



May 18th, 2015

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 May 18th, 2015, 4:00 PM

This Board Meeting will be held at:

100 Third Street

Camdenton, MO 65020

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Minutes for April 20th, 2015 Board Meeting

Acknowledgement of Distributed Materials to Board Members

- Support Coordination Report
- Agency Economic Report
- Credit Card Statement
- Resolutions 2015-10, 2015-11, 2015-12, 2015-13, 2015-14

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."

Speakers/Guests

- Tax Increment Financing Presentation – Paul Cantwell
- Lake of the Ozarks Developmental Center (LODC) – Monthly Reports
- Children's Learning Center (CLC) – Monthly Reports
- Lake Area Industries (LAI) – Monthly Reports

Old Business for Discussion

1. Waiver Slot Funding – Medicaid Match (Update)
2. TCM FY 2016 Contract (Update)

New Business for Discussion

1. LAI Financial Liaison Workgroup
2. HCBS Final Rule
3. Housing Development Opportunities
4. CCDDR TCM Program Services in other Counties

Support Coordination Report

Agency Economic Report

Credit Card Statement – April 2015

Discussion and Conclusion of Resolutions:

1. Resolution 2015-10: LAI One-Time Funding Request for Asset Purchases, Replacement Costs, and Repair Costs
2. Resolution 2015-11: Approval to Enter Lease Agreement for Office Space
3. Resolution 2015-12: Approval for Executive Director to Appoint “TIF” Representative when Deemed Necessary
4. Resolution 2015-13: New Policy 36, Transportation Policy, and Transportation Manual
5. Resolution 2015-14: Temporary Committee Creation – Keystone Property Programs

Adjournment

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

Ed Thomas, Executive Director CCDDR

100 3rd Street, Camdenton MO 65020

573-317-9233

April 20th, 2015

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY
RESOURCES

Open Session Minutes of April 20, 2015

Members Present

Judy Crawford, Ann Bledsoe, Max Fisher,
Jim Powell, Brian Willey, Suzanne Perkins,
Bob Robinson

Members Absent

Angela Sellers and Michael Gilley

Others Present

Ed Thomas, Executive Director

Guests

Jennifer Campbell (LODC), Lynn Weber, Amy Heier (CLC), Tiffany Riemann-Maasen, Dave Tyler, Gary Smith, James Rogers, John Blatchford, David Campanini, Marvin Johnson, Linda Platter, Lillie Smith, Melissa Hunter (LAI), Cliff Luber, (Commissioner), Myrna Blaine, Edmond Thomas, Linda Simms (CCDDR)

Approval of Agenda

Motion by Suzanne Perkins, second Brian Willey, to approve the agenda as presented.

AYE: Judy Crawford, Ann Bledsoe, Max Fisher, Jim Powell,
Brian Willey, Suzanne Perkins, Bob Robinson

NO: None

Approval of Open Session Board Minutes for March 16, 2015

Motion by Ann Bledsoe, second Max Fisher, to approve the minutes as presented.

AYE: Judy Crawford, Ann Bledsoe, Max Fisher,
Brian Willey, Suzanne Perkins

Abstain: Jim Powell, Bob Robinson because they were not present at the March 16, 2015 Board meeting.

NO: None

Approval of Closed Session Board Minutes for March 16, 2015:

Motion by Max Fisher, second by Ann Bledsoe, to approve the minutes as presented.

AYE: Judy Crawford, Ann Bledsoe, Max Fisher, Brian Willey,
Suzanne Perkins

No: None

Abstain: Jim Powell, Bob Robinson because they were not present at the March 16, 2015 board meeting.

Acknowledgement of Distributed Material to Board Members

- * Support Coordination Report
- * Agency Economic Report
- * Credit Card Statements with Receipts

Public Comments - Speakers/Guests

Lynn Weber (CLC)

An agency progress report listing CLC Objective Progress 2015 YTD was handed out by Lynn. CLC has a total enrollment of 76 students as of March 1– (40 with 53% special needs). The numbers do fluctuate quite a lot. CLC and CCDDR held a meeting on March 20 to discuss funding ideas, working to get relationships built with agencies, accounting services and various other topics for the EDGE program. CLC has applied for a MSE (Multi Sensory Environment) grant. Due to denial letter CLC received from DMH on the vendor application, CARF accreditation for the agency is presently on hold. CLC will work to revise program/application to meet DMH requirements. Due to 2015 change of funding for CLC, they have been trying to cut costs but maintain the quality of their programs. CLC Board of Directors has accepted to use accounting services from CCDDR. CLC will convert to QuickBooks for financial record keeping on May 1st, 2015..

Tiffany Riemann (LAI)

Tiffany handed out the March, 2015 report for LAI. March is setting the pace for a strong 2nd quarter. An overall first quarter sale for 2015 is up 17% from first quarter of 2014. Contract packaging employs 32 of the 68 employees with disabilities that are on LAI payroll. Foam recycling has retrieved 15 tons of material from the landfill since October of 2014. LAI attorney has confirmed that they can sell the old rebuilt foam machine to a broker. A \$9,000 note still remains on the aforementioned foam machine which has been relocated to Georgia. Gifted Gardens brought in \$7500 in sales during opening week. Shredding sales fluctuates – 6 employees work in this center. Gifted Goods and Garments is receiving \$9,000.00 in monthly sales. Wood Products employs 5 persons and sales are up 20%. Transportation payments in the amount of \$12,000 (Med Waiver) were delayed 2 months. LAI has added a new van route for Friday, Saturday and Sunday due to Gifted Gardens being open 7 days a week. LAI has several workshop concerns regarding cash flow, the \$45,000 line of credit at First National Bank, and appliances/equipment that have quit functioning. The LAI safety inspection also had issues.

Jennifer Campbell (LODC)

MMAC audit was held April 1st. LODC licensure & certification were perfect per audit; However, there is a 3month period for written comments to come in.

Dave Tyler's handout of the

Discussion of the LAI summary of request to the Senate Bill 40 Board 4-20-15

Dave Tyler, President of the LAI Board, extended his appreciation to the SB40 Board for distribution of funds for LAI in order to provide meaningful employment. Mr. Tyler requested the SB 40 Board pay off LAI's \$45,000 line of credit with First National Bank and act as the "creditor" for a line of credit to be paid back with no interest.

He asked that SB40 "tap their reserves". LAI has concerns of their financial status and cash flow as the current method of SB 40 disbursement to LAI is not working. LAI had no funding for December, 2014 except for transportation and a small amount of monies for their thrift store. In January, 2015 an additional

\$10,000 from the line of credit had to be used for short term needs. Payroll could not be met and cash flow is consistently short of funds to meet company payroll. He again asked that SB40 pay off their line of credit which would also save them interest charges.

CCDDR has substantial reserves. LAI and its 6 business centers are losing money. Some of the centers are seasonal; some are new and making it difficult to project workloads and profits. All of our 6 centers will never be profitable. LAI's first goal is to provide employment for persons with developmental disabilities.

Again, he asked that SB40 pay off the \$45,000 loan and act as credit manager charging no interest. He also asked that the SB 40 not exclude depreciation from their financial reports when calculating remunerations through the current funding agreement.

"Welcome to LAI financials." LAI spends a lot of time and effort to provide financial reports to SB40. Marvin Johnson asked that a special request be submitted to the CCDDR board to get cost recovered on the depreciation of equipment. To meet allocation needs, LAI feels that SB40 Director, SB 40 board, LAI Director, and LAI board meet on funding practices that will be beneficial to all.

"I have been on the LAI board 30 years and tremendous progress has been made. LAI is able to support 68 employees with 12 on a waiting list. Tiffany is a fantastic leader and LAI is an asset to Camden County. LAI appreciates SB40s part in making this a great effort."

Mr. Tyler then read the remaining items on the list.

1. LAI needs more flexibility to manage the funds in our budget the SB40 Board approved.
2. LAI should be able to use available funds on an overall operational basis.
3. LAI staff should not have to spend substantial time and effort in providing monthly very detailed financial information to the SB40 Board. LAI acknowledges it should be held accountable for all the funding received from every resource and I believe we are. We have an approved budget. We have a yearly audit. Each month the SB40 Board is provided a Statement of Cash Flow, Balance Sheet, and Profit and Loss Statement for each area and a report of Accounts Receivable and Accounts Payable.
4. Prior to the next funding agreement that Executive Directors and representatives from each board meet and collaborate on a budgeting, reporting and funding system that satisfies both organizations' needs.

After Mr. Tyler spoke to the SB 40 Board, Bob Robinson had to leave the meeting due to an emergency

LAI and SB40 Board questions and answers.

Ann Bledsoe: What are your future plans when subminimum wages come to an end?

Tiffany: I am not saying this will happen – LAI model is industrial. I do not think this will happen but it has always been a threat.

Ann Bledsoe: Subminimum wages could come to an end in 2 years.

Tiffany: I do not think this will happen.

Ed Thomas: I was in a meeting of the Employment Futures Roundtable with other SB40 boards, Sheltered Workshops, I/DD advocacy groups, DESE, and DMH regarding subminimum wages and the future of the sheltered workshop and community transition/employment systems. Sheltered workshops in their current form will quite likely change. There will be change in the landscape of the workshops within the next few

years. Department of Justice is calling it segregated employment. Nothing concrete has been set by DMH or DESE. In March of 2019, the HCBS Final Rule will go into full effect. Everyone is wondering how this would be paid for but there are no answers yet.

Tiffany: We need to get a committee together (involving LODC, LAI & CCDDR) for updates on this. DESE told me that LAI is one of the highest paying sheltered workshop in the state of Missouri.

Ann Bledsoe: We all need to look at the future for LAI and the people we serve in Camden County.

Max Fisher: Regarding the \$45,000.00 line of credit – payroll, is it an unexpected expense? Payroll is something you expect. LAI has 2 payrolls to meet monthly, staff and workshop employees.

Tiffany: December was a huge payroll due to the Christmas program. I thought Ed would pay it off.

Ed Thomas: A line of credit was already implemented by LAI before I got involved with the discussions. Funding in January, 2015 – CCDDR funded different programs according to the budget you gave us. January funding was based on your December numbers. LAI allocation formulas change every month and your numbers fluctuates monthly. LAI's initial January funding request was for 40% of the total first 6 months funding that had been allocated. CCDDR has limited funds. I never said you could not put in a special funding request. I do not recommend the board exhaust CCDDR reserves.

Brian Willey: We did not know what would happen with CCDDR funds due to negotiating of the DMH contracts. LAI and CCDDR needs to get together to find a solution to problems with funding. I do want to say that Tiffany is doing a great job working around time schedule for Special Olympics.

Tiffany: We feel like we are being micro-managed. LAI does not want to show where money is moving from one fund to another.

Ann Bledsoe: We need to know which programs we are funding; we have an interest in knowing profitability for what we are funding.

Gary Smith: Certain programs need to be funded for certain dollar amounts. A gross amount should be given to LAI by CCDDR but you should not tell us where to spend it.

Dave Campanini: Funds for one time special purpose and one time budget are sometimes needed – We do not know where money will be spent. We would like flexibility to work within our budget. Cash flow is killing LAI.

Tiffany: The greenhouse is an example of this. CCDDR paid for a small portion of the greenhouse.

Ann Bledsoe: Is there anything at your shop we have not funded?

Tiffany: The wood shop and packaging did not require any funding from CCDDR. It is all of our money.

Marvin Johnson: We are a non-profit organization. We look at our business as being able to provide employment.

Dave Campanini: The average wage in wood products is \$7.65 hour. In 2014 \$4100 a person was annual expense. We are losing on transportation.

Myrna Blaine: There were some rate adjustments in 2014. I would like to note that LAI serves persons with mental illness and developmental disabilities. CCDDR serves persons with developmental disabilities.

Ed Thomas: Year-to-date for the year 2015, LAI has received 8% more in funding than budgeted. LAI receives 40% to 50% of Camden County tax funds. I am not telling you how to run your books or trying to micro-manage you. Promoting and educating the idea for program-specific funding and for previous monthly income statements began in 2013. 2014 began the monthly funding model. 2015 was the first year full funding changes took place. We funded December, 2014 in January, 2015. You had already established a line of credit, which I supported for the coverage of payroll expenses. Once accounts receivables are acquired, the line of credit could be paid almost immediately, which would eliminate accumulating interest on high balances.

Marvin Johnson: LAI is not a normal business.

Dave Campanini: We would like for CCDDR to pay off our line of credit.

Ed Thomas: It is unclear to me how LAI got to this point.

Cliff Luber: What is the amount of CCDDR reserves?

Ed Thomas: \$216,677.00. All tax funds have been either restricted for specific expenses or budgeted to be disbursed. The Targeted Case Management (TCM) program is a break even program.

Max Fisher: We are not trying to micro-manage you. Our responsibility is to get funds distributed evenly in a fair way and to account how Camden County tax dollars are spent.

Ed Thomas: Some of the restricted funds are committed to transportation funds for promises by the SB 40 to fund MoDot grant vehicles. Agencies may have written the grant in 2012 for new van/vans but it may take two to three years before the van/vans are received. CCDDR typically pays 20% match on those grants.

Ann Bledsoe: We would like to understand what your business challenges are and would like to help.

Max Fisher: What were the one time funds requested by LAI in 2012, 2013, and 2014?

Tiffany: Thrift Store, extra transportation expenses, I would have to research, I am not sure off top of my head.

Ann Bledsoe: That is why we need to know what these costs are.

Tiffany: The more people you employ, the more money you will lose. Fulvio (DESE) said to streamline business.

Marvin Johnson: Packaging has gone downhill.

Dave Campanini: For 2015, are monies requested by LAI board above or below budget funding?

Tiffany: \$25,000.00 more to date. We are struggling but numbers are up. Our biggest problem is the \$45,000.00 line of credit.

Ann Bledsoe: We need a better understanding of what brought LAI to this position.

Ed Thomas: The SB 40 funded just shy of \$60,000.00 for the thrift store start-up, \$7500.00 for the textile bailer, and \$33,000.00 for the foam machine. The textile baler was never purchased. Depreciation expenses began being removed from monthly funding calculations in 2015 because the expense category is not being used for its intended purpose. It is intended to build back reserves for major purchases but is

being used to offset immediate expenses. When LAI needs cash for major purposes, LAI asks the SB 40 to fund, therefore, the expense is removed from the calculation. In essence, the SB 40 would be paying for one major purchase twice.

Tiffany: There is 10 years of foam out there to process if machine works. The new auger should last at least 2 years as it is made of the hardest steel.

Max Fisher asked Ed Thomas: Do we have \$45,000.00 not restricted?

Ed Thomas: No

Brian Willey: Do we have \$27,000 (using high \$ amount) for LAI serious items, (the 8 bulleted items on Tiffany's handout – repairs)?

Ed Thomas: I will have to review and I can give an answer tomorrow.

Tiffany: Contract packaging sometimes loses or makes money. 18 people would be out of work if this department did not exist. LAI payroll is heavier in order to keep employees busy.

Ed Thomas: Tax funds are not to be used for interest payments on lines of credit. Supervisors could be used to do some of the lines of work.

Brian Willey: When is the next payment for LAI from CCDDR?

Ed Thomas: May, 2015. Currently, LAI is shy of using 60% of 1st 6 months funds (January 1 to June 30, 2015). LAI shows a \$60,000.00 loss of net potential cash position for January and February, 2015 with no definitive reason why.

Tiffany: We have \$5600 bad debts in collection.

Ed Thomas: All special funding and one time funding requests have to come to the board for approval.

Dave Tyler: LAI wants more flexibility to manage their funds.

Tiffany: Last month we requested \$30,000.00 and received \$20,000.00. We started using Quickbooks last year. CCDDR asks that monies be distributed to categories. It is a matter of opinion of where expenses go; that is what the problem is.

Ed Thomas: Financials were done one way in January and yet another way in February. Supervisor Payroll liabilities were listed under Admin, which needs to change.

Tiffany: Melissa Hunter, (external accountant) did them.

Brian Willey: LAI has some safety concerns, some which appear to be hazardous. This was mentioned previously and Ed will check to see if \$27,000.00 is available for repairs and/or replacements.

Tiffany: Some machinery is old, crappy, pieces of junk.

Max Fisher: \$27,000.00 needs to be applied toward repairs. A group consisting of LAI and CCDDR board members needs to be formed for a committee to discuss LAI financial matters. What is your plan for all of the repairs? Can you look for donations?

Tiffany: I don't know.

Max Fisher made the motion that Ed Thomas check the SB 40 finances for availability of \$27,000.00 to assist LAI for safety repairs – second, Brian Willey

AYE: Judy Crawford, Ann Bledsoe, Max Fisher, Jim Powell, Brian Willey, Suzanne Perkins

NO: None

The SB 40 Board and LAI Board members present agreed to form a group to continue discussions on LAI operations and shortfalls. The SB 40 Board instructed Ed Thomas is to e-mail the board of his findings if any money is available for the repairs.

Old Business for Discussion:

1. Annual Board Forms

All have been returned.

2. Annual Board Evaluations

All have been returned

3. Waiver Slot Funding – Medicaid Match (Update)

The contract has been agreed on and all SB 40 counties are waiting to receive their new contract. The contract will go into effect the first day after contract is signed.

New Business for Discussion:

1. State Fiscal Year 2016 TCM Contract with DMH

A draft of the 2016 TCM contract with DMH was received. Complaints were voiced regarding the draft contract and submitted to MACDDS. DMH has not responded but the process of negotiating has started. A suggestion was made to have a Non-Medicaid TCM rate for Targeted Case Management but it is felt this would not benefit the Camden County SB40 Board.

2. State Fiscal Year DMH Budget

The House and Senate are to meet in conference on April 20. Monies have specifically been allocated for Targeted Case Management so DMH has little input for this budget.

Support Coordination Report

Interviews will begin the week of 4-27-15 for a new Support Coordinator to replace one who has moved out of state. To date, CCDDR has a caseload of 259 with 28 persons going thru the intake process. 5 persons were approved eligible last week. Some persons going thru the intake process are hoping to apply for the housing voucher program but are found ineligible as they do not have a developmental disability diagnosis. Billable time is down somewhat. 90% of the consumers being served by CCDDR are satisfied per completed surveys submitted to our agency.

Motion by Brian Willey, second Max Fisher, to approve the report as presented.

AYE: Judy Crawford, Ann Bledsoe, Max Fisher, Jim Powell, Brian Willey, Suzanne Perkins, Bob Robinson

NO: None

Agency Economic Report

TCM is fully using Set-Works software database. Rebilling can be done without a great deal of difficulty. 90% of what is billed is received. Currently there is \$12,000 in back billing. After 3 months, support coordinators cannot back bill Medicaid. Mo Health Net is 120,000 to 130,000 entries behind.

Motion by Ann Bledsoe, second Max Fisher, to approve the report as presented.

AYE: Judy Crawford, Ann Bledsoe, Max Fisher, Jim Powell, Brian Willey, Suzanne Perkins, Bob Robinson

NO: None

Credit Card Statement (Review & Questions):

Questions were asked but a vote is not required.

February, and March, 2015

Ann Bledsoe asked about the thermometers that were purchased. Myrna explained a new policy from the regional office requires monitoring water temperatures in the ISL's and Group Homes. Max Fisher thought it would be more cost effective to replace ink jet with laser jet printers.

Max Fisher felt it would be more feasible if a summary page for financial data (condensed version) be inserted in the board packets..

Judy asked Tiffany which programs make money for LAI. You need to know this as well as the CCDDR Board. Also, how many developmentally disabled are funded in these programs? CCDDR Board can only fund supported programs with tax payer's monies for those who have developmental disabilities per DMH guidelines.

Tiffany stated that is why the LAI Board attended tonight to present a funding request to the CCDDR Board as they had previously not received the answers they wanted. We asked for \$30,000 and received \$20,000. I copy my Board on all e-mails. LAI feels they are being micro-managed. I believe it would benefit LAI, CLC and CCDDR boards if open quarterly meetings were held to discuss problems and ask questions.

Lynn stated that EDGE program had an operational shortfall of \$20,000 for the period of January thru March.

Ed said that CCDDR would be giving a really hard look at new programs. Repairs are recorded as assets. Special funding requests can still be submitted to our agency. We are not out to hurt anyone. New programs are coming out for CCDDR that we will need to use restricted funds, which is why they were restricted in the first place. We all need to be able to determine if we need to cut programs that are losing money.

Motion by Ann Bledsoe, second Jim Powell, to adjourn meeting.

AYE: Judy Crawford, Ann Bledsoe, Max Fisher, Jim Powell,
Brian Willey, Suzanne Perkins, Bob Robinson

NO: None

Board Chairman

Secretary

Support Coordination Report

April 2015

Consumer Caseloads

- The Agency had 263 consumers in its caseload as of March 31st, 2015
- The Agency had 22 new intakes pending as of March 31st, 2015
- There are 7 Full-Time Support Coordinators handling an average of 38 caseloads each
- The QA & Intake Coordinator is currently handling all intakes

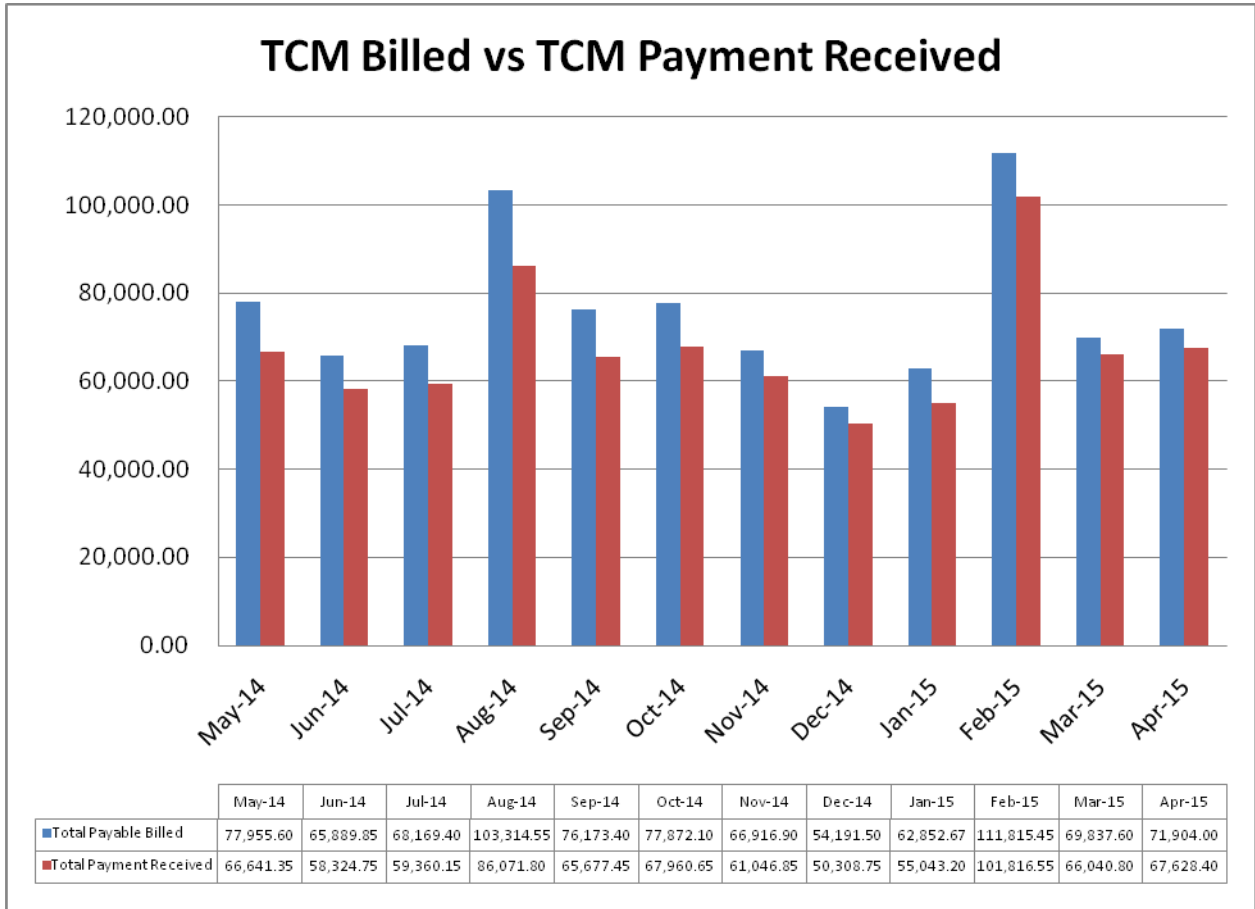
CARF Outcomes & Measures

New CARF Outcomes and Measures reports are being developed and reviewed by Set-Works and the Administrative Team. It is anticipated the new CARF reports will be implemented in July.

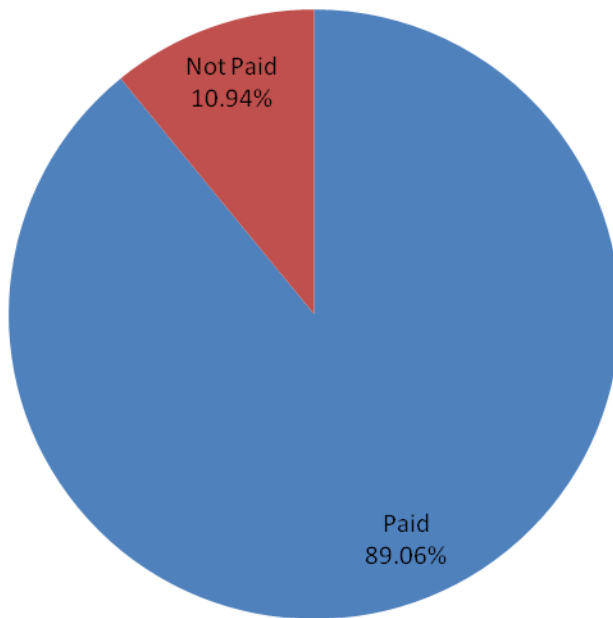
Agency Economic
Report
(Unaudited)

April 2015

Targeted Case Management Income



Percentage Comparison Medicaid Billed vs Medicaid Paid



Camden County Developmental Disability Resources Budget vs. Actuals: FY2015 - FY15 P&L Departments April 2015

	Grants			TCM			Total		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Income									
4000 Income	9,499	13,780	(4,281)	122,517	104,641	17,876	132,017	118,421	13,596
Total Income	9,499	13,780	(4,281)	122,517	104,641	17,876	132,017	118,421	13,596
Expenses									
5000 Payroll & Benefits			0	60,214	59,742	472	60,214	59,742	472
5100 Repairs & Maintenance			0	241	820	(579)	241	820	(579)
5500 Contracted Business Services			0	4,911	4,050	861	4,911	4,050	861
5600 Presentations/Public Meetings			0	45	100	(55)	45	100	(55)
5700 Office Expenses			0	970	2,525	(1,555)	970	2,525	(1,555)
5800 Other General & Administrative			0	500	450	50	500	450	50
5900 Utilities			0	911	1,250	(339)	911	1,250	(339)
6100 Insurance			0	930	2,250	(1,320)	930	2,250	(1,320)
6500 Medicaid Match		5,200	(5,200)			0	0	5,200	(5,200)
6700 Partnership for Hope	4,036	5,350	(1,314)			0	4,036	5,350	(1,314)
6900 Targeted Case Management			0	54,365	35,231	19,134	54,365	35,231	19,134
7100 Housing Programs	12,440	12,375	65			0	12,440	12,375	65
7200 CLC	13,650	20,625	(6,975)			0	13,650	20,625	(6,975)
7300 Sheltered and Community Employment	14,081	26,160	(12,079)			0	14,081	26,160	(12,079)
7900 Special/Additional Needs	6,216	6,900	(684)			0	6,216	6,900	(684)
Total Expenses	50,423	76,610	(26,187)	123,085	106,418	16,667	173,508	183,028	(9,520)
Net Operating Income	(40,923)	(62,830)	21,907	(568)	(1,777)	1,209	(41,491)	(64,607)	23,116
Other Expenses									
8500 Depreciation			0	2,287	2,800	(513)	2,287	2,800	(513)
Total Other Expenses	0	0	0	2,287	2,800	(513)	2,287	2,800	(513)
Net Other Income	0	0	0	(2,287)	(2,800)	513	(2,287)	(2,800)	513
Net Income	(40,923)	(62,830)	21,907	(2,855)	(4,577)	1,722	(43,778)	(67,407)	23,629

Budget Variance Report for the Month of April 2015

Total Income: During April of 2015, total gross income for Grant Programs was lower than budgeted expectations due to lower than anticipated tax collections. TCM Program income was higher than budgeted expectations due to caseload growth and more efficient and accurate billing as a result of the full implementation of the new Set-Works billing software. TCM billing reflects the Support Coordinators' total hours on their recorded timesheets, which is considered "TCM Gross Billing". Although this time is recorded as billed, Medicaid does not pay for time recorded on TCM training, continuing education, case management for Medicaid ineligible consumers, new intake consumers not yet approved by DMH to receive TCM services, and other various case management billing codes. TCM non-Medicaid billable codes are recorded as an expense.

Total Expenses: Overall Grant Program expenses were lower than budgeted primarily because LAI remunerations have reached their allocation cap in 2 categories, while Special Needs expenses and Medicaid Waiver expenses have been lower than budgeted. The Cooperative Funding Contract for Comprehensive and Community Waiver expenses has been approved, signed, and executed beginning in May of 2015. TCM expenses are lower than budgeted primarily due to lower than anticipated R&M, Office, and Insurance expenses.

Camden County Developmental Disability Resources Budget vs. Actuals: FY2015 - FY15 P&L Departments January - April, 2015

	Grants			TCM			Total		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Income									
4000 Income	843,981	829,954	14,027	439,384	471,189	(31,805)	1,283,365	1,301,143	(17,778)
Total Income	843,981	829,954	14,027	439,384	471,189	(31,805)	1,283,365	1,301,143	(17,778)
Expenses									
5000 Payroll & Benefits			0	229,146	271,568	(42,422)	229,146	271,568	(42,422)
5100 Repairs & Maintenance			0	1,345	3,330	(1,985)	1,345	3,330	(1,985)
5500 Contracted Business Services			0	14,143	17,790	(3,647)	14,143	17,790	(3,647)
5600 Presentations/Public Meetings			0	985	400	585	985	400	585
5700 Office Expenses			0	7,579	10,620	(3,041)	7,579	10,620	(3,041)
5800 Other General & Administrative			0	8,679	2,600	6,079	8,679	2,600	6,079
5900 Utilities			0	4,085	5,000	(915)	4,085	5,000	(915)
6100 Insurance			0	6,369	9,600	(3,231)	6,369	9,600	(3,231)
6500 Medicaid Match	0	10,400	(10,400)			0	0	10,400	(10,400)
6700 Partnership for Hope	6,275	10,450	(4,175)			0	6,275	10,450	(4,175)
6900 Targeted Case Management			0	146,769	177,260	(30,491)	146,769	177,260	(30,491)
7100 Housing Programs	51,778	47,100	4,678			0	51,778	47,100	4,678
7200 CLC	71,527	82,500	(10,973)			0	71,527	82,500	(10,973)
7300 Sheltered and Community Employment	105,117	107,190	(2,073)			0	105,117	107,190	(2,073)
7900 Special/Additional Needs	21,850	27,600	(5,750)			0	21,850	27,600	(5,750)
Total Expenses	256,547	285,240	(28,693)	419,100	498,168	(79,068)	675,648	783,408	(107,760)
Net Operating Income	587,434	544,714	42,720	20,284	(26,979)	47,263	607,718	517,735	89,983
Other Expenses									
8500 Depreciation			0	9,161	11,200	(2,039)	9,161	11,200	(2,039)
Total Other Expenses	0	0	0	9,161	11,200	(2,039)	9,161	11,200	(2,039)
Net Other Income	0	0	0	(9,161)	(11,200)	2,039	(9,161)	(11,200)	2,039
Net Income	587,434	544,714	42,720	11,123	(38,179)	49,302	598,557	506,535	92,022

YTD Budget Variance Report

Total Income: As of April 30th, 2015, total gross income for Grant Programs was higher than budgeted expectations due to higher than anticipated tax collections throughout the year. TCM Program income was lower than budgeted expectations due to adjustments in configurations of the new Set-Works billing software and several line items on bi-weekly Mo Health Net claims are being denied – several CCDDR clients' Medicaid re-determination of eligibility has been delayed or not completed. However, the actual TCM payments received from MO Health Net claims reflects a higher percentage (TCM units paid vs TCM units billed). Re-billing of unpaid claims is now occurring on a monthly basis and support coordinators are working with clients/families/guardians to correct Medicaid eligibility issues. TCM billing reflects the Support Coordinators' total hours on their recorded timesheets, which is considered "TCM Gross Billing". Although this time is recorded as billed, Medicaid does not pay for time recorded on TCM training, continuing education, case management for Medicaid ineligible consumers, new intake consumers not yet approved by DMH to receive TCM services, and other various case management billing codes. TCM non-Medicaid billable codes are recorded as an expense.

Total Expenses: Overall Grant Program expenses were lower than budgeted primarily because CLC remunerations, Special Needs expenses, and Medicaid Waiver expenses have been lower than budgeted. TCM expenses are lower than budgeted primarily due to lower than anticipated payroll, office, contracted business services, insurance, R&M, utilities, and TCM expenses. The TCM contract "cap", which DMH bases on a quarterly caseload and payment total, has not been realized as of yet, and TCM efficiency has increased, which is partially due to the configurations of the new Set-Works billing software.

Camden County Developmental Disability Resources
Balance Sheet
As of April 30, 2015

	Grants	TCM	Total
ASSETS			
Current Assets			
Bank Accounts			
1000 Bank Accounts			0
1005 Grant Bank Accounts			0
1010 Grant Account (County Tax Funds) - First Nat'l Bank	15,245	0	15,245
1015 Grant Reserve Account (County Tax Funds) - Central Bank	229		229
1020 Grant Certificate of Deposit (County Tax Funds)	0		0
1025 Grant Account (County Tax Funds) - Sullivan Bank	662,553		662,553
1030 Grant Operating Reserves Account (Tax Funds) - Sullivan Bank	216,963		216,963
Total 1005 Grant Bank Accounts	894,989	0	894,989
1050 TCM Bank Accounts			0
1055 TCM Account (TCM Funds) - 1st Nat'l Bank	0	244,234	244,234
1060 TCM Certificate of Deposit (TCM Funds)		0	0
Total 1050 TCM Bank Accounts	0	244,234	244,234
Total 1000 Bank Accounts	894,989	244,234	1,139,224
Total Bank Accounts	894,989	244,234	1,139,224
Accounts Receivable			
1300 Property Taxes			0
1310 Property Tax Receivable	812,706		812,706
1315 Allowance for Doubtful Accounts	(24,169)		(24,169)
Total 1300 Property Taxes	788,537	0	788,537
1350 Allowance for Doubtful Accounts	(2,306)		(2,306)
Total Accounts Receivable	786,231	0	786,231
Other current assets			
1399 TCM Remittance Advices In-Transit	0	67,628	67,628
1400 Other Current Assets			0
1410 Other Deposits	0		0
Total 1400 Other Current Assets	0	0	0
1450 Prepaid Expenses		0	0
1455 Prepaid-Insurance	0	19,839	19,839
Total 1450 Prepaid Expenses	0	19,839	19,839
Total Other current assets	0	87,468	87,468
Total Current Assets	1,681,220	331,702	2,012,922
Fixed Assets			
1500 Fixed Assets			0
1510 Land		61,400	61,400
1520 Building		606,787	606,787
1525 Accumulated Depreciation - Building		(109,752)	(109,752)
1530 Remodeling		126,736	126,736
1535 Accumulated Depreciation - Remodeling		(29,156)	(29,156)
1540 Equipment		57,277	57,277
1545 Accumulated Depreciation - Equipment		(24,373)	(24,373)
1550 Vehicles		0	0
1555 Accumulated Depreciation - Vehicles		0	0
Total 1500 Fixed Assets	0	688,919	688,919

	0	688,919	688,919
Total Fixed Assets			
TOTAL ASSETS	1,681,220	1,020,621	2,701,842
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
1900 Accounts Payable	5,362	1,348	6,711
Total Accounts Payable	5,362	1,348	6,711
Other Current Liabilities			
2000 Current Liabilities			0
2005 Accrued Accounts Payable	(268)	1,277	1,008
2006 DMH Payable	0		0
2010 Accrued Payroll Expense	0	0	0
2015 Accrued Compensated Absences	0	0	0
2025 Prepaid Services	0		0
2030 Deposits	0		0
2050 Prepaid Tax Revenue	147,658		147,658
2055 Deferred Inflows - Property Taxes	607,261		607,261
2060 Payroll Tax Payable		0	0
2061 Federal W / H Tax Payable	0	(67)	(67)
2062 Social Security Tax Payable	143	(40)	103
2063 Medicare Tax Payable	(143)	143	0
2064 MO State W / H Tax Payable	458	761	1,219
Total 2060 Payroll Tax Payable	458	797	1,255
2070 Payroll Clearing		155	155
2071 AFLAC Pre-tax W / H	222	594	815
2072 AFLAC Post-tax W / H	22	42	65
2073 Vision Insurance W / H	7	(90)	(83)
2074 Health Insurance W / H	739	(739)	0
2075 Dental Insurance W / H	(41)	(476)	(517)
2076 Savings W / H		0	0
2078 Misc W / H		156	156
2079 Other W / H		0	0
Total 2070 Payroll Clearing	950	(359)	591
Total 2000 Current Liabilities	756,059	1,714	757,774
Total Other Current Liabilities	756,059	1,714	757,774
Total Current Liabilities	761,422	3,063	764,484
Total Liabilities	761,422	3,063	764,484
Equity			
3000 Restricted Grant Fund Balances			0
3001 Operational	0		0
3005 Operational Reserves	216,677		216,677
3010 Transportation	19,959		19,959
3015 New Programs	0		0
3030 Special Needs	75		75
3045 Traditional Medicaid Match	5,523		5,523
3050 Partnership for Hope Match	9,107		9,107
3055 Building/Remodeling/Expansion	42,165		42,165
3065 Legal	24,229		24,229
3070 TCM	0		0
Total 3000 Restricted Grant Fund Balances	317,736	0	317,736
3500 Restricted TCM Fund Balances			0
3501 Operational		0	0

3505 Operational Reserves		194,949	194,949
3510 Transportation		0	0
3515 New Programs		0	0
3530 Special Needs		0	0
3550 Partnership for Hope Match		0	0
3555 Building/Remodeling/Expansion		5,205	5,205
3560 Sponsorships		0	0
3565 Legal		12,217	12,217
3599 Other		696,827	696,827
Total 3500 Restricted TCM Fund Balances	0	909,199	909,199
3900 Unrestricted Fund Balances	(3,943)	115,809	111,866
3950 Prior Period Adjustment	0	0	0
3999 Clearing Account	0	0	0
Net Income	587,434	11,123	598,557
Total Equity	901,226	1,036,131	1,937,357
TOTAL LIABILITIES AND EQUITY	1,662,648	1,039,194	2,701,842

Camden County Developmental Disability Resources
Statement of Cash Flows
 April 2015

	Grants	TCM	Total
OPERATING ACTIVITIES			
Net Income	(40,923)	(2,855)	(43,778)
Adjustments to reconcile Net Income to Net Cash provided by operations:			0
1455 Prepaid Expenses:Prepaid-Insurance		(9,459)	(9,459)
1525 Fixed Assets:Accumulated Depreciation - Building		1,239	1,239
1535 Fixed Assets:Accumulated Depreciation - Remodeling		547	547
1545 Fixed Assets:Accumulated Depreciation - Equipment		501	501
1900 Accounts Payable	1,240	2,228	3,468
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0	0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0	0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0	0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		49	49
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(47)	(47)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(8)	(8)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(7)	(7)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(60)	(60)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0	0
2078 Current Liabilities:Payroll Clearing:Misc W / H		3	3
2079 Current Liabilities:Payroll Clearing:Other W / H		(635)	(635)
Net cash provided by operating activities	(39,683)	(8,504)	(48,187)
FINANCING ACTIVITIES			
3050 Restricted Grant Fund Balances:Partnership for Hope Match	(447)		(447)
3565 Restricted TCM Fund Balances:Legal		(890)	(890)
Net cash provided by financing activities	(447)	(890)	(1,337)
Net cash increase for period	(40,131)	(9,394)	(49,524)
Cash at beginning of period	935,120	321,257	1,256,377
Cash at end of period	894,989	311,863	1,206,852

Camden County Developmental Disability Resources
Statement of Cash Flows
January - April, 2015

	Grants	TCM	Total
OPERATING ACTIVITIES			
Net Income	587,434	11,123	598,557
Adjustments to reconcile Net Income to Net Cash provided by operations:			0
1455 Prepaid Expenses:Prepaid-Insurance		(1,015)	(1,015)
1525 Fixed Assets:Accumulated Depreciation - Building		4,955	4,955
1535 Fixed Assets:Accumulated Depreciation - Remodeling		2,187	2,187
1545 Fixed Assets:Accumulated Depreciation - Equipment		2,019	2,019
1900 Accounts Payable	(7,759)	(4,767)	(12,526)
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		36	36
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0	0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0	0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		574	574
2070 Current Liabilities:Payroll Clearing		155	155
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(299)	(299)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(22)	(22)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(7)	(7)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(168)	(168)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0	0
2078 Current Liabilities:Payroll Clearing:Misc W / H		(145)	(145)
2079 Current Liabilities:Payroll Clearing:Other W / H		(163)	(163)
Net cash provided by operating activities	579,675	14,462	594,136
FINANCING ACTIVITIES			
3030 Restricted Grant Fund Balances:Special Needs	751		751
3045 Restricted Grant Fund Balances:Traditional Medicaid Match	1,178		1,178
3050 Restricted Grant Fund Balances:Partnership for Hope Match	(16,984)		(16,984)
3055 Restricted Grant Fund Balances:Building/Remodeling/Expansion	775		775
3065 Restricted Grant Fund Balances:Legal	24,229		24,229
3070 Restricted Grant Fund Balances:TCM	0		0
3560 Restricted TCM Fund Balances:Sponsorships		(44,565)	(44,565)
3565 Restricted TCM Fund Balances:Legal		12,217	12,217
3900 Unrestricted Fund Balances	(51,663)	24,229	(27,434)
Net cash provided by financing activities	(41,714)	(8,119)	(49,832)
Net cash increase for period	537,961	6,343	544,304
Cash at beginning of period	357,028	305,520	662,548
Cash at end of period	894,989	311,863	1,206,852

Check Detail

April 2015

1025 Grant Account (County Tax Funds) - Sullivan Bank

Date	Transaction Type	Num	Name	Amount
04/03/2015	Bill Payment (Check)	2454	T&L Morgan Properties LLC	-1,000.00
04/03/2015	Bill Payment (Check)	2455	Elegant Transport	-424.00
04/03/2015	Bill Payment (Check)	2456	Missouri Ozarks Community Action, Inc.	-450.00
04/03/2015	Bill Payment (Check)	2457	WeDrive Driving School	-300.00
04/10/2015	Bill Payment (Check)	2459	Garry Euler	-274.00
04/10/2015	Bill Payment (Check)	2460	Wimaca Oaks Apartments, LLC	-456.00
04/10/2015	Bill Payment (Check)	2461	Valerie Stonitsch	-193.00
04/10/2015	Bill Payment (Check)	2462	Brookview Apartments of Camdenton	-100.00
04/10/2015	Bill Payment (Check)	2463	Brian Doerr	-253.00
04/10/2015	Bill Payment (Check)	2464	MO HealthNet	-319.00
04/10/2015	Bill Payment (Check)	2465	Valerie Stonitsch	-193.00
04/10/2015	Bill Payment (Check)	2466	Brookview Apartments of Camdenton	-100.00
04/10/2015	Bill Payment (Check)	2467	Brian Doerr	-253.00
04/10/2015	Bill Payment (Check)	2468	MO HealthNet	-460.00
04/10/2015	Bill Payment (Check)	2469	Valerie Stonitsch	-193.00
04/10/2015	Bill Payment (Check)	2470	MO HealthNet	-616.00
04/10/2015	Bill Payment (Check)	2471	Valerie Stonitsch	-193.00
04/10/2015	Bill Payment (Check)	2472	MO HealthNet	-39.00
04/10/2015	Bill Payment (Check)	2473	MO HealthNet	-121.00
04/10/2015	Bill Payment (Check)	2474	Achieving Life Skills	-292.80
04/17/2015	Bill Payment (Check)	2475	MO HealthNet	-234.00
04/17/2015	Bill Payment (Check)	2476	Andrew H. Stahl II	-519.00
04/17/2015	Bill Payment (Check)	2477	Missouri Ozarks Community Action, Inc.	-225.00
04/17/2015	Bill Payment (Check)	2478	Elegant Transport	-249.00
04/17/2015	Bill Payment (Check)	2479	J.C. Sutton LLC	-436.00
04/17/2015	Bill Payment (Check)	2480	Brian Doerr	-253.00
04/17/2015	Bill Payment (Check)	2481	Grave Rental Properties	-875.00
04/17/2015	Bill Payment (Check)	2482	T&L Morgan Properties LLC	-500.00
04/17/2015	Bill Payment (Check)	2483	Aloha Development, Inc	-135.00
04/17/2015	Bill Payment (Check)	2484	Phyllis Ilene Hood	-588.00
04/17/2015	Bill Payment (Check)	2485	Professional Management Group, Inc.	-325.00
04/17/2015	Bill Payment (Check)	2486	Chandler, LP	-160.00
04/17/2015	Bill Payment (Check)	2487	Glen Donnach, LLC	-224.00
04/17/2015	Bill Payment (Check)	2488	Wimaca Oaks Apartments, LLC	-250.00
04/17/2015	Bill Payment (Check)	2489	Brookview Apartments of Camdenton	-100.00
04/17/2015	Bill Payment (Check)	2490	Revelation Construction & Development, LLC	-100.00
04/17/2015	Bill Payment (Check)	2491	Valerie Stonitsch	-193.00
04/17/2015	Bill Payment (Check)	2492	Sterent, Inc.	-100.00
04/17/2015	Bill Payment (Check)	2493	Camden Manors, Inc.	-100.00
04/17/2015	Bill Payment (Check)	2494	Camdenton Apartments dba Lauren's Place	-100.00
04/17/2015	Bill Payment (Check)	2495	Garry Euler	-803.00
04/17/2015	Bill Payment (Check)	2496	John Farrell Real Estate Company	-100.00
04/17/2015	Bill Payment (Check)	2497	Phoenix Home Care	-3,135.00
04/17/2015	Bill Payment (Check)	2498	Andrew H. Stahl II	-519.00
04/17/2015	Bill Payment (Check)	2499	MO HealthNet	-391.00
04/17/2015	Bill Payment (Check)	2500	J.C. Sutton LLC	-258.00
04/17/2015	Bill Payment (Check)	2501	Professional Management Group, Inc.	-304.00
04/17/2015	Bill Payment (Check)	2502	Revelation Construction & Development, LLC	-775.00

04/17/2015	Bill Payment (Check)	2503	Andrew H. Stahl II	-519.00
04/17/2015	Bill Payment (Check)	2504	MO HealthNet	-317.00
04/17/2015	Bill Payment (Check)	2505	J.C. Sutton LLC	-438.00
04/17/2015	Bill Payment (Check)	2506	Revelation Construction & Development, LLC	-424.00
04/17/2015	Bill Payment (Check)	2507	Professional Management Group, Inc.	-119.00
04/17/2015	Bill Payment (Check)	2508	Andrew H. Stahl II	-519.00
04/17/2015	Bill Payment (Check)	2509	Professional Management Group, Inc.	-347.00
04/17/2015	Bill Payment (Check)	2510	J.C. Sutton LLC	-675.00
04/17/2015	Bill Payment (Check)	2511	Professional Management Group, Inc.	-100.00
04/17/2015	Bill Payment (Check)	2512	Childrens Learning Center	13,650.00
04/24/2015	Bill Payment (Check)	2751	MO HealthNet	-260.00
04/24/2015	Bill Payment (Check)	2752	Lake Area Industries	0.00
04/27/2015	Bill Payment (Check)	2753	Lake Area Industries	14,081.00

1055 TCM Account (TCM Funds) - 1st Nat'l Bank

Date	Transaction Type	Num	Name	Amount
04/03/2015	Bill Payment (Check)	5729	Linda Gifford	-66.32
04/03/2015	Bill Payment (Check)	5730	Office Business Equipment	-118.36
04/03/2015	Bill Payment (Check)	5731	KMB Technical Group, Inc.	-516.00
04/03/2015	Bill Payment (Check)	5732	Linda Simms	-196.70
04/03/2015	Bill Payment (Check)	5733	Lagers	-2,217.20
04/03/2015	Bill Payment (Check)	5734	Edmond J Thomas	-199.40
04/03/2015	Bill Payment (Check)	5735	Ryan Johnson	-114.80
04/03/2015	Bill Payment (Check)	5736	Glenda North	-110.00
04/03/2015	Bill Payment (Check)	5737	Eddie L Thomas	-190.41
04/03/2015	Bill Payment (Check)	5738	Janine's Flowers	-65.00
04/03/2015	Bill Payment (Check)	5739	MSW Interactive Designs LLC	-30.00
04/03/2015	Bill Payment (Check)	5740	Republic Services #435	-56.49
04/03/2015	Bill Payment (Check)	5741	Lori Cornwell	-80.24
04/03/2015	Bill Payment (Check)	5742	Clean Cut Lawn Care etc. LLC	-64.00
04/03/2015	Bill Payment (Check)	5743	Summit Natural Gas of Missouri	-220.08
04/03/2015	Bill Payment (Check)	5744	LaSella M Wynes	-87.70
04/03/2015	Bill Payment (Check)	5745	Sharla Jenks	-99.05
04/03/2015	Bill Payment (Check)	5746	Aflac	-710.47
04/03/2015	Bill Payment (Check)	5747	G G Maha	-53.90
04/07/2015	Expense	150401	Annie Meyer	-1,136.68
04/07/2015	Expense	150402	Myrna Blaine	-1,366.49
04/07/2015	Expense	150403	Angela Marks	-1,092.42
04/07/2015	Expense	150404	Sharla Jenks	-837.82
04/07/2015	Expense	150405	Linda Gifford	-819.75
04/07/2015	Expense	150406	Edmond J Thomas	-1,164.23
04/07/2015	Expense	150407	Dawn Houston	-1,002.23
04/07/2015	Expense	150408	Ryan Johnson	-1,037.07
04/07/2015	Expense	150409	Eddie L Thomas	-2,054.37
04/07/2015	Expense	150410	Betty L Baxter	-456.16
04/07/2015	Expense	150411	Lori Cornwell	-633.88
04/07/2015	Expense	150412	LaSella M Wynes	-973.37
04/07/2015	Expense	04/07/2015	Internal Revenue Service	-4,464.92
04/09/2015	Expense	04/09/2015	Edward Jones	-50.00
04/10/2015	Bill Payment (Check)	5760	Camden County PWSD #2	-39.03
04/10/2015	Bill Payment (Check)	5759	Lake Area Industries	-50.00
04/10/2015	Bill Payment (Check)	5758	Direct Service Works	-1,590.00
04/10/2015	Bill Payment (Check)	5757	LaClede Electric Cooperative	-398.53

04/10/2015	Bill Payment (Check)	5756	AT&T	-81.55
04/10/2015	Bill Payment (Check)	5755	Ameren Missouri	-179.57
04/10/2015	Bill Payment (Check)	5754	Linda Simms	-1,070.50
04/10/2015	Bill Payment (Check)	5753	G G Maha	-691.10
04/10/2015	Bill Payment (Check)	5752	Ezard's, Inc.	-66.41
04/10/2015	Bill Payment (Check)	5751	Achieving Life Skills	0.00
04/10/2015	Bill Payment (Check)	5750	Glenda North	-55.00
04/10/2015	Bill Payment (Check)	5749	Annie Meyer	-103.25
04/10/2015	Bill Payment (Check)	5748	Clean Cut Lawn Care etc. LLC	-64.00
04/17/2015	Bill Payment (Check)	5761	Bankcard Center	-902.33
04/17/2015	Bill Payment (Check)	5762	Angela Marks	-162.08
04/17/2015	Bill Payment (Check)	5763	City Of Camdenton	-56.61
04/17/2015	Bill Payment (Check)	5764	Ezard's, Inc.	-700.00
04/17/2015	Bill Payment (Check)	5765	Creative Software	-450.00
04/17/2015	Bill Payment (Check)	5766	Glenda North	-55.00
04/17/2015	Bill Payment (Check)	5767	Lebanon Daily Record	-68.02
04/21/2015	Expense	150421	Annie Meyer	-1,114.76
04/21/2015	Expense	150422	Myrna Blaine	-1,366.52
04/21/2015	Expense	150423	Angela Marks	-1,016.60
04/21/2015	Expense	150424	Sharla Jenks	-809.20
04/21/2015	Expense	150425	Linda Gifford	-825.04
04/21/2015	Expense	150426	Edmond J Thomas	-1,164.20
04/21/2015	Expense	150427	Dawn Houston	-1,002.24
04/21/2015	Expense	150428	Ryan Johnson	-1,017.89
04/21/2015	Expense	150429	Eddie L Thomas	-2,054.39
04/21/2015	Expense	150430	Betty L Baxter	-456.16
04/21/2015	Expense	150431	Lori Cornwell	-842.07
04/21/2015	Expense	150432	LaSella M Wynes	-973.37
04/22/2015	Expense	04/22/2015	Internal Revenue Service	-4,551.44
04/22/2015	Expense	04/22/2015	Edward Jones	-50.00
04/23/2015	Check	SVCCHRG		-15.20
04/24/2015	Bill Payment (Check)	5768	US Department of Education - Tracking # 1017780285	-307.70
04/24/2015	Bill Payment (Check)	5769	Dawn Houston	-139.98
04/24/2015	Bill Payment (Check)	5770	G G Maha	-691.10
04/24/2015	Bill Payment (Check)	5771	Linda Simms	-1,070.52
04/24/2015	Bill Payment (Check)	5772	Clean Cut Lawn Care etc. LLC	-192.00
04/24/2015	Bill Payment (Check)	5773	Ann Bledsoe	-205.39
04/24/2015	Bill Payment (Check)	5774	Principal Life Ins	-152.53
04/24/2015	Bill Payment (Check)	5775	Mo Division Of Employment Security	-3,004.53
04/24/2015	Bill Payment (Check)	5776	Mo Department Of Revenue	-1,182.00
04/24/2015	Bill Payment (Check)	5777	Mo Consolidated Health Care	-8,595.29
04/24/2015	Bill Payment (Check)	5778	Bryan Cave LLP	-890.00
04/24/2015	Bill Payment (Check)	5779	Glenda North	-110.00
04/24/2015	Bill Payment (Check)	5780	E-Z Disposal	-22.00
04/24/2015	Bill Payment (Check)	5781	Staples	-55.37
04/28/2015	Bill Payment (Check)	5782	Osage Lock, Inc	-204.00
04/28/2015	Bill Payment (Check)	5783	Missouri Employers Mutual MEM	12,329.00
04/28/2015	Bill Payment (Check)	5784	Lagers	-2,390.13

April 2015
Credit Card Statement

CENTRAL BANK

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



Spine
Card

Bonus Points Available
8,260

Account Summary

Billing Cycle		05/04/2015
Days In Billing Cycle		29
Previous Balance		\$902.33
Purchases	+	\$2,728.22
Cash	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$902.33
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
NEW BALANCE		\$2,728.22

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,271.78
Available Cash	\$6,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

- Call us at: (800) 445-9272
Lost or Stolen Card: (866) 839-3485
- Go to www.bankcardcenter.net
- Write us at PO BOX 779, JEFFERSON CTY, MO 65102-0779

Payment Summary

NEW BALANCE	\$2,728.22
MINIMUM PAYMENT	\$82.00
PAYMENT DUE DATE	06/02/2015

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

Corporate Activity

TOTAL CORPORATE ACTIVITY				\$902.33-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
04/22	04/22	00901376	PAYMENT - THANK YOU	\$902.33-

Cardholder Account Summary

EDDIE THOMAS ##### 7076	Payments & Other Credits \$0.00	Purchases & Other Charges \$668.45	Cash Advances \$0.00	Total Activity \$668.45
-----------------------------------	---	--	--------------------------------	-----------------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/08	04/09	PBUS01	55432865098000689015080	SQ *JAMES THOMPSON MID Camdenton MO	\$280.00
04/28	04/29	PBUS01	55432865119000341229629	SHOE LOT - CPS#0001 Q4 ST LOUIS MO	\$8.00
04/30	05/03	PBUS01	55541865121004055044194	ST LOUIS CITY CTR HTL ST LOUIS MO	\$10.43

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
05/04/15	\$2,728.22	\$82.00	06/02/15

\$

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



MAKE CHECK PAYABLE TO:

BANKCARD SERVICES
PO BOX 8000
JEFFERSON CTY MO 65102-8000

5475780000055386 00008200 00272822



BL ACCT 0000256-1000000
 CAMDEN CO DD RES
 Account Number: #### #### #### 5386
 Page 3 of 4

Cardholder Account Detail Continued					Amount
Trans Date	Post Date	Plan Name	Reference Number	Description	
05/02	05/04	PBUS01	55541865123004105293146	ST LOUIS CITY CTR HOTE ST LOUIS MO 480875 ARRIVAL 04/28/15 DEPART 05/02/15	\$370.02 X

Cardholder Account Summary				
MYRNA BLAINE #### #### #### 6176	Payments & Other Credits \$0.00	Purchases & Other Charges \$137.99	Cash Advances \$0.00	Total Activity \$137.99

Cardholder Account Detail					Amount
Trans Date	Post Date	Plan Name	Reference Number	Description	
04/07	04/09	PBUS01	55541865098010185712369	THE HOME DEPOT #3027 OSAGE BEACH MO	\$10.13 X
04/15	04/16	PBUS01	05436845106400036607808	WM SUPERCENTER #89 CAMDENTON MO	\$26.10 X
04/20	04/21	PBUS01	55425655111207741300213	MALARKEYS PUB & GRILL CAMDENTON MO	\$61.17 X
04/23	04/24	PBUS01	55309595114838005702664	MURPHY7182ATWALMRT CAMDENTON MO	\$40.59 X

Cardholder Account Summary				
LINDA SIMMS #### #### #### 8644	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,921.78	Cash Advances \$0.00	Total Activity \$1,921.78

Cardholder Account Detail					Amount
Trans Date	Post Date	Plan Name	Reference Number	Description	
04/10	04/12	PBUS01	05436845101400040510704	WM SUPERCENTER #815 OSAGE BEACH MO	\$6.88 X
04/17	04/19	PBUS01	55432865107000917230310	INTUIT *QB ONLINE 800-286-6800 CA	\$39.95 X
04/23	04/24	PBUS01	05410195113418201191847	USPS 28603608230765119 OSAGE BEACH MO	\$14.38 X
04/29	04/30	PBUS01	55429505119894360039837	PAYPAL *VOLTAGESECU 4029357733 CA	\$7.60 X
04/29	04/30	PBUS01	55429505119894360902521	PAYPAL *VOLTAGESECU 4029357733 CA	\$1,485.00 X
04/29	04/30	PBUS01	25140525120000014200017	CAMDENTON AREA CHAMBER CAMDENTON MO	\$12.00 X
04/30	05/01	PBUS01	55417345121151216367305	VISTAPR*VistaPrint.com 866-6148002 CA	\$31.67 X
05/01	05/03	PBUS01	55483825122091003728856	SAMSClub #8296 SPRINGFIELD MO	\$268.09 X
05/01	05/04	PBUS01	05410195122868022590008	DEALS 3389 00033894 SPRINGFIELD MO	\$8.55 X
05/02	05/04	PBUS01	05436845123400047133074	WM SUPERCENTER #815 OSAGE BEACH MO	\$11.71 X
05/02	05/04	PBUS01	55432865122000002390137	INTUIT *QB ONLINE 800-286-6800 CA	\$35.95 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 05/03/2015						
	Beginning Balance	Points Earned	Bonus Earned	Points Adjusted	Points Redeemed	Ending Balance
	6,123	2,127	10	0	0	8,260

Staff CPR Training

RECEIPT		DATE <u>APRIL 8, 2015</u>	No. <u>738306</u>
RECEIVED FROM <u>CCDDR</u>		<u>\$ 280⁰⁰</u>	
<u>TWO HUNDRED EIGHTY AND ⁰⁰/₁₀₀</u>		DOLLARS	
<input type="radio"/> FOR RENT		<input checked="" type="radio"/> FOR <u>CPR</u>	
ACCOUNT		<input type="radio"/> CASH	
PAYMENT		<input type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input checked="" type="radio"/> CREDIT CARD	
		FROM <u>8-10am APRIL 8, 2015</u>	TO <u>10-12 APRIL 8, 2015</u>
		BY <u>ED THOMAS / CCDDR</u>	

PLACE FACE UP ON DASH
Central Parking System
Shoe Lot

Expiration Date/Time
11:59 PM
APR 28, 2015

*DELETED FB
NO HOUSING SUMMIT*

Purchase Date/Time: 08:55pm Apr 28, 2015
Total Due: \$8.00 Rate: \$8.00 Daily Parking
Total Paid: \$8.00 Payment Type: Card
Ticket #: 00071601
S/N #: 300011010043
Setting: Shoe Lot
Mach Name: Shoe 1

Card #****-7076, MasterCard Auth #: 66031C
Thank You

RECEIPT

Central Parking System
Shoe Lot
Expiration Date/Time: 11:59pm Apr 28, 2015
Purchase Date/Time: 08:55pm Apr 28, 2015
Total Due: \$8.00 Rate: \$8.00 Daily Parking
Total Paid: \$8.00 Payment Type: Card
Ticket #: 00071601
Setting: Shoe Lot
Mach Name: Shoe 1

Card #****-7076, MasterCard Auth #: 66031C

COLUMNS
CITY CENTER
400 S. 14TH STREET
ST. LOUIS, MO 63103
314-231-5007

=== REPRINT ===

DAWN G
Thu 04/30/15 5:52 PM

2190270
Table 108
Guests 1

1 BUILD YOUR BURG 11.00
1 BLUE CHEESE 0.50
1 AMERICAN 0.50
1 BACON 1.00
1 AVOCADO 1.00
1 >MODIFIERS 0.00

SubTotal 14.00

COLUMNS
CITY CENTER
400 S. 14TH STREET
ST. LOUIS, MO 63103
314-231-5007

EMP: DAWN G
Date 04/30/15
Table 108
2190270

MASTERCARD
Time 17:51

Card Holder THOMAS, EDDIE
Card Number #####7076 ##/##
Auth-Code.. 60276C Ctrl: 216831

Total...

10.43

Tip....

Total

X _____
Cardmember agrees to pay total in
accordance with agreement governing
use of such card.

*** Customer Copy ***

ED (DIRECTOR)
2015 1MO HOUSING SUMMIT

St. Louis City Center Hotel
 400 S. 14th St.
 Saint Louis, MO 63103
 314-231-5007
<http://www.Stlouiscitycenterhotel.com>



Thomas, Ed	Page Number	1		
P.O. Box 722	Guest Number	547033	Arrive Date	04-28-2015 21:02
Camdenton, MO 65020	Folio ID	A	Depart Date	05-01-2015 12:00
	No. Of Guest	1		
	Room Number	686		

Information Invoice

Date	Reference	Description	Charges/Credits
04-28-2015	RT686	Room Charge	\$115.00
04-28-2015	RT686	City/Local Tax	\$4.03
04-28-2015	RT686	Occupancy/Tourism	\$4.31
04-29-2015	RT686	Room Charge	\$115.00
04-29-2015	RT686	City/Local Tax	\$4.03
04-29-2015	RT686	Occupancy/Tourism	\$4.31
04-30-2015	RT686	Room Charge	\$115.00
04-30-2015	RT686	City/Local Tax	\$4.03
04-30-2015	RT686	Occupancy/Tourism	\$4.31
05-01-2015	MC	Mastercard	\$-370.02
		** Total	\$0.00
		** Balance	\$0.00

Signature _____

DIRECTOR
 2015 MO HOUSING SUMMIT

Office
Partition



More saving.
More doing.™

4030 HWY 54
OSAGE BEACH, MO 65065 (573)348-0082

3027 00056 01349 04/07/15 11:01 AM
CASHIER SELF CHECK OUT - SCOT56

662756236869 WALL BASE <A>
4X48X1/8 PINN RUBBER WB-FAWN-EA
3@3.14 9.42

SUBTOTAL 9.42
SALES TAX 0.71

TOTAL \$10.13
XXXXXXXXXXXX6176 MASTERCARD
AUTH CODE 62271C/7560362 10.13
TA

P.O.#/JOB NAME: 0



3027 56 01349 04/07/2015 3086

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 07/06/2015
THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

BUY ONLINE PICK-UP IN STORE
AVAILABLE NOW ON HOMEDEPOT.COM
CONVENIENT, EASY AND MOST OFTEN
READY IN LESS THAN 2 HOURS!

Walmart

Save money. Live better.

(573) 346 - 3588
MANAGER BRENDA GARRETT
94 CECIL ST

CAMDENTON MD 65020

ST# 0089	OP# 00002447	TE# 19	TR# 06528	
BANNER PAPER	076594018220			7.47 0
CLXCLNUPSPRY	004460030058			2.98 0
CLXCLNUPSPRY	004460030058			2.98 0
FAVOR 9.7 6P	004650073226			1.97 0
FAVOR 9.7 6P	004650073226			1.97 0
GV WHT VNGR	007874222866	F		1.92 0
CUBE COAT HK	004249109638			2.84 0
SOAP REFILL	068113105207			3.97 0
	SUBTOTAL			26.10
	TOTAL			26.10
	MCARD TEND			26.10

ACCOUNT # **** * 6176 S
APPROVAL # 63132C
REF # 1042000314
TERMINAL # 168293949

04/15/15 09:53:10

CHANGE DUE 0.00

ITEMS SOLD 8

TC# 5069 8670 8189 0758 9717



Low Prices You Can Trust. Every Day.
04/15/15 09:53:10

CUSTOMER COPY

SAVINGS CATCHER

Download the Walmart app from <http://wmt.co>

Available on the  App Store

GET IT ON  Google Play

Scan this code with the app to compare prices & save more.



Booth #16
4/20/15

MALARKEYS PUB & GRILL
1165 N BUSINESS ROUTE 5
CAMDENTON, MO 65020
(573) 346-0005
MID: 428216780885

Merchant ID: 00000003687187
Term ID: 05613741
Server ID: 2

Sale

MC

XXXXXXXXXXXX6176

Entry Method: Swiped

Apprvd: Onlin. Batch#: 000082

04/20/15

15:31:04

Inv #: 000015 Appr Code: 610426

Amount:

\$

61.17

Tip:

Total:

Customer Copy

THANK YOU

Murphy USA 7182
90 Cecil Street
Camdenton, MO 65020
04/23/2015 10:45:37 Store#7182

Comments or Concerns, Contact Us:
Customer Service # 800 843-4298
Email: CustomerCare@MurphyUSA.com

Your Cashier: RALPH A

1 UNLEAD	\$40.59
Pump #7	
18.128 GAL @ \$2.239	
TOTAL	\$40.59
Credit Card	\$40.59

Merch.ID: MU29927390001
Trans. Type: SALE
Card Type: MasterCard
Acct#: *****6176
Entry Method: S
Invoice#: 570266 Auth.#: 65337C
CARD TENDER: \$ 40.59
APPROVED 65337C
ASI Trace# 8463

* CUSTOMER COPY *

Hershey Candy
Buy 1 get 1 FREE
at Murphy USA!

FOR A CHANCE TO WIN \$100 GAS
Go to www.tellmurphyusa.com
SURVEY CODE:
351 163 947 957

Get coupons and free stuff!
Sign up at eOffers.murphyusa.com

Tran #7182-20150423-1-1-390

Walmart

Save money. Live better.

(573) 348 - 6445
MANAGER PHIL HAMILTON
4252 HIGHWAY 54
OSAGE BEACH MO 65065

ST# 0815 OP# 00004298 TE# 11 TR# 01948
COPY PAPER 003650009398 6.88 0
SUBTOTAL 6.88
TOTAL 6.88
MCARD TEND 6.88

LEGAL COPY PAPER
OB OFFICE

ACCOUNT # **** * 8644 S
APPROVAL # 69158C
REF # 1042000314
TERMINAL # 32008286

04/10/15 14:09:15

CHANGE DUE 0.00

ITEMS SOLD 1

TC# 1557 9653 9994 4191 9521



Low Prices You Can Trust. Every Day.
04/10/15 14:09:16

CUSTOMER COPY

SAVINGS CATCHER

Download the Walmart app from <http://wmt.co>

Available on the  App Store

GET IT ON  Google Play

Scan this code with the app to compare prices & save more.



Edmond Thomas

From: donotreply@quickbooks.com
Sent: Wednesday, April 29, 2015 1:13 PM
To: ejt@ccddr.org
Subject: QuickBooks Online Plus: your receipt



Hello Edmond J Thomas,

Thank you for subscribing to QuickBooks Online Plus. This is your receipt.

Company name	Edmond J Thomas's Company
Company ID	1377261260
Subscription includes	QuickBooks Online Plus (up to 5 users)—QuickBooks Online Plus free trial ends 05/01/2015
Subscription total	\$39.95 per month
Discount:	10% off QuickBooks Plus
Starting price	\$35.95 per month
Next charge date:	MasterCard ends with 8644, Exp. 11/2016 will be charged \$35.95 + tax if applicable on 05/01/2015

CLC

You may receive a one-time charge for a partial billing period. Local sales tax will be charged if applicable.

To view information about your subscription:

1. Sign in at <https://qbo.intuit.com/>.
2. Click **Your Account** in the upper-right corner.

Get answers. If you need help, our [Support Center](#) is at your service.

Thanks for managing your business finances with QuickBooks Online Plus!

Cheers,
The QuickBooks Online Team

Note: This email was sent from an address that can't accept incoming email.

*(Feb 15) MAIL REVISED
 BUDGET TO
 STATE AUDITOR'S
 OFFICE CAMDEN
 COUNTY CLERK
 CERTIFIED*

Osage Beach
 Osage Beach, Missouri
 650659998
 2871440829 -0099
 04/23/2015 (573)348-2915 03:35:08 PM

Sales Receipt			
Product Description	Sale Qty	Unit Price	Final Price
JEFFERSON CITY MO 65102-0869 Zone-1			\$1.19
First-Class Mail Large Env			
1.70 oz.			
Expected Delivery: Sat 04/25/15			
Return Rcpt (Green Card)			\$2.70
@@ Certified			\$3.30
USPS Certified Mail #: 70140150000127819734			
Issue Postage:			\$7.19
=====			
CAMDENTON MO 65020-8501 Zone-1			\$1.19
First-Class Mail Large Env			
1.70 oz.			
Expected Delivery: Sat 04/25/15			
Return Rcpt (Green Card)			\$2.70
@@ Certified			\$3.30
USPS Certified Mail #: 70140150000127819741			
Issue Postage:			\$7.19
=====			
Total:			\$14.38

Paid by:
 MasterCard
 Account #: XXXXXXXXXXXX8644
 Approval #: 65028C
 Transaction #: 184
 23 903076511

@@ For tracking or inquiries go to
 USPS.com or call 1-800-222-1811.

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.

Bill # 1000212100
 Clerk ID

7014 0150 0001 2781 9734
 7014 0150 0001 2781 9741

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

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

OFFICIAL USE

Postage	\$ 3.30	0829
Certified Fee	\$ 2.70	
Return Receipt Fee (Endorsement Required)	\$ 0.00	
Restricted Delivery Fee (Endorsement Required)	\$ 7.19	
Total Postage & Fees	\$ 13.29	

Postmark
 Date: 04/23/2015

State Auditor's Office
 Jefferson City Office Bldg
 301 West High Street
 Office 880
 P.O. Box 869
 Jefferson City, Missouri 65102

for Instructions

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

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

OFFICIAL USE

Postage	\$ 1.19	0829
Certified Fee	\$ 3.30	09
Return Receipt Fee (Endorsement Required)	\$ 2.70	
Restricted Delivery Fee (Endorsement Required)	\$ 0.00	
Total Postage & Fees	\$ 7.19	

Postmark
 Date: 04/23/2015

COUNTY CLERKS OFFICE
 ROLAND TODD
 1 COURT CIRCLE NW STE 2
 CAMDENTON, MO 65020

Instructions

Choose a way to pay

Submit Query

My credit card

Error Message

Log in to make changes.



Loading...

Updating country

Your order summary

Descriptions	Amount
Voltage SecureMail	Logging you in \$7.60
License Voltage SecureMail	Authenticating your information.
License	Securing your information.
Item number: 1	Updating your information
Item price: \$3.80	Don't see the secure browser? We'll help you re-launch the window to complete your purchase.
Quantity: 2	Updating your information
Item total	Updating order total \$7.60
	Processing your payment

Continue

*ADDITIONAL LICENSE
VOLTAGE 4-29/57-15
CLC*

[Site Feedback](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).

Create a PayPal account (Optional)

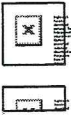
Create a PayPal Account

Save time on your next purchase by storing your financial information with PayPal. It's quick and easy to create an account.

Linda Simms

From: service@paypal.com
Sent: Wednesday, April 29, 2015 3:25 PM
To: Linda Simms
Subject: Your payment to Voltage Security, Inc.

4-29
WATCH FOR DOUBLE BILL
TRIED TO BILL THROUGH
PAY PAL + NOT MY DAY
RHONDA FROM
CENTRAL BANK
CALLED ME



You sent a payment of \$1,485.00 USD to Voltage Security, Inc..

Apr 29, 2015 13:24:29 PDT
Receipt No:3600-8736-1784-1687

Hello Linda Simms,

This charge will appear on your credit card statement as payment to PAYPAL
*VOLTAGESECU.

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information secure.

Transactions monitored 24/7

Our fraud specialists help protect your account.

You're protected

Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)

Merchant information:
Voltage Security, Inc.
vsupport@voltage.com
<http://www.voltage.com>
4088863200

Instructions to merchant:
None provided

Shipping information
Linda Simms
PO Box 722
Camdenton, MO 65020-0722
United States

Shipping method
Not specified

Description	Unit price	Qty	Amount
Voltage SecureMail Renewal Item #: 2	\$99.00 USD	15	\$99.00 USD
Total:			\$1,485.00 USD

Receipt No: 3600-8736-1784-1687

Please keep this receipt number for future reference. You'll need it if you contact customer service at Voltage Security, Inc. or PayPal.

CCDDR

CAMDENTON AREA CHAMB
739 W. US HWY. 54
CAMDENTON, MO 65020
(573) 346-2227

BATCH: 342
S-A-L-E-S D-R-A-F-T
75107950
000000265413

REF: 0001
CD TYPE: MASTERCARD
TR TYPE: PURCHASE
DATE: APR 29, 15 08:54:55

*Eggs
Joans
Ed
Thomas*

TOTAL

*\$12.00**

ACCT: *****8644
AP: 64535C

EXP: **/**

*** IMPRINT CARD ***
TRAN. 0429MCBADIENW

CUST.
TAX

\$0.00

CARDMEMBER ACKNOWLEDGES RECEIPT OF GOODS
AND/OR SERVICES IN THE AMOUNT OF THE
TOTAL SHOWN HEREON AND AGREES TO PERFORM
THE OBLIGATIONS SET FORTH BY THE
CARDMEMBER'S AGREEMENT WITH THE ISSUER

THANK YOU!

X

MERCHANT COPY

Account # 7761-2960-4546

Order Details | Order # WD7ZW-B3A73-0D5

Order Date: 4/30/2015 2:39 PM
 Estimated Date of Arrival: 5/12/2015
 Order Status: **In Progress**

Shipping Address

Linda Simms
 P.O. Box 722 100 Third Street
 Camden, NJ 08102
 United States of America
 5733179233
 Camden County Developmental
 Disability Resources

Billing Address

Linda Simms
 P.O. Box 722 100 Third Street
 Camden, NJ 08102
 United States of America
 5733179233
 Camden County Developmental
 Disability Resources

Delivery Speed

Economy

Payment Information



****8644
 Exp. 11/2016

Order Total

Product Total	\$23.39
Shipping & Processing Economy - Est. Arrival May 12	\$6.99
Sales Tax	\$1.29
You Paid:	\$31.67

Reorder



Horizontal Folded Note Cards - 5.5"x4"

Horizontal Folded Note Card - 5.5"x4"

Status: **In Progress**

Qty 50

Base Price	\$39.00 \$23.39
White Envelopes 50	FREE
Grayscale Inside	INCLUDED
Matte Finish	INCLUDED
Item Total *	\$23.39

*State sales tax is required on this item.



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

05/01/15 14:45 0888 8296 007 3775

CAMDEN COUNTY SENATE BILL 40

744361	ZSAM COLUM	19.73	E
744361	ZSAM COLUM	19.73	E
744361	ZSAM COLUM	19.73	E
713568	JRWRTNGCNY	5.27	E
713568	JRWRTNGCNY	5.27	E
436672	MAGICTAPE	19.94	E
725490	SMEAD FILES	7.82	E
725490	SMEAD FILES	7.82	E
245437	ZSAM COLUME	11.46	E
245437	ZSAM COLUME	11.46	E
VL 725490	SMEAD FILES	7.82	E
**** VOID ****			
725476	SMEAD FILES	7.44	E
597060	MMCOPY PAPE	29.88	E
597060	MMCOPY PAPE	29.88	E
597060	MMCOPY PAPE	29.88	E
597060	MMCOPY PAPE	29.88	E
567934	MM FACIAL	11.48	E
E 677724	N'JOY SUGARF	9.24	E
	SUBTOTAL	268.09	
	TOTAL	268.09	
	MCARD TEND	268.09	
ACCOUNT #	**** * 8644	S	
APPROVAL #	66569C		
TERMINAL #	168325340		
	CHANGE DUE	0.00	

CAMDENTON
&
OSAGE BEACH OFFICE
SUPPLIES

Visit samsclub.com to see your savings

ITEMS SOLD 16

TC# 9056 4509 0533 4611 3200 9



Please tell us about your shopping experience
<http://www.survey.samsclub.com>

IN RETURN FOR YOUR TIME YOU COULD RECEIVE
ONE OF FIVE \$1,000 SAM'S CLUB SHOPPING CARDS
Must be 18 or older and a legal resident of the 50 US or
DC to enter. No purchase necessary to enter or win. To
enter without purchase and for official rules visit:

www.entry.survey.samsclub.com

Sweepstakes period ends on the date shown in the
official rules. Survey must be taken within
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Esta encuesta también se encuentra en español en la
página de Internet.

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DOMINO SUGAR	1	1.00	1.00T
DOMINO SUGAR	1	1.00	1.00T
LUNCH NAPKINS 70CT	1	3.00	3.00T
WHITE PAPER PLATES	1	3.00	3.00T

Sub Total \$8.00
 FOOD TAX \$0.09
 SALES TAX \$0.46
 Total \$8.55
 MasterCard \$8.55
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 *
 * Deals will refund or exchange your purchase made *
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2259 03368 05 012 44796 5/01/15 11:52
 Sales Associate Jess

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OSAGE BEACH MO 65065
ST# 0815 OP# 00004271 TE# 12 TR# 04960
B T 003040079000 5.74 0
PAPER TOWELS 003700092987 5.97 0
SUBTOTAL 11.71
TOTAL 11.71
HCARD TEND 11.71

ACCOUNT # **** * 8644 S
APPROVAL # 67147C
REF # 1042000314
TERMINAL # 49021196

05/02/15 12:07:16

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Camden County Developmental Disability Resources

Subscription Status: Active

Product Version: QuickBooks Online Plus

Billing Frequency: Monthly

Credit Card Info: MasterCard ending 8644 expires November 2016

Next Payment Details: \$39.95 on 17 May 2015

Last Payment Info

[Print Statement](#)

Date	Description	Amount
17 Apr 2015	Charged for subscription renewal	\$39.95

[More Details](#)

QuickBooks Online Payroll

Subscription Status: Active

[Payroll Billing Terms](#)

Resolutions 2015-10,
2015-11, 2015-12,
2015-13 & 2015-14



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2015-10

LAI ONE-TIME FUNDING REQUEST FOR ASSET PURCHASES, REPLACEMENT COSTS, AND REPAIR COSTS

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, authorizes the one-time funding request from Lake Area Industries, hereafter referred to as LAI, for the unanticipated asset purchases and replacement or repair costs for Fiscal Year 2015.
2. That the Board acknowledges the items and costs associated with the One-Time Grant Request are an essential part of continued operations and/or can compromise the safety of the individuals working at LAI; an amount not to exceed \$24,595.00 as requested is approved for immediate disbursement to LAI so that continuous and safe operations are maintained; and that the amount requested shall be deducted from the remaining funds within the Board’s FY 2015 Budget allocated to LAI for the second half of FY 2015.
3. The Board authorizes the Executive Director to execute a Funding Agreement with LAI identifying the associated costs and conditions related to the One-Time Grant Request (contained in Article “A” hereto).
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.

Judy Crawford – Chairman

Date

Ann Bledsoe – Secretary

Date

Article “A” to
Resolution 2015-10

FUNDING AGREEMENT

THIS CONTRACT, made and entered into this ____ day of _____ 20__, by and between the Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri, hereinafter referred to as the “Board” and Lake Area Industries, Inc. hereinafter referred to as “LAI”, a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri,

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

WHEREAS, LAI has submitted a complete One-Time Grant Funding Application to the Board (see Attachment “A” hereto) with the expected cost to LAI to procure new assets, procure replacement costs, and procure major repair costs for the successful continuation of operations and maintenance of a safe work environment for its employees and,

WHEREAS, the Board has approved the Application for Funds in whole or part as hereinafter set forth.

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

1. SERVICES TO BE PERFORMED: LAI will procure new assets, procure replacement costs, and procure major repair costs set forth in the One-Time Grant Funding Application to the Board for sheltered employment operations for Camden County persons with developmental disabilities. The Board shall provide funds to LAI for expenses as provided in Section 2 below.

2. FUNDING: The Board agrees to fund LAI for the procurement of assets, replacements, and repairs as follows:

1. Recycling Area – Safety Electrical Repairs - \$1,596.00
2. Front Floor & Wood Shop – Facility Compressor - \$2600.00
3. Recycling & Front Floor – HVAC Units - \$11,750.00
4. Front Floor & Recycling – Semi-Trailer Replacement - \$5,900.00
5. Foam Area – Safety Fencing - \$300.00
6. Transportation – Front End of Van (Deductible) - \$1,100.00
7. Recycling & Thrift Store – Stackable Washer/Dryer - \$1,080.00
8. Thrift Store – Hot Water Heater - \$270.00

The total amount of funding shall not exceed \$24,596.00. If all funds approved by the Board identified in this Funding Agreement have not been utilized for said expenses, the remaining funds shall be immediately returned to the Board. If additional funding is needed or there is an additional need for other funding, LAI shall submit a separate funding request to the Board’s Executive Director for presentation to the Board for approval.

3. PROCUREMENT REQUIREMENTS. LAI shall adhere to the Board's Procurement Policy (see Attachment "B" hereto) and any revisions to said Funding Policy approved by the Board hereafter, which will be provided to LAI, for purchases of services or goods with funds provided through this Funding Agreement.

4. REPORTING: In order to ensure compliance with terms of this Agreement and the referred Application for Funds, LAI agrees to provide reports for the Board's Executive Director's review on a monthly basis, including written progress reports, until all transactions are completed. Proof of compliance with the Board's Procurement Policy must be submitted to the Board's Executive Director prior to the purchases for review and compliance with the Board's Procurement Policy. LAI shall provide the Board's Executive Director with copies of invoices and checks submitted to vendors for the identified purchases in Section 2 immediately after the transactions have been completed. LAI agrees to report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to state statutes (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to notify the Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to authorize the responsible governmental body to notify the Board of any substantiated allegations.

5. AUDIT REPORT AND IRS FORM 990. LAI agrees to submit to the Board one (1) copy of its annual audit and IRS Form 990 within 6 months after close of LAI's fiscal year. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this agreement, by program. Payments may be withheld from LAI if reports/forms designated herein are not submitted on time.

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

7. DOCUMENTATION: LAI agrees to keep the Board fully advised of the nature and extent of its services rendered under this contract, including its staff, the number, age, and developmental disabilities of the agency's clients.

8. BOARD FUNDING POLICIES: LAI agrees to abide by the CCDDR Board Funding Policy (see Attachment "C" hereto) and any revisions to said Funding Policy approved by the Board hereafter, which will be provided to LAI. In the event that LAI does not adhere to all of the policies and procedures applicable to this grant as set out in said Funding Policy, such failure shall constitute an act of default under this Agreement.

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

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

12. INDEMNIFICATION: In further consideration of payment made by the Board, LAI hereby agrees to indemnify and hold harmless the Board from any and all of LAI's actions, causes of action, liabilities, losses or damages alleged or incurred to any individual person, firm, partnership or corporation as a result of the Agreement; this indemnification to cover all losses and damages incurred by Board and to include necessary costs, including but not limited to attorney fees. The Board shall be named as an additional insured on all liability insurance policies which cover LAI in administering the programs and services herein funded by the Board. LAI covenants to maintain in full force throughout the term hereof, all its own cost and expense, one or more policies of Comprehensive General Liability insurance acceptable to the board, insuring LAI as named insured and Board as additional insured (and such other person or persons designated by Board) against liability for injury or death of any person or persons and damage to property in or about the Premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the Premises, without at least thirty (30) days prior written notice to Board. The minimum coverages to be maintained are as follows:

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

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

Employer Liability
Workers' Compensation \$500K per incident

Personal Property Replacement Cost

Directors and Officers Liability \$1M

Fidelity Bond equal to or greater than the total amount of contracts with Board

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

13. DEFAULT: In the event that LAI, at any time fails or refuses to perform to the standards that may be reasonably anticipated of it in rendering the services contracted for herein, or in the event of any other material breach of this Agreement by LAI, the Board may send or transmit a written Notice of Default that describes such failure, refusal or breach and that provides ten (10) business days for cure, unless the failure, refusal or breach is deemed in the Board's sole discretion to constitute an emergency which requires expedited cure. In the event of such an emergency, the cure period shall be such time, including immediate compliance without delay, as

is reasonable in the circumstances, considering economic, health, and other risks to the public and to the clientele of LAI. If LAI fails to cure the failure, refusal, or breach by the deadline set forth in the Notice of Default, the Board may declare LAI to be in default of this Funding Agreement. Upon the Board's declaration of default, the Board may take all necessary steps and actions as deemed necessary to be within the best interests of the public and the clientele of LAI. These steps and actions include, but are not limited to, terminating all further payments to LAI through this and any other executed Agreements at the time of default; taking possession of all assets and property owned by the Board, funded by the Board, or in which the Board holds a lien or security interest; and recovering all monies from LAI equal to the amount funded by the Board through this Agreement by any legitimate means necessary.

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

15. CONFLICT OF INTEREST. LAI agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and LAI, and this shall include any transaction in which LAI is a party, including the subject matter of this Contract. "Conflict of Interest" as this term is used herein, shall be defined by Missouri law.

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

17. MODIFICATION OR AMENDMENT. In the event the LAI requests to make any change, modification or an amendment to funded services, one-time items, activities and/or programs covered by this Contract, a request of the proposed modification or amendment must be submitted in writing to the Board's Executive Director for Board approval, if necessary. Requests to the Board must be submitted in writing to the Board's office at least 30 days prior to the Board meeting.

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

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

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

Lake Area Industries, Inc.
1720 North Business Route 5 (mailed and delivered)
Camdenton MO 65020

19. TERM OF AGREEMENT: The term of this Agreement shall begin immediately upon execution by both parties and shall end upon the satisfactory completion of all terms and conditions identified herein.

This contract constitutes the complete understanding of the parties hereto with respect to the subject matter and may be modified or amended only by a written instrument executed by the parties.

IN WITNESS WHEREOF, the parties have affixed their signatures on the day and year first written above.

(Authorized Signature, Board)

(Authorized Signature, LAI)

(Date)

(Date)

Attachment “A” to Funding Agreement

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES
LAI REQUEST FOR NEW PROGRAM OR ONE-TIME FUNDING**

I. AGENCY INFORMATION

Agency Name: Lake Area Industries

Address: 1720 N. Business Rt 5, Camdenton MO 65020

Phone #: 573-346-7934

Contact Person: Tiffany Maasen

II. FUNDING REQUESTED

Requesting Funds For:

New Program

One-Time Grant

Amount Requested: \$ 24,595.00

How many Camden Co. persons with developmental disabilities will be served or will benefit with requested funding? 66

III. PROPOSED USE OF FUNDS

Please provide a detailed description of the service, program, or project to be funded and attach to this Funding Request. If the program or service is currently funded by CCDDR, describe any relevant program changes, new goals or objectives, and outcomes to be achieved. If a new program, service, or project is proposed to be funded, please attach a detailed narrative and/or business plan of the program, project, or service, and refer to Section IX of CCDDR (see Attachment "A" hereto) funding policies/procedures. Please describe how the quality and effectiveness of the service/program will be measured and what specific, measurable outcomes have been identified and will be reported. Please also describe how the program, service, or project will enhance the services provided by your agency to persons with developmental disabilities and generate positive outcomes for persons with developmental disabilities.

V. AUTHORIZATION

"I certify to the best of my knowledge and belief that all data supplied with this request is true and correct; this request has been duly authorized by the governing body of the applicant, and further understand and agree to the grant conditions and funding policies issued by Camden Co. Developmental Disability Resources."



(Authorized Signature)

5-13-2015

(Date)

Printed Name of Authorized Agency Representative: Tiffany Maassen

VI. REQUIRED ATTACHMENTS

Each agency is required to submit the following information with their funding request(s):

- Current year itemized agency budget
- Most-recent unaudited financial statements, to include balance sheet and income statement (most-recent IRS Form 990 can be used as a substitute).
- Copy of Corporate Certificate of Good Standing from Secretary of State's office
- Copies of all current agency licensure(s), accreditation(s), certification(s) with appropriate state agencies (DMH, DESE, DHSS, etc.)
- List of agency board members/officers
- Copy of IRS determination letter indicating agency's 501(c) (3) tax-exempt status (needed 1x only).

All agencies awarded funds of over \$10,000 in any one fiscal year will be asked to provide a copy of an annual audit for the fiscal year in which CCDDR funding has been provided, per CCDDR funding policies.

Please return this form and required attachments to:

Camden Co. Dev. Disability Resources
P.O. Box 722
Camdenton MO 65020



**Lake Area Industries, Inc.
One Time Funding Request**

May 11, 2015

<u>Area</u>	<u>Item/Expense</u>	<u>\$ Cost</u>
1. Recycling Area	Safety electrical repairs	\$1,596.00
2. Front Floor & Wood Shop	All Facility Compressor	\$4,999.99 (2,400 granted below)
3. Recycling & Front Floor	1 complete unit Main bldg..	\$6,090.00
	1 complete unit for shred	* \$5,660.00 or \$2,860 outside unit only
4. Front Floor & Recycling	Semi-Trailer replacement	\$5,900.00
5. Foam Area	Safety Fencing	\$300.00
	We were able to use post and cable.	
6. Transportation	Front End of van, deductible	\$1,100.00
7. Recycling & resale shop	Stackable Washer/dryer	\$1,080.00
8. Resale Shop	Hot Water Heater	<u>\$270.00</u>

Total Request: \$26,995.00

Grants below -\$2,400.00

Total request: \$24,595.00



X Grant funding from other sources:

1	Kiwanis	(compressor)	\$500.00	received
2	Daybreak Rotary	(compressor)	\$1,000.00	requested (5/15)
3	Great southern	(compressor)	\$400.00	Received (5/13)
4	US Bank	(compressor)	<u>\$500.00</u>	request due 6/1

X Total anticipated grants to be received: \$2,400.00

LAI Funding Request cont'd

<u>Description</u>	<u>Supplier/contractor</u>
<p>1. Safety updates in recycling area: Electrical wiring to the conveyor needs dedicated wiring and shut offs:</p>	Catalyst Electric
<p>2. Compressor: Compressor runs all air lines for upper floor packaging sealers as well as the Wood shop air tools. Currently using a small, undersized compressor and The two area's production has been greatly reduced due to this issue. If we Cannot run tools & sealers to full speed our shipments and billing are affected.</p>	Quincy
<p>3. A/C Units. Since our last meeting one of our 17 year old units for the workshop lost a compressor. Due to its age and the future discontinuance of R22 Freon, they suggested to completely replace the unit. The unit in the recycling area is well over 25 yrs. LAI currently has 7 units facility wide (all residential) 3 units are 2 yrs old, 2 are 17 years old and 2 are 25+. These upgrades phase out a 25 yr and a 17 yr unit.</p>	Comfort Care
<p>4. Semi-Trailer Replacement: Can be repaired to be utilized for light loads (packaging) only. Recyclables will Need to be outsourced which would increase cost about \$1,000/ load. With a new trailer, DOT approved, we can continue to maximize our shipping cost.</p>	Wabash
<p>5. Foam Area; Safety fencing is required around foam area on top of back wall. There is about A 10' drop off from wall to ground on other side.</p>	
<p>6. Van repair: Accident involving a deer that ran into and in front of the van. Our deductible Is \$1,000.00. Van is currently on the road, but needs repairs.</p>	Hi-Tech Auto
<p>7. Stackable Washer & Dryer: Our current set broke and is unrepairable. We use this set for washing clothes that sell At the Gifted Goods & Garments store along with all the work aprons, towels and shop rags.</p>	Menards
<p>8. The store rental space had a water heater but it is no longer working. We are reviewing Other options as well. Perhaps a smaller unit to be installed at the sink, not in rafters.</p>	Lowes

Attachment “B” to Funding Agreement



Policy Number: 31

Effective Date: 09/17/2012

Revised: 08/25/2014

Subject: Procurement

PURPOSE:

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

POLICY:

I. Procurement Process

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

II. Procurement Officer

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

II. Procurement Guidelines

It is not necessary to obtain bids or proposals on any purchase in the amount of \$4,500 or less. For all purchases of products or services costing more than \$4,500 but less than \$6,000, the designated Procurement Officer should make a legitimate attempt to obtain three bids or proposals from three potential sources; however, if three bids or proposals cannot be obtained from three potential sources, the Procurement Officer shall provide a written explanation as to why three bids or proposals could not be obtained and must receive written authorization from the Executive Director before procuring the products or services. Faxed or emailed bids and proposals or quotes directly from a potential source's Web site or catalog may be obtained. If the product or service for which

bids or proposals are being solicited has been included as a budget item in the current annual budget approved by the Board, the Executive Director shall have the authority to select the vendor based on cost and quality. If the product or service has not been included in the approved annual budget, the board shall review the purchase through resolution by a vote with a quorum present at the next scheduled Board meeting.

A formal competitive bid process shall be used for any purchase of a product, equipment, or service of \$6,000 or higher. A Request for Proposals (RFP) or a Request for Quotes (RFQ) shall be published in a local newspaper and shall be posted on the CCDDR Web site. The RFP or RFQ can also be submitted directly to potential sources; however, direct submissions must be made to at least three potential sources. Bidders shall be given the guidelines for their responses contained within the RFP and RFQ and an appropriate amount of time in which to develop and submit a proposal based on the requirements contained in the RFP or RFQ. The responses shall be sealed and shall remain sealed until the deadline for the RFP or RFQ has passed. All responding parties shall be notified of the date for opening the sealed responses. Sealed responses for the procurement of short-term and one-time purchases of services or products in excess of \$10,000, long-term and on-going purchases of products or services requiring the holding or investment of CCDDR funds, long-term and on-going purchases of products or services requiring CCDDR legal counsel, and long-term and on-going purchases of products or services in excess of \$10,000 shall be opened during a regularly scheduled CCDDR Board meeting. Otherwise, no less than three CCDDR representatives shall be present in opening sealed responses. Under normal circumstances, this would be the CCDDR Executive Director, designated Procurement Officer, and one Board member. In the absence of a Procurement Officer, the Executive Director and two Board members shall be present. In the absence of the Executive Director, the designated Procurement Officer and two Board members shall be present. In the absence of the Executive Director and the Procurement Officer, the sealed responses shall be opened at the next regularly scheduled Board meeting. Once the sealed responses are opened, the respondents shall sign an acknowledgment that the contents were the original responses contained therein. If any respondent is not present at the opening of the respondent's sealed response, all CCDDR representatives present shall sign an acknowledgment that the original response was contained therein and the respondent was not present for the opening of the sealed response. A copy of the signed acknowledgments will be sent via certified mail to the respective respondents, whether present or not.

III. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected or a contract offered. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If a solicitation for products or services exceeds \$10,000, exceeds an approved budgeted amount for its respective category, or is not a budgeted item previously approved by the Board, the Board must approve the product or service awarded or contracted and, if applicable, the term of the award through a resolution. If there is only one respondent to an RFP or RFQ that exceeds \$6,000, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFP's shall not be solely based on price. Other considerations will be utilized based on the premise of the services or products contained within the RFP. Preference shall be applied to those respondents who employ Camden County residents

who are developmentally disabled and may be part of the requirements contained within the RFP. Awards and contracts for RFQ's shall be based solely on price unless a preference has been announced in the RFQ which incorporates the employment of Camden County residents who are developmentally disabled.

IV. Awards for the One-Time Purchase of Products or Services

One-time purchases of products or services are considered to be fulfilled at the time of the purchase. The purchase of equipment, supplies, printing services, etc. are to be considered one-time purchases and will be identified as such within the applicable RFP or RFQ. Supplemental service agreements to a purchase shall be considered separate purchases under the Procurement Policy unless the supplemental service agreement is part of the one-time purchase obtained through the procurement process.

V. Awards for Short-Term Purchase of Products or Services

Short-term purchases of products or services are considered to be the procurement of a product or service that will typically occur over a specified length of time lasting less than one year and will not be on an on-going basis. These types of awards for purchase may identify a beginning date and ending date for a specific product or service that is to be implemented or delivered in its entirety. A contract or agreement to the terms may be a requirement of the procurement process, depending on the product or service being procured. Supplemental service agreements to a purchase shall be considered separate purchases under the Procurement Policy unless the supplemental service agreement is part of the short-term purchase obtained through the procurement process.

VI. Awards for Long-Term or On-Going Purchase of Product or Services

Long-term and on-going purchases of products or services are considered to be the procurement of a product or service that will typically occur over a specified length of time lasting longer than one year or on an on-going basis over a specified period of time. Long-term and on-going awards for purchase shall not exceed four years. Awards shall typically be for an initial term of two years with an option for CCDDR to extend the term for an additional two years. Supplemental service agreements to a purchase shall be considered separate purchases under the Procurement Policy unless the supplemental service agreement is part of the long-term or on-going purchase obtained through the procurement process.

VII. Contracts/Agreements for Services or Products

A signed contract/agreement for the purchase of one-time and short-term purchases may be required, depending on the product or service that is purchased. A signed contract/agreement shall be executed for all long-term and on-going services or products that CCDDR purchases. At a minimum, all CCDDR contracts/agreements shall specify services to be performed by the awardees, awardees' billing schedules to CCDDR, CCDDR funding schedules to awardees, documentation requirements of awardees, indemnification clauses, standards of products and/or services to be provided, delivery and monitoring of products and/or services, termination clauses,

notice information, terms of agreements, general liability insurance requirements, additional insurance requirements, and other applicable information/requirements as needed. All agreements shall be signed by authorized representatives of CCDDR and the awardees.

VIII. Emergency Procurement

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

REFERENCES

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

Attachment “C” to Funding Agreement



Policy Number:
10
Effective Date: August 1, 2007
Revised: 4/20/09, 4/19/2010

Subject: Grant Funding

POLICY:

It is the policy of Camden Co. Developmental Disability Resources (CCDDR) to provide grant funds to area nonprofit agencies in accordance with CCDDR's Mission, Strategic Planning objectives, and statutory guidelines, while also ensuring accountability for public funds and effectiveness/efficiency of funded services.

PROCEDURES:

I. General Information

Camden County Developmental Disability Resources (CCDDR) is authorized by state statute to serve persons with developmental disabilities in areas of residential, sheltered employment, and related services per Sections 205.968-205.972 RSMo. At its discretion, the CCDDR Board of Directors may elect to either provide services directly for Camden County persons with developmental disabilities, or contract for such services with existing agencies.

The following general principals shall apply to all funds provided to area agencies in serving Camden Co. persons with developmental disabilities:

1. All grant funding shall be appropriated on CCDDR's fiscal year, which is based on the calendar year.
2. Multi-year grants shall be approved on a case by case basis, and in no circumstances shall such funding be allocated over more than two years.
3. All agencies funded by CCDDR shall comply with all CCDDR funding policies and procedures, and shall sign a Funding Agreement outlining terms of CCDDR funding. CCDDR reserves the right to establish the conditions and requirements of the Funding Agreement.
4. CCDDR will not provide funds to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds provided by CCDDR must be utilized for a specific purpose in serving Camden Co. persons with developmental disabilities/delays, in agreement with the board's mission and statutory guidelines per 205.968-205.972 RSMo.

5. CCDDR shall only approve funds for services rendered/expenses incurred by an agency after the date of CCDDR approval of the agency's application.
6. An agency that fails to perform in accordance with CCDDR's Funding Agreement on any one grant or project shall also be considered to be in default on all other grants/projects being funded by CCDDR.
7. Applicants for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or support.

II. Annual Funding Cycle

The annual CCDDR funding cycle for contracted services will follow the following timelines:

1. Notice of Funding Availability/funding packets mailed in August
2. Applications for next fiscal (calendar) due in CCDDR office by October 20.
3. CCDDR Funding Committee reviews all applications/makes recommendations to full board prior to November board meeting.
4. Board acts on all requests at November board meeting.
5. Board approves preliminary annual budget for next calendar year in November; board may re-convene if needed in December to approve a final budget.
6. Funding Agreements for approved funds for following year signed no later than December 31.

Off-Cycle Requests For Funds:

CCDDR contractual funds are typically only appropriated during the annual funding cycle noted above. However, CCDDR may review requests for funding outside of the normal funding cycle in the following situations:

- (1) The health and/or safety of persons with developmental disabilities is threatened;
- (2) The health and/or safety of persons providing support services for persons with developmental disabilities is threatened;
- (3) Services provided by an agency are threatened;
- (4) Amounts originally appropriated for an approved service or program are insufficient due to unanticipated growth in the service or program;
- (5) Unexpected/unanticipated funding opportunities arise; or
- (6) A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle.

Off-cycle funding requests that are of an immediate need (cannot wait for consideration until next regularly-scheduled board meeting), that are one-time, and that amount to less than \$1,000.00 total may be approved by the Director on a case by case basis. All other

such requests must be approved by the full board at the next regularly-scheduled board meeting or in an emergency board meeting.

III. Consumer Eligibility Criteria

Organizations requesting funds from CCDDR must utilize said funds to serve Camden County persons with developmental disabilities who have a permanent, fixed residence in Camden Co. The three definitions of developmental disability found in state statute shall apply, including: Section 630.005 RSMo; Section 178.900 RSMo; and Section 205.968 RSMo. Generally speaking, consumers served should be current or former clients of the Rolla Regional Center or other Missouri DMR/DD Regional Center. If not a former or current client of the Regional Center system, documentation may be requested to support client eligibility.

The CCDDR Board of Directors may, at its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be made in light of available funds, needs of persons to be served and community needs as determined by the board, and the appropriateness and efficiency of combining services to persons with various types of disabilities.

IV. Agencies Eligible For Funding

CCDDR grant funds are only available to nonprofit agencies physically located, based, and doing business within Camden Co. and who serve primarily or exclusively Camden Co. persons with developmental disabilities and/or developmental delays considered to eventually lead to developmental disabilities.

Other Agency Requirements:

1. The agency shall demonstrate fiscal viability by submitting a current balance sheet, statement of revenue and expenses, and 12-month budget with the annual funding application.
2. Agencies shall maintain minimum insurance coverages as set forth in the CCDDR Service Agreement. CCDDR shall be named as an additional insured on all liability insurance policies that cover the program and services funded by the CCDDR. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from all grants/contracts funded by CCDDR, for all persons handling funds pertaining to CCDDR grant awards.
3. Agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State's office, as well as a current 501 C-3 certificate from the Internal Revenue Service.
4. Agencies must be in good standing with regard to their having current licensure, certification, or accreditation from the appropriate state authority with oversight responsibilities pertaining to their organization (i.e. DESE, DMH, etc.).
5. Agencies must be in good standing with regard to the successful implementation of previous services, programs, or projects funded by CCDDR.

CCDDR may consider waiving these eligibility requirements annually based on requests made in writing from the agency. Consideration for waiving any requirement will be given to agencies based on the requirement's applicability to the agency or if extenuating circumstances exist.

V. Services Eligible For Funding

Agencies requesting funds from CCDDR must utilize said funds for one or more of the following service categories that meet the needs of Camden County persons with developmental disabilities:

1. Sheltered employment;
2. Other vocational/pre-vocational services
3. Residential services;
4. "Related" services, defined as: 1. Programs designed toward enabling a person with a developmental disability to progress toward normal living and/or to develop his or her capacity, performance, or relationships with other persons; 2. Programs which provide services related to a place of residence or social centers for eligible persons; or 3. Programs which provide a controlled work environment.

Agencies which request funds that fall within the area of related services will be asked to show how the service or program qualifies as a related service under the above definitions, and the CCDDR board shall, at its discretion, determine if in fact the program or service qualifies as a related service when evaluating all proposal(s).

VI. Funding Categories

1. General Operations Grant Funding

CCDDR may contract with eligible agencies to provide general operational assistance for the on-going support of their program. Such assistance may include direct costs such as personnel, fringe benefits, supplies, travel, professional fees, etc. A percentage of indirect/overhead costs may also be funded.

2. One-Time Grant Funding

CCDDR will contract with eligible agencies for the reimbursement of expenses related to the following categories:

- a) Capital: Funds for one time expenses such as acquisition of property, renovations or equipment that have a useful life of one (1) or more years, and whose individual acquisition unit cost to the CCDDR is \$500 or more.
- b) Construction and Renovation: Funds for one time expenses related to new construction of, or renovation to, existing buildings.
- d) Vehicle Acquisition: Funds for the purchase of vehicles utilized in transporting Camden County citizens with developmental disabilities to sheltered employment,

residential, or day programming sites, when other state and/or federal transportation funding resources have been exhausted.

e) Technical Assistance: Funds provided to contract with appropriate consultants to provide for financial, management, and other administrative technical assistance.

f) Misc: Miscellaneous capital items.

CCDDR will evaluate each proposal for One-Time Grant Funding as it relates to its direct positive impact on persons with developmental disabilities served.

Construction/Renovation Projects & Purchases Of Property

All new construction projects and renovation projects require development of uniform specifications for the work to be done, and acceptance of bids as outlined in these policies. The following information shall be submitted with the agency's application when requesting funding for new construction, property purchase, or renovation projects:

1. Description of the project and benefits to persons served
2. Projected timeline for initiation and completion of project
3. Business plan, and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving persons with developmental disabilities.
4. Land site and value (for proposed purchases of property that CCDDR is to fund, an Independent Appraisal of the property from a certified appraiser is required).
5. Architectural plans, if applicable
6. Itemized cost breakdown for entire project
7. Bid letter as sent out to prospective contractors and bid specifications, if applicable
8. Three submitted bids, if applicable, including the bid accepted and qualifications of selected vendor in performing the work

For all buildings or residential facilities proposed to be constructed/purchased *exclusively* with CCDDR funds, the board reserves the right to retain ownership of the property and subsequently lease the property to the nonprofit entity for a specific purpose outlined in a Funding Agreement, and in accordance with the board's mission and statutory guidelines per 205.968-205.972 RSMo.

The following will be used as a guide in determining when competitive quotations should be obtained for equipment, construction, renovation, professional services, and other One Time Grant applications proposed to be funded by CCDDR. Please note that such bids must be submitted with the funding application due on or before October 1:

- Purchases/Costs under \$500: must be approved by the CCDDR funding process.
- Purchases/Costs between \$500 and \$4,499: Quotations from at least three sources of supply should be obtained in writing.
- Purchases/Costs of \$4,500 or more: A formal advertised competitive bid process

will be required. Quotations will be obtained from at least three suppliers on a sealed bid basis. A legal advertisement inviting bids shall be made in the Lake Sun newspaper. Adequate time must be provided for potential bidders to compile a bid. The CCDDR Director must be present upon the opening of the sealed bids amounting to \$10,000 or more. A bid sheet must be generated and presented to the CCDDR Board of Directors listing all specifications and bid prices.

In the event that there are less than three qualified vendors available for bidding purposes, the agency shall request a waiver of this requirement from CCDDR in writing.

In the event that the lowest bidder is not chosen by the agency, the agency will provide CCDDR with a written explanation as to why the lowest bidder was not chosen. In such cases, CCDDR reserves the right to base its funding provided to the agency on the lowest and best bid received.

Bid specifications shall be written in sufficient detail to assure consistent response to the agency's request for bids. Copies of all bid documents shall be provided to CCDDR.

CCDDR may request that the agency obtain a Performance Bond from the selected vendor for the work to be completed.

Vehicle Purchases

CCDDR may provide One Time Grant funds to enable agencies to improve/replace their existing fleet of vehicles, purchase lift equipment or safety equipment such as restraints, or to purchase new vehicles as part of an expansion of transportation service. Agency purchases of vehicles purchased at State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5309/5310 program are not subject to a competitive bid process.

Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information on vehicles purchased with CCDDR funds, for purposes of monitoring the application of this policy.

Unless a vehicle purchased with CCDDR funds is sold outright or traded in at the time of replacement, the vehicle must be maintained in use for Camden County residents with developmental disabilities. Agencies must submit a request in writing for CCDDR's permission to dispose of a vehicle purchased with CCDDR funds.

Vehicles purchased with CCDDR funds may be sold outright to a third party, or transferred to another not-for-profit agency for similar use, with prior approval of CCDDR. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased exclusively with CCDDR funds.

In cases where vehicles have been partially purchased with federal or Missouri Highway and Transportation Department funds (Section 5309/5310), their property management standards shall prevail, with remittance of the sale price to the CCDDR equal to CCDDR's percentage match (typically 20%).

CCDDR will decide whether to retain proceeds from vehicle sales on a case by case basis.

CCDDR will not provide funding to replace vehicles unless the odometer reading of the vehicle to be replaced is above 100,000 miles.

For vehicles purchased entirely with CCDDR funds, the vehicle must be titled with CCDDR listed as first lien-holder, and CCDDR will physically hold title during the duration of time the agency maintains the vehicle in operation.

VII. Monitoring Of Capital Assets Purchased With CCDDR Funds

1. All agencies receiving One-Time Grant funds from CCDDR must submit actual paid receipts for approved expenditures prior to receiving CCDDR funds (if the agency requests CCDDR to make a direct payment to the supplier/manufacturer, etc. rather than being reimbursed by CCDDR, a pro-forma invoice from the supplier(s)/manufacturer(s) for all approved expenditures is needed).
2. Agencies awarded capital funds through the One-Time Grant Program (equipment, furnishings, vehicles, property, etc.) in excess of \$1,000 for items with a useful life of over 1 year shall complete a CCDDR Capital Item Inventory Report annually for three years following the grant award.
3. Agencies awarded capital funds shall maintain a loss control/risk management system to insure against damage or theft of such items. Any damage or theft of a capital item in excess of \$1,000 purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the CCDDR board.
4. Agencies awarded capital grants in excess of \$1,000 shall maintain adequate property insurance coverage for said items, and shall furnish CCDDR with evidence of insurance annually for all capital items purchased with CCDDR funds.
5. If capital items purchased exclusively with CCDDR funds are found not to be used during a six month consecutive period of time during the first three years of ownership, said items shall be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR.
6. If capital items purchased exclusively with CCDDR funds are found not to be used by eligible clients (Camden Co. persons with developmental disabilities), the agency shall repay CCDDR the undepreciated or market value of said items or make the item available to CCDDR for reassignment to another agency.

7. Agencies awarded grant funds for the purchase of a capital item in excess of \$1,000 shall not sell, trade, or dispose of the item within a three year period of time after the grant award unless prior approval has been obtained from CCDDR.

8. If CCDDR should grant funds for the purchase of real property and the funded agency sells, trades, or ceases to use the property for the purpose(s) indicated in their original proposal within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR. If the agency continues to serve the eligible population (Camden Co. persons with developmental disabilities), but uses the property for a different purpose than in the original proposal, a request must first be made in writing to the CCDDR board to utilize the property in a different manner.

9. For all purchases of personal property in excess of \$5,000.00 funded exclusively by CCDDR, the agency shall grant to CCDDR a security interest in the property. CCDDR will execute a security agreement via UCC Financing Statement (UCC-1) with the Secretary of State's office. Such an agreement shall be in effect for 10 years or until property is disposed of per these policies.

10. All capital items purchased with CCDDR funds shall be depreciated in accordance with generally accepted accounting principles. Ideally, the agency should establish and fund a depreciation reserve account to replace the item when this becomes necessary.

VIII. Availability Of Annual Funding

CCDDR grant funding is subject to annual appropriations collected on behalf of the board by the Camden Co. Collector's office, as determined by the board's annual tax levy rate. The CCDDR Board of Directors shall annually determine the amount of board funds to be allocated for agency General Operations and One-Time Grant funding. The following process shall be used to determine the annual availability of grant funding:

1. Revenues of the board from all sources shall be estimated for the upcoming year as part of the board's annual budgeting process.
2. From this total, appropriations to support the following board activities shall be deducted:
 - a. Service Coordination program operating expenses;
 - b. Cost to continue current Medicaid waiver match commitments with Dept. of Mental Health and existing Purchase of Service agreements with providers of services;
 - c. Admin./Building Expenses (efforts shall be made to limit expenses in this area to no more than 15% of projected annual revenues);
 - d. Required 25% reserved fund balance equal to or greater than 25% of annual board revenues.

3. Remaining funds may be used and/or made available to support grant funding to area nonprofit agencies who serve Camden Co. persons with developmental disabilities/delays.

Annual grant appropriations will be allocated in the following priority order:

1. Programs in good standing (see Section IV for definitions) that are currently being funded by the board in the area of General Operations shall receive first priority for available grant funds.
2. Proposals for One-Time Grants shall then be considered by the board.
3. Proposals for new programs (General Operations) that would create an on-going obligation of the board and that meet identified needs of Camden Co. persons with developmental disabilities shall then be considered for funding by the board. Proposals for all new services shall be evaluated according to Section IX of these policies.

IX. Criteria For Proposal Review/New Services

The following criteria shall be used to review and evaluate all applications for new services that the board does not currently fund, and that would create an on-going financial obligation of the board:

- The extent to which the new program or service has been identified by the board as a need based upon needs survey results and waiting list data.
- The extent to which other state agencies/funding sources are mandated to fund the proposed new service or program.
- The extent to which the new program or service will contribute to the advancement of and/or improvement of promoting persons with developmental disabilities/delays to progress toward normal living.
- The availability of board revenues to support the new program or service on an on-going/annual basis.
- The extent to which the new program or service falls within the statutory guidelines of 205.968-205.972 RSMo in terms of eligible services to be funded.
- The extent to which the estimated cost for the new program or service is reasonable and is cost-effective.
- The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds.
- The extent to which the new program or service addresses true consumer needs rather than wants.
- The extent to which the agency is certified/accredited by state and national bodies, and program, service, or project personnel are well qualified by training and/or experience for their roles in the project and the applicant organization has adequate facilities and personnel.
- The extent to which, insofar as practicable, the proposed activities, if well executed, are capable of attaining project objectives.
- The strength of the project's plans for evaluation in terms of meeting stated program or service outcomes/goals.

The board reserves the right to issue a Request for Proposals and obtain proposals from multiple providers for all new services to be funded.

X. Fiscal/Programmatic Monitoring Of Awarded Funds

As a publicly-supported entity, CCDDR places a premium on accountability of its funds. This responsibility extends to those agencies funded by CCDDR who serve area persons with developmental disabilities on a contractual basis with CCDDR. As such, agencies receiving funding from CCDDR must abide by the following policies:

1. The agency will be required to provide CCDDR with a full financial disclosure of its total operations, including current year budget and most recent financial statements, to include balance sheet and statement of revenues and expenses.
2. Agencies shall establish internal controls, systems and procedures for monitoring of the fiscal position of their agency. The statement of revenue and expenses should compare year-to-date actual numbers with the approved agency budget.
3. Agencies' financial management controls and record keeping shall be in accordance with generally accepted accounting principles.
4. All agencies receiving total combined funding of \$10,000.00 or more in any one fiscal year from CCDDR shall submit an organization-wide independent audit to CCDDR conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which funding was received. If this funding extends into subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document should include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within 120 days of the close of the agency's fiscal year. The DESE Audit Analysis shall accompany the audit report for sheltered employment services.

Agencies desiring exception to the audit requirement must request in writing a waiver of the policy prior to signing the Service Agreement. If a waiver is granted, the exempted agency shall submit year-end financial statements signed by their board treasurer.

5. All agencies receiving funds in excess of \$5,000.00 per fiscal year must submit a semi-annual financial report documenting funding received by CCDDR and how CCDDR funds have been utilized as per the contractual agreement, numbers of persons being served, as well as if program goals, objectives, and stated outcomes are being met. The first such progress report shall cover the period January-June of the current fiscal year, and the second and final report shall cover the period July-December. Both reports are due within thirty days of the end of the reporting period (i.e. July 31 and January 31). In addition, providers who receive in excess of \$5,000.00 per fiscal year in CCDDR funds will be asked to provide the CCDDR Board of Directors with quarterly in-person updates to the CCDDR board as to the status of CCDDR-funded programs and services. Such updates shall be scheduled by CCDDR during regular CCDDR board meetings.

6. CCDDR reserves the right to conduct periodic site visits of funded programs/projects.

XI. Purchase of Service/Medicaid Match Funds

CCDDR may elect to purchase services or provide Medicaid match funding for services for specific consumers served by the board on a case by case basis/consumer by consumer basis, as requests arise throughout the year from CCDDR Service Coordination staff. Such funding provided by the board represents a rate of hourly reimbursement for services provided by the entity, which does not constitute grant funding as outlined earlier in this section. Rates of reimbursement provided by the Board shall be the same rate of reimbursement provided by the Regional Office/Division of Developmental Disabilities based on their current contract with the agency. Such services may be provided by agencies that may or may not have an IRS 501 C-3 nonprofit status. All such Purchase of Service/Medicaid match funds approved are subject to the Board's Utilization Review policy.

Grant funds outlined earlier in this policy shall only be made available to 501 C-3 nonprofit agencies physically located, based, and doing business within Camden Co. and who serve primarily or exclusively Camden Co. persons with developmental disabilities and/or developmental delays considered to eventually lead to developmental disabilities.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2015-11

Approval to Enter Lease Agreement for Office Space

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) is currently seeking to expand Targeted Case Management services, operations, and community partners to a rapidly growing population of consumers and is constrained from doing so due to a lack of office space.

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 and agrees there is a need to expand its available office space and desires to do so in order to accommodate additional administrative personnel needed for ongoing operations, Targeted Case Management program growth, and community partnerships.
2. That the Board hereby authorizes the Executive Director to sign a new lease agreement effective 7/1/2015 with Ezard's, Inc. securing additional office space at Unit #108 and including currently leased office space at Unit #106 for an amount not to exceed \$1,800 plus normal maintenance fees monthly for a period not to exceed 36 months (3 years).
3. The Board hereby recognizes the agreed lease amount includes a discount of \$300 monthly from the original market rate for both units (market rate lease is \$2,100 monthly, which is an immediate savings of \$3,600 annually), and Ezard's, Inc. is offering the discounted monthly lease rate as a token of support for the Board's mission to serve individual's with intellectual and developmental disabilities and their families.
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.

Judy Crawford – Chairman

Date

Ann Bledsoe – Secretary

Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2015-12*

Approval for Executive Director to Appoint “TIF” Representative when Deemed Necessary

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) needs representation in periodic Tax Increment Financing proposals, discussions, and hearings in Camden County.

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 and agrees there is a need to have Board representation when Tax Increment Financing, hereafter referred to as “TIF”, proposals are introduced to the public and public taxing entities in Camden County.
2. That the Board hereby authorizes the Executive Director to be the TIF representative or, if determined necessary, to appoint a TIF representative for the Board when TIF proposals are introduced in Camden County.
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.

Judy Crawford – Chairman

Date

Ann Bledsoe – Secretary

Date



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2015-13*

NEW POLICY 36, TRANSPORTATION POLICY, AND TRANSPORTATION MANUAL

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, and job descriptions and creates new Bylaws, policies, 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 create Policy Number 36, Transportation Policy, and a Transportation Manual.
2. That the Board hereby adopts Policy 36 and the Transportation Manual as presented 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.

Judy Crawford – Chairman

Date

Ann Bledsoe – Secretary

Date

Attachment “A”
Resolution 2015-13



Policy Number: 36

Effective Date: May 18th, 2015

Subject: Transportation

PURPOSE

It is the responsibility of the Camden County Developmental Disability Resources to protect the health and safety of all our clients who are being transported in a personal vehicle of staff or company vehicles. On occasion, there may be situations where CCDDR employees must use their personal vehicles to transport clients. CCDDR has established requirements for staff transporting clients in personal and company vehicles. CCDDR's goal is to provide a transportation program and service that support public or private transportation opportunities for persons with developmental disabilities. Our agency wants to create better transportation for our clients in the town in which they live, work and play.

POLICY

CCDDR will ensure no qualified individual with a disability shall be excluded from participation in or denied benefits of transportation services from Camden County Developmental Disability Resources. CCDDR requires that all local and state regulations be followed, including, but not limited to, wearing seat belts and adherence to speed limits. Employees must also follow guidelines described in the CCDDR Transportation Manual, CCDDR Employee Manual, and all CCDDR policies.

Title VI Assurances

Camden County Developmental Disability Resources agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 200d et seq., and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

Camden County Developmental Disability Resources assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. Camden County Developmental Disability Resources further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

Camden County Developmental Disability Resources meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding including Camden County Developmental Disability Resources and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

Camden County Developmental Disability Resources receives state and/or federal funds through grants administered by the Missouri Department of Transportation for both operating and capital. As a recipient of this funding, Camden County Developmental Disability Resources is committed to assuring compliance with the Title VI Requirements for Federal Transit Administration Recipients as outlined in FTA circular 4702.1B

QUALIFICATIONS FOR POSITION OF DRIVERS FOR CCDDR

1. Drivers shall be properly licensed (Missouri state driver's license preferred and preferably a Class E Driver's License). Employees will furnish a copy of their driver's license to Human Resource Officer upon hiring date and also upon renewal of license.
2. Employees must have the minimum liability coverage as required by Missouri statutes (If using a private vehicle.)
3. All individuals who are employed by CCDDR are required to have a background check consisting of :
 - a. Illegal drug screen (Upon hire and randomly if shows probable cause)
 - b. FBI fingerprint check(Fingerprints/Criminal records check/sex offender registry check thru the Highway Patrol (Upon hire)
 - c. Family Care Safety Registry (annually)
 - d. Driving history/MVR (annually)
 - e. Office of Inspector General (OIG United States Department of Health & Human Services (annually)
4. The vehicles must have adequate first aid supplies, including a first aid kit that is checked annually and as necessary.
5. Vehicles must have copy of MoPerm guidelines regarding what to do in event of an accident.
6. In the event of an accident and/or injury while transporting a client, the driver will immediately notify the police and ambulance (if needed) to report the accident, provide CPR/First Aid as needed. (If you have a current certification in CPR.) The Executive Director and Human Resources will be notified immediately and if needed, completion of an MEM Injured Worker Kit and Auto Accident Report Form.

7. All accidents occurring away from the CCDDR office when on CCDDR business, regardless of professional medical attention, must be reported, for Workers Comp purposes.
 - a. Verbal notification of any serious occurrences should be immediately reported to the Executive Director.

RESPONSIBILITIES OF OUR DRIVERS

1. Driver safety is priority.
2. Driver is required to review Transportation Policy Manual annually.
3. The driver is responsible for the condition of the vehicle.
4. It is the responsibility of each driver to fill out the mileage report form Upon departure and return in the company vehicle(s).
5. Driver must wear seatbelt at all times and verify passengers have seat belts on.
6. Driver is required to take credit card and fill up the vehicle with fuel when it reaches ½ tank.
7. Only authorized persons are allowed to drive or ride in company vehicles.
8. Always be polite and professional when transporting consumers.
9. Never drive under the influence of illegal drugs or controlled substances of any kind.
10. Driver may not alter the company vehicle(s) in any way without prior consent of the Executive Director.
11. It is each driver's responsibility to maintain a current valid driver's license.
12. Never drive faster than the speed limit. If you receive a ticket, you are responsible for all costs.
13. Never carry more passengers than available seating in the vehicle.
14. Company vehicles are used for company business only.
15. Driver(s) are responsible for accurately completing all required paperwork, including mileage sheets.
16. Driver shall not transport a minor without written documentation or a phone call from parent/guardian of minor, and if at all possible, parent/guardian should accompany the minor who is being transported.
17. Company vehicle keys are to be placed in office desk drawer after vehicle is parked and should remain there at all times the vehicle is not in use.
18. It is the responsibility of every driver to be informed on impending weather conditions and the daily forecast outlook. You will need to watch the news to get this information. This includes all seasonal, inclement weather (snow, ice, thunderstorms, tornado, etc.). It is the driver's responsibility for calling the Support Coordinator so they can contact the consumer and inform them of the situation.

Drivers should use common sense and good judgment when deciding to drive/transport clients for the day. If the weather is questionable, don't go! It is better to be safe than sorry!

VEHICLE SAFETY CHECKS

1. Any vehicle problem is to be reported to lead personnel.
2. Check vehicle tires - the life of the tires depends on how the vehicle is driven. Excessive speed, braking or acceleration will cause tires to wear away.

3. Always drive at a safe speed. A safe speed depends on a number of factors:
 - a. Road Conditions – wide, straight, good/bad surface, good/bad vision etc.
 - b. Weather Conditions – dry, wet, bright, sunny, misty, raining, snow, fog etc.
 - c. Traffic Conditions - light or heavy flow of traffic, country, city etc.
 - d. Physical Condition of Driver(s) – relaxed, happy, tired, worried, aggressive, frustrated etc.
4. Never use the vehicle if any maintenance light is on as it could be unsafe.

DRIVING UNDER THE INFLUENCE

If you drive under the influence of alcohol, a controlled substance, or impairing substance, the legal penalties include the loss of your license, a fine, and/or prison sentence. Employees will be terminated immediately if determined to be driving under the influence of alcohol and controlled or impairing substances.

MOBILE PHONES

Although an increasing number of states are placing restrictions on cell phone usage, Missouri has no law regarding the use of cell phones while driving. The use of mobile phones while driving a company vehicle is prohibited.

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CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

TRANSPORTATION MANUAL



Camden County Developmental Disability Resources

“CCDDR”

Our Mission Statement

“To improve and enhance the lives of Camden County citizens with developmental disabilities in areas of residential, employment, and related services.”



EXECUTIVE DIRECTOR	ED THOMAS
BUSINESS HOURS	8:30 am – 4:00 pm MON – FRI
EMERGENCY NUMBER AFTER HOURS	573-469-5851
TARGETED CASE MANAGEMENT OFFICE LOCATION	100 THIRD STREET CAMDENTON, MO 65020
CCDDR OFFICE MAILING ADDRESS:	PO Box 722 CAMDENTON, MO 65020
TARGETED CASE MANAGEMENT PHONE NUMBER	573-317-9233
TARGETED CASE MANAGEMENT OFFICE FAX NUMBER	573-317-9332
ADMINISTRATIVE OFFICE LOCATION	5816 OSAGE BEACH PARKWAY STE 106 OSAGE BEACH, MO 65065
ADMINISTRATIVE OFFICE PHONE NUMBER	573-693-1511
ADMINISTRATIVE OFFICE FAX NUMBER	573-693-1515



Camden County Senate Bill 40 dba Camden County Developmental Disability Resources does not discriminate in employment opportunities or practices because of race, color, religion, sex, nation origin, sexual orientation, age, disability, or veteran status.

Title VI Assurances

Camden County Developmental Disability Resources agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 200d et seq., and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

Camden County Developmental Disability Resources assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. Camden County Developmental Disability Resources further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

Camden County Developmental Disability Resources meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding including Camden County Developmental Disability Resources and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

Camden County Developmental Disability Resources receives state and/or federal funds through grants administered by the Missouri Department of Transportation for both operating and capital. As a recipient of this



funding, Camden County Developmental Disability Resources is committed to assuring compliance with the Title VI Requirements for Federal Transit Administration Recipients as outlined in FTA circular 4702.1B

TRANSPORTATION GOAL OF "CCDDR"

Camden County Developmental Disability Resources' (CCDDR) provides route deviations presently, not fixed routes. CCDDR's goal is to provide a transportation program and service that support public or private transportation opportunities for persons with developmental disabilities. Our agency wants to create better transportation for our clients in the town in which they live, work and play. Transportation provides a means of independence.

The purpose of this policy is to ensure that no qualified individual with a disability shall be excluded from participation in or denied benefits of transportation services from Camden County Developmental Disability Resources.

At the present time, CCDDR has only one vehicle which provides personal transportation for our clients. Additional transportation services are provided thru business relationships. CCDDR plans to add additional vehicles in the future as the need arises.

QUALIFICATIONS FOR POSITION OF DRIVERS FOR CCDDR

1. Drivers shall be properly licensed (Missouri state driver's license preferred and preferably a Class E Driver's License). Employees will furnish a copy of their driver's license to Human Resource Officer upon hiring date and also upon renewal of license.
2. Employees must have the minimum liability coverage as required by Missouri statutes (If using a private vehicle.)
3. All individuals who are employed by CCDDR are required to have a background check consisting of:
 - a. Illegal drug screen (Upon hire and randomly if shows probable cause)
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 - c. Traffic Conditions - light or heavy flow of traffic, country, city etc.
 - d. Physical Condition of Driver(s) – relaxed, happy, tired, worried, aggressive, frustrated etc
4. Never use the vehicle if any maintenance light is on as it could be unsafe.

DRIVING UNDER THE INFLUENCE

If you drive under the influence of alcohol, a controlled substance, or impairing substance, the legal penalties include the loss of your license, a fine, and/or prison sentence. Employees will be terminated immediately if determined to be driving under the influence of alcohol and controlled or impairing substances. **YOU WILL ALSO LOSE YOUR JOB!**

MOBILE PHONES

Although an increasing number of states are placing restrictions on cell phone usage, Missouri has no law regarding the use of cell phones while driving. **Per CCDDR company policy, the use of mobile phones while driving a company vehicle is prohibited! If you need to place or receive a call, please pull off the road to do so.**

TRANSPORTATION FOR PERSONS SERVED

Policy:

It is the responsibility of the Camden County Developmental Disability Resources to protect the health and safety of all our clients who are being transported in a personal vehicle of staff or company vehicles. On occasion, there may be situations where CCDDR employees must use their personal vehicles to transport clients. CCDDR has set the following requirements for staff transporting clients in personal vehicles.

CCDDR requires that all local and state regulations be followed, including, but not limited to, wearing seat belts and adherence to speed limits. Employees must also follow guidelines described in this manual, CCDDR's Employee Manual, and all CCDDR policies.



Procedure:

In Case of a Medical Emergency

Use the following procedures in the event of a life-threatening medical emergency.

1. CHECK the scene for any potential safety hazards.
2. **CALL 911**
3. CARE for victim—maintain **Circulation Airway Breathing** (C–A - B):
4. Provide the following information to 911 operator:
 - a. Nature of medical emergency
 - b. Location of the emergency (address, building, highway, etc.)
 - c. Your name and phone number from which you are calling
5. Do not move victim unless absolutely necessary.
6. CCDDR personnel have a current certification in CPR and First Aid and are authorized to provide emergency medical assistance in the event of a medical emergency.
 - a. If personnel trained in First Aid/CPR are not available, as a minimum, attempt to provide the following assistance: Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - b. Clear the air passages using the Heimlich maneuver in case of choking.
7. Stay with the victim until help arrives.

IN CASE OF AN ACCIDENT

CALL 911 IMMEDIATELY

1. Give location and time
2. Service required – ambulance etc.
3. Call CCDDR (Camden County Developmental Disability Resources)
4. Do not move vehicle
5. Take notes if possible



6. Fill out accident report forms

DETAILS OF OTHER VEHICLES

1. Drivers name, address and phone number
2. Type, make and color of the car
3. Insurance details
4. Any contributory factors, lights (on, off) etc.
5. License Plate Number

OBSERVATIONS

1. Fixed objects
2. Road conditions
3. Traffic lights
4. Condition of other vehicles
5. Street lighting
6. Parked cars

WITNESS

MAKE SURE YOU OBTAIN NAMES AND ADDRESS OF WITNESSES.

DIRECT: Sees all but not necessarily a passenger.

INDIRECT: Does not actually see accident but notices a manner of driving.

SPECIAL INTENTIONS

Do not admit error or liability to other party.

Do not discuss accident/statements with press or media.

Do not pose for photographs.

In the event of an accident, minor or severe, it is required by our agency that a drug/alcohol test be conducted **immediately**. This can be done locally at Lake Regional Occupational Medicine, 54 Hospital Dr. Ste. 102, Osage Beach, MO 65065, telephone number 573-348-8045 from 8:00am – 4:00pm Monday thru Friday and at Lake Regional Hospital lab, 2nd floor, 54 Hospital Dr. in Osage Beach, MO, at any other time. Contact information for the lab is 573-348-8296. If accident requires an emergency room visit,



the test will be conducted at that time. Driver may be temporarily suspended while waiting for results of test. Refusal to take test will result in immediate termination.

CCDDR DISCIPLINARY PROCEDURES ARE AS FOLLOWS:

1. Verbal Warning – documentation goes in personnel file
2. Written Warning – documentation goes in personnel file (may include suspension)
3. Termination – NOTE: Termination may be immediate depending on severity of infraction or due to specific circumstances unforeseen at this time.

REASONS FOR IMMEDIATE TERMINATION:

1. Accidents that involve driver negligence
2. Failure to report an accident
3. Any accident where drugs/alcohol are involved
4. Refusal to perform drug/alcohol test

Please report all van maintenance issues to Compliance Manager at 573-693-1511 immediately to get repair initiated in a timely manner. If the Compliance Manager cannot be contacted, contact the Executive Director at 573-469-5851 or Consumer Support Director at 573-289-8598.

Please return keys to the proper location after each trip.

Please check driving sheets daily, and initial.

PURPOSE FOR ACCIDENT REPORT FORMS

To comply with OSHA and Workers Compensation regulations regarding the accurate and timely reporting of all accidents and injuries which are job related and / or on CCDDR premises.

PROCEDURE FOR ACCIDENT REPORT FORMS

1. The MEM Injured Worker Kit must be completed by the Compliance Manager for employees who incur work related illness or injuries. The CCDDR Report of Injury form is completed for any client or visitor.
2. All Workers Comp accident or injury forms must be sent to the Compliance Manager within 24 hours of occurrence.
3. The Compliance Manager must immediately send the originals to MEM.
4. The Compliance Manager is responsible for submission of the completed Workers Comp forms.
5. The CCDDR Board of Directors must be notified of all serious accidents involving medical hospitalization, property damage, death, and any other accidents that would affect the



organization in the public. It is the responsibility of the Executive Director to notify the CCDDR Chairperson.

6. The Compliance Manager completes the Accident Investigation Report Form.



Employee Acknowledgement Form

SIGNED VERIFICATION OF RECEIVING AND READING TRANSPORTATION POLICY AND MANUAL

I, _____, have received and read the Camden County

Developmental Disability Resources Transportation Policy and Manual.

SIGNATURE

DATE



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2015-14*

Temporary Committee Creation – Keystone Property Programs

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 Camdenton County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to temporarily form a Keystone Property Programs Committee for evaluating potential program creation and utilization of the Keystone property, which is owned by the Board.
2. The Board shall assign this committee to conduct research, provide evaluations, and make recommendations to the Board as a whole for consideration. Dissolution of the Keystone Property Programs Committee shall occur once all Agency needs have been addressed, all activities associated with Agency needs have been completed, and upon Resolution of the Board for dissolution.
3. That the Board hereby nominates and appoints:

_____ - Committee Chairman

_____ - Committee Secretary

as members to the Keystone Property Programs Committee, to which the Chairman of the Board shall serve as its Ex-Officio member.

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

Date