



**September 12<sup>th</sup>, 2019**

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

**Open Session Board Meeting**

# Agenda

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

Tentative Agenda for Open Session Board Meeting on September 12<sup>th</sup>, 2019, at 5:00 PM

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

**255 Keystone Industrial Park Drive**

**Camdenton, MO 65020**

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for August 8<sup>th</sup>, 2019

Approval of Closed Session Board Meeting Minutes for August 8<sup>th</sup>, 2019

Acknowledgement of Distributed Materials to Board Members

- CLC Monthly Report
- LAI Monthly Report
- August 2019 Support Coordination Report
- August 2019 CARF Reports
- August 2019 Employment Report
- August 2019 Agency Economic Report
- July 2019 Credit Card Statement
- Resolutions 2019-31, 2019-32, 2019-33, 2019-34, 2019-35, & 2019-36

Speakers/Guests

- NONE

Monthly Oral Reports

- Children's Learning Center
- Lake Area Industries

Old Business for Discussion

- TCM Rate & Potential Future Changes (Update)

New Business for Discussion

- NONE

August Reports

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

July Credit Card Statement

Discussion & Conclusion of Resolutions

1. Resolution 2019-31: Approval of Amended Title VI Plan
2. Resolution 2019-32: Approval of Amended Transportation Manual
3. Resolution 2019-33: Approval of Amended Policy #37
4. Resolution 2019-34: Approval of Amended Limited English Proficiency Plan
5. Resolution 2019-35: Approval of Amended Employee Manual
6. Resolution 2019-36: Re-Allocation of Restricted Funds

Public Comment

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

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

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

Adjournment

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

**August 8<sup>th</sup>, 2019**  
**Open Session Minutes**

**CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES**  
**Open Session Minutes of August 8th, 2019**

**Members Present** Lorraine Russell, Suzanne Perkins, Betty Baxter, Chris Bothwell,  
Angela Sellers, Brian Willey, Paul DiBello via telephone

**Members Absent** Kym Jones, Lisa Jackson

**Others Present** Ed Thomas, Executive Director

**Guests Present** Lillie Smith (LAI)  
Sylvia Santon, Jeanna Booth, Marcie Vansyoc, Connie Baker, Rachel Baskerville,  
Linda Simms (CCDDR)

**Approval of Agenda**

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

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

**Approval of Open Session Board Minutes for July 15th, 2019**

Motion by Suzanne Perkins, second Chris Bothwell, to approve the July 15th, 2019 Open Session Board Meeting Minutes as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

ABSTAIN: Brian Willey, because he was not present at the  
July 15<sup>th</sup>, 2019, board meeting.

**SPECIAL ANNOUNCEMENT:**

Myrna Blaine accepted the Executive Director position with Morgan County Senate Bill 40 board and was unable to attend the meeting as she was attending her first board meeting with Morgan County. Ed read Myrna's letter of resignation and said she would be missed and wishes her good luck in her new position.

**Acknowledgement of Distributed Materials to Board Members**

July 2019 Support Coordination Report  
July 2019 CARF Reports  
July 2019 Employment Report  
July 2019 Agency Economic Report  
June 2019 Credit Card Statement

## **Speakers/Guests**

- None

## **Monthly Oral Reports**

Due to the new schedule of board meeting dates, CLC and LAI published monthly reports were not due.

### **ARC of the Lake**

**Ed Thomas (on behalf of Myrna Blaine)**

The ARC of the Lake swim party is this coming Saturday, August 10th at Wonderland Camp.

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

**Susan Daniels**

No representative present.

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

**Lillie Smith**

July net income was \$4,887 with 54 of their 56 employees being CCDDR clients. They have 2 new potential employees possibly starting in October or November. Contract Packaging has been busy filling orders for creamer cups, drink stix, rope, sleds. Several orders have been received from the new vender. The most exciting news was the order for 57,000 holiday kits. Employees also working some on foam recycling. Business for cardboard is slow and not moving. Mums have been ordered and should be in for Gifted Gardens to start selling Labor Day weekend. The employees are enjoying the fresh fruit and flavored water from the healthy choice concession stand. Suzanne asked which company was chosen to do the concrete work – Lillie replied Rock Bottom was awarded the contract. Chris asked if the workshop recycled clothing and Lillie said to give her a call.

## **Old Business for Discussion**

### **TCM Rate & Potential Future Changes (Update)**

Ed attended a meeting with Val at DMH asking her specific questions regarding the rate change. Ed sent his analysis report to the board, which was also submitted to the MACDDS President, MACDDS Executive Director, and the MACDDS TCM Contract Committee co-chairs. Other SB 40 Boards and TCM agencies have expressed their concerns and objections as well. Val has talked with Mercer about potential revisions to the first analysis submitted to the Division. More will be known after the MACDDS meeting in August or September. Rate change may not be as devastating as originally thought to be.

## **New Business for Discussion**

- None

## **July Reports**

- **July Support Coordination Report**

July end of month caseload was 360. Medicaid eligibility fluctuates, running 83% to 85%. Efficiency systems implementations are being realized as billing is has been higher than budgeted all year.

Motion by Lorraine Russell, second Betty Baxter, to approve the report as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

- **July CARF Reports**

A meeting will be held with the SC team discussing a couple of report percentage concerns needing improvements. Need to confirm the problem is not a Set-Works issue.

Motion by Lorraine Russell, second Betty Baxter, to approve the report as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

- **July Employment Report**

Competitive employment is hanging around 17% and will likely decrease as tourist season ends; however, we are hoping it stays between 15% to 20% year-round.

Motion by Lorraine Russell, second Betty Baxter, to approve the report as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

- **July Agency Economic Report**

A few coding issues were noted but have been corrected. LAGERS invoices were not submitted at time of report as well as invoices for the new systems hardware. There will quite likely be a carryover of funds for next year.

Motion by Lorraine Russell, second Betty Baxter, to approve the report as presented.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None



**June 2019 Credit Card Statement**

No Questions and a vote not necessary.

**Public Comment:**

None

**Closed Session:**

Motion by Suzanne Perkins, second Lorraine Russell, to adjourn to closed session pursuant to section 610.021 RSMO, subsection (3). A roll call vote was taken.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

Board Members returned from Closed Session

**Adjournment:**

Motion by Suzanne Perkins, second Brian Willey, to adjourn meeting.

AYE: Lorraine Russell, Suzanne Perkins, Betty Baxter, Paul DiBello,  
Angela Sellers, Chris Bothwell, Brian Willey

NO: None

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Board Chairman

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Secretary

# **CLC Monthly Report**



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

Utilizing JULY 2019 Records

**CHILDREN'S LEARNING CENTER**  
**Statement of Activity**  
July 2019

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		1,079.17	1,079.17
41200 Camden County SB40	1,115.40	16,821.57	17,936.97
Total 41000 Contributions & Grants	\$ 1,115.40	\$ 17,900.74	\$ 19,016.14
42000 Program Services			0.00
Total 42100 First Steps	\$ 6,826.56	\$ 0.00	\$ 6,826.56
Total 42000 Program Services	\$ 6,826.56	\$ 0.00	\$ 6,826.56
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		175.00	175.00
43130 Snack		30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 205.00	\$ 205.00
43500 Tuition		1,963.05	1,963.05
43505 Subsidy Tuition		355.20	355.20
Total 43500 Tuition	\$ 0.00	\$ 2,318.25	\$ 2,318.25
Total 43000 Tuition	\$ 0.00	\$ 2,523.25	\$ 2,523.25
45000 Other Revenue			0.00
45200 Fundraising Income			0.00
45285 Lip Sync Battle		250.00	250.00
Total 45200 Fundraising Income	\$ 0.00	\$ 250.00	\$ 250.00
45300 Donation Income		2,000.00	2,000.00
45310 Donations			0.00
45315 Bear Market		75.00	75.00
Total 45310 Donations	\$ 0.00	\$ 75.00	\$ 75.00
Total 45300 Donation Income	\$ 0.00	\$ 2,075.00	\$ 2,075.00
Total 45000 Other Revenue	\$ 0.00	\$ 2,325.00	\$ 2,325.00
Total 40000 INCOME	\$ 7,941.96	\$ 22,748.99	\$ 30,690.95
Total Revenue	\$ 7,941.96	\$ 22,748.99	\$ 30,690.95
Gross Profit	\$ 7,941.96	\$ 22,748.99	\$ 30,690.95
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 8,827.37	\$ 8,827.37
Total 51500 Employee Taxes	\$ 0.00	\$ 799.87	\$ 799.87
51600 Health Insurance		864.24	864.24
Total 51000 Payroll Expenditures	\$ 0.00	\$ 10,491.48	\$ 10,491.48
52000 Advertising/Promotional		216.95	216.95
53000 Equipment		258.12	258.12
54000 Fundraising/Grants			0.00
54900 Shoot Out		320.84	320.84

Total 54000 Fundraising/Grants	\$	0.00	\$	320.84	\$	320.84
56000 Office Expenditures						0.00
56300 Office Supplies				1,764.54		1,764.54
Total 56000 Office Expenditures	\$	0.00	\$	1,764.54	\$	1,764.54
57000 Office/General Administrative Expenditures				91.67		91.67
57100 Accounting Fees						0.00
57150 Online Accounting Software Service				70.00		70.00
Total 57100 Accounting Fees	\$	0.00	\$	70.00	\$	70.00
57160 QuickBooks Payments Fees				82.50		82.50
57400 Child Management Software				35.00		35.00
57900 Seminars/Training				780.00		780.00
Total 57000 Office/General Administrative Expenditures	\$	0.00	\$	1,059.17	\$	1,059.17
58000 Operating Supplies						0.00
58100 Classroom Consumables				3.22		3.22
58150 Center Consumables				137.30		137.30
58175 Paper Consumables				50.02		50.02
58200 Dining				8.10		8.10
58400 Sanitizing				7.94		7.94
Total 58000 Operating Supplies	\$	0.00	\$	206.58	\$	206.58
59000 Program Service Fees						0.00
Total 59100 First Steps	\$	3,976.02	\$	0.00	\$	3,976.02
Total 59000 Program Service Fees	\$	3,976.02	\$	0.00	\$	3,976.02
63000 Utilities						0.00
63200 Internet		18.00		41.99		59.99
63300 Telephone		38.19		91.00		129.19
63400 Trash Service				38.33		38.33
63500 Water Softener				24.00		24.00
Total 63000 Utilities	\$	56.19	\$	195.32	\$	251.51
Total 50000 EXPENDITURES	\$	4,032.21	\$	14,513.00	\$	18,545.21
Payroll Expenses						0.00
Company Contributions						0.00
Retirement				80.00		80.00
Total Company Contributions	\$	0.00	\$	80.00	\$	80.00
Total Payroll Expenses	\$	0.00	\$	80.00	\$	80.00
Total Expenditures	\$	4,032.21	\$	14,593.00	\$	18,625.21
Net Operating Revenue	\$	3,909.75	\$	8,155.99	\$	12,065.74
Net Revenue	\$	3,909.75	\$	8,155.99	\$	12,065.74

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

	First Steps	Step Ahead	TOTAL
<b>Revenue</b>			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		6,137.68	6,137.68
41200 Camden County SB40	8,065.20	96,995.21	105,060.41
41400 United Way Grant		4,066.00	4,066.00
41500 Misc. Grant Revenue		12,111.00	12,111.00
Total 41000 Contributions & Grants	\$ 8,065.20	\$ 119,309.89	\$ 127,375.09
42000 Program Services			0.00
42100 First Steps			0.00
Total 42000 Program Services	\$ 27,756.36	\$ 12,366.38	\$ 40,122.74
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,525.00	1,525.00
43130 Snack		275.00	275.00
Total 43100 Dining	\$ 0.00	\$ 1,800.00	\$ 1,800.00
43500 Tuition		21,658.28	21,658.28
43505 Subsidy Tuition		1,849.78	1,849.78
Total 43500 Tuition	\$ 0.00	\$ 23,508.06	\$ 23,508.06
Total 43000 Tuition	\$ 0.00	\$ 25,308.06	\$ 25,308.06
45000 Other Revenue		114.99	114.99
45200 Fundraising Income		700.00	700.00
45220 Summer Night Glow 5K		10,561.42	10,561.42
45280 Pizza For A Purpose		6,218.77	6,218.77
45281 Pizza For A Purpose - Gun Raffle		1,868.90	1,868.90
Total 45280 Pizza For A Purpose	\$ 0.00	\$ 8,087.67	\$ 8,087.67
45285 Lip Sync Battle		250.00	250.00
45286 Wine Run & Walk		2,500.00	2,500.00
45290 Non-Profit Revenue		100.00	100.00
Total 45200 Fundraising Income	\$ 0.00	\$ 22,199.09	\$ 22,199.09
45300 Donation Income		2,371.00	2,371.00
45310 Donations		20.00	20.00
45312 Community Rewards		494.24	494.24
45314 Kiwanis Club Of Ozarks		1,000.00	1,000.00
45315 Bear Market		525.00	525.00
45351 Community Foundation of the Lake		1,290.00	1,290.00
45352 KC Chiefs Ticket Fundraiser		620.00	620.00
Total 45310 Donations	\$ 0.00	\$ 3,949.24	\$ 3,949.24
Total 45300 Donation Income	\$ 0.00	\$ 6,320.24	\$ 6,320.24
Total 45000 Other Revenue	\$ 0.00	\$ 28,634.32	\$ 28,634.32
Total 40000 INCOME	\$ 35,821.56	\$ 185,618.65	\$ 221,440.21
Total Revenue	\$ 35,821.56	\$ 185,618.65	\$ 221,440.21
Gross Profit	\$ 35,821.56	\$ 185,618.65	\$ 221,440.21
<b>Expenditures</b>			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 125,284.28	\$ 125,284.28
Total 51400 Employee Retirement	\$ 0.00	\$ 1,825.00	\$ 1,825.00
Total 51500 Employee Taxes	\$ 0.00	\$ 11,050.37	\$ 11,050.36
51600 Health Insurance		864.24	864.24
Total 51600 Health Insurance	\$ 0.00	\$ 6,612.10	\$ 6,612.10
51900 Workermans Comp Insurance		1,652.00	1,652.00
51950 Employee Garnishments		304.70	304.70
Total 51000 Payroll Expenditures	\$ 0.00	\$ 146,743.70	\$ 146,743.69
52000 Advertising/Promotional		1,642.79	1,642.79
53000 Equipment		20,520.41	20,520.41
54000 Fundraising/Grants			0.00
54200 Summer Night Glow 5K		3,575.03	3,575.03
54700 Pizza For A Purpose		1,434.10	1,434.10
54900 Shoot Out		370.84	370.84
Total 54000 Fundraising/Grants	\$ 0.00	\$ 5,379.97	\$ 5,379.97

55000 Insurance			0.00	
55600 Professional Liability		3,369.00	3,369.00	
Total 55000 Insurance	\$ 0.00	\$ 3,369.00	\$ 3,369.00	
56000 Office Expenditures		49.63	49.63	
56100 Copy Machine	553.94	1,378.95	1,932.89	
56200 Miscellaneous		378.20	378.20	
56300 Office Supplies		5,727.63	5,727.63	
56400 Postage & Delivery		50.00	50.00	
Total 56000 Office Expenditures	\$ 553.94	\$ 7,584.41	\$ 8,138.35	
57000 Office/General Administrative Expenditures		91.67	91.67	
57100 Accounting Fees		15.00	15.00	
57150 Online Accounting Software Service		454.95	454.95	
Total 57100 Accounting Fees	\$ 0.00	\$ 469.95	\$ 469.95	
57160 QuickBooks Payments Fees		563.85	563.85	
57200 Bank Charges		17.89	17.89	
57400 Child Management Software		245.00	245.00	
57600 License/Accreditation/Permit Fees		580.00	580.00	
57900 Seminars/Training		1,248.99	1,248.99	
57960 Janitorial/Custodial		2,475.00	2,475.00	
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 5,692.35	\$ 5,692.35	
58000 Operating Supplies		1,319.32	1,319.32	
58100 Classroom Consumables		707.09	707.09	
58150 Center Consumables		967.55	967.55	
58175 Paper Consumables		195.59	195.59	
58200 Dining		5,936.03	5,936.03	
58210 Birthday		45.89	45.89	
Total 58200 Dining	\$ 0.00	\$ 5,981.92	\$ 5,981.92	
58300 Pet		81.93	81.93	
58400 Sanitizing		180.28	180.28	
Total 58000 Operating Supplies	\$ 0.00	\$ 9,433.68	\$ 9,433.68	
59000 Program Service Fees			0.00	
59100 First Steps			0.00	
Total 59100 First Steps	\$ 27,466.78	\$ 0.00	\$ 27,466.78	
Total 59000 Program Service Fees	\$ 27,466.78	\$ 0.00	\$ 27,466.78	
61000 Repair & Maintenance		715.76	715.76	
62000 Safety & Security		647.40	647.40	
63000 Utilities			0.00	
63100 Electric	731.72	1,707.34	2,439.06	
63200 Internet	126.00	293.93	419.93	
63300 Telephone	270.19	637.00	907.19	
63400 Trash Service		306.64	306.64	
63500 Water Softener		198.87	198.87	
Total 63000 Utilities	\$ 1,127.91	\$ 3,143.78	\$ 4,271.69	
65000 Other Expenditures		149.58	149.58	
65100 Miscellaneous Expenditures		51.96	51.96	
Total 65000 Other Expenditures	\$ 0.00	\$ 201.54	\$ 201.54	
Total 50000 EXPENDITURES	\$ 29,148.63	\$ 205,074.79	\$ 234,223.41	
Payroll Expenses			0.00	
Company Contributions			0.00	
Health Insurance		5,149.03	5,149.03	
Retirement		655.00	655.00	
Total Company Contributions	\$ 0.00	\$ 5,804.03	\$ 5,804.03	
Taxes		317.06	317.06	
Total Payroll Expenses	\$ 0.00	\$ 6,121.09	\$ 6,121.09	
Reimbursements		930.56	930.56	
voided check		0.00	0.00	
Total Expenditures	\$ 29,148.63	\$ 212,126.44	\$ 241,275.06	
Net Operating Revenue	\$ 6,672.93	-\$ 26,507.79	-\$ 19,834.85	
Other Expenditures				
Other Miscellaneous Expenditure		126.78	126.78	
Total Other Expenditures	\$ 0.00	\$ 126.78	\$ 126.78	
Net Other Revenue	\$ 0.00	-\$ 126.78	-\$ 126.78	
Net Revenue	\$ 6,672.93	-\$ 26,634.57	-\$ 19,961.63	

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

	First Steps	Step Ahead	Not Specified	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	6,672.93	-26,634.57	0.01	-19,961.63
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-15.87	-15.87
Accounts Payable (A/P)			925.19	925.19
21000 CBOLO MasterCard -8027		-8,944.11	8,129.95	-814.16
21200 Kroger-DS1634 CLC		-8,746.17	9,702.37	956.20
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,802.82	-1,802.82
22400 Payroll Liabilities:MO Income Tax			142.00	142.00
22500 Payroll Liabilities:MO Unemployment Tax		-830.83	-130.88	-961.71
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Aflac			3,529.06	3,529.06
Payroll Liabilities:Alera			3,596.59	3,596.59
Payroll Liabilities:Ascensus			1,885.00	1,885.00
Payroll Liabilities:US Department of Education			294.70	294.70
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 18,521.11	\$ 26,255.29	\$ 7,734.18
Net cash provided by operating activities	\$ 6,672.93	-\$ 45,155.68	\$ 26,255.30	-\$ 12,227.45
Net cash increase for period	\$ 6,672.93	-\$ 45,155.68	\$ 26,255.30	-\$ 12,227.45
Cash at beginning of period			29,070.50	29,070.50
Cash at end of period	\$ 6,672.93	-\$ 45,155.68	\$ 55,325.80	\$ 16,843.05



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

Jan - Jul, 2019

ASSETS	Jan - Jul, 2019
<b>Current Assets</b>	
<b>Bank Accounts</b>	
11000 CBOLO Checking	16,843.05
<b>Total Bank Accounts</b>	<b>\$ 16,843.05</b>
<b>Accounts Receivable</b>	
Accounts Receivable (A/R)	858.62
<b>Total Accounts Receivable</b>	<b>\$ 858.62</b>
<b>Other Current Assets</b>	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Prepaid Expenses	7,971.74
<b>Repayment</b>	
Cash Advance Repayment	-700.00
<b>Total Repayment</b>	<b>-\$ 700.00</b>
<b>Total Other Current Assets</b>	<b>\$ 7,971.74</b>
<b>Total Current Assets</b>	<b>\$ 25,673.41</b>
<b>TOTAL ASSETS</b>	<b>\$ 25,673.41</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	925.19
<b>Total Accounts Payable</b>	<b>\$ 925.19</b>
<b>Credit Cards</b>	
21000 CBOLO MasterCard -8027	541.84
21200 Kroger-DS1634 CLC	1,619.42
<b>Total Credit Cards</b>	<b>\$ 2,161.26</b>
<b>Other Current Liabilities</b>	
<b>22000 Payroll Liabilities</b>	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,642.48
22500 MO Unemployment Tax	-1,752.67
22600 Primevest Financial	448.19
Aflac	8,836.35
Allera	9,354.60
Ascensus	1,885.00
Health Care (United HealthCare)	776.25
US Department of Education	1,073.55
<b>Total 22000 Payroll Liabilities</b>	<b>\$ 15,069.28</b>
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 15,069.28</b>
<b>Total Current Liabilities</b>	<b>\$ 18,155.73</b>
<b>Total Liabilities</b>	<b>\$ 18,155.73</b>
<b>Equity</b>	
30000 Opening Balance Equity	13,816.12
Retained Earnings	13,663.19
Net Revenue	-19,961.63
<b>Total Equity</b>	<b>\$ 7,517.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 25,673.41</b>

**CHILDREN'S LEARNING CENTER**  
**Accounts Receivable YTD by Class**  
 January - July, 2019

	Date	Transaction Type	Num	Department	Class	Memo/Description	Split	Amount	Balance
Step Ahead	04/01/2019	Pledge	2037		Step Ahead	April Tuition	Accounts Receivable (AR)	25.00	25.00
	04/01/2019	Pledge	2037		Step Ahead	April Tuition	Accounts Receivable (AR)	162.27	187.27
	04/01/2019	Pledge	2037		Step Ahead	April Snack Fee	Accounts Receivable (AR)	5.00	192.27
	07/01/2019	Pledge	2069		Step Ahead	July Tuition	Accounts Receivable (AR)	245.00	437.27
	07/01/2019	Pledge	2069		Step Ahead	July Dining	Accounts Receivable (AR)	25.00	462.27
	07/01/2019	Pledge	2066		Step Ahead	July Snack Fee	Accounts Receivable (AR)	5.00	467.27
	07/01/2019	Pledge	2069		Step Ahead	July Snack Fee	Accounts Receivable (AR)	5.00	472.27
	07/01/2019	Pledge	2066		Step Ahead	July Tuition	Accounts Receivable (AR)	446.09	918.36
	07/01/2019	Pledge	2066		Step Ahead	July Dining	Accounts Receivable (AR)	25.00	943.36
<b>Total for Step Ahead</b>								<b>\$ 943.36</b>	

**CHILDREN'S LEARNING CENTER**  
AGENCY UPDATE/PROGRESS REPORT  
July 2019

○ **CHILD COUNT/ATTENDANCE**

Step Ahead currently has 23 children enrolled  
18 of the 23 with special needs/dd (7 one-on-ones)

○ **COMMUNITY EVENTS**

**Attended:**

7/15 - CLC Audit - Evers & Co  
7/16 - Rotary Presentation, Noon at Golden Coral

**Current / Upcoming:**

8/5-9 - Teacher Work Week  
8/6 - CPR/First Aid, open to public, \$60 per person, 8:30-12:30  
8/7 - Kids Harbor, Stewards of Children training, 9-11  
8/7 - Easter Seals, 12:30-3:30  
8/8 - Parent Orientation 8:30 & 3:30  
8/8 - Daybreak Rotary Check Presentation, Four Seasons, 5:30pm  
8/24 - Shootout Live Auction  
10/26 - CLC Lip Sync Battle  
12/14 - Christmas 4A Cause at RedHeads

○ **GENERAL PROGRAM NEWS**

- Looking for proposals for interior painting bids
- Preparing for new school year

○ **FUNDRAISING/GRANTS**

8/2 - Gerbes/Kroger 2<sup>nd</sup> Quarter Community Rewards - 53 Households, \$252.56  
8/8 - Daybreak Rotary check presentation

# **LAI Monthly Report**



## Monthly Financial Reports

Lake Area Industries, Inc.

**JULY 31, 2019**

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

	As of Jul 31, 2019	As of Jul 31, 2018 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
Total Bank Accounts	248,368	195,476
Total Accounts Receivable	59,348	60,489
<b>Other Current Assets</b>		
ALLOWANCE FOR BAD DEBTS	0	(4,438)
Certificate of Deposit 3/27/20	25,158	
Certificate of Deposit 12/27/19	25,000	
Certificate of Deposit 6/27/20	25,000	
Certificate of Deposit 9/27/19	25,110	
Community Foundation of the Ozarks Agency Partner Account	1,009	1,000
GIFTED GARDEN CASH	500	500
INVENTORY	5,738	10,136
PETTY CASH	150	150
Total Other Current Assets	107,665	7,348
<b>Total Current Assets</b>	<b>415,381</b>	<b>263,313</b>
<b>Fixed Assets</b>		
ACCUMULATED DEPRECIATION	(737,843)	(743,949)
AUTO AND TRUCK	128,809	135,854
BUILDING	377,261	377,261
Deposit on Construction	29,115	
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	0	10,341
GREENHOUSE FACILITY	0	145,872
LAND	33,324	33,324
LAND IMPROVEMENT	25,502	25,502
MACHINERY & EQUIPMENT	229,732	228,826
OFFICE EQUIPMENT	12,838	11,563
Sewer Equipment	19,354	
SHREDDING EQUIPMENT	45,572	45,572
<b>Total Fixed Assets</b>	<b>199,451</b>	<b>305,954</b>
<b>Other Assets</b>		
CURRENT CAPITAL IMPROVEMENT	38,567	12,570
SALES TAX BOND	0	1,080
UTILITY DEPOSITS	554	554
<b>Total Other Assets</b>	<b>39,121</b>	<b>14,184</b>
<b>TOTAL ASSETS</b>	<b>653,953</b>	<b>583,451</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Total Accounts Payable	7,524	4,914
Total Credit Cards	1,057	10
<b>Other Current Liabilities</b>		
ACCRUED WAGES	0	0
AFLAC DEDUCTIONS PAYABLE	27	27
Gift Certificate Payable	25	113
Missouri Department of Revenue Payable	42	0
OAK STAR BANK LOAN-4096	0	41,445
SALES TAX PAYABLE	33	8
Total Other Current Liabilities	127	41,594
<b>Total Current Liabilities</b>	<b>8,709</b>	<b>46,517</b>
<b>Total Liabilities</b>	<b>8,709</b>	<b>46,517</b>
<b>Equity</b>		
Unrestricted Net Assets	508,965	393,973
Net Income	136,279	142,961
<b>Total Equity</b>	<b>645,244</b>	<b>536,934</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>653,953</b>	<b>583,451</b>

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

	Jul 2019			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
<b>Income</b>						
CONTRACT PACKAGING	20,190	21,900	(1,710)	178,042	133,750	44,293
FOAM RECYCLING	42	400	(358)	6,703	2,800	3,903
GREENHOUSE SALES	477	0	477	52,328	47,298	5,030
SECURE DOCUMENT SHREDDING	3,161	3,175	(14)	24,753	22,225	2,528
<b>Total Income</b>	<b>23,870</b>	<b>25,475</b>	<b>(1,605)</b>	<b>261,827</b>	<b>206,072</b>	<b>55,754</b>
<b>Cost of Goods Sold</b>						
CONTRACT LABOR			0	0	0	0
Cost of Goods Sold	3,045	2,591	454	17,518	18,337	(819)
GG PLANTS & SUPPLIES		0	0	29,929	28,545	1,383
SHIPPING AND DELIVERY		0	0	3,817	2,489	1,328
Textile Purchases	556		556	1,339	0	1,339
WAGES-EMPLOYEES	19,748	25,273	(5,525)	144,243	164,254	(20,011)
<b>Total Cost of Goods Sold</b>	<b>23,348</b>	<b>27,864</b>	<b>(4,515)</b>	<b>196,846</b>	<b>213,625</b>	<b>(16,780)</b>
<b>Gross Profit</b>	<b>521</b>	<b>(2,389)</b>	<b>2,910</b>	<b>64,981</b>	<b>(7,553)</b>	<b>72,534</b>
<b>Expenses</b>						
ACCTG. & AUDIT FEES		0	0	9,075	9,075	0
ALL OTHER EXPENSES	2,070	2,255	(185)	8,574	16,860	(8,286)
Bus Fare	100	240	(140)	320	1,680	(1,360)
CASH OVER/SHORT	(0)		(0)	(13)	0	(13)
EQUIP. PURCHASES & MAINTENANCE	6,081	4,181	1,900	20,250	29,691	(9,441)
INSURANCE	1,361	1,402	(41)	9,528	9,812	(285)
NON MANUFACTURING SUPPLIES	60	60	0	468	96	372
PAYROLL	15,172	15,429	(257)	101,904	106,104	(4,200)
PAYROLL EXP & BENEFITS	5,556	6,779	(1,224)	40,084	46,293	(6,209)
PROFESSIONAL SERVICES	1,134	1,539	(405)	7,623	10,296	(2,673)
SALES TAX			0	(113)	0	(113)
UTILITIES	1,450	1,810	(360)	11,868	13,915	(2,047)
<b>Total Expenses</b>	<b>32,983</b>	<b>33,695</b>	<b>(712)</b>	<b>209,567</b>	<b>243,823</b>	<b>(34,256)</b>
<b>Net Operating Income</b>	<b>(32,462)</b>	<b>(36,083)</b>	<b>3,621</b>	<b>(144,586)</b>	<b>(251,376)</b>	<b>106,790</b>
<b>Other Income</b>						
INTEREST INCOME	118	17	101	1,210	95	1,115
OTHER CONTRIBUTIONS			0	6,135	0	6,135
SB-40 REVENUE	16,991	17,721	(730)	139,091	116,852	22,239
STATE AID	20,240	20,211	29	134,429	132,440	1,988
<b>Total Other Income</b>	<b>37,349</b>	<b>37,949</b>	<b>(600)</b>	<b>280,865</b>	<b>249,388</b>	<b>31,477</b>
<b>Other Expenses</b>						
ALLOCATION NON OPERATING EXPENSES	0	(337)	337	0	1,401	(1,401)
<b>Total Other Expenses</b>	<b>0</b>	<b>(337)</b>	<b>337</b>	<b>0</b>	<b>1,401</b>	<b>(1,401)</b>
<b>Net Other Income</b>	<b>37,349</b>	<b>38,286</b>	<b>(937)</b>	<b>280,865</b>	<b>247,987</b>	<b>32,878</b>
<b>Net Income</b>	<b>4,887</b>	<b>2,203</b>	<b>2,685</b>	<b>136,279</b>	<b>(3,389)</b>	<b>139,668</b>

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

	Jul 2019	YTD
<b>Income</b>		
CONTRACT PACKAGING	20,190	178,042
FOAM RECYCLING	42	6,703
GREENHOUSE SALES	477	52,328
SECURE DOCUMENT SHREDDING	3,161	24,753
<b>Total Income</b>	<b>23,870</b>	<b>261,827</b>
<b>Cost of Goods Sold</b>		
Cost of Goods Sold	3,045	17,518
GG PLANTS & SUPPLIES		29,929
SHIPPING AND DELIVERY		3,817
Textile Purchases	556	1,339
WAGES-EMPLOYEES	19,748	144,243
<b>Total Cost of Goods Sold</b>	<b>23,348</b>	<b>196,846</b>
<b>Gross Profit</b>	<b>521</b>	<b>64,981</b>
<b>Expenses</b>		
ACCTG. & AUDIT FEES		9,075
ALL OTHER EXPENSES	2,070	8,574
Bus Fare	100	320
CASH OVER/SHORT	(0)	(13)
EQUIP. PURCHASES & MAINTENANCE	6,081	20,250
INSURANCE	1,361	9,528
NON MANUFACTURING SUPPLIES	60	468
PAYROLL	15,172	101,904
PAYROLL EXP & BENEFITS	5,556	40,084
PROFESSIONAL SERVICES	1,134	7,623
SALES TAX		(113)
UTILITIES	1,450	11,868
<b>Total Expenses</b>	<b>32,983</b>	<b>209,567</b>
<b>Net Operating Income</b>	<b>(32,462)</b>	<b>(144,586)</b>
<b>Other Income</b>		
INTEREST INCOME	118	1,210
OTHER CONTRIBUTIONS		6,135
SB-40 REVENUE	16,991	139,091
STATE AID	20,240	134,429
<b>Total Other Income</b>	<b>37,349</b>	<b>280,865</b>
<b>Net Income</b>	<b>4,887</b>	<b>136,279</b>



**Lake Area Industries, Inc.**  
**Statement of Cash Flows**  
July 2019

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	4,887
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	19,411
INVENTORY:RAW MATERIAL INVENTORY	(1,761)
Accounts Payable	42
CBOLO CC - 5229 Kevin	(145)
CBOLO CC - 5237 Natalie	344
Sam's Club Mastercard- 2148	180
AFLAC DEDUCTIONS PAYABLE	0
SALES TAX PAYABLE	33
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	18,105
Net cash provided by operating activities	22,992
Net cash increase for period	22,992
Cash at beginning of period	225,376
Cash at end of period	248,368

<b>Lake Area Industries, Inc.</b>						
<b>A/P Aging Summary</b>						
As of July 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 5,746	\$ 1,779	\$ 0	\$ 0	\$ 0	\$ 7,524

<b>Lake Area Industries, Inc.</b>						
<b>A/R Aging Summary</b>						
As of July 31, 2019						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>	\$ 41,958	\$ 16,193	\$ 0	\$ 686	\$ 511	\$ 59,348

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

	Total
<b>OPERATING ACTIVITIES</b>	
Net Income	136,279
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	15,819
Certificate of Deposit 3/27/20	(25,158)
Certificate of Deposit 12/27/19	(25,000)
Certificate of Deposit 6/27/20	(25,000)
Certificate of Deposit 9/27/19	(25,110)
GIFTED GARDEN CASH: DRAWER CASH - GG	(300)
GIFTED GARDEN CASH: SAFE CASH - GG	(200)
INVENTORY: GG PLANT & SUPPLIES INVEN	0
INVENTORY: RAW MATERIAL INVENTORY	2,154
PETTY CASH	0
Accounts Payable	4,525
CBOLO CC - 5203 Lillie	(181)
CBOLO CC - 5229 Kevin	526
CBOLO CC - 5237 Natalie	532
Sam's Club Mastercard- 2148	180
ACCRUED WAGES	(5,654)
AFLAC DEDUCTIONS PAYABLE	0
Gift Certificate Payable	(88)
Missouri Department of Revenue Payable	34
OAK STAR BANK LOAN-4096	(16,439)
SALES TAX PAYABLE	(39)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(99,399)
Net cash provided by operating activities	<b>36,879</b>
<b>INVESTING ACTIVITIES</b>	
CURRENT CAPITAL IMPROVEMENT	(38,567)
SALES TAX BOND	1,060
Net cash provided by investing activities	(37,507)
Net cash increase for period	(628)
Cash at beginning of period	248,996
Cash at end of period	<b>248,368</b>

# Support Coordination Report

August 2019

# Client Caseloads

- Number of Caseloads as of August 31<sup>st</sup>, 2019: 360
- Budgeted Number of Caseloads: 355
- Pending Number of New Intakes: 9
- Medicaid Eligibility: 84.17%

## Caseload Counts

Shellie Andrews - 38  
Cynthia Brown - 35  
Lori Cornwell – 23  
Stephanie Enoch – 35  
Linda Gifford - 43  
Ryan Johnson - 19  
Jennifer Lyons - 37  
Lisa Patrick – 35  
Mary Petersen – 35  
Jami Weisenborn - 35  
Nicole Whittle - 25

**CARF Report  
Medicaid Eligible  
Clients**

# Outcome Measurement Report



## TCM 2018

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	61	0	4	100.00 %
<b>Total</b>	61	0	4	100.00 %
<b>Goal</b>				<b>80 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	59	1	4	98.33 %
<b>Total</b>	59	1	4	98.33 %
<b>Goal</b>				<b>100 %</b>

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	14	0	0	100.00 %
<b>Total</b>	14	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	11	1	0	91.67 %
<b>Total</b>	11	1	0	91.67 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	96	57	0	62.75 %
<b>Total</b>	96	57	0	62.75 %
<b>Goal</b>				<b>95 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	112	7	0	94.12 %
<b>Total</b>	112	7	0	94.12 %
<b>Goal</b>				<b>95 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	64	0	1	100.00 %
<b>Total</b>	64	0	1	100.00 %
<b>Goal</b>				<b>90 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	60	1	4	98.36 %
<b>Total</b>	60	1	4	98.36 %
<b>Goal</b>				<b>90 %</b>

# Outcome Measurement Report



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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	64	1	0	98.46 %
<b>Total</b>	64	1	0	98.46 %
<b>Goal</b>				<b>90 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
Targeted Case Management	64	0	1	100.00 %
<b>Total</b>	64	0	1	100.00 %
<b>Goal</b>				<b>100 %</b>

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
Targeted Case Management	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>



**CARF Report**  
**Medicaid Ineligible**  
**Clients**

# Outcome Measurement Report



## TCM 2018

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	4	0	1	100.00 %
<b>Total</b>	4	0	1	100.00 %
<b>Goal</b>				<b>80 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
<b>Total</b>	5	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
<b>Total</b>	6	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	6	0	0	100.00 %
<b>Total</b>	6	0	0	100.00 %
<b>Goal</b>				<b>100 %</b>

# Outcome Measurement Report



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

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

For Events:

Parameters:

	Yes	No	NA	Percentage
CCDDR	8	9	0	47.06 %
<b>Total</b>	8	9	0	47.06 %
<b>Goal</b>				<b>95 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	21	0	0	100.00 %
<b>Total</b>	21	0	0	100.00 %
<b>Goal</b>				<b>95 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
<b>Total</b>	5	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
<b>Total</b>	5	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

## Outcome Measurement Report



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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	5	0	0	100.00 %
<b>Total</b>	5	0	0	100.00 %
<b>Goal</b>				<b>90 %</b>

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

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

For Events:

Parameters: Age: 0 - 1000;

	Yes	No	NA	Percentage
CCDDR	4	0	1	100.00 %
<b>Total</b>	4	0	1	100.00 %
<b>Goal</b>				<b>100 %</b>

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

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

For Events:

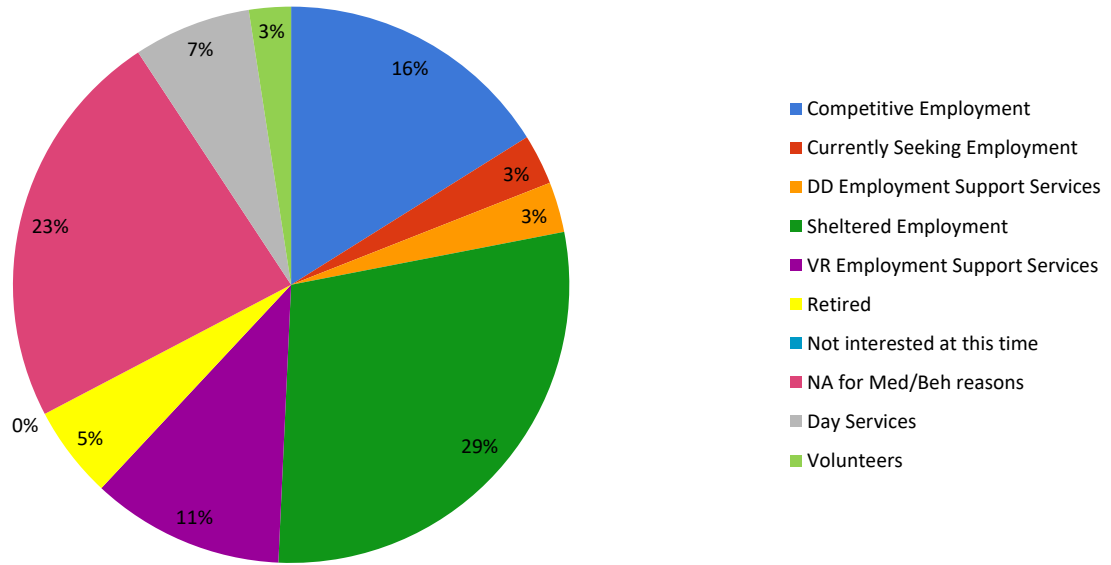
Parameters:

	Yes	No	NA	Percentage
CCDDR	0	0	0	-
<b>Total</b>	0	0	0	-
<b>Goal</b>				<b>100 %</b>

# **Employment Report**

SC name	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	Not interested at this time	NA for Med/Beh reasons	Day Services	Volunteers
<b>Agency Adults</b>	33	6	6	59	23	11		48	14	5
Andrews	4	1	3	3	3	2	1	4	1	0
Brown	2	1	0	4	4	0		4	1	0
Lyon	4	0	1	8	1	1		5	3	1
Cornwell	4	0	0	6	3	0		5	3	0
Gifford	8	0	0	1	0	1		3	0	0
Patrick	4	0	1	4	2	1		5	0	0
Peterson	0	0	0	9	0	0		2	3	0
Johnson	2	2	0	7	6	2		4	1	3
Weisenborn	1	1	1	3	0	3		1	0	0
Meyer	2	0	0	12	1	1		12	1	1
Whittle	2	1	0	2	3	0		3	1	0

**CCDDR Adults employment status as of 8/31/2019**

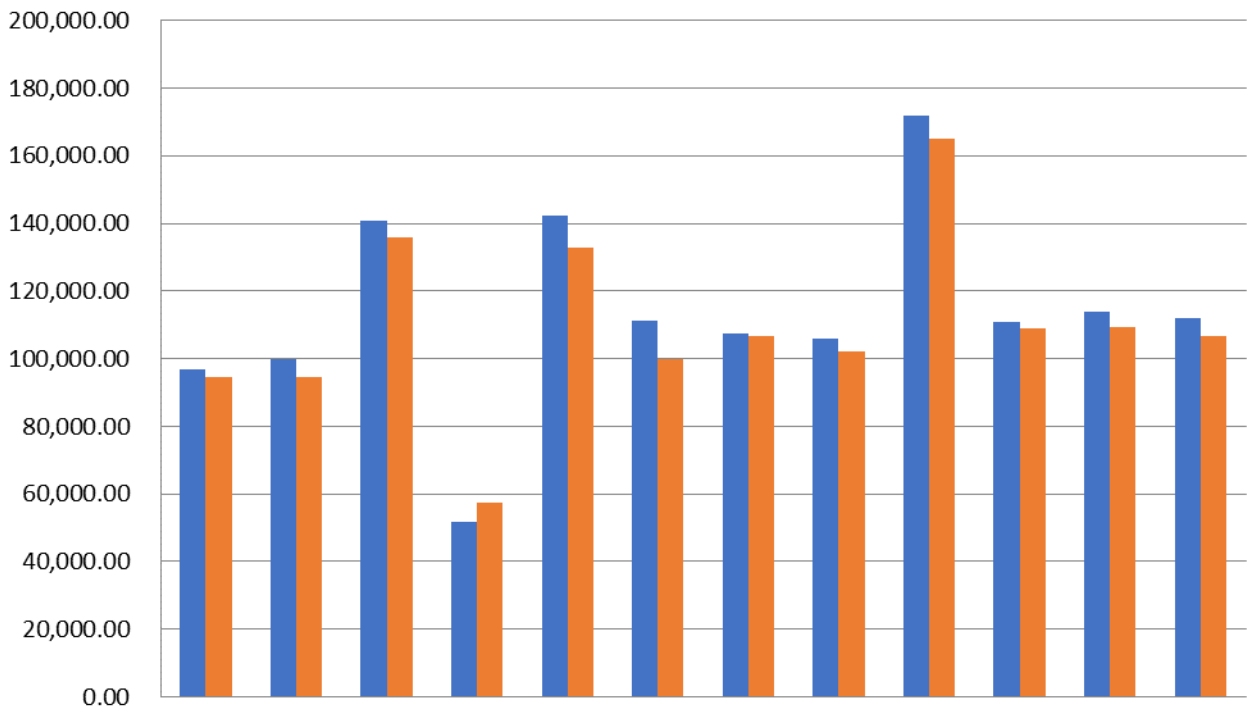


Agency Economic  
Report  
(Unaudited)

August 2019

## Targeted Case Management Income

### TCM Billed vs TCM Payment Received

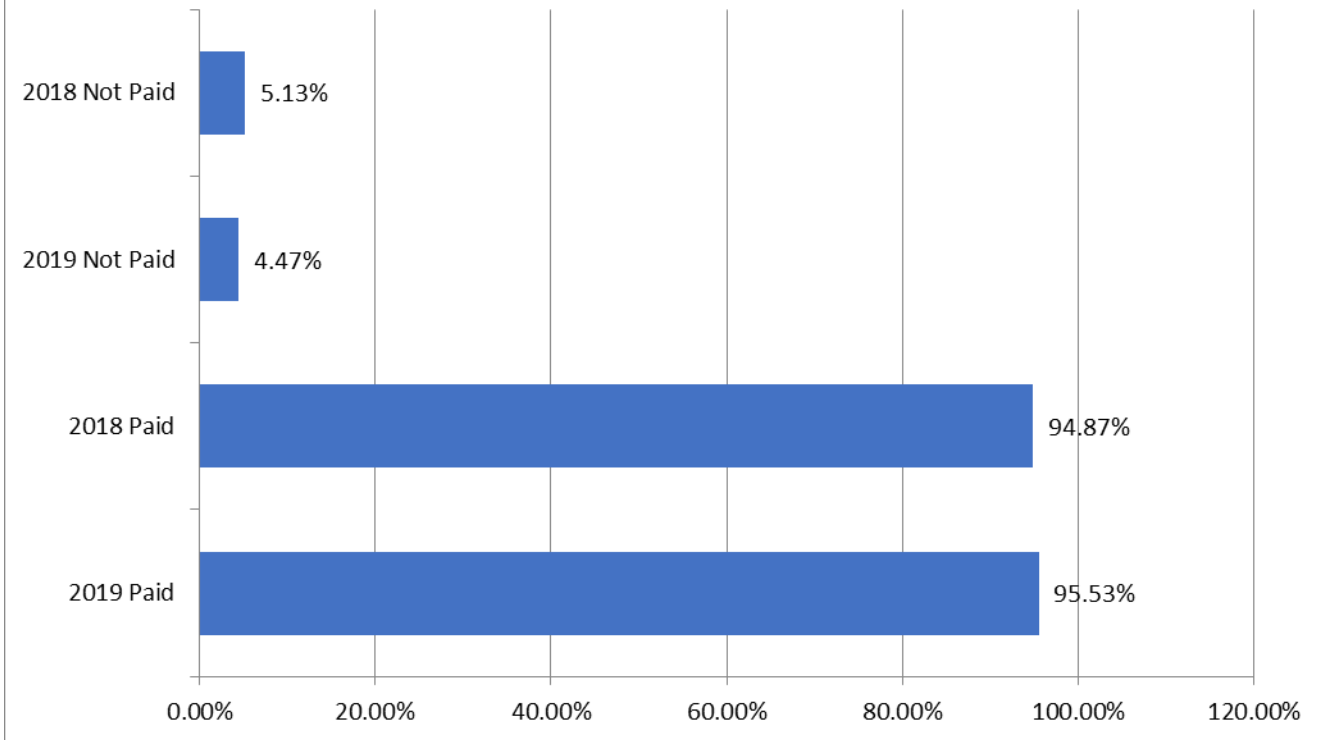


Sep-18 Oct-18 Nov-18 Dec-18 Jan-19 Feb-19 Mar-19 Apr-19 May-19 Jun-19 Jul-19 Aug-19

	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
Total Payable Billed	96,707.52	99,973.44	140,711.04	51,744.96	142,387.20	111,049.92	107,568.00	105,883.20	171,676.80	110,833.92	113,728.32	111,957.12
Total Payment Received	94,383.36	94,728.96	136,010.88	57,360.96	132,736.32	99,748.80	106,833.60	102,133.44	165,110.40	109,097.28	109,235.52	106,574.40



### 2019 vs 2018 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

August 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	5,931	3,049	2,882			0
<b>4500 Services Income</b>			0	120,141	110,558	9,583
<b>Total Income</b>	<b>5,931</b>	<b>3,049</b>	<b>2,882</b>	<b>120,141</b>	<b>110,558</b>	<b>9,583</b>
<b>Gross Profit</b>	<b>5,931</b>	<b>3,049</b>	<b>2,882</b>	<b>120,141</b>	<b>110,558</b>	<b>9,583</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	96,546	95,570	976
<b>5100 Repairs &amp; Maintenance</b>			0	953	900	53
<b>5500 Contracted Business Services</b>			0	7,619	6,240	1,379
<b>5600 Presentations/Public Meetings</b>			0	254	318	(64)
<b>5700 Office Expenses</b>			0	2,253	3,500	(1,247)
<b>5800 Other General &amp; Administrative</b>			0	10,291	7,185	3,106
<b>5900 Utilities</b>			0	941	850	91
<b>6100 Insurance</b>			0	1,399	1,400	(1)
<b>6700 Partnership for Hope</b>	4,348	4,540	(192)			0
<b>6900 Direct Services</b>	13,081	12,062	1,019			0
<b>7100 Housing Programs</b>	8,071	8,204	(133)			0
<b>7200 CLC</b>	25,754	17,800	7,954			0
<b>7300 Sheltered Employment Programs</b>	16,991	23,250	(6,259)			0
<b>7600 Community Resources</b>		7,735	(7,735)		0	0
<b>7900 Special/Additional Needs</b>	7,409	7,180	229	(750)		(750)
<b>Total Expenses</b>	<b>75,653</b>	<b>80,771</b>	<b>(5,118)</b>	<b>119,505</b>	<b>115,963</b>	<b>3,542</b>
<b>Net Operating Income</b>	<b>(69,723)</b>	<b>(77,722)</b>	<b>7,999</b>	<b>636</b>	<b>(5,405)</b>	<b>6,041</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	2,776	2,700	76
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,776</b>	<b>2,700</b>	<b>76</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,776)</b>	<b>(2,700)</b>	<b>(76)</b>
<b>Net Income</b>	<b>(69,723)</b>	<b>(77,722)</b>	<b>7,999</b>	<b>(2,139)</b>	<b>(8,105)</b>	<b>5,966</b>

## Budget Variance Report

Total Income: During August 2019, SB 40 Tax Revenues were slightly higher than projected, and Services Program income was higher than projected. CCDDR recently filled one Support Coordinator vacancy and added a new Support Coordination due to caseload growth. Overall billing now reflects previously implemented TCM efficiency measures.

Total Expenses: During August 2019, overall SB 40 Tax program expenses were lower than budgeted expectations. CLC and non-Medicaid TCM services recorded overages. One CLC client was found eligible to receive CCDDR services in August; therefore, retroactively billed services were paid in August. CLC continues to serve youth at a higher rate than anticipated. It should be noted CCDDR has not received the transportation invoices for August, which affect codes 7300 and 7600. Overall Services Program expenses were higher than budgeted expectations. Special pay increases were administered for TCM staff (code 5000), employee attendance to fall conferences were booked in August (code 5800), multiple months of CBS invoices were received in August (code 5500). Utilities and R&M recorded minor overages. It should be noted the leased computer equipment will be recoded to different category (code 5700) in future months. Overall expenses should balance out appropriately by year-end.

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

January - August, 2019

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>						
<b>4000 SB 40 Tax Income</b>	963,654	955,554	8,100			0
<b>4500 Services Income</b>			0	1,047,200	994,114	53,086
<b>Total Income</b>	<b>963,654</b>	<b>955,554</b>	<b>8,100</b>	<b>1,047,200</b>	<b>994,114</b>	<b>53,086</b>
<b>Gross Profit</b>	<b>963,654</b>	<b>955,554</b>	<b>8,100</b>	<b>1,047,200</b>	<b>994,114</b>	<b>53,086</b>
<b>Expenses</b>						
<b>5000 Payroll &amp; Benefits</b>			0	761,852	788,104	(26,252)
<b>5100 Repairs &amp; Maintenance</b>			0	7,625	7,200	425
<b>5500 Contracted Business Services</b>			0	45,162	51,000	(5,838)
<b>5600 Presentations/Public Meetings</b>			0	2,922	2,544	378
<b>5700 Office Expenses</b>			0	17,882	28,000	(10,118)
<b>5800 Other General &amp; Administrative</b>			0	21,899	22,047	(148)
<b>5900 Utilities</b>			0	5,906	6,800	(894)
<b>6100 Insurance</b>			0	11,193	11,200	(7)
<b>6700 Partnership for Hope</b>	21,852	23,970	(2,118)			0
<b>6900 Direct Services</b>	106,346	177,915	(71,569)			0
<b>7100 Housing Programs</b>	70,962	72,532	(1,570)			0
<b>7200 CLC</b>	130,815	124,675	6,140			0
<b>7300 Sheltered Employment Programs</b>	154,647	163,945	(9,298)			0
<b>7500 Community Employment Programs</b>	11		11			0
<b>7600 Community Resources</b>	16,672	23,785	(7,113)		0	0
<b>7900 Special/Additional Needs</b>	54,997	57,525	(2,528)	0		0
<b>Total Expenses</b>	<b>556,302</b>	<b>644,347</b>	<b>(88,045)</b>	<b>874,442</b>	<b>916,895</b>	<b>(42,453)</b>
<b>Net Operating Income</b>	<b>407,351</b>	<b>311,207</b>	<b>96,144</b>	<b>172,759</b>	<b>77,219</b>	<b>95,540</b>
<b>Other Expenses</b>						
<b>8500 Depreciation</b>			0	21,449	21,600	(151)
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,449</b>	<b>21,600</b>	<b>(151)</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(21,449)</b>	<b>(21,600)</b>	<b>151</b>
<b>Net Income</b>	<b>407,351</b>	<b>311,207</b>	<b>96,144</b>	<b>151,309</b>	<b>55,619</b>	<b>95,690</b>

## Budget Variance Report

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

Total Expenses: As of August 2019, YTD overall SB 40 Tax program expenses were lower than budgeted expectations with an overage in CLC expenses and only a slight overage in Community Employment Programs. CLC continues to serve youth at a higher rate than anticipated. It should be noted CCDDR has not received the transportation invoices for August, which affect codes 7300 and 7600. There was a surplus in TCM funds available; therefore, there was no annual TCM allocation billing submitted by DMH (code 6900). Overall Services Program expenses were lower than budgeted expectations. Only slight overages have been recorded in Repairs & Maintenance and Presentations/Public Meetings. These should balance out by year-end.

# Balance Sheet

As of August 31, 2019

	SB 40 Tax	Services
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
<b>1000 Bank Accounts</b>		
<b>1005 SB 40 Tax Bank Accounts</b>		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	806,351	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
<b>Total 1005 SB 40 Tax Bank Accounts</b>	<b>806,580</b>	<b>0</b>
<b>1050 Services Bank Accounts</b>		
1055 Services Account - Oak Star Bank (Formerly 1st Nat'l Bank)	0	0
1060 Services Certificate of Deposit		0
1075 Services Account - Bank of Sullivan		347,065
<b>Total 1050 Services Bank Accounts</b>	<b>0</b>	<b>347,065</b>
<b>Total 1000 Bank Accounts</b>	<b>806,580</b>	<b>347,065</b>
<b>Total Bank Accounts</b>		
	<b>806,580</b>	<b>347,065</b>
<b>Accounts Receivable</b>		
<b>1200 Services</b>		
1210 Medicaid Direct Service		52,764
1215 Non-Medicaid Direct Service		24,227
<b>Total 1200 Services</b>	<b>0</b>	<b>76,991</b>
<b>1300 Property Taxes</b>		
1310 Property Tax Receivable	1,052,414	
1315 Allowance for Doubtful Accounts	(8,876)	
<b>Total 1300 Property Taxes</b>	<b>1,041,884</b>	<b>0</b>
1350 Allowance for Doubtful Accounts	(5,666)	
<b>Total Accounts Receivable</b>	<b>1,036,217</b>	<b>76,991</b>
<b>Other Current Assets</b>		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
<b>1400 Other Current Assets</b>		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		64,400
1435 Net Pension Asset (Liability)		(22,041)
<b>Total 1400 Other Current Assets</b>	<b>0</b>	<b>42,359</b>
<b>1450 Prepaid Expenses</b>		
1455 Prepaid-Insurance	0	12,898
<b>Total 1450 Prepaid Expenses</b>	<b>0</b>	<b>12,898</b>
<b>Total Other Current Assets</b>	<b>0</b>	<b>55,257</b>

Total Current Assets	1,842,797	479,313
Fixed Assets		
1500 Fixed Assets		
1510 100 Third Street Land		47,400
1511 Keystone Land		14,000
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(153,050)
1526 Accumulated Depreciation - Keystone		(22,204)
1530 100 Third Street Remodeling		152,405
1531 Keystone Remodeling		106,974
1535 Acc Dep - Remodeling - 100 Third Street		(56,242)
1536 Acc Dep - Remodeling - Keystone		(7,974)
1540 Equipment		53,013
1545 Accumulated Depreciation - Equipment		(37,539)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
<b>Total 1500 Fixed Assets</b>	<b>0</b>	<b>691,370</b>
<b>Total Fixed Assets</b>	<b>0</b>	<b>691,370</b>
<b>TOTAL ASSETS</b>	<b>1,842,797</b>	<b>1,170,683</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	2,373
<b>Total Accounts Payable</b>	<b>0</b>	<b>2,373</b>
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	24,227	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(961)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	923,939	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	0
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,105
<b>Total 2060 Payroll Tax Payable</b>	<b>0</b>	<b>2,105</b>
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	260
2072 AFLAC Post-tax W / H	0	(13)
2073 Vision Insurance W / H	0	(77)

2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(200)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
<b>Total 2070 Payroll Clearing</b>	<b>0</b>	<b>(2)</b>
2090 Deferred Inflows		1,595
<b>Total 2000 Current Liabilities</b>	<b>948,165</b>	<b>2,737</b>
<b>Total Other Current Liabilities</b>	<b>948,165</b>	<b>2,737</b>
<b>Total Current Liabilities</b>	<b>948,165</b>	<b>5,110</b>
<b>Total Liabilities</b>	<b>948,165</b>	<b>5,110</b>
<b>Equity</b>		
<b>3000 Restricted SB 40 Tax Fund Balances</b>		
3001 Operational	0	
3005 Operational Reserves	233,296	
3010 Transportation	44,620	
3015 New Programs	0	
3030 Special Needs	0	
3040 Sheltered Workshop	62,799	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	3,012	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	30,071	
3075 Community Resource	0	
<b>Total 3000 Restricted SB 40 Tax Fund Balances</b>	<b>373,798</b>	<b>0</b>
<b>3500 Restricted Services Fund Balances</b>		
3501 Operational		27,314
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		9,870
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		5,000
3599 Other		691,370
<b>Total 3500 Restricted Services Fund Balances</b>	<b>0</b>	<b>933,554</b>
3900 Unrestricted Fund Balances	1,204	2
3950 Prior Period Adjustment	0	0
3999 Clearing Account	126,576	66,410
<b>Net Income</b>	<b>407,351</b>	<b>151,309</b>
<b>Total Equity</b>	<b>908,930</b>	<b>1,151,275</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,857,095</b>	<b>1,156,385</b>

# Statement of Cash Flows

August 2019

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	(69,723)	(2,139)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		2,065
1215 Services:Non-Medicaid Direct Service		(13,081)
1455 Prepaid Expenses:Prepaid-Insurance		1,496
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		341
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		638
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		436
1545 Fixed Assets:Accumulated Depreciation - Equipment		464
1900 Accounts Payable	0	(1,605)
2007 Current Liabilities:Non-Medicaid Payable	13,081	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		227
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(61)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(12)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		(9)
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(55)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>13,081</b>	<b>(8,260)</b>
<b>Net cash provided by operating activities</b>	<b>(56,642)</b>	<b>(10,399)</b>
<b>FINANCING ACTIVITIES</b>		
3599 Restricted Services Fund Balances:Other		(2,776)
3999 Clearing Account		2,776
<b>Net cash provided by financing activities</b>	<b>0</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>(56,642)</b>	<b>(10,399)</b>
<b>Cash at beginning of period</b>	<b>863,221</b>	<b>357,464</b>
<b>Cash at end of period</b>	<b>806,580</b>	<b>347,065</b>

# Statement of Cash Flows

January - August, 2019

	SB 40 Tax	Services
<b>OPERATING ACTIVITIES</b>		
Net Income	407,351	151,309
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		4,596
1215 Services:Non-Medicaid Direct Service		(1,555)
1455 Prepaid Expenses:Prepaid-Insurance		6,659
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		7,185
1526 Fixed Assets:Accumulated Depreciation - Keystone		2,725
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		4,574
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		3,186
1545 Fixed Assets:Accumulated Depreciation - Equipment		3,780
1900 Accounts Payable	(12,033)	(11,328)
2007 Current Liabilities:Non-Medicaid Payable	1,555	
2015 Current Liabilities:Accrued Compensated Absences		(961)
2050 Current Liabilities:Prepaid Tax Revenue	(126,447)	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		61
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(966)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(175)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		26
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(121)
2076 Current Liabilities:Payroll Clearing:Savings W / H		0
2078 Current Liabilities:Payroll Clearing:Misc W / H		171
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>(136,924)</b>	<b>17,857</b>
<b>Net cash provided by operating activities</b>	<b>270,427</b>	<b>169,167</b>
<b>INVESTING ACTIVITIES</b>		
1530 Fixed Assets:100 Third Street Remodeling		(26,279)
1531 Fixed Assets:Keystone Remodeling		(11,987)
1540 Fixed Assets:Equipment		(1,526)
<b>Net cash provided by investing activities</b>	<b>0</b>	<b>(39,792)</b>
<b>FINANCING ACTIVITIES</b>		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	3,980	
3010 Restricted SB 40 Tax Fund Balances:Transportation	39,133	
3015 Restricted SB 40 Tax Fund Balances:New Programs	(10,030)	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	13,202	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(1,589)	
3070 Restricted SB 40 Tax Fund Balances:TCM	30,071	



3501 Restricted Services Fund Balances:Operational		27,314
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(6,122)
3565 Restricted Services Fund Balances:Legal		(6,166)
3575 Restricted Services Fund Balances:Community Resources		5,000
3599 Restricted Services Fund Balances:Other		18,343
3900 Unrestricted Fund Balances	(152,167)	33,426
3999 Clearing Account	34,775	(71,795)
<b>Net cash provided by financing activities</b>	<b>(42,625)</b>	<b>0</b>
<b>Net cash increase for period</b>	<b>227,802</b>	<b>129,375</b>
<b>Cash at beginning of period</b>	578,777	217,690
<b>Cash at end of period</b>	<b>806,580</b>	<b>347,065</b>

## Check Detail

August 2019

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
08/08/2019	Bill Payment (Check)	5454	Childrens Learning Center	(25,754.28)
08/08/2019	Bill Payment (Check)	5455	Lake Area Industries	(16,990.53)
08/08/2019	Bill Payment (Check)	5456	Camden County Senate Bill 40 Board	(750.00)
08/15/2019	Bill Payment (Check)	5457	Missouri Ozarks Community Action, Inc.	(450.00)
08/15/2019	Bill Payment (Check)	5458	MO HealthNet	(16.00)
08/15/2019	Bill Payment (Check)	5459	MO HealthNet	(42.00)
08/15/2019	Bill Payment (Check)	5460	MO HealthNet	(104.00)
08/15/2019	Bill Payment (Check)	5461	MO HealthNet	(230.00)
08/15/2019	Bill Payment (Check)	5462	MO HealthNet	(239.00)
08/15/2019	Bill Payment (Check)	5463	MO HealthNet	(248.00)
08/15/2019	Bill Payment (Check)	5464	MO HealthNet	(334.00)
08/15/2019	Bill Payment (Check)	5465	MO HealthNet	(532.00)
08/15/2019	Bill Payment (Check)	5466	MO HealthNet	(571.00)
08/15/2019	Bill Payment (Check)	5467	MO HealthNet	(596.00)
08/16/2019	Bill Payment (Check)	5468	MO HealthNet	(172.00)
08/22/2019	Bill Payment (Check)	5469	Brookview Apartments of Camdenton	(73.00)
08/22/2019	Bill Payment (Check)	5470	Camdenton Apartments dba Lauren's Place	(270.00)
08/22/2019	Bill Payment (Check)	5471	David A Schlenfort	(338.00)
08/22/2019	Bill Payment (Check)	5472	James D Cramer	(316.00)
08/22/2019	Bill Payment (Check)	5473	Kyle LaBrue	(1,082.00)
08/22/2019	Bill Payment (Check)	5474	Maryann VanCleave	(840.00)
08/22/2019	Bill Payment (Check)	5475	Revelation Construction & Development, LLC	(31.00)
08/22/2019	Bill Payment (Check)	5476	Steve Weisenfelder	(678.00)
08/22/2019	Bill Payment (Check)	5477	Bankcard Center	(38.91)
08/22/2019	Bill Payment (Check)	5478	MO HealthNet	(42.00)
08/22/2019	Bill Payment (Check)	5479	DMH Local Tax Matching Fund	(4,347.80)

08/22/2019	Bill Payment (Check)	5480	Camdenton Apartments dba Lauren's Place	(270.00)
08/22/2019	Bill Payment (Check)	5481	David A Schlenfort	(675.00)
08/22/2019	Bill Payment (Check)	5482	Revelation Construction & Development, LLC	(298.00)
08/22/2019	Bill Payment (Check)	5483	MO HealthNet	(61.00)
08/22/2019	Bill Payment (Check)	5484	Revelation Construction & Development, LLC	(615.00)
08/22/2019	Bill Payment (Check)	5485	MO HealthNet	(268.00)
08/22/2019	Bill Payment (Check)	5486	Revelation Construction & Development, LLC	(737.00)
08/22/2019	Bill Payment (Check)	5487	MO HealthNet	(665.00)
08/22/2019	Bill Payment (Check)	5488	MO HealthNet	(665.00)
08/22/2019	Bill Payment (Check)	5489	MO HealthNet	(932.00)
08/29/2019	Bill Payment (Check)	5490	Revelation Construction & Development, LLC	(459.00)
08/29/2019	Bill Payment (Check)	5491	Missouri Ozarks Community Action, Inc.	(125.00)
08/29/2019	Bill Payment (Check)	5492	MO HealthNet	(199.00)
08/29/2019	Bill Payment (Check)	5493	MO HealthNet	(299.00)
08/29/2019	Bill Payment (Check)	5494	MO HealthNet	(405.00)
08/29/2019	Bill Payment (Check)	5495	Revelation Construction & Development, LLC	(814.00)

**1075 Services Account - Bank of Sullivan**

Date	Transaction Type	Num	Name	Amount
08/01/2019	Bill Payment (Check)	1539	Aflac	(946.75)
08/01/2019	Bill Payment (Check)	1540	AT&T	(107.64)
08/01/2019	Bill Payment (Check)	1541	Jeanna K Booth	(63.75)
08/01/2019	Bill Payment (Check)	1542	Jessica N. North	(110.00)
08/01/2019	Bill Payment (Check)	1543	Linda Gifford	(128.65)
08/01/2019	Bill Payment (Check)	1544	Linda Simms	(228.75)
08/01/2019	Bill Payment (Check)	1545	Lori Cornwell	(106.65)
08/01/2019	Bill Payment (Check)	1546	Mary P Petersen	(202.35)
08/01/2019	Bill Payment (Check)	1547	MSW Interactive Designs LLC	(30.00)
08/01/2019	Bill Payment (Check)	1548	Rachel K Baskerville	(296.95)
08/01/2019	Bill Payment (Check)	1549	Republic Services #435	(55.09)
08/01/2019	Bill Payment (Check)	1550	WCA Waste Corporation	(22.00)
08/01/2019	Bill Payment (Check)	1551	Webster Plumbing	(242.90)
08/02/2019	Bill Payment (Check)	1552	All American Termite & Pest Control	(41.00)
08/02/2019	Bill Payment (Check)	1553	Connie L Baker	(75.85)
08/02/2019	Bill Payment (Check)	1554	Cynthia Brown	(45.10)
08/02/2019	Bill Payment (Check)	1555	Jami Weisenborn	(84.65)
08/02/2019	Bill Payment (Check)	1556	Jennifer Lyon	(122.88)
08/02/2019	Bill Payment (Check)	1557	Ryan Johnson	(134.70)
08/02/2019	Bill Payment (Check)	1558	Shellie L Andrews	(78.60)
08/02/2019	Bill Payment (Check)	1559	Sylvia M Santon	(59.35)
08/02/2019	Bill Payment (Check)	1560	U.S. Postal Service	(46.00)
08/07/2019	Bill Payment (Check)	1561	Stephanie E Enoch	(268.63)
08/07/2019	Bill Payment (Check)	1562	Ameren Missouri	(338.39)
08/07/2019	Bill Payment (Check)	1563	AT&T	(83.55)
08/07/2019	Bill Payment (Check)	1564	CADV	(500.00)
08/07/2019	Bill Payment (Check)	1565	Camden County PWSD #2	(52.56)

08/07/2019	Bill Payment (Check)	1566	Direct Service Works	(795.00)
08/07/2019	Bill Payment (Check)	1567	Eddie L Thomas	(105.33)
08/07/2019	Bill Payment (Check)	1568	Lorraine Schleigh	(70.00)
08/07/2019	Bill Payment (Check)	1569	Naught-Naught Agency	(816.00)
08/07/2019	Bill Payment (Check)	1570	Schriefer's Office Equipment Inc	(250.00)
08/07/2019	Bill Payment (Check)	1571	SUMNERONE	(1,379.89)
08/07/2019	Bill Payment (Check)	1572	Mo Department Of Revenue	(2.88)
08/08/2019	Bill Payment (Check)	1573	Annie Meyer	(215.55)
08/08/2019	Bill Payment (Check)	1574	Marcie L. Vansyoc	(83.50)
08/08/2019	Bill Payment (Check)	1575	Evers & Company, CPA's, L.L.C.	(5,000.00)
08/08/2019	Bill Payment (Check)	1576	Jessica N. North	(55.00)
08/08/2019	Bill Payment (Check)	1577	LaClede Electric Cooperative	(514.41)
08/08/2019	Bill Payment (Check)	1578	Lake Area Chamber of Commerce	(100.00)
08/08/2019	Bill Payment (Check)	1579	Scott's Heating & Air	(45.00)
08/08/2019	Bill Payment (Check)	1580	SUMNERONE	(1,000.00)
08/08/2019	Bill Payment (Check)	1582	Jessica N. North	(55.00)
08/09/2019	Expense	08/09/2019	Edward Jones	(100.00)
08/09/2019	Expense	152908	Shellie L Andrews	(1,043.94)
08/09/2019	Expense	152909	Connie L Baker	(1,078.20)
08/09/2019	Expense	152910	Rachel K Baskerville	(1,220.35)
08/09/2019	Expense	152911	Myrna Blaine	(1,655.87)
08/09/2019	Expense	152912	Jeanna K Booth	(1,106.99)
08/09/2019	Expense	152913	Cynthia Brown	(1,118.64)
08/09/2019	Expense	152914	Lori Cornwell	(1,201.96)
08/09/2019	Expense	152915	Stephanie E Enoch	(1,166.78)
08/09/2019	Expense	152916	Linda Gifford	(891.67)
08/09/2019	Expense	152917	Ryan Johnson	(1,253.54)
08/09/2019	Expense	152918	Jennifer Lyon	(1,131.80)
08/09/2019	Expense	152919	Annie Meyer	(1,129.59)
08/09/2019	Expense	152920	Lisa D Patrick	(1,139.43)
08/09/2019	Expense	152921	Mary P Petersen	(1,120.85)
08/09/2019	Expense	152922	Sylvia M Santon	(816.26)
08/09/2019	Expense	152823	Eddie L Thomas	(2,531.75)
08/09/2019	Expense	152924	Marcie L. Vansyoc	(1,555.58)
08/09/2019	Expense	152925	Jami Weisenborn	(1,193.71)
08/09/2019	Expense	152926	Nicole M Whittle	(1,253.18)
08/09/2019	Bill Payment (Check)	1581	Linda Simms	(1,400.25)
08/09/2019	Expense	08/09/2019	Internal Revenue Service	(6,645.30)
08/09/2019	Bill Payment (Check)	1583	Myrna Blaine	(50.00)
08/13/2019	Bill Payment (Check)	1584	Missouri Dept of Revenue	(1,905.00)
08/16/2019	Expense	08/16/2019	Internal Revenue Service	(461.86)
08/16/2019	Bill Payment (Check)	1585	All Seasons Services	(415.00)
08/16/2019	Bill Payment (Check)	1586	AT&T TeleConference Services	(25.71)
08/16/2019	Bill Payment (Check)	1587	Camden County Fire & Safety	(40.00)
08/16/2019	Bill Payment (Check)	1588	City Of Camdenton	(57.16)
08/16/2019	Bill Payment (Check)	1589	Ezard's, Inc.	(1,359.26)

08/16/2019	Bill Payment (Check)	1590	Jessica N. North	(55.00)
08/16/2019	Bill Payment (Check)	1591	Mid County Fire Protection District	(560.00)
08/16/2019	Bill Payment (Check)	1592	Office Business Equipment	(74.93)
08/16/2019	Bill Payment (Check)	1593	Ollie K. Moore R. N.	(75.00)
08/16/2019	Bill Payment (Check)	1594	Staples Advantage	(207.65)
08/16/2019	Bill Payment (Check)	1595	SUMNERONE	(215.00)
08/16/2019	Bill Payment (Check)	1596	Cynthia Brown	(74.75)
08/16/2019	Bill Payment (Check)	1597	Myrna Blaine	(1,540.77)
08/16/2019	Bill Payment (Check)	1598	Nicole M Whittle	(101.70)
08/22/2019	Bill Payment (Check)	1599	Bankcard Center	(1,128.29)
08/22/2019	Bill Payment (Check)	1600	Bryan Cave LLP	(933.17)
08/22/2019	Bill Payment (Check)	1601	Delta Dental of Missouri	(517.05)
08/22/2019	Bill Payment (Check)	1602	Mo Consolidated Health Care	(16,030.92)
08/22/2019	Bill Payment (Check)	1603	Staples Advantage	(479.96)
08/22/2019	Bill Payment (Check)	1604	All American Termite & Pest Control	(100.00)
08/22/2019	Bill Payment (Check)	1605	Cornell University ILR School	(2,900.00)
08/22/2019	Bill Payment (Check)	1606	Principal Life Ins	(307.84)
08/22/2019	Bill Payment (Check)	1607	Linda Simms	(1,499.05)
08/23/2019	Expense	152929	Shellie L Andrews	(1,180.69)
08/23/2019	Expense	152930	Connie L Baker	(1,152.31)
08/23/2019	Expense	152931	Rachel K Baskerville	(1,261.91)
08/23/2019	Expense	152932	Myrna Blaine	(1,666.46)
08/23/2019	Expense	152933	Jeanna K Booth	(1,120.31)
08/23/2019	Expense	152934	Cynthia Brown	(1,178.52)
08/23/2019	Expense	152935	Lori Cornwell	(1,371.60)
08/23/2019	Expense	152936	Stephanie E Enoch	(1,226.35)
08/23/2019	Expense	152937	Linda Gifford	(1,048.99)
08/23/2019	Expense	152938	Ryan Johnson	(1,462.18)
08/23/2019	Expense	152939	Jennifer Lyon	(1,191.68)
08/23/2019	Expense	152940	Annie Meyer	(1,224.31)
08/23/2019	Expense	152941	Lisa D Patrick	(1,244.53)
08/23/2019	Expense	152942	Mary P Petersen	(1,175.91)
08/23/2019	Expense	152943	Sylvia M Santon	(995.90)
08/23/2019	Expense	152944	Eddie L Thomas	(2,531.76)
08/23/2019	Expense	152945	Marcie L. Vansyoc	(1,555.58)
08/23/2019	Expense	152946	Jami Weisenborn	(1,259.78)
08/23/2019	Expense	152947	Nicole M Whittle	(1,461.82)
08/23/2019	Bill Payment (Check)	1608	Jessica N. North	(55.00)
08/23/2019	Expense	08/23/2019	Edward Jones	(100.00)
08/26/2019	Expense	08/23/2019	Internal Revenue Service	(7,229.20)
08/28/2019	Expense	08/28/2019	Lagers	(5,005.80)
08/29/2019	Bill Payment (Check)	1609	Lisa D Patrick	(166.00)
08/29/2019	Bill Payment (Check)	1610	Charter Business	(539.88)
08/29/2019	Bill Payment (Check)	1611	Jessica N. North	(110.00)
08/29/2019	Bill Payment (Check)	1612	Office Business Equipment	(196.60)
08/29/2019	Bill Payment (Check)	1613	Rachel K Baskerville	(148.67)

08/29/2019	Bill Payment (Check)	1614	Schriefer's Office Equipment Inc	(189.00)
08/29/2019	Bill Payment (Check)	1615	Aflac	(946.75)
08/29/2019	Bill Payment (Check)	1616	AT&T	(107.79)
08/29/2019	Bill Payment (Check)	1617	Electronic Solutions of Lebanon	(150.00)
08/29/2019	Bill Payment (Check)	1618	Republic Services #435	(57.60)
08/29/2019	Bill Payment (Check)	1619	Summit Natural Gas of Missouri, Inc.	(21.76)
08/29/2019	Bill Payment (Check)	1620	United Access	(135.00)
08/29/2019	Bill Payment (Check)	1621	Jeanna K Booth	(78.93)
08/29/2019	Bill Payment (Check)	1622	Marcie L. Vansyoc	(62.38)
08/29/2019	Bill Payment (Check)	1623	MSW Interactive Designs LLC	(30.00)
08/29/2019	Bill Payment (Check)	1624	National Pen Co. LLC	(196.94)
08/29/2019	Bill Payment (Check)	1625	Scott's Heating & Air	(225.00)
08/29/2019	Bill Payment (Check)	1626	SUMNERONE	(1,379.89)
08/29/2019	Bill Payment (Check)	1627	WCA Waste Corporation	(22.00)
08/29/2019	Bill Payment (Check)	1628	Cynthia Brown	(59.95)

**July 2019**  
**Credit Card Statement**

CENTRAL BANK

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



<b>SCORECARD</b>	<b>Bonus Points Available</b>
	26,167

**Account Summary**

Billing Cycle		08/04/2019
Days In Billing Cycle		31
Previous Balance		\$2,872.75
Purchases	+	\$1,167.20
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,872.75-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE \$1,167.20**

**Credit Summary**

Total Credit Line	\$10,000.00
Available Credit Line	\$8,832.80
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](http://www.bankcardcenter.net)



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

**Payment Summary**

NEW BALANCE	<b>\$1,167.20</b>
MINIMUM PAYMENT	<b>\$36.00</b>
PAYMENT DUE DATE	<b>09/02/2019</b>

*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		\$2,872.75-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
07/22	07/22	00801615	PAYMENT - THANK YOU	\$2,872.75-	

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

<b>Closing Date</b>	<b>New Balance</b>	<b>Total Minimum Payment Due</b>	<b>Payment Due Date</b>
08/04/19	\$1,167.20	\$36.00	09/02/19

\$

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



MAKE CHECK PAYABLE TO:



BANKCARD SERVICES  
PO BOX 8000  
JEFFERSON CTY MO 65102-8000

5475780000055386 00003600 00116720



Cardholder Account Summary				
MYRNA BLAINE ##### 6176	Payments & Other Credits \$0.00	Purchases & Other Charges \$497.69	Cash Advances \$0.00	Total Activity \$497.69

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/11	07/12	PBUS01	05436849193400043679143	WM SUPERCENTER #89 CAMDENTON MO	\$38.91
07/12	07/15	PBUS01	75369439195895200096712	PAPPO S PIZZERIA & PUB OSAGE BEACH MO	\$58.78
07/28	07/29	PBUS01	15270219209000012320624	MSFT * E01008QO05 MSBILL.INFO WA	\$400.00

Cardholder Account Summary				
LINDA SIMMS ##### 0961	Payments & Other Credits \$0.00	Purchases & Other Charges \$146.61	Cash Advances \$0.00	Total Activity \$146.61

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/10	07/11	PBUS01	05436849192400043188344	WM SUPERCENTER #89 CAMDENTON MO	\$46.85
07/17	07/18	PBUS01	02305379199000519202052	USPS PO 2860360829 OSAGE BEACH MO	\$22.35
07/25	07/26	PBUS01	55432869206200178750533	VISTAPR*VistaPrint.com 866-8936743 MA	\$22.99
07/24	07/26	PBUS01	05140489206710030586730	WOODS MARKET 2068 OSAGE BEACH MO	\$9.42
07/26	07/28	PBUS01	05436849208400045546855	SAMS CLUB #8296 SPRINGFIELD MO	\$45.00

Cardholder Account Summary				
CONNIE L BAKER ##### 1859	Payments & Other Credits \$0.00	Purchases & Other Charges \$522.90	Cash Advances \$0.00	Total Activity \$522.90

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/10	07/11	PBUS01	05436849192400043188674	WM SUPERCENTER #89 CAMDENTON MO	\$44.30
07/15	07/16	PBUS01	05436849197400043439569	WM SUPERCENTER #89 CAMDENTON MO	\$9.50
07/15	07/16	PBUS01	25204679196001306257597	EL CAPORAL MEXICAN RES CAMDENTON MO	\$47.36
07/17	07/18	PBUS01	02305379198300260615531	BIG O 4813 CAMDENTON MO	\$346.45
07/25	07/26	PBUS01	55483829207400003919540	WAL-MART #0089 CAMDENTON MO	\$35.29
07/31	08/02	PBUS01	05410199213685149002747	CENEX LAKERS E07083850 CAMDENTON MO	\$40.00

**Additional Information About Your Account**  
 MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO [WWW.BANKCARDCENTER.NET](http://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 08/02/2019					
SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	24,788	1,379	0	0	26,167

10/2019



see back of receipt for your chance  
to win \$1000 ID #:7N6LLV255F

**Walmart** \*

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

CAMDENTON MD 65020

ST# 00089	OP# 001319	TE# 05	TR# 08703
AMLACTIN	030781709879		12.97 0
AMLACTIN	030781709879		12.97 0
AMLACTIN	030781709879		12.97 0
	SUBTOTAL		38.91
	TOTAL		38.91
	MCARD TEND		38.91

MasterCard \*\*\*\* \* 6176 1 21

APPROVAL # 67368E

REF # 1042000314

AID A0000000041010

TC 8C18EBE4825EF1D8

TERMINAL # SC010079

\*NO SIGNATURE REQUIRED

07/11/19 13:27:38

CHANGE DUE 0.00

# ITEMS SOLD 3

TC# 2420 6875 6987 7697 1898



07/11/19 13:27:51

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



MYRNA'S CARD

Pappo's Pizzeria & Pub  
4705 Osage Beach Parkway  
Osage Beach, MO 65065  
ph (573) 693-1092

ADAMIA MESSINA  
LUNCH

CO Linda - TABLE: CARRYOUT 2 - 1 Guest  
Server: BARTENDER  
7/12/2019 12:21:58 PM  
Sequence #: 0000025  
ID #: 0337285

ITEM	QTY	PRICE
14" Kitchen Sink Pizza	1	\$21.95
- Thin Crust		
- TO GO TO GO		
Herita Pizza	1	\$19.75
Thin Crust		
TO GO		
PIZZEN	1	\$12.99
TO GO		
subtotal		\$54.69
Total Taxes		\$4.09

Grand Total **\$58.78**

Credit Purchase  
Name : BLAINE/MYRNA  
CC Type : MasterCard  
CC Num : xxxx xxxx xxxx 6176  
Reference : 61764yft36fv78f  
Approval : 61429E  
Server : BARTENDER  
Ticket Name : CO Linda

Payment Amount: \$58.78

Tip: \_\_\_\_\_

Total: \_\_\_\_\_

x \_\_\_\_\_

AID: A0000000041010

I agree to pay the amount shown above.

Thank you for visiting PaPPos!  
Come back soon!

# Invoice

July 2019

Invoice Date: 07/27/2019

Invoice Number: E01008QQ05

Due Date: 08/26/2019

**400.00 USD**



Office 365 E3

Service Period	Days	Qty	Monthly Price	Charges	Discounts	Credits	SubTotal	Tax % **	Tax **	Total
07/02/2019 - 08/01/2019	31	20	20.00	400.00	0.00	0.00	400.00	0.00 %	0.00	400.00
SubTotal				400.00	0.00	0.00	400.00		0.00	<b>400.00</b>

**Grand Total**

\*\* Taxes may include Illinois ROT, SOT, or Chicago Personal Property Lease Transaction Tax, or a combination of the foregoing, for the business located in Chicago, IL, USA.

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

Microsoft Corporation, One Microsoft Way Redmond, WA 98052 United States

US FEIN 91-1144442

LINDA'S CARD

OFFICE SUPPLIES  
OSAGE BEACH

See back of receipt for your chance  
to win \$1000 ID #:7N6LHMZ4LL

**Walmart** \*

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

ST# 00089	OP# 004842	TE# 05	TR# 08150	
ENR ALK AA16	003980010803			12.78 0
ENR ALKAAA16	003980010811			12.78 0
GV 13G TRASH	007874221050			13.44 0
THE WORKS	007415703302			2.88 0
PLEDGE REVIV	004650000037			4.97 0
	SUBTOTAL			46.85
	TOTAL			46.85
	MCARD TEND			46.85

MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 66106E  
REF # 1042000314  
AID A0000000041010  
TC DB96517D21A8539A  
TERMINAL # SC010079  
\*NO SIGNATURE REQUIRED

07/10/19 06:36:11  
CHANGE DUE 0.00

# ITEMS SOLD 5

TC# 5856 6155 0311 6006 343



07/10/19 06:36:24

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



OSAGE BEACH  
5545 OSAGE BEACH PKWY  
OSAGE BEACH, MO  
65065-9998  
2860360829

07/17/2019 (800)275-8777 3:46 PM

Product Description	Sale Qty	Final Price
First-Class Mail® Large Envelope (Domestic) (JEFFERSON CITY, MO 65102) (Weight:0 Lb 1.80 Oz) (Estimated Delivery Date) (Friday 07/19/2019)	1	\$1.15
Certified (@@USPS Certified Mail #) (7017145000025341260)	1	\$3.50
Return Receipt (@@USPS Return Receipt #) (9590940239188060535431)	1	\$2.80
First-Class Mail® Large Envelope (Domestic) (CAMDENTON, MO 65020) (Weight:0 Lb 1.90 Oz) (Estimated Delivery Date) (Friday 07/19/2019)	1	\$1.15
Certified (@@USPS Certified Mail #) (7017145000025341291)	1	\$3.50
Return Receipt (@@USPS Return Receipt #) (9590940239188060544105)	1	\$2.80
First-Class Mail® Large Envelope (Domestic) (JEFFERSON CITY, MO 65102) (Weight:0 Lb 1.80 Oz) (Estimated Delivery Date) (Friday 07/19/2019)	1	\$1.15
Certified (@@USPS Certified Mail #) (7017145000025341284)	1	\$3.50
Return Receipt (@@USPS Return Receipt #) (9590940239188060544099)	1	\$2.80

Total \$22.35

Credit Card Remitd \$22.35  
(Card Name:MasterCard)  
(Account #:XXXXXXXXXX0961)  
(Approval #:66358E)  
(Transaction #:496)  
(AID:A000000041010 Chip)  
(AL:MasterCard)  
(PIN:Not Requ

Text your trackin

REVISED BUDGET  
CERTIFY LETTERS TO  
COUNTY CLERK  
NO ETHICS  
NO STATE AUDIT

# Your Vistaprint Order Is Confirmed

Vistaprint

Thu 7/25/2019 1:52 PM

To: Linda Simms <linda@ccddr.org>;

Your Vistaprint Order Confirmation



[Add Vistaprint to your address book](#)

My Account: 7761-2960-4546

THANK YOU FOR YOUR ORDER      Your Order Number: **32JG9-F5A28-1B6** • [Track It](#)

Hi Linda,

Here are your order details:

Order Date: 7/25/2019  
Delivery Option (\*): Standard

You can expect to receive items in your order by:  
Business card - standard matte August 02

Payment Type : Mastercard

*ANNIE MEYER  
BUSINESS CARDS*

**Order Summary**



**Business cards - standard matte**

VP Copy Copy  
Qty: 500

Base Price

~~\$20.00~~ \$16.00

[Edit Your Design](#)

Item Total

**\$16.00**

Merchandise: \$16.00  
Shipping Charges: \$6.99  
Sales Tax: \$0.00

**Total: \$22.99**

**Sold By**

Vistaprint Netherlands BV  
Hudsonweg 8  
Venlo, The Netherlands 5928LW

**Shipping To:**

Linda Simms  
CCDDR  
P.O. Box 722 100 Third Street  
Camdenton, MO 65020  
US

**Billed To:**

Linda Simms  
CCDDR  
P.O. Box 722 100 Third Street  
Camdenton, MO 65020  
US

Need Help?

[Click here to contact our Customer Care Team](#)



OSAGE BEACH  
OFFICE



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

Cashier: sandy

07/24/19

13:22:06

BEGIN DUPLICATE RECEIPT  
Store:2068

Cashier: sandy

07/24/19

13:19:41

Woods Reward Card 49663172267

GROCERY

DRK WTR 24PK	7003861311	2.89
=> 2.50 Reward Card Price		-.39
DRK WTR 24PK	7003861311	2.89
=> 2.50 Reward Card Price		-.39
DRK WTR 24PK	7003861311	2.89
=> 2.50 Reward Card Price		-.39
DRK WTR 24PK	7003861311	2.89
=> 2.50 Reward Card Price		-.39
TAX EXEMPT SLIP	999900	.00

OTHER

SENIOR DISCOUN	28438700000 NI	-.58
SUBTOTAL		9.42
TOTAL TAX		.00

TOTAL 9.42

MasterCard TENDER 9.42

Acct:xxxxxxxxxxxx0961

APPRVL CODE 61093E

Cash CHANGE .00

NUMBER OF ITEMS 5

EXEMPT TAX ID 01	
T1 ITEM VALUE EXEMPTED	10.00
T1 TAX EXEMPTED	.45
T2 ITEM VALUE EXEMPTED	.00
T2 TAX EXEMPTED	.00
T3 ITEM VALUE EXEMPTED	.00
T3 TAX EXEMPTED	.00
T4 ITEM VALUE EXEMPTED	.00
T4 TAX EXEMPTED	.00

Sale Savings	1.56
Senior Discount	.58

You Saved a Total of:	2.14
That is a Savings of:	13%

Trx:297 Term:1 Store:2068 13:21:27

THANK YOU FOR SHOPPING AT WOODS!

END OF RECEIPT  
STORE MANAGER

SAM'S CLUB  
MEMBERSHIP

S A M ' S C L U B  
CLUB MANAGER TOM CONROY  
( 417 ) 882 - 4487  
SPRINGFIELD, MO  
07/26/19 10:29 5482 08296 059 4311

CANDEN

101 MEMBERSHIP 45.00 N  
SUBTOTAL 45.00

TOTAL 45.00  
MCARD TEND 45.00

MasterCard \*\*\*\* \* 0961 1 22  
APPROVAL # 69390E

AID A0000000041010  
TC A9C1CDB9BE3212E5  
TERMINAL # SC010862  
\*NO SIGNATURE REQUIRED  
CHANGE DUE 0.00

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

# ITEMS SOLD 1

TC# 7067 9156 7442 3535 3147



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



Connie's Card

office supplies

See back of receipt for game  
to win \$1000 ID #:7N6LHRZ1QV



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

CAMDENTON MO 65020

ST# 00089	DP# 004883	TE# 09	TR# 05399
LIQUID HAND	068113123958		3.84 0
LIQUID HAND	068113123956		3.84 0
GV 13G TRASH	007874221050		13.44 0
GV 13G TRASH	007874221050		13.44 0
CLXTBCBLCHGL	004460030627		3.78 0
GV DISINF LN	007874209326		2.98 0
GV DISINF LN	007874209326		2.98 0
	SUBTOTAL		44.30
	TOTAL		44.30
	MCARD TEND		44.30

Trash bags

MasterCard \*\*\*\* \* 1859 1 21  
 APPROVAL # 64259E  
 REF # 1042000314  
 AID A0000000041010  
 TC 32D3AF2CBD9454D9  
 TERMINAL # SC011224  
 \*NO SIGNATURE REQUIRED

07/10/19 16:34:25  
 CHANGE DUE 0.00  
 # ITEMS SOLD 7

TC# 7600 6772 6187 7892 7808



07/10/19 16:34:40  
 \*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



# Connie's Card

## Board mtg

See back of receipt for your chance  
to win \$1000 ID #:7N6MOXYWTL

### Walmart\*

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

ST# 00089	DP# 001999	TE# 10	TR# 00679
SNAPPLE	007618364356	F	1.98 0
PEPSI 2 LT	001200000230	F	1.58 0
COOKIES	007874229886	F	5.94 0
	SUBTOTAL		9.50
	TOTAL		9.50
	MCARD TEND		9.50

MasterCard \*\*\*\* \* 1859 1 21  
APPROVAL # 60078E  
REF # 1042000314  
AID A0000000041010  
TC A2C3B9D64DD1FA87  
TERMINAL # SC010088  
\*NO SIGNATURE REQUIRED

07/15/19 13:50:11  
CHANGE DUE 0.00

# ITEMS SOLD 3  
TC# 5098 7150 7975 5932 9959



07/15/19 13:50:23  
\*\*\*CUSTOMER COPY\*\*\*



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

Terminal ID: \*\*\*\*\*437 \*\*\*6

7/15/19 3:27 PM

SERVER #: 1

MasterCard - INSERT  
AID: A0000000041010  
ACCT #: \*\*\*\*\*1859

CREDIT SALE  
UID: 919647029113 REF #: 9039  
BATCH #: 056 AUTH #: 67458E

AMOUNT	\$47.36
TIP	\$ _____
TOTAL	\$ _____

APPROVED

ARQC - 8B1DC7116E0DF4F3

THANK YOU

CUSTOMER COPY

BIG O 4813  
 153 EAST HWY 54  
 CAMDENTON, MO 65020  
 (573) 346-8473

**Sale**



Visit us on the web at: [www.bigotires.com](http://www.bigotires.com)

Invoice No: 025013-124328 Page 1

Order No: 124328

Date: 07/17/2019 Time: 03:32 PM

Started by: TYLER DANUSER

Invoiced by: TYLER DANUSER

Merchant ID: 542929902821074

Term ID: LK371264

07/17/19  
 Batch#: 775

15:32:22  
 Inv #: 0020

MASTERCARD  
 XXXXXXXXXXXXX1859

Entry Method: S

Seq.#: 0020

Appr Code: 62351E

Total:\$

346.45

**APPROVED**

Customer Copy

18 Make: CHEVROLET TRUCK  
 Color:  
 Odometer: 75,923  
 VIN: 1GBDV13W88D212288  
 Driver:  
 5 Torque: 100  
 coming: No Outgoing: No  
 Old Parts? No

Cust.: CAMDENTON DEV DIS RESOURCES 4813-493280  
 Address: 100 3RD ST  
 City, State, Zip: CAMDENTON, MO 65020-7336  
 Phone: (573) 317-9233 Alt Ph: Cell:

Bill To:

Description	Technician	Qty	Unit Price	Total Price
AR AIR SHOCKS	33709	2.00	129.95	259.90
RTS AND LABOR ARE UNDER FULL WARRANTY THROUGH 12 MONTHS OR 12,000 MILES				
Remove & Replace Rear Shock Absorber - Both LA	33709	1.00	75.00	75.00
OP SUPPLIES DISCOUNT (TAX EXEMPT)		1.00	-20.29	-20.29
TATION - FREE	89639	1.00	0.00	0.00

\*\*\* Technicians who Performed Services on Invoice \*\*\*

[33709] CHRIS FREY

[89639] WYATT DANUSER

\*\*\* ----- \*\*\*

**Invoice Summary**

	Payment		Invoice Totals	
	Type	Amount		
			Parts	259.90
			FET	0.00
	MC	\$346.45	Core Chg	0.00
			Labor	54.71
			Waste Disposal	0.00
			Shop Supplies	11.55
			Sales Tax	20.29
			<b>Total:</b>	<b>346.45</b>

I have received the above goods and/or services. If this is a credit card purchase, I agree to pay and comply with the cardholders agreement with the issuer. There are no cancellations allowed.

Customer  
 Signature \_\_\_\_\_

Connie's Card

See back of receipt for your chance to win \$1000 ID #:7N6N20Z5M7



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

ST# 00089	DP# 001262	TE# 05	TR# 09131	
CUTLERY	068113170247			3.13 0
LIQUID HAND	068113123956			3.84 0
LYSOL	001920002522			1.97 0
MR CLEAN	003700077131			2.94 0
LEMON TRIG	001920075352			2.47 0
GV PREM 18MG	007874221044			12.97 0
SPKL 8 MEGA	003040021972			7.97 0
	SUBTOTAL			35.29
	TOTAL			35.29
	MCARD TEND			35.29

Forks

Keystone

TP (here)

paper towels (here)

MasterCard \*\*\*\* \* 1859 1 21  
APPROVAL # 60438E  
REF # 920600391954  
PAYMENT SERVICE - A  
AID A0000000041010  
TC 8C7D30678C207DFD  
TERMINAL # SC010448  
\*NO SIGNATURE REQUIRED

07/25/19 11:40:46  
CHANGE DUE 0.00

# ITEMS SOLD 7

TC# 0733 0320 1424 4461 9292



07/25/19 11:41:08

\*\*\*CUSTOMER COPY\*\*\*

Scan with Walmart app to save receipts



Connie's  
Card

GIER OIL #18 535  
EAST US HWY 54  
CAMDENTON, MO 65020

Gier oil  
GP1078708385501  
535 E US Hwy 54  
Camdenton, Mo  
65020

07/31/2019 405130607  
11:11:31 AM

XXXXXXXXXXXX1859  
MasterCard  
INVOICE 14920274  
AUTH 69105E

PUMP# 10  
REGULAR 16.956G  
PRICE/GAL \$2.359

FUEL TOTAL \$ 40.00

Total = \$ 40.00

CREDIT \$ 40.00  
SWIPE  
TRAN TYPE: SALE

THANKS FOR SHOPPING  
AT EAGLE STOP!!!

ben Van  
on Loc

Resolutions 2019-31,  
2019-32, 2019-33,  
2019-34, 2019-35 &  
2019-36



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2019-31***

**APPROVAL OF AMENDED TITLE VI PLAN**

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

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

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2019-31





**Camden County Developmental Disability Resources**

**“CCDDR”**

**Civil Rights Title VI Plan**

**2017 - 2020**

**Revised July 2017**

**Revised September 2019**

**Original Plan Adopted by CCDDR Board of Directors:**

**February 24, 2014**

**Original Date filed with MODOT Transit Section:**

**February 27, 2014**

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<b>Notifying the Public of Rights Under Title VI</b>	<b>Page 7</b>
<b>Procedure for Filing a Complaint</b>	<b>Page 8,9,10</b>
<b>Monitoring Title VI Complaints, Investigations &amp; Lawsuits</b>	<b>Page 11</b>
<b>Public Engagement Plan – Outreach Practices</b>	<b>Page 12, 13</b>

## Attachments

- Attachment A – Employee Annual Education Form**
- Attachment B – Acknowledgement of Receipt of Title VI Plan**
- Attachment C – Complaint Form**
- Attachment D – Title VI Complaint Log**
- Attachment E – Letter Acknowledging Receipt of Complaint**
- Attachment F – Letter Notifying Complainant That the Complaint Is Substantiated**
- Attachment G – Letter Notifying Complainant That the Complaint is Not Substantiated**
- Attachment H – Narrative to Be Included on Posters to Be Displayed in Revenue Vehicle  
And Agency Facilities**

## **Title VI Assurances**

Camden County Developmental Disability Resources agrees to comply with all provisions prohibiting discrimination based on 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. 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.

This plan is developed to guide Camden County Developmental Disability Resources in its administration and management of Title VI-related activities.

## **Agency Information**

### **1. Mission Statement**

To provide persons with developmental disabilities the necessary tools to achieve self-determined lives, while ensuring quality services.

### **2. History**

Camden County Developmental Disability Resources (CCDDR) is a political subdivision of Camden County, Missouri created in August of 1980 when voters in Camden County approved passage of state enabling legislation commonly referred to as "Senate Bill 40".

The agency is authorized by Sections 205-968-205.972 of the Revised Missouri Statutes to provide for needs of Camden County citizens with developmental disabilities in areas of employment, residential, and related services.

CCDDR' Support Coordination program was initiated in 2006 providing services to eligible persons in Camden County on a contract basis with the Department of Mental Health, Division of Developmental Disabilities. Our Support Coordination staff assists persons served in meeting their personal needs and goals and in obtaining the greatest degree of independence and inclusion possible in everyday community life.

### **3. Regional Profile**

Due to Camden County Developmental Disability Resources having only one agency vehicle, our agency is unable to provide the transportation services for our clients that the agency feels is needed. In emergency situations, CCDDR transports clients for medical, dental and various other needs. CCDDR has contracted OATS Inc. to provide transportation services for clients with developmental disabilities to the Sheltered Workshop for employment and other community transportation needs. CCDDR services are available to all persons regardless of race, gender, color, religion, age, national origin or disability

### **4. Population Served**

A majority of CCDDR clients live in rural areas. Camden County Developmental Disability Resources clients range from the age of 4 and older. First Steps enrolls children with developmental disabilities from birth to age 4.

## 5. Service Area

Camden County Developmental Disability Resources is comprised of one county, that being Camden. One Executive Director oversees the staff for the agency.



## 6. Governing Body of Camden County Developmental Disability Resources

CCDDR is guided by a nine-member Board of Directors who is appointed by the Camden County Commission to serve three-year terms.

The Board of Directors consists of a cross-section of parents and family members of persons with developmental disabilities, educators, professionals, and other members of the community who act as advocates for our county's citizens with developmental disabilities.

The current makeup of the Board of Directors for Camden County Developmental Disability Resources is as follows: 3 (33 1/3% male and 6 (66 2/3 %) females. Due to the largest

Camdenton racial/ethnic groups being Caucasian (96.7%), followed by Hispanic (2.7%), our Board of Directors is 100% Caucasian.

All Camden County Developmental Disability Resources board meetings are open to the public and are held on the third Monday of the month unless that date is a holiday and then the meeting is held on the fourth Monday of the month. The board meetings are held at Camden County Developmental Disability Resources, 255 Keystone Industrial Park Drive, Camdenton, MO., and begin at 4:00 P.M.

## **7. Sub Recipient Monitoring**

Camden County Developmental Disability Resources has no sub-recipients. Any sub-recipient who would receive payment from Camden County Developmental Disability Resources where funding would originate from any federal assistance are subject to the provisions of the Title VI of the Civil Rights Act of 1964 as amended. Written contracts will contain non-discrimination language.

## **8. Equity Analysis of Facilities**

Currently Camden County Developmental Disability Resources has no construction projects . The main facility is at 100 Third Street in Camdenton, Mo with additional leased facilities, housing the Administrative team, at 5816 Osage Beach Parkway, Suite 108 in Osage Beach, MO., and a facility at 255 Keystone Industrial Park Drive in Camdenton. The agency's van is parked at 100 Third Street in Camdenton, MO. Due to the way transportation service is offered; Camden County Developmental Disability Resources provides door-to door service to our clients as needed. Our agency van picks them up at their residence or place of employment and returns them to their residence or place of employment.

## Notice to the Public

### Notifying the Public of Rights under Title VI

Camden County Developmental Disability Resources posts Title VI notices on the agency's website, in public areas of our agency, and in our agency vehicle.

Camden County Developmental Disability Resources operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

If you believe you have been discriminated against based on race, color, or national origin by Camden County Developmental Disability Resources, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

#### **How to file a Title VI complaint with Camden County Developmental Disability Resources:**

1. A Title VI Complaint form is available at [www.cccdr.org](http://www.cccdr.org); or by calling 1-573-693-1511. Ask for the Title VI Program Officer and one can be mailed to you.
2. CCDDR will investigate the complaint and try to resolve; however, if the complainant is not satisfied with the outcome, they have the option of filing a complaint with MoDOT (Intermediate Civil Rights Specialist Title VI/ADA Coordinator PO BOX 270 Jefferson City MO 65102 573-751-2806) who will further investigate and try to reach a resolution. If a resolution still cannot be reached, the complainant may then file with Federal Transit Authority (FTA) Office of Civil Rights, and Region 7, 901 Locust Street, Suite 404, Kansas City, MO 64106 or telephone 816-329-3920. Complaints may also be filed directly to the appropriate state or federal agency such as the Missouri Commission of Human Rights, Equal Employment Opportunity Commission, Federal Transit Administration (FTA) or a complainant may seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed, dated and include your contact information.

If information is needed in another language, contact Camden County Developmental Disability Resources office at 1-573-693-1511.

**Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs receiving federal financial assistance.**

The Placard below is placed in Camden County Developmental Disability Resources' agency vehicle.

**Notifying the Public of Rights Under Title VI**

Camden County Developmental Disability Resources operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964.

Any person who feels he or she has been discriminated against based on race, color, or national origin may file a Title VI complaint with Camden County Developmental Disability Resources. Any such complaint must be in writing and filed with CCDDR within 180 days following the date of the alleged discriminatory occurrence,

For information on the procedure to file a complaint, contact:

Phone            573-693-1511

E-mail            [linda@ccddr.org](mailto:linda@ccddr.org)

Mail or in-person visits:

100 Third Street, PO Box 722, Camdenton, MO 65020

You may also visit our website at [www.ccddr.org](http://www.ccddr.org)

If information is needed in another language, contact 573-693-1511



## Procedure for Filing a Title VI Complaint

### GENERAL

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination based on race, color, or national origin, by Camden County Developmental Disability Resources may file a written complaint with the Title VI Program Officer, PO Box 722, 100 Third Street, Camdenton, MO 65020. Every effort will be made to obtain early resolution of complaints.

### PROCEDURE

1. The complaint must meet the following requirements:
  - a. Complaint shall be in writing and signed by the complainant(s). In instances where complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Title VI Program Officer will interview the complainant and assist the person in converting verbal complaints in writing. All complaints must be signed by the complainant or his/her representative.
  - b. Include your name, address, telephone number, and the date of the alleged act of discrimination when the complainant became aware of the alleged act of discrimination.
  - c. Give a description of the issues, including names and job titles of those individuals perceived as parties in the complaint.
  - d. Federal and state law requires complaints be filed within 180 calendar days of the alleged incident.

You may download the Camden County Developmental Disability Resources Title VI Complaint Form at [www.ccddr.org](http://www.ccddr.org), request a copy by writing to Camden County Developmental Disability Resources, PO Box 722, Camdenton, MO 65020 or call the Title VI Program Officer at 573-693-1511 who can also provide information on how to file a Title VI complaint.

Please submit your complaint form to Camden County Developmental Disability Resources, PO Box 722, Camdenton, MO 65020. Camden County Developmental Disability Resources will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, Camden County Developmental Disability Resources may contact the complainant. Unless a longer period is specified by Camden County Developmental Disability Resources, the complainant will have ten (10) days from the date of the letter to send requested information to the Camden County Developmental Disability Resources investigator assigned to the case.

If the requested information is not received within that time frame the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

1. Upon receipt of the complaint, The Title VI Program Officer will determine its jurisdiction, acceptability, need for additional information, and investigate the complaint, if accepted.
2. The complainant will be provided with a written acknowledgement letter informing that Camden County Developmental Disability Resources has either accepted or rejected the complaint.
3. A complaint must meet the following criteria for acceptance:
  - a. The complaint must be filed within 180 days of the alleged occurrence.
  - b. The allegation must involve a covered basis such as race, color, national origin.
  - c. The allegation must involve a Camden County Developmental Disability Resources service.
4. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint.
  - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
  - c. The complainant cannot be located after reasonable attempts.
5. Once the Title VI Program Officer decides to accept the complaint for investigation, the complainant will be notified in writing of such determination. The complaint will receive a case number and will then be logged in a database.
6. In cases where the Title VI Program Officer assumes the investigation of the complaint, within 90 calendar days of the acceptance of the complaint the Title VI Program Officer will prepare an investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
7. The investigative report and its findings will be reviewed with Camden County Developmental Disability Resources officials and in some cases the investigative report and findings will be reviewed by CCDDR's legal counsel.
8. The Title VI Program Officer/Legal Counsel will decide on the disposition of the complaint- dispositions will be stated as follows:
  - a. In the event CCDDR is in noncompliance with the Title VI regulations, remedial actions will be listed.
9. Notice of the Title VI Program Officer's determination will be mailed to the complainant. Notice shall include information regarding appeal rights of complainant and instructions for initiating such an appeal. Notice of appeals are as follows:
  - a. The Title VI Program Officer will reconsider the determination, if new facts come to light.
  - b. If complainant is dissatisfied with the determination and/or resolution set forth by the Title VI Program Officer, the same complaint may be submitted to MoDOT Title VI/ADA Coordinator. If a resolution still cannot be reached, the complainant may then file with the Federal Transit Administration (FTA) for investigation Office of Civil Rights,

901 Locust Street, Room 404, Kansas City, MO 64106, Telephone 816-329-3920. A summary of the complaint and its resolution will be included as part of the Title VI updates to the FTA.

If the complainant disagrees with Camden County Developmental Disability Resources' determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. Camden County Developmental Disability Resources will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, Camden County Developmental Disability Resources will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Any person who believes he or she, individually, or as a member of any specific class of person, has been subjected to discrimination on the basis of disability, age, income status or LEP (Limited English Proficiency) may file a written complaint with Camden County Developmental Disability Resources. Aforementioned classes of discrimination are not protected under Title VI; however, transit dependent populations often overlap. Every effort will be made to resolve the complaint.

If information is needed in another language, contact Camden County Developmental Disability Resources at 1-573-693-1511.

## **Monitoring Title VI Complaints, Investigations, Lawsuits**

### **Documenting Title VI Complaints/Investigations**

All Title VI complaints will be entered and tracked in Camden County Developmental Disability Resources' complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Program Officer shall maintain the log.

### **Documenting Evidence of Agency Staff Title VI Training**

Camden County Developmental Disability Resources' staff is given Title VI training, and the agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?

New employee orientation provides the provisions of Title VI and Camden County Developmental Disability Resources expectation to perform their duties accordingly.

2. Do new employees receive this information via employee orientation?

New employees are given a copy of the Camden County Developmental Disability Resources Title VI plan and are also given an Acknowledgement of Receipt form to sign acknowledging they have read and understand the contents of the Title VI plan.

3. Is Title VI information provided to all employees and program applicants?

Title VI information is given to Camden County Developmental Disability employees annually by the Employee Annual Education Form (Attachment A).. The form reminds employees of CCDDR's policy statement and of their Title VI responsibilities in their daily work and duties. An acknowledgement of Receipt of Title VI Employee Annual Education Form is given to each current employee for signature.

4. Is Title VI information prominently displayed withn the agency and in the agency vehicles?

Title VI information shall be displayed in the offices of Camden County Developmental Disability Resources and in their agency vehicles.

## Public Engagement Plan

### Community Outreach

The goal of the Public Engagement Plan is to have significant and ongoing public involvement, if needed, by all identified audiences, and may include but not limited to the following:

- Board of Directors – the governing board of the agency. The role of the Board is to establish policy and legislative direction for the agency. The Board defines the agency’s mission, establishes goals, and approves the budget to accomplish the goals.
- Local jurisdictions and other government stakeholders
- Private businesses and organizations
- Partner agencies, Social Service Agencies, State Agencies such as the Department of Mental Health, and Regional Planning Commissions

### Elements of the Public Engagement Plan

Camden County Developmental Disability Resources has a participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

#### 1. Public Notice

- Official notification of intent to provide opportunity for members of the general public to participate in public engagement include participation in open Board meetings, which are open to the public with dates, locations and meeting information posted on the office doors of Camden County Developmental Disability Resources at least 48 hours prior to meeting.

#### 2. Public Engagement Process/Outreach Efforts:

- Public meetings, job fairs and other public events
- Focus groups

Events such as public meetings and/or open houses may be held at schools, churches, libraries and other locations.

#### 3. Public Comment

Comments are accepted through various means:

- Dedicated email address
- Website
- Regular mail

## **Title VI Outreach Best Practices**

Camden County Developmental Disability Resources ensures all outreach strategies, communications and public involvement efforts comply with Title VI. Camden County Developmental Disability provides the following:

- a. Public notices published in non-English publications (if available and needed).
- b. Title VI non-discrimination notice on agency's website.
- c. Agency communication materials in languages other than English (if needed).
- d. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

## **Title VI Program Public Engagement Process**

Camden County Developmental Disability Resources is a political sub-division and does not serve the general public but a limited population of persons with intellectual and developmental disabilities. The Targeted Case Management team assists in helping clients in the fields of employment, residential and related services. The program provides limited transportation with one minivan due to the small size of the program. The agency holds monthly board meetings. The meetings are open to the public and the public is welcome to share in discussions or to address issues of importance to solve shared problems. This agency tries to gather input from the public regarding agency services and activities.

Camden County Developmental Disability Resources will provide briefings to the Board of Directors regarding Title VI plan as needed.

Title VI information is posted on the agency website at [www.cddr.org](http://www.cddr.org) along with our e-mail, mailing address, and agency telephone numbers.

## **Attachment A**

### **Employee Annual Education Form**

#### **Title VI Policy**

**No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.**

**All employees of Camden County Developmental Disability Resources are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Title VI Coordinator and/or Executive Director of Camden County Developmental Disability Resources.**

**Attachment B**

**Acknowledgement of Receipt of Title VI Plan**

**I hereby acknowledge the receipt of Camden County Developmental Disability Resources Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of transportation, employment, residential, and related service needs for Camden Co. persons with developmental disabilities based on race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.1.**

---

**Employee Signature**

---

**Employee Printed Name**

---

**Date**



## ATTACHMENT C

### Camden County Developmental Disability Resources Title VI Complaint Form

If you feel that you have been discriminated against in the provision of transportation services, provide the following information to assist in processing your complaint. Should you require assistance in completing this form or need information in alternate formats, please call Compliance Manager at 573-693-1511.

Mail or return the completed information to:

Compliance Manager  
Camden County Developmental Disability Resources  
PO Box 722 – 100 Third Street  
Camdenton, MO 65020  
Tel # 573-693-1511 Fax 573-693-1515

1. Claimant Name \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Tel # (Include area code:) \_\_\_\_\_ Work \_\_\_ Home \_\_\_ Cell \_\_\_
4. Are you filing this claim on your own behalf? \_\_\_ Yes \_\_\_ No If yes, go to question 8 - If no, go to question 5
5. IF you answered NO to question 4 above, provide your  
Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel # (Include area code:) \_\_\_\_\_ Work \_\_\_ Home \_\_\_ Cell \_\_\_
6. What is your relationship to the person for whom you are filing this complaint?  
\_\_\_\_\_
7. Please confirm that you received permission of the aggrieved part if you are filing on behalf of a third party. ( ) YES I have permission ( ) NO I do not have permission
8. I believe that the discrimination I experienced was based on (check all that apply):  
( ) Race/Color ( ) National Origin (Classes Protected by Title VI)  
Other – (e.g. Disability, Age, Income Status, (LEP Limited English Proficiency)) please specify  
\_\_\_\_\_

9. Date of alleged discrimination (Month, Day, Year) \_\_\_\_\_

10. Where did the alleged discrimination take place? \_\_\_\_\_

\_\_\_\_\_

11. Explain as clearly as possible what happened and why you believe you were discriminated against: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Name and contact information of the person(s) who discriminated against you. Use the back of this page or separate pages if additional space is required.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. List all witnesses' names and phone numbers/contact information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. What type of corrective action would you like to see taken?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? ( ) Yes NO ( ) If yes, check all that apply.

( ) Federal Agency (List agency name) \_\_\_\_\_

( ) Federal Court (Please provide location) \_\_\_\_\_

( ) State Court \_\_\_\_\_

( ) State Agency (List agency name) \_\_\_\_\_

( ) County Court (Specify Court and County) \_\_\_\_\_

( ) Local Agency (List agency name) \_\_\_\_\_

If the answer was YES to any agencies/courts above, please provide information for a contact person at the agency/court where complaint was filed.

Contact Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required:

---

Signature	Date
-----------	------

If you completed questions, 5, 6, your signature and date is required.

---

Signature	Date
-----------	------

**ATTACHMENT D**

**TITLE VI COMPLAINT LOG**

Reporting Year Date – Log #:						
NAME:						
ADDRESS:		State:		Zip Code:		
<b>STATUS OF COMPLAINANT:</b>						
<b>RACE:</b>	<b>COLOR:</b>	<b>NATIONAL ORIGIN</b>	<b>SEX:</b>	<b>AGE:</b>	<b>DISABILITY:</b>	<b>INCOME</b>
<b>STATUS:</b>						
Nature of Complaint (If you need more space, attach additional sheet (s) or use back of page						
Recipient (Processor of Complaint)						
Date Filed:		Date Investigation Completed:		Date of Disposition		
Disposition (If you need more space, attach additional sheet (s) or use back of page						

**Attachment E**  
**Letter Acknowledging Receipt of Complaint**

**Today's Date**

Ms. Jo Doe  
1234 Main Street  
Anywhere, MO 65020

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Camden County Developmental Disability Resources alleging \_\_\_\_\_  
\_\_\_\_\_.

An Investigation will begin shortly. If you have additional information you want to convey or questions concerning this matter, please contact this office by calling 573-693-1511 or write to me at this address.

Sincerely,

Linda Simms  
Title VI Coordinator

## Attachment F

### Letter Notifying Complainant That the Complaint Is Substantiated

#### Today's Date

Ms. Jo Doe  
1234 Main Street  
Anywhere, MO 65020

Dear Ms. Doe:

The matter referenced in your letter dated \_\_\_\_\_ against Camden County Developmental Disability Resources alleging a Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were very helpful during our review of the program. **(If a hearing is necessary, the following sentence may be appropriate.)**

You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Linda Simms  
Title VI Coordinator

## Attachment G

### Letter Notifying Complainant That the Complaint Is Not Substantiated

**Today's Date**

Ms. Jo Doe  
1234 Main Street  
Anywhere, MO 65020

Dear Ms. Doe:

The matter referenced in your complaint dated \_\_\_\_\_ against Camden County Developmental Disability Resources alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Camden County Developmental Disability Resources has analyzed the materials and facts pertaining to your case for evidence of Camden County Developmental Disability Resources' failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to (1) appeal within seven calendar days of receipt of the final written decision from Camden County Developmental Disability Resources, and/or 2) file a complaint externally with the U.S. Department of Transportation, and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Linda Simms  
Title VI Coordinator

## Attachment H

### NARRATIVE TO BE INCLUDED ON POSTERS TO BE DISPLAYED IN REVENUE VEHICLE AND AGENCY FACILITIES

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from any program or activity receiving Federal financial assistance (“42 U.S.C. Section 2000d).

Camden County Developmental Disability Resources is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation service on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1>A. If you feel you are being denied participation in or being denied benefits of the transportation services provided by Camden County Developmental Disability Resources, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Title VI Coordinator  
Camden County Developmental Disability Resources  
PO Box 722 - 100 Third Street  
Camdenton, MO 65020  
573-693-1511  
[linda@cddr.org](mailto:linda@cddr.org)





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2019-32***

**APPROVAL OF AMENDED 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, plans, manuals, handbooks, and job descriptions and creates new Bylaws, policies, plans, manuals, handbooks, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2019-32

# CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

## TRANSPORTATION MANUAL

Revised August 21<sup>st</sup>, 2017

Revised September 12<sup>th</sup>, 2019

## MISSION STATEMENT

“To provide persons with developmental disabilities the necessary tools to achieve self-determined lives, while ensuring quality 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 MAILING ADDRESS	100 THIRD STREET CAMDENTON, MO 65020 PO BOX 722, CAMDENTON MO 65020
TELEPHONE NUMBER FAX NUMBER	573-317-9233 573-317-9332
ADMINISTRATIVE OFFICE LOCATION	5816 OSAGE BEACH PARKWAY STE 106 OSAGE BEACH, MO 65065
TELEPHONE NUMBER FAX NUMBER	573-693-1511 573-693-1515

**Camden County Senate Bill 40, dba Camden County Developmental Disability Resources (CCDDR), does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, Limited English Proficiency (LEP), sexual orientation, age, disability, low income, familial status, or veteran status.**

### **Title VI Assurances**

CCDDR 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.

CCDDR 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. CCDDR 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.

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

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

CCDDR 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, CCDDR is committed to assuring compliance with the Title VI Requirements for Federal Transit Administration Recipients as outlined in FTA circular 4702.1B

## **TRANSPORTATION FOR PERSONS SERVED**

### **Purpose:**

It is the responsibility of CCDDR 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 has established a transportation system contracting OATS INC to support public or private transportation opportunities for our clients in the communities in which they live, work and play. Transportation provides a means of independence.

### **Policy:**

CCDDR will make every effort to ensure qualified individuals with a developmental disability are not excluded from participation in or denied benefits of transportation services from CCDDR; however, circumstances may exist at any given time which would prevent CCDDR from providing transportation services. 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.

CCDDR has one minivan providing limited transportation for clients. In emergency situations, CCDDR transports clients to medical, dental and various other needs.

## **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 designated Human Resource Officer upon hiring date and upon renewal of license.
2. Employee 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:
  - Illegal drug screen (Upon hire and randomly if shows probable cause)
  - FBI fingerprint check (Fingerprints/Criminal records check/sex offender registry check thru the Highway Patrol (Upon hire and every 5 years of employment with the agency.)
  - Family Care Safety Registry (annually)
  - Driving history/MVR (annually)
  - 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 current insurance carrier 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
7. Immediately and if needed, completion of Worker's Compensation Authorization for Medical Treatment Form, Accident Investigation Report Form and other necessary paperwork will be completed. All accidents occurring away from the CCDDR office when on CCDDR business, regardless of professional medical attention, must be reported for Workers Compensation purposes. 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.
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 when it reaches ½ tank.
7. Only authorized persons can drive or ride in company vehicle.
8. Always be polite and professional when transporting clients.
9. Never drive under the influence of illegal drugs or controlled substances of any kind.
10. Driver may not alter the company vehicle 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 shall not transport a minor without written documentation or a phone call from parent/guardian of minor and if possible, parent/guardian should accompany the minor who is being transported.
16. Company vehicle keys are to be placed in office desk drawer after vehicle is parked and should always remain there when the vehicle is not in use.
17. 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 client 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:
  - Road Conditions – wide straight, good/bad surface, good/bad vision etc.
  - Weather Conditions – dry, wet, bright, sunny, misty, raining, snow, fog etc.
  - Traffic Conditions – light or heavy flow of traffic, country, city etc.
  - 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.

Report all van maintenance issues to the TCM Office Manager or the Compliance Manager at 573-317-9233 or 573-693-1511 immediately to get repair initiated in a timely manner. If none of the above can be reached, contact the Executive Director at 573-469-5851 or Director of Services and Support at 573-289-8598. Return keys to the proper location after each trip. Check driving sheets daily, and initial.

### **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. 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.

### **PROCEDURE FOR MEDICAL EMERGENCY:**

**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 operators:
  - Nature of medical emergency
  - Location of the emergency (address, building, highway, etc.)
  - 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.
  - 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).
  - Clear the air passage 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
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 DICIPINARY ACTIONS 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 accidents where drugs/alcohol are involved
4. Refusal to perform drug/alcohol test

## **PURPOSE FOR ACCIDENT REPORT FORMS**

The purpose for Accident Report forms is 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. The Work Comp Authorization for Medical Treatment, Accident Investigation Report, Client/Visitor Report of Injury, Witness Report of Accident and any other required forms will be completed when any staff, volunteer or intern incurs injury or potential injury at CCDDR offices during business hours. The CCDDR Client /Visitor Report of Injury Form Is used when any client or visitor incurs injury at CCDDR offices.

## **PROCEDURE FOR ACCIDENT REPORT FORMS**

1. All accidents occurring at the CCDDR office or away from the CCDDR office when on CCDDR business, regardless of professional medical attention, must be reported for Workers Compensation purposes.
  - Verbal notification of any serious occurrences should be immediately reported to the Executive Director and/or Director of Services and Supports.
  - Work Comp Authorization for Medical Treatment form must be completed by Human Resources for

employees who incur work related illness or injury. The CCDDR Client/Visitor Report of Injury form is completed for any client or visitor.

2. All Workers Comp accident or injury forms must be sent to Human Resources within 24 hours of occurrence.
3. Human Resources must immediately send the originals to current workman's compensation insurance carrier.
4. Human Resources 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 Board President.
6. The Director of Services and Supports or Human Resources completes the Accident Investigation Report Form.



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2019-33***

**APPROVAL OF AMENDED POLICY #37**

**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 amend Policy #37, Transportation.
2. That the Board hereby amends and adopts Policy #37 (Attachment "A" hereto) as presented.
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2019-33



Policy Number:  
37  
Effective: May 18th, 2015  
Revised: September 18<sup>th</sup>, 2017,  
September 12<sup>th</sup>, 2019

---

Subject: Transportation

**PURPOSE:**

It is the responsibility of the Camden County Developmental Disability Resources (CCDDR) 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 make every effort to ensure qualified individuals with a developmental disability are not excluded from participation in or denied benefits of transportation services from CCDDR; however, circumstances may exist at any given time which would prevent CCDDR from providing transportation services. 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.

I. 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:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin
- Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations
- Promote the full and fair participation of all affected Title VI populations in transportation decision making
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations
- 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

## II. Qualifications for Position of Drivers for CCDDR

- A. 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.
- B. Employees must have the minimum liability coverage as required by Missouri statutes (If using a private vehicle.)
- C. All individuals who are employed by CCDDR are required to have a background check consisting of:
  - Illegal drug screen (Upon hire and randomly if shows probable cause)
  - FBI fingerprint check (fingerprints/criminal records check/sex offender registry check thru the Highway Patrol upon hire and every 6 years of employment with the agency)
  - Family Care Safety Registry (annually)
  - Driving history/MVR (annually)
  - Office of Inspector General (OIG United States Department of Health & Human Services (annually)
- D. The vehicles must have adequate first aid supplies, including a first aid kit that is checked annually and as necessary.
- E. Vehicles must have copy of current insurance carrier guidelines regarding what to do in event of an accident.

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

### III. Responsibilities of Our Drivers

- A. Driver safety is priority.
- B. Driver is required to review Transportation Policy Manual annually.
- C. The driver is responsible for the condition of the vehicle.
- D. It is the responsibility of each driver to fill out the mileage report form upon departure and return in the company vehicle(s).
- E. Driver must wear seatbelt at all times and verify passengers have seat belts on.
- F. Driver is required to take credit card and fill up the vehicle with fuel when it reaches ½ tank.
- G. Only authorized persons can drive or ride in company vehicles.
- H. Always be polite and professional when transporting consumers.
- I. Never drive under the influence of illegal drugs or controlled substances of any kind.
- J. Driver may not alter the company vehicle(s) in any way without prior consent of the Executive Director.
- K. It is each driver's responsibility to maintain a current valid driver's license.
- L. Never drive faster than the speed limit. If you receive a ticket, you are responsible for all costs.
- M. Never carry more passengers than available seating in the vehicle.
- N. Company vehicles are used for company business only.
- O. Driver shall not transport a minor without written documentation or a phone call from parent/guardian of minor, and if possible, parent/guardian should accompany the minor who is being transported.
- P. Company vehicle keys are to be placed in office desk drawer after vehicle is parked and should always remain there when the vehicle is not in use.
- Q. 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 client 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!

#### IV. Vehicle Safety Checks

- A. Any vehicle problem is to be reported to lead personnel.
- B. Check vehicle tires - the life of the tires depends on how the vehicle is driven.
- C. Excessive speed, braking or acceleration will cause tires to wear away.
- D. Always drive at a safe speed. A safe speed depends on a number of factors:
  - Road Conditions: wide, straight, good/bad surface, good/bad vision etc.
  - Weather Conditions: dry, wet, bright, sunny, misty, raining, snow, fog etc.
  - Traffic Conditions: light or heavy flow of traffic, country, city etc.
  - Physical Condition of Driver(s): relaxed, happy, tired, worried, aggressive, frustrated etc.
- E. Never use the vehicle if any maintenance light is on as it could be unsafe.

#### V. 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.

#### VI. Mobile Phone

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.





*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2019-34***

**APPROVAL OF AMENDED LIMITED ENGLISH PROFICIENCY PLAN**

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

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

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2019-34



**Camden County Developmental Disability Resources**

**“CCDDR”**

**Limited English Proficiency Plan (LEP)**

**2014**

**Revised July 2017**

**Revised September 2019**

**Original Adopted by CCDDR Board of Directors**

**February 24, 2014**

**Date original filed with MODOT Transit Section:**

**February 27, 2014**

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## **Federal Requirements**

**Agencies receiving Federal Transit Administration (FTA) funds from MoDOT with a vehicle still in service funded through a MoDOT administered FTA grant requires a Limited English Proficiency Plan (LEP).**

### **Background of Limited English Proficiency (LEP) Plan**

As there is no official language of the United States, persons with a limited ability to read, write, speak, or understand English are limited English proficient, or “LEP.” This language barrier may prevent individuals from accessing public services and benefits.

Title VI of the Civil Rights Act of 1964 is the legal basis for LEP regulations that does not allow national origin discrimination. Title VI of the Civil Rights Act and Executive Order 13166, are the federal legislation necessitating LEP plans from public agencies receiving federal funds.

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.

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.

This Limited English Proficiency (LEP) Plan has been prepared to address Camden County Developmental Disability Resources responsibilities as a recipient of federal, state and county funding to relate to the needs of individuals with limited English language skills. This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, which states that no person in the United States shall be subjected to discrimination on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal financial assistance.

Federal financial assistance includes grants, training, use of equipment, and other forms of financial contributions from federal sources. Executive Order 13166 was signed by President William Clinton August 11, 2000. Executive Order 13166 is titled “Improving Access to Services with Limited English Proficiency.” Executive Order 13166 indicates that differential treatment based upon a person’s inability to speak, read, write or understand English is a type of national origin discrimination. Executive Order 13166 also requires Federal agencies to examine the services they provide, identify any need for services to those with LEP, and to publish guidance

for its respective recipients clarifying their obligation to ensure that such discrimination does not take place.

The Executive Order applies to all federal agencies and all programs and operations entities that receive funding from the federal government including state, local and governments agencies, private and non-profit entities, and sub-recipients such as public transit agencies. Sub recipients are also covered, when federal funds are passed from one recipient to a sub recipient. Recipients of federal funds range from state and local agencies, to nonprofits and other organizations.

The U.S. Department of Transportation (DOT) published revised LEP guidance for its recipients on December 14, 2005. The Federal Transit Authority (FTA) references the DOT LEP guidance in its Circular 4702.1A, "Title VI and Title VI-Dependent Guidelines for FTA Recipients," which was published on April 13, 2007. This Circular reiterates the requirement to take responsible steps to ensure meaningful access to benefits, services, and information for LEP persons and suggests that FTA recipients and sub-recipients develop a language implementation plan consistent with the provisions of Section VII of the DOT LEP Guidance.

US DOT states that their intent is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments. Smaller recipients with limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

### **Introduction**

Camden County Developmental Disability Resources has written this Limited English Proficiency Plan to address our agency's responsibility as a recipient of federal grant funding to relate to the needs of our clients with intellectual and/or developmental disabilities and have limited English skills. The LEP plan has been written using the guidelines of Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

This plan was prepared using the four-factor analysis for LEP persons. The four-factor analysis and a summary of the results from the Camden County 2010 census for each factor are listed beneath each numbered factor below.

## Camden County Developmental Disability Resources LEP Plan

### Elements of an Effective LEP (Plan)

The US Department of Justice, Civil Rights Division has developed a set of planning elements that were incorporated into the design of the Limited English Proficiency Plan. These elements are:

1. Identifying LEP persons
2. Identifying ways in which language assistance will be provided
3. Training staff
4. Providing notice to LEP persons

Camden County Developmental Disability Resources obtained the figures used in this report from the 2010 U.S. Census.

### The Four-Factor Analysis

The DOT (Department of Transportation) guidance outlines Four Factors that recipients should apply to the various kinds of contact they have with the public in order to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons.

These factors are:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient according to the 2010 census.

#### Language Spoken at Home in Camden in Camden County by:

		Percentage
<b>Total Population</b>	<b>43,845</b>	
<b>English Only</b>	42,486	96.90%
<b>Spanish</b>	<b>702</b>	1.60%
Speak English Very Well	503	71.70%
Speak English Well	57	8.10%
Speak English Not Well	92	13.10%
Do not speak English at all	50	7.10%

<b>Other Indo-European Language</b>	<b>570</b>	<b>1.30%</b>
Speak English Very Well	456	80%
Speak English Well	68	12%
Speak English Not Well	46	8%

<b>Speak Asian or Pacific Island Language</b>	<b>44</b>	<b>0.10%</b>
Speak English Very Well	28	65%
Speak English Well	11	24%
Speak English Not Well	5	11%

<b>Speak Other Language</b>	<b>44</b>	<b>0.10%</b>
Speak English Very Well	44	100%

2. The frequency with which LEP individuals come in contact with the program.

According to the United States census facts of July 1, 2016, the largest Camden County racial/ethnic groups are white (96.7%) followed by Hispanic (2.7% and two or more races (1.2%). To date Camden County Developmental Disability Resources (CCDDR) has one LEP family. Translation services are not necessary as the family is 80 to 85% proficient in the English language. Due to the small size of the LEP population in Camden County, LEP Involvement is very infrequent.

3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.

The largest population of LEP persons in Camden County is Spanish speaking. CCDDR is less likely to encounter limited English proficient persons due to the low population (2.7%); however, the agency realizes the importance of being prepared and will make all reasonable attempts to accommodate language access needs when necessary.

4. The Resources available to the recipient and the overall cost.

The Support Coordinators carry electronic tablets when visiting clients. If a client does not speak English or Spanish, the electronic tablet could be utilized as a tool for translation until an interpreter and/or translator is located for assistance.



### **Language Assistance & Staff Training**

Camden County Developmental Disability Resources' staff will be provided with information on the Title VI Policy and the LEP plan. Language interpretation will be considered for all other languages if the need arises. CCDDR Support Coordination will be questioned periodically on any experiences concerning contacts with LEP persons during the previous year. The remaining individuals unable to speak English or Spanish represent less than .2% of Camden County's total population. As there is a small LEP population in Camden County, there is no translation of documents in place; however, if this becomes necessary, then documents, meeting notices, flyers, agendas, etc will be printed in the language needed for the LEP population.

### **Monitoring**

Camden County Developmental Disability Resources will review and update their LEP Plan as necessary. New updates will include relocation of disabled persons that may be limited English proficient into Camden County and the incorporating of new Census data as received.



*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2019-35***

**APPROVAL OF AMENDED EMPLOYEE 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, plans, manuals, handbooks, and job descriptions and creates new Bylaws, policies, plans, manuals, handbooks, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

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

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date

Attachment “A” to Resolution  
2019-35

**Camden County  
Developmental Disability  
Resources**

**EMPLOYEE MANUAL**

Date of Initial Approval: 4/17/06

Amended: 9/15/08, 4/20/2009, 4/19/2010, 6/21/2010, 1/24/2011, 5/27/2011, 01/28/2013,  
4/1/2016, 8/21/2017, 3/19/2018, 7/16/2018, 02/25/2019, 09/12/2019

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## **SECTION A**

### **INTRODUCTION**

This Manual is designed to acquaint you with our agency, Camden County Senate Bill 40 Board, d/b/a Camden County Developmental Disability Resources (CCDDR), and provide you with information about working conditions, benefits, and policies affecting your employment. The Manual is a summary of our policies, which are presented here only as a matter of information.

The information contained in this Manual applies to all employees of CCDDR. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between CCDDR and any of its employees; all employment is at-will and there is no promise of continuing employment. At-will employment means you enter into employment voluntarily, and you are free to resign at any time with or without notice and for any reason or no reason. Similarly, CCDDR is free to conclude its employment relationship with any employee at any time with or without notice for any reason or no reason.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

#### **3.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since the field of developmental disabilities in general and our organization in particular are subject to change, please note that the agency has the right to interpret, dispute, and, either with or without notice, change, suspend, or cancel, all or any part of these policies, procedures, and benefits at any time. We will attempt to notify all CCDDR employees of these changes as soon as possible. Changes will be effective on the dates determined by the Board of Directors, and after those dates, all superseded policies will be null and void.

No individual person has the authority to change these policies at any time; this is the responsibility of the Board of Directors. If you are uncertain about any policy or procedure, please speak with the Human Resources Officer or Executive Director.

#### **3.2 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of the information contained in each applicant's resume and/or application form and the accuracy of other data presented throughout the hiring process and employment. Please note that all prior employment data, qualifications, certifications and educational history provided by applicants will be verified. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

#### **3.3 AT-WILL EMPLOYMENT RELATIONSHIP**

Your employment with CCDDR is at-will. This means you enter into employment voluntarily, and you are free to resign at any time with or without notice and for any reason or no reason. Similarly, CCDDR is free to conclude its employment relationship with any employee at any time with or without notice for any reason or no reason.

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## **SECTION B**

### **DEFINITIONS OF EMPLOYEE STATUS**

#### **3.4 “EMPLOYEES” DEFINED**

An “employee” of CCDDR is a person who has been hired to work under the control and direction of the agency on a salary or wage basis and does not provide services as a part of an independent business.

#### **3.5 EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

#### **3.6 NON-EXEMPT**

Employees whose positions do not meet “exempt” FLSA criteria and who are paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours per work week.

#### **3.7 REGULAR FULL-TIME**

Employees who are regularly scheduled to work more than 1500 hours per calendar year are considered to be regular, full-time employees. All newly hired regular full-time employees must complete a 90-day initial employment period prior to becoming eligible for certain employee benefits. An employee evaluation will be completed at the end of the first 90 days, and the employee may be eligible for up to a 3% wage increase if his or her performance warrants an increase in pay.

#### **3.8 REGULAR PART-TIME**

Employees who are regularly scheduled to work less than 1500 hours per calendar year are considered to be regular, part-time employees. All newly hired regular part-time employees must complete a 90-day initial employment period. An employee evaluation will be completed at the end of the first 90 days, and the employee may be eligible for up to a 3% wage increase if his or her performance warrants an increase in pay.

#### **3.9 TEMPORARY (FULL-TIME or PART-TIME)**

Employees who are employed on a short-term basis and/or individuals who are hired as interim replacements to assist in the completion of a specific project, for paid time off, or for leave of absence relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified in writing of a change. They are not eligible for any of the agency’s benefit programs.

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## SECTION C

### EMPLOYMENT POLICIES

#### 3.10 EQUAL EMPLOYMENT OPPORTUNITY/DISCRIMINATION/HARASSMENT/RETALIATION

##### Equal Employment Opportunity

Camden County Developmental Disability Resources (CCDDR) values the diversity and creativity of its employees and employment candidates. CCDDR values diversity in all of its operations and recognizes the strength it brings to the organization, its employees and members. CCDDR is committed to providing equal opportunity to all employment candidates and employees in all employment and employee-related efforts.

It is therefore CCDDR's policy to comply with all applicable equal employment opportunity laws and to provide equal employment opportunity to qualified individuals without regard to age, color, disability, marital status, national origin, citizenship status, race, religion, sex/gender, sexual orientation, gender identity, change of sex and/or transgender status, veteran status, or any other legally protected category. This policy extends to all areas of employment, including, but not limited to, recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotion, layoffs and terminations, testing and training, working conditions, compensation and benefits, and all other terms and conditions of employment.

##### Reasonable Accommodation

CCDDR will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

##### Prohibition Against Discrimination

CCDDR does not and will not tolerate discrimination in any form with respect to any aspect of your employment. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- You must familiarize yourself with the terms of this policy and execute an acknowledgement that you were provided with a copy of this policy and that you are familiar with its terms
- You must take the necessary steps to prevent and eliminate discrimination and attend any CCDDR provided training on this policy and certify your attendance
- You must refrain from engaging in conduct which may be construed as discrimination

Conduct in violation of this policy is contrary to CCDDR's good faith belief that the workplace should be free of discrimination and its good faith efforts to prevent the same and will subject a violator to discipline, up to and including termination.

##### Reporting Discrimination

If you believe you have experienced discrimination at CCDDR, *or* if you believe you have witnessed or observed discrimination, you must promptly report the facts of the incident or incidents in accordance with the procedure set forth below. CCDDR encourages all persons to come forward with information about allegations of discrimination. Retaliation for making a complaint or cooperating in an investigation of alleged discrimination is *strictly prohibited* and will not be tolerated.

##### Prohibition Against Harassment

CCDDR believes in developing, fostering and maintaining a professional work environment where employees and others are treated with respect and dignity. Harassment of any kind is explicitly prohibited. The work environment must be free of harassment or intimidation based on sex, gender, age, color, disability, marital status, national origin, citizenship status, race, religion, gender, gender identity, change of sex and/or transgender status,

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sexual orientation, veteran status, or any other legally protected category. Every employee is expected to conduct him or herself in a manner that is at all times professional, respectful, and considerate of others. Harassment in the workplace, whether committed by managers, co-workers, business partners, vendors, customers, contractors, clients or any other third party is prohibited. Every employee of CCDDR should comply with the following obligations and expectations concerning this policy:

- You must familiarize yourself with the terms of this policy and execute an acknowledgement that you were provided with a copy of this policy and that you are familiar with its terms
- You must take the necessary steps to prevent and eliminate the occurrence of harassment and attend CCDDR-provided training on harassment and certify your attendance
- You must refrain from engaging in conduct which may be construed as unlawful harassment or harassment generally

CCDDR's policy prohibiting harassment applies to conduct occurring in the workplace and/or in other settings in which employees may be in connection with their work, such as business trips, and business-related functions and business-related social events, among others.

Conduct in violation of this policy is contrary to CCDDR's good faith belief that the workplace should be free of harassment and its good faith efforts to prevent the same and will subject a violator to discipline, up to and including termination.

### Sexual Harassment

Sexual harassment is a particular form of workplace harassment. It includes unwelcome sexual advances, requests for sexual acts or favors, or other verbal or physical conduct of a sexual nature when: (i) submission or rejection of such conduct is a term or condition of employment or is a basis for employment decisions, or (ii) such conduct has the purpose or effect of unreasonably interfering with an individual's working conditions or performance by creating an intimidating, hostile, humiliating or offensive work environment.

### Examples of Sexual Harassment

Examples of sexual harassment may include, but are not limited to, the following:

- Sexual comments, teasing, or jokes
- Suggestive gestures, sounds, or whistles
- Inquiries or discussions about sexual activities
- The display in the workplace of sexually suggestive objects, pictures, posters, cartoons, or graffiti
- Pressure to accept social invitations, to meet privately, to date, or to have sexual relations
- Sexual slurs, demeaning epithets, or derogatory statements
- Graphic or sexually suggestive comments about a person's attire or body
- Unwanted or unnecessary physical contact, sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling
- Suggestive, obscene, or harassing messages sent via computer or left on an answering machine or voice mail

### Who Can Be a Victim of Sexual Harassment and Who Can Be a Harasser?

The victim as well as the sexual harasser may be a woman or a man. In addition, sexual harassment can occur between employees of the same sex as well as between employees of the opposite sex. The harasser may be the victim's supervisor, a manager, an agent of the employer, a supervisor in another work location, or a co-worker. The harasser may even be a non-employee, such as a client, vendor, contractor or repair person who does business with CCDDR.

### Harassment on Other Grounds is Prohibited

Discriminatory treatment other than sexual harassment is also prohibited. Discriminatory treatment, including harassment, of individuals and groups based on race, gender, color, age, ethnicity, religion, disability, sexual

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orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status and any other legally protected characteristic is strictly prohibited.

#### Definition of Harassment on Other Grounds

Harassment on the basis of race, color, age, gender, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic directed against individuals, may be established by showing conduct toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and that interferes with his or her work performance or ability to participate in or to realize the intended benefits of an CCDDR activity, employment, or resource.

#### Examples of Other Kinds of Harassment

Examples of other kinds of harassment include, but are not limited to, the following:

- Name-calling, slurs, demeaning remarks, jokes, gestures, negative stereotyping, threats, intimidation, and hostile acts that are related to gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group of individuals because of gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, national origin, veteran's status, and any other legally protected characteristic
- Behavior which could reasonably be interpreted as patronizing and as undermining self-respect

#### Who Can Be a Victim and a Harasser

The victim as well as the harasser may be a person of any gender, race, color, age, ethnicity, religion, disability, sexual orientation, gender identity, change of sex and/or transgender status, or national origin. The harasser may be the victim's supervisor, a manager, an agent of the employer, a supervisor in another work area, or a co-worker. The harasser may also be a non-employee, such as a client, vendor, contractor or repair person who does business with CCDDR.

#### Reporting Harassment

If you believe you have been or are being harassed by a co-worker, supervisor, agent, business partner, vendor, customer, client, contractor or other third party, **or** if you believe you have witnessed such harassment, you must promptly report the facts of the incident or incidents in accordance with the procedure set forth below. CCDDR encourages all persons to come forward with information about allegations of harassment. Retaliation for making a complaint or cooperating in an investigation of alleged harassment is ***strictly prohibited*** and will not be tolerated.

#### Procedure for Reporting Discrimination or Harassment

1. Employees who believe they have experienced or have witnessed discrimination or harassment are expected and required to notify the Human Resources Officer immediately. If the Human Resources Officer is unavailable or if the employee believes it would be inappropriate to contact this person, the employee should immediately contact the Executive Director. Reports of the Executive Director violating this policy should be made to the Human Resources Officer or the Board Chairperson.
  2. Any supervisor or manager who receives a report of harassment or otherwise becomes aware of discriminatory or harassing conduct must promptly notify the Human Resources Officer, who will handle investigation of the matter.
  3. Reports may be made verbally or in writing (See attached Appendix "A" complaint form). You are not required to use the complaint form. Regardless of the way in which a complaint is made, please try to include details of the incident or incidents, names of the individuals involved, and names of any witnesses.
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4. Reports of discrimination and harassment will be promptly investigated in an impartial manner. Information will be treated as confidential to the extent possible. It will be disclosed only when necessary to further the investigation and to resolve the complaint. The result of the investigation will be disclosed to the person making the report and to the person alleged to have engaged in prohibited conduct.

If CCDDR determines that inappropriate conduct has occurred, it will act promptly to eliminate the offending conduct. When appropriate, CCDDR may also impose disciplinary action. A follow-up inquiry will be made to ensure that the discrimination or harassment has ended and that no retaliation has occurred.

#### Prohibition Against Retaliation

In an effort to promote reporting of violations of this policy, CCDDR cannot stress enough that **any acts of retaliation will not be tolerated** against an individual for making a report of discrimination or harassment or cooperating in an investigation of discrimination or harassment. Anyone who feels he or she has been retaliated against, in any way, as a result of reporting discrimination or harassment, or who feels that his or her concern of discrimination or harassment was not adequately addressed or handled, should contact the Human Resources Officer, Executive Director, or Board Chairperson as appropriate. Questions about this policy should be directed to the Human Resources Officer.

### 3.11 BACKGROUND SCREENS/CLEARANCE TO WORK

#### Initial Background Checks/New Employees

All individuals who have been given a conditional offer of employment with CCDDR shall undergo the following background screens and testing prior to commencing work, or as soon as possible after employment begins:

- TB Test
- Illegal Drug Screen
- E-Verify
- Fingerprint Check (Highway Patrol-MoVECHS/Rap-Back)
- Family Care Safety Registry/Criminal Records Check/Sex Offender Registry Check thru Mo. State Highway Patrol (Does not require fingerprints)
- Driving History/MVR
- Reference Checks
- Verification of prior employment, education, & credentials
- Office of Inspector General (United States Department of Health & Human Services)
- All new employees must provide proof of the minimum vehicle insurance coverage as required by Missouri statutes for their vehicles to be used during the course of their job requirements or Agency functions. Only those vehicles covered under an insurance policy may be utilized to perform job duties or Agency-related functions. Additional verification of insurance coverage may be needed to assure the best interests of the Agency and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

#### Ongoing Background Checks of Existing Employees

The following checks shall be performed as needed, but no less than annually unless otherwise noted or as State or Federal statutes requires, on all existing employees:

- Family Care Safety Registry/Criminal Records Check/Sex Offender Registry Check thru Mo. State Highway Patrol (Does not require fingerprints)
  - Office of Inspector General (United States Department of Health & Human Services)
  - Driving History/MVR
  - Fingerprint Check (Highway Patrol-MoVECHS/Rap-Back every 6 years)
  - All existing employees must provide proof of the minimum vehicle insurance coverage as required by
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Missouri statutes for their vehicles to be used during the course of their job requirements or Agency functions. At the beginning of each insurance renewal period, the employees must provide proof of insurance coverage to the Human Resources Officer, immediate supervisor, or Executive Director for filing in their personnel file. Only those vehicles covered under an insurance policy may be utilized to perform job duties or Agency-related functions. Failure to provide proof of insurance coverage shall be grounds for suspension without pay until an insurance policy can be procured by the employee or immediate termination of employment. Additional verification of insurance coverage may be needed to assure the best interests of the Agency and its clients are protected. Any attempt to falsify insurance coverage shall be grounds for immediate termination.

#### TB Test:

The TB test shall only be conducted once for all new employees, which will be at the time employment begins with the Agency. Volunteers or interns who have direct contact with clients served by CCDDR will be required to have a TB test. For volunteers and interns, the TB test will be conducted only once, which will be at the time their service is utilized by the Agency. The TB test must be conducted, and results received either prior to the commencement of work or as soon as possible after employment or volunteer/internship begins. This may take the form of a mantoux-ppd or TB-tine test. If the results are positive, the individual must consult a physician and: 1. provide information that a chest x-ray was taken, and 2. be treated, if recommended by physician. All persons who test positive for TB shall be restricted from direct contact positions with clients served by CCDDR.

#### Criminal Records Check (Does not require fingerprints)

In accordance with 9 CSR 10-5.190, all new applicants for employment with CCDDR shall be required to do the following:

- Sign a consent form authorizing a Criminal Record Review/Sex Offender Registry check with the Missouri Highway Patrol; background check with the Dept. of Social Services to determine whether the applicant is listed on the Division of Aging Employment Disqualification List (EDL), the Dept. of Mental Health EDL, and child abuse/neglect information with Dept. of Social Services, using the Family Care Safety Registry
- Disclose his/her criminal history, including any conviction or a plea of guilty to a misdemeanor or a felony charge and any suspended imposition of sentence, any suspended execution of sentence, or any period of probation and parole

An additional fingerprint check shall be submitted to the MO Highway Patrol MoVECHS/Rap-Back system to check closed records as well as national (FBI) databases for Records of Arrest and Prosecution.

All necessary background screens shall be completed before the applicant begins service with CCDDR or as soon as possible after employment begins.

Applicants for employment shall be disqualified from employment with CCDDR if any of the following are true:

- Person is listed on the Department of Mental Health Employee Disqualification Registry
  - Person is listed on the Department of Health and Senior Services (formerly DSS Division of Aging) Employee Disqualification List
  - Person has been substantiated of child abuse/neglect through Family Support Division
  - Person has been convicted of or pled guilty or nolo contendere to any crime as identified in 630.155 RSMo or 630.160 RSMo
  - Person has been convicted of or pled guilty or nolo contendere to any felony offense against persons as defined in chapter 565, RSMo; to any felony sexual offense as defined in chapter 566 RSMo; any felony offense defined in section 568.020, 568.045, 568.050, 568.060, 569.020, 569.025, 569.030, 569.035, 569.040, 569.050, 569.070, or 569.160 RSMo, or of an equivalent offense; or any violation of
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subsection 3 of section 198.070, RSMo

- Person who has received a suspended imposition of sentence or a suspended execution of sentence following a plea of guilty to any of the disqualifying crimes listed above
- Person is a registered sex offender
- Person has been convicted of a felony offense and/or who has received a suspended imposition of sentence or a suspended execution of sentence following a plea of guilty of any kind in another state as listed above

Should CCDDR learn that an existing employee has been convicted of a disqualifying crime, placed on the DMH or DHSS Employee Disqualification Registry/List, or substantiated of child abuse/neglect at the time of annual re-screening, the employee shall have his/her employment with CCDDR terminated.

#### Illegal Drug Screen:

(See Section 3.31: Substance Abuse)

#### Driving Record:

All applicants given a conditional offer of employment shall provide written authorization to check their driving history. All applicants must have an acceptable driving history before being hired. Existing employees must maintain an acceptable driving record and valid driver's license.

#### Reference Checks/Verification of Employment, Education, & Credentials:

All applicants given a conditional offer of employment shall have their prior work history and educational record verified by CCDDR. Any falsification of prior work history or educational attainment shall be grounds for not hiring or termination. All information obtained from employee background screens shall be kept in the strictest of confidence and shared only with those entities authorized.

### 3.12 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make new employees feel comfortable, informed about the agency, and prepared for their position. At a minimum, new employee orientation for CCDDR employees shall include an overview of the agency's history; an explanation of the core values, vision, and mission of CCDDR; safety practices/procedures; agency policies/procedures, and overview of the Employee Manual.

CCDDR Support Coordination staff and administrative staff, interns, and volunteers as designated by the Executive Director shall receive training in the following areas within the first six months of employment or as soon as reasonably possible, with periodic re-certifications/updates as indicated:

- HIPAA/Confidentiality – Initial and annually thereafter
- Abuse/Neglect – Initial and every 2 years thereafter
- Universal Precautions – Initial and every 2 years thereafter
- CPR/First Aid – Initial and every 2 years thereafter (Per American Heart Association guidelines)

In addition to the above, all Support Coordination staff shall receive the following additional training within the first six months of employment or as soon as reasonably possible, with periodic re-certifications/updates as required:

- Level I Medication Aide- Initial with recertification every 2 years
  - Training as listed in compliance of the Annual Targeted Case Management Agreement, Missouri statutes, and Federal statutes
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In addition, the new employee will be assisted in the completion of all necessary paperwork (W-4 forms, etc.).

Employees are presented with all keys/key fobs and/or procedures needed to navigate within the office. The employee's supervisor and/or Human Resources Officer then reviews the job description with the employee, explains the agency's evaluation procedures, and helps the new employee get started on specific functions related to their position. All employees will sign a statement verifying training and orientation received.

### 3.13 PERSONNEL FILES

Employee personnel files may include information such as: period of employment; job application/resume; job description; signed agreements with employee; records of participation in training events; salary/pay history, address/phone #; records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of CCDDR, and access to the information is restricted. Administrative personnel of CCDDR who have a legitimate reason to review the file are allowed to do so.

Current employees who wish to review their own file should contact the Executive Director, his or her supervisor, and/or the Human Resources Officer. With reasonable advance notice, the employee may review his/her personnel file in the agency's office and in the presence of the Executive Director, his or her supervisor, and/or the Human Resources Officer.

Some employment records may be kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements.

### 3.14 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data such as:

- Mailing address
- Legal name
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency

An employee's personnel data should be accurate and current at all times.

### 3.15 INCLEMENT WEATHER/EMERGENCY OFFICE CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt agency operations. The decision to close the office will be made by the Executive Director.

When the decision is made to close the office, employees will receive official notification from the Executive Director.

Time off from scheduled work due to emergency closings will be unpaid for all employees. Subject to the supervisor's approval, employees may elect to use paid time off, personal time, or work from home.

### 3.16 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the

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performance standards of their job description with CCDDR. Unless an alternative work schedule has been approved by CCDDR, employees will be subject to scheduling demands, regardless of any existing outside work assignments. CCDDR's office space, equipment, and materials are not to be used for outside employment.

### 3.17 NEPOTISM

It is the policy of CCDDR that no applications for employment shall be taken from immediate family members (parent, brother, sister, spouse, child) of any current agency employee or any current Board member.

### 3.18 SAFETY IN THE WORKPLACE

CCDDR provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee will be trained in the Emergency Action Plan for the CCDDR facility, including evacuation procedures and escape routes for emergencies and natural disasters. Scheduled and unscheduled Tests of the Emergency Action Plans shall be conducted on a regular, on-going basis. Employees will also be trained in the use of fire suppression equipment available within the building. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the Executive Director. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the Executive Director.

All Targeted Case Management and Community Resource Coordination staff shall be trained initially and thereafter according to accepted schedules for re-training in CPR and First Aid, as well as in Universal Precautions, abuse and neglect, and blood borne pathogens. Administrative support personnel are strongly encouraged, but not required, to complete the aforementioned training.

### 3.19 HEALTH-RELATED ISSUES

All employees must notify the Executive Director, Human Resources Officer or their immediate supervisor if they have a condition which poses a direct threat to their safety or the safety of others.

### 3.20 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention due to an injury sustained on the job, the employee must report the condition immediately to the Executive Director, Human Resources Officer, or immediate supervisor and the agency physician must be utilized if the employee wishes to get medical services paid by the agency. If the injury is a non-emergency, the employee must complete the Authorization to Obtain Information form and the Work Comp Authorization for Medical Treatment form. All work comp injuries must be reported within 24 hours to the Workers Comp insurer. The Executive Director, Human Resources Officer, or immediate supervisor shall complete the Supervisor Incident/Injury report form, and get statements from witnesses, if any. Exceptions

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will be made in cases where the agency physician is unavailable, or it is necessary for the employee to use the hospital emergency room or EMS. Management will ensure that the medical provider understands that the injury may be a work-related injury, if in fact the injury is directly related to the employee carrying out his or her job responsibilities. An incident report may also be required in such cases.

EMS will be called in the event of a life-threatening emergency. CCDDR employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required following injury or illness of an employee (see 3.19 Health-Related Issues).

### 3.21 BUILDING SECURITY

All employees who are issued keys/key fobs to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key/key fob. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

### 3.22 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. CCDDR assumes no risk for any loss or damage to personal property.

### 3.23 OFFICE SUPPLIES/EXPENSES/OBLIGATING THE AGENCY

Only authorized persons may purchase supplies in the name of Camden County Senate Bill 40. No employee whose regular duties do not include purchasing shall incur any expense on behalf of CCDDR or bind CCDDR by any promise or representation without prior approval of the Executive Director.

### 3.24 MONTHLY EXPENSE REIMBURSEMENT

Expenses incurred by an employee in the course of performing work-related business may be reimbursed by the agency. All such expenses must have the prior approval of the Executive Director in order to be reimbursed. Examples include meals, mileage, lodging, and similar work-related expenses. The employee must submit receipts for all expenses to be reimbursed and attach these to the monthly expense forms. Mileage for business-related travel will be reimbursed at a rate to be set annually by the Board of Directors. Mileage reports obtained from an Internet mapping site (i.e. MapQuest, Google Maps, Yahoo! Maps, etc.) or pre-determined mileage reports from case management software approved by the Executive Director shall be provided to support miles driven before mileage is reimbursed. Only business-related expenses shall be reimbursed. As a general rule, expenses are to be paid monthly in the month following the month in which expenses were incurred, however expenses may be paid twice monthly on a case by case basis with prior- approval of the Director.

### 3.25 PARKING

Employees must park their cars in areas indicated and provided by CCDDR. As a general rule, employees working at the 100 Third Street location should park their cars in the N. parking lot, at the corner of 3<sup>rd</sup> & 5<sup>th</sup> streets, to allow use of main parking area for Children's Learning Center staff and patrons.

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### 3.26 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at CCDDR, and to protect confidentiality of client information, only authorized visitors shall be allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential client information, safeguards employee welfare, and avoids potential distractions and disturbances. Restricted areas shall be identified, and there shall be no exceptions without approval of the Executive Director.

### 3.27 IMMIGRATION LAW COMPLIANCE

CCDDR employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with all applicable immigration laws. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCDDR within the past three years or if their previous I-9 is no longer retained or valid. CCDDR shall also comply with provisions of the federal "E-Verify" program operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

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## SECTION D

### STANDARDS OF CONDUCT

The work rules and standards of conduct for CCDDR are important, and the agency regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the agency's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that will result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of agency property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Unauthorized use or disclosure of confidential client Protected Health Care Information (PHI)
- Abuse or neglect of a client or failure to report observed or suspected client abuse/neglect
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking inside the office or other designated non-smoking workplace area
- Sexual or other unlawful or unwelcome harassment
- Unlawful discrimination or retaliation
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business
- Disruptive or negative expressions or comments to clients, employees, or the general public that promote or create an unhealthy, hostile, or unproductive atmosphere
- Dishonesty
- Failure to perform job duties or assignments as prescribed or directed
- Violation of personnel policies
- Unsatisfactory performance or conduct

#### 3.28 ATTENDANCE/PUNCTUALITY

CCDDR expects that every employee will be regular and punctual in attendance. This means being in the office and/or ready to work at their starting time each day. Absenteeism and tardiness place a burden on other employees and on the agency. CCDDR offers its employees a flexible (FLEX) work schedule. A FLEX schedule is sometimes necessary to accommodate duties and functions related to client and client family needs, Agency-related functions, and employee personal obligations that may conflict with or extend outside the normal scheduled office hours. FLEX schedules are to be approved by the immediate supervisor, and the intentions must be clearly communicated when working under the guidelines of the FLEX schedule. Any misrepresentation of the intent or purpose of an approved FLEX schedule shall be grounds for disciplinary action up to and including termination of employment. The Executive Director may review and reverse all approvals.

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If you are unable to report for work for any reason, notify your immediate supervisor before regular starting time. You are responsible for speaking directly with your immediate supervisor about your absence. It is not acceptable to leave a message on voicemail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. If you do not report for work and the agency is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. Should excessive tardiness or absenteeism become apparent, disciplinary action may be required.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your immediate supervisor of the situation.

Employees may work from home or another location other than the office (i.e. offsite) under specific circumstances. Employees will need to receive prior approval from their supervisor in order to work offsite. Employees will save all work performed offsite on a device provided by CCDDR, which will be password protected and/or encrypted. Employees shall record work performed offsite by creating appropriate log notes in the internet-based client database or providing justification/documentation, which must include a description of the activities performed, the start time, and stop time for every activity performed. The Executive Director may review and reverse all approvals to work offsite.

### 3.29 TELEPHONE USE

CCDDR's telephones are intended for the use of conducting the agency's business.

Personal usage during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

### 3.30 DRESS CODE

A professional appearance is important anytime that you come in contact with the clients we serve and parents/guardians of clients. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The dress code shall be appropriate for the employee's work situation. As a general rule, the dress code at CCDDR shall be "business casual". "Business professional" attire may be required from time to time for specific functions, which will be addressed at that time by the Executive Director. The following items are considered appropriate for "business casual" working attire for staff employed by CCDDR:

- Khaki, corduroy, twill or cotton pants, skirts, or dresses – neatly pressed
- Sweaters, twinsets, cardigans, polo/knit shirts – neatly pressed
- Button-down or straight-collar shirts or blouses – neatly pressed
- Tie (optional)
- Belt or suspenders (if appropriate)
- Appropriate shoes

The following items are considered inappropriate working attire for all staff employed by CCDDR:

- Tank tops or revealing shirts
  - Short mini skirts
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- Sheer clothing
- T-shirts of any kind
- Jeans
- Shorts

"Casual days" may occasionally be approved; if this is the case, appropriate guidelines will be provided to you.

### 3.31 SUBSTANCE ABUSE

CCDDR is committed to providing a safe and productive workplace for employees. In keeping with this commitment, the following rules regarding alcohol, illegal drugs, and abuse or illegal use of prescription drugs have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to all employees of the agency while they are on agency premises or elsewhere on agency business.

#### **Alcohol**

The possession or consumption of alcohol shall be totally prohibited on CCDDR premises. Alcoholic beverages shall not be brought on CCDDR premises at any time. Premises include all buildings, grounds and parking lots. Employees with alcohol in their system during working hours may be required to be tested and may be subject to disciplinary action including possible discharge.

Further, it is the policy of CCDDR not to sponsor off premises, agency-related functions where alcoholic beverages are to be served.

#### **Illegal Drugs**

##### General Policy:

It is the policy of CCDDR to take reasonable measures to maintain a work environment free of illegal drug use, as well as abuse or illegal use of prescription drugs. Employees who CCDDR management concludes illegally use, possess, are under the influence of, or have in their system illegal drugs, may be subject to termination of employment. CCDDR reserves the right, in each case, to determine the specific action to be taken concerning drug testing, discipline, treatment and employment status.

##### Application

##### Testing:

Offers of initial employment with the agency shall be contingent on passing a test for illegal drug use.

In addition to the initial employment screen, all current employees may be tested for illegal use of drugs, at management discretion in the following situations:

- After a vehicle accident or an accident or injury not involving a vehicle while on duty or performing agency-related business
- Based on behavior or other signs, eg. unsteady gait, bloodshot eyes, smell, etc., that management concludes may be the result of alcohol use, illegal drug use, or improper drug use
- Based on arrest

All job applicants and employees will be required to sign a Consent and Authorization for Release and Use of Drug Testing Information Form.

Any of the following will be considered a positive test result:

- Refusal to sign a Consent form
  - Refusing the test or failing to appear for the scheduled test
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- Adulterating the test specimen
- Failing the test
- Use of prescription drugs outside the direction of the prescription

Positive test results, confirmed by an independent laboratory retest, and not resolved to CCDDR's satisfaction by an adequate explanation such as a valid prescription, will result in termination of candidacy for, or current employment with, CCDDR. Applicants for employment who fail the pre-employment drug test will not be reconsidered for position openings for a period of one year.

#### Employee Initiated Treatment

Employees who voluntarily disclose illegal drug use or alcohol abuse and seek appropriate treatment prior to being disciplined for related conduct will not be disciplined as a result of the disclosure. Appropriate treatment professionals may need to evaluate whether the employee is able to perform the essential functions of the employee's job during treatment and/or rehabilitation, and the employee may be required to consent to future unannounced drug testing or alcohol testing as a condition of continued employment.

An employee will not evade discipline when CCDDR management concludes that the employee disclosed use because management's discovery of a violation of this policy was imminent (e.g. following arrest for drug use).

Employees treated for illegal use of drugs may be subjected to unannounced testing.

#### Confidentiality

All information and test results received by CCDDR through its drug and alcohol testing policy are confidential communication, and to be maintained in the employee's confidential medical file. Access to this information is guided by CCDDR's policy with regard to access to confidential employee medical files.

#### Diversion, Theft, Possession or Trafficking Drugs

The illegal manufacture, distribution, dispensation, diversion, theft, trafficking, illegal use or possession of drugs in or outside the workplace will be grounds for termination of employment.

Cases of diversion, theft, or trafficking drugs, and cases of confirmed illegal possession/use of drugs in the workplace, may be turned over to law enforcement agencies. CCDDR will cooperate fully with the law enforcement officials who are involved in the prosecution of the individuals involved.

In the course of investigations related to this Policy, a search may be conducted of CCDDR-owned and employee-owned property including, but not limited to: lockers, desks, briefcases, purses, toolboxes, offices, vehicles, etc. Searches of CCDDR-owned property may occur on or off workplace premises. Searches of employee-owned property may only occur on workplace premises. By accepting employment with, or performing services for CCDDR, all employees of the Organization and the Organization's contractors are deemed to have consented to such searches, and no further consent shall be necessary. CCDDR management may also conduct searches of employees provided the employee consents to such search. Failure of any employee to cooperate with any search under this Policy will be grounds for discipline including discharge.

Employees convicted of drug related offenses are required to notify management before returning to work.

### 3.32 TOBACCO PRODUCTS

The use of tobacco products by CCDDR employees is not permitted anywhere within the CCDDR building and only permitted in certain designated areas outside of the CCDDR building.

Smoking is also prohibited in employee personal vehicles while transporting clients.

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### 3.33 ELECTRONIC COMMUNICATIONS AND TECHNOLOGY

It is the policy of CCDDR to maximize the cost-effective use of computer systems as a means of improving productivity. CCDDR provides communication resources capable of offering computing resources, electronic mail (email), cloud-based file storage and applications, internet access, telephone and voicemail, facsimile machines, and other electronic communications devices (collectively referred to as CCDDR's Technology Resources) to employees to assist in and facilitate CCDDR business and communications. The primary purpose of CCDDR's network and systems is to provide service to Camden County persons with developmental disabilities as part of CCDDR's mission. Minimal, incidental personal use of CCDDR's Technology Resources by employees is permitted if accomplished in compliance with the provisions of this policy as set forth below.

This policy does not address all required, allowed, or prohibited behaviors by employees, but merely covers common examples. In general, CCDDR relies on the good judgment of its employees to ensure that CCDDR Technology Resources are used in the agency's best interest.

#### No Expectation of Privacy.

By using CCDDR's Technology Resources, employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the Technology Resources as permitted under this policy. Employees further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of the Technology Resources can and may be monitored and any data that they create store, or transmit on or over CCDDR systems may be inspected by CCDDR management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on CCDDR computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

#### Standardized Software and Hardware.

CCDDR has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software or hardware, including personally owned software or hardware, on CCDDR computer systems without approval of the Director is prohibited.

#### Installation of Software and Hardware.

Improper installation of software or hardware can damage a computer system, cause system malfunction, or conflict with system configuration. All standardized software and hardware are to be installed by the IT Consultant or an employee authorized to do so by the Executive Director. Any moving, relocating, or rearranging of computer software or hardware should also be coordinated with the IT Consultant or an employee authorized to do so by the Executive Director.

#### Ownership and Confidentiality.

All software, programs, applications, templates, data, data files and web pages residing on CCDDR computer systems or storage media or developed on CCDDR computer systems are the property of the CCDDR. CCDDR retains the right to access, copy, modify, destroy or delete this property. Data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

#### Copying Software, Programs, Applications, Templates, etc.

Employees must notify the Executive Director and receive proper authorization before attempting to copy software, applications, programs or templates. In many cases, copyright laws and/or licenses for commercial software, programs, applications and templates used by CCDDR prohibit the making of multiple copies. CCDDR and its employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

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### Acceptable Uses of CCDDR's Technology Resources.

CCDDR's Technology Resources are to be used by employees or volunteers for CCDDR business. Incidental, minimal personal use may be permitted where, in the judgment of the employee's supervisor such use does not interfere with employee productivity, nor distract/take time away from the worker or co-workers assigned work. Generally speaking, incidental, minimal personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to CCDDR; (5) it does not solicit for or promote commercial ventures; (6) it does not utilize excessive network resources; and (7) it does not constitute any prohibited use, as discussed below.

### Prohibited Uses of CCDDR's Technology Resources.

Use of CCDDR's Technology Resources to engage in any communication that violates federal, state, or local laws or regulations, or any CCDDR policy, is strictly prohibited at all times. In addition, the following uses of CCDDR's Technology Resources are inappropriate and are prohibited at all times:

- Personal commercial use (benefiting an employee's outside employment or commercial business)
- Accessing, receiving or sending pornographic, sexually explicit or indecent materials, including materials of an unreasonably offensive nature (unless as part of a law enforcement investigation conducted by authorized Police personnel)
- Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability or other protected status
- Gambling
- Usage for recreational purposes including the loading of computer games or playing online games
- Usage that precludes or hampers CCDDR network performance; such as viewing or listening to streaming audio and/or video (unless for CCDDR business, such as for online training)
- Unauthorized copying or downloading of copyrighted material
- Usage that violates software license agreements
- Downloading of software programs (unless specifically approved by applicable Director and coordinated with the IT Consultant)
- Usage for political purposes, including partisan campaigning
- Sending anonymous messages and/or misrepresenting an employee's name, position, or job description
- Deliberately propagating any virus, worm, trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either CCDDR's networks or systems, or those of any other individual or entity
- Releasing misleading, distorted, untrue or confidential materials regarding CCDDR business, views or actions
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Use of Technology Resources in an excessive manner so as to deprive others of system use or resources, including the sending of bulk email for other than official business or forwarding "chain letter" emails of any kind
- Connecting to the CCDDR network, or any specific software package, utilizing somebody else's security identification login information to gain alternate security permissions
- Any personal use, even if incidental, that result in expense to CCDDR
- Usage that violates the guidelines set forth in the Standards of Conduct described in this Manual

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred as a result of copyright and licensing requirements.

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### Social Media.

CCDDR expects all of their employees who participate in online social networking and the use of social media to understand and follow the guidelines set forth in Policy 35-- CCDDR Social Media Policy.

### Downloading Files from the Internet or Opening Email Attachments.

Downloading files from the Internet or opening email attachments from sources outside CCDDR can lead to spyware and/or virus attacks that can severely damage or degrade CCDDR's network and/or data. The IT Consultant or authorized employee has installed anti-virus and anti- spyware software on all CCDDR computers and continuously updates signature definition files. However, that does not guarantee that all spyware is blocked, or that all viruses are caught.

If you are downloading a file and receive a message that a virus or spyware has been detected, you must call the IT Consultant, your supervisor, or the Executive Director immediately for assistance. Similarly, if you receive an email with a suspicious attachment, or from an unusual source, you should notify the IT Consultant, your supervisor, or the Executive Director before opening it. If you notice that your computer is behaving strangely or you suspect spyware or a virus, notify the IT Consultant, your supervisor, or the Executive Director.

### 3.34 TRANSPORTING CLIENTS/EMPLOYEE LICENSE & INSURANCE REQUIREMENTS

Employees are to only provide transportation to clients served by the agency in emergency situations, where the health, safety, or wellbeing of the client may be at risk. In the case of a medical emergency, employees are to call 9-1-1 for ambulance transport. No smoking is allowed in any vehicle while transporting clients. All employees who transport clients in their vehicle must have a current valid Missouri driver's license and are required to wear their seat belts and to have all clients transported wear seat belts. All employees are to submit proof of the minimum vehicle liability insurance coverage to the Human Resources Officer or the Executive Director at the appropriate insurance renewal periods in order to establish proof of continuous coverage. Failure to maintain continuous vehicle insurance coverage could result in disciplinary action up to and including termination. If an employee's vehicle insurance has lapsed or expired, the employee will not be allowed to drive his or her vehicle for purposes of Agency business. It is the employee's responsibility to notify their insurance carrier that they may be responsible for transporting clients in certain emergency situations as a function of CCDDR business, and to ensure they have adequate coverage for liability, property damage, and bodily injury.

Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with an employee's vehicle accident or use must be reported immediately to Human Resources Officer or the Executive Director.

### 3.35 CONFIDENTIALITY

The protection of confidential client Protected Health Care Information (PHI) is vital to the interests and success of CCDDR. CCDDR conforms to state and federal laws with regard to protecting confidential client information. Such confidential client information includes, but is not limited to, the following examples:

- Client name/Social Security #/date of birth/phone #/relatives,
- Client diagnosis,
- Client records/files,
- Client treatment plans & services,
- Client financial information.

All employees shall be trained in the proper safeguarding and use/disclosure of client PHI. Professional consideration and discretion must be afforded by staff at all times in their discussions regarding individuals served by the agency.

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It is the responsibility of all staff not to disclose to any unauthorized person any PHI regarding persons served by the agency. As a general rule, only those persons on the client's treatment team have a need for client PHI, and even in these cases, only the specific information/PHI required should be provided.

Further, caution must be exercised by staff in any discussions with professional peers, on or off the agency premises, to assure that conversations cannot be overheard by individuals served or other individuals not professionally involved with the individual who is/are the topic of conversation.

Staff traveling in the field should only take the minimum necessary Protected Health Information (PHI) to conduct their duties. While transporting PHI, efforts shall be made by staff to keep such information from plain view. Vehicles containing PHI shall be kept locked while unoccupied and shall be kept out of view through the windows. Laptops provided by CCDDR and used in the field or at staff's place of residence shall be kept in a locked and secured location when not in use.

If PHI is lost or stolen, the Privacy Officer or designee should be notified as soon as possible, but no later than one (1) business day after the loss is discovered.

All staff and volunteers of the agency shall be required to sign a Confidentiality Agreement as a condition of employment/association with the agency.

Employees who improperly use or disclose client PHI will be subject to disciplinary action, including termination of employment.

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## SECTION E

### WAGE AND SALARY POLICIES

#### 3.36 OFFICE HOURS AND WORK WEEK

The CCDDR office hours are from 8:30 a.m. to 4:00 p.m. Monday through Friday, except for holidays. In order to serve clients, all employees are expected to work at some point during these hours whenever possible, depending on approved FLEX schedules if applicable. Normally scheduled working hours for employees shall be from 8:00 a.m. to 5:00 p.m. for full-time employees (part-time employee hours are subject to supervisor and/or Executive Director approval). All employees are expected to cooperate in taking lunch breaks on a staggered schedule when working in the office in order to meet the needs of office visitors, clients/parents, persons calling by phone, and co-workers.

The standard workweek for full-time, nonexempt employees is 40 hours per week. For calculating hours worked during the week by nonexempt employees, the employee workweek is from Saturday at 12:00 a.m. to Friday at 11:59 p.m. All employees are allowed up to a one-hour lunch break, which is not counted as time worked, and two 15- minute breaks during the day—one in the morning or before lunch and one in the afternoon or after lunch, which are counted as time worked. Lunch breaks must be taken and cannot be less than 30 minutes if an employee works at least 4 hours on any day worked.

#### 3.37 TIMEKEEPING AND SCHEDULING

Nonexempt employees must record their time worked, and the immediate supervisor and/or the Executive Director will review time records for nonexempt employees each week. Any changes must be approved by the immediate supervisor and/or the Executive Director.

Exempt employees should plan ahead and attempt to work out a work schedule with their immediate supervisor and/or the Executive Director at the start of each week, so that coverage for office hours when the employee will be out may be arranged when needed.

#### 3.38 OVERTIME

Overtime compensation is paid only to nonexempt employees in accordance with federal and state wage and hour laws. Exempt employees are not eligible for overtime regardless of hours worked.

Overtime work should not be undertaken unless a nonexempt employee obtains their immediate supervisor's or the Executive Director's prior authorization. If possible, nonexempt employees should notify their immediate supervisor or the Executive Director at least two working days in advance if working hours during a work week need to be varied or overtime hours are requested.

Overtime is payable at a rate of one and one-half times the regular hourly rate for all hours worked over 40 in one work week. Paid time off or any leave of absence will not be counted as hours worked. When paid time off or any leave of absence is recorded during a work week, the number of total hours worked plus the approved paid time off or any leave of absence shall not exceed 40 hours. No more than 40 hours of paid time off or any leave of absence approved shall exceed 40 hours in one work week.

#### 3.39 PAYDAYS

All employees are paid on a biweekly basis, every other Friday. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last working day prior to the holiday.

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If a regular payday falls during an employee's paid time off, the employee's paycheck will be available upon his/her return from the paid time off or available for the employee to pick up at his or her convenience on payday or any time thereafter. Employees may elect to have their paychecks automatically deposited into their checking account.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept within the office through the rest of the payday or until the employee picks up the check thereafter. If an employee is unable to pick up his or her check on payday, he or she will need to make arrangements with the Human Resources Officer or Executive Director to receive the paycheck.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

Tax withholding deductions from payroll shall be made in accordance with Federal and State W-4 data provided by the employee, in addition to standard deductions for Social Security and Medicare.

Additional withholdings may be made as authorized by the employee for items such as elective deferrals into a deferred compensation program, Aflac participation, payment of the employee-responsible portion of health or vision insurance premiums, or any other employee approved payroll deduction. All such withholdings shall be prior-authorized by the employee.

CCDDR does not issue payroll advance payments or loans to its employees.

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## SECTION F

### BENEFITS AND SERVICES

#### 3.40 OVERVIEW OF BENEFITS

CCDDR offers the following benefits for all employees:

- Workman's Compensation
- Jury Duty & Military Leave
- Professional Development
- Leaves of Absence

The following benefits are available immediately upon hire to all full-time employees:

- Health Insurance (starts the 1<sup>st</sup> day of the month after date of hire)
- Paid Holidays
- Personal Hours (16)

The following benefits are available to all regular full-time employees after three months of employment:

- Paid Time Off (PTO)
- Funeral Leave

The following benefits are available to all regular full-time employees after six months of employment:

- LAGERS Defined-Benefit Retirement Program (vested after 5 years)
- Life Insurance/ADD

The following benefit is available to all employees who have worked for the agency for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles of your worksite:

- Family Medical Leave Act

The following benefit is available to all fulltime employees after two years of full-time employment:

- Educational (Tuition) Assistance

The agency offers leave benefits in an effort to recruit and maintain a motivated workforce. The agency extends the following types of leave: paid time off (PTO), military, bereavement, jury duty and emergency leave. The Executive Director shall establish procedures governing the use and approval of these benefits.

#### 3.41 PAID TIME OFF (PTO)

During the first calendar year of employment, PTO hours available for use after completing 90 days of employment will be prorated based on 160 hours (see example below); beginning with the second calendar year through the completion of the fourth calendar year of employment, an individual shall have 160 hours of PTO available for use; beginning with the fifth calendar year through the ninth calendar year of employment, an individual shall have 240 hours of PTO available for use; and beginning with the tenth calendar year of employment and beyond, an individual shall have 320 hours of PTO available for use (see chart below). PTO may be used for absent hours due to illness, personal reasons, vacations, or other circumstances which require an

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employee be absent from work. All PTO must be approved by his or her supervisor and/or the Executive Director. PTO hours will only be approved in an amount that will fulfill a 40- hour work week due to absence(s). Unless extreme circumstances exist, such as hospitalization or other emergency, no more than 80 consecutive hours shall be approved for use. Any request for over 80 consecutive hours must be approved by the Executive Director. No more than ½ of available PTO can be used during the first 6 months of each calendar year without direct approval from the Executive Director. Use of PTO hours during the first quarter of each year will require the Human Resources Officer to monitor continued use of PTO time to ensure an employee does not use PTO inappropriately.

Calendar Year of Employment	Maximum Annual PTO Hours Available
First Calendar Year	Prorated Based on 160 Hours
2nd to 4th Calendar Year	160 Hours
5th to 9th Calendar Year	240 Hours
10th Calendar Year and Beyond	320 Hours

The full applicable compliment of PTO is available for use in each calendar year of employment (provided the employee has completed his or her first 90 days of employment) beginning on January 1<sup>st</sup> of the calendar year and must be used by December 31<sup>st</sup> of that same calendar year. There will be no carryover of any unused PTO from one calendar year to the following calendar year. For employees hired during any calendar year, the applicable PTO will be prorated based on the number of months remaining in that calendar year. For example:

*An employee is hired on May 10<sup>th</sup>, 2019 (5<sup>th</sup> calendar month). 2019 is considered the employee’s first calendar year of employment. The employee is eligible for 7/12 (.59 – all decimals are rounded up) of 160 hours, which equals 95 hours (all decimals rounded up to the nearest whole number) of PTO available to that employee once the employee has completed the first 90 days of employment. The employee will become eligible for 240 hours of PTO available on January 1<sup>st</sup>, 2023 (5<sup>th</sup> calendar year of employment). The employee will become eligible for 320 hours of PTO available on January 1<sup>st</sup>, 2028 (10<sup>th</sup> calendar year of employment). **Please note: employees hired on or after October 2<sup>nd</sup> of any calendar year will not be eligible to use PTO hours during the first calendar year (must complete first 90 days of employment to be eligible to use PTO available).***

Prorated unused PTO shall be paid to the employee upon termination of employment. For employees who are terminated either voluntarily or involuntarily during a calendar year, the proration will be based on the number of months the employee was still employed during the calendar year. For example:

*An employee voluntarily terminates employment with the Agency on July 10<sup>th</sup>, 2019 (7<sup>th</sup> calendar month). The employee is in his or her 4<sup>th</sup> calendar year of employment (hired in 2016) and has not used any PTO during that calendar year. The employee is eligible to receive 7/12 (.59 – all decimals are rounded up) of the remaining 160 hours, which equals 95 hours (all decimals are rounded up to the nearest whole number) that will be paid to the employee after termination has occurred.*

The same calculation applies to an employee whose employment is terminated, either voluntarily or involuntarily, and who has used PTO hours during the calendar year prior to termination. For example:

*An employee voluntarily terminates employment with the Agency on July 10<sup>th</sup>, 2019 (7<sup>th</sup> calendar month). The employee is in his or her 4<sup>th</sup> calendar year of employment (hired in 2016) and the employee has used 50 hours of PTO. The employee is eligible to receive 7/12 (.59 – all decimals are rounded up) of the remaining 160 hours, which equals 95 hours (all decimals are rounded up to the nearest whole number). 95 hours minus 50 hours used equals 45 hours. 45 hours will be paid to the employee after termination has occurred.*

If there are no PTO hours available as a result of the calculation, there will be no PTO hours paid to the employee after termination. The month of hire or termination will be counted as a full month, regardless of the date during the month.

#### PTO Request Procedure

Unless circumstance prohibits, or an emergency precludes from doing so, employees shall submit requests for desired PTO to their supervisor for approval sufficiently in advance of the planned PTO to permit scheduling of substitute personnel if necessary.

#### 3.42 RECORD KEEPING

CCDDR maintains records of PTO balances during the calendar year and is updated at the conclusion of each payroll period.

#### 3.43 HOLIDAYS

CCDDR observes the following paid holidays per year for all regular full-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

#### 3.44 PERSONAL HOURS

In addition to scheduled paid holidays and PTO, full-time employees are given 16 personal hours annually to be used for time off from work. Unless circumstance prohibits or an emergency precludes from doing so, the employee must obtain approval from their immediate supervisor before using the personal hours. Unused personal hours are not paid after termination of employment with the agency. The full applicable compliment of personal hours is available for use in each calendar year beginning on January 1<sup>st</sup> of the calendar year and must be used by December 31<sup>st</sup> of that same calendar year. There will be no carryover of any unused personal hours from one calendar year to the following calendar year. Personal hours are not prorated the same way as PTO; therefore, all new employees have 16 personal hours immediately available to them for use upon initial employment (i.e, personal hours can be used during the first 90 days of employment).

#### 3.45 FAMILY MEDICAL LEAVE ACT & OTHER MEDICAL LEAVES OF ABSENCE

Eligible employees of CCDDR who have worked for the agency for 12 or more months, have worked at least 1,250 hours during the previous 12 months, and work at a location where CCDDR employs 50 employees within 75 miles of your worksite may be allowed to take up to 12 weeks of protected leave time pursuant to the Family Medical Leave Act (FMLA) (See attached Appendix "B", which sets forth employee rights under FMLA).

For employees not eligible for FMLA leave, leave of absence requests shall be evaluated in accordance with applicable law. Approved leave of absence from work shall generally be a maximum of six weeks; however, each

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situation shall be assessed on a case by case basis. Such leave of absence requests must be approved by the Executive Director and may require documentation from a health care provider.

### 3.46 FUNERAL LEAVE

The purpose of funeral leave is to provide you with time to attend the funeral of a member of your family and to handle personal affairs without disrupting your income. Permanent full-time employees are eligible for funeral leave benefits, and the benefits become effective after you complete your three-month initial employment period.

Employees may be granted up to a three-day leave (three consecutive working days) with pay in the event of the death of an immediate family member.

The term immediate family member is defined as:

- Spouse
- Domestic Partner
- Fiancé/ Fiancée
- Sibling
- Step Sibling
- Sibling-in-Law
- Child
- Step Child
- Child-in-Law
- Parent
- Step Parent
- Parent-in-Law
- Grandparent
- Step Grandparent
- Grandparent-in-Law
- Grandchild
- Step Grandchild
- Grandchild-in-Law

Your funeral leave pay will be figured at your regular rate of pay.

### 3.47 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave. The agency will be responsible for the difference between the exempt employee's weekly salary and the weekly rate of pay received for temporary military duty or jury duty. Non-exempt, full-time employees who are required to perform jury duty during normally scheduled working hours will be compensated their current hourly rate up to a maximum of 8 hours per workday and up to a maximum of 10 working days. If jury duty for a non-exempt employee does not require the employee to be absent for a full working day, the employee should report to work unless otherwise approved by his or her supervisor. The total hours for any workweek consisting of jury duty hours or combined hours of jury duty and work performed shall not exceed 40 (i.e. overtime will not be authorized). Non-exempt employees can utilize PTO hours for jury duty lasting over 10 working days. All regular employees, both full-time and part-time, will be kept on the active payroll until their civic and/or military duties have been completed. A copy of the jury duty summons, and all other associated paperwork are required for the personnel file.

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### 3.48 EDUCATIONAL ASSISTANCE

CCDDR recognizes that the skills and knowledge of its employees are critical to the success of the agency. CCDDR offers educational assistance programs to encourage personal development, improve job-related skills, and enhance an employee's career within the field of developmental disabilities.

Only employees with two or more years of full-time employment with the agency shall be eligible for educational assistance. Only expenses related to tuition shall be covered and only those courses related to your employment with the agency. The maximum amount of assistance provided to any one person in any one fiscal year is \$1,000.00.

An application form for assistance must be completed prior to enrollment/commencement of classes. The following reimbursement schedule shall be followed:

- Course completion with grade of "A": 100% reimbursement
- Course completion with grade of "B": 75% reimbursement
- Course completion with grade of "C": 25% reimbursement
- No reimbursement will be provided for courses not completed or with a grade of below "C"

All applications for educational assistance must be prior-approved by the Executive Director.

### 3.49 TRAINING/PROFESSIONAL DEVELOPMENT

CCDDR recognizes the value of professional development and personal growth for employees. Therefore, CCDDR encourages its employees who are interested in continuing education and job specific training to research these opportunities further and provide requests to the Executive Director as appropriate in enrolling or signing up for conferences, seminars, and/or courses pertaining to the field of developmental disabilities. Such requests will be evaluated on a case by case basis by the Executive Director. Employees who attend such conferences, seminars, or courses may be asked to share information obtained with other staff.

Any training required by CCDDR after the start of employment shall be paid for by the agency.

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## **SECTION G**

### **EMPLOYEE COMMUNICATIONS & FEEDBACK**

#### **3.50 JOB POSTINGS & PROMOTION**

It is the policy of CCDDR to attempt to fill positions by drawing from internal candidates possessing the desired qualifications, and to promote from within whenever possible. Staff will be notified when positions are available for internal candidates.

#### **3.51 CHAIN OF COMMAND AND PROCEDURE FOR HANDLING COMPLAINTS**

CCDDR encourages employees to raise workplace issues with management. The below policy addresses steps employees should take regarding raising any workplace issues. The Board of Directors governs the overall management of CCDDR. The Executive Director reports to the Board of Directors and represents the Board of Directors in enforcement of Agency policies and in accomplishing the mission and goals of the Agency. The Executive Director is also responsible for the day to day management of the Agency.

If an employee has an issue that concerns employment discrimination, harassment, or retaliation, the employee should follow the procedure in Section 3.10 of this manual. For issues not related to those covered by the Equal Employment Opportunity policy in section 3.10 of this manual, an employee should first notify his or her supervisor of their workplace or employment related issue. If an employee of the Agency has an issue or a concern that needs addressed, the employee should notify his or her supervisor first. If the employee believes that the issue or concern was not adequately addressed by the supervisor, the employee should immediately notify the Human Resources Officer. If the employee believe that the issue or concern was not adequately addressed by the supervisor or the Human Resources Officer, the employee should immediately notify the Executive Director. If the employee believes that the issue or concern was not adequately addressed by the supervisor, Human Resources Officer, or the Executive Director, the employee should immediately request time allotted at the next regularly scheduled Camden County Senate Bill 40 Board meeting to discuss the issue or concern with the Board members.

#### **3.52 STAFF MEETINGS**

Staff meetings will be held on an as-needed basis. These meetings allow employees to be informed on recent Agency activities, changes in State/Agency policies and procedures, best practices within the field of developmental disabilities, and employee recognition.

#### **3.53 BULLETIN BOARDS**

Please make note of the bulletin board placed in the main office area for access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

#### **3.54 EMPLOYEE SUGGESTIONS**

CCDDR encourages employees who have suggestions. If you prefer to make suggestions anonymously, please submit your suggestion in writing, without disclosing your identity to the Executive Director or Human Resources Officer via regular mail to: CCDDR, PO Box 722, Camdenton, MO. 65020. If this is done anonymously, every care will be taken to preserve the employee's privacy.

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### 3.55 PERFORMANCE REVIEWS & PLANNING SESSIONS

The employee's immediate supervisor will conduct employee performance reviews with all of his or her employees approximately 90 days after initial employment and in the first quarter of each calendar year thereafter. Informal performance feedback and planning may occur more frequently.

Employee performance reviews are designed for the employee and the supervisor to discuss the employee's current job tasks, current job performance, encourage/recognize positive attributes, discuss positive approaches for meeting work-related goals, and learning new skills. Various performance measures will be utilized to assist in determining performance ratings. Employees will be asked to complete a Self-Evaluation and bring it to the formal performance review. Each employee will have an opportunity to review their Job Description during this review and sign indicating their acceptance of the description of duties.

### 3.56 CORRECTIVE ACTION & DISCIPLINE

Every employee is expected to conduct themselves in an ethical and professional manner at all times. Our Agency is governed by many external and internal influences. Each employee is responsible for acquiring, supplementing, and maintaining the knowledge needed to comply with all governing State statutes, Federal statutes, DMH directives, DMH procedures, CMS directives, CMS procedures, CCDDR policies, CCDDR procedures, Targeted Case Management requirements, Medicaid protocols, and any other Agency-related governing sources. Management personnel will always assist in the continuing education of the changes within our Agency and rules governing it. Internal directives will be issued on a regular basis and employees are expected to comply with all directives, policies, procedures, protocols, and statutes. When an employee deviates from rules, directives, and standards, Management is expected to take corrective and/or disciplinary action. Nothing in this manual alters the employee at will status. An employee may be subject to verbal consultations, written disciplinary actions, temporary suspensions from employment, and immediate termination at the discretion of the Executive Director in consultation with the Human Resources Officer and/or supervisor(s), depending on the situation and/or infraction. Each infraction, violation, or penalty will be weighed based on the severity of the situation, the experience of the employee, the circumstances surrounding the situation, and the attitude of the employee while engaging with Management during the counseling meetings. Insubordination or inappropriate behavior will not be tolerated at any time from any employee.

### 3.57 EMPLOYMENT TERMINATION

Employment is based on mutual consent, and both the employee and the agency have the right to terminate employment at will, with or without reason and with or without notice.

Nevertheless, to maintain adequate service to our clients we ask employees who are resigning from their position with the Agency to submit sufficient notice so that minimal disruptions in workflow occur. We understand it is not always possible, but the Agency prefers that employees give no less than 2 weeks' notice prior to leaving the Agency. Any employee who leaves employment for any reason shall upon termination return all files, records, keys and other materials that are the property of CCDDR. The cost of replacing non-returned items and any outstanding financial obligations owed to the agency will be deducted from the employee's final paycheck.

Employee personnel files are the property of CCDDR and will not be released to any employee. Contents of an employee's own file may be viewed in the presence of the Executive Director and/or Human Resources Officer, and requests for copies of any documents in the file should be made to the Executive Director and/or Human Resources Officer.

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# Appendix “A”

Complaint of Discrimination or Harassment

1. Your Full Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

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3. Work Phone: \_\_\_\_\_ Home Phone (optional): \_\_\_\_\_

4. Alleged inappropriate conduct or activity (circle as many as are applicable):

Discrimination \_\_\_\_\_

- |                    |                                         |
|--------------------|-----------------------------------------|
| Age                | Color                                   |
| Disability         | Military or Veteran Status              |
| National Origin    | Race                                    |
| Religion           | Gender                                  |
| Sexual orientation | Marital Status                          |
| Gender Identity    | Change of sex and/or Transgender Status |
| Citizenship Status | Other _____                             |

Harassment \_\_\_\_\_

- |                    |                                         |
|--------------------|-----------------------------------------|
| Age                | Color                                   |
| Disability         | Military or Veteran Status              |
| National Origin    | Race                                    |
| Religion           | Gender                                  |
| Sexual orientation | Marital Status                          |
| Gender Identity    | Change of sex and/or Transgender Status |
| Citizenship Status | Other _____                             |

Retaliation \_\_\_\_\_

5. Date(s) of alleged inappropriate conduct or activity:  
\_\_\_\_\_  
\_\_\_\_\_

6. Identify by name and position the person(s) you believe discriminated against you, harassed you, or retaliated against you:  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe in detail the events or occurrences giving rise to your complaint, and explain how you believe you were discriminated against, harassed, or retaliated against. (Use the back of this form and additional paper if you need more space.) Include the location of the events and whether any witnesses were present. Please attach copies of any documents that relate to your complaint, such as applications, resumes, notices of denial of employment or promotion, letters of reprimand, termination etc.

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8. Resolution and/or corrective action requested: \_\_\_\_\_

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Your Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix “B”

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division







*CAMDEN COUNTY SB40 BOARD OF DIRECTORS*  
***RESOLUTION NO. 2019-36***

**RE-ALLOCATION OF RESTRICTED FUNDS**

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

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

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

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

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, hereby acknowledges the need to reallocate restricted funds for current and future use as set forth in Policy 29, Restricted and Unrestricted Funds.
2. The reallocation of restricted funds will be reserved for Building/Remodeling/Expansion projects:
  - A. For the “Services” Program – move \$\$27,314.00 from the Restricted Operational Fund (3501) to the Restricted Building/Remodeling/Expansion Fund (3555)
3. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Vice Chairman, or Treasurer

\_\_\_\_\_  
Date