



December 10th, 2020

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

Open Session Board Meeting

Agenda

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

Modified Tentative Agenda for Open Session Board Meeting on December 10th, 2020, at 5:00 PM

This Board Meeting will be Held via WebEx:

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m556b87ac969b766d7f284fbba83f3ff5>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 126 451 2353
Meeting Password: 86635276

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for November 12th, 2020

Acknowledgement of Distributed Materials to Board Members

- October CLC Monthly Report
- October LAI Monthly Report
- November 2020 Support Coordination Report
- November 2020 Employment Report
- November 2020 Agency Economic Report
- October 2020 Credit Card Statement
- Resolutions 2020-53, 2020-54, 2020-55, 2020-56, 2020-57, 2020-58, 2020-59, 2020-60, 2020-61, 2020-62, 2020-63, 2020-64, & 2020-65

Speakers/Guests

- NONE

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- COVID-19 Related Updates

New Business for Discussion

- Board Member Resignation
- Employee Survey

November Reports

- Support Coordination Report
- Employment Report
- Agency Economic Report

October Credit Card Statement

Discussion & Conclusion of Resolutions:

1. Resolution 2020-53: 2021 Fiscal Year Budget
2. Resolution 2020-54: LAI POS Agreement January 1st to December 31st, 2021
3. Resolution 2020-55: 2021 LAI Capital Funding Agreement
4. Resolution 2020-56: CLC POS Agreement January 1st to December 31st, 2021
5. Resolution 2020-57: OATS POS Agreement January 1st to December 31st, 2021
6. Resolution 2020-58: Approval of Amended Policy 1
7. Resolution 2020-59: Approval of Amended Policy 9
8. Resolution 2020-60: Approval of Amended Policy 26
9. Resolution 2020-61: Approval of Amended Policy 33
10. Resolution 2020-62: Approval of Amended Policy 34
11. Resolution 2020-63: Approval of Amended Risk Management Plan
12. Resolution 2020-64: RFP 2020-1: Award for Conference Microphone & Sound System
13. Resolution 2020-65: RFP 2020-2: Award for Air Conditioner Replacements

Board Educational Presentation: No Presentation Scheduled for this Month

Open Discussions

Public Comment

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

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

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

Closed Session Pursuant to Section 610.021 RSMo, subsections (8), (13), & (14)

Adjournment

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

Ed Thomas, CCDDR Executive Director

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

Office: 573-693-1511 Fax: 573-693-1515 Email: director@ccddr.org

November 12th, 2020
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of November 12th, 2020 VIA WebEx

Members Present Angela Sellers, Betty Baxter, Nancy Hayes,
Paul DiBello, Dr. Vicki McNamara, Suzanne Perkins, Kym Jones (joined while
meeting already in progress)

Members Absent Chris Bothwell, Brian Willey

Others Present Ed Thomas, Executive Director

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

Approval of Agenda

Motion by Betty Baxter, second Suzanne Perkins, to approve the agenda.

AYE: Angela Sellers, Betty Baxter, Nancy Hayes, Paul DiBello,
Suzanne Perkins, Dr, Vicki McNamara

` NO: None

Approval of Open Session Board Meeting Minutes for October 8th, 2020

Motion by Paul DiBello, second Dr. Vicki McNamara, to approve the October 8th, 2020 Open Session
Board Meeting Minutes as presented.

AYE: Angela Sellers, Betty Baxter, Nancy Hayes, Paul DiBello,
Suzanne Perkins, Dr, Vicki McNamara

` NO: None

Acknowledgement of Distributed Materials to Board Members

- September CLC Monthly Report
- September LAI Monthly Report
- Third Quarter 2020 YTD Performance Summary
- October 2020 Support Coordination Report
- October 2020 Employment Report
- October 2020 Agency Economic Report
- September 2020 Credit Card Statement
- Resolutions 2020-51, 2020-52

Speakers/Guests

None

Monthly Oral Reports

Children's Learning Center (CLC)

Susan Daniels

CLC is doing good. There are 19 kids daily, 1 kiddo is from Morgan County – working with Morgan County SB 40 for funding. Presently there is one full time slot open. A grant in the amount of \$10,000 was applied for thru the Camden County Chambers CAIRS Act. The scavenger hunt is November 21st and CLC has already received \$2100 for sponsorship. CLC has partnered with the Camdenton school district for the CBI Program. A high school girl is coming in about 2.5 hours daily to assist with the children.

Lake Area Industries (LAI)

Natalie Couch

LAI had a great October. CAIRS Act funding was received from DESE for supplemental income for employees who were unable to work earlier this year (March 15th thru June 30th excluding the month of May). Money will be added to employees checks in two different pay periods. There are 58 employees, 50 of those being CCDDR clients, 6 are temporary help. Three employees are working from home. The 40,000-holiday kit project did not come thru but this was sort of a relief. We will do our best to get it next year. 15,000 hooks were packed for Laker. Work is coming in from every angle – sleds from Laker, rods/reels and another 8 purchase orders from BTI.. A load of foam bringing 4 cents a pound was sold in October, and paper shredding was sold after 2 months of holding onto for a better price. An \$8700.00 grant was received from District T for operating expenses. One employee might have been exposed to COVID. Nothing is going on in the garden center presently, but the garden center did have a good year.

MACDDS

MACDDS is exploring a partnership/collaboration with MARF but not certain what it will look like. The intent is for MACDDS to hire a new Executive Director by the end of the first quarter of 2021. MACDDS is also exploring why the counties' FMAP portions of the Partnership for Hope Waiver costs have not been reduced in conjunction the additional 6% being paid from Federal funds during the COVID-19 pandemic.

Old Business for Discussion

- **COVID-19 Related Updates**

Show Me Strong website is a good resource. The positivity rate for Camden County is 29.3% over the past 7 days by the CDC method and 46.5% by first time tested compared to first time positive method over the past 7 days.

- **Budget Appropriations Committee – 2021 Budget**

The Budget Appropriations Committee will meet November 23rd.

New Business for Discussion

- **Board Member Term Expirations Dr McNamara, Nancy Hayes, Kym Jones**

If the 3 present Board Members whose term is expiring wish to be reappointed, please contact Ed. He has a letter that he will send to the Commissioners for reappointment, but it requires Board Member signature. Hoping to get this on the Commissioner December Agenda so CCDDR can have a decision from the Commissioners by early January.

- **Human Resource Committee – Executive Director Annual Review**

It is time for Ed's annual review. Ed will prepare a summary for the Board. Linda to check notes that were made last year and get back to the Board Chairperson.

- **CCDDR Annual Holiday Celebration Cancellation**

Due to COVID-19, there will be no annual Holiday Celebration, and it will not be rescheduled.

- **Bid Opening – RFP 2020-1 & RFP 2020-2**

RFP 2020-1 Conference Microphone and Sound System

Two bids were received:

Two Guys Music/TG Tech - \$20,795.00

Modern Communications Inc. - \$21,230.00

RFP 2020-2 Air Conditioning Replacement

One bid was received from Scotts Heating and Air:

253 Keystone residential - \$6,828.00

255 Keystone Commercial OATS office - \$4,547.00

255 Keystone Commercial Community Room - \$8,500.00

Total bid - \$19,875.00

Bids will be reviewed by the Admin team and recommendations will be made to the Board at the December Board Meeting.

Kym Jones Came in during the Bid Opening.

October Reports

Third Quarter 2020 YTD Performance Summary

Overall, performance indicators show improvement throughout 2020. He does have some concerns on item 5, ISPs sent to Rolla 21 days prior to implementation; however, he has seen some improvement. A new ISP template has been put in place this year which has been a difficult adjustment for support coordinators. Four new support coordinators were also hired in 2020. Hoping to see higher percentages next year when the four new support coordinators have completed all trainings.

Support Coordination Report

At October end, the agency had 335 clients and 4 in the intake process. CCDDR is budgeting for 360 clients. Medicaid eligibility is at 85.67% and the Medicaid payments on claims has been exceeding 98%.

Employment Report

Competitive employment dropped to 14%; however, LAI employment is holding at a steady rate.

Agency Economic Report

Agency is doing very well over the last year. Support Coordinators have stayed in contact with clients virtually, despite COVID-19. YTD is fine, some overages and savings are due to straight line budgeting. There are no concerns at this time. Suzanne asked how many clients had COVID 19 – Ed stated 25 at last count, but it may be higher now. There have been 2 deaths attributed to COVID.

Motion by Dr. Vicki McNamara, second Nancy Hayes, to approve all reports as presented.

AYE: Angela Sellers, Betty Baxter, Nancy Hayes, Paul DiBello,
Suzanne Perkins, Dr, Vicki McNamara, Kym Jones

` NO: None

September 2020 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

- **Resolution 2020-51: Approval of Amended Policy 25**

Policy 25 was last updated in 2017. DMH DORs updated many items. The Admin team reviewed and approved for submission to the Board for final approval.

- **Resolution 2020-52: Approval of Amended COVID -19 Plan**

Updates in CDC guidelines created the need for revising this plan. CDC guidelines are constantly changing. This plan will remain in place until the pandemic subsides. If CDC guidelines change, the plan will be revised accordingly and brought back to the Board for approval.

Motion by Kym Jones, second Suzanne Perkins to approve all resolutions as presented.

AYE: Angela Sellers, Betty Baxter, Nancy Hayes, Paul DiBello,
Suzanne Perkins, Dr, Vicki McNamara, Kym Jones

` NO: None

Board Educational Presentation: No Presentation Scheduled for this Month.

Open Discussion

None

Public Comment

None

Adjournment:

Motion by Betty Baxter, second, Kym Jones to close open session and to go into closed session pursuant to 610.021 RSMO, subsection (1) & (21). A roll call vote was taken.

AYE: Angela Sellers, Betty Baxter, Kym Jones, Nancy Hayes,
Paul DiBello, Suzanne Perkins, Dr, Vicki McNamara

NO: None

Board Chairperson

Secretary

CLC Monthly Report



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

Utilizing OCT2020 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
October 2020

| | First Steps | Step Ahead | TOTAL |
|------------------------------------|-------------|--------------|--------------|
| Revenue | | | |
| 40000 INCOME | | | 0.00 |
| 41000 Contributions & Grants | | | 0.00 |
| 41200 Camden County SB40 | 643.50 | 11,562.74 | 12,206.24 |
| Total 41000 Contributions & Grants | \$ 643.50 | \$ 11,562.74 | \$ 12,206.24 |
| 42000 Program Services | | | 0.00 |
| 42100 First Steps | | | 0.00 |
| Total 42100 First Steps | \$ 340.00 | \$ 0.00 | \$ 340.00 |
| Total 42000 Program Services | \$ 340.00 | \$ 0.00 | \$ 340.00 |
| 43000 Tuition | | | 0.00 |
| 43100 Dining | | | 0.00 |
| 43120 Lunch | | 100.00 | 100.00 |
| 43130 Snack | | 30.00 | 30.00 |
| Total 43100 Dining | \$ 0.00 | \$ 130.00 | \$ 130.00 |
| 43500 Tuition | | 1,118.00 | 1,118.00 |
| Total 43000 Tuition | \$ 0.00 | \$ 1,248.00 | \$ 1,248.00 |
| 45000 Other Revenue | | 140.81 | 140.81 |
| 45200 Fundraising Income | | 670.00 | 670.00 |
| 45240 Scholastic, Inc. | | 12.00 | 12.00 |
| 45291 CLC Scavenger Hunt | | 2,000.00 | 2,000.00 |
| Total 45200 Fundraising Income | \$ 0.00 | \$ 2,682.00 | \$ 2,682.00 |
| 45300 Donation Income | | | 0.00 |
| 45310 Donations | | | 0.00 |
| 45311 CLC Scholarship Fund | | 150.00 | 150.00 |
| 45312 Community Rewards | | 192.27 | 192.27 |
| 45315 Bear Market | | 150.00 | 150.00 |
| Total 45310 Donations | \$ 0.00 | \$ 492.27 | \$ 492.27 |
| Total 45300 Donation Income | \$ 0.00 | \$ 492.27 | \$ 492.27 |
| Total 45000 Other Revenue | \$ 0.00 | \$ 3,315.08 | \$ 3,315.08 |
| Total 40000 INCOME | \$ 983.50 | \$ 16,125.82 | \$ 17,109.32 |
| Total Revenue | \$ 983.50 | \$ 16,125.82 | \$ 17,109.32 |
| Gross Profit | \$ 983.50 | \$ 16,125.82 | \$ 17,109.32 |
| Expenditures | | | |
| 50000 EXPENDITURES | | | 0.00 |
| 51000 Payroll Expenditures | | | 0.00 |
| Total 51000 Payroll Expenditures | \$ 0.00 | \$ 35,391.37 | \$ 35,391.37 |
| 52000 Advertising/Promotional | | 250.00 | 250.00 |
| 54000 Fundraising/Grants | | | 0.00 |
| 54400 Scholastic, Inc. | | 13.00 | 13.00 |
| 54700 Pizza For A Purpose | | 663.00 | 663.00 |
| 54970 Scavenger Hunt | | 100.26 | 100.26 |
| Total 54000 Fundraising/Grants | \$ 0.00 | \$ 776.26 | \$ 776.26 |

| | | | | |
|---|-----------|---------------|------------|------------------|
| 56000 Office Expenditures | | | | 0.00 |
| 56300 Office Supplies | | | 462.01 | 462.01 |
| Total 56000 Office Expenditures | \$ | 0.00 | \$ | 462.01 |
| 57000 Office/General Administrative Expenditures | | | | 0.00 |
| 57160 QuickBooks Payments Fees | | | 51.50 | 51.50 |
| 57400 Child Management Software | | | 35.00 | 35.00 |
| Total 57000 Office/General Administrative Expenditures | \$ | 0.00 | \$ | 86.50 |
| 58000 Operating Supplies | | | | 0.00 |
| 58100 Classroom Consumables | | | 52.52 | 52.52 |
| 58200 Dining | | | 1,228.35 | 1,228.35 |
| 58400 Sanitizing | | | 190.72 | 190.72 |
| Total 58000 Operating Supplies | \$ | 0.00 | \$ | 1,471.59 |
| 59000 Program Service Fees | | | | 0.00 |
| 59100 First Steps | | | | 0.00 |
| Total 59100 First Steps | \$ | 818.60 | \$ | 0.00 |
| Total 59000 Program Service Fees | \$ | 818.60 | \$ | 0.00 |
| 62000 Safety & Security | | | 83.50 | 83.50 |
| 63000 Utilities | | | | 0.00 |
| 63100 Electric | | | 283.12 | 283.12 |
| 63200 Internet | | 32.92 | 131.68 | 164.60 |
| 63300 Telephone | | 50.99 | 203.59 | 254.58 |
| Total 63000 Utilities | \$ | 83.91 | \$ | 618.39 |
| Total 50000 EXPENDITURES | \$ | 902.51 | \$ | 39,139.62 |
| Payroll Expenses | | | | 0.00 |
| Company Contributions | | | | 0.00 |
| Retirement | | | 180.00 | 180.00 |
| Total Company Contributions | \$ | 0.00 | \$ | 180.00 |
| Total Payroll Expenses | \$ | 0.00 | \$ | 180.00 |
| Total Expenditures | \$ | 902.51 | \$ | 39,319.62 |
| Net Operating Revenue | \$ | 80.99 | -\$ | 23,193.80 |
| Net Revenue | \$ | 80.99 | -\$ | 23,112.81 |

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

| | First Steps | Step Ahead | TOTAL |
|--|---------------------|----------------------|----------------------|
| Revenue | | | |
| 40000 INCOME | | 1.00 | 1.00 |
| 41000 Contributions & Grants | | | 0.00 |
| 41100 CACFP | | 4,128.94 | 4,128.94 |
| 41200 Camden County SB40 | 6,477.90 | 158,874.24 | 165,352.14 |
| 41210 Camden County SB40 One-Time Grants | | 10,000.00 | 10,000.00 |
| Total 41200 Camden County SB40 | \$ 6,477.90 | \$ 168,874.24 | \$ 175,352.14 |
| 41400 United Way Grant | | 5,976.00 | 5,976.00 |
| 41500 Misc. Grant Revenue | | | 0.00 |
| 41501 Paycheck Protection Plan | | 50,500.00 | 50,500.00 |
| Total 41500 Misc. Grant Revenue | \$ 0.00 | \$ 50,500.00 | \$ 50,500.00 |
| Total 41000 Contributions & Grants | \$ 6,477.90 | \$ 229,479.18 | \$ 235,957.08 |
| 42000 Program Services | | | 0.00 |
| 42100 First Steps | | | 0.00 |
| Total 42100 First Steps | \$ 31,116.93 | \$ 0.00 | \$ 31,116.93 |
| Total 42000 Program Services | \$ 31,116.93 | \$ 0.00 | \$ 31,116.93 |
| 43000 Tuition | | | 0.00 |
| 43100 Dining | | | 0.00 |
| 43120 Lunch | | 775.00 | 775.00 |
| 43130 Snack | | 120.00 | 120.00 |
| Total 43100 Dining | \$ 0.00 | \$ 895.00 | \$ 895.00 |
| 43200 Enrollment Fees | | 150.00 | 150.00 |
| 43500 Tuition | | 11,426.83 | 11,426.83 |
| 43505 Subsidy Tuition | | 270.74 | 270.74 |
| Total 43500 Tuition | \$ 0.00 | \$ 11,697.57 | \$ 11,697.57 |
| Total 43000 Tuition | \$ 0.00 | \$ 12,742.57 | \$ 12,742.57 |
| 45000 Other Revenue | | 140.81 | 140.81 |
| 45200 Fundraising Income | | 910.00 | 910.00 |
| 45240 Scholastic, Inc. | | 12.00 | 12.00 |
| 45280 Pizza For A Purpose | | 5,393.37 | 5,393.37 |
| 45281 Pizza For A Purpose - Gun Raffle | | 1,590.00 | 1,590.00 |
| Total 45280 Pizza For A Purpose | \$ 0.00 | \$ 6,983.37 | \$ 6,983.37 |
| 45290 Non-Profit Revenue | | 80.00 | 80.00 |
| 45291 CLC Scavenger Hunt | | 2,000.00 | 2,000.00 |
| Total 45200 Fundraising Income | \$ 0.00 | \$ 9,985.37 | \$ 9,985.37 |
| 45300 Donation Income | | 706.00 | 706.00 |
| 45310 Donations | | 668.81 | 668.81 |
| 45311 CLC Scholarship Fund | | 150.00 | 150.00 |
| 45312 Community Rewards | | 810.79 | 810.79 |
| 45315 Bear Market | | 750.00 | 750.00 |
| 45351 Community Foundation of the Lake | | 3,150.00 | 3,150.00 |
| 45352 KC Chiefs Ticket Fundraiser | | 40.00 | 40.00 |
| 45353 Alley Cats - Santas Little Helpers | | 2,205.00 | 2,205.00 |
| Total 45310 Donations | \$ 0.00 | \$ 7,774.60 | \$ 7,774.60 |
| Total 45300 Donation Income | \$ 0.00 | \$ 8,480.60 | \$ 8,480.60 |
| Total 45000 Other Revenue | \$ 0.00 | \$ 18,606.78 | \$ 18,606.78 |
| Total 40000 INCOME | \$ 37,594.83 | \$ 260,829.53 | \$ 298,424.36 |
| Total Revenue | \$ 37,594.83 | \$ 260,829.53 | \$ 298,424.36 |
| Gross Profit | \$ 37,594.83 | \$ 260,829.53 | \$ 298,424.36 |
| Expenditures | | | |
| 50000 EXPENDITURES | | | 0.00 |
| 51000 Payroll Expenditures | | | 0.00 |
| Total 51000 Payroll Expenditures | \$ 0.00 | \$ 230,006.41 | \$ 230,006.41 |
| 52000 Advertising/Promotional | | 2,141.21 | 2,141.21 |
| 53000 Equipment | | 1,419.33 | 1,419.33 |
| 54000 Fundraising/Grants | | 60.00 | 60.00 |
| 54200 Summer Night Glow 5K | | 264.00 | 264.00 |
| 54400 Scholastic, Inc. | | 13.00 | 13.00 |
| 54700 Pizza For A Purpose | | 1,503.97 | 1,503.97 |
| 54970 Scavenger Hunt | | 197.29 | 197.29 |

| | | | | | | |
|--|----|-----------|-----|------------|-----|------------|
| Total 54000 Fundraising/Grants | \$ | 0.00 | \$ | 2,038.26 | \$ | 2,038.26 |
| 55000 Insurance | | | | 669.00 | | 669.00 |
| 55200 Commercial General Liability | | | | 720.00 | | 720.00 |
| 55300 Commercial Property | | | | 512.00 | | 512.00 |
| 55400 Director's & Officers | | | | 538.00 | | 538.00 |
| 55500 Hired & Non-Owned Auto | | | | 102.00 | | 102.00 |
| 55600 Professional Liability | | | | 1,563.00 | | 1,563.00 |
| Total 55000 Insurance | \$ | 0.00 | \$ | 4,104.00 | \$ | 4,104.00 |
| 56000 Office Expenditures | | | | 54.65 | | 54.65 |
| 56100 Copy Machine | | 821.02 | | 2,010.40 | | 2,831.42 |
| 56200 Miscellaneous | | | | 466.33 | | 466.33 |
| 56300 Office Supplies | | | | 1,685.99 | | 1,685.99 |
| Total 56000 Office Expenditures | \$ | 821.02 | \$ | 4,217.37 | \$ | 5,038.39 |
| 57000 Office/General Administrative Expenditures | | | | 174.74 | | 174.74 |
| 57100 Accounting Fees | | | | 2,000.00 | | 2,000.00 |
| 57150 Online Accounting Software Service | | | | 619.55 | | 619.55 |
| Total 57100 Accounting Fees | \$ | 0.00 | \$ | 2,619.55 | \$ | 2,619.55 |
| 57160 QuickBooks Payments Fees | | | | 1,339.44 | | 1,339.44 |
| 57400 Child Management Software | | | | 350.00 | | 350.00 |
| 57600 License/Accreditation/Permit Fees | | | | 1,337.96 | | 1,337.96 |
| 57700 Membership/Association Dues | | | | 119.00 | | 119.00 |
| 57900 Seminars/Training | | | | 853.00 | | 853.00 |
| 57960 Janitorial/Custodial | | | | 800.00 | | 800.00 |
| Total 57000 Office/General Administrative Expenditures | \$ | 0.00 | \$ | 7,593.69 | \$ | 7,593.69 |
| 58000 Operating Supplies | | | | | | 0.00 |
| 58100 Classroom Consumables | | | | 1,972.89 | | 1,972.89 |
| 58150 Center Consumables | | | | 982.58 | | 982.58 |
| 58175 Paper Consumables | | | | 1,672.16 | | 1,672.16 |
| 58200 Dining | | | | 9,745.73 | | 9,745.73 |
| 58400 Sanitizing | | | | 439.78 | | 439.78 |
| Total 58000 Operating Supplies | \$ | 0.00 | \$ | 14,813.14 | \$ | 14,813.14 |
| 59000 Program Service Fees | | | | | | 0.00 |
| 59100 First Steps | | | | | | 0.00 |
| Total 59100 First Steps | \$ | 24,434.81 | \$ | 0.00 | \$ | 24,434.81 |
| Total 59000 Program Service Fees | \$ | 24,434.81 | \$ | 0.00 | \$ | 24,434.81 |
| 61000 Repair & Maintenance | | | | 442.97 | | 442.97 |
| 62000 Safety & Security | | | | 1,492.53 | | 1,492.53 |
| 63000 Utilities | | | | | | 0.00 |
| 63100 Electric | | 697.27 | | 1,910.13 | | 2,607.40 |
| 63200 Internet | | 243.42 | | 570.09 | | 813.51 |
| 63300 Telephone | | 416.91 | | 1,046.94 | | 1,463.85 |
| 63400 Trash Service | | | | 357.39 | | 357.39 |
| 63500 Water Softener | | | | 246.95 | | 246.95 |
| Total 63000 Utilities | \$ | 1,357.60 | \$ | 4,131.50 | \$ | 5,489.10 |
| 65000 Other Expenditures | | | | | | 0.00 |
| 65100 Miscellaneous Expenditures | | | | 329.36 | | 329.36 |
| Total 65000 Other Expenditures | \$ | 0.00 | \$ | 329.36 | \$ | 329.36 |
| Total 50000 EXPENDITURES | \$ | 26,613.43 | \$ | 272,729.77 | \$ | 299,343.20 |
| Payroll Expenses | | | | | | 0.00 |
| Company Contributions | | | | | | 0.00 |
| Retirement | | | | 1,540.00 | | 1,540.00 |
| Total Company Contributions | \$ | 0.00 | \$ | 1,540.00 | \$ | 1,540.00 |
| Total Payroll Expenses | \$ | 0.00 | \$ | 1,540.00 | \$ | 1,540.00 |
| Reimbursements | | | | 578.84 | | 578.84 |
| voided check | | | | 0.00 | | 0.00 |
| Total Expenditures | \$ | 26,613.43 | \$ | 274,848.61 | \$ | 301,462.04 |
| Net Operating Revenue | \$ | 10,981.40 | -\$ | 14,019.08 | -\$ | 3,037.68 |
| Other Expenditures | | | | | | |
| Other Miscellaneous Expenditure | | | | 25.00 | | 25.00 |
| Total Other Expenditures | \$ | 0.00 | \$ | 25.00 | \$ | 25.00 |
| Net Other Revenue | \$ | 0.00 | -\$ | 25.00 | -\$ | 25.00 |
| Net Revenue | \$ | 10,981.40 | -\$ | 14,044.08 | -\$ | 3,062.68 |

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

| | First Steps | Step Ahead | Not Specified | TOTAL |
|--|--------------|---------------|---------------|--------------|
| OPERATING ACTIVITIES | | | | |
| Net Revenue | 10,981.40 | -14,044.08 | 0.01 | -3,062.67 |
| Adjustments to reconcile Net Revenue to Net Cash provided by operations: | | | | 0.00 |
| Accounts Receivable (A/R) | | | 292.53 | 292.53 |
| Repayment: Cash Advance Repayment | | | 300.00 | 300.00 |
| Accounts Payable (A/P) | | | -1,807.82 | -1,807.82 |
| 21000 CBOLO MasterCard -8027 | | -9,501.27 | 10,080.24 | 578.97 |
| 21200 Kroger-DS1634 CLC | | -10,929.44 | 11,334.48 | 405.04 |
| 22300 Payroll Liabilities: Federal Taxes (941/944) | | | 1,584.89 | 1,584.89 |
| 22400 Payroll Liabilities: MO Income Tax | | | 359.00 | 359.00 |
| 22500 Payroll Liabilities: MO Unemployment Tax | | | -246.29 | -246.29 |
| Direct Deposit Payable | | | 0.00 | 0.00 |
| Payroll Liabilities: Ascensus | | | 3,080.00 | 3,080.00 |
| Total Adjustments to reconcile Net Revenue to Net Cash provided by operations: | \$ 0.00 | -\$ 20,430.71 | \$ 24,977.03 | \$ 4,546.32 |
| Net cash provided by operating activities | \$ 10,981.40 | -\$ 34,474.79 | \$ 24,977.04 | \$ 1,483.65 |
| Net cash increase for period | \$ 10,981.40 | -\$ 34,474.79 | \$ 24,977.04 | \$ 1,483.65 |
| Cash at beginning of period | | | 14,688.32 | 14,688.32 |
| Cash at end of period | \$ 10,981.40 | -\$ 34,474.79 | \$ 39,665.36 | \$ 16,171.97 |

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - December 2020

| | Date | Transacti on Type | Num | Memo/Description | Split | Amount | Balance |
|-----------------------------|------------|----------------------|------|-----------------------------|---------------------------|------------------|---------|
| Step Ahead | 08/24/2020 | Pledge | 2153 | August Tuition child one | Accounts Receivable (A/R) | 45.00 | 45.00 |
| | 08/24/2020 | Pledge | 2153 | August Tuition child two | Accounts Receivable (A/R) | 40.50 | 85.50 |
| | 08/24/2020 | Pledge | 2153 | Annual Enrollment Fee | Accounts Receivable (A/R) | 75.00 | 160.50 |
| | 09/01/2020 | Pledge | 2155 | September tuition child one | Accounts Receivable (A/R) | 135.00 | 295.50 |
| | 09/01/2020 | Pledge | 2155 | September tuition child two | Accounts Receivable (A/R) | 121.50 | 417.00 |
| | 10/06/2020 | Pledge | 2157 | October Tuition | Accounts Receivable (A/R) | 330.00 | 747.00 |
| | 10/06/2020 | Pledge | 2157 | October Dining Fee | Accounts Receivable (A/R) | 25.00 | 772.00 |
| | 10/06/2020 | Pledge | 2157 | October Snack Fee | Accounts Receivable (A/R) | 5.00 | 777.00 |
| | 10/06/2020 | Pledge | 2159 | October Dining Fee | Accounts Receivable (A/R) | 25.00 | 802.00 |
| | 10/06/2020 | Pledge | 2159 | October Snack Fee | Accounts Receivable (A/R) | 5.00 | 807.00 |
| Total for Step Ahead | | | | | | \$ 807.00 | |

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
October 2020

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 18 children enrolled
10 of the 17 with special needs/dd (9 one-on-ones-4 full time 5 part time)
**New child starting in November)

○ **COMMUNITY EVENTS**

Attended:

None at this time

Current / Upcoming:

November 5 – Camden Chamber Annual Banquet

November 21 – CLC Scavenger Hunt FUNdraiser

December 1 – Santa's Little Helpers, Alley Cats

December 14 – Volunteering for Christmas For Kids toy disbursement

March 12 – 5th Annual Pizza For A Purpose Auction

○ **GENERAL PROGRAM NEWS**

- Still looking for new providers (SLP, OT, PT, SI) to join First Steps
- Current openings available for enrollment
- CLC putting together an infomercial
- CLC has partnered with Camden RIII School District (Community Based Vocational) to provide a high school volunteer

○ **FUNDRAISING/GRANTS**

- November 21 – CLC Scavenger HUNT (Looking for sponsors at this time & people to register)

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

OCTOBER 31, 2020

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

| | 10/31/20 | 10/31/19 |
|---|----------------|----------------|
| ASSETS | | |
| Current Assets | | |
| Total Bank Accounts | 555,572 | 263,574 |
| Total Accounts Receivable | 79,204 | 95,935 |
| Other Current Assets | | |
| Certificate of Deposit 12 mo mat 1/7/21- 1.35% | 25,389 | 25,063 |
| Certificate of Deposit 12 mo. mat 3/27/21- .65% | 25,716 | 25,316 |
| Certificate of Deposit 12 mo. mat 10/22/20- 1.25% | 25,551 | 25,211 |
| Certificate of Deposit 12 mo. mat 6/27/21- .65% | 25,508 | 25,117 |
| Community Foundation of the Ozarks Agency Partner Account | 1,024 | 1,009 |
| GIFTED GARDEN CASH | 500 | 500 |
| INVENTORY | 6,738 | 4,127 |
| PETTY CASH | 150 | 150 |
| Total Other Current Assets | 110,576 | 106,493 |
| Total Current Assets | 745,352 | 466,003 |
| Fixed Assets | | |
| ACCUMULATED DEPRECIATION | (760,895) | (737,843) |
| AUTO AND TRUCK | 128,809 | 128,809 |
| BUILDING | 403,567 | 377,261 |
| Deposit on Construction | 0 | 29,115 |
| FURN & FIX ORIGINAL VALUE | 19,284 | 19,284 |
| GH RETAIL STORE | 16,505 | 16,505 |
| GREENHOUSE EQUIPMENT | 2,870 | 0 |
| LAND | 33,324 | 33,324 |
| LAND IMPROVEMENT | 25,502 | 25,502 |
| MACHINERY & EQUIPMENT | 234,464 | 229,732 |
| OFFICE EQUIPMENT | 12,838 | 12,838 |
| Sewer Equipment | 19,354 | 19,354 |
| SHREDDING EQUIPMENT | 45,572 | 45,572 |
| Total Fixed Assets | 181,192 | 199,451 |
| Other Assets | | |
| CURRENT CAPITAL IMPROVEMENT | 59,088 | 39,437 |
| UTILITY DEPOSITS | 554 | 554 |
| Total Other Assets | 59,642 | 39,991 |
| TOTAL ASSETS | 986,186 | 705,445 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Total Accounts Payable | 799 | 3,407 |
| Total Credit Cards | 2,831 | 2,190 |
| Other Current Liabilities | | |
| ACCRUED WAGES | 6,274 | 0 |
| AFLAC DEDUCTIONS PAYABLE | 27 | 27 |
| Gift Certificate Payable | 25 | 50 |
| Missouri Department of Revenue Payable | 93 | 42 |
| Payroll Protection Program Loan | 107,900 | |
| SALES TAX PAYABLE | 104 | 36 |
| Trellis sales | 40 | |
| United Way contributions payable | 140 | |
| Total Other Current Liabilities | 114,603 | 156 |
| Total Current Liabilities | 118,232 | 5,752 |
| Total Liabilities | 118,232 | 5,752 |
| Equity | | |
| Unrestricted Net Assets | 653,811 | 508,965 |
| Net Income | 214,143 | 190,727 |
| Total Equity | 867,954 | 699,692 |
| TOTAL LIABILITIES AND EQUITY | 986,186 | 705,445 |

Lake Area Industries, Inc.
Profit and Loss

| | Oct 2020 | YTD |
|-----------------------------------|-----------------|------------------|
| Income | | |
| CONTRACT PACKAGING | 38,716 | 319,019 |
| FOAM RECYCLING | 320 | 2,726 |
| GREENHOUSE SALES | 107 | 56,488 |
| SECURE DOCUMENT SHREDDING | 4,369 | 36,478 |
| Total Income | 43,511 | 414,711 |
| Cost of Goods Sold | | |
| Cost of Goods Sold | 3,188 | 24,174 |
| GG PLANTS & SUPPLIES | | 30,010 |
| SHIPPING AND DELIVERY | | 2,172 |
| Textile Purchases | | 1,282 |
| WAGES - TEMPORARY WORKERS | 5,394 | 46,490 |
| WAGES-EMPLOYEES | 25,742 | 230,842 |
| Total Cost of Goods Sold | 34,324 | 334,970 |
| Gross Profit | 9,188 | 79,741 |
| Expenses | | |
| ACCTG. & AUDIT FEES | | 9,075 |
| ALL OTHER EXPENSES | 1,102 | 9,260 |
| Bus Fare | 449 | 2,016 |
| CASH OVER/SHORT | | (58) |
| EQUIP. PURCHASES & MAINTENANCE | 3,283 | 30,102 |
| INSURANCE | 3,284 | 18,175 |
| NON MANUFACTURING SUPPLIES | 130 | 807 |
| PAYROLL | 15,057 | 157,326 |
| PAYROLL EXP & BENEFITS | 6,864 | 64,721 |
| PROFESSIONAL SERVICES | 1,642 | 14,471 |
| SALES TAX | | (80) |
| UTILITIES | 1,161 | 13,705 |
| Total Expenses | 32,972 | 319,519 |
| Net Operating Income | (23,784) | (239,778) |
| Other Income | | |
| INTEREST INCOME | 369 | 2,778 |
| OTHER CONTRIBUTIONS | 29,295 | 34,592 |
| SB-40 REVENUE | 17,650 | 215,758 |
| STATE AID | 26,042 | 200,792 |
| Total Other Income | 73,356 | 453,921 |
| Other Expenses | | |
| ALLOCATION NON OPERATING EXPENSES | 0 | 0 |
| Total Other Expenses | 0 | 0 |
| Net Other Income | 73,356 | 453,921 |
| Net Income | 49,572 | 214,143 |

Lake Area Industries, Inc.
Budget vs. Actuals

| | Oct 2020 | | | YTD | | |
|-----------------------------------|-----------------|-----------------|----------------|------------------|------------------|-----------------|
| | Actual | Budget | over Budget | Actual | Budget | over Budget |
| Income | | | | | | |
| CONTRACT PACKAGING | 38,716 | 43,224 | (4,508) | 319,019 | 274,509 | 44,511 |
| FOAM RECYCLING | 320 | 500 | (180) | 2,726 | 5,000 | (2,274) |
| GREENHOUSE SALES | 107 | 0 | 107 | 56,488 | 54,634 | 1,854 |
| SECURE DOCUMENT SHREDDING | 4,369 | 1,718 | 2,651 | 36,478 | 32,067 | 4,411 |
| Total Income | 43,511 | 45,442 | (1,931) | 414,711 | 366,209 | 48,501 |
| Cost of Goods Sold | | | | | | |
| Cost of Goods Sold | 3,188 | 4,726 | (1,538) | 24,174 | 26,066 | (1,893) |
| GG PLANTS & SUPPLIES | | 0 | 0 | 30,010 | 31,995 | (1,985) |
| SHIPPING AND DELIVERY | | 27 | (27) | 2,172 | 3,975 | (1,803) |
| Textile Purchases | | 0 | 0 | 1,282 | 1,339 | (57) |
| WAGES - TEMPORARY WORKERS | 5,394 | 1,308 | 4,086 | 46,490 | 1,308 | 45,182 |
| WAGES-EMPLOYEES | 25,742 | 30,002 | (4,260) | 230,842 | 236,760 | (5,918) |
| Total Cost of Goods Sold | 34,324 | 36,063 | (1,740) | 334,970 | 301,443 | 33,527 |
| Gross Profit | 9,188 | 9,379 | (191) | 79,741 | 64,767 | 14,974 |
| Expenses | | | | | | |
| ACCTG. & AUDIT FEES | | 0 | 0 | 9,075 | 9,529 | (454) |
| ALL OTHER EXPENSES | 1,102 | 931 | 171 | 9,260 | 15,194 | (5,934) |
| Bus Fare | 449 | 170 | 279 | 2,016 | 850 | 1,166 |
| CASH OVER/SHORT | | | 0 | (58) | 0 | (58) |
| EQUIP. PURCHASES & MAINTENANCE | 3,283 | 4,678 | (1,395) | 30,102 | 49,048 | (18,947) |
| INSURANCE | 3,284 | 1,563 | 1,722 | 18,175 | 15,625 | 2,550 |
| NON MANUFACTURING SUPPLIES | 130 | 0 | 130 | 807 | 665 | 142 |
| PAYROLL | 15,057 | 18,195 | (3,138) | 157,326 | 183,177 | (25,852) |
| PAYROLL EXP & BENEFITS | 6,864 | 8,262 | (1,398) | 64,721 | 74,999 | (10,278) |
| PROFESSIONAL SERVICES | 1,642 | 1,440 | 201 | 14,471 | 12,736 | 1,735 |
| SALES TAX | | | 0 | (80) | 0 | (80) |
| UTILITIES | 1,161 | 1,590 | (429) | 13,705 | 17,590 | (3,886) |
| Total Expenses | 32,972 | 36,829 | (3,857) | 319,519 | 379,414 | (59,895) |
| Net Operating Income | (23,784) | (27,450) | 3,666 | (239,778) | (314,647) | 74,869 |
| Other Income | | | | | | |
| INTEREST INCOME | 369 | 194 | 175 | 2,778 | 1,938 | 841 |
| OTHER CONTRIBUTIONS | 29,295 | | 29,295 | 34,592 | 0 | 34,592 |
| SB-40 REVENUE | 17,650 | 17,290 | 360 | 215,758 | 178,807 | 36,951 |
| STATE AID | 26,042 | 19,061 | 6,981 | 200,792 | 192,105 | 8,688 |
| Total Other Income | 73,356 | 36,545 | 36,811 | 453,921 | 372,850 | 81,071 |
| Other Expenses | | | | | | |
| ALLOCATION NON OPERATING EXPENSES | 0 | | 0 | 0 | 0 | 0 |
| Total Other Expenses | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Other Income | 73,356 | 36,545 | 36,811 | 453,921 | 372,850 | 81,071 |
| Net Income | 49,572 | 9,094 | 40,477 | 214,143 | 58,202 | 155,940 |

Lake Area Industries, Inc.
Statement of Cash Flows

October 2020

| | Total |
|---|----------|
| OPERATING ACTIVITIES | |
| Net Income | 49,572 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| ACCOUNTS RECEIVABLE | (7,790) |
| Certificate of Deposit 12 mo mat 1/7/21- 1.35% | (86) |
| Certificate of Deposit 12 mo. mat 10/22/20- 1.25% | (80) |
| INVENTORY:RAW MATERIAL INVENTORY | (33) |
| Accounts Payable | (2,163) |
| CBOLO CC - 1565 Natalie | (157) |
| CBOLO CC - 5203 Lillie | (76) |
| Sam's Club Mastercard- 2148 | 282 |
| AFLAC DEDUCTIONS PAYABLE | 0 |
| United Way contributions payable | 20 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | (10,082) |
| Net cash provided by operating activities | 39,489 |
| Net cash increase for period | 39,489 |
| Cash at beginning of period | 516,082 |
| Cash at end of period | 555,572 |

Lake Area Industries, Inc.

A/P Aging Summary

As of October 31, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--------------|---------|--------|---------|---------|-------------|--------|
| TOTAL | \$ 782 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 782 |

Lake Area Industries, Inc.

A/R Aging Summary

As of October 31, 2020

| | Current | 1 - 30 | 31 - 60 | 61 - 90 | 91 and over | Total |
|--------------|-----------|-----------|---------|---------|-------------|-----------|
| TOTAL | \$ 68,515 | \$ 10,012 | \$ 430 | \$ 211 | \$ 35 | \$ 79,204 |

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

| | Total |
|---|----------|
| OPERATING ACTIVITIES | |
| Net Income | 214,160 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| ACCOUNTS RECEIVABLE | 8,243 |
| Certificate of Deposit 12 mo mat 1/7/21- 1.35% | (263) |
| Certificate of Deposit 12 mo. mat 3/27/21- .65% | (242) |
| Certificate of Deposit 12 mo. mat 10/22/20- 1.25% | (317) |
| Certificate of Deposit 12 mo. mat 6/27/21- .65% | (276) |
| INVENTORY:GG PLANT & SUPPLIES INVEN | 0 |
| INVENTORY:RAW MATERIAL INVENTORY | 1,045 |
| PETTY CASH | (5) |
| Accounts Payable | (6,685) |
| CBOLO CC - 1565 Natalie | 208 |
| CBOLO CC - 5203 Lillie | 655 |
| CBOLO CC - 5229 Kevin | 175 |
| Sam's Club Mastercard- 2148 | 303 |
| AFLAC DEDUCTIONS PAYABLE | 0 |
| Gift Certificate Payable | (25) |
| Missouri Department of Revenue Payable | 50 |
| Payroll Protection Program Loan | 107,900 |
| Rock Sales @ 75% | 0 |
| SALES TAX PAYABLE | 104 |
| Trellis sales | 40 |
| United Way contributions payable | 140 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | 111,050 |
| Net cash provided by operating activities | 325,210 |
| INVESTING ACTIVITIES | |
| CURRENT CAPITAL IMPROVEMENT | (54,624) |
| Net cash provided by investing activities | (54,624) |
| Net cash increase for period | 270,586 |
| Cash at beginning of period | 284,985 |
| Cash at end of period | 555,572 |

Support Coordination Report

November 2020

Client Caseloads

- Number of Caseloads as of November 30th, 2020: 330
- Budgeted Number of Caseloads: 360
- Pending Number of New Intakes: 5
- Medicaid Eligibility: 86.67%

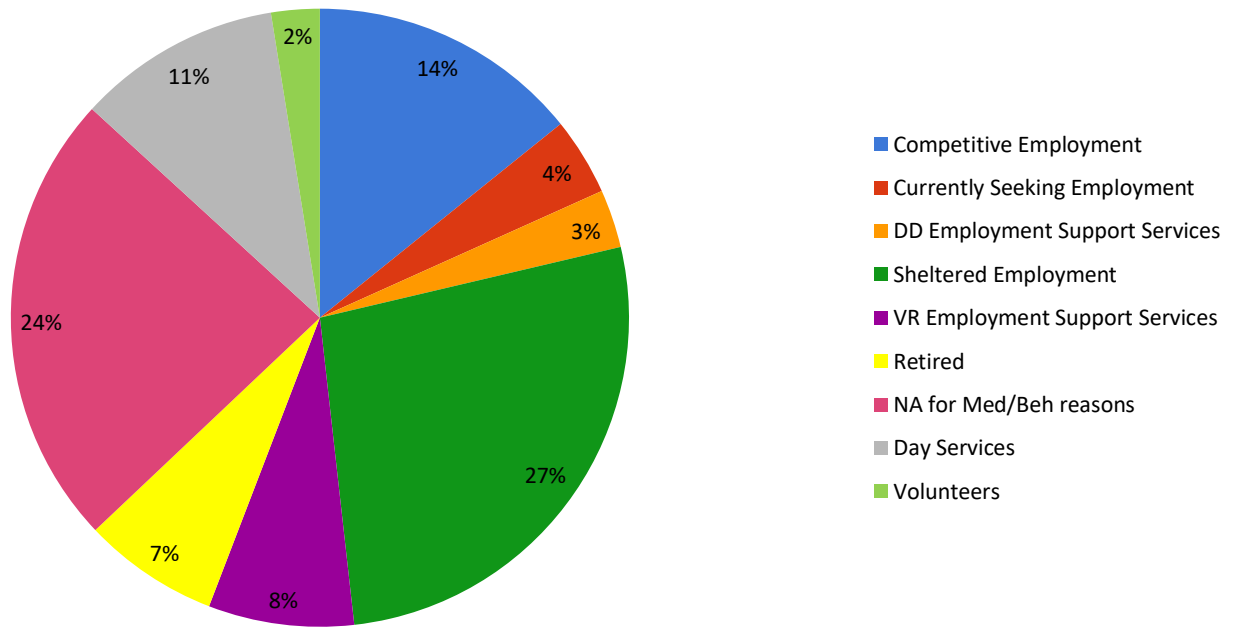
Caseload Counts

Cynthia Brown – 34
Elizabeth Chambers - 32
Stephanie Enoch – 30
Teri Guttman - 31
Micah Joseph – 3
Jennifer Lyon – 33
Annie Meyer – 37
Christina Mitchell - 37
Mary Petersen – 35
Patricia Strouse - 32
Jami Weisenborn - 26

Employment Report

| SC name | Competitive Employment | Currently Seeking Employment | DD Employment Support Services | Sheltered Employment | VR Employment Support Services | Retired | NA for Med/Beh reasons | Day Services | Volunteers |
|----------------------|------------------------|------------------------------|--------------------------------|----------------------|--------------------------------|---------|------------------------|--------------|------------|
| Agency Adults | 28 | 8 | 6 | 53 | 15 | 14 | 47 | 21 | 5 |
| Guttman | 4 | 4 | 3 | 5 | 1 | 6 | 6 | 5 | 1 |
| Brown | 5 | 0 | 0 | 5 | 11 | 0 | 1 | 3 | 1 |
| Enoch | 1 | 2 | 0 | 6 | 0 | 2 | 13 | 3 | 2 |
| Lyon | 1 | 0 | 1 | 7 | 1 | 1 | 6 | 4 | 1 |
| Meyer | 6 | 1 | 0 | 4 | 0 | 1 | 2 | 0 | 0 |
| Chambers | 4 | 0 | 1 | 6 | 0 | 1 | 4 | 1 | 0 |
| Peterson | 1 | 0 | 0 | 7 | 1 | 1 | 6 | 3 | 0 |
| Joseph | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 |
| Weisenborn | 2 | 0 | 1 | 6 | 1 | 2 | 3 | 0 | 0 |
| Strouse | 4 | 1 | 0 | 6 | 0 | 0 | 5 | 2 | 0 |
| Mitchell | 6 | 2 | 0 | 6 | 5 | 1 | 4 | 1 | 0 |
| | | | | | | | | | |
| | | | | | | | | | |

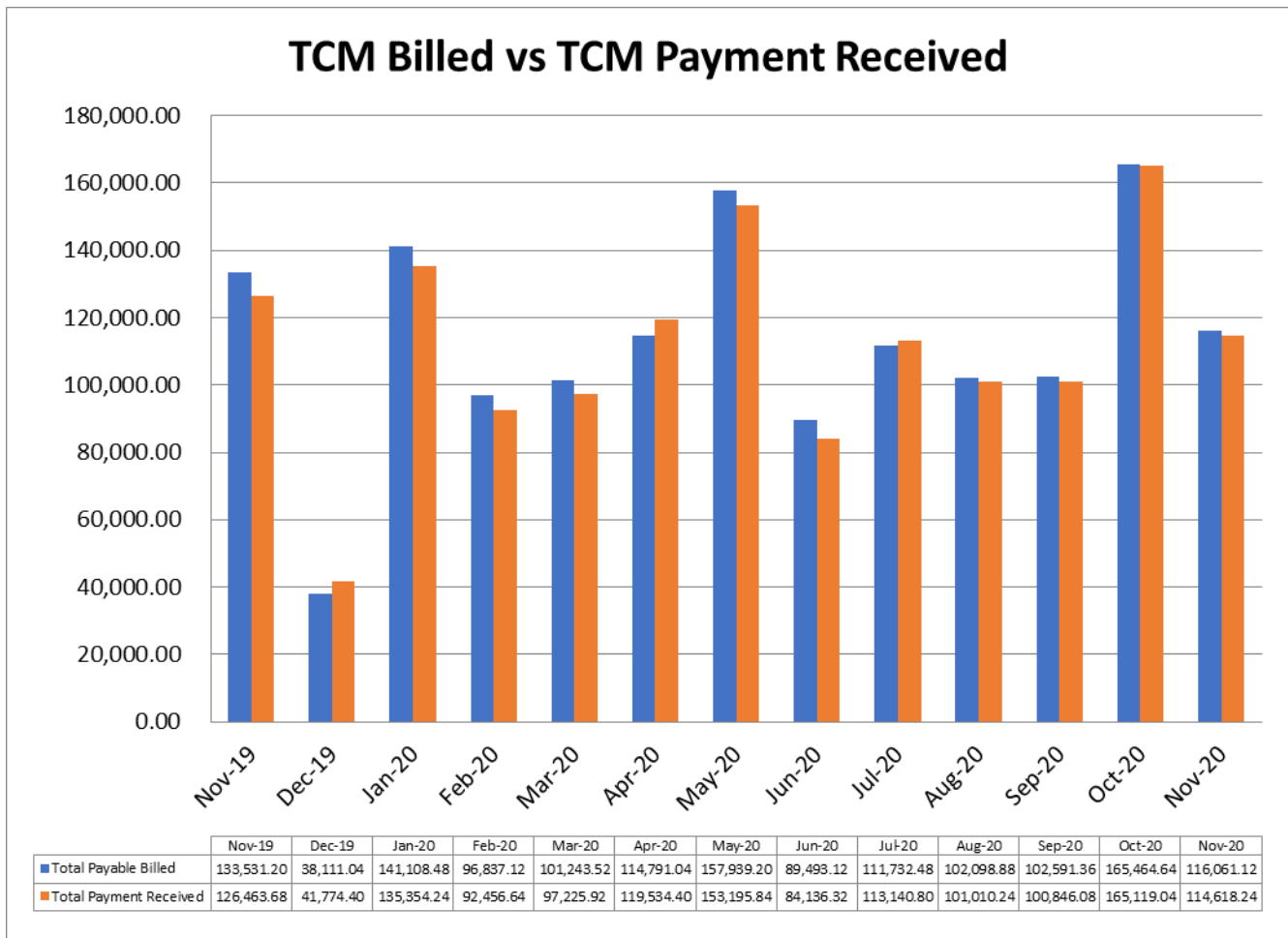
CCDDR Adults Employment Status as of November 30, 2020



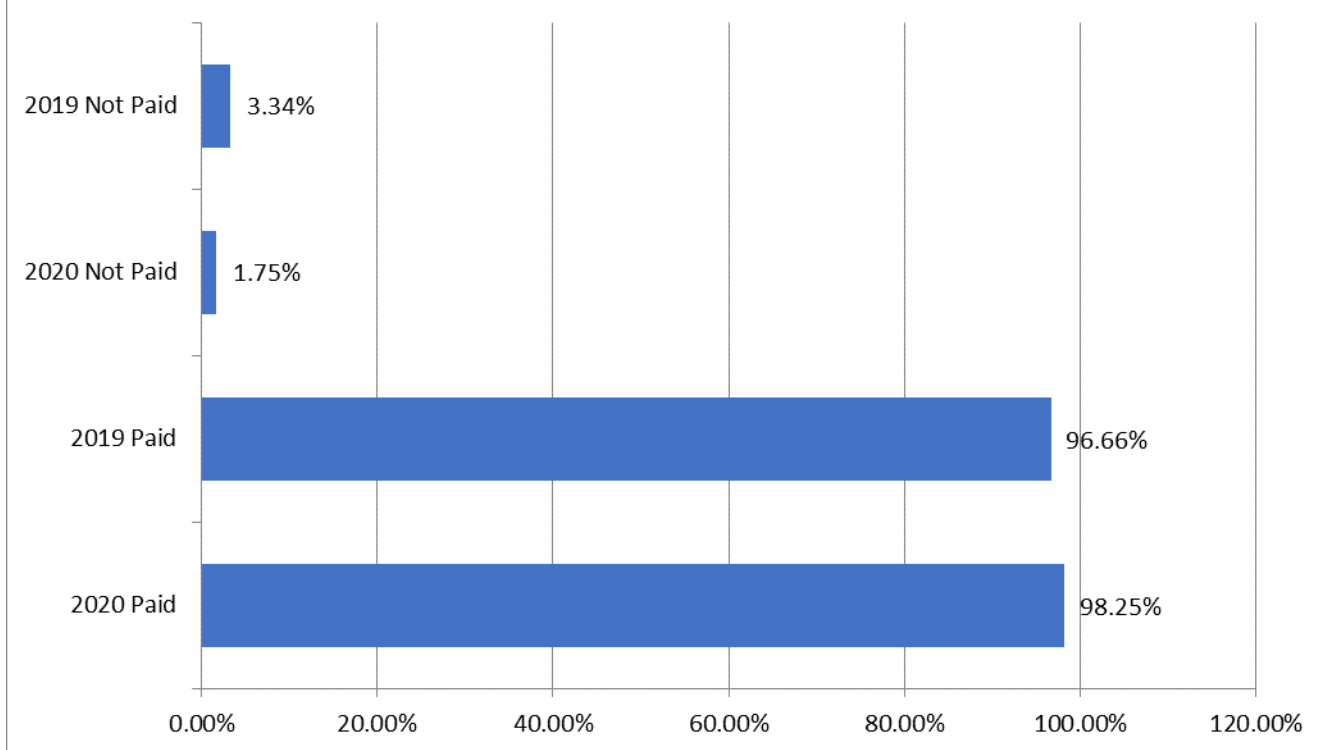
Agency Economic
Report
(Unaudited)

November 2020

Targeted Case Management Income



2020 vs 2019 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

November 2020

| | SB 40 Tax | | | Services | | |
|-------------------------------------|-----------------|-----------------|-----------------|----------------|----------------|---------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Income | | | | | | |
| 4000 SB 40 Tax Income | 6,330 | 3,772 | 2,558 | | | 0 |
| 4500 Services Income | | | 0 | 128,200 | 110,234 | 17,966 |
| Total Income | 6,330 | 3,772 | 2,558 | 128,200 | 110,234 | 17,966 |
| Gross Profit | 6,330 | 3,772 | 2,558 | 128,200 | 110,234 | 17,966 |
| Expenses | | | | | | |
| 5000 Payroll & Benefits | | | 0 | 102,678 | 99,171 | 3,507 |
| 5100 Repairs & Maintenance | | | 0 | 9 | 1,510 | (1,501) |
| 5500 Contracted Business Services | | | 0 | 4,715 | 5,655 | (940) |
| 5600 Presentations/Public Meetings | | | 0 | | 228 | (228) |
| 5700 Office Expenses | | | 0 | 4,914 | 4,177 | 737 |
| 5800 Other General & Administrative | | | 0 | 4,048 | 1,506 | 2,542 |
| 5900 Utilities | | | 0 | (169) | 850 | (1,019) |
| 6100 Insurance | | | 0 | 1,555 | 1,700 | (145) |
| 6700 Partnership for Hope | 3,935 | 4,585 | (650) | | | 0 |
| 6900 Direct Services | 13,115 | 8,969 | 4,146 | | | 0 |
| 7100 Housing Programs | 5,588 | 8,158 | (2,570) | | | 0 |
| 7200 Children's Programs | 14,222 | 17,550 | (3,328) | | | 0 |
| 7300 Sheltered Employment Programs | 17,650 | 24,150 | (6,500) | | | 0 |
| 7500 Community Employment Programs | 68 | | 68 | | | 0 |
| 7600 Community Resources | | 5,136 | (5,136) | | | 0 |
| 7900 Special/Additional Needs | 150 | 6,490 | (6,340) | | | 0 |
| Total Expenses | 54,728 | 75,038 | (20,310) | 117,751 | 114,797 | 2,954 |
| Net Operating Income | (48,399) | (71,266) | 22,867 | 10,449 | (4,563) | 15,012 |
| Other Expenses | | | | | | |
| 8500 Depreciation | | | 0 | 3,076 | 3,250 | (174) |
| Total Other Expenses | 0 | 0 | 0 | 3,076 | 3,250 | (174) |
| Net Other Income | 0 | 0 | 0 | (3,076) | (3,250) | 174 |
| Net Income | (48,399) | (71,266) | 22,867 | 7,373 | (7,813) | 15,186 |

Budget Variance Report

Total Income: In November 2020, SB 40 Tax Revenues were higher than projected. Services Program income was higher than projected. Four new Support Coordinators are being trained, and billing capacity is increasing.

Total Expenses: In November 2020, overall SB 40 Tax program expenses were lower than budgeted. Direct Service expenses were higher than budgeted due to higher than anticipated non-Medicaid TCM service billings, and transportation services for Community Employment Programs were utilized but were not originally budgeted. It should also be noted OATS invoices for transportation services in November (7600 & 7300 categories) were not received by month end, and spend-down payment requirements (7900 category) are still being waived during the COVID-19 state of emergency. Overall Services Program expenses were higher than budgeted expectations. Payroll & Benefits were higher than projected, which is because there is one more Support Coordinator than was originally budgeted in 2020 (total of 10 Support Coordinators currently); Other G&A expenses were higher than projected, which is due to higher than budgeted Legal/Attorney Fees; and Office Expenses were higher than projected, which is due to the higher than budgeted purchase of additional postage for the postage meter.

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

January - November, 2020

| | SB 40 Tax | | | Services | | |
|--|----------------|----------------|------------------|------------------|------------------|-----------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Income | | | | | | |
| 4000 SB 40 Tax Income | 998,429 | 986,072 | 12,357 | | | 0 |
| 4500 Services Income | | | 0 | 1,420,666 | 1,376,509 | 44,157 |
| Total Income | 998,429 | 986,072 | 12,357 | 1,420,666 | 1,376,509 | 44,157 |
| Gross Profit | 998,429 | 986,072 | 12,357 | 1,420,666 | 1,376,509 | 44,157 |
| Expenses | | | | | | |
| 5000 Payroll & Benefits | | | 0 | 1,156,507 | 1,170,389 | (13,882) |
| 5100 Repairs & Maintenance | | | 0 | 6,818 | 16,610 | (9,792) |
| 5500 Contracted Business Services | | | 0 | 66,381 | 64,905 | 1,476 |
| 5600 Presentations/Public Meetings | | | 0 | 3,329 | 2,508 | 821 |
| 5700 Office Expenses | | | 0 | 53,741 | 51,947 | 1,794 |
| 5800 Other General & Administrative | | | 0 | 27,479 | 29,177 | (1,698) |
| 5900 Utilities | | | 0 | 6,563 | 9,350 | (2,787) |
| 6100 Insurance | | | 0 | 17,110 | 18,700 | (1,590) |
| 6700 Partnership for Hope | 34,464 | 38,035 | (3,571) | | | 0 |
| 6900 Direct Services | 135,559 | 198,136 | (62,577) | | | 0 |
| 7100 Housing Programs | 65,887 | 89,738 | (23,851) | | | 0 |
| 7200 Children's Programs | 189,574 | 193,050 | (3,476) | | | 0 |
| 7300 Sheltered Employment Programs | 222,885 | 265,650 | (42,765) | | | 0 |
| 7500 Community Employment Programs | 229 | | 229 | | | 0 |
| 7600 Community Resources | 46,313 | 56,496 | (10,183) | 0 | | 0 |
| 7900 Special/Additional Needs | 24,443 | 71,174 | (46,731) | | | 0 |
| Total Expenses | 719,355 | 912,279 | (192,924) | 1,337,929 | 1,363,586 | (25,657) |
| Net Operating Income | 279,074 | 73,793 | 205,281 | 82,738 | 12,923 | 69,815 |
| Other Expenses | | | | | | |
| 8500 Depreciation | | | 0 | 33,493 | 35,750 | (2,257) |
| Total Other Expenses | 0 | 0 | 0 | 33,493 | 35,750 | (2,257) |
| Net Other Income | 0 | 0 | 0 | (33,493) | (35,750) | 2,257 |
| Net Income | 279,074 | 73,793 | 205,281 | 49,244 | (22,827) | 72,071 |

Budget Variance Report

Total Income: As of November 2020, YTD SB 40 Tax Revenues are higher than projected, and Services Program income has been higher than projected. It should also be noted that interest rates on the "Sweep" accounts have significantly reduced; however, this reduction has not negatively impacted our overall YTD income. Four new Support Coordinators are being trained, and billing capacity is increasing.

Total Expenses: As of November 2020, overall YTD SB 40 Tax program expenses are lower than budgeted expectations except in Community Employment Programs, which is due to transportation services being utilized that were not originally budgeted. Please note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are waived during the COVID-19 pandemic; OATS invoices for transportation services were lower because there was a reduction in services due to COVID-19; Housing Programs expense are lower due to changes in the program guidelines; and the final State FY 2020 TCM Allocation Formula statement reflected no payment was due to DMH (budgeted to be \$82,261). Overall Services Program expenses are lower than projected. Presentation/Public Meetings expenses were higher than budgeted because the December 2019 Holiday Celebration was postponed until January 2020; Office expenses are higher than budgeted because of the Camden office workstation expansion into the conference room, as well as PPE purchases; and Contracted Business Services are higher due to additional IT contractor service and other IT-related purchases.

Balance Sheet

As of November 30, 2020

| | SB 40 Tax | Services |
|--|------------------|----------------|
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1000 Bank Accounts | | |
| 1005 SB 40 Tax Bank Accounts | | |
| 1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank | 0 | 0 |
| 1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank | 229 | |
| 1020 SB 40 Tax Certificate of Deposit | 0 | |
| 1025 SB 40 Tax - Bank of Sullivan | 754,208 | 0 |
| 1030 SB 40 Tax Reserve - Bank of Sullivan | 0 | |
| Total 1005 SB 40 Tax Bank Accounts | 754,437 | 0 |
| 1050 Services Bank Accounts | | |
| 1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank) | 0 | 0 |
| 1060 Services Certificate of Deposit | | 0 |
| 1075 Services Account - Bank of Sullivan | | 349,095 |
| Total 1050 Services Bank Accounts | 0 | 349,095 |
| Total 1000 Bank Accounts | 754,437 | 349,095 |
| Total Bank Accounts | 754,437 | 349,095 |
| Accounts Receivable | | |
| 1200 Services | | |
| 1210 Medicaid Direct Service | | 53,499 |
| 1215 Non-Medicaid Direct Service | | 32,780 |
| Total 1200 Services | 0 | 86,279 |
| 1300 Property Taxes | | |
| 1310 Property Tax Receivable | 893,401 | |
| 1315 Allowance for Doubtful Accounts | (17,156) | |
| Total 1300 Property Taxes | 876,245 | 0 |
| Total Accounts Receivable | 876,245 | 86,279 |
| Other Current Assets | | |
| 1389 BANK ERROR Claim Confirmations (A/R) | 0 | 0 |
| 1399 TCM Remittance Advices (In-Transit Payments) | 0 | 0 |
| 1400 Other Current Assets | | |
| 1410 Other Deposits | 0 | |
| 1430 Deferred Outflows Related to Pensions | | 52,933 |
| 1435 Net Pension Asset (Liability) | | (8,677) |
| Total 1400 Other Current Assets | 0 | 44,256 |
| 1450 Prepaid Expenses | | 0 |
| 1455 Prepaid-Insurance | 0 | 14,408 |
| Total 1450 Prepaid Expenses | 0 | 14,408 |
| Total Other Current Assets | 0 | 58,664 |
| Total Current Assets | 1,630,682 | 494,037 |
| Fixed Assets | | |
| 1500 Fixed Assets | | |
| 1510 100 Third Street Land | | 47,400 |
| 1511 Keystone Land | | 14,000 |
| 1520 100 Third Street Building | | 431,091 |
| 1521 Keystone | | 163,498 |

| | | |
|--|------------------|------------------|
| 1525 Accumulated Depreciation - 100 Third Street | | (166,016) |
| 1526 Accumulated Depreciation - Keystone | | (27,313) |
| 1530 100 Third Street Remodeling | | 164,157 |
| 1531 Keystone Remodeling | | 110,596 |
| 1532 Osage Beach Office Remodeling | | 4,225 |
| 1535 Acc Dep - Remodeling - 100 Third Street | | (66,226) |
| 1536 Acc Dep - Remodeling - Keystone | | (14,737) |
| 1537 Acc Dep - Remodeling - Osage Beach Office | | (2,485) |
| 1540 Equipment | | 48,579 |
| 1545 Accumulated Depreciation - Equipment | | (40,266) |
| 1550 Vehicles | | 6,740 |
| 1555 Accumulated Depreciation - Vehicles | | (6,740) |
| Total 1500 Fixed Assets | 0 | 666,501 |
| Total Fixed Assets | 0 | 666,501 |
| TOTAL ASSETS | 1,630,682 | 1,160,539 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 1900 Accounts Payable | 29 | 16,485 |
| Total Accounts Payable | 29 | 16,485 |
| Other Current Liabilities | | |
| 2000 Current Liabilities | | |
| 2005 Accrued Accounts Payable | 0 | 0 |
| 2006 DMH Payable | 0 | |
| 2007 Non-Medicaid Payable | 32,780 | |
| 2010 Accrued Payroll Expense | 0 | 0 |
| 2015 Accrued Compensated Absences | 0 | (2,157) |
| 2025 Prepaid Services | 0 | |
| 2030 Deposits | 0 | 0 |
| 2050 Prepaid Tax Revenue | 0 | |
| 2055 Deferred Inflows - Property Taxes | 951,336 | |
| 2060 Payroll Tax Payable | | 0 |
| 2061 Federal W / H Tax Payable | 0 | 0 |
| 2062 Social Security Tax Payable | 0 | 92 |
| 2063 Medicare Tax Payable | 0 | 0 |
| 2064 MO State W / H Tax Payable | 0 | 2,265 |
| 2065 FFCRA Federal W/H Tax Credit | | 1,506 |
| 2066 FFCRA Health Insurance Credit | | 346 |
| Total 2060 Payroll Tax Payable | 0 | 4,208 |
| 2070 Payroll Clearing | | |
| 2071 AFLAC Pre-tax W / H | 0 | 463 |
| 2072 AFLAC Post-tax W / H | 0 | 39 |
| 2073 Vision Insurance W / H | 0 | (1) |
| 2074 Health Insurance W / H | 0 | 28 |
| 2075 Dental Insurance W / H | 0 | 393 |
| 2076 Savings W / H | | 0 |
| 2078 Misc W / H | | 0 |
| 2079 Other W / H | | 0 |
| Total 2070 Payroll Clearing | 0 | 922 |
| 2090 Deferred Inflows | | 12,452 |
| Total 2000 Current Liabilities | 984,116 | 15,425 |

| | | |
|--|------------------|------------------|
| Total Other Current Liabilities | 984,116 | 15,425 |
| Total Current Liabilities | 984,146 | 31,910 |
| Total Liabilities | 984,146 | 31,910 |
| Equity | | |
| 3000 Restricted SB 40 Tax Fund Balances | | |
| 3001 Operational | 0 | |
| 3005 Operational Reserves | 244,565 | |
| 3010 Transportation | 51,183 | |
| 3015 New Programs | 0 | |
| 3030 Special Needs | 0 | |
| 3040 Sheltered Workshop | 92,241 | |
| 3045 Traditional Medicaid Match | 0 | |
| 3050 Partnership for Hope Match | 4,107 | |
| 3055 Building/Remodeling/Expansion | 0 | |
| 3065 Legal | 0 | |
| 3070 TCM | 45,910 | |
| 3075 Community Resource | 0 | |
| Total 3000 Restricted SB 40 Tax Fund Balances | 438,006 | 0 |
| 3500 Restricted Services Fund Balances | | |
| 3501 Operational | | 35,970 |
| 3505 Operational Reserves | | 200,000 |
| 3510 Transportation | | 0 |
| 3515 New Programs | | 0 |
| 3530 Special Needs | | 0 |
| 3550 Partnership for Hope Match | | 0 |
| 3555 Building/Remodeling/Expansion | | 84,633 |
| 3560 Sponsorships | | 0 |
| 3565 Legal | | 0 |
| 3575 Community Resources | | 0 |
| 3599 Other | | 666,501 |
| Total 3500 Restricted Services Fund Balances | 0 | 987,104 |
| 3900 Unrestricted Fund Balances | (182,793) | (32,314) |
| 3950 Prior Period Adjustment | 0 | 0 |
| 3999 Clearing Account | 126,576 | 110,267 |
| Net Income | 279,074 | 49,244 |
| Total Equity | 660,863 | 1,114,302 |
| TOTAL LIABILITIES AND EQUITY | 1,645,009 | 1,146,212 |

Statement of Cash Flows

November 2020

| | SB 40 Tax | Services |
|--|-----------------|----------------|
| OPERATING ACTIVITIES | | |
| Net Income | (48,399) | 7,373 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | | |
| 1210 Services:Medicaid Direct Service | | 4,398 |
| 1215 Services:Non-Medicaid Direct Service | | (13,565) |
| 1455 Prepaid Expenses:Prepaid-Insurance | | (4,621) |
| 1525 Fixed Assets:Accumulated Depreciation - 100 Third Street | | 898 |
| 1526 Fixed Assets:Accumulated Depreciation - Keystone | | 341 |
| 1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street | | 684 |
| 1536 Fixed Assets:Acc Dep - Remodeling - Keystone | | 451 |
| 1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office | | 249 |
| 1545 Fixed Assets:Accumulated Depreciation - Equipment | | 454 |
| 1900 Accounts Payable | (9,736) | 13,387 |
| 2007 Current Liabilities:Non-Medicaid Payable | 13,565 | |
| 2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable | | 0 |
| 2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable | | 29 |
| 2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable | | 0 |
| 2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable | | (1,047) |
| 2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit | | 483 |
| 2066 Current Liabilities:Payroll Tax Payable:FFCRA Health Insurance Credit | | 106 |
| 2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H | | (46) |
| 2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H | | (9) |
| 2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H | | (10) |
| 2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H | | 533 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | 3,829 | 2,714 |
| Net cash provided by operating activities | (44,570) | 10,087 |
| FINANCING ACTIVITIES | | |
| 3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop | (3,459) | |
| 3599 Restricted Services Fund Balances:Other | | (3,076) |
| 3999 Clearing Account | | 3,076 |
| Net cash provided by financing activities | (3,459) | 0 |
| Net cash increase for period | (48,029) | 10,087 |
| Cash at beginning of period | 802,466 | 339,008 |
| Cash at end of period | 754,437 | 349,095 |

Statement of Cash Flows

January - November, 2020

| | SB 40 Tax | Services |
|--|-----------------|-----------------|
| OPERATING ACTIVITIES | | |
| Net Income | 279,074 | 49,244 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | | |
| 1210 Services:Medicaid Direct Service | | (47,278) |
| 1215 Services:Non-Medicaid Direct Service | | (13,383) |
| 1455 Prepaid Expenses:Prepaid-Insurance | | 8,422 |
| 1525 Fixed Assets:Accumulated Depreciation - 100 Third Street | | 9,879 |
| 1526 Fixed Assets:Accumulated Depreciation - Keystone | | 3,747 |
| 1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street | | 7,427 |
| 1536 Fixed Assets:Acc Dep - Remodeling - Keystone | | 4,959 |
| 1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office | | 2,485 |
| 1545 Fixed Assets:Accumulated Depreciation - Equipment | | 4,996 |
| 1900 Accounts Payable | (18,291) | 2,848 |
| 2007 Current Liabilities:Non-Medicaid Payable | 13,383 | |
| 2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable | | 0 |
| 2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable | | 92 |
| 2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable | | 0 |
| 2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable | | 290 |
| 2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit | | 1,506 |
| 2066 Current Liabilities:Payroll Tax Payable:FFCRA Health Insurance Credit | | 346 |
| 2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H | | 127 |
| 2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H | | 29 |
| 2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H | | 37 |
| 2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H | | 632 |
| 2076 Current Liabilities:Payroll Clearing:Savings W / H | | 0 |
| 2078 Current Liabilities:Payroll Clearing:Misc W / H | | 0 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | (4,907) | (12,841) |
| Net cash provided by operating activities | 274,167 | 36,404 |
| INVESTING ACTIVITIES | | |
| 1530 Fixed Assets:100 Third Street Remodeling | | (9,453) |
| 1532 Fixed Assets:Osage Beach Office Remodeling | | (4,225) |
| Net cash provided by investing activities | 0 | (13,678) |
| FINANCING ACTIVITIES | | |
| 3005 Restricted SB 40 Tax Fund Balances:Operational Reserves | 11,269 | |
| 3010 Restricted SB 40 Tax Fund Balances:Transportation | 6,563 | |
| 3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop | 29,442 | |
| 3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match | 1,095 | |
| 3070 Restricted SB 40 Tax Fund Balances:TCM | 15,839 | |
| 3501 Restricted Services Fund Balances:Operational | | 35,970 |
| 3555 Restricted Services Fund Balances:Building/Remodeling/Expansion | | 51,071 |
| 3575 Restricted Services Fund Balances:Community Resources | | (5,000) |
| 3599 Restricted Services Fund Balances:Other | | (19,815) |
| 3900 Unrestricted Fund Balances | (121,059) | (102,408) |
| 3999 Clearing Account | | 35,182 |
| Net cash provided by financing activities | (56,851) | (5,000) |
| Net cash increase for period | 217,316 | 17,726 |
| Cash at beginning of period | 537,150 | 331,340 |
| Cash at end of period | 754,466 | 349,065 |

Check Detail - SB 40 Tax Account

November 2020

1025 SB 40 Tax - Bank of Sullivan

| Date | Transaction Type | Num | Name | Amount |
|------------|----------------------|------|--|-------------|
| 11/05/2020 | Bill Payment (Check) | 5857 | OATS, Inc. | (9,735.90) |
| 11/05/2020 | Bill Payment (Check) | 5858 | Childrens Learning Center | (14,222.11) |
| 11/05/2020 | Bill Payment (Check) | 5859 | Lake Area Industries | (21,109.00) |
| 11/18/2020 | Bill Payment (Check) | 5860 | DMH Local Tax Matching Fund | (3,935.44) |
| 11/18/2020 | Bill Payment (Check) | 5861 | Camdenton Apartments dba Lauren's Place | (284.00) |
| 11/18/2020 | Bill Payment (Check) | 5862 | David A Schlenfort | 0.00 |
| 11/18/2020 | Bill Payment (Check) | 5863 | Kyle LaBrue | (976.00) |
| 11/18/2020 | Bill Payment (Check) | 5864 | Revelation Construction & Development, LLC | (378.00) |
| 11/18/2020 | Bill Payment (Check) | 5865 | Bankcard Center | (68.00) |
| 11/18/2020 | Bill Payment (Check) | 5866 | Revelation Construction & Development, LLC | (575.00) |
| 11/18/2020 | Bill Payment (Check) | 5867 | Revelation Construction & Development, LLC | (761.00) |
| 11/18/2020 | Bill Payment (Check) | 5868 | Revelation Construction & Development, LLC | (794.00) |
| 11/18/2020 | Bill Payment (Check) | 5869 | Revelation Construction & Development, LLC | (838.00) |
| 11/19/2020 | Bill Payment (Check) | 5870 | David A Schlenfort | (309.00) |
| 11/19/2020 | Bill Payment (Check) | 5871 | David A Schlenfort | (673.00) |
| 11/24/2020 | Bill Payment (Check) | 5872 | Peak Sport and Spine | (150.00) |

Check Detail - Services Account

November 2020

1075 Services Account - Bank of Sullivan

| Date | Transaction Type | Num | Name | Amount |
|------------|----------------------|------|--|------------|
| 11/05/2020 | Bill Payment (Check) | 2550 | AT&T | (93.50) |
| 11/05/2020 | Bill Payment (Check) | 2551 | VERIZON | (160.41) |
| 11/05/2020 | Bill Payment (Check) | 2552 | Aflac | (720.55) |
| 11/05/2020 | Bill Payment (Check) | 2553 | Camden County PWSD #2 | (45.90) |
| 11/05/2020 | Bill Payment (Check) | 2554 | Ameren Missouri | (168.95) |
| 11/05/2020 | Bill Payment (Check) | 2555 | Annie Meyer | (50.00) |
| 11/05/2020 | Bill Payment (Check) | 2556 | Connie L Baker | 0.00 |
| 11/05/2020 | Bill Payment (Check) | 2557 | Cynthia Brown | (82.70) |
| 11/05/2020 | Bill Payment (Check) | 2558 | Elizabeth L Chambers | (60.90) |
| 11/05/2020 | Bill Payment (Check) | 2559 | Jami Weisenborn | (50.00) |
| 11/05/2020 | Bill Payment (Check) | 2560 | Jennifer Lyon | (50.00) |
| 11/05/2020 | Bill Payment (Check) | 2561 | Linda Simms | (184.07) |
| 11/05/2020 | Bill Payment (Check) | 2562 | Lori Cornwell | (50.00) |
| 11/05/2020 | Bill Payment (Check) | 2563 | Mary P Petersen | (50.00) |
| 11/05/2020 | Bill Payment (Check) | 2564 | Patricia L. Strouse | (50.00) |
| 11/05/2020 | Bill Payment (Check) | 2565 | Sylvia M Santon | (77.50) |
| 11/05/2020 | Bill Payment (Check) | 2566 | LaCledde Electric Cooperative | (390.99) |
| 11/05/2020 | Bill Payment (Check) | 2567 | Direct Service Works | (795.00) |
| 11/05/2020 | Bill Payment (Check) | 2568 | Ezard's, Inc. | (46.04) |
| 11/05/2020 | Bill Payment (Check) | 2569 | All American Termite & Pest Control | (42.00) |
| 11/05/2020 | Bill Payment (Check) | 2570 | FP Mailing Solutions - Postge Reserve Acct | (1,500.00) |

| | | | | |
|------------|----------------------|------------|-----------------------------------|------------|
| 11/06/2020 | Bill Payment (Check) | 2571 | Charter Business | (574.87) |
| 11/06/2020 | Bill Payment (Check) | 2572 | SUMNERONE | (1,958.00) |
| 11/06/2020 | Bill Payment (Check) | 2573 | Connie L Baker | (90.33) |
| 11/13/2020 | Expense | 153566 | Connie L Baker | (1,193.00) |
| 11/13/2020 | Expense | 153567 | Rachel K Baskerville | (1,298.76) |
| 11/13/2020 | Expense | 153568 | Jeanna K Booth | (1,269.41) |
| 11/13/2020 | Expense | 153569 | Cynthia Brown | (1,471.36) |
| 11/13/2020 | Expense | 153570 | Elizabeth L Chambers | (1,041.34) |
| 11/13/2020 | Expense | 153571 | Lori Cornwell | (1,466.00) |
| 11/13/2020 | Expense | 153572 | Stephanie E Enoch | (1,317.62) |
| 11/13/2020 | Expense | 153573 | Teri Guttman | (1,385.78) |
| 11/13/2020 | Expense | 153574 | Ryan Johnson | (1,583.89) |
| 11/13/2020 | Expense | 153575 | Micah J Joseph | (1,459.22) |
| 11/13/2020 | Expense | 153576 | Jennifer Lyon | (1,461.72) |
| 11/13/2020 | Expense | 153577 | Annie Meyer | (1,262.58) |
| 11/13/2020 | Expense | 153578 | Christina R. Mitchell | (1,162.10) |
| 11/13/2020 | Expense | 153579 | Mary P Petersen | (1,174.50) |
| 11/13/2020 | Expense | 153580 | Sylvia M Santon | (1,022.92) |
| 11/13/2020 | Expense | 153581 | Patricia L. Strouse | (1,144.86) |
| 11/13/2020 | Expense | 153582 | Eddie L Thomas | (2,648.97) |
| 11/13/2020 | Expense | 153583 | Marcie L. Vansyoc | (1,472.20) |
| 11/13/2020 | Expense | 153584 | Jami Weisenborn | (1,436.61) |
| 11/13/2020 | Expense | 153585 | Nicole M Whittle | (1,622.74) |
| 11/13/2020 | Expense | 11/13/2020 | Internal Revenue Service | (7,780.16) |
| 11/13/2020 | Bill Payment (Check) | 2574 | Micah J Joseph | (50.00) |
| 11/13/2020 | Bill Payment (Check) | 2575 | Office Business Equipment | (40.00) |
| 11/13/2020 | Bill Payment (Check) | 2576 | Walters, Staedtler & Allen L.L.C. | (960.00) |
| 11/13/2020 | Bill Payment (Check) | 2577 | Refills Ink | (414.94) |
| 11/13/2020 | Bill Payment (Check) | 2578 | Happy Maids Cleaning Services LLC | (50.00) |
| 11/13/2020 | Bill Payment (Check) | 2579 | Missouri Dept of Revenue | (3,332.00) |
| 11/13/2020 | Bill Payment (Check) | 2580 | Linda Simms | (1,388.35) |
| 11/20/2020 | Bill Payment (Check) | 2581 | City Of Camdenton | (54.61) |
| 11/20/2020 | Bill Payment (Check) | 2582 | FP Mailing Solutions | (136.86) |
| 11/20/2020 | Bill Payment (Check) | 2583 | Refills Ink | (299.96) |
| 11/20/2020 | Bill Payment (Check) | 2584 | Lake Area Industries | (50.00) |
| 11/20/2020 | Bill Payment (Check) | 2585 | Ezard's, Inc. | (1,300.00) |
| 11/20/2020 | Bill Payment (Check) | 2586 | Bankcard Center | (1,894.87) |
| 11/20/2020 | Bill Payment (Check) | 2587 | Happy Maids Cleaning Services LLC | (100.00) |
| 11/20/2020 | Bill Payment (Check) | 2588 | Ryan Johnson | (71.80) |
| 11/27/2020 | Expense | 153587 | Connie L Baker | (1,241.07) |
| 11/27/2020 | Expense | 153588 | Rachel K Baskerville | (1,313.11) |
| 11/27/2020 | Expense | 153589 | Jeanna K Booth | (1,310.85) |
| 11/27/2020 | Expense | 153590 | Cynthia Brown | (1,343.65) |
| 11/27/2020 | Expense | 153591 | Elizabeth L Chambers | (1,041.34) |
| 11/27/2020 | Expense | 153592 | Lori Cornwell | (1,466.01) |
| 11/27/2020 | Expense | 153593 | Stephanie E Enoch | (1,376.30) |
| 11/27/2020 | Expense | 153594 | Teri Guttman | (1,399.04) |
| 11/27/2020 | Expense | 153595 | Ryan Johnson | (1,583.89) |
| 11/27/2020 | Expense | 153596 | Micah J Joseph | (1,407.23) |
| 11/27/2020 | Expense | 153597 | Jennifer Lyon | (1,348.88) |

| | | | | |
|------------|----------------------|------------|--------------------------------------|-------------|
| 11/27/2020 | Expense | 153598 | Annie Meyer | (1,170.26) |
| 11/27/2020 | Expense | 153599 | Christina R. Mitchell | (1,162.10) |
| 11/27/2020 | Expense | 153600 | Mary P Petersen | (1,181.27) |
| 11/27/2020 | Expense | 153601 | Sylvia M Santon | (1,022.92) |
| 11/27/2020 | Expense | 153602 | Patricia L. Strouse | (1,138.13) |
| 11/27/2020 | Expense | 153603 | Eddie L Thomas | (2,648.98) |
| 11/27/2020 | Expense | 153604 | Marcie L. Vansyoc | (1,472.20) |
| 11/27/2020 | Expense | 153605 | Jami Weisenborn | (1,447.53) |
| 11/27/2020 | Expense | 153606 | Nicole M Whittle | (1,675.84) |
| 11/27/2020 | Bill Payment (Check) | 2589 | WCA Waste Corporation | (25.00) |
| 11/27/2020 | Bill Payment (Check) | 2590 | MO Consolidated Health Care | (16,256.82) |
| 11/27/2020 | Bill Payment (Check) | 2591 | Principal Life Ins | (299.52) |
| 11/27/2020 | Bill Payment (Check) | 2592 | Bryan Cave Leighton Paisner LLP | (3,000.00) |
| 11/27/2020 | Bill Payment (Check) | 2593 | Summit Natural Gas of Missouri, Inc. | (125.83) |
| 11/27/2020 | Bill Payment (Check) | 2594 | Linda Simms | (1,511.57) |
| 11/27/2020 | Bill Payment (Check) | 2595 | Rachel K Baskerville | (50.00) |
| 11/27/2020 | Expense | 11/27/2020 | Internal Revenue Service | (7,155.54) |

**October 2020
Credit Card Statement**

CENTRAL BANK

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



SCORECARD

Bonus Points Available
52,255

Account Summary

| | | |
|-----------------------|---|-------------|
| Billing Cycle | | 11/04/2020 |
| Days In Billing Cycle | | 31 |
| Previous Balance | | \$1,910.38 |
| Purchases | + | \$1,962.87 |
| Cash | + | \$0.00 |
| Balance Transfers | + | \$0.00 |
| Special | + | \$0.00 |
| Credits | - | \$0.00 |
| Payments | - | \$1,910.38- |
| Other Charges | + | \$0.00 |
| Finance Charges | + | \$0.00 |

NEW BALANCE \$1,962.87

Credit Summary

| | |
|-------------------------|-------------|
| Total Credit Line | \$10,000.00 |
| Available Credit Line | \$8,037.13 |
| Available Cash | \$6,000.00 |
| Amount Over Credit Line | \$0.00 |
| Amount Past Due | \$0.00 |
| Disputed Amount | \$0.00 |

Account Inquiries



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



Go to www.bankcardcenter.net



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

Payment Summary

| | |
|------------------|------------|
| NEW BALANCE | \$1,962.87 |
| MINIMUM PAYMENT | \$59.00 |
| PAYMENT DUE DATE | 12/02/2020 |

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

Corporate Activity

| TOTAL CORPORATE ACTIVITY | | | | \$1,910.38- |
|--------------------------|-----------|------------------|-------------------------|-------------|
| Trans Date | Post Date | Reference Number | Transaction Description | Amount |
| 10/05 | 10/06 | 09114875 | PAYMENT - THANK YOU | \$1,418.46- |
| 10/19 | 10/19 | 01201700 | PAYMENT - THANK YOU | \$491.92- |

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

CENTRAL BANK
PO BOX 779
JEFFERSON CTY MO 65102-0779

Account Number
5386

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

AMOUNT OF PAYMENT ENCLOSED

| | | | |
|--------------|-------------|---------------------------|------------------|
| Closing Date | New Balance | Total Minimum Payment Due | Payment Due Date |
| 11/04/20 | \$1,962.87 | \$59.00 | 12/02/20 |

\$

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



MAKE CHECK PAYABLE TO:



BANKCARD SERVICES
PO BOX 8000
JEFFERSON CTY MO 65102-8000

5475780000055386 00005900 00196287

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

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

NAME CHANGE

Last

First

Middle

ADDRESS CHANGE

Street

City

State

ZIP Code

Home Phone () -

Business Phone () -

Cell Phone () -

E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature



| Cardholder Account Summary | | | | | |
|----------------------------|-----------|---------------------------------------|--|---------------------------------------|----------------------------|
| EDDIE THOMAS ##### 0953 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$418.49 | Cash Advances \$0.00 | Total Activity \$418.49 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 10/04 | 10/05 | PBUS01 | 55432860278200592724538 | INT*QuickBooks Online 800-446-8848 CA | \$150.00 + |
| 10/11 | 10/12 | PBUS01 | 05410190285295042099634 | BEST BUY 00011023 JEFFERSON CIT MO | \$118.49 + |
| 11/04 | 11/04 | PBUS01 | 55432860309200545563556 | INT*QuickBooks Online 800-446-8848 CA | \$150.00 + |

| Cardholder Account Summary | | | | | |
|----------------------------|-----------|---------------------------------------|--|-----------------------------------|------------------------------|
| LINDA SIMMS ##### 0961 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$1,374.25 | Cash Advances \$0.00 | Total Activity \$1,374.25 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 10/08 | 10/09 | PBUS01 | 05436840283400055974937 | WM SUPERCENTER #89 CAMDENTON MO | \$16.00 + |
| 10/16 | 10/18 | PBUS01 | 02305370291000482537027 | USPS PO 2860360829 OSAGE BEACH MO | \$285.00 + |
| 10/22 | 10/23 | PBUS01 | 55432860296200333162517 | SQ *SHOW ME TAXI Eldon MO | \$68.00 + |
| 10/22 | 10/23 | PBUS01 | 15449850297226140106723 | MO DEPT OF HEALTH 877-332-3901 MO | \$15.25 + |
| 10/28 | 10/29 | PBUS01 | 55547420303207436000318 | CARF INTERNATIONAL 5203251044 AZ | \$495.00 + |
| 10/28 | 10/29 | PBUS01 | 55547420303207436000342 | CARF INTERNATIONAL 5203251044 AZ | \$495.00 + |

| Cardholder Account Summary | | | | | |
|------------------------------|-----------|---------------------------------------|--|-------------------------------------|----------------------------|
| CONNIE L BAKER ##### 1859 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$170.13 | Cash Advances \$0.00 | Total Activity \$170.13 |
| Cardholder Account Detail | | | | | |
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 10/07 | 10/08 | PBUS01 | 05436840282400055469533 | WM SUPERCENTER #89 CAMDENTON MO | \$104.90 + |
| 10/19 | 10/20 | PBUS01 | 85309610293980014668697 | EVERY BLOOMING THING WAYNESVILLE MO | \$58.28 + |
| 10/19 | 10/20 | PBUS01 | 02305370294000456920925 | USPS PO 2812420020 CAMDENTON MO | \$6.95 + |

Additional Information About Your Account

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

| ScoreCard Bonus Points Information as of 11/03/2020 | | | | | |
|---|-------------------|---------------|-----------------|-----------------|----------------|
| SCORECARD | Beginning Balance | Points Earned | Points Adjusted | Points Redeemed | Ending Balance |
| | 52,255 | 0 | 0 | 0 | 52,255 |

| Finance Charge Summary / Plan Level Information | | | | | | | | | |
|--|------------------|------------------|-----------------------|-----------------|-------------------|-----------------|------------------------------|---------------|----------------|
| Plan Name | Plan Description | FCM ¹ | Average Daily Balance | Periodic Rate * | Corresponding APR | Finance Charges | Effective APR Fees ** | Effective APR | Ending Balance |
| Purchases | | | | | | | | | |
| PBUS01 001 | PURCHASE | E | \$0.00 | 0.83250%(M) | 9.9900%(V) | \$0.00 | \$0.00 | 0.0000% | \$1,962.87 |
| Cash | | | | | | | | | |
| CBUS01 001 | CASH | A | \$0.00 | 2.08250%(M) | 24.9900%(V) | \$0.00 | \$0.00 | 0.0000% | \$0.00 |
| * Periodic Rate (M)=Monthly (D)=Daily | | | | | | | Days in Billing Cycle: 31 | | |
| ** includes cash advance and foreign currency fees | | | | | | | APR = Annual Percentage Rate | | |
| ¹ FCM = Finance Charge Method | | | | | | | | | |
| (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary. | | | | | | | | | |

Tax invoice

Invoice number: 1000167902791

Total: \$150.00

Date: Oct 4, 2020

Payment method: MASTER ending 0953

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

Bill to

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

Payment details

| Item | Qty | Unit price | Amount |
|----------------------------|-----|------------|-----------------|
| QuickBooks Online Advanced | 1 | \$150.00 | \$150.00 |
| Sales tax - Exempt: | | | \$0.00 |
| Total invoice: | | | \$150.00 |

Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

→ Oct 4, 2020 - Nov 4, 2020
\$150.00
\$0.00

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

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

Welcome to Best Buy #1102
3225 MISSOURI BLVD
JEFFERSON CITY, MO 65109



Val:100001-346206-644476-753676-471322-50452

ED

1102 042 9963 10/11/20 17:24

6357396 JCD543 109.99
USB-C TRIPLE DISPLAY DOCKING
Sales Tax 8.50

Subtotal 109.99
Sales Tax 8.50

=====
Total 118.49

*****0953 ChipRead USD\$ 118.49
Mastercard - MASTERCARD
THOMAS/EDDIE
Approval 64468C

CARD ENTRY: Chip
MODE: Issuer
AID: A0000000041010

My Best Buy
Member ID 4908715790

EDDIE,
Thanks for shopping at Best Buy today!
Your My Best Buy balance as of 10/11/2020
Posted points: 0
Go to BestBuy.com for more info

Return/Exchange Policy: 15 days on most
purchases. 14 days on devices that can be
activated and cell phones. For details,
go to BestBuy.com>Returns

To learn about privacy practices
go to BestBuy.com/Privacy

Your Customer Service PIN is:
1102 042 9963 101120

Code 5705
Services ITEM

Invoice

Invoice number: 1000171914516

Total: \$150.00

Date: Nov 4, 2020

Payment method: MASTER ending 0953

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

Bill to

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

Payment details

| Item | Qty | Unit price | Amount |
|----------------------------|-----|------------|-----------------|
| QuickBooks Online Advanced | 1 | \$150.00 | \$150.00 |
| Sales tax - Exempt: | | | \$0.00 |
| Total invoice: | | | \$150.00 |

Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

→ Nov 4, 2020 - Dec 4, 2020
\$150.00
\$0.00

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

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

32
THUMB
DRIVES
DUE TO
VIRUS/LAPTOPS

Give us feedback @ survey.walmart.com
Thank you! ID #:7PB530Z07S

Walmart *

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

ST# 00089 OP# 004958 TE# 06 TR# 03971
32GB USB 2P 075149263674

| | | |
|-------------|------------|---------|
| 16 AT 1 FOR | 1.00 | 16.00 0 |
| | SUBTOTAL | 16.00 |
| | TOTAL | 16.00 |
| | MCARD TEND | 16.00 |

Mastercard **** * 0961 1 23

APPROVAL # 62592C

REF # 1042000314

AID A0000000041010

AAC 30B2227BA1F2BC13

TERMINAL # SC010152

10/08/20

13:23:00

CHANGE DUE

0.00

ITEMS SOLD 16

TC# 2022 0786 0146 4484 9494



Introducing Walmart+

Join today at walmart.com/plus

10/08/20

13:23:13

CUSTOMER COPY



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

10/16/2020 04:01 PM

| Product | Qty | Unit Price | Price |
|--------------------|-----|------------|----------|
| \$1 Statue Freedom | 10 | \$1.00 | \$10.00 |
| US Flag Code/100 | 5 | \$55.00 | \$275.00 |

Grand Total : \$285.00

Credit Card Remitted \$285.00

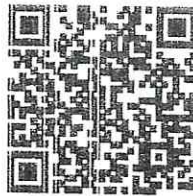
Card Name: MasterCard
Account #: XXXXXXXXXXXX0961
Approval #: 60493C
Transaction #: 032
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

STAMPS
CD OFFER

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Track your Packages
Sign up for FREE @
www.informedelivery.com

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

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
840-5630-0700-001-00044-87417-01
or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 286036-0829
Receipt #: 840-56300700-1-4487417-1
Clerk: 15

Outlook

Search

16 ? 15

New message

Delete Archive Junk Sweep Move to Categorize Snooze

Favorites

Receipt from Show Me Taxi

Deleted Items 70

Inbox 8

Add favorite

Folders

Inbox 8

Bank of S... 288

Drafts 1

Sent Items

Scheduled

Deleted Items 70

_Inbox

Annie 9

CCDDR LLC ...

Connie 132

Conway bids

Cynthia 25

Director... 402

Jami 16

JEANNA 113

Jennifer 7

LINDA1 6135

Linda 1766

MICAHJ 6

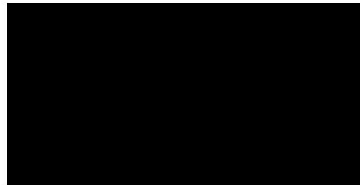
Teri 19

Lisa 18

LORI 81

Marcie 20

Mary 20



Show Me Taxi

How was your experience?

Positive Negative

\$68.00

Custom Amount \$68.00

Total \$68.00

Show Me Taxi
293 Hwy W
Eldon, MO 65026
573-280-5511

MasterCard 0961 Oct 22 2020 at 1:49 PM
(Keyed) #hwCx
Auth code: 69267C

Receipt Settings

[Not your receipt?](#) [Turn off automatic receipts](#)
[Manage preferences](#)

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1455 Market Street, Suite 600
San Francisco, CA 94103

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Reply Forward

Calendar People

DHSS Home | State Home | Forms

Log In



State of Missouri Department of Health and Senior Services

Family Care Safety Registry

Payment Verification

October 22, 2020

FCSR-BSEES Home

Registration Good Cause Waiver

Total Amount: \$15.25

For Your Information

Questions? Call the FCSR toll-free at (866) 422-6872.

PAYMENT INFORMATION

Fee Information

Registration Fee: \$4.00

Processing Fee: \$1.25

Total Fee Amount: \$5.25

Cardholder's Name:

Camden Co DD REes Linda Sim

Billing Address:

PO Box 722
Camdenton, MISSOURI 65020
(573) 693-1511
MASTERCARD

Card Type:

Credit Card Number:

XXXXXXXXXXXX0961

Customer Information

CVW Code:

084

* Cardholder's Name:

Camden Co DD REes Linda Simms

10/23

Cardholders name must exactly match the name on the Credit Card
If you would like to change the Credit Card information, click the EDIT button.
To continue your registration, click the CONTINUE button.

Check here if Billing Address is the same as your Registrant Mailing Address

* Address Line 1:

PO Box 722

Address Line 2:

* City:

Camdenton

* State:

MISSOURI

* Zip Code:

65020

* Telephone:

573 693 1511

Credit Card Information

* Card Type:

Select

* Credit Card Number:

* CVV Code:

* Expiration Date:

Month: Select Year: Select

I understand that by clicking the CONTINUE button, I agree to pay the total amount above.

*Indicates a Required Field

Messages

[Site Information](#) | [FAQs](#) | [Related Links](#)

| | |
|---------------------------|----------------|
| CARF International | Receipt |
|---------------------------|----------------|

Your registration has been received for the **CARF Online Training: 2020 Transforming Outcomes Data into Management Information Institute**, and we look forward to your participation. The log on information will be sent one week prior to each session that you have registered for. CARF International will refund registration fees paid for any webinar, less a **\$50.00 (USD)** administrative fee, if written cancellation of the registration is received by CARF International at least seven days prior to the webinar. After this date, no refunds will be issued. Please contact Rikki Guerra at rguerra@carf.org for more information regarding access to the recording.

Note: The event may be cancelled at CARF International's discretion. Should CARF International cancel the event, you will be notified promptly. CARF International is not responsible for any direct or consequential damages incurred by the registrants as a result of any cancellation.

General Options

Name:

Lori Cornwell

Email:

lori@ccddr.org

Title:

TCM Supervisor

Company:

Camden County Developmental Disability Resources

Address:

PO Box 722

Camdenton, Missouri 65020

USA

Number of People Registered:

1

Confirmation Number:

F2N8386LTC9 (needed to modify your registration)

Event Title:

CARF Online Training: 2020 Transforming Outcomes Data into Management Information Institute

Location:

Zoom

Date:

12/10/2020

Time:

12:00 PM

LORI
ONLINE CARF TRNG

Current Registration Details

Lori Cornwell

Registration For

| Registration Item | Cost |
|-------------------|----------|
| Online Training | \$495.00 |

Order Summaries

Order

| Date | Type | Amt Ordered | Amt Paid | Amt Due |
|-----------------------|--------------|-----------------|-----------------|---------------|
| 10/28/2020 2:04 PM ET | online order | \$495.00 | \$495.00 | \$0.00 |
| Total: | | \$495.00 | \$495.00 | \$0.00 |

Payment Details

Details

| Date | Type | Reference # | Amt Paid |
|------------|------------|-------------|----------|
| 10/28/2020 | Mastercard | 0961 | \$495.00 |

| | |
|---------------------------|----------------|
| CARF International | Receipt |
|---------------------------|----------------|

Your registration has been received for the **CARF Online Training: 2020 Transforming Outcomes Data into Management Information Institute**, and we look forward to your participation. The log on information will be sent one week prior to each session that you have registered for. CARF International will refund registration fees paid for any webinar, less a **\$50.00 (USD)** administrative fee, if written cancellation of the registration is received by CARF International at least seven days prior to the webinar. After this date, no refunds will be issued. Please contact Rikki Guerra at rguerra@carf.org for more information regarding access to the recording.

Note: The event may be cancelled at CARF International's discretion. Should CARF International cancel the event, you will be notified promptly. CARF International is not responsible for any direct or consequential damages incurred by the registrants as a result of any cancellation.

General Options

Name:

ryan Johnson

Email:

ryan@ccddr.org

Title:

TCM Supervisor

Company:

Camden County Developmental Disability Resources

Address:

PO Box 722

Camdenton, Missouri 65020

USA

Number of People Registered:

1

Confirmation Number:

V8NFQ2CTJH2 (needed to modify your registration)

Event Title:

CARF Online Training: 2020 Transforming Outcomes Data into Management Information Institute

Location:

Zoom

Date:

12/10/2020

Time:

12:00 PM

RYAN
ON LINE
CARF TRWA

Current Registration Details

ryan Johnson

Registration For

| Registration Item | Cost |
|-------------------|----------|
| Online Training | \$495.00 |

Order Summaries

Order

| Date | Type | Amt Ordered | Amt Paid | Amt Due |
|-----------------------|--------------|-----------------|-----------------|---------------|
| 10/28/2020 2:09 PM ET | online order | \$495.00 | \$495.00 | \$0.00 |
| Total: | | \$495.00 | \$495.00 | \$0.00 |

Payment Details

Details

| Date | Type | Reference # | Amt Paid |
|------------|------------|-------------|----------|
| 10/28/2020 | Mastercard | 0961 | \$495.00 |

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7PB4ZVYXK8



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

| | |
|---------------------------------------|---------|
| ST# 00089 DP# 005117 TE# 08 TR# 01382 | |
| SPK 6 DBL PR 003040022094 | 6.44 0 |
| GV ULT 18 MG 007874221070 | 14.74 0 |
| GV ULT 12 MG 007874221069 | 10.72 0 |
| SPK 6 DBL PR 003040022094 | 6.44 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| GVDSFCTNTWPF 068113102608 | 1.83 0 |
| LIQUID HAND 068113123604 | 3.84 0 |
| LIQUID HAND 068113123604 | 3.84 0 |
| FOL 37OZ BS 002550010147 F | 9.96 0 |
| SANI 068113124766 | 5.46 0 |
| SANI 068113124766 | 5.46 0 |
| LYSOL SPRAY 001920079329 | 5.77 0 |
| LYSOL SPRAY 001920079329 | 5.77 0 |
| LYSOL SPRAY 001920079329 | 5.77 0 |
| LYSOL SPRAY 001920079329 | 5.77 0 |
| GV APC BLCH 068113159663 | 1.97 0 |
| GV APC BLCH 068113159663 | 1.97 0 |
| SUBTOTAL | 104.90 |
| TOTAL | 104.90 |
| MCARD TEND | 104.90 |

MasterCard **** * 1859 I 21
APPROVAL # 63560C
REF # 1042000314
ATD A0000000041010
AAC 1834BAE73137345D
TERMINAL # SC011009
10/07/20 16:03:57
CHANGE DUE 0.00
ITEMS SOLD 21
TC# 7878 9833 6879 5993 5394 9



Introducing Walmart+

Join today at walmart.com/plus

10/07/20 16:04:10
CUSTOMER COPY

re.
Mkt.
No p.
lateral

[encrypt] Fw: Every Blooming Thing

Connie Baker <connie@ccddr.org>

Thu 11/12/2020 11:49 AM

To: Linda Simms <linda@ccddr.org>

Took two phone calls this morning. They were having computer problems today.

From: Glenna Bilyeu <ebthing12@yahoo.com>

Sent: Thursday, November 12, 2020 11:47 AM

To: Connie Baker <connie@ccddr.org>

Subject: Every Blooming Thing

invoice #102020

The Lyon Family from CCDDR employee's & Board Members

total cost: \$58.28

cc ending..... 1859

Sorry for the delay, I will call to make sure you got this!
thank you for your business!

Every Blooming Thing

Connie's Card



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

10/19/2020 04:10 PM

| Product | Qty | Unit Price | Price |
|--|-----|------------|---------------|
| First-Class Mail® Letter | 1 | | \$0.55 |
| Camdenton, MO 65020 Weight: 0 lb 0.60 oz Estimated Delivery Date Thu 10/22/2020 | | | |
| Certified Mail® | | | \$3.55 |
| Tracking #: | | | |
| 70190160000078146707 | | | |
| Return Receipt | | | \$2.85 |
| Tracking #: | | | |
| 9590 9402 2987 7094 6157 47 | | | |
| Total | | | \$6.95 |

Grand Total: \$6.95

Credit Card Remitted **\$6.95**
 Card Name: MasterCard
 Account #: XXXXXXXXXXXXX1859
 Approval #: 60003C
 Transaction #: 378
 AID: A0000000041010 Chip
 AL: MasterCard
 PIN: Not Required

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

2019 0160 0000 7814 6707

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|--|---------------|--------|
| Certified Mail Fee | \$3.55 | |
| | | \$2.85 |
| Extra Services & Fees (check box, add fee as appropriate) | | |
| <input type="checkbox"/> Return Receipt (hardcopy) | \$ | \$0.00 |
| <input type="checkbox"/> Return Receipt (electronic) | \$ | \$0.00 |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$ | \$0.00 |
| <input type="checkbox"/> Adult Signature Required | \$ | \$0.00 |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ | |
| Postage | \$0.55 | |
| Total Postage and Fees | \$6.95 | |

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Resolutions

2020-53, 2020-54,
2020-55, 2020-56,
2020-57, 2020-58,
2020-59, 2020-60,
2020-61, 2020-62,
2020-63, 2020-64, &
2020-65



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-53

FISCAL YEAR 2021 BUDGET

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, concludes that the Executive Director has proposed a 2021 Fiscal Year Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the 2021 Fiscal Year Budget for final review and approval by the Board; the 2021 Fiscal Year Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
2. That the 2021 Fiscal Year Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2020-53

CamdenCounty Senate Bill 40 Board
dba Camden County Developmental Disability Resources (CCDDR)
Budget Summary
FY 2021 Budget

Budget Overview

Income

Tax Levy Revenue is expected to increase only slightly in 2021. The increase in the projected 2021 Tax Levy Revenue compared to the 2020 budgeted Tax Levy Revenue is estimated to be approximately 2.24%; however, actual Tax Levy Revenue collected was higher than budgeted in 2020 (approximately 2.82% at the time the 2021 budget was produced). Exact tax levy billings were unknown at the time the budget was produced; therefore, tax revenue was based on the most recently published Camden County Assessor's reports.

Targeted Case Management (TCM) Revenue will fluctuate with the number of total caseloads; however, total caseload counts are projected to stabilize. Total caseload was originally projected to be minimal in 2020; however, the COVID-19 pandemic contributed to a decline in the 2020 total caseload. CCDDR currently serves approximately 50% of the estimated I/DD population in Camden County, which is higher than the 36% average statewide. It is not anticipated there will be much caseload growth in 2021; however, a continued growth rate of 2-5% is quite possible. The current TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DD), has historically utilized Uniform Cost Reporting to determine the TCM rate; however, DMH/DD contracted with Mercer to perform a rate study in preparation for the Missouri Medicaid State Plan renewal in 2020 (submitted to the Centers for Medicare and Medicaid Services, aka "CMS", occurs every 10 years). The study indicated the current rate is within the high and low bounds of the determined range.

In 2017, the TCM Contract allocation calculation, aka "cap", in the contract with DMH/DD was changed to 35 caseloads per Support Coordinator with the maximum billable hours set at 120 per month. DMH/DD's review of billed TCM claims is determined quarterly and finalized at the end of the State Fiscal Year. It is anticipated CCDDR will exceed this "cap" when the final State Fiscal Year totals are provided, which is usually in June or July. Current State revenues are deficient (mainly due to the COVID-19 pandemic) and are consistently prompting demands for cuts and/or limited funding requests from each State department, which could ultimately impact DMH/DD's ability to pay for TCM services. In State Fiscal Year 2020, there were no monies owed to DMH/DD for exceeding the "cap" because there were monies remaining from the overall State TCM budget for services; however, it is still entirely possible CCDDR could owe more than the final calculation derived from the allocation formula if the total amounts billed by TCM agencies statewide is significantly higher than the approved State TCM budget.

DMH/DD's requirement to provide Support Coordination services to individuals not participating in the State's Medicaid or other State-only funded programs was discontinued in 2018. TCM entities have the option to continue providing services if they so desire. CCDDR continues to provide services to individuals not eligible to receive Medicaid or State-only funded services. CCDDR began separating Medicaid TCM and non-Medicaid TCM revenues in 2017. Non-Medicaid TCM service units are paid from the SB 40 tax funds at the same rate as Medicaid TCM service units.

Administrative expenses related to the SB 40 tax disbursements, SB 40 tax funding contract management, and other SB 40 tax funded programs management will be offset through “Ancillary Services” revenue, which will be paid from SB 40 tax funds. The Ancillary Services funding is based on the average administrative payroll costs because no Support Coordination or Support Coordination direct support personnel are substantially involved. We began developing this concept in 2017, realizing the Services rate would remain stagnant (no increase since July 2015) for several years, and stagnant rates would be unable to produce enough revenue to support steadily increasing expenses in Services program operations. We are now ready to implement this new revenue phase based on the 2021 projections (the first income phase was funding the non-Medicaid Support Coordination services). There is no increase in the Services rate anticipated in the immediate future.

Expenses

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

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

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

Traditional Medicaid Match expenses from prior years were scrutinized and significantly reduced by the Board between 2012 and 2014 so Tax Levy Revenue could be used for services and programs identified in Camden County as needing the funds to sustain or expand needed operations and to create new programs needed within the county. As a result of this proactive measure, the Board has been able to re-establish an acceptable Operational Reserve Fund and has been able to successfully maintain restricted funds accounts. Once the 2020 year-end unaudited financials are determined to be finalized, excess cash available, if any, will be identified and restricted appropriately by the Board. In 2016, CCDDR notified DMH/DD that the agency wished to terminate contributions to Traditional Medicaid Match contributions. In June of 2017, the Traditional Medicaid Match Agreement was terminated. The monies allocated for Traditional Medicaid Match expenses have been utilized in other expense categories.

At the beginning of 2012, there were approximately 140 individuals receiving TCM services from the Board. By year-end 2020, it is projected there will be approximately 330 individuals receiving services from the Board. As stated earlier, caseload counts in 2021 are projected to stabilize and growth, if any, is projected to be minimal, although growth is very possible. Measures have been implemented to offset

reduced billings in the event service revenues do not aspire to the levels anticipated. Medicaid eligible clients peaked at 87% in 2015; however, the eligibility percentage reduced to 83% at the end of 2016. Significant efforts were undertaken by CCDDR staff beginning in 2017 to assist individuals in Medicaid redeterminations, which has helped to stabilize the Medicaid percentage between 84% and 86% in 2020. Efforts to assist individuals in maintaining Medicaid eligibility will be ongoing.

There are currently 21 full-time employees working for CCDDR. In 2017, salaries were adjusted and equalized with agencies of similar size so that employment retention and attraction could be increased. An analysis in 2016 indicated that salaries for 61% of the staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. Another analysis was completed in 2019, with ongoing analyses to occur every three years. The 2019 analysis indicated CCDDR is paying its employees within the industry standards for agencies of similar size; however, CCDDR will continue to seek opportunities to enhance employee retention and stability.

According to the Bureau of Labor Statistics, the Consumer Price Index showed a 1.4% increase for the 12 months ending September. It is recommended that a 1.4% cost of living adjustment for employees be implemented in January of 2021. It is also recommended merit increases be implemented in 2021 since budget forecasts are favorable for supporting the increases in pay.

In State FY 2019, DMH/DD was forced to establish a “wait list” for Waiver services. Direct Support Provider (DSP) rates are also inadequate and have been for several years. There will be a limited number of new Waiver slots issued in the future, which could prompt special Board funding requests from clients/client families for those individuals who may be in crisis situations.

New Programs and Agency Developments

The Housing Voucher Program (HVP) was launched in January of 2014. This program still appears to be the only one of its kind for Senate Bill 40 Boards in the State of Missouri. The program was architected based on the Section 8 Choice Voucher Program as administered by the United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation are similar to the HUD Section 8 Choice Voucher Program; however, there are also certain distinct differences relative to the characteristics of Camden County I/DD clients and their families. Funding for the HVP comes from the SB 40 tax funds and only those Camden County residents who are eligible for and participate in TCM services are eligible for participation. HVP guidelines were changed in 2019, which reduced the number of eligible participants. There will be approximately 12 active vouchers for FY 2021 and no new vouchers are anticipated to be issued.

The Keystone property was purchased in July of 2014. Over the past four years, the Board restricted funds for improvements to the new facility. These improvements began in 2017 and will continue throughout 2021. A new roof system was installed at the 5,000 square foot Keystone facility and renovations to its front office portion were completed. New carpet was installed in the main area of the building, which is where trainings, activities, and Board meetings are held. Proposals will be sought for parking lot modifications in FY 2021, including solid parking spaces and accessibility walkways/ramps. There are approximately three acres on the property which could also be used for additional structural development. The front office portion of Keystone is currently leased to OATS. The monthly lease cost is waived so long as OATS continues to provide transportation services to CCDDR clients; however, OATS reimburses CCDDR for utility expenses.

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

CCDDR will be seeking to further develop transportation programs in 2021. CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners working on a truly “public” transportation system, and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTC). The LOTC is comprised of Miller and Morgan County SB 40 representatives as well as CCDDR, OATS, Central Ozarks Medical Center, and other community stakeholders. CCDDR also helped to fund an extended weekday and weekend transportation system in 2017, which operates seven days per week, and a deviated route system between Camdenton and Osage Beach in 2019, which operates five days per week. CCDDR’s intention is to expand the use of public transit routes, with expansion efforts centered around CCDDR clients. Enhancing public transportation will increase CCDDR clients’ opportunities to access their communities. Utilizing the Section 5311 rural and inter-city public transit service funding match (50% of the service cost) available to OATS through Federal Transit Authority funds is more economical and increases service availability as well as creating a service which is truly community-inclusive. Approximately 71% of working-age CCDDR clients do not drive, are not able to drive, or do not have a reliable vehicle. Lack of transportation continues to be the most significant barrier to competitive integrated employment and community inclusion.

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

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

Challenges

The expansion of current programs, expansion of services, development of new programs, and investment in new programs will have its challenges. Success will depend on client, provider network, political, business, and general public support. The ongoing COVID-19 pandemic will also continue to cause strains on revenues for the State, local municipalities, and political subdivisions. CMS published final rules in 2014 about organizations offering TCM services, direct support services, and other services (conflict-free case management). It has been determined CCDDR is considered “conflict-free”. TCM entities are also now charged with the duty of enticing more choices for services and service providers to their areas if the area is lacking. Recent involvement, lawsuits, and published guidance by the United States Department of Justice cite the need to affirm individuals with disabilities’ Civil Rights are acknowledged. Coupled with increased State budget woes, COVID-19 pandemic, and the DSP crisis, this will add anxiety to an already stressed service support network. CCDDR is taking aggressive steps to

improving services for its individuals; however, the uncontrollable and unpredictable political and fiscal climates; the possibility of implementing managed care systems for I/DD services and supports in Missouri; the possibility of a TCM rate reduction; and the uncertainty in the future of Federal programs and guidelines may delay or hinder new programs and ventures from evolving.

TCM program funding will be contingent on any change in the TCM rate. If there is a significant reduction in the TCM rate, CCDDR's operations will be affected monumentally, and tough decisions will need to be made in order to continue to preserve existing CCDDR services. Missouri has also convened multiple workgroups in recent years to research the development of a managed care system for long-term services and supports (LTSS). DMH/DD, the Missouri Association of County Developmental Disabilities Services (MACDDS), and the Missouri Association of Rehabilitation Facilities (MARF) have participated in the Missouri Business Acumen Work Group to explore managed care system development. CCDDR is a member of MACDDS, and there are DSPs in Camden County who are members of MARF. The development of a managed care system for LTSS appears to be inevitable at some point in the future. If implemented, TCM services could be included in a managed care system, and the impact the managed care system would have on CCDDR's TCM program is uncertain.

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

Since the beginning of 2012, the total number of CCDDR clients has increased by 136%, but annual SB 40 tax revenues have only increased an average of approximately 2-3% each year. It is very likely CCDDR will struggle to meet the increasing demands for services and supports, especially if the client wait list for Waiver services increases and the DSP crisis is not mitigated. CCDDR continues to provide and fund a substantial amount of services and programs for its clients; however, funding capacities will eventually become stressed. The FY 2021 Budget is aggressive and could easily be affected by a multitude of uncontrollable circumstances.

[Link to Strategic Plan](#)

The Fiscal Year 2021 Budget is a representation of our Agency's Strategic Plan. The Agency is aggressively pursuing new program development, service expansion, and successful community inclusion outcomes for its clients. Our Agency intends to set the precedence for "grass-roots" support system development, improving local support service availability, and recognizing the special needs of our clients and their families when associated expenses are not offset through other programs or statewide budget deficiencies are a barrier to obtaining supports and services.

Respectfully Submitted,

Ed Thomas – Executive Director

SB 40 Tax 2021

| | Acct | Title | |
|-----------------|--------------------------------|---|------------------|
| Income | | | |
| 4000 | SB 40 Tax Income | | |
| | 4105 | County Tax Receipts | \$984,278 |
| | 4140 | Interest Income - County Tax Funds | \$900 |
| | 4150 | MEHTAP Grant | \$6,000 |
| | | Total Income | \$991,178 |
| Expenses | | | |
| 5800 | Other General & Administrative | | |
| | 5805 | Audit Service/Fees | \$0 |
| | 5810 | Consulting Fees | \$0 |
| | 5815 | CPA Fees | \$0 |
| | 5820 | Legal/Attorney Fees | \$0 |
| | 5825 | License/Certification/Permit Fees | \$0 |
| | 5830 | Membership/Association Dues | \$0 |
| | 5855 | Seminars/Training | \$0 |
| | 5860 | Survey Expenses | \$0 |
| | 5865 | Travel/Lodging/Meals Expense | \$0 |
| | 5898 | Offset from Restricted Funds | \$0 |
| | 5899 | Miscellaneous | \$0 |
| | | Total Other G&A | \$0 |
| 6700 | Partnership for Hope | | |
| | 6705 | Transportation | \$300 |
| | 6706 | Career Planning | \$0 |
| | 6707 | Pre-Vocational Services - Individual | \$0 |
| | 6708 | Job Development | \$0 |
| | 6709 | Community Employment - Individual | \$900 |
| | 6710 | Behavior Services/Senior B. Consultant | \$0 |
| | 6711 | Pre-Vocational Services - Group | \$0 |
| | 6712 | Supported Employment - Group | \$0 |
| | 6715 | Behavior Services/Positive B. Support | \$0 |
| | 6716 | Senior Behavior Consultant | \$0 |
| | 6720 | Behavior Analysis | \$0 |
| | 6725 | Community Specialist | \$0 |
| | 6730 | Environmental Accessibility Adaptations | \$0 |
| | 6735 | Dental | \$0 |
| | 6740 | PA - Individ., Self-Directed | \$22,260 |
| | 6745 | PA - Agency/Contractor (General) | \$300 |
| | 6750 | PA - Medical/Behv | \$0 |
| | 6755 | Assistive Technology | \$300 |
| | 6760 | Home Skills Development - Individual | \$6,000 |
| | 6765 | Support Broker, Agency | \$300 |
| | 6775 | Special Medical Equipment & Supplies | \$3,600 |
| | 6780 | Offsite Day Hab - Individual | \$7,200 |
| | 6785 | Offsite Day Hab - Group | \$1,500 |
| | 6790 | Onsite Day Hab - Individual | \$0 |

| | | | |
|------|------|---|-------------|
| | 6791 | Individual Skill Development - Group | \$0 |
| | 6795 | Career Prep Services - Off Site Grp | \$60 |
| | 6796 | Temporary Residential | \$0 |
| | 6797 | Onsite Day Hab - Group | \$3,600 |
| | 6798 | Offset from Restricted Funds | \$0 |
| | 6799 | Miscellaneous | \$3,000 |
| | | Total Partnership for Hope | \$49,320 |
| 6900 | | Direct Services | |
| | 6920 | DMH Billing | \$91,342 |
| | 6930 | TCM Shortfall | \$0 |
| | 6940 | Non-Medicaid TCM | \$139,265 |
| | 6950 | Ancillary Services | \$78,904 |
| | 6998 | Offset from Restricted Funds | (\$120,220) |
| | | Total TCM | \$189,290 |
| 7100 | | Housing Programs | |
| | 7105 | Housing Voucher Program | \$63,504 |
| | 7110 | Reasonable Accommodations Requests | \$0 |
| | 7115 | Universal Housing Design Assistance | \$0 |
| | 7120 | Transitional Housing | \$7,200 |
| | 7125 | Inspections | \$1,500 |
| | 7130 | Re-Inspections | \$600 |
| | | Total Housing Programs | \$72,804 |
| 7200 | | Children's Programs | |
| | 7205 | CLC Operations | \$0 |
| | 7210 | New Programs | \$0 |
| | 7215 | EDGE Program | \$0 |
| | 7220 | First Steps Program | \$18,600 |
| | 7225 | Step Ahead Program | \$222,000 |
| | 7298 | Offset from Restricted Funds | \$0 |
| | | Total CLC | \$240,600 |
| 7300 | | Sheltered Employment Programs | |
| | 7305 | LAI - Employment | \$222,000 |
| | 7310 | LAI - Transportation | \$85,800 |
| | 7311 | Transportation - No Medicaid Rate | \$0 |
| | 7312 | Transportation - Medicaid Rate Differential | \$0 |
| | 7315 | DESE Shortfall | \$0 |
| | 7320 | New Programs | \$0 |
| | 7325 | Thrift Store | \$0 |
| | 7330 | Contract Packaging | \$0 |
| | 7335 | Foam Recycling | \$0 |
| | 7340 | Gifted Gardens | \$0 |
| | 7345 | Miscellaneous/Unclassified Services | \$0 |
| | 7350 | Shredding | \$0 |
| | 7355 | Wood Products | \$0 |
| | 7390 | LAI - Operations Shortfall | \$0 |
| | 7395 | Assets/Capital Improvements | \$96,000 |
| | 7398 | Offset from Restricted Funds | (\$96,000) |
| | | Total Sheltered & Community Employment | \$307,800 |

| | | | |
|------|--|-----------------------------------|------------------|
| 7500 | Community Employment | | |
| 7505 | Pre-Vocational Services - Individual | | \$0 |
| 7510 | Supported Employment - Individual | | \$0 |
| 7515 | Career Planning | | \$0 |
| 7520 | Job Development | | \$0 |
| 7525 | Pre-Vocational Services - Group | | \$0 |
| 7530 | Supported Employment - Group | | \$0 |
| 7550 | Transportation | | \$600 |
| 7598 | Offset from Restricted Funds | | \$0 |
| 7599 | Miscellaneous | | \$0 |
| | | Total Community Employment | \$600 |
| 7600 | Community Resources | | |
| 7605 | Community Inclusion Development | | \$0 |
| 7610 | Public Transit Services | | \$92,820 |
| 7615 | Housing Programs | | \$0 |
| 7698 | Offset from Restricted Funds | | \$0 |
| | | Total Community Resources | \$92,820 |
| 7900 | Special/Additional Needs | | |
| 7905 | Medicaid Spend Down | | \$21,000 |
| 7910 | Brownell's PT - Other | | \$0 |
| 7915 | Personal Assistant | | \$14,208 |
| 7920 | Other Miscellaneous Service Costs | | \$36,000 |
| 7925 | Transportation | | \$0 |
| 7998 | Offset from Restricted Funds | | (\$42,000) |
| 7999 | Misc (Services, Supplies, Materials, Equipment, etc) | | \$8,735 |
| | | Total Special/Add. Needs | \$37,943 |
| | | Total Expenses | \$991,177 |
| | | Net Income | \$0 |

| | | | | | | | | | | | | | | | | | |
|------|--|------------|-----------|------------|------------|------------|------------|-------------|------------|------------|------------|------------|------------|------------|-----------|-----------|------------|
| 7200 | Children's Programs | | | | | | | | | | | | | | | | |
| 7205 | CLC Operations | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7210 | New Programs | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7215 | EDGE Program | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7220 | First Steps Program | | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$1,550 | \$18,600 |
| 7225 | Step Ahead Program | | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$222,000 |
| 7298 | Offset from Restricted Funds | | | | | | | | | | | | | | | | \$0 |
| | Total CLC | | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$20,050 | \$240,600 |
| 7300 | Sheltered Employment Programs | | | | | | | | | | | | | | | | |
| 7305 | LAI - Employment | | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$18,500 | \$222,000 |
| 7310 | LAI - Transportation | | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$7,150 | \$85,800 |
| 7311 | Transportation - No Medicaid Rate | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7312 | Transportation - Medicaid Rate Differential | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7315 | DESE Shortfall | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7320 | New Programs | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7325 | Thrift Store | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7330 | Contract Packaging | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7335 | Foam Recycling | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7340 | Gifted Gardens | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7345 | Miscellaneous/Unclassified Services | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7350 | Shredding | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7355 | Wood Products | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7390 | LAI - Operations Shortfall | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7395 | Assets/Capital Improvements | \$96,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$96,000 |
| 7398 | Offset from Restricted Funds | (\$96,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$8,000) | (\$96,000) |
| | Total Sheltered & Community Employment | | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$25,650 | \$307,800 |
| 7500 | Community Employment | | | | | | | | | | | | | | | | |
| 7505 | Pre-Vocational Services - Individual | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7510 | Supported Employment - Individual | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7515 | Career Planning | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7520 | Job Development | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7525 | Pre-Vocational Services - Group | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7530 | Supported Employment - Group | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7550 | Transportation | | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$600 |
| 7598 | Offset from Restricted Funds | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7599 | Miscellaneous | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total Community Employment | | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$600 |
| 7600 | Community Resources | | | | | | | | | | | | | | | | |
| 7605 | Community Inclusion Development | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7610 | Public Transit Services | | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$92,820 |
| 7615 | Housing Programs | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7698 | Offset from Restricted Funds | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total Community Resources | | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$7,735 | \$92,820 |
| 7900 | Special/Additional Needs | | | | | | | | | | | | | | | | |
| 7905 | Medicaid Spend Down | \$350 | 10 | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$21,000 |
| 7910 | Brownell's PT - Other | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7915 | Personal Assistant | | | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$1,184 | \$14,208 |
| 7920 | Other Miscellaneous Service Costs | | | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$3,000 | \$36,000 |
| 7925 | Transportation | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7998 | Offset from Restricted Funds | (\$42,000) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$3,500) | (\$42,000) |
| 7999 | Misc (Services, Supplies, Materials, Equipment, etc) | | | \$485 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$8,735 |
| | Total Special/Add. Needs | | \$4,669 | \$4,934 | \$4,934 | \$4,934 | \$4,934 | \$4,934 | \$4,934 | \$1,434 | \$1,434 | \$1,434 | \$1,434 | \$1,434 | \$1,434 | \$1,434 | \$37,943 |
| | Total Expenses | | \$75,601 | \$75,866 | \$75,866 | \$81,222 | \$75,866 | \$167,207 | \$72,366 | \$72,366 | \$72,366 | \$77,722 | \$72,366 | \$72,366 | \$991,177 | | |
| | Net Income | | \$802,523 | (\$56,151) | (\$43,647) | (\$67,459) | (\$62,479) | (\$160,192) | (\$65,780) | (\$63,722) | (\$67,345) | (\$73,555) | (\$69,902) | (\$72,291) | \$0 | | |

Services 2021

| | Acct | Title | |
|-----------------|------|--|-------------|
| Income | | | |
| 4500 | | Services Income | |
| | 4505 | Medicaid Direct Service | \$1,302,095 |
| | 4506 | Non-Medicaid Direct Service | \$139,265 |
| | 4507 | Ancillary Services | \$78,904 |
| | 4508 | Non-Billable | \$0 |
| | 4515 | TCM Support | \$0 |
| | 4530 | Rent | \$5,712 |
| | 4540 | Interest Income - Services Funds | \$300 |
| | 4999 | Other | \$240 |
| | | Total Income | \$1,526,516 |
| Expenses | | | |
| 5000 | | Payroll & Benefits | |
| | 5004 | CRC Employee Salaries | \$42,345 |
| | 5005 | TCM Employee Salaries | \$626,440 |
| | 5006 | Administrative Employee Salaries | \$285,381 |
| | 5014 | CRC Employee Taxes | \$3,359 |
| | 5015 | TCM Employee Taxes | \$49,723 |
| | 5016 | Administrative Employee Taxes | \$22,432 |
| | 5017 | TCM Payroll Bank/Electronic Transaction Fees | \$0 |
| | 5018 | Administrative Payroll Bank/Electronic Fees | \$0 |
| | 5019 | CRC Payroll Bank/Electronic Fees | \$0 |
| | 5020 | TCM Employee Retirement | \$54,500 |
| | 5021 | Administrative Employee Retirement | \$24,828 |
| | 5022 | CRC Employee Retirement | \$3,684 |
| | 5025 | TCM Employee Health Insurance | \$144,000 |
| | 5026 | Administrative Employee Health Insurance | \$48,000 |
| | 5027 | CRC Employee Health Insurance | \$9,600 |
| | 5030 | TCM Employee Vision/Optical Insurance | \$0 |
| | 5031 | Administrative Employee Vision/Optical Insurance | \$0 |
| | 5032 | CRC Employee Vision/Optical Insurance | \$0 |
| | 5035 | TCM Employee Dental Insurance | \$0 |
| | 5036 | Administrative Employee Dental Insurance | \$0 |
| | 5037 | CRC Employee Dental Insurance | \$0 |
| | 5040 | TCM Employee Life Insurance | \$3,600 |
| | 5041 | Administrative Employee Life Insurance | \$1,200 |
| | 5042 | CRC Employee Life Insurance | \$240 |
| | 5045 | TCM Employee Supplemental Insurance | \$0 |
| | 5046 | Administrative Employee Supplemental Insurance | \$0 |
| | 5047 | CRC Employee Supplemental Insurance | \$0 |
| | 5050 | TCM Employee Workmans Comp Insurance | \$8,519 |
| | 5051 | Administrative Employee Workmans Comp Insurance | \$2,840 |
| | 5052 | CRC Employee Workmans Comp Insurance | \$568 |
| | 5055 | TCM Employee Mileage | \$13,500 |
| | 5056 | Administrative Employee Mileage | \$6,600 |
| | 5057 | CRC Employee Mileage | \$900 |
| | 5060 | TCM Employee Background Checks | \$120 |
| | 5061 | Administrative Employee Background Checks | \$120 |
| | 5062 | CRC Employee Background Checks | \$120 |
| | 5065 | TCM Employee Drug Testing | \$120 |
| | 5066 | Administrative Employee Drug Testing | \$120 |
| | 5067 | CRC Employee Drug Testing | \$120 |
| | 5070 | TCM Employee Cell Phone Reimbursement | \$9,000 |
| | 5071 | Administrative Cell Phone Reimbursement | \$3,000 |
| | 5072 | CRC Employee Cell Phone Reimbursement | \$600 |
| | 5098 | Offset from Restricted Funds | (\$62,974) |
| | | Total Payroll & Benefits | \$1,302,605 |

| | | |
|------|--|----------|
| 5100 | Repairs & Maintenance to Property & Building | |
| 5105 | Appliance Repairs | \$0 |
| 5110 | Building-Exterior | \$240 |
| 5115 | Building-Interior | \$240 |
| 5120 | Cleaning Supplies | \$120 |
| 5125 | Common Area Repairs | \$120 |
| 5130 | Door Repairs | \$360 |
| 5135 | Electrical Supplies/Repairs | \$240 |
| 5140 | Floor Covering Repairs | \$120 |
| 5145 | HVAC Supplies/Repairs | \$1,200 |
| 5150 | Intrusion Alarm Repairs | \$240 |
| 5155 | Lighting supplies/Bulbs | \$840 |
| 5160 | Locks & Keys | \$120 |
| 5165 | Maintenance Supplies/Equipment | \$120 |
| 5170 | Parking Lot Maint./Repairs | \$600 |
| 5175 | Plumbing Supplies/Repairs | \$4,800 |
| 5180 | Roof Supplies/Repairs | \$0 |
| 5185 | Safety Equipment/System Repairs | \$600 |
| 5190 | Vehicle Servicing/Repairs/Licensing | \$600 |
| 5195 | Window/Glass Repairs | \$240 |
| | Total R&M to Property & Building | \$10,800 |
| 5500 | Contracted Business Services | |
| 5505 | Bookkeeping/Accounting Contract | \$5,800 |
| 5510 | Cell Phone/Mobile Internet Contract | \$3,300 |
| 5512 | Copier/Scanner Contract | \$600 |
| 5515 | Fire Alarm Contract | \$0 |
| 5520 | Housekeeping/Cleaning Contract | \$4,800 |
| 5530 | InfoTech Support Contract | \$18,000 |
| 5535 | Internet Contract | \$2,400 |
| 5540 | Intrusion Alarm Contract | \$0 |
| 5545 | Landscape Maintenance | \$6,000 |
| 5550 | Maintenance Contract | \$0 |
| 5560 | Pest Control Contract | \$1,200 |
| 5565 | Snow Removal Contract | \$2,400 |
| 5567 | Software Usage/Support Contract | \$24,000 |
| 5569 | Telephone System Support Contract | \$0 |
| 5570 | Trash Removal Contract | \$1,800 |
| 5575 | Web Site Design/Hosting Contract | \$600 |
| 5579 | Rent | \$15,600 |
| 5580 | Storage | \$0 |
| | Total Contracted Business Services | \$86,500 |
| 5600 | Presentations/Public Meetings | |
| 5605 | PSA/Presentations/Publications Expense | \$240 |
| 5610 | Public Meetings Expenses | \$4,650 |
| 5615 | Signage | \$0 |
| | Total Presentations/Public Meetings | \$4,890 |
| 5700 | Office Expenses | |
| 5705 | Computer Hardware/Software Expense | \$30,900 |
| 5710 | Copy Machine Expense | \$0 |
| 5715 | Office Furniture Expense | \$0 |
| 5720 | Office Supplies | \$10,200 |
| 5725 | Postage & Delivery | \$3,600 |
| 5730 | Printing Expense | \$240 |
| 5735 | Telephone Expense | \$7,200 |
| 5799 | Miscellaneous | \$1,200 |
| | Total Office Expenses | \$53,340 |

| | | | |
|-----------------------|-----------------------------------|-------------------------------------|--------------------|
| 5800 | Other General & Administrative | | |
| 5805 | Audit Service/Fees | | \$10,500 |
| 5810 | Consulting Fees | | \$0 |
| 5815 | CPA Fees | | \$0 |
| 5820 | Legal/Attorney Fees | | \$7,200 |
| 5825 | License/Certification/Permit Fees | | \$240 |
| 5830 | Membership/Association Dues | | \$6,840 |
| 5855 | Seminars/Training | | \$600 |
| 5860 | Survey Expenses | | \$7,200 |
| 5865 | Travel/Lodging/Meals Expense | | \$600 |
| 5870 | Community Partnerships/Programs | | \$0 |
| 5898 | Offset from Restricted Funds | | \$0 |
| 5899 | Miscellaneous | | \$600 |
| | | Total Other G&A | \$33,780 |
| 5900 | Utilities | | |
| 5905 | Electric | | \$8,400 |
| 5910 | Gas | | \$0 |
| 5915 | Water/Sewer | | \$2,400 |
| | | Total Utilities | \$10,800 |
| 6100 | Insurance | | |
| 6110 | Liability Insurance | | \$12,000 |
| 6115 | Vehicle Insurance | | \$3,000 |
| 6120 | Building Insurance | | \$7,800 |
| 6150 | Broker/Other Fees | | \$1,000 |
| 6199 | Other Insurance | | \$0 |
| | | Total Insurance | \$23,800 |
| 7600 | Community Resources | | |
| 7605 | Community Inclusion Development | | \$0 |
| 7610 | Public Transit Services | | \$0 |
| 7615 | Housing Programs | | \$0 |
| 7698 | Offset from Restricted Funds | | \$0 |
| | | Total Community Resources | \$0 |
| | | Subtotal Expenses | \$1,526,515 |
| Other Expenses | | | |
| 8500 | Depreciation | | |
| 8505 | Building Depreciation | | \$15,000 |
| 8510 | Remodeling Depreciation | | \$19,200 |
| 8515 | Equipment Depreciation | | \$7,500 |
| 8520 | Vehicles Depreciation | | \$0 |
| | | Total Depreciation | \$41,700 |
| | | Total Other Expenses | \$41,700 |
| | | Total Expenses | \$1,568,215 |
| | | Net Income | (\$41,700) |
| | | Net Income Less Depreciation | \$0 |

| | | | | | | | | | | | | | | | | |
|-------------------------------------|-------------------------|----------|---------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------------|
| 8500 | Depreciation | | | | | | | | | | | | | | | |
| 8505 | Building Depreciation | \$15,000 | 100.00% | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$1,250 | \$15,000 |
| 8510 | Remodeling Depreciation | \$19,200 | 100.00% | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$1,600 | \$19,200 |
| 8515 | Equipment Depreciation | \$7,500 | 100.00% | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$625 | \$7,500 |
| 8520 | Vehicles Depreciation | \$0 | 100.00% | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Depreciation | | | | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$3,475 | \$41,700 |
| Total Expenses | | | | \$127,950 | \$120,976 | \$128,518 | \$122,871 | \$163,195 | \$120,496 | \$126,964 | \$120,667 | \$120,667 | \$164,413 | \$121,147 | \$130,354 | \$1,568,215 |
| Net Income | | | | (\$9,980) | (\$3,006) | (\$10,548) | \$50,536 | (\$45,225) | (\$2,526) | (\$8,994) | (\$2,697) | (\$2,697) | \$8,994 | (\$3,177) | (\$12,384) | (\$41,700) |
| Net Income Less Depreciation | | | | (\$6,505) | \$469 | (\$7,073) | \$54,011 | (\$41,750) | \$949 | (\$5,519) | \$778 | \$778 | \$12,469 | \$298 | (\$8,909) | \$0 |

| | SB 40 Tax | | |
|-------------------------------------|----------------------------|--------------------------|------------------|
| | Y/E Actuals (Unaudited) | Estimated (Unaudited) | Budgeted |
| | 2019 | 2020 | 2021 |
| Income | | | |
| 4000 SB 40 Tax Income | \$978,261 | \$998,429 | \$991,178 |
| 4500 Services Income | \$0 | \$0 | \$0 |
| Total Income | \$978,261 | \$998,429 | \$991,178 |
| Gross Profit | \$978,261 | \$998,429 | \$991,178 |
| Expenses | | | |
| 5000 Payroll & Benefits | \$0 | \$0 | \$0 |
| 5100 Repairs & Maintenance | \$0 | \$0 | \$0 |
| 5500 Contracted Business Services | \$0 | \$0 | \$0 |
| 5600 Presentations/Public Meetings | \$0 | \$0 | \$0 |
| 5700 Office Expenses | \$0 | \$0 | \$0 |
| 5800 Other General & Administrative | \$0 | \$0 | \$0 |
| 5900 Utilities | \$0 | \$0 | \$0 |
| 6100 Insurance | \$0 | \$0 | \$0 |
| 6700 Partnership for Hope | \$36,259 | \$39,049 | \$49,320 |
| 6900 Targeted Case Management | \$136,382 | \$147,034 | \$189,290 |
| 7100 Housing Programs | \$99,404 | \$74,045 | \$72,804 |
| 7200 CLC | \$196,763 | \$207,124 | \$240,600 |
| 7300 Sheltered Employment Programs | \$257,698 | \$253,535 | \$307,800 |
| 7500 Community Employment Programs | \$1,403 | \$229 | \$600 |
| 7600 Community Resources | \$44,800 | \$61,783 | \$92,820 |
| 7900 Special/Additional Needs | \$79,914 | \$24,933 | \$37,943 |
| Total Expenses | \$852,623 | \$807,733 | \$991,177 |
| Net Operating Income | \$125,638 | \$190,696 | \$0 |
| Other Expenses | | | |
| 8500 Depreciation | \$0 | \$0 | \$0 |
| Total Other Expenses | \$0 | \$0 | \$0 |
| Net Other Income | \$0 | \$0 | \$0 |
| Net Income | \$125,638 | \$190,696 | \$0 |
| Net Income Less Depreciation | \$125,638 | \$190,696 | \$0 |

| | Services | | |
|-------------------------------------|----------------------------|--------------------------|--------------------|
| | Y/E Actuals (Unaudited) | Estimated (Unaudited) | Budgeted |
| | 2019 | 2020 | 2021 |
| Income | | | |
| 4000 SB 40 Tax Income | \$0 | \$0 | \$0 |
| 4500 Services Income | \$1,453,958 | \$1,475,786 | \$1,526,516 |
| Total Income | \$1,453,958 | \$1,475,786 | \$1,526,516 |
| Gross Profit | \$1,453,958 | \$1,475,786 | \$1,526,516 |
| Expenses | | | |
| 5000 Payroll & Benefits | \$1,163,340 | \$1,255,808 | \$1,302,605 |
| 5100 Repairs & Maintenance | \$11,886 | \$8,328 | \$10,800 |
| 5500 Contracted Business Services | \$64,601 | \$71,841 | \$86,500 |
| 5600 Presentations/Public Meetings | \$4,254 | \$3,429 | \$4,890 |
| 5700 Office Expenses | \$39,530 | \$56,003 | \$53,340 |
| 5800 Other General & Administrative | \$27,278 | \$33,174 | \$33,780 |
| 5900 Utilities | \$8,720 | \$7,413 | \$10,800 |
| 6100 Insurance | \$17,731 | \$19,810 | \$23,800 |
| 6700 Partnership for Hope | \$0 | \$0 | 0 |
| 6900 Targeted Case Management | \$0 | \$0 | 0 |
| 7100 Housing Programs | \$0 | \$0 | 0 |
| 7200 CLC | \$0 | \$0 | 0 |
| 7300 Sheltered Employment Programs | \$0 | \$0 | 0 |
| 7500 Community Employment Programs | \$0 | \$0 | 0 |
| 7600 Community Resources | \$0 | \$0 | 0 |
| 7900 Special/Additional Needs | \$0 | \$0 | 0 |
| Total Expenses | \$1,337,340 | \$1,455,807 | \$1,526,515 |
| Net Operating Income | \$116,618 | \$19,980 | \$0 |
| Other Expenses | | | |
| 8500 Depreciation | \$32,600 | \$36,743 | \$41,700 |
| Total Other Expenses | \$32,600 | \$36,743 | \$41,700 |
| Net Other Income | (\$32,600) | (\$36,743) | (\$41,700) |
| Net Income | \$84,018 | (\$16,764) | (\$41,700) |
| Net Income Less Depreciation | \$116,618 | \$19,980 | \$0 |



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-54

LAI POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2021

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Services and/or Supports (POS) Agreement Request for Calendar Year 2021 from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the POS Agreement with LAI as identified in Attachment "A" hereto for providing Sheltered Employment Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2020-54

PURCHASE OF SHELTERED EMPLOYMENT SERVICES AND/OR SUPPORTS AGREEMENT

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

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

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

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

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

1. SERVICES TO BE PERFORMED. LAI will carry out the activities as set forth in the Fiscal Year (FY) 2021 Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase the Sheltered Employment Services and/or Supports from LAI for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. Board agrees to purchase Sheltered Employment Services and/or Supports from LAI at a cost of \$3.41 per hour for work performed by a Camden County person who has been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, LAI shall electronically submit an invoice, preferably in Excel format, listing the eligible developmentally disabled employees who performed work for LAI in the previous calendar month, and the invoice shall also include the total number of hours each eligible developmentally disabled employee worked during the previous calendar month. Board funding for Sheltered Employment Services and/or Supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, LAI agrees to provide reports to Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program's income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Sheltered Employment services and/or supports for all eligible Camden County employees with a developmental disability participating in any LAI Sheltered Employment programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to LAI no later than the 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 Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

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

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

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

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

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

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

Employer Liability
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

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

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

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

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

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

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

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

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

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

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

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 January 1st, 2021 to December 31st, 2021.

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

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

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

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

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

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

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

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

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

CAMDEN COUNTY SENATE BILL 40
BOARD

LAKE AREA INDUSTRIES, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

Attachment “B”



| |
|---|
| Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018, October 8, 2020 |
| Subject: Program Funding & Purchase of Services and/or Supports Agreements |

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

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

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

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

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

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

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

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

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

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

IV. Eligibility Criteria

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

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

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

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

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

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

B. The annual funding application requirements are as follows:

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

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

C. The special funding application requirements are as follows:

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

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

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

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

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

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

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

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

2. Construction/Renovation Projects & Purchases of Property

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

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

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

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

IX. Monitoring of Funds Utilization

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

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

F. Purchase of Property

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

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

X. Monitoring Agencies Receiving Funds

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

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-55

2021 LAI CAPITAL FUNDING AGREEMENT

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges receipt of the capital/major purchase items from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the 2021 Capital Funding Agreement with LAI as identified in Attachment "A" hereto.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2020-55

LAI CAPITAL FUNDING AGREEMENT

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

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

WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete 2021 Capital Plan Budget and Funding Application to the Board with the expected cost to LAI to procure new assets, replacement costs, and major repair costs for the successful continuation of operations, necessary systems upgrades, and maintenance of a safe work environment; and

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

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

- 1. SERVICES TO BE PERFORMED:** LAI shall procure new assets, replacement costs, and major repair costs as set forth in its Capital Plan Budget and Funding Application to the Board for the successful continuation of operations, necessary systems improvements, and maintenance of a safe work environment. The Board shall reimburse LAI for expenses as provided in Section 2 below.
- 2. FUNDING:** The Board agrees to reimburse LAI for the procurement of assets, replacement costs, and major repairs. The total amount reimbursable for all identified expenses shall not exceed \$137,240.98 for the duration of this Agreement. Copies of checks for payments, invoices, estimates, bids, proposals, advertisements, and all required proof of compliance with the Board's Procurement Policy must be submitted to the Board prior to Board reimbursement for the expenses. If all funds approved by the Board in this Agreement have not been utilized by the term ending date of this Agreement, the Board may, at its own discretion, reallocate the remaining funds for other Board expenses or restrict the remaining funds for future Calendar Year LAI capital expenditures. If additional funding is needed or there is an additional need for other funding, LAI shall submit a separate funding request to the Board for review.
- 3. PROCUREMENT REQUIREMENTS.** LAI shall adhere to the Board's Procurement Policy (see Attachment "A" hereto) and any revisions to said Policy approved by the Board hereafter, which will be provided to LAI, for purchases identified in this Agreement.
- 4. REPORTING:** To ensure compliance with the terms of this Agreement, LAI agrees to provide monthly written progress reports and proof of compliance with the Board's Procurement Policy until all transactions are completed. LAI agrees to report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to timely notify the Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employer Liability
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

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

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

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

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

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

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

17. FURTHER ASSURANCES.

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

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

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

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

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

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

Camden County 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

22. TERM OF AGREEMENT: The term of this Agreement shall be January 1ST, 2021, to December 31st, 2021.

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

**CAMDEN COUNTY SENATE
BILL 40 BOARD**

LAKE AREA INDUSTRIES, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”



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| Policy Number: 31 Effective: September 17, 2012 Revised: August 25, 2014; February 26, 2018; May 21, 2018; December 17, 2018 |
| <hr/> Subject: Procurement |

PURPOSE:

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

POLICY:

I. Procurement Process

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

II. Procurement Officer

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

III. Procurement Guidelines

It is not necessary to obtain bids or proposals on the purchase of a product or service from the same person or business in an amount less than \$6,000 within a 90-day period. The designated Procurement Officer is encouraged to make a legitimate attempt to obtain three bids or proposals from three potential sources if feasible. Faxed or emailed bids and proposals or quotes directly from a potential source's website or catalog may be obtained. The Procurement Officer and/or Executive Director can authorize purchases based on cost, quality, and other factors related to the purchases.

A formal competitive bid process shall be used for the purchase of a product or service \$6,000 or higher from the same person or business within a 90-day period. A Request for Proposals (RFP) or Notice of Funding Available (NOFA) shall be published in a local newspaper and shall be posted on the CCDDR website. The RFP OR NOFA can also be submitted directly to potential sources; however, direct submissions must be made to at least three potential sources. Bidders shall be given the guidelines for their responses contained within the RFP OR NOFA and an appropriate amount of time in which to develop and submit a proposal or quote based on the requirements contained in the RFP OR NOFA. The responses shall be sealed and shall remain sealed until the deadline for the RFP OR NOFA has passed. All responding parties shall be notified of the date for opening the sealed responses. Sealed responses shall be opened during a regularly scheduled CCDDR Board meeting.

Specific written agreements or contracts to purchase a product or service on an ongoing basis extending past a 90-day period will be considered a single purchase. Specific written agreements or contracts which do not obligate the Board to continue to purchase a product or service on an ongoing basis extending past a 90-day period will be considered separate purchases.

The Board may waive the requirement of competitive bids where there is a single feasible source for the purchase, and it makes the determination in writing and enters it in the Board meeting minutes. A “single feasible source” exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor.
2. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed.
3. Supplies are available at a discount from a single distributor for a limited period of time.

When a single feasible source is to be procured, the Board shall post notice of the proposed purchase if the single feasible source purchase is \$6,000 or more. The Board shall post notice and advertise intent of the purchase in the local newspaper. Posted notices for single feasible source purchases shall include a paper notice posted on the primary place of business and on the CCDDR website. Notices posted and intents advertised for single feasible source procurement shall be done at least 10 days prior to purchase.

Supports and/or services for individuals served by CCDDR and paid by the Board through Medicaid Waiver agreements or other contracts with the Department of Mental Health, Division of Developmental Disabilities, shall be done in accordance with the guidelines established within those agreements or contracts. Supports and/or services procured and paid solely or partially by the Board specifically for individuals served by CCDDR shall be done in a manner which represents the health, safety, and best interests of the individuals being served.

IV. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If there is only one respondent to an RFP OR NOFA, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFP's OR NOFA's shall not be solely based on price. Other considerations will be utilized based on the

premise of the services and/or products contained within the RFP OR NOFA. Respondent references, respondent experience, respondent qualifications, proposal presentation, proposal accuracy, proposal clarity, timelines for project completion, quality of proposed goods/services, warranties, and other factors related to the product and/or service shall be considered during the procurement process. Preference shall be applied to those respondents who employ Camden County residents with developmental disabilities and may be part of the requirements contained within the RFP OR NOFA. All other preferences and guidelines identified in applicable Federal, state, and local law shall be recognized.

V. Banking Services

The Board shall issue an RFP and receive proposals from banking corporations or associations to be depositaries of funds every four years, with an option to rebid in odd numbered years. Proposals are to be sealed, include the rate of interest for the specified period in the RFP, and must include a certified check for not less than \$2,500 as a guaranty of good faith on the part of the respondent to provide the required security per RSMo 110.010. If there are no responses, the Board can choose any bank in the county or adjoining counties with interest of not less than 1.5%.

VI. Periodic Review of Existing Products or Services

CCDDR shall periodically review the cost of products and/or services utilized on an ongoing basis and previously awarded through the procurement process. If desired or necessary, CCDDR may seek to solicit new proposals for these products and/or services. In such cases, CCDDR shall follow the Procurement Guidelines in Section III.

VII. Emergency Procurement

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

REFERENCES:

- Chapter 50, Revised MO Statutes
- Chapter 34, Revised MO Statutes
- Chapter 110, Revised MO Statutes

Attachment “B”



| |
|---|
| Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018, October 8, 2020 |
| Subject: Program Funding & Purchase of Services and/or Supports Agreements |

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

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

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

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

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

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

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

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

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

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

IV. Eligibility Criteria

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

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

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

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

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

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

B. The annual funding application requirements are as follows:

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

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

C. The special funding application requirements are as follows:

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

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

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

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

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

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

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

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

2. Construction/Renovation Projects & Purchases of Property

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

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

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

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

IX. Monitoring of Funds Utilization

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

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

F. Purchase of Property

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

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

X. Monitoring Agencies Receiving Funds

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

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-56

CLC POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2021

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Children's Services and/or Supports (POS) Agreement Request for Calendar Year 2021 from Children's Learning Center, hereafter referred to as CLC, and authorizes the Executive Director to initiate and sign the POS Agreement with CLC as identified in Attachment "A" hereto for providing Personal Assistant, Day Habilitation, and First Steps In-Home Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2020-56

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

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

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

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

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

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

1. SERVICES TO BE PERFORMED. CLC shall carry out the activities as set forth in the Fiscal Year (FY) 2021 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports from CLC for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. The Board agrees to purchase Personal Assistant services and/or supports from CLC at a cost of \$18.49 per hour per individual requiring one-on-one services and/or supports; Day Habilitation services and/or supports in a group setting for \$7.20 per hour per individual; and First Steps In-Home services and/or supports for \$45.48 per month per individual for providing said services and/or supports to Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, CLC shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled persons who were provided Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports by CLC in the previous calendar month. The invoice shall include the total number of hours each eligible developmentally disabled person

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employer Liability
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2021 to December 31st, 2021.

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

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

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

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

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

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

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

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

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

CAMDEN COUNTY SENATE BILL 40
BOARD

CHILDRENS LEARNING CENTER

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

Unit Billing Attendance Log

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

20XX

Total Units

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

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

(Sample Invoice Only)

| Child's Name | DOB | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Total Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|---|---|-------|-------|-------|-------|-------|---|---|-------|-------|-------|-------|-------|----|----|----|-------|-------|-------|-------|----|----|-------|-------|-------|-------|-------|-------|----|----|-------------|--------|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------|--------------------|--------------------|
| Last, First | xx/xx/xx | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x | XXXXXXXXXXXXXXXXXX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 6.717 | 6.717 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x x | XXXXXXXXXXXXXXXXXX | | | 4.850 | 8.017 | 8.583 | 6.167 | 8.883 | | | | 8.483 | 4.900 | | | | | | 5.250 | 5.250 | | | | | 5.417 | 5.333 | | 8.083 | 8.117 | | | | | 87.333 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 3.767 | 3.767 | 3.733 | 3.617 | 8.417 | | | 3.767 | 3.750 | 3.717 | 3.767 | 9.000 | | | | 3.733 | 3.683 | 3.700 | 3.750 | | | | 3.750 | 3.733 | 3.683 | 3.717 | 8.100 | | | 3.617 | 88.768 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 4.650 | 2.317 | 4.083 | | | | | 3.833 | 4.017 | 4.950 | 3.933 | 2.000 | | | | 2.750 | 3.533 | 3.000 | 3.217 | | | | 2.900 | 3.100 | 3.733 | 2.767 | | | | 4.250 | 59.033 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x x | XXXXXXXXXXXXXXXXXX | | | | 7.117 | | 7.033 | | | | | 7.167 | | | | | | | | | | | | | | | | | | | | | | | 21.317 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x | XXXXXXXXXXXXXXXXXX | | | 6.233 | 7.700 | 7.483 | | | | | | 7.633 | 6.883 | 7.483 | 2.450 | | | | | 7.467 | 6.350 | 1.917 | | | | | 7.633 | 6.133 | 7.850 | | | | | 83.215 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 5.233 | 5.117 | 5.067 | | | | | 4.367 | 4.833 | 5.150 | 3.917 | 7.550 | | | | 5.333 | 5.117 | 5.033 | 4.933 | | | | 5.350 | 4.267 | 4.617 | 4.600 | 7.700 | | | 4.467 | 92.651 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 3.867 | 3.950 | 4.283 | 3.517 | 8.317 | | | 3.350 | 3.450 | 4.267 | 3.967 | 8.417 | | | | 4.000 | 3.767 | 3.967 | 3.533 | | | | 4.083 | 3.850 | 3.850 | 4.083 | 8.283 | | | 3.833 | 90.634 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 3.867 | 3.950 | 4.267 | 3.517 | 8.317 | | | 3.350 | 3.450 | 4.267 | 3.967 | 8.417 | | | | 4.000 | 3.767 | 3.967 | 3.533 | | | | 4.083 | 3.850 | 3.850 | 4.083 | 8.283 | | | 3.833 | 90.618 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x | XXXXXXXXXXXXXXXXXX | | | 8.967 | 9.017 | 9.000 | 9.000 | | | | 8.250 | 8.500 | 4.183 | 8.583 | 8.267 | | | | 8.600 | 8.700 | 8.517 | 8.867 | | | | 7.317 | 8.517 | 7.583 | 8.733 | 7.783 | | | | 7.900 | 156.284 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 3.383 | 3.667 | 3.583 | 3.400 | | | | 3.350 | 3.717 | 4.183 | 3.483 | | | | | 3.400 | 3.583 | 3.600 | 3.383 | | | | 3.417 | 3.683 | 3.733 | 3.467 | | | | 3.733 | 60.765 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | | | | | | | | | | | | 5.417 | | | | | | | | | | | | | 7.667 | | | | | | | 13.084 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x | XXXXXXXXXXXXXXXXXX | | | 3.250 | 2.967 | 3.717 | 2.667 | | | | | | | 2.817 | | | | | 3.100 | 3.000 | | | | | | 2.867 | 3.633 | 3.300 | 3.183 | | | | | 34.501 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x x | XXXXXXXXXXXXXXXXXX | | | 3.617 | 3.650 | 3.817 | 3.667 | | | | | 3.767 | 3.767 | 3.833 | | | | | 3.517 | 3.633 | 3.717 | 3.800 | | | | 3.533 | | | | | | | 3.467 | 51.285 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 6.883 | 6.917 | | 8.083 | 7.133 | | | 7.233 | 8.733 | | 8.883 | 2.267 | | | | 7.833 | 8.033 | 8.067 | | | | | 7.283 | 8.033 | | | 6.900 | | | | 7.567 | 109.848 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| x x ao x | XXXXXXXXXXXXXXXXXX | | | 4.400 | | 4.417 | | | | | 4.500 | | | | | | | | | | 4.367 | | | | | 5.117 | | 4.517 | | | | | | 3.817 | 31.135 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Personal Assistant Units: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 108.650 | | |
| Total Personal Assistant Units x \$18.49: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \$ 1,838.36 | |
| Total Day Habilitation Units: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 968.538 | |
| Total Day Habilitation Units x \$7.20: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \$ 6,382.67 |
| Total First Steps In-Home Participants (See "First Steps" List Attached): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 31 | |
| Total First Steps In-Home Participants x \$45.48: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \$ 1,329.90 |
| INVOICE TOTAL: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | \$ 9,550.93 | |

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

Attachment “B”



| |
|---|
| Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018, October 8, 2020 |
| Subject: Program Funding & Purchase of Services and/or Supports Agreements |

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

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

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

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

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

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

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

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

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

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

IV. Eligibility Criteria

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

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

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

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

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

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

B. The annual funding application requirements are as follows:

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

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

C. The special funding application requirements are as follows:

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

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

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

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

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

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

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

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

2. Construction/Renovation Projects & Purchases of Property

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

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

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

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

IX. Monitoring of Funds Utilization

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

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

F. Purchase of Property

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

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

X. Monitoring Agencies Receiving Funds

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

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-57

OATS POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2021

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Transportation Services and/or Supports (POS) Agreement Request for Calendar Year 2021 from OATS, Inc., hereafter referred to as OATS, and authorizes the Executive Director to initiate and sign the POS Agreement with OATS as identified in Attachment "A" hereto for providing Transportation Services and/or Supports.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to
Resolution 2020-57

PURCHASE OF TRANSPORTATION SERVICES AND/OR SUPPORTS AGREEMENT

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

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

WHEREAS, OATS provides transportation services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Application for Funds to the Board to render certain services and/or supports along with the expected cost to OATS; and

WHEREAS, the Board has approved the purchase of Transportation services and/or supports from OATS.

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

1. SERVICES TO BE PERFORMED: OATS will carry out the activities as set forth in the Application for Fiscal Year (FY) 2021 Board Funds for Transportation services and/or supports, which identifies one (1) deviated public transit route service as specified. OATS will provide a total of approximately 85 hours of services and/or supports Monday through Friday and a total of approximately 14 hours of services and/or supports on Saturday and Sunday. The Board agrees to purchase Transportation services and/or supports from OATS for transporting Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. The Transportation services and/or supports will be for, but not limited to, transporting eligible CCDDR clients to and from the sheltered workshop, to and from jobs in the community, and to and from other related community inclusive or daily living activities. The Board shall purchase the services and/or supports from OATS for the cost of said services and/or supports as provided in Section 2 below.

2. FUNDING: The Board agrees to purchase Transportation services and/or supports from OATS at a rate of \$17.50 per hour of service, less total fares (one-way trips) collected by OATS, in and amount not to exceed \$92,820 for the Board's FY 2021. Fares for sheltered workshop employees may be paid by the Board, so long as funding remains available. The fare for sheltered workshop employees shall be \$1.00. The Board may pay additional fares for its clients, which shall also be \$1.00, for other community-inclusive transportation services and/or supports,

so long as funding remains available. Each additional fare paid shall be agreed upon by both parties and established prior to the services and/or supports being rendered.

On a monthly basis, OATS shall submit an invoice listing the total hours of eligible Transportation services and/or supports provided and the total individual sheltered workshop employees' or other Board clients' fares, if applicable, from the previous calendar month.

3. REPORTING. To ensure compliance with the terms of this Agreement, OATS agrees to provide additional reports to the Board if submitted in writing to OATS by the Board or an agent of the Board no later than the 10th business day after receipt of OATS's monthly invoice to the Board.

OATS 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). OATS agrees to timely notify the Board that said incident(s) have been reported to the appropriate governmental body. OATS agrees to authorize the responsible governmental body to notify the Board of any substantiated allegations.

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

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

4. AUDIT REPORT AND IRS FORM 990. OATS agrees to submit to the Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an 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 the Board until OATS submits the completed audit or IRS Form 990, unless otherwise approved by the Board.

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

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

7. BOARD FUNDING POLICY. OATS agrees to abide by Board Policy 10 (see Attachment "A" hereto) and any revisions to said Policy approved by the Board hereafter, which will be

provided to OATS. In the event that OATS does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. OATS 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. OATS 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. The Board or its designee(s) shall be furnished a copy of said bond.

10. INDEMNIFICATION. In further consideration of payment made by Board, OATS 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 OATS, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of the Board or any other person or entity acting in concert with the Board. This indemnification will cover all losses and damages incurred by the Board and will include necessary costs and expenses including, but not limited to, attorney fees.

The Board shall be named as an additional insured on all liability insurance policies which cover OATS in administering the programs and services herein funded by the Board. OATS covenants to maintain in full force throughout the term hereof, at all its own cost and expense, insurance acceptable to the Board, insuring OATS as named insured and the Board as additional insured (and such other person or persons designated by the Board) against liability for injury or death of any person or persons and damage to property. 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 the Board. Minimum insurance coverages must include, but are not limited to:

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

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

11. BREACH OF AGREEMENT. OATS 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 the Board, and understands that OATS'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, the Board shall notify OATS in writing of the nature of any such breach and the corrective action that is required. OATS shall be provided a minimum of thirty (30) calendar days to cure such breach, unless the 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 the Board may set an expedited period to cure such material breach. In the event that OATS fails or refuses to cure a breach within the specified time period, the 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, the Board shall promptly pay any unpaid invoice.

12. STANDARDS. OATS will comply with all Missouri, Federal, and local certification and licensing requirements and all applicable Federal, Missouri, and local laws. In addition, OATS 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 OATS.

13. CONFLICT OF INTEREST. OATS 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 OATS. This shall include any transaction in which OATS is a party, including the subject matter of this Agreement. OATS shall provide the Board with "Conflict of Interest" disclosures and/or statements by each of its Board of Directors members and employees who may be in conflict with this Agreement. "Conflict of Interest," as this term is used herein, shall be defined by Missouri law.

14. OVERPAYMENT. OATS shall reimburse the Board or apply a credit to the next scheduled invoice to the 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 OATS is financially unable to reimburse the Board for an overpayment, the Board shall have the option of: withholding the overpaid amount from the next scheduled payment as identified in this Agreement; withholding the overpaid amount from the next scheduled payment as identified in a separate or unrelated agreement; not entering into and executing a future agreement until the overpayment is reimbursed; or taking additional steps or actions to recover the overpaid amount(s).

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

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 Board or authorized agent 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 the Board shall be emailed, mailed, or delivered to the Board at:

Camden County Developmental Disability Resources
P.O. Box 722 (mailed)
100 Third Street (delivered)
Camdenton, MO 65020

-OR-

5816 Osage Beach Parkway, Suite 108 (delivered)
Osage Beach, MO 65065
director@ccddr.org

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

OATS, Inc.
2501 Maguire Boulevard, Suite 103 (mailed and delivered)
Columbia, MO 65201
dknipp@oatstransit.org

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2021 to December 31st, 2021.

18. EXHIBITS, ATTACHMENTS, 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

OATS, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”



| |
|---|
| Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018, October 8, 2020 |
| Subject: Program Funding & Purchase of Services and/or Supports Agreements |

PURPOSE:

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

POLICY:

I. General Information

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

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

II. Annual Program Funding and POS Agreements

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

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

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

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

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

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

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

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

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

IV. Eligibility Criteria

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

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

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

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

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

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

B. The annual funding application requirements are as follows:

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

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

C. The special funding application requirements are as follows:

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

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

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

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. Program Funding

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

2. POS Agreements

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

B. Special Funding

1. New Programs

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

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

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

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

2. Construction/Renovation Projects & Purchases of Property

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

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

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

5. Health and Safety

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

IX. Monitoring of Funds Utilization

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

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

F. Purchase of Property

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

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

X. Monitoring Agencies Receiving Funds

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

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-58

APPROVAL OF AMENDED POLICY #1

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-58



Policy Number:
1
Effective Date: May 1, 2008
Revised: 4/20/09, 9/27/2017,
December 10, 2020

Subject: Person-Centered Planning

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall implement a policy for person-centered planning.

POLICY:

It is CCDDR’s policy to develop an Individual Support Plan for each client who receives Support Coordination services from CCDDR. Planning is a client/family-directed process. Such plans shall be modified and updated, depending on the client’s needs and preferences. Services authorized in all Individual Support Plans that are funded through the Dept. of Mental Health billing system, including all Medicaid waiver plans, shall comply with Division of DD Service Monitoring guidelines.

DEFINITIONS:

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

Missouri Quality Outcomes: A collection of positive outcomes identified by people with disabilities, family members and friends outlined in the *Missouri Quality Outcomes Discussion Guide*. The *Discussion Guide* document serves as a tool designed to assist the service delivery network to put these desired concepts into practice. The Missouri Quality Outcomes can be found at <https://dmh.mo.gov/dev-disabilities/quality-programs/outcomes>

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

I. Missouri Quality Outcomes

All plans developed by CCDDR Support Coordination staff shall be in accordance with the DDD's Quality Outcomes. There are the fundamental values that form the foundation of the Outcomes and these should be considered throughout planning.

II. Support Planning Process

A. Individual Support Plans:

Every client receiving services from CCDDR shall have an Individual Support Plan. The Support Coordinator in conjunction with the client, family members, the client's legal representative (if applicable), and other team members shall hold a meeting to develop an Individual Support Plan within thirty (30) days after the individual has been found eligible for services through the Rolla Regional Office. The plan must contain a description of immediate needs, especially those that relate to issues of health and safety. The plan must include information about what staff and others need to know and do so that the client's immediate needs are met, especially those that relate to health and safety. The Support Coordinator must make sure that each item in the plan has enough detail and/or examples so that someone new in the client's life understands what is meant and how to support the client.

B. Plan Components:

All Individual Support Plans developed by CCDDR Support Coordination staff shall contain at least the minimum information required to comply with the Division of DD's approved Individual Support Plan format. Accordingly, all Individual Support Plans developed by CCDDR Support Coordinators shall define desirable changes in the client's life, creating personal outcomes and goals in 6 domains:

- Daily Life and Employment
- Community Living
- Social and Spirituality
- Healthy Living
- Safety and Security
- Citizenship and Advocacy

III. Updating Plans

Individual Support Plans are expected to change and develop over time as CCDDR Support Coordinators and others get to know the client well, spending time with the client in a variety of situations and environments. Plans must be reviewed (and updated if necessary) on at least a quarterly basis. However, review and update of the plan must also occur when:

- The client or the client's guardian requests that information be changed or added

- Others invited by the client to participate in his plan provide additional information
- The need for supports and services change, i.e. the client's level of functioning may change requiring either a reduction or increase in services; the client's natural support system may expand, reducing the need for a paid service; or staff discovers another agency that will provide additional resources to the person

When the CCDDR Support Coordinator makes major changes to a Plan, the client supported and/or their guardian must be aware of and approve any changes made. Documenting this approval requires the signature of the client or guardian on the Personal Plan Systems Page. Major changes to a Plan include the following:

- Adding or changing a service. (e.g. client begins receiving respite, client moves from a group home or ISL, etc.)
- Proposing to restrict the client's rights
- Taking any other type of adverse action (e.g. canceling a service, termination from the waiver)
- Adding an outcome.

Minor changes (information only) may be made to a Plan without prior consent/approval of the client or their guardian.

IV. Plans And Waiver Documentation

CCDDR Support Coordinator shall ensure that information in the Plan is consistent with and does not contradict information in other Medicaid waiver documentation. When developing a plan that prescribes waived services, the CCDDR Support Coordinator shall consider what supports are needed in the areas covered by the Waiver Level of Care Form. Any "significant limitation" in the five areas of major life functioning on these assessments would represent an issue for the person, and must be addressed in the Plan.

V. Plan Monitoring/Reviews

The CCDDR Support Coordinator in conjunction with the other team members shall review every Individual Support Plan at least annually. Health Inventory reassessments shall be completed for all clients in residential placement per Regional Center schedule. Quarterly Reviews shall be completed for all clients, and Monthly Reviews shall be completed for applicable clients receiving residential services. The Quarterly/Monthly Reviews shall provide an overview of progress made toward plan outcomes and goals, recommendations for changes to plan, Support Coordinator contacts, Service Monitoring notes, and other pertinent information relating to the client.

VI. Authorization of Services

All services to be paid by the Division of DD and/or CCDDR must be documented in a client's Individual Support Plan or Individual Support Plan amendment before the services are authorized, delivered, or purchased.

VIII. Quality Assurance

The Division of DD's Targeted Case Management, Technical Assistance Coordinator, will evaluate a sample of plans from CCDDR quarterly to ensure that the mandatory components of the Missouri Individual Support Plan Guidelines are implemented.

REFERENCES:

- CARF Standards Manual
- Missouri Individual Support Plan Guidelines, revised January 2018 and effective February 2018
- Medicaid Waiver Manual
- RSMO 633.110
- Division of DD Quality Outcomes Discussion Guide
- 9 CSR 45-3.010
- RSMo 630.655
- Division of DD Directive 3.020
- Division Directive 4.060



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-59

APPROVAL OF AMENDED POLICY #9

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #9, Client Abuse and Neglect.
2. That the Board hereby amends and adopts Policy #9 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-59



Policy Number: 9
Effective: May 1, 2008
Revised: April 19, 2010,
October 16, 2017, December 10, 2020

Subject: Client Abuse/Neglect

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to be in compliance with 9 CSR 10 5.200 of the Missouri Code of State Regulations (CSR) as well as Department of Mental Health Department Operating Regulation (DOR) 2.210; it shall be the policy of CCDDR that abuse or neglect of individuals served by this organization is strictly prohibited.

The staff, Board Members, and provider network that CCDDR works with are all cognizant of the fact that persons with developmental disabilities are vulnerable to abuse and neglect as well as being taken advantage of with regard to personal assets. CCDDR as an agency shall have no tolerance of abuse or neglect of persons served whatsoever, and shall take all necessary steps to adhere to all applicable state statutes and policies in this area. CCDDR shall train all new staff on all aspects of identifying and reporting suspected or observed abuse/neglect/exploitation, as well as methods of conducting inquiries into possible abuse, neglect, and/or financial exploitation when there is uncertainty as to Reasonable Suspicion.

DEFINITIONS:

Neglect: This is the failure of any employee to provide reasonable or necessary services to maintain the physical and mental health of any client when that failure presents imminent danger or the health, safety or welfare of a client, or a substantial probability that death or physical injury would result.

Misuse of Funds/Property: The misappropriation or conversion for any purpose of a client's funds or property by an employee or employees with or without the consent of the client, or the purchase of property or services from a client in which the purchase price substantially varies from the market value.

Verbal Abuse: This is when an employee makes a threat of physical violence to a client, when such threats are made directly to a client, or about a client in the presence of a client.

Medication Error: This is any mistake in prescribing, dispensing, or administering medications. A medication error occurs if a client receives an incorrect drug, drug dose, dosage form, quantity, route, concentration, or rate of administration. This includes failing to administer the drug or administering the drug on an incorrect schedule. Levels of medication errors are:

- A. Minimal: medication error is one in which the client experiences no or minimal adverse consequences and receives no treatment or intervention other than monitoring or observation.
- B. Moderate: medication error is one in which the client experiences short-term reversible adverse consequences and receives treatment and or intervention in addition to monitoring or observation.
- C. Serious: medication error is one in which the client experiences life-threatening and/or permanent adverse consequences or results in hospitalization. Serious medication errors may be considered abuse or neglect and shall be subject to investigation by the Department of Mental Health.

Physical Abuse: This is when an employee is purposefully beating, striking, wounding, or injuring any client in any manner whatsoever; an employee mistreating or maltreating a client in a brutal or inhumane manner. Physical abuse includes handling a client with any more force than is reasonable for a client's proper control, treatment, or management.

Sexual Abuse: When there is any touching, directly or through clothing, of a client by an employee for sexual purpose or in a sexual manner. This includes but is not limited to: kissing; touching the genitals, buttocks, or breasts; causing a client to touch the employee for sexual purposes; promoting or observing for sexual purpose any activity or performance involving clients including any play, motion picture, photography, dance, or other visual or written representation; failing to intervene or attempting to stop inappropriate sexual activity or performance between clients; encouraging inappropriate sexual activity or performance between clients.

POLICY:

I. Reporting Requirements

The Department of Mental Health DOR 2.210 requires all CCDDR employees to immediately report any complaints they receive or make a complaint themselves if they know through direct or indirect means that abuse, neglect, misuse of funds/property has occurred or suspect that such has occurred. Employees who fail to report complaints of known or suspected incidents of abuse, neglect or misuse of funds/property or any other misconduct are subject to discipline, criminal prosecution or both.

Abuse, neglect, or misuse of funds/property may be discovered through:

- Service Monitoring
- Discovery of unknown/suspicious injuries during physician visits
- Discovery of unknown/suspicious injuries during visits from Community RN
- Misuse of funds discovered through Regional Office fiscal review
- Verbal or written complaints
- Observations in the community

- Reviewing documentation i.e. event reports, observation notes, staff logs, provider agency monthly reports, etc.

When the Support Coordinator receives or discovers any information suggesting abuse, neglect or misuse of funds/property, the Support Coordinator will do the following:

- Contact the provider and ensure the safety and well-being of the client(s). Ensuring the safety of the client may involve removing clients from the facility and/or placing a monitor in the facility pending an inquiry or investigation, in consultation with Rolla Regional Office.
- Inform Director/Supervisor of situation.
- Ensure that a Division of DD Community Event Report Form is thoroughly and accurately completed, contains a detailed account of any actions or statements made surrounding the allegation, and lists all potential witnesses. The Community Event Report must be faxed to the Regional Office no later than the next business day.

II. Inquiries

In instances where it is uncertain as to if Reasonable Cause for an investigation exists, the CCDDR Director or Regional Office Director may request that the Support Coordinator perform an inquiry. An inquiry is designed to gather facts so the Regional Office can determine if an investigation is needed, and if Reasonable Cause exists for an investigation. All client injuries of unknown origin must be followed up with an inquiry. Inquiries must be completed within 10 working days.

A designated staff member (typically the Support Coordinator, Regional Center QA staff and/or SC Supervisor) will do the following:

- Will gather additional information if necessary and compare the information provided to the definitions of abuse, neglect, misuse of funds/property
- Will ask the provider agency to secure any physical evidence pertinent to the complaint if available
- Ensure the Department of Social Services, Children's Division (1-800-392-3738) is contacted if the client(s) is under the age of 18; OR
- Ensure the Department of Health and Senior Services, Elderly Abuse/Neglect Hotline (1-800-392-0210) is contacted if the client is over the age of 18 and the suspected abuse, neglect or misuse of funds/property occurred while the client was not receiving paid supports from DMH at the time the allegation occurred

- If the information suggests abuse, neglect or misuse of funds/property may have occurred, immediately forward the report to designated regional center personnel for processing as an abuse, neglect, or misuse of funds/property complaint

All CCDDR Support Coordination staff shall receive training in conducting inquiries. Following completion of the inquiry process, if the allegation(s) concern physical abuse, sexual abuse or misuse of funds/property, the designated staff should also do the following:

A. Physical Abuse:

If an injury occurred, ensure:

- Pictures are taken immediately
- A physical examination is performed by a qualified medical staff as soon as practical
- If Support Coordinator discovered abuse during client visit, Support Coordinator is to stay on site to ensure client(s) safety and contact his/her supervisor immediately
- Local law enforcement is contacted

B. Sexual Abuse:

If there is reasonable cause to believe penetration has occurred, ensure:

- A physical examination is conducted immediately
- The physical examination should be performed by a medical professional at a facility qualified in the “rape kit” examination
- Ensure local law enforcement is contacted

C. Misuse of Funds/Property:

- Ensure local law enforcement is contacted

If the Support Coordinator suspects or has observed abuse/neglect during a Service Monitoring visit or any other visit to the client, s/he shall stay on site and ensure the safety of the client(s). Ensuring the safety of the client may involve removing clients from the facility and/or placing a monitor in the facility, in consultation with Rolla Regional Office. The Support Coordinator will also contact his/her supervisor, and contact law enforcement officials, if necessary.

III. Investigation/Disposition Process

The Regional Office makes the determination as to if an investigation shall be initiated. If so, the Regional Office completes an Investigation Request form and this along with the Community Event Report form are electronically submitted to the Department of Mental Health Investigative Unit for review to determine that all criteria for investigating the complaint are met. The DMH Investigations Unit completes the Request form, assigns an investigator and determines the timeframe for beginning and ending the investigation.

The investigator reviews the circumstances surrounding the allegation and interviews all persons having knowledge relative to the allegation. Once interviews are completed, the investigator writes the investigative report and forwards it to the Investigative Unit for review. Following internal review, the final report and a list of recommendations with regard to the outcome of the investigation is forwarded to the Regional Office Director, who is the determiner for disposition of the complaint.

The Regional Office Director reviews the investigative report and recommendations then determines if sufficient information is present within the investigative report to make a preliminary finding. If the Director determines that additional information is needed prior to making a finding, the Director completes the Determiner Response form to seek additional information. If the information is sufficient, the Director makes a preliminary determination to substantiate or not substantiate the allegation and notifies the alleged perpetrator of this preliminary finding.

If a substantiation finding is made, the alleged perpetrator may exercise his or her due process right by meeting with the Regional Office Director or providing additional information in writing to the Director for review and further consideration. The Regional Office Director considers any additional information pertinent to the allegation and subsequent investigation and makes a final determination to substantiate or not substantiate the allegation.

If the alleged perpetrator disagrees with the final decision of the Regional Office Director, that person may appeal the decision to the Director of the Department of Mental Health. The Office of the General Counsel for the department will assign a hearings officer to review the case, set a hearing date and hear the appeal from the alleged perpetrator. The hearings officer will consider all relevant testimony presented at the hearing and render the final decision of substantiation or no substantiation for the department. The Final Determination form is completed once all due process and administrative hearing rights have been exhausted and the final decision rendered.

REFERENCES:

- DOR 2.210
- DOR 4.270
- Division of DD Directive 3.010
- Division of DD Directive 3.050
- Division of DD Directive 4.030
- Division of DD Directive 4.070
- 9 CSR 10-5.200
- RSMo 36.390
- RSMo 630.167
- RSMo 630.168
- RSMo 630.170
- CARF Standards Manual



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-60

APPROVAL OF AMENDED POLICY #26

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #26, Confidentiality of Client Information.
2. That the Board hereby amends and adopts Policy #26 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-60



Policy Number: 26
Effective: May 1, 2008
Revised: September 18, 2017,
December 10, 2020

Subject: Confidentiality of Client Information
& Access to Client Records

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy for employees and Board members to maintain confidentiality of clients who receive services from CCDDR. Confidentiality is defined as the non-disclosure of private, personal information. State and Federal statutes regarding confidentiality protect information about individuals receiving services from the Department of Mental Health and CCDDR.

DEFINITIONS:

Personal Record: Any information or data recorded in any medium, including, but not limited to, handwriting, print, files, and computer-generated information.

Confidential Personal Information: Personal and identifiable records including:

- The name of the individual, the individual's parents or to the family members or guardian
- The individual's address and phone number
- A personal identifier such as the individual's social security number
- A list of personal characteristics, diagnostic data, etc. which would make the individual's identity known and easily traceable
- Other information that would make the individual's identity known and easily traceable

Disclosure/Dissemination: Permitting the release, transfer, or other communication of confidential or personal information orally, in writing, by electronic means, or by any other means to any party.

Access: Permitting any person/agency the opportunity to review confidential personal information – this includes the personal file, which is for the purpose of gathering information, program evaluation, copying reports, etc.

POLICY:

It is CCDDR's policy that files or personal information and records of clients served by CCDDR are the property of CCDDR and are maintained for service to persons being supported. It is the responsibility of all employees and Board members of CCDDR to ensure the integrity

of client confidentiality and protect personal information against loss, tampering, or use by unauthorized persons.

CCDDR staff members and volunteer staff will receive training on the issues of confidentiality prior to conducting responsibilities with clients.

Staff and volunteers will not share or disclose to outside entities personal information or Protected Health Information (PHI) about clients to outside persons without prior written authorization/consent from the client or the client's guardian. The authorization shall be in effect for no longer than one (1) year. Only information specific to the authorization is to be released.

Information with regard to adult clients who are their own guardians may not be shared with parents or other relatives of the clients without a signed authorization from the clients.

Client information will not be shared in public settings or in open meetings of the CCDDR Board of Directors.

In compliance with this policy, CCDDR staff shall:

- A. Adhere to the standards set forth in the Department of Mental Health Notice of Privacy Practices.
- B. Collect, use, and disclose client Protected Health Information (PHI) only in conformance with state and federal laws and current client/guardian authorizations, as appropriate. CCDDR staff will not use or disclose PHI for uses outside of treatment, payment, or health care operations (TPO) without a signed authorization from the client/guardian.
- C. Act as responsible information stewards and treat all PHI as sensitive and confidential. Consequently, CCDDR staff will:
 - Treat all PHI data as confidential in accordance with professional ethics, accreditation standards, and legal requirements
 - Not disclose PHI data unless the client (or the client's authorized representative) has properly consented to or authorized the release or the release is otherwise authorized by law
- D. Recognize that, although CCDDR as an agency "owns" the client record, the client/guardian has a right to inspect and obtain a copy of the client's PHI. In addition, clients or their guardians have a right to request an amendment to their record if they believe their information is inaccurate or incomplete. CCDDR will:
 - Permit clients or their guardian access to their record when their written requests are approved by our agency; however, if we deny their request, then we must inform the

- client/guardian that they may request a review of our denial
 - Provide client/guardian an opportunity to request the correction of inaccurate or incomplete PHI in their medical records in accordance with the law and professional standards
- E. CCDDR will document all disclosures of PHI for purposes other than treatment, payment, and health care operations for each client. We will provide this information to clients or their guardian upon request, so long as their requests are in writing.
- F. All CCDDR staff will adhere to any restrictions concerning the use or disclosure of PHI that clients or their guardians have requested and have been approved by CCDDR.
- G. All CCDDR staff must adhere to this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment.

This confidentiality policy will be reviewed with staff upon hire, Board members upon appointment, and on an annual basis thereafter. This review will be signed and dated by the employee and/or Board member and placed in the employee's and/or Board members' file.

The following persons employed by CCDDR and the following agencies shall have authorized access to client clinical records within the CCDDR facility:

- All Administrative Staff, the TCM Administrative Assistant, and/or other designated employee(s)
- All Support Coordination staff shall have access to the record for those on their caseload, and, if circumstances warrant, other clients served by CCDDR
- Rolla Satellite Regional Office staff
- Health and Human Services staff
- Client's physician and/or dentist
- Social Security or Medicaid representatives for eligibility of benefits determination and for HCBS Compliance reviews

Under no circumstances will individual client records and personal information be accessible to persons not authorized as per this policy. Access to records will not be permitted without specific consent of the client or the client's legal guardian.

The Executive Director shall give persons being supported or the guardian of an individual being supported access to the individual's clinical record under the following conditions:

- The request shall be made in writing to the Executive Director – the request shall be kept in the individual's record
- The Executive Director may deny access to any personal information if access is determined to be inconsistent with the individual's care, treatment or habilitation – the reason for withholding the record shall be documented in the individual's file and a copy

- given to the person requesting the information
- The individual's record may be reviewed only in the presence of the Executive Director or designated CCDDR representative

Only information generated by the agency will be given to clients and/or the client's guardian. Information from other facilities/agencies should be requested directly from the original source.

All physical and electronic client records and information shall remain in CCDDR's care and custody for the applicable and/or minimum required time as required by Federal and/or State Law.

REFERENCES:

- 630.140 RSMo
- CARF Standards Manual
- CCDDR HIPAA Policies/Procedures
- DMH DOR 8.005
- DMH DOR 8.010
- 45 CFR Section 164.502 et seq.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-61

APPROVAL OF AMENDED POLICY #33

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #33, Log Notes.
2. That the Board hereby amends and adopts Policy #33 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-61



Policy Number:
33
Effective: January 1, 2013
Revised: September 18, 2017,
December 10, 2020

Subject: Log Notes

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy that log notes are to be maintained electronically and document all contact, attempts at contact, and other pertinent information regarding the clients CCDDR serves.

DEFINITIONS:

Log Note (aka case note): This is the written documentation of contact and other pertinent information regarding a client, usually written by the Support Coordinator. These log notes are protected under HIPAA and may contain sensitive information. Log notes are written electronically and saved in CCDDR’s online Targeted Case Management database system.

Review Process: This is any regular review of the effectiveness of the services outlined in the Individual Support Plan.

PHI: Protected Healthcare Information.

HIPAA: Health Insurance Portability and Accountability Act

POLICY:

Log notes are part of the PHI protected by HIPAA. Log notes will be written in complete sentences, without misspelled words, and shall adequately explain the service provided. The note should tell what action occurred and why, and identify the parties involved. The reader should be able to infer from the description of who, what, where, when, why, and the benefit the individual received. The note should include observations, data, activities, and descriptions. The log note should always describe what the Support Coordinator has done. If referring to another document, the note should state the specifics related to that document. Log notes will not be sent to any individual, guardian, agency, or client as part of a regular review process. Log notes will not leave the premises in the absence of a court order or a valid authorization completed by the client or applicable personal representative, with limited exceptions.

The Targeted Case Management Supervisors, Executive Director, or designated CCDDR Privacy Officer should obtain written information regarding the identity of the requestor, the date of the request, the nature and purpose of the request, and any authority that the requestor has to request such information. If other staff receives a completed authorization and/or release form, they shall direct it to the Targeted Case Management Supervisors, Executive Director, or designated CCDDR Privacy Officer for review. A Transfer Request received

from another TCM entity after a client has re-located shall serve as authorization to release the last 6 months of log notes in an attempt to make the client's transition to new services more efficient.

Any other disclosures that occur shall be limited to the minimum amount of information necessary to meet the purpose of the use or disclosure. Exceptions to the minimum necessary requirement are as follows:

- The client or guardian authorizes the disclosure
- Disclosures required by law

Clients and guardians of clients can access these files according to the guidelines established by HIPAA and Division of Developmental Disabilities Directives.

REFERENCES:

- Division of DD Directive 3.020
- Division Directive 4.060
- Health Insurance Portability and Accountability Act Of 1996/Public Law 104-191
- DDD Targeted Case Management for Individuals with Developmental Disabilities
- Division of DD Technical Assistance Manual.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-62

APPROVAL OF AMENDED POLICY #34

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #34, Quarterly Review.
2. That the Board hereby amends and adopts Policy #34 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-62



Policy Number:

34

Effective: January 1, 2013

Revised: September 18, 2017,

December 10, 2020

Subject: Quarterly/Monthly Reviews

PURPOSE:

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

DEFINITIONS:

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

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

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

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

POLICY:

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

I. Plan Monitoring/Reviews

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

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

II. Quality Assurance

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

REFERENCES:

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



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-63

APPROVAL OF AMENDED RISK MANAGEMENT PLAN

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2020-63

Camden County Developmental Disability Resources Risk Management Plan

(Revised 09/2017, 12/2020)

PART I: GENERAL RISK MANAGEMENT

A. Risk Management Philosophy

Camden County Developmental Disability Resources (CCDDR) seeks to involve all staff and board members in identifying and mitigating potential areas of risk. The views and participation of all CCDDR staff and board members will be sought as CCDDR identifies risk management priorities and implements strategies for modifying, retaining, or financing risk. Risk Management includes not only protection of assets through safety measures and procurement of insurance, but also monitoring potential threats to the board, such as loss of revenues. Annual reviews of CCDDR's Risk Management Plan shall be performed by the Administrative Planning Team and presented to the CCDDR Board of Directors when revisions are necessary.

Risks are any uncertainties about a future event that threatens CCDDR's ability to accomplish its mission. As with other nonprofit agencies, "assets" fall into the following categories.

- People – board members, volunteers, employees, clients, donors, and the public
- Property – buildings, facilities, equipment, materials
- Income – tax revenues, Medicaid billing, grants, and contributions
- Goodwill – reputation, stature in the community, and the ability to raise funds and appeal to prospective volunteers

CCDDR's risk management efforts should ideally be tailored to identify and mitigate risks in each of these areas.

B. Statement of Policy

It is the primary objective of CCDDR to assure not only the physical health and safety of all members of the agency, including staff, but also the health and safety of persons served by the agency. As such, this Risk Management Plan will address both of these areas. Therefore, it is the policy of CCDDR to conduct its operations in accordance with accepted safety rules and procedures, with the idea that safety is of first importance in the discharge of duties.

Safety and health hazards and potential loss situations in the workplace can be minimized through leadership of management. However, all employees must support and cooperate with the safety policies, programs, and procedures in order for this endeavor to be successful.

All employees are encouraged to participate, cooperate, and support the CCDDR goal of a safe, a healthy, and an accident-free workplace. All CCDDR Support Coordination staff shall also make every effort to ensure that clients served in community settings are also supported in healthy and safe settings. Individually and collectively, all CCDDR employees have a role and responsibility in working towards these safety and health

objectives not only for themselves, but also to provide safe and efficient service to our local citizens and the general public.

C. Risk Management Goals

CCDDR seeks to involve appropriate personnel at all levels of the organization in the identification of risks and creation of practical strategies in order to make certain that the organization's approach to risk management considers diverse perspectives and staff understand their roles and responsibilities in protecting the mission and assets of the organization. The primary goals of the CCDDR Risk Management Program are:

- Ensure the health and safety of employees, volunteers, and guests of CCDDR
- Ensure the health and safety of all clients served in community settings that are monitored by CCDDR.

D. Areas of Potential Liability

General Liability

CCDDR's property and liability risks will be assessed by written surveys identifying any exposures or potential hazards. A thorough, well-documented, and regularly scheduled self-inspection of our premises will be completed, and the necessary steps will be taken to minimize the impact on possible losses.

Dishonesty/Crime

A fidelity risk is the loss or destruction of money or securities due to theft, fire, dishonesty, or improper appropriation or use of agency funds. The prudent use of regular audits and financial reviews should reveal if where and when fidelity risks are present. Individuals in positions where money or securities are present will be bonded, and a reputable accounting firm will complete an annual financial audit.

Contractual Liability

Contractual liabilities can occur as a result of contracts, including purchase and sales agreements, leases, bond indentures, mortgage or loan agreements, construction contracts, and service contracts. Only CCDDR's Executive Director, authorized agents of the Executive Director, or authorized agents of the Board of Directors can sign contracts on behalf of CCDDR. The CCDDR Board of Directors may from time to time authorize a thorough review of all contracts and legal documents by legal counsel and MOPERM to reduce exposures in this area. A Certificate of Commercial General Liability (CGL) Insurance naming CCDDR as an "additional insured" will be requested whenever CCDDR enters into a contract with a contractor. It is important to remember there is a distinction between being listed as "certificate holder" and being listed as an "additional insured". A "certificate holder" does not automatically have "additional insured" status and therefore does not protect CCDDR.

Tort Liability

Tort liabilities often result from alleged actions, errors, or omissions by officials. To reduce agency exposures in this area, any new bylaws, or policies/procedures may be subject to review by CCDDR's legal counsel prior to adoption.

Employment Practices

Employment Practices Liabilities can be reduced by strictly following established written Personnel Policies and Procedures. All employment-related decisions will be thoroughly reviewed by management and may be reviewed by legal counsel as well prior to any action being taken.

E. General Safety Principles

CCDDR strives at all times to operate in compliance with local, state, and federal laws and regulations. CCDDR shall adhere to the policies and standards of the Commission on Accreditation of Rehabilitation Facilities (CARF) in matters related to the health, safety, and well-being of service recipients. All persons affiliated with CCDDR bear responsibility for the health, safety, and security of service recipients, which is a primary responsibility of the Board of Directors, Executive Director, operational volunteers, and program staff. Safety and risk management strategies are multi-faceted and include:

- Thoughtful screening, selection, and training of operational volunteers and paid staff
- Creation and enforcement of policies, standards, guidelines, and procedures as guides for planning
- Effectively monitoring services provided by agencies serving clients with developmental disabilities
- Maintaining safe and secure facilities
- Establishing procedures to be followed in the event of an emergency.
- Maintaining clear communications channels
- CCDDR purchases insurance coverage as a financing mechanism for certain risks but recognizes that insurance is not a substitute for vigilance in planning and implementing programs

F. General Safety Rules

The following General Safety Rules are prescribed guidelines for proper employee behavior, conduct and action. These are general safety rules that apply at all work locations for CCDDR. They will be posted in a conspicuous manner. These rules will be reviewed annually and updated as needed. All personnel will be held accountable for adhering to these rules.

- Follow instructions, don't take chances, and if you don't know, ask
- Obey all rules, signs, and instructions
- Report immediately to your supervisor, Executive Director, and/or Compliance Manager any condition or practice you think might cause injury to employees or

clients served in community settings, might cause injury to the general public, or might cause damage to public or private property and equipment

- Know the location of fire/safety exits and evacuation procedures
- Keep all emergency equipment, such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways, clear of any obstacles
- Report any faulty electrical equipment – it will be removed from service until it can be repaired or replaced
- Practice and promote good housekeeping, put everything you use in its proper place, and keep your work area clean – proper housekeeping is mandatory for all areas
- Do not remove any guards or other protective devices from any type of equipment
- Use, adjust, alter, and repair equipment only when authorized
- Always wear the required Personal Protective Equipment (PPE) if required as a form of Universal Precautions and if you need additional equipment to safely perform the job, contact your supervisor
- **Ask and insist on sufficient help** before lifting heavy objects; when lifting, keep your back reasonably straight, bend your knees, and grasp the load firmly; raise (and lower) the load by using your legs (not your back); avoid twisting your body while lifting; and use mechanical devices when available
- No employee under the influence of alcohol or controlled substances shall be permitted to enter or remain in the workplace – the presence or use of alcohol or unauthorized drugs/substances by any employee in the workplace is strictly prohibited and is a violation of our Substance Abuse Policy (see Employee Manual)

G. Accident Investigation and Reporting

A CCDDR employee who is injured on the job or involved in some type of an accident must report the situation to the employee's supervisor, Executive Director, and/or Compliance Manager as soon as possible. Any employee witnessing an accident at work is to call for emergency help or whatever assistance appears to be necessary. In addition, the employee is to immediately report the accident to the Compliance Manager, Executive Director, or other authorized manager and take part in answering any questions related to the situation. When an employee is involved in or is a witness to a close call resulting in no damage or personal injury but which had the potential for both to occur, the employee must report it and submit a **Near Miss Report** form.

The Compliance Manager and Executive Director are responsible for investigating the accident, incident, or near miss. The investigation of accidents is not made for the purpose of placing blame on someone. Instead, the purpose is to ascertain the facts so that a reoccurrence of the accident is prevented. The Compliance Manager and Executive Director will attempt to determine the cause from the information gathered and take corrective action immediately, if necessary. The Compliance Manager and Executive Director shall discuss the situation with the employee, any witnesses, and/or other relevant personnel as soon as possible after it has been reported and after any

medical treatment. When the investigation is complete, the Compliance Manager will submit an **Accident Investigation Report** form.

Community Event Reports for clients served in community settings is crucial to monitoring the health and safety of persons served in community settings. These processes are detailed in separate policies of the Board. Furthermore, staff with the Division of Developmental Disabilities is responsible for trending of incident reports involving clients served to identify patterns and potential areas of staff training, etc. to reduce such incidents in the future. CCDDR shall obtain copies of such trending information performed by the Division in mitigating such incidents in the future.

A copy of the appropriate forms should be forwarded to the CCDDR Safety Officer, Targeted Case Management (TCM) Supervisor, Executive Director, and/or other duly appointed staff member, who will review during their next regularly scheduled meeting.

H. MOPERM Liability Claim/Incident Reporting

To report an incident or claim, the Executive Director and/or Compliance Manager shall contact the agency consultant for MOPERM. The consultant, Executive Director, and/or Compliance Manager will fill out the necessary forms and forward to MOPERM.

The consultant, Executive Director, and/or Compliance Manager shall complete a report for the following:

- Any third-party bodily injury or death
- Any property damage of a third party
- Any slip, trip, or fall incident – whether or not bodily injury is apparent
- Any automobile accident involving a covered vehicle – regardless of fault
- Any complaint about policies and procedures
- Any allegations of violations of Civil Rights
- Any other accident or incident that may result in a claim

These situations should be reported to the agency consultant for MOPERM as **claims** when the party involved has indicated they expect payment for their damages. **IT IS ESSENTIAL THAT ALL CLAIMS BE REPORTED TO THE AGENCY CONSULTANT FOR THE MOPERM OFFICE PROMPTLY. THE EXECUTIVE DIRECTOR AND/OR COMPLIANCE MANAGER SHALL NOT WAIT TO SUBMIT THE CLAIM UNTIL THE POLICE REPORT AND/OR ESTIMATES ARE OBTAINED.** These can be mailed, emailed, or faxed under a separate cover letter.

It is equally important that **incidents** of the above nature be reported promptly by the Executive Director and/or Compliance Manager. Not all incidents result in claims, but all claims do start as incidents. By recording and reporting incidents, problems can be identified and alleviated before they turn into claims. A reduction in claims will save CCDDR money, so it is certainly worth the time and effort to adequately complete the appropriate claim form.

The number of incidents reported will not affect the annual contribution for insurance. When there is doubt about whether or not to report something, always report it to be on the safe side.

IN THE EVENT OF SERIOUS INJURY, DEATH, OR CATASTROPHIC PROPERTY DAMAGE, THE EXECUTIVE DIRECTOR AND/OR COMPLIANCE MANAGER SHALL REPORT THE CLAIMS IMMEDIATELY BY CALLING THE AGENCY CONSULTANT FOR MOPERM.

I. Responsibility for Risk Management

Board of Directors

- Sets risk management goals & adopt annual operating objectives and budget with risk management included
- Reviews operational reports to determine compliance and future priorities.
- Ensures compliance with policies and standards imposed by CARF national accrediting organization
- Adopts and establishes policies and standards
- Reviews the organization's insurance program periodically, and reviews Risk Management reports
- Reviews the organization's risk management plan as needed

Executive Director

- Designs and carries out safety and risk management activities
- Performs annual review of the safety and risk management activities.
- Executes and authorizes execution of contracts for the organization
- Keeps the board apprised of emerging threats and opportunities facing the organization
- Coordinates meetings of the Administrative Planning Team
- Develops, implements, and monitors loss prevention programs
- Conducts contract reviews; develops indemnity agreements, hold-harmless agreements, and consent forms in consultation with legal counsel as needed
- Coordinates the purchase of insurance, and monitors/evaluates the insurance program, maintaining appropriate funding levels, accurate loss forecasting, claims management, loss prevention and cost containment programs
- Integrates risk management throughout the organization's programs

Administrative Planning Team

Currently, the Administrative Planning Team primarily consists of the Executive Director, Targeted Case Management Supervisors, Accounting Manager, and Compliance Manager. As CCDDR expands its services and client caseloads, the Administrative Planning Team may invite or add other participants as deemed necessary. All Board members are welcome to attend the team meetings. This committee will:

- Convene periodically, usually once per month, to review the agency's priority risks and corresponding risk management strategies
- Oversee the development, implementation, and monitoring of loss prevention programs
- Review trending data with regard to Community Event Reports for CCDDR clients served by the Board
- Evaluate the insurance program

J. Insurance Program for CCDDR

Insurance Advisors

CCDDR seeks an array of services from its insurance advisors. These services include, but are not limited to:

- Advising and assisting the organization to purchase adequate insurance coverage at an appropriate price
- Assisting the organization to report claims and acting as the organization's advocate in negotiations with carriers
- Providing premium and loss reports on a periodic basis
- Providing contract review for insurance implications
- Delivering loss-control assistance and services
- Providing appropriate educational resources, for example, training sessions for employees, volunteers, and the board of directors
- Keeping the organization abreast of critical developments in the insurance industry

K. Safety Training

It is essential that CCDDR's safety training be conducted efficiently in order to provide for accident prevention. To accomplish this objective, the following training will be provided:

- To all new employees immediately upon the start of their employment
- To current employees as certifications (i.e. First Aid/CPR) expire
- When new equipment or processes are introduced
- When procedures have been revised
- When new information about a process becomes available
- When an employee's performance needs improvement
- When loss analysis reveals trends contributing to injuries or claims

Although training will not solve all problems, it will prove useful in the prevention of accidents. Documentation is important in order to prove that training has occurred. All training shall be recorded in each employee's employment file, each Board member's record file, in the recorded minutes of meetings, or in employee logging reports.

L. Annual Risk Management Review

In consultation with the Administrative Planning Team, the Executive Director shall periodically review all areas of this Risk Management Plan, identify progress with previous Action Plan items, identify actual losses over the course of time, identify potential loss exposures within all areas, and proposed revised Action Plan items to prevent or reduce actual or potential losses.

PART II: ACTION PLAN

The following are specific operations and procedures of the Board that may contain areas of potential loss for CCDDR and ways to mitigate such exposures. These areas shall be reviewed periodically by the Executive Director and Board of Directors.

A. Governance Structure

Bylaws/Policies

The current bylaws were originally approved by the CCDDR Board of Directors on September 18, 2006. The CCDDR Executive Director performs an annual review of the bylaws and policies/procedures to determine the need for any revisions, and if necessary, recommends any such changes to the CCDDR Board of Directors for their review/approval. Ideally, the bylaws and policies/procedures should be reviewed by legal counsel to ensure compliance with federal, state and local laws. Every member of the board receives a current copy of the bylaws and policies/procedures when they join the board and whenever the bylaws are amended.

The original bylaws and all policies/procedures as approved by the Board and any amendments are stored at the CCDDR TCM office at 100 Third St. in Camdenton MO and Administrative Office at 5816 Osage Beach Parkway, Suite 108, Osage Beach MO.

Conflict of Interest Policy

The conflict of interest policy was originally adopted by the board on June 19, 2006. An annual Conflict of Interest Statement was also adopted by the board in November 2008. Every year each board member completes and signs a disclosure statement declaring any known conflicts and agreeing to comply with the policy. These annual statements are gathered each calendar year.

Board Member Policy Handbook

A board member policy handbook was developed in 2009. This handbook is supplemented by a compilation of all agency policies/procedures, agency bylaws, and requirements of the board of directors, and is given to all new board members and as changes are made.

Board Orientation

CCDDR provides orientation material to all new board members, including (but not limited to) the following documents:

- Policy/Procedure Handbook
- Bylaws
- New Board Member Job Description
- Current Year Agency Budget
- List of Other Board Members
- Current Strategic Plan
- Copy of MO Sunshine Law
- Mission Statement
- Brief History Of CCDDR
- Description of Agency Operations
- Financial Information
- Board Committees

Board Development

The board of CCDDR strives to enhance the ability of its members to govern the organization by providing training for board members. Periodically the board will assess the educational needs of the members and offer training, support, or assistance as needed.

Board Self-Assessment

To become a more effective board, the CCDDR board members will conduct a board self-assessment at least annually. The board will use the self-assessment as a tool to improve its performance and energize the organization to achieve its mission.

Board Recruitment and Nomination

CCDDR strives to have a diverse and qualified board with people who bring the skills, qualities, and expertise needed to lead and govern the organization in accomplishing its mission.

Board Minutes

CCDDR recognizes the importance of the board meeting minutes and each board member is aware of his/her responsibility for ensuring the accuracy of the minutes. The minutes are maintained in a safe location to preserve their integrity.

B. Financing Strategy

To safeguard the assets and resources of CCDDR, the organization will purchase insurance for those insurable risks of major importance to mission-critical operations and the financial health of the organization. It is the Executive Director's responsibility to oversee the organization's insurance program and provide insurance reports to the board.

C. Human Resources Policies

Written Employment Policies

CCDDR believes that written employment policies are an essential risk management tool. The organization has compiled its key employment policies in a document titled the Employee Manual.

Communicating Policy Changes

All new policies are communicated in writing to staff through the use of memos and other appropriate policy documents. In addition, new policies are incorporated in the policy manual when that manual is updated periodically. CCDDR reviews and, if necessary, updates its Employee Manual periodically in order to insure that policies remain suitable for the organization and are in compliance with state and federal laws.

Use of Position/Job Descriptions

CCDDR uses job descriptions for both paid and volunteer positions in the organization. These documents are developed by supervisory personnel and updated on an as needed basis.

Employee Orientation

The Compliance Manager and immediate supervisor are responsible for designing and conducting appropriate orientations for new employees. Basic orientation must take place within the first two weeks of employment. A typical orientation includes review of key policies; an introduction to software and hardware programs that will be used by the employee; introduction to other staff and key volunteers; and a review of the supervisor's expectations and reporting requirements. A checklist of new employee training and/or orientation topics shall be maintained and kept within the employment files.

Staff Supervision

CCDDR views effective staff supervision as an essential component of risk management. The need for additional supervisory staff in addition to the Executive Director shall be evaluated periodically to ensure that the agency is able to effectively

accomplish its mission and objectives. Supervisory staff shall be expected to communicate their expectations of direct reports clearly and consistently and hold employees accountable with regard to key tasks and responsibility and compliance with the organization's employment policies. All employees are encouraged to raise concerns or questions about work priorities and assignments with their direct supervisor.

Performance Appraisal Process

The Executive Director will conduct performance reviews and planning sessions at the end of the 90-day introductory period for new managers and thereafter on a periodic basis. The appropriate manager or supervisor shall conduct performance reviews and planning sessions at the end of the 90-day introductory period for new employees and thereafter on a periodic basis. A goal setting exercise is part of this process.

Client Safety

Clients served by CCDDR shall be provided with a copy of Client Rights at the time of initial contact/service delivery, as well as methods in which to report abuse and neglect. CCDDR Support Coordination staff shall monitor the on-going health and safety of clients served in accordance with Division of DD guidelines. This includes the Service Monitoring function, review of Event Reports, and other quality assurance processes.

Reference Checks

CCDDR's screening process includes checking references for finalists for paid and volunteer positions.

Criminal History Background Checks/Initial Drug Screen

It is the policy of CCDDR to conduct criminal history background checks and an initial drug screen on all applicants for employment positions.

Emergency Procedures

To ensure the safety of all staff and clients, CCDDR has established an Emergency Action Plan, which is contained within the Health & Safety Manual, which is a separate document from this Plan. The Emergency Action Plan is a way for CCDDR to prepare and plan for various emergencies. All personnel are responsible for knowing and following the Health & Safety Plan in the event of an emergency.

D. Financial Management/Board Revenues

The Financial Management practices of the board are outlined in the board's policies and procedures. Appropriate internal controls, cash management systems, and financial

accounting systems shall be utilized to protect the assets of the board and reduce the likelihood of waste and/or fraud of board resources.

Budgeting Process

The budgeting process utilized by the board is outlined in the board's policies and procedures. The proposed annual budget document submitted by the Executive Director shall be developed in consultation with the Budget Appropriations Committee and the Administrative Planning Team. The proposed annual budget shall be accompanied by a budget summary containing key changes from last year's budget, revenue and expense justifications, etc. The approved budget document shall coincide with the board's priorities as contained in its Strategic Plan.

Financial Statements

Unaudited financial statements are produced monthly by the Executive Director. The financial statements shall contain a monthly balance sheet; cash flow statements; budgeted vs. actual income/expense statement for the month and year to date; and a check detail for the reported month.

Audit

Per policies/procedures, the board obtains an annual independent audit from a licensed Certified Public Accountant with experience in auditing political subdivisions of the State of Missouri.

Investment Policy

Reserve funds of the board that are controlled by the board shall be invested in accordance with the board's Investment Policy. The Executive Director in conjunction with the Administrative Planning Team and the Budget Appropriations Committee of the board shall monitor the investment of all board funds. The board shall obtain quotes per policies/procedures on current interest rates from local banks for all proposed investment tools from local/area banking institutions.

Board Revenues

CCDDR receives part of its revenues through a county-wide tax levy. CCDDR pays for the Support Coordination program through Medicaid TCM billings, non-Medicaid TCM billings, and administrative (aka ancillary) billings, when appropriate.

E. Fundraising and Public Relations

Gift Acceptance Policy

CCDDR may occasionally solicit and accept gifts for purposes that will help the organization further and fulfill its mission. Policies/procedures govern acceptance of gifts made to CCDDR for the benefit of any of its operations, programs, or services. CCDDR will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements
- Documents naming CCDDR as trustee or requiring CCDDR to act in any fiduciary capacity
- Gifts requiring CCDDR to assume financial or other obligations
- Transactions with potential conflicts of interest
- Gifts of property which may be subject to environmental or other regulatory restrictions

CCDDR urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

Gifts generally accepted without review are:

- Cash - Cash gifts are acceptable in any form, including by check, money order, or credit card; however, donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card
- Marketable Securities – Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached; all marketable securities will be sold promptly upon receipt unless otherwise directed by CCDDR's Board of Directors; and, in some cases, marketable securities may be restricted (for example, by applicable securities laws or the terms of the proposed gift – in such instances, the decision whether to accept the restricted securities shall be made by the Board of Directors)
- Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans – Donors are encouraged to make bequests to CCDDR under their wills, and to name CCDDR as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans
- Charitable Remainder Trusts – CCDDR will accept designation as a remainder beneficiary of charitable remainder trusts
- Charitable Lead Trusts – CCDDR will accept designation as an income beneficiary of charitable lead trusts

Gifts accepted subject to prior review are:

- Tangible Personal Property – the Board of Directors shall review whether to accept any gifts of tangible personal property in light of the following considerations:
 - ✓ Does the property further the organization's mission?
 - ✓ Is the property marketable?
 - ✓ Are there any unacceptable restrictions imposed on the property?
 - ✓ Are there any carrying costs for the property for which the organization may be responsible?
 - ✓ Is the title/provenance of the property clear?
- Life Insurance – CCDDR will accept gifts of life insurance where CCDDR is named as both beneficiary and irrevocable owner of the insurance policy; however, the donor must agree to pay, before due, any future premium payments owing on the policy
- Real Estate – All gifts of real estate are subject to review by the Board of Directors; henceforth, prior to acceptance of any gift of real estate other than a personal residence, CCDDR shall require an initial environmental review by a qualified environmental firm; in the event the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit; and criteria for acceptance of gifts of real estate include:
 - ✓ Is the property useful for the organization's purposes?
 - ✓ Is the property readily marketable?
 - ✓ Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
 - ✓ Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
 - ✓ Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?
- Miscellaneous – Gifts that would result in CCDDR violating its statutory authority; are too difficult or too expensive to administer in relation to their value; result in any unacceptable consequences for CCDDR; or are for purposes outside CCDDR's mission (decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board of Directors, in consultation with the Executive Director and, if appropriate, legal counsel)

Monitoring Restricted Gifts Policy

CCDDR will fulfill a donor's specified gift intent to the extent that doing so is legal, consistent with the organization's statutory authority, and capable of being performed. CCDDR will discourage donors from imposing investment and transferability restrictions on assets given to the organization. However, once donations with such restrictions have been accepted, the organization will comply with such restrictions.

Policy Concerning the Use of Solicitors

The Executive Director shall approve any proposed solicitation plan. The plan must indicate the targeted groups or audience that will be solicited, the literature that will be used to support the effort, the timeframe for the campaign, and the names of the persons who will be soliciting on the organization's behalf.

Fundraising and Public Relations Needs

There are no current needs.

F. Facilities

CCDDR seeks to utilize its resources and assets fully in achieving its mission. The prudent use of facilities and resources is required to protect the safety and well-being of all personnel—including staff, volunteers, and service recipients—while safeguarding the organization's financial assets. External and internal facility inspections shall be conducted in accordance with the policies and procedures set forth in CCDDR's Health & Safety Manual.

Preventative Maintenance

Facility preventative maintenance shall be performed in accordance with the policies and procedures set forth in CCDDR's Health & Safety Manual. The Compliance Manager is responsible for monitoring compliance with the preventative maintenance schedule and regular self-inspections and external compliance inspections of the CCDDR facility.

Storage of Sensitive Documents

There are certain agency documents which require safe and secure storage. This would include bank statements, insurance documents, payroll information, client records, etc. Storage issues revolve around both hard-copy documents as well as storage of electronic information. Client records are stored electronically and in a locked storage area with sprinklers onsite. All CCDDR file cabinets have locks. CCDDR also maintains back-ups of its online data storage systems.

Policy Concerning Invitees

CCDDR recognizes its duty of care as a property owner to maintain the organization's premises in a reasonably safe condition for outside guests, to look for unsafe or dangerous conditions on the premises, and either remedy the problems or issue an appropriate warning.

Using Others' Facilities Policy

CCDDR will only use others' facilities for special events, or in an emergency up to and until its facilities are inhabitable once again. The organization will be certain to:

- Have a written agreement signed by representatives of all parties that identifies the organization's requirements, expectations, and responsibilities with regard to the space; this may be a mutual aid agreement in the event of an emergency situation
- Fulfill its obligations as identified in the agreement and leave the site as tidy as it was found
- Supervise its employees, volunteers, and service recipients when they use the facility
- Prohibit serving alcoholic beverages in facilities being used in the name of the organization
- Obtain and review appropriate insurance coverage to cover injury, illness, and property damage

Policy Regarding the Use of Others' Homes or Apartments

CCDDR recognizes that many accidents occur when organizations have good intentions but poor planning. It will only accept the generous offer of the use of a privately-owned or leased home for its purposes when:

- Staff has ascertained that a public facility cannot be obtained to accommodate agency needs (purpose, budget, dates, times, etc.)
- The property owner has insurance to cover injury or accidents to visitors to the residence or is willing to obtain such coverage
- Parents or guardians of any clients served sign a waiver that is specific about any dangers associated with the use of the home (e.g. use of a swimming pool, riding horses on a ranch or farm)
- The apartment complex, condominium complex, or homeowners association has adequate insurance to cover injuries to guests (slips and trips in the lobby, elevator malfunction, use of the exercise room or pool, etc.)

G. Technology and Information Management

CCDDR has adopted a Technology Plan that details agency policies and procedures with regard to office technology systems. This is a separate document from this plan; however, the plan documents specific risk-mitigation strategies pertaining to office technology systems. The agency's technology needs are outlined in this separate document.

H. Vehicle Use

Providing transportation services to clients served is a potential function of the agency's Support Coordination program. The agency has a Vehicle Use policy that is outlined in the Health & Safety Manual. CCDDR also has a separate Transportation Manual and a Transportation Policy which address risk-mitigation strategies pertaining to transportation.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-64

RFP 2020-1: AWARD FOR CONFERENCE MICROPHONE & SOUND SYSTEM

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 publicly requested proposals in accordance with Missouri Statutes and Agency Policy #31 – Procurement.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, recognizes the need to install a conference and microphone sound system at 255 Keystone Industrial Park Drive, Camdenton, MO 65020, a Board owned facility.
2. That the Board publicly issued RFP 2020-1, Conference Microphone & Sound System, for competitive bidding and has performed all necessary procurement processes and evaluations.
3. That the Board authorizes the Executive Director to execute an Agreement with Modern Communications, Inc., for the procurement and installation of a conference microphone and sound system.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2020-65

RFP 2020-2: AWARD FOR AIR CONDITIONER REPLACEMENTS

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 publicly requested proposals in accordance with Missouri Statutes and Agency Policy #31 – Procurement.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, recognizes the need to replace all air conditioning units at 253 and 255 Keystone Industrial Park Drive, Camdenton, MO 65020, which are Board owned facilities.
2. That the Board publicly issued RFP 2020-2, Air Conditioner Replacements, for competitive bidding and has performed all necessary procurement processes and evaluations.
3. That the Board authorizes the Executive Director to execute an Agreement with Scotts Heating and Air for the replacement of the air conditioner units.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date