



December 17th, 2018

**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 17th, 2018, 4:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for November 19th, 2018

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- November 2018 Support Coordination Report
- November 2018 CARF Reports
- November 2018 Employment Report
- November 2018 Agency Economic Report
- October 2018 Credit Card Statement
- Resolutions: 2018-34, 2018-35, 2018-36, & 2018-37

Speakers/Guests

- NONE

Monthly Reports

- Arc of the Lake
- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- NONE

New Business for Discussion

- NONE

November Support Coordination Report

November CARF Reports

November Employment Report

November Agency Economic Report

October Credit Card Statement

Discussion & Conclusion of Resolutions:

1. Resolution 2018-34: LAI POS Agreement January 1st to December 31st, 2019
2. Resolution 2018-35: CLC POS Agreement January 1st to December 31st, 2019
3. Resolution 2018-36: OATS POS Agreement January 1st to December 31st, 2019
4. Resolution 2018-37: Approval of Amended Policy #31

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, subsections (13) & (17)

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 19th, 2018
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of November 19th, 2018

Members Present Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

Members Absent Angela Sellers, Shanna Weber, Brian Willey

Others Present Ed Thomas, Executive Director

Guests Present Susan Deems (CLC)
Natalie Couch, Lillie Smith (LAI)
Linda Gifford, Myrna Blaine, Marcie Vansyoc, Jeanna Booth,
Jami Weisenborn, Linda Simms (CCDDR)

Approval of Agenda

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

AYE: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

Approval of Open Session Board Minutes for October 15th, 2018

Motion by Paul DiBello, second Chris Bothwell, to approve the October 15th, 2018 open session board meeting minutes as presented.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Paul DiBello

NO: None

ABSTAIN: Kym Jones, because she was not present at the
October 15th, 2018 board meeting.

Approval of Closed Session Board Minutes for October 15th, 2018

Motion by Chris Bothwell, second Suzanne Perkins, to approve the October 15th, 2018 closed session board meeting minutes as presented.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Paul DiBello

NO: None

ABSTAIN: Kym Jones, because she was not present at the Oct 15th meeting

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- October 2018 Support Coordination Report
- October 2018 CARF Reports
- October 2018 Employment Report
- October 2018 Agency Economic Report
- October 2018 Credit Card Statement
- Resolutions: 2018-33

Speakers/Guests

- None

Monthly Reports

Arc of the Lake

Myrna Blaine

Myrna explained process to donate to Arc of the Lake for persons buying from Amazon. Go to Amazonsmile.com instead of Amazon.

Children's Learning Center (CLC)

Susan Daniels

CLC is full and looking for part time help Monday thru Thursday from 8Am to 1PM. November 20th is CLC's family feast. The Shootout provided CLC with a nice donation enabling the agency to partition some walls, add some sensory walls, and set up a scholarship fund. Alley Cats (Santa's Little Helpers) will provide CLC with donations from a fund raiser they will be holding on December 18th. 88 tickets have been sold for the KC Chiefs fundraiser – CLC receives \$10 for each ticket sold. Pizza for a Purpose fundraiser will be held in March.

Chris Bothwell asked if CLC had received the check from the DNR grant. Ed said yes and CLC had reimbursed CCDDR.

Lake Area Industries (LAI)

Natalie Couch

October was an excellent month with a net income of \$30,000 and a year to date net income of \$92,000. November will probably not be as good due to waiting on product to come in. Drink sticks did come in so LAI has work. LAI received \$26,000 for an order from Lake Printing to repair calendars. A trailer for foam/cardboard recycling was placed at the hospital and LAI hopes to get one to place at the butcher shop. Grant was approved, and LAI should receive the funding in January. Lift gate on shredder truck was replaced. A profit was made on the sale of mums. LAI is doing a fund raiser, selling tumblers, cheeses, candies etc. The LAI Christmas party will be December 21st from noon until 3:30 - All CCDDR is invited.

Old Business for Discussion

- **Lake Area Housing Initiative (Updates)**

Ed reminded all present of date and time of the CCDDR Holiday Celebration. A meeting on Housing will be held next week. Discussions will included the creation of a Community Development Corporation.

New Business for Discussion

- **Board Member Term Expirations**

The term for 3 of the board members will expire December 31. Brian Willey, Suzanne Perkins, and Paul DiBello are the members whose terms will expire. All 3 Board members have expressed the desire to be re-appointed.

October Support Coordination Report

Total caseloads at end of October was 348. Five eligibilities were received in the last week and a half. The new SC hired in September already has a case load of 35. The agency is receiving many new referrals, specifically in ages from 2-5, and new clients are transferring in. Attendees were informed that Camdenton has been proclaimed to be an autism-friendly in collaboration with STARS for Autism. Myrna and Ed met with representatives from STARS for Autism and discussed the meeting.

Motion by Suzanne Perkins, second Paul DiBello, to approve the report as presented

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

October CARF Reports

SC's are still a little lacking in getting the IP's to Rolla within 21 days. Progress is being made on getting the monthly reports in on time. This is not uncommon when new SCs are still in training. Rolla performed the TCM Review, some issues were encountered.

Motion by Suzanne Perkins, second Paul DiBello, to approve the report as presented.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

October Employment Report

Community employment is holding steady for the month. Rachel will be going to New Orleans in December for additional training on CWIC benefits.

Motion by Suzanne Perkins, second Paul DiBello, to approve the report as presented.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

October Agency Economic Report

Ed discussed the reports, which reflect fiscal performance to this point are within the overall budgeted parameters.

Motion by Suzanne Perkins, second Paul DiBello, to approve the report as presented.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

August 2018 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

1. Resolution 2018-33: 2019 Fiscal Year Budget

The Budget Appropriations Committee met prior to the board meeting. The committee approved the budget for consideration by the full Board and recommended adoption.

Motion by Suzanne Perkins, second Chris Bothwell, to approve proposed 2019 budget as presented.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

Linda Gifford extended a thank you from a client's mother for the assistance provided to the family.

Adjournment:

Motion by Suzanne Perkins, second Paul DiBello, to adjourn meeting.

Aye: Suzanne Perkins, Lorraine Russell, Chris Bothwell,
Lisa Jackson, Kym Jones, Paul DiBello

NO: None

Board Chairman

Secretary

CLC Monthly Report



**SB40/CCDDR Funding Request
for
DECEMBER 2018**

Utilizing NOV 2018 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
November 2018

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		1,115.40	1,115.40
41200 Camden County SB40	1,158.30	16,508.05	17,666.35
Total 41000 Contributions & Grants	\$ 1,158.30	\$ 17,623.45	\$ 18,781.75
42000 Program Services			0.00
Total 42100 First Steps	\$ 11,784.12	\$ 0.00	\$ 11,784.12
Total 42000 Program Services	\$ 11,784.12	\$ 0.00	\$ 11,784.12
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		250.00	250.00
43130 Snack		45.00	45.00
Total 43100 Dining	\$ 0.00	\$ 295.00	\$ 295.00
43200 Enrollment Fees		75.00	75.00
43500 Tuition		3,643.50	3,643.50
43505 Subsidy Tuition		408.58	408.58
Total 43500 Tuition	\$ 0.00	\$ 4,052.08	\$ 4,052.08
Total 43000 Tuition	\$ 0.00	\$ 4,422.08	\$ 4,422.08
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45287 Shoot Out		16,143.00	16,143.00
Total 45200 Fundraising Income	\$ 0.00	\$ 16,143.00	\$ 16,143.00
45300 Donation Income			0.00
45310 Donations		810.00	810.00
45313 Playground Fund		-29,590.00	-29,590.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	-\$ 28,705.00	-\$ 28,705.00
Total 45300 Donation Income	\$ 0.00	-\$ 28,705.00	-\$ 28,705.00
Total 45000 Other Revenue	\$ 0.00	-\$ 12,562.00	-\$ 12,562.00
Total 40000 INCOME	\$ 12,942.42	\$ 9,483.53	\$ 22,425.95
Total Revenue	\$ 12,942.42	\$ 9,483.53	\$ 22,425.95
Gross Profit	\$ 12,942.42	\$ 9,483.53	\$ 22,425.95
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 29,332.99	\$ 29,332.99
Total 51500 Employee Taxes	\$ 0.00	\$ 2,241.22	\$ 2,241.22
Total 51600 Health Insurance	\$ 0.00	\$ 457.00	\$ 457.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 32,031.21	\$ 32,031.21
52000 Advertising/Promotional		168.00	168.00
53000 Equipment		3,324.86	3,324.86

55000 Insurance					0.00
55600 Professional Liability			315.00		315.00
Total 55000 Insurance	\$	0.00	\$	315.00	\$ 315.00
56000 Office Expenditures					0.00
56200 Miscellaneous			8.96		8.96
Total 56000 Office Expenditures	\$	0.00	\$	8.96	\$ 8.96
57000 Office/General Administrative Expenditures					0.00
57160 QuickBooks Payments Fees			108.00		108.50
57400 Child Management Software			35.00		35.00
57960 Janitorial/Custodial			150.00		150.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	293.50	\$ 293.50
58000 Operating Supplies					0.00
58100 Classroom Consumables			489.28		489.28
58150 Center Consumables			163.34		163.34
58175 Paper Consumables			30.94		30.94
58200 Dining			735.04		735.04
58300 Pet			2.14		2.14
Total 58000 Operating Supplies	\$	0.00	\$	1,420.74	\$ 1,420.74
59000 Program Service Fees					0.00
Total 59100 First Steps	\$	9,023.16	\$	0.00	\$ 9,023.16
Total 59000 Program Service Fees	\$	9,023.16	\$	0.00	\$ 9,023.16
63000 Utilities					0.00
63100 Electric		78.49	183.15		261.64
63200 Internet		12.00	47.99		59.99
63300 Telephone		25.40	103.84		129.24
63400 Trash Service			38.33		38.33
63500 Water Softener			24.00		24.00
Total 63000 Utilities	\$	115.89	\$	397.31	\$ 513.20
Total 50000 EXPENDITURES	\$	9,139.05	\$	37,959.58	\$ 47,098.63
Payroll Expenses					0.00
Company Contributions					0.00
Health Insurance			1,534.47		1,534.47
Total Company Contributions	\$	0.00	\$	1,534.47	\$ 1,534.47
Taxes			102.56		102.56
Total Payroll Expenses	\$	0.00	\$	1,637.03	\$ 1,637.03
Reimbursements			147.35		147.35
Total Expenditures	\$	9,139.05	\$	39,743.96	\$ 48,883.01
Net Operating Revenue	\$	3,803.37	-\$	30,260.43	-\$ 26,457.06
Net Revenue	\$	3,803.37	-\$	30,260.43	-\$ 26,457.06

CHILDREN'S LEARNING CENTER
Statement of Activity
January - November, 2018

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		11,586.78	11,586.78
41200 Camden County SB40	12,912.90	155,775.26	168,688.16
41400 United Way Grant		5,850.00	5,850.00
Total 41000 Contributions & Grants	\$ 12,912.90	\$ 173,212.04	\$ 186,124.94
42000 Program Services			0.00
Total 42100 First Steps	\$ 107,630.74	\$ 24,422.00	\$ 132,052.74
Total 42000 Program Services	\$ 107,630.74	\$ 24,422.00	\$ 132,052.74
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		2,475.00	2,475.00
43130 Snack		490.00	490.00
Total 43100 Dining	\$ 0.00	\$ 2,965.00	\$ 2,965.00
43200 Enrollment Fees		520.00	520.00
43500 Tuition		29,024.46	29,024.46
43505 Subsidy Tuition		6,322.01	6,322.01
Total 43500 Tuition	\$ 0.00	\$ 35,346.47	\$ 35,346.47
Total 43000 Tuition	\$ 0.00	\$ 38,831.47	\$ 38,831.47
45000 Other Revenue		287.50	287.50
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		11,974.77	11,974.77
45221 Raffle-Summer Night Glow		425.00	425.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 12,399.77	\$ 12,399.77
45240 Scholastic, Inc.		49.00	49.00
45270 Frosty Float Fundraiser		2,150.00	2,150.00
45280 Pizza For A Purpose		7,401.43	7,401.43
45285 Lip Sync Battle		5,501.33	5,501.33
45286 Fall Follies Wine Run & Walk		2,300.00	2,300.00
45287 Shoot Out		16,143.00	16,143.00
Total 45200 Fundraising Income	\$ 0.00	\$ 45,944.53	\$ 45,944.53
45300 Donation Income		947.95	947.95
45310 Donations		1,529.00	1,529.00
45312 Community Rewards		1,015.62	1,015.62
45313 Playground Fund		0.00	0.00
45314 Kiwanis Club Of Ozarks		1,000.00	1,000.00
45315 Bear Market		825.00	825.00
45316 Daybreak Rotary		500.00	500.00
45351 Community Foundation of the Lake		1,440.00	1,440.00
Total 45310 Donations	\$ 0.00	\$ 6,309.62	\$ 6,309.62
Total 45300 Donation Income	\$ 0.00	\$ 7,257.57	\$ 7,257.57
Total 45000 Other Revenue	\$ 0.00	\$ 53,489.60	\$ 53,489.60
Total 40000 INCOME	\$ 120,543.64	\$ 289,955.11	\$ 410,498.75
Total Revenue	\$ 120,543.64	\$ 289,955.11	\$ 410,498.75
Gross Profit	\$ 120,543.64	\$ 289,955.11	\$ 410,498.75
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 202,005.19	\$ 202,005.19
51300 Employee Mileage	-1,188.96		-1,188.96
51330 Care & Education Aide		30.00	30.00
Total 51300 Employee Mileage	-\$ 1,188.96	\$ 30.00	-\$ 1,158.96
Total 51500 Employee Taxes	\$ 0.00	\$ 18,431.74	\$ 18,431.74
Total 51600 Health Insurance	\$ 0.00	\$ 10,547.00	\$ 10,547.00
51700 Life Insurance			0.00
51730 Care & Education Aide		20.00	20.00
Total 51700 Life Insurance	\$ 0.00	\$ 20.00	\$ 20.00
51900 Workermans Comp Insurance		2,150.00	2,150.00
51950 Employee Garnishments		336.80	336.80
Total 51000 Payroll Expenditures	-\$ 1,188.96	\$ 233,520.73	\$ 232,331.77
52000 Advertising/Promotional		2,088.29	2,088.29
53000 Equipment		5,527.69	5,527.69
54000 Fundraising/Grants			0.00
54200 Summer Night Glow 5K		4,703.00	4,703.00
54400 Scholastic, Inc.		49.00	49.00

54510 United Way Grant		5,850.00	5,850.00
54600 Frosty Float Fundraiser		10.75	10.75
54700 Pizza For A Purpose		758.19	758.19
54800 Lip Sync Battle Fundraiser		1,956.74	1,956.74
Total 54000 Fundraising/Grants	\$ 0.00	\$ 13,327.68	\$ 13,327.68
55000 Insurance			0.00
55100 Brokerage/Other Fees		50.00	50.00
55200 Commercial General Liability		627.00	627.00
55300 Commercial Property		512.00	512.00
55400 Director's & Officers		478.00	478.00
55500 Hired & Non-Owned Auto		52.00	52.00
55600 Professional Liability		1,248.00	1,248.00
55700 Crime Policy		533.00	533.00
Total 55000 Insurance	\$ 0.00	\$ 3,500.00	\$ 3,500.00
56000 Office Expenditures			0.00
56100 Copy Machine	1,090.86	2,418.02	3,508.88
56200 Miscellaneous		269.31	269.31
56300 Office Supplies		2,148.53	2,148.53
Total 56000 Office Expenditures	\$ 1,090.86	\$ 4,835.86	\$ 5,926.72
57000 Office/General Administrative Expenditures		286.05	286.05
57100 Accounting Fees		5,435.00	5,435.00
57150 Online Accounting Software Service		1,306.65	1,306.65
Total 57100 Accounting Fees	\$ 0.00	\$ 6,741.65	\$ 6,741.65
57160 QuickBooks Payments Fees		641.42	641.42
57400 Child Management Software		385.00	385.00
57600 License/Accreditation/Permit Fees		2,123.75	2,123.75
57900 Seminars/Training		405.00	405.00
57950 Travel/Lodging/Meals		35.93	35.93
57960 Janitorial/Custodial		4,430.84	4,430.84
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 15,049.64	\$ 15,049.64
58000 Operating Supplies		748.47	748.47
58100 Classroom Consumables		2,506.83	2,506.83
58150 Center Consumables		1,234.29	1,234.29
58175 Paper Consumables		141.60	141.60
58200 Dining		14,833.78	14,833.78
58300 Pet		57.99	57.99
58400 Sanitizing		580.59	580.59
Total 58000 Operating Supplies	\$ 0.00	\$ 20,103.55	\$ 20,103.55
59000 Program Service Fees			0.00
Total 59100 First Steps	\$ 103,732.40	\$ 0.00	\$ 103,732.40
Total 59000 Program Service Fees	\$ 103,732.40	\$ 0.00	\$ 103,732.40
61000 Repair & Maintenance		470.00	470.00
62000 Safety & Security	204.90	336.77	541.67
63000 Utilities			0.00
63100 Electric	1,185.55	2,766.27	3,951.82
63200 Internet	210.89	510.86	721.75
63300 Telephone	451.09	1,097.38	1,548.47
63400 Trash Service		445.86	445.86
63500 Water Softener		280.87	280.87
Total 63000 Utilities	\$ 1,847.53	\$ 5,101.24	\$ 6,948.77
Total 50000 EXPENDITURES	\$ 105,686.73	\$ 303,861.45	\$ 409,548.18
Payroll Expenses			0.00
Company Contributions			0.00
Health Insurance		7,160.97	7,160.97
Total Company Contributions	\$ 0.00	\$ 7,160.97	\$ 7,160.97
Taxes		205.30	205.30
Total Payroll Expenses	\$ 0.00	\$ 7,366.27	\$ 7,366.27
Reimbursements		904.59	904.59
xpenditures			0.00
Employee Salaries			0.00
Care & Education Aide		0.00	0.00
Total Employee Salaries	\$ 0.00	\$ 0.00	\$ 0.00
Total xpenditures	\$ 0.00	\$ 0.00	\$ 0.00
Total Expenditures	\$ 105,686.73	\$ 312,132.31	\$ 417,819.04
Net Operating Revenue	\$ 14,856.91	-\$ 22,177.20	-\$ 7,320.29
Net Revenue	\$ 14,856.91	-\$ 22,177.20	-\$ 7,320.29

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - November, 2018

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	25,292.56	-22,176.70	-10,436.15	-7,320.29
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-492.25	-492.25
Cash Advance		-700.00		-700.00
Repayment: Cash Advance Repayment			700.00	700.00
Accounts Payable (A/P)			0.00	0.00
21000 CBOLO MasterCard -8027		-11,051.97	11,646.79	594.82
21200 Kroger-DS1634 CLC		-15,086.02	14,538.82	-547.20
22100 Payroll Liabilities: Anthem			182.65	182.65
22200 Payroll Liabilities: Childcare Tuition			960.00	960.00
22300 Payroll Liabilities: Federal Taxes (941/944)			-10.94	-10.94
22400 Payroll Liabilities: MO Income Tax			-252.00	-252.00
22500 Payroll Liabilities: MO Unemployment Tax			-60.92	-60.92
Direct Deposit Payable			0.00	0.00
Payroll Liabilities: Aflac			4,796.19	4,796.19
Payroll Liabilities: Alera			5,202.01	5,202.01
Payroll Liabilities: US Department of Education			463.10	463.10
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 26,837.99	\$ 37,673.45	\$ 10,835.46
Net cash provided by operating activities	\$ 25,292.56	-\$ 49,014.69	\$ 27,237.30	\$ 3,515.17
Net cash increase for period	\$ 25,292.56	-\$ 49,014.69	\$ 27,237.30	\$ 3,515.17
Cash at beginning of period			26,388.47	26,388.47
Cash at end of period	\$ 25,292.56	-\$ 49,014.69	\$ 53,625.77	\$ 29,903.64

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of November 30, 2018

	Jan - Nov, 2018
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	29,523.64
Total Bank Accounts	\$ 29,523.64
Accounts Receivable	
Accounts Receivable (A/R)	1,489.00
Total Accounts Receivable	\$ 1,489.00
Other Current Assets	
14000 Undeposited Funds	380.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-700.00
Total Repayment	-\$ 700.00
Total Other Current Assets	\$ 8,351.74
Total Current Assets	\$ 39,364.38
TOTAL ASSETS	\$ 39,364.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$ 0.00
Credit Cards	
21000 CBOLO MasterCard -8027	1,561.42
21200 Kroger-DS1634 CLC	374.51
Total Credit Cards	\$ 1,935.93
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-6,533.59
22400 MO Income Tax	-2,632.48
22500 MO Unemployment Tax	-834.21
22600 Primevest Financial	448.19
Aflac	4,796.19
Allera	5,202.01
Health Care (United HealthCare)	776.25
US Department of Education	736.75
Total 22000 Payroll Liabilities	\$ 7,292.18
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 7,292.18
Total Current Liabilities	\$ 9,228.11
Total Liabilities	\$ 9,228.11
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	23,640.44
Net Revenue	-7,320.29
Total Equity	\$ 30,136.27
TOTAL LIABILITIES AND EQUITY	\$ 39,364.38

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
January - November, 2018

	Date	Transacti on Type	Num	Departme nt	Class	Split	Amount	Balance
Step Ahead								
	05/01/2018	Pledge	1906		Step Ahead	Accounts Receivable (A/R)	25.00	25.00
	05/01/2018	Pledge	1906		Step Ahead	Accounts Receivable (A/R)	5.00	30.00
	05/01/2018	Pledge	1906		Step Ahead	Accounts Receivable (A/R)	70.00	100.00
	06/01/2018	Pledge	1914		Step Ahead	Accounts Receivable (A/R)	25.00	125.00
	06/01/2018	Pledge	1914		Step Ahead	Accounts Receivable (A/R)	70.00	195.00
	06/01/2018	Pledge	1914		Step Ahead	Accounts Receivable (A/R)	5.00	200.00
	06/11/2018	Pledge	1917		Step Ahead	Accounts Receivable (A/R)	130.00	330.00
	07/01/2018	Pledge	1922		Step Ahead	Accounts Receivable (A/R)	120.00	450.00
	07/01/2018	Pledge	1923		Step Ahead	Accounts Receivable (A/R)	100.00	550.00
	07/01/2018	Pledge	1923		Step Ahead	Accounts Receivable (A/R)	25.00	575.00
	07/01/2018	Pledge	1923		Step Ahead	Accounts Receivable (A/R)	5.00	580.00
	08/01/2018	Pledge	1931		Step Ahead	Accounts Receivable (A/R)	5.00	585.00
	08/01/2018	Pledge	1931		Step Ahead	Accounts Receivable (A/R)	25.00	610.00
	08/01/2018	Pledge	1931		Step Ahead	Accounts Receivable (A/R)	150.00	760.00
	08/01/2018	Pledge	1931		Step Ahead	Accounts Receivable (A/R)	75.00	835.00
	09/01/2018	Pledge	1942		Step Ahead	Accounts Receivable (A/R)	25.00	860.00
	09/01/2018	Pledge	1942		Step Ahead	Accounts Receivable (A/R)	210.00	1,070.00
	09/01/2018	Pledge	1942		Step Ahead	Accounts Receivable (A/R)	5.00	1,075.00
	10/01/2018	Pledge	1959		Step Ahead	Accounts Receivable (A/R)	5.00	1,080.00
	10/01/2018	Pledge	1959		Step Ahead	Accounts Receivable (A/R)	25.00	1,105.00
	10/01/2018	Pledge	1959		Step Ahead	Accounts Receivable (A/R)	330.00	1,435.00
	11/01/2018	Pledge	1967		Step Ahead	Accounts Receivable (A/R)	245.00	1,680.00
	11/01/2018	Pledge	1967		Step Ahead	Accounts Receivable (A/R)	25.00	1,705.00
	11/01/2018	Pledge	1976		Step Ahead	Accounts Receivable (A/R)	5.00	1,710.00
	11/01/2018	Pledge	1976		Step Ahead	Accounts Receivable (A/R)	25.00	1,735.00
	11/01/2018	Pledge	1976		Step Ahead	Accounts Receivable (A/R)	570.00	2,305.00
	11/01/2018	Pledge	1970		Step Ahead	Accounts Receivable (A/R)	5.00	2,310.00
	11/01/2018	Pledge	1967		Step Ahead	Accounts Receivable (A/R)	5.00	2,315.00
	11/01/2018	Pledge	1970		Step Ahead	Accounts Receivable (A/R)	210.00	2,525.00
	11/01/2018	Pledge	1970		Step Ahead	Accounts Receivable (A/R)	25.00	2,550.00
Total for Step Ahead							\$ 2,550.00	

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
NOV 2018

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 28 children enrolled
17 of the 24 with special needs/dd (5 one-on-ones)

○ **COMMUNITY EVENTS**

Attended:

11/4 – Shootout Dinner/Presentation
11/6 – LO Profile Social
11/13- Joint Chamber Social – Fat Pollys
11/15 – Camdenton Chamber Dinner, Tan-Tar-A

Current / Upcoming:

12/3 – CCDDR Christmas Party
12/18 – Santa's Little Helpers Fundraiser – Alley Cat's Pizzeria to benefit CLC
12/19 – CLC Staff Christmas Party
12/22 – CLC Center Holiday Gathering
3/8/19 – Pizza For A Purpose – RedHeads Yacht Club

○ **GENERAL PROGRAM NEWS**

Received a Walmart \$300 grant
Received a donation of an adapted motorized car from Camdenton Robotics for a child with mobility issues

○ **FUNDRAISING/GRANTS**

KC Chiefs Fundraiser still ongoing
Pizza For A Purpose Set – Collecting Donations

DATE: March 8, 2019

TIME: 6:30pm


Tickets are \$10 in advance
or \$15 at the door.

PIZZA • CASH BAR


HUGE SILENT AUCTION • PRIZES

3-8-19


Pizza for a Purpose



AT:



Redhead
Lakeside Grill
1700 Yacht Club Drive
Osage Beach, MO

A FUNDRAISER FOR:  Children's Learning Center
88 Third Street • Camdenton, MO
573-346-0660 • clcforkids.org



MAILING & PHYSICAL ADDRESS:
88 Third Street Camdenton, MO 65020
573.346.0660 CLCforkids.org

YOU can MAKE A DIFFERENCE in the life of a child!

CLC is a not for profit agency that serves children with & without special needs and developmental delays in an inclusive setting, meaning all abilities learn together! You can help by providing an item for our 3rd annual charity auction in the form of gift baskets, items, gift certificates or monetary contribution. It is also 100% tax deductible! Fed Tax Id# 42-1547554

Business Name _____ Contact Name _____

Address _____

Phone Number _____ Email _____

AUCTION ITEMS MUST BE RECEIVED BY FRIDAY, FEBRUARY 1	
AUCTION ITEM	
ESTIMATED VALUE	
DESCRIPTION/ADDITIONAL INFO	
DELIVERY OF ITEM	<input type="checkbox"/> WILL MAIL ITEM OR SHIP/DELIVER TO CLC <input type="checkbox"/> ITEM WILL NEED TO BE PICKED UP BY CLC

\$ _____	I AM MAKING A MONETARY DONATION TO SHOW MY APPRECIATION FOR NOT HAVING ANYTHING TO BUY OR SELL, NOT HAVING TO GO PICK UP A GIFT CERTIFICATE, NOT HAVE TO MAKE A GIFT BASKET OR ATTEND A PIZZA PARTY. I JUST WANT TO SHOW MY APPRECIATION!
----------	---

TICKETS AVAILABLE ONLINE

\$10 ADVANCED DISCOUNTED TICKETS-PURCHASED BY FEB 15 OR \$15 AT THE DOOR

View event on Facebook – Pizza For A Purpose

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

LAI Monthly Report

Lake Area Industries, Inc.
Balance Sheet Comparison

	As of Nov 30, 2018	As of Nov 30, 2017 (PY)
ASSETS		
Current Assets		
Total Bank Accounts	\$ 257,530	\$ 95,016
Total Accounts Receivable	\$ 67,758	\$ 72,161
Other Current Assets		
Community Foundation of the Ozarks Agency Partner Account	1,000	
INVENTORY	17,071	11,448
PETTY CASH	132	150
Total Other Current Assets	\$ 18,203	\$ 11,598
Total Current Assets	\$ 343,491	\$ 178,775
Fixed Assets		
ACCUMULATED DEPRECIATION	-743,949	-750,580
AUTO AND TRUCK	135,854	217,090
BUILDING	377,261	366,571
FURN & FIX ORIGINAL VALUE	19,284	18,584
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	10,341	10,341
GREENHOUSE FACILITY	145,872	145,872
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	228,826	206,905
OFFICE EQUIPMENT	11,563	11,563
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	\$ 305,954	\$ 347,248
Other Assets		
CURRENT CAPITAL IMPROVEMENT	73,180	35,815
SALES TAX BOND	1,060	1,060
UTILITY DEPOSITS	554	845
Total Other Assets	\$ 74,794	\$ 37,720
TOTAL ASSETS	\$ 724,240	\$ 563,744
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	\$ 13,046	\$ 4,263
Total Credit Cards	\$ 1,118	\$ 1,001
Other Current Liabilities		
AFLAC DEDUCTIONS PAYABLE	27	-31
Gift Certificate Payable	113	45
Missouri Department of Revenue Payable	9	0
OAK STAR BANK LOAN-4096	22,639	86,310
SALES TAX PAYABLE	72	6
Total Other Current Liabilities	\$ 22,860	\$ 86,330
Total Current Liabilities	\$ 37,024	\$ 91,594
Total Liabilities	\$ 37,024	\$ 91,594
Equity		
Opening Balance Equity	0	524
Unrestricted Net Assets	393,973	316,051
Net Income	293,243	155,575
Total Equity	\$ 687,216	\$ 472,150
TOTAL LIABILITIES AND EQUITY	\$ 724,240	\$ 563,744

Lake Area Industries, Inc.
Profit and Loss

	Nov 2018	YTD
Income		
CONTRACT PACKAGING	24,023	336,330
FOAM RECYCLING	25	457
GREENHOUSE SALES	27	50,970
SECURE DOCUMENT SHREDDING	3,144	31,533
Total Income	27,218	419,290
Cost of Goods Sold		
CONTRACT LABOR		7,114
Cost of Goods Sold	2,771	31,569
GG PLANTS & SUPPLIES		30,640
SHIPPING AND DELIVERY		2,560
WAGES - TEMPORARY WORKERS		24,619
WAGES-EMPLOYEES	23,629	242,565
Total Cost of Goods Sold	26,399	339,067
Gross Profit	819	80,223
Expenses		
ACCTG. & AUDIT FEES		8,410
ALL OTHER EXPENSES	3,004	12,993
BAD DEBT EXPENSE		(4,438)
Bus Fare	261	1,704
CASH OVER/SHORT	(10)	(107)
EQUIP. PURCHASES & MAINTENANCE	1,774	29,910
INSURANCE	1,361	14,823
NON MANUFACTURING SUPPLIES	180	410
PAYROLL	14,212	159,841
PAYROLL EXP & BENEFITS	5,948	65,473
PROFESSIONAL SERVICES	1,182	13,876
SALES TAX		(60)
UTILITIES	2,018	18,721
Total Expenses	29,930	321,555
Net Operating Income	(29,111)	(241,332)
Other Income		
Gain/Loss on Disposal of Assets		14,990
INTEREST INCOME	135	418
OTHER CONTRIBUTIONS	7,161	21,599
SB-40 REVENUE	17,741	279,002
STATE AID	21,438	218,566
Total Other Income	46,475	534,575
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	46,475	534,575
Net Income	17,363	293,243

Lake Area Industries, Inc.
Budget vs. Actuals

	Nov 2018			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	24,023	27,629	(3,606)	336,330	399,185	(62,855)
FOAM RECYCLING	25	417	(392)	457	4,587	(4,130)
GREENHOUSE SALES	27	0	27	50,970	55,654	(4,683)
SECURE DOCUMENT SHREDDING	3,144	2,400	744	31,533	26,400	5,133
Total Income	27,218	30,446	(3,228)	419,290	485,826	(66,535)
Cost of Goods Sold						
CONTRACT LABOR			0	7,114	0	7,114
Cost of Goods Sold	2,771	3,200	(429)	31,569	35,200	(3,631)
GG PLANTS & SUPPLIES		0	0	30,640	33,216	(2,576)
SHIPPING AND DELIVERY		115	(115)	2,560	3,639	(1,080)
WAGES - TEMPORARY WORKERS		7,300	(7,300)	24,619	80,300	(55,681)
WAGES-EMPLOYEES	23,629	21,417	2,212	242,565	240,490	2,075
Total Cost of Goods Sold	26,399	32,032	(5,633)	339,067	392,846	(53,779)
Gross Profit	819	(1,586)	2,405	80,223	92,979	(12,756)
Expenses						
ACCTG. & AUDIT FEES		0	0	8,410	8,185	225
ALL OTHER EXPENSES	3,004	4,850	(1,846)	12,993	55,632	(42,638)
BAD DEBT EXPENSE			0	(4,438)	0	(4,438)
Bus Fare	261		261	1,704	0	1,704
CASH OVER/SHORT	(10)		(10)	(107)	0	(107)
EQUIP. PURCHASES & MAINTENANCE	1,774	4,295	(2,521)	29,910	48,192	(18,282)
INSURANCE	1,361	1,530	(169)	14,823	15,230	(407)
NON MANUFACTURING SUPPLIES	180		180	410	0	410
PAYROLL	14,212	20,090	(5,877)	159,841	225,789	(65,948)
PAYROLL EXP & BENEFITS	5,948	8,278	(2,330)	65,473	91,683	(26,210)
PROFESSIONAL SERVICES	1,182	3,315	(2,134)	13,876	37,100	(23,224)
SALES TAX			0	(60)	0	(60)
UTILITIES	2,018	1,886	132	18,721	20,746	(2,025)
Total Expenses	29,930	44,244	(14,314)	321,555	502,557	(181,002)
Net Operating Income	(29,111)	(45,830)	16,719	(241,332)	(409,578)	168,246
Other Income						
Gain/Loss on Disposal of Assets			0	14,990	0	14,990
INTEREST INCOME	135	6	129	418	66	352
OTHER CONTRIBUTIONS	7,161		7,161	21,599	0	21,599
SB-40 REVENUE	17,741	16,289	1,452	279,002	179,183	99,819
STATE AID	21,438	16,836	4,602	218,566	189,405	29,161
Total Other Income	46,475	33,131	13,343	534,575	368,654	165,921
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	(0)	0	0	0	(0)
Total Other Expenses	0	(0)	0	0	0	(0)
Net Other Income	46,475	33,131	13,343	534,575	368,654	165,921
Net Income	17,363	(12,699)	30,062	293,243	(40,924)	334,167

Lake Area Industries, Inc.
Statement of Cash Flows
November 2018

OPERATING ACTIVITIES	
Net Income	17,363
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	18,296
GIFTED GARDEN CASH:DRAWER CASH - GG	300
GIFTED GARDEN CASH:SAFE CASH - GG	200
INVENTORY:RAW MATERIAL INVENTORY	(819)
PETTY CASH	3
Accounts Payable	(7,533)
CBOLO CC - 5203 Lillie	(199)
CBOLO CC - 5229 Kevin	54
CBOLO CC - 5237 Natalie	136
AFLAC DEDUCTIONS PAYABLE	0
OAK STAR BANK LOAN-4096	(5,136)
SALES TAX PAYABLE	2
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	5,306
Net cash provided by operating activities	22,669
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(4,125)
Net cash provided by investing activities	(4,125)
Net cash increase for period	18,544
Cash at beginning of period	238,986
Cash at end of period	257,530

Lake Area Industries, Inc. A/P Aging Summary As of November 30, 2018						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 4,394	\$ 8,674	\$ 0	\$ 0	-\$ 23	\$ 13,046

Lake Area Industries, Inc. A/R Aging Summary As of November 30, 2018						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 54,300	\$ 10,580	\$ 2,318	\$ 196	\$ 364	\$ 67,758

Lake Area Industries, Inc.
Statement of Cash Flows
January - November, 2018

OPERATING ACTIVITIES	
Net Income	293,243
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	7,909
ALLOWANCE FOR BAD DEBTS	(4,438)
Community Foundation of the Ozarks Agency Partner Account	(1,000)
GIFTED GARDEN CASH:DRAWER CASH - GG	0
GIFTED GARDEN CASH:SAFE CASH - GG	0
INVENTORY:GG PLANT & SUPPLIES INVEN	17
INVENTORY:RAW MATERIAL INVENTORY	(6,682)
PETTY CASH	19
Accounts Payable	8,360
CBOLO CC - 5203 Lillie	190
CBOLO CC - 5229 Kevin	(87)
CBOLO CC - 5237 Natalie	(691)
ACCRUED WAGES	(5,133)
AFLAC DEDUCTIONS PAYABLE	27
Gift Certificate Payable	(32)
Missouri Department of Revenue Payable	9
OAK STAR BANK LOAN-4096	(63,671)
SALES TAX PAYABLE	72
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(65,133)
Net cash provided by operating activities	228,110
INVESTING ACTIVITIES	
ACCUMULATED DEPRECIATION	0
GREENHOUSE EQUIPMENT	0
GREENHOUSE FACILITY	0
CURRENT CAPITAL IMPROVEMENT	(73,180)
UTILITY DEPOSITS	291
Net cash provided by investing activities	(72,889)
Net cash increase for period	155,221
Cash at beginning of period	102,309
Cash at end of period	257,530

Support Coordination Report

November 2018

Client Caseloads

- Number of Caseloads as of November 30th, 2018: 350
- Budgeted Number of Caseloads: 320
- Pending Number of New Intakes: 1
- Medicaid Eligibility: 86.29%

Caseload Counts

Rachel Baskerville - 8

Cynthia Brown - 38

Lori Cornwell - 33

Linda Gifford - 33

Ryan Johnson - 38

Jennifer Lyons - 35

Annie Meyer – 31

Lisa Patrick – 36

Mary Petersen – 36

Jami Weisenborn - 35

Nicole Whittle - 27

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	56	1	2	98.25 %
Total	56	1	2	98.25 %
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	59	0	1	100.00 %
Total	59	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
Targeted Case Management	17	1	0	94.44 %
Total	17	1	0	94.44 %
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	17	1	0	94.44 %
Total	17	1	0	94.44 %
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	75	81	0	48.08 %
Total	75	81	0	48.08 %
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	279	122	0	69.58 %
Total	279	122	0	69.58 %
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	57	1	2	98.28 %
Total	57	1	2	98.28 %
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	55	1	2	98.21 %
Total	55	1	2	98.21 %
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	59	0	1	100.00 %
Total	59	0	1	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
Targeted Case Management	55	1	1	98.21 %
Total	55	1	1	98.21 %
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	3	0	1	100.00 %
Total	3	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	4	0	0	100.00 %
Total	4	0	0	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	8	0	0	100.00 %
Total	8	0	0	100.00 %
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	8	0	0	100.00 %
Total	8	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	7	16	0	30.43 %
Total	7	16	0	30.43 %
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	45	9	0	83.33 %
Total	45	9	0	83.33 %
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	4	0	0	100.00 %
Total	4	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	4	0	0	100.00 %
Total	4	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	4	0	0	100.00 %
Total	4	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	4	0	0	100.00 %
Total	4	0	0	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:

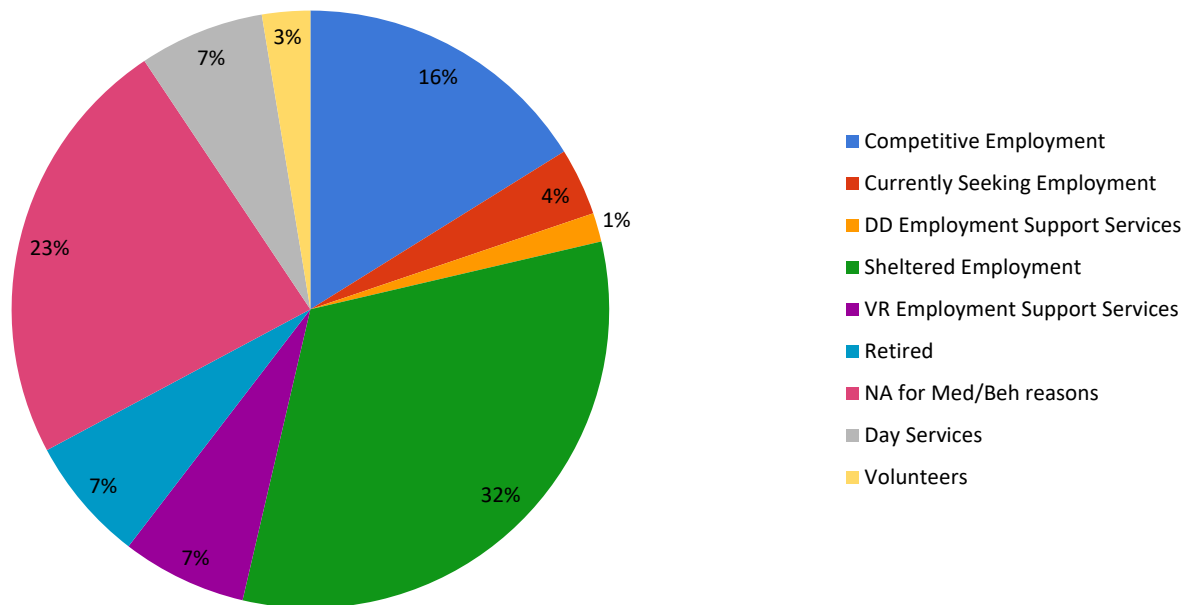
Parameters:

	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	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	31	7	3	62	13	13	45	13	5
Baskerville	1	0	0	0	0	1	0	0	0
Brown	3	1	0	3	2	1	3	1	0
Lyon	2	0	0	9	0	2	4	3	1
Cornwell	4	0	0	6	2	0	7	3	0
Gifford	8	1	0	5	2	0	1	0	0
Patrick	4	0	0	8	1	1	7	0	0
Peterson	1	1	0	8	1	2	2	4	0
Johnson	3	1	0	7	3	2	5	0	2
Weisenborn	1	2	0	3	0	3	1	0	0
Meyer	2	0	0	12	0	1	13	1	1
Whittle	2	1	3	1	2	0	2	1	1

CCDDR Adults employment status as of 11/30/2018

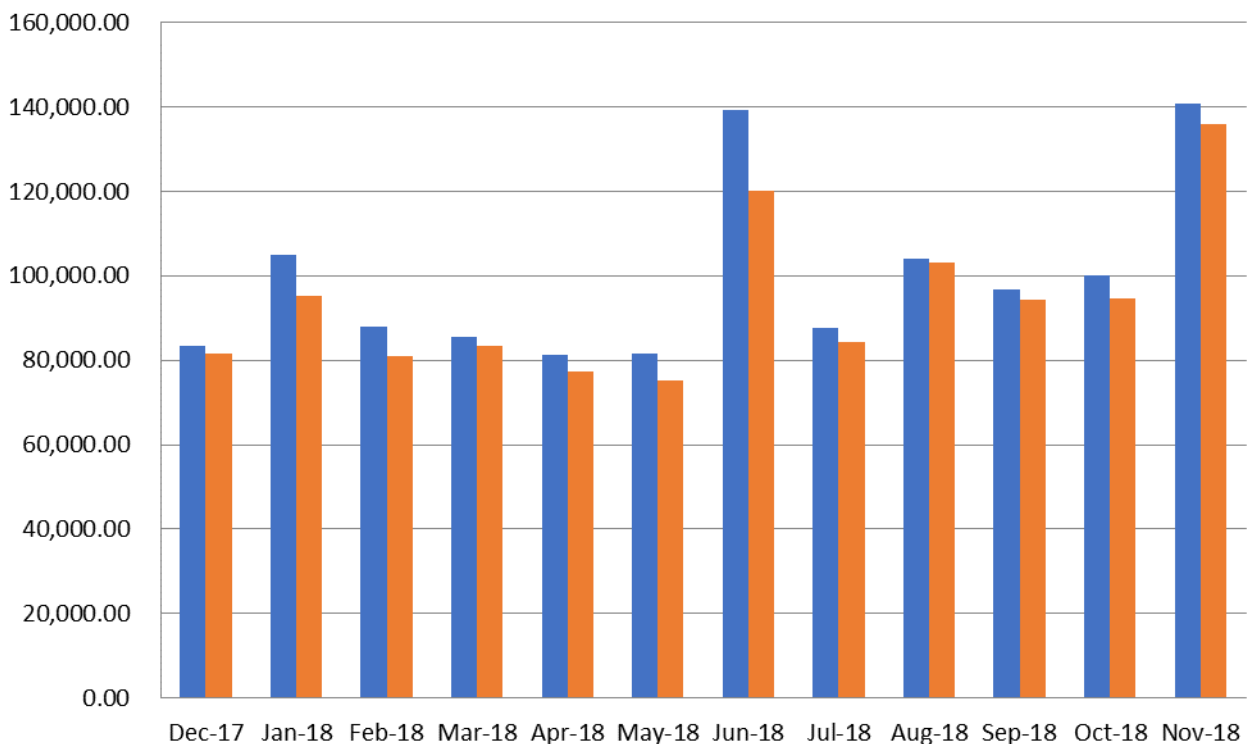


Agency Economic
Report
(Unaudited)

November 2018

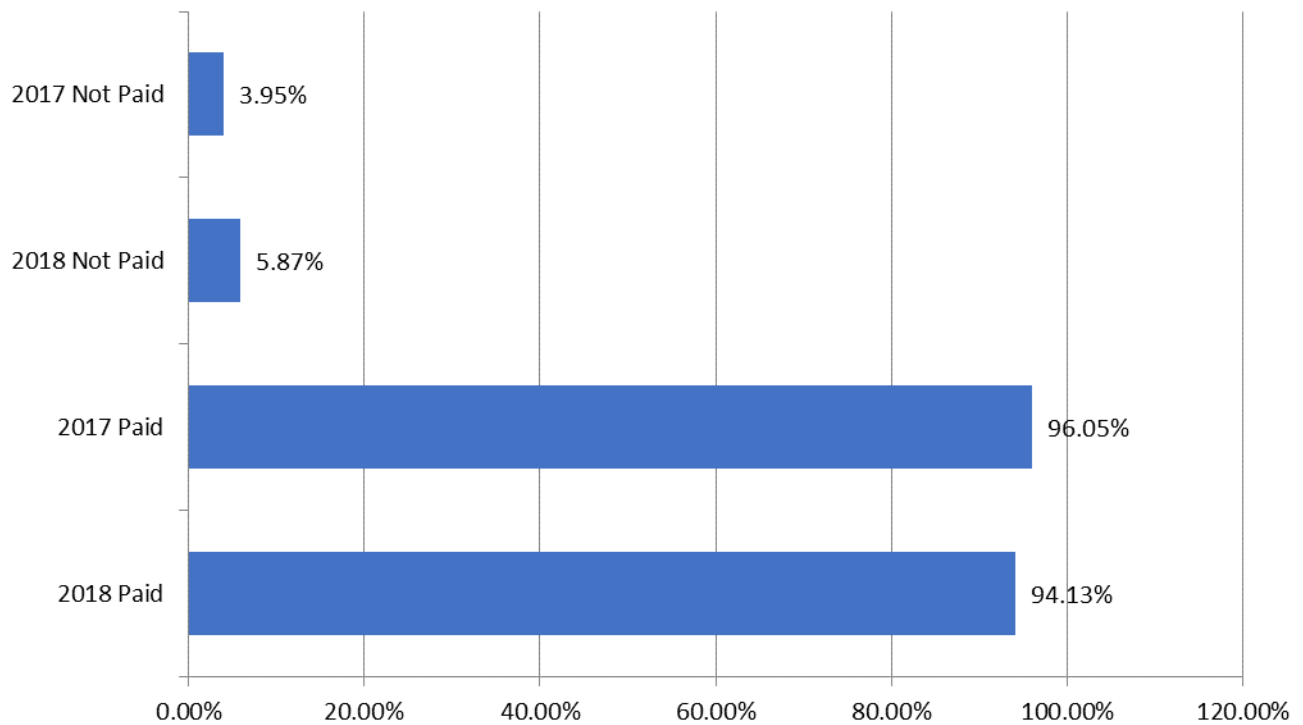
Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
Total Payable Billed	83,488.32	104,932.80	87,903.36	85,527.36	81,293.76	81,708.48	139,397.76	87,739.20	104,129.28	96,707.52	99,973.44	140,711.04
Total Payment Received	81,708.48	95,376.96	80,904.96	83,445.12	77,284.80	75,280.32	120,113.28	84,162.24	103,170.24	94,383.36	94,728.96	136,010.88

2018 vs 2017
Percentage Comparison Medicaid Billed vs Medicaid
Paid



Budget vs. Actuals: FY 2018 - FY18 P&L Departments

November 2018

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,376	1,312	64			0
4500 Services Income			0	150,632	138,214	12,418
Total Income	1,376	1,312	64	150,632	138,214	12,418
Gross Profit	1,376	1,312	64	150,632	138,214	12,418
Expenses						
5000 Payroll & Benefits			0	114,625	110,975	3,650
5100 Repairs & Maintenance			0	1,301	1,638	(337)
5500 Contracted Business Services			0	4,176	5,364	(1,188)
5600 Presentations/Public Meetings			0	2,976	511	2,465
5700 Office Expenses			0	3,185	2,925	260
5800 Other General & Administrative		800	(800)	2,051	1,166	885
5900 Utilities			0	542	1,600	(1,058)
6100 Insurance			0	1,290	1,346	(56)
6700 Partnership for Hope	3,835	4,645	(810)			0
6900 Direct Services	14,118	14,412	(294)			0
7100 Housing Programs	9,564	13,468	(3,904)			0
7200 CLC	(11,924)	13,459	(25,383)			0
7300 Sheltered Employment Programs	25,611	21,889	3,722			0
7500 Community Employment Programs		600	(600)			0
7900 Special/Additional Needs	6,229	8,864	(2,635)			0
Total Expenses	47,433	78,137	(30,704)	130,145	125,525	4,620
Net Operating Income	(46,058)	(76,825)	30,767	20,486	12,689	7,797
Other Expenses						
8500 Depreciation			0	2,610	2,800	(190)
Total Other Expenses	0	0	0	2,610	2,800	(190)
Net Other Income	0	0	0	(2,610)	(2,800)	190
Net Income	(46,058)	(76,825)	30,767	17,876	9,889	7,987

Budget Variance Report

Total Income: During November of 2018, SB 40 Tax Revenues were slightly higher than projected, and Services Program income was higher than projected. CCDDR recently filled one Support Coordinator vacancy and added a new Support Coordination due to caseload growth. The addition of 2 new Support Coordinators has improved billing the second half of the year.

Total Expenses: During November of 2018, overall SB 40 Tax program expenses were lower than budgeted expectations. Sheltered Employment expenses were higher than budgeted because LAI contracts are producing higher than anticipated workflow. A noted overage is CLC services provided have greatly increased the second half of this year; however, the DNR reimbursement for the playground surface was received in November and is was recorded as a credit to CLC expenses. Overall Services Program expenses were higher than budgeted expectations, which is mainly due to overages in Payroll and Benefits. Although not budgeted, CCDDR hired a new Support Coordinator the second half of this year to accommodate caseload growth. The annual Holiday Celebration expenses were budgeted for December; however, the expenses were recorded in November.

Budget vs. Actuals: FY 2018 - FY18 P&L Departments

January - November, 2018

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	948,202	936,446	11,756			0
4500 Services Income			0	1,184,843	1,118,693	66,150
Total Income	948,202	936,446	11,756	1,184,843	1,118,693	66,150
Gross Profit	948,202	936,446	11,756	1,184,843	1,118,693	66,150
Expenses						
5000 Payroll & Benefits			0	909,431	920,005	(10,574)
5100 Repairs & Maintenance			0	14,829	18,018	(3,189)
5500 Contracted Business Services			0	63,168	69,791	(6,623)
5600 Presentations/Public Meetings			0	6,035	5,621	414
5700 Office Expenses			0	31,832	32,175	(343)
5800 Other General & Administrative	4,488	8,800	(4,312)	24,191	27,388	(3,197)
5900 Utilities			0	12,728	17,600	(4,872)
6100 Insurance			0	14,187	14,806	(619)
6700 Partnership for Hope	33,564	43,045	(9,481)			0
6900 Direct Services	137,021	170,380	(33,359)			0
7100 Housing Programs	110,580	148,157	(37,577)			0
7200 CLC	168,688	148,049	20,639			0
7300 Sheltered Employment Programs	216,631	240,783	(24,152)			0
7500 Community Employment Programs	82	6,600	(6,518)			0
7900 Special/Additional Needs	97,799	97,504	295			0
Total Expenses	768,853	863,318	(94,465)	1,076,401	1,105,404	(29,003)
Net Operating Income	179,349	73,128	106,221	108,442	13,289	95,153
Other Expenses						
8500 Depreciation			0	29,010	30,800	(1,790)
Reconciliation Discrepancies			0	0		0
Total Other Expenses	0	0	0	29,010	30,800	(1,790)
Net Other Income	0	0	0	(29,010)	(30,800)	1,790
Net Income	179,349	73,128	106,221	79,432	(17,511)	96,943

Budget Variance Report

Total Income: YTD SB 40 Tax Revenues are higher than projected, and Services Program income are higher than projected. Services Program billing was budgeted to occur three times in December 2017; however, there were only two billing cycles for that month. The additional billing cycle occurred in January; therefore, Services income reflects the additional billing period. The differences in billing period adjustments did not negatively impact variances on the final YTD budgeted net income versus the actual net income at YE 2017.

Total Expenses: YTD overall SB 40 Tax program expenses were lower than budgeted expectations with variances (savings) in all categories except CLC & Special/Additional Needs. CLC services provided have greatly increased the second half of this year. In Special/Additional Needs, additional funding was approved for residential services for a client awaiting Medicaid approval and Waiver slot issuance. Overall Services Program expenses are lower than budgeted expectations; however, the annual Holiday Celebration expenses, which were budgeted for December, were recorded in November.

Balance Sheet

As of November 30, 2018

	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	524,394	
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
Total 1005 SB 40 Tax Bank Accounts	524,623	0
1050 Services Bank Accounts		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	10,609
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		212,210
Total 1050 Services Bank Accounts	0	222,820
Total 1000 Bank Accounts	524,623	222,820
Total Bank Accounts	524,623	222,820
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		87,627
1215 Non-Medicaid Direct Service		24,080
Total 1200 Services	0	111,707
1300 Property Taxes		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
Total 1300 Property Taxes	1,043,538	0
1350 Allowance for Doubtful Accounts	0	
Total Accounts Receivable	1,043,538	111,707
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		60,875
1435 Net Pension Asset (Liability)		(21,526)
Total 1400 Other Current Assets	0	39,349
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	5,569
Total 1450 Prepaid Expenses	0	5,569

Total Other Current Assets	0	44,918
Total Current Assets	1,568,161	379,445
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		(145,080)
1526 Accumulated Depreciation - Keystone		(18,721)
1530 100 Third Street Remodeling		126,736
1531 Keystone Remodeling		94,987
1535 Acc Dep - Remodeling - 100 Third Street		(51,141)
1536 Acc Dep - Remodeling - Keystone		(5,896)
1540 Equipment		64,584
1545 Accumulated Depreciation - Equipment		(46,799)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	674,659
Total Fixed Assets	0	674,659
TOTAL ASSETS	1,568,161	1,054,103
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	368
Total Accounts Payable	0	368
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	24,080	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(1,065)
2025 Prepaid Services	0	
2030 Deposits	0	17
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	913,718	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	96
2062 Social Security Tax Payable	0	(73)
2063 Medicare Tax Payable	0	3
2064 MO State W / H Tax Payable	0	(37)
Total 2060 Payroll Tax Payable	0	(12)
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	1,288
2072 AFLAC Post-tax W / H	0	174

2073 Vision Insurance W / H	0	(98)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(44)
2076 Savings W / H		(100)
2078 Misc W / H		0
2079 Other W / H		100
Total 2070 Payroll Clearing	0	1,347
Total 2000 Current Liabilities	937,798	287
Total Other Current Liabilities	937,798	287
Total Current Liabilities	937,798	655
Total Liabilities	937,798	655
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	229,317	
3010 Transportation	5,487	
3015 New Programs	10,030	
3030 Special Needs	0	
3040 Sheltered Workshop	70,444	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	4,601	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	319,879	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		24,041
3560 Sponsorships		0
3565 Legal		6,166
3599 Other		664,862
Total 3500 Restricted Services Fund Balances	0	895,070
3900 Unrestricted Fund Balances	53,633	(71,172)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	91,801	135,820
Net Income	179,349	79,432
Total Equity	644,661	1,039,150
TOTAL LIABILITIES AND EQUITY	1,582,459	1,039,805

Statement of Cash Flows

November 2018

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(46,058)	17,876
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(44,064)
1215 Services:Non-Medicaid Direct Service		(14,118)
1455 Prepaid Expenses:Prepaid-Insurance		2,071
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		386
1545 Fixed Assets:Accumulated Depreciation - Equipment		457
1900 Accounts Payable	(1,740)	(2,174)
2007 Current Liabilities:Non-Medicaid Payable	14,118	
2015 Current Liabilities:Accrued Compensated Absences		(224)
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		(2,139)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		307
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		58
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		50
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		179
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:	12,378	(57,273)
Net cash provided by operating activities	(33,680)	(39,397)
FINANCING ACTIVITIES		
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(1,275)	
Net cash provided by financing activities	(1,275)	0
Net cash increase for period	(34,955)	(39,397)
Cash at beginning of period	559,578	262,217
Cash at end of period	524,623	222,820

Statement of Cash Flows

January - November, 2018

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	179,349	79,432
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(38,871)
1215 Services:Non-Medicaid Direct Service		(4,977)
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1455 Prepaid Expenses:Prepaid-Insurance		13,066
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		9,879
1526 Fixed Assets:Accumulated Depreciation - Keystone		3,747
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		5,809
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		3,573
1545 Fixed Assets:Accumulated Depreciation - Equipment		3,190
1900 Accounts Payable	(10,371)	(7,705)
2007 Current Liabilities:Non-Medicaid Payable	4,977	
2015 Current Liabilities:Accrued Compensated Absences		(1,065)
2050 Current Liabilities:Prepaid Tax Revenue	(197,593)	
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		(2,830)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		854
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		163
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(17)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		15
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		(309)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(202,987)	(15,478)
Net cash provided by operating activities	(23,639)	63,954
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(44,818)
1540 Fixed Assets:Equipment		(375)
Net cash provided by investing activities	0	(45,193)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	906	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(27,804)	
3015 Restricted SB 40 Tax Fund Balances:New Programs	10,030	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	(2,207)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(81,162)	
3045 Restricted SB 40 Tax Fund Balances:Traditional Medicaid Match	(790)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	649	
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(27,687)

3565 Restricted Services Fund Balances:Legal		6,166
3900 Unrestricted Fund Balances	(73,835)	(16,481)
3999 Clearing Account		34,268
Net cash provided by financing activities	(174,213)	(3,734)
Net cash increase for period	(197,851)	15,027
Cash at beginning of period	722,474	207,792
Cash at end of period	524,623	222,820

Check Detail

November 2018

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
11/01/2018	Bill Payment (Check)	4981	David A Schlenfort	(678.00)
11/07/2018	Bill Payment (Check)	4982	Rodeway Inn	(199.00)
11/08/2018	Bill Payment (Check)	4983	Childrens Learning Center	(17,666.35)
11/08/2018	Bill Payment (Check)	4984	Kyle LaBrue	(962.00)
11/08/2018	Bill Payment (Check)	4985	Lake Area Industries	(19,959.46)
11/08/2018	Bill Payment (Check)	4986	Missouri Ozarks Community Action, Inc.	(450.00)
11/08/2018	Bill Payment (Check)	4987	OATS, Inc.	(5,651.50)
11/14/2018	Bill Payment (Check)	4988	Rodeway Inn	(199.00)
11/16/2018	Bill Payment (Check)	4989	Twenter Properties	(100.00)
11/16/2018	Bill Payment (Check)	4990	Brookview Apartments of Camdenton	(100.00)
11/16/2018	Bill Payment (Check)	4991	Camden Manors, Inc.	(100.00)
11/16/2018	Bill Payment (Check)	4992	Camdenton Apartments dba Lauren's Place	(100.00)
11/16/2018	Bill Payment (Check)	4993	David A Schlenfort	(678.00)
11/16/2018	Bill Payment (Check)	4994	Glen Donnach, LLC	(161.00)
11/16/2018	Bill Payment (Check)	4995	Jacob C Kentner Jr	(852.00)
11/16/2018	Bill Payment (Check)	4996	Kyle LaBrue	(962.00)
11/16/2018	Bill Payment (Check)	4997	Maryann VanCleave	(753.00)
11/16/2018	Bill Payment (Check)	4998	Revelation Construction & Development, LLC	(333.00)
11/16/2018	Bill Payment (Check)	4999	Steve Weisenfelder	(678.00)
11/16/2018	Bill Payment (Check)	5000	Brookview Apartments of Camdenton	(100.00)
11/16/2018	Bill Payment (Check)	5001	Camden Manors, Inc.	(100.00)
11/16/2018	Bill Payment (Check)	5002	Camdenton Apartments dba Lauren's Place	(249.00)
11/16/2018	Bill Payment (Check)	5003	Revelation Construction & Development, LLC	(403.00)
11/16/2018	Bill Payment (Check)	5004	Twenter Properties	(100.00)
11/16/2018	Bill Payment (Check)	5005	Camden Manors, Inc.	(148.00)
11/16/2018	Bill Payment (Check)	5006	Camdenton Apartments dba Lauren's Place	(261.00)
11/16/2018	Bill Payment (Check)	5007	Revelation Construction & Development, LLC	(612.00)
11/16/2018	Bill Payment (Check)	5008	Twenter Properties	(100.00)
11/16/2018	Bill Payment (Check)	5009	Revelation Construction & Development, LLC	(735.00)
11/16/2018	Bill Payment (Check)	5010	Revelation Construction & Development, LLC	(781.00)
11/16/2018	Bill Payment (Check)	5011	MO HealthNet	(16.00)
11/16/2018	Bill Payment (Check)	5012	MO HealthNet	(20.00)
11/16/2018	Bill Payment (Check)	5013	MO HealthNet	(40.00)

11/16/2018	Bill Payment (Check)	5014	MO HealthNet	(40.00)
11/16/2018	Bill Payment (Check)	5015	MO HealthNet	(152.00)
11/16/2018	Bill Payment (Check)	5016	MO HealthNet	(233.00)
11/16/2018	Bill Payment (Check)	5017	MO HealthNet	(241.00)
11/16/2018	Bill Payment (Check)	5018	MO HealthNet	(258.00)
11/16/2018	Bill Payment (Check)	5019	MO HealthNet	(436.00)
11/16/2018	Bill Payment (Check)	5020	MO HealthNet	(554.00)
11/16/2018	Bill Payment (Check)	5021	MO HealthNet	(677.00)
11/16/2018	Bill Payment (Check)	5022	MO HealthNet	(906.00)
11/19/2018	Bill Payment (Check)	5023	Rodeway Inn	(199.00)
11/19/2018	Bill Payment (Check)	5024	DMH Local Tax Matching Fund	(3,835.30)
11/21/2018	Bill Payment (Check)	5025	Lake Area Industries	(1,275.00)
11/21/2018	Bill Payment (Check)	5026	MO HealthNet	(168.00)
11/28/2018	Bill Payment (Check)	5027	MO HealthNet	(194.00)
11/28/2018	Bill Payment (Check)	5028	MO HealthNet	(392.00)
11/28/2018	Bill Payment (Check)	5029	MO HealthNet	(645.00)
11/28/2018	Bill Payment (Check)	5030	MO HealthNet	(645.00)
11/29/2018	Bill Payment (Check)	5031	MO HealthNet	(40.00)
11/30/2018	Bill Payment (Check)	5032	MO HealthNet	(20.00)
11/30/2018	Bill Payment (Check)	5033	MO HealthNet	(260.00)
11/30/2018	Bill Payment (Check)	5034	MO HealthNet	(292.00)
11/30/2018	Bill Payment (Check)	5035	Darryll Euler	(211.00)

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
11/02/2018	Expense	11/02/2018	Internal Revenue Service	(6,375.80)
11/02/2018	Expense	11/02/2018	Edward Jones	(100.00)
11/02/2018	Expense	152513	Connie L Baker	(992.43)
11/02/2018	Expense	152514	Rachel K Baskerville	(1,150.41)
11/02/2018	Expense	152515	Myrna Blaine	(1,543.45)
11/02/2018	Expense	152516	Jeanna K Booth	(1,148.77)
11/02/2018	Expense	152517	Cynthia Brown	(1,156.99)
11/02/2018	Expense	152518	Lori Cornwell	(1,035.03)
11/02/2018	Expense	152519	Linda Gifford	(911.99)
11/02/2018	Expense	152520	Sharla Howard	(924.47)
11/02/2018	Expense	152521	Ryan Johnson	(1,100.29)
11/02/2018	Expense	152522	Jennifer Lyon	(1,062.66)
11/02/2018	Expense	152523	Annie Meyer	(1,151.00)
11/02/2018	Expense	152524	Lisa D Patrick	(1,089.44)
11/02/2018	Expense	152525	Mary P Petersen	(1,059.27)
11/02/2018	Expense	152526	Sylvia M Santon	(787.85)
11/02/2018	Expense	152527	Eddie L Thomas	(2,413.36)
11/02/2018	Expense	152528	Marcie L. Vansyoc	(1,476.07)
11/02/2018	Expense	152529	Jami Weisenborn	(1,183.15)
11/02/2018	Expense	152530	Nicole M Whittle	(1,092.48)
11/02/2018	Bill Payment (Check)	1008	Linda Simms	(1,342.51)

11/16/2018	Expense	152532	Connie L Baker	(1,011.52)
11/16/2018	Expense	152533	Rachel K Baskerville	(1,211.26)
11/16/2018	Expense	152534	Myrna Blaine	(1,543.47)
11/16/2018	Expense	152535	Jeanna K Booth	(1,164.48)
11/16/2018	Expense	152536	Cynthia Brown	(1,142.77)
11/16/2018	Expense	152537	Lori Cornwell	(1,008.40)
11/16/2018	Expense	152538	Linda Gifford	(762.98)
11/16/2018	Expense	152539	Sharla Howard	(614.79)
11/16/2018	Expense	152540	Ryan Johnson	(1,100.29)
11/16/2018	Expense	152541	Jennifer Lyon	(1,062.66)
11/16/2018	Expense	152542	Annie Meyer	(1,163.31)
11/16/2018	Expense	152543	Lisa D Patrick	(1,125.11)
11/16/2018	Expense	152544	Mary P Petersen	(1,065.85)
11/16/2018	Expense	152545	Sylvia M Santon	(787.85)
11/16/2018	Expense	152546	Eddie L Thomas	(2,413.36)
11/16/2018	Expense	152547	Marcie L. Vansyoc	(1,476.07)
11/16/2018	Expense	152548	Jami Weisenborn	(1,183.81)
11/16/2018	Expense	152549	Nicole M Whittle	(1,103.48)
11/16/2018	Bill Payment (Check)	1009	Linda Simms	(1,313.67)
11/16/2018	Expense	11/16/2018	Internal Revenue Service	(6,220.62)
11/16/2018	Expense	11/16/2018	Edward Jones	(100.00)
11/29/2018	Bill Payment (Check)	1011	Daphne Shockley	(2,640.00)
11/29/2018	Bill Payment (Check)	1012	Lake Sun Leader	(67.50)
11/29/2018	Bill Payment (Check)	1013	Linda Simms	(179.20)
11/29/2018	Bill Payment (Check)	1014	Missouri Dept of Revenue	(3,180.00)
11/30/2018	Expense	152551	Connie L Baker	(992.43)
11/30/2018	Expense	152552	Rachel K Baskerville	(1,150.41)
11/30/2018	Expense	152553	Myrna Blaine	(1,543.47)
11/30/2018	Expense	152554	Jeanna K Booth	(1,169.71)
11/30/2018	Expense	152555	Cynthia Brown	(1,137.07)
11/30/2018	Expense	152556	Lori Cornwell	(1,022.86)
11/30/2018	Expense	152557	Linda Gifford	(905.84)
11/30/2018	Expense	152558	Sharla Howard	(923.04)
11/30/2018	Expense	152559	Ryan Johnson	(1,100.29)
11/30/2018	Expense	152560	Jennifer Lyon	(1,062.66)
11/30/2018	Expense	152561	Annie Meyer	(1,169.14)
11/30/2018	Expense	152562	Lisa D Patrick	(950.37)
11/30/2018	Expense	152563	Mary P Petersen	(1,055.36)
11/30/2018	Expense	152564	Sylvia M Santon	(873.46)
11/30/2018	Expense	152565	Eddie L Thomas	(2,413.36)
11/30/2018	Expense	152566	Marcie L. Vansyoc	(1,476.07)
11/30/2018	Expense	152567	Jami Weisenborn	(1,163.98)
11/30/2018	Expense	152568	Nicole M Whittle	(1,121.48)
11/30/2018	Expense	11/30/2018	Edward Jones	(100.00)
11/30/2018	Expense	11/30/2018	Internal Revenue Service	(6,351.69)
11/30/2018	Bill Payment (Check)	1010	Linda Simms	(1,313.68)

11/30/2018	Bill Payment (Check)	1015	Jessica N. North	(55.00)
11/30/2018	Bill Payment (Check)	1016	AT&T	(97.71)
11/30/2018	Bill Payment (Check)	1017	Eddie L Thomas	(193.24)
11/30/2018	Bill Payment (Check)	1018	Marcie L. Vansyoc	(93.56)
11/30/2018	Bill Payment (Check)	1019	Republic Services #435	(133.23)
11/30/2018	Bill Payment (Check)	1020	Connie L Baker	(51.48)
11/30/2018	Bill Payment (Check)	1021	Linda Gifford	(135.31)
11/30/2018	Bill Payment (Check)	1022	Lori Cornwell	(85.47)
11/30/2018	Bill Payment (Check)	1023	Rachel K Baskerville	(146.45)
11/30/2018	Bill Payment (Check)	1024	Sylvia M Santon	(38.09)
11/30/2018	Bill Payment (Check)	1025	Summit Natural Gas of Missouri, Inc.	(166.95)

1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)

Date	Transaction Type	Num	Name	Amount
11/02/2018	Bill Payment (Check)	8611	Connie L Baker	(68.48)
11/02/2018	Bill Payment (Check)	8612	Eddie L Thomas	(220.12)
11/02/2018	Bill Payment (Check)	8613	Linda Gifford	(207.53)
11/02/2018	Bill Payment (Check)	8614	Linda Simms	(302.70)
11/02/2018	Bill Payment (Check)	8615	Lisa D Patrick	(300.42)
11/02/2018	Bill Payment (Check)	8616	Marcie L. Vansyoc	(88.46)
11/02/2018	Bill Payment (Check)	8617	Mary P Petersen	(93.71)
11/02/2018	Bill Payment (Check)	8618	Ryan Johnson	(57.66)
11/02/2018	Bill Payment (Check)	8619	US Department of Education - Tracking # 1017780285	(491.84)
11/02/2018	Bill Payment (Check)	8620	Ameren Missouri	(195.09)
11/02/2018	Bill Payment (Check)	8621	MSW Interactive Designs LLC	(30.00)
11/02/2018	Bill Payment (Check)	8622	Office Business Equipment	(294.90)
11/02/2018	Bill Payment (Check)	8623	FP Mailing Solutions - Postge Reserve Acct	(1,500.00)
11/02/2018	Bill Payment (Check)	8624	Jessica N. North	(55.00)
11/02/2018	Bill Payment (Check)	8625	Aflac	(950.26)
11/02/2018	Bill Payment (Check)	8626	All American Termite & Pest Control	(40.00)
11/02/2018	Bill Payment (Check)	8627	Direct Service Works	(795.00)
11/02/2018	Bill Payment (Check)	8628	Missouri Dept of Revenue	(2,128.00)
11/08/2018	Bill Payment (Check)	8629	Jami Weisenborn	(62.04)
11/08/2018	Bill Payment (Check)	8630	Jennifer Lyon	(124.40)
11/08/2018	Bill Payment (Check)	8631	Lori Cornwell	(88.56)
11/08/2018	Bill Payment (Check)	8632	Sharla Howard	(234.31)
11/08/2018	Bill Payment (Check)	8633	AT&T	(83.55)
11/08/2018	Bill Payment (Check)	8634	Camden County PWSD #2	(50.23)
11/08/2018	Bill Payment (Check)	8635	Delta Voice & Data Technologies, LLC	(110.00)
11/08/2018	Bill Payment (Check)	8637	LaClede Electric Cooperative	(366.53)
11/08/2018	Bill Payment (Check)	8638	All Seasons Services	(340.00)
11/08/2018	Bill Payment (Check)	8639	Ezard's, Inc.	(57.76)
11/09/2018	Bill Payment (Check)	8640	Jessica N. North	(110.00)
11/09/2018	Bill Payment (Check)	8641	Office Business Equipment	(91.91)
11/16/2018	Bill Payment (Check)	8642	ALL-COM DIGITAL	(115.18)
11/16/2018	Bill Payment (Check)	8643	AT&T TeleConference Services	(41.96)

11/16/2018	Bill Payment (Check)	8644	Camden County Fire & Safety	(60.00)
11/16/2018	Bill Payment (Check)	8645	City Of Camdenton	(52.33)
11/16/2018	Bill Payment (Check)	8646	Ezard's, Inc.	(1,300.00)
11/16/2018	Bill Payment (Check)	8647	Refills Ink	(529.92)
11/16/2018	Bill Payment (Check)	8648	Scott's Heating & Air	(1,115.00)
11/16/2018	Bill Payment (Check)	8649	Lake Area Industries	(50.00)
11/16/2018	Bill Payment (Check)	8650	Lorraine Schleigh	(70.00)
11/21/2018	Bill Payment (Check)	8651	Jessica N. North	(110.00)
11/21/2018	Bill Payment (Check)	8652	Bankcard Center	(2,035.73)
11/21/2018	Bill Payment (Check)	8653	Cynthia Brown	(69.51)
11/21/2018	Bill Payment (Check)	8654	Delta Dental of Missouri	(464.10)
11/21/2018	Bill Payment (Check)	8655	Mo Consolidated Health Care	(13,674.34)
11/21/2018	Bill Payment (Check)	8656	Staples Advantage	(50.37)
11/27/2018	Bill Payment (Check)	8657	Sylvia M Santon	(2.02)
11/27/2018	Bill Payment (Check)	8658	Annie Meyer	(165.30)
11/27/2018	Bill Payment (Check)	8659	Jessica N. North	(55.00)
11/27/2018	Bill Payment (Check)	8660	Bryan Cave LLP	(1,145.00)
11/27/2018	Bill Payment (Check)	8661	Charter Business	(529.88)
11/27/2018	Bill Payment (Check)	8662	Jeanna K Booth	(118.95)
11/27/2018	Bill Payment (Check)	8663	Principal Life Ins	(274.56)
11/27/2018	Bill Payment (Check)	8664	WCA Waste Corporation	(22.00)
11/30/2018	Bill Payment (Check)	8665	Lagers	(6,179.98)
11/30/2018	Bill Payment (Check)	8666	US Department of Education - Tracking # 1017780285	(286.17)

October 2018
Credit Card Statement

CENTRAL BANK

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



SCORECARD

Bonus Points
Available
11,543

Account Summary

Billing Cycle	11/04/2018
Days In Billing Cycle	31
Previous Balance	\$5,544.45
Purchases	+ \$2,048.54
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$12.81
Payments	- \$5,544.45
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$2,035.73

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,964.27
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	\$2,035.73
MINIMUM PAYMENT	\$62.00
PAYMENT DUE DATE	12/02/2018

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

\$5,544.45-

Trans Date	Post Date	Reference Number	Transaction Description	Amount
10/29	10/29	00501071	PAYMENT - THANK YOU	\$5,544.45-

Cardholder Account Summary

MYRNA BLAINE ##### 6176	Payments & Other Credits \$0.00	Purchases & Other Charges \$544.22	Cash Advances \$0.00	Total Activity \$544.22
----------------------------	---------------------------------------	--	-------------------------	----------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/16	10/17	PBUS01	55483828290400004091901	WAL-MART #0089 CAMDENTON MO	\$38.18
10/18	10/21	PBUS01	55310208292200488200115	SPORTS ZONE COLUMBIA MO	\$37.90
10/24	10/25	PBUS01	55483828298400007567792	WAL-MART #0089 CAMDENTON MO	\$6.57

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
11/04/18	\$2,035.73	\$62.00	12/02/18

\$

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



MAKE CHECK PAYABLE TO:

BANKCARD SERVICES
PO BOX 8000
JEFFERSON CTY MO 65102-8000

5475780000055386 00006200 00203573

BL ACCT 00000256-10000000
 CAMDEN CO DD RES
 Account Number: ##### 5386
 Page 3 of 4



Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/24	10/25	PBUS01	25204678297004176051686	EL CAPORAL MEXICAN RES CAMDENTON MO	\$36.62 ✕
10/26	10/28	PBUS01	55432868299200685320788	CBI*MALWAREBYTES 800-799-9570 IL	\$24.95 ✕
10/27	10/29	PBUS01	55131588301400815046634	MSFT * E01006UK5U 8006427676 WA	\$400.00 ✕

Cardholder Account Summary				
EDDIE THOMAS ##### 0953		Payments & Other Credits \$0.00	Purchases & Other Charges \$60.00	Cash Advances \$0.00
				Total Activity \$60.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/05	10/05	PBUS01	55432868278200405718068	INTUIT *QB ONLINE 800-286-6800 CA	\$60.00 ✕

Cardholder Account Summary				
LINDA SIMMS ##### 0961		Payments & Other Credits \$12.81-	Purchases & Other Charges \$1,235.39	Cash Advances \$0.00
				Total Activity \$1,222.58

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/05	10/10	PBUS01	55436878282172824900651	SCI COLUMBIA COLUMBIA MO 1471006034 8662656225	\$210.14 ✕
10/11	10/14	PBUS01	55420368285630195784464	ARRIVAL 10/03/18 DEPART 10/05/18 AVNGATE*MALWAREBYTES 8882471614 GA	\$109.99 ✕
10/12	10/14	PBUS01	05436848286000367272200	USPS PO 2860360829 OSAGE BEACH MO	\$28.40 ✕
10/13	10/15	PBUS01	05410198286091012363510	TARGET 00019141 OSAGE BEACH MO	\$25.00 ✕
10/13	10/15	PBUS01	05436848287400043266056	WM SUPERCENTER #815 OSAGE BEACH MO	\$55.49 ✕
10/15	10/16	PBUS01	75428178288199301508266	EVERGREEN MANUFACTURIN OSAGE BEACH MO	\$26.87 ✕
10/15	10/16	PBUS01	55546508288083702754603	SMARTSIGN 7187971900 NY	\$112.94 ✕
10/16	10/18	PBUS01	75337008290474600484765	AAIDD 8778773737 DC	\$185.00 ✕
10/19	10/22	PBUS01	55310208293708120705290	HOLIDAY INN EXECUTIVE COLUMBIA MO 23171113	\$106.90 ✕
10/19	10/22	PBUS01	55310208293708121021614	ARRIVAL 10/18/18 DEPART 10/19/18 HOLIDAY INN EXECUTIVE COLUMBIA MO 23166286	\$106.90 ✕
10/19	10/22	PBUS01	55310208293708120549672	ARRIVAL 10/18/18 DEPART 10/19/18 HOLIDAY INN EXECUTIVE COLUMBIA MO 23166284	\$106.90 ✕
10/24	10/25	PBUS01	55429508297894688510343	ARRIVAL 10/18/18 DEPART 10/19/18 MGIFTS 8009984830 CA	\$125.86 ✕
10/25	10/25		05587458298000000540998	MC Hotel Network RBT EasySavings NY	\$4.27 ✕
10/25	10/25		05587458298000000541004	MC Hotel Network RBT EasySavings NY	\$4.27 ✕
10/25	10/25		05587458298000000541012	MC Hotel Network RBT EasySavings NY	\$4.27 ✕
10/25	10/28	PBUS01	85140518299900012023739	EMPOWER MISSOURI JEFFERSON CIT MO	\$35.00 ✕

Cardholder Account Summary				
CONNIE L BAKER ##### 1859		Payments & Other Credits \$0.00	Purchases & Other Charges \$208.93	Cash Advances \$0.00
				Total Activity \$208.93

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/05	10/07	PBUS01	55483828279400006048995	WAL-MART #0089 CAMDENTON MO	\$7.32 ✕
10/15	10/16	PBUS01	05436848288300194898039	GERBES #0119 CAMDENTON MO	\$17.50 ✕
10/15	10/16	PBUS01	55483828289400007794843	WAL-MART #0089 CAMDENTON MO	\$13.98 ✕
10/15	10/16	PBUS01	25204678288002664019117	EL CAPORAL MEXICAN RES CAMDENTON MO	\$35.83 ✕
10/26	10/28	PBUS01	55483828300400003499863	WAL-MART #0089 CAMDENTON MO	\$107.45 ✕

OVER

Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/02	PBUS01	05436848306000308996459	USPS PO 2812420020 CAMDENTON MO	\$26.85

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 11/02/2018

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	79,514	2,029	0	-70,000	11,543

Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE	E	\$0.00	0.97833%(M)	11.7400%(V)	\$0.00	\$0.00	0.0000%	\$2,035.73
Cash									
CBUS01 001	CASH	A	\$0.00	2.22833%(M)	26.7400%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 31		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

See back of receipt for your chance
to win \$1000 ID #:7M51RMZ67B

Walmart *

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

CAMDENTON MD 65020

ST# 00089	OP# 002528	TE# 04	TR# 09723
GV SALTINE	007874235141	F	1.48 0
DOLE ORG BAN	004850025676	F	2.88 0
ORANGE JUICE	073246324707	F	2.38 0
GV 100Z MINI	007874201866	F	0.86 0
GV 100Z MINI	007874201866	F	0.86 0
MINI WHT BGL	001410008493	F	3.98 0
LNDR BAGEL	007680000691	F	1.88 0
LNDR BAGEL	007680000697	F	1.88 0
BAGELS	004812125321	F	2.98 0
SC HAW BAGEL	007874224168	F	2.98 0
CRM CHS HAZL	007874227996	F	2.36 0
CREAM CHEESE	007874228315	F	1.78 0
FRUIT BLEND	068113118048	F	2.88 0
PHIL CRM CHS	002100000729	F	3.12 0
3 HDMI CBL	068113113129		5.88 0
SUBTOTAL			38.18
TOTAL			38.18
MCARD TEND			38.18

MasterCard- 6176 I 21 APPR#65146E
REF # 828900409190
PAYMENT SERVICE - A
AID A0000000041010
TC 909400E32EC4BA93
TERMINAL # SC010155
*NO SIGNATURE REQUIRED

10/16/18 13:25:20

CHANGE DUE 0.00

ITEMS SOLD 15

TC# 1612 2087 0646 8882 3484



10/16/18 13:25:34

CUSTOMER COPY

Scan with Walmart app to save receipts



Lunch @ MACOS
Mr. Jenna & Rachel

Sports Zone
Columbia, MO

176 Thu N

Tbl 1/1 Chk 3791 Gst 3
Oct 18 '18 11:30AM

1 Soft Drink	2.75
1 Iced Tea	2.75
1 Veg Quesadilla	7.99
1 Frisco Melt	7.99
1 Reuben	8.99

Subtotal	30.97
Tax	2.43
11:53AM Total	32.90

Room# _____

Print Name _____

Tip 5.00

Total 37.90

Signature [Signature]

Plates
for office

See back of receipt for your chance
to win \$1000 ID #:7M52LHYIw

Walmart *

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

CAMDENTON MO 65020

ST# 00089 OP# 004459 TE# 06 TR# 01866
PAPER PLATES 007874207010 6.57 0
SUBTOTAL 6.57

VOIDED BANKCARD TRANSACTION
TERMINAL # SC010378

TRANSACTION NOT COMPLETE
10/24/18 16:52:24

TOTAL 6.57
MCARD TEND 6.57

MasterCard- 6176 I 21 APPR#62458E

REF # 829700756779

PAYMENT SERVICE - A

AID A0000000041010

TC 046F696F55A34DEA

TERMINAL # SC010378

*NO SIGNATURE REQUIRED

10/24/18 16:52:46

CHANGE DUE 0.00

ITEMS SOLD 1

TC# 3580 6379 4687 9591 3838



10/24/18 16:53:00

CUSTOMER COPY

Scan with Walmart app to save receipts



Bought lunch
for KRO Review
Team -

Didn't do any good 😊

EL CAPORAL MEXICAN RESTAURANT
323 E 54 HWY STE 101
CAMDENTON MO 65020
573-317-1500

Terminal ID: *****437 ***6
10/24/18 12:14 PM
SERVER #: 2
MasterCard - INSERT
AID: A0000000041010
ACCT #: *****6176

CREDIT SALE
UID: 829726467815 REF #: 0208
BATCH #: 794 AUTH #: 64294E
AMOUNT \$31.62

TIP \$
TOTAL \$36.62

APPROVED

ARQC - F4328C86514F5940
THANK YOU
CUSTOMER COPY



Myrna Blaine
MO 65020
United States

INVOICE

Reference number: 147370900
(required for all inquiries)

Invoice date: 10/26/2018

Invoice number: BKD-73624137235

INVOICE INFORMATION

#	Product name	Delivery	Devices	Price
1	Malwarebytes Anti-Malware Premium 1 Year Subscription for Windows PC	Download	1	\$24.95

Total: **\$24.95**

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

PAYMENT DETAILS

Your credit card (xxxxxxxxxxxx6176) has been successfully authorized. Please note that the charge on your credit card will appear as "CBI*MALWAREBYTES."



Invoice

October 2018

Invoice Date: 10/27/2018

Invoice Number: E01006UK5U

Due Date: 11/26/2018

400.00 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
100 Third St.
P.O. 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:

Billing Period:

Payment Terms:

Due Date:

Charges:

Discounts:

Credits:

Tax:

Total:

400.00

0.00

0.00

0.00

400.00

Payment Instructions

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

Billing Summary

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

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

Plan details: QuickBooks Plus:

~~\$50.00~~ / month

60.00

Acct.
5567

Next Charge: 10/04/2017

Payment method

MasterCard ending 0961 expires 11/18 Edit



MO PELRA CONF

Reservation Number 125531

Send to Linda Simms
Po Box 722
Camdenton, MO 65020

Phone 573-693-1511

Guest Name Linda Simms

Arrival Date

10/3/18

Departure Date

10/5/18

Group Mopelra

Room Information

261 - Deluxe King

Bill To Linda Simms
Po Box 722
Camdenton, MO 65020

Phone 573-693-1511

Folio Number 118544

Trans Date	Description	Voucher	Amount
Charges			
10/3/18	Mopelra	col-261	93.00
10/3/18	Hotel Motel Tax	col-261	4.65
10/3/18	State Sales Tax	col-261	7.42
10/4/18	Mopelra	col-261	93.00
10/4/18	Hotel Motel Tax	col-261	4.65
10/4/18	State Sales Tax	col-261	7.42
	Subtotal		210.14
	Total Charges		210.14

Payments

10/5/18	MasterCard	#####0961	61002E 261	0000097666	-210.14
			Subtotal		-210.14
	Total Payments				-210.14
				Balance Due:	0.00

I have received the goods and / or services in the amount shown here on. 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 association fails to pay for any part or the full amount of these charges. If charging to a credit card, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Guest Signature: _____

Linda Simms

From: no-reply@mail.malwarebytes.com
Sent: Thursday, October 11, 2018 8:18 AM
To: Linda Simms
Subject: Reference #82282161: Your Malwarebytes Premium order



Hi, Linda Simms

Your Malwarebytes Premium subscription has been renewed. Thank you!

You don't have to do anything more. Your Malwarebytes protection will continue without interruption. Occasionally, it may take up to 24 hours for your license key to sync with the application.

Renewal Order Details

Reference # 82282161

Your Activation Key: CBX8R-4HQZC-7HCKF-K93TK

Payment Information

Your credit card (xxxxxxxxxxxx0961) has been successfully authorized.

The charge on your bank statement will appear as Malwarebytes. Avangate BV dba 2Checkout acts as authorized reseller of Malwarebytes online products and services.

Billing Information

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

Ordered item(s)	Unit Price	Total
8 (x) Malwarebytes Premium (1 Year Subscription)	13.75 USD	109.99 USD
	Sales Tax / VAT	0.00 USD

=====

OSAGE BEACH
 5545 OSAGE BEACH PKWY
 OSAGE BEACH
 MO
 65065-9998
 2860360829
 10/12/2018 (800)275-8777 4:06 PM

=====

Product Description	Sale Qty	Final Price
Uncle Sams Hat (Unit Price:\$0.21)	40	\$8.40
\$1 Patriotic Wave (Unit Price:\$1.00)	20	\$20.00
Total		\$28.40

Credit Card Remitd (Card Name:MasterCard)
 (Account #:XXXXXXXXXX0961)
 (Approval #:66234E)
 (Transaction #:823)
 (AID:A0000000041010 Chip)
 (AL:MasterCard)
 (PIN:Not Required)

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

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

UNITED STATES POSTAL SERVICE
 HOLIDAY HIRING!
 August 14, 2018 - November 9, 2018
 \$16.00/hour - \$17.19/hour
 MUST APPLY ONLINE
 AND CREATE YOUR PROFILE
www.usps.com/careers
 Search jobs by state - MISSOURI &
 ILLINOIS
 MUST APPLY FOR EACH POSITION
 CHECK DAILY FOR
 ADDITIONAL OPPORTUNITIES
 HELP US SERVE YOU BETTER
 TELL US ABOUT YOUR RECENT
 SERVICE EXPERIENCE

<https://post.usps.com>

STAMP
 \$1.00 214
 OSAGE BEACH
 OFFICE



OSAGE BEACH - 573-302-7969
10/13/2018 01:23 PM EXPIRES 01/11/19



MISC

790011787

GIFT CARDS N \$25.00
041-213-597-730-787
NEW BAL: \$25.00

SUBTOTAL \$25.00

NO TAX \$0.00

TOTAL \$25.00

*0961 MASTERCARD CHARGE \$25.00

AID: A0000000041010
MasterCard

REC#2-8286-1914-0123-6351-9 VCD#751-254-243



Was this
trip a treat?



Help make your Target Run better.
Take a 2 minute survey about today's trip:

informtarget.com

User ID: 7171 3808 6987

Password: 636 481

CUÉNTENOS EN ESPAÑOL

Please return this receipt within 7 days.

GIFT CARD FOR
DOOR PRIZE
MAGNETS

OFFICE SUPPLIES
OSAGE BEACH

See back of receipt for your chance
to win \$1000 ID #:7M51628TSYC

Walmart *

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

ST# 00815	OP# 004671	TE# 08	TR# 06917
QU 8 EDY BIG	007874210521		4.97 0
AS 18 MG	003040079103		14.97 0
FINGER TIPS	088855611526		3.88 0
LYS TBC PWR	001920098726		4.97 0
10-OUNCE AE	081119601116		8.63 0
LIQUID	003700023372		2.62 0
BINDER CLIPS	082665400043		1.37 0
BINDER CLIPS	082665400043		1.37 0
BINDER CLIPS	082665400043		1.37 0
BINDER CLIPS	082665400043		1.37 0
MAGIC 6 PACK	005114131392		9.97 0

SUBTOTAL 55.49

TOTAL 55.49

MCARD TEND 55.49

MasterCard- 0961 I 22 APP#63507E

REF # 1042000314

AID A0000000041010

TC 6F1B52370C12456B

TERMINAL # 283797557

*NO SIGNATURE REQUIRED

10/13/18

12:23:53

CHANGE DUE

0.00

ITEMS SOLD 11

TC# 2466 5501 9436 0158 0360



10/13/18

12:24:15

CUSTOMER COPY

Scan with Walmart app to save receipts



DOOR PRIZE
GIFT
MACDOOS

EVERGREEN M
THANK YOU COME AGAIN

#020085 10/15/2018 1:17:14PM
01 CLERK01 000000

1@ 25.00	\$25.00
DEPT. 04	
MDSE ST	\$25.00
TAX1	\$1.87

ITEMS 10
CHARGE

\$26.87

STORE CREDIT*EXCHANGE
WITH RECEIPT 30 DAYS FROM
DATE OF PURCHASE

THANK YOU



A SmartSign Store
300 Cadman Plaza West, Suite 1303
Brooklyn, NY 11201
Billing: (718) 797-1900 x117
Sales: (800) 952-1457

INVOICE

Order Date	Order #
10/12/2018	SMT-215878

Bill To	Ship To
Linda Fimms CCDDR PO BOX 721 CAMDENTON, MO 65020 0721 United States	Linda Fimms CCDDR 5816 OSAGE BEACH PKWY STE 108 OSAGE BEACH, MO 65065 3046 United States

Terms: Due on Receipt			
CC: MasterCard	Name: Linda Fimms	Card #***** 0961	Expiry: 10/20

	Item Description	Unit Price	Qty.	Amount
1.	Notice - All Activities Monitored By Video Camera Size: 14" x 10" • Part#: K-1099-AL-14	\$20.3520 /Sign Pkg: 1 Sign	4 Signs	\$81.41
2.	Notice - All Activities Monitored By Video Camera Size: 10" x 7" • Part#: K-1099-EU-10	\$7.8820 /Label Pkg: 1 Label	4 Labels	\$31.53
Thanks for purchasing from SmartSign .com				

The amount shown on this invoice are in **US Dollars**.

Please make checks payable to **SmartSign** Mail your checks to:
SmartSign
Accounts Department
300 Cadman Plaza West, Suite 1303, Brooklyn, NY 11201

SmartSign is not required to, and does not, collect Missouri sales or use tax.
Missouri law requires purchasers to review untaxed purchases and, if any tax is owed, file a Missouri use tax return and pay any tax due.

Product Subtotal: **\$112.94**
Shipping Charges: **Free**
Order Total (in US Dollars): **\$112.94**

Linda Simms

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Tuesday, October 16, 2018 10:09 AM
To: Linda Simms
Subject: Transaction Receipt from American Assn on Intellectual & Developmental Disabilities for \$185.00 (USD)

Order Information

Description: Form Name: 2019 Standard Membership Renewal , Receipt ID: 13377645

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: 16-Oct-2018 11:08:51 EDT
Transaction ID: 41001984053
Payment Method: MasterCard xxxx0961
Transaction Type: Purchase
Auth Code: 68515E

Merchant Contact Information

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

AAIDD ANNUAL
MEMBERSHIP



Holiday Inn

10-19-18

Geanna Booth
PO Box 722
Camdenton MO 65020
United States

Folio No. :
A/R Number :
Group Code : **CDD**
Company :
Membership No. :
Invoice No. :

Room No. : **147**
Arrival : **10-18-18**
Departure : **10-19-18**
Conf. No. : **24073554**
Rate Code :
Page No. : **1 of 1**

Date	Description	Charges	Credits
10-18-18	*Accommodation	99.95	
10-18-18	City Tax	5.00	
10-18-18	Hotel Services Fee	1.95	
10-18-18	MasterCard		106.90
Total		106.90	106.90
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.

HOLIDAY INN EXECUTIVE CENTER
2200 I-70 Drive S.W. Columbia, MO 65203
Telephone: (573) 445-8531 Fax: (573) 445-7607
Visit us online at www.holidaycolumbia.com



Holiday Inn

LISA PATRICK

11-13-18

~~Myrna Blaine~~
Po Box 722
Camdenton MO 65020
United States

Folio No. : 490096
A/R Number :
Group Code : CDD
Company :
Membership No. :
Invoice No. :

Room No. : 423
Arrival : 10-18-18
Departure : 10-19-18
Conf. No. : 23492930
Rate Code :
Page No. : 1 of 1

Date	Description	Charges	Credits
10-18-18	*Accommodation	99.95	
10-18-18	City Tax	5.00	
10-18-18	Hotel Services Fee	1.95	
10-19-18	MasterCard XXXXXXXXXXXXX0961		106.90
Total		106.90	106.90
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.



Holiday Inn

11-13-18

**Myrna Blaine
Po Box 722
Camdenton MO 65020
United States**

Folio No. : **490193**
A/R Number :
Group Code : **CDD**
Company :
Membership No. :
Invoice No. :

Room No. : **620**
Arrival : **10-18-18**
Departure : **10-19-18**
Conf. No. : **21257783**
Rate Code :
Page No. : **1 of 1**

Date	Description	Charges	Credits
10-18-18	*Accommodation	99.95	
10-18-18	City Tax	5.00	
10-18-18	Hotel Services Fee	1.95	
10-19-18	MasterCard XXXXXXXXXXXXXXX0961		106.90
Total		106.90	106.90
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.

HOLIDAY INN EXECUTIVE CENTER
2200 I-70 Drive S.W.Columbia, MO 65203
Telephone: (573) 445-8531 Fax: (573) 445-7607
Visit us online at www.holidaycolumbia.com

Linda Simms

From: MemorableGifts.com <service@memorablegifts.com>
Sent: Wednesday, October 24, 2018 2:15 PM
To: Linda Simms
Subject: Order Confirmation - Thank you for your order. Your order number is: 223323

Thank you for shopping at MemorableGifts.com!

<http://www.memorablegifts.com/>
223323

Linda Simms
Camden County Developmental Disability Resources
5816 Osage Beach Parkway Suite 108
Osage Beach, MO 65065
US

Shipping Method: Economy Delivered in 12-14 Business Days
Number of Packages: 1
Discounts/Coupons Used: 10% off Chat Special Offer (ch1142)

You earned 120 MG Rewards Points on this purchase, which is equal to \$2.40

ORDER DETAILS

QTY	PRODUCT	UNIT PRICE	TOTAL
1	Digital Proof (8804)		\$0.00
2	Jewel Acrylic Award with Base (Block - Jade - 6 3/8" X 4 3/4") (12127)	\$59.95	\$119.90

Upload your Logo:
<_image_>11220179339.png
Engraving Instructions: SEE EMAIL

1

Subtotal:	\$119.90
Less discounts used:	-\$11.99
Shipping Charges:	\$17.95
Total:	\$125.86

Customer's Comments: SEE PREVIOUS ORDER FOR DESIGN - NEED BEFORE 12/3

Thank you for shopping at MemorableGifts.com.

\$4.27

\$4.27

\$4.27

\$12.81

CREDIT FOR USING
MASTER CARD FOR HOTEL BILL

25/2018

Mail - jeanna@ccddr.org

Empower Missouri Conference Confirmation

AJ Bockelman <aj@empowermissouri.org>

Thu 10/25/2018 1:27 PM

To: Jeanna Booth <jeanna@ccddr.org>;

Thanks for your support, Jeanna!

Housing Empowers

Your Tickets

Name	Level	Quantity	Price Each
Jeanna Booth	Advanced Ticket	1	\$35.00
Subtotal			\$35.00

Additional Contribution

\$0.00

When

Friday, November 16, 2018

5:00 PM to 4:00 PM

Where

Hickman High School

1104 N Providence Rd

Columbia, MO 65203

Your Receipt

Jeanna Booth

40272373

10/25/2018 2:27 PM Eastern Daylight Time

Total: \$35.00

Be sure to book your room now! Special Empower Missouri rate of \$104/night from November 16th through 18th at the Holiday Inn Executive Center, 2200 I070 Dr SW, Columbia, MO 65203. Call 573-445-8531 and ask for the Empower Missouri Group Rate. Hurry, the room block is only available until 10.31.18.

Connie's
Card

See back of receipt for your chance
to win \$1000 ID #:7M50M7Z4T9

Walmart *

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

CAMDENTON MO 65020
ST# 00089 OP# 004128 TE# 07 TR# 08358
FL BULB 004316898247 7.32 0
SUBTOTAL 7.32
TOTAL 7.32
MCARD TEND 7.32

MasterCard- 1859 I 21 APPR#64549E
REF # 827800604899
PAYMENT SERVICE - A
AID A0000000041010
TC AC27FF277741D7BE
TERMINAL # SC010448
*NO SIGNATURE REQUIRED

10/05/18 12:34:54

CHANGE DUE 0.00

ITEMS SOLD 1

TC# 3398 7216 8395 3836 1919



10/05/18 12:35:24

CUSTOMER COPY

Scan with Walmart app to save receipts



Connie's Card
Board meeting

See back of receipt for your chance
to win \$1000 ID #:7M51NFYY26

Walmart*

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

CAMDENTON MO 65020
ST# 00089 DP# 004721 TE# 05 TR# 01876
MS HM TKY 068113116554 F 11.98 0
10 LB ICE 004127197110 F 2.00 0
SUBTOTAL 13.98
TOTAL 13.98
MCARD TEND 13.98

MasterCard- 1859 I 21 APPR#69281E
REF # 828800779484
PAYMENT SERVICE - A
AID A0000000041010
TC 711E210722B75B81
TERMINAL # SC010223
*NO SIGNATURE REQUIRED

10/15/18 15:29:28
CHANGE DUE 0.00

ITEMS SOLD 2
TC# 1589 8355 6879 5559 0747



10/15/18 15:29:42

CUSTOMER COPY

Scan with Walmart app to save receipts



EL CAPORAL MEXICAN RESTAURANT
323 E 54 HWY STE 101
CAMDENTON MO 65020
573-317-1500

Terminal ID: *****437 ***6
10/15/18 3:47 PM

SERVER #: 8

MasterCard - INSERT

AID: A0000000041010

ACCT #: *****1859

CREDIT SALE

UID: 828845069884 REF #: 9240

BATCH #: 785 AUTH #: 67148E

AMOUNT \$35.83

TIP \$

TOTAL \$

APPROVED

ARQC - DA2F1B6C7B39F19B

THANK YOU

CUSTOMER COPY

Gerbes

Great food.
Low prices.

1159 US EAST 54
(573) 346-3433
Your cashier was CINDY

1 @ 3/10.00 KRO WATER 3.34 B

1 @ 3/5.00 PEPSI COLA 1.67 B

JMMY CKY PLTR 9.99 B

ARIZONA GREEN TEA PC 2.50 B

SC DILLON SAVINGS 0.29

Plus Customer *****1526

TAX 0.78

TAX EXEMPTION 0.78-

**** BALANCE

CAMDENTON

MasterCard -

*****1c

REF#: 67304E TOTAL: 17.50

AID: A0000000041010

TC: 7DA4F79049D2276F

MASTERCARD 17.50

EXEMPTED SALES AMT 17.50

CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 4

STORE COUPONS 0.29

TOTAL SAVINGS (1 pct.) 0.29

10/15/18 03:17pm 119 3 249 104

Remaining September Fuel Points: 206

October Fuel

Fuel Points Earned Today: 18

Total October Fuel Points: 144

With Our Low Prices, You Saved

\$1.07

Annual Card Savings \$322.85

At your request Gerbes is donating to
CHILDREN'S LEARNING CENTER

Now Hiring - Apply Today!

jobs.gerbes.com

www.gerbes.com

Connie's
Card

See back of receipt for your chance
to win \$1000 ID #: 7M52122027

Walmart

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

CAMDENTON MO 65020

ST# 00089	OP# 004734	TE# 10	TR# 03799
GV PREM 18MG	007874221044		12.97 0
GV PREM 18MG	007874221044		12.97 0
CM CRMR ORG	005000030302	F	5.75 0
480Z FOLGERS	002550000518	F	9.98 0
CUTLERY	068113170247		3.13 0
DIXIE BOWLS	004200015412		2.98 0
DIXIE BOWLS	004200015412		2.98 0
4PC DIN FORK	087521700724		0.88 0
4PC DIN FORK	087521700724		0.88 0
4PC DIN FORK	087521700724		0.88 0
GLOW N DARK	003400099523	F	19.54 0
CANDY	002200012194	F	19.54 0
GV 12 UL DBL	007874204020		14.97 0
SUBTOTAL			107.45
TOTAL			107.45
MCARD TEND			107.45

MasterCard- 1859 I 21 APPR#60455E
REF # 829900349986
PAYMENT SERVICE - A
AID A0000000041010
TC DB49EDA6DD0578ED
TERMINAL # SC010088
*NO SIGNATURE REQUIRED

10/26/18 11:30:48

CHANGE DUE 0.00

ITEMS SOLD 13

TC# 7558 9755 1867 5323 4991 9



**WATCH
FOR FREE**

**OVER 6,000
MOVIES & TV**

Only at Vudu.com/WatchFree



10/26/18 11:31:01

CUSTOMER COPY

Scan with Walmart app to save receipts



Halloween Candy

Connie's
Card

=====

CAMDENTON
625 W US HIGHWAY 54
CAMDENTON
MO
65020-9998
2812420020
11/01/2018 (800)275-8777 3:27 PM

=====

Product Description	Sale Qty	Final Price
---------------------	----------	-------------

PM 2-Day (Domestic) (LAKE OZARK, MO 65049) (Weight:1 Lb 9.80 Oz) (Expected Delivery Date) (Saturday 11/03/2018)	1	\$7.25
--	---	--------

Certified (@USPS Certified Mail #) (70162710000007644980)	1	\$3.45
---	---	--------

Return Receipt (@USPS Return Receipt #) (9590940226316336911320)	1	\$2.75
---	---	--------

First-Class Mail Letter	1	\$0.50
-------------------------------	---	--------

(Domestic)
(MONTREAL, MO 65591)
(Weight:0 Lb 0.60 Oz)
(Estimated Delivery Date)
(Saturday 11/03/2018)

Certified (@USPS Certified Mail #) (70162710000007644966)	1	\$3.45
---	---	--------

Return Receipt (@USPS Return Receipt #) (9590940226316336911337)	1	\$2.75
---	---	--------

First-Class Mail Letter	1	\$0.50
-------------------------------	---	--------

(Domestic)
(OSAGE BEACH, MO 65065)
(Weight:0 Lb 0.60 Oz)
(Estimated Delivery Date)
(Saturday 11/03/2018)

Certified (@USPS Certified Mail #) (70162710000007644973)	1	\$3.45
---	---	--------

Return Receipt (@USPS Return Receipt #) (9590940226316336911344)	1	\$2.75
---	---	--------

Total		\$26.85
-------	--	---------

Credit Card Remitd (Card Name:MasterCard) (Account #:XXXXXXXXXX1859) (Approval #:67236E) (Transaction #:566) (AID:A0000000041010) (AL:MasterCard) (PIN:Not Required)		\$26.85
---	--	---------

Chip)

Includes up to \$50 insurance

Text your tracking number to 28777
(2USPS) to get the latest status.

#4519266

#4504050

#4501533

#776861

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

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

OSAGE BEACH, MO 65065

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$2.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.50

Total Postage and Fees \$6.70



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

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

LAKE OZARK, MO 65049

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$2.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$7.25

Total Postage and Fees \$10.45



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

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

MONTREAL, MO 65591

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$2.75
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.50

Total Postage and Fees \$6.70



Resolutions 2018-34,
2018-35, 2018-36, &
2018-37



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-34

LAI POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2019

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 2019 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 2018-34

PURCHASE OF SHELTERED EMPLOYMENT SERVICES AND/OR SUPPORTS AGREEMENT

THIS "Purchase of Sheltered Employment Services and/or Supports Agreement" ("Agreement") entered into and effective this _____ 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) 2019 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, 2019 to December 31st, 2019.

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. 2018-35

CLC POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2019

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 2019 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 2018-35

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) 2019 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@ccddr.org

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

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

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2019 to December 31st, 2019.

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”

[illegible]

Total Units

(Sample Invoice Only)

"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. 2018-36

OATS POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2019

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 2019 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 2018-36

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) 2019 Board Funds for Transportation services and/or supports, which identifies one (1) deviated public transit route service as specified hereafter. Services and/or supports will be provided Monday through Friday from 6:30 AM to 3:30 PM beginning on or around January 1st, 2019. Extended weekday and weekend services and/or supports shall begin on or around July 1st, 2019, and shall be from 3:00 PM to 8:30 PM, Monday through Friday (see Attachment “A” hereto), and 12 total hours on Saturday and Sunday. Current extended weekday and weekend services have been fully funded until June 30th, 2019, through a Memorandum of Understanding (MOU) dated July 1st, 2018. This POS Agreement shall replace the MOU dated July 1st, 2018, on July 1st, 2019. 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 transporting eligible sheltered workshop employees to and from work and other related community-inclusive transportation needs. 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 \$73,710 for the Board's FY 2019. 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 “B” hereto) and any revisions to said Policy approved by 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, 2019 to December 31st, 2019.

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”

Deviated Fixed-Route Camdenton-Eldon

	<u>Driver 1</u> 6:30 AM		<u>Driver 2</u> 10:30 AM		<u>Driver 3 (Nights)</u> 3:00 PM	
key on						
Osage Beach to Camdenton						
	<u>Arrive</u>	<u>Depart</u>				
Lake Area Industries (LAI)	8:15 AM	8:20 AM				
Camdenton/Eldon - Eastbound	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>
Camdenton-Bear Market	8:25 AM	8:30 AM				
Camdenton-Walmart	8:40 AM	8:45 AM				
Lake Regional Medical	8:55 AM	9:00 AM				
Dierbergs	9:10 AM	9:15 AM				
Osage Beach-Walmart	9:20 AM	9:25 AM				
Fish Haven	9:35 AM	9:40 AM				
Eldon-Willow Creek	10:00 AM	10:05 AM				
Eldon-Walmart	10:10 AM	10:15 AM				
Eldon/Camdenton - Westbound	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>
Fish Haven	10:35 AM	10:40 AM				
Osage Beach-Walmart	10:50 AM	10:55 AM		10:55 AM		
Dierbergs			11:00 AM	11:05 AM		
Lake Regional Medical			11:15 AM	11:20 AM		
Camdenton-Walmart			11:30 AM	11:35 AM		
Camdenton-Bear Market			11:45 AM	11:50 AM		
Camdenton/Eldon - Eastbound	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>
Camdenton-Walmart			12:00 PM	12:05 PM		
Lake Regional Medical			12:15 PM	12:20 PM		
Dierbergs			12:30 PM	12:35 PM		
Osage Beach-Walmart			12:40 PM	12:45 PM		
Fish Haven			12:55 PM	1:00 PM		
Eldon-Walmart			1:20 PM	1:25 PM		
Eldon-Willow Creek			1:30 PM	1:35 PM		
Eldon/Camdenton - Westbound	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>
Fish Haven			1:55 PM	2:00 PM		
Osage Beach-Walmart			2:10 PM	2:15 PM		
Dierbergs			2:20 PM	2:25 PM		
Lake Regional Medical			2:35 PM	2:40 PM		
Camdenton-Walmart			2:50 PM	2:55 PM		
Camdenton-Bear Market			3:05 PM			
	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>	<u>Arrive</u>	<u>Depart</u>
Lake Area Industries (LAI)					3:15 PM	3:20 PM
Camdenton to Osage Beach						
key off	11:30 AM		3:30 PM		8:30 PM	
	5 hours		5 hours		5.5 hours	

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. 2018-37

APPROVAL OF AMENDED POLICY #31

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #31, Procurement.
2. That the Board hereby amends and adopts Policy #31 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution 2018-37



Policy Number:

31

Effective: September 17, 2012

Revised: August 25, 2014; February 26, 2018;
May 21, 2018; December 17, 2018

Subject: Procurement

PURPOSE:

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

POLICY:

I. Procurement Process

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

II. Procurement Officer

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

III. Procurement Guidelines

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

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

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

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

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

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

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

IV. Awards for Services and Products

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

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

V. Banking Services

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

VI. Periodic Review of Existing Products or Services

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

VII. Emergency Procurement

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

REFERENCES:

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