



December 12th, 2019

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

Open Session Board Meeting

Agenda

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

Tentative Agenda for Open Session Board Meeting on December 12th, 2019, at 5:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for November 14th, 2019

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Report
- LAI Monthly Report
- November 2019 Support Coordination Report
- November 2019 CARF Reports
- November 2019 Employment Report
- November 2019 Agency Economic Report
- October 2019 Credit Card Statement
- Resolutions 2019-46, 2019-47, & 2019-48

Speakers/Guests

- Cary Adams

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- Board Member Term Expirations (Update)

New Business for Discussion

- Quality Assurance Process & ISP Changes

November Reports

- Support Coordination Report
- CARF Reports
- Employment Report
- Agency Economic Report

October Credit Card Statement

Discussion & Conclusion of Resolutions

1. Resolution 2019-46: LAI POS Agreement January 1st to December 31st, 2020
2. Resolution 2019-47: CLC POS Agreement January 1st to December 31st, 2020
3. Resolution 2019-48: OATS POS Agreement January 1st to December 31st, 2020

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 Meeting - Pursuant to Section 610.021 RSMo, subsection (13)

Adjournment

The news media may obtain copies of this notice by contacting:
Ed Thomas, CCDDR Executive Director
5816 Osage Beach Parkway, Suite 108, Osage Beach, MO 65065
Office: 573-693-1511 Fax: 573-693-1515 Email: director@ccddr.org

November 14th, 2019
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of November 14th, 2019

Members Present Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter, Chris Bothwell, Lisa Jackson, and Kym Jones via telephone for a while until she arrived.

Members Absent Brian Willey, Paul DiBello

Others Present Ed Thomas, Executive Director

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

Approval of Agenda

Motion by Lorraine Russell, second Chris Bothwell, to approve the agenda as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

Approval of Open Session Board Minutes for October 10th, 2019

Motion by Lisa Jackson, second Lorraine Russell, to approve the October 10th, 2019 Open Session Board Meeting Minutes as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Lisa Jackson, Kym Jones

NO: None

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Report
- LAI Monthly Report
- October 2019 Support Coordination Report
- October 2019 CARF Reports
- October 2019 Employment Report
- October 2019 Agency Economic Report
- September 2019 Credit Card Statement
- Resolutions 2019-38, 2019-39, 2019-40, 2019-41, 2019-42, 2019-43, 2019-44, 2019-45

Speakers/Guests

- None

Monthly Oral Reports

Children's Learning Center (CLC)

Susan Daniels

Agency is doing great, but numbers are down on peer modules There will be 2 new in January but 4 are leaving in December. Lip Sync was a big hit as it was filled to capacity. Made \$8200.00. Next week CLC will be sponsoring Chamber of commerce social. Volunteers are needed for Christmas for a Cause. There will be a Gala Tree at Wobbly Boots next Wednesday and the auction will be Saturday. CLC has a tree entered.

Lake Area Industries (LAI)

Natalie Couch

October was a busy month but there were extra expenses that went with it. Worked extra hours and there were a ton of activities. LAI hired 7 new employees – worked with OATS for transportation to and from work for new hires., 65 of the LAI employees are CCDDR clients. The workshop has 18 open PO's, which is great for the employees. There are 7 to 8 temp employees helping. A Halloween party was held, and a Thanksgiving dinner will be held Wednesday before Thanksgiving. LAI will let CCDDR know when the Christmas dinner will be held.

Old Business for Discussion

- None

Ed announced the Christmas Party would be on December 16 . He also apologized to the board as he did not realize there was a reserved table for CCDDR at the CADV event.

New Business for Discussion

- **Board Members Term Expirations December 31st for Angela Sellers, Chris Bothwell and Betty Baxter.**

Current board members stated they would like to be considered for reappointment. Ed will prepare letters for each board member to give to the Commissioners. Suzanne asked when the December board meeting would be held.

- **Human Resource Committee (Brian, Lisa, Angela)**

The annual Executive Director's review needs to be completed by December 31st. The Human Resource Committee needs to meet. Ed made all recommendations the board asked for on the evaluation sheets. The Compliance Manager is to receive all reviews to tally to give to the HR committee.

- **Managed Care**

Ed gave a presentation on Managed Care. Currently it is a hot topic. Some form of managed care will come into play in Missouri eventually. The bottom line of managed care will be the cost. Providers, case managers, SB40s all need to be at the table to discuss this.

Kym Jones arrived in person at 5:30 – had been on phone until she arrived.

- **2020 Budget**

Chris gave a presentation on the budget telling difference between the services side and tax side. Chris stated the budget looked good. 1.7% Cola and merit raises are budgeted for 2020.

October Reports

- **Support Coordination Report**

October closed with 363 clients; as of today there were 366 clients with 7 potential clients being in intake process. Medicaid eligibility is up to 85%. Ed expressed appreciation for the SC's efforts.

- **CARF Reports**

Pretty much the same – still working to improve CARF standards. Outcomes for the next year are being reviewed.

- **Employment Report**

Holding steady – not much seasonal decrease at this time.

- **Agency Economic Report**

Agency is doing well – not in financial stress. 8 new printers were ordered for trial (5 in Osage Beach office and 3 in Camdenton office) – when testing of printers is complete, and printers work well, 7 more printers may be ordered in 2020 for the Camdenton office. Expect to have excess funds for future restrictions at end of year. There may be lower billing hours due to training and PTO. Ed will keep an eye on first quarter of 2020.

Motion by Kym Jones, second Betty Baxter to approve ALL reports as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

September 2019 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

1. Resolution 2019-38: Strategic Plan 2020 - 2022

Lorraine e-mailed corrections and stated agency needs to review current services as it is hard to launch new programs with no funding available – waiting to see what new TCM rate could be.

Motion by Suzanne Perkins, second Lisa Jackson, to approve the resolution as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

2. Resolution 2019-39: 2020 Fiscal Year Budget

Ed stated Chris did a good job of explaining the budget.

Motion by Chris Bothwell, second Lorraine Russell, to approve the resolution as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

3. Resolution 2019-40: Approval of Amended Accessibility Plan

Not a lot of changes – updates are minor – a significant achievement was making the website accessible.

Motion by Lorraine Russell, second Chris Bothwell, to approve the resolution as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

4. Resolution 2019-41: Approval of Amended Cultural Competency & Diversity Plan

Changed verbiage on page 3 from shareholders to stakeholders.

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

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

5. Resolution 2019-42: Approval of Amended Policy #19

Minor changes – removed gender pronouns, changed wording “replacement” to “successor”.

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

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

6. Resolution 2019-43: Approval of Amended Policy 32

Differentiate between regular and one-time volunteers.

Motion by Lisa Jackson, second Chris Bothwell, to approve the resolution as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

7. Resolution 2019-44: Approval of Amended Policy 36

Only minor updates and changes to specific verbiage.

Motion by Suzanne Perkins, second Lisa Jackson, to approve the resolution as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

8. Resolution 2019-45: Approval of Amended Policy 41

Add Verbiage – “age”

Motion by Chris Bothwell, second Lisa Jackson, to approve the resolution as presented.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

Public Comment:

None

Adjournment:

Motion by Suzanne Perkins, second Chris Bothwell, to adjourn meeting.

AYE: Angela Sellers, Lorraine Russell, Suzanne Perkins, Betty Baxter,
Chris Bothwell, Kym Jones, Lisa Jackson

NO: None

Board Chairman

Secretary

CLC Monthly Report



**SB40/CCDDR Funding Request
for
NOVEMBER 2019**

Utilizing OCTOBER 2019 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
October 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		766.10	766.10
41200 Camden County SB40	1,072.50	17,971.37	19,043.87
Total 41000 Contributions & Grants	\$ 1,072.50	\$ 18,737.47	\$ 19,809.97
42000 Program Services			0.00
42100 First Steps			0.00
Total 42000 Program Services	\$ 0.00	\$ 5,079.55	\$ 5,079.55
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		175.00	175.00
43130 Snack		30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 205.00	\$ 205.00
43500 Tuition		3,987.00	3,987.00
43505 Subsidy Tuition		536.42	536.42
Total 43500 Tuition	\$ 0.00	\$ 4,523.42	\$ 4,523.42
Total 43000 Tuition	\$ 0.00	\$ 4,728.42	\$ 4,728.42
45000 Other Revenue			0.00
45200 Fundraising Income		146.83	146.83
45285 Lip Sync Battle		2,897.43	2,897.43
45287 Shoot Out		5,882.85	5,882.85
45288 Tshirt Fundraiser		110.00	110.00
Total 45200 Fundraising Income	\$ 0.00	\$ 9,037.11	\$ 9,037.11
45300 Donation Income			0.00
45310 Donations			0.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 75.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 9,112.11	\$ 9,112.11
Total 40000 INCOME	\$ 1,072.50	\$ 37,657.55	\$ 38,730.05
Total Revenue	\$ 1,072.50	\$ 37,657.55	\$ 38,730.05
Gross Profit	\$ 1,072.50	\$ 37,657.55	\$ 38,730.05
Expenditures			
50000 EXPENDITURES			0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 21,219.44	\$ 21,219.44
52000 Advertising/Promotional		443.45	443.45
54000 Fundraising/Grants			0.00
54600 Frosty Float Fundraiser		17.80	17.80
54800 Lip Sync Battle Fundraiser		1,665.72	1,665.72
54950 CLC Tshirt Fundraiser		667.95	667.95
Total 54000 Fundraising/Grants	\$ 0.00	\$ 2,351.47	\$ 2,351.47

55000 Insurance		666.00		666.00
56000 Office Expenditures				0.00
56300 Office Supplies		189.51		189.51
Total 56000 Office Expenditures	\$	0.00	\$	189.51
57000 Office/General Administrative Expenditures				0.00
57100 Accounting Fees				0.00
57150 Online Accounting Software Service		70.00		70.00
Total 57100 Accounting Fees	\$	0.00	\$	70.00
57160 QuickBooks Payments Fees		131.50		131.50
57400 Child Management Software		35.00		35.00
57900 Seminars/Training		41.75		41.75
57960 Janitorial/Custodial		600.00		600.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	878.25
58000 Operating Supplies				0.00
58100 Classroom Consumables		70.65		70.65
58150 Center Consumables		23.08		23.08
58200 Dining		715.76		715.76
58400 Sanitizing		118.97		118.97
Total 58000 Operating Supplies	\$	0.00	\$	928.46
59000 Program Service Fees				0.00
Total 59100 First Steps	\$	2,782.06	\$	0.00
Total 59000 Program Service Fees	\$	2,782.06	\$	2,782.06
61000 Repair & Maintenance		100.00		100.00
62000 Safety & Security		9.75		9.75
63000 Utilities				0.00
63100 Electric	187.38	437.23		624.61
63200 Internet	21.00	48.99		69.99
63300 Telephone	39.17	91.41		130.58
63400 Trash Service		38.33		38.33
63500 Water Softener		31.35		31.35
Total 63000 Utilities	\$	247.55	\$	647.31
Total 50000 EXPENDITURES	\$	3,029.61	\$	27,433.64
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		160.00		160.00
Total Company Contributions	\$	0.00	\$	160.00
Total Payroll Expenses	\$	0.00	\$	160.00
Reimbursements		163.63		163.63
voided check				0.00
Total Expenditures	\$	3,029.61	\$	27,757.27
Net Operating Revenue	-\$	1,957.11	\$	9,900.28
Net Revenue	-\$	1,957.11	\$	9,900.28

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - October, 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		8,963.66	8,963.66
41200 Camden County SB40	11,325.60	155,608.38	166,933.98
41400 United Way Grant		4,066.00	4,066.00
41500 Misc. Grant Revenue		12,111.00	12,111.00
Total 41000 Contributions & Grants	\$ 11,325.60	\$ 180,749.04	\$ 192,074.64
42000 Program Services			0.00
Total 42100 First Steps	\$ 41,038.71	\$ 17,081.55	\$ 58,120.26
Total 42000 Program Services	\$ 41,038.71	\$ 17,081.55	\$ 58,120.26
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		2,075.00	2,075.00
43130 Snack		370.00	370.00
Total 43100 Dining	\$ 0.00	\$ 2,445.00	\$ 2,445.00
43200 Enrollment Fees		425.00	425.00
43500 Tuition		31,222.17	31,222.17
43505 Subsidy Tuition		2,892.17	2,892.17
Total 43500 Tuition	\$ 0.00	\$ 34,114.34	\$ 34,114.34
Total 43000 Tuition	\$ 0.00	\$ 36,984.34	\$ 36,984.34
45000 Other Revenue		114.99	114.99
45200 Fundraising Income		146.83	146.83
45220 Summer Night Glow 5K		10,561.42	10,561.42
45280 Pizza For A Purpose		6,218.77	6,218.77
45281 Pizza For A Purpose - Gun Raffle		1,868.00	1,868.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 8,087.67	\$ 8,087.67
45285 Lip Sync Battle		8,287.43	8,287.43
45286 Wine Run & Walk		2,500.00	2,500.00
45287 Shoot Out		5,882.85	5,882.85
45288 Tshirt Fundraiser		452.00	452.00
45289 Claus For A Cause		100.00	100.00
45290 Non-Profit Revenue		100.00	100.00
Total 45200 Fundraising Income	\$ 0.00	\$ 36,118.20	\$ 36,118.20
45300 Donation Income		3,091.00	3,091.00
45310 Donations			0.00
45312 Community Rewards		746.60	746.60
45314 Kiwanis Club Of Ozarks		1,000.00	1,000.00
45315 Bear Market		750.00	750.00
45316 Daybreak Rotary		500.00	500.00
45351 Community Foundation of the Lake		1,290.00	1,290.00
45352 KC Chiefs Ticket Fundraiser		620.00	620.00
Total 45310 Donations	\$ 0.00	\$ 4,906.60	\$ 4,906.60
Total 45300 Donation Income	\$ 0.00	\$ 7,997.80	\$ 7,997.80
Total 45000 Other Revenue	\$ 0.00	\$ 44,230.99	\$ 44,230.99
Total 40000 INCOME	\$ 52,364.31	\$ 279,045.92	\$ 331,410.23
Total Revenue	\$ 52,364.31	\$ 279,045.92	\$ 331,410.23
Gross Profit	\$ 52,364.31	\$ 279,045.92	\$ 331,410.23
Expenditures			
50000 EXPENDITURES			0.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 211,645.30	\$ 211,645.30
52000 Advertising/Promotional		2,370.14	2,370.14
53000 Equipment		20,520.41	20,520.41
54000 Fundraising/Grants		25.52	25.52
54200 Summer Night Glow 5K		3,581.03	3,581.03
54600 Frosty Float Fundraiser		17.80	17.80
54700 Pizza For A Purpose		1,434.10	1,434.10

54800 Lip Sync Battle Fundraiser		2,803.74	2,803.74
54900 Shoot Out		1,063.82	1,063.82
54950 CLC Tshirt Fundraiser		667.95	667.95
Total 54000 Fundraising/Grants	\$ 0.00	\$ 9,593.96	\$ 9,593.96
55000 Insurance		666.00	666.00
55600 Professional Liability		3,369.00	3,369.00
Total 55000 Insurance	\$ 0.00	\$ 4,035.00	\$ 4,035.00
56000 Office Expenditures		49.63	49.63
56100 Copy Machine	861.91	2,097.55	2,959.46
56200 Miscellaneous		401.79	401.79
56300 Office Supplies		2,583.53	2,583.53
56400 Postage & Delivery		50.00	50.00
Total 56000 Office Expenditures	\$ 861.91	\$ 5,182.50	\$ 6,044.41
57000 Office/General Administrative Expenditures		228.65	228.65
57100 Accounting Fees		5,415.00	5,415.00
57150 Online Accounting Software Service		1,214.50	1,214.50
Total 57100 Accounting Fees	\$ 0.00	\$ 6,629.50	\$ 6,629.50
57160 QuickBooks Payments Fees		856.85	856.85
57200 Bank Charges		17.89	17.89
57400 Child Management Software		350.00	350.00
57600 License/Accreditation/Permit Fees		610.50	610.50
57900 Seminars/Training		1,390.74	1,390.74
57960 Janitorial/Custodial		3,800.00	3,800.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 13,884.13	\$ 13,884.13
58000 Operating Supplies		1,319.32	1,319.32
58100 Classroom Consumables		1,054.87	1,054.87
58150 Center Consumables		1,158.21	1,158.21
58175 Paper Consumables		225.83	225.83
58200 Dining		13,456.74	13,456.74
58210 Birthday		45.89	45.89
Total 58200 Dining	\$ 0.00	\$ 13,502.63	\$ 13,502.63
58300 Pet		93.87	93.87
58400 Sanitizing		330.40	330.40
Total 58000 Operating Supplies	\$ 0.00	\$ 17,685.13	\$ 17,685.13
59000 Program Service Fees		0.00	0.00
Total 59100 First Steps	\$ 39,623.76	\$ 0.00	\$ 39,623.76
Total 59000 Program Service Fees	\$ 39,623.76	\$ 0.00	\$ 39,623.76
61000 Repair & Maintenance		815.76	815.76
62000 Safety & Security		695.15	695.15
63000 Utilities		0.00	0.00
63100 Electric	1,138.71	2,656.98	3,795.69
63200 Internet	183.00	426.90	609.90
63300 Telephone	385.74	911.67	1,297.41
63400 Trash Service		421.63	421.63
63500 Water Softener		254.22	254.22
Total 63000 Utilities	\$ 1,707.45	\$ 4,671.40	\$ 6,378.85
65000 Other Expenditures		149.58	149.58
Total 50000 EXPENDITURES	\$ 42,193.12	\$ 291,248.46	\$ 333,441.58
Payroll Expenses			0.00
Company Contributions			0.00
Health Insurance		5,149.03	5,149.03
Retirement		1,135.00	1,135.00
Total Company Contributions	\$ 0.00	\$ 6,284.03	\$ 6,284.03
Total Payroll Expenses	\$ 0.00	\$ 6,284.03	\$ 6,284.03
Reimbursements		1,744.36	1,744.36
voided check		0.00	0.00
Total Expenditures	\$ 42,193.12	\$ 299,276.85	\$ 341,469.97
Net Operating Revenue	\$ 10,171.19	-\$ 20,230.93	-\$ 10,059.74
Net Revenue	\$ 10,171.19	-\$ 20,230.93	-\$ 10,059.74

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of October 31, 2019

	Jan - Oct, 2019
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	27,476.39
Total Bank Accounts	\$ 27,476.39
Accounts Receivable	
Accounts Receivable (A/R)	331.30
Total Accounts Receivable	\$ 331.30
Other Current Assets	
14000 Undeposited Funds	100.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-700.00
Total Repayment	-\$ 700.00
Total Other Current Assets	\$ 8,071.74
Total Current Assets	\$ 35,879.43
TOTAL ASSETS	\$ 35,879.43
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	1,431.73
Total Accounts Payable	\$ 1,431.73
Credit Cards	
21000 CBOLO MasterCard -8027	143.70
21200 Kroger-DS1634 CLC	72.65
Total Credit Cards	\$ 216.35
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,808.48
22500 MO Unemployment Tax	-869.07
22600 Primevest Financial	448.19
Aflac	8,869.15
Allera	9,354.60
Ascensus	2,845.00
Health Care (United HealthCare)	776.25
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 16,811.78
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 16,811.78
Total Current Liabilities	\$ 18,459.86
Total Liabilities	\$ 18,459.86
Equity	
36000 Opening Balance Equity	13,816.12
Retained Earnings	13,663.19
Net Revenue	-10,059.74
Total Equity	\$ 17,419.57
TOTAL LIABILITIES AND EQUITY	\$ 35,879.43

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - October, 2019

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	10,171.19	-20,230.96	0.03	-10,059.74
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			511.45	511.45
Accounts Payable (A/P)			1,431.73	1,431.73
21000 CBOLO MasterCard -8027		-12,336.49	11,124.19	-1,212.30
21200 Kroger-DS1634 CLC		-13,720.38	13,129.81	-590.57
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,802.82	-1,802.82
22400 Payroll Liabilities:MO Income Tax			-24.00	-24.00
22500 Payroll Liabilities:MO Unemployment Tax		0.00	-78.11	-78.11
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Aflac			3,551.86	3,551.86
Payroll Liabilities:Alera			3,596.59	3,596.59
Payroll Liabilities:Ascensus			2,845.00	2,845.00
Payroll Liabilities:US Department of Education			336.80	336.80
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 26,056.87	\$ 34,622.50	\$ 8,565.63
Net cash provided by operating activities	\$ 10,171.19	-\$ 46,287.83	\$ 34,622.53	-\$ 1,494.11
Net cash increase for period	\$ 10,171.19	-\$ 46,287.83	\$ 34,622.53	-\$ 1,494.11
Cash at beginning of period			29,070.50	29,070.50
Cash at end of period	\$ 10,171.19	-\$ 46,287.83	\$ 63,693.03	\$ 27,576.39

CHILDREN'S LEARNING CENTER
A/R Aging Detail
As of November 5, 2019

	Date	Transaction Type	Num	Client	Department	Due Date	Amount	Open Balance
91 or more days past due								
	05/01/2018	Pledge	1906	AS		05/01/2018	100.00	12.50
	06/11/2018	Pledge	1917	AS		06/11/2018	130.00	130.00
	07/01/2018	Pledge	1923	AS		07/01/2018	130.00	130.00
	04/01/2019	Pledge	2037	CH		04/01/2019	192.27	192.27
Total for 91 or more days past due							\$ 552.27	\$ 464.77
1 - 30 days past due								
	10/20/2019	Payment		MS		10/20/2019	-150.00	-3.47
	10/25/2019	Payment	241859	GF		10/25/2019	-60.00	-30.00
	10/31/2019	Payment		MS		10/31/2019	-100.00	-100.00
	11/04/2019	Payment	242	MC		11/04/2019	-25.00	-25.00
Total for 1 - 30 days past due							-\$ 335.00	-\$ 158.47
TOTAL							\$ 217.27	\$ 306.30

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
October 2019

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 25 children enrolled
15 of the 25 with special needs/dd (8 one-on-ones)

○ **COMMUNITY EVENTS**

Attended:

10/7 & 10 - CLC School pictures
10/11 - Fire Prevention
10/13 - Shootout Check Presentation
10/16 - CADV Brunch - Community event
10/26 - CLC Lip Sync Battle
10/31 - CLC Trunk or Treat

Current / Upcoming:

11/19 - Lake Area Chamber Social (Sponsored by CLC) - Great Stone Coffee
12/5 - Alley Cats, Santa's Little Helpers
12/14&15 - Christmas 4A Cause at RedHeads
3/13/20 - Pizza For A Purpose

○ **GENERAL PROGRAM NEWS**

- Joining Gala of Trees this year
- No one showed up for interior painting, so it will be reposted

○ **FUNDRAISING/GRANTS**

- Needing to seek grants for a new kitchen stove, as burners are not all working

CLAUS FOR A CAUSE

SATURDAY, DEC 14 - 11AM-6PM & SUNDAY, DEC 15 - 12-5PM



FACE PAINTING



ELVES ACTIVITIES

SELFIES WITH SANTA

ORNAMENT MAKING

REINDEER FOOD

SANTA'S WORKSHOP

REINDEER GAMES

**ADMISSION - \$10 PER PERSON
(UNDER 2 YRS OLD - FREE)**

**HELD AT:
PERFORMANCE BOAT CENTER
1650 YACHT CLUB DRIVE
OSAGE BEACH, MO**

PRESENTED BY:



ALL PROCEEDS BENEFIT CHILDREN'S LEARNING CENTER, A NOT FOR PROFIT THAT HELPS CHILDREN WITH SPECIAL NEEDS & DEVELOPMENTAL DELAYS.

CLAUS FOR A CAUSE

Collaboration with **REDHEAD LAKESIDE GRILL**
to benefit **Children's Learning Center**



Saturday, Dec. 14 – 11-6pm & Sunday – Dec. 15 – 12-5pm

****Attendees will join us at our Santa's Workshop to have some Holiday Fun!
Pictures with Santa and stay to enjoy lots of fun activities!**

- Face Painting
- Ornament Making
- Make Reindeer Food & Play Reindeer Games
- Santa Selfies

SPONSORSHIP OPPORTUNITIES: (Please check one.)

SPONSOR NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

<u>_____</u> SANTA SPONSOR \$500	<u>_____</u> FROSTY SPONSOR \$250	<u>_____</u> GRINCH SPONSOR \$100
<ul style="list-style-type: none"> - Recognition as a top sponsor - Banner/Sign at event (supplied by sponsor) - Website/social media recognition, logo - Designated sponsor of an "activity" - Invitation to set up your own table with an activity (<input type="checkbox"/> Mark this box if you want to set up your own table) 	<ul style="list-style-type: none"> *Website/social media recognition, logo * Designated sponsor of an activity 	<ul style="list-style-type: none"> *Website/social media recognition

For additional info or questions, please contact- Susan Daniels
573-346-0660 or susan@clcforkids.org

Please return form & sponsorships: Children's Learning Center
88 Third Street, Camdenton, MO 65020



All funds raised are to help support children with special needs & developmental delays in the lake area. All contributions are tax deductible: Federal Tax ID# 42-1547554

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

OCTOBER 31, 2019

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

	10/31/19	10/31/18
ASSETS		
Current Assets		
Total Bank Accounts	263,574	234,647
Total Accounts Receivable	95,900	86,066
Other Current Assets		
Certificate of Deposit 10119 12/27/19	25,063	
Certificate of Deposit 10120 6/27/20	25,117	
Certificate of Deposit 9814 9/27/19	25,211	
Certificate of Deposit 9816 3/27/20	25,316	
Community Foundation of the Ozarks Agency Partner Account	1,009	1,000
GIFTED GARDEN CASH	500	500
INVENTORY	4,127	16,253
PETTY CASH	145	135
Undeposited Funds	0	4,339
Total Other Current Assets	106,480	22,226
Total Current Assets	465,963	342,928
Fixed Assets		
ACCUMULATED DEPRECIATION	737,843	743,949
AUTO AND TRUCK	128,809	135,854
BUILDING	377,281	377,261
Deposit on Construction	29,115	
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	0	10,341
GREENHOUSE FACILITY	0	145,872
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	229,732	228,826
OFFICE EQUIPMENT	12,838	11,583
Sewer Equipment	19,354	
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	199,461	305,954
Other Assets		
CURRENT CAPITAL IMPROVEMENT	39,437	69,055
SALES TAX BOND	0	1,060
UTILITY DEPOSITS	554	554
Total Other Assets	39,991	70,669
TOTAL ASSETS	705,405	719,561
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	3,407	20,679
Total Credit Cards	2,190	1,126
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	60	113
Missouri Department of Revenue Payable	42	9
OAK STAR BANK LOAN-4098	0	27,776
SALES TAX PAYABLE	36	70
Total Other Current Liabilities	166	27,994
Total Current Liabilities	5,752	49,699
Total Liabilities	5,752	49,699
Equity		
Unrestricted Net Assets	508,985	393,973
Net Income	190,687	275,879
Total Equity	699,672	669,852
TOTAL LIABILITIES AND EQUITY	705,405	719,561

Lake Area Industries, Inc.
Profit and Loss

	Oct 2019	YTD
Income		
CONTRACT PACKAGING	46,846	269,631
FOAM RECYCLING		6,723
GREENHOUSE SALES	452	55,086
SECURE DOCUMENT SHREDDING	3,846	34,219
Total Income	51,145	365,659
Cost of Goods Sold		
CONTRACT LABOR	363	363
Cost of Goods Sold	3,372	24,712
GG PLANTS & SUPPLIES		31,995
SHIPPING AND DELIVERY		3,948
Textile Purchases	856	2,195
WAGES-EMPLOYEES	28,643	215,611
Total Cost of Goods Sold	33,234	278,824
Gross Profit	17,910	86,835
Expenses		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	636	13,297
Bus Fare	50	730
CASH OVER/SHORT		(13)
EQUIP. PURCHASES & MAINTENANCE	9,449	32,876
INSURANCE	1,572	14,062
NON MANUFACTURING SUPPLIES	45	710
PAYROLL	15,445	147,034
PAYROLL EXP & BENEFITS	5,830	56,048
PROFESSIONAL SERVICES	1,536	11,592
SALES TAX		(113)
UTILITIES	1,348	15,252
Total Expenses	35,910	300,550
Net Operating Income	(18,000)	(213,715)
Other Income		
INTEREST INCOME	139	2,051
OTHER CONTRIBUTIONS	60	7,245
SB-40 REVENUE	22,300	194,604
STATE AID	27,338	200,502
Total Other Income	49,836	404,402
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	49,836	404,402
Net Income	31,836	190,687

Lake Area Industries, Inc.
Budget vs. Actuals
 January - October, 2019

	Oct 2019			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	46,846	17,799	29,047	269,631	185,731	83,900
FOAM RECYCLING		400	400	6,723	4,000	2,723
GREENHOUSE SALES	452	0	452	55,086	50,920	4,167
SECURE DOCUMENT SHREDDING	3,846	3,175	671	34,219	31,750	2,469
Total Income	51,146	21,374	29,771	365,659	272,401	93,259
Cost of Goods Sold						
CONTRACT LABOR	363		363	363	0	363
Cost of Goods Sold	3,372	2,591	781	24,712	26,210	1,498
GG PLANTS & SUPPLIES		0	0	31,995	30,887	1,107
SHIPPING AND DELIVERY		374	374	3,948	2,907	1,042
Textile Purchases	856		856	2,195	0	2,195
WAGES-EMPLOYEES	28,643	22,014	6,629	215,611	229,397	13,786
Total Cost of Goods Sold	33,234	24,979	8,255	278,824	289,401	10,577
Gross Profit	17,910	3,605	21,516	86,835	17,000	103,836
Expenses						
ACCTG. & AUDIT FEES		0	0	9,075	9,075	0
ALL OTHER EXPENSES	636	2,816	2,180	13,297	23,860	10,563
Bus Fare	50	240	190	730	2,620	1,890
CASH OVER/SHORT			0	13	0	13
EQUIP. PURCHASES & MAINTENANCE	9,449	4,181	5,268	32,876	42,284	9,408
INSURANCE	1,572	1,451	121	14,062	14,165	104
NON MANUFACTURING SUPPLIES	45	0	45	710	107	604
PAYROLL	15,445	14,401	1,044	147,034	149,181	2,147
PAYROLL EXP & BENEFITS	5,830	6,769	939	56,048	66,412	10,364
PROFESSIONAL SERVICES	1,536	1,398	138	11,592	14,456	2,864
SALES TAX			0	113	0	113
UTILITIES	1,348	1,802	454	15,252	19,137	3,885
Total Expenses	35,910	33,057	2,853	300,550	341,297	40,747
Net Operating Income	18,000	36,663	18,663	213,715	358,297	144,582
Other Income						
INTEREST INCOME	139	8	131	2,051	129	1,922
OTHER CONTRIBUTIONS	60		60	7,245	0	7,245
SB-40 REVENUE	22,300	15,888	6,411	194,604	163,967	30,637
STATE AID	27,338	17,885	9,453	200,502	185,452	15,050
Total Other Income	49,836	33,781	16,055	404,402	349,548	54,854
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	337	337	0	674	674
Total Other Expenses	0	337	337	0	674	674
Net Other Income	49,836	34,119	15,718	404,402	348,873	55,529
Net Income	31,836	2,544	34,380	190,687	9,424	200,111

Lake Area Industries, Inc.
Statement of Cash Flows
October 2019

	Total
OPERATING ACTIVITIES	
Net Income	31,836
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	42,779
INVENTORY:RAW MATERIAL INVENTORY	2,858
Accounts Payable	293
CBOLO CC - 1566 Natalie	169
CBOLO CC - 5203 Lillie	677
Sam's Club Mastercard- 2148	261
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	25
SALES TAX PAYABLE	36
Total Adjustments to reconcile Net income to Net Cash provided by operations;	39,433
Net cash provided by operating activities	7,597
Net cash increase for period	7,597
Cash at beginning of period	271,171
Cash at end of period	263,574

Lake Area Industries, Inc.						
A/P Aging Summary						
As of October 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 1,542	\$ 1,865	\$ 0	\$ 0	\$ 0	\$ 3,407

Lake Area Industries, Inc.						
A/R Aging Summary						
As of October 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 69,705	\$ 25,716	\$ 405	\$ 49	\$ 25	\$ 95,900

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

OPERATING ACTIVITIES	
Net Income	190,687
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	20,733
Certificate of Deposit 10119 12/27/19	25,063
Certificate of Deposit 10120 6/27/20	25,117
Certificate of Deposit 9814 9/27/19	25,211
Certificate of Deposit 9816 3/27/20	25,316
GIFTED GARDEN CASH:DRAWER CASH - GG	300
GIFTED GARDEN CASH:SAFE CASH - GG	200
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	3,764
PETTY CASH	5
Accounts Payable	407
CBOLO CC - 1565 Natalie	553
CBOLO CC - 5203 Lillie	1,086
CBOLO CC - 5229 Kevin	0
Sam's Club Mastercard- 2148	552
ACCRUED WAGES	5,654
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	63
Missouri Department of Revenue Payable	34
OAK STAR BANK LOAN-4096	16,439
SALES TAX PAYABLE	36
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	137,732
Net cash provided by operating activities	52,955
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	39,437
SALES TAX BOND	1,060
Net cash provided by investing activities	38,377
Net cash Increase for period	14,579
Cash at beginning of period	248,996
Cash at end of period	263,574

Support Coordination Report

November 2019

Client Caseloads

- Number of Caseloads as of November 30th, 2019: 366
- Budgeted Number of Caseloads: 355
- Pending Number of New Intakes: 7
- Medicaid Eligibility: 84.15%

Caseload Counts

Shellie Andrews - 37
Cynthia Brown - 36
Stephanie Enoch – 36
Linda Gifford - 46
Micah Joseph – 39
Jennifer Lyons - 36
Lisa Patrick – 37
Mary Petersen – 38
Jami Weisenborn - 37
Nicole Whittle - 24

**CARF Report
Medicaid Eligible
Clients**

Outcome Measurement Report



TCM 2018

[Consumer Forms \(My support Coordinator made a difference in my life \(1\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	75	0	6	100.00 %
Total	75	0	6	100.00 %
Goal				80 %

[Consumer Forms \(I received information about exploitation, personal protection and risk reduction \(2\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	75	1	4	98.68 %
Total	75	1	4	98.68 %
Goal				100 %

[TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(3\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	22	1	0	95.65 %
Total	22	1	0	95.65 %
Goal				100 %

[TCM: Planning meeting is held within 30 days of eligibility date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	19	2	0	90.48 %
Total	19	2	0	90.48 %
Goal				100 %

Outcome Measurement Report



[TCM: All ISPs will be submitted to RRO/guardian 21 days prior to implementation date \(5\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	119	78	0	60.41 %
Total	119	78	0	60.41 %
Goal				95 %

[TCM: % of Quarterly Reports met \(6\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	116	7	0	94.31 %
Total	116	7	0	94.31 %
Goal				95 %

[Consumer Forms \(TCM: % of individuals that stated "My Support Coordinator is available throughout the year when needed" \(7\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	80	0	1	100.00 %
Total	80	0	1	100.00 %
Goal				90 %

[Consumer Forms \(Support Coordinators see their clients frequently enough \(8\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	76	1	4	98.70 %
Total	76	1	4	98.70 %
Goal				90 %

Outcome Measurement Report



Consumer Forms (I am satisfied with the services provided by my Support Coordinator and agency staff (9))

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	80	1	0	98.77 %
Total	80	1	0	98.77 %
Goal				90 %

Consumer Forms (I contributed to the development of my plan (10))

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	80	0	1	100.00 %
Total	80	0	1	100.00 %
Goal				100 %

TCM: CCDDR will have an annual review of administrative policies and plans. (11)

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

For Events:

Parameters:

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

CARF Report
Medicaid Ineligible
Clients

Outcome Measurement Report



TCM 2018

[Consumer Forms \(My support Coordinator made a difference in my life \(1\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	1	100.00 %
Total	5	0	1	100.00 %
Goal				80 %

[Consumer Forms \(I received information about exploitation, personal protection and risk reduction \(2\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	1	100.00 %
Total	5	0	1	100.00 %
Goal				100 %

[TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(3\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	10	1	0	90.91 %
Total	10	1	0	90.91 %
Goal				100 %

[TCM: Planning meeting is held within 30 days of eligibility date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	11	0	0	100.00 %
Total	11	0	0	100.00 %
Goal				100 %

Outcome Measurement Report



[TCM: All ISPs will be submitted to RRO/guardian 21 days prior to implementation date \(5\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	13	9	0	59.09 %
Total	13	9	0	59.09 %
Goal				95 %

[TCM: % of Quarterly Reports met \(6\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	18	0	0	100.00 %
Total	18	0	0	100.00 %
Goal				95 %

[Consumer Forms \(TCM: % of individuals that stated "My Support Coordinator is available throughout the year when needed" \(7\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
Total	6	0	0	100.00 %
Goal				90 %

[Consumer Forms \(Support Coordinators see their clients frequently enough \(8\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
Total	6	0	0	100.00 %
Goal				90 %

Outcome Measurement Report



[Consumer Forms \(I am satisfied with the services provided by my Support Coordinator and agency staff \(9\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
Total	6	0	0	100.00 %
Goal				90 %

[Consumer Forms \(I contributed to the development of my plan \(10\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	1	100.00 %
Total	5	0	1	100.00 %
Goal				100 %

[TCM: CCDDR will have an annual review of administrative policies and plans. \(11\)](#)

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

For Events:

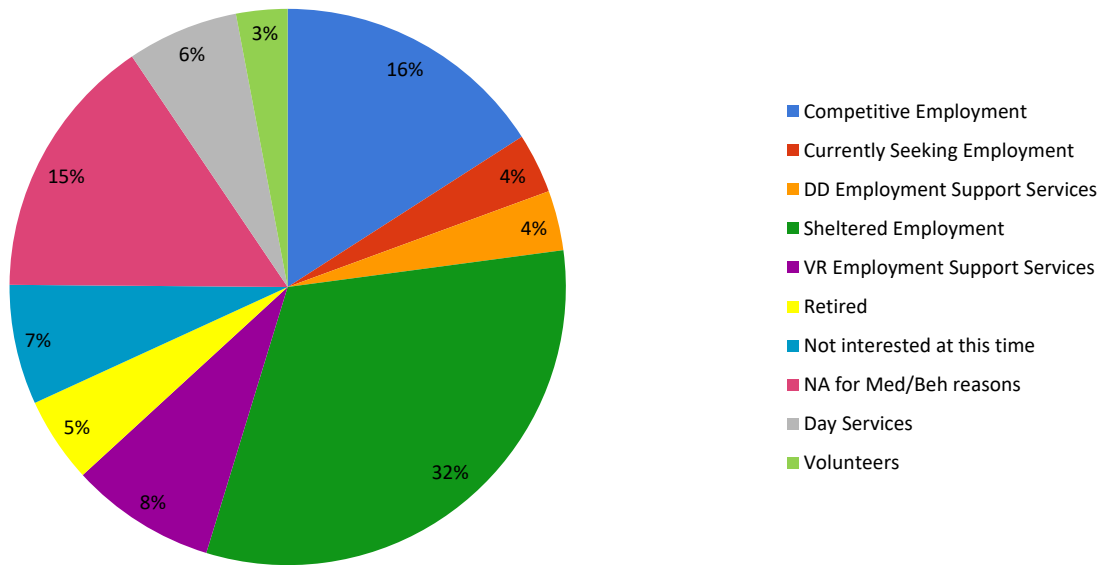
Parameters:

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

Employment Report

SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	Not interested at this time	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	32	7	7	64	17	10	14	31	13	6
Andrews	2	2	3	3	2	3	1	4	3	3
Brown	3	1	1	7	2	0		2	1	1
Enoch	3	0	0	15	2	0	13	1	0	0
Lyon	3	0	1	9	1	1		6	3	1
Baskerville	6	0	0	3	0	1		2	0	0
Patrick	6	0	1	9	1	1		6	1	0
Peterson	0	0	0	9	2	0		1	3	1
Joseph	3	2	0	3	4	1		3	1	0
Weisenborn	2	1	1	5	0	3		2	0	0
Whittle	4	1	0	1	3	0		4	1	0

CCDDR Adults employment status as of November 30, 2019

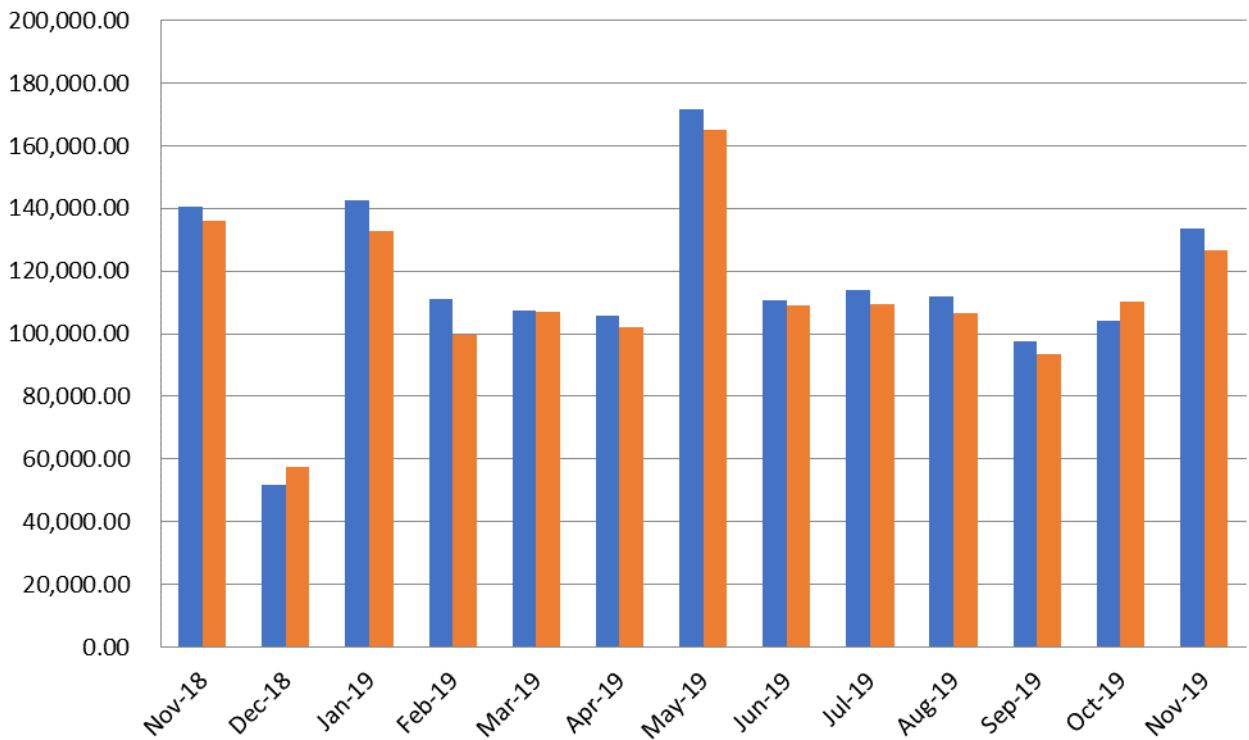


Agency Economic
Report
(Unaudited)

November 2019

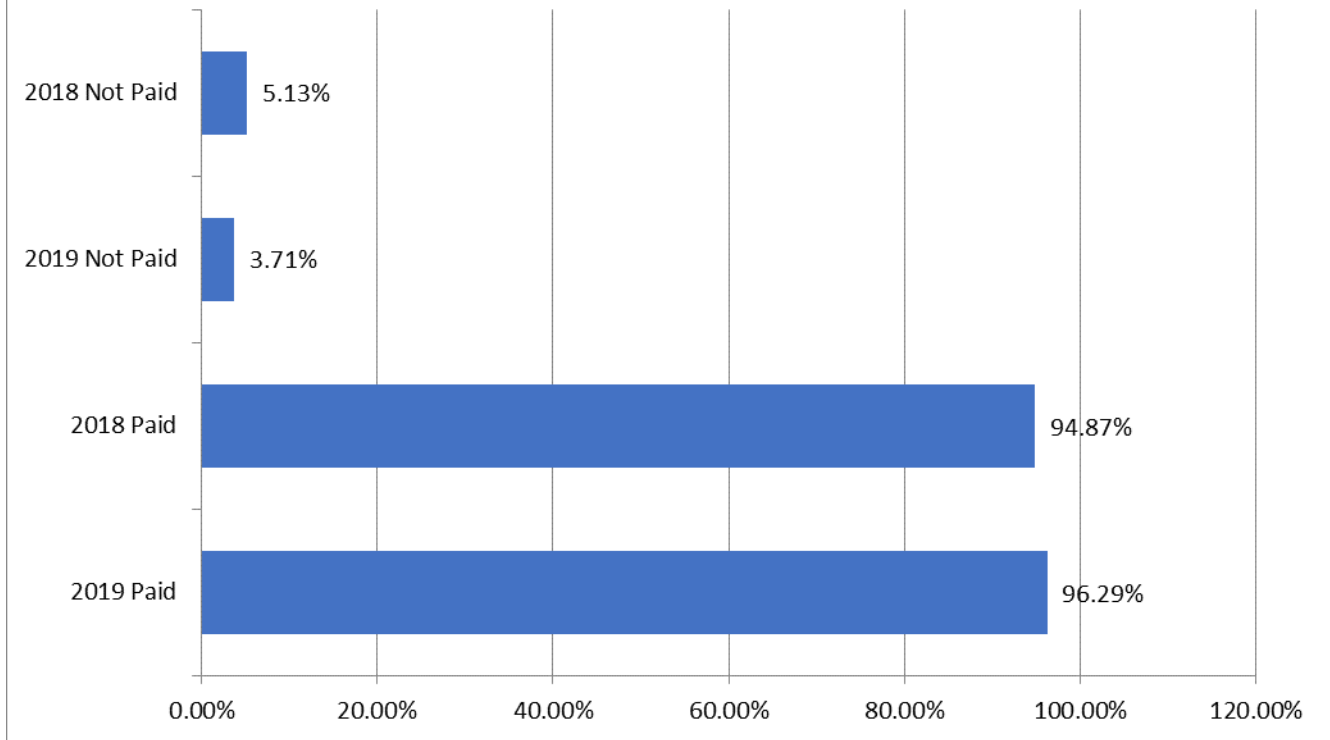
Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19
Total Payable Billed	140,711.04	51,744.96	142,387.20	111,049.92	107,568.00	105,883.20	171,676.80	110,833.92	113,728.32	111,957.12	97,476.48	104,103.36	133,531.20
Total Payment Received	136,010.88	57,360.96	132,736.32	99,748.80	106,833.60	102,133.44	165,110.40	109,097.28	109,235.52	106,574.40	93,268.80	110,341.44	126,463.68

2019 vs 2018 Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: FY 2019 - FY19 P&L Departments

November 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,584	2,197	(613)			0
4500 Services Income			0	142,839	165,383	(22,544)
Total Income	1,584	2,197	(613)	142,839	165,383	(22,544)
Gross Profit	1,584	2,197	(613)	142,839	165,383	(22,544)
Expenses						
5000 Payroll & Benefits			0	125,247	133,270	(8,023)
5100 Repairs & Maintenance			0	896	900	(4)
5500 Contracted Business Services			0	5,404	6,600	(1,196)
5600 Presentations/Public Meetings			0	708	320	388
5700 Office Expenses			0	4,255	3,500	755
5800 Other General & Administrative			0	1,333	1,260	73
5900 Utilities			0	923	850	73
6100 Insurance			0	1,399	1,400	(1)
6700 Partnership for Hope	3,320	4,540	(1,220)			0
6900 Direct Services	14,899	18,092	(3,193)			0
7100 Housing Programs	7,096	8,204	(1,108)			0
7200 CLC	17,080	17,800	(720)			0
7300 Sheltered Employment Programs	28,856	23,250	5,606			0
7500 Community Employment Programs	247		247			0
7600 Community Resources	6,615	7,735	(1,120)		0	0
7900 Special/Additional Needs	4,829	7,180	(2,351)			0
Total Expenses	82,942	86,801	(3,859)	140,166	148,100	(7,934)
Net Operating Income	(81,357)	(84,604)	3,247	2,673	17,283	(14,610)
Other Expenses						
8500 Depreciation			0	2,781	2,700	81
Total Other Expenses	0	0	0	2,781	2,700	81
Net Other Income	0	0	0	(2,781)	(2,700)	(81)
Net Income	(81,357)	(84,604)	3,247	(109)	14,583	(14,692)

Budget Variance Report

Total Income: During November 2019, SB 40 Tax Revenues were slightly lower than projected, and Services Program income was lower than projected. There were 2 Support Coordinators who were on PTO/Leave of Absence for extended periods. The Annual TAC audit conducted by RSO also detracted from billable hours.

Total Expenses: During November 2019, overall SB 40 Tax program expenses were lower than budgeted expectations. Sheltered Employment Program expenses were higher than projected due to increased business and production expectations, and transportation fares are being paid on a temporary basis for those who recently acquired or are attempting to acquire competitive integrated employment through Community Employment Programs. Overall Services Program expenses were lower than budgeted expectations. Only slight overages were recorded in Presentations/Public Meetings, Office, Other G&A, Utilities, and Depreciation expenses.

Budget vs. Actuals: FY 2019 - FY19 P&L Departments

January - November, 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	975,110	965,246	9,864			0
4500 Services Income			0	1,411,090	1,380,613	30,477
Total Income	975,110	965,246	9,864	1,411,090	1,380,613	30,477
Gross Profit	975,110	965,246	9,864	1,411,090	1,380,613	30,477
Expenses						
5000 Payroll & Benefits			0	1,070,304	1,112,514	(42,210)
5100 Repairs & Maintenance			0	10,292	9,900	392
5500 Contracted Business Services			0	58,519	70,080	(11,561)
5600 Presentations/Public Meetings			0	3,935	3,500	435
5700 Office Expenses			0	34,766	38,500	(3,734)
5800 Other General & Administrative			0	27,278	26,025	1,253
5900 Utilities			0	8,126	9,350	(1,224)
6100 Insurance			0	15,390	15,400	(10)
6700 Partnership for Hope	32,634	37,590	(4,956)			0
6900 Direct Services	136,452	220,131	(83,679)			0
7100 Housing Programs	92,418	97,144	(4,726)			0
7200 CLC	184,014	178,075	5,939			0
7300 Sheltered Employment Programs	233,448	233,695	(247)			0
7500 Community Employment Programs	422		422			0
7600 Community Resources	39,300	46,990	(7,690)		0	0
7900 Special/Additional Needs	73,213	79,065	(5,852)	0		0
Total Expenses	791,901	892,690	(100,789)	1,228,610	1,285,269	(56,659)
Net Operating Income	183,209	72,556	110,653	182,480	95,344	87,136
Other Expenses						
8500 Depreciation			0	29,812	29,700	112
Total Other Expenses	0	0	0	29,812	29,700	112
Net Other Income	0	0	0	(29,812)	(29,700)	(112)
Net Income	183,209	72,556	110,653	152,669	65,644	87,025

Budget Variance Report

Total Income: As of November 2019, YTD SB 40 Tax Revenues were higher than projected, and Services Program income was higher than projected. In early 2019, CCDDR filled one Support Coordinator vacancy and added a new Support Coordinator due to caseload growth. Overall billing now reflects previously implemented TCM efficiency measures.

Total Expenses: As of November 2019, overall YTD SB 40 Tax program expenses were lower than budgeted expectations with an overage in CLC expenses and only a slight overage in Community Employment Programs. CLC continues to serve youth at a higher rate than anticipated. There was a surplus in state TCM funds available; therefore, there was no annual TCM allocation billing submitted by DMH (code 6900 – Direct Services). Overall Services Program expenses were lower than budgeted expectations. Only slight overages have been recorded in R&M, Presentations/Public Meetings, Other G&A, and Depreciation expenses.

Balance Sheet

As of November 30, 2019

	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	590,878	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
Total 1005 SB 40 Tax Bank Accounts	591,107	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		329,785
Total 1050 Services Bank Accounts	0	329,785
Total 1000 Bank Accounts	591,107	329,785
Total Bank Accounts		
	591,107	329,785
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		87,644
1215 Non-Medicaid Direct Service		19,466
Total 1200 Services	0	107,110
1300 Property Taxes		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
Total 1300 Property Taxes	1,041,884	0
1350 Allowance for Doubtful Accounts	(5,666)	
Total Accounts Receivable	1,036,217	107,110
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		64,400
1435 Net Pension Asset (Liability)		(22,041)
Total 1400 Other Current Assets	0	42,359
1450 Prepaid Expenses		
1455 Prepaid-Insurance	0	5,962
Total 1450 Prepaid Expenses	0	5,962
Total Other Current Assets	0	48,321
Total Current Assets	1,627,324	485,217

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		(155,745)
1526 Accumulated Depreciation - Keystone		(23,226)
1530 100 Third Street Remodeling		152,405
1531 Keystone Remodeling		110,596
1535 Acc Dep - Remodeling - 100 Third Street		(58,155)
1536 Acc Dep - Remodeling - Keystone		(9,327)
1540 Equipment		53,013
1545 Accumulated Depreciation - Equipment		(38,921)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	686,629
Total Fixed Assets	0	686,629
TOTAL ASSETS	1,627,324	1,171,846
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	13,430	1,413
Total Accounts Payable	13,430	1,413
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	19,466	
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	923,939	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	0
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,948
Total 2060 Payroll Tax Payable	0	2,948
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	1,096
2072 AFLAC Post-tax W / H	0	107
2073 Vision Insurance W / H	0	(53)
2074 Health Insurance W / H	0	28

2075 Dental Insurance W / H	0	(63)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	1,115
2090 Deferred Inflows		1,595
Total 2000 Current Liabilities	943,405	3,501
Total Other Current Liabilities	943,405	3,501
Total Current Liabilities	956,834	4,914
Total Liabilities	956,834	4,914
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	233,296	
3010 Transportation	44,620	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	62,799	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	3,012	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	30,071	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	373,798	0
3500 Restricted Services Fund Balances		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		33,562
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		686,629
Total 3500 Restricted Services Fund Balances	0	925,191
3900 Unrestricted Fund Balances	1,204	2
3950 Prior Period Adjustment	0	0
3999 Clearing Account	126,576	74,772
Net Income	183,209	152,669
Total Equity	684,787	1,152,634
TOTAL LIABILITIES AND EQUITY	1,641,621	1,157,549

Statement of Cash Flows

November 2019

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(81,357)	(109)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(44,634)
1215 Services:Non-Medicaid Direct Service		(15,889)
1455 Prepaid Expenses:Prepaid-Insurance		2,312
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		638
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		451
1545 Fixed Assets:Accumulated Depreciation - Equipment		454
1900 Accounts Payable	1,352	(544)
2007 Current Liabilities:Non-Medicaid Payable	15,889	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		985
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		958
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		143
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		33
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		178
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:	17,241	(53,677)
Net cash provided by operating activities	(64,116)	(53,785)
FINANCING ACTIVITIES		
3599 Restricted Services Fund Balances:Other		(2,781)
3999 Clearing Account		2,781
Net cash provided by financing activities	0	0
Net cash increase for period	(64,116)	(53,785)
Cash at beginning of period	655,223	383,571
Cash at end of period	591,107	329,785

Statement of Cash Flows

January - November, 2019

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	183,209	152,669
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(30,283)
1215 Services:Non-Medicaid Direct Service		3,205
1455 Prepaid Expenses:Prepaid-Insurance		13,594
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		6,486
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		4,539
1545 Fixed Assets:Accumulated Depreciation - Equipment		5,161
1900 Accounts Payable	1,397	(12,288)
2007 Current Liabilities:Non-Medicaid Payable	(3,205)	
2015 Current Liabilities:Accrued Compensated Absences		(2,157)
2050 Current Liabilities:Prepaid Tax Revenue	(126,447)	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		904
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(130)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(55)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		50
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		17
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		171
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(128,255)	2,841
Net cash provided by operating activities	54,954	155,509
INVESTING ACTIVITIES		
1530 Fixed Assets:100 Third Street Remodeling		(26,279)
1531 Fixed Assets:Keystone Remodeling		(15,609)
1540 Fixed Assets:Equipment		(1,526)
Net cash provided by investing activities	0	(43,414)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	3,980	
3010 Restricted SB 40 Tax Fund Balances:Transportation	39,133	
3015 Restricted SB 40 Tax Fund Balances:New Programs	(10,030)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	13,202	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(1,589)	
3070 Restricted SB 40 Tax Fund Balances:TCM	30,071	
3501 Restricted Services Fund Balances:Operational		0
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		17,570
3565 Restricted Services Fund Balances:Legal		(6,166)
3575 Restricted Services Fund Balances:Community Resources		5,000

3599 Restricted Services Fund Balances:Other		13,602
3900 Unrestricted Fund Balances	(152,167)	33,426
3999 Clearing Account	34,775	(63,432)
Net cash provided by financing activities	(42,625)	0
Net cash increase for period	12,329	112,095
Cash at beginning of period	578,777	217,690
Cash at end of period	591,107	329,785

Check Detail

November 2019

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
11/01/2019	Bill Payment (Check)	5573	Kyle LaBrue	(1,082.00)
11/01/2019	Bill Payment (Check)	5574	David A Schlenfort	(388.00)
11/08/2019	Bill Payment (Check)	5575	WeDrive Driving School	(240.00)
11/08/2019	Bill Payment (Check)	5576	WeDrive Driving School	(360.00)
11/14/2019	Bill Payment (Check)	5577	Childrens Learning Center	(17,079.59)
11/14/2019	Bill Payment (Check)	5578	Lake Area Industries	(22,299.55)
11/19/2019	Bill Payment (Check)	5579	Camdenton Apartments dba Lauren's Place	(246.00)
11/19/2019	Bill Payment (Check)	5580	David A Schlenfort	(388.00)
11/19/2019	Bill Payment (Check)	5581	OATS, Inc.	(10,607.55)
11/19/2019	Bill Payment (Check)	5582	James D Cramer	(316.00)
11/19/2019	Bill Payment (Check)	5583	Kyle LaBrue	(1,082.00)
11/19/2019	Bill Payment (Check)	5584	Maryann VanCleave	(907.00)
11/19/2019	Bill Payment (Check)	5585	Revelation Construction & Development, LLC	(31.00)
11/19/2019	Bill Payment (Check)	5586	Camdenton Apartments dba Lauren's Place	(270.00)
11/19/2019	Bill Payment (Check)	5587	David A Schlenfort	(675.00)
11/19/2019	Bill Payment (Check)	5588	Revelation Construction & Development, LLC	(325.00)
11/19/2019	Bill Payment (Check)	5589	Revelation Construction & Development, LLC	(615.00)
11/19/2019	Bill Payment (Check)	5590	Revelation Construction & Development, LLC	(617.00)
11/19/2019	Bill Payment (Check)	5591	Revelation Construction & Development, LLC	(737.00)
11/19/2019	Bill Payment (Check)	5592	Revelation Construction & Development, LLC	(814.00)
11/19/2019	Bill Payment (Check)	5593	Bankcard Center	(94.35)
11/22/2019	Bill Payment (Check)	5594	Brookview Apartments of Camdenton	(73.00)
11/22/2019	Bill Payment (Check)	5595	MO HealthNet	(16.00)
11/22/2019	Bill Payment (Check)	5596	MO HealthNet	(42.00)
11/22/2019	Bill Payment (Check)	5597	MO HealthNet	(104.00)
11/22/2019	Bill Payment (Check)	5598	MO HealthNet	(172.00)
11/22/2019	Bill Payment (Check)	5599	MO HealthNet	(199.00)
11/22/2019	Bill Payment (Check)	5600	MO HealthNet	(230.00)
11/22/2019	Bill Payment (Check)	5601	MO HealthNet	(239.00)
11/22/2019	Bill Payment (Check)	5602	MO HealthNet	(248.00)
11/22/2019	Bill Payment (Check)	5603	MO HealthNet	(334.00)
11/22/2019	Bill Payment (Check)	5604	MO HealthNet	(571.00)
11/22/2019	Bill Payment (Check)	5605	MO HealthNet	(596.00)

11/22/2019	Bill Payment (Check)	5606	MO HealthNet	(665.00)
11/22/2019	Bill Payment (Check)	5607	MO HealthNet	(665.00)
11/25/2019	Bill Payment (Check)	5608	MO HealthNet	(42.00)
11/26/2019	Bill Payment (Check)	5609	DMH Local Tax Matching Fund	(3,320.22)

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
11/01/2019	Expense	153029	Shellie L Andrews	(1,104.09)
11/01/2019	Expense	153030	Connie L Baker	(1,139.08)
11/01/2019	Expense	153031	Rachel K Baskerville	(1,192.50)
11/01/2019	Expense	153032	Jeanna K Booth	(1,216.31)
11/01/2019	Expense	153033	Cynthia Brown	(1,196.06)
11/01/2019	Expense	153034	Lori Cornwell	(1,371.60)
11/01/2019	Expense	153035	Stephanie E Enoch	(1,228.64)
11/01/2019	Expense	153036	Linda Gifford	(898.92)
11/01/2019	Expense	153037	Ryan Johnson	(1,462.18)
11/01/2019	Expense	153038	Micah J Joseph	(692.62)
11/01/2019	Expense	153039	Jennifer Lyon	(1,191.68)
11/01/2019	Expense	153040	Lisa D Patrick	(945.13)
11/01/2019	Expense	153041	Mary P Petersen	(1,222.94)
11/01/2019	Expense	153042	Sylvia M Santon	(995.90)
11/01/2019	Expense	153043	Eddie L Thomas	(2,531.73)
11/01/2019	Expense	153044	Marcie L. Vansyoc	(1,555.58)
11/01/2019	Expense	153045	Jami Weisenborn	(1,280.52)
11/01/2019	Expense	153046	Nicole M Whittle	(1,461.82)
11/01/2019	Expense	11/01/2019	Edward Jones	(100.00)
11/01/2019	Expense	11/01/2019	Internal Revenue Service	(6,448.63)
11/01/2019	Bill Payment (Check)	1763	Linda Simms	(1,444.11)
11/01/2019	Bill Payment (Check)	1764	Connie L Baker	(74.75)
11/01/2019	Bill Payment (Check)	1765	Linda Gifford	(92.90)
11/01/2019	Bill Payment (Check)	1766	Lori Cornwell	(226.55)
11/01/2019	Bill Payment (Check)	1767	Ryan Johnson	(234.57)
11/01/2019	Bill Payment (Check)	1768	Ameren Missouri	(165.81)
11/01/2019	Bill Payment (Check)	1769	Janine's Flowers	(46.00)
11/01/2019	Bill Payment (Check)	1770	Republic Services #435	(57.73)
11/01/2019	Bill Payment (Check)	1771	Walters, Staedtler & Allen L.L.C.	(890.00)
11/01/2019	Bill Payment (Check)	1772	All American Termite & Pest Control	(41.00)
11/05/2019	Bill Payment (Check)	1773	Eddie L Thomas	(235.90)
11/08/2019	Bill Payment (Check)	1774	AT&T	(83.55)
11/08/2019	Bill Payment (Check)	1775	Camden County PWSD #2	(59.89)
11/08/2019	Bill Payment (Check)	1776	Cynthia Brown	(6.05)
11/08/2019	Bill Payment (Check)	1777	Direct Service Works	(795.00)
11/08/2019	Bill Payment (Check)	1778	Jami Weisenborn	(192.60)
11/08/2019	Bill Payment (Check)	1779	Jennifer Lyon	(320.33)
11/08/2019	Bill Payment (Check)	1780	Jessica N. North	(55.00)
11/08/2019	Bill Payment (Check)	1781	LaClede Electric Cooperative	(385.98)

11/08/2019	Bill Payment (Check)	1782	National Pen Co. LLC	(396.92)
11/08/2019	Bill Payment (Check)	1783	Nicole M Whittle	(66.50)
11/08/2019	Bill Payment (Check)	1784	Office Business Equipment	(1,544.40)
11/08/2019	Bill Payment (Check)	1785	Shellie L Andrews	(193.55)
11/08/2019	Bill Payment (Check)	1786	Staples Advantage	(168.95)
11/08/2019	Bill Payment (Check)	1787	SUMNERONE	(1,000.00)
11/14/2019	Bill Payment (Check)	1788	Stephanie E Enoch	(250.38)
11/14/2019	Bill Payment (Check)	1789	AT&T	(22.71)
11/14/2019	Bill Payment (Check)	1790	Camden County Fire & Safety	(36.00)
11/14/2019	Bill Payment (Check)	1791	Ezard's, Inc.	(52.07)
11/14/2019	Bill Payment (Check)	1792	Jessica N. North	(110.00)
11/14/2019	Bill Payment (Check)	1793	Missouri Dept of Revenue	(1,990.00)
11/14/2019	Bill Payment (Check)	1794	Staples Advantage	(779.12)
11/14/2019	Bill Payment (Check)	1795	Lorraine Schleigh	(70.00)
11/15/2019	Expense	153048	Shellie L Andrews	(1,102.82)
11/15/2019	Expense	153049	Connie L Baker	(1,148.21)
11/15/2019	Expense	153050	Rachel K Baskerville	(1,224.92)
11/15/2019	Expense	153051	Jeanna K Booth	(1,258.65)
11/15/2019	Expense	153052	Cynthia Brown	(1,370.04)
11/15/2019	Expense	153053	Lori Cornwell	(1,371.60)
11/15/2019	Expense	153054	Stephanie E Enoch	(1,227.66)
11/15/2019	Expense	153055	Linda Gifford	(1,059.52)
11/15/2019	Expense	153056	Ryan Johnson	(1,462.18)
11/15/2019	Expense	153057	Micah J Joseph	(692.62)
11/15/2019	Expense	153058	Jennifer Lyon	(1,243.90)
11/15/2019	Expense	153059	Lisa D Patrick	(870.17)
11/15/2019	Expense	153060	Mary P Petersen	(1,170.56)
11/15/2019	Expense	153061	Sylvia M Santon	(995.90)
11/15/2019	Expense	153062	Eddie L Thomas	(2,531.76)
11/15/2019	Expense	153063	Marcie L. Vansyoc	(1,555.58)
11/15/2019	Expense	153064	Jami Weisenborn	(1,261.76)
11/15/2019	Expense	153065	Nicole M Whittle	(1,453.20)
11/15/2019	Expense	11/15/2019	Edward Jones	(100.00)
11/15/2019	Expense	11/15/2019	Internal Revenue Service	(6,543.72)
11/15/2019	Bill Payment (Check)	1796	Dennis J. Barton III	(309.26)
11/15/2019	Bill Payment (Check)	1797	City Of Camdenton	(69.21)
11/15/2019	Bill Payment (Check)	1798	Ezard's, Inc.	(1,300.00)
11/15/2019	Bill Payment (Check)	1799	Linda Simms	(1,407.81)
11/19/2019	Bill Payment (Check)	1800	Lisa D Patrick	(350.03)
11/19/2019	Bill Payment (Check)	1801	Bankcard Center	(2,640.93)
11/19/2019	Bill Payment (Check)	1802	Ryan Johnson	(41.75)
11/19/2019	Bill Payment (Check)	1803	Childrens Learning Center	(114.99)
11/19/2019	Bill Payment (Check)	1804	Office Business Equipment	(294.90)
11/22/2019	Bill Payment (Check)	1805	Jessica N. North	(55.00)
11/22/2019	Bill Payment (Check)	1806	Office Business Equipment	(253.77)
11/25/2019	Bill Payment (Check)	1807	Bryan Cave LLP	(160.95)

11/25/2019	Bill Payment (Check)	1808	Charter Business	(539.88)
11/25/2019	Bill Payment (Check)	1809	Cynthia Brown	(57.15)
11/25/2019	Bill Payment (Check)	1810	Delta Dental of Missouri	(482.89)
11/25/2019	Bill Payment (Check)	1811	Mo Consolidated Health Care	(16,035.99)
11/25/2019	Bill Payment (Check)	1812	Principal Life Ins	(307.84)
11/28/2019	Bill Payment (Check)	1813	Eddie L Thomas	(151.42)
11/28/2019	Bill Payment (Check)	1814	MoDOT Transit	(840.00)
11/28/2019	Bill Payment (Check)	1815	Rachel K Baskerville	(250.09)
11/28/2019	Bill Payment (Check)	1816	AT&T	(119.97)
11/28/2019	Bill Payment (Check)	1817	Lake Area Industries	(50.00)
11/28/2019	Bill Payment (Check)	1818	Summit Natural Gas of Missouri, Inc.	(201.28)
11/28/2019	Bill Payment (Check)	1819	Jessica N. North	(110.00)
11/28/2019	Bill Payment (Check)	1820	Dennis J. Barton III	(323.92)
11/28/2019	Bill Payment (Check)	1821	Linda Simms	(1,400.25)
11/29/2019	Expense	153067	Shellie L Andrews	(1,102.82)
11/29/2019	Expense	153068	Connie L Baker	(1,199.62)
11/29/2019	Expense	153069	Rachel K Baskerville	(1,192.50)
11/29/2019	Expense	153070	Jeanna K Booth	(1,220.69)
11/29/2019	Expense	153071	Cynthia Brown	(993.62)
11/29/2019	Expense	153072	Lori Cornwell	(1,406.61)
11/29/2019	Expense	153073	Stephanie E Enoch	(1,227.66)
11/29/2019	Expense	153074	Linda Gifford	(1,063.21)
11/29/2019	Expense	153075	Ryan Johnson	(1,509.24)
11/29/2019	Expense	153076	Micah J Joseph	(1,275.67)
11/29/2019	Expense	153077	Jennifer Lyon	(1,191.68)
11/29/2019	Expense	153078	Lisa D Patrick	(914.15)
11/29/2019	Expense	153079	Mary P Petersen	(1,175.91)
11/29/2019	Expense	153080	Sylvia M Santon	(995.90)
11/29/2019	Expense	153081	Eddie L Thomas	(2,531.74)
11/29/2019	Expense	153082	Marcie L. Vansyoc	(1,555.58)
11/29/2019	Expense	153083	Jami Weisenborn	(1,266.94)
11/29/2019	Expense	153084	Nicole M Whittle	(1,461.82)
11/29/2019	Expense	11/29/2019	Edward Jones	(100.00)
11/29/2019	Expense	11/29/2019	Internal Revenue Service	(6,535.23)
11/30/2019	Expense	NOV 2019	Lagers	(7,331.94)

October 2019
Credit Card Statement



SCORECARD	Bonus Points Available
	32,000

Account Summary

Billing Cycle		11/04/2019
Days In Billing Cycle		31
Previous Balance		\$1,506.60
Purchases	+	\$2,755.28
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$20.00
Payments	-	\$1,506.60
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$2,735.28

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,264.72
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	\$2,735.28
MINIMUM PAYMENT	\$83.00
PAYMENT DUE DATE	12/02/2019

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				\$1,506.60-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
10/28	10/28	00901326	PAYMENT - THANK YOU	\$1,506.60-

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
11/04/19	\$2,735.28	\$83.00	12/02/19

\$

BL ACCT 0000256-10000000
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



Cardholder Account Summary					
EDDIE THOMAS ##### 0953		Payments & Other Credits \$0.00	Purchases & Other Charges \$661.83	Cash Advances \$0.00	Total Activity \$661.83
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/17	10/20	PBUS01	55310209291200488200106	SPORTS ZONE COLUMBIA MO	\$91.83 X
10/27	10/28	PBUS01	55131589300400814002637	MSFT * E01009F709 8006427676 WA	\$420.00 X
11/04	11/04	PBUS01	55432869308200071266535	Intuit *QuickBooks 800-446-8848 CA	\$150.00 X

Cardholder Account Summary					
LINDA SIMMS ##### 0961		Payments & Other Credits \$20.00-	Purchases & Other Charges \$1,747.18	Cash Advances \$0.00	Total Activity \$1,727.18
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/04	10/06	PBUS01	55483829278091003002538	SAMSLUB #8163 COLUMBIA MO	\$17.40 X
10/04	10/07	PBUS01	55310209278036003563181	HILTON GARDEN INN COLUMBIA MO 356318 8662336541	\$224.68 X
10/07	10/09	PBUS01	05436849281100044368869	ARRIVAL 10/04/19 DEPART 10/04/19 DOLLAR GENERAL #19749 OSAGE BEACH MO	\$19.75 X
10/08	10/09	PBUS01	02305379282000532342255	USPS PO 2860360829 OSAGE BEACH MO	\$6.85 X
10/09	10/10	PBUS01	55429509282717193841561	EB MISSOURI CONSORTIU 8014137200 CA	\$60.00 X
10/10	10/11	PBUS01	75337009284470000401421	AAIDD 8778773737 DC	\$185.00 X
10/14	10/15	PBUS01	02305379288000494093866	HY-VEE OSAGE BEACH 147 OSAGE BEACH MO	\$50.00 X
10/24	10/25	PBUS01	55432869297200552202861	AMZN Mktp US*U98NO1AP3 Amzn.com/bill WA	\$199.00 X
10/25	10/27	PBUS01	5548382929940000390264	WAL-MART #0089 CAMDENTON MO	\$94.35 X
10/25	10/27	PBUS01	75337009299470000556714	FACTORY DIRECT PARTY 7187712246 PA	\$101.79 X
10/25	10/28	PBUS01	55310209299708751413620	HOLIDAY INN EXECUTIVE 5734458531 MO 13228797	\$534.50 X
10/27	10/28	PBUS01	55432869300200173367668	ARRIVAL 10/17/19 DEPART 11/06/19 Amazon.com*6U6V14VL3 Amzn.com/bill WA	\$31.57 X
10/29	10/31	PBUS01	55483829303370555545972	SAMSLUB.COM 888-746-7726 AR	\$127.12 X
10/30	10/31	PBUS01	05587459303000000544058	MC Hotel Network RBT EasySavings NY	\$20.00 X
11/03	11/04	PBUS01	05436849308400068142102	WM SUPERCENTER #815 OSAGE BEACH MO	\$95.17 X

Cardholder Account Summary					
CONNIE L BAKER ##### 1859		Payments & Other Credits \$0.00	Purchases & Other Charges \$346.27	Cash Advances \$0.00	Total Activity \$346.27
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/08	10/09	PBUS01	75230979282000000520807	SIGNATURE BASKETS AND 8706989373 AR	\$50.00 X
10/08	10/09	PBUS01	02305379282000532342669	USPS PO 2812420020 CAMDENTON MO	\$6.85 X
10/10	10/11	PBUS01	05436849284400043518846	WM SUPERCENTER #89 CAMDENTON MO	\$17.35 X
10/10	10/11	PBUS01	05436849284400043518929	WM SUPERCENTER #89 CAMDENTON MO	\$15.13 X
10/17	10/18	PBUS01	05436849291400064593398	WM SUPERCENTER #89 CAMDENTON MO	\$158.00 X
10/23	10/24	PBUS01	05436849297400065865609	WM SUPERCENTER #89 CAMDENTON MO	\$19.76 X
10/29	10/30	PBUS01	55483829303400000740207	WAL-MART #0089 CAMDENTON MO	\$65.18 X
10/30	10/31	PBUS01	55417349303173039737474	DONUT PALACE CAMDENTON CAMDENTON MO	\$14.00 X

ED
2wch
FOR
EMPLOYEES
MACDAS

Sports Zone
Columbia, MO

111 Lea

Tbl 12/1 Chk 8283 Gst 0
Oct17'19 11:45AM

1 Cajun Pasta 12.99
1 Cal Chkn Sandwch 9.99
1 Caesar Salad 8.99
1 ADD Chicken 2.00
1 Penne Primavera 11.99
1 Chkn Quesadilla 8.99
1 Fish Tacos 10.99
1 Veg Quesadilla 7.99

Subtotal 73.93
Tax 5.90
12:38PM Total 79.83

Room# _____
Print Name _____
Tip _____
Total _____
Signature _____

Sports Zone
Columbia, MO

Date: Oct17'19 12:41PM
Card Type: M.C.
Acct #: XXXXXXXXXXXXX0953
Card Entry: SWIPED
Trans Type: PURCHASE
Trans Key: GIG010488990671
Auth Code: 61045C
Check: 8283
Table: 12/1
Server: 111 Lea

Subtotal: 79.83
Tip: 12.00
Total: 91.83

Signature
I agree to pay above total
according to my card issuer
agreement.

**** Copy ****



Invoice

October 2019
 Invoice Date: 10/27/2019
 Invoice Number: E01009F709
 Due Date: 11/26/2019

420.00 USD

Sold-To

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

Bill-To

Camden County Developmental Disability Resources
 PO Box 722
 Camdenton mo 65020
 United States

Service Usage Address

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

Order Details

Product: Online Services
 Customer PO Number:
 Order Number: dfd50987-a0e6-4f45-99b5-eac21ebdb614
 Billing Period: 09/27/2019 - 10/26/2019
 Payment Terms: Net 30
 Due Date: 11/26/2019

Billing Summary

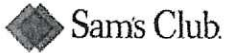
Charges: 420.00
 Discounts: 0.00
 Credits: 0.00
 Tax: 0.00
Total: 420.00

Payment Instructions

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

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

Microsoft Corporation, One Microsoft Way Redmond, WA 98052 United States
 US FEIN 91-1144442



LINDA
CREDIT CARD

Thank you, your order is complete

A copy of your receipt has been sent to your email address

Items you have already paid for:

Order Date: Oct 29, 2019 Order Number: 3939994533

Items we're shipping to you

Delivery Address: Connie Baker
100 3rd St
Camdenton, MO 65020

ITEMS TO BE SHIPPED	SHIPPING METHOD	QTY	TOTAL
Dixie® Wrapped Cutlery Kit, Medium Weight, Polystyrene, White (CM26NC7) Item #: 980143885	Arrives by Nov 04	2	\$73.24
Chinet Classic White 6.75" Appetizer & Dessert Plates (300 ct.) Item #: 873737	Arrives by Oct 31	2	\$25.36
Member's Mark Translucent Plastic Cups (12oz., 330ct.) Item #: 653618	Arrives by Oct 31	2	\$16.96

Billing Address:
Linda Simms
PO Box 722
Camdenton, MO 65020

Payment Method:
MASTERCARD : xxxx-xxxx-xxxx-
0961

Subtotal:	\$115.56
Shipping:	\$11.56
Tax:	\$0.00
Order Total:	\$127.12

For your records::
Total Tax Exempt items: **\$115.56**

[abandon cart](#)

Have Questions? One of our associates will be happy to help you. Call us at 1-888-746-7726. [Leave Feedback](#)

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© 2018 Sam's C



Tax invoice

Invoice number: 1000128082794
Total: \$150.00
Date: Nov 4, 2019
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 Pobox 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 subscription fees:
Total without tax:
Total tax:

Nov 4, 2019 - Dec 4, 2019
\$150.00
\$0.00

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. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

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

OFFICE
SUPPLIES

S A M ' S C L U B
CLUB MANAGER LISAMU MEKURIA
(573) 875 - 2979
COLUMBIA, MO

10/04/19 12:56 8956 00163 006 3849

CAMDEN

E	305186 BIC CSTH CM	7.48 E
	677724 W JOY SUGARF	9.92 E
	SUBTOTAL	17.40

TOTAL 17.40
MCARD TEND 17.40

MasterCard **** * 0961 1 22
APPROVAL # 66592E

AID A0000000041010

TC 9196D2A4A40AE545

TERMINAL # SC010842

*NO SIGNATURE REQUIRED

CHARGE DUE 0.00

New! Free shipping for Plus members.
Learn more: samsclub.com/freeshipping
Visit samsclub.com to see your savings

ITEMS SOLD 2

TCN 1309 8039 6574 9712 1530



*** MEMBER COPY ***

OB - PENS

CAMDENSON



HILTON GARDEN INN - COLUMBIA, MO
 3300 VANDIVER
 COLUMBIA, MO 65202
 United States of America
 TELEPHONE 573-814-5464 • FAX 573-814-5465
 Reservations
 www.hilton.com or 1 800 HILTONS

*SIMMS
 HOTEL
 MOPELRA CONF
 DEPT OF LABOR*

SIMMS, LINDA

 PO BOX 722

 CANDENTON MO 65020
 UNITED STATES OF AMERICA

Room No: 425/K1
 Arrival Date: 10/2/2019 6:26:00 PM
 Departure Date: 10/4/2019
 Adult/Child: 1/0
 Cashier ID: FD0
 Room Rate: 99.00
 AL:
 HH #
 VAT #
 Folio No/Che 356318 A

Confirmation Number: 3147194118

HILTON GARDEN INN - COLUMBIA, MO 10/4/2019 6:26:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
10/2/2019	GUEST ROOM	FD0	1394054	\$99.00		
10/2/2019	TDD	FD0	1394054	\$0.50		
10/2/2019	CITY TAX	FD0	1394054	\$7.89		
10/2/2019	LODGING TAX	FD0	1394054	\$4.95		
10/3/2019	GUEST ROOM	FD0	1394388	\$99.00		
10/3/2019	TDD	FD0	1394388	\$0.50		
10/3/2019	CITY TAX	FD0	1394388	\$7.89		
10/3/2019	LODGING TAX	FD0	1394388	\$4.95		

WILL BE SETTLED TO MC*0961
 EFFECTIVE BALANCE OF

\$224.68
 \$0.00

EXPENSE REPORT SUMMARY

	10/2/2019	10/3/2019	STAY TOTAL
ROOM AND TAX	\$112.34	\$112.34	\$224.68
DAILY TOTAL	\$112.34	\$112.34	\$224.68

STAMPS CARD

CERTIFIED MAIL
TO MILLER
COUNTY CLERK'S
OFFICE

=====

OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
286036-0829
(800)275-8777
10/08/2019 04:08 PM

=====

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (TUSCUMBIA, MO 65082) (Weight:0 Lb 0.80 Oz) (Estimated Delivery Date) (Thursday 10/10/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70171450000025341277)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940243608190896507)			\$2.80
Total:			\$6.85

Credit Card Remitd \$6.85
(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX0961)
(Approval #:68368E)
(Transaction #:338)
(AID:A0000000041010 Chip)
(AL:MasterCard)
(PIN:Not Required)

Text your tracking number to 28777
(2USPS) to get the latest status.
Standard Message and Data Rates may
apply. You may also visit us.com
USPS Tracking or call 1-800-275-8777.

Preview your ...

Linda's Card

Order #1093871861 - October 9, 2019

Jeanna Booth	1 x Lunch - Professional	\$20.00
Ed Thomas	1 x Lunch - Professional	\$20.00
Rachel Baskerville	1 x Lunch - Professional	\$20.00

SDM Meeting on 10-22-2019

EB MD CONSORTIUM

\$60.00

View and manage your order online

Printable PDF tickets are attached to this email

Charged to the MasterCard card ending in *0961

Appears on your card statement as "EB *Missouri Consortiu"

Contact the organizer for any questions related to this purchase.

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy.



This email was sent to jeanna@codd.org

Eventbrite | 155 5th St, 7th Floor | San Francisco, CA 94103

Copyright © 2019 Eventbrite. All rights reserved.

Transaction Receipt from American Assn on Intellectual & Developmental Disabilities for \$185.00 (USD)

Auto-Receipt <noreply@mail.authorize.net>

Thu 10/10/2019 12:23 PM

To: Linda Simms <linda@ccddr.org>

Order Information

Description: Form Name: 2020 Standard Membership Renewal, Receipt ID: 14016181

Billing Information

Linda Simms
Camdenton, MO 65020-0722
US
Linda@ccddr.org
(573) 693-1511

Shipping Information

Total: \$185.00 (USD)

Payment Information

Date/Time: 10-Oct-2019 13:23:10 EDT
Transaction ID: 41633261687
Payment Method: MasterCard xxxx0961
Transaction Type: Purchase
Auth Code: 63107E

Merchant Contact Information

American Assn on Intellectual & Developmental Disabilities
Washington, DC 20001
US
pdaitken@aidd.org

MACEDDS ANNUAL
MTA.
GIFT CARD
FOR DOOR PRIZE



EMPLOYEE OWNED

929 HIGHWAY D
OSAGE BEACH MO 65065
573-302-7977
E-mail comments:
1475director@hy-vee.com

October 14 2019 01:57 PM
DUPLICATE RECEIPT

Services

ACTIVATE NEW SB CARD 50.00

Master Card \$50.00
[] XXXX XXXX XXXX 0961
Auth# 68359E Ref# 5836068199

BALANCE DUE 50.00

CHANGE \$0.00

WIN A \$500 HY-VEE GIFT CARD!

Please visit www.Hy-VeeSurvey.com
and key in the 16-digit code below
to take a brief survey and enter for
your chance to win a \$500 Hy-Vee
gift card.

1014147500300056

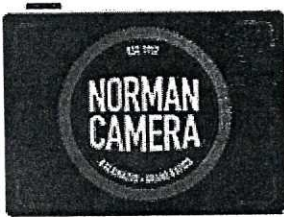
No purchase necessary to enter
sweepstakes. See website for official
sweepstakes rules.

Total number of items sold = 1

Cashier:0204 Name:Bonnie D.
Store:1475 POS:030 Transaction:0056
Oct 14 2019 01:57 PM

Thanks for shopping at
Hy-Vee

46



INVOICE



Date 10/24/2019 **Order #** 990738 **Shipment #** 68541 **Shipping Method** Prime

Shipping Information

Linda Simms
5816 OSAGE BEACH PKWY STE 108
OSAGE BEACH, MO 65065-3046
US
+1 412-532-4665 ext. 05492
h0jcwpsj3khj0r3@marketplace.amazon.com

Billing Information

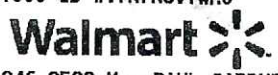
Linda Simms
5816 OSAGE BEACH PKWY STE 108
OSAGE BEACH, MO 65065-3046
US
+1 412-532-4665 ext. 05492
h0jcwpsj3khj0r3@marketplace.amazon.com

SKU	Product Name	Part Num	Qty	Unit Price
41239	Canon VIXIA HF R800 Full HD Camcorder - White	1960C003	1	199.00

Sub-Total: \$199.00
Price Adjustments: \$0.00
Order and Item Level Promotions: \$0.00
Sales Tax: \$0.00
Shipping: \$0.00
Grand Total: \$199.00
Payments Received: \$199.00
Balance Due: \$0.00

LINDA Y

See back of receipt for your chance
to win \$1000 ID #:7N7N8VVWMO



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

ST# 00089	OP# 004824	TE# 08	TR# 00475	
AMLACTIN	030781709879			12.97 0
MIRALAX	004110082071			18.48 0
MIRALAX	004110082071			18.48 0
MIRALAX	004110082071			18.48 0
AMLACTIN	030781709879			12.97 0
AMLACTIN	030781709879			12.97 0
	SUBTOTAL			94.35
	TOTAL			94.35



MasterCard **** * 0961 1 22
 APPROVAL # 64455C
 REF # 929800039026
 PAYMENT SERVICE - A
 AID_A0000000041010
 TC 4DD1F1E9634A78C0
 TERMINAL # SC011009
 *NO SIGNATURE REQUIRED

10/25/19 10:44:53
 CHANGE DUE 0.00
 # ITEMS SOLD 6

TC# 7424 1629 3002 2745 4090



10/25/19 10:45:10
 CUSTOMER COPY

Scan with Walmart app to save receipts





FACTORY DIRECT
party

TABLE COVERS
CHRISTMAS PARTY

Page: 1
Units per Order: 76
SKUs per Order: 3

Control Number: 7994075



Invoice

factorydirectparty
50 Ann street
West Pittston, Pennsylvania 18643
8003834315
www.factorydirectparty.com

Order Number: 10000317670
Placed: 10/25/2019
Shipping: Flat Rate Standard
Tracking:
Payment Method: Cash

Ship to:
Camden County Developmental Disability
Resources
Linda Simms
100 Third Street PO Box 722
Camden, MO 65020
United States
5736931511

Bill to:
Camden County Developmental Disability
Resources
Linda Simms
100 Third Street PO Box 722
Camden, MO 65020
United States
5736931511

LOC	Item #	Name	QTY	Price	Total
08K02C.1	91020	Round Red Table Cover	30	\$1.29	\$38.70
08K05A.1	91010	Round Emerald Green Table Cover	30	\$1.29	\$38.70
08K09B.1	90023	White Plastic Table Cover	15	\$1.09	\$17.44

g: \$6.95

Subtotal: \$94.84
Shipping and Handling: \$6.95
Order Tot: 101.79

Order notes:



Holiday Inn

11-13-19

Linda Simmons CCA Camden Co DD Resources United States	Folio No.	: 526128	Room No.	: 9013
	A/R Number	:	Arrival	: 10-17-19
	Group Code	:	Departure	: 10-25-19
	Company	:	Conf. No.	:
	Membership No.	:	Rate Code	: HOUSE
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
10-17-19	*Accommodation Routed From Brown Cynthia Of Room #135	99.95	
10-17-19	City Tax Routed From Brown Cynthia Of Room #135	5.00	
10-17-19	Hotel Services Fee Routed From Brown Cynthia Of Room #135	1.95	
10-17-19	*Accommodation Routed From Johnson Ryan Of Room #310	99.95	
10-17-19	City Tax Routed From Johnson Ryan Of Room #310	5.00	
10-17-19	Hotel Services Fee Routed From Johnson Ryan Of Room #310	1.95	
10-17-19	*Accommodation Routed From Weisenborn Jami Of Room #315	99.95	
10-17-19	City Tax Routed From Weisenborn Jami Of Room #315	5.00	
10-17-19	Hotel Services Fee Routed From Weisenborn Jami Of Room #315	1.95	
10-17-19	*Accommodation Routed From Petersen Mary Of Room #402	99.95	
10-17-19	City Tax Routed From Petersen Mary Of Room #402	5.00	
10-17-19	Hotel Services Fee Routed From Petersen Mary Of Room #402	1.95	
10-17-19	*Accommodation Routed From Simms Linda Of Room #421	99.95	
10-17-19	City Tax Routed From Simms Linda Of Room #421	5.00	
10-17-19	Hotel Services Fee Routed From Simms Linda Of Room #421	1.95	
10-25-19	MasterCard XXXXXXXXXXXXX0961		534.50
Total		534.50	534.50
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Final Details for Order #112-1117670-7627442

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

Order Placed: October 24, 2019

Amazon.com order number: 112-1117670-7627442

Order Total: \$31.57

Shipped on October 27, 2019

Items Ordered

1 of: *SanDisk 128GB Extreme SDXC UHS-I Card - C10, U3, V30, 4K UHD, SD Card - SDCDXV5-128G-GNCIN, SANDISK*

Sold by: Amazon.com Services, Inc

Condition: New

Price

\$29.93

Shipping Address:

Linda Simms
5816 OSAGE BEACH PKWY STE 108
OSAGE BEACH, MO 65065-3046
United States

Shipping Speed:

One-Day Shipping

Payment information

Payment Method:

MasterCard | Last digits: 0961

Billing address

Linda Simms
5816 OSAGE BEACH PKWY STE 108
OSAGE BEACH, MO 65065-3046
United States

Item(s) Subtotal: \$29.93

Shipping & Handling: \$0.00

Total before tax: \$29.93

Estimated tax to be collected: \$1.64

Grand Total: \$31.57

Credit Card transactions

MasterCard ending in 0961: October 27, 2019: \$31.57

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

SamsClub.com order confirmation

Sam's Club <transaction@samsclub.com>

Tue 10/29/2019 9:03 AM



To: Linda Simms <linda@ccddr.org>


*FOR CLIENT
CHRISTMAS
PARTY*

*ORDER #
39399994533*

Sam's Club

Shipping items (6)

Item	Qty	Orig. price	Subtotal
 Dixie® Wrapped Cutlery Kit, Medium Weight, Polystyrene, White (CM26NC7) Item # 980143885 Shipping: Standard	2	\$36.62	\$73.24
 Chinet Classic White 6.75" " Appetizer & Dessert Plates (300	2	\$12.68	\$25.36

ct.) Item # 873737 Shipping: Standard			
 Member's Mark Translucent Plastic Cups (12oz., 330ct.) Item # 653618 Shipping: Standard	2	\$8.48	\$16.96

Prices and availability of items may vary and are subject to change without notice. Some items may ship separately due to availability and shipping method.

Payment info

Payment method		Subtotal (includes savings)	\$115.56
MASTERCARD *0961	\$127.12	Sales tax	\$0.00
		Shipping costs	\$11.56
		Pay online	\$127.12

\$20 CREDIT HOTEL STAY

EITHER FOR MACDD'S CONF OR

MDPELRA. I DON'T KNOW

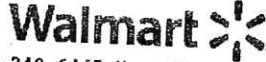
WHICH ONE, BUT WE WILL

TAKE IT

FOR USING MASTER CARD

SIMMS CARD

See back of receipt for your chance
to win \$1000 ID #:7N7XDF8TR5S



573-348-6445 Mgr: CHAD HCROY
4252 HIGHWAY 54
OSAGE BEACH MO 65065

DB OFFICE

KEYSTONE

KEYSTONE

ST# 00815	OP# 004938	TEM 07	TR# 05225
CLOCK	079268455517		11.74 0
MUSKY 13 GAL	007325700982		13.47 0
EV DNOT SHOP	007874206601	F	3.92 0
KCUP COFFEE	061124737401	F	12.94 0
GV COLOMB 12	007874206588	F	3.92 0
GV COLOMB 12	007874206588	F	3.92 0
32G USB DRIV	061965909416		6.97 0
32G USB DRIV	061965909416		6.97 0
32G USB DRIV	061965909416		6.97 0
32G USB DRIV	061965909416		6.97 0
SANDISK 16G	061965916670		4.97 0
SANDISK 16G	061965916670		4.97 0
LYS TWH LEM	001920099041		4.47 0
LYS APCLM 40	001920089962		2.97 0
SUBTOTAL			95.17
TOTAL			95.17
HCARD TEND			95.17

DB OFFICE

HasterCard
APPROVAL # 62041C
REF # 1042000314
AID A000000041010
TC OF5275043AE9F636
TERMINAL # 283612604
*NO SIGNATURE REQUIRED

11/03/19 12:12:05
CHANGE DUE 0.00
ITEMS SOLD 14

TCN 7624 1303 5707 2611 6074



11/03/19 12:12:21

CUSTOMER COPY

Scan with Walmart app to save receipts



Signature Baskets, Flowers & Gifts

384 S. Broad Street
Batesville, AR 72501
Phone: 870-698-9373

Connie's Care
for - Dufford

Invoice

Date	Invoice #
10/9/2019	042364

PAID
10/09/2019

Bill To

Connie Baker
P. O. Box 722
Camden, AR 65020

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			10/9/2019			

Quantity	Item Code	Description	Price Each	Amount
1	Green Plant	dish garden for Kimbrow Butler service	50.00	50.00
		Sales Tax	10.00%	0.00

Thank you for your business.

Total

\$50.00

Connie's Card

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON, MO 65020-9998
281242-0020
(800)275-8777
10/08/2019 04:26 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (CAMDENTON, MO 65020) (Weight:0 Lb 0.50 Oz) (Estimated Delivery Date) (Thursday 10/10/2019)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70140150000127829863)			\$3.50
Return Receipt (USPS Return Receipt #) (9590940251789122784884)			\$2.80
Total:			\$6.85

Credit Card Remit **\$6.85**
 (Card Name:MasterCard)
 (Account #:XXXXXXXXXX1859)
 (Approval #:65546E)
 (Transaction #:061)
 (AID:A000000041010 Chip)
 (AL:MasterCard)
 (PIN:Not Required)

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

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

7014 0150 0001 2782 9863

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

CAMDENTON MO 65020

OFFICIAL USE

Postage	\$3.50
Certified Fee	\$2.80
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.30

Postmark Here
 OCT 08 2019
 10/08/2019

PS Form 3800, August 2006 See Reverse for Instructions

Need to contact letter

Connie's Card

Board Mtg

See back of receipt for your chance
to win \$1000 ID #:7N7LQ9YY1T

Walmart*

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

ST# 00089	OP# 004678	TE# 03	TR# 01864	
COOKIE	007366408012	F	1.98	0
VRTY CRMC	007874207133	F	5.94	0
CUTLERY	007874211675		2.48	0
CUTLERY	007874211675		2.48	0
HT DEW	001200014094	F	1.00	0
PEPSI 2 LT	001200000230	F	1.25	0
	SUBTOTAL		15.13	
	TOTAL		15.13	
	MCARD TEND		15.13	

MasterCard **** * 1859 T 21

APPROVAL # 67332E
REF # 1042000314
AID A0000000041010
TC 9BB20C5C237866E4
TERMINAL # SC010079
*NO SIGNATURE REQUIRED

10/10/19 14:07:35
CHANGE DUE 0.00
ITEMS SOLD 6

TC# 7935 3622 5310 0923 9181



10/10/19 14:07:50
CUSTOMER COPY



See back of receipt for your chance
to win \$1000 ID #:7N7LQ7YYN8

Walmart*

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

ST# 00089	OP# 004584	TE# 01	TR# 02436	
POTATO WEDGE	020816960308		3.08	0
PICK THREE	022060241427		14.27	0
	SUBTOTAL		17.35	
	TOTAL		17.35	
	MCARD TEND		17.35	

MasterCard **** * 1859 T 21

APPROVAL # 67581E
REF # 1042000314
AID A0000000041010
TC BF8BE0777851472E
TERMINAL # SC010654
*NO SIGNATURE REQUIRED

10/10/19 16:18:00
CHANGE DUE 0.00
ITEMS SOLD 2

TC# 6935 3927 5510 0829 3141



10/10/19 16:18:13
CUSTOMER COPY



Connie's Card

See back of receipt for your chance
to win \$1000 ID #:7N7MFWZ0H8



573-346-3588 Mgr: PAUL GARDNER
94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 004584 TE# 03 TR# 04203
PRODUCT SERIAL # 55.2500.0142393
K50 BLK 061124735598 79.00 0
PRODUCT SERIAL # 55.2500.0136927
K50 BLK 061124735598 79.00 0

SUBTOTAL 158.00
TOTAL 158.00
MCARD TEND 158.00

MasterCard **** * 1859 I 21

APPROVAL # 66152C

REF # 1042000314

ATD A0000000041010

TC 7FED991E805AF23

TERMINAL # SC010079

SIGNATURE REQUIRED

10/17/19 16:16:17

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 9857 4953 7765 3351 5851 5



10/17/19 16:16:29

CUSTOMER COPY

Scan with Walmart app to save receipts



2 - Keurig's
1 - CAM OFC
1 - KEYSTONE

Connie's Card

See back of receipt for your chance
to win \$1000 ID #:7N7N2BYZN2



573-346-3588 Mgr:PAUL GARDNER
94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 003585	TE# 06	TR# 03391	
1ST AID KIT	068113122831H			9.88 0
1ST AID KIT	068113122831H			9.88 0
	SUBTOTAL			19.76
	TOTAL			19.76
	MCARD TEND			19.76

Van
emergency pack

MasterCard **** * 1859 1 21
APPROVAL # 68226C
REF # 1042000314
AID A0000000041010
TC 5B2D9D671BBDAD37
TERMINAL # SC010152
*NO SIGNATURE REQUIRED

10/23/19 13:08:25
CHANGE DUE 0.00
ITEMS SOLD 2
TC# 0703 0443 1324 4768 7242



10/23/19 13:08:38
CUSTOMER COPY
Scan with Walmart app to save receipts



Connie's Card

See back of receipt for your chance
to win \$1000 ID #:7N7NPRYX5F



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

ST# 00089	DP# 004830	TE# 08	TR# 01015	
GV SPRAYBTL	007874230135			1.00
CLXTBCLCHGL	004460030627			3.78
GV PREM 18MR	007874221044			12.97
ERASER	007874204967			5.97
KCUP FILTER	085274800350			4.92
SERVING BOWL	084362310222			2.50
ASSTCHOCBOCT	009990060075	F		9.94
DUMDUMS 12.5	003080016200	F		2.28
SMARTIES 14	001120600140	F		2.28
GLOW N DARK	003400099523	F		19.54
SUBTOTAL				65.18
TOTAL				65.18
MCARD TEND				65.18

TP

Halloween Candy

MasterCard **** * 1859 1-21

APPROVAL # 67206C
REF # 930200074020
PAYMENT SERVICE - A
AID A0000000041010
TC 62F991177DA09DAE
TERMINAL # SC011009

*NO SIGNATURE REQUIRED

10/29/19 12:27:26

CHANGE DUE 0.00

ITEMS SOLD 10

TC# 4727 9955 8953 3119 1545



10/29/19 12:27:40

CUSTOMER COPY



Connie's Card

Donuts for Audit.

DONUT PALACE CAMDEN, NJ
1022 H US HWY 54
CAMDEN, NJ. 08102
573-346-8377

Sale

XXXXXXXXXXXXXXXX1859

MASTERCARD

Entry Method: Chip

Amount: \$ 14.00

Tax: \$ 0.00

Total: \$ 14.00

10/30/19

09:28:42

Inv #: 000000032

Appr Code: 68431C

Apprvd: Online

MasterCard

AID: A000000000000000

Resolutions 2019-46,
2019-47, & 2019-48



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2019-46

LAI POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2020

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 2020 from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the POS Agreement with LAI as identified in Attachment "A" hereto for providing Sheltered Employment services and/or supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to
Resolution 2019-46

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) 2020 Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase the Sheltered Employment Services and/or Supports from LAI for the cost of said Services and/or Supports as provided in Section 2 below.

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

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, LAI agrees to provide reports to Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program's income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Sheltered Employment services and/or supports for all eligible Camden County employees with a developmental disability participating in any LAI Sheltered Employment programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to LAI no later than the 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, 2020 to December 31st, 2020.

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
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 due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email,

United States Postal Service, third-party private service, or personal delivery.

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

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

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

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

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
 - C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
 - D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

IV. Eligibility Criteria

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

V. Agencies Eligible for Program Funding/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.

- B. POS Agreements 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 Publication (1):
- a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

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

applications, agencies shall provide detailed information about the circumstances including, but not limited to:

- a. a business and/or strategic plan;
- b. projected budget;
- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. 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 lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

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

4. Operational Shortfall

- a. CCDDR may provide one-time 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 shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
 - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
 - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

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

F. Purchase of Property

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

X. Monitoring Agencies Receiving Funds

- A. As a publicly-supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR.
- B. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
- C. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
- D. Agencies' financial management controls and record-keeping shall be in accordance with generally accepted accounting principles.
- E. All agencies that have funding agreements with CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received.
 - 1. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required.
 - 2. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls.
 - 3. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.
 - 4. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
 - 5. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.
 - 6. Agencies receiving \$10,000 or less annually or 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. 2019-47

CLC POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2020

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 2020 from Children's Learning Center, hereafter referred to as CLC, and authorizes the Executive Director to initiate and sign the POS Agreement with CLC as identified in Attachment "A" hereto for providing Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to
Resolution 2019-47

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) 2020 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports from CLC for the cost of said Services and/or Supports as provided in Section 2 below.

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

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

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, CLC agrees to provide reports to Board on a monthly basis including: written progress reports for each program from each preceding month; a profit and loss statement categorizing each program's income and expenses for each preceding month; cash flow statement for each preceding month; fiscal year-to-date profit and loss statement categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement as of the last day of the preceding month; fiscal year-to-date balance sheet as of the last day of the preceding month; a monthly list of Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports for all eligible Camden County person with a developmental disability participating in any CLC programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to CLC no later than the 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@cddr.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, 2020 to December 31st, 2020.

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)

CCDDR Client	DD Eligible	First Steps	Day Habilitation	One-on-one	Child's Name	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Units																										
					Last, First	xx/xx/xx																																																										
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx																															6.717	6.717																										
x	x	x	x	x	XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.850	8.017	8.583	6.167	8.883			8.483	4.900							5.250	5.250				5.417	5.333		8.083	8.117					87.333																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.767	3.767	3.733	3.617	8.417			3.767	3.750	3.717	3.767	9.000			3.733	3.683	3.700	3.750			3.750	3.733	3.683	3.717	8.100				3.617	88.768																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.650	2.317	4.083					3.833	4.017	4.950	3.933	2.000			2.750	3.533	3.000	3.217			2.900	3.100	3.733	2.767					4.250	59.033																										
x	x	x	x	x	XXXXXXXXXXXXXXXXXX	xx/xx/xx				7.117		7.033				7.167																							21.317																									
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			6.233	7.700	7.483					7.633	6.883	7.483	2.450				7.467	6.350	1.917				7.633	6.133	7.850								83.215																									
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			5.233	5.117	5.067					4.367	4.833	5.150	3.917	7.550			5.333	5.117	5.033	4.933			5.350	4.267	4.617	4.600	7.700				4.467	92.651																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.283	3.517	8.317			3.350	3.450	4.267	3.967	8.417			4.000	3.767	3.967	3.533			4.083	3.850	3.850	4.083	8.283				3.833	90.634																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.267	3.517	8.317			3.350	3.450	4.267	3.967	8.417			4.000	3.767	3.967	3.533			4.083	3.850	3.850	4.083	8.283				3.833	90.618																										
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			8.967	9.017	9.000	9.000				8.250	8.500	4.183	8.583	8.267			8.600	8.700	8.517	8.867			7.317	8.517	7.583	8.733	7.783				7.900	156.284																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.383	3.667	3.583	3.400				3.350	3.717	4.183	3.483				3.400	3.583	3.600	3.383			3.417	3.683	3.733	3.467					3.733	60.765																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx														5.417																	7.667	13.084																										
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.250	2.967	3.717	2.667								2.817				3.100	3.000				2.867	3.633	3.300	3.183						34.501																										
x	x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.617	3.650	3.817	3.667				3.767	3.767	3.833					3.517	3.633	3.717	3.800			3.533								3.467	51.285																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			6.883	6.917		8.083	7.133			7.233	8.733		8.883	2.267			7.833	8.033	8.067				7.283	8.033			6.900				7.567	109.848																										
x	x	ao	x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.400		4.417					4.500													5.117		4.517						3.817	31.135																										
Total Personal Assistant Units:																																																															108.650	
Total Personal Assistant Units x \$17.44:																																																																\$ 1,838.36
Total Day Habilitation Units:																																																																968.538
Total Day Habilitation Units x \$6.79:																																																																\$ 6,382.67
Total First Steps In-Home Participants (See "First Steps" List Attached):																																																																31
Total First Steps In-Home Participants x \$42.90:																																																																\$ 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
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 due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email,

United States Postal Service, third-party private service, or personal delivery.

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

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

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

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

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
 - C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
 - D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

IV. Eligibility Criteria

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

V. Agencies Eligible for Program Funding/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.

- B. POS Agreements 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 Publication (1):
- a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

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

applications, agencies shall provide detailed information about the circumstances including, but not limited to:

- a. a business and/or strategic plan;
- b. projected budget;
- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. 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 lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

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

4. Operational Shortfall

- a. CCDDR may provide one-time 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 shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
 - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
 - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

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

F. Purchase of Property

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

X. Monitoring Agencies Receiving Funds

- A. As a publicly-supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR.
- B. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
- C. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
- D. Agencies' financial management controls and record-keeping shall be in accordance with generally accepted accounting principles.
- E. All agencies that have funding agreements with CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received.
 - 1. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required.
 - 2. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls.
 - 3. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.
 - 4. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
 - 5. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.
 - 6. Agencies receiving \$10,000 or less annually or 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. 2019-48

OATS POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2020

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 2020 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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to
Resolution 2019-48

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) 2020 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 90 hours of services and/or supports Monday through Friday and a total of approximately 12 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 2020. 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, 2020 to December 31st, 2020.

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
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 due to CCDDR no later than October 15th of the current fiscal (calendar) year. Acceptable delivery methods to CCDDR shall include delivery via email,

United States Postal Service, third-party private service, or personal delivery.

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

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

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

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

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

1. The health and/or safety of Eligible Persons is threatened;
2. The health and/or safety of persons providing support services for Eligible Persons is threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support which will provide community inclusion, community employment, community transportation, housing, immediate care, or other services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses such as acquisition of property, renovations, or equipment that have a useful life of one (1) or more years;
 9. Funds for one-time expenses related to new construction of or renovation to existing buildings; or
 10. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.
- B. Special funding requests must be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting.
 - C. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at the next regularly scheduled Board meeting.
 - D. CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a decision is rendered.

IV. Eligibility Criteria

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

V. Agencies Eligible for Program Funding/POS Agreements

- A. CCDDR funds are available to agencies which are serving, or will serve upon implementation of a program, service, and/or support, Eligible Persons.

- B. POS Agreements 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 Publication (1):
- a. a copy of the previous fiscal year-ending detailed balance sheet;
 - b. detailed statement of revenue and expenses vs. budgeted revenue and expenses for each program administered by the agency;
 - c. detailed cash flow statement; and
 - d. third-party audit report within six (6) months after the end of the agency's previous fiscal year if the first fiscal year has not ended at the time of the funding application, if the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the third-party audit report by the end of the sixth (6th) month after the end of the agency's fiscal year.

C. The special funding application requirements are as follows:

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

applications, agencies shall provide detailed information about the circumstances including, but not limited to:

- a. a business and/or strategic plan;
- b. projected budget;
- c. anticipated outcomes;
- d. summary of how CCDDR funds will be utilized; and
- e. current or past agency financial reports (if applicable).

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

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

VIII. Funding Categories

A. Annual and Special Funding

1. 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 lien-holder, and CCDDR will physically hold title for the duration of the vehicle's service.
- d. Agencies awarded funds for the purchase of vehicles shall maintain adequate insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually.
- e. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.
- f. The vehicle must be used in transporting Eligible Persons.

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

4. Operational Shortfall

- a. CCDDR may provide one-time 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 shall complete an asset inventory report annually for the depreciable period applicable to the item following the award.
 - 2. Agencies awarded funds for the purchase of assets shall maintain a loss control/risk management system to prevent damage or theft of such items.
 - 3. Any damage or theft of an asset in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board.
 - 4. Agencies awarded funds for the purchase of assets in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all such capital items.
 - 5. If purchased assets are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.

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

F. Purchase of Property

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

X. Monitoring Agencies Receiving Funds

- A. As a publicly-supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR.
- B. Agencies will be required to provide CCDDR with a full financial disclosure of all operations.
- C. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds.
- D. Agencies' financial management controls and record-keeping shall be in accordance with generally accepted accounting principles.
- E. All agencies that have funding agreements with CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received.
 - 1. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required.
 - 2. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls.
 - 3. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.
 - 4. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.
 - 5. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.
 - 6. Agencies receiving \$10,000 or less annually or 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.