



August 15th, 2016

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

Open Session Board Meeting

Agenda

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

Tentative Agenda for Open Session Board Meeting on August 15th, 2016, 4:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for July 18th, 2016

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- Support Coordination Report
- CARF Reports
- Agency Economic Report
- Resolutions 2016-29, 2016-30, 2016-31, 2016-32, 2016-33, 2016-34, 2016-35, and 2016-36
- Closed Session Board Packet

Public Comment

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

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

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

Speakers/Guests

- NONE

Monthly Reports

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

Old Business for Discussion

- NONE

New Business for Discussion

- Macks Creek Park Community Event
- Heartland Disability Rights Meeting
- Annual Missouri APSE Conference

July Support Coordination Report

July CARF Reports

July Agency Economic Report – Not Received by Board Meeting Date – Will Review in September 2016

July 2016 Credit Card Statement

Discussion and Conclusion of Resolutions:

1. Resolution 2016-29: Approval of Amended Policy #7
2. Resolution 2016-30: Approval of Amended Policy #12
3. Resolution 2016-31: New Policy 39 - Client Records
4. Resolution 2016-32: New Policy 40 - Administrative Response to Disaster
5. Resolution 2016-33: New Policy 41 - Equal Employment Opportunity and Affirmative Action
6. Resolution 2016-34: LAI POS Contract August 1st to December 31st, 2016 - Sheltered Employment
7. Resolution 2016-35: OATS Contract September 1st, 2016, to June 30th, 2017 - Non-Waivered Transportation
8. Resolution 2016-36: Partnership for Hope "Blanket" Approval for \$3,000 Exceptions

Closed Session Pursuant to RSMo 610.021, Subsection (1)

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

July 18th, 2016

Open Session Minutes

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

Members Present Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

Members Absent Lisa Jackson, Bob Robinson, Brian Willey

Others Present Ed Thomas, Executive Director

Guests Susan Daniels, Colie Creach (CLC)
Danielle Rebar, Lilly Smith, Marvin Johnson, John Blatchford, (LAI)
Chris Bothwell
Ann Bledsoe
Matthew Herbst
Edmond Thomas, Myrna Blaine, Rachel Baskerville, Gigi Maha,
Linda Simms, Jeanna Cupp, Marcie Vansyoc (CCDDR)

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

Approval of Agenda

Motion by Max Fisher, second Suzanne Perkins, to approve the agenda as presented.

AYE: Judy Crawford, Suzanne Perkins, Max Fisher,
Jim Powell, Angela Sellers

NO: None

Approval of Open Session Board Minutes for June 20th, 2016

Motion by Suzanne Perkins, second Max Fisher to approve the June 20th minutes as presented.

AYE: Judy Crawford, Suzanne Perkins,
Max Fisher

NO: None

ABSTAIN: Jim Powell and Angela Sellers because they
were not present at the June 20th, 2016 board meeting.

Paul DiBello arrived after motion for approval of agenda and board minutes.

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- Support Coordination Report
- CARF Report

- Agency Economic Report
- June 2016 Credit Card Statement
- Resolutions 2016-27, 2016-28
- Closed Session Board Packet

Speakers/Guests

- None

Monthly Reports

Arc of the Lake

Ann Bledsoe

The ARC is making preparations for the picnic at Wonderland Camp on August 20. Conversations are being held with an organization in St. Louis that has built accessible playgrounds. The idea of attaching the accessible playground to a barge and moving it from place to place is being considered. The ARC does not hold fundraisers but receives money by donation only.

Lake Ozarks Developmental Center (LODC)

No LODC representatives were present.

Children's Learning Center (CLC)

Susan Daniels

CLC is working on their fall schedule. The CLC annual audit will be held July 20 by Evers & Company. CLC fund raisers, McGrath Insurance of Camdenton and a Safeco Insurance "Make More Happen Award" in the amount of \$4,000.00 will enable the CLC playground be upgraded with a Safeco rubber surface. A link will be posted on CLC's Facebook page the first of August; 100 "like" clicks and commenting on the story will gain an additional \$1,000.00 for CLC. CLC is working with Celebration Cruises the first 2 Sundays in December and will receive a percentage of the cruises booked. The 2nd annual CLC yard sale will be held on September 24th at 100 3rd Street. CLC asked if cleanup to front of building would be possible. Rain causes rock to wash out onto sidewalk.

Lake Area Industries (LAI)

Lilly Smith

Contract Packaging is down due to less packaging but did receive 2 new customers. Recycling did not run in June. Permit was requested from DNR for the foam project. An onsite safety inspection will be held within the next six months for the dock foam area. Gifted Gardens funds were down; some money was saved on supervisor's wages and utilities. Mums will be sold in September and October. Shredding area has picked up a few new customers. Gifted Goods and Garments is doing better than last year. LAI is working with local furniture stores to obtain slightly damaged furniture, for the thrift shop. Wood products are down. LAI is working with CCDDR for a solution of transporting workshop employees to and from work. LAI vans have been inspected and necessary repairs have been made.

At the CCDDR June board meeting, LAI was asked to provide documentation regarding whether pay or commission was received by a LAI board member from Employer Advantage. Max Fisher asked if that documentation had been received by LAI. LAI board members will discuss the item at their board meeting on Tuesday night. Max asked what the plan for the foam was. Some foam processing is being done by non DD persons per LAI.

Old Business for Discussion

- NONE

New Business for Discussion

- NONE

June Support Coordination Report

June caseload was 299; budgeted number of caseloads is 295. There are 9 full time support coordinators. Three of the support coordinators have dual responsibilities. At the end of June, nine intakes were pending. The quilted wall hangings displayed at the Keystone facility are on loan from a CCDDR client. The board asked Myrna to thank the client for sharing the wall hangings and relay to the client that the board was very impressed with the work.

Motion by Suzanne Perkins, second Angela Sellers, to approve the report as presented.

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

June CARF Report

CARF report is still being fine-tuned. 300 people are a lot to keep track of. With the exception of three support coordinators that have other job duties, caseload is running at 37 to 38 per support coordinator. The team is striving to improve at all times. Intake and eligibility timelines are both on track. Database entry for action steps needs some improvement. The team is doing a much better job talking to clients regarding safety. CCDDR will host an event for clients after school starts. The support coordinators will attend the Back to School Fair giving out school supplies. The Back to School Fair enables support coordinators to interact with people one on one.

Motion by Suzanne Perkins, second Angela Sellers, to approve the report as presented.

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

June CARF Report

Surveys are being returned by CCDDR clients stating they are very satisfied with the services provided by their support coordinator. The surveys are coming back with a 100% satisfactory rating. CCDDR support coordinators have a good relationship with their clients.

Motion by Suzanne Perkins, second Angela Sellers, to approve the report as presented.

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

June Agency Economic Report

June fiscal reporting as far as TCM income to budget is a little closer to the TCM budget. Caseloads will be redistributed making the new caseload average 24 to 25 clients for the support coordinators that have other job duties. This should increase billing percentages. Anticipating last year's number of 300 clients, we are above average comparison with rest of state and counties running at about 43% of potential eligible individuals being served. The average in the state runs between 35% and 36%. Second quarter budget did better and was not as far in the negative as far as TCM income and hope to offset by end of year. A little bit of shortfall is anticipated in July due to many employees taking vacation time. Grants income for the year is higher than budgeted because more tax dollars have been received to this point than was originally anticipated.

Motion by Angela Sellers, second Suzanne Perkins, to approve the report as presented.

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

June 2016 Credit Card Statement

No Questions and a vote not necessary.

Discussion and Conclusion of Resolutions:

1. Resolution 2016-27 – New Job Creation and Description – Community Living Coordinator

Community Living Coordinator will carry a partial caseload and is responsible for coordinating The Housing Voucher, Transportation and Community Employment Programs.

Motion by Paul DiBello, second Angela Sellers, to approve the resolution as presented:

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

2. Resolution 2016-28: Revised 2016 Budget

Budget is revised once a year. The Grants side had few changes and was modified due to the closure of the EDGE program. Adjustments were made to accommodate for lower than originally anticipated TCM revenue.

Motion by Max Fisher, second Paul DiBello, to approve the resolution as presented:

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

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

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

The Board returned from Closed Session

Adjournment:

Motion by Paul DiBello, second Max Fisher, to adjourn meeting.

AYE: Judy Crawford, Paul DiBello, Suzanne Perkins,
Max Fisher, Jim Powell, Angela Sellers

NO: None

Board Chairman

Secretary

CLC Monthly Report



**SB40/CCDDR Funding Request
for
AUGUST 2016**

Utilizing JULY2016 Records

CHILDREN'S LEARNING CENTER

Statement of Activity

July 2016

	First Steps	Step Ahead	Not Specified	TOTAL
Revenue				0.00
40000 INCOME				0.00
42000 Program Services				0.00
42100 First Steps				0.00
Total 42100 First Steps	\$ 9,873.00	\$ 4,944.00	\$ 0.00	\$ 14,817.00
Total 42000 Program Services	\$ 9,873.00	\$ 4,944.00	\$ 0.00	\$ 14,817.00
43000 Tuition				0.00
43100 Dining				0.00
43120 Lunch		50.00		50.00
43130 Snack		10.00		10.00
Total 43100 Dining	\$ 0.00	\$ 60.00	\$ 0.00	\$ 60.00
43500 Tuition		778.11		778.11
Total 43000 Tuition	\$ 0.00	\$ 838.11	\$ 0.00	\$ 838.11
45000 Other Revenue				0.00
45300 Miscellaneous Revenue				0.00
45310 Donations		575.00		575.00
45312 Community Rewards		207.87		207.87
Total 45310 Donations	\$ 0.00	\$ 782.87	\$ 0.00	\$ 782.87
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 782.87	\$ 0.00	\$ 782.87
Total 45000 Other Revenue	\$ 0.00	\$ 782.87	\$ 0.00	\$ 782.87
Total 40000 INCOME	\$ 9,873.00	\$ 6,564.98	\$ 0.00	\$ 16,437.98
Total Revenue	\$ 9,873.00	\$ 6,564.98	\$ 0.00	\$ 16,437.98
Gross Profit	\$ 9,873.00	\$ 6,564.98	\$ 0.00	\$ 16,437.98
Expenditures				0.00
50000 EXPENDITURES				0.00
51000 Payroll Expenditures				0.00
51100 Employee Salaries				0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 16,806.32	\$ 0.00	\$ 16,806.32
51500 Employee Taxes				0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 1,566.81	\$ 0.00	\$ 1,566.81
51600 Health Insurance	76.63	595.60		672.23
Total 51000 Payroll Expenditures	\$ 76.63	\$ 18,968.73	\$ 0.00	\$ 19,045.36
52000 Advertising/Promotional		27.61		27.61
53000 Equipment		1,112.53		1,112.53
56000 Office Expenditures				0.00
56100 Copy Machine	102.52	239.22		341.74
56300 Office Supplies		552.05		552.05
56400 Postage & Delivery	47.00			47.00
Total 56000 Office Expenditures	\$ 149.52	\$ 791.27	\$ 0.00	\$ 940.79
57000 Office/General Administrative Expenditures				0.00
57100 Accounting Fees				0.00
57150 Online Accounting Software Service		55.50		55.50
Total 57100 Accounting Fees	\$ 0.00	\$ 55.50	\$ 0.00	\$ 55.50
57160 QuickBooks Payments Fees	11.99	27.96		39.95
57400 Child Management Software		35.00		35.00
57600 License/Accreditation/Permit Fees		425.00		425.00
57960 Janitorial/Custodial		400.00		400.00
Total 57000 Office/General Administrative Expenditures	\$ 11.99	\$ 943.46	\$ 0.00	\$ 955.45

									0.00
58000 Operating Supplies									337.05
58100 Consumables									826.71
58200 Dining									20.14
58400 Sanitizing									20.14
Total 58000 Operating Supplies	\$	0.00	\$	1,183.90	\$	0.00	\$	0.00	1,183.90
59000 Program Service Fees									0.00
59100 First Steps									0.00
Total 59100 First Steps	\$	10,971.19	\$	0.00	\$	0.00	\$	0.00	10,971.19
Total 59000 Program Service Fees	\$	10,971.19	\$	0.00	\$	0.00	\$	0.00	10,971.19
61000 Repair & Maintenance									130.00
63000 Utilities									0.00
63100 Electric		115.77		270.13					385.90
63200 Internet		18.00		41.99					59.99
63300 Telephone		36.43		85.05					121.48
63400 Trash Service				35.83					35.83
63500 Water Softener				24.00					24.00
Total 63000 Utilities	\$	170.20	\$	457.00	\$	0.00	\$	0.00	627.20
Total 60000 EXPENDITURES	\$	11,379.53	\$	23,614.50	\$	0.00	\$	0.00	34,994.03
Total Expenditures	\$	11,379.53	\$	23,614.50	\$	0.00	\$	0.00	34,994.03
Net Operating Revenue	-\$	1,506.53	-\$	17,049.52	\$	0.00	-\$	0.00	18,556.05
Net Revenue	-\$	1,506.53	-\$	17,049.52	\$	0.00	-\$	0.00	18,556.05

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

	*Restricted Funds	First Steps	Gen & Admin	School Age	Step Ahead	Not Specified	TOTAL
Revenue							0.00
40000 INCOME	0.00						0.00
41000 Contributions & Grants	0.00				2,862.93		3,502.58
41100 CACFP	0.00	639.65					59,732.55
41200 Camden County SB40	0.00	-617.79		5,462.29	54,888.05		63,235.13
Total 41000 Contributions & Grants	\$ 0.00	\$ 21.86	\$ 0.00	\$ 5,462.29	\$ 57,750.98	\$ 0.00	\$ 63,235.13
42000 Program Services	0.00						0.00
42100 First Steps	0.00						93,879.09
Total 42100 First Steps	\$ 0.00	\$ 72,833.09	\$ 0.00	\$ 0.00	\$ 21,046.00	\$ 0.00	\$ 93,879.09
Total 42000 Program Services	\$ 0.00	\$ 72,833.09	\$ 0.00	\$ 0.00	\$ 21,046.00	\$ 0.00	\$ 93,879.09
43000 Tuition	0.00					0.00	0.00
43100 Dining	0.00				20.00		20.00
43110 Birthday	0.00				1,090.00		1,090.00
43120 Lunch	0.00				190.00		190.00
43130 Snack	0.00						
Total 43100 Dining	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,300.00	\$ 0.00	\$ 1,300.00
43200 Enrollment Fees	0.00			30.00	75.00		105.00
43500 Tuition	0.00			3,492.33	12,953.09		16,445.42
43505 Subsidy Tuition	0.00			651.88	5,286.26		5,938.14
Total 43500 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,144.21	\$ 18,249.35	\$ 0.00	\$ 22,393.56
Total 43000 Tuition	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,174.21	\$ 19,824.35	\$ 0.00	\$ 23,798.56
45000 Other Revenue	0.00			122.15	143.28		265.43
45200 Fundraising income	0.00						0.00
45220 Summer Night Glow 5K	0.00				12,709.93		12,709.93
45221 Raffle-Summer Night Glow	0.00				590.00		590.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,299.93	\$ 0.00	\$ 13,299.93
45260 Yankee Candle Fundraiser	0.00				613.14		613.14
Total 45200 Fundraising Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,913.07	\$ 0.00	\$ 13,913.07
45300 Miscellaneous Revenue	0.00		0.00		804.81		804.81
45310 Donations	0.00				1,300.91		1,300.91
45312 Community Rewards	0.00				448.81		448.81
45313 Playground Fund	5,667.74				50.00		5,717.74
Total 45310 Donations	\$ 5,667.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,799.72	\$ 0.00	\$ 7,467.46
Total 45300 Miscellaneous Revenue	\$ 5,667.74	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,604.53	\$ 0.00	\$ 8,272.27
Total 45000 Other Revenue	\$ 5,667.74	\$ 0.00	\$ 0.00	\$ 122.15	\$ 16,660.88	\$ 0.00	\$ 22,450.77
Total 40000 INCOME	\$ 5,667.74	\$ 72,854.95	\$ 0.00	\$ 9,758.65	\$ 115,082.21	\$ 0.00	\$ 203,363.55
Total Revenue	\$ 5,667.74	\$ 72,854.95	\$ 0.00	\$ 9,758.65	\$ 115,082.21	\$ 0.00	\$ 203,363.55
Gross Profit	\$ 5,667.74	\$ 72,854.95	\$ 0.00	\$ 9,758.65	\$ 115,082.21	\$ 0.00	\$ 203,363.55
Expenditures							0.00
50000 EXPENDITURES	0.00						0.00
51000 Payroll Expenditures	0.00						0.00
51100 Employee Salaries	0.00						103,750.02
Total 51100 Employee Salaries	\$ 0.00	\$ 4,721.23	\$ 0.00	\$ 12,977.41	\$ 86,051.38	\$ 0.00	\$ 103,750.02
51500 Employee Taxes	0.00						0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 845.85	\$ 0.00	\$ 1,203.47	\$ 7,735.07	\$ 0.01	\$ 9,784.40
51600 Health Insurance	0.00	306.62	0.00		3,538.84		3,845.36
51800 Payroll Bank/Electronic Transaction Fees	0.00			69.75	92.25		162.00
51900 Workermans Comp Insurance	0.00			825.00	825.00		1,650.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 5,873.60	\$ 0.00	\$ 15,075.63	\$ 98,242.54	\$ 0.01	\$ 118,181.78
52000 Advertising/Promotional	0.00	9.80	0.00	360.50	1,359.96		1,750.26
53000 Equipment	0.00	74.09			3,887.93		3,962.02
54000 Fundraising/Grants	0.00				25.85		25.85
54200 Summer Night Glow 5K	0.00				4,423.76		4,423.76
54500 Grant Expense	0.00				66.04		66.04

54510 United Way Grant	0.00			44.71			44.71
Total 54000 Fundraising/Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44.71	\$ 4,515.65	\$ 0.00	\$ 4,560.36
55000 Insurance	0.00						0.00
55600 Professional Liability	0.00			266.50			266.50
55700 Crime Policy	0.00				266.50		266.50
Total 55000 Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 266.50	\$ 266.50	\$ 0.00	\$ 533.00
56000 Office Expenditures	0.00						0.00
56100 Copy Machine	0.00	667.47		245.21	1,844.97		2,757.65
56300 Office Supplies	0.00	22.91	0.00	17.14	1,406.97		1,447.02
56400 Postage & Delivery	0.00	100.45		9.80	49.00		159.25
Total 56000 Office Expenditures	\$ 0.00	\$ 790.83	\$ 0.00	\$ 272.15	\$ 3,300.94	\$ 0.00	\$ 4,363.92
57000 Office/General Administrative Expenditures	0.00						0.00
57100 Accounting Fees	0.00						0.00
57150 Online Accounting Software Service	0.00	6.65		16.64	272.60		295.89
Total 57100 Accounting Fees	\$ 0.00	\$ 6.65	\$ 0.00	\$ 16.64	\$ 272.60	\$ 0.00	\$ 295.89
57160 QuickBooks Payments Fees	0.00	47.96			111.84		159.80
57200 Bank Charges	0.00				3.36		3.36
57220 Stop Payment/Return Check Fees	0.00			-3.85			-3.85
Total 57200 Bank Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ -3.85	\$ 3.36	\$ 0.00	\$ -0.49
57400 Child Management Software	0.00			35.00	210.00		245.00
57600 License/Accreditation/Permit Fees	0.00	301.35			1,836.61		2,137.96
57960 Janitorial/Custodial	0.00	70.00		70.00	2,660.00		2,800.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 425.96	\$ 0.00	\$ 117.79	\$ 5,094.41	\$ 0.00	\$ 5,638.16
58000 Operating Supplies	0.00	12.38			494.89		507.27
58100 Consumables	0.00	1.25		98.56	1,715.66		1,815.47
58200 Dining	0.00			389.61	6,878.37		7,267.98
58400 Sanitizing	0.00				466.04		466.04
Total 58000 Operating Supplies	\$ 0.00	\$ 13.63	\$ 0.00	\$ 488.17	\$ 9,554.96	\$ 0.00	\$ 10,056.76
59000 Program Service Fees	0.00	30.93					30.93
59100 First Steps	0.00						0.00
Total 59100 First Steps	\$ 0.00	\$ 63,835.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 63,835.47
Total 59000 Program Service Fees	\$ 0.00	\$ 63,866.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 63,866.40
60000 Rent or Lease of Buildings	0.00			10,800.00			10,800.00
61000 Repair & Maintenance	0.00				804.00		804.00
62000 Safety & Security	0.00	54.00		36.00	197.97		287.97
63000 Utilities	0.00						0.00
63100 Electric	0.00	757.53		167.90	1,693.17		2,618.60
63200 Internet	0.00	100.38		22.40	289.15		411.93
63300 Telephone	0.00	229.77		512.95	569.74		1,312.46
63400 Trash Service	0.00	21.50		14.34	250.80		286.64
63500 Water Softener	0.00				219.59		219.59
Total 63000 Utilities	\$ 0.00	\$ 1,109.18	\$ 0.00	\$ 717.59	\$ 3,022.45	\$ 0.00	\$ 4,849.22
Total 50000 EXPENDITURES	\$ 0.00	\$ 72,217.49	\$ 0.00	\$ 28,199.04	\$ 130,247.31	\$ 0.01	\$ 230,663.85
66000 Allocated Expenditures	0.00	-306.91		980.02	673.12		1,346.23
Payroll Expenses	0.00						0.00
Taxespenditures	0.00						0.00
Employee Taxes	0.00				10.93		10.93
Total Taxespenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.93	\$ 0.00	\$ 10.93
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.93	\$ 0.00	\$ 10.93
Total Expenditures	\$ 0.00	\$ 71,910.58	\$ 0.00	\$ 29,179.06	\$ 130,931.36	\$ 0.01	\$ 232,021.01
Net Operating Revenue	\$ 5,667.74	\$ 944.37	\$ 0.00	\$ -19,420.41	\$ -15,849.15	\$ -0.01	\$ -28,657.46
Net Revenue	\$ 5,667.74	\$ 944.37	\$ 0.00	\$ -19,420.41	\$ -15,849.15	\$ -0.01	\$ -28,657.46

Accrual Basis

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
July 2016

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-1,506.53	-17,049.52		-18,556.05
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			83.70	83.70
Prepaid Expenses		16,187.08		16,187.08
Accounts Payable (A/P)			35.83	35.83
21000 CBOLO MasterCard -8027		-700.19	970.43	270.24
21200 Kroger-DS1634 CLC		-386.06	607.73	221.67
22300 Payroll Liabilities:Federal Taxes (941/944)			0.00	0.00
22400 Payroll Liabilities:MO Income Tax			371.00	371.00
22500 Payroll Liabilities:MO Unemployment Tax			281.11	281.11
Direct Deposit Payable			698.92	698.92
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	\$ 15,100.83	\$ 3,048.72	\$ 18,149.55
Net cash provided by operating activities	-\$ 1,506.53	-\$ 1,948.69	\$ 3,048.72	-\$ 406.50
Net cash increase for period	-\$ 1,506.53	-\$ 1,948.69	\$ 3,048.72	-\$ 406.50
Cash at beginning of period			37,948.48	37,948.48
Cash at end of period	-\$ 1,506.53	-\$ 1,948.69	\$ 40,997.20	\$ 37,541.98

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

	*Restrict	Restricted	Total					Not	
	d Funds	Funds-CLC	*Restricted	First Steps	Gen & Admin	School Age	Step Ahead	Specified	TOTAL
			Funds						
OPERATING ACTIVITIES									
Net Revenue		5,687.74	5,687.74	944.37	0.00	-19,420.41	-15,849.15	-0.01	-28,657.46
Adjustments to reconcile Net Revenue to Net Cash provided by operations:			0.00						0.00
Accounts Receivable (AIR)			0.00					268.26	268.26
Prepaid Expenses			0.00	10,050.37		1,952.84	10,097.78		22,100.99
Accounts Payable (AIP)			0.00					35.83	35.83
23000 CHOLO MasterCard -8027			0.00		-4,850.02		-1,855.38	7,730.49	1,225.09
21100 Kroger-DS1370 Edge (deleted)			0.00			-448.88		389.81	-59.27
21200 Kroger-DS1634 CLC			0.00				-4,710.58	4,820.10	-90.48
22309 Payroll Liabilities:Federal Taxes (941/944)			0.00					-1,943.01	-1,943.01
22400 Payroll Liabilities:MO Income Tax			0.00					224.00	224.00
22600 Payroll Liabilities:MO Unemployment Tax			0.00					684.32	684.32
Direct Deposit Payable			0.00					-6,206.90	-6,206.90
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,050.37	\$ -4,850.02	\$ 1,603.96	\$ -3,531.82	\$ 6,782.70	\$ 18,218.83
Net cash provided by operating activities	\$ 0.00	\$ 5,687.74	\$ 5,687.74	\$ 10,050.37	\$ -4,850.02	\$ 17,016.45	\$ 12,317.33	\$ 6,782.69	\$ 12,438.63
Net cash increase for period	\$ 0.00	\$ 5,687.74	\$ 5,687.74	\$ 10,050.37	\$ -4,850.02	\$ 17,016.45	\$ 12,317.33	\$ 6,782.69	\$ 12,438.63
Cash at beginning of period			0.00					49,980.51	49,980.51
Cash at end of period	\$ 0.00	\$ 5,687.74	\$ 5,687.74	\$ 10,050.37	\$ -4,850.02	\$ 17,016.45	\$ 12,317.33	\$ 56,763.20	\$ 37,641.96

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

		Jan - Jul, 2016
ASSETS		
Current Assets		
Bank Accounts		
11000 CBOLO Checking		37,541.98
11005 Checking-EDGE		0.00
Total Bank Accounts	\$	37,541.98
Accounts Receivable		
Accounts Receivable (A/R)		764.94
Total Accounts Receivable	\$	764.94
Other current assets		
14000 Undeposited Funds		0.00
Prepaid Expenses		-6,447.44
Total Other current assets	-\$	6,447.44
Total Current Assets	\$	31,859.48
TOTAL ASSETS	\$	31,859.48
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)		-63.17
Total Accounts Payable	-\$	63.17
Credit Cards		
21000 CBOLO MasterCard -8027		2,098.71
21100 Kroger-DS1370 Edge (deleted)		0.00
21200 Kroger-DS1634 CLC		480.50
Total Credit Cards	\$	2,579.21
Other Current Liabilities		
22000 Payroll Liabilities		
22100 Anthem		1,424.50
22200 Childcare Tuition		651.44
22300 Federal Taxes (941/944)		-8,242.58
22400 MO Income Tax		-2,355.48
22500 MO Unemployment Tax		496.10
22600 Primevest Financial		448.19
Total 22000 Payroll Liabilities	-\$	7,577.83
Direct Deposit Payable		-6,206.90
Total Other Current Liabilities	-\$	13,784.73
Total Current Liabilities	-\$	11,268.69
Total Liabilities	-\$	11,268.69
Equity		
30000 Opening Balance Equity		13,816.12
Retained Earnings		57,969.51
Net Revenue		-28,657.46
Total Equity	\$	43,128.17
TOTAL LIABILITIES AND EQUITY	\$	31,859.48

CHILDREN'S LEARNING CENTER

A/P AGING SUMMARY

As of July 31, 2016

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

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

○ **CHILD COUNT/ATTENDANCE**

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

○ **COMMUNITY EVENTS**

Attended:

7/14 - Spoke at Kiwanis - Ozark Coast

Current / Upcoming:

7/11 - Meeting with Barbara Bunch 93.5 - fall fundraiser

7/11 - Staff meeting (Training with OT, Bonnie Arntz, brushing & compression-sensory)

7/12 - Annual licensing renewal visit

7/14 - Speak at Ozark Coast Kiwanis 12 @ Ozark Yacht Club

7/20 - Evers & Co. Audit

8/1 - 5 Teacher Work Week (8/1 Team Building/Transitions/Building relationships with challenging children
and 8/3 Brushing & sensory integration training)

8/4 - Parent orientation

8/8 - Staff Meeting (Sign Language training)

8/23 - 2016/17 First day of new session

9/15 - Wishes for Wonderland Camp

9/24 - 2nd Annual CLC Yard Sale

10/19 - CADV Brunch 11 am

12/4 & 11 - Frosty Float on Celebration

○ **GENERAL PROGRAM NEWS**

Inclusive Playground Improvement Project

**Scheduled to be completed first week of August

○ **FUNDING/BUDGET**

SafeCo award from McGrath Insurance presented to CLC for \$5,000

○ **FUNDRAISING/GRANTS**

September 24 - 2nd Annual CLC Yard Sale

December 4 & 11 - Frosty Float Fundraiser

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

○ **CHILD COUNT/ATTENDANCE**

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

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○ **GENERAL PROGRAM NEWS**

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○ **FUNDRAISING/GRANTS**

September 24 - 2nd Annual CLC Yard Sale

December 4 & 11 - Frosty Float Fundraiser

LAI Monthly Report
Reports were not
Available at the
Time the Board
Packet was Finalized

Support Coordination Report

July 2016

Consumer Caseloads

- Number of Caseloads as of July 31st, 2016: 299
- Budgeted Number of Caseloads: 300
- There were 9 Full-Time Support Coordinators handling an average of 33 caseloads each
- Pending Number of New Intakes: 12
- Medicaid Eligibility: 86.62%

**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 (N/A)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	22	2	0	91.67 %
Total	22	2	0	91.67 %
Goal				100 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	21	2	0	91.30 %
Total	21	2	0	91.30 %
Goal				100 %

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

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
Targeted Case Management	54	21	0	72.00 %
Total	54	21	0	72.00 %
Goal				80 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	38	15	0	71.70 %
Total	38	15	0	71.70 %
Goal				80 %

Outcome Measurement Report



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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	585	1229	0	32.25 %
Total	585	1229	0	32.25 %
Goal				80 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	264	52	0	83.54 %
Total	264	52	0	83.54 %
Goal				95 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	187	83	0	69.26 %
Total	187	83	0	69.26 %
Goal				75 %

TCM: % of time Billable (N/A)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
Targeted Case Management	6434	4901	0	56.76 %
Total	6434	4901	0	56.76 %
Goal				70 %

Outcome Measurement Report



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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	85	0	3	100.00 %
Total	85	0	3	100.00 %
Goal				90 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	86	1	2	98.85 %
Total	86	1	2	98.85 %
Goal				90 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management				
Total				
Goal				80 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	34	236	0	12.59 %
Total	34	236	0	12.59 %
Goal				100 %

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. \(N/A\)](#)

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

For Events:

Parameters:

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

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	37	0	0	100.00 %
Total	37	0	0	100.00 %
Goal				100 %

**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 \(N/A\)](#)

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

For Events:

Parameters:

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

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

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

For Events:

Parameters:

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

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

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

For Events:

Parameters: Is Waiver: Yes;

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

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	13	3	0	81.25 %
Total	13	3	0	81.25 %
Goal				80 %

Outcome Measurement Report



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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	33	86	0	27.73 %
Total	33	86	0	27.73 %
Goal				80 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	28	5	0	84.85 %
Total	28	5	0	84.85 %
Goal				95 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	22	8	0	73.33 %
Total	22	8	0	73.33 %
Goal				75 %

TCM: % of time Billable (N/A)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
CCDDR	404	938	0	30.10 %
Total	404	938	0	30.10 %
Goal				70 %

Outcome Measurement Report



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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	8	0	2	100.00 %
Total	8	0	2	100.00 %
Goal				90 %

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	8	0	2	100.00 %
Total	8	0	2	100.00 %
Goal				90 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR				
Total				
Goal				80 %

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	0	30	0	0.00 %
Total	0	30	0	0.00 %
Goal				100 %

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. (N/A)

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

For Events:

Parameters:

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

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

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

For Events:

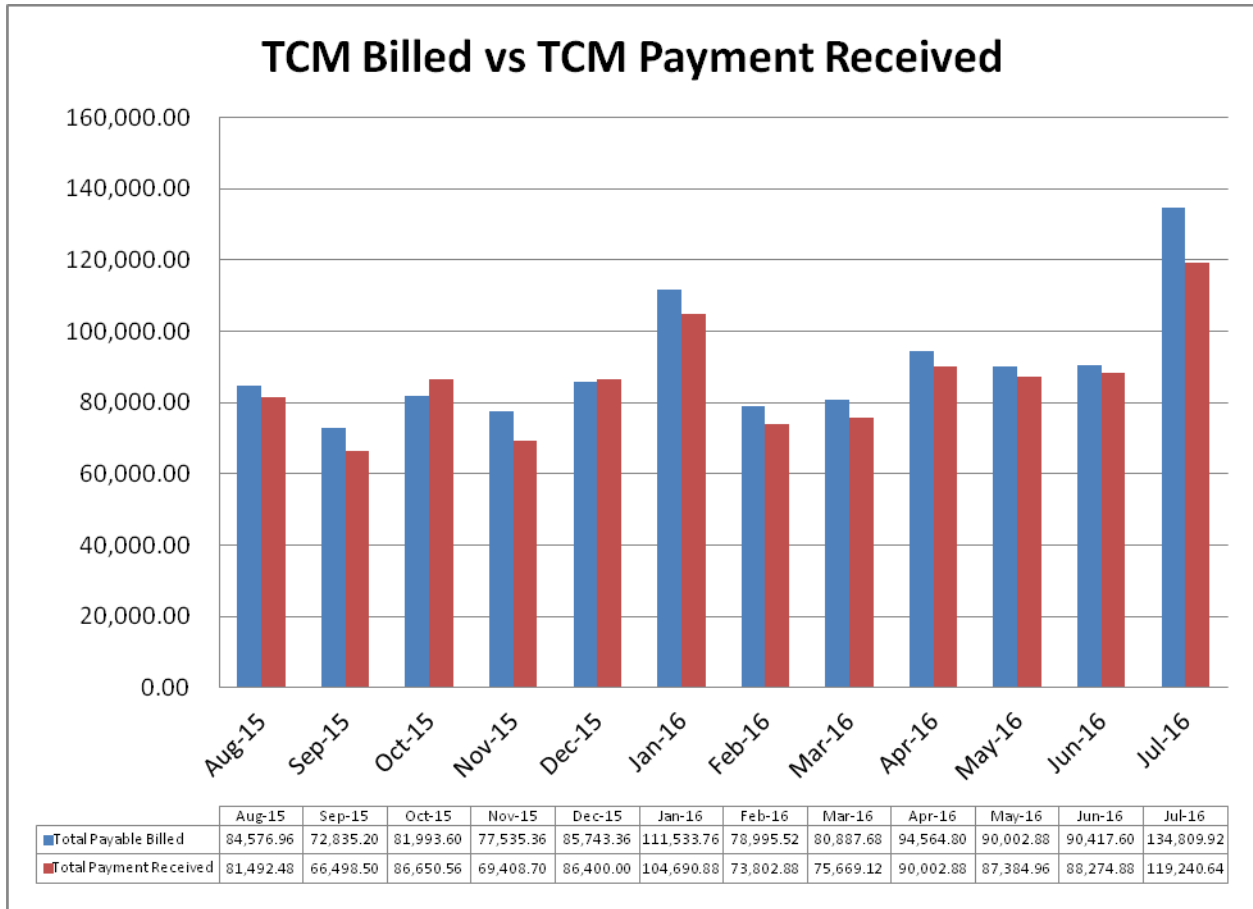
Parameters:

	Yes	No	NA	Percentage
CCDDR	3	0	0	100.00 %
Total	3	0	0	100.00 %
Goal				100 %

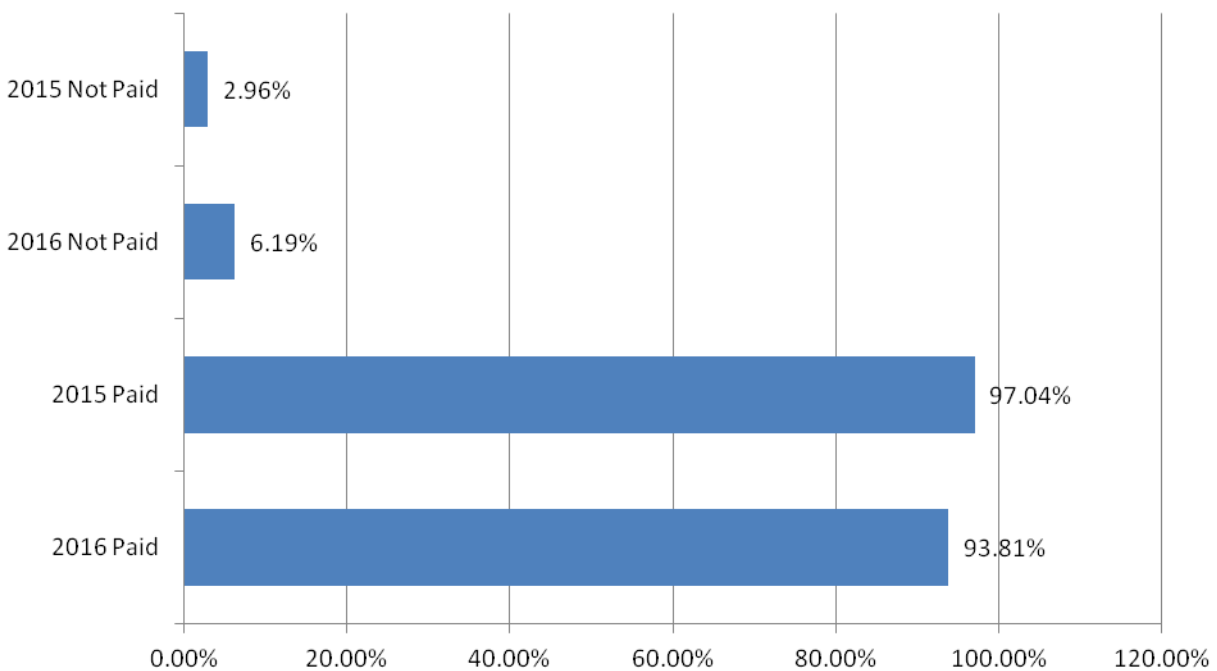
Agency Economic
Report
(Unaudited)

July 2016

Targeted Case Management Income



2016 vs 2015 Percentage Comparison Medicaid Billed vs Medicaid Paid



July 2016 - Grants Program Budget vs. Actuals

	Grants		
	Actual	Budget	Variance
Income			
4000 Income		4,150	(4,150)
Total Income	0	4,150	(4,150)
Expenses			
5800 Other General & Administrative	0		0
6500 Medicaid Match	4,161	5,178	(1,017)
6700 Partnership for Hope	5,489	7,917	(2,428)
6900 Targeted Case Management		0	0
7100 Housing Programs	6,806	9,202	(2,396)
7200 CLC	16,187	10,853	5,334
7300 Sheltered Employment Programs	20,135	27,775	(7,640)
7900 Special/Additional Needs	5,588	9,544	(3,956)
Total Expenses	58,366	70,469	(12,103)
Net Operating Income	(58,366)	(66,319)	7,953
Net Income	(58,366)	(66,319)	7,953

January to July 2016 - Grants Program Budget vs. Actuals

	Grants		
	Actual	Budget	Variance
Income			
4000 Income	883,352	887,376	(4,024)
Total Income	883,352	887,376	(4,024)
Expenses			
5700 Office Expenses	0		0
5800 Other General & Administrative	0		0
6500 Medicaid Match	19,029	28,125	(9,096)
6700 Partnership for Hope	25,984	29,033	(3,049)
6900 Targeted Case Management		0	0
7100 Housing Programs	56,803	59,199	(2,396)
7200 CLC	81,363	98,675	(17,312)
7300 Sheltered Employment Programs	159,376	207,631	(48,255)
7900 Special/Additional Needs	46,004	54,908	(8,904)
Total Expenses	388,558	477,571	(89,013)
Net Operating Income	494,794	409,805	84,989
Net Income	494,794	409,805	84,989

Grants Program Budget Variance Report

Total Income: During July of 2016, total gross income for the Grant Program was lower than budgeted expectations because CCDDR did not receive a check from the Camden County Treasurer's office. YTD tax receipts were also lower than anticipated because a July check was not received.

Total Expenses: During July of 2016, Grant Program expenses were lower than budgeted primarily because Medicaid Match, Partnership for Hope Match, Housing Program, Sheltered Employment, and Special Needs expenses were lower than anticipated. YTD expenses reflect lower than anticipated expenses in all categories.

July 2016 - TCM Program Budget vs. Actuals

	Actual	Budget	Variance
Income			
4000 Income	119,735	126,977	(7,242)
Total Income	119,735	126,977	(7,242)
Expenses			
5000 Payroll & Benefits	93,524	100,474	(6,950)
5100 Repairs & Maintenance	1,427	1,040	387
5500 Contracted Business Services	6,304	6,445	(141)
5600 Presentations/Public Meetings	311	700	(389)
5700 Office Expenses	2,747	3,025	(278)
5800 Other General & Administrative	910	1,381	(471)
5900 Utilities	1,138	1,500	(362)
6100 Insurance	1,189	1,225	(36)
Total Expenses	107,549	115,790	(8,241)
Net Operating Income	12,185	11,187	998
Other Expenses			
8500 Depreciation	2,512	2,500	12
Total Other Expenses	2,512	2,500	12
Net Other Income	(2,512)	(2,500)	(12)
Net Income	9,673	8,687	986

January to July 2016 - TCM Program Budget vs. Actuals

	Actual	Budget	Variance
Income			
4000 Income	642,699	646,771	(4,072)
Total Income	642,699	646,771	(4,072)
Expenses			
5000 Payroll & Benefits	508,244	526,032	(17,788)
5100 Repairs & Maintenance	6,326	5,949	377
5500 Contracted Business Services	47,175	49,680	(2,505)
5600 Presentations/Public Meetings	3,541	5,100	(1,559)
5700 Office Expenses	23,345	23,958	(613)
5800 Other General & Administrative	13,446	13,949	(503)
5900 Utilities	7,924	10,500	(2,576)
6100 Insurance	8,005	8,575	(570)
Total Expenses	618,006	643,743	(25,737)
Net Operating Income	24,692	3,028	21,664
Other Expenses			
8500 Depreciation	16,970	17,500	(530)
Total Other Expenses	16,970	17,500	(530)
Net Other Income	(16,970)	(17,500)	530
Net Income	7,722	(14,472)	22,194

TCM Program Budget Variance Report

Total Income: During July of 2016, TCM Program total income is slightly lower than budgeted expectations because there was higher than budgeted PTO utilized by Support Coordinators; several individuals/guardians/families have not yet submitted all information to re-certify annual Medicaid eligibility, causing a lapse in Medicaid coverage; and several individuals/guardians/families have not been submitting Medicaid spend-down invoices to CCDDR for payment, causing a lapse 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: During July of 2016, overall TCM Program expenses were less than anticipated. Overall YTD TCM expenses are lower than budgeted as well. Mechanisms are in place to reduce expenses if total income does not meet budgeted expectations.

Balance Sheet - TCM and Grants Programs

As of July 31, 2016

	Grants	TCM	Total
ASSETS			
Current Assets			
Bank Accounts			
1000 Bank Accounts			0
1005 Grant Bank Accounts			0
1010 Grant Account (County Tax Funds) - First Nat'l Bank	15,262	0	15,262
1015 Grant Reserve Account (County Tax Funds) - Central Bank	229		229
1020 Grant Certificate of Deposit (County Tax Funds)	0		0
1025 Grant Account (County Tax Funds) - Sullivan Bank	554,584		554,584
1030 Grant Operating Reserves Account (Tax Funds) - Sullivan Bank	217,980		217,980
Total 1005 Grant Bank Accounts	788,055	0	788,055
1050 TCM Bank Accounts			0
1055 TCM Account (TCM Funds) - 1st Nat'l Bank	0	242,138	242,138

1060 TCM Certificate of Deposit (TCM Funds)		0	0
Total 1050 TCM Bank Accounts	0	242,138	242,138
Total 1000 Bank Accounts	788,055	242,138	1,030,193
Total Bank Accounts	788,055	242,138	1,030,193
Accounts Receivable			
1300 Property Taxes			0
1310 Property Tax Receivable	981,753		981,753
1315 Allowance for Doubtful Accounts	(24,155)		(24,155)
Total 1300 Property Taxes	957,598	0	957,598
1350 Allowance for Doubtful Accounts	0	0	0
Total Accounts Receivable	957,598	0	957,598
Other current assets			
1389 Miscellaneous Accounts Receivable	100		100
1399 TCM Remittance Advices In-Transit	0	80,222	80,222
1400 Other Current Assets			0
1410 Other Deposits	0		0
Total 1400 Other Current Assets	0	0	0
1450 Prepaid Expenses		0	0
1455 Prepaid-Insurance	0	11,569	11,569
Total 1450 Prepaid Expenses	0	11,569	11,569
Total Other current assets	100	91,791	91,891
Total Current Assets	1,745,754	333,929	2,079,683
Fixed Assets			
1500 Fixed Assets			0
1510 100 Third Street Land		47,400	47,400
1511 Keystone Land		14,000	14,000
1520 100 Third Street Building		431,091	431,091
1521 Keystone		163,498	163,498
1525 Accumulated Depreciation - 100 Third Street		(120,332)	(120,332)
1526 Accumulated Depreciation - Keystone		(8,175)	(8,175)
1530 100 Third Street Remodeling		126,736	126,736
1531 Keystone Remodeling		17,949	17,949
1535 Acc Dep - Remodeling - 100 Third Street		(36,863)	(36,863)
1536 Acc Dep - Remodeling - Keystone		(1,355)	(1,355)
1540 Equipment		64,209	64,209
1545 Accumulated Depreciation - Equipment		(32,304)	(32,304)
1550 Vehicles		6,740	6,740
1555 Accumulated Depreciation - Vehicles		(6,740)	(6,740)
Total 1500 Fixed Assets	0	665,853	665,853
Total Fixed Assets	0	665,853	665,853
TOTAL ASSETS	1,745,754	999,782	2,745,536
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
1900 Accounts Payable	0	0	0
Total Accounts Payable	0	0	0
Other Current Liabilities			
2000 Current Liabilities			0
2005 Accrued Accounts Payable	0	0	0
2006 DMH Payable	0		0
2010 Accrued Payroll Expense	0	259	259
2015 Accrued Compensated Absences	0	0	0
2025 Prepaid Services	0		0
2030 Deposits	0	17	17

2050 Prepaid Tax Revenue	1,410		1,410
2055 Deferred Inflows - Property Taxes	880,408		880,408
2060 Payroll Tax Payable		0	0
2061 Federal W / H Tax Payable	0	(347)	(347)
2062 Social Security Tax Payable	0	158	158
2063 Medicare Tax Payable	0	(17)	(17)
2064 MO State W / H Tax Payable	0	2,626	2,626
Total 2060 Payroll Tax Payable	0	2,421	2,421
2070 Payroll Clearing			0
2071 AFLAC Pre-tax W / H	0	867	867
2072 AFLAC Post-tax W / H	0	91	91
2073 Vision Insurance W / H	0	(85)	(85)
2074 Health Insurance W / H	0	0	0
2075 Dental Insurance W / H	0	(534)	(534)
2076 Savings W / H		0	0
2078 Misc W / H		0	0
2079 Other W / H		0	0
Total 2070 Payroll Clearing	0	339	339
Total 2000 Current Liabilities	881,818	3,035	884,853
Total Other Current Liabilities	881,818	3,035	884,853
Total Current Liabilities	881,818	3,035	884,853
Total Liabilities	881,818	3,035	884,853
Equity			
3000 Restricted Grant Fund Balances			0
3001 Operational	0		0
3005 Operational Reserves	217,546		217,546
3010 Transportation	19,959		19,959
3015 New Programs	0		0
3030 Special Needs	(1,813)		(1,813)
3040 Sheltered Workshop	0		0
3045 Traditional Medicaid Match	3,016		3,016
3050 Partnership for Hope Match	(426)		(426)
3055 Building/Remodeling/Expansion	42,165		42,165
3065 Legal	16,529		16,529
3070 TCM	0		0
Total 3000 Restricted Grant Fund Balances	296,976	0	296,976
3500 Restricted TCM Fund Balances			0
3501 Operational		16,795	16,795
3505 Operational Reserves		194,949	194,949
3510 Transportation		0	0
3515 New Programs		0	0
3530 Special Needs		0	0
3550 Partnership for Hope Match		0	0
3555 Building/Remodeling/Expansion		21,636	21,636
3560 Sponsorships		0	0
3565 Legal	(3,616)	9,533	5,918
3599 Other		679,573	679,573
Total 3500 Restricted TCM Fund Balances	(3,616)	922,487	918,871
3900 Unrestricted Fund Balances	1	(49)	(48)
3950 Prior Period Adjustment	0	0	0
3999 Clearing Account	38,098	104,268	142,367
Net Income	494,794	7,722	502,516
Total Equity	826,254	1,034,429	1,860,683
TOTAL LIABILITIES AND EQUITY	1,708,071	1,037,464	2,745,536

July 2016 - Grants Program Cash Flow Statement

	Grants
OPERATING ACTIVITIES	
Net Income	(58,366)
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1900 Accounts Payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	0
Net cash provided by operating activities	(58,366)
FINANCING ACTIVITIES	
3565 Restricted TCM Fund Balances:Legal	(3,616)
Net cash provided by financing activities	(3,616)
Net cash increase for period	(61,982)
Cash at beginning of period	850,037
Cash at end of period	788,055

January to July 2016 - Grants Program Cash Flow Statement

	Grants
OPERATING ACTIVITIES	
Net Income	494,794
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1389 Miscellaneous Accounts Receivable	(100)
1900 Accounts Payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(100)
Net cash provided by operating activities	494,694
FINANCING ACTIVITIES	
3030 Restricted Grant Fund Balances:Special Needs	(1,888)
3040 Restricted Grant Fund Balances:Sheltered Workshop	0
3045 Restricted Grant Fund Balances:Traditional Medicaid Match	(2,507)
3050 Restricted Grant Fund Balances:Partnership for Hope Match	(9,381)
3065 Restricted Grant Fund Balances:Legal	(4,420)
3565 Restricted TCM Fund Balances:Legal	(3,616)
3900 Unrestricted Fund Balances	(70,867)
3999 Clearing Account	38,098
Net cash provided by financing activities	(54,580)
Net cash increase for period	440,113
Cash at beginning of period	347,942
Cash at end of period	788,055

July 2016 - TCM Program Cash Flow Statement

	TCM
OPERATING ACTIVITIES	
Net Income	9,673
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1455 Prepaid Expenses:Prepaid-Insurance	2,027
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street	898
1526 Fixed Assets:Accumulated Depreciation - Keystone	341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street	528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone	75
1545 Fixed Assets:Accumulated Depreciation - Equipment	671
1900 Accounts Payable	2,120
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	908
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H	208
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H	15
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H	42
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H	174
2076 Current Liabilities:Payroll Clearing:Savings W / H	50
2078 Current Liabilities:Payroll Clearing:Misc W / H	(154)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	7,902
Net cash provided by operating activities	17,575
FINANCING ACTIVITIES	
3501 Restricted TCM Fund Balances:Operational	(3,358)
Net cash provided by financing activities	(3,358)
Net cash increase for period	14,217
Cash at beginning of period	308,143
Cash at end of period	322,360

January to July 2016 - TCM Program Cash Flow Statement

	TCM
OPERATING ACTIVITIES	
Net Income	7,722
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1455 Prepaid Expenses:Prepaid-Insurance	6,406
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street	6,287
1526 Fixed Assets:Accumulated Depreciation - Keystone	2,384
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street	3,696
1536 Fixed Assets:Acc Dep - Remodeling - Keystone	523
1545 Fixed Assets:Accumulated Depreciation - Equipment	4,079
1900 Accounts Payable	(243)
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	530
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H	(200)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H	(43)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H	(10)

2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H	(73)
2076 Current Liabilities:Payroll Clearing:Savings W / H	0
2078 Current Liabilities:Payroll Clearing:Misc W / H	(594)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	22,743
Net cash provided by operating activities	30,465
INVESTING ACTIVITIES	
1540 Fixed Assets:Equipment	(3,250)
Net cash provided by investing activities	(3,250)
FINANCING ACTIVITIES	
3501 Restricted TCM Fund Balances:Operational	16,795
3555 Restricted TCM Fund Balances:Building/Remodeling/Expansion	16,431
3565 Restricted TCM Fund Balances:Legal	869
3900 Unrestricted Fund Balances	(164,336)
3999 Clearing Account	104,268
Net cash provided by financing activities	(25,974)
Net cash increase for period	1,242
Cash at beginning of period	321,119
Cash at end of period	322,360

July 2016 - TCM and Grants Programs Check Detail

1025 Grant Account (County Tax Funds) - Sullivan Bank

Date	Transaction Type	Num	Name	Amount
07/08/2016	Bill Payment (Check)	3496	MO HealthNet	(659.00)
07/12/2016	Bill Payment (Check)	3497	Nebraska Vital Records	(33.00)
07/15/2016	Bill Payment (Check)	3498	DMH Local Tax Matching Fund	(5,489.24)
07/15/2016	Bill Payment (Check)	3499	Achieving Life Skills	(292.80)
07/15/2016	Bill Payment (Check)	3500	MO HealthNet	(259.00)
07/15/2016	Bill Payment (Check)	3501	Bankcard Center	(692.09)
07/15/2016	Bill Payment (Check)	3502	Brookview Apartments of Camdenton	(100.00)
07/15/2016	Bill Payment (Check)	3503	Camden Manors, Inc.	(100.00)
07/15/2016	Bill Payment (Check)	3504	Camdenton Apartments dba Lauren's Place	(204.00)
07/15/2016	Bill Payment (Check)	3505	David A Schlenfort	(498.00)
07/15/2016	Bill Payment (Check)	3506	Garry Euler	(674.00)
07/15/2016	Bill Payment (Check)	3507	Glen Donnach, LLC	(184.00)
07/15/2016	Bill Payment (Check)	3508	J.C. Sutton LLC	(375.00)
07/15/2016	Bill Payment (Check)	3509	John Farrell Real Estate Company	(281.00)
07/15/2016	Bill Payment (Check)	3510	Phyllis Ilene Hood	(561.00)
07/15/2016	Bill Payment (Check)	3511	Professional Management Group, Inc.	(100.00)
07/15/2016	Bill Payment (Check)	3512	Revelation Construction & Development, LLC	(325.00)
07/15/2016	Bill Payment (Check)	3513	RLM Rentals, LLC	(226.00)
07/15/2016	Bill Payment (Check)	3514	Valerie Stonitsch	(154.00)
07/15/2016	Bill Payment (Check)	3515	Velma Spawn	(100.00)
07/15/2016	Bill Payment (Check)	3516	DMH Local Tax Matching Fund	(4,604.01)
07/15/2016	Bill Payment (Check)	3517	MO HealthNet	(14.00)
07/15/2016	Bill Payment (Check)	3518	Camdenton Apartments dba Lauren's Place	(100.00)
07/15/2016	Bill Payment (Check)	3519	Revelation Construction & Development, LLC	(881.00)
07/15/2016	Bill Payment (Check)	3520	MO HealthNet	(40.00)
07/15/2016	Bill Payment (Check)	3521	Revelation Construction & Development, LLC	(596.00)
07/15/2016	Bill Payment (Check)	3522	MO HealthNet	(120.00)
07/15/2016	Bill Payment (Check)	3523	Revelation Construction & Development, LLC	(100.00)
07/15/2016	Bill Payment (Check)	3524	MO HealthNet	(59.00)

07/15/2016	Bill Payment (Check)	3525	Revelation Construction & Development, LLC	(422.00)
07/15/2016	Bill Payment (Check)	3526	MO HealthNet	(504.00)
07/15/2016	Bill Payment (Check)	3527	MO HealthNet	(490.00)
07/15/2016	Bill Payment (Check)	3528	MO HealthNet	(24.00)
07/15/2016	Bill Payment (Check)	3529	MO HealthNet	(395.00)
07/15/2016	Bill Payment (Check)	3530	MO HealthNet	(17.00)
07/15/2016	Bill Payment (Check)	3531	MO HealthNet	(188.00)
07/18/2016	Bill Payment (Check)	3532	Childrens Learning Center	(16,187.08)
07/18/2016	Bill Payment (Check)	3533	Lake Area Industries	(20,134.55)
07/18/2016	Bill Payment (Check)	3534	MO HealthNet	(312.00)
07/18/2016	Bill Payment (Check)	3535	Bryan Cave LLP	(3,228.37)
07/18/2016	Bill Payment (Check)	3536	Missouri Ozarks Community Action, Inc.	(125.00)
07/18/2016	Bill Payment (Check)	3537	Bryan Cave LLP	(387.35)
07/22/2016	Bill Payment (Check)	3538	Elegant Transport	(475.00)
07/22/2016	Bill Payment (Check)	3539	MO HealthNet	(271.00)
07/22/2016	Bill Payment (Check)	3540	Dave's Hideaway Motel	(350.00)
07/28/2016	Bill Payment (Check)	3541	MO HealthNet	(284.00)
07/29/2016	Bill Payment (Check)	3542	Dave's Hideaway Motel	(350.00)
07/29/2016	Bill Payment (Check)	3543	Scott's Home Health Medical Supply	(160.00)

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

Date	Transaction Type	Num	Name	Amount
07/01/2016	Expense	151405	Connie L Baker	(868.28)
07/01/2016	Expense	151406	Rachel K Baskerville	(1,055.58)
07/01/2016	Expense	151407	Myrna Blaine	(1,391.54)
07/01/2016	Expense	151408	Cynthia Brown	(1,013.64)
07/01/2016	Expense	151409	Jennifer Clemons	(946.95)
07/01/2016	Expense	151410	Lori Cornwell	(827.80)
07/01/2016	Expense	151411	Jeanna K Cupp	(959.50)
07/01/2016	Expense	151412	Linda Gifford	(783.56)
07/01/2016	Expense	151413	Sharla Jenks	(845.56)
07/01/2016	Expense	151414	Ryan Johnson	(1,084.92)
07/01/2016	Expense	151415	Micah J Joseph	(1,059.36)
07/01/2016	Expense	151416	Annie Meyer	(1,114.02)
07/01/2016	Expense	151417	Edmond J Thomas	(1,097.52)
07/01/2016	Expense	151418	Eddie L Thomas	(2,053.69)
07/01/2016	Expense	151419	Marcie L. Vansyoc	(1,091.62)
07/01/2016	Expense	151420	Nicole M Whittle	(963.41)
07/08/2016	Bill Payment (Check)	6739	Ameren Missouri	(511.70)
07/08/2016	Bill Payment (Check)	6740	AT&T	(81.92)
07/08/2016	Bill Payment (Check)	6741	Camden County PWSD #2	(36.22)
07/08/2016	Bill Payment (Check)	6742	Cynthia Brown	(148.36)
07/08/2016	Bill Payment (Check)	6743	Direct Service Works	(795.00)
07/08/2016	Bill Payment (Check)	6744	G G Maha	(55.71)
07/08/2016	Bill Payment (Check)	6745	LaClede Electric Cooperative	(394.23)
07/08/2016	Bill Payment (Check)	6746	Lake Sun Leader	(55.00)
07/08/2016	Bill Payment (Check)	6747	MSW Interactive Designs LLC	(30.00)
07/08/2016	Bill Payment (Check)	6748	Office Business Equipment	(163.12)
07/08/2016	Bill Payment (Check)	6749	Ryan Johnson	(125.15)
07/08/2016	Bill Payment (Check)	6750	Connie L Baker	(43.72)
07/08/2016	Bill Payment (Check)	6751	Aflac	(684.73)
07/08/2016	Bill Payment (Check)	6752	Clean Cut Lawn Care etc. LLC	(64.00)
07/08/2016	Bill Payment (Check)	6753	Glenda North	(55.00)
07/08/2016	Bill Payment (Check)	6754	KMB Technical Group, Inc.	(900.00)
07/08/2016	Expense	07/08/2016	Internal Revenue Service	(6,025.06)

07/08/2016	Bill Payment (Check)	6755	Tech Electronics	(390.00)
07/13/2016	Expense	151423	Connie L Baker	(868.28)
07/13/2016	Expense	151424	Rachel K Baskerville	(1,004.08)
07/13/2016	Expense	151425	Myrna Blaine	(1,400.10)
07/13/2016	Expense	151426	Cynthia Brown	(1,143.76)
07/13/2016	Expense	151427	Jennifer Clemons	(934.92)
07/13/2016	Expense	151428	Lori Cornwell	(827.80)
07/13/2016	Expense	151429	Jeanna K Cupp	(901.59)
07/13/2016	Expense	151430	Linda Gifford	(816.51)
07/13/2016	Expense	151431	Sharla Jenks	(857.33)
07/13/2016	Expense	151432	Ryan Johnson	(1,031.18)
07/13/2016	Expense	151433	Micah J Joseph	(1,059.36)
07/13/2016	Expense	151434	Annie Meyer	(1,069.20)
07/13/2016	Expense	151435	Edmond J Thomas	(1,097.54)
07/13/2016	Expense	151436	Eddie L Thomas	(2,053.66)
07/13/2016	Expense	151437	Marcie L. Vansyoc	(1,046.54)
07/13/2016	Expense	151438	Nicole M Whittle	(1,020.02)
07/14/2016	Expense	07/14/2016	Internal Revenue Service	(6,012.98)
07/14/2016	Expense	07/14/2016	Edward Jones	(75.00)
07/15/2016	Bill Payment (Check)	6756	Ezard's, Inc.	(79.78)
07/15/2016	Bill Payment (Check)	6757	Sharla Jenks	(240.16)
07/15/2016	Bill Payment (Check)	6758	G G Maha	(1,129.00)
07/15/2016	Bill Payment (Check)	6759	Linda Simms	(1,094.44)
07/15/2016	Bill Payment (Check)	6760	Glenda North	(55.00)
07/15/2016	Bill Payment (Check)	6761	KMB Technical Group, Inc.	(900.00)
07/15/2016	Bill Payment (Check)	6762	Micah J Joseph	(329.85)
07/15/2016	Bill Payment (Check)	6763	Bankcard Center	(1,878.45)
07/15/2016	Bill Payment (Check)	6764	City Of Camdenton	(117.08)
07/15/2016	Bill Payment (Check)	6765	Missouri Dept of Revenue	(1,736.00)
07/15/2016	Bill Payment (Check)	6766	Mo Division Of Employment Security	(1,882.65)
07/15/2016	Bill Payment (Check)	6767	Ezard's, Inc.	(1,800.00)
07/22/2016	Bill Payment (Check)	6768	Delta Dental of Missouri	(453.08)
07/22/2016	Bill Payment (Check)	6769	G&D Electrical LLC	(65.00)
07/22/2016	Bill Payment (Check)	6770	Jessica North	(70.00)
07/22/2016	Bill Payment (Check)	6771	Clean Cut Lawn Care etc. LLC	(264.00)
07/22/2016	Bill Payment (Check)	6772	Conaway Contracting	(1,200.00)
07/22/2016	Bill Payment (Check)	6773	Lake Area Industries	(50.00)
07/22/2016	Bill Payment (Check)	6774	Mo Consolidated Health Care	(12,093.76)
07/22/2016	Bill Payment (Check)	6775	Principal Life Ins	(217.34)
07/22/2016	Bill Payment (Check)	6776	Lakeside Office Supply	(84.36)
07/26/2016	Bill Payment (Check)	6777	Rachel K Baskerville	(106.05)
07/27/2016	Expense	151441	Connie L Baker	(868.29)
07/27/2016	Expense	151442	Rachel K Baskerville	(1,142.40)
07/27/2016	Expense	151443	Myrna Blaine	(1,400.12)
07/27/2016	Expense	151444	Cynthia Brown	(1,105.12)
07/27/2016	Expense	151445	Jennifer Clemons	(920.95)
07/27/2016	Expense	151446	Lori Cornwell	(816.48)
07/27/2016	Expense	151447	Jeanna K Cupp	(959.50)
07/27/2016	Expense	151448	Linda Gifford	(846.42)
07/27/2016	Expense	151449	Sharla Jenks	(854.32)
07/27/2016	Expense	151450	Ryan Johnson	(1,047.13)
07/27/2016	Expense	151451	Micah J Joseph	(1,059.36)
07/27/2016	Expense	151452	Annie Meyer	(1,084.53)
07/27/2016	Expense	151453	Edmond J Thomas	(1,097.54)

07/27/2016	Expense	151454	Eddie L Thomas	(2,053.69)
07/27/2016	Expense	151455	Marcie L. Vansyoc	(1,089.72)
07/27/2016	Expense	151456	Nicole M Whittle	(1,032.78)
07/27/2016	Expense	07/27/2016	Edward Jones	(75.00)
07/27/2016	Expense	07/27/2016	Internal Revenue Service	(6,105.32)
07/28/2016	Bill Payment (Check)	6778	G G Maha	(1,035.03)
07/28/2016	Bill Payment (Check)	6779	Glenda North	(55.00)
07/28/2016	Bill Payment (Check)	6780	Linda Simms	(1,094.44)
07/29/2016	Bill Payment (Check)	6781	Charter Business	(710.95)
07/29/2016	Bill Payment (Check)	6782	E-Z Disposal	(22.00)
07/29/2016	Bill Payment (Check)	6783	Janine's Flowers	(70.00)
07/29/2016	Bill Payment (Check)	6784	Staples	(1,189.93)
07/29/2016	Bill Payment (Check)	6785	GB Maintenance Supply	(37.46)
07/29/2016	Bill Payment (Check)	6786	Jeanna K Cupp	(83.65)
07/29/2016	Bill Payment (Check)	6787	KMB Technical Group, Inc.	(596.00)
07/29/2016	Bill Payment (Check)	6788	Linda Simms	(180.35)
07/29/2016	Bill Payment (Check)	6789	Marcie L. Vansyoc	(51.83)
07/29/2016	Bill Payment (Check)	6790	Republic Services #435	(96.03)
07/29/2016	Bill Payment (Check)	6791	Summit Natural Gas of Missouri	(15.00)
07/29/2016	Bill Payment (Check)	6792	US Department of Education - Tracking # 1017780285	(635.31)

July 2016

Credit Card Statement

The Credit Card

Statement had not

been Received at the

Time the Board Packet

was Finalized

Resolutions 2016-29,
2016-30, 2016-31,
2016-32, 2016-33,
2016-34, 2016-35,
and 2016-36



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-29*

APPROVAL OF AMENDED POLICY #7

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #7, Security of Electronic Information.
2. That the Board hereby amends and adopts Policy #7 (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
2016-29



Policy Number:

7

Effective Date: May 1st, 2008

Revised: August 15th, 2016

Subject: Security of Electronic Information

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall properly secure electronically stored clinical records, computerized clinical information and clinical information transmitted/received via facsimile (fax) machines. All CCDDR staff shall be trained with regard to data security procedures.

POLICY:

I. Security of Electronic Data

1. The following measures shall be enacted by CCDDR to protect the security of agency electronic data:
 - A. User's workstations shall be automatically configured to go to screen-saver mode after a maximum period of 15 minutes of inactivity.
 - B. Password authentication shall be required to log back on by users after screen saver mode has been enacted.
 - C. All workstation users shall have individual usernames and passwords that comply with industry standards and eliminate unauthorized access.
 - D. All passwords must meet the following requirements:
 - Not a word in the dictionary
 - Are 9 or more characters in length
 - Include a number or character
 - Are randomly generated by network administrator or Director
 - E. All passwords shall be assigned to CCDDR staff by Director or contract IT personnel.
 - F. Separate passwords shall be used to access service monitoring database.
 - G. Employees are not to share passwords and should commit to memory rather than having these written on paper indefinitely.

- H. All client information, files, documents, etc. shall be saved to the network drive by agency staff.
 - I. Client information can be temporarily saved to a working file on individual CCDDR workstation PCs and CCDDR portable computers; however, once the working file is completed, the file must be saved to the network drive and immediately deleted afterwards.
 - J. Client information cannot be saved on employee home, portable computers, or other devices.
 - K. All crucial agency information, such as bank information, bylaws, payroll data, etc., shall be saved to the network drive by designated agency staff.
 - L. Only contracted IT personnel and the Director shall have security rights to the network.
 - M. In addition to a network firewall, all individual workstations and portable computers shall also employ separate firewalls.
 - N. All data drives are maintained by the contracted database entity.
 - O. Designated staff shall ensure all media has been thoroughly cleansed of any client data before the media is released or disposed.
 - P. Access to data drives containing client data shall be controlled, by designated staff through:
 - Access control lists to network media
 - Physical access control to hardware
 - Q. CCDDR employees shall not load software from any source onto their assigned workstation or any other CCDDR equipment, without prior approval of the Director.
 - R. Software shall be loaded on workstations only by designated CCDDR employees.
 - S. CCDDR workstations shall be situated within work areas to prevent incidental observation of screens that may contain PHI. Failure of employees to comply or assure compliance with this policy may result in disciplinary action.
- II. Staff Access to Logging/Billing System Away from CCDDR Facility
- 1. The service monitoring database system is a web-based system designed for user convenience and can be accessed from other computers via the Internet. Nevertheless, security and confidentiality of client information remains paramount, and state/federal

confidentiality laws apply. The following guidelines apply to all CCDDR employees when accessing the service monitoring system away from the CCDDR facility:

- A. As a general rule, the database system should only be accessed from a CCDDR portable computer; however, employee-owned home or portable computers can be used only when absolutely necessary.
- B. Access from a computer located in public place is prohibited.
- C. No other members of employee's family are authorized to view confidential information regarding CCDDR; therefore, steps must be taken to place monitors in secure locations or perform work when employee's family members are not present and do not have access.
- D. Due to security concerns, use of unsecured wireless connections to access the database is prohibited.
- E. Passwords for accessing the database are not to be written on paper in employee's home, but rather committed to memory.
- F. Employees' home or portable computers must have the following:
 - Firewall protection
 - Anti-virus protection
 - Controls set to time-out after a maximum of 15 minutes of inactivity, with password authentication required to log back on

III. Virus Protection

1. Virus protection for the network shall be maintained by CCDDR's contracted IT agent.
2. All workstations, portable computers, PDA's or any other device that connects to the network shall be protected using the anti-virus software for that device installed by designated CCDDR staff. Equipment that has not been purchased or leased by CCDDR shall not be allowed to connect to the CCDDR network.
3. Anti-virus server software shall be configured by CCDDR's contracted IT agent to check for virus signature updates daily. Special virus signature updates created in the event of a known virus, will be manually pushed by CCDDR's contracted IT agent to the network server, PCs, and portable computers within 24 hours of the time the receipt of the update has been received.
4. Anti-virus software shall be kept by CCDDR's contracted IT agent at the current release or no more than one release below the most current release version.

IV. Use of Facsimile (Fax) Machines

1. Fax machines are to be located in secure areas.
2. The designated person shall periodically check for and distribute incoming documents.
3. When faxing PHI the CCDDR staff person must:
 - Insure that documents are handled securely/confidentially
 - Insure that the document is delivered to the addressee
 - Verify the destination when sending number for the first time
 - Include a confidentiality notice within the fax cover sheet – no client PHI will be contained on the fax coversheet

V. Use of Internet

1. Employee use of the Internet for personal reasons while on duty is prohibited.

VI. Annual Review of Technology Needs

1. On an annual basis, the Director in consultation with the CCDDR contracted IT agent, shall evaluate the agency's current hardware and software systems, and how well current systems meet the agency's needs.

REFERENCES:

- HIPAA Privacy & Security Rule 68 FR 8334 & 65 FR 82462
- CARF Standards Manual
- CCDDR Technology Plan



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-30*

APPROVAL OF AMENDED POLICY #12

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #12, Client Intake and Discharge.
2. That the Board hereby amends and adopts Policy #12 (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
2016-30



Policy Number:

12

Effective Date: May 1st, 2008

Revised: August 15th, 2016

Subject: Client Intake and Discharge

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to receive new clients referred by the Rolla Regional Office for Support Coordination services, and a policy to discharge clients served by CCDDR.

POLICY:

I. Criteria for Receiving Services

1. Initial Eligibility Determination

A. Clients served by CCDDR for Support Coordination services do so voluntarily per consent of client or their guardian. Determination of eligibility for Support Coordination services is performed by the Rolla Regional Office of the Division of DD, who makes a determination of whether or not an individual has a developmental disability per state statute (RSMo 630.005).

2. Eligibility Redeterminations

A. Using a comprehensive evaluation, Regional Centers shall periodically review the eligibility status of their clients and shall discharge clients who are no longer eligible for services and clients for whom Division services are no longer appropriate. At a minimum, all clients shall be reassessed through comprehensive evaluations on or immediately before their fifth, eighteenth and twenty second birthdays. Written notice of the upcoming reassessment will be provided to the individual and responsible party and the possibility of discontinued services will be addressed.

3. Support Coordination Entitlement

A. If a person is determined eligible for DD services, he or she is entitled to Support Coordination only. That person must be evaluated to determine the need for any other service through the utilization review process. Medicaid status has no effect on the level of Support Coordination an individual receives.

B. Support coordinators provide a “single point of entry” into services. Support coordinators help people with disabilities and their families, identify and obtain

needed services and supports, regardless if these are natural supports, funded, or local community resources. They also advocate for, monitor, and evaluate services along with the individuals, their families or guardians. A key role of the support coordinator is to assist people with the process and paperwork necessary to obtain services.

4. Roles/Responsibilities

A. Interdisciplinary Team

- Consists of person, family and/or other involved individuals, Regional Center or SB40 staff including those conducting any part of intake or comprehensive evaluation, and the Support Coordinator
- Determines eligibility based on criteria defined above
- Develops a temporary action plan, if needed
- Develops an individual service plan, if eligible
- Makes referrals and monitors ability to access additional services, if ineligible

B. Support Coordinator

- Serves as a member of the interdisciplinary team
- Facilitates development of individual service plan
- Collaborates with members of the interdisciplinary team, including the person, his or her family or other advocates, and professionals who conducted the comprehensive evaluation
- Provides advocacy to individual during appeal process
- Provides Support Coordination during eligibility determination, if needed

II. CCDDR Role

1. CCDDR provides Support Coordination services for all Camden County clients who have been determined eligible by the Rolla Regional Office, although certain services authorized in an individual's Person Centered Plan may be limited due to availability of resources. Service availability/access may also be limited by specific eligibility criteria for various programs/services operated by the Division of DD.

III. Criteria for Terminating Services/Discharge

1. A client may be discharged from Support Coordination services for a variety of reasons, including:
 - Incarceration
 - Non-compliance with treatment plan
 - Inability of agency staff to make contact with client/guardian after extended period of time
 - Treatment plan completed
 - Client has been determined ineligible for Division of DD services

- Client/guardian request
- Client relocates out of county or state
- Other miscellaneous reasons

REFERENCES:

- 9 CSR 45-3.010
- CARF Standards Manual
- Support Coordination Manual, DMH/DD



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-31

NEW POLICY 39 – CLIENT RECORDS

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to create Policy Number 39, Client Records.
2. That the Board hereby adopts Policy 39 as presented in Attachment “A” hereto.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2016-31



Policy Number: 39 Effective Date: August 15 th , 2016 Revised: N/A
Subject: Client Records

PURPOSE:

Camden County Developmental Disability Resources shall maintain permanent client records physically, convert to digital format, and store on an internet based storage utility (cloud).

POLICY:

Client records shall be stored on multiple physical servers maintained by the contracted internet data storage provider. The servers are redundant and update immediately and simultaneously. Data compromised by damage to any one physical server can be recovered immediately via one of the other servers.

- I. All Client records are given to a designated employee. Records received in digital form will be moved to the Record's folder on the shared drive and an email will be sent to the designated employee regarding the receipt of new records.
- II. Records received in physical form will be placed in the Records Room Inbox to await scanning.
- III. The designated employee will scan and digitally file all physical records. Physical records will be filed by client name and number and maintained for 1 year. After 1 year any document that does not pertain to initial eligibility or legal status will be shredded as outlined in Division Directive 1.060.
- IV. As much as possible, any Transfer of Records will occur digitally. Once the receiving agency has confirmed receipt of digital files, the digital record will be moved to CCDDR Inactive Client file.

If the receiving agency is unable to receive digital files, the CCDDR Records Clerk will print the file and send it to the receiving agency via certified mail.

REFERENCES:

- Section 630.110 and 630.115 RSMo
- CARF Standards Manual
- Division of DD Directive 1.060
- 9 CSR 45-3.030



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-32*

NEW POLICY 40 – ADMINISTRATIVE RESPONSE TO DISASTER

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2016-32



Policy Number:
40
Effective Date: August 15th, 2016
Revised: N/A

Subject: Administrative Response to Disaster

PURPOSE:

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

POLICY:

In the event of a tornado, fire, explosion or other event that destroys or renders useless one of the offices of CCDDR, the Administrator first made aware of the event shall contact the Executive Director and other staff. The Rolla Regional Office shall be notified on the next business day.

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

Client records are stored in a cloud based data base and all Support Coordinators have the capability to work remotely. Administrative records, insurance, payroll, etc. are duplicated in the CCDDR offices. If the Osage Beach office is compromised then administrative functions can occur at the Camdenton location. If the Camdenton location is compromised, then the Osage Beach Office will become the hub for calls, messages and staff contact.

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



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-33*

NEW POLICY 41 – EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A”
Resolution 2016-33



Policy Number:
41
Effective Date: August 15th, 2016
Revised: N/A

Subject: Equal Employment Opportunity and
Affirmative Action

PURPOSE:

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

POLICY:

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

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

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

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-34

LAI POS CONTRACT August 1ST TO December 31ST, 2016 – SHELTERED EMPLOYMENT

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 current Purchase of Services and/or Supports (POS) Contract Extension for Sheltered Employment services and/or supports with Lake Area Industries, hereafter referred to as LAI, expired on July 31st, 2016, and authorizes the Executive Director to initiate and sign the new POS Contract 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 2016-34

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 1st day of August, 2016, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and Lake Area Industries, Inc. (“LAI”), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

WHEREAS, 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 an Application for Fiscal Year (FY) 2016 Board Funds for Sheltered Employment Services and/or Supports along with the expected costs to LAI; and

WHEREAS, Board has approved the purchase of Sheltered Employment Services and/or Supports as set forth in the Application for Fiscal Year (FY) 2016 Board Funds for Sheltered Employment Services and/or Supports from LAI.

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 Application for Fiscal Year (FY) 2016 Board Funds for Sheltered Employment Services and/or Supports (“Application”) 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 \$3.11 per hour for work performed by a Camden County person who has been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, LAI shall 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 Application, 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 developmentally disabled employees 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 10th 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 Funding Policy (see Attachment “B” hereto) and any revisions to said Funding Policy approved by Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to the said Funding 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

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

17. TERM OF AGREEMENT. The term of this Agreement shall be August 1st, 2016 to December 31st, 2016.

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-35

OATS CONTRACT SEPTEMBER 1ST, 2016, TO JUNE 30TH, 2017 – NON-WAIVERED TRANSPORTATION

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 may purchase services 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”, acknowledges the need to purchase non-Waivered transportation services for employment purposes, and authorizes the Executive Director to initiate and sign the Contract with OATS as identified in Attachment “A” hereto for providing non-Waivered transportation services 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 2016-35

Agreement for Services

This agreement is entered into by **CCDDR/SB 40 Board (employment transportation)** located at **5816 Osage Beach Parkway, Suite 108 Osage Beach, MO 65065** hereinafter known as the “**Contracting Party**” and OATS, Inc., 2501 Maguire Blvd, Ste 101, Columbia, MO 65201, a general not-for-profit corporation organized under the Laws of the State of Missouri, hereinafter known as “**OATS**”.

The Contracting Party and OATS hereby agree as follows:

1. This Agreement becomes effective on **September 1, 2016** and terminates on **June 30, 2017**.
2. OATS agrees to transport **CCDDR/SB 40 Board clients** for the purpose of **employment**. Note: Scheduling of requested services is dependent upon vehicle and driver availability. OATS will strive to fill all requests made, but makes no guarantee of service availability unless service is of a routine and recurring nature and specific commitment has been made by OATS that service will be made available. Note: In rural areas, OATS is a general public transportation provider and therefore routes are published and open to the public.
3. OATS will invoice the Contracting Party for services rendered by the tenth (10th) day of the following month, and the Contracting Party will pay OATS at a rate of **\$4.00 in-town & \$5.00 in-county per unit (one-way trip)** which **\$.40** per unit (as defined above) is depreciation which OATS will deposit in a restricted account for use in cost of replacing vehicles. This rate is based on a gasoline price of \$2.009 per gallon. For every \$0.50 increase or decrease in the cost of gasoline, the rate will be increased or decreased by \$.40 per unit. The average cost for gasoline will be evaluated monthly based on an analysis of the company-wide negotiated payment agreement (which is generally less than pump price). Payment is due upon receipt of invoice; service cannot be delivered for delinquent accounts.
4. The **estimated** total amount of compensation for services to be provided under this Agreement is (state specific dollar amount and explanation): **Service will be billed at \$4.00 per one way trip for in-town service (inside city limits of Camdenton) and \$5.00 per one-way trip for in-county service (locations within Camden County) Example: client working five days per week \$4.00 or \$5.00 times 10 one-way trips = \$40.00 per week in-town/ \$50.00 per week in-county service.**
5. If service is to be provided by OATS on more than one day, the Contracting Party agrees to schedule OATS Service for any particular date at least twenty-four (24) hours in advance. Scheduling will be done through the appropriate Regional Director.
6. Unless otherwise noted in item 9 below, OATS service will not be provided on the following paid holidays: New Years Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; 4th of July; Labor Day; Thanksgiving; the Day After Thanksgiving; and Christmas Day. Should a holiday fall on a Saturday, the preceding Friday is recognized; if a holiday falls on a Sunday, the following Monday is recognized.
7. In cases of inclement weather OATS’s general policy is to use the school bus closings as a guideline; however, the final decision rests with the OATS driver. Should weather, or other unforeseen events, necessitate the cancellation of service; the Contracting Party will be notified.
8. This Agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
9. Special conditions which apply to this Agreement are as follows (*specify “none” if none apply*):
Transportation will be provided Monday through Saturday except as noted in paragraph 6, excluding those holidays which occur on a Saturday, and as noted in paragraph 7. For holidays not recognized by an employer, transportation will be accommodated.

Contracting Party

OATS, Inc.

By: _____
Date: _____

By: _____
Dorothy Yeager, Executive Director
Date: _____ Regional Director’s initials: _____

Special Billing Number: 0296

Check one: Rural
 Urban

Charter Checklist

- Does this service support OATS’ program purposes(must check one)?:
- YES – Not considered charter; no further action required.
 - NO – Is contracting party a Qualified Human Service Org.?
 Yes - Funding source #: _____ (from FTA List)
 No – Contact Home Office for instruction



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2016-36

PARTNERSHIP FOR HOPE “BLANKET” APPROVAL FOR \$3,000 EXCEPTIONS

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 Partnership for Hope Waiver is “capped” at approximately \$12,000 annually with up to a \$3,000 exception per individual and the State match is roughly 40%, of which the State has an agreement with participating SB 40 Boards/Counties to pay half of the State’s match.

WHEREAS, The Camden County SB 40 Board has historically approved all exceptions for those Camden County clients who participate in the Partnership for Hope Waiver, and the Board recognizes the benefits to its clients.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, establishes that the need to request approval for a \$3,000 annual exception from the Board for each Camden County client participating in the Partnership for Hope Waiver needing additional services and/or supports above the \$12,000 “cap” is a matter of redundancy.
2. The Board hereby approves an automatic exception amount not to exceed \$3,000 annually for each Camden County client participating in the Partnership for Hope so that additional services and/or supports are not delayed if they are requested and have been justified by the Support Coordination team.
3. That any additional amounts needed for a specific client which would exceed the \$3,000 exception would require a separate resolution/approval of the Board.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date