

**\$210.00**

You will be automatically charged for the amount due. No action is required on your part.

MO  
 65020-9998  
 2812420020  
 10/04/2017 (800)275-8777 12:18 PM

Product Description	Sale Qty	Final Price
PM 2-Day Flat Rate Env (Domestic) (VERSAILLES, MO 65084) (Flat Rate) (Expected Delivery Day) (Friday 10/06/2017)	1	\$6.65
Certified (@@USPS Certified Mail #) (70162070000031811050)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912075)	1	\$2.75
First-Class Mail Large Envelope (Domestic) (WARSAW, MO 65355) (Weight:0 Lb 6.00 Oz) (Expected Delivery Day) (Friday 10/06/2017)	1	\$2.03
Certified (@@USPS Certified Mail #) (70162070000031811067)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912068)	1	\$2.75

Total \$20.88  
 Credit Card Remitd \$20.88  
 (Card Name:MasterCard)  
 (Account #:XXXXXXXXXX3221)  
 (Approval #:68157C)  
 (Transaction #:778)

Includes up to \$50 insurance  
 Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit USPS.com USPS Tracking or call 1-800-222-1811.

\*\*\*\*\*  
 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for use at select Post Offices.

7016 2070 0000 3181 1067

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

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

**WARSAW, MO 65355**

**OFFICIAL USE**

Certified Mail Fee	\$3.35
Extra Services & Fees (check box, add fee as appropriate)	\$2.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$2.03
Total Postage and Fees	\$8.13

Postmark Here  
 10/04/2017

Sent To **Atten: Jennifer Schliefert  
 Center for Human Services**  
 Street and Apt. **129 Tower Dr**  
 City, State, ZIP+ **Warsaw, MO 65355**

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

7016 2070 0000 3181 1067

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

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

**VERSAILLES, MO 65084**

**OFFICIAL USE**

Certified Mail Fee	\$3.35
Extra Services & Fees (check box, add fee as appropriate)	\$2.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$6.65
Total Postage and Fees	\$12.75

Postmark Here  
 10/04/2017

Sent To **Atten: Roxanne Warren**  
 Street and Apt. **Morgan County SB 40 Board**  
 City, State, ZIP **105 N. Fisher  
 Versailles, MO 65084**

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

Master Files

=====  
CAMDENTON  
625 W US HIGHWAY 54  
CAMDENTON  
MO  
65020-9998  
2812420020  
10/04/2017 (800)275-8777 12:20 PM  
=====

Product Description	Sale Qty	Final Price
PM 2-Day Med FR Box (Domestic) (ROLLA, MO 65402) (Flat Rate) (Expected Delivery Day) (Friday 10/06/2017)	1	\$13.60
Certified (@@USPS Certified Mail #) (70162070000031811029)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912105)	1	\$2.75
<b>Total</b>		<b>\$19.70</b>

Credit Card Remitd **\$19.70**  
(Card Name:MasterCard)  
(Account #:XXXXXXXXXX3221)  
(Approval #:60168C)  
(Transaction #:779)

Includes up to \$50 insurance

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

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

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

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

\*\*\*\*\*  
Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at [usps.com/pobboxes](http://usps.com/pobboxes).

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

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

ROLLA, MO 65402

OFFICIAL USE

Certified Mail Fee	\$3.35	
Extra Services & Fees (check box, add fee as appropriate)	\$2.75	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$13.60	
Total Postage and Fees	\$19.70	

Postmark Here  
100  
10/04/2017

Sent To **Records**  
Street and **Rolla Regional Office**  
City, State **105 Fairgrounds Road**  
**P.O. Box 1098**  
**Rolla, MO 65402**

Form See Reverse for Instructions

95 2070 0000 0000 0000 1025

CAMDENTON  
625 W US HIGHWAY 54  
CAMDENTON  
MO

65020-9998  
2812420020

10/10/2017 (800)275-8777 4:17 PM

Product Description	Sale Qty	Final Price
PM 2-Day Med FR Box (Domestic) (SPRINGFIELD, MO 65802) (Flat Rate) (Expected Delivery Day) (Thursday 10/12/2017)	1	\$13.60
Certified (@@USPS Certified Mail #) (70162070000031811074)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912051)	1	\$2.75

Total \$19.70

Credit Card Remitd \$19.70  
(Card Name:MasterCard)  
(Account #:XXXXXXXXXXXX3221)  
(Approval #:67534C)  
(Transaction #:802)

Includes up to \$50 insurance

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

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

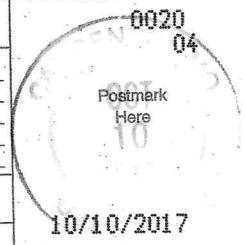
Save this receipt as evidence of insurance. For information on filing an insurance claim go to <https://www.usps.com/help/claims.htm>.

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

\*\*\*\*\*  
Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at [usps.com/post-office](http://usps.com/post-office)  
\*\*\*\*\*

7016 2070 0000 3181 1074

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>	
SPRINGFIELD, MO 65802	
Certified Mail Fee	\$3.35
Extra Services & Fees (check box, add fee as appropriate)	\$2.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$13.60
Total Postage and Fees	\$19.70
Sent To <b>Records</b>	
Street and A <b>Springfield Regional Office</b>	
City, State, <b>1515 E. Pythian</b> <b>Springfield, MO 65801</b>	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	



## Order summary

WALMART.COM

Order subtotal:	\$286.44
Mid-States Distributors shipping:	\$5.13
Pickup:	Free
Total tax:	\$0.32
<b>Order total:</b>	<b>\$291.89</b>

## Billing information

### Billing Address:

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

### Payment Method(s):

MASTERCARD - 3221

**Credit cards** aren't charged until your order ships. If you see a pending charge on your account prior to shipping, this is an authorization hold to ensure the funds are available.

## Helpful information

- Need to cancel? Click the **Request Cancellation** button in your account. Please act quickly — you can only cancel until your order starts processing.
- Need to return? Start a return for any Walmart or Marketplace item in your account.  
For more information visit our returns help page.
- Credit cards aren't charged until your order ships or your pickup order is ready at the store. If you see a pending charge on your account prior to this, it's an authorization hold to ensure the funds are available.

ON 204

GAS VAN

134 East Highway 54  
Camdenton MO 65020

SIGNAL FOOD STORES  
L329323569001  
134 W HIGHWAY 54  
CAMDENTON , MO  
65020  
10/18/2017 15341711  
02:04:15 PM

XXXX XXXX XXXX 3221  
Mastercard  
MAHA/GLENDA  
INVOICE 051124  
AUTH 62215C

PUMP# 6  
REGULAR 14.923G  
PRICE/GAL \$2.199

FUEL TOTAL \$ 32.82

CREDIT \$ 32.82

-----  
Customer-activated Purchase/Capture  
Sequence Number 64122  
APPROVED 62215C

Signal Rewards Members-please visit  
[www.SignalRewardsCard.com](http://www.SignalRewardsCard.com) or our mobile  
app for reward balance! Thanks!



Trunk-or  
Treat  
CLC

DOLLAR GENERAL STORE #02611  
985 N BUSINESS ROUTE 5  
PO BOX 3688  
CAMDENTON, MO 65020-8829  
(573) 346-3434

ORGANIZATION NAME  
CAMDEN CNTY SENATE BILL 40 BRD  
ADDRESS 100 THIRD ST  
CAMDENTON, MO  
65020

TAX EXEMPT SALE

RICE KRISPIES MINIS	E	3.00
	038000007200-110	
RICE KRISPIES MINIS	E	3.00
	038000007200-110	
RICE KRISPIES MINIS	E	3.00
	038000007200-110	
HALLOWEEN DUM	DUM SU E	2.00
	030800190007-110	
HALLOWEEN DUM	DUM SU E	2.00
	030800190007-110	
TOOTSIE ROLL MIDGEES	E	4.00
	071720552704-110	
PAPER JOINTED SKELET		1.00
	430000794874-410	

TOTAL \$18.00  
MASTERCARD ~~\$18.00~~

\*\*\*\*\*3221  
EXPIRY: \*\*/\*\* CHIP  
AUTH# 68338C  
REFERENCE# 10003033275  
AID# A000000041010

CUSTOMER COPY

ITEMS 7  
2017-10-28 15:29:02 02611 03 2882



=====

CAMDENTON  
 625 W US HIGHWAY 54  
 CAMDENTON  
 MO  
 65020-9998  
 2812420020  
 11/03/2017 (800)275-8777 12:51 PM

=====

Product Description	Sale Qty	Final Price
PM 2-Day Med FR Box (Domestic) (VERSAILLES, MO 65084) (Flat Rate) (Expected Delivery Date) (Monday 11/06/2017)	1	\$13.60
Certified (©©USPS Certified Mail #) (70162070000031811081)	1	\$3.35
Return Receipt (©©USPS Return Receipt #) (9590940226316336912044)	1	\$2.75
<b>Total</b>		<b>\$19.70</b>
Credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXX3221) (Approval #:61301C) (Transaction #:755)		\$19.70

Includes up to \$50 insurance

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

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

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

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

7016 2070 0000 3161 1081

<b>U.S. Postal Service™</b> <b>CERTIFIED MAIL® RECEIPT</b> <i>Domestic Mail Only</i>	
For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>	
VERSAILLES, MO 65084	
Certified Mail Fee \$3.35	\$7.75
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage \$13.60	\$19.70
Total Postage and Fees	\$19.70
Sent To Roxanne Warren	
Street a. Morgan County SB 40 Board	
City, State Versailles, MO 65084	
PS Form 3800, September 2010	Reverse for Instructions

Resolutions 2017-76,  
2017-77, 2017-78,  
2017-79, 2017-80 &  
2017-81



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
RESOLUTION NO. 2017-76*

FISCAL YEAR 2018 BUDGET

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

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, concludes that the Executive Director has proposed a 2018 Fiscal Year Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the 2018 Fiscal Year Budget for final review and approval by the Board; the 2018 Fiscal Year Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
2. That the 2018 Fiscal Year Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2017-76

CamdenCounty Senate Bill 40 Board  
dba Camden County Developmental Disability Resources (CCDDR)  
BudgetSummary  
FY 2018 Budget

**Budget Overview**

**Income**

Tax Levy Revenue is expected to increase only slightly in 2018. The increase in 2018 compared to 2017 is estimated to be approximately 1.38%. Exact billings were unavailable from Camden County at the time the budget was produced; therefore, tax revenue was based on the most recently published Camden County Assessor's projection.

Targeted Case Management (TCM) Revenue will fluctuate with the number of total caseloads; however, total caseload counts have now stabilized. It is not anticipated there will be caseload growth; however, any growth will be marginal at best. CCDDR currently serves approximately 45% of the estimated I/DD population in Camden County, which is higher than the 36% average statewide. The current TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DD), has now created an online TCM cost per unit reporting database. DMH/DD contracted with PCG Consultants to create the annual reporting program and to train TCM entities on how to complete the annual reporting. The realization that annual TCM cost per unit reporting has been submitted incorrectly in the past has come to fruition. The positive discovery is that several entities (CCDDR not included) have not reported all expenses related to TCM programs; however, the negative discovery was that expenses related to case management provided to Medicaid ineligible clients were misrepresented or not reported. The United States Office of Inspector General (OIG) audited Missouri's TCM unit rate and discovered the state did not follow the appropriate guidelines for determining the annual TCM rate; therefore, DMH/DD began reviewing its practices on rate determination. In 2014, the TCM cost per unit determination based on the annual reports reflected a statewide cost to provide TCM services at \$6.79 per unit, which is only \$81.48 per hour. 2015 annual reporting reflected almost identical amounts. 2016 annual reporting was due 9/29/17; however, results have not yet been determined. If the current rate is not justified, DMH/DD has the option to reduce the rate, which will be a major impact on TCM entities' financial stability. If this were to occur, the estimated reduction of TCM income could be as much as 20%. The possibility that the TCM rate will reduce at some point is a looming possibility; however, there is hope the rate adjustment will not occur until 2025. Several TCM entities were required to eliminate conflicted TCM programs as a result of the HCBS Final Rule, which means provider agencies cannot provide TCM and direct support services to the same individuals. This required TCM entities to either create new entities or terminate their TCM relationships with clients, which should increase the cost per unit averages.

In 2017, the TCM Contract Allocation, aka “cap”, calculation in the contract with DMH/DD was changed to 35 caseloads per Support Coordinator with a maximum billable hours of 120 per month. DMH/DD’s review of billed TCM claims is determined quarterly and reflects the caseload counts at the end of each State Fiscal Year Quarter. It is anticipated CCDDR will exceed this “cap” when the final State Fiscal Year totals are revealed, which will occur in June of 2018. Current State budget woes are consistently prompting demands for cuts from each State department, which could ultimately impact DMH/DD’s ability to pay for TCM services.

Support Coordination services to individuals not participating in the State’s Medicaid or other State-only funded programs will be discontinued in 2018. TCM entities will have the option to continue if they so desire. CCDDR will continue to provide services, called Resource Coordination (RC), to individuals not eligible to receive Medicaid or State-only funded services. CCDDR began separating TCM and RC services and associated costs in 2017. RC service units are paid from the SB 40 tax funds at the same rate as TCM.

### Expenses

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

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

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

Traditional Medicaid Match expenses from prior years were scrutinized and significantly reduced by the Board between 2012 and 2014 so Tax Levy Revenue could be used for services and programs identified in Camden County as needing the funds to sustain or expand needed operations and to create new programs needed within the county. As a

result of this proactive measure, the Board has been able to re-establish an acceptable Operational Reserve Fund and has been able to successfully maintain restricted funds accounts. Once the 2017 year-end unaudited financials are determined to be finalized, excess cash available, if any, will be identified and restricted appropriately by the Board. In 2016, CCDDR notified DMH/DD that the agency wished to terminate contributions to Traditional Medicaid Match contributions. In June of 2017, the Traditional Medicaid Match Agreement was terminated.

At the beginning of 2012, there were approximately 140 individuals receiving TCM services from the Board. By year-end 2017, it is projected there will be approximately 320 individuals receiving services from the Board. As stated earlier, caseload counts in 2018 are expected to remain stabilized. Measures have been implemented to offset reduced billings in the event service revenues do not aspire to the levels anticipated. Medicaid eligible clients peaked at 87% in 2015; however, the eligibility percentage reduced to 83% at the end of 2016. Significant efforts were undertaken by CCDDR staff to assist individuals in Medicaid redeterminations, which has helped increase the Medicaid percentage to at or above 85%.

There are currently 18 employees working for CCDDR; however, the number of employees will reduce to 17. One employee will be retiring, and, although the position will be filled internally, the remaining vacancy will not be filled. In 2017, salaries were adjusted and equalized with agencies of similar size so that employment retention and attraction could be increased. An analysis in 2016 indicated that 11 of the 18 staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. The aforementioned positions represented 62% of CCDDR's current workforce.

According to the Bureau of Labor Statistics, the Consumer Price Index showed a 2.0% increase for the 12 months ending October. It is recommended that a 2% cost of living adjustment for employees be implemented in January of 2018; however, it is also recommended merit increases not be implemented in 2018 due to the significant increases in various expenses, such as employee health insurance and retirement.

### New Programs and Agency Developments

The Housing Voucher Program (HVP) was launched in January of 2014. This program still appears to be the only one of its kind for Senate Bill 40 Boards in the State of Missouri. The program was architected based on the Section 8 Choice Voucher Program as administered by the United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation are similar to the HUD Section 8 Choice Voucher Program; however, there are also certain distinct difference relative to the characteristics of Camden County I/DD clients and their families. Funding for the HVP comes from the SB 40 tax funds and only those Camden County residents who are eligible for and participate in TCM or RC services will be able to participate. There were 25



vouchers authorized at the end of 2017.

The Keystone property was purchased in July of 2014 and was intended to expand the operations of LAI and/or expand services available to Camden County clients. LAI eventually declined to use the property and its 5,000 square foot facility, which provided other possibilities for usage. Over the past three years, the Board restricted funds for improvements to the new facility and the Camdenton TCM office. These improvements began in 2017 and will continue throughout 2018. A new roof system was installed at the 5,000 square foot Keystone facility and renovations are in process to its front office portion. New carpet was installed in the main area of the building, which is where trainings, activities, and Board meetings are held. There is approximately three acres on the property which could also be used for additional structural development.

CCDDR will be committing a great deal of time, effort, and resources to the further development of community employment and transportation programs in 2018. CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners working on a truly “public” transportation system, and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTC). The LOTC is comprised of Miller and Morgan County SB 40 representatives as well as CCDDR, OATS, Central Ozarks Medical Center, and other community stakeholders. CCDDR also helped to fund an extended weekday and weekend transportation system in 2017, which operates seven days per week. It is expected, if needed, for this funding to continue. Enhancing public transportation will increase CCDDR’s clients opportunities to access their communities and is cheaper than relying on Medicaid-only transportation providers.

Since DMH/DD has now successfully adopted and established viable community employment support programs, a more intuitive approach and an aggressive concentration of efforts will continue to be focused on establishing new community partnerships, educating clients and their families, educating the community, seeking alternative sources for funding, and increasing client social capital. CCDDR is partnering with the Missouri Inclusive Housing Corporation, local developers, local builders, investors, and other community stakeholders to develop a housing initiative to promote and adopt the development of universal housing design concepts. Accessible and affordable housing continues to be an issue in Lake Area communities. The ultimate objective in all collaborative endeavors will be to increase successful community inclusion outcomes.

### Challenges

The expansion of current programs, expansion of services, and development of new programs will have its challenges. Success will depend on client, provider network, political, business, and general public support. The Center for Medicare and Medicaid Services published final rules in 2014 about organizations offering TCM services, direct support services, and other services (conflict-free case management). It has been determined CCDDR is considered “conflict-free”. TCM entities are also now charged with

the duty of enticing more choices for services and service providers to their areas if the area is lacking. Recent involvement, lawsuits, and published guidance by the United States Department of Justice cite the need to affirm individuals with disabilities' Civil Rights are acknowledged. Coupled with increased State budget woes, this will add anxiety to an already stressed service support network. CCDDR is taking aggressive steps to improving services for its individuals; however the uncontrollable and unpredictable political and fiscal climates along with the uncertainty of Federal translations of new laws, rules, and guidelines may delay or hinder new programs and ventures from evolving.

TCM program funding will be contingent on any change or final determination of the TCM rate. CCDDR's TCM program funds approximately 89% of its operational expenses. If there is a significant reduction in the TCM rate, CCDDR's operations will be affected monumentally, and tough decisions will need to be made in order to continue to preserve CCDDR services.

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

#### [Link to Strategic Plan](#)

The Fiscal Year 2018 Budget is a representation of our Agency's Strategic Plan. The Agency is aggressively pursuing new program development, service expansion, and successful community inclusion outcomes for its clients. Our Agency intends to set the precedence for rural, "grass-roots" support system development, improving local support service availability, and recognizing the special needs of our individuals and their families when associated expenses are not offset through other programs or statewide budget cuts, while at the same time acknowledging individuals' and families' rights.

Respectfully Submitted,

Ed Thomas – Executive Director

**SB 40 Tax 2018**

Acct	Title	
4000	SB 40 Tax Income	
4105	County Tax Receipts	\$926,574
4140	Interest Income - County Tax Funds	\$4,800
4150	MEHTAP Grant	\$5,272
	Total Income	\$936,646
5800	Other General & Administrative	
5805	Audit Service/Fees	\$0
5810	Consulting Fees	\$0
5815	CPA Fees	\$0
5820	Legal/Attorney Fees	\$9,600
5825	License/Certification/Permit Fees	\$0
5830	Membership/Association Dues	\$0
5855	Seminars/Training	\$0
5860	Survey Expenses	\$0
5865	Travel/Lodging/Meals Expense	\$0
5898	Offset from Restricted Funds	\$0
5899	Miscellaneous	\$0
	Total Other G&A	\$9,600
6700	Partnership for Hope	
6705	Transportation	\$300
6706	Career Planning	\$900
6707	Pre-Vocational Services - Individual	\$300
6708	Job Development	\$300
6709	Community Employment - Individual	\$2,760
6710	Behavior Services/Senior B. Consultant	\$120
6711	Pre-Vocational Services - Group	\$300
6712	Supported Employment - Group	\$300
6715	Behavior Services/Positive B. Support	\$0
6716	Senior Behavior Consultant	\$600
6720	Behavior Analysis	\$300
6725	Community Specialist	\$0
6730	Environmental Accessibility Adaptations	\$0
6735	Dental	\$0
6740	PA - Indiv., Self-Directed	\$21,600
6745	PA - Agency/Contractor (General)	\$1,500
6750	PA - Medical/Behv	\$0
6755	Assistive Technology	\$300
6760	Home Skills Development - Individual	\$2,700
6765	Support Broker, Agency	\$60
6775	Special Medical Equipment & Supplies	\$5,400
6780	Offsite Day Hab - Individual	\$14,400
6785	Offsite Day Hab - Group	\$4,800
6790	Onsite Day Hab - Individual	\$300

	6791	Individual Skill Development - Group	\$300
	6795	Career Prep Services - Off Site Grp	\$0
	6796	Temporary Residential	\$0
	6798	Offset from Restricted Funds	(\$9,850)
		Total Partnership for Hope	\$47,690
6900		Targeted Case Management	
	6920	DMH Billing	\$55,114
	6930	TCM Shortfall	\$0
	6940	Non-Medicaid TCM	\$124,900
	6998	Offset from Restricted Funds	\$0
		Total TCM	\$180,014
7100		Housing Programs	
	7105	Housing Voucher Program	\$144,000
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$12,000
	7125	Inspections	\$3,125
	7130	Re-Inspections	\$2,500
		Total Housing Programs	\$161,625
7200		CLC	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$17,503
	7225	Step Ahead Program	\$144,000
	7298	Offset from Restricted Funds	\$0
		Total CLC	\$161,503
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$195,472
	7310	LAI - Transportation	\$67,200
	7311	Transportation - No Medicaid Rate	\$0
	7312	Transportation - Medicaid Rate Differential	\$0
	7315	DESE Shortfall	\$0
	7320	New Programs	\$0
	7325	Thrift Store	\$0
	7330	Contract Packaging	\$0
	7335	Foam Recycling	\$0
	7340	Gifted Gardens	\$0
	7345	Miscellaneous/Unclassified Services	\$0
	7350	Shredding	\$0
	7355	Wood Products	\$0
	7390	LAI - Operations Shortfall	\$66,738
	7395	Assets/Capital Improvements	\$115,520
	7398	Offset from Restricted Funds	(\$182,258)
		Total Sheltered & Community Employment	\$262,672

7500	Community Employment		
7505	Pre-Vocational Services - Individual		\$0
7510	Supported Employment - Individual		\$1,200
7515	Career Planning		\$2,400
7520	Job Development		\$1,200
7525	Pre-Vocational Services - Group		\$0
7530	Supported Employment - Group		\$0
7550	Transportation		\$2,400
7598	Offset from Restricted Funds		\$0
7599	Miscellaneous		\$0
		Total Community Employment	\$7,200
7900	Special/Additional Needs		
7905	Medicaid Spend Down		\$76,608
7910	Brownell's PT - Other		\$4,200
7915	Personal Assistant		\$18,000
7920	Other Miscellaneous Service Costs		\$13,600
7925	Transportation		\$47,400
7998	Offset from Restricted Funds		(\$45,000)
7999	Misc (Services, Supplies, Materials, Equipment, etc)		(\$8,466)
		Total Special/Add. Needs	\$106,342
		<b>Total Expenses</b>	<b>\$936,645</b>
		<b>Net Income</b>	<b>\$0</b>





7900	Special/Additional Needs																
7905	Medicaid Spend Down	\$76,608	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$6,384	\$76,608
7910	Brownell's PT - Other		\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$4,200
7915	Personal Assistant		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$18,000
7920	Other Miscellaneous Service Costs		\$300	\$300	\$300	\$300	\$300	\$10,300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$13,600
7925	Transportation		\$200	\$200	\$200	\$200	\$45,200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$47,400
7998	Offset from Restricted Funds		\$0	\$0	\$0	\$0	(\$45,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$45,000)
7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$130	\$130	\$130	\$130	\$130	(\$9,900)	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	(\$8,466)
<b>Total Special/Add. Needs</b>			<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,834</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$8,864</b>	<b>\$106,342</b>
<b>Total Expenses</b>			<b>\$68,688</b>	<b>\$71,079</b>	<b>\$72,184</b>	<b>\$73,334</b>	<b>\$73,334</b>	<b>\$133,221</b>	<b>\$73,334</b>	<b>\$73,334</b>	<b>\$73,334</b>	<b>\$73,334</b>	<b>\$78,138</b>	<b>\$73,334</b>			<b>\$936,645</b>
<b>Net Income</b>			<b>\$753,338</b>	<b>(\$47,238)</b>	<b>(\$40,854)</b>	<b>(\$62,166)</b>	<b>(\$63,624)</b>	<b>(\$125,700)</b>	<b>(\$65,771)</b>	<b>(\$63,078)</b>	<b>(\$66,025)</b>	<b>(\$68,922)</b>	<b>(\$76,826)</b>	<b>(\$73,134)</b>			<b>\$0</b>



**Services (Annually)**

Acct	Title	
4500	Services Income	
4505	Medicaid TCM Direct Service	\$1,068,612
4506	Non-Medicaid TCM Direct Service	\$124,900
4507	TCM Direct Support	\$0
4508	TCM Non-Billable	\$0
4515	TCM Support	\$0
4530	Rent	\$5,712
4540	Interest Income - TCM Funds	\$300
4999	Other	\$0
		<b>Total Income</b>
		<b>\$1,199,524</b>
5000	Payroll & Benefits	
5004	CRC Employee Salaries	\$37,446
5005	TCM Employee Salaries	\$334,279
5006	Administrative Employee Salaries	\$294,043
5014	CRC Employee Taxes	\$3,351
5015	TCM Employee Taxes	\$29,918
5016	Administrative Employee Taxes	\$26,317
5017	TCM Payroll Bank/Electronic Transaction Fees	\$333
5018	Administrative Payroll Bank/Electronic Fees	\$200
5019	CRC Payroll Bank/Electronic Fees	\$33
5020	TCM Employee Retirement	\$24,733
5021	Administrative Employee Retirement	\$22,935
5022	CRC Employee Retirement	\$2,921
5025	TCM Employee Health Insurance	\$90,240
5026	Administrative Employee Health Insurance	\$54,144
5027	CRC Employee Health Insurance	\$9,024
5030	TCM Employee Vision/Optical Insurance	\$0
5031	Administrative Employee Vision/Optical Insurance	\$0
5032	CRC Employee Vision/Optical Insurance	\$0
5035	TCM Employee Dental Insurance	\$0
5036	Administrative Employee Dental Insurance	\$0
5037	CRC Employee Dental Insurance	\$0
5040	TCM Employee Life Insurance	\$2,400
5041	Administrative Employee Life Insurance	\$1,440
5042	CRC Employee Life Insurance	\$240
5045	TCM Employee Supplemental Insurance	\$0
5046	Administrative Employee Supplemental Insurance	\$0
5047	CRC Employee Supplemental Insurance	\$0
5050	TCM Employee Workmans Comp Insurance	\$5,250
5051	Administrative Employee Workmans Comp Insurance	\$3,150
5052	CRC Employee Workmans Comp Insurance	\$525
5055	TCM Employee Mileage	\$12,000
5056	Administrative Employee Mileage	\$9,000

	5057	CRC Employee Mileage	\$1,200
	5060	TCM Employee Background Checks	\$120
	5061	Administrative Employee Background Checks	\$180
	5062	CRC Employee Background Checks	\$60
	5065	TCM Employee Drug Testing	\$120
	5066	Administrative Employee Drug Testing	\$180
	5067	CRC Employee Drug Testing	\$60
	5070	TCM Employee Cell Phone Reimbursement	\$4,200
	5071	Administrative Cell Phone Reimbursement	\$2,520
	5072	CRC Employee Cell Phone Reimbursement	\$420
	5098	Offset from Restricted Funds	\$0
		Total Payroll & Benefits	\$972,984
5100		Repairs & Maintenance to Property & Building	
	5105	Appliance Repairs	\$650
	5110	Building-Exterior	\$350
	5115	Building-Interior	\$300
	5120	Cleaning Supplies	\$140
	5125	Common Area Repairs	\$150
	5130	Door Repairs	\$150
	5135	Electrical Supplies/Repairs	\$600
	5140	Floor Covering Repairs	\$360
	5145	HVAC Supplies/Repairs	\$1,200
	5150	Intrusion Alarm Repairs	\$0
	5155	Lighting supplies/Bulbs	\$120
	5160	Locks & Keys	\$25
	5165	Maintenance Supplies/Equipment	\$120
	5170	Parking Lot Maint./Repairs	\$240
	5175	Plumbing Supplies/Repairs	\$240
	5180	Roof Supplies/Repairs	\$120
	5185	Safety Equipment/System Repairs	\$120
	5190	Vehicle Servicing/Repairs/Licensing	\$1,500
	5195	Window/Glass Repairs	\$120
		Total R&M to Property & Building	\$6,505
5500		Contracted Business Services	
	5505	Bookkeeping/Accounting Contract	\$4,800
	5510	Cell Phone/Mobile Internet Contract	\$1,020
	5512	Copier/Scanner Contract	\$900
	5515	Fire Alarm Contract	\$600
	5520	Housekeeping/Cleaning Contract	\$5,600
	5530	InfoTech Support Contract	\$15,425
	5535	Internet Contract	\$1,500
	5540	Intrusion Alarm Contract	\$0
	5545	Landscape Maintenance	\$1,500
	5550	Maintenance Contract	\$0
	5560	Pest Control Contract	\$1,200
	5565	Snow Removal Contract	\$1,000
	5567	Software Usage/Support Contract	\$16,800

	5569	Telephone System Support Contract	\$5,940
	5570	Trash Removal Contract	\$1,800
	5575	Web Site Design/Hosting Contract	\$600
	5579	Rent	\$21,600
	5580	Storage	\$1,200
		Total Contracted Business Services	\$81,485
5600		Presentations/Public Meetings	\$0
	5605	PSA/Presentations/Publications Expense	\$1,800
	5610	Public Meetings Expenses	\$10,125
	5615	Signage	\$4,500
		Total Presentations/Public Meetings	\$16,425
5700		Office Expenses	
	5705	Computer Hardware/Software Expense	\$1,820
	5710	Copy Machine Expense	\$0
	5715	Office Furniture Expense	\$3,960
	5720	Office Supplies	\$10,927
	5725	Postage & Delivery	\$3,000
	5730	Printing Expense	\$229
	5735	Telephone Expense	\$6,240
	5799	Miscellaneous	\$300
		Total Office Expenses	\$26,476
5800		Other General & Administrative	
	5805	Audit Service/Fees	\$9,600
	5810	Consulting Fees	\$2,400
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$10,800
	5825	License/Certification/Permit Fees	\$600
	5830	Membership/Association Dues	\$6,600
	5855	Seminars/Training	\$4,536
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$1,632
	5898	Offset from Restricted Funds	(\$7,400)
	5899	Miscellaneous	\$1,381
		Total Other G&A	\$30,149
5900		Utilities	
	5905	Electric	\$12,000
	5910	Gas	\$2,400
	5915	Water/Sewer	\$2,400
		Total Utilities	\$16,800
6100		Insurance	
	6110	Liability Insurance	\$7,848
	6115	Vehicle Insurance	\$1,700
	6120	Building Insurance	\$6,600
	6150	Broker/Other Fees	\$752
	6199	Other Insurance	\$0
		Total Insurance	\$16,900

8500	Depreciation		
	8505	Building Depreciation	\$15,000
	8510	Remodeling Depreciation	\$8,400
	8515	Equipment Depreciation	\$8,400
	8520	Vehicles Depreciation	\$0
		Total Depreciation	\$31,800
		<b>Total Expenses</b>	<b>\$1,199,524</b>
		<b>Net Income</b>	<b>\$0</b>





8500	Depreciation															
8505	Building Depreciation	\$15,000	100.00%	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000
8510	Remodeling Depreciation	\$8,400	100.00%	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$8,400
8515	Equipment Depreciation	\$8,400	100.00%	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$8,400
8520	Vehicles Depreciation	\$0	100.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Depreciation</b>				\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$2,650	\$31,800
<b>Total Expenses</b>				\$94,062	\$94,334	\$100,740	\$93,931	\$91,846	\$124,750	\$92,806	\$97,771	\$92,044	\$92,806	\$121,890	\$102,543	\$1,199,524
<b>Net Income</b>				(\$1,752)	(\$2,025)	(\$8,430)	(\$1,621)	\$464	\$13,464	(\$496)	(\$5,461)	\$266	(\$496)	\$16,324	(\$10,233)	\$0

**TCM (Annually)**

Acct	Title	
4500	Services Income	
4505	Medicaid TCM Direct Service	\$1,068,612
4506	Non-Medicaid TCM Direct Service	\$0
4507	TCM Direct Support	\$0
4508	TCM Non-Billable	\$0
4515	TCM Support	\$0
4530	Rent	\$5,114
4540	Interest Income - TCM Funds	\$269
4999	Other	\$0
		<b>Total Income</b>
		<b>\$1,073,995</b>
5000	Payroll & Benefits	
5004	CRC Employee Salaries	\$0
5005	TCM Employee Salaries	\$334,279
5006	Administrative Employee Salaries	\$263,272
5014	CRC Employee Taxes	\$0
5015	TCM Employee Taxes	\$29,918
5016	Administrative Employee Taxes	\$23,563
5017	TCM Payroll Bank/Electronic Transaction Fees	\$333
5018	Administrative Payroll Bank/Electronic Fees	\$179
5019	CRC Payroll Bank/Electronic Fees	\$0
5020	TCM Employee Retirement	\$24,733
5021	Administrative Employee Retirement	\$20,535
5022	CRC Employee Retirement	\$0
5025	TCM Employee Health Insurance	\$90,240
5026	Administrative Employee Health Insurance	\$48,478
5027	CRC Employee Health Insurance	\$0
5030	TCM Employee Vision/Optical Insurance	\$0
5031	Administrative Employee Vision/Optical Insurance	\$0
5032	CRC Employee Vision/Optical Insurance	\$0
5035	TCM Employee Dental Insurance	\$0
5036	Administrative Employee Dental Insurance	\$0
5037	CRC Employee Dental Insurance	\$0
5040	TCM Employee Life Insurance	\$2,400
5041	Administrative Employee Life Insurance	\$1,289
5042	CRC Employee Life Insurance	\$0
5045	TCM Employee Supplemental Insurance	\$0
5046	Administrative Employee Supplemental Insurance	\$0
5047	CRC Employee Supplemental Insurance	\$0
5050	TCM Employee Workmans Comp Insurance	\$5,250
5051	Administrative Employee Workmans Comp Insurance	\$2,820
5052	CRC Employee Workmans Comp Insurance	\$0
5055	TCM Employee Mileage	\$12,000
5056	Administrative Employee Mileage	\$8,058
5057	CRC Employee Mileage	\$0
5060	TCM Employee Background Checks	\$120
5061	Administrative Employee Background Checks	\$161
5062	CRC Employee Background Checks	\$0
5065	TCM Employee Drug Testing	\$120



	5066	Administrative Employee Drug Testing	\$161
	5067	CRC Employee Drug Testing	\$0
	5070	TCM Employee Cell Phone Reimbursement	\$4,200
	5071	Administrative Cell Phone Reimbursement	\$2,256
	5072	CRC Employee Cell Phone Reimbursement	\$0
	5098	Offset from Restricted Funds	\$0
		Total Payroll & Benefits	\$874,367
5100		Repairs & Maintenance to Property & Building	
	5105	Appliance Repairs	\$582
	5110	Building-Exterior	\$313
	5115	Building-Interior	\$269
	5120	Cleaning Supplies	\$125
	5125	Common Area Repairs	\$134
	5130	Door Repairs	\$134
	5135	Electrical Supplies/Repairs	\$537
	5140	Floor Covering Repairs	\$322
	5145	HVAC Supplies/Repairs	\$1,074
	5150	Intrusion Alarm Repairs	\$0
	5155	Lighting supplies/Bulbs	\$107
	5160	Locks & Keys	\$22
	5165	Maintenance Supplies/Equipment	\$107
	5170	Parking Lot Maint./Repairs	\$215
	5175	Plumbing Supplies/Repairs	\$215
	5180	Roof Supplies/Repairs	\$107
	5185	Safety Equipment/System Repairs	\$107
	5190	Vehicle Servicing/Repairs/Licensing	\$1,343
	5195	Window/Glass Repairs	\$107
		Total R&M to Property & Building	\$5,824
5500		Contracted Business Services	
	5505	Bookkeeping/Accounting Contract	\$4,298
	5510	Cell Phone/Mobile Internet Contract	\$913
	5512	Copier/Scanner Contract	\$806
	5515	Fire Alarm Contract	\$537
	5520	Housekeeping/Cleaning Contract	\$5,014
	5530	InfoTech Support Contract	\$13,811
	5535	Internet Contract	\$1,343
	5540	Intrusion Alarm Contract	\$0
	5545	Landscape Maintenance	\$1,343
	5550	Maintenance Contract	\$0
	5560	Pest Control Contract	\$1,074
	5565	Snow Removal Contract	\$895
	5567	Software Usage/Support Contract	\$15,042
	5569	Telephone System Support Contract	\$5,318
	5570	Trash Removal Contract	\$1,612
	5575	Web Site Design/Hosting Contract	\$537
	5579	Rent	\$19,340
	5580	Storage	\$1,074
		Total Contracted Business Services	\$72,958

5600	Presentations/Public Meetings		
5605	PSA/Presentations/Publications Expense		\$1,612
5610	Public Meetings Expenses		\$9,065
5615	Signage		\$4,029
		Total Presentations/Public Meetings	\$14,706
5700	Office Expenses		
5705	Computer Hardware/Software Expense		\$1,630
5710	Copy Machine Expense		\$0
5715	Office Furniture Expense		\$3,546
5720	Office Supplies		\$9,784
5725	Postage & Delivery		\$2,686
5730	Printing Expense		\$205
5735	Telephone Expense		\$5,587
5799	Miscellaneous		\$269
		Total Office Expenses	\$23,705
5800	Other General & Administrative		
5805	Audit Service/Fees		\$8,595
5810	Consulting Fees		\$2,149
5815	CPA Fees		\$0
5820	Legal/Attorney Fees		\$9,670
5825	License/Certification/Permit Fees		\$537
5830	Membership/Association Dues		\$5,909
5855	Seminars/Training		\$4,061
5860	Survey Expenses		\$0
5865	Travel/Lodging/Meals Expense		\$1,461
5898	Offset from Restricted Funds		(\$6,626)
5899	Miscellaneous		\$1,236
		Total Other G&A	\$26,994
5900	Utilities		
5905	Electric		\$10,744
5910	Gas		\$2,149
5915	Water/Sewer		\$2,149
		Total Utilities	\$15,042
6100	Insurance		
6110	Liability Insurance		\$7,027
6115	Vehicle Insurance		\$1,522
6120	Building Insurance		\$5,909
6150	Broker/Other Fees		\$673
6199	Other Insurance		\$0
		Total Insurance	\$15,131

8500	Depreciation		
	8505	Building Depreciation	\$13,430
	8510	Remodeling Depreciation	\$7,521
	8515	Equipment Depreciation	\$7,521
	8520	Vehicles Depreciation	\$0
		Total Depreciation	\$28,472
		<b>Total Expenses</b>	<b>\$1,077,200</b>
		<b>Net Income</b>	<b>(\$3,205)</b>

**CRC (Annually)**

Acct	Title	
4500	Services Income	
4505	Medicaid TCM Direct Service	\$0
4506	Non-Medicaid TCM Direct Service	\$124,900
4507	TCM Direct Support	\$0
4508	TCM Non-Billable	\$0
4515	TCM Support	\$0
4530	Rent	\$598
4540	Interest Income - TCM Funds	\$31
4999	Other	\$0
		<b>Total Income</b>
		<b>\$125,529</b>
5000	Payroll & Benefits	
5004	CRC Employee Salaries	\$37,446
5005	TCM Employee Salaries	\$0
5006	Administrative Employee Salaries	\$30,771
5014	CRC Employee Taxes	\$3,351
5015	TCM Employee Taxes	\$0
5016	Administrative Employee Taxes	\$2,754
5017	TCM Payroll Bank/Electronic Transaction Fees	\$0
5018	Administrative Payroll Bank/Electronic Fees	\$21
5019	CRC Payroll Bank/Electronic Fees	\$33
5020	TCM Employee Retirement	\$0
5021	Administrative Employee Retirement	\$2,400
5022	CRC Employee Retirement	\$2,921
5025	TCM Employee Health Insurance	\$0
5026	Administrative Employee Health Insurance	\$5,666
5027	CRC Employee Health Insurance	\$9,024
5030	TCM Employee Vision/Optical Insurance	\$0
5031	Administrative Employee Vision/Optical Insurance	\$0
5032	CRC Employee Vision/Optical Insurance	\$0
5035	TCM Employee Dental Insurance	\$0
5036	Administrative Employee Dental Insurance	\$0
5037	CRC Employee Dental Insurance	\$0
5040	TCM Employee Life Insurance	\$0
5041	Administrative Employee Life Insurance	\$151
5042	CRC Employee Life Insurance	\$240
5045	TCM Employee Supplemental Insurance	\$0
5046	Administrative Employee Supplemental Insurance	\$0
5047	CRC Employee Supplemental Insurance	\$0
5050	TCM Employee Workmans Comp Insurance	\$0
5051	Administrative Employee Workmans Comp Insurance	\$330
5052	CRC Employee Workmans Comp Insurance	\$525
5055	TCM Employee Mileage	\$0
5056	Administrative Employee Mileage	\$942

	5057	CRC Employee Mileage	\$1,200
	5060	TCM Employee Background Checks	\$0
	5061	Administrative Employee Background Checks	\$19
	5062	CRC Employee Background Checks	\$60
	5065	TCM Employee Drug Testing	\$0
	5066	Administrative Employee Drug Testing	\$19
	5067	CRC Employee Drug Testing	\$60
	5070	TCM Employee Cell Phone Reimbursement	\$0
	5071	Administrative Cell Phone Reimbursement	\$264
	5072	CRC Employee Cell Phone Reimbursement	\$420
	5098	Offset from Restricted Funds	\$0
		Total Payroll & Benefits	\$98,617
5100		Repairs & Maintenance to Property & Building	
	5105	Appliance Repairs	\$68
	5110	Building-Exterior	\$37
	5115	Building-Interior	\$31
	5120	Cleaning Supplies	\$15
	5125	Common Area Repairs	\$16
	5130	Door Repairs	\$16
	5135	Electrical Supplies/Repairs	\$63
	5140	Floor Covering Repairs	\$38
	5145	HVAC Supplies/Repairs	\$126
	5150	Intrusion Alarm Repairs	\$0
	5155	Lighting supplies/Bulbs	\$13
	5160	Locks & Keys	\$3
	5165	Maintenance Supplies/Equipment	\$13
	5170	Parking Lot Maint./Repairs	\$25
	5175	Plumbing Supplies/Repairs	\$25
	5180	Roof Supplies/Repairs	\$13
	5185	Safety Equipment/System Repairs	\$13
	5190	Vehicle Servicing/Repairs/Licensing	\$157
	5195	Window/Glass Repairs	\$13
		Total R&M to Property & Building	\$681
5500		Contracted Business Services	
	5505	Bookkeeping/Accounting Contract	\$502
	5510	Cell Phone/Mobile Internet Contract	\$107
	5512	Copier/Scanner Contract	\$94
	5515	Fire Alarm Contract	\$63
	5520	Housekeeping/Cleaning Contract	\$586
	5530	InfoTech Support Contract	\$1,614
	5535	Internet Contract	\$157
	5540	Intrusion Alarm Contract	\$0
	5545	Landscape Maintenance	\$157
	5550	Maintenance Contract	\$0
	5560	Pest Control Contract	\$126
	5565	Snow Removal Contract	\$105

	5567	Software Usage/Support Contract	\$1,758
	5569	Telephone System Support Contract	\$622
	5570	Trash Removal Contract	\$188
	5575	Web Site Design/Hosting Contract	\$63
	5579	Rent	\$2,260
	5580	Storage	\$126
		Total Contracted Business Services	\$8,527
5600		Presentations/Public Meetings	
	5605	PSA/Presentations/Publications Expense	\$188
	5610	Public Meetings Expenses	\$1,060
	5615	Signage	\$471
		Total Presentations/Public Meetings	\$1,719
5700		Office Expenses	
	5705	Computer Hardware/Software Expense	\$190
	5710	Copy Machine Expense	\$0
	5715	Office Furniture Expense	\$414
	5720	Office Supplies	\$1,143
	5725	Postage & Delivery	\$314
	5730	Printing Expense	\$24
	5735	Telephone Expense	\$653
	5799	Miscellaneous	\$31
		Total Office Expenses	\$2,771
5800		Other General & Administrative	
	5805	Audit Service/Fees	\$1,005
	5810	Consulting Fees	\$251
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$1,130
	5825	License/Certification/Permit Fees	\$63
	5830	Membership/Association Dues	\$691
	5855	Seminars/Training	\$475
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$171
	5898	Offset from Restricted Funds	(\$774)
	5899	Miscellaneous	\$145
		Total Other G&A	\$3,155
5900		Utilities	
	5905	Electric	\$1,256
	5910	Gas	\$251
	5915	Water/Sewer	\$251
		Total Utilities	\$1,758
6100		Insurance	
	6110	Liability Insurance	\$821
	6115	Vehicle Insurance	\$178
	6120	Building Insurance	\$691
	6150	Broker/Other Fees	\$79
	6199	Other Insurance	\$0
		Total Insurance	\$1,769

8500	Depreciation			
	8505	Building Depreciation	\$1,570	
	8510	Remodeling Depreciation	\$879	
	8515	Equipment Depreciation	\$879	
	8520	Vehicles Depreciation	\$0	
			Total Depreciation	\$3,328
			<b>Total Expenses</b>	<b>\$122,324</b>
			<b>Net Income</b>	<b>\$3,205</b>

	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2016	2017	2018
	SB 40 Tax	SB 40 Tax	SB 40 Tax
<b>Income</b>			
4000 SB 40 Tax Income	\$910,720	\$923,869	\$936,646
4500 Services Income	\$0	\$0	\$0
<b>Total Income</b>	<b>\$910,720</b>	<b>\$923,869</b>	<b>\$936,646</b>
<b>Gross Profit</b>	<b>\$910,720</b>	<b>\$923,869</b>	<b>\$936,646</b>
<b>Expenses</b>			
5000 Payroll & Benefits	\$0	\$0	\$0
5100 Repairs & Maintenance	\$0	\$0	\$0
5500 Contracted Business Services	\$0	\$0	\$0
5600 Presentations/Public Meetings	\$0	\$0	\$0
5700 Office Expenses	\$0	\$0	\$0
5800 Other General & Administrative	\$125	\$1,057	\$9,600
5900 Utilities	\$0	\$0	\$0
6100 Insurance	\$0	\$0	\$0
6500 Medicaid Match	\$31,771	\$7,340	\$0
6700 Partnership for Hope	\$50,922	\$41,041	\$47,690
6900 Targeted Case Management	\$0	\$180,910	\$180,014
7100 Housing Programs	\$100,612	\$114,980	\$161,625
7200 CLC	\$128,798	\$139,273	\$161,503
7300 Sheltered Employment Programs	\$193,472	\$291,573	\$262,672
7500 Community Employment Programs	\$1,045	\$5,571	\$7,200
7600 Community Resources	\$0	\$0	\$0
7900 Special/Additional Needs	\$73,948	\$77,293	\$106,342
<b>Total Expenses</b>	<b>\$580,694</b>	<b>\$859,037</b>	<b>\$936,645</b>
<b>Net Operating Income</b>	<b>\$330,026</b>	<b>\$64,831</b>	<b>\$0</b>
<b>Other Expenses</b>			
8500 Depreciation	\$0	\$0	\$0
<b>Total Other Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Other Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Income</b>	<b>\$330,026</b>	<b>\$64,831</b>	<b>\$0</b>

	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2016	2017	2018
	Services	Services	Services
<b>Income</b>			
4000 SB 40 Tax Income	\$0	\$0	\$0
4500 Services Income	\$1,067,989	\$1,235,921	\$1,199,524
<b>Total Income</b>	<b>\$1,067,989</b>	<b>\$1,235,921</b>	<b>\$1,199,524</b>
<b>Gross Profit</b>	<b>\$1,067,989</b>	<b>\$1,235,921</b>	<b>\$1,199,524</b>
<b>Expenses</b>			
5000 Payroll & Benefits	\$869,596	\$993,585	\$972,984
5100 Repairs & Maintenance	\$9,077	\$4,032	\$6,505
5500 Contracted Business Services	\$73,633	\$71,914	\$81,485
5600 Presentations/Public Meetings	\$11,021	\$11,211	\$16,425
5700 Office Expenses	\$32,725	\$26,480	\$26,476
5800 Other General & Administrative	\$21,250	\$31,470	\$30,149
5900 Utilities	\$13,146	\$13,355	\$16,800
6100 Insurance	\$14,522	\$14,744	\$16,900
6500 Medicaid Match	\$0	\$0	0
6700 Partnership for Hope	\$0	\$0	0
6900 Targeted Case Management	\$0	\$0	0
7100 Housing Programs	\$0	\$0	0
7200 CLC	\$0	\$0	0
7300 Sheltered Employment Programs	\$0	\$0	0
7500 Community Employment Programs	\$0	\$0	0
7600 Community Resources	\$0	\$0	0
7900 Special/Additional Needs	\$0	\$0	0
<b>Total Expenses</b>	<b>\$1,044,970</b>	<b>\$1,166,790</b>	<b>\$1,167,724</b>
<b>Net Operating Income</b>	<b>\$23,019</b>	<b>\$69,131</b>	<b>\$31,800</b>
<b>Other Expenses</b>			
8500 Depreciation	\$29,531	\$29,993	\$31,800
<b>Total Other Expenses</b>	<b>\$29,531</b>	<b>\$29,993</b>	<b>\$31,800</b>
<b>Net Other Income</b>	<b>(\$29,531)</b>	<b>(\$29,993)</b>	<b>(\$31,800)</b>
<b>Net Income</b>	<b>(\$6,512)</b>	<b>\$39,139</b>	<b>\$0</b>





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
RESOLUTION NO. 2017-77*

**APPROVAL OF AMENDED POLICY #10**

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

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

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2017-77



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18 <sup>th</sup> , 2017
Subject: Grants & Purchase of Services and/or Supports Agreements

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to award grants and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws.

**POLICY:**

I. General Information

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

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

## II. Annual Grants and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
  1. Funding requests for the next CCDDR fiscal (calendar) year are due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
  2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or

December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.

3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, the Board may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board.

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

1. If a decision about a funding request is made after December 31<sup>st</sup>, the funding agreement will be signed following any approval with the funds retroactive to January 1<sup>st</sup>.

### III. Special Grants and POS Agreements (New Program or One-Time Funds)

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or

10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

#### IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.
- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon: the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

#### V. Agencies Eligible for Grants/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.
- B. POS Agreements but not grants may be awarded to for-profit agencies, and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid

Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

## VI. Funding Application Requirements

### A. General Requirements:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
  - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.
3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.

7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
  8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.
- B. The annual funding application requirements are as follows:
1. Agencies shall demonstrate fiscal viability by submitting:
    - a. a current year-to-date detailed balance sheet;
    - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. current year-to-date detailed cash flow statement;
    - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
    - e. the annual funding application.
  2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the previous two agency fiscal year-ending detailed balance sheets;
    - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statements; and
    - d. third-party audit reports with the funding application.
  3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the agency's previous fiscal year-ending detailed balance sheet;
    - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statement; and



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

C. The special funding application requirements are as follows:

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

- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
  - 1. Sheltered employment programs, services, and/or supports;
  - 2. Community employment programs, services, and/or supports;
  - 3. Pre-vocational programs, services, and/or supports;
  - 4. Immediate care programs, services, and/or supports;
  - 5. Community inclusion programs, services, and/or supports;
  - 6. Residential programs, services, and/or supports; and
  - 7. “Related” programs, services, and/or supports defined as:
    - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
    - b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
    - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Grants

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

#### 2. POS Agreements

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

### B. Special Funding

#### 1. New Programs

- a. CCDDR may provide one-time grants or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:
  - i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
  - ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
  - iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or

- improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
  - v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
  - vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
  - vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
  - viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
  - ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
  - x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
  - xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
  - xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).
- c. CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

CCDDR shall be named as additional insured and loss payee on such policy.

- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to: purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time grants to enable agencies to:
  - i. improve or replace their existing fleet of vehicles;
  - ii. purchase lift equipment or safety equipment, such as restraints; or
  - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
  - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
  - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
  - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
  - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

#### 4. Operational Shortfall

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

#### 5. Health and Safety

- a. CCDDR may provide one-time grants to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.

- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
  - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
  - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
  - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
  - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
  - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.



6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR grants funds for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
  - a. If the agency continues to serve Eligible Persons, but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
  - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR a first-priority security interest in the property and all proceeds thereof.
  - a. The agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
  - b. The security agreement shall be in effect for 10 years or until property is disposed of.

X. Monitoring Agencies Receiving Funds

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

statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
**RESOLUTION NO. 2017-78**

LAI POS AGREEMENT JANUARY 1<sup>ST</sup> TO December 31<sup>st</sup>, 2018

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

**WHEREAS**, The Camden County SB 40 Board has historically approved and authorized Fiscal Year funding requests from Service Providers for Camden County consumers when warranted and deemed necessary.

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Services and/or Supports (POS) Agreement Request for Calendar Year 2018 from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the POS Agreement with LAI as identified in Attachment "A" hereto for providing Sheltered Employment services and/or supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2017-78

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

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

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

*WHEREAS*, LAI provides Sheltered Employment Services and/or Supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted to Board a Fiscal Year (FY) 2018 Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request along with the expected costs to LAI; and

*WHEREAS*, Board approves the Purchase of Sheltered Employment Services and/or Supports (POS) Agreement as set forth herein.

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

**1. SERVICES TO BE PERFORMED.** LAI will carry out the activities as set forth in the Fiscal Year (FY) 2018 Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase the Sheltered Employment Services and/or Supports from LAI for the cost of said Services and/or Supports as provided in Section 2 below.

**2. FUNDING.** Board agrees to purchase Sheltered Employment Services and/or Supports from LAI at a cost of \$3.21 per hour for work performed by a Camden County person who has been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, LAI shall electronically submit an invoice, preferably in Excel format, listing the eligible developmentally disabled employees who performed work for LAI in the previous calendar month, and the invoice shall also include the total number of hours each eligible developmentally disabled employee worked during the previous calendar month. Board funding for Sheltered Employment Services and/or Supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

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

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

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

Board agrees to maintain the confidentiality of all information and records received from LAI in compliance with all applicable laws.

**4. AUDIT REPORT AND IRS FORM 990.** LAI agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an accountant or accounting firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments under this Agreement may be suspended by Board until LAI submits the completed audit or IRS Form 990, unless otherwise approved by Board.

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

**6. CONTINUANCE.** This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

**7. BOARD FUNDING POLICY.** LAI agrees to abide by Board Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

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

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

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

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

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

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



Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

**11. BREACH OF AGREEMENT.** LAI acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board, and understands that LAI's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify LAI in writing of the nature of any such breach and the corrective action that is required. LAI shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an expedited period to cure such material breach. In the event that LAI fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured, or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

**12. STANDARDS.** LAI will comply with all Missouri, Federal, and local certification and licensing requirements and all applicable Federal, Missouri, and local laws. In addition, LAI is strongly encouraged to seek accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and any national, Missouri, or local accreditation body which provides accreditation for the types of programs and services provided by LAI.

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

**14. OVERPAYMENT.** LAI shall reimburse Board for any invoiced overpayments of the amounts listed in Section 2 if a Board review or annual audit reflects an overpayment. In the event LAI is financially unable to reimburse Board for an overpayment, Board shall have the option of: withholding the overpaid amount from the next scheduled payment as identified in this

Agreement; withholding the overpaid amount from the next scheduled payment as identified in a separate or unrelated agreement; not entering into and executing a future agreement until the overpayment is reimbursed; or taking additional steps or actions to recover the overpaid amount(s).

In the event that LAI and Board determine from a record review or audit that LAI has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to LAI.

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

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

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

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

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

**17. TERM OF AGREEMENT.** The term of this Agreement shall be January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018.

**18. EXHIBITS AND SCHEDULES.** All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

**19. GOVERNING LAW.** This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

**20. ENTIRE AGREEMENT.** This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

**21. SECTION HEADINGS.** Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner, or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

**22. BINDING.** This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

**23. SEVERABILITY.** If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

**24. WAIVER.** Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

**25. AMENDMENT OR MODIFICATION.** No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

**IN WITNESS WHEREOF**, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40  
BOARD

LAKE AREA INDUSTRIES, INC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachment “A”

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

Name	D.O.B.	Hired Dt	Hours	Waiver Type	Waiver Particip	DD Eligible
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX		X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX		X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X
XXXXXXXXXX	XXXXXX	XXXXXXXXXXXX	XXXXX	XXXXXXXXXXXX	X	X

**Total DD Hours Worked: XXXXX**  
**CCDDR Rate: \$3.21**  
**Employment Payment: XXXXX**

**Attachment “B”**



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18 <sup>th</sup> , 2017
Subject: Grants & Purchase of Services and/or Supports Agreements

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to award grants and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws.

**POLICY:**

I. General Information

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

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

## II. Annual Grants and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
  2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or



December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.

3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, the Board may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board.

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

1. If a decision about a funding request is made after December 31<sup>st</sup>, the funding agreement will be signed following any approval with the funds retroactive to January 1<sup>st</sup>.

### III. Special Grants and POS Agreements (New Program or One-Time Funds)

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or

10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

#### IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.
- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon: the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

#### V. Agencies Eligible for Grants/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.
- B. POS Agreements but not grants may be awarded to for-profit agencies, and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid

Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

## VI. Funding Application Requirements

### A. General Requirements:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
  - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.
3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.

7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
  8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.
- B. The annual funding application requirements are as follows:
1. Agencies shall demonstrate fiscal viability by submitting:
    - a. a current year-to-date detailed balance sheet;
    - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. current year-to-date detailed cash flow statement;
    - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
    - e. the annual funding application.
  2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the previous two agency fiscal year-ending detailed balance sheets;
    - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statements; and
    - d. third-party audit reports with the funding application.
  3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the agency's previous fiscal year-ending detailed balance sheet;
    - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statement; and

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

C. The special funding application requirements are as follows:

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

- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
  - 1. Sheltered employment programs, services, and/or supports;
  - 2. Community employment programs, services, and/or supports;
  - 3. Pre-vocational programs, services, and/or supports;
  - 4. Immediate care programs, services, and/or supports;
  - 5. Community inclusion programs, services, and/or supports;
  - 6. Residential programs, services, and/or supports; and
  - 7. “Related” programs, services, and/or supports defined as:
    - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
    - b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
    - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Grants

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

#### 2. POS Agreements

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

### B. Special Funding

#### 1. New Programs

- a. CCDDR may provide one-time grants or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:
  - i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
  - ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
  - iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or

- improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
  - v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
  - vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
  - vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
  - viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
  - ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
  - x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
  - xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
  - xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).
- c. CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.



2. Construction/Renovation Projects & Purchases of Property

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

CCDDR shall be named as additional insured and loss payee on such policy.

- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to: purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time grants to enable agencies to:
  - i. improve or replace their existing fleet of vehicles;
  - ii. purchase lift equipment or safety equipment, such as restraints; or
  - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
  - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
  - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
  - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
  - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

#### 4. Operational Shortfall

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

#### 5. Health and Safety

- a. CCDDR may provide one-time grants to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.

- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
  - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
  - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
  - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
  - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
  - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR grants funds for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
  - a. If the agency continues to serve Eligible Persons, but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
  - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR a first-priority security interest in the property and all proceeds thereof.
  - a. The agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
  - b. The security agreement shall be in effect for 10 years or until property is disposed of.

X. Monitoring Agencies Receiving Funds

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

statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
**RESOLUTION NO. 2017-79**

**CLC POS AGREEMENT JANUARY 1<sup>ST</sup> TO December 31<sup>ST</sup>, 2018**

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

**WHEREAS**, The Camden County SB 40 Board has historically approved and authorized Fiscal Year funding requests from Service Providers for Camden County consumers when warranted and deemed necessary.

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Children's Services and/or Supports (POS) Agreement Request for Calendar Year 2018 from Children's Learning Center, hereafter referred to as CLC, and authorizes the Executive Director to initiate and sign the POS Agreement with CLC as identified in Attachment "A" hereto for providing Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



Attachment “A” to  
Resolution 2017-79

# **PURCHASE OF PERSONAL ASSISTANT, DAY HABILITATION, AND FIRST STEPS IN-HOME SERVICES AND/OR SUPPORTS AGREEMENT**

*THIS “Purchase of Personal Assistant, Day Habilitation, and First Steps In-Home Services and/or Supports Agreement” (“Agreement”) entered into and effective this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and Childrens Learning Center (“CLC”), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.*

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

*WHEREAS, CLC provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Children’s Services and/or Supports (POS) Agreement Request to render certain services and/or supports along with the expected cost to CLC; and*

*WHEREAS, Board approves the Purchase of Children’s Services and/or Supports (POS) Agreement as set forth herein.*

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

**1. SERVICES TO BE PERFORMED.** CLC shall carry out the activities as set forth in the Fiscal Year (FY) 2018 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports from CLC for the cost of said Services and/or Supports as provided in Section 2 below.

**2. FUNDING.** The Board agrees to purchase Personal Assistant services and/or supports from CLC at a cost of \$17.44 per hour per individual requiring one-on-one services and/or supports; Day Habilitation services and/or supports in a group setting for \$6.79 per hour per individual; and First Steps In-Home services and/or supports for \$42.90 per month per individual for providing said services and/or supports to Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, CLC shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled persons who were provided Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports by CLC in the previous calendar month. The invoice shall include the total number of hours each eligible developmentally disabled person

received Personal Assistant and Day Habilitation services and/or supports during the previous calendar month and a listing of each eligible developmentally disabled person receiving First Steps In-Home services and/or supports during the previous calendar month. Board funding for said services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

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

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

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

Board agrees to maintain the confidentiality of all information and records received from CLC in compliance with all applicable laws.

**4. AUDIT REPORT AND IRS FORM 990.** CLC agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an accountant or accounting firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments under this Agreement may be suspended by Board until CLC submits the completed audit or IRS Form 990, unless otherwise approved by Board.

**5. MONITORING.** CLC agrees to permit Board, the Executive Director of Board, or designee, or any individual(s) or agency designated by Board to monitor, survey, and inspect CLC's

services, activities, programs, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, CLC hereby agrees, upon notice of forty-eight (48) hours, it will make available to Board or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

**6. CONTINUANCE.** This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

**7. BOARD FUNDING POLICY.** CLC agrees to abide by Board Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to CLC. In the event that CLC does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

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

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

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

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

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

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

Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

**11. BREACH OF AGREEMENT.** CLC acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board, and understands that CLC's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify CLC in writing of the nature of any such breach and the corrective action that is required. CLC shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an expedited period to cure such material breach. In the event that CLC fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured, or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

**12. STANDARDS.** CLC will comply with all Missouri, Federal, and local certification and licensing requirements and all applicable Federal, Missouri, and local laws. In addition, CLC is strongly encouraged to seek accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and any national, Missouri, or local accreditation body which provides accreditation for the types of programs and services provided by CLC.

**13. CONFLICT OF INTEREST.** CLC agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or herself and CLC. This shall include any transaction in which CLC is a party, including the subject matter of this Agreement. CLC shall provide Board with "Conflict of Interest"

disclosures and/or statements by each of its Board of Directors members and non-certified employees. "Conflict of Interest," as this term is used herein, shall be defined by Missouri law.

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

In the event that CLC and Board determine from a record review or audit that CLC has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to CLC.

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

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

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

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

Children's Learning Center  
88 Third St. (mailed or delivered)  
Camdenton MO 65020  
[susan@clcforkids.org](mailto:susan@clcforkids.org)

**17. TERM OF AGREEMENT.** The term of this Agreement shall be January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018.

**18. EXHIBITS AND SCHEDULES.** All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

**19. GOVERNING LAW.** This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

**20. ENTIRE AGREEMENT.** This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

**21. SECTION HEADINGS.** Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner, or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

**22. BINDING.** This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

**23. SEVERABILITY.** If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

**24. WAIVER.** Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

**25. AMENDMENT OR MODIFICATION.** No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

**IN WITNESS WHEREOF,** the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40  
BOARD

CHILDRENS LEARNING CENTER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Attachment “A”



**Unit Billing Attendance Log**

JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC   
 20XX

CCDDR Client  
 DD Eligible  
 First Steps  
 Day Habilitation  
 One-on-one

1 Hour PA = \$16.92  
 1 Hour Day Hab = \$6.59

**(Sample Invoice Only)**

Total Units

CCDDR Client	DD Eligible	First Steps	Day Habilitation	One-on-one	Child's Name	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Units	
					Last, First	xx/xx/xx																																	
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx																																6.717	6.717
x	x	x	x	x	XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.850	8.017	8.583	6.167	8.883				8.483	4.900						5.250	5.250				5.417	5.333		8.083	8.117						87.333
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.767	3.767	3.733	3.617	8.417			3.767	3.750	3.717	3.767	9.000			3.733	3.683	3.700	3.750			3.750	3.733	3.683	3.717	8.100				3.617	88.768	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.650	2.317	4.083					3.833	4.017	4.950	3.933	2.000			2.750	3.533	3.000	3.217			2.900	3.100	3.733	2.767					4.250	59.033	
x	x	x	x	x	XXXXXXXXXXXXXXXXXX	xx/xx/xx				7.117		7.033					7.167																						21.317
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				6.233	7.700	7.483					7.633	6.883	7.483	2.450				7.467	6.350	1.917				7.633	6.133	7.850							83.215
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			5.233	5.117	5.067					4.367	4.833	5.150	3.917	7.550			5.333	5.117	5.033	4.933			5.350	4.267	4.617	4.600	7.700				4.467	92.651	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.283	3.517	8.317			3.350	3.450	4.267	3.967	8.417			4.000	3.767	3.967	3.533			4.083	3.850	3.850	4.083	8.283				3.833	90.634	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.267	3.517	8.317			3.350	3.450	4.267	3.967	8.417			4.000	3.767	3.967	3.533			4.083	3.850	3.850	4.083	8.283				3.833	90.618	
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			8.967	9.017	9.000	9.000				8.250	8.500	4.183	8.583	8.267			8.600	8.700	8.517	8.867			7.317	8.517	7.583	8.733	7.783				7.900	156.284	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.383	3.667	3.583	3.400				3.350	3.717	4.183	3.483				3.400	3.583	3.600	3.383			3.417	3.683	3.733	3.467					3.733	60.765	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx														5.417																		13.084	
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.250	2.967	3.717	2.667							2.817				3.100	3.000					2.867	3.633	3.300	3.183					34.501	
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.617	3.650	3.817	3.667					3.767	3.767	3.833				3.517	3.633	3.717	3.800			3.533								3.467	51.285	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			6.883	6.917		8.083	7.133			7.233	8.733		8.883	2.267			7.833	8.033	8.067				7.283	8.033			6.900				7.567	109.848	
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.400		4.417					4.500																						3.817	31.135
<b>Total Personal Assistant Units:</b>																														<b>108.650</b>									
<b>Total Personal Assistant Units x \$17.44:</b>																												\$	<b>1,838.36</b>										
<b>Total Day Habilitation Units:</b>																														<b>968.538</b>									
<b>Total Day Habilitation Units x \$6.79:</b>																												\$	<b>6,382.67</b>										
<b>Total First Steps In-Home Participants (See "First Steps" List Attached):</b>																														<b>31</b>									
<b>Total First Steps In-Home Participants x \$42.90:</b>																												\$	<b>1,329.90</b>										
<b>INVOICE TOTAL:</b>																												\$	<b>9,550.93</b>										

"C" denotes cancellation by parent/guardian (document reason for cancellation in monthly progress note); "CC" denotes Center Closed  
 "AO" denotes aged out for First Steps  
 "X" denotes yes to CCDDR client, DD eligible, or First Steps clients, or One-on-one students with a para professional

**Attachment “B”**



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18 <sup>th</sup> , 2017
Subject: Grants & Purchase of Services and/or Supports Agreements

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to award grants and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws.

**POLICY:**

I. General Information

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

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

## II. Annual Grants and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
1. Funding requests for the next CCDDR fiscal (calendar) year are due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
  2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or

December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.

3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, the Board may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board.

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

1. If a decision about a funding request is made after December 31<sup>st</sup>, the funding agreement will be signed following any approval with the funds retroactive to January 1<sup>st</sup>.

### III. Special Grants and POS Agreements (New Program or One-Time Funds)

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or

10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

#### IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.
- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon: the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

#### V. Agencies Eligible for Grants/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.
- B. POS Agreements but not grants may be awarded to for-profit agencies, and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid

Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

## VI. Funding Application Requirements

### A. General Requirements:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
  - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.
3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.

7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
  8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.
- B. The annual funding application requirements are as follows:
1. Agencies shall demonstrate fiscal viability by submitting:
    - a. a current year-to-date detailed balance sheet;
    - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. current year-to-date detailed cash flow statement;
    - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
    - e. the annual funding application.
  2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the previous two agency fiscal year-ending detailed balance sheets;
    - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statements; and
    - d. third-party audit reports with the funding application.
  3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the agency's previous fiscal year-ending detailed balance sheet;
    - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statement; and



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

C. The special funding application requirements are as follows:

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

- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
  - 1. Sheltered employment programs, services, and/or supports;
  - 2. Community employment programs, services, and/or supports;
  - 3. Pre-vocational programs, services, and/or supports;
  - 4. Immediate care programs, services, and/or supports;
  - 5. Community inclusion programs, services, and/or supports;
  - 6. Residential programs, services, and/or supports; and
  - 7. “Related” programs, services, and/or supports defined as:
    - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
    - b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
    - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Grants

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

#### 2. POS Agreements

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

### B. Special Funding

#### 1. New Programs

- a. CCDDR may provide one-time grants or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:
  - i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
  - ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
  - iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or

- improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
  - v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
  - vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
  - vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
  - viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
  - ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
  - x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
  - xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
  - xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).
- c. CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

CCDDR shall be named as additional insured and loss payee on such policy.

- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to: purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time grants to enable agencies to:
  - i. improve or replace their existing fleet of vehicles;
  - ii. purchase lift equipment or safety equipment, such as restraints; or
  - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
  - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
  - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
  - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
  - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

#### 4. Operational Shortfall

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

#### 5. Health and Safety

- a. CCDDR may provide one-time grants to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.

- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
  - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
  - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
  - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
  - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
  - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.



6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR grants funds for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
  - a. If the agency continues to serve Eligible Persons, but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
  - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR a first-priority security interest in the property and all proceeds thereof.
  - a. The agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
  - b. The security agreement shall be in effect for 10 years or until property is disposed of.

X. Monitoring Agencies Receiving Funds

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

statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS  
**RESOLUTION NO. 2017-80**

**2018 LAI CAPITAL FUNDING AGREEMENT**

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

**WHEREAS**, The Camden County SB 40 Board has historically approved and authorized Fiscal Year funding requests from Service Providers for Camden County consumers when warranted and deemed necessary.

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

1. That the Camden County Senate Bill 40 Board (dba Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the 2018 Fiscal Year funding request from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the Capital Funding Agreement with LAI as identified in Attachment "A" hereto.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2017-80

## LAI CAPITAL FUNDING AGREEMENT

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

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

WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete 2018 Capital Plan Budget and Funding Application to the Board with the expected cost to LAI to procure new assets, replacement costs, and major repair costs for the successful continuation of operations, necessary systems upgrades, and maintenance of a safe work environment; and

WHEREAS, the Board has approved to provide the funding in whole or part as hereinafter set forth.

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

**1. SERVICES TO BE PERFORMED:** LAI shall procure new assets, replacement costs, and major repair costs as set forth in its Capital Plan Budget and Funding Application to the Board for the successful continuation of operations, necessary systems upgrades, and maintenance of a safe work environment. The Board shall reimburse LAI for expenses as provided in Section 2 below.

**2. FUNDING:** The Board agrees to reimburse LAI for the procurement of assets, replacement costs, and major repairs. The total amount reimbursable for all identified expenses shall not exceed \$115,520.00 for the duration of this Agreement. Copies of checks for payments, invoices, estimates, bids, proposals, advertisements, and all required proof of compliance with the Board's Procurement Policy must be submitted to the Board prior to Board reimbursement for the expenses. If all funds approved by the Board in this Agreement have not been utilized by the term ending date of this Agreement, the Board may, at its own discretion, reallocate the remaining funds for other Board expenses or restrict the remaining funds for future Calendar Year LAI capital expenditures. If additional funding is needed or there is an additional need for other funding, LAI shall submit a separate funding request to the Board for review.

**3. PROCUREMENT REQUIREMENTS.** LAI shall adhere to the Board's Procurement Policy (see Attachment "A" hereto) and any revisions to said Policy approved by the Board hereafter, which will be provided to LAI, for purchases identified in this Agreement.

**4. REPORTING:** To ensure compliance with the terms of this Agreement, LAI agrees to provide monthly written progress reports and proof of compliance with the Board's Procurement Policy until all transactions are completed. LAI agrees to report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to timely notify the Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to

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

**5. AUDIT REPORT AND IRS FORM 990.** LAI agrees to submit to the Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board.

Payments may be withheld from LAI if reports or forms designated herein are not submitted in accordance with this Agreement, unless otherwise approved by the Board.

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

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

**8. BOARD FUNDING POLICIES:** LAI agrees to abide by Board Policy 10 (see Attachment "B" hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement. For Board reimbursements identified within this Agreement for the purchase of assets in excess of \$1,000.00 with a useful life over one (1) year, LAI shall:

- A. Complete an asset inventory report annually for the depreciable period applicable to the item
- B. Maintain a loss control/risk management system to prevent damage or theft of such items
- C. Allow for the proper investigation of damage or theft and submit the appropriate reports/findings to Board for review
- D. Maintain adequate property insurance coverage
- E. Make the asset(s) available to Board for reassignment to another agency; to Board for its own uses; or for resale by Board, with proceeds returning to Board, in the event the asset(s) is/are found not to be used during a six-month consecutive period of time during the first three years of ownership
- F. Repay Board the undepreciated or market value of the asset(s) or make the asset(s) available to Board for reassignment to another agency in the event the asset(s) is/are not used for or by Eligible Persons

- G. Not sell, trade, or dispose of the asset(s) within a three-year period of time after Board reimbursement without prior approval from Board
- H. Depreciate in accordance with generally accepted accounting principles

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

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

**11. INDEMNIFICATION:** In further consideration of payment made by the Board, LAI hereby agrees to indemnify and hold harmless the Board from any and all of LAI's actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation as a result of this Agreement. This indemnification will cover all losses and damages incurred by the Board and will include necessary costs and expenses including, but not limited to, attorney fees.

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

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

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

Employer Liability  
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

**12. DEFAULT:** In the event LAI at any time fails or refuses to perform to the standards that may be reasonably anticipated in rendering the services and/or supports contracted herein, intentionally falsifies information, documents, or invoices submitted to the Boards, or causes any other material breach of this Agreement, the Board may send a written Notice of Default that



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

**13. STANDARDS.** LAI will comply with all Missouri, Federal, and local certification and licensing requirements and all applicable Federal, Missouri, and local laws. In addition, LAI is strongly encouraged to seek accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) and any national, Missouri, or local accreditation body which provides accreditation for the types of programs and services provided by LAI.

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

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

**16. GRANT OF SECURITY INTEREST.** LAI hereby grants to the Board a security interest in all of LAI's right, title and interest in and to the property purchased through this Agreement, wherever located, whether held by LAI or any other person and whether such property or interest therein is now owned or existing or hereafter acquired or arising (collectively, the "Collateral").

**17. FURTHER ASSURANCES.**

(a) Except as otherwise set forth herein, the Borrower agrees that from time to time, LAI shall promptly execute and deliver all further instruments and documents, and take all further action, that may be necessary or desirable, or that the Board may reasonably request, in order to perfect and protect any security interest granted or purported to be granted hereby, or to enable the Board to exercise and enforce its rights and remedies hereunder with respect to any Collateral. Without limiting the generality of the foregoing, LAI shall execute and file such assignments, financing or continuation statements, or amendments thereto, and such other instruments or notices as may be reasonably necessary in order to perfect and preserve the security interests granted or purported to be granted hereby.

(b) LAI hereby authorizes the Board to file one or more financing or continuation statements, and amendments thereto, relating to all or any part of the Collateral, without the signature of LAI.

**18. REPRESENTATIONS AND WARRANTIES.** LAI represents and warrants to the Board that: (a) LAI's legal name is exactly as set forth on the first page of this Agreement; (b) LAI is the owner and has possession or control of the Collateral; (c) LAI has the exclusive right to grant a security interest in the Collateral; (d) the Collateral is free from liens, adverse claims, setoffs, default, prepayment, defenses and conditions precedent of any kind or character, except the lien created hereby; and (e) no financing statement covering any of the Collateral, and naming any secured party other than the Board, is on file in any public office.

**19. COVENANTS.** LAI agrees in general: (i) not to change its name, and as applicable, its chief executive office, its principal residence or the jurisdiction in which it is organized and/or registered without giving the Board prior written notice thereof and (ii) not to change the places where Debtor keeps any Collateral without giving the Board prior written notice of the address to which Debtor is moving same.

**20. MODIFICATION OR AMENDMENT.** In the event either Party requests to make any modification or amendment to this Agreement, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the other Party no less than thirty (30) calendar days prior to the requested modification or amendment date, and must be agreed to in writing by both Parties.

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

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

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

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

**22. TERM OF AGREEMENT:** The term of this Agreement shall be January 1<sup>ST</sup>, 2018, to December 31<sup>st</sup>, 2018.

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

**CAMDEN COUNTY SENATE  
BILL 40 BOARD**

**LAKE AREA INDUSTRIES, INC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachment “A”



Policy Number: 31 Effective: September 17, 2012 Revised: August 25, 2014
Subject: Procurement

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources to implement sound procurement management practices that allow for competitive solicitations and fair determinations when awarding business services, products, and contracts to individuals or companies that wish to do business with CCDDR. All procurement management practices of the board shall comply with applicable state and federal laws.

**POLICY:**

I. Procurement Process

The Procurement Procedure shall identify the detailed process and descriptions of the process in which the Procurement Policy shall be applied. All conditions of the Procurement Policy, Procurement Procedure, and procurement activities shall adhere to and comply with Policy #17, Financial Management Practices, and shall not conflict with any other Board policy or its Bylaws. The Board shall reserve the right to utilize existing State or County contracts for specific products or services through a resolution if the Board deems it necessary. All records of procurement activities shall be kept on file at CCDDR for the prescribed time allotted by law.

II. Procurement Officer

The Executive Director shall appoint a designated Procurement Officer for procuring products or services on behalf of CCDDR. In the absence of an appointed Procurement Officer, the Executive Director shall serve as the Procurement Officer.

III. Procurement Guidelines

It is not necessary to obtain bids or proposals on any purchase in the amount of \$4,500 or less. For all purchases of products or services costing more than \$4,500 but less than \$6,000, the designated Procurement Officer should make a legitimate attempt to obtain three bids or proposals from three potential sources; however, if three bids or proposals cannot be obtained from three potential sources, the Procurement Officer shall provide a written explanation as to why three bids or proposals could not be obtained and must receive written authorization from the Executive Director before procuring the products or services. Faxed or emailed bids and proposals or quotes directly from a potential source's Web site or catalog may be obtained. If the product or service for which bids or proposals are being solicited has been included as a budget item in the

current annual budget approved by the Board, the Executive Director shall have the authority to select the vendor based on cost and quality. If the product or service has not been included in the approved annual budget, the board shall review the purchase through resolution by a vote with a quorum present at the next scheduled Board meeting.

A formal competitive bid process shall be used for any purchase of a product, equipment, or service of \$6,000 or higher. A Request for Proposals (RFP) or a Request for Quotes (RFQ) shall be published in a local newspaper and shall be posted on the CCDDR Web site. The RFP or RFQ can also be submitted directly to potential sources; however, direct submissions must be made to at least three potential sources. Bidders shall be given the guidelines for their responses contained within the RFP and RFQ and an appropriate amount of time in which to develop and submit a proposal based on the requirements contained in the RFP or RFQ. The responses shall be sealed and shall remain sealed until the deadline for the RFP or RFQ has passed. All responding parties shall be notified of the date for opening the sealed responses. Sealed responses for the procurement of short-term and one-time purchases of services or products in excess of \$10,000, long-term and on-going purchases of products or services requiring the holding or investment of CCDDR funds, long-term and on-going purchases of products or services requiring CCDDR legal counsel, and long-term and on-going purchases of products or services in excess of \$10,000 shall be opened during a regularly scheduled CCDDR Board meeting. Otherwise, no less than three CCDDR representatives shall be present in opening sealed responses. Under normal circumstances, this would be the CCDDR Executive Director, designated Procurement Officer, and one Board member. In the absence of a Procurement Officer, the Executive Director and two Board members shall be present. In the absence of the Executive Director, the designated Procurement Officer and two Board members shall be present. In the absence of the Executive Director and the Procurement Officer, the sealed responses shall be opened at the next regularly scheduled Board meeting. Once the sealed responses are opened, the respondents shall sign an acknowledgment that the contents were the original responses contained therein. If any respondent is not present at the opening of the respondent's sealed response, all CCDDR representatives present shall sign an acknowledgment that the original response was contained therein and the respondent was not present for the opening of the sealed response. A copy of the signed acknowledgments will be sent via certified mail to the respective respondents, whether present or not.

#### IV. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected or a contract offered. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If a solicitation for products or services exceeds \$10,000, exceeds an approved budgeted amount for its respective category, or is not a budgeted item previously approved by the Board, the Board must approve the product or service awarded or contracted and, if applicable, the term of the award through a resolution. If there is only one respondent to an RFP or RFQ that exceeds \$6,000, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFP's shall not be solely based on price. Other considerations will be utilized based on the premise of the services or products contained within the RFP. Preference shall be applied to those respondents who employ Camden County resident who are developmentally disabled and may be part of the requirements contained within the RFP.

Awards and contracts for RFQ's shall be based solely on price unless a preference has been announced in the RFQ which incorporates the employment of Camden County residents who are developmentally disabled.

V. Awards for the One-Time Purchase of Products or Services

One-time purchases of products or services are considered to be fulfilled at the time of the purchase. The purchase of equipment, supplies, printing services, etc. are to be considered one-time purchases and will be identified as such within the applicable RFP or RFQ.

Supplemental service agreements to a purchase shall be considered separate purchases under the Procurement Policy unless the supplemental service agreement is part of the one-time purchase obtained through the procurement process.

VI. Awards for Short-Term Purchase of Products or Services

Short-term purchases of products or services are considered to be the procurement of a product or service that will typically occur over a specified length of time lasting less than one year and will not be on an on-going basis. These types of awards for purchase may identify a beginning date and ending date for a specific product or service that is to be implemented or delivered in its entirety. A contract or agreement to the terms may be a requirement of the procurement process, depending on the product or service being procured. Supplemental service agreements to a purchase shall be considered separate purchases under the Procurement Policy unless the supplemental service agreement is part of the short-term purchase obtained through the procurement process.

VII. Awards for Long-Term or On-Going Purchase of Product or Services

Long-term and on-going purchases of products or services are considered to be the procurement of a product or service that will typically occur over a specified length of time lasting longer than one year or on an on-going basis over a specified period of time. Long-term and on-going awards for purchase shall not exceed four years. Awards shall typically be for an initial term of two years with an option for CCDDR to extend the term for an additional two years. Supplemental service agreements to a purchase shall be considered separate purchases under the Procurement Policy unless the supplemental service agreement is part of the long-term or on-going purchase obtained through the procurement process.

VIII. Contracts/Agreements for Services or Products

A signed contract/agreement for the purchase of one-time and short-term purchases may be required, depending on the product or service that is purchased. A signed contract/agreement shall be executed for all long-term and on-going services or products that CCDDR purchases. At a minimum, all CCDDR contracts/agreements shall specify services to be performed by the awardees, awardees' billing schedules to CCDDR, CCDDR funding schedules to awardees, documentation requirements of awardees, indemnification clauses, standards of products and/or services to be provided, delivery and monitoring of products and/or services, termination clauses,

notice information, terms of agreements, general liability insurance requirements, additional insurance requirements, and other applicable information/requirements as needed. All agreements shall be signed by authorized representatives of CCDDR and the awardees.

IX. Emergency Procurement

CCDDR may waive all procurement requirements when there has been an “Emergency Declaration” issued by the Executive Director in conjunction with the approval of the Board Chairman. If the Board Chairman is unavailable, the Executive Director shall seek the approval from the Board Vice Chairman. If the Chairman and Vice Chairman are unavailable, the Executive Director shall seek approval from no less than two Board members. If the Executive Director is not available, any two members of the board in conjunction with the Chairman or Vice Chairman (if the Chairman is unavailable) can issue an “Emergency Declaration”. An “Emergency Declaration” can be issued if it has been determined that there exists a threat to life, property, public health, or public safety; when immediate expenditure is necessary in order to protect against loss of or damage to CCDDR property; in order to prevent or minimize serious disruption in CCDDR services; or to ensure the integrity of CCDDR records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. A detailed report and accounting of the “Emergency Declaration” shall be provided to the Board for review at the next regularly scheduled Board meeting or at a convened emergency Board meeting (if necessary).

**REFERENCES:**

- Chapter 50, Revised MO Statutes
- Chapter 34, Revised MO Statutes



**Attachment “B”**



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18 <sup>th</sup> , 2017
Subject: Grants & Purchase of Services and/or Supports Agreements

**PURPOSE:**

It is the policy of Camden County Developmental Disability Resources (“CCDDR”) to award grants and Purchase of Services and/or Supports Agreements (“POS Agreements”) to agencies in accordance with CCDDR’s mission, strategic planning objectives, and annual fiscal budget, and applicable Federal and Missouri laws.

**POLICY:**

I. General Information

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

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

## II. Annual Grants and POS Agreements

- A. Agencies requesting funds to sustain operations or continue to provide services and/or supports shall be required to submit a funding request annually to CCDDR.
- B. The annual funding request cycle will follow the following timelines:
  1. Funding requests for the next CCDDR fiscal (calendar) year are due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery.
  2. The CCDDR Executive Director shall review all annual funding requests and will make recommendations to the Board at the November or

December Board meeting. Certain circumstances may exist which require additional review by the Executive Director and/or the Board.

3. The Board generally approves the preliminary annual budget for the next fiscal (calendar) year in November; however, the Board may re-convene if needed in December to approve a final budget. No annual funding request shall be approved until the next fiscal (calendar) year budget is approved by the Board.

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

1. If a decision about a funding request is made after December 31<sup>st</sup>, the funding agreement will be signed following any approval with the funds retroactive to January 1<sup>st</sup>.

### III. Special Grants and POS Agreements (New Program or One-Time Funds)

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;
8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or

10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
- C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
- D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

#### IV. Eligibility Criteria

- A. Agencies applying for funds from CCDDR must utilize said funds to serve Eligible Persons.
- B. Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.
- C. The Board may, at its sole discretion, impose limitations with respect to community inclusive programs and services such as programs to be administered and services to be provided. Such limitations as determined by the Board may depend upon: the availability of funds; the appropriate, efficient, and effective use of funds; the needs of Eligible Persons to be served; and the needs within the community.

#### V. Agencies Eligible for Grants/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.
- B. POS Agreements but not grants may be awarded to for-profit agencies, and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.
- C. CCDDR reserves the right to procure services and/or supports without a funding application or POS Agreement in instances involving Medicaid or Medicaid

Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

## VI. Funding Application Requirements

### A. General Requirements:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall maintain minimum insurance coverages as set forth in the CCDDR Funding Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the programs and services funded by CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, provide a current 501(c)3 determination letter from the Internal Revenue Service, and provide a copy of the most recent 990 filed with the Internal Revenue Service
  - a. If the agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990 by the end of the sixth (6th) month after the end of the agency's fiscal year.
3. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
4. If applicable, agencies must submit proof of good standing with regard to current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.
6. Agencies must submit a business plan or detailed description of the program(s), service(s), project(s), etc. for which funds are to be used.

7. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and other policies and procedures when submitting an application for the first time.
  8. Agencies shall provide other documents as deemed necessary by CCDDR Executive Director and/or the Board.
- B. The annual funding application requirements are as follows:
1. Agencies shall demonstrate fiscal viability by submitting:
    - a. a current year-to-date detailed balance sheet;
    - b. current year-to-date detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. current year-to-date detailed cash flow statement;
    - d. detailed budget for the next 12 consecutive months or fiscal year for each program administered by the agency; and
    - e. the annual funding application.
  2. Agencies that have been in operation for more than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the previous two agency fiscal year-ending detailed balance sheets;
    - b. detailed statements of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statements; and
    - d. third-party audit reports with the funding application.
  3. Agencies that have been in operation for less than three (3) agency fiscal years prior to the application for funds must include in addition to the documents requested in Subsection (1):
    - a. the agency's previous fiscal year-ending detailed balance sheet;
    - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
    - c. detailed cash flow statement; and

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

C. The special funding application requirements are as follows:

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



- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

- A. Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons including, but not limited to the following:
  - 1. Sheltered employment programs, services, and/or supports;
  - 2. Community employment programs, services, and/or supports;
  - 3. Pre-vocational programs, services, and/or supports;
  - 4. Immediate care programs, services, and/or supports;
  - 5. Community inclusion programs, services, and/or supports;
  - 6. Residential programs, services, and/or supports; and
  - 7. “Related” programs, services, and/or supports defined as:
    - a. Programs designed toward enabling an Eligible Person to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons;
    - b. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
    - c. Programs which provide a controlled environment.
- B. Agencies applying for funds from CCDDR which fall within the area of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definition.
- C. The Board shall, at its discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

## VIII. Funding Categories

### A. Annual and Special Funding

#### 1. Grants

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

#### 2. POS Agreements

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

### B. Special Funding

#### 1. New Programs

- a. CCDDR may provide one-time grants or POS Agreements for new programs.
- b. Criteria to be used to review and evaluate all applications for new programs, services, and/or supports include, but is not limited to:
  - i. The extent to which the new program, service, and/or support has been identified by CCDDR as a need based upon needs survey results, waiting list data, or other viable sources;
  - ii. The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the proposed new program, service, and/or support;
  - iii. The extent to which the new program, service, and/or support will contribute to the advancement of and/or

- improvement of promoting Eligible Persons to progress toward normal living;
- iv. The availability of CCDDR revenues to sustain the new program, service, and/or support on an on-going basis;
  - v. The extent to which the new program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded;
  - vi. The extent to which the estimated cost for the new program, service, and/or support is reasonable and is cost-effective;
  - vii. The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds;
  - viii. The extent to which the new program, service, and/or support addresses the needs of Eligible Persons;
  - ix. The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel;
  - x. The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, is capable of attaining the proposed outcomes and goals;
  - xi. The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals; and
  - xii. The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested).
- c. CCDDR will evaluate each one-time grant application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

2. Construction/Renovation Projects & Purchases of Property

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

CCDDR shall be named as additional insured and loss payee on such policy.

- f. Restricted covenants shall be recorded for the agency's use of CCDDR funds to: purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

3. Vehicle Purchases

- a. CCDDR may provide one-time grants to enable agencies to:
  - i. improve or replace their existing fleet of vehicles;
  - ii. purchase lift equipment or safety equipment, such as restraints; or
  - iii. to purchase new vehicles as part of an expansion of transportation services.
- b. All vehicle purchases require adherence to this Policy, adherence to CCDDR Procurement Policy #31, applicable sections contained within CCDDR Transportation Policy #36 as outlined in the Funding Agreement, and adherence to all applicable Federal, Missouri, and local laws
  - i. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310/5311 program are not subject to the conditions outlined in CCDDR Procurement Policy #31.
- c. For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

- g. Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased with CCDDR funds.
  - i. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods.
  - ii. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.
  - iii. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5309/5310/5311), Federal or MoDOT property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).
- h. CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

#### 4. Operational Shortfall

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

#### 5. Health and Safety

- a. CCDDR may provide one-time grants to an agency if the health and safety of an Eligible Person/Persons is/are threatened, and the agency is financially unable to accommodate a remedy to the health and safety issue.
- b. Health and safety concerns will be heavily scrutinized by the Board.

- c. If it has been determined mismanagement or management errors are the reason for the health and safety issue, additional investigatory authorities may be notified and continued funding of any other CCDDR funded agency program will be reviewed and reconsidered immediately.

IX. Monitoring of Funds Utilization

- A. All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).
- B. All agencies receiving special funding from CCDDR must submit copies of actual invoices and checks for payment of the invoices for approved expenditures.
- C. For operational, operational shortfall, new program, and/or other special project or program funding, a verifiable, detailed accounting of how the funds were utilized is required.
- D. If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.
- E. Purchase of Assets
  - 1. Agencies awarded funds for the purchase of assets (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
  - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
  - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
  - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
  - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

6. If purchased assets are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.
7. Agencies awarded funds for the purchase of an asset in excess of \$1,000 shall not sell, trade, or dispose of the item within a three-year period of time after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the asset.
8. All purchased assets shall be depreciated in accordance with generally accepted accounting principles. The agency shall be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

F. Purchase of Property

1. If CCDDR grants funds for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or grant application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.
  - a. If the agency continues to serve Eligible Persons, but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner.
  - b. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.
2. For all purchases of personal property in excess of \$5,000.00, the agency shall grant to CCDDR a first-priority security interest in the property and all proceeds thereof.
  - a. The agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable in order to create, preserve, perfect, or validate the line on such personal property.
  - b. The security agreement shall be in effect for 10 years or until property is disposed of.



X. Monitoring Agencies Receiving Funds

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

statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

- F. Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, and procedures adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.
- G. Agencies will be required to comply with all terms and conditions set forth in the funding agreement(s).
- H. CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports.
- I. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded by CCDDR funds.



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2017-81**

**LAI SPECIAL FUNDING REQUEST – 2018 OPERATIONAL SHORTFALL**

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

**WHEREAS**, The Camden County SB 40 Board has historically approved and authorized one-time funding requests from Service Providers for Camden County clients when warranted and deemed necessary.

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, authorizes the one-time funding request (as identified in Attachment “A” hereto) from Lake Area Industries, hereafter referred to as LAI, for the anticipated shortfall in the operational costs for Fiscal Year 2018 in the amount of \$66,738.00.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2017-81

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES  
SPECIAL FUNDING REQUEST**

**I. AGENCY INFORMATION**

Agency Name: Lake Area Industries  
Address: 1720 N. Business Rt 5, Camdenton, MO 65020  
Phone #: 573-346-7934  
Contact Person: Natalie Couch

**II. FUNDING REQUESTED**

**Purpose of this Special Funding Request:**

- New Service and/or Support Program
- Transportation
- Community Inclusion
- Community Employment
- Housing
- Vehicle(s)
- Property Acquisition and/or New Construction
- Other Capital/Major Purchases (Equipment, Renovations, Major Repairs, etc.)
- Health & Safety Abatement
- Operational Shortfall
- Other: \_\_\_\_\_

Amount Requested: \$ 66,738

**(All supporting evidence associated with this request MUST be attached. CCDDR Reserves the right to request additional documentation as needed to support this Funding Request.)**

“I certify to the best of my knowledge and belief that all data supplied with this request is true and correct to the best of my knowledge. This request has been duly authorized by the governing body of the applicant, and I further understand and agree to the conditions and funding policies issued by Camden County Developmental Disability Resources.”

Natalie Couch  
(Authorized Signature)

9/27/17  
(Date)

Printed Name of Authorized Agency Representative: Natalie Couch

Lake Area Industries is requesting \$66,738 for our projected operational shortfall in 2018. \$50,449 is our projected shortfall. \$16,289, the projected amount to be billed to SB-40 for LAI's purchase of services agreement for the month of January which would be paid to LAI in February, was added to the shortfall in this request. The purpose of adding this in to the shortfall is to provide LAI with the monthly funding from SB-40 in advance instead of in arrears. LAI must pay the employees for their hours worked within the same month and is not reimbursed by SB-40 until the following month. Adding this into our shortfall alleviates the funding delay.

**Lake Area Industries, Inc.**  
**Budget Overview: 2018 Budget - FY18 P&L Classes**

January - December 2018

	ADMIN	CONTRACT PACKAGING	FOAM RECYCLING	GIFTED GARDENS	SHREDDING	TOTAL
Total Income	0	429,988	5,004	55,654	28,800	519,446
Cost of Goods Sold						
Cost of Goods Sold		38,400				38,400
GG PLANTS & SUPPLIES						0
MISC SUPPLIES				41		41
PLANTS				33,176		33,176
Total GG PLANTS & SUPPLIES	0	0	0	33,216	0	33,216
SHIPPING AND DELIVERY		180				180
FREIGHT - IN		900		2,374	300	3,574
Total SHIPPING AND DELIVERY	0	1,080	0	2,374	300	3,754
WAGES-EMPLOYEES		243,120	1,886	4,902	12,000	261,908
Total Cost of Goods Sold	0	282,600	1,886	40,493	12,300	337,278
Gross Profit	0	147,388	3,118	15,161	16,500	182,167
Expenses						
ACCTG. & AUDIT FEES	8,185					8,185
ALL OTHER EXPENSES						0
ADVERTISING	1,020		93	1,033	240	2,385
CREDIT CARD FEES				1,138		1,138
FIRST AID & SAFETY SUPPLIES		1,260	46			1,306
GG PERMITS & FEES				15		15
GG PROF. MEMBERSHIP/ SUBSCRIPT				95		95
INTEREST & BANK CHARGES	40,224					40,224
OFFICE SUPPLIES/ POSTAGE	3,420		125			3,545
PERMITS & FEES	14					14
PRINTING			13			13
PROF. MEMBERSHIPS / SUBSCRIPT.	3,744					3,744
TRAVEL & ENTERTAINMENT	7,992				12	8,004
Total ALL OTHER EXPENSES	56,414	1,260	276	2,281	252	60,482
EQUIP. PURCHASES & MAINTENANCE						0
EQUIP. PURCHASES & MAINTENANCE	96					96
AUTO & TRUCK MAINTENANCE	51	9,600			1,440	11,091
EQUIPMENT MAINTENANCE	130	8,160	3,000		1,596	12,886
FORKLIFT FUEL - PROPANE		1,680				1,680
OFFICE EQUIPMENT MAINTENANCE	1,164					1,164
VEHICLE GAS & LUBS		5,100		50	1,680	6,830
Total EQUIP. PURCHASES & MAINTENANCE	1,441	24,540	3,000	50	4,716	33,747
FACILITY & FIXTURE MAINT						0
FACILITY MAINTENANCE	180	13,380	120		420	14,100
GG FACILITY MAINTENANCE				500		500
HOUSEKEEPING / CLEANING SUPPLY	4,140					4,140
Total FACILITY & FIXTURE MAINT	4,320	13,380	120	500	420	18,740
Total EQUIP. PURCHASES & MAINTENANCE	5,761	37,920	3,120	550	5,136	52,487

INSURANCE							0
BUSINESS COMP. INSURANCE	16,760						16,760
Total INSURANCE	16,760	0	0	0	0	0	16,760
PAYROLL							0
PAYROLL - OFFICE & STAFF							0
WAGES - TEMPORARY WORKERS		87,600					87,600
WAGES- CLERICAL	128,748						128,748
WAGES- STAFF SUPERVISORS		100,254	2,696	4,801	9,380		117,131
Total PAYROLL - OFFICE & STAFF	128,748	187,854	2,696	4,801	9,380		333,479
Total PAYROLL	128,748	187,854	2,696	4,801	9,380		333,479
PAYROLL EXP & BENEFITS							0
FICA EXP. - MEDICARE TAXES	2,940	5,040	58	118	300		8,456
FICA EXP. - SOCIAL SECURITY TAX	12,120	21,600	242	507	1,236		35,705
HEALTH MEDICAL & LIFE INSURANCE	54,000						54,000
UNEMPLOYMENT PAYMENTS	1,800						1,800
Total PAYROLL EXP & BENEFITS	70,860	26,640	300	626	1,536		99,961
PROFESSIONAL SERVICES	9,000	29,040	340	631	1,404		40,415
UTILITIES							0
UTILITIES - CITY WATER	840						840
UTILITIES - ELECTRIC	15,840						15,840
UTILITIES - GG ELECTRIC	732						732
UTILITIES - TELE & INTERNET	2,940						2,940
UTILITIES - TRASH SERVICE	2,280						2,280
Total UTILITIES	22,632	0	0	0	0		22,632
Total Expenses	318,360	282,714	6,731	8,889	17,708		634,401
Net Operating Income	(318,360)	(135,326)	(3,613)	6,272	(1,208)		(452,234)
Other Income							
INTEREST INCOME	72						72
SB-40 REVENUE							0
SB-40 GENERAL FUNDS		181,908	952	4,212	8,400		195,472
Total SB-40 REVENUE	0	181,908	952	4,212	8,400		195,472
STATE AID		192,000	912	4,209	9,120		206,241
Total Other Income	72	373,908	1,864	8,421	17,520		401,785
Other Expenses							
ALLOCATION NON OPERATING EXPENSES	(318,288)	284,724	6,779	8,952	17,833		0
Total Other Expenses	(318,288)	284,724	6,779	8,952	17,833		0
Net Other Income	318,360	89,184	(4,915)	(531)	(313)		401,785
Net Income	0	(46,142)	(8,528)	5,741	(1,521)		(50,449)