



May 18th, 2021

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

Special 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 Special Open Session Board Meeting on May 18th, 2021, at 6:00 PM

This Board Meeting will be held at:

255 Keystone Industrial Park Drive

Camdenton, MO 65020

Participants can also Join via WebEx/Phone:

<https://camdencountydevelopmentaldisabilityresources.my.webex.com/camdencountydevelopmentaldisabilityresources.my/j.php?MTID=m95031746f38e0e9e21dad7134f40d1e>

To Join by Phone: 1-415-655-0001

Meeting Number (Access Code): 182 926 9638

Meeting Password: 52774866

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for April 8th, 2021

Acknowledgement of Distributed Materials to Board Members

- March 2021 OSLCFDC Monthly Report
- March 2021 CLC Monthly Report
- March 2021 LAI Monthly Report
- April 2021 Support Coordination Report
- April 2021 Employment Report
- April 2021 Agency Economic Report
- March 2021 Credit Card Statement
- Resolution 2021-14

Speakers/Special Guests/Announcements

- NONE

Old Business for Discussion

- COVID-19 Related Updates
- CARF Survey Updates

New Business for Discussion

- SB 40 Board Member Vacancy
- CCDDR/LAI Joint Committee

CCDDR Reports

- April 2021 Support Coordination Report
- April 2021 Employment Report
- April 2021 Agency Economic Report

March 2021 Credit Card Statement

Discussion & Conclusion of Resolutions:

- Resolution 2021-14: Approval of Amended Policy 21

Board Educational Presentation/Discussion: TCM Supervisor

Open Discussions

Public Comment

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

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

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

Adjournment of Open Session

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

Ed Thomas, CCDDR Executive Director

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

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

April 8th, 2021

Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of April 8th, 2021

Members Present Angela Sellers, Betty Baxter, Paul DiBello, Kym Jones, Dr. Vicki McNamara

Members Absent Brian Willey, Nancy Hayes, Suzanne Perkins, Angela Boyd

Others Present Ed Thomas, Executive Director

Guests Present Natalie Couch, (LAI)
Adrienne Anderson, Jessica English (CLC)
Rachel Baskerville, Lori Cornwell, Connie Baker,
Micah Joseph, Linda Simms (CCDDR)

Introduction of New Board Member

Angela Boyd was unable to attend the board meeting.

Approval of Agenda

Motion by Paul DiBello, second Betty Baxter, to approve the agenda as presented.

AYE: Betty Baxter, Dr. Vicki McNamara, Kym Jones, Angela Sellers, Paul DiBello

NO: None

Approval of Open Session Board Minutes March 11th, 2021

Motion by Paul DiBello, second Betty Baxter, to approve the March 11th, 2021, Open Session Board Meeting Minutes as presented.

AYE: Betty Baxter, Dr. Vicki McNamara, Kym Jones, Paul DiBello

NO: None

ABSTAIN: Angela Sellers because she was not present at the March 11th, 2021 Board Meeting.

Acknowledgement of Distributed Materials to Board Members

- February 2021 OSLCFDC Monthly Report
- February 2021 CLC Monthly Report
- February 2021 LAI Monthly Report
- 2020 CCDDR Performance Improvement Report
- March 2021 Support Coordination Report
- March 2021 Employment Report
- March 2021 Agency Economic Report
- February 2021 Credit Card Statement
- Resolution 2021-13

Speakers / Special Guests /Announcements

- None

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSLCFDC)

Jessica Jensen

Jessica Jensen was unable to attend. The monthly report was included in the board packet.

Children's Learning Center (CLC)

Adrian Anderson

22 children enrolled in Step Ahead – 15 of the 22 enrolled have special needs/dd. There are 10 one-on-ones – 4 full time and 6 part time. A \$2000 grant was received from the Kiwanis, a \$2000 grant from Community Foundation of the Lake, and Pizza for a Purpose brought in \$6000. CLC is looking for sponsors for the 5K which will be held June 18th at the Linn Creek soccer field. Registration can be completed on Facebook for this event.

Lake Area Industries (LAI)

Natalie Couch

LAI had a good month with net income of \$40,000 (\$18,000 of the net income was restricted funding that was released by the state). 51 of the 58 employees are CCDDR clients. Workshop is keeping busy with the work cut out for employees for at least another 2 months. Employees are currently working on tackle boxes, cardboard and paper shredding, etc. and have 29 open purchase orders with BTI. Garden center is now open. LAI store will open next week. LAI will have a float in the Dogwood Festival parade.

MACDDS Updates

Heavy concentration on SB24 (elimination of personal property tax entirely by 2027). The passing of SB24 would make a significant impact on several local and state agencies. SB40's would be significantly affected. Personal property tax represents 19% of the total tax valuation. Loss of personal property tax revenue would equate to the CCDDR budgets for the housing voucher program, Medicaid spend-down assistance program, and transportation program for clients. There are several other tax-related bills in legislative process that could affect our SB 40 tax revenues.

Old Business for Discussion

- **Covid-19 related updates**

As of today, the 7-day positivity rate is 4.3%. Ed thanked COMC for letting CCDDR know about the vaccination event they held.

- **Status of Medicaid Spend-Down, Ticket -To-Work, and other Medicaid Premium Programs**

There was hope that passing Medicaid Expansion would alleviate some spend-down payments for CCDDR clients. Persons having spenddowns will still have to pay them if they are on a Waiver. For clients not on a Waiver, they could apply for the expansion group and likely not have a spend-down or get

their spend-down reduced. No funding has been approved by the Legislature to support the 7-1-21 effective date for Medicaid expansion. Hoping DHSS will clarify some guidelines in the future.

New Business for Discussion

CARF Survey and File Submissions

It took a few days to identify and upload requested/necessary files for the CARF survey to be held April 12th and 13th. Kym asked if a virtual walk-through would be done. Walk-throughs will be conducted at each office by utilizing the cameras on the laptops.

CCDDR Reports

- **2020 CCDDR Performance Improvement Report**

Performance Improvement Report was previously done every 3 years but will start being done annually. A Needs Assessment will hopefully begin in July. The assessment will tell what services are needed the most – for example, housing, transportation, etc.

- **March 2021 Support Coordination Report**

325 clients and 3 intakes at the end of March. SC's will begin reaching out to individuals who were discharged due to no contact. When things return to the new normal after COVID, agency is hoping they will be back on our caseloads.

- **March 2021 Employment Report**

Holding steady with a small increase in competitive employment.

- **March 2021 Agency Economic Report**

There are no budget concerns at this time. Income levels are above what was budgeted. Billing is at 99% payment of total claim submissions.

Motion by Paul DiBello, second Betty Baxter, to approve **ALL** reports as presented.

AYE: Betty Baxter, Dr. Vicki McNamara, Kym Jones, Angela Sellers, Paul DiBello

NO: None

February 2021 Credit Card Statement

No Questions and a vote not necessary.

Discussion & Conclusion of Resolutions:

- **Resolution 2021-13: 2019 Annual Report**

Information reflects fiscal year 2019. Annual Report is completed after audit has been approved.

Motion by Paul DiBello, second Betty Baxter, to approve **ALL** reports as presented.

AYE: Betty Baxter, Dr. Vicki McNamara, Kym Jones, Angela Sellers, Paul DiBello

NO: None

Board Education Presentation/Discussion: Missouri Association of County Developmental Disabilities Services (aka “MACDDS”)

Ed stated MACDDS was organized in 1979. There are currently 66 SB40 Board members. Most of counties have TCM services. Ed was President of MACDDS in 2017. MACDDS was restructured in 2017 and 2018. The MACDDS Board of Directors was created in 2019. Other subjects covered in the presentation were: how membership dues were calculated for each SB40, RPO’s, TCM; objectives of MACDDS; committees and workgroups; and the annual conference. Ed spoke of one of the notable accomplishments – eliminating the waiver wait list through the creation of the Partnership of Hope Waiver in 2010. Current endeavors were also covered.

Open Discussion:

None

Public Comment:

None

Adjournment:

Motion by Betty Baxter, second Paul DiBello, to adjourn open session meeting and begin closed session pursuant to Section 610.021 RSMO, subsection (1) & (21). A voice vote was taken.

AYE: Betty Baxter, Dr. Vicki McNamara, Kym Jones, Angela Sellers, Paul DiBello

NO: None

Board Chairperson/Other Board Member

Secretary/Other Board Member

Support Coordination Report

April 2021

Client Caseloads

- Number of Caseloads as of April 30th, 2021: 329
- Budgeted Number of Caseloads: 330
- Pending Number of New Intakes: 2
- Medicaid Eligibility: 86.63%

Caseload Counts

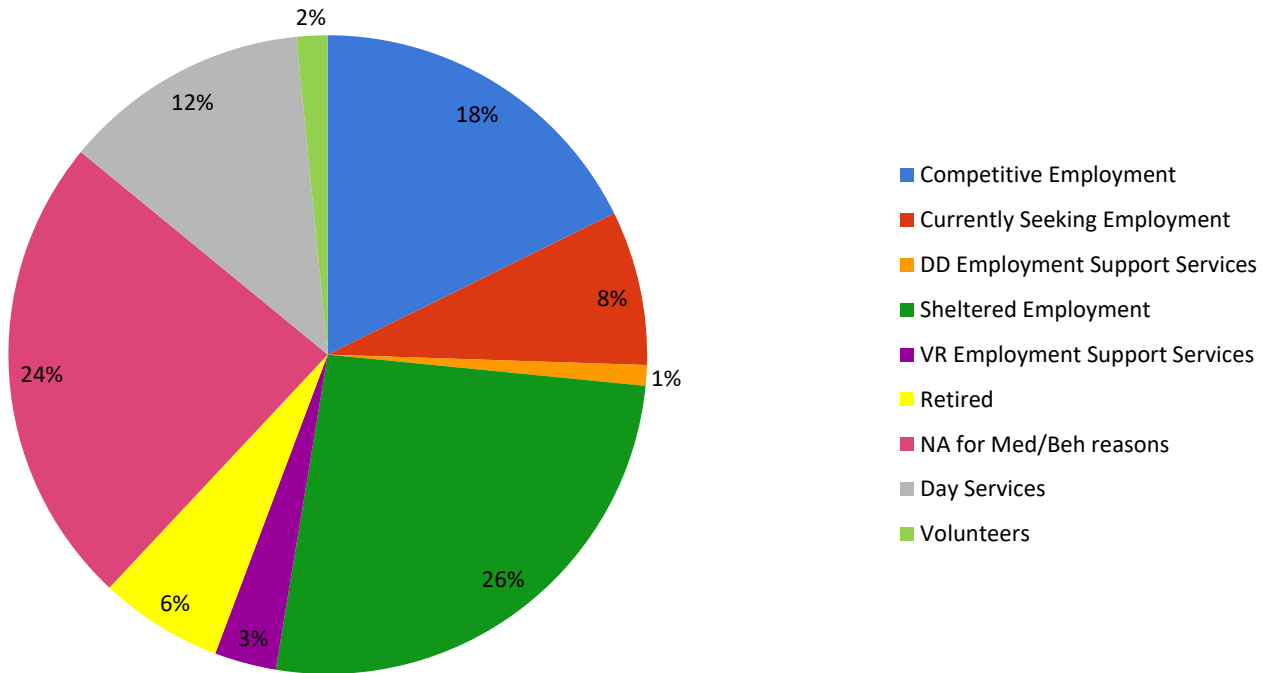
Cynthia Brown – 38
Elizabeth Chambers - 38
Stephanie Enoch – 31
Teri Guttman - 33
Micah Joseph – 3
Jennifer Lyon – 37
Annie Meyer – 37
Christina Mitchell - 39
Mary Petersen – 38
Patricia Strouse - 35

Employment Report

	Competitive Employment	Currently Seeking Employment	DD Employment Support Services	Sheltered Employment	VR Employment Support Services	Retired	NA for Med/Beh reasons	Day Services	Volunteers
Agency Adults	34	15	2	50	6	12	46	24	3

Total by Support Coordinator									
Guttman	2	3	1	5	0	6	5	6	1
Brown	5	0	0	0	0	0	0	0	0
Enoch	1	1	0	6	0	1	13	1	1
Lyon	2	0	1	7	1	2	6	4	1
Meyer	8	3	0	4	0	1	1	0	0
Chambers	3	4	0	6	0	0	4	4	0
Peterson	2	0	0	9	0	1	7	4	0
Joseph	0	1	0	0	0	0	1	0	0
Strouse	4	1	0	7	0	0	5	4	0
Mitchell	7	2	0	6	5	1	4	1	0

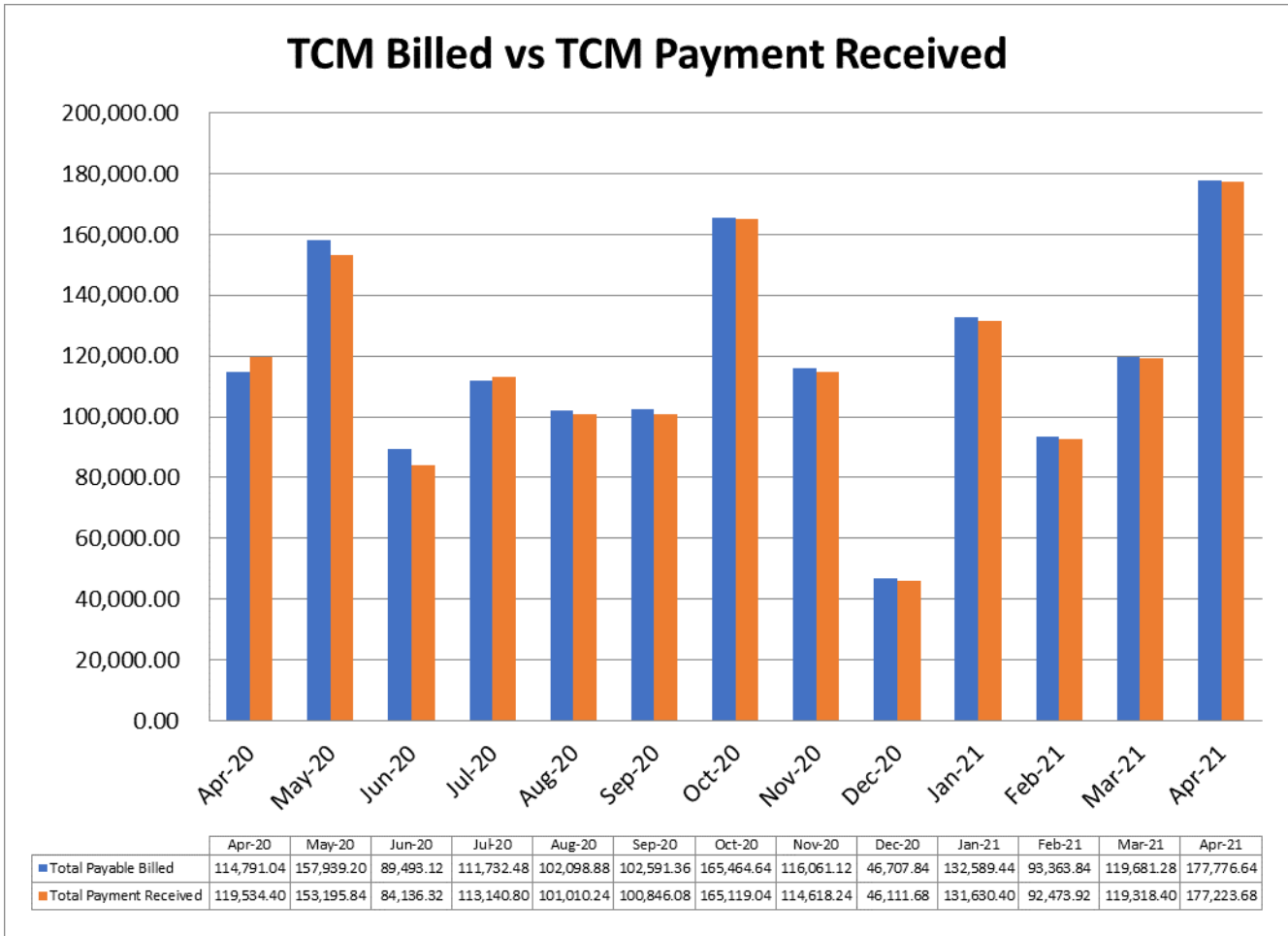
CCDDR Adults Employment Status as of April 30, 2021



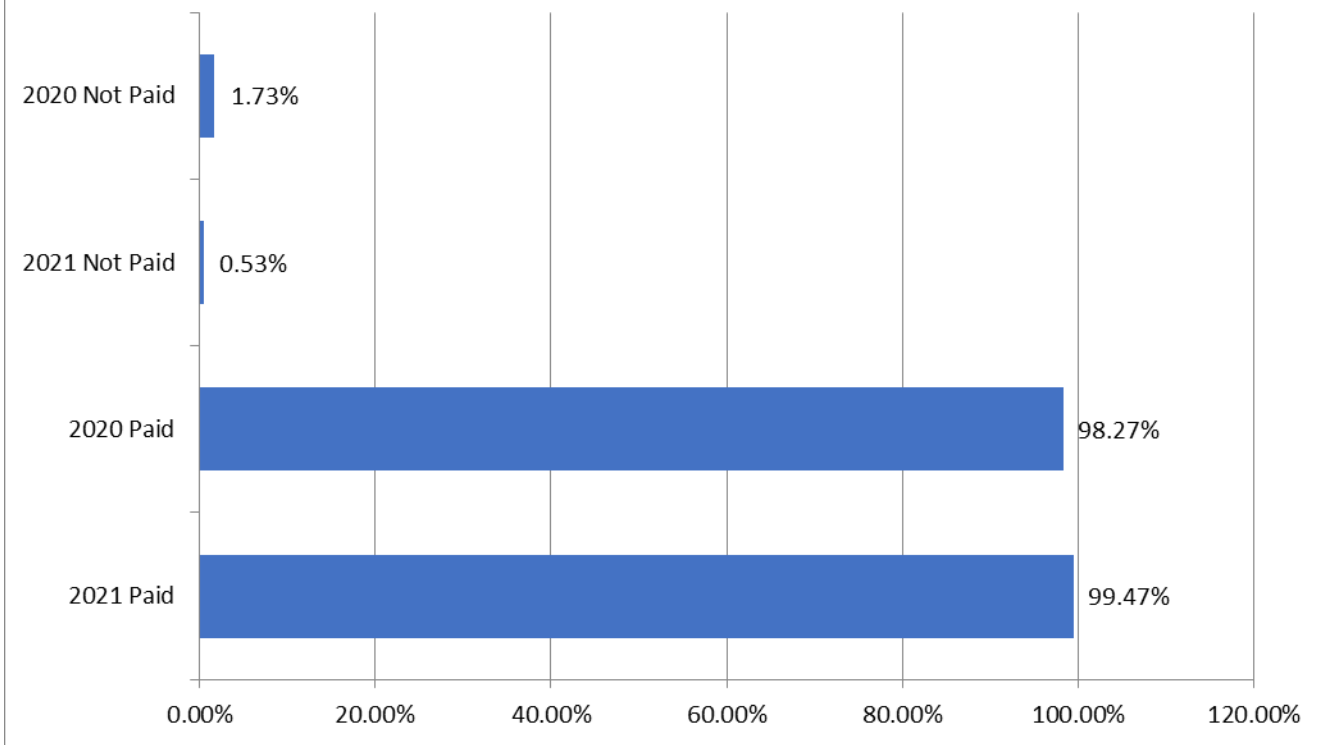
Agency Economic
Report
(Unaudited)

April 2021

Targeted Case Management Income



2021 vs 2020 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

April 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	12,393	13,763	(1,370)			0
4500 Services Income			0	201,263	173,407	27,856
Total Income	12,393	13,763	(1,370)	201,263	173,407	27,856
Gross Profit	12,393	13,763	(1,370)	201,263	173,407	27,856
Expenses						
5000 Payroll & Benefits			0	126,473	144,134	(17,661)
5100 Repairs & Maintenance			0	1,960	900	1,060
5500 Contracted Business Services			0	8,130	8,729	(600)
5600 Presentations/Public Meetings			0		147	(147)
5700 Office Expenses			0	2,141	4,445	(2,304)
5800 Other General & Administrative			0		941	(941)
5900 Utilities			0	(1,094)	900	(1,994)
6100 Insurance			0	1,587	1,900	(313)
6700 Partnership for Hope	4,234	4,110	124			0
6900 Direct Services	13,517	12,626	891			0
7100 Housing Programs	5,275	6,067	(792)			0
7200 Children's Programs	22,956	20,050	2,906			0
7300 Sheltered Employment Programs	20,301	25,650	(5,349)			0
7500 Community Employment Programs		50	(50)			0
7600 Community Resources		7,735	(7,735)			0
7900 Special/Additional Needs	333	4,934	(4,601)			0
Total Expenses	66,617	81,222	(14,605)	139,197	162,096	(22,899)
Net Operating Income	(54,223)	(67,459)	13,236	62,066	11,311	50,755
Other Expenses						
8500 Depreciation			0	4,733	3,475	1,258
Total Other Expenses	0	0	0	4,733	3,475	1,258
Net Other Income	0	0	0	(4,733)	(3,475)	(1,258)
Net Income	(54,223)	(67,459)	13,236	57,334	7,836	49,498

Budget Variance Report

Total Income: In April, SB 40 Tax Revenues were slightly higher than projected, and Services Program income was higher than projected.

Total Expenses: In April, overall SB 40 Tax program expenses were lower than budgeted expectations. Partnership for Hope and Direct Services (non-Medicaid TCM services) were slightly higher than projected, and Children's Programs services were higher due to an increase in the number of support hours provided by Children's Learning Center. It should be noted the OATS transportation invoices (codes 7300 & 7600) had not been received and/or recorded at the time the financial reports were generated. Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Services Program expenses are lower than budgeted in all categories except Repairs and Maintenance, which is due to unexpected repairs needed to CCDDR's van, and Depreciation, which is due to adjustments made to the depreciation schedule. Please note there are additional Services expenses/invoices that were not received/recorded at the time the financial reports were generated.

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

January - April, 2021

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	975,172	943,820	31,352			0
4500 Services Income			0	602,184	527,321	74,863
Total Income	975,172	943,820	31,352	602,184	527,321	74,863
Gross Profit	975,172	943,820	31,352	602,184	527,321	74,863
Expenses						
5000 Payroll & Benefits			0	413,412	448,430	(35,018)
5100 Repairs & Maintenance			0	3,222	3,600	(378)
5500 Contracted Business Services			0	28,281	30,904	(2,623)
5600 Presentations/Public Meetings			0	77	588	(511)
5700 Office Expenses			0	12,152	17,780	(5,628)
5800 Other General & Administrative			0	16,759	16,607	152
5900 Utilities			0	3,181	3,600	(419)
6100 Insurance			0	6,348	7,600	(1,252)
6700 Partnership for Hope	11,634	16,440	(4,806)			0
6900 Direct Services	39,167	34,437	4,730			0
7100 Housing Programs	21,787	24,268	(2,481)			0
7200 Children's Programs	69,568	80,200	(10,632)			0
7300 Sheltered Employment Programs	72,160	102,600	(30,440)			0
7500 Community Employment Programs	61	200	(139)			0
7600 Community Resources	6,841	30,940	(24,099)			0
7900 Special/Additional Needs	3,324	19,471	(16,147)			0
Total Expenses	224,542	308,556	(84,014)	483,432	529,109	(45,677)
Net Operating Income	750,630	635,264	115,366	118,752	(1,788)	120,540
Other Expenses						
8500 Depreciation			0	18,266	13,900	4,366
Total Other Expenses	0	0	0	18,266	13,900	4,366
Net Other Income	0	0	0	(18,266)	(13,900)	(4,366)
Net Income	750,630	635,264	115,366	100,486	(15,688)	116,174

Budget Variance Report

Total Income: As of April, YTD SB 40 Tax Revenues were higher than projected, and Services Program income was higher than budgeted. CCDDR had budgeted for 27 billing periods in 2020; however, the 27th billing period was not billed because income was higher than originally projected for the previous 26 periods; therefore, there is an extra billing period for January, which was not budgeted. Also, TCM billings and collections have been higher than projected.

Total Expenses: As of April, overall YTD SB 40 Tax program expenses were lower than budgeted expectations. Direct Services were higher than budgeted mainly due to the additional billing period for non-Medicaid TCM services. It should be noted the OATS transportation invoices (codes 7300 & 7600) for March and April had not been received and/or recorded at the time the financial reports were generated. Please also note Special/Additional Needs Expenses are lower because Medicaid Spend-down payments are still being waived during the extended COVID-19 emergency. Overall Services Program expenses are lower than projected. Other General and Administrative expenses are slightly higher than budgeted because the final 2019 auditor's invoice was budgeted for 2020 but was received in 2021, and Depreciation expenses are higher than budgeted due to adjustments made to the depreciation schedule. Please note there are additional Services expenses/invoices that were not received/recorded at the time the financial reports were generated.

Balance Sheet

As of April 30, 2021

	SB 40 Tax	Services
ASSETS		
Current Assets		
Bank Accounts		
1000 Bank Accounts		
1005 SB 40 Tax Bank Accounts		
1010 SB 40 Tax Account (County Tax Funds) - First Nat'l Bank	0	0
1015 SB 40 Tax Reserve Account (County Tax Funds) - Central Bank	229	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	1,379,574	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
Total 1005 SB 40 Tax Bank Accounts	1,379,803	0
1050 Services Bank Accounts		
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		323,966
Total 1050 Services Bank Accounts	0	323,966
Total 1000 Bank Accounts	1,379,803	323,966
Total Bank Accounts	1,379,803	323,966
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		53,309
1215 Non-Medicaid Direct Service		16,960
1220 Ancillary Services		6,575
Total 1200 Services	0	76,844
1300 Property Taxes		
1310 Property Tax Receivable	1,054,744	
1315 Allowance for Doubtful Accounts	(19,183)	
Total 1300 Property Taxes	1,035,561	0
Total Accounts Receivable	1,035,561	76,844
Other Current Assets		
1389 BANK ERROR Claim Confirmations (A/R)	0	0
1399 TCM Remittance Advices (In-Transit Payments)	0	0
1400 Other Current Assets		
1410 Other Deposits	0	
1430 Deferred Outflows Related to Pensions		73,039
1435 Net Pension Asset (Liability)		(28,174)
Total 1400 Other Current Assets	0	44,865
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	24,828
Total 1450 Prepaid Expenses	0	24,828
Total Other Current Assets	0	69,693
Total Current Assets	2,415,365	470,503
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		(170,788)
1526 Accumulated Depreciation - Keystone		(30,257)
1530 100 Third Street Remodeling		164,157
1531 Keystone Remodeling		130,471
1532 Osage Beach Office Remodeling (Leased Space)		4,225
1535 Acc Dep - Remodeling - 100 Third Street		(71,246)
1536 Acc Dep - Remodeling - Keystone		(13,046)
1537 Acc Dep - Remodeling - Osage Beach Office		(3,728)
1540 Equipment		123,894
1545 Accumulated Depreciation - Equipment		(53,252)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	736,418
Total Fixed Assets	0	736,418
TOTAL ASSETS	2,415,365	1,206,921
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	1,495
Total Accounts Payable	0	1,495
Other Current Liabilities		
2000 Current Liabilities		
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	16,960	
2008 Ancillary Services Payable	6,575	
2010 Accrued Payroll Expense	0	0
2015 Accrued Compensated Absences	0	(2,157)
2025 Prepaid Services	0	
2030 Deposits	0	0
2050 Prepaid Tax Revenue	0	
2055 Deferred Inflows - Property Taxes	983,954	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	317
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	1,606
2065 FFCRA Federal W/H Tax Credit		14
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	1,937
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	1,111
2072 AFLAC Post-tax W / H	0	167
2073 Vision Insurance W / H	0	15

2074 Health Insurance W / H	0	28
2075 Dental Insurance W / H	0	(310)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	1,010
2090 Deferred Inflows		9,065
2091 Computer Lease Liability		68,771
2092 Current Portion of Lease Payable		10,116
2093 Less Current Portion of Lease Payable		(10,116)
Total 2000 Current Liabilities	1,007,489	78,626
Total Other Current Liabilities	1,007,489	78,626
Total Current Liabilities	1,007,489	80,121
Total Liabilities	1,007,489	80,121
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	250,000	
3010 Transportation	20,000	
3015 New Programs	0	
3030 Special Needs	42,000	
3035 Childrens Programs	42,000	
3040 Sheltered Workshop	137,241	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	0	
3065 Legal	0	
3070 TCM	123,902	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	615,143	0
3500 Restricted Services Fund Balances		
3501 Operational		41,986
3505 Operational Reserves		200,000
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		70,574
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		736,418
Total 3500 Restricted Services Fund Balances	0	1,048,978
3900 Unrestricted Fund Balances	25,991	(22,492)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	30,410	(14,470)
Net Income	750,630	100,486
Total Equity	1,422,173	1,112,502
TOTAL LIABILITIES AND EQUITY	2,429,662	1,192,624

Statement of Cash Flows

April 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(54,223)	57,334
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		10,316
1215 Services:Non-Medicaid Direct Service		19,198
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		(8,638)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		249
1545 Fixed Assets:Accumulated Depreciation - Equipment		2,026
1900 Accounts Payable	(6,854)	(7,685)
2007 Current Liabilities:Non-Medicaid Payable	(19,198)	
2008 Current Liabilities:Ancillary Services Payable	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		1,534
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		834
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		164
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		42
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		98
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(26,053)	20,596
Net cash provided by operating activities	(80,276)	77,929
FINANCING ACTIVITIES		
3070 Restricted SB 40 Tax Fund Balances:TCM	(10,018)	
3501 Restricted Services Fund Balances:Operational		(5,247)
3599 Restricted Services Fund Balances:Other		(4,733)
3999 Clearing Account		4,733
Net cash provided by financing activities	(10,018)	(5,247)
Net cash increase for period	(90,294)	72,682
Cash at beginning of period	1,470,097	251,283
Cash at end of period	1,379,803	323,966

Statement of Cash Flows

January - April, 2021

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	750,630	100,383
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(53,309)
1215 Services:Non-Medicaid Direct Service		19,820
1220 Services:Ancillary Services		(6,575)
1455 Prepaid Expenses:Prepaid-Insurance		(1,334)
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		3,592
1526 Fixed Assets:Accumulated Depreciation - Keystone		1,464
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		2,892
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		1,662
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		994
1545 Fixed Assets:Accumulated Depreciation - Equipment		4,406
1900 Accounts Payable	(13,479)	(4,642)
2007 Current Liabilities:Non-Medicaid Payable	(19,820)	
2008 Current Liabilities:Ancillary Services Payable	6,575	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		192
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		(584)
2065 Current Liabilities:Payroll Tax Payable:FFCRA Federal W/H Tax Credit		14
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		695
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		137
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		16
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		31
2091 Current Liabilities:Computer Lease Liability		3,256
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(26,725)	(27,274)
Net cash provided by operating activities	723,905	73,109
INVESTING ACTIVITIES		
1531 Fixed Assets:Keystone Remodeling		(19,875)
1540 Fixed Assets:Equipment		(18,640)
Net cash provided by investing activities	0	(38,515)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	5,435	
3010 Restricted SB 40 Tax Fund Balances:Transportation	(31,183)	
3030 Restricted SB 40 Tax Fund Balances:Special Needs	42,000	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	42,000	
3040 Restricted SB 40 Tax Fund Balances:Sheltered Workshop	45,000	
3050 Restricted SB 40 Tax Fund Balances:Partnership for Hope Match	(4,107)	
3070 Restricted SB 40 Tax Fund Balances:TCM	77,992	
3501 Restricted Services Fund Balances:Operational		6,016
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		(14,059)
3599 Restricted Services Fund Balances:Other		23,505

3900 Unrestricted Fund Balances	(217,209)	(12,945)
3999 Clearing Account		(23,505)
Net cash provided by financing activities	(40,072)	(20,988)
Net cash increase for period	683,833	13,606
Cash at beginning of period	695,970	310,359
Cash at end of period	1,379,803	323,966

Check Detail - SB 40 Account

April 2021

1025 SB 40 Tax - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
04/07/2021	Bill Payment (Check)	5939	OATS, Inc.	(5,882.43)
04/07/2021	Bill Payment (Check)	5940	Skillset LLC	(333.23)
04/13/2021	Bill Payment (Check)	5941	Bankcard Center	(211.00)
04/13/2021	Bill Payment (Check)	5942	Camden County Senate Bill 40 Board	(42,733.40)
04/13/2021	Bill Payment (Check)	5943	DMH Local Tax Matching Fund	(4,234.41)
04/16/2021	Bill Payment (Check)	5944	Childrens Learning Center	(20,559.44)
04/16/2021	Bill Payment (Check)	5945	Lake Area Industries	(20,300.58)
04/16/2021	Bill Payment (Check)	5946	Our Saviors Lighthouse Child & Family Development Center	(2,396.78)
04/21/2021	Bill Payment (Check)	5951	Revelation Construction & Development, LLC	(378.00)
04/21/2021	Bill Payment (Check)	5952	Revelation Construction & Development, LLC	(38.00)
04/21/2021	Bill Payment (Check)	5953	Revelation Construction & Development, LLC	(262.00)
04/21/2021	Bill Payment (Check)	5954	Revelation Construction & Development, LLC	(974.00)
04/21/2021	Bill Payment (Check)	5955	Revelation Construction & Development, LLC	(928.00)
04/21/2021	Bill Payment (Check)	5956	Revelation Construction & Development, LLC	(838.00)
04/23/2021	Bill Payment (Check)	5947	Revelation Construction & Development, LLC	(761.00)
04/23/2021	Bill Payment (Check)	5948	Camdenton Apartments dba Lauren's Place	(309.00)
04/23/2021	Bill Payment (Check)	5949	David A Schlenfort	(673.00)
04/23/2021	Bill Payment (Check)	5950	Kyle LaBrue	(875.00)

Check Detail - Services Account

April 2021

1075 Services Account - Bank of Sullivan

Date	Transaction Type	Num	Name	Amount
04/02/2021	Expense	153775	Connie L Baker	(1,242.84)
04/02/2021	Expense	153776	Rachel K Baskerville	(1,332.00)
04/02/2021	Expense	153777	Jeanna K Booth	(1,331.59)
04/02/2021	Expense	153778	Cynthia Brown	(1,283.57)
04/02/2021	Expense	153779	Elizabeth L Chambers	(1,093.46)
04/02/2021	Expense	153780	Lori Cornwell	(1,525.11)
04/02/2021	Expense	153781	Stephanie E Enoch	(1,306.52)
04/02/2021	Expense	153782	Teri Guttman	(1,441.94)
04/02/2021	Expense	153783	Sharla Howard	(924.72)
04/02/2021	Expense	153784	Ryan Johnson	(1,656.53)
04/02/2021	Expense	153785	Micah J Joseph	(1,513.95)

04/02/2021	Expense	153786	Jennifer Lyon	(1,293.11)
04/02/2021	Expense	153788	Christina R. Mitchell	(1,228.81)
04/02/2021	Expense	153789	Mary P Petersen	(1,241.18)
04/02/2021	Expense	153790	Patricia L. Strouse	(1,195.81)
04/02/2021	Expense	153791	Eddie L Thomas	(2,762.71)
04/02/2021	Expense	153792	Marcie L. Vansyoc	(1,534.38)
04/02/2021	Expense	153793	Jami Weisenborn	(1,423.52)
04/02/2021	Expense	153794	Nicole M Whittle	(1,738.63)
04/02/2021	Bill Payment (Check)	2855	Republic Services #435	(68.14)
04/02/2021	Bill Payment (Check)	2856	Bryan Cave Leighton Paisner LLP	(222.50)
04/02/2021	Bill Payment (Check)	2857	Annie Meyer	(1,207.63)
04/02/2021	Bill Payment (Check)	2858	Linda Simms	(1,451.98)
04/02/2021	Bill Payment (Check)	2859	AT&T	(187.23)
04/02/2021	Bill Payment (Check)	2860	MSW Interactive Designs LLC	(30.00)
04/02/2021	Bill Payment (Check)	2861	Happy Maids Cleaning Services LLC	(50.00)
04/02/2021	Bill Payment (Check)	2862	Annie Meyer	(61.45)
04/02/2021	Bill Payment (Check)	2863	Connie L Baker	(81.61)
04/02/2021	Bill Payment (Check)	2864	Jami Weisenborn	(196.62)
04/02/2021	Bill Payment (Check)	2865	Linda Simms	(205.76)
04/02/2021	Bill Payment (Check)	2866	Lori Cornwell	(52.73)
04/02/2021	Bill Payment (Check)	2867	Mary P Petersen	(50.00)
04/02/2021	Bill Payment (Check)	2868	Micah J Joseph	(76.16)
04/02/2021	Bill Payment (Check)	2869	Patricia L. Strouse	(50.00)
04/02/2021	Bill Payment (Check)	2870	Rachel K Baskerville	(50.00)
04/02/2021	Bill Payment (Check)	2871	Sharla Howard	(55.45)
04/02/2021	Bill Payment (Check)	2872	Teri Guttman	(72.68)
04/02/2021	Bill Payment (Check)	2873	Direct Service Works	(995.00)
04/02/2021	Expense	04/02/2021	Internal Revenue Service	(8,127.62)
04/07/2021	Bill Payment (Check)	2874	AT&T	(93.50)
04/07/2021	Bill Payment (Check)	2875	VERIZON	(160.41)
04/07/2021	Bill Payment (Check)	2876	Aflac	(720.55)
04/07/2021	Bill Payment (Check)	2877	Christina R. Mitchell	(50.00)
04/07/2021	Bill Payment (Check)	2878	Cynthia Brown	(50.00)
04/07/2021	Bill Payment (Check)	2879	Eddie L Thomas	(50.00)
04/07/2021	Bill Payment (Check)	2880	Jennifer Lyon	(50.00)
04/07/2021	Bill Payment (Check)	2881	LaClede Electric Cooperative	(469.87)
04/07/2021	Bill Payment (Check)	2882	Marcie L. Vansyoc	(83.68)
04/07/2021	Bill Payment (Check)	2883	Ryan Johnson	(50.00)
04/07/2021	Bill Payment (Check)	2884	Stephanie E Enoch	(50.00)
04/07/2021	Bill Payment (Check)	2885	Ameren Missouri	(184.95)
04/07/2021	Bill Payment (Check)	2886	Lake Regional Occupational Medicine Clinic	(142.00)
04/07/2021	Bill Payment (Check)	2887	SUMNERONE	(2,236.00)
04/07/2021	Bill Payment (Check)	2888	Walters, Staedtler & Allen L.L.C.	(2,150.00)
04/07/2021	Bill Payment (Check)	2889	Happy Maids Cleaning Services LLC	(100.00)
04/13/2021	Bill Payment (Check)	2890	Camden County PWSD #2	(41.39)
04/13/2021	Bill Payment (Check)	2891	Bankcard Center	(663.75)
04/13/2021	Bill Payment (Check)	2892	Evers & Company, CPA's, L.L.C.	(4,560.00)
04/13/2021	Bill Payment (Check)	2893	Office Business Equipment	(40.00)

04/13/2021	Bill Payment (Check)	2894	Edward J. Rice Co., Inc.	(285.70)
04/13/2021	Bill Payment (Check)	2895	Happy Maids Cleaning Services LLC	(50.00)
04/13/2021	Bill Payment (Check)	2896	Scott's Heating & Air	(530.00)
04/13/2021	Bill Payment (Check)	2897	Walker Tek Solutions, LLC	(510.00)
04/16/2021	Expense	153796	Connie L Baker	(1,297.02)
04/16/2021	Expense	153797	Rachel K Baskerville	(1,383.68)
04/16/2021	Expense	153798	Jeanna K Booth	(1,013.53)
04/16/2021	Expense	153799	Cynthia Brown	(1,422.17)
04/16/2021	Expense	153800	Elizabeth L Chambers	(1,083.16)
04/16/2021	Expense	153801	Lori Cornwell	(1,525.10)
04/16/2021	Expense	153802	Stephanie E Enoch	(1,306.52)
04/16/2021	Expense	153803	Teri Guttman	(1,410.10)
04/16/2021	Expense	153804	Sharla Howard	(929.31)
04/16/2021	Expense	153805	Ryan Johnson	(1,656.53)
04/16/2021	Expense	153806	Micah J Joseph	(1,513.95)
04/16/2021	Expense	153807	Jennifer Lyon	(1,293.11)
04/16/2021	Expense	153808	Annie Meyer	(1,241.19)
04/16/2021	Expense	153809	Christina R. Mitchell	(1,228.81)
04/16/2021	Expense	153810	Mary P Petersen	(1,225.38)
04/16/2021	Expense	153811	Patricia L. Strouse	(1,189.69)
04/16/2021	Expense	153812	Eddie L Thomas	(2,762.71)
04/16/2021	Expense	153813	Marcie L. Vansyoc	(1,534.38)
04/16/2021	Expense	153814	Jami Weisenborn	(432.19)
04/16/2021	Expense	153815	Nicole M Whittle	(1,896.65)
04/16/2021	Expense	04/16/2021	Internal Revenue Service	(7,919.00)
04/16/2021	Bill Payment (Check)	2898	Ezard's, Inc.	(1,346.78)
04/16/2021	Bill Payment (Check)	2899	Linda Simms	(1,451.98)
04/16/2021	Bill Payment (Check)	2900	The Cincinnati Insurance Company	(11,192.00)
04/22/2021	Bill Payment (Check)	2901	City Of Camdenton	(55.57)
04/22/2021	Bill Payment (Check)	2902	Charter Business / Spectrum	(574.87)
04/22/2021	Bill Payment (Check)	2903	AT&T	(118.41)
04/22/2021	Bill Payment (Check)	2904	MO Consolidated Health Care	(14,379.82)
04/22/2021	Bill Payment (Check)	2905	Lake Area Industries	(50.00)
04/22/2021	Bill Payment (Check)	2906	SUMNERONE	(1,696.92)
04/22/2021	Bill Payment (Check)	2907	Delta Dental of Missouri	(634.53)
04/22/2021	Bill Payment (Check)	2908	Happy Maids Cleaning Services LLC	(100.00)
04/23/2021	Bill Payment (Check)	2909	Principal Life Ins	(282.88)
04/30/2021	Expense	04/30/2021	Missouri Dept of Revenue	(2,447.50)
04/30/2021	Expense	153817	Connie L Baker	(1,249.58)
04/30/2021	Expense	153818	Rachel K Baskerville	(1,332.00)
04/30/2021	Expense	153819	Jeanna K Booth	(1,013.53)
04/30/2021	Expense	153820	Cynthia Brown	(1,267.92)
04/30/2021	Expense	153821	Elizabeth L Chambers	(1,090.52)
04/30/2021	Expense	153822	Lori Cornwell	(1,525.11)
04/30/2021	Expense	153823	Stephanie E Enoch	(1,306.52)
04/30/2021	Expense	153824	Teri Guttman	(1,423.78)
04/30/2021	Expense	153825	Sharla Howard	(598.10)
04/30/2021	Expense	153826	Ryan Johnson	(1,656.53)

04/30/2021	Expense	153827	Micah J Joseph	(1,513.95)
04/30/2021	Expense	153828	Jennifer Lyon	(1,293.11)
04/30/2021	Expense	153829	Annie Meyer	(1,131.13)
04/30/2021	Expense	153830	Christina R. Mitchell	(1,255.24)
04/30/2021	Expense	153831	Mary P Petersen	(1,222.88)
04/30/2021	Expense	153832	Patricia L. Strouse	(1,191.00)
04/30/2021	Expense	153833	Eddie L Thomas	(2,762.72)
04/30/2021	Expense	153834	Marcie L. Vansyoc	(1,534.38)
04/30/2021	Expense	153835	Nicole M Whittle	(1,694.11)
04/30/2021	Bill Payment (Check)	2910	WCA Waste Corporation	(28.00)
04/30/2021	Bill Payment (Check)	2911	AT&T	(187.56)
04/30/2021	Bill Payment (Check)	2912	Republic Services #435	(68.14)
04/30/2021	Bill Payment (Check)	2913	Summit Natural Gas of Missouri, Inc.	(194.25)
04/30/2021	Bill Payment (Check)	2914	MSW Interactive Designs LLC	(30.00)
04/30/2021	Bill Payment (Check)	2915	Happy Maids Cleaning Services LLC	(50.00)
04/30/2021	Bill Payment (Check)	2916	Hulett Chevrolet, Buick, GMC, Inc.	(1,035.21)
04/30/2021	Bill Payment (Check)	2917	Mo Department Of Revenue	(2.88)
04/30/2021	Bill Payment (Check)	2918	Linda Simms	(1,593.35)
04/30/2021	Bill Payment (Check)	2919	Rachel K Baskerville	(50.00)
04/30/2021	Bill Payment (Check)	2920	Linda Simms	(208.60)
04/30/2021	Expense	04/30/2021	Internal Revenue Service	(7,572.27)

March 2021
Credit Card Statement



ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	TOTAL AMOUNT DUE
**** * 9588		03/31/21	04/26/21	\$26.24

BR BRCB X003 YY * 018425



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

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

000935

000262400874750140580949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT
**** * 9588		03/31/21	04/26/21	10,000.00	9,125.25

POST TRAN REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
----------------------------	----------------------	--------	-----------

00/0000/00	PURCHASES	874.75	
00/0000/00	PAYMENTS	-1,077.17	
03/22 03/22 75397351081612100010796	LOCKBOX PMT-THANK YOU	-1,077.17	

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.

*****7348 CONNIE BAKER 423.14

DATE	DESCRIPTION	AMOUNT	STATUS
00/0000/00	PURCHASES	423.14	
03/04 03/03 02305371063000451611229	USPS PO 2812420020 CAMDENTON MO	7.00	X
03/05 03/04 55429501064693275361664	HANGER CLINIC 844-727-0735 TX	150.00	X
03/05 03/04 55483821064400003275926	WAL-MART #0089 CAMDENTON MO	42.88	X
03/11 03/11 55432861070200951930229	AWL*PEARSON EDUCATION PRSONCS.COM NJ	60.00	X
03/12 03/11 05436841071400044537898	WM SUPERCENTER #89 CAMDENTON MO	38.77	X
03/22 03/19 02305371079000487642869	USPS PO 2812420020 CAMDENTON MO	7.00	X
03/23 03/22 05436841082400042586910	WM SUPERCENTER #89 CAMDENTON MO	110.49	X
03/26 03/25 02305371085000463989054	USPS PO 2812420020 CAMDENTON MO	7.00	X

*****3322 LINDA SIMMS 240.61

DATE	DESCRIPTION	AMOUNT	STATUS
00/0000/00	PURCHASES	240.61	
03/01 02/27 55483821059400002768118	WAL-MART #0089 CAMDENTON MO	21.08	X
03/08 03/05 55432861064200480580535	VISTAPR*VistaPrint.com 866-8936743 MA	28.99	X
03/11 03/10 55483821070400000947990	WAL-MART #0089 CAMDENTON MO	39.62	X
03/12 03/11 55457021070083708271647	IDENTOGO BILLERICA MA	42.75	X
03/19 03/18 55457021077083345256368	IDENTOGO - MO FINGERPR 877-512-6962 MO	42.75	X
03/23 03/22 55417341082160826698138	TLF*ANNETTES FLOWERS MOUNTAIN HOME AR	65.42	X

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	1,077.17
PURCHASES	1.0125%	12.15%	NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES	874.75
			33	CASH ADVANCES	0.00
CASH ADVANCES	1.4292%	17.15%	NEW CASH ADVANCES	CREDITS	0.00
			0.00	PAYMENTS	-1,077.17
			CASH ADVANCE FEE	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
				NEW BALANCE	874.75

CURRENT PAYMENT DUE: 26.24	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE: 26.24
----------------------------	-------------------------	---------------------------

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



BR * BRCB

Page 3 of 3

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
------	------	------------------	----------------------	--------	-----------

*****9314		EDDIE THOMAS	=====		211.00
00/0000/00		PURCHASES			211.00
03/02	03/01	25140521061000016964750	OATS, INC.	573-4432402	MO
03/05	03/04	55432861063200099068584	INT*QuickBooks Online	800-446-8848	CA
				61.00	<input checked="" type="checkbox"/>
				150.00	<input checked="" type="checkbox"/>



Connie's Card

45-Day Letter



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

03/03/2021 04:22 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.55
Lake Ozark, MO 65049			
Weight: 0 lb 0.60 oz			
Estimated Delivery Date			
Sat 03/06/2021			
Certified Mail®			\$3.60
Tracking #:			
70190160000078146752			
Return Receipt			\$2.85
Tracking #:			
9590 9402 2987 7094 6156 93			
Total			\$7.00

Grand Total: \$7.00

Credit Card Remitted \$7.00

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 08885C
Transaction #: 666
AID: A0000000041010
AL: Mastercard
PIN: Not Required

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

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

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

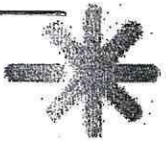
Lake Ozark, MO 65049

OFFICIAL USE

Certified Mail Fee	\$3.60	0020
Extra Services & Fees (check box, add fee as appropriate)	\$2.85	10
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	03/03/2021
Total Postage and Fees	\$7.00	

Postmark Here

7019 0160 0000 7814 6752



Hanger

CLINIC

Empowering Human Potential

Practice Information:

Midwest
10910 Domain Drive
Suite 300
Austin, TX 78758-7807
USA

DWH EV

Description	Date	Charges	Payments	Adj/ Refunds	Insurance Balance	Patient Balance	Total Balance
Encounter 499860							
Provider McCully CO BOCP, Brad...							
Location 561500 Jefferson City...							
L7510X158-FOOT SHELL	02/10/2021	\$120.00			\$0.00	\$0.00	\$0.00
Patient Pay Auto Post	03/04/2021		-\$120.00				
L7510X157-SPECTRA SOCK	02/10/2021	\$30.00			\$0.00	\$0.00	\$0.00
Patient Pay Auto Post	03/04/2021		-\$30.00	\$0.00			
WIP-Patient Payment	02/10/2021	\$0.00			\$0.00	\$0.00	\$0.00
	Encounter Totals	\$150.00	-\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
Encounter 499232							
Provider McCully CO BOCP, Brad...							
Location 561500 Jefferson City...							
WIP-Patient Payment	02/09/2021	\$0.00			\$0.00	\$0.00	\$0.00
L8420-Prosthetic sock multi pl...	02/09/2021	\$66.56			\$66.56	\$0.00	\$66.56
	Encounter Totals	\$66.56	\$0.00	\$0.00	\$66.56	\$0.00	\$66.56
	Totals For Gage Byland	\$216.56	-\$150.00	\$0.00	\$66.56	\$0.00	\$66.56
	Account Totals	\$216.56	-\$150.00	\$0.00	\$66.56	\$0.00	\$66.56

ACCT. #
7999-5840

02/09
7999

Connie's card

Give us feedback @ walmart.com
Thank you! ID #:7QBCDZYWD7

Walmart *

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

ST# 00089 DP# 002312 TE# 02 TR# 00265
4FT T8/T12 007874227695 42.88 0
SUBTOTAL 42.88
TOTAL 42.88
MCARD TEND 42.88

Mastercard **** * 7348 1 1
APPROVAL # 02685C
REF # 106300327592 LED lights
PAYMENT SERVICE - A
AID A0000000041010
AAC 044BBDFD0D6AF1A9
TERMINAL # SC010374

03/04/21 10:42:32
CHANGE DUE 0.00
ITEMS SOLD 1

TC# 7594 3863 0002 1444 3030



Introducing Walmart+

Join today at walmart.com/plus

03/04/21 10:42:47
CUSTOMER COPY



Order confirmation

Thank you for your order

Your Order number is 10000004069121

A copy of your order details has been sent to NICOLE@CCDDR.ORG

Continue shopping

Order summary

Order number	Date placed	Qualified user	Total
1000004069121	Mar 9, 2021 2:59 PM	NICOLE WHITTLE	\$60.00

Bill to

Nicole Whittle
PO BOX 722
Camdenton, Missouri 65020
United States

Connie's Card

Board Mtg

Give us feedback @ survey.walmart.com
Thank you! ID #:7QBD4Pz473



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

ST# 00089	OP# 005106	TE# 06	TR# 07807	
MT DEW 2LT	001200000233	F	1.78	0
PEPSI 2 LT	001200000230	F	1.78	0
12 TONG	087521700341		0.97	0
12 TONG	087521700341		0.97	0
12 TONG	087521700341		0.97	0
PLATE	084943402534		0.50	0
PLATE	084943402534		0.50	0
PLATE	084943402534		0.50	0
PLATE	084943402534		0.50	0
PLATE	084943402534		0.50	0
COOKIES	007874207554	F	5.00	0
COOKIES	007874207554	F	5.00	0
** VOIDED ENTRY **				
COOKIES	007874207554	F	5.00	0
PICK THREE	022060241427		14.27	0
BATCHEESSTIC	020147960480		4.80	0
POTATO WEDGE	020816910173		1.73	0
ICE	004127197110	F	2.00	0
ICE	004127197110	F	2.00	0
	SUBTOTAL		38.77	
	TOTAL		38.77	
	MCARD TEND		38.77	

CK wings

Mastercard **** * 7348 1 1
APPROVAL # 09415C
REF # 1042000314
AID A0000000041010
AAC F39A722A36FE80B5
TERMINAL # SC010573

03/11/21 16:16:14
CHANGE DUE 0.00
ITEMS SOLD 16
TC# 2376 9320 3231 5202 4303



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03/11/21 16:16:30
WALMART STORE

Connie's Card



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

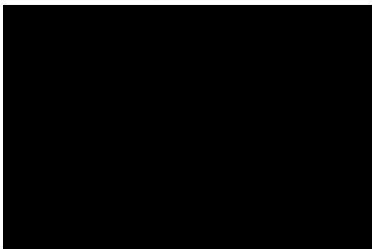
03/19/2021 04:16 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.55
Lake Ozark, MO 65049 Weight: 0 lb 0.70 oz Estimated Delivery Date Mon 03/22/2021			
Certified Mail®			\$3.60
Tracking #: 70190160000078146769			
Return Receipt			\$2.85
Tracking #: 9590 9402 2987 7094 6156 86			
Total			\$7.00

Grand Total: \$7.00

Credit Card Remitted \$7.00
 Card Name: MasterCard
 Account #: XXXXXXXXXXXX7348
 Approval #: 06909C
 Transaction #: 837
 AID: A000000041010 Chip
 AL: Mastercard
 PIN: Not Required

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



U.S. Postal Service™
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 Domestic Mail Only

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

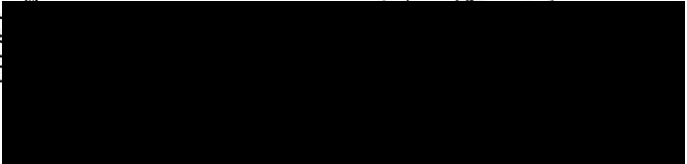
Lake Ozark, MO 65049

OFFICIAL USE

Certified Mail Fee	\$3.60	
Extra Services & Fees (check box, add fees as appropriate)	\$2.85	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$7.00	

0020 03
 CAMDENTON, MO
 Postmark Here
 MAR 19 2021
 03/19/2021

7019 0160 0000 7814 6769



Connie's Card

Give us feedback @ survey.walmart.com
 Thank you! ID #:7QBF92YZKN



573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 004128	TE# 03	TR# 03316	
4FT T8/T12	007874227695		42.88	0
GV PREM 18MR	007874221044		12.97	0
GV PREM 18MR	007874221044		12.97	0
SPECIAL PACK	004650075216		7.47	0
SM HCM MLK	007092047671	F	5.43	0
GV LEMON 75	007874234447		2.98	0
GV LEMON 75	007874234447		2.98	0
GV GLASS RF	007874208236		2.98	0
GV 75 FRESH	007874234445		2.98	0
GV 75 FRESH	007874234445		2.98	0
GV 13G FLEX	007874235132		13.87	0
SUBTOTAL			110.49	

Wipes

Flourescent bulbs

toilet paper

Pledge

HotChoc

Trash bags

VOIDED BANKCARD TRANSACTION
 TERMINAL # SC010910
 TRANSACTION NOT COMPLETE
 03/22/21 11:33:31

VOIDED BANKCARD TRANSACTION
 TERMINAL # SC010910
 TRANSACTION NOT COMPLETE
 03/22/21 11:33:48

TOTAL 110.49
 MCARD TEND 110.49
 **** * 7348 F

ACCOUNT #
 APPROVAL # 08674C
 REF # 1042000314
 TERMINAL # SC010910
 03/22/21 11:34:43

CHANGE DUE 0.00
 # ITEMS SOLD 11

TC# 5456 5950 7373 1510 8733 3



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03/22/21 11:34:57
 CUSTOMER COPY

Connie's card



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

03/25/2021 04:05 PM

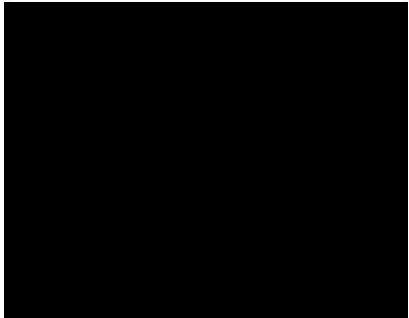
Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.55
Climax Springs, MO 65324			
Weight: 0 lb 0.60 oz			
Estimated Delivery Date			
Mon 03/29/2021			
Certified Mail®			\$3.60
Tracking #:			
70190160000078146776			
Return Receipt			\$2.85
Tracking #:			
9590 9402 2987 7094 6156 79			
Total			\$7.00

Grand Total: \$7.00

Credit Card Remitted **\$7.00**

Card Name: MasterCard
 Account #: XXXXXXXXXXXX7348
 Approval #: 09612C
 Transaction #: 871
 AID: A0000000041010 Chip
 AL: Mastercard
 PIN: Not Required

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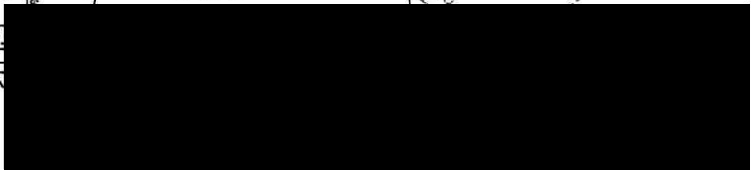
Climax Springs, MO 65324

OFFICIAL USE

Certified Mail Fee	\$3.60	\$2.85
Extra Services & Fees (check box, add fee as appropriate)		
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	
Total Postage and Fees	\$7.00	

0020 03
 Postmark Here
 MAR 2 2021
 03/25/2021

2019 0160 0000 7814 6776



LINDA'S CARD
OB OFFICE

Give us feedback @ survey.walmart.com
Thank you! ID #:7QB3DLZ5TV



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

ST# 00089	OP# 005090	TE# 02	TR# 09336
POSTIT CUBE	005114140986		3.12 X
** VOIDED ENTRY **			
POSTIT CUBE	005114140986		3.12-X
POSTIT CUBE	005114140986		3.12 0
3X3 NOTE	063806026681		1.47 0
SELF STICK	007630890895		0.88 0
SELF STICK	007630890895		0.88 0
POSTIT CUBE	005114140986		3.12 0
3X3 NOTE 4PK	005114197415		4.97 0
SELF STICK	007630890895		0.88 0
SELF STICK	007630890895		0.88 0
POSTIT CUBE	005114140986		3.12 0
SELF STICK	007630890895		0.88 0
SELF STICK	007630890895		0.88 0
SUBTOTAL			21.08
TOTAL			21.08
MCARD TEND			21.08

Mastercard ***** 3322 1 1
APPROVAL # 02371C
REF # 105800276811
PAYMENT SERVICE - A
AID A0000000041010
AAC AC197521BDEF30A2
TERMINAL # SC010374

02/27/21 12:02:11
CHANGE DUE 0.00
ITEMS SOLD 11

TC# 0388 8626 9595 7339 8979



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02/27/21 12:02:31
CUSTOMER COPY

Your Vistaprint Order Is Confirmed

Vistaprint <vistaprint@tm.vistaprint.com>

Fri 3/5/2021 2:22 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: **4TNX3-D6A26-8U3** • [Track It](#)

Hi Linda,

Here are your order details:

Order Date: **3/5/2021**
Delivery Option (*): **Priority**

You can expect to receive items in your order by:
Business card - standard matte March 15

Payment Type : Mastercard

SHARLA BUSINESS CARDS

Order Summary

	Sharla Howard VP Copy Copy Qty: 500	Business cards - standard matte	
Edit Your Design	Base Price		\$20.00
	Item Total		\$20.00

Merchandise: \$20.00
 Shipping Charges: \$8.99
 Sales Tax: \$0.00
Total \$28.99

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

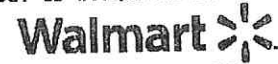
[Edit Shipping Address](#)

(Address cannot be updated after your order has printed.)

RETURNED - SEE CMA
WOULD NOT WORK
WITH OUR
SYSTEM

03/10/21

Give us feedback @ survey.walmart.com
Thank you! ID #:7QBD1GZ45D



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

ST# 00089	OP# 001262	TE# 06	TR# 07741	
NO TROP 40	007682804672			1.98 0
ONN. EARBUDS	068113131046			19.88 0
ON-EAR WIRED	068113130881			9.88 0
SONY HEADPHO	002724290047			7.88 0
		SUBTOTAL		39.62
		TOTAL		39.62
		MCARD TEND		39.62

Mastercard
 APPROVAL # 01764C
 REF # 106900094799
 PAYMENT SERVICE - A
 AID A0000000041010
 AAC 4C9FEF3E3010C368
 TERMINAL # SC010573
 03/10/21 16:18:13
 CHANGE DUE 0.00
 # ITEMS SOLD 4
 TC# 3095 5764 1410 3526 6101



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3/10/21 16:18:27
CUSTOMER COPY

IdentoGo Receipt - MO NCPA/VCA

nobody@uemail.identogo.com <nobody@uemail.identogo.com>

Thu 3/11/2021 9:31 AM

To: Linda Simms <linda@ccddr.org>

LINDA'S CREDIT CARD



Service Details:

Date: 3/3/2021 @ 02:31 PM (CST)
 Customer: [REDACTED]
 UE ID: UZ3R-3H92YB
 ORI: MOVECHS0Z
 TCN (03/03/2021): MP595054

BACKGROUND / FINGERPRINT
NEW EMPLOYEE

Services

2H9TFK - MO NCPA/VCA \$41.75
Total: \$41.75

Payments

Coupon(2H9TF1B4T5519928V): \$41.75

\$1 IS CHARGED FOR LOCATION OF
PRINTING

Amount Paid as of (03/11/2021) **\$41.75**

Status as of 03/11/21

51100
42.75

Enrollment Received

Your enrollment has been received and is being processed.

[Click here to check your status](#)

IdentoGO Center-(3500041)
915 S Jefferson Ave
Lebanon, Missouri 65536-3667

IdentoGO

Date: 03/18/2021@09:18 AM
Customer: [REDACTED]
OCA: V01500002
ORI: MOVECHS0Z
REGID: MP602140
TCN: MP602140
UE ID: UZ3R3HRK2T

Services

MO - NCPA/VCA \$41.75

SubTotal: \$41.75

Total: \$41.75

Payment

Auth Code: \$41.75
2H9TF1B4T5519BBGS

Amount Paid:

\$41.75

+ 0.00

41.75

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

\$1 IS CHARGED FOR LOCATION OF PRESENTNA

Order # 75788 Store: 1 - Annette's Flowers
Delivery Date: 03/24/2021 - Wednesday
Customer

Sold by: Nancy
Occ: Funeral
Copy: 1

Taken: 03/22/2021 11:42:46 am
Print: 03/22/2021 11:42:56 am
Special Inst./Card Message

SUNNS
Camdenton, MO 65020
Acct: 16951
Tel: (573) 693-1511 (None)
Business
Email:

DEL AM PLEASE 2 PM GRAVESIDE
BURNISE QUEEN SERVICE

WITH DEEPEST SYMPATHY.
C.C.D.R. EMPLOYEES AND
BOARD MEMBERS

Recipient

BURNISE QUEEN
CONNER FUNERAL HOME
C.C.D.R. EMPLOYEES
Mountain Home, AR 72653

Qty	Description	Unit Total	Disc.	Total	Notes
1	TEV13-5A - TELEFLORA PRODUCT TEV13-5A: Perfectly Pastel	\$52.95	0.00%	\$52.95	

DLV: \$7.00
SVC:
Tax: \$5.47
Total: \$65.42

Method(s) of Credit Card \$65.42 |

Merchant: OATS, Inc.

2501 Maguire Blvd Ste 101
Columbia, MO 65201
US

5734432402

Order Information

Description: TRANSPORTATION

Order Number:

P.O. Number:

Customer ID: FARES - MID MO

Invoice Number: [REDACTED]

Billing Information

EDDIE THOMAS

Shipping Information

[REDACTED]

Phone: 573-693-1511

Shipping: 0.00

Tax: 0.00

Total: **USD 61.00**

*Acct. #
7550-SBYD*

Payment Information

Date/Time: 01-Mar-2021 12:00:59 PST
Transaction ID: 62882650995
Transaction Type: Authorization w/ Auto Capture
Transaction Status: Captured/Pending Settlement
Authorization Code: 07844C
Payment Method: MasterCard XXXX9314



Invoice

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

Invoice number: 1000188625526
Total: \$150.00
Date: Mar 4, 2021
Payment method: MASTER ending 9314

Bill to

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

Payment details

Item

QuickBooks Online Advanced
Sales tax - Exempt:

Qty	Unit price	Amount
1	\$150.00	\$150.00
		\$0.00
		\$150.00

Total invoice:

Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

Mar 4, 2021 - Apr 4, 2021
\$150.00
\$0.00

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

Resolution 2021-14



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2021-14

APPROVAL OF AMENDED POLICY #21

WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden County 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, handbooks, manuals, and job descriptions and creates new Bylaws, policies, plans, handbooks, manuals, and job descriptions as needed to remain effective in its Agency administration and remain compliant with regulatory statutes.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", hereby acknowledges the need to amend Policy #21, Corporate Compliance.
2. That the Board hereby amends and adopts Policy #21 (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.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution
2021-14



Policy Number: 21 Effective: May 1, 2008 Revised: April 20, 2009, April 19, 2010 October 16, 2017, May 13, 2021
<hr/> Subject: Corporate Compliance

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to follow ethical business practices and to comply with all applicable state and federal laws regarding waste, fraud, and abuse of public funds.

DEFINITIONS:

Fraud:

Fraud and other similar irregularities include but are not limited to:

- Claim for reimbursement of expenses that are not job-related or authorized by the current policies
- Forgery or unauthorized alteration of documents (checks, time records, independent contractor agreements, budgets, etc.)
- Misappropriation of agency assets (funds, securities, supplies, furniture, equipment, etc.)
- Improprieties in the handling or reporting of money transactions
- Authorizing or receiving payment for goods not received or services not performed
- Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of agency-owned software
- Fraudulent logging and/or billing of Targeted Case Management services on behalf of the agency
- Misrepresentation of information on documents
- Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud
- Seeking or accepting anything of material/monetary value from those doing business with the agency including vendors, consultants, contractors, lessees, applicants, and grantees

Employee:

In this context, employee refers to any individual or group of individuals who receive compensation, either full or part-time, from the agency. The term also includes any volunteer who provides services to the agency, which includes through an official arrangement with other related organizations.

Manager or Management:

In this context, manager or management refers to the CCDDR Executive Director, Compliance Manager, Accounting Manager, Director of Services and Supports, TCM Office Manager, or other supervisor or manager.

POLICY:

CCDDR receives federal Medicaid funds through its Targeted Case Management program. CCDDR also receives public funds through its tax levy. The agency has a responsibility to ensure ethical practices are followed regarding billing practices and other such matters to reduce the likelihood of fraud, waste, and abuse of federal, state, and local public funds. No employee, contractor, or Board member of CCDDR shall engage in any activity that constitutes financial fraud (falsification of items, reports, records for which funds are paid or received) in activities on behalf of or representing CCDDR. Annually, all Board members and employees will sign a Code of Ethics Statement agreeing to abide by the agency's Corporate Compliance Policy.

I. Corporate Compliance Officer

The Executive Director shall be the designated Corporate Compliance Officer (CCO) for CCDDR. The CCO is responsible for overseeing corporate compliance efforts; reviewing and recommending changes to agency policies, plans, manuals, job descriptions, procedures, or any other Board governance documents; overseeing administration of agency risk assessment relative to compliance issues and recommending changes in procedures as a result of risk assessment; developing and implementing internal audit procedures relative to corporate compliance issues; overseeing the implementation of corporate compliance training, including conducting of training sessions for staff; investigating matters related to corporate compliance issues, including employee, consumer, and/or payor complaints; and developing and implementing an employee feedback loop which encourages employees to report potential problems without fear of retaliation.

II. Written Policies and Procedures

A Code of Corporate Ethics has been written which details expected employee behavior covering various areas. In addition, the Employee Manual details policies and procedures expected to be followed by employees.

III. Auditing and Monitoring

Internal audit procedures have been developed to ensure billing of third-party payors will not occur until specific expectations have been met. The CCO is responsible for facilitating corporate compliance-oriented pre-billing audits for the Targeted Case Management program. These auditing procedures are detailed in the Billing section of this document. The board shall also receive an external independent audit each year by a certified public accountant to minimize the possibility of fraud, waste, and abuse of public funds.

IV. Training, Education, & Compliance Materials

In addition to an orientation program and an ongoing training and education program, Corporate Compliance Policy training and education is conducted on an annual basis. The CCO is responsible for facilitating these training programs.

V. Reporting Workplace Wrongdoing

Employees can report wrongdoing in a safe and confidential manner, and without fear of retaliation. If an employee is aware of any acts of wrongdoing, an employee is encouraged to discuss his or her complaint with their supervisor or the Compliance Manager. If an employee is unable to discuss the complaint with their supervisor or Compliance Manager, if the supervisor or Compliance Manager is the source of the problem, or if the supervisor or Human Resource Manager condones or ignores the problem, the employee should immediately contact the Executive Director. If all alternatives are not satisfactory, the employee should immediately contact the Board Chairperson regarding his/her complaint.

In no circumstances is an employee required to confront the person who is the source of the complaint before notifying any of the individuals listed above.

Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the agency nor any person acting on behalf of the agency shall:

- Dismiss or threaten to dismiss the employee reporting the impropriety
- Discipline, suspend, or threaten to discipline or suspend that employee
- Impose any penalty upon that employee
- Intimidate or coerce an employee for that employee's role in reporting the suspected impropriety

This section is intended to protect employees from retaliation for reporting suspected improprieties. It shall not be construed as absolving an employee of responsibility for his or her own fraudulent activity; any such fraudulent activity shall be subject to disciplinary and/or legal action.

- #### VI. Violations of the whistle-blower protection will prompt disciplinary action, up to and including dismissal.

Management Responsibilities

The agency will fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the agency of any party who might be involved in or becomes the subject of such investigation.

Management is responsible for being alert to and reporting fraudulent or related dishonest activities in their areas of responsibility.

Management should be familiar with the types of improprieties that might occur, and be alert for any indication that improper activity, misappropriation, or dishonest activity is or was in existence.

Management should not attempt to conduct individual criminal investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of criminal actions.

Management should support the agency's responsibilities and cooperate fully with other investigators and/or law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.

Management must give full and unrestricted access to all proper authorities to all necessary records and personnel. All agency workspaces including, furniture, desks, desk contents, and computers, are not private and are open to inspection at any time.

In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:

- Incorrect accusations
- Alerting suspected individuals that an investigation is underway
- Treating employees unfairly
- Making statements that could lead to claims of false accusations or other offenses

In handling dishonest or fraudulent activities, management has the responsibility to:

- A. Make no contact with the suspected individual to determine facts or demand restitution unless specifically directed to do so by the Executive Director or his/her designee. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
- B. Avoid discussing the case, facts, suspicions, or allegations with anyone outside the agency, unless specifically directed to do so by the Executive Director.

- C. Avoid discussing the case with anyone inside the agency other than employees who have a need to know. Relevant discussion and information should always be shared with the agency attorney and law enforcement personnel, if applicable.
- D. Direct all inquiries from the suspected individual, or his or her representative, to the Executive Director unless otherwise directed. All inquiries by an attorney of the suspected individual should be directed to the agency attorney. All inquiries from the media should be directed to the Executive Director.
- E. Take appropriate corrective and disciplinary action, up to and including dismissal.

VII. Investigation and Action

The Executive Director shall immediately be informed of suspected activity involving fraud or related dishonest activity by supervisors and/or staff. The Executive Director will determine how best to investigate the suspected activity. If evidence is uncovered showing possible dishonest or fraudulent activities, the Executive Director shall:

- Consult with the appropriate supervisor and Compliance Manager or agency attorney to determine if disciplinary actions should be taken
- If applicable, consult with the agency attorney to determine if a law enforcement agency should be notified
- If applicable, report to the agency CPA in order to assess the effect of the illegal activity on the agency's financial statements
- If applicable, coordinate with the agency's attorney regarding notification to insurers and filing of insurance claims
- If applicable, take immediate action, in consultation with the agency attorney, to prevent the theft, alteration, or destruction of evidentiary records – such action shall include, but is not limited to:
 - Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist
 - Preventing the individual suspected of committing the fraud from having access to the records

The Executive Director, following review of investigation results, will take appropriate action regarding employee misconduct. Disciplinary action may include referral of the case to police officials.

The agency will pursue every reasonable effort, including court ordered restitution, to obtain recovery of agency losses from the offender or other appropriate sources.

VIII. Responding to Search Warrants

- A. If agents of the federal or state government present any Board member or employee of CCDDR with a search warrant seeking access to the organization's books, records, or

documents, that person should immediately contact the Executive Director. If the Executive Director is unavailable, the Board Chairperson and/or other Board officer(s) shall be contacted.

- B. The employee receiving the warrant should ask to see identification from each agent and get a business card from each agent present. The business cards should be immediately copied and transmitted by fax, email, or hand delivery to the Executive Director or Board Chairperson. The agents are required to provide a copy of the warrant.
- C. The agents should also be asked for a copy of any affidavit supporting the search warrant. This must also be disclosed unless it is under seal. If the affidavit is obtained, it should be immediately faxed, emailed, or hand delivered to the Executive Director or Board Chairperson. If the agents state that the affidavit is under seal, that fact should also be immediately communicated to the Executive Director or Board Chairperson.
- D. The search warrant will include an attachment listing items that can be seized and places that may be searched. If the agents try to go into areas that are not listed in the warrant, ask them to wait until legal counsel arrives. If they refuse to wait, do not interfere, but note which agents went into areas not specified in the warrant and exactly when that occurred.
- E. The agents should be requested to provide an itemized list of any things taken away. They are required to give you a receipt.
- F. If the agents take documents (including computer files), ask to make copies of those documents before they do so. They are not required to allow copies to be made and may refuse to do so.
- G. PERSONS ON THE PREMISES are NOT required to speak with agents during the search, even if they are served with a subpoena, and should not do so except to the extent that it is necessary to comply with the search warrant. ANY PERSON PRESENT MAY DECLINE TO ANSWER ANY QUESTIONS ADDRESSED TO THEM BY AN AGENT.
- H. The senior ranking employee(s) present should accompany the agents during the search and take careful notes of what they take, what they look at, who they talked to, and what questions were asked.
- I. It is critical that no employee interferes with the agents during their search or prevents them from accessing anything listed in the search warrant. To do so could constitute obstruction of justice, which is a criminal offense.

IX. Responding to Subpoenas

- A. In the event any CCDDR Board member or employee receives a court order, summons, administrative request, or subpoena requesting documentation or testimony regarding the

organization's business, clients, books, records, or documents, that person should immediately contact the Executive Director. If the Executive Director is unavailable prior to the response time set forth in the subpoena, the Board Chairperson and/or other Board officer(s) shall be contacted.

- B. The organization shall comply with all court orders, summons, administrative requests, and subpoenas to the extent consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other federal and state law applicable to the testimony, books, records, or documents sought (see Policy # 25-HIPAA Compliance).
- C. The organization may disclose protected health information and other private business, employee, or client information during any judicial or administrative proceeding in response to an order of a court or administrative tribunal, or in response to a grand jury subpoena or a subpoena or summons issued by a judicial officer, to the extent expressly authorized by the order of the court, administrative tribunal, or judicial officer.
- D. Several conditions must be met prior to the release of protected health information and other private business, employee, or client information, even when it is sought by law enforcement or by subpoenas, discovery requests, or other lawful process when such subpoenas, requests, or other lawful process is *not* accompanied by an order of a court or administrative tribunal. No Board member or employee should release information under such circumstances without approval of the Executive Director and, where deemed appropriate by the Executive Director, review by legal counsel.

X. Witnessing Signatures on Legal Documents

- A. Employees and Board members shall not sign as a witness to signatures on any legal documents pertaining to persons served, their families, or stakeholders, except if acting within the capacity of the legally designated representative, primary relative, and/or legal guardian for a specific individual.
- B. The witnessing of the Executive Director's, Board Chairperson's, or other authorized designee's signature on CCDDR contracts, purchase agreements, or other related instruments may be witnessed, if applicable and/or necessary, by the Compliance Manager, Accounting Manager, other authorized agency administrative designee, and/or CCDDR's legal counsel.

REFERENCES:

- CARF Standards Manual
- CMS Guidelines
- Division of Developmental Disabilities Directives & Manuals
- Department of Mental Health Operating Regulations