



**January 13<sup>th</sup>, 2022**

**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 January 13<sup>th</sup>, at 6:00 PM

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

255 Keystone Industrial Park Drive  
Camdenton, MO 65020

**Participants can also Join via WebEx/Phone:**

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m34b3b0ce90010a9abddfe884093cb2c6>

To Join by Phone: 1-415-655-0001  
Meeting Number (Access Code): 2553 374 2632  
Meeting Password: 78935758

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for December 9<sup>th</sup>, 2021

Acknowledgement of Distributed Materials to Board Members

- November 2021 OSLCFDC Monthly Reports
- November 2021 CLC Monthly Report
- November 2021 LAI Monthly Report
- December 2021 Support Coordination Report
- December 2021 Agency Economic Report
- November 2021 Credit Card Statement
- Resolutions 2021-30, 2022-1, 2022-2, 2022-3, 2022-4, 2022-5, 2022-6, 2022-7, 2022-8

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

- Our Saviors Lighthouse Child & Family Development Center
- Children's Learning Center
- Lake Area Industries
- MACDDS Updates

Old Business for Discussion

- COVID-19 Related Updates

## New Business for Discussion

- CCDDR's New Community Programs & Relations Manager
- Missouri Transportation Task Force
- Lake Area Community Development Corporation
- New Monthly Employment, Transportation, & Housing Programs Reports

## CCDDR Monthly Reports

- December 2021 Support Coordination Report
- December 2021 Agency Economic Report

## November 2021 Credit Card Statement

## Discussion & Conclusion of Resolutions:

- Resolution 2021-30: OSLCFDC POS Agreement January 1st to December 31st, 2022
- Resolution 2022-1: Calendar Year 2022 Board Officer Election & Appointments
- Resolution 2022-2: Calendar Year 2022 Human Resource Committee Nominations & Appointments
- Resolution 2022-3: Calendar Year 2022 Budget Appropriations Committee Nominations & Appointments
- Resolution 2022-4: Calendar Year 2022 Agency Governance Committee Nominations & Appointments
- Resolution 2022-5: Temporary Committee Continuation - Joint CCDDR/LAI Committee
- Resolution 2022-6: Change in Mileage Rate
- Resolution 2022-7: Re-Allocation/Allocation of Restricted/Unrestricted Funds
- Resolution 2022-8: Revised Addendum to OATS Agreement - Employment Transportation

## Board Educational Presentation: Importance of Personal Property Taxes

## Open Discussions

## Public Comment

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

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

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

## Adjournment of Open Session

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

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

***Ed Thomas, CCDDR Executive Director***

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

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

**December 9<sup>th</sup>, 2021**  
**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**

**Open Session Minutes of December 9th, 2021**

**Members Present** Angela Sellers, Brian Willey, Paul DiBello,  
Elizabeth Perkins, Betty Baxter, Kym Jones, Nancy Hayes

**Members Absent:** Dr. Vicki McNamara, Angela Boyd

**Others Present** Ed Thomas, Executive Director

**Guests Present** Natalie Couch, (LAI)  
Adrian Anderson,  
Rachel Baskerville, Jeanna Booth, Lori Cornwell, Connie Baker, Alaina Japal,  
Ryan Johnson, Linda Simms (CCDDR)

**Approval of Agenda**

Motion by Nancy Hayes, second Paul DiBello, to approve the agenda as presented.

AYE: Angela Sellers, Brian Willey, Paul DiBello,  
Elizabeth Perkins, Betty Baxter, Kym Jones, Nancy Hayes

NO: None

**Approval of Open Session Board Minutes October 14th, 2021**

Motion by Paul DiBello, second Kym Jones, to approve the October 14<sup>th</sup>, 2021, Open Session Board Meeting Minutes as presented.

AYE: Angela Sellers, Paul DiBello, Elizabeth Perkins,  
Betty Baxter, Kym Jones, Nancy Hayes

NO: None

ABSTAIN: Brian Willey, because he was not present at the  
October 14, 2021, Board Meeting.

**Acknowledgement of Distributed Materials to Board Members**

- **September & October 2021 OSLCFDC Monthly Reports**
- **September & October 2021 CLC Monthly Report**
- **September & October 2021 LAI Monthly Report**
- **YTD 2021 Performance Reviews**
- **October & November 2021 Support Coordination Report**
- **October & November 2021 Agency Economic Report**
- **September & October 2021 Credit Card Statement**
- **Resolution 2021-25, 2021-26, 2021-27, 2021-28, 2021-29, 2021-30, 2021-31, 2021-32**

## **Speakers / Special Guests /Announcements**

- **None**

## **Monthly Oral Reports**

### **Our Saviors Lighthouse Child & Family Development Center (OSLCFDC)**

**Jessica Jensen**

- **Not Present**

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

**Adriene Anderson**

Step Ahead program has 28 enrolled. 21 have special needs, and 9 require one-on-one care. Currently looking for First Steps providers and substitute teachers. There are currently no openings, but they do have a waitlist. Adriene Anderson currently enrolled in course to become director of a center for up to 60 children. CLC is looking for board members. CLC was awarded \$4,000 through the Allen P. and Josephine B. Green grant and awarded \$30,000 through the Community Foundation Grant.

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

**Natalie Couch**

\$4,000 received from Pumpkin Chunkin. \$3,600 from Solid Waste District T. Employees raised \$1,100. 59 eligible employees 59, and 53 are CCDDR clients. There are 2 new employees coming from the Pulaski County sheltered workshop. 43,000 Holiday kits were completed and working on 13,000 more. 7,000 tackle boxes have been completed. BTI has discontinued a product line, but 16 items still being packaged. Plenty of paper and foam to process for job security through winter. December 22<sup>nd</sup> is Christmas Party. Three new board members in January to bring total from 9 to 12.

## **MACDDS Updates**

SB 679 eliminates personal property tax over next fifty years. If this bill passes, there essentially would be no increase in SB 40 Tax Revenue for many years to come. Hopefully, the MACDDS salary survey will be completed and published by November 2022.

## **Old Business for Discussion**

- **Covid-19 Related Updates**

DMH extended remote monitoring until January 31<sup>st</sup>, 2022. It appears the Omicron variant may be more transmissible, but illness may not be as severe as Delta. There have been 77 new cases reported in Camden County during the last 7 days. There is also a reported 11.1% positivity rate in Camden County over the last seven days.

- **Board Member Term Expirations - Brian Willey, Paul DiBello, & Elizabeth Perkins**

Reappointments have been scheduled for the December 16<sup>th</sup> Commissioner's Meeting.

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## **New Business for Discussion**

- **None**

## **CCDDR REPORTS**

- **YTD 2021 Performance Summary**

Not fully meeting agency goals in 6 categories but have seen improvement in 2<sup>nd</sup> and 3<sup>rd</sup> quarters. Plan to meet or exceed goals set by the agency in 2022.

- **October & November 2021 Support Coordination Report**

317 clients as of November 2021 and 6 in intake. 87.7% Medicaid eligible. 98.8% Medicaid claims billed have been paid YTD. Hybrid of paper and email surveys for 2022 was discussed. CCDDR may look into software that will allow clients/clients' families/guardians to complete surveys via cell phones.

- **October & November 2021 Agency Economic Report**

Overages in specific budget categories have been offset by savings in others. There are no concerns with the actual vs. budgeted expenses, and there very likely be carryover funds for 2022 allocations to restricted fund accounts.

Motion by Betty Baxter, second Elizabeth Perkins, to approve **ALL** reports as presented.

AYE: Angela Sellers, Brian Willey, Paul DiBello,  
Elizabeth Perkins, Betty Baxter, Kym Jones, Nancy Hayes

NO: None

## **September & October 2021 Credit Card Statement**

No Questions and a vote not necessary

## **Discussion & Conclusion of Resolutions:**

- **Resolution 2021-25: 2022 Fiscal Year Budget**

Budget committee put forward a 20-employee budget. Objective is to establish a bigger footprint in the community by expanding community-based services, especially children's services.

- **Resolution 2021-26: LAI POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2022**

No changes to the 2022 contract other than there is no longer the requirement to name CCDDR as additional insured due to the August 28<sup>th</sup> court ruling that would affect CCDDR's sovereign immunity.

- **Resolution 2021-27: 2022 LAI Capital Funding Agreement**

LAI doing very well.



- **Resolution 2021-28: CLC POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2022**

No changes to the 2022 contract other than there is no longer the requirement to name CCDDR as additional insured due to the August 28<sup>th</sup> court ruling that would affect CCDDR's sovereign immunity.

- **Resolution 2021-29: OATS POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2022**

No changes to the 2022 contract other than there is no longer the requirement to name CCDDR as additional insured due to the August 28<sup>th</sup> court ruling that would affect CCDDR's sovereign immunity.

- **Resolution 2021-30: OSLCFDC POS Agreement January 1<sup>st</sup> to December 31<sup>st</sup>, 2022**

Ed explained that he had not yet received all the required supporting documents needed from OSLCFDC, which are required in CCDDR funding policy; therefore, he could not yet recommend renewing the contract in 2022. He is going to continue to work with OSLCFDC to obtain the necessary documents.

Motion by Paul DiBello, second by Nancy Hayes to **table Resolution 2021-30** until the January Board Meeting. Need additional paperwork.

- **Resolution 2021-31: Approval of Amended Employee Manual**

Maximum unallocated absence hours changed to 16, VESSA information added, and criteria for applicable performance reviews/wage adjustments, including using CPI to determine COLA and eligibility for annual wage increases, are now specifically identified.

- **Resolution 2021-32: Approval of New Policy 45**

Created new VESSA Policy

Motion by Elizabeth Perkins, second by Betty Baxter to approve all resolutions except **2021-30**, which was tabled to January meeting while more information is being collected.

AYE: Angela Sellers, Brian Willey, Paul DiBello,  
Elizabeth Perkins, Betty Baxter, Kym Jones, Nancy Hayes

NO: None

**Board Educational Presentation: There will be no presentation for this month's meeting**

**Open Discussions:**

- **None**

**Public Comment:**

- **None**

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**Adjournment:**

Motion by Nancy Hayes, second Paul DiBello, to adjourn meeting.

AYE: Angela Sellers, Brian Willey, Paul DiBello,  
Elizabeth Perkins, Betty Baxter, Kym Jones, Nancy Hayes

NO: None

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Board Chairperson/Other Board Member

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Secretary/Other Board Member

# **OSLCFDC Monthly Report**

# November OSLCFDC Report

## November Expenses Total: \$9933.09

Quickbooks Accounting - \$119

Food - \$648.81

Total Payroll - \$8677.28

Fundraiser \$408.05

Pictures \$51.96

Amazon \$27.99

## Liabilities - \$6322.61

Payroll Taxes State 3<sup>rd</sup> Qtr \$ 557.00

Payroll Taxes Sept \$ 1359.96

Payroll Taxes Oct \$ 1512.78

Payroll Taxes Nov \$ 1945.47

Payroll Tax State Oct \$ 209.00

Payroll Tax State Nov \$ 231.00

MO SUI 4<sup>th</sup> Qtr \$ 47.45

MO SUI 3<sup>rd</sup> Qtr \$ 94.23

MO SUI 2<sup>nd</sup> Qtr 2021 \$ 230.44

MISC \$ 135.28

## Income Total: \$8012.95

Tuition/Deposit - \$5774

Donation - \$200

Child Serv - \$2038.95

Food Subsidy – 0 (Last rec'd August)

CCDDR Subsidy - \$629.71

Nov Bank Statement Beginning Balance –	\$ 4203.35
Nov. Income	+\$ 8641.71
Nov Cleared Expenses	<u>-\$ 9933.09</u>
Nov 30 Bank Statement Balance	\$ 2300.21
Tax Liabilities	<u>\$ 6322.61</u>
Nov Checkbook Balance	<b>\$ -4022.40</b>

# **CLC Monthly Report**



**SB40/CCDDR Funding Request  
for  
December 2021**

Utilizing November 2021 Records

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
January - November, 2021

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME		165.00	165.00
41000 Contributions & Grants			0.00
41100 CACFP		10,907.23	10,907.23
41200 Camden County SB40	1,409.88	186,089.23	187,499.11
41400 United Way Grant		8,126.00	8,126.00
41500 Misc. Grant Revenue		3,162.99	3,162.99
41501 Paycheck Protection Plan		50,200.00	50,200.00
Total 41500 Misc. Grant Revenue	\$ 0.00	\$ 53,362.99	\$ 53,362.99
Total 41000 Contributions & Grants	\$ 1,409.88	\$ 258,485.45	\$ 259,895.33
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	1,661.32		1,661.32
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 11,397.00	\$ 0.00	\$ 11,397.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 3,628.00	\$ 0.00	\$ 3,628.00
Total 42100 First Steps	\$ 16,686.32	\$ 0.00	\$ 16,686.32
Total 42000 Program Services	\$ 16,686.32	\$ 0.00	\$ 16,686.32
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,450.45	1,450.45
43130 Snack		269.09	269.09
Total 43100 Dining	\$ 0.00	\$ 1,719.54	\$ 1,719.54
43200 Enrollment Fees		800.00	800.00
43300 Extended Care		0.00	0.00
43500 Tuition		23,129.23	23,129.23
43505 Subsidy Tuition		13,622.58	13,622.58
Total 43500 Tuition	\$ 0.00	\$ 36,751.81	\$ 36,751.81
Total 43000 Tuition	\$ 0.00	\$ 39,271.35	\$ 39,271.35
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		11,638.41	11,638.41
45280 Pizza For A Purpose		5,833.84	5,833.84
45281 Pizza For A Purpose - Gun Raffle		120.00	120.00
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 5,953.84	\$ 5,953.84
49292 Little Caesars Pizza Kit Fundraiser		1,801.03	1,801.03
Total 45200 Fundraising Income	\$ 0.00	\$ 19,393.28	\$ 19,393.28
45300 Donation Income		175.00	175.00
45310 Donations		772.43	772.43
45311 CLC Scholarship Fund		2,000.00	2,000.00
45312 Community Rewards		837.21	837.21
45314 Kiwanis Club Of Ozarks		2,000.00	2,000.00
45315 Bear Market		825.00	825.00
45316 Daybreak Rotary		2,000.00	2,000.00
45351 Community Foundation of the Lake		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 10,434.64	\$ 10,434.64
Total 45300 Donation Income	\$ 0.00	\$ 10,609.64	\$ 10,609.64
Total 45000 Other Revenue	\$ 0.00	\$ 30,002.92	\$ 30,002.92
Total 40000 INCOME	\$ 18,096.20	\$ 327,924.72	\$ 346,020.92
Globe Life Liberty National Division		195.31	195.31
Total Revenue	\$ 18,096.20	\$ 328,120.03	\$ 346,216.23
Gross Profit	\$ 18,096.20	\$ 328,120.03	\$ 346,216.23
<b>Expenditures</b>			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 221,062.84	\$ 221,062.84
51200 Background Check		15.25	15.25
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 4,060.00	\$ 4,060.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 18,164.13	\$ 18,164.13
51700 Life Insurance		195.31	195.31
Total 51700 Life Insurance	\$ 0.00	\$ 547.11	\$ 547.11
51900 Workermans Comp Insurance		2,339.00	2,339.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 246,188.33	\$ 246,188.33
52000 Advertising/Promotional		707.80	707.80
53000 Equipment		2,000.92	2,000.92
54000 Fundraising/Grants			0.00

54200 Summer Night Glow 5K		4,395.07	4,395.07
54510 United Way Grant		3,493.17	3,493.17
54700 Pizza For A Purpose		176.98	176.98
54960 Claus For A Cause		12.95	12.95
54970 Scavenger Hunt		116.21	116.21
54980 Little Caesars Pizza Kit Fundraiser		1,334.00	1,334.00
<b>Total 54000 Fundraising/Grants</b>	<b>\$ 0.00</b>	<b>\$ 9,528.38</b>	<b>\$ 9,528.38</b>
55000 Insurance		669.00	669.00
55200 Commercial General Liability		2,999.00	2,999.00
55500 Hired & Non-Owned Auto		52.00	52.00
55600 Professional Liability		533.00	533.00
<b>Total 55000 Insurance</b>	<b>\$ 0.00</b>	<b>\$ 4,253.00</b>	<b>\$ 4,253.00</b>
56000 Office Expenditures		430.20	430.20
56100 Copy Machine	670.12	2,680.47	3,350.59
56200 Miscellaneous		759.08	759.08
56300 Office Supplies		3,052.15	3,052.15
56400 Postage & Delivery		27.15	27.15
<b>Total 56000 Office Expenditures</b>	<b>\$ 670.12</b>	<b>\$ 6,949.05</b>	<b>\$ 7,619.17</b>
57000 Office/General Administrative Expenditures	68.00	393.92	461.92
57100 Accounting Fees		5,665.00	5,665.00
57150 Online Accounting Software Service		416.90	416.90
<b>Total 57100 Accounting Fees</b>	<b>\$ 0.00</b>	<b>\$ 6,081.90</b>	<b>\$ 6,081.90</b>
57160 QuickBooks Payments Fees		1,866.32	1,866.32
57200 Bank Charges		69.65	69.65
57400 Child Management Software		385.00	385.00
57600 License/Accreditation/Permit Fees		1,708.50	1,708.50
57900 Seminars/Training		1,509.95	1,509.95
57960 Janitorial/Custodial		350.00	350.00
<b>Total 57000 Office/General Administrative Expenditures</b>	<b>\$ 68.00</b>	<b>\$ 12,365.24</b>	<b>\$ 12,433.24</b>
58000 Operating Supplies		15.48	15.48
58100 Classroom Consumables		764.44	764.44
58150 Center Consumables		42.99	42.99
58200 Dining		14,616.89	14,616.89
58210 Birthday		86.59	86.59
<b>Total 58200 Dining</b>	<b>\$ 0.00</b>	<b>\$ 14,703.48</b>	<b>\$ 14,703.48</b>
58400 Sanitizing		1,543.01	1,543.01
<b>Total 58000 Operating Supplies</b>	<b>\$ 0.00</b>	<b>\$ 17,069.40</b>	<b>\$ 17,069.40</b>
59000 Program Service Fees			0.00
59100 First Steps	22.60		22.60
59130 Natural Environment Mileage	1,203.11		1,203.11
59150 Physical Therapy			0.00
<b>Total 59150 Physical Therapy</b>	<b>\$ 10,773.15</b>	<b>\$ 0.00</b>	<b>\$ 10,773.15</b>
59170 Speech/Language Therapy			0.00
<b>Total 59170 Speech/Language Therapy</b>	<b>\$ 4,102.60</b>	<b>\$ 0.00</b>	<b>\$ 4,102.60</b>
<b>Total 59100 First Steps</b>	<b>\$ 16,101.46</b>	<b>\$ 0.00</b>	<b>\$ 16,101.46</b>
<b>Total 59000 Program Service Fees</b>	<b>\$ 16,101.46</b>	<b>\$ 0.00</b>	<b>\$ 16,101.46</b>
61000 Repair & Maintenance		818.57	818.57
62000 Safety & Security	14.00	1,183.10	1,197.10
63000 Utilities			0.00
63100 Electric	688.52	2,754.09	3,442.61
63200 Internet	191.40	765.50	956.90
63300 Telephone	224.48	912.11	1,136.59
63400 Trash Service		395.20	395.20
63500 Water Softener		278.90	278.90
<b>Total 63000 Utilities</b>	<b>\$ 1,104.40</b>	<b>\$ 5,105.80</b>	<b>\$ 6,210.20</b>
65000 Other Expenditures			0.00
65200 Credit Card Misc. Charges		5.95	5.95
<b>Total 65000 Other Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 5.95</b>	<b>\$ 5.95</b>
<b>Total 50000 EXPENDITURES</b>	<b>\$ 17,957.98</b>	<b>\$ 306,175.54</b>	<b>\$ 324,133.52</b>
Payroll Expenses			0.00
Company Contributions			0.00
Retirement		1,940.00	1,940.00
<b>Total Company Contributions</b>	<b>\$ 0.00</b>	<b>\$ 1,940.00</b>	<b>\$ 1,940.00</b>
<b>Total Payroll Expenses</b>	<b>\$ 0.00</b>	<b>\$ 1,940.00</b>	<b>\$ 1,940.00</b>
Reimbursements		539.48	539.48
<b>Total Expenditures</b>	<b>\$ 17,957.98</b>	<b>\$ 308,655.02</b>	<b>\$ 326,613.00</b>
<b>Net Operating Revenue</b>	<b>\$ 138.22</b>	<b>\$ 19,465.01</b>	<b>\$ 19,603.23</b>
<b>Net Revenue</b>	<b>\$ 138.22</b>	<b>\$ 19,465.01</b>	<b>\$ 19,603.23</b>



**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
**November 2021**

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		1,048.95	1,048.95
41200 Camden County SB40		17,245.56	17,245.56
41500 Misc. Grant Revenue		3,032.99	3,032.99
Total 41000 Contributions & Grants	\$ 0.00	\$ 21,327.50	\$ 21,327.50
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	12.74		12.74
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 119.00	\$ 0.00	\$ 119.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 136.00	\$ 0.00	\$ 136.00
Total 42100 First Steps	\$ 267.74	\$ 0.00	\$ 267.74
Total 42000 Program Services	\$ 267.74	\$ 0.00	\$ 267.74
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		200.00	200.00
43130 Snack		40.00	40.00
Total 43100 Dining	\$ 0.00	\$ 240.00	\$ 240.00
43500 Tuition		5,020.00	5,020.00
43505 Subsidy Tuition		3,275.56	3,275.56
Total 43500 Tuition	\$ 0.00	\$ 8,295.56	\$ 8,295.56
Total 43000 Tuition	\$ 0.00	\$ 8,535.56	\$ 8,535.56
45000 Other Revenue			0.00
45300 Donation Income			0.00
45310 Donations		393.31	393.31
45312 Community Rewards		222.41	222.41
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 690.72	\$ 690.72
Total 45300 Donation Income	\$ 0.00	\$ 690.72	\$ 690.72
Total 45000 Other Revenue	\$ 0.00	\$ 690.72	\$ 690.72
Total 40000 INCOME	\$ 267.74	\$ 30,553.78	\$ 30,821.52
Total Revenue	\$ 267.74	\$ 30,553.78	\$ 30,821.52
Gross Profit	\$ 267.74	\$ 30,553.78	\$ 30,821.52
<b>Expenditures</b>			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 19,964.05	\$ 19,964.05
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 280.00	\$ 280.00
51500 Employee Taxes			0.00

Total 51500 Employee Taxes	\$	0.00	\$	1,509.12	\$	1,509.12
51700 Life Insurance						0.00
Total 51700 Life Insurance	\$	0.00	\$	351.80	\$	351.80
Total 51000 Payroll Expenditures	\$	0.00	\$	22,104.97	\$	22,104.97
53000 Equipment				1,842.95		1,842.95
54000 Fundraising/Grants						0.00
54510 United Way Grant				939.23		939.23
Total 54000 Fundraising/Grants	\$	0.00	\$	939.23	\$	939.23
56000 Office Expenditures						0.00
56300 Office Supplies				41.46		41.46
Total 56000 Office Expenditures	\$	0.00	\$	41.46	\$	41.46
57000 Office/General Administrative Expenditures						0.00
57160 QuickBooks Payments Fees				186.80		186.80
57200 Bank Charges				9.95		9.95
57400 Child Management Software				35.00		35.00
57900 Seminars/Training				20.00		20.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	251.75	\$	251.75
58000 Operating Supplies						0.00
58100 Classroom Consumables				152.60		152.60
58200 Dining				1,234.79		1,234.79
58400 Sanitizing				18.98		18.98
Total 58000 Operating Supplies	\$	0.00	\$	1,406.37	\$	1,406.37
59000 Program Service Fees						0.00
59100 First Steps						0.00
59130 Natural Environment Mileage				126.42		126.42
Total 59150 Physical Therapy	\$	854.00	\$	0.00	\$	854.00
59170 Speech/Language Therapy						0.00
Total 59170 Speech/Language Therapy	\$	211.00	\$	0.00	\$	211.00
Total 59100 First Steps	\$	1,191.42	\$	0.00	\$	1,191.42
Total 59000 Program Service Fees	\$	1,191.42	\$	0.00	\$	1,191.42
62000 Safety & Security				78.25		78.25
63000 Utilities						0.00
63200 Internet		18.00		72.00		90.00
63300 Telephone		17.98		71.97		89.95
Total 63000 Utilities	\$	35.98	\$	143.97	\$	179.95
Total 50000 EXPENDITURES	\$	1,227.40	\$	26,808.95	\$	28,036.35
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				140.00		140.00
Total Company Contributions	\$	0.00	\$	140.00	\$	140.00
Total Payroll Expenses	\$	0.00	\$	140.00	\$	140.00
Reimbursements				20.00		20.00
Total Expenditures	\$	1,227.40	\$	26,968.95	\$	28,196.35
Net Operating Revenue	-\$	959.66	\$	3,584.83	\$	2,625.17
Net Revenue	-\$	959.66	\$	3,584.83	\$	2,625.17

**CHILDREN'S LEARNING CENTER**  
**Statement of Cash Flows**  
January - November, 2021

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	138.22	19,465.01	0.00	19,603.23
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-1,977.73	-1,977.73
Accounts Payable (A/P)			156.49	156.49
21000 CBOLO MasterCard -8027		-10,030.87	12,443.44	2,412.57
21200 Kroger-DS1634 CLC		-14,990.98	15,782.05	791.07
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,894.43	-1,894.43
22400 Payroll Liabilities:MO Income Tax			6.00	6.00
22500 Payroll Liabilities:MO Unemployment Tax			-163.20	-163.20
Direct Deposit Payable			227.18	227.18
Payroll Liabilities:Ascensus			3,830.00	3,830.00
Payroll Liabilities:Globe Life - After Tax			34.11	34.11
Payroll Liabilities:Globe Life - After Tax Life Insurance Children			21.42	21.42
Payroll Liabilities:Globe Life Accidental Insurance - Pre-Tax Insurance			180.00	180.00
Payroll Liabilities:Globe Life After Tax			15.48	15.48
Payroll Liabilities:Health Care (United HealthCare)		45.62		45.62
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 24,976.23	\$ 28,660.81	\$ 3,684.58
Net cash provided by operating activities	\$ 138.22	-\$ 5,511.22	\$ 28,660.81	\$ 23,287.81
Net cash increase for period	\$ 138.22	-\$ 5,511.22	\$ 28,660.81	\$ 23,287.81
Cash at beginning of period			14,123.08	14,123.08
Cash at end of period	\$ 138.22	-\$ 5,511.22	\$ 42,783.89	\$ 37,410.89

**CHILDREN'S LEARNING CENTER**  
**Statement of Financial Position**  
As of November 30, 2021

	2021
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	36,950.89
Total Bank Accounts	\$ 36,950.89
Accounts Receivable	
Accounts Receivable (A/R)	2,530.00
Total Accounts Receivable	\$ 2,530.00
Other Current Assets	
14000 Undeposited Funds	460.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,667.27
Total Current Assets	\$ 47,148.16
<b>TOTAL ASSETS</b>	<b>\$ 47,148.16</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	156.49
Total Accounts Payable	\$ 156.49
Credit Cards	
21000 CBOLO MasterCard -8027	3,397.09
21200 Kroger-DS1634 CLC	1,239.88
Total Credit Cards	\$ 4,636.97
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,754.48
22500 MO Unemployment Tax	-990.28
22600 Primevest Financial	448.19
Aflac	8,859.15
Allera	9,354.60
Ascensus	11,055.00
Globe Life - After Tax	34.11
Globe Life - After Tax Life Insurance Children	21.42
Globe Life Accidental Insurance - Pre-Tax Insurance	180.00
Globe Life After Tax	15.48
Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 25,251.20
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 25,251.20
Total Current Liabilities	\$ 30,044.66
Total Liabilities	\$ 30,044.66
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	-16,315.85
Net Revenue	19,603.23
Total Equity	\$ 17,103.50
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 47,148.16</b>

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 January - November, 2021

	Date	Transaction Type	Num	Class	Memo/Description	Split	Amount	Balance
Step Ahead	02/01/2021	Pledge	2182	Step Ahead		Accounts Receivable (A/R)	5.00	5.00
	02/01/2021	Pledge	2182	Step Ahead	Dining	Accounts Receivable (A/R)	25.00	30.00
	02/01/2021	Pledge	2182	Step Ahead	Tuition	Accounts Receivable (A/R)	330.00	360.00
	09/01/2021	Pledge	2234	Step Ahead	Snack Fee	Accounts Receivable (A/R)	5.00	365.00
	09/01/2021	Pledge	2234	Step Ahead	Dining Fee	Accounts Receivable (A/R)	25.00	390.00
	09/01/2021	Pledge	2234	Step Ahead	Tuition	Accounts Receivable (A/R)	330.00	720.00
	11/01/2021	Pledge	2258	Step Ahead	Snack Fee	Accounts Receivable (A/R)	5.00	725.00
	11/01/2021	Pledge	2258	Step Ahead	Dining Fee	Accounts Receivable (A/R)	25.00	750.00
	11/01/2021	Pledge	2258	Step Ahead	Tuition Fee	Accounts Receivable (A/R)	570.00	1,320.00
	11/10/2021	Pledge	2262	Step Ahead	Tuition September	Accounts Receivable (A/R)	420.00	1,740.00
	11/10/2021	Pledge	2262	Step Ahead	Tuition October	Accounts Receivable (A/R)	600.00	2,340.00
	11/16/2021	Pledge	2263	Step Ahead	November Tuition	Accounts Receivable (A/R)	570.00	2,910.00
	11/16/2021	Pledge	2263	Step Ahead	Dining Fee	Accounts Receivable (A/R)	25.00	2,935.00
	11/16/2021	Pledge	2263	Step Ahead	Snack Fee	Accounts Receivable (A/R)	5.00	2,940.00
<b>Total for Step Ahead</b>							<b>\$ 2,940.00</b>	

**CHILDREN'S LEARNING CENTER**  
**AGENCY UPDATE/PROGRESS REPORT**  
November 2021

○ **CHILD COUNT/ATTENDANCE**

Step Ahead had 28 children enrolled in November.

21 out of 28 children enrolled have special needs or developmental delays. (9 one-on-ones- 4 full time 5 part time).

○ **COMMUNITY EVENTS**

**Attended:**

Adrienne spoke at the New-comer's and Long-timer's luncheon on November 18<sup>th</sup> where Adrienne accepted donations by the club and two members of the group.

**Current / Upcoming:**

○ **GENERAL PROGRAM NEWS**

- CLC is still looking for new providers (SLP, OT, PT, SI) to join our First Steps Agency.
- CLC is hiring a part-time Assistant Teacher.
- CLC has very limited openings and we are encouraging families to be placed on our waiting list in case we get approval from DESE to add to our capacity.
- Adrienne is currently taking another college course to increase her capacity as a director to 60 children. Her class will be complete by the end of December.

○ **FUNDRAISING/GRANTS**

- Adrienne would like to find additional board members that are business owners to assist her in creating a fundraising committee in order to boost efforts to raise funds for CLC.
- CLC was awarded the Allen P. & Josephine B. Green Foundation Grant in the amount of \$4,000. This grant will be used for a new shed for the playground to protect our bikes and other equipment, a kitchen unit, kitchen table, sofa, and play food/cleaning play set.
- CLC will have the Pizza for a Purpose Silent Auction event in the Spring. The date is to be determined.
- CLC raised \$135 during Giving Tuesday and CLC was awarded a special grant that will be announced soon!

# **LAI Monthly Report**



**Monthly Financial Reports**  
**Lake Area Industries, Inc.**

**NOVEMBER 30, 2021**



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

	11/30/2021	11/30/2020
<b>ASSETS</b>		
<b>Current Assets</b>		
Total Bank Accounts	754,312	589,604
Total Accounts Receivable	56,060	75,173
Other Current Assets		
Total Certificates of Deposit	204,281	103,188
GIFTED GARDEN CASH	500	500
INVENTORY	5,182	6,801
PETTY CASH	150	150
Undeposited Funds	0	345
Total Other Current Assets	210,113	110,984
<b>Total Current Assets</b>	<b>1,020,485</b>	<b>775,761</b>
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	(759,523)	(760,895)
AUTO AND TRUCK	128,809	128,809
BUILDING	394,632	403,567
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	68,102	25,502
MACHINERY & EQUIPMENT	220,313	234,464
OFFICE EQUIPMENT	5,173	12,838
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
<b>Total Fixed Assets</b>	<b>194,413</b>	<b>181,192</b>
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	71,074	59,088
UTILITY DEPOSITS	554	554
<b>Total Other Assets</b>	<b>71,628</b>	<b>59,642</b>
<b>TOTAL ASSETS</b>	<b>1,286,526</b>	<b>1,016,596</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Total Accounts Payable	6,114	2,577
Total Credit Cards	7,448	6,668
Other Current Liabilities		
ACCRUED WAGES	13,600	3,510
AFLAC DEDUCTIONS PAYABLE	164	27
Gift Certificate Payable	69	25
Missouri Department of Revenue Payable	0	93
SALES TAX PAYABLE	0	111
Trellis sales	110	40
United Way contributions payable	30	160
Total Other Current Liabilities	13,972	3,966
<b>Total Current Liabilities</b>	<b>27,535</b>	<b>13,210</b>
<b>Total Liabilities</b>	<b>27,535</b>	<b>13,210</b>
<b>Equity</b>		
Unrestricted Net Assets	949,103	653,811
Net Income	309,889	349,575
<b>Total Equity</b>	<b>1,258,992</b>	<b>1,003,385</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,286,526</b>	<b>1,016,596</b>

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

	Nov 2021	YTD
<b>Income</b>		
CONTRACT PACKAGING	37,249	410,841
FOAM RECYCLING	190	2,265
GREENHOUSE SALES		57,628
SECURE DOCUMENT SHREDDING	8,021	55,014
<b>Total Income</b>	<b>45,460</b>	<b>525,748</b>
<b>Cost of Goods Sold</b>		
CONTRACT LABOR	817	1,519
Cost of Goods Sold	4,226	34,291
GG PLANTS & SUPPLIES		31,713
SHIPPING AND DELIVERY		4,285
Textile Purchases		308
WAGES - TEMPORARY WORKERS	5,907	49,012
WAGES-EMPLOYEES	25,302	284,422
<b>Total Cost of Goods Sold</b>	<b>36,252</b>	<b>405,551</b>
<b>Gross Profit</b>	<b>9,208</b>	<b>120,197</b>
<b>Expenses</b>		
ACCTG. & AUDIT FEES		9,300
ALL OTHER EXPENSES	8,619	17,401
Bus Fare		(2,550)
CASH OVER/SHORT		(57)
EQUIP. PURCHASES & MAINTENANCE	2,430	36,556
INSURANCE	4,630	22,363
NON MANUFACTURING SUPPLIES	334	1,792
PAYROLL	30,558	190,778
PAYROLL EXP & BENEFITS	8,551	89,330
PROFESSIONAL SERVICES	1,707	17,942
SALES TAX		(74)
UTILITIES	1,659	15,644
<b>Total Expenses</b>	<b>58,487</b>	<b>398,426</b>
<b>Net Operating Income</b>	<b>(49,279)</b>	<b>(278,229)</b>
<b>Other Income</b>		
INTEREST INCOME	235	3,009
MISCELLANEOUS INCOME	22	162
OTHER CONTRIBUTIONS	8,770	26,174
SB-40 REVENUE	18,538	195,855
SB-40 Current Capital Improvements	0	56,735
STATE AID	25,976	306,183
<b>Total Other Income</b>	<b>53,542</b>	<b>588,118</b>
<b>Other Expenses</b>		
<b>Net Other Income</b>	<b>53,542</b>	<b>588,118</b>
<b>Net Income</b>	<b>4,263</b>	<b>309,889</b>

**Lake Area Industries, Inc.**  
**Budget vs. Actuals**

	Nov 2021			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	37,249	29,200	8,049	410,841	334,340	76,501
FOAM RECYCLING	190	500	(310)	2,265	5,500	(3,236)
GREENHOUSE SALES		0	0	57,628	55,000	2,628
SECURE DOCUMENT SHREDDING	8,021	3,333	4,687	55,014	36,667	18,348
Total Income	45,460	33,033	12,427	525,748	431,507	94,241
Cost of Goods Sold						
CONTRACT LABOR	817		817	1,519	0	1,519
Cost of Goods Sold	4,226	3,250	976	34,291	35,750	(1,459)
GG PLANTS & SUPPLIES		0	0	31,713	31,984	(271)
SHIPPING AND DELIVERY		0	0	4,285	2,208	2,077
Textile Purchases			0	308	0	308
WAGES - TEMPORARY WORKERS	5,907	2,250	3,657	49,012	24,750	24,262
WAGES-EMPLOYEES	25,302	25,212	91	284,422	292,900	(8,478)
Total Cost of Goods Sold	36,252	30,712	5,541	405,551	387,592	17,959
Gross Profit	9,208	2,322	6,886	120,197	43,914	76,282
Expenses						
ACCTG. & AUDIT FEES		0	0	9,300	9,500	(200)
ALL OTHER EXPENSES	8,619	2,384	6,234	17,401	16,954	447
Bus Fare		196	(196)	(2,550)	2,154	(4,704)
CASH OVER/SHORT			0	(57)	0	(57)
EQUIP. PURCHASES & MAINTENANCE	2,430	4,156	(1,726)	36,556	46,008	(9,452)
INSURANCE	4,630	1,945	2,685	22,363	21,395	968
NON MANUFACTURING SUPPLIES	334	83	251	1,792	917	876
PAYROLL	30,558	17,829	12,729	190,778	197,320	(6,542)
PAYROLL EXP & BENEFITS	8,551	7,834	717	89,330	86,178	3,152
PROFESSIONAL SERVICES	1,707	1,474	233	17,942	16,211	1,731
SALES TAX			0	(74)	0	(74)
UTILITIES	1,659	1,885	(226)	15,644	16,990	(1,347)
Total Expenses	58,487	37,787	20,701	398,426	413,627	(15,201)
Net Operating Income	(49,279)	(35,465)	(13,815)	(278,229)	(369,713)	91,484
Other Income						
INTEREST INCOME	235	267	(31)	3,009	2,933	76
MISCELLANEOUS INCOME	22		22	162	0	162
OTHER CONTRIBUTIONS	8,770		8,770	26,174	0	26,174
SB-40 REVENUE	18,538	16,821	1,718	252,590	194,371	58,219
STATE AID	25,976	17,887	8,090	306,183	206,242	99,941
Total Other Income	53,542	34,974	18,568	588,118	403,547	184,571
Other Expenses						
Net Other Income	53,542	34,974	18,568	588,118	403,547	184,571
Net Income	4,263	(491)	4,754	309,889	33,834	276,055

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
November 2021

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	4,263
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	19,774
INVENTORY:RAW MATERIAL INVENTORY	3,391
Accounts Payable	2,370
CBOLO CC - 5044 Natalie	5,224
CBOLO CC - 9051 Lillie	85
Sam's Club Mastercard- 2148	(159)
ACCRUED WAGES	13,600
AFLAC DEDUCTIONS PAYABLE	(0)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	44,286
Net cash provided by operating activities	48,549
Net cash increase for period	48,549
Cash at beginning of period	705,763
Cash at end of period	754,312

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
As of November 30, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 3,729	\$ 2,433	\$ 0	\$ 0	-\$ 47	\$ 6,114

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
As of November 30, 2021						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 47,135	\$ 7,961	\$ 172	\$ 430	\$ 363	\$ 56,060

**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
YTD

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	309,889
Adjustments to reconcile Net Income to Net Cash provided by operations:	
<b>ACCOUNTS RECEIVABLE</b>	23,784
Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(210)
Certificate of Deposit 12 mo mat 10/22/20- .65%	(166)
Certificate of Deposit 12 mo mat 3/18/22- .75%	(100,378)
Certificate of Deposit 12 mo mat 3/27/21- .65%	(126)
Certificate of Deposit 12 mo mat 6/27/21- .65%	(125)
<b>INVENTORY:GG PLANT &amp; SUPPLIES INVEN</b>	0
<b>INVENTORY:RAW MATERIAL INVENTORY</b>	971
Accounts Payable	452
CBOLO CC - 5044 Natalie	458
CBOLO CC - 9051 Lillie	41
Sam's Club Mastercard- 2148	9
<b>ACCRUED WAGES</b>	6,240
<b>AFLAC DEDUCTIONS PAYABLE</b>	136
Gift Certificate Payable	44
Missouri Department of Revenue Payable	(93)
<b>SALES TAX PAYABLE</b>	(111)
Trellis sales	70
United Way contributions payable	(150)
Wreaths payable	0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(69,155)
Net cash provided by operating activities	240,734
<b>INVESTING ACTIVITIES</b>	
<b>CURRENT CAPITAL IMPROVEMENT</b>	(71,074)
Net cash provided by investing activities	(71,074)
Net cash increase for period	169,660
Cash at beginning of period	584,652
Cash at end of period	754,312

# Support Coordination Report

December 2021

# Client Caseloads

- Number of Caseloads as of December 31<sup>st</sup>, 2021: 314
- Budgeted Number of Caseloads: 330
- Pending Number of New Intakes: 6
- Medicaid Eligibility: 88.54%

## Caseload Counts

Elizabeth Chambers - 34

Stephanie Enoch – 26

Teri Guttman – 29

Sharla Howard - 22

Micah Joseph – 37

Jennifer Lyon – 35

Christina Mitchell - 32

Mary Petersen – 34

Shelah Sinner – 30

Patricia Strouse - 35

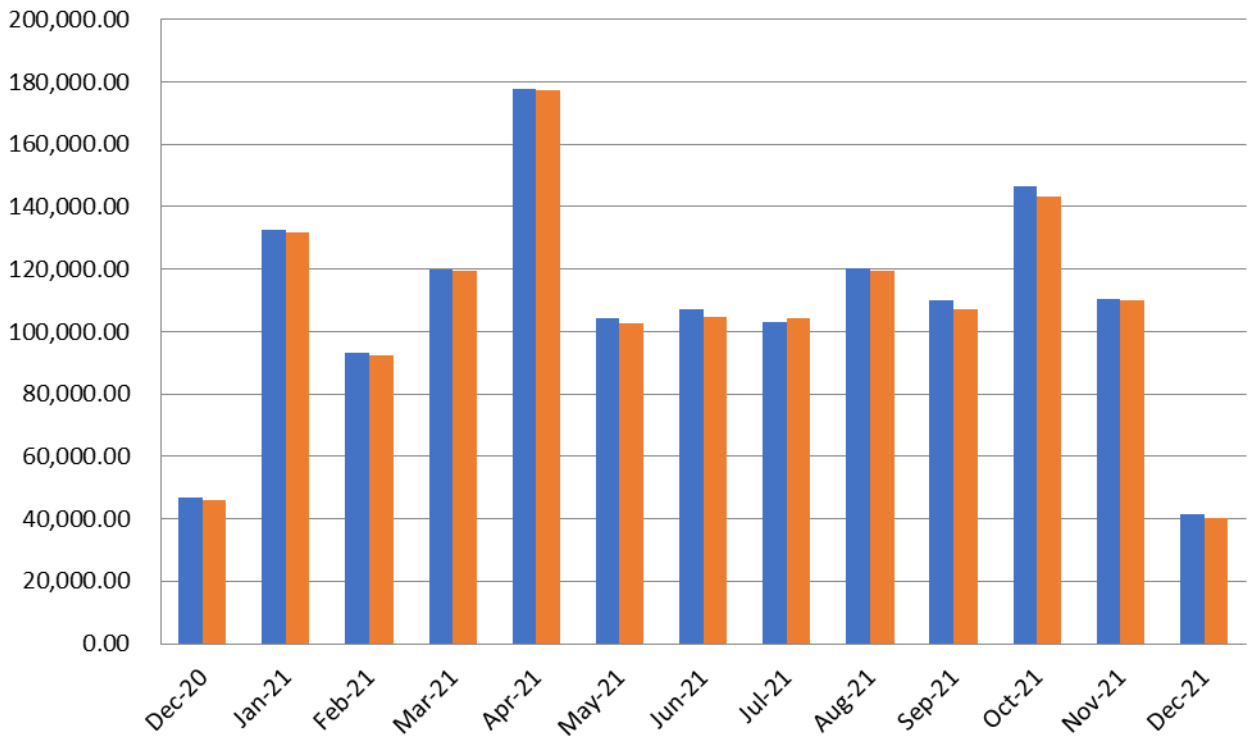
Agency Economic  
Report  
(Unaudited)



December 2021

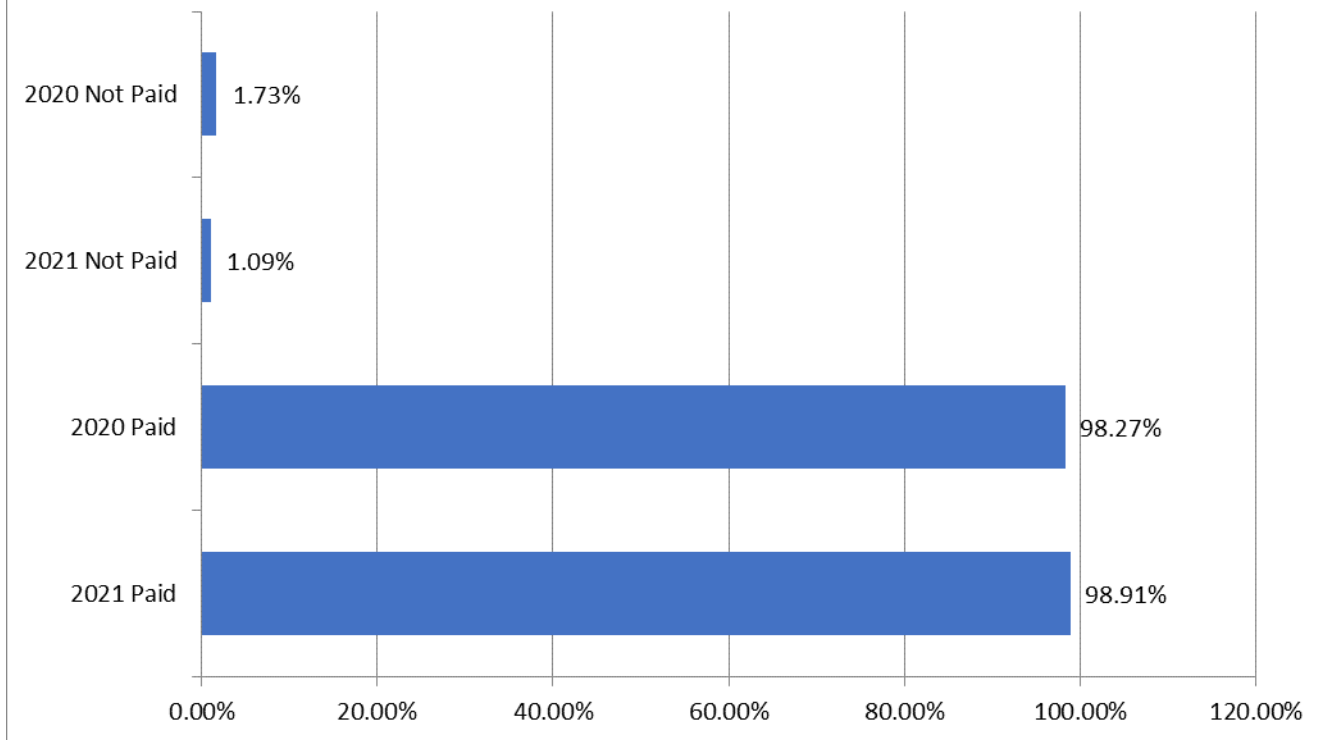
## Medicaid Targeted Case Management Income

### TCM Billed vs TCM Payment Received



	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Ju+21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Total Payable Billed	46,707.84	132,589.44	93,363.84	119,681.28	177,776.64	104,207.04	107,187.84	103,187.52	120,294.72	109,935.36	146,499.84	110,272.32	41,636.16
Total Payment Received	46,111.68	131,630.40	92,473.92	119,318.40	177,223.68	102,504.96	104,621.76	104,068.80	119,232.00	107,282.88	143,225.28	109,900.80	40,219.20

## 2021 vs 2020 Percentage Comparison Medicaid Billed vs Medicaid Paid



## Budget vs. Actuals: FY 2021 Budget - FY21 P&L Departments

	December 2021					
	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
4000 SB 40 Tax Income	0	75	(75)			0
4500 Services Income			0	50,234	117,968	(67,734)
<b>Total Income</b>	<b>0</b>	<b>75</b>	<b>(75)</b>	<b>50,234</b>	<b>117,968</b>	<b>(67,734)</b>
<b>Gross Profit</b>						
	<b>0</b>	<b>75</b>	<b>(75)</b>	<b>50,234</b>	<b>117,968</b>	<b>(67,734)</b>
<b>Expenses</b>						
5000 Payroll & Benefits			0	88,239	101,448	(13,209)
5100 Repairs & Maintenance			0	442	900	(458)
5500 Contracted Business Services			0	3,618	7,005	(3,387)
5600 Presentations/Public Meetings			0	38	3,275	(3,237)
5700 Office Expenses			0	3,233	4,445	(1,212)
5800 Other General & Administrative	(11)		(11)		6,020	(6,020)
5900 Utilities			0	70	900	(830)
6100 Insurance			0	2,671	2,900	(229)
6700 Partnership for Hope	1,353	4,110	(2,757)			0
6900 Direct Services	9,539	7,266	2,273			0
7100 Housing Programs	4,040	6,067	(2,027)	11		11
7200 Children's Programs	18,056	20,050	(1,994)			0
7300 Sheltered Employment Programs	18,538	25,650	(7,112)			0
7500 Community Employment Programs		50	(50)			0
7600 Community Resources		7,735	(7,735)			0
7900 Special/Additional Needs		1,434	(1,434)			0
<b>Total Expenses</b>	<b>51,515</b>	<b>72,362</b>	<b>(20,847)</b>	<b>98,323</b>	<b>126,893</b>	<b>(28,570)</b>
<b>Net Operating Income</b>	<b>(51,515)</b>	<b>(72,287)</b>	<b>20,772</b>	<b>(48,089)</b>	<b>(8,925)</b>	<b>(39,164)</b>
<b>Other Expenses</b>						
8500 Depreciation			0	4,119	3,475	644
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,119</b>	<b>3,475</b>	<b>644</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,119)</b>	<b>(3,475)</b>	<b>(644)</b>
<b>Net Income</b>	<b>(51,515)</b>	<b>(72,287)</b>	<b>20,772</b>	<b>(52,208)</b>	<b>(12,400)</b>	<b>(39,808)</b>

### Budget Variance Report

Total Income: In December, there were no SB 40 Tax revenues received (as budgeted) and interest income had not been recorded yet at the time the financial reports were generated. Services Program income was lower than budgeted expectations because the last TCM billing period in 2021 will not be billed until 2022. YTD Service Program income will still exceed budgeted expectations.

Total Expenses: In December, overall SB 40 Tax program expenses were lower than budgeted expectations. Direct Services offsets from restricted funds are currently not needed to meet the overall YTD SB 40 Tax program expense objective; therefore, this category shows higher than budgeted. It should be noted the OATS transportation invoices (codes 7300 & 7600) had not been received and/or recorded at the time the financial reports were generated. Overall Services Program expenses were lower than budgeted expectations. Depreciation is higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. The expense recorded in Housing Programs is the correction to a credit applied in error earlier in 2021; therefore, the net balance of zero will be reflected in the YTD expenses. Please note there are additional Services Program expenses/invoices that were not recorded/received at the time the financial reports were generated.

# Budget vs. Actuals: FY 2021 Budget - FY21 P&L Departments

January - December 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	1,014,140	991,178	22,962			0
<b>4500 Services Income</b>			0	1,544,610	1,526,516	18,094
<b>Total Income</b>	<b>1,014,140</b>	<b>991,178</b>	<b>22,962</b>	<b>1,544,610</b>	<b>1,526,516</b>	<b>18,094</b>
<b>Gross Profit</b>	<b>1,014,140</b>	<b>991,178</b>	<b>22,962</b>	<b>1,544,610</b>	<b>1,526,516</b>	<b>18,094</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	1,232,243	1,302,604	(70,361)
<b>5100 Repairs &amp; Maintenance</b>			0	6,820	10,800	(3,980)
<b>5500 Contracted Business Services</b>			0	81,380	86,500	(5,120)
<b>5600 Presentations/Public Meetings</b>			0	1,227	4,892	(3,665)
<b>5700 Office Expenses</b>			0	43,166	53,340	(10,174)
<b>5800 Other General &amp; Administrative</b>	0		0	40,520	33,780	6,740
<b>5900 Utilities</b>			0	8,095	10,800	(2,705)
<b>6100 Insurance</b>			0	20,128	23,800	(3,672)
<b>6700 Partnership for Hope</b>	36,399	49,320	(12,921)			0
<b>6900 Direct Services</b>	186,128	189,291	(3,163)			0
<b>7100 Housing Programs</b>	63,725	72,804	(9,079)	0		0
<b>7200 Children's Programs</b>	228,751	240,600	(11,849)			0
<b>7300 Sheltered Employment Programs</b>	272,923	307,800	(34,877)			0
<b>7500 Community Employment Programs</b>	61	600	(539)			0
<b>7600 Community Resources</b>	56,026	92,820	(36,794)			0
<b>7900 Special/Additional Needs</b>	5,014	37,943	(32,929)			0
<b>Total Expenses</b>	<b>849,027</b>	<b>991,178</b>	<b>(142,151)</b>	<b>1,433,579</b>	<b>1,526,516</b>	<b>(92,937)</b>
<b>Net Operating Income</b>	<b>165,113</b>	<b>0</b>	<b>165,113</b>	<b>111,031</b>	<b>0</b>	<b>111,031</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	52,361	41,700	10,661
<b>Reconciliation Discrepancies</b>			0			0
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,361</b>	<b>41,700</b>	<b>10,661</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(52,361)</b>	<b>(41,700)</b>	<b>(10,661)</b>
<b>Net Income</b>	<b>165,113</b>	<b>0</b>	<b>165,113</b>	<b>58,669</b>	<b>(41,700)</b>	<b>100,369</b>

## Budget Variance Report

**Total Income:** As of December, YTD SB 40 Tax revenues are higher than projected, and Services Program income is higher than projected.

**Total Expenses:** As of December, YTD SB 40 Tax program expenses are lower than budgeted expectations in all categories. It should be noted the OATS transportation invoices (codes 7300 & 7600) for December had not been received and/or recorded at the time the financial reports were generated. DMH/DDD has determined 2021 TCM allocation invoices (code 6900) will not be issued to agencies who have exceeded the TCM contract allocation formula (\$80,347 was budgeted). Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Overall Services Program expenses were lower than budgeted expectations. YTD Other General & Administrative is higher than budgeted because CCDDR paid to be a member of the Missouri Association of Rehabilitation Facilities (MARF), which was not originally budgeted; Legal/Attorney Fees are higher due to the need for comprehensive reviews of CCDDR's Employee Manual and other major policies/plans; and Seminars/Training expenses were higher because benefits analysis training was provided to an additional two employees, which was not budgeted. Also, the invoice for the FY 2019 audit was budgeted for 2020 but was not received until 2021. Depreciation is higher than budgeted due to adjustments made to the depreciation schedule based on the 2019 audit report. Please note there are additional Services Program expenses/invoices that were not recorded/received at the time the financial reports were generated.

# Balance Sheet

As of December 31, 2021

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 SB 40 Tax Bank Accounts</b>		
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	0	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	788,700	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>788,700</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		387,264
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>387,264</b>
<b>Total 1000 Bank Accounts</b>	<b>788,700</b>	<b>387,264</b>
<b>Total Bank Accounts</b>		
	<b>788,700</b>	<b>387,264</b>
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		1,020
1215 Non-Medicaid Direct Service		16,096
1220 Ancillary Services		6,575
<b>Total 1200 Services</b>	<b>0</b>	<b>23,691</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,054,744	
1315 Allowance for Doubtful Accounts	(19,183)	
<b>Total 1300 Property Taxes</b>	<b>1,035,561</b>	<b>0</b>
<b>Total Accounts Receivable</b>		
	<b>1,035,561</b>	<b>23,691</b>
<b>Other Current Assets</b>		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		73,039
1435 Net Pension Asset (Liability)		(28,174)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>44,865</b>
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	27,531
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>27,531</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>72,396</b>
<b>Total Current Assets</b>	<b>1,824,261</b>	<b>483,350</b>
<b>Fixed Assets</b>		

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		(177,973)
1526 Accumulated Depreciation - Keystone		(33,186)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		130,471
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(77,029)
1536 Acc Dep - Remodeling - Keystone		(16,811)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,225)
1540 Equipment		123,894
1545 Accumulated Depreciation - Equipment		(67,189)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>702,323</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>702,323</b>
<b>TOTAL ASSETS</b>	<b>1,824,261</b>	<b>1,185,673</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	11,941	730
<b>Total Accounts Payable</b>	<b>11,941</b>	<b>730</b>
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	16,096	
2008 Ancillary Services Payable	6,575	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	983,954	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	317
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,075
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>2,389</b>
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	1,164
2072 AFLAC Post-tax W / H	0	150
2073 Vision Insurance W / H	0	13
2074 Health Insurance W / H	0	30

2075 Dental Insurance W / H	0	(403)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>954</b>
2090 Deferred Inflows		9,065
2091 Computer Lease Liability		68,771
2092 Current Portion of Lease Payable		10,116
2093 Less Current Portion of Lease Payable		(10,116)
<b>Total 2000 Current Liabilities</b>	<b>1,006,625</b>	<b>79,022</b>
<b>Total Other Current Liabilities</b>	<b>1,006,625</b>	<b>79,022</b>
<b>Total Current Liabilities</b>	<b>1,018,566</b>	<b>79,752</b>
<b>Total Liabilities</b>	<b>1,018,566</b>	<b>79,752</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	250,000	
3010 Transportation	20,000	
3015 New Programs	0	
3030 Special Needs	42,000	
3035 Childrens Programs	42,000	
3040 Sheltered Workshop	80,506	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	163,974	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>598,480</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		62,974
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		70,574
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		702,323
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>1,035,871</b>
3900 Unrestricted Fund Balances	25,991	(22,542)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	30,410	19,625
<b>Net Income</b>	<b>165,113</b>	<b>58,669</b>
<b>Total Equity</b>	<b>819,993</b>	<b>1,091,623</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,838,559</b>	<b>1,171,376</b>

# Statement of Cash Flows

December 2021

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(51,515)	(52,208)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		52,453
1215 Services:Non-Medicaid Direct Service		(2,964)
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		(1,697)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,661
1900 Accounts Payable	0	(23,065)
2007 Current Liabilities:Non-Medicaid Payable	2,964	
2008 Current Liabilities:Ancillary Services Payable	0	
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		2,112
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		572
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		96
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(18)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(758)
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>2,964</b>	<b>30,850</b>
<b>Net cash provided by operating activities</b>	<b>(48,552)</b>	<b>(21,358)</b>
<b>FINANCING ACTIVITIES</b>		
3599 Restricted Services Fund Balances:Other		(4,119)
3999 Clearing Account		4,119
<b>Net cash provided by financing activities</b>	<b>0</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(48,552)</b>	<b>(21,358)</b>
<b>Cash at beginning of period</b>	<b>837,252</b>	<b>408,621</b>
<b>Cash at end of period</b>	<b>788,700</b>	<b>387,264</b>



# Statement of Cash Flows

January - December 2021

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	165,113	58,669
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(1,020)
1215 Services:Non-Medicaid Direct Service		20,684
1220 Services:Ancillary Services		(6,575)
1455 Prepaid Expenses:Prepaid-Insurance		(4,036)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		10,777
1526 Fixed Assets:Accumulated Depreciation - Keystone		4,392
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		8,675
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		5,426
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		1,491
1545 Fixed Assets:Accumulated Depreciation - Equipment		18,343
1900 Accounts Payable	(1,539)	(5,853)
2007 Current Liabilities:Non-Medicaid Payable	(20,684)	
2008 Current Liabilities:Ancillary Services Payable	6,575	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		192
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(115)
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		(3)
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		747
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		120
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		14
2074 Current Liabilities:Payroll Clearing:Health Insurance W / H		2
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(62)
2091 Current Liabilities:Computer Lease Liability		3,256
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(15,648)</b>	<b>56,456</b>
<b>Net cash provided by operating activities</b>	<b>149,465</b>	<b>115,126</b>
<b>INVESTING ACTIVITIES</b>		
1531 Fixed Assets:Keystone Remodeling		(19,875)
1540 Fixed Assets:Equipment		(18,640)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(38,515)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	5,435	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(31,183)	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	42,000	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	42,000	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(11,735)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(4,107)	
3070 Restricted SB 40 Tax Fund Balances:TCM	118,064	
3501 Restricted Services Fund Balances:Operational		27,004
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(14,059)

<b>3599 Restricted Services Fund Balances:Other</b>		(10,590)
<b>3900 Unrestricted Fund Balances</b>	(217,209)	(12,945)
<b>3999 Clearing Account</b>		10,590
<b>Net cash provided by financing activities</b>	<b>(56,735)</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>92,730</b>	<b>76,611</b>
<b>Cash at beginning of period</b>	695,970	310,653
<b>Cash at end of period</b>	<b>788,700</b>	<b>387,264</b>

## Check Detail - SB 40 Tax Account

December 2021

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
12/02/2021	Bill Payment (Check)	6072	Camden County Senate Bill 40 Board	(6,575.00)
12/10/2021	Bill Payment (Check)	6073	Childrens Learning Center	(17,426.27)
12/10/2021	Bill Payment (Check)	6074	Lake Area Industries	(18,538.47)
12/10/2021	Bill Payment (Check)	6075	Our Saviors Lighthouse Child & Family Development Center	(629.71)
12/17/2021	Bill Payment (Check)	6076	DMH Local Tax Matching Fund	(1,352.97)
12/20/2021	Bill Payment (Check)	6077	Kyle LaBrue	(1,144.00)
12/20/2021	Bill Payment (Check)	6078	Revelation Construction & Development, LLC	(621.00)
12/20/2021	Bill Payment (Check)	6079	Revelation Construction & Development, LLC	(527.00)
12/20/2021	Bill Payment (Check)	6080	Revelation Construction & Development, LLC	(795.00)
12/20/2021	Bill Payment (Check)	6081	Revelation Construction & Development, LLC	(452.00)
12/20/2021	Bill Payment (Check)	6082	Revelation Construction & Development, LLC	(419.00)
12/20/2021	Bill Payment (Check)	6083	Revelation Construction & Development, LLC	(93.00)

## Check Detail - Services Account

December 2021

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
12/02/2021	Bill Payment (Check)	3345	Alaina P Japal	(64.84)
12/02/2021	Bill Payment (Check)	3346	AT&T	(91.62)
12/02/2021	Bill Payment (Check)	3347	Charter Business / Spectrum	(594.87)
12/02/2021	Bill Payment (Check)	3348	Connie L Baker	(63.78)
12/02/2021	Bill Payment (Check)	3349	Delta Dental of Missouri	(705.26)
12/02/2021	Bill Payment (Check)	3350	Direct Service Works	(995.00)
12/02/2021	Bill Payment (Check)	3351	Eddie L Thomas	(50.00)
12/02/2021	Bill Payment (Check)	3352	Elizabeth L Chambers	(71.15)
12/02/2021	Bill Payment (Check)	3353	Happy Maids Cleaning Services LLC	(50.00)
12/02/2021	Bill Payment (Check)	3354	Jeanna K Booth	(50.00)
12/02/2021	Bill Payment (Check)	3355	Lori Cornwell	(59.54)
12/02/2021	Bill Payment (Check)	3356	Mary P Petersen	(101.94)
12/02/2021	Bill Payment (Check)	3357	MOPERM	(10,842.00)
12/02/2021	Bill Payment (Check)	3358	MSW Interactive Designs LLC	(30.00)
12/02/2021	Bill Payment (Check)	3359	Office Business Equipment	(985.98)

12/02/2021	Bill Payment (Check)	3360	Patricia L. Strouse	(68.55)
12/02/2021	Bill Payment (Check)	3361	Republic Services #435	(84.50)
12/02/2021	Bill Payment (Check)	3362	Shelah M Sinner	(54.61)
12/02/2021	Bill Payment (Check)	3363	Summit Natural Gas of Missouri, Inc.	(115.33)
12/02/2021	Bill Payment (Check)	3364	Teri Guttman	(59.54)
12/03/2021	Bill Payment (Check)	3365	All American Termite & Pest Control	(42.00)
12/03/2021	Bill Payment (Check)	3366	Ameren Missouri	(195.96)
12/09/2021	Bill Payment (Check)	3367	AT&T	(93.50)
12/09/2021	Bill Payment (Check)	3368	Camden County PWSD #2	(58.36)
12/09/2021	Bill Payment (Check)	3369	Happy Maids Cleaning Services LLC	(100.00)
12/09/2021	Bill Payment (Check)	3370	LaClede Electric Cooperative	(432.85)
12/09/2021	Bill Payment (Check)	3371	Linda Simms	(165.54)
12/09/2021	Bill Payment (Check)	3372	Micah J Joseph	(69.61)
12/09/2021	Bill Payment (Check)	3373	Office Business Equipment	(40.00)
12/09/2021	Bill Payment (Check)	3374	SUMNERONE	(1,275.00)
12/09/2021	Bill Payment (Check)	3375	VERIZON	(210.45)
12/10/2021	Bill Payment (Check)	3376	Linda Simms	(1,521.67)
12/10/2021	Bill Payment (Check)	3377	Bankcard Center	(832.13)
12/10/2021	Expense	154114	Connie L Baker	(1,242.84)
12/10/2021	Expense	154115	Rachel K Baskerville	(1,332.00)
12/10/2021	Expense	154116	Jeanna K Booth	(1,627.19)
12/10/2021	Expense	154117	Elizabeth L Chambers	(1,065.15)
12/10/2021	Expense	154118	Lori Cornwell	(1,525.11)
12/10/2021	Expense	154119	Stephanie E Enoch	(1,318.86)
12/10/2021	Expense	154120	Teri Guttman	(1,343.20)
12/10/2021	Expense	154121	Sharla Howard	(1,282.87)
12/10/2021	Expense	154122	Alaina P Japal	(1,073.89)
12/10/2021	Expense	154123	Ryan Johnson	(1,656.53)
12/10/2021	Expense	154124	Micah J Joseph	(1,513.95)
12/10/2021	Expense	154125	Jennifer Lyon	(1,293.11)
12/10/2021	Expense	154126	Christina R. Mitchell	(1,158.72)
12/10/2021	Expense	154127	Mary P Petersen	(1,220.67)
12/10/2021	Expense	154128	Shelah M Sinner	(1,021.54)
12/10/2021	Expense	154129	Patricia L. Strouse	(1,195.81)
12/10/2021	Expense	154130	Eddie L Thomas	(2,762.72)
12/10/2021	Expense	154131	Nicole M Whittle	(1,694.11)
12/10/2021	Expense	12/10/2021	Internal Revenue Service	(7,205.03)
12/17/2021	Bill Payment (Check)	3378	Aflac	(723.08)
12/17/2021	Bill Payment (Check)	3379	Christina R. Mitchell	(51.59)
12/17/2021	Bill Payment (Check)	3380	City Of Camdenton	(68.93)
12/17/2021	Bill Payment (Check)	3381	FP Mailing Solutions	(102.00)
12/17/2021	Bill Payment (Check)	3382	Happy Maids Cleaning Services LLC	(150.00)
12/17/2021	Bill Payment (Check)	3383	Jennifer Lyon	(50.00)
12/17/2021	Bill Payment (Check)	3384	Lake Sun Leader	(38.25)
12/17/2021	Bill Payment (Check)	3385	Naught-Naught Agency	(10,111.00)
12/17/2021	Bill Payment (Check)	3386	Ryan Johnson	(50.00)
12/17/2021	Bill Payment (Check)	3387	Smith Paper & Janitor Supply Co INC	(43.24)
12/23/2021	Bill Payment (Check)	3388	AT&T	(128.40)
12/23/2021	Bill Payment (Check)	3389	Happy Maids Cleaning Services LLC	(150.00)

12/23/2021	Bill Payment (Check)	3390	Lake Area Industries	(50.00)
12/23/2021	Bill Payment (Check)	3391	Lake Regional Health System	(1,300.00)
12/23/2021	Bill Payment (Check)	3392	Linda Simms	(1,521.67)
12/23/2021	Bill Payment (Check)	3393	MO Consolidated Health Care	(14,378.26)
12/23/2021	Bill Payment (Check)	3394	Naught-Naught Agency	(2,465.00)
12/23/2021	Bill Payment (Check)	3395	Principal Life Insurance Company	(266.24)
12/23/2021	Bill Payment (Check)	3396	SUMNERONE	(1,696.92)
12/23/2021	Bill Payment (Check)	3397	Webster Plumbing	(219.00)
12/23/2021	Bill Payment (Check)	3398	Linda Simms	(148.58)
12/24/2021	Expense	154133	Connie L Baker	(1,317.50)
12/24/2021	Expense	154134	Rachel K Baskerville	(1,332.00)
12/24/2021	Expense	154135	Jeanna K Booth	(1,627.19)
12/24/2021	Expense	154136	Elizabeth L Chambers	(1,065.15)
12/24/2021	Expense	154137	Lori Cornwell	(1,525.11)
12/24/2021	Expense	154138	Stephanie E Enoch	(1,306.52)
12/24/2021	Expense	154139	Teri Guttman	(1,343.20)
12/24/2021	Expense	154140	Sharla Howard	(1,282.87)
12/24/2021	Expense	154141	Alaina P Japal	(1,136.49)
12/24/2021	Expense	154142	Ryan Johnson	(1,656.53)
12/24/2021	Expense	154143	Micah J Joseph	(1,541.53)
12/24/2021	Expense	154144	Jennifer Lyon	(1,293.11)
12/24/2021	Expense	154145	Christina R. Mitchell	(1,158.72)
12/24/2021	Expense	154146	Mary P Petersen	(1,254.27)
12/24/2021	Expense	154147	Shelah M Sinner	(1,021.54)
12/24/2021	Expense	154148	Patricia L. Strouse	(1,195.81)
12/24/2021	Expense	154149	Eddie L Thomas	(2,762.72)
12/24/2021	Expense	154150	Nicole M Whittle	(1,694.11)
12/24/2021	Expense	12/24/2021	Internal Revenue Service	(7,266.15)
12/30/2021	Bill Payment (Check)	3399	AT&T	(92.43)
12/30/2021	Bill Payment (Check)	3400	Charter Business / Spectrum	(594.87)
12/30/2021	Bill Payment (Check)	3401	Delta Dental of Missouri	(670.42)
12/30/2021	Bill Payment (Check)	3402	Eddie L Thomas	0.00
12/30/2021	Bill Payment (Check)	3403	GFL Environmental	(33.00)
12/30/2021	Bill Payment (Check)	3404	Happy Maids Cleaning Services LLC	(50.00)
12/30/2021	Bill Payment (Check)	3405	Hulett Chevrolet, Buick, GMC, Inc.	(223.30)
12/30/2021	Bill Payment (Check)	3406	Republic Services #435	(84.45)
12/30/2021	Bill Payment (Check)	3407	Summit Natural Gas of Missouri, Inc.	(233.00)
12/30/2021	Bill Payment (Check)	3408	Eddie L Thomas	(50.00)

**November 2021  
Credit Card Statement**

BANKCARD SERVICES  
P.O. BOX 8100  
JEFFERSON CITY, MO 65102



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9588		11/30/21	12/27/21	\$24.96

BR BRCB X003 YY \* 021521

BANKCARD SERVICES
  
P.O. BOX 8100
  
JEFFERSON CITY, MO 65102

CAMDEN CO DD RES  
CAMDEN CO DD RES  
PO BOX 722  
CAMDENTON MO 65020-0722

000932

000249600832130140580949462064

BR \* BRCB Page 1 of 2

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9588		11/30/21	12/27/21	10,000.00	9,167.87

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			<b>PURCHASES</b>	<b>832.13</b>	
00/0000/00			<b>PAYMENTS</b>	<b>-2,039.30</b>	
11/15	11/15	75397351319612130012444	LOCKBOX PMT-THANK YOU	-2,039.30	
FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.					
*****7348			<b>CONNIE BAKER</b>		11.32
00/0000/00			<b>PURCHASES</b>	<b>11.32</b>	
11/22	11/19	55483821324400004138343	WAL-MART #0089 CAMDENTON MO	3.94	
11/24	11/23	0230537132800602764662	USPS PO 2812420020 CAMDENTON MO	7.38	
*****3322			<b>LINDA SIMMS</b>		256.81
00/0000/00			<b>PURCHASES</b>	<b>256.81</b>	
11/12	11/11	55417341316163167451495	TLF*MARY TUTTLES FLOWE CHESTERFIELD MO	65.51	
11/12	11/10	55457021314083786962741	IDEN TOGO - MO FINGERPR BILLERICA MA	42.75	
11/15	11/12	55483821317091006166413	SAMSCLUB #8296 SPRINGFIELD MO	82.26	
11/22	11/19	15449851323163540826954	MO DMV 8504449330 MO	4.07	
11/22	11/19	15449851323163540834602	MO DMV 8504449330 MO	55.33	
11/22	11/19	15449851323163540866042	MO DMV 8504449330 MO	6.89	
*****9314			<b>EDDIE THOMAS</b>		564.00
00/0000/00			<b>PURCHASES</b>	<b>564.00</b>	
11/05	11/04	55432861308200676176433	INTUIT *QuickBooks Onl CL.INTUIT.COM CA	180.00	
11/26	11/25	75418231329135029621635	SMK*SURVEYMONKEY.COM 971-2311154 CA	384.00	



AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	2,039.30
PURCHASES	1.0125%	12.15%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	832.13
			32	CASH ADVANCES	0.00
CASH ADVANCES	1.4292%	17.15%	NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	-2,039.30
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
				<b>NEW BALANCE</b>	<b>= 832.13</b>

CURRENT PAYMENT DUE: 24.96	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 24.96
----------------------------	-------------------------	---------------------------

DIRECT INQUIRIES TO: BANKCARD SERVICES P.O. BOX 8100  
JEFFERSON CITY, MO 65102 1-800-472-1959

YNNNN

# Connie's Card

Give us feedback @ survey.walmart.com  
Thank you! ID #:7QF37NZ42X



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

ST# 00089 OP# 005317 TE# 22 TR# 07664  
A23 KEYLESS 003980011008 1.97 0  
A23 KEYLESS 003980011008 1.97 0  
SUBTOTAL 3.94  
TOTAL 3.94  
MCARD TEND 3.94

> Door Chime

Mastercard \*\*\*\* \* 7348 1 1  
APPROVAL # 03913C  
REF # 132300413834  
PAYMENT SERVICE - A  
AID A0000000041010  
AAC 90068F3EAE05675  
TERMINAL # SC010320  
11/19/21 09:53:31  
CHANGE DUE 0.00  
# ITEMS SOLD 2  
TC# 1061 2525 0928 4178 2606



11/19/21 09:53:46  
\*\*\*CUSTOMER COPY\*\*\*

Connie's Card

Connie



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

11/23/2021 04:17 PM

Product	Qty	Unit Price	Price
---------	-----	------------	-------

First-Class Mail® Letter	1		\$0.58
--------------------------	---	--	--------

Camdenton, MO 65020  
Weight: 0 lb 0.60 oz  
Estimated Delivery Date  
Fri 11/26/2021

Certified Mail® \$3.75

Tracking #: 70190160000078146837

Return Receipt \$3.05

Tracking #: 9590 9402 2987 7094 6150 82

Total \$7.38

Grand Total: \$7.38

Credit Card Remitted \$7.38

Card Name: MasterCard  
Account #: XXXXXXXXXXXX7348  
Approval #: 02267C  
Transaction #: 372  
AID: A0000000041010  
AL: Mastercard  
PIN: Not Required

Chip

\*\*\*\*\*  
USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.  
\*\*\*\*\*

Text your tracking number to 2777 (USPS)

7019 0160 0000 7814 6837

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

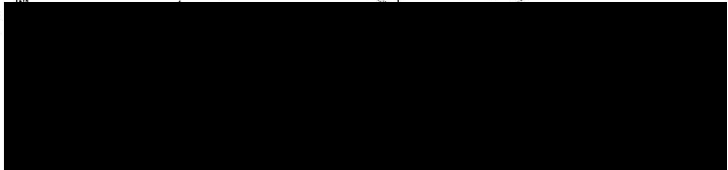
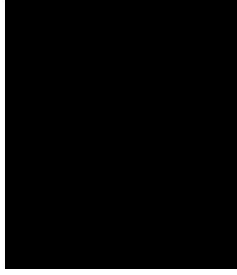
For delivery information, visit our website at [www.usps.com](http://www.usps.com).

Camdenton, MO 65020

**OFFICIAL USE**

Certified Mail Fee	\$3.75
Extra Services & Fees (check box, add fee as appropriate)	\$3.05
<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	\$0.58
<b>Total Postage and Fees</b>	<b>\$7.38</b>

Postmark Here  
11/23/2021





## Order details for 159326

LINDA'S  
CARD

Mary Tuttle's Flowers &lt;info@flowers.messages5.com&gt;

Thu 11/11/2021 11:15 AM

To: Linda Simms &lt;linda@ccddr.org&gt;

Here are the details of the order you placed. If you have any questions, please call us at the number listed below. Thanks for your business.

Mary Tuttle's Flowers  
17021 Baxter Rd.  
Chesterfield, Missouri 63005  
(866) 888-8537

**Order Number:** 159326  
**Delivery Date:** 11/11/2021  
**Order Date:** 11/08/2021

## Customer

**Account:**  
**Name:** Camden County Develmental Disa  
**Address:** PO Box 722  
**City:** Camdenton, MO - Missouri 65020  
**Telephone:** (573) 693-1511

## Recipient

**Name:** Charles Norman Seng  
**Address:** Newcomer 2211 Clarkson Rd.  
**City:** Chesterfield, Missouri 63017  
**Telephone:** (636) 730-5000

## Product Information

Quantity	Description	Price	Discount	Ext. Price
1	Fresh Vase Fall Tones	\$50.00	\$0.00	\$50.00

**Delivery:** \$10.95  
**Service:** \$0.00  
**Tax:** \$4.56  
**Total:** \$65.51

## Method of Payment

Date	Method	Amount	Name	Reference
11/11/21	Credit Card	\$65.51	Camden Conuty Develmental Disa	

## Card Message

Our Deepest Sympathy

CCDDR Employees And Board Members

IdentoGO Center (3500158)  
4821 Osage Beach Pkwy  
Osage Beach, Missouri 65065-3590

# IdentoGO<sup>®</sup>

Date: 11/10/2021@08:43 AM

Customer:  
OCA:  
ORI:  
REGID:  
TCN:  
UE ID:



<b>Services</b>	
MO - NCPA/VCA	\$41.75
SubTotal:	\$41.75
<b>Total:</b>	<b>\$41.75</b>

<b>Payment</b>	
Auth Code:	\$41.75

Amount Paid:

\$41.75  
+ HANDLING 1.00  
42.75

The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your results will not be available through IdentoGO.



Missouri

## Registration Completed

### REGISTRATION DETAILS

---

**location**

Osage Beach, MO-Osage Beach Pkwy  
IdentoGO  
4821 Osage Beach Pkwy  
Osage Beach, MO 65065  
United States  
[Get directions from Google Maps](#)

**appointment**

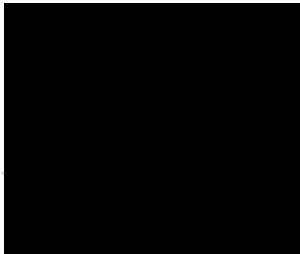
Date: 11/10/2021  
Time: 08:30 AM

**name**



**agency id**

Camden County Developmental Disability  
Resources



### PAYMENT DETAILS

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Your total is \$41.75. Remember to bring a check, money order, credit card, or coupon code when you are fingerprinted. You will not be fingerprinted without payment.

### REMINDERS

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**ENROLLMENT CENTER STAFF AND CUSTOMERS MUST WEAR A FACE COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE, A MEDICAL CONDITION, OR IF THE STATE OR LOCAL MANDATE HAS BEEN LIFTED.**

#### COVID- 19 Precautionary Measures

- Do not enter the enrollment center if you have symptoms, are awaiting the results of a COVID-19 test, or have been advised to self-quarantine
- If you are exhibiting symptoms, have a cold, or suspect you have the flu, we ask that you reschedule and fingerprint at a later date

OFFICE SUPPLIES  
CAMDEN  
OSAGE BEACH  
OFFICE

SAM'S CLUB  
CLUB MANAGER TOM CONROY  
( 417 ) 882 - 4487  
SPRINGFIELD, MO

11/12/21 14:45 1373 08296 003 4705

CAMDEN

567934 MM FACIAL	11.98	E
SUBTOTAL	11.98	
567934 MM FACIAL	11.98	E
980236293 MANILA FILE	8.78	E
980236293 MANILA FILE	8.78	E
23828 3X3 NOTES	18.48	E
980121555 POPUP NOTES	13.48	E
980236293 MANILA FILE	8.78	E
SUBTOTAL	82.26	

TOTAL 82.26  
MCCARD TEND 82.26

Mastercard \*\*\*\* \* 3322 1 1  
APPROVAL # 03930C  
AID A0000000041010  
AAC F706739474BF5F58  
TERMINAL # SC010931

CHANGE DUE 0.00

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

# ITEMS SOLD 7

TC# 5844 3615 5108 1823 5433



\*\*\* MEMBER COPY \*\*\*

# Payment Receipt

noreply@ncr.com <noreply@ncr.com>

Fri 11/19/2021 2:09 PM

To: Linda Simms <linda@ccddr.org>

## Missouri: MyDMV

### Payment Receipt

### Thank You for Your Payment

Please save this Confirmation Number for your personal records.

#### Customer Name

Linda Simms

#### Effective Date

11/19/2021 2:09 PM Central Standard Time

#### Confirmation Number

20098274

*TOOK 3 TIMES TO GET HISTORY FOR 1 SC*

Payment Method	Amount
MasterCard ***** 3322	\$4.07
Item	Payment
Record Sales	\$2.82
<b>Transaction Fee:</b>	<b>\$1.25</b>
<b>Total Amount Paid:</b>	<b>\$4.07</b>

#### Payment Details

Record Sales  
: 77c197032a7749aa8b79693909bb21f6 - : ProdX401996 - Linda Simms - \$2.82

A Transaction Fee has been included in the total amount paid for this transaction.

# Payment Receipt

noreply@ncr.com <noreply@ncr.com>

Fri 11/19/2021 10:17 AM

To: Linda Simms <linda@ccddr.org>

## Missouri: MyDMV

### Payment Receipt

### Thank You for Your Payment

Please save this Confirmation Number for your personal records.

*ANNUAL DRIVER'S HISTORY  
JA EMPLOYEES*

**Customer Name**

Linda Simms

**Effective Date**

11/19/2021 10:16 AM Central Standard Time

**Confirmation Number**

20098181

Payment Method	Amount
MasterCard ***** 3322	\$55.33

Item	Payment
Record Sales	\$53.58
<b>Transaction Fee:</b>	<b>\$1.75</b>
<b>Total Amount Paid:</b>	<b>\$55.33</b>

**Payment Details**

Record Sales

: 0f979308df634340bbe3ad63d7e5fd67 - : ProdX401851 - Linda Simms - \$53.58

A Transaction Fee has been included in the total amount paid for this transaction.

# Payment Receipt

noreply@ncr.com <noreply@ncr.com>

Fri 11/19/2021 1:21 PM

To: Linda Simms <linda@ccddr.org>

## Missouri: MyDMV

### Payment Receipt

### Thank You for Your Payment

Please save this Confirmation Number for your personal records.

**Customer Name**

Linda Simms

**Effective Date**

11/19/2021 1:21 PM Central Standard Time

**Confirmation Number**

20098249

*DRIVENA HISTORY  
2 EMPLOYEES*

Payment Method	Amount
MasterCard ***** 3322	\$6.89
Item	Payment
Record Sales	\$5.64
<b>Transaction Fee:</b>	<b>\$1.25</b>
<b>Total Amount Paid:</b>	<b>\$6.89</b>

### Payment Details

Record Sales

: 7c4725a31e8547a9aa5d2d8e33e5df04 - : ProdX401950 - Linda Simms - \$5.64

A Transaction Fee has been included in the total amount paid for this transaction.



# Invoice

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

**Invoice number:** 10001125434566  
**Total:** \$180.00  
**Date:** Nov 4, 2021  
**Payment method:** MASTER ending 9314

## Bill to

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

## Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$180.00	\$180.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$180.00</b>

## Tax reporting information

**Period for monthly fees:**  
**Total without tax:**  
**Total tax:**

Nov 4, 2021 - Dec 4, 2021  
\$180.00  
\$0.00

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

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



## Invoice #41766945

Nov 25, 2021

Paid on Nov 25, 2021 2:04:00 PM (UTC)

Description	Billing Period	Quantity	Amount
Advantage Annual Plan	Nov 25, 2021 - Nov 24, 2022	1	\$384
			Total: \$384

**Billing Details****Eddie Thomas**

Camden County Developmental Disability Resources  
PO Box 722, Camdenton MO 65020  
Camdenton  
Missouri  
65020  
United States  
**Username:** director@ccddr.org

**Notes**

Subscription Renewal Charge

## How to Pay

**Payment made on***Nov 25, 2021 2:04:00 PM (UTC).***Payment Method:** MASTERCARD**Card Number(last 4 digits):** 9314

Momentive Inc. FKA SurveyMonkey Inc.  
One Curiosity Way, San Mateo CA 94403, USA  
**Our Tax ID (EIN):** 37-1581003  
**Contact:** [billing@surveymonkey.com](mailto:billing@surveymonkey.com)

Resolutions 2021-30,  
2022-1, 2022-2,  
2022-3, 2022-4,  
2022-5, 2022-6,  
2022-7, 2022-8



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2021-30**

**OSLCFDC POS AGREEMENT JANUARY 1<sup>ST</sup> TO DECEMBER 31<sup>ST</sup>, 2022**

**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 2022 from Our Saviors Lighthouse Child and Family Development Center, hereafter referred to as OSLCFDC, and authorizes the Executive Director to initiate and sign a POS Agreement with OSLCFDC as identified in Attachment "A" hereto for providing Personal Assistant and/or Day Habilitation Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2021-30

# PURCHASE OF PERSONAL ASSISTANT AND DAY HABILITATION SERVICES AND/OR SUPPORTS AGREEMENT

*THIS “Purchase of Personal Assistant and Day Habilitation 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 Our Savior’s Lighthouse Child and Family Development Center (“OSLCFDC”), 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*, OSLCFDC 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 Funding Request for the Purchase of Children’s Services and/or Supports (POS) Agreement to render certain services and/or supports along with the expected cost to OSLCFDC; 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.** OSLCFDC shall carry out the activities as set forth in the Fiscal Year (FY) 2022 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant and Day Habilitation services and/or supports from OSLCFDC 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 OSLCFDC at a cost of \$18.49 per hour per individual requiring one-on-one services and/or supports and Day Habilitation services and/or supports in a group setting for \$7.20 per hour 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, OSLCFDC shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled persons who were provided Personal Assistant and Day Habilitation services and/or supports by OSLCFDC 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

served 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, OSLCFDC 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 (if applicable or available); 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 (if applicable or available); fiscal year-to-date balance sheet as of the last day of the preceding month (if applicable or available); a monthly list of Personal Assistant and Day Habilitation services and/or supports for all eligible Camden County person with a developmental disability participating in any OSLCFDC 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 OSLCFDC no later than the 10<sup>th</sup> day following the Monthly Funding Request.

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

OSLCFDC 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 OSLCFDC’s performance of this Agreement or ability to do business.

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

**4. AUDIT REPORT AND IRS FORM 990.** OSLCFDC agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990, if applicable, 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 OSLCFDC submits the completed audit or IRS Form 990, if applicable, unless otherwise approved by Board.

**5. MONITORING.** OSLCFDC 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 OSLCFDC’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, OS�CFDC 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.** OS�CFDC 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 OS�CFDC. In the event that OS�CFDC does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

**8. DISCRIMINATION.** OS�CFDC 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.** OS�CFDC 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, OS�CFDC 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 OS�CFDC, 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.

OS�CFDC covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable 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. OS�CFDC shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

**11. BREACH OF AGREEMENT.** OS�CFDC 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 OS�CFDC'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 OS�CFDC in writing of the nature of any such breach and the corrective action that is required. OS�CFDC 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 OS�CFDC 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.** OS�CFDC will comply with all Missouri, Federal, and local certification and licensing requirements and all applicable Federal, Missouri, and local laws. In addition, OS�CFDC 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 OS�CFDC.

**13. CONFLICT OF INTEREST.** OS�CFDC 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 OS�CFDC. This shall include any transaction in which OS�CFDC is a party, including the subject matter of this Agreement. OS�CFDC shall provide Board with “Conflict of Interest” disclosures and/or statements by each of its Board of Directors members and non-certified employees upon request. “Conflict of Interest,” as this term is used herein, shall be defined by Missouri law.

**14. OVERPAYMENT.** OS�CFDC 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 OS�CFDC 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 OS�CFDC and Board determine from a record review or audit that OS�CFDC 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 OS�CFDC.

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

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

Our Savior's Lighthouse Child and Family Development Center  
P.O. Box 617 (mailed)  
442 US-54 (delivered)  
Camdenton MO 65020  
[oslighthouse4@gmail.com](mailto:oslighthouse4@gmail.com)

**17. TERM OF AGREEMENT.** The term of this Agreement shall be January 1<sup>st</sup>, 2022, to December 31<sup>st</sup>, 2022.

**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

OUR SAVIOR’S LIGHTHOUSE CHILD  
AND FAMILY DEVELOPMENT  
CENTER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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Print Name

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Date

\_\_\_\_\_  
Date

Attachment “A”



**Attachment “B”**



Policy Number: 10 Effective: August 1, 2007 Revised: November 21, 2016, December 18, 2017, May 21, 2018, October 8, 2020, October 14, 2021
Subject: Program Funding & Purchase of Services and/or Supports Agreements

**PURPOSE:**

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

**POLICY:**

I. General Information

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

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

## II. Annual Program Funding and POS Agreements

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

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

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

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

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

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

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

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



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

#### IV. Eligibility Criteria

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

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

V. Agencies Eligible for Program Funding/POS Agreements

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

VI. Funding Application Requirements

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

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

B. The annual funding application requirements are as follows:

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

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

3. Vehicle Purchases

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

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

4. Operational Shortfall

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

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

IX. Monitoring of Funds Utilization

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

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

F. Purchase of Property

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

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

X. Monitoring Agencies Receiving Funds

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

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



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2022-1***

CALENDAR YEAR 2022 BOARD OFFICER ELECTION & APPOINTMENTS

**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 Senate Bill 40 Board Bylaws require the annual appointment of officers under Article III, Sections 1 and 2.

**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 elects and appoints the following Board members to officer positions for the Calendar Year 2022:

Chairperson: \_\_\_\_\_

Vice Chairperson: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-2**

**Calendar Year 2022 Human Resource Committee Nominations and Appointments**

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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue utilizing a Human Resource Committee for evaluating the Executive Director's ongoing performance; assisting in human resource projects and issues; and monitoring the overall workforce objectives, cultures, and compliance.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2022 Human Resources Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-3**

**Calendar Year 2022 Budget Appropriations Committee Nominations & Appointments**

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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue utilizing a Budget Appropriations Committee for evaluating annual budgets, restricted accounts allocations, budget overages/shortfalls, major purchase allocations, and other fiscal matters not part of the day-to-day business operations.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2022 Budget Appropriations Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-4**

**Calendar Year 2022 Agency Governance Committee Nominations & Appointments**

**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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue utilizing an Agency Governance Committee for evaluating changes to its Bylaws.

2. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2022 Agency Governance Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member.

3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-5**

**Temporary Committee Continuation – Joint CCDDR/LAI Committee**

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) Bylaws allow for committees to be created to research and discuss specific topics for business and make recommendations to Board members as a whole.

**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 continue to utilize a Joint CCDDR/LAI Committee.
2. The Board shall assign this committee to conduct research, provide evaluations, and make recommendations to the Board as a whole for consideration.
3. That the Board hereby nominates and appoints:

\_\_\_\_\_ - Committee Chairperson

\_\_\_\_\_ - Committee Secretary

\_\_\_\_\_

as members to the 2022 Joint CCDDR/LAI Committee, to which the Chairperson of the Board shall serve as its Ex-Officio member and to which representatives from the LAI Board of Directors shall also serve as members.

4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-6**

CHANGE IN MILEAGE RATE

**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**, 1 CSR 10-11.010 sets forth the maximum rate of mileage reimbursement for county officials and employees not to exceed the Internal Revenue Service (IRS) standard mileage rate less 3 cents per mile. Any change to the maximum rate is effective on July 1<sup>st</sup> of the year the IRS changes their standard mileage rate.

**WHEREAS**, IRS Notice 2022-03 sets the standard mileage rate for transportation or travel expenses at 58.5 cents per mile for all miles of business use (business standard mileage rate) effective January 1<sup>st</sup>, 2022.

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", establishes the new mileage rate for employee reimbursement at 55.5 cents per mile to be effective July 1<sup>st</sup>, 2022.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-7**

**RE-ALLOCATION/ALLOCATION OF RESTRICTED/UNRESTRICTED FUNDS**

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

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

**WHEREAS**, Section 67.030 RSMo states “The governing body of each political subdivision may revise, alter, increase or decrease the items contained in the proposed budget, subject to such limitations as may be provided by law or charter; provided, that in no event shall the total authorized expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. Except as otherwise provided by law or charter, the governing body of each political subdivision shall, before the beginning of the fiscal year, approve the budget and approve or adopt such orders, motions, resolutions, or ordinances as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget.”

**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 allocate and/or reallocate restricted and/or unrestricted funds for current and future use as set forth in Policy 29, Restricted and Unrestricted Funds.
2. The reallocations of restricted and unrestricted funds are identified as such in Attachment “A” hereto.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

# Attachment "A" to Resolution 2022-7

YE 2021 Estimated SB 40 Tax Funds (as of December 31st, 2021)	
Bank of Sullivan - Operating/"Sweep"	\$788,699.90
2021 NME TCM Payable	(\$16,096.32)
2021 Ancillary Payable	(\$6,575.00)
Accounts Payable	(\$11,940.65)
Estimated 2021 Invoices Not Yet Received	(\$14,885.00)
Next Budget Year Taxes Received and Deposited	\$0.00
<b>Total Accounts</b>	<b>\$739,202.93</b>
Restricted - Operational	\$0.00
Restricted - Operational Reserves	\$250,000.00
Restricted - Transportation	\$20,000.00
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$42,000.00
Restricted - Children's Programs	\$42,000.00
Restricted - Sheltered Workshop	\$80,505.98
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$0.00
Restricted - Building/Remodeling/Expansion	\$0.00
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$163,973.69
Restricted - Community Resource	\$0.00
<b>Total Fund Balances</b>	<b>\$598,479.67</b>
<b>Estimated Unrestricted Funds Available</b>	<b>\$140,723.26</b>

YE 2021 Estimated Service Funds (as of December 31st, 2021)	
Bank of Sullivan Operating/"Sweep"	\$387,263.75
2021 TCM Service Payments Not Yet Received	\$1,019.52
2021 TCM NME Service Payments Not Yet Received	\$16,096.32
2021 Ancillary Services Payments Not Yet Received	\$6,575.00
Accounts Payable	(\$730.39)
Estimated 2021 Invoices Not Yet Received	(\$17,446.60)
Taxes & Insurances W/H Payable	(\$3,748.27)
<b>Total Accounts</b>	<b>\$389,029.33</b>
Restricted - Operational	\$62,974.00
Restricted - Operational Reserves	\$200,000.00
Restricted - Transportation	\$0.00
Restricted - New Programs	\$0.00
Restricted - Community Employment	\$0.00
Restricted - Housing	\$0.00
Restricted - Special Needs	\$0.00
Restricted - Children's Programs	\$0.00
Restricted - Sheltered Workshop	\$0.00
Restricted - Traditional Medicaid Match	\$0.00
Restricted - Partnership for Hope Match	\$0.00
Restricted - Building/Remodeling/Expansion	\$70,573.80
Restricted - Sponsorships	\$0.00
Restricted - Legal	\$0.00
Restricted - TCM	\$0.00
Restricted - Community Resource	\$0.00
<b>Total Fund Balances</b>	<b>\$333,547.80</b>
<b>Estimated Unrestricted Funds Available</b>	<b>\$55,481.53</b>



Fund Balances on 12/31/2021 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2021	2022 Beginning Balance	Projected to be Utilized During FY 2022	Estimated Balance at Year End 2022
<b>Equity</b>					
<b>3000 Restricted SB 40 Tax Fund Balances</b>					
3001 Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3005 Operational Reserves	\$250,000.00	\$1,425.00	\$251,425.00	\$0.00	\$251,425.00
3010 Transportation	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
3015 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3020 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3025 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3030 Special Needs	\$42,000.00	(\$42,000.00)	\$0.00	\$0.00	\$0.00
3035 Children's Programs	\$42,000.00	\$42,000.00	\$84,000.00	\$0.00	\$84,000.00
3040 Sheltered Workshop	\$80,505.98	\$44,494.02	\$125,000.00	(\$125,000.00)	\$0.00
3045 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3050 Partnership for Hope Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3055 Building/Remodeling/Expansion	\$0.00	\$91,086.93	\$91,086.93	\$0.00	\$91,086.93
3060 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3065 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3070 TCM	\$163,973.69	\$3,717.31	\$167,691.00	(\$167,691.00)	\$0.00
3075 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 3000 Restricted Fund Balances</b>	<b>\$598,479.67</b>	<b>\$140,723.26</b>	<b>\$739,202.93</b>	<b>(\$292,691.00)</b>	<b>\$446,511.93</b>

Unrestricted Funds (Estimated): **\$140,723.26** *Balances?* **YES**

Fund Balances on 12/31/2021 (Unaudited)		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re-Allocation to Restricted Funds from 2021	2022 Beginning Balance	Projected to be Utilized During FY 2022	Estimated Balance at Year End 2022
<b>Equity</b>					
<b>3500 Restricted Services Fund Balances</b>					
3501 Operational	\$62,974.00	\$0.00	\$62,974.00	(\$54,844.00)	\$8,130.00
3505 Operational Reserves	\$200,000.00	\$0.00	\$200,000.00	\$0.00	\$200,000.00
3510 Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3515 New Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3520 Community Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3525 Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3530 Special Needs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3535 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3540 Sheltered Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3545 Traditional Medicaid Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3550 Partnership for Hope Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3555 Building/Remodeling/Expansion	\$70,573.80	\$55,481.53	\$126,055.33	(\$100,000.00)	\$26,055.33
3560 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3565 Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3570 TCM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3575 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 3500 Restricted TCM Fund Balances</b>	<b>\$333,547.80</b>	<b>\$55,481.53</b>	<b>\$389,029.33</b>	<b>(\$154,844.00)</b>	<b>\$234,185.33</b>

Unrestricted Funds (Estimated): **\$55,481.53** *Balances?* **YES**

Proposed Reallocations	Reason
SB 40 Tax: Restrict \$1,425.00 to Operational Reserves	Restricted Funds to Maintain Approximately 25% Operational Reserves for SB 40 Tax Fund
SB 40 Tax: Reallocate \$42,000.00 from Special Needs to Children's Programs	Move Funds from Special Needs to Children's Programs in Anticipation of Expanding (Currently Developing Strategies to be Included in CCDDR 2023 to 2025 Strategic Plan)
SB 40 Tax: Restrict \$42,000.00 to Children's Programs	Restrict Funds to Children's Programs in Anticipation of Expanding (Currently Developing Strategies to be Included in CCDDR 2023 to 2025 Strategic Plan)
SB 40 Tax: Restrict \$44,494.02 to Sheltered Workshop	Restricted Funds for LAI Major Purchases & Assets/Capital Improvements Budgeted in 2022
SB 40 Tax: Restrict \$91,086.93 to Building/Remodeling/Expansion	Restricted Funds Needed in Anticipation of Asset/Major Purchases and Combining TCM & Administrative Offices (Currently Developing Strategies to be Included in CCDDR 2023 to 2025 Strategic Plan)
SB 40 Tax: Restrict \$3,717.31 to TCM	Restricted Funds Needed to Offset State TCM Allocation Formula Overage, State TCM Budget Allocation Adjustments, Ancillary Services, and Non-Medicaid TCM Services Expenses Budgeted in 2022
Services: Restrict \$55,481.53 from Building/Remodeling/Expansion	Restricted Funds Needed in Anticipation of Asset/Major Purchases and Combining TCM & Administrative Offices (Currently Developing Strategies to be Included in CCDDR 2023 to 2025 Strategic Plan)

<b>Planned Future Asset, Replacement, and Improvement Purchases/Costs</b>
Any Unforeseen/Unanticipated Major Purchases
Accessible Entry at Keystone
Parking Lot and Other Improvements at Camdenton Office
Parking Lot and Other Improvements at Keystone
HVAC System Replacement at Camdenton Office
Landscape Improvements at Camdenton Office
Combining Camdenton & Osage Beach Offices



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
**RESOLUTION NO. 2022-8**

**REVISED ADDENDUM TO OATS AGREEMENT – EMPLOYMENT TRANSPORTATION**

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

**WHEREAS**, The Camden County SB 40 Board has historically approved, authorized, executed, and amended Purchase of Services and/or Supports Agreements with Service and/or Support Providers for Camden County residents with intellectual and/or developmental disabilities when warranted and deemed necessary.

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, acknowledges the need to revise the Addendum to the current OATS Employment Transportation Agreement.
2. That the Board authorizes the Executive Director to sign and submit the revised Addendum (see Attachment “A” hereto) to OATS, Inc. for review and signature.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairperson/Officer/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Vice Chairperson/Treasurer/Board Member

\_\_\_\_\_  
Date

Attachment “A” to  
Resolution 2022-8

<p><i>Contractor:</i> <b>OATS, Inc.</b> <b>2501 Maguire Blvd, Ste 101</b> <b>Columbia, MO 65201</b></p>	<p><i>Agreement Description: OATS Employment Transportation Agreement</i> <i>Addendum Description: Indemnification (Revision 01/13/2022)</i> <i>Agreement Effective Date: July 1st, 2021</i></p>
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The above referenced Agreement between **Camden County Developmental Disability Resources (CCDDR)** and **OATS, Inc.** is hereby amended as follows:

**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.

OATS covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable 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. OATS shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

Per CCDDR's MEHTAP Grant Agreement (for period 7-1-21 to 6-30-22), OATS shall:

1. Obtain a no cost permit from the Missouri Highways and Transportation Commission (hereafter referred to as "the Commission") district engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's district engineer will not be required for work outside of the Commission's right-of-way); and
2. To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

*This revision replaces the Addendum to the original Agreement with an effective date of July 1<sup>st</sup>, 2021. All other terms and conditions shall remain unchanged.*



***In witness thereof, the parties below hereby execute this agreement.***

\_\_\_\_\_  
Authorized Signature for OATS, Inc.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature for CCDDR

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date