



January 22nd, 2018

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

Open Session Board Meeting

Agenda

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

Tentative Agenda for Open Session Board Meeting on January 22nd, 2017, 4:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for December 18th, 2017

Approval of Closed Session Board Meeting Minutes for December 18th, 2017

Acknowledgement of Distributed Materials to Board Members

- FY 2016 Final Audit Report
- CLC Monthly Reports
- LAI Monthly Reports
- December 2017 Support Coordination Report
- December 2017 CARF Reports
- December 2017 Employment Report
- December 2017 Agency Economic Report
- November 2017 Credit Card Statement
- Resolutions 2017-74, 2018-1, 2018-2, 2018-3, 2018-4, 2018-5, 2018-6, & 2018-7

Speakers/Guests

- Jo L. Moore – Evers & Company CPA's, LLC: Presentation of the FY 2016 Final Audit Report

Monthly Reports

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

Old Business for Discussion

- CCDDR/LAI Joint Committee Meetings (Update)
- Transportation – LOTC (Update)
- Arc of Missouri Statewide Victimization Public Awareness Campaign (Update)
- MACDDS (Updates)

New Business for Discussion

- Local Housing Initiative

December Support Coordination Report

December CARF Reports

December Employment Report

December Agency Economic Report

November 2017 Credit Card Statement

Discussion & Conclusion of Resolution:

1. Resolution 2017-74: Calendar Year 2018 Board Officer Election & Appointments
2. Resolution 2018-1: Calendar Year 2018 Human Resource Committee Nominations & Appointments
3. Resolution 2018-2: Calendar Year 2018 Budget Appropriations Committee Nominations & Appointments
4. Resolution 2018-3: Calendar Year 2018 Agency Governance Committee Nominations & Appointments
5. Resolution 2018-4: Re-Allocation/Allocation of Restricted/Unrestricted Funds
6. Resolution 2018-5: Approval of Amended Policy #14
7. Resolution 2018-6: RFP 2017-2: Award for Interior Renovation of Office Area
8. Resolution 2018-7: Change in Mileage Rate

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

The news media may obtain copies of this notice by contacting:

Ed Thomas, CCDDR Executive Director

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

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

December 18th, 2017
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
Open Session Minutes of December 18th, 2017

Members Present Shanna Weber, Chris Bothwell, Lisa Jackson, Brian Willey (arrived 4:17 PM), Suzanne Perkins, Paul DiBello

Members Absent Angela Sellers, Max Fisher, Jim Powell

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch, Lillie Smith, John Blatchford, Jim Rogers (LAI)
Susan Daniels, Lisa Berkstresser(CLC)
Jeanna Booth, Marcie Vansyoc, Linda Gifford,
Connie Baker, Linda Simms (CCDDR)

Approval of Agenda

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Suzanne Perkins, Paul DiBello

NO: None

Approval of Open Session Board Minutes for November 20th, 2017

Motion by Paul DiBello, second Chris Bothwell, to approve the November 20th, 2017 Open Session Board Meeting Minutes as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Suzanne Perkins, Paul DiBello

NO: None

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Reports
- LAI Monthly Reports
- November 2017 Support Coordination Report
- November 2017 CARF Reports
- November 2017 Employment Report
- November 2017 Agency Economic Report
- October 2017 Credit Card Statement
- Resolution 2017-76, 2017-77, 2017-78, 2017-79, 2017-80, 2017-81

Speakers/Guests

- None

Monthly Reports
Lake of the Ozarks Developmental Center (LODC)

No LODC representative present.

Children's Learning Center (CLC)
Susan Daniels

CLC showed a 15% overall increase (134 kiddos) in enrollment to year end. Frosty Float for December 3rd and 10th was successful with 150 persons participating for each float. CLC received a surprise donation of toys from Alley Cats Pizzeria and Pub helping 12 families for Christmas. A wish list of needs for CLC families is on their Facebook page as well as amazon.com (amazonsmile) Diapers for ages 3, 4 and 5 are needed. Pizza for a Purpose event will be held on March 3, 2018

Lake Area Industries (LAI)
Natalie Couch

November net income was \$5500 and a \$73,000 profit year to date. Contract Packaging holiday and diabetic kit contracts have been completed. LAI is working with Laker to get a new contract. K & R Manufacturing is a new customer. Employees are steadily busy. Foam project received 8 loads of foam to shred for month of November and December. Garden Center raised \$407 for the sale of wreaths. Prospect of selling green house is being looked at to assist in paying off some of LAI's debt. The new sealer has arrived and is being tweaked to get ready for a new product. Electrical upgrades on front floor were made to bring up to code. Chris Bothwell asked if the wreath project and green house would be a 2018 project. Natalie stated wreaths would probably be a 2018 project; however, the greenhouse was not worth effort and expense to grow plants. LAI would purchase required plants.

Old Business for Discussion

- None

New Business for Discussion

- **Recommended Nominations**

At the November 20th board meeting, the board requested the Executive Director seek potential new board members and be the point of contact for nomination to fill 2018 vacant board positions. Letters were received from Lorraine Russell and Kym Jones stating interest of filling the positions. Names of prospective board members are to be submitted to the Commissioner's for appointment.

Motion by Chris Bothwell, second Suzanne Perkins, that Executive Director submit the names of Lorraine Russell and Kym Jones to the Commissioners for appointment to the board.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Suzanne Perkins, Paul DiBello

NO: None

(Brian Willey arrived – 4:17pm)

- **RFP 2017-2 Openings of Proposals**

Six respondents to the RFP showed up for the mandatory pre-conference meeting held on December 5th at the Keystone facility. Three proposals were received and opened for Keystone interior renovation of office area. The proposals were:

The Wilson Group	\$29,800.
Reasbeck Construction Inc. (RCI)	\$34,620
Rio Contracting	\$35,700

The bids will be reviewed at the Administrative meeting. Results will be presented to the Board at the January 22nd, 2018 meeting for discussion/approval

Connie Baker, the new TCM Office Manager, was introduced to the Board

November Support Coordination Report

At November's month's end, client count was 322 with 5 in the process of intake.

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

November CARF Reports

New measurable goals need to be set for 2018. CCDDR received another 3 year accreditation.

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

November Employment Report

There was minimal change for the month. Voc-Rehab offers two referrals for Camden County now – Preferred Employment and Choices for People. Clients now have an option to choose.

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

November Agency Economic Report

Budget is holding steady in both Tax and Services programs.

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

October 2017 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolution:

Resolution 2017-76: 2018 Fiscal Year Budget

Chris Bothwell gave a summary of the Budget Appropriations Committee Meeting that was held. The Budget Appropriations Committee approved the proposed budget to be submitted to the Board for consideration.

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

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Resolution 2017-77: Approval of Amended Policy #10

Minor adjustments were made to the policy per suggestions from agency attorneys. Some of the changes affects LAI; however, the LAI Board were OK with the changes.

Motion by Chris Bothwell, second Brian Willey, to approve the resolution as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Resolution 2017-78: LAI POS Agreement January 1st to December 31st, 2018

No changes in contract verbiage from 2017.

Motion by Paul DiBello, second Chris Bothwell, to approve the resolution as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Resolution 2017-79: CLC POS Agreement January 1st to December 31st, 2018

No changes in contract verbiage from 2017.

Motion by Paul DiBello, second Chris Bothwell, to approve the resolution as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Resolution 2017-80: 2018 LAI Capital Funding Agreement

Minor modifications were made to the agreement per suggestions from agency attorneys.

Motion by Shanna Weber, second Chris Bothwell, to approve the resolution as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Resolution 2017-81: LAI Special Funding Request – 2018 Operational Shortfall

LAI requested funds to offset projected a 2018 operational shortfall.

Motion by Chris Bothwell, second Brian Willey, to approve the resolution as presented.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

A quick individual and family budgeting presentation was done by Rachel Baskerville and Linda Gifford showing how employment helps our clients. ABLE accounts were explained.

Public Comment

Jim Rogers said there was a good turning point in relationship between LAI and CCDDR and wanted to thank the director. Brian Willey said the working relationship with LAI was great and thanked Lillie and Natalie saying they were a big part of the change.

Motion by Shanna Weber, second Chris Bothwell, to adjourn to closed session pursuant to section 610.02 RSMO, subsections 5, 8 & 14. A voice vote was taken.

AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Board Members returned from Closed Session

Adjournment:

Motion by Shanna Weber, second Chris Bothwell, to adjourn meeting.

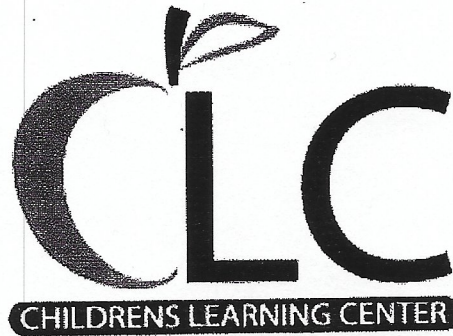
AYE: Shanna Weber, Chris Bothwell, Lisa Jackson,
Brian Willey, Suzanne Perkins, Paul DiBello

NO: None

Board Chairman

Secretary

CLC Monthly Report



**Monthly Supporting Documents
for
DEC 2017**

**Presented to CCDDR & SB40
JAN 2018**

CHILDREN'S LEARNING CENTER
Statement of Activity
December 2017

	<u>First Steps</u>	<u>Step Ahead</u>	<u>TOTAL</u>
Revenue			0.00
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41200 Camden County SB40	1,372.80	10,075.98	11,448.78
Total 41000 Contributions & Grants	\$ 1,372.80	\$ 10,075.98	\$ 11,448.78
42000 Program Services			0.00
Total 42100 First Steps	\$ 11,465.64	\$ 2,592.00	\$ 14,057.64
Total 42000 Program Services	\$ 11,465.64	\$ 2,592.00	\$ 14,057.64
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		325.00	325.00
43130 Snack		65.00	65.00
Total 43100 Dining	\$ 0.00	\$ 390.00	\$ 390.00
43500 Tuition		2,351.50	2,351.50
43505 Subsidy Tuition		862.60	862.60
Total 43500 Tuition	\$ 0.00	\$ 3,214.10	\$ 3,214.10
Total 43000 Tuition	\$ 0.00	\$ 3,604.10	\$ 3,604.10
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45270 Frosty Float Fundraiser		400.00	400.00
Total 45200 Fundraising Income	\$ 0.00	\$ 400.00	\$ 400.00
45300 Miscellaneous Revenue		18.00	18.00
45310 Donations		1,812.00	1,812.00
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 1,830.00	\$ 1,830.00
Total 45000 Other Revenue	\$ 0.00	\$ 2,230.00	\$ 2,230.00
Total 40000 INCOME	\$ 12,838.44	\$ 18,502.08	\$ 31,340.52
Total Revenue	\$ 12,838.44	\$ 18,502.08	\$ 31,340.52
Gross Profit	\$ 12,838.44	\$ 18,502.08	\$ 31,340.52
Expenditures			0.00
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 25,025.03	\$ 25,025.03
Total 51500 Employee Taxes	\$ 0.00	\$ 2,015.55	\$ 2,015.55
Total 51600 Health Insurance	\$ 0.00	\$ 1,909.36	\$ 1,909.36
51950 Employee Garnishments		42.10	42.10
Total 51000 Payroll Expenditures	\$ 0.00	\$ 28,992.04	\$ 28,992.04
52000 Advertising/Promotional		16.95	16.95
54000 Fundraising/Grants			0.00
54600 Frosty Float Fundraiser		350.00	350.00
54800 Lip Sync Battle Fundraiser		500.00	500.00
Total 54000 Fundraising/Grants	\$ 0.00	\$ 850.00	\$ 850.00
56000 Office Expenditures			0.00

56300 Office Supplies		424.53		424.53
Total 56000 Office Expenditures	\$	0.00	\$	424.53
57000 Office/General Administrative Expenditures				0.00
57100 Accounting Fees				0.00
57150 Online Accounting Software Service		108.00		108.00
Total 57100 Accounting Fees	\$	0.00	\$	108.00
57160 QuickBooks Payments Fees		117.08		117.08
57400 Child Management Software		70.00		70.00
57600 License/Accreditation/Permit Fees		8.25		8.25
57900 Seminars/Training		20.00		20.00
57960 Janitorial/Custodial		350.00		350.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	673.33
58000 Operating Supplies				0.00
58100 Consumables		33.98		33.98
58200 Dining		1,798.72		1,798.72
58400 Sanitizing		129.91		129.91
Total 58000 Operating Supplies	\$	0.00	\$	1,962.61
59000 Program Service Fees				0.00
Total 59100 First Steps	\$	11,240.64	\$	0.00
Total 59000 Program Service Fees	\$	11,240.64	\$	0.00
63000 Utilities				0.00
63100 Electric		99.96		233.24
63200 Internet		18.00		41.99
63300 Telephone		38.66		90.23
63400 Trash Service				36.92
63500 Water Softener				24.00
Total 63000 Utilities	\$	156.62	\$	426.38
Total 50000 EXPENDITURES	\$	11,397.26	\$	33,345.84
Total Expenditures	\$	11,397.26	\$	33,345.84
Net Operating Revenue	\$	1,441.18	-\$	14,843.76
Net Revenue	\$	1,441.18	-\$	14,843.76

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - December 2017

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		10,297.89	10,297.89
41200 Camden County SB40	13,341.90	123,874.52	137,216.42
41500 Misc. Grant Revenue		3,462.44	3,462.44
Total 41000 Contributions & Grants	\$ 13,341.90	\$ 137,634.85	\$ 150,976.75
42000 Program Services			0.00
Total 42100 First Steps	\$ 121,114.33	\$ 44,141.00	\$ 165,255.33
Total 42000 Program Services	\$ 121,114.33	\$ 44,141.00	\$ 165,255.33
43000 Tuition			0.00
43100 Dining			0.00
43110 Birthday		10.00	10.00
43120 Lunch		2,590.00	2,590.00
43130 Snack		525.00	525.00
Total 43100 Dining	\$ 0.00	\$ 3,125.00	\$ 3,125.00
43200 Enrollment Fees		575.00	575.00
43500 Tuition		32,013.00	32,013.00
43505 Subsidy Tuition		15,959.32	15,959.32
Total 43500 Tuition	\$ 0.00	\$ 47,972.32	\$ 47,972.32
Total 43000 Tuition	\$ 0.00	\$ 51,672.32	\$ 51,672.32
45000 Other Revenue		366.41	366.41
45200 Fundraising Income		39.86	39.86
45220 Summer Night Glow 5K		11,947.33	11,947.33
45221 Raffle-Summer Night Glow		365.00	365.00
Total 45220 Summer Night Glow 5K	\$ 0.00	\$ 12,312.33	\$ 12,312.33
45240 Scholastic, Inc.		36.00	36.00
45270 Frosty Float Fundraiser		4,650.00	4,650.00
45280 Pizza For A Purpose		3,643.27	3,643.27
45285 Lip Sync Battle		2,747.00	2,747.00
Total 45200 Fundraising Income	\$ 0.00	\$ 23,428.46	\$ 23,428.46
45300 Miscellaneous Revenue		107.00	107.00
45310 Donations		13,057.34	13,057.34
45312 Community Rewards		863.31	863.31
45380 WetSteps		1,793.00	1,793.00
Total 45310 Donations	\$ 0.00	\$ 15,713.65	\$ 15,713.65
Total 45300 Miscellaneous Revenue	\$ 0.00	\$ 15,820.65	\$ 15,820.65
Total 45000 Other Revenue	\$ 0.00	\$ 39,615.52	\$ 39,615.52
Total 40000 INCOME	\$ 134,456.23	\$ 273,063.69	\$ 407,519.92
Total Revenue	\$ 134,456.23	\$ 273,063.69	\$ 407,519.92
Gross Profit	\$ 134,456.23	\$ 273,063.69	\$ 407,519.92
Expenditures			0.00
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 204,140.16	\$ 204,140.16
Total 51500 Employee Taxes	\$ 0.00	\$ 18,132.19	\$ 18,132.18
Total 51600 Health Insurance	\$ 131.06	\$ 12,479.05	\$ 12,610.11
51800 Payroll Bank/Electronic Transaction Fees		-11.00	-11.00
51900 Workermans Comp Insurance		2,564.00	2,564.00
51950 Employee Garnishments		189.45	189.45
Total 51000 Payroll Expenditures	\$ 131.06	\$ 237,493.85	\$ 237,624.90
52000 Advertising/Promotional		1,508.04	1,508.04
53000 Equipment		3,107.22	3,107.22
54000 Fundraising/Grants		18.63	18.63
54200 Summer Night Glow 5K		4,002.42	4,002.42
54400 Scholastic, Inc.		56.00	56.00

54600 Frosty Float Fundraiser		2,444.92	2,444.92
54700 Pizza For A Purpose		229.31	229.31
54800 Lip Sync Battle Fundraiser		1,455.52	1,455.52
Total 54000 Fundraising/Grants	\$ 0.00	\$ 8,206.80	\$ 8,206.80
55000 Insurance			0.00
55100 Brokerage/Other Fees		66.00	66.00
55200 Commercial General Liability		632.00	632.00
55300 Commercial Property		512.00	512.00
55400 Director's & Officers		478.00	478.00
55500 Hired & Non-Owned Auto		52.00	52.00
55600 Professional Liability		933.00	933.00
55700 Crime Policy		533.00	533.00
Total 55000 Insurance	\$ 0.00	\$ 3,206.00	\$ 3,206.00
56000 Office Expenditures			0.00
56100 Copy Machine	1,393.04	3,830.49	5,223.53
56200 Miscellaneous		196.00	196.00
56300 Office Supplies		2,772.74	2,772.74
56400 Postage & Delivery	19.20	280.60	299.80
Total 56000 Office Expenditures	\$ 1,412.24	\$ 7,079.83	\$ 8,492.07
57000 Office/General Administrative Expenditures			0.00
57100 Accounting Fees		5,250.00	5,250.00
57160 Online Accounting Software Service		847.40	847.40
Total 57100 Accounting Fees	\$ 0.00	\$ 6,097.40	\$ 6,097.40
57160 QuickBooks Payments Fees	101.94	427.30	529.24
57200 Bank Charges			0.00
57220 Stop Payment/Return Check Fees		-0.05	-0.05
Total 57200 Bank Charges	\$ 0.00	\$ 0.05	\$ 0.05
57400 Child Management Software		455.00	455.00
57600 License/Accreditation/Permit Fees		2,707.45	2,707.45
57900 Seminars/Training		310.00	310.00
57960 Janitorial/Custodial		5,083.59	5,083.59
Total 57000 Office/General Administrative Expenditures	\$ 101.94	\$ 15,080.69	\$ 15,182.63
58000 Operating Supplies		2,101.48	2,101.48
58100 Consumables		3,402.40	3,402.40
58200 Dining		13,930.05	13,930.05
58400 Sanitizing		772.22	772.22
Total 58000 Operating Supplies	\$ 0.00	\$ 20,206.15	\$ 20,206.15
59000 Program Service Fees			0.00
Total 59100 First Steps	\$ 114,688.35	4,228.36	118,916.71
Total 59000 Program Service Fees	\$ 114,688.35	\$ 4,228.36	\$ 118,916.71
61000 Repair & Maintenance		1,044.30	1,044.30
62000 Safety & Security	63.00	1,745.10	1,808.10
63000 Utilities			0.00
63100 Electric	1,162.40	3,384.23	4,546.63
63200 Internet	245.10	556.91	802.01
63300 Telephone	493.88	1,137.65	1,631.53
63400 Trash Service		474.46	474.46
63500 Water Softener		291.49	291.49
Total 63000 Utilities	\$ 1,901.38	\$ 5,844.74	\$ 7,746.12
65000 Other Expenditures			0.00
65100 Miscellaneous Expenditures		0.00	0.00
Total 65000 Other Expenditures	\$ 0.00	\$ 0.00	\$ 0.00
Total 50000 EXPENDITURES	\$ 118,297.97	\$ 308,751.08	\$ 427,049.04
Total Expenditures	\$ 118,297.97	\$ 308,751.08	\$ 427,049.04
Net Operating Revenue	\$ 16,158.26	-\$ 35,687.39	-\$ 19,529.12
Net Revenue	\$ 16,158.26	-\$ 35,687.39	-\$ 19,529.12

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
December 2017

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	1,441.18	-14,843.76		-13,402.58
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			336.00	336.00
Accounts Payable (A/P)			-358.77	-358.77
21000 CBOLO MasterCard -8027		-1,530.52	591.60	-938.92
21200 Kroger-DS1634 CLC			498.34	498.34
22100 Payroll Liabilities:Anthem			109.59	109.59
22200 Payroll Liabilities:Childcare Tuition			180.00	180.00
22300 Payroll Liabilities:Federal Taxes (941/944)			1,719.93	1,719.93
22400 Payroll Liabilities:MO Income Tax			118.00	118.00
22500 Payroll Liabilities:MO Unemployment Tax			109.53	109.53
Direct Deposit Payable			7,009.80	7,009.80
Payroll Liabilities:Health Care (United HealthCare)			0.00	0.00
Payroll Liabilities:US Department of Education			63.15	63.15
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 1,530.52	\$ 10,377.17	\$ 8,846.65
Net cash provided by operating activities	\$ 1,441.18	-\$ 16,374.28	\$ 10,377.17	-\$ 4,555.93
Net cash increase for period	\$ 1,441.18	-\$ 16,374.28	\$ 10,377.17	-\$ 4,555.93
Cash at beginning of period			29,209.46	29,209.46
Cash at end of period	\$ 1,441.18	-\$ 16,374.28	\$ 39,586.63	\$ 24,653.53

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - December 2017

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	16,158.26	-35,687.39	0.01	-19,529.12
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-1,159.25	-1,159.25
Accounts Payable (A/P)			535.00	535.00
21000 CBOLO MasterCard -8027		-11,229.16	11,526.85	297.69
21200 Kroger-DS1634 CLC		-13,850.67	14,909.01	1,058.14
22100 Payroll Liabilities:Anthem			584.48	584.48
22200 Payroll Liabilities:Childcare Tuition			1,530.00	1,530.00
22300 Payroll Liabilities:Federal Taxes (941/944)			1,719.93	1,719.93
22400 Payroll Liabilities:MO Income Tax			334.00	334.00
22500 Payroll Liabilities:MO Unemployment Tax		-476.94	-241.12	-718.06
Direct Deposit Payable			6,323.85	6,323.85
Payroll Liabilities:Health Care (United HealthCare)			172.50	172.50
Payroll Liabilities:US Department of Education			273.65	273.65
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 25,556.97	\$ 36,508.90	\$ 10,951.93
Net cash provided by operating activities	\$ 16,158.26	-\$ 61,244.36	\$ 36,508.91	-\$ 8,577.19
Net cash increase for period	\$ 16,158.26	-\$ 61,244.36	\$ 36,508.91	-\$ 8,577.19
Cash at beginning of period			33,230.72	33,230.72
Cash at end of period	\$ 16,158.26	-\$ 61,244.36	\$ 69,739.63	\$ 24,653.53

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
DECEMBER 2017

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 25 children enrolled
16 of the 25 with special needs/dd (5 one-on-ones)
(Camden =25)

○ **COMMUNITY EVENTS**

Attended:

12/3 & 12/10 - Frosty Float
12/11 - CCDDR Christmas Party
12/14 - Santa's Little Helpers (Alley Cats fundraiser)
12/20 - CLC Christmas party

Current / Upcoming:

1/16 - Lake Area Chamber Social, RedHeads Lakeside Grille
3/2 - Pizza For A Purpose @ RedHead Lakeside Grille
6/8 - Night GLOW 5K @ Camdenton High School
9/7 - Lip Sync Battle @ Inn at Grand Glaize

○ **GENERAL PROGRAM NEWS**

Submitted grant for Community Foundation of the Lake
Received Walmart Grant #89 - \$500

○ **FUNDRAISING/GRANTS**

Pizza For A Purpose

DATE: March 2, 2018

TIME: 5:30PM

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

**PIZZA • CASH BAR
HUGE SILENT AUCTION • PRIZES**

3•2•18
**Pizza
for a
Purpose**



AT:



Redhead
Lakeside Grill
1700 Yacht Club Drive
Osage Beach, MO

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



CHILDRENS LEARNING CENTER

88 Third Street • Camdenton, MO 65020
573.346.0660 • CLCforkids.org

A FUNDRAISER FOR:

All funds raised are used to directly impact children 2 - 6 years old
with special needs and developmental delays in the lake area.

Sponsor Name _____

Contact Name _____

Address _____

Phone Number _____

Contact Email _____

Sponsorship Level _____

(Federal Tax ID# 42-1547554)

_____ **SUPREME Sponsor - Monetary Donation** _____

- Company logo on event flyer (Deadline February 1)
- Company supplied banner or sign at event
- Internet recognition online & on social media
- _____ 4 event tickets (Mark with a "X" if you would like the 4 complimentary tickets)

_____ **PEPPERONI Sponsor - Donation of Giveaway item**

- Company name on event flyer (Deadline February 1)
- Recognition at event next to item
- Internet recognition online & on social media
- _____ 2 event tickets (Mark with a "X" if you would like the 2 complimentary tickets)

_____ **CHEESE Sponsor - Donation of Gift Certificate**

- Company name on event flyer (Deadline February 1)
- Recognition at event
- Internet recognition online & on social media
- _____ 2 event tickets (Mark with a "X" if you would like the 2 complimentary tickets)

_____ **Additional Tickets Needed @ \$10 each** _____

For Office Use Only:

Amount/Item Received _____

CLC Member _____

For additional questions or information, please contact Susan Daniels at 573-346-0660 or susan@clcforkids.org
View event on Facebook - Pizza For A Purpose

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

December 31, 2017

Lake Area Industries, Inc.
Balance Sheet Comparison
Unaudited

	As of Dec 31, 2017	As of Dec 31, 2016
ASSETS		
Current Assets		
Total Bank Accounts	\$102,309	\$8,459
Total Accounts Receivable	\$76,369	\$57,969
Other Current Assets		
INVENTORY	\$10,246	\$7,983
PETTY CASH	\$150	\$88
Total Other Current Assets	\$10,396	\$8,071
Total Current Assets	\$189,074	\$74,500
Fixed Assets		
ACCUMULATED DEPRECIATION	(\$750,580)	(\$750,580)
AUTO AND TRUCK	\$217,090	\$217,090
BUILDING	\$366,571	\$366,571
FURN & FIX ORIGINAL VALUE	\$18,584	\$18,584
GH RETAIL STORE	\$16,505	\$16,505
GREENHOUSE EQUIPMENT	\$10,341	\$10,341
GREENHOUSE FACILITY	\$145,872	\$145,872
LAND	\$33,324	\$33,324
LAND IMPROVEMENT	\$25,502	\$25,502
MACHINERY & EQUIPMENT	\$206,905	\$206,905
OFFICE EQUIPMENT	\$11,563	\$11,563
SHREDDING EQUIPMENT	\$45,572	\$45,572
Total Fixed Assets	\$347,248	\$347,248
Other Assets		
CURRENT CAPITAL IMPROVEMENT	\$37,641	\$0
SALES TAX BOND	\$1,060	\$1,060
UTILITY DEPOSITS	\$845	\$845
Total Other Assets	\$39,546	\$1,905
TOTAL ASSETS	\$575,868	\$423,653
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	\$4,629	\$12,969
Total Credit Cards	\$1,797	\$1,300
Other Current Liabilities		
ACCRUED WAGES	\$7,023	\$7,023
AFLAC DEDUCTIONS PAYABLE	(\$31)	\$0
FIRST NATIONAL BANK CREDIT LINE-4096	\$86,310	\$86,310
Gift Certificate Payable	\$145	\$0
Total Other Current Liabilities	\$93,453	\$93,333
Total Current Liabilities	\$99,879	\$107,601
Total Liabilities	\$99,879	\$107,601
Equity		
Opening Balance Equity	\$524	
Unrestricted Net Assets	\$316,051	\$356,395
Net Income	\$159,414	(\$40,343)
Total Equity	\$475,990	\$316,051
TOTAL LIABILITIES AND EQUITY	\$575,868	\$423,653

Lake Area Industries, Inc.
Profit and Loss
December 2017

	Current	YTD
Income		
CONTRACT PACKAGING	34,714	334,305
FOAM RECYCLING	141	31,593
GREENHOUSE SALES	28	58,473
SECURE DOCUMENT SHREDDING	5,252	35,467
Total Income	40,135	459,838
Cost of Goods Sold		
Cost of Goods Sold	3,617	29,781
GG PLANTS & SUPPLIES		35,249
MANUFACTURING SUPPLIES		13
SHIPPING AND DELIVERY	14	3,096
WAGES-EMPLOYEES	25,223	253,046
Total Cost of Goods Sold	28,855	321,185
Gross Profit	11,280	138,653
Expenses		
ACCTG. & AUDIT FEES		9,336
ALL OTHER EXPENSES	7,078	23,550
CASH OVER/SHORT		107
EQUIP. PURCHASES & MAINTENANCE	1,271	49,460
INSURANCE	1,402	16,810
NON MANUFACTURING SUPPLIES	49	5,561
PAYROLL	23,731	258,843
PAYROLL EXP & BENEFITS	6,563	60,042
PROFESSIONAL SERVICES	3,431	32,356
SALES TAX		-74
TRANSPORTATION EXPENSES		646
UTILITIES	1,670	21,051
Total Expenses	45,196	477,688
Net Operating Income	-33,916	-339,036
Other Income		
INTEREST INCOME	8	67
MED WAIVER TRANSPORTATION		0
OTHER CONTRIBUTIONS	687	22,398
SB-40 REVENUE	26,667	279,657
STATE AID	17,358	196,328
Total Other Income	44,721	498,450
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	44,721	498,450
Net Income	10,805	159,414

Lake Area Industries, Inc.
Statement of Cash Flows
December 2017

	Total
OPERATING ACTIVITIES	
Net Income	\$ 10,805
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	\$ (4,208)
INVENTORY:RAW MATERIAL INVENTORY	\$ 1,202
Accounts Payable	\$ 423
CBOLO CC - 5203 Lillie	\$ (95)
CBOLO CC - 5229 Kevin	\$ (114)
CBOLO CC - 5237 Natalie	\$ 1,006
AFLAC DEDUCTIONS PAYABLE	\$ 0
Gift Certificate Payable	\$ 100
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ (1,687)
Net cash provided by operating activities	\$ 9,118
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	\$ (1,826)
Net cash provided by investing activities	\$ (1,826)
Net cash increase for period	\$ 7,293
Cash at beginning of period	\$ 95,016
Cash at end of period	\$ 102,309

Lake Area Industries, Inc.
A/P Aging Summary
As of December 31, 2017

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 1,937	\$ 2,701	\$ 0	\$ 0	\$ 0	\$ 4,639

Lake Area Industries, Inc.
A/R Aging Summary
As of December 31, 2017

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$44,176.55	\$25,514.51	\$2,208.94	\$ 0.00	\$ 4,437.70	\$76,337.70

Lake Area Industries, Inc.
Statement of Cash Flows
January - December 2017

	Total
OPERATING ACTIVITIES	
Net Income	\$ 159,414
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	\$ (18,400)
GIFTED GARDEN CASH:DRAWER CASH - GG	\$ -
GIFTED GARDEN CASH:SAFE CASH - GG	\$ -
INVENTORY:GG PLANT & SUPPLIES INVEN	\$ 271
INVENTORY:RAW MATERIAL INVENTORY	\$ (2,533)
PETTY CASH	\$ (62)
Accounts Payable	\$ (8,339)
CBOLO CC - 5203 Lillie	\$ 49
CBOLO CC - 5229 Kevin	\$ 318
CBOLO CC - 5237 Natalie	\$ 1,431
US BANK CC - 1669 (deleted)	\$ (455)
US BANK CC - 1727 (deleted)	\$ (849)
US BANK CC - 5017 (deleted)	\$ 4
AFLAC DEDUCTIONS PAYABLE	\$ (31)
Gift Certificate Payable	\$ 145
Missouri Department of Revenue Payable	\$ -
SALES TAX PAYABLE	\$ 6
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ (28,446)
Net cash provided by operating activities	\$ 130,968
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	\$ (37,641)
Net cash provided by investing activities	\$ (37,641)
FINANCING ACTIVITIES	
Opening Balance Equity	\$ 524
Net cash provided by financing activities	\$ 524
Net cash increase for period	\$ 93,851
Cash at beginning of period	\$ 8,459
Cash at end of period	\$ 102,310

Support Coordination Report

December 2017

Consumer Caseloads

- Number of Caseloads as of December 31st, 2017: 329
- Budgeted Number of Caseloads: 300
- Pending Number of New Intakes: 4
- Medicaid Eligibility: 85.42%

Caseload Counts

Rachel Baskerville - 10

Cynthia Brown - 38

Lori Cornwell - 38

Dawn Evans - 38

Linda Gifford - 31

Sharla Jenks - 31

Ryan Johnson - 37

Jennifer Lyons - 39

Annie Meyer - 39

Nicole Whittle - 28

**CARF Report
Medicaid Eligible
Clients**

Outcome Measurement Report



TCM

[TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(1\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	12	2	0	85.71 %
Total	12	2	0	85.71 %
Goal				100 %

[TCM: Planning meeting is held within 30 days of eligibility date \(2\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	13	1	0	92.86 %
Total	13	1	0	92.86 %
Goal				100 %

[TCM: % of all annual Medicaid Waiver plans and plans subject to the Regional Office Utilization Review \(UR\) will be submitted via fax and email at least 22 calendar days prior to the plan implementation date. \(3\)](#)

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
Targeted Case Management	47	53	0	47.00 %
Total	47	53	0	47.00 %
Goal				80 %

[TCM: % of all annual non-waiver plans will be emailed to the Regional Office at least 15 calendar days prior to the plan implementation date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	36	30	0	54.55 %
Total	36	30	0	54.55 %
Goal				80 %

Outcome Measurement Report



TCM: % of IP outcomes/action steps will be met (5)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	746	2179	0	25.50 %
Total	746	2179	0	25.50 %
Goal				80 %

TCM: % of Quarterly Reports met (6)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	276	168	0	62.16 %
Total	276	168	0	62.16 %
Goal				95 %

TCM: % that shall have Outcomes implemented in their Individual Support Plan that encourage or support active participation in typical community events and activities (7)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	221	67	0	76.74 %
Total	221	67	0	76.74 %
Goal				75 %

TCM: % of time Billable (8)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
Targeted Case Management	10858	8539	0	55.98 %
Total	10858	8539	0	55.98 %
Goal				70 %

Outcome Measurement Report



[Consumer Forms \(% of consumers will report being satisfied or very satisfied with the services provided by their SC, as indicated on the Consumer Survey. \(9\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	124	0	4	100.00 %
Total	124	0	4	100.00 %
Goal				90 %

[Consumer Forms \(% of consumers or parent/guardians of consumers served shall indicate their SC is available when needed, as indicated on the Consumer Survey. \(10\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	126	0	4	100.00 %
Total	126	0	4	100.00 %
Goal				90 %

[TCM: % of Individual Support Plans chosen for TCM Reviews conducted by RRO will not require remediation \(11\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	3	0		100.00 %
Total	3	0		100.00 %
Goal				80 %

[TCM: % of consumers will be given the resources or education to formulate a personal plan for personal safety and risk reduction to better protect them from abuse, neglect or exploitation \(12\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	213	75	0	73.96 %
Total	213	75	0	73.96 %
Goal				100 %

Outcome Measurement Report



[TCM: Will host at least one event per year designed to educate the community on abuse, neglect and financial exploitation of vulnerable persons; and how to report it. \(13\)](#)

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

For Events:

Parameters:

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

[TCM: Provider demonstrates a commitment to community employment opportunities for persons served by making at least 15 referrals to Vocational Rehabilitation through the Outcomes and Action Steps included in the ISP. \(14\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	75	0	0	100.00 %
Total	75	0	0	100.00 %
Goal				100 %

**CARF Report
Medicaid Ineligible
Clients**

Outcome Measurement Report



TCM

[TCM: % of the time new consumers will be contacted by their Support Coordinator \(SC\) within 5 business days of their eligibility determination \(1\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	8	0	0	100.00 %
Total	8	0	0	100.00 %
Goal				100 %

[TCM: Planning meeting is held within 30 days of eligibility date \(2\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	8	0	0	100.00 %
Total	8	0	0	100.00 %
Goal				100 %

[TCM: % of all annual Medicaid Waiver plans and plans subject to the Regional Office Utilization Review \(UR\) will be submitted via fax and email at least 22 calendar days prior to the plan implementation date. \(3\)](#)

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

For Events:

Parameters: Is Waiver: Yes;

	Yes	No	NA	Percentage
CCDDR	0	1	0	0.00 %
Total	0	1	0	0.00 %
Goal				80 %

[TCM: % of all annual non-waiver plans will be emailed to the Regional Office at least 15 calendar days prior to the plan implementation date \(4\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	16	7	0	69.57 %
Total	16	7	0	69.57 %
Goal				80 %

Outcome Measurement Report



TCM: % of IP outcomes/action steps will be met (5)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	46	231	0	16.61 %
Total	46	231	0	16.61 %
Goal				80 %

TCM: % of Quarterly Reports met (6)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	44	17	0	72.13 %
Total	44	17	0	72.13 %
Goal				95 %

TCM: % that shall have Outcomes implemented in their Individual Support Plan that encourage or support active participation in typical community events and activities (7)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	22	18	0	55.00 %
Total	22	18	0	55.00 %
Goal				75 %

TCM: % of time Billable (8)

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

For Events:

Parameters:

	Billable Hrs	Non-Billable Hrs	NA	Percentage
CCDDR	595	1729	0	25.60 %
Total	595	1729	0	25.60 %
Goal				70 %

Outcome Measurement Report



[Consumer Forms \(% of consumers will report being satisfied or very satisfied with the services provided by their SC, as indicated on the Consumer Survey. \(9\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	14	0	0	100.00 %
Total	14	0	0	100.00 %
Goal				90 %

[Consumer Forms \(% of consumers or parent/guardians of consumers served shall indicate their SC is available when needed, as indicated on the Consumer Survey. \(10\)\)](#)

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	14	0	0	100.00 %
Total	14	0	0	100.00 %
Goal				90 %

[TCM: % of Individual Support Plans chosen for TCM Reviews conducted by RRO will not require remediation \(11\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	3	0		100.00 %
Total	3	0		100.00 %
Goal				80 %

[TCM: % of consumers will be given the resources or education to formulate a personal plan for personal safety and risk reduction to better protect them from abuse, neglect or exploitation \(12\)](#)

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	26	14	0	65.00 %
Total	26	14	0	65.00 %
Goal				100 %

Outcome Measurement Report



[TCM: Will host at least one event per year designed to educate the community on abuse, neglect and financial exploitation of vulnerable persons; and how to report it. \(13\)](#)

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

For Events:

Parameters:

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

[TCM: Provider demonstrates a commitment to community employment opportunities for persons served by making at least 15 referrals to Vocational Rehabilitation through the Outcomes and Action Steps included in the ISP. \(14\)](#)

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

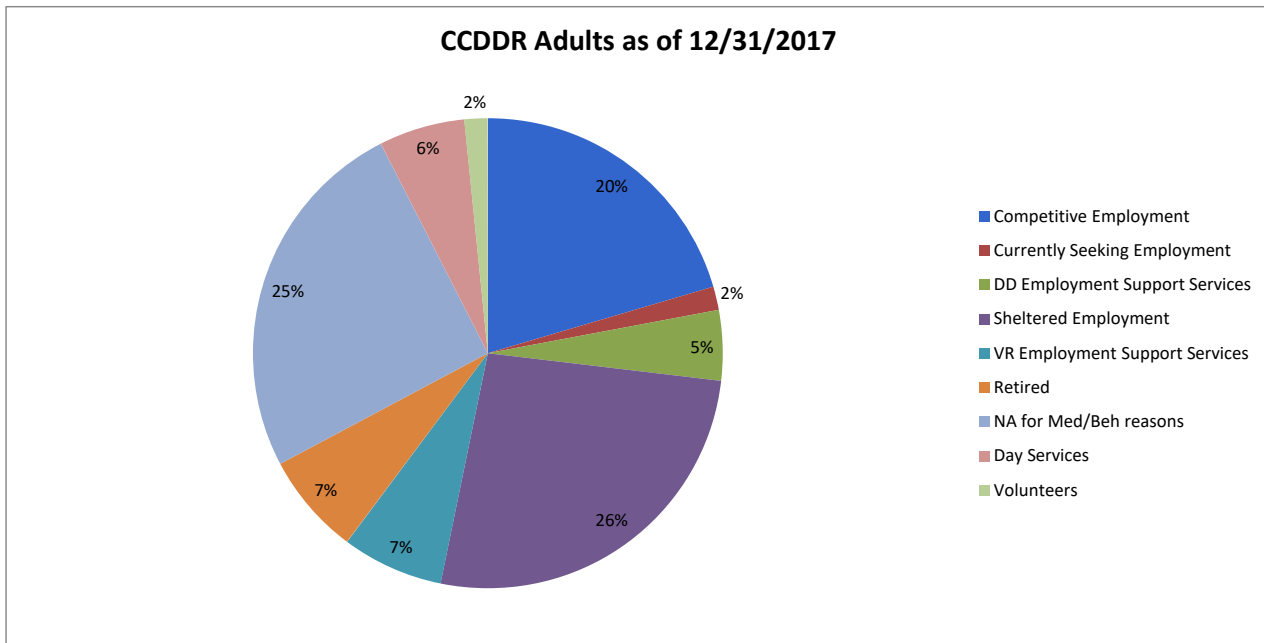
For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	10	0	0	100.00 %
Total	10	0	0	100.00 %
Goal				100 %

Employment Report

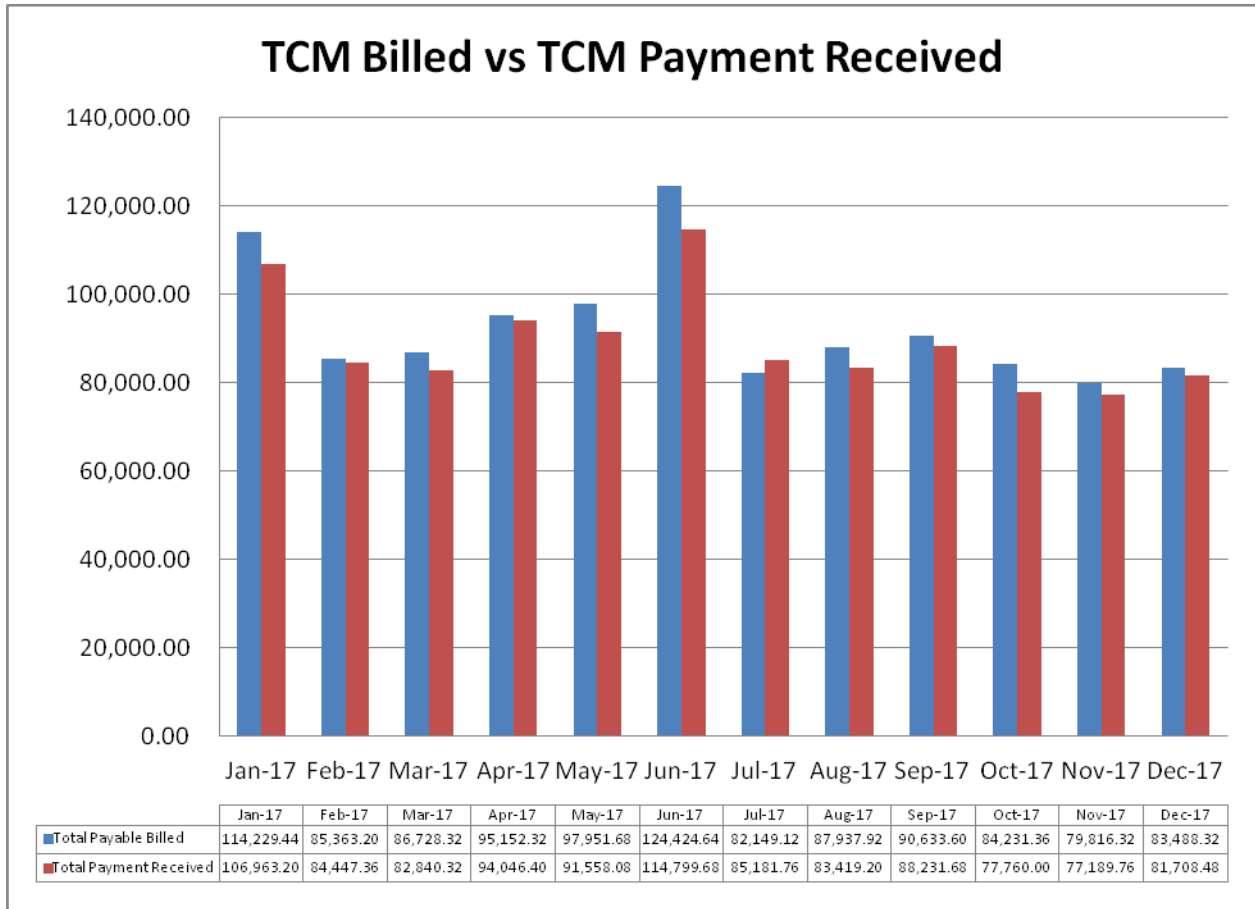
	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
Agency Total	38	3	9	49	13	13	47	11	3
Percents from total of adults only	20.43%	1.61%	4.84%	26.34%	6.99%	6.99%	25.27%	5.91%	1.61%
Baskerville	4	0	0	1	0	1	0	0	0
Brown	4	0	0	4	3	1	2	1	0
Lyon	3	0	1	8	2	2	7	0	0
Cornwell	5	0	1	8	2	0	6	2	0
Gifford	8	2	0	3	0	1	1	0	0
Jenks	2	0	0	4	0	1	3	6	0
Johnson	3	1	1	5	3	2	5	0	2
Evans	5	0	1	4	1	1	7	0	0
Meyer	1	0	2	10	0	3	14	1	1
Whittle	3	0	3	2	2	1	2	1	0



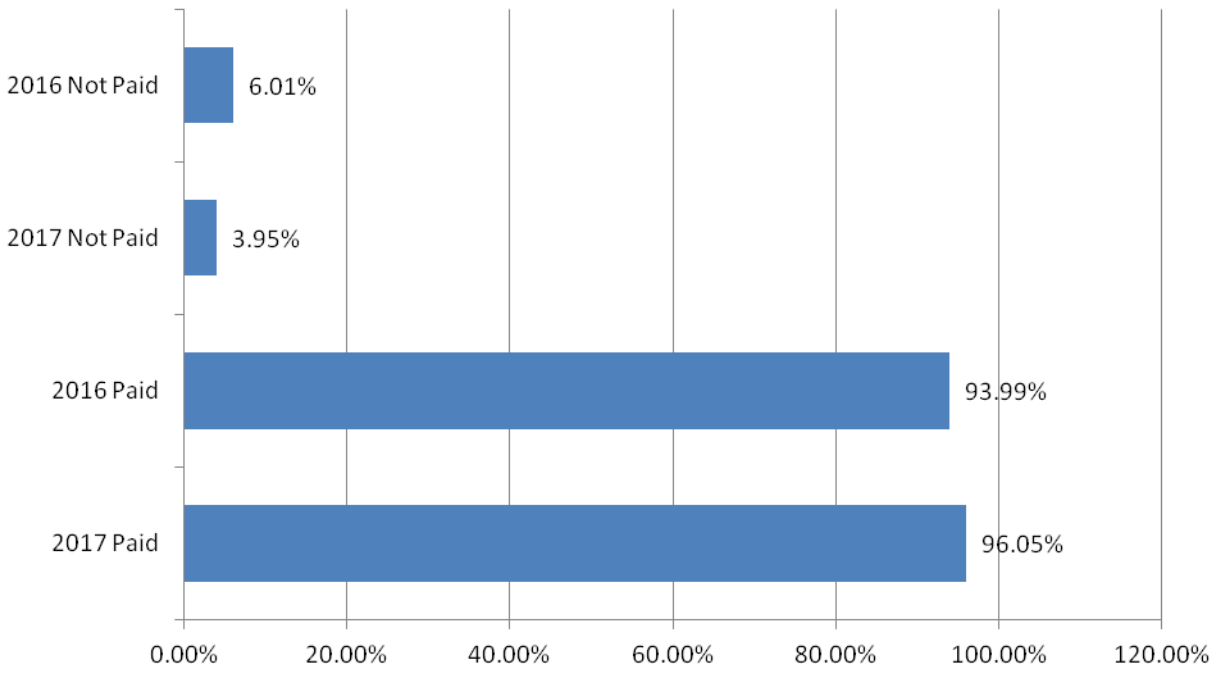
Agency Economic
Report
(Unaudited)

December 2017

Targeted Case Management Income



2017 vs 2016 Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: FY2017 - FY17 P&L Departments

December 2017

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	471	55	416			0
4500 Services Income			0	86,519	128,387	(41,868)
Total Income	471	55	416	86,519	128,387	(41,868)
Gross Profit	471	55	416	86,519	128,387	(41,868)
Expenses						
5000 Payroll & Benefits			0	105,172	110,414	(5,242)
5100 Repairs & Maintenance			0	4,035	485	3,550
5500 Contracted Business Services			0	3,966	6,658	(2,692)
5600 Presentations/Public Meetings			0	4,738	5,150	(412)
5700 Office Expenses			0	1,436	2,850	(1,414)
5800 Other General & Administrative	990		990	4,949	3,556	1,393
5900 Utilities			0	1,673	1,150	523
6100 Insurance			0	1,883	1,825	58
6500 Medicaid Match		0	0			0
6700 Partnership for Hope	4,210	4,935	(725)			0
6900 Direct Services	4,311	15,206	(10,895)			0
7100 Housing Programs	9,149	10,700	(1,551)			0
7200 CLC	11,449	13,505	(2,056)			0
7300 Sheltered Employment Programs	26,238	22,400	3,838			0
7500 Community Employment Programs	78	1,050	(972)			0
7900 Special/Additional Needs	12,375	8,272	4,103			0
Total Expenses	68,799	76,068	(7,269)	127,852	132,088	(4,236)
Net Operating Income	(68,328)	(76,013)	7,685	(41,333)	(3,701)	(37,632)
Other Expenses						
8500 Depreciation			0	2,550	2,500	50
Total Other Expenses	0	0	0	2,550	2,500	50
Net Other Income	0	0	0	(2,550)	(2,500)	(50)
Net Income	(68,328)	(76,013)	7,685	(43,884)	(6,201)	(37,683)

Budget Variance Report

Total Income: During December of 2017, SB 40 Tax Revenues were slightly higher than projected, and Services Program income was lower than projected. Services Program billing was budgeted to occur three times; however, there were only two billing cycles for the month. This did not negatively impact variances on the final YTD budgeted net income versus the actual net income.

Total Expenses: During December of 2017, overall SB 40 Tax program expenses were lower than budgeted expectations with minor variances in all categories except Direct Services. CRC Direct Service billing was budgeted to occur three times; however, there were only two billing cycles. Overall Services Program expenses were lower than budgeted expectations. Savings in Payroll, Contracted Business Services, and Office Expenses offset overages in the remaining expense categories.

Budget vs. Actuals: FY2017 - FY17 P&L Departments

January - December 2017

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	925,603	913,644	11,959			0
4500 Services Income			0	1,194,053	1,223,002	(28,949)
Total Income	925,603	913,644	11,959	1,194,053	1,223,002	(28,949)
Gross Profit	925,603	913,644	11,959	1,194,053	1,223,002	(28,949)
Expenses						
5000 Payroll & Benefits			0	988,343	1,011,014	(22,671)
5100 Repairs & Maintenance			0	7,582	5,820	1,762
5500 Contracted Business Services			0	69,222	71,797	(2,575)
5600 Presentations/Public Meetings			0	10,798	10,925	(127)
5700 Office Expenses			0	25,066	33,800	(8,734)
5800 Other General & Administrative	2,047		2,047	32,863	30,546	2,317
5900 Utilities			0	13,878	13,800	78
6100 Insurance			0	14,802	15,300	(498)
6500 Medicaid Match	7,340	7,071	269			0
6700 Partnership for Hope	40,315	45,780	(5,465)			0
6900 Direct Services	170,015	187,186	(17,171)			0
7100 Housing Programs	113,429	118,500	(5,071)			0
7200 CLC	137,216	144,104	(6,888)			0
7300 Sheltered Employment Programs	295,410	303,423	(8,013)			0
7500 Community Employment Programs	4,599	12,600	(8,001)			0
7600 Community Resources	0		0			0
7900 Special/Additional Needs	81,396	94,980	(13,584)			0
Total Expenses	851,769	913,644	(61,875)	1,162,554	1,193,002	(30,448)
Net Operating Income	73,835	0	73,835	31,499	30,000	1,499
Other Expenses						
8500 Depreciation			0	30,043	30,000	43
Total Other Expenses	0	0	0	30,043	30,000	43
Net Other Income	0	0	0	(30,043)	(30,000)	(43)
Net Income	73,835	0	73,835	1,456	0	1,456

Budget Variance Report

Total Income YTD: SB 40 Tax Revenues were slightly higher than projected, and Services Program income was lower than projected. Services Program billing was budgeted to occur three times in December; however, there were only two billing cycles for the month. This did not negatively impact variances on the final YTD budgeted net income versus the actual net income.

Total Expenses YTD: Overall SB 40 Tax program expenses were lower than budgeted expectations with savings in almost all categories. The largest savings (CRC Direct Service billing) was budgeted to occur three times in December; however, there were only two billing cycles. Overall Services Program expenses were lower than budgeted expectations. Savings in Payroll, Contracted Business Services, Office Expenses, and Insurance offset overages in the remaining expense categories and the negative variance in Services Income.

Balance Sheet

As of December 31, 2017

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	15,285	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	476,327	
1030 SB 40 Tax Reserve - Bank of Sullivan	229,317	
Total 1005 SB 40 Tax Bank Accounts	721,158	0
1050 Services Bank Accounts		
1055 Services Account - 1st Nat'l Bank	0	207,552
1060 Services Certificate of Deposit		0
Total 1050 Services Bank Accounts	0	207,552
Total 1000 Bank Accounts	721,158	207,552
Total Bank Accounts		
	721,158	207,552
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		48,756
1215 Non-Medicaid Direct Service		19,103
Total 1200 Services	0	67,859
1300 Property Taxes		
1310 Property Tax Receivable	1,040,717	
1315 Allowance for Doubtful Accounts	(6,254)	
Total 1300 Property Taxes	1,034,463	0
1350 Allowance for Doubtful Accounts	0	
Total Accounts Receivable	1,034,463	67,859
Other Current Assets		
1389 TCM Claim Confirmations (A/R)	0	
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		41,868
1435 Net Pension Asset (Liability)		1,048
Total 1400 Other Current Assets	0	42,916
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	17,924
Total 1450 Prepaid Expenses	0	17,924
Total Other Current Assets	0	60,840
Total Current Assets	1,755,622	336,250
Fixed Assets		
1500 Fixed Assets		

1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(135,313)
1526 Accumulated Depreciation - Keystone		(14,557)
1530 100 Third Street Remodeling		126,736
1531 Keystone Remodeling		50,169
1535 Acc Dep - Remodeling - 100 Third Street		(45,942)
1536 Acc Dep - Remodeling - Keystone		(2,323)
1540 Equipment		64,209
1545 Accumulated Depreciation - Equipment		(43,644)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	655,324
Total Fixed Assets	0	655,324
TOTAL ASSETS	1,755,622	991,574
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	10,371	7,201
Total Accounts Payable	10,371	7,201
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	19,103	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(1,017)
2025 Prepaid Services	0	
2030 Deposits	0	17
2050 Prepaid Tax Revenue	197,593	
2055 Deferred Inflows - Property Taxes	904,980	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	65
2062 Social Security Tax Payable	0	15
2063 Medicare Tax Payable	0	(10)
2064 MO State W / H Tax Payable	0	2,746
Total 2060 Payroll Tax Payable	0	2,816
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	434
2072 AFLAC Post-tax W / H	0	10
2073 Vision Insurance W / H	0	(81)
2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(59)
2076 Savings W / H		(100)

2078 Misc W / H		309
2079 Other W / H		100
Total 2070 Payroll Clearing	0	641
Total 2000 Current Liabilities	1,121,676	2,456
Total Other Current Liabilities	1,121,676	2,456
Total Current Liabilities	1,132,047	9,657
Total Liabilities	1,132,047	9,657
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	228,411	
3010 Transportation	33,291	
3015 New Programs	0	
3030 Special Needs	2,207	
3040 Sheltered Workshop	151,606	
3045 Traditional Medicaid Match	790	
3050 Partnership for Hope Match	3,952	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	420,257	0
3500 Restricted Services Fund Balances		
3501 Operational		0
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		51,729
3560 Sponsorships		0
3565 Legal		0
3599 Other		653,147
Total 3500 Restricted Services Fund Balances	0	904,875
3900 Unrestricted Fund Balances	0	0
3950 Prior Period Adjustment	0	0
3999 Clearing Account	91,801	113,268
Net Income	73,835	1,456
Total Equity	585,892	1,019,599
TOTAL LIABILITIES AND EQUITY	1,717,940	1,029,256

Statement of Cash Flows

December 2017

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(68,328)	(43,884)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(5,944)
1215 Services:Non-Medicaid Direct Service		(4,311)
1455 Prepaid Expenses:Prepaid-Insurance		(13,144)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		528
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		192
1545 Fixed Assets:Accumulated Depreciation - Equipment		592
1900 Accounts Payable	10,371	9,124
2007 Current Liabilities:Non-Medicaid Payable	4,311	
2050 Current Liabilities:Prepaid Tax Revenue	197,593	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		2,830
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(442)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(93)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		31
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		215
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		156
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	212,275	(9,028)
Net cash provided by operating activities	143,947	(52,912)
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(1,705)
Net cash provided by investing activities	0	(1,705)
FINANCING ACTIVITIES		
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	(7,082)	
Net cash provided by financing activities	(7,082)	0
Net cash increase for period	136,865	(54,617)
Cash at beginning of period	584,294	262,168
Cash at end of period	721,158	207,552

Statement of Cash Flows

January - December 2017

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	73,835	1,456
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		328
1215 Services:Non-Medicaid Direct Service		(19,103)
1455 Prepaid Expenses:Prepaid-Insurance		(1,022)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		10,777
1526 Fixed Assets:Accumulated Depreciation - Keystone		4,087
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		6,337
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		1,306
1545 Fixed Assets:Accumulated Depreciation - Equipment		7,536
1900 Accounts Payable	9,693	7,089
2005 Current Liabilities:Accrued Accounts Payable	0	
2007 Current Liabilities:Non-Medicaid Payable	19,103	
2015 Current Liabilities:Accrued Compensated Absences		(1,017)
2050 Current Liabilities:Prepaid Tax Revenue	197,593	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		96
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		(73)
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		3
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		410
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(571)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(86)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		7
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		15
2076 Current Liabilities:Payroll Clearing:Savings W / H		(100)
2078 Current Liabilities:Payroll Clearing:Misc W / H		(341)
2079 Current Liabilities:Payroll Clearing:Other W / H		100
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	226,389	15,777
Net cash provided by operating activities	300,224	17,233
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(32,220)
Net cash provided by investing activities	0	(32,220)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	9,994	
3010 Restricted SB 40 Tax Fund Balances:Transportation	13,332	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	4,019	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	151,606	
3045 Restricted SB 40 Tax Fund Balances:Traditional Medicaid Match	(2,226)	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	4,469	
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	(42,165)	
3065 Restricted SB 40 Tax Fund Balances:Legal	(10,026)	
3070 Restricted SB 40 Tax Fund Balances:TCM	0	
3075 Restricted SB 40 Tax Fund Balances:Community Resource	0	
3505 Restricted Services Fund Balances:Operational Reserves		5,051

3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		30,092
3565 Restricted Services Fund Balances:Legal		(8,090)
3900 Unrestricted Fund Balances	(330,026)	6,512
3999 Clearing Account	79,641	(41,655)
Net cash provided by financing activities	(121,382)	(8,090)
Net cash increase for period	178,841	(23,077)
Cash at beginning of period	542,317	230,628
Cash at end of period	721,158	207,552

Check Detail

December 2017

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
12/07/2017	Bill Payment (Check)	4386	The Arc Of The Lake	(204.95)
12/14/2017	Bill Payment (Check)	4387	Missouri Ozarks Community Action, Inc.	(125.00)
12/14/2017	Bill Payment (Check)	4388	MO HealthNet	(4.00)
12/14/2017	Bill Payment (Check)	4389	MO HealthNet	(40.00)
12/14/2017	Bill Payment (Check)	4390	MO HealthNet	(40.00)
12/14/2017	Bill Payment (Check)	4391	MO HealthNet	(246.00)
12/14/2017	Bill Payment (Check)	4392	MO HealthNet	(261.00)
12/14/2017	Bill Payment (Check)	4393	MO HealthNet	(274.00)
12/14/2017	Bill Payment (Check)	4394	MO HealthNet	(381.00)
12/14/2017	Bill Payment (Check)	4395	MO HealthNet	(511.00)
12/14/2017	Bill Payment (Check)	4396	MO HealthNet	(708.00)
12/14/2017	Bill Payment (Check)	4397	MO HealthNet	(896.00)
12/15/2017	Bill Payment (Check)	4398	Brookview Apartments of Camdenton	(100.00)
12/15/2017	Bill Payment (Check)	4399	Camden Manors, Inc.	(100.00)
12/15/2017	Bill Payment (Check)	4400	Camdenton Apartments dba Lauren's Place	(100.00)
12/15/2017	Bill Payment (Check)	4401	Clifford Smith	(861.00)
12/15/2017	Bill Payment (Check)	4402	Darryll Euler	(284.00)
12/15/2017	Bill Payment (Check)	4403	David A Schlenfort	(689.00)
12/15/2017	Bill Payment (Check)	4404	Glen Donnach, LLC	(250.00)
12/15/2017	Bill Payment (Check)	4405	Hillcrest Inc. DBA Bridgeview Inc.	(650.00)
12/15/2017	Bill Payment (Check)	4406	Jacob and/or Lana Kentner	(1,269.00)
12/15/2017	Bill Payment (Check)	4407	JC Sutton LLC	(404.00)
12/15/2017	Bill Payment (Check)	4408	Maryann VanCleave	(652.00)
12/15/2017	Bill Payment (Check)	4409	MO HealthNet	(274.00)
12/15/2017	Bill Payment (Check)	4410	Revelation Construction & Development, LLC	(306.00)
12/15/2017	Bill Payment (Check)	4411	Steve Weisenfelder	(681.00)
12/15/2017	Bill Payment (Check)	4412	Twenter Properties	(100.00)
12/15/2017	Bill Payment (Check)	4413	Camden Manors, Inc.	(100.00)
12/15/2017	Bill Payment (Check)	4414	Camdenton Apartments dba Lauren's Place	(226.00)
12/15/2017	Bill Payment (Check)	4415	MO HealthNet	(274.00)
12/15/2017	Bill Payment (Check)	4416	Revelation Construction & Development, LLC	(375.00)
12/15/2017	Bill Payment (Check)	4417	Steve Weisenfelder	(1,028.00)

12/15/2017	Bill Payment (Check)	4418	Revelation Construction & Development, LLC	(849.00)
12/18/2017	Bill Payment (Check)	4419	Childrens Learning Center	(11,448.78)
12/18/2017	Bill Payment (Check)	4420	Lake Area Industries	(15,764.63)
12/18/2017	Bill Payment (Check)	4421	Lake Area Industries	(12,186.32)
12/19/2017	Bill Payment (Check)	4422	DMH Local Tax Matching Fund	(4,209.73)
12/19/2017	Bill Payment (Check)	4423	MO HealthNet	(228.00)
12/19/2017	Bill Payment (Check)	4424	MO HealthNet	(216.00)
12/19/2017	Bill Payment (Check)	4425	MO HealthNet	(436.00)
12/19/2017	Bill Payment (Check)	4426	MO HealthNet	(436.00)
12/19/2017	Bill Payment (Check)	4427	MO HealthNet	(436.00)
12/19/2017	Bill Payment (Check)	4428	MO HealthNet	(436.00)
12/22/2017	Bill Payment (Check)	4429	MO HealthNet	(178.00)
12/29/2017	Bill Payment (Check)	4430	MO HealthNet	(35.00)
12/29/2017	Bill Payment (Check)	4431	MO HealthNet	(642.00)
12/29/2017	Bill Payment (Check)	4432	MO HealthNet	(642.00)
12/29/2017	Bill Payment (Check)	4433	MO HealthNet	(642.00)

1055 Services Account - 1st Nat'l Bank

Date	Transaction Type	Num	Name	Amount
12/01/2017	Expense	12/01/2017	Edward Jones	(100.00)
12/01/2017	Expense	152087	Connie L Baker	(901.99)
12/01/2017	Expense	152088	Rachel K Baskerville	(1,098.99)
12/01/2017	Expense	152089	Myrna Blaine	(1,457.83)
12/01/2017	Expense	152090	Jeanna K Booth	(1,005.42)
12/01/2017	Expense	152091	Cynthia Brown	(861.02)
12/01/2017	Expense	152092	Lori Cornwell	(857.54)
12/01/2017	Expense	152093	Dawn R Evans	(1,020.83)
12/01/2017	Expense	152094	Linda Gifford	(870.10)
12/01/2017	Expense	152095	Sharla Jenks	(903.10)
12/01/2017	Expense	152096	Ryan Johnson	(1,077.34)
12/01/2017	Expense	152097	Jennifer Lyon	(998.59)
12/01/2017	Expense	152098	Annie Meyer	(1,133.55)
12/01/2017	Expense	152099	Edmond J Thomas	(1,158.97)
12/01/2017	Expense	152100	Eddie L Thomas	(2,373.06)
12/01/2017	Expense	152101	Marcie L. Vansyoc	(1,150.58)
12/01/2017	Expense	152102	Nicole M Whittle	(1,052.49)
12/01/2017	Bill Payment (Check)	7883	MSW Interactive Designs LLC	(30.00)
12/01/2017	Bill Payment (Check)	7884	Nicole M Whittle	(70.00)
12/01/2017	Bill Payment (Check)	7885	G G Maha	(2,209.51)
12/01/2017	Bill Payment (Check)	7886	G G Maha	(46.11)
12/01/2017	Expense	12/01/2017	Internal Revenue Service	(6,817.81)
12/01/2017	Expense	SVCCHARGE	First National Bank	(24.95)
12/07/2017	Bill Payment (Check)	7887	A Plus Plumbing	(382.55)
12/07/2017	Bill Payment (Check)	7888	Ameren Missouri	(402.63)
12/07/2017	Bill Payment (Check)	7889	Annie Meyer	(138.02)
12/07/2017	Bill Payment (Check)	7890	AT&T	(82.32)

12/07/2017	Bill Payment (Check)	7891	Camden County PWSD #2	(48.27)
12/07/2017	Bill Payment (Check)	7892	Connie L Baker	(42.07)
12/07/2017	Bill Payment (Check)	7893	FP Mailing Solutions	(102.00)
12/07/2017	Bill Payment (Check)	7894	LaClede Electric Cooperative	(350.89)
12/07/2017	Bill Payment (Check)	7895	Linda Gifford	(103.68)
12/07/2017	Bill Payment (Check)	7896	Mo Department Of Revenue	(2.88)
12/07/2017	Bill Payment (Check)	7897	Mo State Highway Patrol	(32.00)
12/07/2017	Bill Payment (Check)	7898	Ryan Johnson	(48.64)
12/07/2017	Bill Payment (Check)	7899	Sharla Jenks	(70.35)
12/07/2017	Bill Payment (Check)	7900	TruClean	(55.00)
12/07/2017	Bill Payment (Check)	7901	Annie Meyer	(140.04)
12/07/2017	Bill Payment (Check)	7902	AT&T	(74.38)
12/11/2017	Bill Payment (Check)	7903	Conaway Contracting	(3,309.88)
12/11/2017	Bill Payment (Check)	7904	Cynthia Brown	(55.20)
12/11/2017	Bill Payment (Check)	7905	Daphne Shockley	(3,250.00)
12/11/2017	Bill Payment (Check)	7906	Direct Service Works	(795.00)
12/14/2017	Bill Payment (Check)	7907	AAIDD	(185.00)
12/14/2017	Bill Payment (Check)	7908	Advantage Printing & Signs	(3.59)
12/14/2017	Bill Payment (Check)	7909	Aflac	(869.66)
12/14/2017	Bill Payment (Check)	7910	City Of Camdenton	(61.93)
12/14/2017	Bill Payment (Check)	7911	Mo Department Of Revenue	(2.88)
12/14/2017	Bill Payment (Check)	7912	Mo State Highway Patrol	(32.00)
12/14/2017	Bill Payment (Check)	7913	Ezard's, Inc.	(85.57)
12/14/2017	Bill Payment (Check)	7914	MOPERM	(6,960.00)
12/14/2017	Bill Payment (Check)	7915	Naught-Naught Agency	(8,854.00)
12/15/2017	Expense	152108	Connie L Baker	(901.99)
12/15/2017	Expense	152109	Rachel K Baskerville	(1,108.21)
12/15/2017	Expense	152110	Myrna Blaine	(1,457.83)
12/15/2017	Expense	152111	Jeanna K Booth	(992.67)
12/15/2017	Expense	152112	Cynthia Brown	(799.00)
12/15/2017	Expense	152113	Lori Cornwell	(877.35)
12/15/2017	Expense	152114	Dawn R Evans	(1,008.43)
12/15/2017	Expense	152115	Linda Gifford	(709.00)
12/15/2017	Expense	152116	Sharla Jenks	(823.24)
12/15/2017	Expense	152117	Ryan Johnson	(1,077.35)
12/15/2017	Expense	152118	Jennifer Lyon	(999.96)
12/15/2017	Expense	152119	Annie Meyer	(1,148.86)
12/15/2017	Expense	152120	Edmond J Thomas	(1,158.97)
12/15/2017	Expense	152121	Eddie L Thomas	(2,373.06)
12/15/2017	Expense	152122	Marcie L. Vansyoc	(1,089.60)
12/15/2017	Expense	152123	Nicole M Whittle	(823.28)
12/15/2017	Expense	12/15/2017	Internal Revenue Service	(6,277.39)
12/15/2017	Expense	12/15/2017	Edward Jones	(100.00)
12/15/2017	Bill Payment (Check)	7916	TruClean	(175.00)
12/15/2017	Bill Payment (Check)	7917	Bankcard Center	(2,850.99)
12/15/2017	Bill Payment (Check)	7918	Ezard's, Inc.	(1,800.00)

12/15/2017	Bill Payment (Check)	7919	Linda Simms	(1,383.99)
12/15/2017	Bill Payment (Check)	7920	Michael L Foster	(280.68)
12/18/2017	Bill Payment (Check)	7921	Delta Voice & Data Technologies, LLC	(200.00)
12/18/2017	Bill Payment (Check)	7922	Lorraine Schleigh	(70.00)
12/18/2017	Bill Payment (Check)	7923	Office Business Equipment	(50.35)
12/19/2017	Bill Payment (Check)	7924	Delta Dental of Missouri	(410.78)
12/19/2017	Bill Payment (Check)	7925	Eddie L Thomas	(142.45)
12/19/2017	Bill Payment (Check)	7926	Jennifer Lyon	(154.18)
12/29/2017	Expense	152125	Connie L Baker	(922.28)
12/29/2017	Expense	152126	Rachel K Baskerville	(1,098.99)
12/29/2017	Expense	152127	Myrna Blaine	(1,457.83)
12/29/2017	Expense	152128	Jeanna K Booth	(992.67)
12/29/2017	Expense	152129	Cynthia Brown	(808.25)
12/29/2017	Expense	152130	Lori Cornwell	(874.63)
12/29/2017	Expense	152131	Dawn R Evans	(957.86)
12/29/2017	Expense	152132	Linda Gifford	(643.03)
12/29/2017	Expense	152133	Sharla Jenks	(832.93)
12/29/2017	Expense	152134	Ryan Johnson	(1,077.34)
12/29/2017	Expense	152135	Jennifer Lyon	(999.96)
12/29/2017	Expense	152136	Annie Meyer	(504.24)
12/29/2017	Expense	152137	Sylvia M Santon	(506.92)
12/29/2017	Expense	152138	Edmond J Thomas	(1,158.97)
12/29/2017	Expense	152139	Eddie L Thomas	(2,373.06)
12/29/2017	Expense	152140	Marcie L. Vansyoc	(1,160.58)
12/29/2017	Expense	152141	Nicole M Whittle	(1,087.35)
12/29/2017	Expense	12/29/2017	Internal Revenue Service	(6,194.20)
12/29/2017	Expense	12/29/2017	Edward Jones	(100.00)
12/29/2017	Bill Payment (Check)	7927	Mo Consolidated Health Care	(11,303.64)
12/29/2017	Bill Payment (Check)	7928	Principal Life Ins	(215.04)
12/29/2017	Bill Payment (Check)	7929	TruClean	(230.00)
12/29/2017	Bill Payment (Check)	7930	Annie Meyer	(119.34)
12/29/2017	Bill Payment (Check)	7931	AT&T	(74.43)
12/29/2017	Bill Payment (Check)	7932	Camden County Health Department	(10.00)
12/29/2017	Bill Payment (Check)	7933	Charter Business	(529.87)
12/29/2017	Bill Payment (Check)	7934	Dawn R Evans	(130.19)
12/29/2017	Bill Payment (Check)	7935	E-Z Disposal	(22.00)
12/29/2017	Bill Payment (Check)	7936	Lagers	(5,444.56)
12/29/2017	Bill Payment (Check)	7937	Refills Ink	(44.99)
12/29/2017	Bill Payment (Check)	7938	Linda Simms	(243.57)
12/29/2017	Bill Payment (Check)	7939	Jeanna K Booth	(194.13)
12/29/2017	Bill Payment (Check)	7940	Lori Cornwell	(196.10)
12/29/2017	Bill Payment (Check)	7941	Marcie L. Vansyoc	(63.94)
12/29/2017	Bill Payment (Check)	7942	Michael L Foster	(285.72)
12/29/2017	Bill Payment (Check)	7943	Linda Simms	(1,311.65)
12/29/2017	Bill Payment (Check)	7944	Scott's Heating & Air	(1,705.00)

**November 2017
Credit Card Statement**



SCORECARD

Bonus Points Available
57,198

Account Summary

Billing Cycle		12/04/2017
Days In Billing Cycle		29
Previous Balance		\$3,330.88
Purchases	+	\$2,850.99
Cash	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$3,330.88-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$2,850.99

Account Inquiries



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



Go to www.bankcardcenter.net



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

Payment Summary

NEW BALANCE	\$2,850.99
MINIMUM PAYMENT	\$86.00
PAYMENT DUE DATE	01/02/2018

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

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,149.01
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$3,330.88-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
11/22	11/22	00701390	PAYMENT - THANK YOU	\$3,330.88-	

Cardholder Account Summary

MYRNA BLAINE ##### 6176	Payments & Other Credits \$0.00	Purchases & Other Charges \$336.64	Cash Advances \$0.00	Total Activity \$336.64
-----------------------------------	---	--	--------------------------------	-----------------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/04	11/06	PBUS01	55310207308083203331215	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA	\$86.90
11/22	11/22	PBUS01	55432867326200842710714	NCS PEARSON 800-843-0019 MN INCLUDES \$105.00	\$45.00
11/23	11/23	PBUS01	55432867327200003122492	NCS PEARSON 800-843-0019 MN	\$150.00

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

CENTRAL BANK
PO BOX 779
JEFFERSON CTY MO 65102-0779

Account Number
5386

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
12/04/17	\$2,850.99	\$86.00	01/02/18

\$

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



MAKE CHECK PAYABLE TO:

BANKCARD SERVICES
PO BOX 8000
JEFFERSON CTY MO 65102-8000



Cardholder Account Detail Continued						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/27	11/28	PBUS01	05436847332000390303093	USPS PO 2812420020 CAMDENTON MO	\$19.70	X
12/01	12/03	PBUS01	55483827336400001750002	WAL-MART #0089 CAMDENTON MO	\$35.04	X

Cardholder Account Summary				
LINDA SIMMS ##### 0961	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,347.02	Cash Advances \$0.00	Total Activity \$2,347.02

Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/03	11/06	PBUS01	05436847308500046705229	MENARDS LAKE OZARK MO LAKE OZARK MO	\$239.00	X
11/04	11/06	PBUS01	55432867308200072366070	INTUIT *QB ONLINE 800-286-6800 CA	\$50.00	X
11/06	11/07	PBUS01	75418237310046518213172	4IMPRINT 877-4467746 WI	\$756.76	X
11/06	11/07	PBUS01	55429507310894023304837	MGIFTS 8009984830 CA	\$381.68	X
11/08	11/09	PBUS01	55546507312602633985077	CENTRALMISSOURINEWSPAP 05737610283 MO	\$112.00	X
11/09	11/10	PBUS01	55547537313286933400105	LEBANON DAILY RECORD 04175329131 MO	\$91.75	X
11/18	11/20	PBUS01	55483827323091003136814	SAMSCLUB #8163 COLUMBIA MO	\$107.38	X
11/18	11/20	PBUS01	55483827323091008292422	SAMSCLUB #8163 COLUMBIA MO	\$15.88	X
11/20	11/21	PBUS01	05314617325500188075087	JIMMY JOHNS - 3677 OSAGE BEACH MO	\$35.40	X
11/20	11/22	PBUS01	05140487325710026367913	WOODS MARKET 2068 OSAGE BEACH MO	\$16.98	X
11/21	11/22	PBUS01	05436847326000403303344	USPS PO 2860360829 OSAGE BEACH MO	\$81.00	X
11/21	11/23	PBUS01	75265867326113500636396	OTC BRANDS, INC. OMAHA NE	\$154.83	X
11/24	11/26	PBUS01	05436847329400029701987	SAMS CLUB #8296 SPRINGFIELD MO	\$94.36	X
12/02	12/03	PBUS01	55432867336200663420144	GOOGLE *SVCSAPPS_ccddr cc@google.com CA	\$210.00	X

Cardholder Account Summary				
GLEND MAHA ##### 3221	Payments & Other Credits \$0.00	Purchases & Other Charges \$167.33	Cash Advances \$0.00	Total Activity \$167.33

Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/04	11/06	PBUS01	55480777308646018019989	LINDT CHOCOLATE #200 I 08776954638 NH	\$102.43	X
11/16	11/17	PBUS01	05436847321000348556191	USPS PO 2812420020 CAMDENTON MO	\$64.90	X

Additional Information About Your Account

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

ScoreCard Bonus Points Information as of 12/03/2017					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	54,572	2,626	0	0	57,198

Final Details for Order #112-6298563-4821029

Print this page for your records.

Order Placed: November 3, 2017

Amazon.com order number: 112-6298563-4821029

Order Total: \$86.90

Shipped on November 4, 2017

Items Ordered

	Price
1 of: <i>Aqua-Pure AP431 Scale Inhibition Replacement Cartridge, Easy Change High Capacity Water Filter for AP430SS</i>	\$29.95

Sold by: Amazon.com LLC

Condition: New

1 of: <i>Aqua-Pure AP430SS Hot Water System Protector</i>	\$56.95
---	---------

Sold by: Amazon.com LLC

Condition: New

Shipping Address:

Myrna Blaine, Camden Cnty Dev.
Disability Resource
PO BOX 722
100 THIRD ST
CAMDENTON, MO 65020-0671
United States

Item(s) Subtotal: \$86.90
Shipping & Handling: \$0.00

Total before tax: \$86.90
Sales Tax: \$0.00

Total for This Shipment: \$86.90

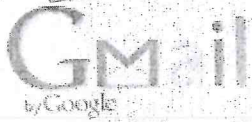
Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Item(s) Subtotal: \$86.90



MYRNA'S CREDIT CARD

Nicole Whittle <nicole@ccddr.org>

Thank you for your order!

1 message

orderconfirmation@pearsonclinical.com <orderconfirmation@pearsonclinical.com>

Mon, Nov 20, 2017 at 3:02 PM

To: nicole@ccddr.org

PEARSON

Dear Nicole Whittle,

Thank you for placing your order with Pearson Clinical Assessment. This message confirms that your order has been received.

Please save and print this message for your records.

Order Tracking:

As your order progresses, you can track it by visiting order status page.

We received your order with the following information:

Order number: WEB733146493374

Date of order: 11/20/2017 4:02:34 PM EST

Shipping Method: Regular - US, PR, and VI (10 to 15 Business Days)

Order Summary:

Items in Order	2
Order Subtotal	\$185.00
Discounts	-\$0.00
Estimated Shipping & Handling*	\$10.00
Estimated Sales Tax*	\$0.00
Grand Total	\$195.00

* All applicable taxes and shipping & handling will appear on your final invoice.

Order Details

This order contains

No.	PRODUCT NAME	Product Number	UNIT PRICE	QTY	TOTAL PRICE
1.	Vineland-3 Q-global Comprehensive report Includes Q-global administration, scoring, and reporting	31354	\$3.50	10	\$35.00 ✓
2.	Vineland-3 manual	31320	\$150.00	1	\$150.00 ✓

\$10 SHIPPING

Bill to address

Nicole Whittle
100 3RD ST
CAMDENTON, MO
65020
United States

Ship to address

Nicole Whittle
100 3RD ST
CAMDENTON, MO
65020
United States

AYANA'S
CREDIT CARD

7016 2070 0000 3181 1142

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

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

ROLEA, MD 21142

OFFICIAL USE

Certified Mail Fee \$3.35

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$0.00

Return Receipt (electronic) \$0.00

Certified Mail Restricted Delivery \$0.00

Adult Signature Required \$0.00

Adult Signature Restricted Delivery \$0.00

Postage \$13.60

Total Postage and Fees \$19.70

Sent To *Rolla*

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Postmark: ROLLA, MD 21142 NOV 27 2017

Expected Delivery Date
 (Thursday 11/30/2017)

Certified 1 \$3.35
 (@@USPS Certified Mail #)
 (70162070000031811142)

Return Receipt 1 \$2.75
 (@@USPS Return Receipt #)
 (9590940304405163341299)

Total \$19.70

Credit Card Remitd \$19.70
 (Card Name: MasterCard)
 (Account #:XXXXXXXXXX6176)
 (Approval #:63266C)
 (Transaction #:920)

Includes up to \$50 insurance

 BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

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

Save this receipt as evidence of insurance. For information on filing an insurance claim go to <https://www.usps.com/help/claims.htm>.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

 Get your mail when and where you want.

See back of receipt for your chance
to win \$1000

ID #: 7L33FGZ4F1

*Office
Supplies*

Walmart

Save money. Live better.

(573) 346 - 3588
MANAGER PAUL GARDNER
94 CECIL ST
CAMDENTON MO 65020

ST# 00089	OP# 004594	TE# 08	TR# 07978	
COTTCLN 45DR	003600047335			15.98 0
FOAMBOARD	007994612991			2.97 0
FAVOR 9.7 6P	004650073226			1.97 0
FAVOR 9.7 6P	004650073226			1.97 0
BIC COR TAPE	007033050589			5.47 0
GV GLASS RF	007874208236			2.94 0
NOTE CUBE	007630892694			1.87 0
NOTE CUBE	007630892694			1.87 0
	SUBTOTAL			35.04
	TOTAL			35.04

MCARD TEND 35.04 6176 1 21

MasterCard **** *
APPROVAL # 68066C
REF # 733500175000
PAYMENT SERVICE - A

AID A0000000041010
TC 31795D5346D9DBA8
TERMINAL # SC010029
*NO SIGNATURE REQUIRED

12/01/17 12:38:09 0.00

CHANGE DUE
ITEMS SOLD 8

TC# 7301 4908 0968 9176 7636



Low Prices You Can Trust. Every Day.
12/01/17 12:38:20

CUSTOMER COPY

Use Walmart Pay to save your receipts.



Use Your  2%
BIG CARD REBATE
MENARDS®

LINDA
CREDIT CARD

MENARDS - LAKE OZARK
1015 Barred Owl Lane
Lake Ozark, MO 65049

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 02/01/18

If you have questions regarding the
charges on your receipt, please
email us at:
OZRKfrontend@menards.com

WATER HEATER
CAMDEN MO OFC



Sale Transaction

Tax Exempt M00063432
Resale

6G ELECTRIC WTR HEATER
6835017

239.00 NT

TOTAL SALE
MasterCard 0961
Auth Code:67313C
Chip Inserted
a0000000041010
TC - 0e639ef8a97a35c7

239.00
239.00

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
1787

GUEST COPY

The Cardholder acknowledges receipt of
goods/services in the total amount shown
hereon and agrees to pay the card issuer
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Maureen

35107 05 0543 11/03/17 11:26AM 3288

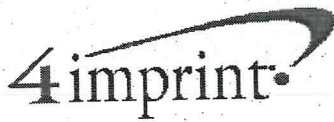
- Company ID: 4642 4099 5
- QuickBooks Subscription status: Subscribed
-

Plan details: QuickBooks Plus:
(\$50.00) / month ^{Acct.} 5567

Next Charge: 10/04/2017

Payment method

MasterCard ending 0961 expires 11/18 Edit



TRAVEL MUGS
CLIENT/CCDDR
CHRISTMAS PARTY

Quotation 14675978

Page 1

101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746
Free Fax: 800-355-5043

Main Address LINDA SIMMS CCDDR 100 3RD STREET CAMDENTON, MO 65020	Invoice Address Linda Simms CCDDR 100 3rd Street CAMDENTON MO 65020 USA	Shipping Address Linda Simms CCDDR 100 3rd Street CAMDENTON, MO 65020 USA Tel: 573-693-1511
--	---	--

Quotation Number: 14675978	Questions Call: Laura Wollerman
Quote Date: October 05, 2017	Phone: 888-722-5203
Quote Valid Until: November 04, 2017	Fax: 888-589-8772
Account No.: 3746813	Email: lwollerman@4imprint.com

Item Seaside Travel Mug - 15 oz. Colors (Mug,Trim): Stainless Steel, Black

Qty	Item #	Description	Unit \$	Price \$	Total \$
225	118054	Seaside Travel Mug - 15 oz.	2.8500	641.25	641.25
1	Coupon	Coupon Code	-69.1250	-69.13	-69.13
1	Set-Up Charge	Set-Up Charge	50.0000	50.00	50.00
		Freight		134.64	134.64

Artwork Instructions

Product Color (Base, Trim): Stainless Steel,Black
Imprint Location: Front & Back
Imprint Colors: To Be Determined

Approved
11-20-17
[Signature]

Grand Total 756.76

METHOD OF PAYMENT

- We previously ordered from you on open account.
- We are well rated with Dun & Bradstreet. My D & B number is _____
- Please fax us a Credit Application. We understand that our order will not go into production until your application is approved, which may take 2-3 weeks.
- Enclosed is a check in the amount of \$ _____ payable to 4imprint.
- MasterCard Visa American Express Discover Diner's Club

IMPORTANT To place your order please put a check mark next to the item(s) you wish to order, sign below and return all pages of this quotation with your artwork. If paying by credit card please contact your customer service representative with your credit card details.

Your Signature Linda Simms Title Compliance Manager Date 10-27-17 Your Purchase Order # _____

Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	225	118054		UPS Ground CWT	Oct 05 2017	134.64

memorablegifts.com

MemorableGifts.com
 7805 Telegraph Rd. Unit G
 Montebello, CA 90640
 http://www.memorablegifts.com/
 Phone: 800-998-4830



ORDER DATE: 11/2/2017 (342) **D**

5816 Osage Beach Parkway Suite 108 | Osage Beach, MO



207354

Economy Delivered in 12-14 Business Days

QC by: _____

AWARDS
 BOARD MEMBERS -
 TERMS EXPIRED

BILL TO:
 Linda Simms
 Camden County Developmental Disability Resources
 PO Box 722
 Camdenton, MO 65020
 Tel: 573-693-1511
 E-mail: linda@ccddr.org

SHIP TO:
 Linda Simms
 Camden County Developmental Disability Resources
 5816 Osage Beach Parkway Suite 108
 Osage Beach, MO 65065
 Tel:

INVOICE #: 207354

ORDER DATE: 11/2/2017

CUSTOMER ID: 177954

SHIPPED VIA: Economy Delivered in 12-14 Business Days

PAYMENT METHOD: Credit Card

DISCOUNT/PROMOTION: 10% off Chat Special Offer (ch1142)

QTY	SKU	Product ID	DESCRIPTION	UNIT PRICE	TOTAL
5	AA-KT43735-J	12127	Jewel Acrylic Award with Base (Block - Jade - 6 3/8" X 4 3/4")	\$59.95	\$299.75
			Upload your Logo: <_image_>11220179339.png Engraving Instructions: SEE EMAIL		

11/3/2017

Camden County Developmental Disability Resources Mail - Memorable Gifts - Order # 207354

1	MG-PROOF	8804	Digital Proof	\$0.00	\$0.00
1	CL-D051BR	328	Personalized Rosewood Book Clock with Brass Plate	\$79.95	\$79.95
			Personalize up to 6 lines (30 char. max per line): SEE EMAIL		
				SHIPPING:	\$39.95
				TAXES:	\$0.00
				DISCOUNTS:	-\$37.97
				TOTAL:	\$381.68

COMMENTS:

Need Before Dec. 11- See Emails for Designs



P.O. Box 420, Jefferson City, Missouri 65102

Tel.: 573-636-3131
 Fax: 573-634-7433

*RFP
 2017-2
 KEYSTONE SALON SIDE
 RENOVATION*

INVOICE	
ACCOUNT NUMBER 33624	INVOICE DATE 11/19/2017
INVOICE NUMBER LE023632	AMOUNT DUE 0.00

CLIENT

Camden County Developmental Disability
 P.O. Box 722
 Attn: Linda S.
 Camdenton, MO 65020

AMOUNT PAID



REMITTANCE PORTION: CUT AND RETURN THIS PORTION WITH YOUR PAYMENT

Account Number	Terms	Invoice Date	Invoice Number
33624	DUE UPON RECEIPT	11/19/2017	LE023632

Ad Text: REQUEST FOR PROPOSAL Sealed offers will be accepted by the Camden County Senate Bill 40 Board for consideration in provision of the following: 2017-2 INTERIOR RENOVATION OF OFFICE AREA This is a prevailing wage project, and contractor is required to pay appropriate prevailing wage. Submissions will be received by the Camden County Senate Bill 40 Board, P.O. Box 722 (if mailed), 100 Third Street (if hand-delivered), Camdenton, MO 65020 until 10:00 AM (CST), on Monday, December 18th, 2017, at which time they will be publicly opened at the Camden County Senate Bill 40 Board meeting at 4:00 PM (CST) at 255 Keystone Industrial Park Drive and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.cccdr.org or by contacting Linda Simms at linda@cccdr.org. There will be a mandatory Pre-Proposal Conference scheduled for Tuesday, December 5th, 2017, at 10:00 AM (CST). Equal Opportunity Employer N.T. Nov. 15, 19, 2017

Ad #: 525158 **Date:** 11/07/2017 **Ad Size:** 1.00 col. x 3.56 Inches **Word Count:** 158

Ad Heading: Public Notices

P.O. #:

News Tribune 112.00

TOTAL: 112.00

ADJUSTMENTS: 0.00

PAYMENTS: 112.00

Amount Due:

TERMS:

THIS INVOICE IS DUE AND PAYABLE ON RECEIPT.

OVERDUE ACCOUNTS WILL BE CHARGED 1.5% INTEREST PER MONTH OVER 60 DAYS.

LEBANON 3
CREDIT
RFP-2
KEYSTONE
SHEETROLL

Merchant: LEBANON DAILY RECORD

100 E COMMERCIAL
LEBANON, MO 65536
US

4175329131

Order Information

Description: AR - Payment

Order Number:

P.O. Number:

Customer ID:

Invoice Number:

Billing Information

Camden County

Shipping Information

Shipping: 0.00

Tax: 0.00

Total: USD 91.75

Payment Information

Date/Time: 09-Nov-2017 13:20:02 CST

Transaction ID: 60766934351

Transaction Type: Authorization w/ Auto Capture

Transaction Status: Captured/Pending Settlement

Authorization Code: 60026C

Payment Method: MasterCard XXXX0961

CLIENT CHRISTMAS PARTY



CLUB MANAGER MATT REAVES
(573) 875 - 2979
COLUMBIA, MO
11/18/17 14:53 2462 08163 009 3413
LINDA

	690072	NAPKINS	6.46	E
	690072	NAPKINS	6.46	E
I	721102	DINNER PLAT	7.96	E
I	721102	DINNER PLAT	7.96	E
I	721102	DINNER PLAT	7.96	E
I	721102	DINNER PLAT	7.96	E
I	721102	DINNER PLAT	7.96	E
	844692	CUTLERY PAC	10.98	E
	844692	CUTLERY PAC	10.98	E
	844692	CUTLERY PAC	10.98	E
	844692	CUTLERY PAC	10.98	E
	690072	NAPKINS	6.46	E
	980014408	HANILA FILE	7.48	E
		2 @ 1.60-		
	U-INST SV	DINNER PLAT	3.20	-N
		SUBTOTAL	107.38	

	TOTAL	107.38
	HCARD TEND	107.38
MasterCard	**** * 0961	I 22
APPROVAL #	65281C	

AID A0000000041010
TC 57C35F53E12805E7
TERMINAL # SC010842
*Signature Verified
CHANGE DUE 0.00

Additional Savings This Trip:
Sam's Instant Savings: \$3.20

Visit samsclub.com to see your savings

ITEMS SOLD 13

TC# 2002 4290 3104 1789 1687 2



Happy to Help

*** MEMBER COPY ***



CLUB MANAGER MATT REAVES
(573) 875 - 2979
COLUMBIA, MO
11/18/17 14:58 2464 08163 009 3413
CAMDEN

	721847	PLATES	7.94	E
	721847	PLATES	7.94	E
		SUBTOTAL	15.88	

	TOTAL	15.88
	HCARD TEND	15.88

MasterCard **** * 0961 I 22
APPROVAL # 68431C

AID A0000000041010
TC B06AC87E056DD440
TERMINAL # SC010842
*NO SIGNATURE REQUIRED
CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 2

TC# 2689 8162 4674 3515 9508



Happy to Help

*** MEMBER COPY ***

BOARD
FOOD
NOV. BOARD MTR

-- REPRINT --
!! DELAY !!

-- Ready At 3:00 PM --

PICKUP

Jimmy Johns #3677
4082 Osage Beach Pkwy
573-302-7323

11-20-2017 Chk# 95 Open 1:58 PM
Tkr 20 Reg# 1 3:04 PM > TODAY <

!! DELAY !!

-- Ready At 3:00 PM --

#1 Pepe	5.75
#1 Pepe	5.75
#4 Turkey Tom	5.75
ADD cheese	0.90
#5 Vito	5.75
#6 The Veggie	5.75
#6 The Veggie	5.75

Subtotal 35.40
Sales Tax (7.475%) Exempt

Total \$ 35.40

*** PAID ***

Cash Tendered 35.40 Tip 0.00

board booth
573-693-1514

PICKUP

Order Taker: Marilyn

!! DELAY !!

-- Ready At 3:00 PM --

Chk# 95



OSAGE BEACH, MO 665065
 (573) 348-2591
 VISIT US AT
 WOODSSUPERMARKET.COM
 Store:2068

*Food for
 11-20-2017
 board mtg*

Cashier: DNU 0918

11/20/17 14:13:54

Woods Reward Card 41260250094
GROCERY
 Wavy Bbq XI Lay 2840020061 3.29 TF
 => 2.50 Reward Card Price -.79 TF
 Wavy Ranch XI L 2840020127 3.29 TF
 => 2.50 Reward Card Price -.79 TF
PRODUCE
 Veggie Tray 70935188878 9.99 TF
 => 7.99 Reward Card Price -2.00 TF
BAKERY
 VARIETY PK SCO 23014500000 3.99 TF
 SUBTOTAL 16.98
 TOTAL TAX .00
 TOTAL 16.98
 MasterCard TENDER 16.98
 Acct:xxxxxxxxxxxx0961
 APPRVL CODE 65054C
 Cash CHANGE .00

NUMBER OF ITEMS 4
 EXEMPT TAX ID 02
 T1 ITEM VALUE EXEMPTED 16.98
 T1 TAX EXEMPTED .76
 T2 ITEM VALUE EXEMPTED .00
 T2 TAX EXEMPTED .00
 T3 ITEM VALUE EXEMPTED .00
 T3 TAX EXEMPTED .00
 T4 ITEM VALUE EXEMPTED .00
 T4 TAX EXEMPTED .00

Sale Savings 3.58
 You Saved a Total of: 3.58
 That is a Savings of: 17%

Trx:249 Term:1 Store:2068 14:14:46

THANK YOU FOR SHOPPING AT WOODS!

DEVIN, STORE MANAGER

YOUR FEEDBACK MATTERS TO WOODS
 WIN \$100 - 2 prizes every month
 Tell us about this visit!

www.woodsfeedback.com
 or Toll-Free 1-866-203-1995

SURVEY CODE:

2017 1120 2068 0001 0249

Valid for 5 days from visit

STAMPS
OSAGE BEACH OFFICE

=====

OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH
MO
65065-9998
2860360829
11/21/2017 (800)275-8777 3:01 PM

=====

Product Description	Sale Qty	Final Price
US Flag Coil/100	1	\$49.00
(Unit Price:\$49.00)		
Tailed-Blue Btfly	40	\$28.00
(Unit Price:\$0.70)		
10c Air Clock PSA	40	\$4.00
(Unit Price:\$0.10)		
Total		\$81.00

Credit Card Remitd \$81.00
(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX0961)
(Approval #:61153C)
(Transaction #:225)

BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.

LINDA
CREDIT
CARD

CLIENT CHRISTMAS
PARTY
TABLE COVERS

THANK YOU!

Your order has been

Order Receipt

received. Next you will receive the following messages about this order:

- Confirmation email with order details within 24 hours.
- Shipping confirmation email with tracking information.

If you have any questions about your order, please contact us at 1-800-875-8480 or email us at orders@oriental.com
Please keep your order number handy and print this page for future reference.

Order Number: 686835776

Placed On: 11/20/17

Shipping

Linda Siumms
100 THIRD ST
PO Box 722
CAMDENTON, MO 65020
United States
573-693-1511

STANDARD:
\$19.99

Estimated Delivery Date:
Nov 27, 2017

In order to deliver your order as soon as possible,
your order may be shipped in multiple packages.

Payment

Linda Siumms
100 THIRD ST
PO Box 722
CAMDENTON, MO 65020
United States
573-693-1511

linda@ccddr.org

Master Card
XXXX-XXXX-XXXX-0961
10/20


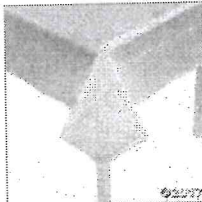
Your credit card will be billed as OTC Brands, Inc.

Order Summary

Subtotal:	\$154.83
Shipping:	\$19.99
Shipping Discount:	-\$19.99
Sales Tax:	\$0.00
ORDER TOTAL:	\$154.83

Cart

67 Item(s)

ITEM	QTY	PRICE	TOTAL
 <p>Green Round Plastic Tablecloth 70/1709 Each Est Delivery: Nov 27, 2017</p>	27	\$2.49	\$67.23
 <p>White Plastic Tablecloth 70/1037 Each Est Delivery: Nov 27, 2017</p>	12	\$1.49	\$17.88



HOT CHOC
FOR CLIENT
CHRISTMAS
PARTY

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

11/24/17 13:18 4587 08296 003 4401

CANDEN

E 7 @ 13.48 94.36 E
365741 LOL COCOA F 94.36
SUBTOTAL 94.36

TOTAL 94.36
MCARD TEND 94.36

MasterCard **** * 0961 1 22
APPROVAL # 69170C

AID A0000000041010
TC D3460D18B6115074
TERMINAL # SC010739
*Signature Verified

CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 7

TC# 8643 0919 3527 8743 3651



Happy to Help

*** MEMBER COPY ***



Google Inc
 1600 Amphitheatre Pkwy
 Mountain View, CA 94043
 United States
 Federal Tax ID: 77-0493581

Invoice

Bill to
 dba Camden Co Develpmntal Disability Resources
 Camden County Senate Bill 40 Board
 PO Box 722
 100 Third Street
 Camdenton, MO 65020
 United States

Details
 Invoice number: 3395647652
 Issue date: Nov 30, 2017
 Payment terms: Due immediately
 Billing ID: 9176-0235-3316
 Billing Account Number: 3543-8551-1772-0210

Google Cloud - GSuite

Nov 1, 2017 - Nov 30, 2017

Account ID: caddr.org

Description	Interval	Quantity	Amount (\$)
G Suite Business: Usage	Nov 1 - Nov 30	21	210.00
Subtotal in USD:			210.00
State sales tax (0%):			0.00
Amount due in USD:			210.00

Bill to: Camden County Senate Bill 40 Board
 Billing ID: 9176-0235-3316
 Invoice number: 3395647652

Amount due in USD:	\$210.00
---------------------------	-----------------

You will be automatically charged for the amount due. No action is required on your part.



[Continue Shopping](#)

Order Confirmation

Thank you for your order!
You will also receive a confirmation by e-mail.

Order number: 832230
Order date: November 1, 2017

*CANDY FOR
CLIENT TRAVEL MEALS
CHRISTMAS PARTY*






Shipping Information:

Shipping Address:

Gigi Maha
100 3rd St
Camdenton Missouri
United States 65020-7336
573-317-9233
gigi@cddr.org

Shipping Method: Standard Home: Delivered in 2 to 5 business days

Hide Order Items

Product	Availability	Qty	Each	Total
 White LINDOR Truffles 75-pc Bag (31.7 oz) SKU:4853	In Stock	1	\$24.99	\$24.99
 Snowman LINDOR Truffles 75-pc Gift Bag SKU:C001618	In Stock	1	\$24.99	\$24.99
 Milk LINDOR Truffles 75-pc Bag (31.7 oz) SKU:4852	In Stock	2	\$24.99	\$49.98
 Dark LINDOR Truffles 75-pc Bag (31.7 oz) SKU:4854	In Stock	1	\$24.99	\$24.99
 Caramel with Sea Salt Dark LINDOR Truffles 75-pc Bag (31.7 oz) SKU:L000782	In Stock	1	\$24.99	\$24.99

Order Subtotal: \$149.94
 Product Discounts: (\$49.98)
 Discount: \$0.00
 Tax: \$2.47
 Shipping: \$12.95
 Shipping Promotion: (\$12.95)
 Shipping Tax: \$0.00
Order Total: \$102.43

Billing Address:

Billing Address

CAMDEN
CAMDEN
MO

65020-9998
2812420020

11/16/2017 (800)275-8777 3:09 PM

Product Description	Sale Qty	Final Price
PM 2-Day Med FR Box (Domestic) (POTOSI, MO 63664) (Flat Rate) (Expected Delivery Date) (Saturday 11/18/2017)	1	\$13.60
Certified (@@USPS Certified Mail #) (70162070000031811135)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912013)	1	\$2.75
PM 2-Day Med FR Box (Domestic) (POTOSI, MO 63664) (Flat Rate) (Expected Delivery Date) (Saturday 11/18/2017)	1	\$13.60
Certified (@@USPS Certified Mail #) (70162070000031811128)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912006)	1	\$2.75
PM 2-Day Flat Rate Env (Domestic) (UNION, MO 63084) (Flat Rate) (Expected Delivery Date) (Saturday 11/18/2017)	1	\$6.65
Certified (@@USPS Certified Mail #) (70162070000031811104)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912037)	1	\$2.75
PM 2-Day Flat Rate Env (Domestic) (UNION, MO 63084) (Flat Rate) (Expected Delivery Date) (Saturday 11/18/2017)	1	\$6.65
Certified (@@USPS Certified Mail #) (70162070000031811111)	1	\$3.35
Return Receipt (@@USPS Return Receipt #) (9590940226316336912020)	1	\$2.75

Total \$64.90

Credit Card Remitd (Card Name:MasterCard) \$64.90
(Account #:XXXXXXXXXXXX3221)
(Approval #:69560C)

MAIL MASTER
FILES (CLIENT)

Resolutions 2017-74,
2018-1, 2018-2,
2018-3, 2018-4,
2018-5, 2018-6,
& 2018-7



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2017-74

CALENDAR YEAR 2018 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 2018:

Chairman: _____

Vice Chairman: _____

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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-1*

Calendar Year 2018 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 Chairman

_____ - Committee Secretary

as members to the Human Resources Committee, to which the Chairman 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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-2

Calendar Year 2018 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 Chairman

_____ - Committee Secretary

as members to the Budget Appropriations Committee, to which the Chairman 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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-3

Calendar Year 2018 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 Bylaws, evaluating changes to policies, approving drafts to new policies, and all related matters or documents concerning Board governance and compliance.

2. That the Board hereby nominates and appoints:

_____ - Committee Chairman

_____ - Committee Secretary

as members to the Agency Governance Committee, to which the Chairman 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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-4*

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.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment "A" to Resolution 2018-4

Fund Balances on 12/31/2017		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re- Allocation to Restricted Funds from 2017	2018 Beginning Balance	Budgeted Used During FY 2018	Budgeted Balance at Year End 2018
Equity					
3000 Restricted SB 40 Tax Fund Balances					
3001 Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3005 Operational Reserves	\$228,411.09	\$905.57	\$229,316.66	\$0.00	\$229,316.66
3010 Transportation	\$33,290.99	\$27,195.65	\$60,486.64	(\$45,000.00)	\$15,486.64
3015 New Programs	\$0.00	\$10,030.00	\$10,030.00	(\$10,030.00)	\$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	\$2,206.59	(\$2,206.59)	\$0.00	\$0.00	\$0.00
3035 Children's Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3040 Sheltered Workshop	\$151,606.00	\$30,652.00	\$182,258.00	(\$182,258.00)	\$0.00
3045 Traditional Medicaid Match	\$789.93	(\$789.93)	\$0.00	\$0.00	\$0.00
3050 Partnership for Hope Match	\$3,952.04	\$8,047.96	\$12,000.00	(\$9,850.00)	\$2,150.00
3055 Building/Remodeling/Expansion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3075 Community Resource	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 3000 Restricted Fund Balances	\$420,256.64	\$73,834.66	\$494,091.30	(\$247,138.00)	\$246,953.30
Unrestricted Funds (Estimated):	\$73,834.66	YES			

Fund Balances on 12/31/2017		After Allocation/Re-Allocation & Anticipated Expenses			
	Current Balance	Allocation/Re- Allocation to Restricted Funds from 2017	2018 Beginning Balance	Budgeted Used During FY 2018	Budgeted Balance at Year End 2018
Equity					
3500 Restricted Services Fund Balances					
3501 Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$51,728.56	\$9,080.69	\$60,809.25	(\$60,809.25)	\$0.00
3560 Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3565 Legal	\$0.00	\$7,400.00	\$7,400.00	(\$7,400.00)	\$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
Total 3500 Restricted TCM Fund Balances	\$251,728.56	\$16,480.69	\$268,209.25	(\$68,209.25)	\$200,000.00
Unrestricted Funds (Estimated):	\$16,480.69	YES			

Proposed Reallocations	Reason
SB 40 Tax: Restrict \$905.57 to Operational Reserves	Record Interest on Money Market and True-Up Balance
SB 40 Tax: Restrict \$27,195.65 to Transportation	Continue OATS Extended Service Funding & MoDOT 5310 Match Commitments to Agencies
SB 40 Tax: Restrict \$10,030.00 to New Programs	Potential New LODC Program Costs and/or New OATS Program Costs
SB 40 Tax: Unrestrict \$2,206.59 in Special Needs	Restricted Funds not Needed for 2018
SB 40 Tax: Restrict \$30,652.00 to Sheltered Workshop	Funding for LAI Operational Shortfall & Assets/Capital Improvements
SB 40 Tax: Unrestrict \$789.93 in Traditional Medicaid Match	Traditional Medicaid Match Contract Ended in 2017
SB 40 Tax: Restrict \$8,047.96 to Partnership for Hope Match	Funding to Pay for Partnership for Hope Services from 2017 Billed in 2018
Services: Restrict \$7,400.00 to Legal	Funding for Budgeted Legal Expenses
Services: Restrict \$9,080.69 to Building/Remodeling/Expansion	Funding for Anticipated Assets/Capital Improvements



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-5

APPROVAL OF AMENDED POLICY #14

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #14, Board Governance.
2. That the Board hereby amends and adopts Policy #14 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date

Attachment “A” to Resolution
2018-5



Policy Number:
14
Effective: May 1, 2008
Revised: April 19, 2010
October 16, 2017, January 22, 2018

Subject: Board Governance

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have sound governance policies in order for the Board of Directors to effectively manage the operations of the Board and in order for the agency to accomplish its stated mission.

POLICY:

Board members shall the following basic legal duties:

- A duty of care
- A duty of loyalty
- A duty of obedience

This policy complements, but does not replace, the Board’s current operating Bylaws.

CCDDR is established as a political subdivision under the laws of Missouri, statute 205.968-205.972. The CCDDR Board of Directors is established as the authority to operate CCDDR in accordance with the above statute, Bylaws, and Board policies.

CCDDR business will be conducted in accordance with the laws of the state of Missouri, Bylaws of the agency, Board policies, and generally accepted business practices that will accomplish the CCDDR mission.

I. Authority of Board of Directors

Each member of the CCDDR Board is legally and morally responsible for all activities of CCDDR. All members of the Board share in a joint and collective authority which exists and can only be exercised when the group is in session.

II. Board Member Commitment

Serving as a Board member of CCDDR involves a very special commitment. To meet that commitment, Board members are expected to:

- Ensure adherence to CCDDR’s mission and ethics statements
- Attend and actively participate in all of the Board’s meetings
- When absent from a meeting, review minutes and results of the missed meeting

- Do their homework to be prepared to participate fully in Board and committee meetings
- Act only with the full Board, not individually unless authorized to do so by the full Board
- Speak for the full Board only when the full Board sanctions he/she in doing so

III. Board Delegation of Policy Interpretation to Staff and Public

The Board delegates to the Executive Director responsibility for policy interpretation to the staff and public and for rule making, issuance of procedural directives, and guides not specifically covered or detailed in the Board policies. Such interpretations, rules, and directives have the force of Board regulations unless and until superseded by the Board action.

IV. Board Member Rights

CCDDR Board members are granted certain specific rights. All Board members have the right to:

- Receive notice of Board meetings and the agenda
- Attend and participate in Board meetings
- Examine CCDDR's books, records, meeting minutes, financial statements, and contracts
- Place items on the Board meeting agenda at the appropriate time

V. Duty of Board Members not to Compete

A Board member may not use his/her position on the CCDDR Board to prevent CCDDR from competing with the Board business. It is expected that Board members, even after they complete Board service, will not use trade secrets, client lists, or other confidential information acquired by virtue of being a member of the Board.

VI. Legal Obligations of Board Members

CCDDR Board members are both responsible and liable for CCDDR. The CCDDR Board and the law require every Board member to follow the rule of the reasonably prudent person and the principle of good faith.

The rule of the reasonably prudent person means that the Board will not:

- Mismanage CCDDR in a manner deviating from fundamental management principles, such as planning carefully for the future of CCDDR or its clients, regularly reviewing the financial status of CCDDR, and monitoring compliance with Board policies
- Fail to govern by utilizing all control systems available to CCDDR
- Be involved in self-promotion that provides personal gain to Board members

The principle of good faith means that Board members will:

- Attend all Board and committee meetings to be a part of Board actions
- Read and understand CCDDR's policies and Bylaws
- Pay attention to organizational affairs and keep informed about organization activities
- Ensure that CCDDR is in compliance with legal requirements
- Avoid self-promotion

CCDDR Board members will not:

- Be critical, in or outside of the Board meeting, of other Board members or their opinions
- Use CCDDR or any part of CCDDR for any personal advantage or the personal advantage of friends or relatives
- Discuss confidential proceedings or closed session proceedings of the Board outside the Board meeting
- Promise prior to a meeting how they will vote on any issue in the meeting
- Interfere with duties of the Executive Director and staff or undermine the Executive Director's authority.

VII. Board Member Composition

The composition of the Board of Directors shall adhere to state statutes in terms of the following:

1. At least two members of the Board shall be related within the third degree to a person with a developmental disability.
2. At least seven Board members must be residents of Camden County Missouri
3. The total number of Board members shall be nine.
4. All Board members shall be appointed by the Camden County Commission to serve three year terms..

VIII. Board Member Selection Process

When there is a vacancy within the Board, the Board shall determine if there is a need to form a Nominating Committee or charge the Executive Director to conduct a search for potential Board members. The Nominating Committee or Executive Director shall be responsible for recommending no more than three candidates to fill the vacancy, which will be submitted to the full Board for review and discussion. Upon finalizing review and discussion by the full Board, the candidates' names shall be submitted for consideration to the Camden County Commission for appointment to the Board.

To be most effective in ensuring the right candidates are considered, the selection criteria shall consider the composition of the current Board, the current Board members qualities, and the needs of CCDDR as an organization. In addition to the consideration of the statutory requirements, some basic qualities Nominating Committee or Executive Director may consider in evaluating potential Board members include the candidates':

- Overall interest and enthusiasm in serving on the Board and in improving the lives of Camden County citizens with developmental disabilities
- Level of integrity
- Prior education/work experience within the field of developmental disabilities
- Team work skills
- Geographic area of residence within the county
- Ability to think toward the future
- Time availability
- Ability to attend Board meetings

The nominating committee shall analyze these qualities along with those of the current Board and consider how the prospective members and current members will work together. The committee may also consider how the prospective members will influence the existing CCDDR Board dynamics.

The ongoing evaluation process of the CCDDR Board and its processes, as well as the annual Board member process, may also influence the selection criteria.

When suitable candidates have been identified, the Nominating Committee or Executive Director shall initiate discussions with them to gauge their interest and provide answers to any questions or concerns. If requested by candidates, the Nominating Committee or Executive Director shall provide candidates with information about the Board and the organization, including: the organization's annual report, promotional brochures, a summary of the organization's services; a summary of the Board's current strategic plan; etc.

The list of candidates shall then be presented to the full CCDDR Board, who shall approve the list of candidates and identify the candidates the Board would like to have appointed. The Board may identify a top candidate or list the candidates in preferential order. Once the list of candidates is approved by the Board, the list of candidates shall be provided to the Camden County Commission, who may choose a candidate from the list to fill the current vacancy and who shall appoint a replacement to the CCDDR Board.

IX. New Board Member Orientation

Once the candidate has been appointed to the Board by the Camden County Commission, the Board Chairperson and Executive Director will welcome the new member to the Board and ensure that the new member receives proper orientation to his/her new roles. Information shall be provided to each new Board member at the start of his or her service. This information will assist the new Board member with becoming familiar with CCDDR and its operations, the functions of the CCDDR Board, and the expectations of each Board member. Throughout the term, the information serves as a useful reference tool for CCDDR Board members.

To assure its effectiveness, the information shall be reviewed with all new CCDDR Board members. The information shall be kept up to date as CCDDR policies change or are

introduced. The information shall include materials, reference links, and/or access to the following:

- CCDDR's current mission statement
- A brief history of CCDDR
- A description of CCDDR's structure and operations, including meeting dates and job descriptions
- A copy of the CCDDR Bylaws
- A Board Member Job Description
- All operational policies of CCDDR
- CCDDR's current strategic plan
- Financial information, including the current CCDDR budget, most-recent audit, investments, insurance and funding information
- A list of common acronyms used within field
- A description of the Board's committees and their terms of reference
- The names and contact information of each CCDDR Board member

All new Board members shall review/sign the following forms upon their initial appointment and annually thereafter:

- HIPAA Confidentiality Agreement
- Code Of Ethical Conduct Agreement
- Code of Ethics Statement
- Conflict of Interest Statement
- Social Media Policy Acknowledgement
- Board Member Job Description
- Corporate Compliance Acknowledgement
- Ethical Conduct and Values Statement
- Gift Disclosure Form
- Internet Bank and Financial Access Agreement
- Principles of Teamwork Acknowledgement
- Any other agreements, acknowledgements, or statements adopted or enacted hereafter

Staff members of CCDDR may lead tours of the CCDDR facility as well as the facilities of contracted agencies for new Board members. This will help new Board members to become familiarized with the programs and services both funded and provided by the Board.

In addition, the CCDDR Board Chairperson or a Board committee chairperson may also organize a committee orientation presentation. This can include describing each CCDDR committee and its purpose, reviewing each committee's work plans or assignments, and becoming familiar with each committee's terms of reference.

- X. At the completion of the CCDDR Board orientation process, new Board members may be encouraged to provide feedback and recommendations on the orientation process. This will help strengthen the process for the future. The CCDDR Board Chairperson may also

periodically involve the new Board member in one-on-one reviews of the members' progress following the orientation.

XI. Board Education & Development

Periodically, CCDDR may provide certain Board development activities for all current Board members to enable them to more effectively accomplish their responsibilities as Board members. Such ongoing Board development activities provide Board members with the appropriate knowledge required to be effective decision makers. Board development activities can also help motivate the Board members in their positions. CCDDR may provide Board training & education activities during regular Board meetings, special meetings, or retreats. These orientation sessions can be in the form of presentations, group discussions, or information-sharing meetings. The Board Chairperson can lead a discussion with the new Board members of the organization's values and services. During the discussion, the Chairperson can refer to the Board's work plan and how it relates to the organization's strategies. The content and need for such Board training and education activities shall be determined on an as-needed basis by the Board.

XII. Annual Board Self Assessments

The CCDDR Board of Directors shall complete annual self assessments of the Board as a whole, as well as self assessments of their individual performance as CCDDR Board members. The self assessments shall be used to provide input as to needed Board development activities and orientation activities.

XIII. Implementation Of Board Policies/Procedures

The Executive Director shall develop proposed policies, manuals, plans, job descriptions, or other Board governance materials at the request of the Board, and may also propose new policies, manuals, plans, job descriptions, or other Board governance materials on his/her own accord, subject to Board approval. All policies, manuals, plans, job descriptions, or other Board governance materials shall be implemented only by approval of the full Board in a meeting with a quorum. On an annual basis, the Executive Director and Administrative Team shall review all policies, manuals, plans, job descriptions, Bylaws, or other Board Governance materials and make recommendations for modifications as-needed to the CCDDR Board of Directors, who shall take proposed modifications under advisement. The Executive Director shall enact agency procedures as appropriate and within the guidelines of policies, manuals, plans, job descriptions, Bylaws, or other Board governance materials.

XIV. Exit Process

Board members may resign their position with the Board at any time by submitting a Letter of Resignation to the CCDDR Board Chairperson. The Letter of Resignation shall provide the circumstances with regard to the Board member's resignation and the effective date of the resignation. Board members may be reappointed for additional three year terms by the Camden County Commission, should the Commission approve the reappointment. If an

appointment or re-appointment has not been confirmed by the Camden County Commission on the term expiration date of any Board member position, the Board member position shall be considered vacant until an appointment or re-appointment is made. If a vacancy or vacancies exist, a quorum of the Board shall then be considered a majority of the confirmed appointed positions remaining.

REFERENCES:

- Sections 205.968-205.972 RSMo
- CARF Standards Manual, Section 1J
- CCDDR Bylaws



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-6

RFP 2017-2: AWARD FOR INTERIOR RENOVATION OF OFFICE AREA

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

WHEREAS, The Camden County SB 40 Board has publicly requested proposals in accordance with Missouri Statutes and Agency Policy #31 – Procurement.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, recognizes the need to renovate the office area for the Keystone business facility.
2. That the Board publicly issued RFP 2017-2 for competitive bidding; performed all necessary procurement processes and evaluations; and has determined Reasbeck Construction, Inc. (RCI), was one of three respondents, and shall be the awarded respondent.
3. That the Board authorizes the Executive Director to execute an Agreement with RCI for the renovation of the office area at the Keystone business facility to begin as soon as reasonably possible.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2018-7

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, CSR 10-11.020 (County Travel Regulations, Mileage Allowance) 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, of the year the IRS changes their standard mileage rate.

WHEREAS, IRS Notice 2018-03 sets the standard mileage rate for transportation or travel expenses at 54.5 cents per mile for all miles of business use (business standard mileage rate) effective January 1st, 2018.

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 51.5 cents per mile to be effective July 1st, 2018.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairman

Date

Secretary, Vice Chairman, or Treasurer

Date