



December 13th, 2022

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

Open Session Board Meeting

Agenda

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

Tentative Agenda for Open Session Board Meeting on December 13th, 2022, 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=mec5fb08f0349f25f76f4dec10f51659a>

To Join by Phone: 1-415-655-0001
Meeting Number (Access Code): 2558 824 6824
Meeting Password: 92474639

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for November 8th, 2022

Acknowledgement of Distributed Materials to Board Members

- October 2022 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Reports
- October 2022 I Wonder Y Preschool (IWYP) Monthly Reports
- October 2022 Children's Learning Center (CLC) Monthly Report
- October 2022 Lake Area Industries (LAI) Monthly Report
- Performance Measurement and Management Plan 2021 to 2023
- Performance Improvement Plan 2021
- October 2022 Support Coordination Report
- October 2022 Agency Economic Report
- October 2022 Credit Card Statement
- Resolutions 2022-33, 2022-34, 2022-35, 2022-36, 2022-37, 2022-38, 2022-39, & 2022-40

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

- OSL
- IWYP
- CLC
- LAI
- Missouri Association of County Developmental Disabilities Services

Old Business for Discussion

- 2022 Board Member Term Expirations (Update)

New Business for Discussion

- NONE

CCDDR Reports

- Performance Measurement and Management Plan 2021 to 2023
- Performance Improvement Plan 2021
- October 2022 Support Coordination Report
- October 2022 Agency Economic Report

October 2022 Credit Card Statement

Discussion & Conclusion of Resolutions

1. Resolution 2022-33: Award for Architectural & Construction Administrative Services
2. Resolution 2022-34: Approval of Amended Policy 37
3. Resolution 2022-35: Approval of Amended Policy 43
4. Resolution 2022-36: Approval of Amended Transportation Manual
5. Resolution 2022-37: LAI POS Agreement January 1st to December 31st, 2023
6. Resolution 2022-38: 2023 LAI Capital Funding Agreement
7. Resolution 2022-39: CLC POS Agreement January 1st to December 31st, 2023
8. Resolution 2022-40: IWYP POS Agreement January 1st to December 31st, 2023

Board Educational Presentation: There is no Board Educational Presentation Scheduled for this Meeting

Open Discussions

Public Comment

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

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

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

Adjournment of Open Session

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

The news media 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

November 8th, 2022
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of November 8th, 2022

Members Present Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

Members Absent Dr. Vicki McNamara, Kym Jones, Angela Boyd, Angela Sellers

Others Present Ed Thomas, Executive Director

Guests Present Wendy Aufdenkamp (IWYP)
Natalie Couch, (LAI)
Adrienne Andersen (CLC)
Jessica Jensen (OSLCFDC)
Jeanna Booth, Lori Cornwell, Ryan Johnson, Rachel Baskerville,
Alaina Japal, Connie Baker, Linda Simms (CCDDR)

Approval of Agenda

Motion by Elizabeth Perkins, second Betty Baxter, to approve the agenda.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

NO: None

Approval of Open Session Board Meeting Minutes for October 11th, 2022

Motion by Nancy Hayes, second Elizabeth Perkins, to approve the Open Session Board Meeting Minutes for October 11th, 2022, as presented.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

NO: None

ABSTAIN:

Acknowledgement of Distributed Materials to Board Members

- September 2022 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Reports
- August & September 2022, I Wonder Y Preschool (IWYP) Monthly Reports
- September 2022 Children's Learning Center (CLC) Monthly Report
- September 2022 Lake Area Industries (LAI) Monthly Report
- September 2022 Support Coordination Report
- September 2022 Agency Economic Report
- September 2022 Credit Card Statement
- Resolutions 2022-31 & 2022-32

Speakers/Special Guests/Announcements

- None

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSLCFDC)

Jessica Jensen

One CCDDR client is attending OSLCFDC after school. OSL has a second room available for use. Waiting on licensure so more clients can be enrolled. Two potential CCDDR clients are in the intake process. A couple of grants were received and one more grant to be approved is expected. An anonymous donor donated \$2000 to OSL.

I Wonder Y Preschool (IWYP)

Wendy Aufdenkamp

One CCDDR client receiving services from IWYP has made great progress and has been evaluated and will attend full day sessions.

Children's Learning Center (CLC)

Adrienne Anderson

19 of the 25 children enrolled in Step Ahead Program have special needs. There have been several absences due to RSV. Two new employees were hired. Free curriculum kits were received. Applications to serve 40 clients and ages 2 thru 12 have been approved. Working on accreditation for approved licensure. CLC has received several grants and applying for more.

Lake Area Industries (LAI)

Natalie Couch

October's net income was \$6400, another good month, and LAI should see a good November. 51 of 56 employees are CCDDR clients; one employee is from Morgan County and 4 are DESE. Work hours have been extended. The employees are working on holiday kits and should finish the project next Wednesday. A huge project (tackle boxes) was received from Innovation. LAI will hopefully get the project next year. 15 purchase orders were received from BTI. Employees were able to work on foam and cardboard as well.

Missouri Association of County Developmental Disabilities Services (MACDDS)

Ed's MACDDS Board of Directors term is ending December 31st. He has served on the Executive Team and the Board of Directors for 8 years.

Old Business for Discussion

- **UMKC Grant Updates**

A check in the amount of \$20,000 was received for year one. CCDDR has recently started year 2.

- **RFP 2022-3 Architectural & Construction Management Services – Opening of Proposal**

Only one proposal for RFP 2022-3 was received. The proposal from Columbia Associates was opened. The cost for phase 1 was \$31,700 and phase 2 cost was \$29,900 for a total of \$61,600. Ed will evaluate and make recommendations to the Board in December.

New Business for Discussion

- **2022 Board Member Term Expiration**

Angela Sellers, Angela Boyd, Betty Baxter

Betty Baxter and Angela Boyd do not wish to renew their terms. Two new board members are needed to fill vacant positions. Angela Sellers will need to be contacted to see if she wants to renew her term.

Motion by Elizabeth Perkins, second Nancy Hayes for Ed to talk to Angela Sellers and to search for 2 new board candidates.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

NO: None

- **CCDDR Quality Assurance Updates**

The state report was received. The agency is doing much better than 3 years ago and is comparable to or better than state averages.

CCDDR Reports

- **September 2022 Support Coordination Report**

September closed with 326 clients and 3 pending intakes. 98.3% claims paid.

- **September 2022 Agency Economic Report**

September's total TCM income was higher, billing was more than projected, and expenses were lower than budgeted.

Motion by Elizabeth Perkins, second Nancy Hayes, to approve all reports as presented.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey,

NO: None

September 2022 Credit Card Statement

No Questions and a vote not necessary.

Discussion and Conclusions of Resolutions

1. Resolution 2022-31 Strategic Plan 2023-2024

The committee met and approved the plan. Some of the additions to the plan were to: look at the possibility of consolidating offices, suspend various programs' funding, make a bigger footprint in the community, and seek more grant opportunities.

Motion by Betty Baxter, second by Elizabeth Perkins, to approve Resolution 2022-31 as presented.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

NO: None

2. Resolution 2022-32 Approval of Amended Policy #36

Revisions to the Human Resource Policy included updating terminology. The LASO Local Area Security Officer) will be the Compliance Manager.

Motion by Elizabeth Perkins, second Betty Baxter, to approve Resolution 2022-32 as presented.

AYE: Elizabeth Perkins, Nancy Hayes Betty Baxter, Paul DiBello, Brian Willey

NO: None

Board Educational Presentation: UMKC Grant

Motion by Brian Willey, second Betty Baxter, to table until February of 2023.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

NO: None

Open Discussion:

None

Public Comment:

None

Adjournment of Open Session:

Motion by Elizabeth Perkins, second Betty Baxter, to adjourn meeting.

AYE: Elizabeth Perkins, Nancy Hayes, Betty Baxter, Paul DiBello, Brian Willey

NO: None

The meeting was adjourned.

Board Chairperson/Other Board Member

Secretary/Other Board Member

OSL October Reports

OSL Narrative Report

Our Saviors Lighthouse currently has one child receiving services through CCDDR. We have recently received a grant for employee Retention for \$8,250.00. We are done with our remodel in our 1 to 2-year-old room and are waiting for fire revision and state revision before we can add our new kiddos. We are currently accepting 2 more kids in the 1 to 2-year-old room and 2 kids in the 3 to 5-year-old room and 1 more infant. We are going to be closed starting December 22 through January 2nd for Christmas break.

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss

October 2022

	TOTAL
Income	
Registration Fees	185.00
Subsidy Payment	2,766.07
Tuition	3,800.00
Total Income	\$6,751.07
GROSS PROFIT	\$6,751.07
Expenses	
Payroll Expenses	
Taxes	855.44
Wages	10,482.73
Total Payroll Expenses	11,338.17
Total Expenses	\$11,338.17
NET OPERATING INCOME	\$ -4,587.10
NET INCOME	\$ -4,587.10

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss January - October, 2022

	TOTAL
Income	
Donations	1,000.00
Registration Fees	185.00
Services	10,253.42
Subsidy Payment	23,616.51
Tuition	49,437.50
Total Income	\$84,492.43
GROSS PROFIT	\$84,492.43
Expenses	
Job Supplies	422.42
Office Supplies & Software	67.00
Payroll Expenses	
Taxes	7,990.80
Wages	95,640.98
Total Payroll Expenses	103,631.78
QuickBooks Payments Fees	8.50
Total Expenses	\$104,129.70
NET OPERATING INCOME	\$ -19,637.27
Other Expenses	
Current Depreciation	107.32
Total Other Expenses	\$107.32
NET OTHER INCOME	\$ -107.32
NET INCOME	\$ -19,744.59

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Balance Sheet Summary

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	-82,894.69
Accounts Receivable	-4,316.72
Other Current Assets	111,807.87
Total Current Assets	\$24,596.46
Fixed Assets	321.96
TOTAL ASSETS	\$24,918.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	34,372.96
Total Current Liabilities	\$34,372.96
Total Liabilities	\$34,372.96
Equity	-9,454.54
TOTAL LIABILITIES AND EQUITY	\$24,918.42

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

October 2022

	TOTAL
OPERATING ACTIVITIES	
Net Income	-4,587.10
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	1,185.00
Direct Deposit Payable	0.00
Payroll Liabilities:Federal Taxes (941/944)	1,913.03
Payroll Liabilities:MO Income Tax	189.00
Payroll Liabilities:MO Unemployment Tax	53.52
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	3,340.55
Net cash provided by operating activities	\$ -1,246.55
NET CASH INCREASE FOR PERIOD	\$ -1,246.55
Cash at beginning of period	28,649.67
CASH AT END OF PERIOD	\$27,403.12

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

January - October, 2022

	TOTAL
OPERATING ACTIVITIES	
Net Income	-19,744.59
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-7,140.89
Direct Deposit Payable	0.00
Payroll Liabilities:Federal Taxes (941/944)	15,483.92
Payroll Liabilities:MO Income Tax	1,240.00
Payroll Liabilities:MO Unemployment Tax	674.29
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	10,257.32
Net cash provided by operating activities	\$ -9,487.27
INVESTING ACTIVITIES	
Apple iPhone 8	107.32
Net cash provided by investing activities	\$107.32
NET CASH INCREASE FOR PERIOD	\$ -9,379.95
Cash at beginning of period	36,783.07
CASH AT END OF PERIOD	\$27,403.12

IWYP October Reports

Narrative:

I Wonder Y Preschool and WAVE Childcare are not for profit, 501(c)3 Missouri Methodist supported children's programs dedicated to providing exceptional care to children 3 to 12 years of age. Highly qualified staff provide gentle and loving support to children with the primary goal of aiding each child to reach their fullest potential. Independently created curriculum incorporates a skill set geared toward individual goals and is focused on reaching physical, mental, and spiritual growth in a safe environment. I Wonder Y Preschool and WAVE Childcare are housed by Camdenton United Methodist Church and gladly accepts subsidized payments to help support family needs. All child care programs strive to create an environment that is inclusive to the needs of each child while fostering a love of learning and friendships. Inquiries into the various outreach programs supported by Camdenton United Methodist can be made by calling 573-346-5350 or visiting our website at CamUMC.org.

CamUMC currently offers support through several children and youth programs. The current attendance numbers are:

23 I Wonder Y Preschoolers

28 WAVE After-School Care (Elementary Age)

35 CamUMC J-Force (Youth- Elementary Age)

34 CamUMCYF (Youth- Junior High and High School Age)

Currently, one participant qualifies for CCDDR assistance for one-on-one care. This child received approximately 3.79 hours per day during the month of October (avg attendance was 5 days per week).

Upcoming events include:

12/13/2022: IWY Preschool will host its Christmas Program at 6 pm

12/14/2022: CumcYOUTH and J Force celebrate Christmas with a Christmas Party

12/16/2022: IWY and WAVE will celebrate Christmas with a Christmas Party

12/22/2022-01/04/2022: All Children's programs will be closed

Youth and J Force meetings are held every Wednesday from 3:30 pm - 8:00 pm

Preschool and After-School care is offered every Monday - Friday (Holidays excluded)

CamUMC I Wonder Y Preschool
Cash Flow Statement: October 2022

Inflow:	YTD Jan-Oct 2022	
Tuitions:	\$ 10,448.29	\$105889.20
Donations:	\$ 600.00	\$ 4100.00
DSS:	\$ 2083.32	\$ 17490.39
CCDDR:	\$ 1332.76	\$ 8105.64
CACFP:	\$ 994.26	\$ 9987.18
Total Income:	\$ 15458.63	\$ 145572.41
Outflow:		
Staff Expenses:	\$ 7118.45	\$ 66841.15
Food:	\$ 1498.96	\$ 15711.62
Supplies:	\$ 544.12	\$ 6119.49
Misc Expenses: (printer, shared utilities)	\$ 350.00	\$ 4900.00
Total Expenses:	\$ 9511.53	\$ 93572.26
Total cash in =	\$ 15458.63	\$ 145572.41
Total cash out =	\$ 9511.53	\$ 93572.26
Total profit =	\$ 5947.10	\$ 52000.15
Net liquidity =	\$ 14852.00	\$ 14852.00
Net Assets =	\$ 275439.00	\$ 275439.00
Net liabilities =	\$ 7996.06	\$ 7996.06
Net equity=	\$ 6855.94	\$ 6855.94
Shareholders equity =	\$ 275439.00	\$ 275439.00

CLC October Reports



**SB40/CCDDR Funding Request
for
November 2022**

Utilizing October 2022 Records

CHILDREN'S LEARNING CENTER

Statement of Activity

January - October, 2022

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		11,804.82	11,804.82
41200 Camden County SB40		183,866.80	183,866.80
41400 United Way Grant		8,000.00	8,000.00
41500 Misc. Grant Revenue		26,887.00	26,887.00
41700 Child Care Relief Expansion		28,371.68	28,371.68
Total 41000 Contributions & Grants	\$ 0.00	\$ 258,930.30	\$ 258,930.30
41800 ARPA Staff Retention		10,450.00	10,450.00
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	1,509.62		1,509.62
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 10,225.50	\$ 0.00	\$ 10,225.50
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 6,841.75	\$ 0.00	\$ 6,841.75
Total 42100 First Steps	\$ 18,576.87	\$ 0.00	\$ 18,576.87
Total 42000 Program Services	\$ 18,576.87	\$ 0.00	\$ 18,576.87
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,125.00	1,125.00
43130 Snack		230.00	230.00
Total 43100 Dining	\$ 0.00	\$ 1,355.00	\$ 1,355.00
43200 Enrollment Fees		375.00	375.00
43300 Extended Care		225.00	225.00
43500 Tuition		23,715.70	23,715.70
43505 Subsidy Tuition		17,669.74	17,669.74
Total 43500 Tuition	\$ 0.00	\$ 41,385.44	\$ 41,385.44
Total 43000 Tuition	\$ 0.00	\$ 43,340.44	\$ 43,340.44
45000 Other Revenue		228.00	228.00
45200 Fundraising Income			0.00
45220 Summer Night Glow 5K		5,804.30	5,804.30
45240 Scholastic, Inc.		24.50	24.50
45280 Pizza For A Purpose		9,626.85	9,626.85
Total 45200 Fundraising Income	\$ 0.00	\$ 15,455.65	\$ 15,455.65
45300 Donation Income		9.73	9.73
45310 Donations		2,477.00	2,477.00
45311 CLC Scholarship Fund		-780.00	-780.00
45312 Community Rewards		531.71	531.71
45314 Kiwanis Club Of Ozarks		2,500.00	2,500.00
45315 Bear Market		750.00	750.00
45316 Daybreak Rotary		2,500.00	2,500.00
45351 Community Foundation of the Lake		2,000.00	2,000.00
Total 45310 Donations	\$ 0.00	\$ 9,978.71	\$ 9,978.71
Total 45300 Donation Income	\$ 0.00	\$ 9,988.44	\$ 9,988.44
Total 45000 Other Revenue	\$ 0.00	\$ 25,672.09	\$ 25,672.09

Total 40000 INCOME	\$ 18,576.87	\$ 338,392.83	\$ 356,969.70
Uncategorized Revenue		219.99	219.99
Total Revenue	\$ 18,576.87	\$ 338,612.82	\$ 357,189.69
Gross Profit	\$ 18,576.87	\$ 338,612.82	\$ 357,189.69
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Food Services		240.00	240.00
Total 51100 Employee Salaries	\$ 0.00	\$ 130,180.22	\$ 130,180.22
51200 Background Check		45.03	45.03
51300 Employee Mileage			0.00
Total 51300 Employee Mileage	\$ 0.00	\$ 8,620.78	\$ 8,620.78
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 1,710.00	\$ 1,710.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 11,892.46	\$ 11,892.45
51700 Life Insurance			0.00
Total 51700 Life Insurance	\$ 0.00	\$ 1,167.84	\$ 1,167.84
51900 Workermans Comp Insurance		2,476.00	2,476.00
Total 51000 Payroll Expenditures	\$ 0.00	\$ 156,092.33	\$ 156,092.32
52000 Advertising/Promotional		1,026.37	1,026.37
53000 Equipment		4,270.62	4,270.62
54000 Fundraising/Grants		101.00	101.00
54100 Child Care Relief Expansion		62,994.12	62,994.12
54200 Summer Night Glow 5K		3,111.15	3,111.15
54400 Scholastic, Inc.		24.50	24.50
54500 Misc. Grant		1,922.23	1,922.23
54510 United Way Grant		13,262.08	13,262.08
54700 Pizza For A Purpose		1,183.99	1,183.99
Expense		4,054.97	4,054.97
Total 54000 Fundraising/Grants	\$ 0.00	\$ 86,654.04	\$ 86,654.04
55000 Insurance		669.00	669.00
55200 Commercial General Liability		3,186.00	3,186.00
55500 Hired & Non-Owned Auto		52.00	52.00
55700 Crime Policy		558.00	558.00
Total 55000 Insurance	\$ 0.00	\$ 4,465.00	\$ 4,465.00
56000 Office Expenditures			0.00
56100 Copy Machine	357.66	2,371.80	2,729.46
56200 Miscellaneous		332.00	332.00
56300 Office Supplies		1,585.39	1,585.39
56400 Postage & Delivery	3.36	118.00	121.36
Total 56000 Office Expenditures	\$ 361.02	\$ 4,407.19	\$ 4,768.21
57000 Office/General Administrative Expenditures		296.67	296.67
57100 Accounting Fees		3,000.00	3,000.00
57150 Online Accounting Software Service		549.55	549.55
Total 57100 Accounting Fees	\$ 0.00	\$ 3,549.55	\$ 3,549.55
57160 QuickBooks Payments Fees		1,809.19	1,809.19
57200 Bank Charges		99.50	99.50
57220 Stop Payment/Return Check Fees		30.00	30.00
Total 57200 Bank Charges	\$ 0.00	\$ 129.50	\$ 129.50
57400 Child Management Software		350.00	350.00

57600 License/Accreditation/Permit Fees		600.00	600.00
57700 Membership/Association Dues		239.00	239.00
57900 Seminars/Training		612.50	612.50
57960 Janitorial/Custodial		360.00	360.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 7,946.41	\$ 7,946.41
58000 Operating Supplies			0.00
58100 Classroom Consumables		911.43	911.43
58200 Dining		11,443.93	11,443.93
58300 Pet		45.84	45.84
58400 Sanitizing		1,934.03	1,934.03
Total 58000 Operating Supplies	\$ 0.00	\$ 14,335.23	\$ 14,335.23
59000 Program Service Fees			0.00
59100 First Steps			0.00
59130 Natural Environment Mileage	2,271.51		2,271.51
59150 Physical Therapy			0.00
Total 59150 Physical Therapy	\$ 10,608.12	\$ 0.00	\$ 10,608.12
59170 Speech/Language Therapy			0.00
Total 59170 Speech/Language Therapy	\$ 6,796.66	\$ 0.00	\$ 6,796.66
Total 59100 First Steps	\$ 19,676.29	\$ 0.00	\$ 19,676.29
Total 59000 Program Service Fees	\$ 19,676.29	\$ 0.00	\$ 19,676.29
61000 Repair & Maintenance		457.68	457.68
62000 Safety & Security	64.18	1,395.47	1,459.65
63000 Utilities			0.00
63100 Electric	474.37	2,933.40	3,407.77
63200 Internet	129.90	519.90	649.80
63300 Telephone	229.90	919.80	1,149.70
63400 Trash Service		333.95	333.95
63500 Water Softener		264.00	264.00
Total 63000 Utilities	\$ 834.17	\$ 4,971.05	\$ 5,805.22
64000 Contributions & Grants			0.00
64200 Community Foundation of the Ozarks		662.48	662.48
Total 64000 Contributions & Grants	\$ 0.00	\$ 662.48	\$ 662.48
Total 50000 EXPENDITURES	\$ 20,935.66	\$ 286,683.87	\$ 307,619.52
Payroll Expenses			0.00
Company Contributions			0.00
Retirement		855.00	855.00
Total Company Contributions	\$ 0.00	\$ 855.00	\$ 855.00
Total Payroll Expenses	\$ 0.00	\$ 855.00	\$ 855.00
Reimbursements		2,560.93	2,560.93
Total Expenditures	\$ 20,935.66	\$ 290,099.80	\$ 311,035.45
Net Operating Revenue	-\$ 2,358.79	\$ 48,513.02	\$ 46,154.24
Other Expenditures			
Other Miscellaneous Expenditure		9.94	9.94
Total Other Expenditures	\$ 0.00	\$ 9.94	\$ 9.94
Net Other Revenue	\$ 0.00	-\$ 9.94	-\$ 9.94
Net Revenue	-\$ 2,358.79	\$ 48,503.08	\$ 46,144.29

CHILDREN'S LEARNING CENTER
Statement of Activity
October 2022

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		2,717.11	2,717.11
41200 Camden County SB40		20,285.25	20,285.25
Total 41000 Contributions & Grants	\$ 0.00	\$ 23,002.36	\$ 23,002.36
41800 ARPA Staff Retention		10,450.00	10,450.00
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	-479.88		-479.88
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 195.50	\$ 0.00	\$ 195.50
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 1,073.75	\$ 0.00	\$ 1,073.75
Total 42100 First Steps	\$ 789.37	\$ 0.00	\$ 789.37
Total 42000 Program Services	\$ 789.37	\$ 0.00	\$ 789.37
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		50.00	50.00
43130 Snack		10.00	10.00
Total 43100 Dining	\$ 0.00	\$ 60.00	\$ 60.00
43500 Tuition		1,320.00	1,320.00
43505 Subsidy Tuition		683.79	683.79
Total 43500 Tuition	\$ 0.00	\$ 2,003.79	\$ 2,003.79
Total 43000 Tuition	\$ 0.00	\$ 2,063.79	\$ 2,063.79
45000 Other Revenue			0.00
45300 Donation Income			0.00
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	\$ 75.00	\$ 75.00
Total 45000 Other Revenue	\$ 0.00	\$ 75.00	\$ 75.00
Total 40000 INCOME	\$ 789.37	\$ 35,591.15	\$ 36,380.52
Total Revenue	\$ 789.37	\$ 35,591.15	\$ 36,380.52
Gross Profit	\$ 789.37	\$ 35,591.15	\$ 36,380.52
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 8,003.58	\$ 8,003.58
51200 Background Check		14.53	14.53
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 90.00	\$ 90.00

51500 Employee Taxes				0.00
Total 51500 Employee Taxes	\$	0.00	\$ 636.98	\$ 636.98
Total 51000 Payroll Expenditures	\$	0.00	\$ 8,745.09	\$ 8,745.09
52000 Advertising/Promotional			175.00	175.00
53000 Equipment			48.98	48.98
54000 Fundraising/Grants				0.00
54100 Child Care Relief Expansion			8,160.15	8,160.15
Total 54000 Fundraising/Grants	\$	0.00	\$ 8,160.15	\$ 8,160.15
56000 Office Expenditures				0.00
56300 Office Supplies			21.60	21.60
56400 Postage & Delivery		3.36		3.36
Total 56000 Office Expenditures	\$	3.36	\$ 21.60	\$ 24.96
Expenditures				0.00
57160 QuickBooks Payments Fees			197.00	197.00
57200 Bank Charges			9.95	9.95
57400 Child Management Software			35.00	35.00
Expenditures	\$	0.00	\$ 241.95	\$ 241.95
58000 Operating Supplies				0.00
58400 Sanitizing			41.92	41.92
Total 58000 Operating Supplies	\$	0.00	\$ 41.92	\$ 41.92
59000 Program Service Fees				0.00
59100 First Steps				0.00
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$	1,614.12	\$ 0.00	\$ 1,614.12
59170 Speech/Language Therapy				0.00
Total 59170 Speech/Language Therapy	\$	1,839.66	\$ 0.00	\$ 1,839.66
Total 59100 First Steps	\$	3,453.78	\$ 0.00	\$ 3,453.78
Total 59000 Program Service Fees	\$	3,453.78	\$ 0.00	\$ 3,453.78
62000 Safety & Security			24.52	24.52
63000 Utilities				0.00
63200 Internet		12.99	51.99	64.98
63300 Telephone		22.99	91.98	114.97
63500 Water Softener			24.00	24.00
Total 63000 Utilities	\$	35.98	\$ 167.97	\$ 203.95
Total 50000 EXPENDITURES	\$	3,493.12	\$ 17,627.18	\$ 21,120.30
Payroll Expenses				0.00
Company Contributions				0.00
Retirement			45.00	45.00
Total Company Contributions	\$	0.00	\$ 45.00	\$ 45.00
Total Payroll Expenses	\$	0.00	\$ 45.00	\$ 45.00
Reimbursements			44.00	44.00
Total Expenditures	\$	3,493.12	\$ 17,716.18	\$ 21,209.30
Net Operating Revenue	-\$	2,703.75	\$ 17,874.97	\$ 15,171.22
Net Revenue	-\$	2,703.75	\$ 17,874.97	\$ 15,171.22

CHILDREN'S LEARNING CENTER
Statement of Cash Flows
January - October, 2022

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-2,358.79	48,503.08	0.01	46,144.30
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-75.00	-75.00
Accounts Payable (A/P)			2,007.39	2,007.39
21000 CBOLO MasterCard -8027		-23,883.27	35,284.33	11,401.06
21200 Kroger-DS1634 CLC		-11,684.09	11,684.09	0.00
22300 Payroll Liabilities:Federal Taxes (941/944)			-1,736.78	-1,736.78
22400 Payroll Liabilities:MO Income Tax			-324.00	-324.00
22500 Payroll Liabilities:MO Unemployment Tax			-49.64	-49.64
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Ascensus			1,710.00	1,710.00
Payroll Liabilities:Globe Life - After Tax			79.59	79.59
Payroll Liabilities:Globe Life - After Tax Life Insurance Children			114.24	114.24
Payroll Liabilities:Globe Life Accidental Insurance - Pre-Tax Insurance			562.50	562.50
Payroll Liabilities:Globe Life After Tax			82.56	82.56
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 35,567.36	\$ 49,339.28	\$ 13,771.92
Net cash provided by operating activities	-\$ 2,358.79	\$ 12,935.72	\$ 49,339.29	\$ 59,916.22
Net cash increase for period	-\$ 2,358.79	\$ 12,935.72	\$ 49,339.29	\$ 59,916.22
Cash at beginning of period			50,219.49	50,219.49
Cash at end of period	-\$ 2,358.79	\$ 12,935.72	\$ 99,558.78	\$ 110,135.71

CHILDREN'S LEARNING CENTER
Statement of Financial Position
As of October 31, 2022

	2022
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	110,135.71
Total Bank Accounts	\$ 110,135.71
Accounts Receivable	
Accounts Receivable (A/R)	3,345.00
Total Accounts Receivable	\$ 3,345.00
Other Current Assets	
14000 Undeposited Funds	0.00
Cash Advance	700.00
Payroll Corrections	-464.47
Prepaid Expenses	7,971.74
Repayment	
Cash Advance Repayment	-1,000.00
Total Repayment	-\$ 1,000.00
Total Other Current Assets	\$ 7,207.27
Total Current Assets	\$ 120,687.98
TOTAL ASSETS	\$ 120,687.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	3,674.00
Total Accounts Payable	\$ 3,674.00
Credit Cards	
21000 CBOLO MasterCard -8027	14,020.41
21200 Kroger-DS1634 CLC	0.00
Total Credit Cards	\$ 14,020.41
Other Current Liabilities	
22000 Payroll Liabilities	
22100 Anthem	2,191.63
22200 Childcare Tuition	3,141.44
22300 Federal Taxes (941/944)	-8,242.58
22400 MO Income Tax	-2,869.48
22500 MO Unemployment Tax	-999.56
22600 Primevest Financial	448.19
Aflac	8,859.15
Allera	9,354.60
Ascensus	13,035.00
Globe Life - After Tax	147.81
Globe Life - After Tax Life Insurance Children	157.08
Globe Life Accidental Insurance - Pre-Tax Insurance	903.09
Globe Life After Tax	113.52
Health Care (United HealthCare)	821.87
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 28,177.41
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 28,177.41
Total Current Liabilities	\$ 45,871.82
Total Liabilities	\$ 45,871.82
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	14,855.74
Net Revenue	46,144.30
Total Equity	\$ 74,816.16
TOTAL LIABILITIES AND EQUITY	\$ 120,687.98

CHILDREN'S LEARNING CENTER
Accounts Receivable YTD by Class
 January - October, 2022

[illegible]

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
October 2022

○ **CHILD COUNT/ATTENDANCE**

The Step Ahead program had 25 children in attendance in September. 19 out of 25 children enrolled have special needs or developmental delays. There were many absences this month again due to illness.

11 one on ones (all of these students are part time students with varying schedules).

○ **COMMUNITY EVENTS**

Attended:

Adrienne attended a Social Emotional Learning with Second Step Curriculum training, where CLC received a curriculum kit valued at more than \$450. We will be implementing this training with our pre-kindergarten age group of children in the new year.

Current / Upcoming:

○ **GENERAL PROGRAM NEWS**

- CLC is still looking for new providers (SLP, OT, PT, SI) to join our First Steps Agency.
- Our application for State Licensing was approved for a capacity of 40 children and an increase in the age groups that we serve from 2-6 years to 2-12 years. This will help those families that have children that go to public school and need still need after school care and care in the Summertime. This will also give a little bit more room for scheduling so that we aren't so pressed for room. The next step in this process is for Missouri Accreditation to come visit and do a walk-through of the program to approve the increase as well. That visit is scheduled for December 7th.

○ **GRANTS/FUNDRAISERS**

- Many grants are coming to be available and CLC will continue to write for as many grants as we qualify for.

LAI October Reports



Monthly Financial Reports
Lake Area Industries, Inc.

OCTOBER 31, 2022

Lake Area Industries, Inc.
Balance Sheet Comparison

	10/31/2022	10/31/2021
ASSETS		
Current Assets		
Total Bank Accounts	805,456	705,763
Total Accounts Receivable	79,505	75,835
Other Current Assets		
Certificates of Deposit	204,458	203,253
Community Foundation of the Ozarks Agency Partner Account	1,643	1,030
GIFTED GARDEN CASH	500	500
INVENTORY	15,384	8,573
PETTY CASH	150	150
Undeposited Funds	365	0
Total Other Current Assets	222,500	213,506
Total Current Assets	1,107,460	995,104
Fixed Assets		
ACCUMULATED DEPRECIATION	(789,641)	(759,523)
AUTO AND TRUCK	136,714	128,809
BUILDING	399,872	394,632
FURN & FIX ORIGINAL VALUE	19,284	19,284
GH RETAIL STORE	16,505	16,505
GREENHOUSE EQUIPMENT	2,870	2,870
LAND	33,324	33,324
LAND IMPROVEMENT	119,202	68,102
MACHINERY & EQUIPMENT	226,548	220,313
OFFICE EQUIPMENT	5,173	5,173
Sewer Equipment	19,354	19,354
SHREDDING EQUIPMENT	45,572	45,572
Total Fixed Assets	234,775	194,413
Other Assets		
CURRENT CAPITAL IMPROVEMENT	11,882	71,074
UTILITY DEPOSITS	554	554
Total Other Assets	12,436	71,628
TOTAL ASSETS	1,354,671	1,261,145
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	4,290	3,744
Total Credit Cards	2,472	2,298
Other Current Liabilities		
ACCRUED WAGES	7,833	0
AFLAC DEDUCTIONS PAYABLE	163	164
Gift Certificate Payable	25	69
SALES TAX PAYABLE	31	0
Trellis sales	0	110
United Way contributions payable (deleted)	0	30
Total Other Current Liabilities	8,052	373
Total Current Liabilities	14,814	6,414
Total Liabilities	14,814	6,414
Equity		
Opening Balance Equity	0	0
Unrestricted Net Assets	1,245,680	949,103
Net Income	94,178	305,627
Total Equity	1,339,858	1,254,730
TOTAL LIABILITIES AND EQUITY	1,354,671	1,261,145

Lake Area Industries, Inc.

Profit and Loss

	Oct 2022	YTD
Income		
CONTRACT PACKAGING	25,748	208,475
FOAM RECYCLING	130	5,661
GREENHOUSE SALES	403	54,416
OFF-SITE WORK		2,532
SECURE DOCUMENT SHREDDING	1,529	68,922
Services		174
Total Income	27,810	340,180
Cost of Goods Sold		
CONTRACT LABOR	491	491
Cost of Goods Sold	1,537	10,627
GG PLANTS & SUPPLIES		30,279
SHIPPING AND DELIVERY		4,482
WAGES - TEMPORARY WORKERS		7,847
WAGES-EMPLOYEES	26,146	224,604
Total Cost of Goods Sold	28,174	278,330
Gross Profit	(364)	61,850
Expenses		
ACCTG. & AUDIT FEES		9,750
ALL OTHER EXPENSES	584	15,387
Bus Fare		2,244
CASH OVER/SHORT	(1)	(34)
EQUIP. PURCHASES & MAINTENANCE	2,243	42,391
INSURANCE	5,405	22,987
NON MANUFACTURING SUPPLIES	140	1,770
PAYROLL	19,321	183,773
PAYROLL EXP & BENEFITS	8,610	81,930
PROFESSIONAL SERVICES	1,661	14,768
UTILITIES	1,648	14,264
Total Expenses	39,611	389,229
Net Operating Income	(39,975)	(327,379)
Other Income		
INTEREST INCOME	337	3,507
MISCELLANEOUS INCOME	19	240
OTHER CONTRIBUTIONS	233	11,943
SB-40 REVENUE	19,023	168,715
STATE AID	26,792	237,152
Total Other Income	46,403	421,557
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	46,403	421,557
Net Income	6,428	94,178

Lake Area Industries, Inc.
Budget vs. Actuals

	Oct 2022			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	25,748	34,591	(8,843)	208,475	334,518	(126,043)
FOAM RECYCLING	130	250	(120)	5,661	2,500	3,161
GREENHOUSE SALES	403	100	303	54,416	57,001	(2,585)
OFF-SITE WORK			0	2,532	0	2,532
SECURE DOCUMENT SHREDDING	1,529	4,419	(2,890)	68,922	41,874	27,048
Services			0	174	0	174
Total Income	27,810	39,360	(11,550)	340,180	435,893	(95,714)
Cost of Goods Sold						
CONTRACT LABOR	491		491	491	0	491
Cost of Goods Sold	1,537	3,813	(2,276)	10,627	34,004	(23,377)
GG PLANTS & SUPPLIES		0	0	30,279	32,550	(2,271)
SHIPPING AND DELIVERY		83	(83)	4,482	4,212	271
WAGES - TEMPORARY WORKERS		4,987	(4,987)	7,847	38,109	(30,262)
WAGES-EMPLOYEES	26,146	26,182	(36)	224,604	267,120	(42,516)
Total Cost of Goods Sold	28,174	35,065	(6,891)	278,330	375,994	(97,665)
Gross Profit	(364)	4,295	(4,659)	61,850	59,899	1,951
Expenses						
ACCTG. & AUDIT FEES		0	0	9,750	9,500	250
ALL OTHER EXPENSES	584	1,295	(711)	15,387	14,684	703
Bus Fare		250	(250)	2,244	2,500	(256)
CASH OVER/SHORT	(1)		(1)	(34)	0	(34)
EQUIP. PURCHASES & MAINTENANCE	2,243	4,731	(2,487)	42,391	47,305	(4,914)
INSURANCE	5,405	2,228	3,177	22,987	22,281	706
NON MANUFACTURING SUPPLIES	140	140	1	1,770	1,420	350
PAYROLL	19,321	18,794	527	183,773	187,986	(4,213)
PAYROLL EXP & BENEFITS	8,610	9,574	(965)	81,930	95,743	(13,814)
PROFESSIONAL SERVICES	1,661	1,895	(234)	14,768	18,950	(4,182)
UTILITIES	1,648	2,158	(510)	14,264	21,583	(7,320)
Total Expenses	39,611	41,065	(1,454)	389,229	421,952	(32,723)
Net Operating Income	(39,975)	(36,770)	(3,205)	(327,379)	(362,053)	34,674
Other Income						
INTEREST INCOME	337	266	71	3,507	2,660	847
MISCELLANEOUS INCOME	19		19	240	0	240
OTHER CONTRIBUTIONS	233		233	11,943	0	11,943
SB-40 REVENUE	19,023	16,427	2,595	168,715	167,075	1,640
STATE AID	26,792	23,280	3,511	237,152	236,998	154
Total Other Income	46,403	39,973	6,430	421,557	406,733	14,824
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	(300)	300	0	901	(901)
Total Other Expenses	0	(300)	300	0	901	(901)
Net Other Income	46,403	40,274	6,129	421,557	405,832	15,725
Net Income	6,428	3,504	2,924	94,178	43,779	50,399

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

	Total
OPERATING ACTIVITIES	
Net Income	94,178
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(2,297)
Certificates of Deposit:Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(138)
Certificates of Deposit:Certificate of Deposit 12 mo mat 10/22/20- .65%	(168)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/18/22- .75%	(415)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/27/21- .65%	(100)
Certificates of Deposit:Certificate of Deposit 12 mo mat 6/27/21- .65%	(113)
Community Foundation of the Ozarks Agency Partner Account	(13)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(8,672)
Accounts Payable	248
CBOLO CC - 5044 Natalie	(4,747)
CBOLO CC - 9051 Lillie	172
Sam's Club Mastercard- 2148	(385)
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(44)
Missouri Department of Revenue Payable	(0)
Rock Sales @ 75%	0
SALES TAX PAYABLE	31
Trellis sales	(110)
United Way contributions payable (deleted)	(30)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(16,780)
Net cash provided by operating activities	77,398
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(11,882)
Net cash provided by investing activities	(11,882)
Net cash increase for period	65,516
Cash at beginning of period	740,305
Cash at end of period	805,821

Lake Area Industries, Inc.
Statement of Cash Flows
October 2022

	Total
OPERATING ACTIVITIES	
Net Income	6,428
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	(17,101)
Certificates of Deposit:Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(32)
Certificates of Deposit:Certificate of Deposit 12 mo mat 10/22/20- .65%	(42)
INVENTORY:RAW MATERIAL INVENTORY	(78)
Accounts Payable	1,153
CBOLO CC - 5044 Natalie	(325)
CBOLO CC - 9051 Lillie	(535)
Sam's Club Mastercard- 2148	(117)
AFLAC DEDUCTIONS PAYABLE	(0)
SALES TAX PAYABLE	(86)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(17,164)
Net cash provided by operating activities	(10,736)
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(500)
Net cash provided by investing activities	(500)
Net cash increase for period	(11,236)
Cash at beginning of period	817,057
Cash at end of period	805,821

Lake Area Industries, Inc.

A/P Aging Summary

As of October 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 2,221	\$ 2,069	\$ 0	\$ 0	\$ 0	\$ 4,290

Lake Area Industries, Inc.

A/R Aging Summary

As of October 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 59,979	\$ 10,969	\$ 8,696	-\$ 110	-\$ 30	\$ 79,505

**Updated 2021 to 2023
Performance Measurement
and Management Plan**



Performance Measurement and Management Plan

2021 to 2023

Our Mission

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

Our Core Values

1. We believe that our community thrives when all individuals become capable of participating in the spectrum of community life.
2. We respect and promote the recognition of individual dignity and self-worth.
3. We promote accountability to taxpayers with respect to the prudent use of tax funds and accountability to clients and families with regard to effectiveness and quality of services funded and/or provided.
4. We promote the concept of individual self-determination in planning and implementing services.
5. We recognize the value and synergy of partnering with affiliated agencies in working to better the lives of persons with developmental disabilities.

Our Objectives

Camden County Developmental Disability Resources (CCDDR) has a contract with the Missouri Department of Mental Health, Division of Developmental Disabilities (DMH), to provide Targeted Case Management (TCM) Services to the Medicaid-eligible residents of Camden County and also provides TCM services for those who are not Medicaid-eligible. CCDDR is seeking accreditation in Service (a.k.a. Support) Coordination.

CCDDR’s objectives for TCM services are to:

- Ensure all individuals with developmental disabilities living in Camden County have the opportunity to experience support coordination
- Offer the same support coordination service to every eligible applicant; regardless of age, race, financial/Medicaid status or any other affiliation
- Encourage each individual served to seek and experience self-determination
- Encourage community membership through employment, volunteerism, spiritual or recreational pursuits, and other community inclusive activities.
- Participate with each individual served in an assessment process that results in person-centered planning
- Assist each individual to achieve personal goals through the procurement of services and providers, educational opportunities, and any other resource available; including, but not limited to, SSI, SSA, Medicaid and other government-based benefit programs.

Accountability, Quality Assurance, and Technology

Supervisory personnel accumulate and monitor performance-based data. The Compliance Manager monitors training and screenings for employees. All data is maintained in each individual employee’s file and summarized on an Excel spreadsheet. Additional and ongoing training is provided on a regular basis and is usually conducted at periodic (usually quarterly) staff meetings and/or at other predetermined venues.

The Executive Director, TCM management team (TCM Director, TCM Supervisors, TCM Team Leaders, and TCM Training Coordinator), Quality Assurance (QA) and Intake Coordinator, TCM Office Manager, and Compliance Manager (aka “QA team”) monitor compliance with DMH directives and other TCM contract requirements regarding the creation,

implementation, and monitoring of the Individual Support Plans via monthly, quarterly, and annual quality assurance protocols and processes established by CCDDR. QA tracking and other checklists are completed and kept for internal monthly, quarterly, and annual analysis by the QA team. The client database is monitored weekly for an accurate client count, biweekly for case note and billing accuracy, monthly for monitoring reports, and no less than annually for demographic accuracy. This database also provides reports utilized to tabulate data on the outcome measurements and other agency expectations established by CCDDR to track efficiency, productivity, effectiveness, client satisfaction, and service access. Some raw data is entered into the database by each Support Coordinator as part of the annual planning process, and other elements are entered into the database by support personnel when new clients are found eligible, have their first planning meeting, and are assigned to a support coordinator. Other events are also entered by the support personnel, including (but not limited to) plan submission dates to appropriate parties involved, client assessment dates, survey submission and responses, discharge dates, and transfer dates. Finally, there are elements downloaded daily, weekly, and/or monthly from the DMH client database management system, such as Medicaid eligibility status, diagnosis, and other annual Medicaid compliant assessments.

CCDDR utilizes a web-based (aka “cloud-based”), custom client data management system. The TCM database (currently SetWorks) used by CCDDR is an adaptation of a commercially produced data management system, and, once the data is entered, offers a wide range of applications, reports and information regarding the clients served by CCDDR. CCDDR continues to work closely with the software management company to improve and enhance reports collecting and tabulating data for the established outcome measurements, other defined agency expectations, and all other pertinent client data, including case notes. This program also allows CCDDR to directly bill Mo Healthnet as well as records other pertinent data related to TCM services provided to clients who are not Medicaid eligible, and it regularly syncs with specific elements of the DMH client database management system (currently CIMOR) to ensure internal data matches DMH’s information.

Reliability is demonstrated by controlling parameters in which data can be entered. Not all users can change or enter all data in CCDDR’s database or in DMH’s client database management system (CCDDR is responsible for entering some information into DMH’s database). The use of drop-down lists and menus in CCDDR’s database causes data to be consistent. Data reports can be requested per a variety of filters in both databases and results can be checked by comparing reports to raw data. Regular downloads from the DMH client management system ensures that data is consistent between the two agencies. The QA team verifies and/or audits data on a monthly, quarterly, and/or annual basis before it is deemed accurate and formally adopted.

Financial data is recorded using online QuickBooks software via accounting staff. CCDDR uses the accrual method of accounting, and its fiscal accounting period is based on a calendar year (January 1st to December 31st). Invoices are coded and imputed as they are received, and journal entries are recorded and imputed to correctly reflect CCDDR’s accounting principles. Financial reports are provided monthly to the Board of Directors and published publicly as well. Financial reporting shows categorical comparisons to each budgeted line item. CCDDR’s objective is to remain within overall budgeted guidelines; however, CCDDR policy allows flexibility between categories to allow flexibility and changing circumstances. CCDDR contracts with a Certified Public Accounting and Auditing agency to perform annual audits of its financials. Budget development is the responsibility of the Executive Director and the Budget Appropriations Committee of the Board of Directors. Budgets are presented in the fourth quarter of each year for the upcoming year, then adjusted accordingly to the identified and developing circumstances during the first half of its fiscal year. For example, the TCM rate, TCM payment allocation (based on the applicable approved fiscal year Missouri budget parameters), and other provisions in the TCM contract with DMH (the current contract period is July 1, 2022, to June 30, 2025) are reviewed annually. The TCM payment allocation dictates payment for TCM services, and adjustments

can impact actual TCM billings and collections, which will precipitate budget adjustments. In addition, agencies depending on grants from the Senate Bill 40 Board may also present unexpected operational shortfall and precipitate additional funding requests to maintain operations and supports provided to CCDDR clients, which also affect CCDDR's budgeted allocations.

CCDDR resource allocation and expenditures for direct agency contracted supports are based on a fee for service structure and recorded in Purchase of Services and/or Supports (POS) Agreements (aka "contracts"). CCDDR works with the contracted support providers to establish a rate for providing services and supports to individuals with developmental disabilities attending or participating in specifically identified programs. These rates are then paid based on a defined unit of service or support provided. Base rates for ongoing annual contracts were established in 2015, which were based on comparisons to established DMH-approved Waiver rates for similar services. When justifiable and feasible, adjustments are made to the rates predicated on changes to the contracted agency's costs associated with providing the services or supports, which can include inflationary adjustments, increased costs associated with regulatory changes, and other economic factors. Invoices are submitted (typically monthly) to CCDDR along with other required documentation to ensure services and supports are being provided as agreed and CCDDR expenditures are accountable. All POS Agreements allow CCDDR to perform audits and request additional supporting information or documentation if needed before payment is rendered, which ensures CCDDR's fiduciary responsibility to the Camden County taxpayers is preserved.

Community Assessments, Analysis, Outcomes, and Action Steps

CCDDR uses a variety of methods to gather information and data related to its clients and families served. Each department uses methods that are best suited to the purpose and function of that department. Needs assessments and client surveys are performed periodically to gauge the desires and/or needs of CCDDR clients as well as follow-up assessments and surveys based on topical analysis from initial assessments and surveys. These assessments and surveys may be completed formally or informally in controlled groups, via agency-wide distributions (all clients/families/guardians), or in community-specific settings, depending on the circumstances or issues identified. Agency-wide assessments are typically performed every five years, and topics are generated based on follow-up from previous analysis, newly identified service gaps/barriers, and/or contemporaneous concerns, needs, deficiencies, or issues being identified within community, professional, and/or regulatory realms. Over the past five years, CCDDR has focused on developing/increasing competitive integrated employment opportunities, transportation service opportunities, access to affordable housing opportunities, support service availability/utilization, community education programs, and community collaborations/partnerships. Withing the last year, CCDDR has conducted client needs assessments, Community Health Inclusion Index assessments, and other surveys. The results predicated CCDDR's focus on community engagement activities and were the basis of CCDDR's 2023 to 2025 Strategic Plan. The results reaffirmed the need for CCDDR to continue focusing on developing/increasing competitive integrated employment opportunities, transportation service opportunities, access to affordable housing opportunities, support service availability/utilization, community education programs, and community collaborations/partnerships.

Agency Outcome Measurements and Performance Indicators

CCDDR continues to use a survey to evaluate Support Coordinator effectiveness. This survey is sent to the client/guardian when the annual Individual Support Plan is finalized. The goal is to have a 30% response rate for client/guardian feedback. Survey responses are compiled and categorized once received, and they are entered in the CCDDR database. Answers are tabulated to determine the percentage of responses to the survey categories specifically identified in the outcome measurements and compared to the established goals. Reports are completed and provided

to staff and the Board of Directors periodically throughout the year and are based on the quarterly months of each calendar year (January to March, April to June, July to September, and October to December). The outcome measurements and agency goals for Support Coordinator effectiveness are:

1. Clients report their Support Coordinator made a difference in their lives. The goal is 80%.
2. Clients report they received information about abuse, neglect, exploitation, personal protection, and risk reduction. The goal is 100%.
3. Clients/Guardians report their Support Coordinator is available when needed. The goal is 90%.
4. Clients/Guardians report their Support Coordinator sees them frequently enough. The goal is 90%.
5. Clients/Guardians report they are satisfied with the services provided by their Support Coordinator and agency staff. The goal is 90%.
6. Clients report they contributed to the development of their Individual Support Plan. The goal is 100%.

CCDDR continues to monitor and report agency efficiency and productivity goals. Specific TCM functions completed are entered into CCDDR's database and categorized. Actual performance data is compared to the established goals and shared with staff and the Board of Directors periodically throughout the year and are also based on the quarterly months of each calendar year (January to March, April to June, July to September, and October to December). The agency efficiency and productivity categories and measurement goals are:

1. The amount of time new clients will be contacted by their Support Coordinator will be within 5 business days of their eligibility determination. The goal is 100%.
2. The amount of the time the initial Individual Support Plan meeting is held will be within 30 days of eligibility date. The goal is 100%.
3. All annual Individual Support Plans will be completed and submitted no less than 21 days prior to the annual implementation date. The goal is 95%.
4. Quarterly Reports will be completed by the end of the calendar month following the applicable quarter. The goal is 95%.
5. CCDDR will review its policies, procedures, plans, and other agency governance materials on an annual basis. The goal is 100%.
6. Monthly Reports will be completed by the end of the calendar month following the month being reported. The goal is 95%.
7. Support Coordinator completion of CCDDR clients' annual and modified Individual Support Plans (ISP) submitted through CCDDR's internal QA process will be approved and not sent back to the Support Coordinator for corrections, revisions, or clarifications. The goal is 70%.
8. Support Coordinators' time spent will be billable time as much as possible. The goal is 80%.
9. All annual Individual Support Plans will be completed and submitted prior to the annual implementation date. The goal is 95%.

Client/Guardian survey questions and categories, as well as agency productivity and efficiency categories and their respective goals, are modified periodically to ensure CCDDR services remain optimized based on contemporaneous stakeholder expectations and changes to regulatory compliance, including those identified in the DMH TCM contract and/or DMH regulations/guidelines. These measures are continuously monitored to ensure client/guardian input, client/guardian needs, client/guardian expectations, client/guardian satisfaction, agency productivity/efficiency, and agency compliance are recognized and recorded appropriately.

Management Plans

CCDDR adopts various management plans for documenting and assessing overall operational and service goals and improvements, and ongoing management plans are formally adopted by the Board of Directors. Progress updates are provided to staff and the Board of Directors on a regular basis, usually through verbal discussions, reviews, and updates in regularly scheduled meetings. Management plans are modified as needed and formally reviewed by the Administrative Team annually to ensure measures and expectations are recognized and to identify contemporaneous expectations for applicable operations, including governance and regulatory changes. The following management plans are ongoing and modified as needed:

- Accessibility Plan
- Agency Disaster and Pandemic Plan
- Cultural Competency and Diversity Plan
- Risk Management Plan
- Technology Plan
- Strategic Plan (Three-Year)

Additional management plans may be created and adopted at any time, depending on the circumstances, topics, issues, concerns, funding requirements, and/or desired achievements as identified. Some management plans may be temporary in nature and will specify a short-term desire and goal, which may or may not be memorialized in a formal written document. These types of management plans are usually targeted plans for immediate situations or are for a singular purpose identified within or a subsection of an ongoing management plan.

Bylaws, Policies, Manuals, Handbooks, Program Guidelines, and Agency Procedures

CCDDR's Bylaws, which are only modified as needed and approved by the Board of Directors, establish the agency's purpose, structure, and rules for organizational management. Policies and manuals reflect the official guidance for operations and services and are also formally reviewed and approved by the Board of Directors. Guidelines for CCDDR programs are initially reviewed and approved by the Board of Directors; however, program guidelines can be and are modified periodically by management to ensure program effectiveness, efficiency, and productivity. Procedures are derived from policies, manuals, handbooks, and program guidelines to ensure their effective execution and reflect best practices in management. Procedures are approved and enacted by management as needed; however, procedures do not change the purpose, premise, or meaning of any policy, manual, handbook, or program guideline.

Performance Improvement Plans

CCDDR utilizes the Administrative Team or specific subgroups thereof to review agency operations, analysis, assessments, and procedures. The entire Administrative Team usually includes the Executive Director, Compliance Manager, Accounting Manager, specific TCM management team staff, TCM Office Manager, and Community Programs and Relations Manager. The Administrative Team meets periodically (usually quarterly) as needed to review all operational activities and related governance documents, which can (and usually do) also prompt periodic department-specific staff meetings. The Administrative Team or specific subgroups thereof make recommendations for changes to policies, manuals, handbooks, program guidelines, and procedures. The Executive Director updates the Board of Directors regularly monthly Board of Director's meetings, including presenting any applicable regulatory document changes needing Board discussion, consideration, and approval. All assessments are ongoing and performance

improvement plans are developed as needed to improve service delivery, effectiveness, quality, and efficiency of the agency. The entire Administrative Team meeting minutes are recorded and stored for future reference and to document all discussions.

Meetings are held with all agency staff on a regular basis (usually quarterly). Ongoing agency governance changes, changes to regulatory guidelines, operational changes, training updates, and specific staff or departmental assignments are discussed and presented. Agency trend reports are also discussed to identify and/or address targeted training needs, deficiencies, improvements, and goals. Staff meetings are utilized for informational sharing and brainstorming as well. CCDDR all-staff meetings (aka “team meetings”) provide the opportunity to solicit valuable insight and input from all agency staff to identify and/or address any potential changes to client and/or agency environments. These sessions improve CCDDR services to its clients as well as improve agency effectiveness, efficiency, and productivity. Specific client issues and concerns can also be discussed in team meetings so that ideas and resolutions can be solicited from all team members and discussed. Each employee brings a unique perspective to any given situation, and those perspectives are often put into action. Special guests and third-party agency representatives are sometimes also invited to participate in all-staff meetings to provide presentations or updates on issues and/or topics affecting CCDDR’s operations, compliance, and clients’ services. CCDDR team meeting minutes are recorded and stored for future reference and to document all discussions.

Individual staff meetings and discussions are also done on a regular basis. Historically, these individual staff meetings and/or discussions were held as needed, but no less than annually. Individual staff meetings and discussions can also be held quarterly or as needed, depending on individual performance plans or issues arising contemporaneously. These meetings are used to identify strengths and/or deficiencies in individual performance and to affirm performance expectations. Deficiencies identified can be succeeded by additional training as needed, and performance and/or supportive measures can be explained and/or implemented by management. Individual staff input is also solicited to establish a basis for performance analysis and to address any individual staff needs or expectations for successful implementation of individual staff performance plans. Individual staff performance plans will be documented if individual staff performance deficiencies are identified as critical to the individual staff’s or agency’s ongoing success.

2021 Performance Improvement Plan



Performance Improvement Plan

FY 2021

Assessments, Analysis, Outcomes, and Action Steps

Clients/Clients' Families

In 2021, CCDDR administered clients' three categorized needs assessments. Support Coordinators were provided questions related to all clients on their caseloads based on the following criteria:

1. Adult clients receiving supports via Individualized Supported Living (ISL), Group Home, and Shared Living services (See Appendix A)
2. Adult clients not receiving supports via ISL, Group Home, and Shared Living services (See Appendix B)
3. Minor clients (See Appendix C)

Because of the COVID-19 pandemic and the Support Coordination protocols in place during 2021, Support Coordinators were not performing in-person support monitoring visits or meeting face-to-face with their clients. At the time of the assessments, most Support Coordinators had not seen their clients in person for over one year, and new Support Coordinators had never seen their clients in person since they were hired. The assessments provided Support Coordinators the opportunity to familiarize themselves more intimately with their clients, and provided an alternative reason for direct communication, other than just the daily duties required of Support Coordinators. The three assessments contained similar questions related to housing, household income, employment, transportation, current support needs, future support needs, and barriers to receiving current or future support needs. The results of each were published in 2021 as well (See Appendices D, E, and F).

The results of the assessments reaffirmed the need for CCDDR to continue focusing on developing/increasing competitive integrated employment opportunities, transportation service opportunities, access to affordable housing opportunities, support service availability/utilization, community education programs, and community collaborations/partnerships. The results predicated CCDDR's focus on community engagement activities and are the basis of CCDDR's strategic planning process, and CCDDR management is actively working towards expanding its community engagement activities to remove barriers and increase opportunities for CCDDR clients.

Employees

In 2020 and 2021, CCDDR experienced workforce shortages and higher than normal turnover rates in the Support Coordination team. Other similar employers and service providers statewide and nationwide were experiencing the same issues with employee retention and hiring. To help determine current employee desires/needs and to remain competitive with other similar employers, CCDDR distributed two benefits surveys to all employees and two workweek modification surveys to Support Coordinators only.

The first benefit survey (See Appendix G) distributed to all employees indicated there was significant interest in CCDDR providing an additional retirement option, which would include CCDDR matching contributions, and expanding CCDDR's health insurance benefit to include CCDDR contributions towards the cost of dependent/family coverage. When ranked against a one-time increase in pay, the additional retirement option with CCDDR matching employee contributions ranked higher in importance, and the expansion of CCDDR family coverage contributions ranked lower in importance. The second benefit survey (See Appendix H) asked employees to rank changes in existing paid-time-off (PTO) policies in against a one-time pay increase and an additional retirement plan option with CCDDR matching employee contributions. The survey clearly revealed most employees did not want to change existing PTO policies; however, the one-time pay increase ranked higher than the additional retirement plan option with CCDDR matching employee contributions. The

survey seemed to suggest employees are satisfied with CCDDR's current PTO policies and are not willing to sacrifice existing PTO available to them or a potential one-time pay increase for an additional retirement option with CCDDR matching employee contributions.

The turnover rate in the Support Coordination team was high; therefore, CCDDR management researched four-day workweeks, which is seemingly gaining popularity in today's workforce, and introduced the idea of implementing a four-day workweek in the first survey distributed to the Support Coordinators. The idea of a four-day workweek was largely misunderstood by the Support Coordination team, and this was reflected in the first survey's results (See Appendix I); therefore, management held a meeting with Support Coordinators and provided more detailed examples of how a four-day workweek would be introduced and what it would look like after implementation. The results clearly showed a better understanding and shift in opinion, which was reflected in the results of the second survey (See Appendix J). Unfortunately, CCDDR cannot introduce a four-day workweek until its current workforce stabilizes. CCDDR will continue to research data from other employers utilizing four-day workweeks and will continue to analyze how a four-day workweek could be implemented, how it could impact CCDDR's operations, and the potential financial impact it could have on the agency.

Agency Outcome Measurements, Performance Indicators, and Performance Improvement Plans

2021 Summary

Measure	Description	1st Qtr 2021	2nd Qtr 2021	3rd Qtr 2021	4th Qtr 2021	YTD	Agency Goal	Goal Met?
1	Monthly Reports Completed on Time	95%	99%	100%	98%	98%	95%	Yes
2	Quarterly Reports Completed on Time	92%	90%	96%	97%	94%	95%	No
3	New Clients Contacted by Their SC within 5 Business Days of Eligibility Determination	100%	50%	100%	90%	89%	100%	No
4	New Clients' ISP Meeting is Held within 30 Days of Eligibility Determination	100%	50%	100%	100%	94%	100%	No
5	ISPs Sent to RSRO 21 Days Prior to Implementation	54%	53%	62%	61%	57%	95%	No
6	Annual ISP Completed by Effective Date	69%	72%	90%	96%	82%	95%	No
7	ISPs Submitted Through QA Process Passed	62%	62%	59%	55%	60%	70%	No
8	Agency Average SC Billable Time vs. Time Worked	83%	79%	80%	78%	80%	80%	Yes
9	Response Rates for Client/Guardian Satisfaction Surveys	31%	31%	33%	20%	28%	30%	No
10	My SC Made a Difference in My Life	82%	69%	78%	75%	76%	80%	No
11	I Received Information About Exploitation, Personal Protection, and Risk Reduction	91%	88%	96%	94%	92%	100%	No
12	My SC was Available When Needed	82%	88%	100%	94%	91%	90%	Yes
13	My SC Saw Me Frequently Enough	82%	81%	83%	94%	84%	90%	No
14	I am Satisfied with Services Provided by My SC & CCDDR Staff	82%	85%	100%	100%	91%	90%	Yes
15	I Contributed to the Development of My ISP	91%	88%	100%	75%	90%	100%	No
16	CCDDR will Review Policies, Plans, Manuals, etc. Annually	25%	68%	83%	100%	100%	100%	Yes

The Client/Guardian satisfaction survey response rate (Measurement number 9) for 2021 was 28%, which is a 6% decrease compared to 2020. CCDDR has taken measures to increase the response rates by reaching out to clients/guardians to ensure they realize how important the surveys are for CCDDR service expectations and management. It is suspected the inability to conduct in-person visits and have face-to-face conversations about the surveys during 2021 had a negative impact on the overall response rates.

Measurement numbers 10 to 15 are based on responses from client/guardian surveys. Extra attention has been paid to ensure these outcomes improve and/or remain steady, and there are no immediate concerns needing to be addressed. Although the agency aspires to achieve 100% on all these Measurements, only goals 12 and 14 met the stated agency goals; however, these Measurements are extremely important. The results of Measurement 12 indicated CCDDR's Support Coordinators were available when needed, which is incredible given the protocols during the COVID-19 pandemic (limited or no in person contact), and the results of Measurement 14 indicated clients/guardians were satisfied with the services provided by CCDDR. The goal for Measurement 13 (My SC Saw Me Frequently Enough) would have been hard to achieve given the COVID-19 protocols prohibited in person visits. Because the survey responses can be influenced by many factors outside of CCDDR's control, CCDDR management believes there are currently no areas of immediate concern. Opinions, attitudes, emotions, recollections, and environmental influences are good examples of potential factors that would influence people's responses. Support Coordinators ensure signatures are obtained at initial (new client) and annual Individual Support Plan (ISP) meetings acknowledging the receipt of information on abuse, neglect, and exploitation (Measurement number 11).

Measurement numbers 1 to 8 are based upon agency efficiency, productivity, and operational effectiveness. Although these Performance Measures were affected due to the amount of new and inexperienced Support Coordinators (50% of the Support Coordinators were hired in 2020 and 2021), there are still concerns with measurements 5, 6, and 7. A performance improvement plan was implemented in 2020 to improve the quality and timely submission of ISPs. This performance improvement plan affects multiple areas of operations and is not wholly identified in any singular document; however, it is memorialized in adopted procedures, policies, management plans, and internal memorandums. Specific components of the performance improvement plan were implemented to ensure CCDDR TCM services adhere to required report completion timelines as well as acknowledge ISP content and quality requirements, including periodic modifications to the ISP template and quality assurance process. These modifications included organizational structure and personnel changes to ensure CCDDR's obligations and DMH regulatory compliance are achieved. The performance improvement plan includes the following:

- Realignment of leadership and the quality assurance structure
- TCM quality assurance process protocol, timelines, and schedules were enhanced to ensure timely and accurate completion
- Quality assurance "checks and balances" were improved to ensure optimal quality and efficiency as well as accountability
- Where needed, individual staff performance improvement plans were implemented and documented with timelines, expectations, and remedies clearly identified
- Improved management auditing protocol was implemented, including more frequent log note, quality process, and data/database integrity reviews

The performance improvement plan progress is reviewed by the Executive Director no less than monthly and additional standards to improve overall agency performance are reviewed and adopted as needed. CCDDR's management team reviews and discusses Performance Measures no less than monthly to ensure remedies are followed through and objectives are being met accordingly. Staff support, staff training, and additional resources are being provided on a continual basis to ensure individual performance improvement plans are implemented successfully.

While many factors affecting overall TCM service performance measures are within CCDDR's control, there are also many factors which are outside CCDDR's ability to control. CCDDR relies heavily on communications with and the cooperation of clients/guardians and providers to meet its TCM service reporting deadlines and obligations. It is often difficult to complete necessary tasks if clients/guardians and/or providers are not responsive. COVID-19 pandemic

protocols did make it challenging in many instances for Support Coordinators to share documents and communicate with clients, clients' families, guardians, and providers. The protocols required a heavy reliance on internet-based document sharing and communications, which were often difficult for clients, clients' families, guardians, and providers to access due to limited resources, restrictive service options, and constrained service availability.

CCDDR continues to remain financially stable. The agency has been able to accommodate annual wage increases for all staff and has been able to maintain a competitive compensation and benefits packages. Salary studies are completed every three years. Prior to 2021, the most recent salary study was completed in 2019. The analysis revealed CCDDR employees' salaries were comparable to agencies similar in size and economic scale; however, recent workforce challenges and the rapidly rising costs of living will likely require CCDDR to commit more resources to employee recruitment and retention strategies. Operational support funding, service provider contracts, and CCDDR-sponsored program funding have also remained stable since the beginning of the COVID-19 pandemic; however, it is likely CCDDR's financial resources will become more strained once all operations return to pre-pandemic levels and the full impact of inflationary increases are realized.

Management Plans

Accessibility Plan Progress Report Period: FY 2021

Facility Needs:

CCDDR's Camdenton office has an accessible entrance through the main lobby; however, the employee only entrance on the side of the building does not have an accessible sidewalk leading to the door. In 2020, plans were originally being discussed to construct an accessible sidewalk to the employee only entrance and to expand the current parking lot; however, the Camdenton office is currently occupying the maximum capacity of employees, and the Osage Beach office will need to be vacated by June 30th, 2024. Therefore, plans are being discussed about options for office consolidation, which will also allow Children's Learning Center to expand its service capacity should all CCDDR employees relocate to the Keystone Industrial Park facility. CCDDR's Keystone Industrial Park facility has been partially remodeled; however, most portions of the building are still not being fully utilized, and the building would need to be renovated to accommodate CCDDR office consolidation. Plans are still currently in process to replace the current wooden accessibility ramp with a concrete accessibility ramp in front of the doorway to the larger conference room area as well as create more solid accessible parking spaces. While many improvements are needed and desired at the Keystone Industrial Park facility, it is likely these projects will be part of larger renovation project should CCDDR decide to consolidate offices.

Community Needs:

In 2016, CCDDR initiated a local collaboration of stakeholders and created the Transportation Task Force. The collaboration focused on transportation needs and barriers in the Lake Area (Miller, Morgan, and Camden Counties) and included members from the public, including disability self-advocates; municipal leaders; business owners; local health care providers; transportation providers; state agency leaders; and disability support providers. The Transportation Task Force led to the creation of the Lake of the Ozarks Transportation Council (LOTTC) in September 2017. A CCDDR client served on the LOTTC Board of Directors until 2020; however, the vacant position left by the CCDDR client has not yet been filled. Representatives from key task force coalition members are also on the Board of Directors. LOTTC continues to explore new transportation system options and seek possible funding to expand existing services.

In collaboration with OATS, Inc, CCDDR is currently working to develop and expand Camden County's current public transit system; however, the COVID-19 pandemic has stymied efforts to expand services. Since the beginning of the pandemic, public transit service availability was severely reduced and limited in its scope. By year-end 2020, plans were underway to expand public transit services after the current COVID-19 crisis ends; however, increasing transit operational costs, increasing costs for providers to provide services in other legacy programs funded by CCDDR, and stagnated CCDDR revenues have created concerns CCDDR will no longer be able to fund the extended evening/weekend and deviated route services. CCDDR began funding the required local match for the extended weekday (evening) and weekend (Saturday and Sunday) public transit system in 2017 and began funding the local match for the new public transit deviated route between Camdenton and Osage Beach in 2019. The cost for these services has risen over 40% since the beginning of the pandemic. The extended evening/weekend and deviated route services are available to anyone in the public, which helps to ensure community accessibility, integration, and inclusion for CCDDR clients. Employment transportation was the central focus for developing the extended services; however, transportation for any reason will be provided. All OATS, Inc. vehicles have accessible accommodations.

In 2018, CCDDR began collaborating with the Lake of the Ozarks Regional Economic Developmental Council (LOREDC) and created the Lake Area Housing Initiative. The Lake Area Housing Initiative began promoting the development of Universal Design Concept Housing and addressing the need for developing affordable, accessible housing in the Lake Area (Morgan, Miller, and Camden Counties). This Initiative led to the creation of the Lake Area Community Development Corporation (LACDC) in October 2019. There are two CCDDR clients and one immediate family member of a CCDDR client currently serving on LACDC's Board of Directors. The current lack of affordable, accessible housing in the Lake Area has led to a housing crisis. LACDC and LOREDC are working towards procuring the consultant who administered and published the 2016 Lake Area Housing Study so they can provide an updated study and an estimate can be provided on the number of affordable housing units now needed in the area.

CCDDR continues to work diligently with community stakeholders to communicate the concerns of accessibility to local businesses, local parks, and other local facilities. While there is no definite resolution date projected, CCDDR will advocate strongly with local business leaders/owners, elected officials, and the public to encourage acceptable modifications to existing buildings or the development of new buildings.

Risk Management Plan Progress Report Period: FY 2021

Overview

Below is a general overview of the reporting period:

- Monetary damages/losses: \$0
- Employee At-Fault Vehicle Accidents: 0
- Potential damages/near-misses: 0
- Workers Compensation Claims: 0
- Infractions Resulting in Involuntary Termination: 2
- Governmental investigations: 0
- Legal action taken against Board/agency: 0

There were no monetary damages or losses during the year, employee at-fault vehicle accidents, potential damages/near misses, or Workers Compensation claims. Two CCDDR employees were terminated involuntarily;

however, all other terminations were employee-initiated and voluntary. There were no governmental investigations and no legal actions taken against the Board/agency.

There was one cyber security incident that occurred in 2020 and was resolved in 2021, which is identified and addressed in the “Technology Plan Progress Report”.

Proactive Measures Taken

CCDDR updated its COVID-19 Plan to mitigate the spread of COVID-19. This plan is based on Centers for Disease Control (CDC) published guidelines to prevent the spread of COVID-19 and to ensure the health and safety of CCDDR’s clients, CCDDR clients’ families, CCDDR’s staff, CCDDR’s Board of Directors, CCDDR’s partners/stakeholders, and the public are protected to best degree possible.

CCDDR maintains its building/premise/asset/content insurance coverages for the Camdenton and Keystone properties and its renter’s insurance for the Osage Beach office to protect against the loss of or damages to property/assets. All other general liability, professional liability, cyber liability, Workers Compensation, and Directors and Officers insurance coverages are also maintained to protect the Board, staff, clients, and public against loss due to injury and other incidents. CCDDR maintains its fidelity coverage to ensure complete coverage of annual revenues received and controlled by the Board of Directors, which includes administrative employees and Board members. CCDDR maintains its motor vehicle coverage to include the CCDDR-owned accessible van and the employees’ use of vehicles not owned by CCDDR while conducting CCDDR business (non-owned vehicle coverage – CCDDR does not have a vehicle fleet). This provides additional protection in the event an employee has an at-fault accident when driving while conducting CCDDR business. CCDDR utilizes the services of an insurance broker group, Naught & Naught Agency, to continually review changes in the laws and insurance guidelines so CCDDR maintains appropriate coverages and risk mitigation. Naught & Naught reviews CCDDR insurance-related matters and its operational activities on a continuous basis to ensure appropriate coverages are in place.

CCDDR’s legal counsel is an attorney firm, Bryan Cave Leighton Paisner LLP (BCLP). The Executive Director maintains continuous communications with BCLP, and continually seeks counsel regarding potential risk mitigation. This includes, but is not limited to, reviews of policies, contracts, manuals, and plans.

CCDDR has also recently reaffirmed and strengthened Quality Assurance protocols, reviews, and strategies to ensure operational activities are maximized with the greatest quality, accuracy, efficiency, productivity, and any risk prevention/mitigation as possible.

Technology Plan Progress Report Period – FY 2021

CCDDR has purchased additional laptop computers in the event an employee-assigned laptop becomes inoperable. There are no stationary computers currently utilized. All laptops connect to a docking station in the offices and are easily disconnected so they can be used remotely. Multifunction devices (printer/scanner/fax) are now available at each employee workstation, which can also be relocated and used remotely if necessary, and mobile Internet “hot spots” were purchased so employees can use remotely in locations where Internet connectivity is unavailable or challenging. Employees “check-out” these hot spots and return them to the office when no longer needed. Currently, CCDDR has six “hot spots”.

CCDDR no longer utilizes an on-site server. CCDDR's data is now stored on web-based data storage systems (aka "cloud"). CCDDR currently utilizes Office 365, which accommodates CCDDR's email and internal data storage. Office 365 has separate storage options, capacities, and sections, depending on the information being stored. Access to data is based on designated levels of employee security and access. Permanent client files are stored in SharePoint with restricted access, while other sections of SharePoint contain working folders and files for employee use. QuickBooks is utilized for agency accounting purposes and SetWorks is utilized for TCM services and client information pertaining to services provided and received as well as serving as the billing software for Medicaid claims. SetWorks also syncs with the state client database on a regular basis to ensure data integrity and authentication. CCDDR also added WebEx and Zoom accounts in 2020 to accommodate virtual meetings when appropriate and has also begun using the Microsoft Teams platform.

CCDDR also utilizes a third-party data back-up system (Datto SaaS). This system was procured to eliminate the loss of data/records or misfiling of data/records in Office 365 and has already shown to be beneficial in retrieving data/records and emails with limited or no interruption in normal operational activities.

In 2019, CCDDR procured Sumner One to be its information technology manager and consultant. Sumner One continually modernizes CCDDR's technology solutions and provides CCDDR with its hardware and software necessary to maintain efficient operations, excluding QuickBooks, SetWorks, and certain building-related Internet connectivity (Internet service, network cabling, etc.) that are procured separately and have their own maintenance and back-up system protocols and services. Sumner One is also responsible for systems security, updates, and ongoing maintenance, which can predominantly be done remotely if the devices are connected to the Internet.

In October 2020, CCDDR discovered that it was unable to access certain workstations on its internal systems. Upon discovery, CCDDR contacted Sumner One and soon discovered that it, along with several other Sumner One clients, were also victimized by the security incident. This indicated Sumner One was the primary victim. CCDDR also conducted an internal investigation of the security incident to determine its nature, scope, and whether any sensitive CCDDR data was impacted. In response to the security incident, CCDDR filed a claim and procured services needed to assist with the investigation, coordinate with Sumner One, and provide counsel. The forensic investigation, which began in 2020 and concluded in 2021, did not reveal any evidence that protected information was accessed or exfiltrated by an unauthorized individual. CCDDR did not experience any loss of revenue or significant expenses related to the security incident. In fact, there were minimal interruptions to CCDDR operations, and CCDDR's I.T. management system and network structure proved to be very efficient.

CCDDR continually updates and improves its website so that it is more "attractive", user-friendly, and ADA compliant. CCDDR utilizes a website designer/developer/manager and hopes to eventually establish a website portal. CCDDR also continues to maintain a Facebook page and plans on expanding its community outreach efforts to other social media platforms in hopes of promoting programs, events, and public awareness. Progress is expected to continue beyond 2021.

CCDDR's records are now predominantly stored in digital format and digitally transferrable. Only required paper copies will be kept in storage, and client information is expected to be communicated digitally as much as possible and practical. As with all technology-based systems, components become outdated and replaced with newer, more efficient systems. Sumner One will continue to consult with CCDDR to ensure outdated components and technology are updated appropriately. CCDDR will continually upgrade its systems as necessary and practical.

Cultural Competency and Diversity Plan Progress Report Period: FY 2021

CCDDR's objectives are:

Goal: Ensure each Individual Support Plan (ISP) and assessment used clearly spells out accurate cultural information and any needs or areas to be addressed.

Action: Before each annual ISP meeting is held, the Support Coordinator will thoroughly review each ISP and assessment for accuracy and any missing information. Additionally, the Support Coordinator should identify any needs to be addressed during the meeting for appropriate support/service planning.

Timeframe: For clients served by CCDDR, completion of their assessments, ISP narratives, desired outcomes, and goals will be identified in and implemented through the ISP meeting. Success will be noted upon both guardian and/or client approval of the final ISP.

Progress: *Support Coordinators review each ISP regularly and as needed, but no less than annually, and identify needs to be addressed, which are then shared and approved by clients/guardians. During this process, missing or inaccurate information is identified, updated, and recognized.*

Goal: On an annual basis, update the characteristics of individuals served on an organizational basis for strategic planning purposes.

Action: Update this document as needed in preparation of each Strategic Plan period.

Timeframe: Review each year.

Progress: *Characteristics of clients and the organizational development are reviewed and analyzed regularly, but no less than annually, to accommodate the changing needs and expectations. The Administrative Team and Board of Directors ensure the Strategic Plan acknowledges and represents the agency's clients, clients' needs, and clients' expectations, as well as ensuring the agency's fiduciary obligations to the public are met.*

Goal: Provide access to a web-based or CD-based employee training session on cultural competency that can be done at staff's own timing.

Action: Research this as time allows.

Timeframe: Documentation in each staff's training file by the end of each Fiscal Year and showing they have fulfilled a training session in some area of cultural competency.

Progress: *Although CCDDR continues to research and identify viable, practical, and affordable formal training, all staff and staff leadership continually monitor and develop internal practices and principles to ensure cultural competency and diversity are acknowledged and recognized. It is fully expected that formal training will be identified and/or procured by the end of 2022.*

Agency Disaster and Pandemic Plan Progress Report Period: FY 2021

Thankfully, CCDDR has not experienced any catastrophic incidences due to storms, floods, tornadoes, or other events similar in nature. However, the COVID-19 pandemic has created a heightened awareness of biologically related emergencies and situations. CCDDR modified its Agency Disaster Plan and renamed it the Agency Disaster and Pandemic Plan in 2020 to recognize these biologically related emergencies and situations. CCDDR identified the Administrative Team as the team of employees who will monitor any related guidance the U.S. Centers for Disease Control and Prevention, Missouri Division of Developmental Disabilities, Missouri Department of Health and Senior Services, Camden County Health Department, and other local, state, or federal agencies continue to make available. The COVID-19 Plan was developed to appropriately respond to the COVID-19 pandemic and was made available to staff, clients, Board members, and the public.

2020-2022 Strategic Plan Goals Progress Report Period: FY 2021

Service Delivery

CCDDR will provide model supports for individuals with intellectual and developmental disabilities and their families, either directly or through partnerships with or referrals to other service providers in the following areas:

- Community employment opportunities
- Recreation and leisure activities
- Residential support
- Family and community support and education
- Transportation
- Expansion of direct support services

A. Community Employment Opportunities

- CCDDR will collaborate with community employment support providers to establish a comprehensive community employment network
- CCDDR will collaborate and partner with local businesses to recruit and hire individuals with intellectual and developmental disabilities
- CCDDR will engage with its clients and their families to ensure career goals are recognized and career path choices are respected

Progress

CCDDR has successfully facilitated the increase in the number of employment support providers in the past, providing more choices to CCDDR clients and expanding competitive integrated employment support opportunities. Through collaborations with Vocational Rehabilitation (VR) and other employment support providers, CCDDR provides a vast network of resources to ensure its clients can seek and obtain competitive integrated employment. Many of the employment support providers have established working relationships and job placement programs with local employers. CCDDR also participates in the annual Transition Fair, which is held at State Fair Community College, and regularly engages with local employers through VR projects, various school-sponsored employment programs, civic organization meetings, and community engagement activities. However, the COVID-19 pandemic has reduced the number of CCDDR clients competitively employed in the community and has stymied efforts to expand employment support services.

Goal Met in 2021: No

B. Recreation and Leisure Activity

- CCDDR will sponsor recreational and leisure activities for its consumers to promote and enhance community inclusion
- CCDDR will partner with other non-profit agencies, community businesses, schools, and direct support providers for its consumers to participate in scheduled community activities

Progress

CCDDR has secured reservations/attendance and procured transportation services to transport clients to and from community activities in the past, including regional car racing events, advocacy meetings, carnivals, educational seminars, community-sponsored park activities/events, and many other local recreation and leisure activities. However, the COVID-19 pandemic has reduced the number of available in-person community activities and access to virtual events have been limited for various reasons, including access to broadband services and virtual participation. The COVID-19 pandemic has stymied progress.

Goal Met in 2021: No

C. Residential Support

- CCDDR will continue the Housing Voucher Program; continue to partner with a Missouri Ozarks Community Action, Inc, to perform scheduled Housing Quality Standards inspections of the housing inventory; continue to seek collaborations with community stakeholders to provide a healthy inventory of safe, decent, sanitary, accessible, and affordable housing from which individuals can choose; and continue to assist with individuals' transition to independence within the community
- CCDDR will continue to administer a transitional housing program, which will provide emergency shelter for its clients who are displaced and need temporary housing as well to prepare individuals for transition into stable housing, employment, and/or direct support services

Progress

CCDDR continues to utilize the Housing Voucher Program and the Transitional Housing Program. There are anywhere between 5 to 10 individuals/families consistently receiving assistance to maintain safe, sanitary, decent, and affordable housing through the Housing Voucher Program, and more than 30 individuals/families have successfully transitioned out of the program. CCDDR has assisted many individuals/families by providing temporary, transitional housing supports through the Transitional Housing Program, which has prevented homelessness. With CCDDR's assistance, recent recipients continue to successfully transition to permanent housing, although locating and transitioning to affordable, accessible housing is becoming increasingly difficult. CCDDR has a strong relationship with the Lake Area Community Development Corporation (LACDC) and continues to collaborate with the LACDC to explore opportunities for new affordable, accessible, Universal Design Concept-based housing units. Efforts to provide access to affordable, accessible housing opportunities have increased due to the current affordable, accessible housing crisis in the Lake Area. Current housing costs have increased significantly and will present challenges to securing affordable, accessible housing in 2022 and beyond.

Goal Met in 2021: Yes

D. Family and Community Support and Education

- The internal operating structure will be reorganized to increase available time to support clients and their families and maximize efficiencies in using the organization's resources
- Client and community needs will be reviewed and assessed to identify gaps or opportunities for shifts in service delivery
- National, state, and local trends and model practice information will be reviewed and assessed to identify gaps or opportunities for shifts in service delivery
- CCDDR will advocate for and sponsor community support organizations designed to create social capital networks for clients and their families

Progress

CCDDR continually reviews and modifies its resource systems and networks. CCDDR also continually seeks out community resources and establishes collaborations with local agencies and businesses through a comprehensive network. Recently conducted needs assessments have identified various deficiencies in available community resources. CCDDR has historically sponsored education opportunities pertaining to CCDDR-sponsored programs as well as community-wide symposiums and conference opportunities; however, the COVID-19 pandemic has reduced the number of available in-person activities, and access to virtual events have been limited for various reasons, including access to broadband services and virtual participation. Although the implementation of community partnership programs and educational opportunities have been stymied or delayed due to the COVID-19 pandemic, CCDDR has been able to continue to build a stronger foundation of community partners within the community and has provided clients, guardians, and their families with additional resources and networking opportunities. CCDDR was able to use time and resources normally reserved for other activities to strengthen CCDDR's research and communications by establishing relationships through less than traditional methods, which was an unanticipated positive side effect of the COVID-19 pandemic. For example, CCDDR was able to secure additional children support services for ages 6 through 12, which was a service not previously provided to CCDDR clients/families in the past and had not been available to CCDDR clients/families for several years. This new collaboration, which began in the summer of 2020, led to an additional CCDDR Purchase of Services and/or Supports Agreement executed in 2021.

Goal Met in 2021: Yes

E. Transportation

- CCDDR will utilize public entities, transportation providers, direct support providers, community residents, volunteer networks, and other partnering agencies to assess, develop, and implement additional public transit services for its clients and their families
- CCDDR will seek external funding sources to help expand, implement, and sustain viable and reliable public transit systems

Progress

Through prior collaboration and planning, CCDDR led the effort in the creation of the Tri-County Transit service (managed by OATS), which operates a deviated route between Osage Beach and Camdenton Monday through Friday from approximately 7:00 AM to approximately 4:00 PM and an extended evenings and weekend service operating until approximately 8:30 PM Monday through Friday and approximately 9:00 AM to approximately 3:00 PM on Saturday and Sunday (all times are approximate because they are dependent on ridership numbers,

demands, and needs). The public transit route services are funded through local match provided by CCDDR, service usage fares, and Federal Transit Authority funding provided through the Missouri Department of Transportation, which has created a truly community inclusive support service for its clients. CCDDR also directly contracts with OATS to provide transportation services to and from work for its clients. Since the beginning of the pandemic, public transit service availability was severely reduced and limited in its scope. By year-end 2020, plans were underway to expand public transit services after the current COVID-19 crisis ends; however, increasing transit operational costs, increasing costs for providers to provide services in other legacy programs funded by CCDDR, and stagnated CCDDR revenues have created concerns CCDDR will no longer be able to fund the extended evening/weekend and deviated route services.

Goal Met in 2021: No

Expansion of Direct Support Services

- CCDDR will seek out and collaborate with new and existing support providers to expand and establish a local comprehensive network with a diverse array of services and/or supports

Progress

There is currently a direct support professional hiring and retention crisis in Missouri as well as nationwide, which has only been escalating in recent years. Missouri's approved support provider service rates are woefully inadequate to sustain support provider staffing levels needed to keep up with the current demand for services for existing clients, let alone expand into other service areas for new clients. Support providers compete with other industries to attract and retain a sustainable work force. Other industries, such as retail and fast-food, are increasing their minimum starting wages to levels reducing support providers' ability to compete. This issue has been compounded by the annual increases in minimum wage, inflationary factors, and the COVID-19 pandemic.

Goal Met in 2021: No

Human Resources

CCDDR will develop a stable, highly qualified and motivated workforce that actively delivers the organization's mission.

- CCDDR will improve its capacity to attract and retain qualified staff
- All staff will thoroughly understand the meaning of the mission and how their job contributes to achieving it
- CCDDR's professional development program will continue to strengthen and expand administrative, supervisory, support coordination, and new program development capacity
- CCDDR's community resource program will continue to strengthen and expand community partnerships and its clients' social capital

Progress

CCDDR adopted and continues to use an objective, merit-based evaluation system. Employees are rewarded for their hard work and effort objectively and subjectively. Training opportunities have been expanded and employees are encouraged to participate in educational and training webinars when available. A statewide

benefits analysis and review was submitted to CCDDR in 2020, and CCDDR determined its benefit package was either better than or equal to other similar agencies and programs participating in the analysis and review. Recent annual merit increases and cost of living adjustments to wages have kept all employee classifications competitive with other SB 40 or similar service provider agencies. In 2020 and 2021, CCDDR experienced workforce shortages and higher than normal turnover rates in the Support Coordination team. Other similar employers and service providers statewide and nationwide were experiencing the same issues with employee retention and hiring. To help determine current employee desires/needs and to remain competitive with other similar employers, CCDDR distributed two benefits surveys to all employees and two workweek modification surveys to Support Coordinators only. The results of the surveys and a considerable number of all-staff and individual staff discussions largely reflected employees were satisfied with CCDDR's benefits, and employees appreciated CCDDR's efforts to improve benefit programs, pay scales, and advancement opportunities. CCDDR will be increasing the Support Coordination team's base wage pool in 2022 due to inflationary factors and to enhance employee retention and attraction.

Employees have been provided modern and necessary tools to assist in client development, client independence, and client choice as well as to increase employee efficiency, effectiveness, and productivity. Although the implementation of community partnership programs has been stymied due to the COVID-19 pandemic, CCDDR has been able to continue to build a stronger foundation of community partners within the community. CCDDR was able to use time and resources normally reserved for face-to-face collaborations to strengthen CCDDR's research and communications by establishing relationships through less than traditional methods, which was an unanticipated positive side effect of the COVID-19 pandemic.

Goal Met in 2021: Yes

Community Resource Development

CCDDR will be a highly visible, well-respected organization that attracts increased numbers of community partners and higher levels of contributions to service and support operations.

A. Visibility

- CCDDR staff and Board members will actively engage in civic, professional, and other non-profit organization activities, meetings, and functions
- CCDDR will use strategic communication to promote community partnerships and new program development
- CCDDR will utilize public service announcements, social media, and Web site development to educate the community and promote participation or support for new programs
- CCDDR will expand its presence to include statewide and nationwide participation in stakeholder conversations, new program initiatives, regulatory guidance, and service delivery methods

Progress

Despite the COVID-19 pandemic, CCDDR employees and Board members have been and continue to remain actively involved in community activities and civic organizations. Employees continue to be participants in various local civic organizations', local not-for-profit agencies', local advocacy organizations', and other similar statewide organizations' activities and collaborations. Although the implementation of community partnership programs has been stymied due to the COVID-19 pandemic, CCDDR has been able to continue to build a stronger foundation of community

partners within the community. CCDDR was able to use time and resources normally reserved for other activities to strengthen CCDDR's research and communications by establishing relationships through less than traditional methods, which was an unanticipated positive side effect of the COVID-19 pandemic.

Goal Met in 2021: Yes

B. Community Partnerships

- CCDDR will increase the number of community partners who are involved in all activities
- CCDDR will expand its awareness and community partnership development program, which will include education, training, response, and recognition
- CCDDR will continue to partner with community agencies, businesses, and individuals, which will enhance existing services and supports and help create new services and supports

Progress

Although the implementation of community partnership programs has been stymied due to the COVID-19 pandemic, CCDDR has been able to continue to build a stronger foundation of community partners within the community. CCDDR was able to utilize time and resources normally reserved for other activities to strengthen CCDDR's research and communications by establishing relationships through less than traditional methods, which was an unanticipated positive side effect of the COVID-19 pandemic. For example, CCDDR was able to secure additional children support services for ages 6 through 12, which was a service not previously provided to CCDDR clients/families when 2020 began and had not been available to CCDDR clients/families for several years. This new collaboration, which began in the summer of 2020, led to a CCDDR Purchase of Services and/or Supports Agreement executed in 2021.

Goal Met in 2021: Yes

Appendix A

Support Coordinator Client Assessment

Please Answer the Following Questions Pertaining to **EACH** of Your Adult Clients Currently Living in an ISL, Group Home, or Shared Living

Client's Name: _____

DMH ID #: _____

1. Please indicate the client's current employment/volunteer status below:

Sheltered Workshop

Competitive Integrated Employment

Not Currently Working

Volunteer

Not Currently Volunteering

2. If not working/volunteering, please indicate why the client does not work or is currently not working/volunteering:

3. Please indicate what type of transportation the client utilizes to go back and forth to work and/or for other activities in the community (including shopping, recreation, medical appointments, etc. – multiple choices can be provided):

OATS Deviated Route (Monday through Friday – Approximately 8 AM to 4 PM)

OATS Evenings & Weekends (Monday through Friday Approximately 4 PM to 9 PM, Saturday & Sunday Approximately 9 AM to 3 PM)

OATS Regular Service (Call Ahead Scheduled Service)

Private Service, Family, Friends, Guardian, etc.

I/DD Support/Service Provider

Has a Vehicle & Drives

Other: _____

4. In your opinion, does the client live in a home with appropriate/adequate accessibility devices, fixtures, etc. throughout the home to meet the client's accessibility needs?

Yes

No

5. What type of residential supports does the client receive?

ISL

Group Home

Shared Living

6. What is the client's estimated gross **monthly** income (before taxes are deducted)?

Client's Income: _____

7. What is the client's portion of the monthly rent (if ISL or Shared Living) or Room and Board costs (if a group home)?

Rent (ISL or Shared Living): _____

Room & Board (Group Home): _____

8. In your opinion, could the client live independently with appropriate supports in place?

Yes

No

9. Does the client currently reside in a traditional house, mobile home, apartment/condo, or duplex/triplex/fourplex?

Traditional House

Mobile Home

Apartment/Condo

Duplex/Triplex/Fourplex

10. In your opinion, what services/supports would the client benefit from that the client is not currently receiving (i.e. psychiatry, psychology, PT/OT, other therapy, other behavioral health services, community employment supports, learning how to use public transit services, home-buying classes/services, other educational classes/services/programs, etc. – does not have to be just I/DD services/supports offered through the state)? Please be specific in your response:

11. In your opinion, what is the reason(s) the client is not receiving these services or why the services are inadequate (multiple answers can be provided)?

Program, Class, Support/Service, etc. not Available or Known to be Available in Camden County

Not Enough Direct Support Professionals to Provide the Support/Service

Client Refuses to Participate

No Information Available About the Service/Support, Program, Class, etc.

No Funding or not Enough Funding Available

Client's Work Schedule Prevents Participation

Client Unable to Participate for Other Reason(s) (Please Specify Reason(s) Below):

Current Program, Class, Support/Service, etc. does not Meet the Client's Needs (Please Explain Below):

Appendix B

Support Coordinator Client Assessment

Please Answer the Following Questions Pertaining to **EACH** of Your Adult Clients **NOT** Living in an ISL, Group Home, or Shared Living

Client's Name: _____

DMH ID #: _____

Client's Current Status:

Not Medicaid Eligible

Medicaid Eligible – Support Coordination Only

Partnership for Hope Waiver

Community Waiver

Comprehensive Waiver

Other not Listed Above: _____

1. Please indicate the client's current employment status below:

Sheltered Workshop

Competitive Integrated Employment

Not Working

2. If not working, please indicate why the client does not work or is currently not working:

3. Please indicate what type of transportation the client utilizes to go back and forth to work and/or for other activities in the community (including shopping, recreation, medical appointments, etc. – multiple choices can be provided):

OATS Deviated Route (Monday through Friday – Approximately 8 AM to 4 PM)

OATS Evenings & Weekends (Monday through Friday Approximately 4 PM to 9 PM, Saturday & Sunday Approximately 9 AM to 3 PM)

OATS Regular Service (Call Ahead Scheduled Service)

Private Service, Family, Friends, Guardian, etc.

I/DD Support/Service Provider

Has a Vehicle & Drives

Other: _____

4. Please indicate the client's current housing status:

Rent

Own

Temporary Housing Arrangement (i.e. "couch surfs" or homeless)

5. In your opinion, does the client live in substandard housing (e.g. overcrowded – more than 2 people per bedroom, poor housing conditions, housing unit in disrepair, etc.)?

Yes

No

6. What is the estimated gross **monthly** income (before taxes are deducted)? If possible, estimate the entire household's income (enter N/A if household income is not possible to determine or you cannot verify), and estimate the client's income:

Household Income: _____

Client's Income: _____

7. In your opinion, is the client able to live independently, or does the client currently live independently?

Can Live Independently w/out Significant Supports in Place

Only Minimal or No Supports Needed

Cannot Live Independently w/out Significant Supports in Place

8. If the client is a renter, what is the client's rent amount, housing unit's number of bedrooms, and total number of people living in the housing unit?

Monthly Rent: _____

Number of Bedrooms: _____

Number of People Living in Housing Unit: _____

9. If the client is a renter, does the client have a lease contract for the housing unit?

Yes

No

10. If the client has a lease contract, how long is the contract period (i.e. six months, one year, etc. – if month-to-month/no lease contract, enter "MTM")?

11. Does the client currently reside in a traditional house, mobile home, apartment/condo, or duplex/triplex/fourplex?

Traditional House

Mobile Home

Apartment

Duplex/Triplex/Fourplex

12. In your opinion, what services/supports would the client benefit from that the client is not currently receiving (i.e. psychiatry, psychology, PT/OT, other therapy, other behavioral health services, respite, personal assistant, budgeting classes/supports, community employment supports, learning how to use public transit services, home-buying classes/services, other educational classes/services/programs, etc. – does not have to be just I/DD services/supports offered through the state)? Please be specific in your response:

13. In your opinion, what is the reason(s) the client is not receiving these services or why the services are inadequate (multiple answers can be provided)?

Program, Class, Support/Service, etc. not Available or Known to be Available in Camden County

Not Enough Direct Support Professionals to Provide the Support/Service

Client Refuses to Participate

No Information Available About the Service/Support, Program, Class, etc.

No Funding or not Enough Funding Available

Client's Work Schedule Prevents Participation

Client Unable to Participate for Other Reason(s) (Please Specify Reason(s) Below):

Current Program, Class, Support/Service, etc. does not Meet the Client's Needs (Please Explain Below):

Appendix C

Support Coordinator Client Assessment

Please Answer the Following Questions Pertaining to **EACH** of Your Minor Clients

Client's Name: _____

DMH ID #: _____

1. What is the minor client's age? _____

2. Is the client receiving Medicaid?

Yes

No

3. How many people reside in the client's current household? _____

4. Please indicate what type of transportation the client's family/household utilizes to go back and forth to work and/or for other activities in the community (including shopping, recreation, medical appointments, etc. – multiple choices can be provided):

OATS Deviated Route (Monday through Friday – Approximately 8 AM to 4 PM)

OATS Evenings & Weekends (Monday through Friday Approximately 4 PM to 9 PM, Saturday & Sunday Approximately 9 AM to 3 PM)

OATS Regular Service (Call Ahead Scheduled Service)

Private Service, Family, Friends, Guardian, etc.

I/DD Support/Service Provider

Has Vehicle(s) & Drives

Other: _____

5. Does the client's family/household struggle to meet their transportation needs?

Yes

No

If yes, please explain:

6. In your opinion, does the client live in a home with appropriate/adequate accessibility devices, fixtures, etc. throughout the home to meet the client's accessibility needs?

Yes

No

7. What is the client's family/household estimated gross **monthly** income (before taxes are deducted, if known – client's family/household may refuse to provide information)?

Income: _____

8. Please indicate the client's family/household current housing status:

Rent

Own

Temporary Housing Arrangement (i.e. "couch surfs" or homeless)

9. Does the client currently reside in a traditional house, mobile home, apartment/condo, or duplex/triplex/fourplex?

Traditional House

Mobile Home

Apartment/Condo

Duplex/Triplex/Fourplex

10. In your opinion, what services/supports would the client and/or the client's family/household benefit from that the client is not currently receiving (i.e. psychiatry, psychology, PT/OT, other therapy, other behavioral health services, transitional supports, additional school-based supports, personal assistant, community employment supports, respite, learning how to use public transit services, home-buying classes/services, budgeting classes/supports, other educational classes/services/programs, etc. (does not have to be just I/DD services/supports offered through the state or specific services provided directly to the client)? Please be specific in your response:

11. In your opinion, what is the reason(s) the client/client's family/household is not receiving these services or why the services are inadequate (multiple answers can be provided)?

Program, Class, Support/Service, etc. not Available or Known to be Available in Camden County

Not Enough Direct Support Professionals to Provide the Support/Service

Refuses to Participate/Allow Participation

No Information Available About the Service/Support, Program, Class, etc.

No Funding or not Enough Funding Available

Work Schedule Prevents Participation

Client/Family Unable to Participate for Other Reason(s) (Please Specify Reason(s) Below):

Current Programs, Class, Support/Service, etc. does not Meet the Client's or Client's Family/Household Needs
(Please Explain Below):

Appendix D

Services Analysis

Additional Services/Supports Needed

Currently Needs	14	34%
Does Not Currently Need	27	66%
Total Clients	41	100%

Reasons Not Receiving Additional Services/Supports

DSP Shortage	9	64%
Not Offered/No Program	5	36%
Total Reasons	14	100%

Employment/Volunteer Analysis

Clients Working & Not Working

Sheltered Workshop	16	39%
Competitive Integrated Employment	1	2%
Not Working	24	59%
Total Clients	41	100%

Reason Not Working

Choice	2	8%
COVID	1	4%
Retired	10	42%
Unable	11	46%
Total Clients	24	100%

Reason Not Volunteering

Choice	9	38%
COVID	4	17%
Unable	11	46%
Total Clients	24	100%

Transportation Analysis

Overall Transportation Utilization

OATS	9	16%
Private	7	12%
IDD Service Provider	41	72%
Total Utilization	57	100%

Number of Transportation Modes Utilized

Uses More than One Mode of Transportation	15	37%
Uses Only One Mode of Transportation	26	63%
Total Clients	41	100%

Transportation Utilized by Those Not Working

OATS	0	0%
Private	4	13%
IDD Service Provider	24	75%
Private and IDD Service Provider	4	13%
Total Utilization	32	100%

Transportation Utilized by Those Not Volunteering

OATS	0	0%
Private	4	13%
IDD Service Provider	24	75%
Private and IDD Service Provider	4	13%
Total Utilization	32	100%

Housing Analysis

Residential Support Service Type

ISL	26	63%
Group Home	12	29%
Shared Living	3	7%
Total Clients	41	100%

Current Housing

Lives in a House	39	95%
Lives in an Apartment	2	5%
Total Clients	41	100%

Accessibility in the Home

Not Adequate/Substandard	0	0%
Adequate/Sufficient	41	100%
Total Clients	41	100%

Rent/Room and Board as a Percentage of Total Client Income

30% or Below	5	12%
31% to 50%	9	22%
51% to 75%	17	41%
76% or Higher	10	24%
Total Clients	41	100%

Renter Averages and Means on Responses Received

	Average	Median
Client Income	\$1,042	\$948
Monthly Rent	\$603	\$605
Recommended Max Rent/Individual (30% of Income)	\$312	\$284

Appendix E

Services Analysis

Medicaid Eligibility

Medicaid Eligible	131	85%
Not Medicaid Eligible	23	15%
Total Clients	154	100%

Service Eligibility

SC Only	87	56%
PFH	28	18%
Community	31	20%
Comprehensive	8	5%
Total Clients	154	100%

Additional Services/Supports Needed

Currently Needs	77	50%
Does Not Currently Need	77	50%
Total Clients	154	100%

Reasons Not Receiving Additional Services/Supports

Refuses	35	40%
DSP Shortage	7	8%
Not Offered in Area	15	17%
Needs a Waiver	9	10%
Lack of Funding	20	23%
Client Inconsistently Participates	1	1%
Conflicts With Work Schedule	1	1%
Unknown	0	0%
Total Reasons	88	100%

Number of Reasons Not Receiving Additional Services/Supports

More Than One Reason	11	14%
Only One Reason	66	86%
Total Clients	77	100%

Employment Analysis

Clients Working & Not Working

Sheltered Workshop	35	23%
Competitive Integrated Employment	33	21%
Not Working	86	56%
Total Clients	154	100%

Reason Not Working

Choice	45	52%
College	4	5%
High School	1	1%
Receiving RS Blind Services	1	1%
Insufficient Transportation	1	1%
Unable or Retired	27	31%
Receiving VR Services	7	8%
Total Clients	86	100%

Employment by Medicaid Eligibility

	Sheltered Workshop		CIE*	
Medicaid Eligible	31	89%	21	64%
Not Medicaid Eligible	4	11%	12	36%
Total Clients	35	100%	33	100%

Employment by Service Type

	Sheltered Workshop		CIE*	
SC Only	21	60%	24	73%
PFH	5	14%	5	15%
Community	8	23%	3	9%
Comprehensive	1	3%	1	3%
Total Clients	35	100%	33	100%

* **Competitive Integrated Employment**

Transportation Analysis

Overall Transportation Utilization

OATS	45	20%
Private	114	50%
IDD Service Provider	39	17%
Drives	28	12%
No Access to Any Transportation	1	0%
Total Utilization	227	100%

Number of Transportation Modes Utilized

Uses More than One Mode of Transportation	65	42%
Uses Only One Mode of Transportation	89	58%
Total Clients	154	100%

Transportation to Competitive Integrated Employment

OATS Only	2	6%
OATS & Private	4	12%
OATS, Private, and IDD Provider	2	6%
Private Only	9	27%
Private and IDD Provider	2	6%
Drives Only	11	33%
Drives and Private	2	6%
Drives and IDD Provider	1	3%
Total Clients	33	100%

Transportation to Sheltered Workshop Employment

OATS Only	11	31%
OATS & Private	14	40%
OATS, Private, and IDD Provider	5	14%
Private Only	1	3%
Private and IDD Provider	1	3%
Drives Only	3	9%
Total Clients	35	100%

Transportation Utilized by Those Not Working

OATS Only	1	1%
OATS & Private	5	6%
OATS, Private, and Drives	1	1%
Private Only	40	47%
Private and Drives	2	2%
Private and IDD Provider	26	30%
IDD Provider Only	2	2%
Drives Only	8	9%
No Access to Transportation	1	1%
Total Clients	86	100%

Housing Analysis

Current Housing

Lives in a House	84	55%
Lives in an Apartment	32	21%
Lives in a Mobile Home	17	11%
Lives in a Duplex/Triplex/Fourplex	14	9%
Lives in a Room	1	1%
Lives in a Camper	1	1%
Homeless	3	2%
Is in Jail	2	1%
Total Clients	154	100%

Housing Conditions

Not Adequate/Substandard	14	9%
Adequate/Sufficient	140	91%
Total Clients	154	100%

Renter Averages and Means on Responses Received

	Average	County Avg/FMR (2 BR)	Median	County Median
Household Income	\$3,492	\$5,986	\$3,000	\$4,457
Client Only Income	\$984	\$2,356	\$814	\$1,984
Monthly Rent	\$486	\$726	\$422	\$754
Max Rent/Individual	\$295		\$244	

Housing Status

Live in Home Owned by Client or Family	84	55%
Live in a Rental	61	40%
Live in a RCF	1	1%
Live in Temporary Housing	5	3%
Homeless	3	2%
Unknown	0	0%
Total Clients	154	100%

Housing Status and Employment Status

	SW		CIE*		Not Working	
Live in Home Owned by Client or Family	22	63%	12	36%	50	58%
Live in a Rental	13	37%	19	58%	29	34%
Live in a RCF	0	0%	0	0%	1	1%
Live in Temporary Housing	0	0%	2	6%	3	3%
Homeless	0	0%	0	0%	3	3%
Unknown	0	0%	0	0%	0	0%
Total Clients	35	100%	33	100%	86	100%

Housing Status and Medicaid Status

	Medicaid Eligible		Not Medicaid Eligible	
Live in Home Owned by Client or Family	74	56%	10	43%
Live in a Rental	51	39%	10	43%
Live in a RCF	1	1%	0	0%
Live in Temporary Housing	3	2%	2	9%
Homeless	2	2%	1	4%
Unknown	0	0%	0	0%
Total Clients	131	100%	23	100%

Housing Status and Waiver Status

	No Waiver		Partnership for Hope		Community		Comprehensive	
Live in Home Owned by Client or Family	48	55%	14	50%	19	61%	3	38%
Live in a Rental	31	36%	13	46%	12	39%	5	63%
Live in a RCF	1	1%	0	0%	0	0%	0	0%
Live in Temporary Housing	5	6%	0	0%	0	0%	0	0%
Homeless	2	2%	1	4%	0	0%	0	0%
Unknown	0	0%	0	0%	0	0%	0	0%
Total Clients	87	100%	28	100%	31	100%	8	100%

Housing Status and Transportation Utilization

	OATS		Private		IDD Provider		Drives		No Access		Utilizes More Than 1	
Live in Home Owned by Client or Family	23	51%	70	61%	23	59%	10	36%	0	0%	39	60%
Live in a Rental	21	47%	37	32%	15	38%	16	57%	0	0%	24	37%
Live in a RCF	0	0%	0	0%	0	0%	0	0%	1	100%	0	0%
Live in Temporary Housing	0	0%	4	4%	1	3%	1	4%	0	0%	1	2%
Homeless	1	2%	3	3%	0	0%	1	4%	0	0%	1	2%
Unknown	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Total Clients	45	100%	114	100%	39	100%	28	100%	1	100%	65	100%

Independent Living and Current Waiver Status

	No Waiver		Partnership for Hope		Community		Comprehensive		Totals	
No Supports	16	18%	1	4%	2	6%	0	0%	19	12%
Minimal Supports	39	45%	9	32%	3	10%	1	13%	52	34%
Must Have Supports	32	37%	18	64%	26	84%	7	88%	83	54%
Total Clients	87	100%	28	100%	31	100%	8	100%	154	100%

Housing Status and Independent Living

	No Supports		Minimal Supports		Must Have Supports	
Live in Home Owned by Client or Family	9	47%	19	37%	56	67%
Live in a Rental	10	53%	28	54%	23	28%
Live in a RCF	0	0%	0	0%	1	1%
Live in Temporary Housing	0	0%	3	6%	2	2%
Homeless	0	0%	2	4%	1	1%
Unknown	0	0%	0	0%	0	0%
Total Clients	19	100%	52	100%	83	100%

* Competitive Integrated Employment

Appendix F

Services Analysis

Medicaid Eligibility

Medicaid Eligible	91	87%
Not Medicaid Eligible	14	13%
Total Clients	105	100%

Additonal Services/Supports Needed

Currently Needs	47	45%
Does Not Currently Need	58	55%
Total Clients	105	100%

Reasons Not Receiving Additional Services/Supports

Refuses	21	33%
DSP Shortage	6	10%
No Program	20	32%
No Funding	14	22%
Conflicts With Work Schedule	2	3%
Total Reasons	63	100%

Number of Reasons Not Receiving Additional Services/Supports

More Than One Reason	13	28%
Only One Reason	34	72%
Total Clients	47	100%

Transportation Analysis

Overall Transportation Utilization by Family

OATS	3	3%
Private/Drives	104	87%
IDD Service Provider	2	2%
NEMT	3	3%
Unknown	1	1%
More than 1	6	5%
Total Utilization	119	100%

Family Struggles with Transportation

Yes	11	10%
No	93	89%
Unknown	1	1%
Total Clients	105	100%

Housing Analysis

Current Housing

Lives in a House	66	63%
Lives in an Apartment	7	7%
Lives in a Mobile Home	13	12%
Lives in a Duplex/Triplex/Fourplex	13	12%
Unknown	6	6%
Total Clients	105	100%

Own or Rent

Own	56	53%
Rent	41	39%
Unknown	8	8%
Total Clients	105	100%

Housing Status and Medicaid Status

	Medicaid Eligible		Not Medicaid Eligible	
Own	43	47%	13	93%
Rent	41	45%	0	0%
Unknown	7	8%	1	7%
Total Clients	91	100%	14	100%

Averages and Means on Responses Received

	Average	County AVG	Median	County Median
Known Household Income	\$2,432	\$5,986	\$2,194	\$4,457
Household Size of Known Income	4.33	2.80	4.00	
Household Size of All Clients	4.28	2.80	4.00	

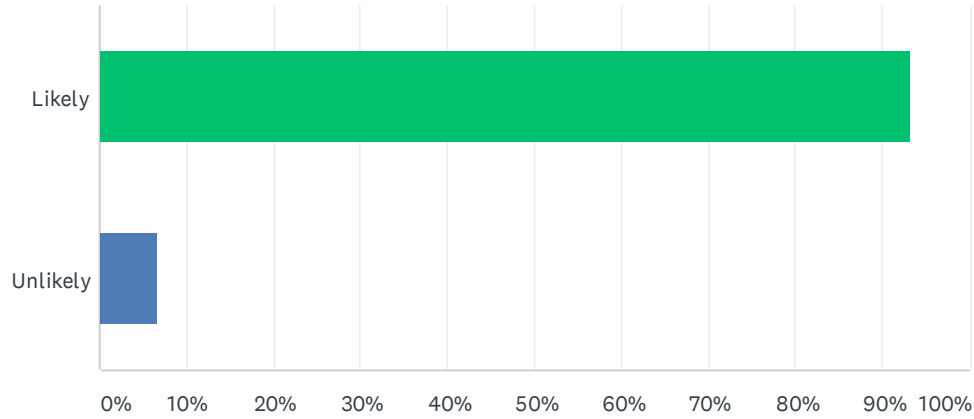
Accessibility in the Home

Not Adequate/Substandard	4	4%
Adequate/Sufficient	97	92%
Unknown	4	4%
Total Clients	105	100%

Appendix G

Q1 If CCDDR were to add an additional retirement plan option that would include a CCDDR matching contribution, would you utilize the option?

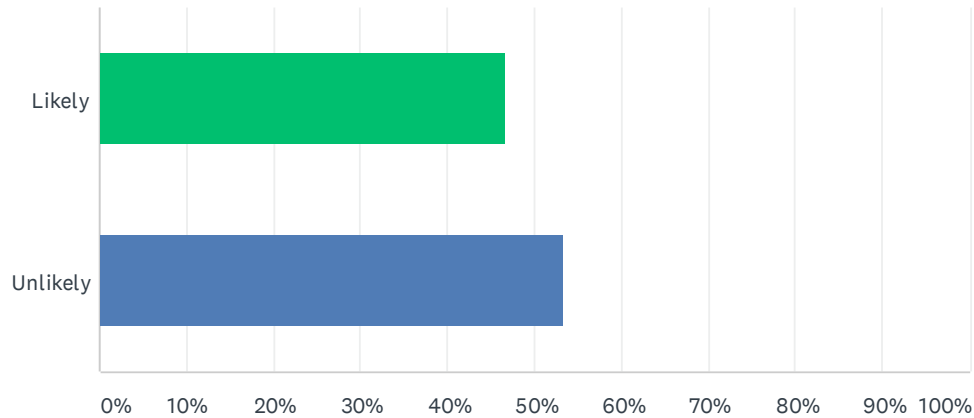
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Likely	93.33%	14
Unlikely	6.67%	1
TOTAL		15

Q2 If CCDDR were to pay a percentage of health care costs associated with child/children/spouse/family health care insurance coverage, would you utilize the option?

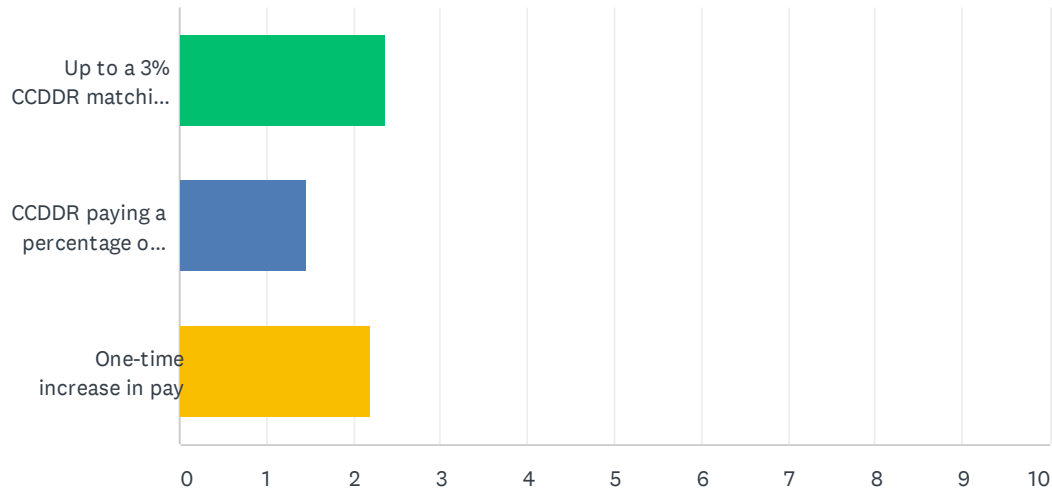
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Likely	46.67%	7
Unlikely	53.33%	8
TOTAL		15

Q3 Please let us know what you would consider to be the most important option to you (rank as 1, 2, or 3 - 1 being most important and 3 being least important)

Answered: 15 Skipped: 0

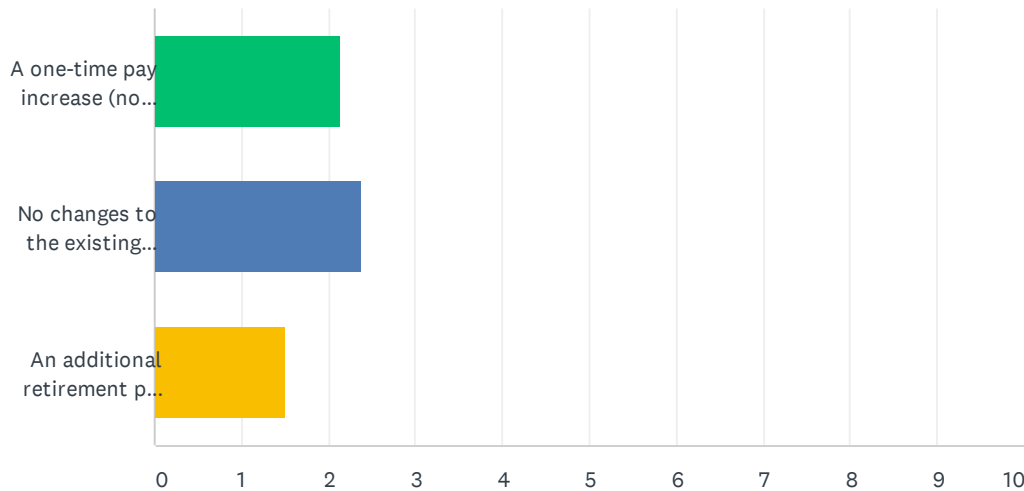


	1	2	3	TOTAL	SCORE
Up to a 3% CCDDR matching contribution towards an additional retirement plan	42.86% 6	50.00% 7	7.14% 1	14	2.36
CCDDR paying a percentage of the costs associated with dependent/family health care insurance coverage	20.00% 3	6.67% 1	73.33% 11	15	1.47
One-time increase in pay	40.00% 6	40.00% 6	20.00% 3	15	2.20

Appendix H

Q1 CCDDR is continuing to review its employer benefit programs and is interested in knowing what is most important to its current employees. Please rank the options below in order of importance to you (1 being most important, and 3 being least important):

Answered: 16 Skipped: 0

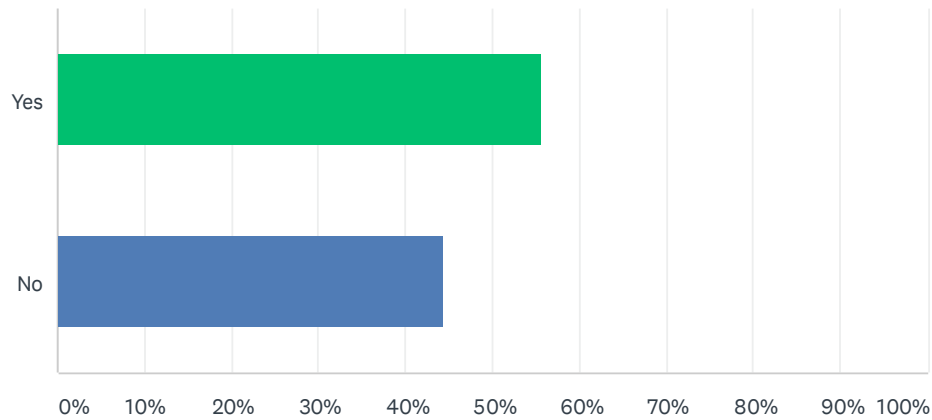


	1	2	3	TOTAL	SCORE
A one-time pay increase (not related to annual merit reviews and cost of living adjustments)	31.25% 5	50.00% 8	18.75% 3	16	2.13
No changes to the existing PTO policy	56.25% 9	25.00% 4	18.75% 3	16	2.38
An additional retirement plan option, which will include a CCDDR matching contribution	12.50% 2	25.00% 4	62.50% 10	16	1.50

Appendix I

Q1 Would you support CCDDR Support Coordinators changing to a 4-day workweek?

Answered: 9 Skipped: 0

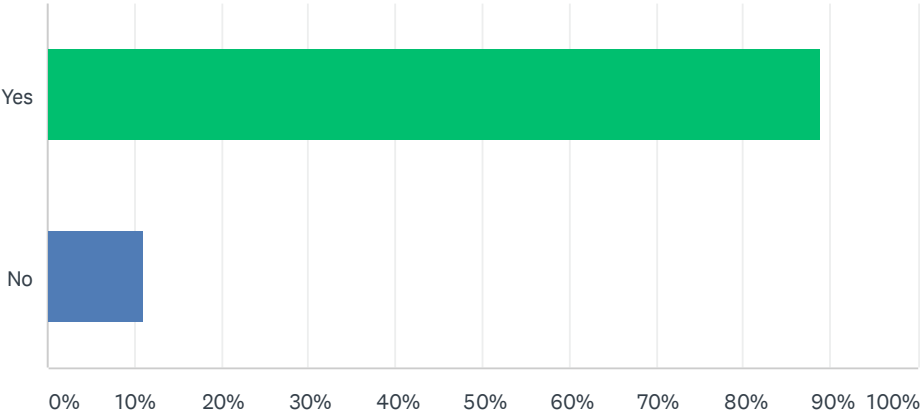


ANSWER CHOICES	RESPONSES	
Yes	55.56%	5
No	44.44%	4
TOTAL		9

Appendix J

Q1 Would you support CCDDR Support Coordinators changing to a 4-day workweek?

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	88.89%	8
No	11.11%	1
TOTAL		9

Support Coordination Report

October 2022

Client Caseloads

- Number of Caseloads as of October 31st, 2022: 329
- Budgeted Number of Caseloads: 310
- Pending Number of New Intakes: 3
- Medicaid Eligibility: 88.15%

Caseload Counts

Emily Breckenridge – 34

Daniel Burrows – 17

Elizabeth Chambers - 38

Stephanie Enoch – 31

Teri Guttman – 32

Micah Joseph – 34

Jennifer Lyon – 23

Christina Mitchell - 37

Mary Petersen – 23

Emily Debert-Smith – 29

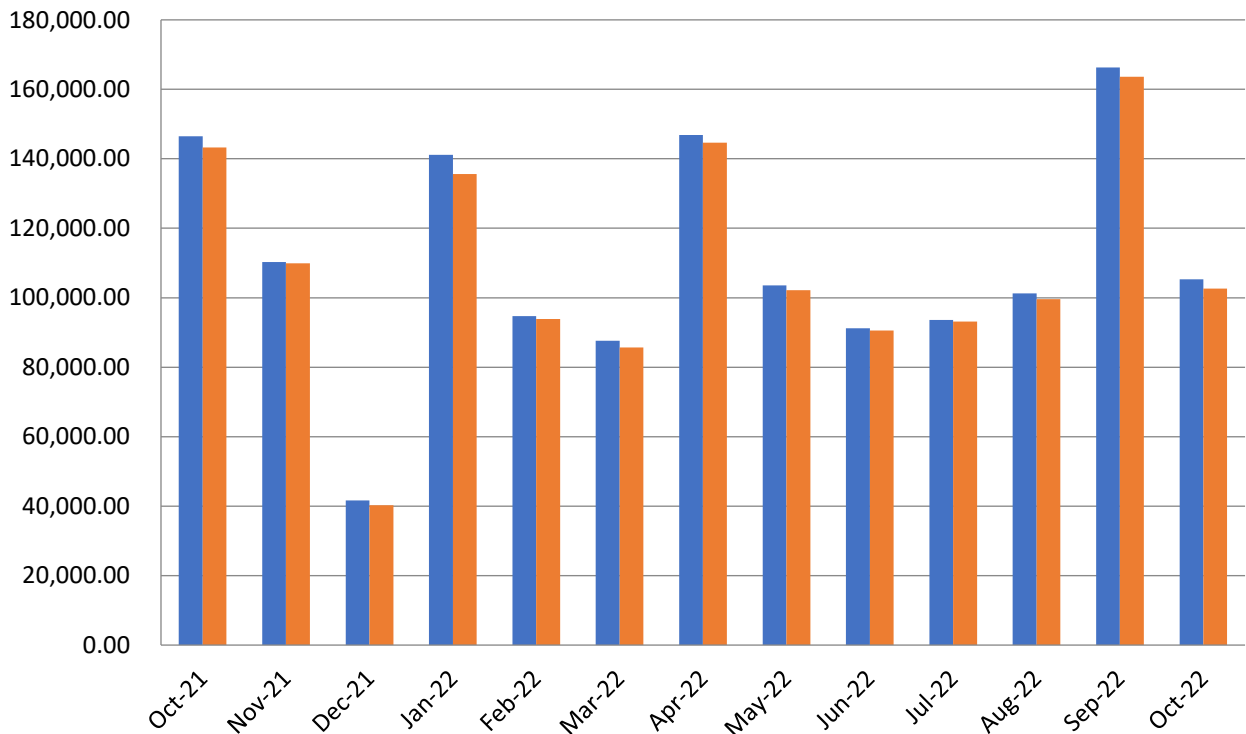
Patricia Strouse - 31

Agency Economic
Report
(Unaudited)

October 2022

Medicaid Targeted Case Management Income

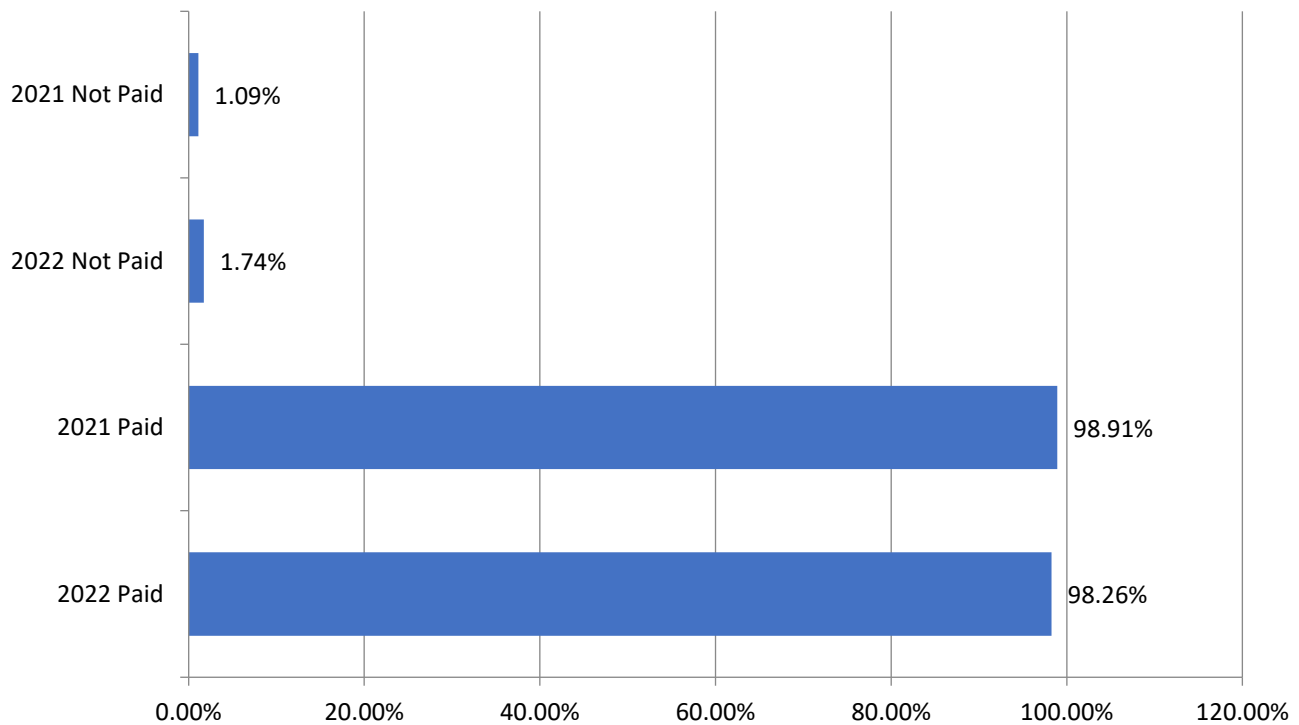
TCM Billed vs TCM Payment Received



	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Total Payable Billed	146,499.84	110,272.32	41,636.16	141,117.12	94,746.24	87,618.24	146,871.36	103,576.32	91,229.76	93,614.40	101,252.16	166,311.36	105,295.68
Total Payment Received	143,225.28	109,900.80	40,219.20	135,656.64	93,916.80	85,665.60	144,616.32	102,142.08	90,599.04	93,139.20	99,576.00	163,615.68	102,669.12

2022 vs 2021

Percentage Comparison Medicaid Billed vs Medicaid Paid



Budget vs. Actuals: FY 2022 Budget - FY22 P&L Departments

October 2022

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	2,194	3,191	(997)			0
4500 Services Income			0	141,608	116,881	24,727
Total Income	2,194	3,191	(997)	141,608	116,881	24,727
Gross Profit	2,194	3,191	(997)	141,608	116,881	24,727
Expenses						
5000 Payroll & Benefits			0	103,769	103,769	0
5100 Repairs & Maintenance			0	61	315	(254)
5500 Contracted Business Services			0	6,567	6,510	57
5600 Presentations/Public Meetings			0	56	100	(44)
5700 Office Expenses			0	3,559	4,489	(930)
5800 Other General & Administrative			0	2,003	868	1,135
5900 Utilities			0	(883)	825	(1,708)
6100 Insurance			0	1,891	1,770	121
6700 Partnership for Hope	3,427	5,800	(2,373)			0
6900 Direct Services	18,113	18,113	0			0
7100 Housing Programs	4,706	5,750	(1,044)			0
7200 Children's Programs	22,161	23,800	(1,639)			0
7300 Sheltered Employment Programs	15,689	23,000	(7,311)			0
7500 Community Employment Programs		2,550	(2,550)			0
7600 Community Resources		7,000	(7,000)			0
7900 Special/Additional Needs		2,409	(2,409)			0
Total Expenses	64,096	88,422	(24,326)	117,024	118,646	(1,622)
Net Operating Income	(61,902)	(85,231)	23,329	24,584	(1,765)	26,349
Other Expenses						
8500 Depreciation			0	4,097	4,850	(753)
Reconciliation Discrepancies	(0)		(0)			0
Total Other Expenses	(0)	0	(0)	4,097	4,850	(753)
Net Other Income	0	0	0	(4,097)	(4,850)	753
Net Income	(61,902)	(85,231)	23,329	20,487	(6,615)	27,102

Budget Variance Report

Total Income: In October, SB 40 Tax Program income was slightly lower than projected, and Services Program income was higher than projected. CCDDR has recently filled three vacant Medicaid caseload Support Coordinators positions. Maximum Medicaid billing potentials will not be fully realized until training is completed, but billing reflects higher than anticipated training progression.

Total Expenses: In October, overall SB 40 Tax Program expenses were lower than budgeted expectations in all categories. Overall Services Program expenses were lower than budgeted expectations. There were overages in Contracted Business Services (unanticipated Software Usage/Supports Contract costs) and Other General & Administrative (unanticipated Legal/Attorney Fees costs). Insurance expenses are higher due to an adjustment in the monthly accruals, which reflects the correction in actual cost.

Budget vs. Actuals: FY 2022 Budget - FY22P&L Departments

January - October, 2022

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,040,602	1,031,329	9,273			0
4500 Services Income			0	1,320,494	1,262,710	57,784
Total Income	1,040,602	1,031,329	9,273	1,320,494	1,262,710	57,784
Gross Profit	1,040,602	1,031,329	9,273	1,320,494	1,262,710	57,784
Expenses						
5000 Payroll & Benefits			0	1,065,435	1,065,435	0
5100 Repairs & Maintenance			0	2,296	3,150	(854)
5500 Contracted Business Services			0	76,452	80,760	(4,308)
5600 Presentations/Public Meetings			0	946	1,000	(54)
5700 Office Expenses			0	42,657	50,390	(7,733)
5800 Other General & Administrative			0	20,089	23,246	(3,157)
5900 Utilities			0	6,555	8,250	(1,695)
6100 Insurance			0	18,911	17,700	1,211
6700 Partnership for Hope	40,549	57,600	(17,051)			0
6900 Direct Services	179,420	181,130	(1,710)			0
7100 Housing Programs	48,549	50,850	(2,301)			0
7200 Children's Programs	197,409	212,750	(15,341)			0
7300 Sheltered Employment Programs	201,241	229,000	(27,759)			0
7500 Community Employment Programs		8,000	(8,000)			0
7600 Community Resources	43,776	61,300	(17,524)			0
7900 Special/Additional Needs	22,683	51,182	(28,499)	0		0
Total Expenses	733,627	851,812	(118,185)	1,233,341	1,249,931	(16,590)
Net Operating Income	306,976	179,517	127,459	87,153	12,779	74,374
Other Expenses						
8500 Depreciation			0	41,042	48,500	(7,458)
Reconciliation Discrepancies	0		0			0
Total Other Expenses	0	0	0	41,042	48,500	(7,458)
Net Other Income	0	0	0	(41,042)	(48,500)	7,458
Net Income	306,976	179,517	127,459	46,111	(35,721)	81,832

Budget Variance Report

Total Income: As of October, YTD SB 40 Tax Program income was slightly higher than projected, and Services Program income was slightly higher than projected. CCDDR has recently filled three vacant Medicaid caseload Support Coordinators positions, which may reflect higher than budgeted billing amounts by year-end 2022. Maximum Medicaid billing potentials will not be fully realized until training is completed, but YTD billing reflects higher than anticipated training progression.

Total Expenses: As of October, YTD SB 40 Tax Program expenses were lower than budgeted expectations in all categories, and overall Services Program expenses were lower than budgeted. Insurance expenses are higher due to an adjustment in the monthly accruals, which reflects the correction in actual cost.

Balance Sheet

As of October 31, 2022

	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	0	
1020 SB 40 Tax Certificate of Deposit	0	
1025 SB 40 Tax - Bank of Sullivan	29,902	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
1035 Heritage SB 40 Tax Account	1,033,292	
Total 1005 SB 40 Tax Bank Accounts	1,063,193	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	0	94,693
1080 Heritage Services Account		212,662
Total 1050 Services Bank Accounts	0	307,355
Total 1000 Bank Accounts	1,063,193	307,355
Total Bank Accounts	1,063,193	307,355
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		102,669
1215 Non-Medicaid Direct Service		11,187
1220 Ancillary Services		6,926
Total 1200 Services	0	120,782
1300 Property Taxes		
1310 Property Tax Receivable	1,063,048	
1315 Allowance for Doubtful Accounts	(21,037)	
Total 1300 Property Taxes	1,042,011	0
Total Accounts Receivable	1,042,011	120,782
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		114,998
1435 Net Pension Asset (Liability)		(76,396)
Total 1400 Other Current Assets	0	38,602
1450 Prepaid Expenses		0
1455 Prepaid-Insurance	0	11,073
Total 1450 Prepaid Expenses	0	11,073
Total Other Current Assets	0	49,676
Total Current Assets	2,105,204	477,813
Fixed Assets		
1500 Fixed Assets		

1510 100 Third Street Land		47,400
1511 Keystone Land		14,650
1520 100 Third Street Building		431,091
1521 Keystone		163,498
1525 Accumulated Depreciation - 100 Third Street		(187,562)
1526 Accumulated Depreciation - Keystone		(36,237)
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		(84,258)
1536 Acc Dep - Remodeling - Keystone		(21,516)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,219)
1540 Equipment		134,858
1545 Accumulated Depreciation - Equipment		(92,200)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	664,355
Total Fixed Assets	0	664,355
TOTAL ASSETS	2,105,204	1,142,168
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	0	4,976
Total Accounts Payable	0	4,976
Other Current Liabilities		
2000 Current Liabilities		
2004 Medicaid Payable		0
2005 Accrued Accounts Payable	0	0
2006 DMH Payable	0	
2007 Non-Medicaid Payable	11,187	
2008 Ancillary Services Payable	6,926	
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	992,364	
2060 Payroll Tax Payable		0
2061 Federal W / H Tax Payable	0	0
2062 Social Security Tax Payable	0	317
2063 Medicare Tax Payable	0	0
2064 MO State W / H Tax Payable	0	2,622
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	2,936
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	436
2072 AFLAC Post-tax W / H	0	62
2073 Vision Insurance W / H	0	176
2074 Health Insurance W / H	0	30
2075 Dental Insurance W / H	0	(183)

2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	522
2090 Deferred Inflows		1,108
2091 Computer Lease Liability		57,640
2092 Current Portion of Lease Payable		13,237
2093 Less Current Portion of Lease Payable		(13,237)
Total 2000 Current Liabilities	1,010,477	60,049
Total Other Current Liabilities	1,010,477	60,049
Total Current Liabilities	1,010,477	65,026
Total Liabilities	1,010,477	65,026
Equity		
3000 Restricted SB 40 Tax Fund Balances		
3001 Operational	0	
3005 Operational Reserves	200,000	
3010 Transportation	155,000	
3015 New Programs	0	
3030 Special Needs	0	
3035 Childrens Programs	0	
3040 Sheltered Workshop	117,000	
3045 Traditional Medicaid Match	0	
3050 Partnership for Hope Match	0	
3055 Building/Remodeling/Expansion	259,203	
3065 Legal	0	
3070 TCM	0	
3075 Community Resource	0	
Total 3000 Restricted SB 40 Tax Fund Balances	731,203	0
3500 Restricted Services Fund Balances		
3501 Operational		56,644
3505 Operational Reserves		143,945
3510 Transportation		0
3515 New Programs		0
3530 Special Needs		0
3550 Partnership for Hope Match		0
3555 Building/Remodeling/Expansion		126,055
3560 Sponsorships		0
3565 Legal		0
3575 Community Resources		0
3599 Other		664,355
Total 3500 Restricted Services Fund Balances	0	990,999
3900 Unrestricted Fund Balances	(16,414)	(36,859)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	87,261	62,593
Net Income	306,976	46,111
Total Equity	1,109,025	1,062,845
TOTAL LIABILITIES AND EQUITY	2,119,502	1,127,870

Statement of Cash Flows

October 2022

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(61,902)	20,487
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		8,243
1215 Services:Non-Medicaid Direct Service		0
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		2,950
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		898
1526 Fixed Assets:Accumulated Depreciation - Keystone		366
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		723
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		471
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		1,639
1900 Accounts Payable	(12,308)	(770)
2007 Current Liabilities:Non-Medicaid Payable	0	
2008 Current Liabilities:Ancillary Services Payable	0	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		2,659
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(153)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(8)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		70
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(62)
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(12,308)	17,026
Net cash provided by operating activities	(74,210)	37,513
FINANCING ACTIVITIES		
3501 Restricted Services Fund Balances:Operational		(6,304)
3599 Restricted Services Fund Balances:Other		(4,097)
3999 Clearing Account		4,097
Net cash provided by financing activities	0	(6,304)
Net cash increase for period	(74,210)	31,209
Cash at beginning of period	1,137,404	276,146
Cash at end of period	1,063,193	307,355

Statement of Cash Flows

January - October, 2022

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	306,976	46,111
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(101,650)
1215 Services:Non-Medicaid Direct Service		4,909
1220 Services:Ancillary Services		(351)
1455 Prepaid Expenses:Prepaid-Insurance		16,457
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		8,981
1526 Fixed Assets:Accumulated Depreciation - Keystone		3,660
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		7,229
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		4,706
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		16,466
1900 Accounts Payable	(24,228)	(3,749)
2004 Current Liabilities:Medicaid Payable		(12,787)
2007 Current Liabilities:Non-Medicaid Payable	(4,909)	
2008 Current Liabilities:Ancillary Services Payable	351	
2061 Current Liabilities:Payroll Tax Payable:Federal W / H Tax Payable		0
2062 Current Liabilities:Payroll Tax Payable:Social Security Tax Payable		0
2063 Current Liabilities:Payroll Tax Payable:Medicare Tax Payable		0
2064 Current Liabilities:Payroll Tax Payable:MO State W / H Tax Payable		2,659
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(108)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		16
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		163
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		220
2078 Current Liabilities:Payroll Clearing:Misc W / H		0
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(28,786)	(53,178)
Net cash provided by operating activities	278,190	(7,067)
INVESTING ACTIVITIES		
1511 Fixed Assets:Keystone Land		(650)
1540 Fixed Assets:Equipment		(2,418)
Net cash provided by investing activities	0	(3,068)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	(50,000)	
3010 Restricted SB 40 Tax Fund Balances:Transportation	135,000	
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	36,494	
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	259,203	
3070 Restricted SB 40 Tax Fund Balances:TCM	(163,974)	
3501 Restricted Services Fund Balances:Operational		(6,330)
3505 Restricted Services Fund Balances:Operational Reserves		(56,055)
3555 Restricted Services Fund Balances:Building/Remodeling/Expansion		55,482
3599 Restricted Services Fund Balances:Other		(37,968)
3900 Unrestricted Fund Balances	(140,723)	(55,482)
3999 Clearing Account		37,968
Net cash provided by financing activities	(8,000)	(62,385)
Net cash increase for period	270,190	(72,520)
Cash at beginning of period	793,004	379,875
Cash at end of period	1,063,193	307,355

Check Detail - SB 40 Tax Account

October 2022

1035 Heritage SB 40 Tax Account

Date	Transaction Type	Num	Name	Amount
10/06/2022	Bill Payment (Check)	1051	OATS, Inc.	(6,124.80)
10/14/2022	Bill Payment (Check)	1052	Childrens Learning Center	(20,285.25)
10/14/2022	Bill Payment (Check)	1053	I Wonder Y Preschool	(1,405.79)
10/14/2022	Bill Payment (Check)	1054	Lake Area Industries	(15,688.56)
10/14/2022	Bill Payment (Check)	1055	Our Saviors Lighthouse Child & Family Development Center	(470.16)
10/14/2022	Bill Payment (Check)	1056	DMH Local Tax Matching Fund	(3,426.96)
10/24/2022	Bill Payment (Check)	1057	Kyle LaBrue	(1,244.00)
10/24/2022	Bill Payment (Check)	1058	Revelation Construction & Development, LLC	(552.00)
10/24/2022	Bill Payment (Check)	1059	Revelation Construction & Development, LLC	(618.00)
10/24/2022	Bill Payment (Check)	1060	Revelation Construction & Development, LLC	(845.00)
10/24/2022	Bill Payment (Check)	1061	Revelation Construction & Development, LLC	(726.00)
10/24/2022	Bill Payment (Check)	1062	Revelation Construction & Development, LLC	(721.00)
10/27/2022	Bill Payment (Check)	1063	Camden County Senate Bill 40 Board	(18,113.00)
10/28/2022	Bill Payment (Check)	1064	OATS, Inc.	(6,183.30)

Check Detail - Services Account

October 2022

1080 Heritage Services Account

Date	Transaction Type	Num	Name	Amount
10/06/2022	Bill Payment (Check)	1162	Alaina P Japal	(87.89)
10/06/2022	Bill Payment (Check)	1163	Ameren Missouri	(237.40)
10/06/2022	Bill Payment (Check)	1164	Connie L Baker	(79.16)
10/06/2022	Bill Payment (Check)	1165	Direct Service Works	(995.00)
10/06/2022	Bill Payment (Check)	1166	Emily J Breckenridge	(241.00)
10/06/2022	Bill Payment (Check)	1167	LaClede Electric Cooperative	(481.17)
10/06/2022	Bill Payment (Check)	1168	Linda Simms	(208.09)
10/06/2022	Bill Payment (Check)	1169	Lori Cornwell	(54.76)
10/06/2022	Bill Payment (Check)	1170	Mary P Petersen	(132.71)
10/06/2022	Bill Payment (Check)	1171	Micah J Joseph	(193.40)
10/06/2022	Bill Payment (Check)	1172	Patricia L. Strouse	(84.63)
10/06/2022	Bill Payment (Check)	1173	Rachel K Baskerville	(94.57)
10/06/2022	Bill Payment (Check)	1174	SUMNERONE	(2,318.00)
10/06/2022	Bill Payment (Check)	1175	Teri Guttman	(173.17)
10/06/2022	Bill Payment (Check)	1176	VERIZON	(221.45)
10/06/2022	Bill Payment (Check)	1177	Elizabeth L Chambers	(137.88)
10/14/2022	Expense	10/14/2022	Connie L Baker	(1,343.80)
10/14/2022	Expense	10/14/2022	Rachel K Baskerville	(1,543.26)
10/14/2022	Expense	10/14/2022	Jeanna K Booth	(1,725.27)
10/14/2022	Expense	10/14/2022	Emily J Breckenridge	(1,341.36)
10/14/2022	Expense	10/14/2022	Daniel Burrows	(1,318.91)

10/14/2022	Expense	10/14/2022	Elizabeth L Chambers	(1,231.84)
10/14/2022	Expense	10/14/2022	Lori Cornwell	(1,699.61)
10/14/2022	Expense	10/14/2022	Stephanie E Enoch	(1,524.27)
10/14/2022	Expense	10/14/2022	Teri Guttman	(1,577.64)
10/14/2022	Expense	10/14/2022	Alaina P Japal	(1,115.47)
10/14/2022	Expense	10/14/2022	Ryan Johnson	(1,856.75)
10/14/2022	Expense	10/14/2022	Micah J Joseph	(1,729.03)
10/14/2022	Expense	10/14/2022	Jennifer Lyon	(1,657.98)
10/14/2022	Expense	10/14/2022	Christina R. Mitchell	(1,010.41)
10/14/2022	Expense	10/14/2022	Mary P Petersen	(1,532.70)
10/14/2022	Expense	10/14/2022	Linda Simms	(1,655.71)
10/14/2022	Expense	10/14/2022	Emily Smith	(1,356.56)
10/14/2022	Expense	10/14/2022	Patricia L. Strouse	(1,328.01)
10/14/2022	Expense	10/14/2022	Eddie L Thomas	(2,986.25)
10/14/2022	Expense	10/14/2022	Nicole M Whittle	(1,857.13)
10/14/2022	Bill Payment (Check)	1178	AT&T	(105.50)
10/14/2022	Bill Payment (Check)	1179	Camden County Fire & Safety	(61.00)
10/14/2022	Bill Payment (Check)	1180	Camden County PWSD #2	(57.81)
10/14/2022	Bill Payment (Check)	1181	Christina R. Mitchell	(67.85)
10/14/2022	Bill Payment (Check)	1182	Eddie L Thomas	(50.00)
10/14/2022	Bill Payment (Check)	1183	Emily Smith	(114.62)
10/14/2022	Bill Payment (Check)	1184	FP Mailing Solutions	(102.00)
10/14/2022	Bill Payment (Check)	1185	Happy Maids Cleaning Services LLC	(60.00)
10/14/2022	Bill Payment (Check)	1186	Office Business Equipment	(40.00)
10/14/2022	Bill Payment (Check)	1187	Ryan Johnson	(50.00)
10/14/2022	Bill Payment (Check)	1188	Schwartzkopf Law Office	(368.23)
10/14/2022	Bill Payment (Check)	1189	Smith Paper & Janitor Supply Co INC	(49.08)
10/14/2022	Bill Payment (Check)	1190	Staples Advantage	(64.72)
10/14/2022	Expense	10/14/2022	Internal Revenue Service	(8,749.48)
10/21/2022	Bill Payment (Check)	1191	Bankcard Center	(2,167.28)
10/21/2022	Bill Payment (Check)	1192	Bryan Cave Leighton Paisner LLP	(2,000.00)
10/21/2022	Bill Payment (Check)	1193	City Of Camdenton	(50.63)
10/21/2022	Bill Payment (Check)	1194	Delta Dental of Missouri	(635.58)
10/21/2022	Bill Payment (Check)	1195	Happy Maids Cleaning Services LLC	(180.00)
10/21/2022	Bill Payment (Check)	1196	Lake Area Industries	(50.00)
10/21/2022	Bill Payment (Check)	1197	Lake Regional Health System	(1,300.00)
10/21/2022	Bill Payment (Check)	1198	Springfield News Leader	(86.10)
10/21/2022	Bill Payment (Check)	1199	SUMNERONE	(1,696.92)
10/28/2022	Expense	10/28/2022	Connie L Baker	(1,343.79)
10/28/2022	Expense	10/28/2022	Rachel K Baskerville	(1,543.26)
10/28/2022	Expense	10/28/2022	Jeanna K Booth	(1,725.26)
10/28/2022	Expense	10/28/2022	Emily J Breckenridge	(1,352.67)
10/28/2022	Expense	10/28/2022	Daniel Burrows	(1,322.40)
10/28/2022	Expense	10/28/2022	Elizabeth L Chambers	(1,234.17)
10/28/2022	Expense	10/28/2022	Lori Cornwell	(1,699.61)
10/28/2022	Expense	10/28/2022	Stephanie E Enoch	(1,533.62)
10/28/2022	Expense	10/28/2022	Teri Guttman	(1,577.64)
10/28/2022	Expense	10/28/2022	Alaina P Japal	(1,185.35)
10/28/2022	Expense	10/28/2022	Ryan Johnson	(1,856.77)
10/28/2022	Expense	10/28/2022	Micah J Joseph	(1,729.02)

10/28/2022	Expense	10/28/2022	Jennifer Lyon	(1,627.49)
10/28/2022	Expense	10/28/2022	Christina R. Mitchell	(1,008.58)
10/28/2022	Expense	10/28/2022	Mary P Petersen	(1,568.18)
10/28/2022	Expense	10/28/2022	Linda Simms	(1,655.73)
10/28/2022	Expense	10/28/2022	Emily Smith	(1,356.54)
10/28/2022	Expense	10/28/2022	Patricia L. Strouse	(1,322.73)
10/28/2022	Expense	10/28/2022	Eddie L Thomas	(2,986.26)
10/28/2022	Expense	10/28/2022	Nicole M Whittle	(1,946.91)
10/28/2022	Bill Payment (Check)	1200	Aflac	(1,139.40)
10/28/2022	Bill Payment (Check)	1201	Alaina P Japal	(76.18)
10/28/2022	Bill Payment (Check)	1202	All Seasons Services	(195.00)
10/28/2022	Bill Payment (Check)	1203	AT&T	(92.17)
10/28/2022	Bill Payment (Check)	1204	Charter Business / Spectrum	(599.87)
10/28/2022	Bill Payment (Check)	1205	GFL Environmental	(63.46)
10/28/2022	Bill Payment (Check)	1206	Happy Maids Cleaning Services LLC	(120.00)
10/28/2022	Bill Payment (Check)	1207	MO Consolidated Health Care	(15,172.64)
10/28/2022	Bill Payment (Check)	1208	MSW Interactive Designs LLC	(70.00)
10/28/2022	Bill Payment (Check)	1209	Principal Life Insurance Company	(282.88)
10/28/2022	Bill Payment (Check)	1210	Republic Services #435	(178.22)
10/28/2022	Bill Payment (Check)	1211	Schwartzkopf Law Office	(367.63)
10/28/2022	Bill Payment (Check)	1212	Summit Natural Gas of Missouri, Inc.	(32.56)
10/28/2022	Bill Payment (Check)	1213	AT&T	(128.40)
10/28/2022	Expense	10/28/2022	Internal Revenue Service	(8,813.24)
10/31/2022	Expense	October 2022	Lagers	(5,795.87)
10/31/2022	Expense	8226938-QTR 3	Mo Division Of Employment Security	(83.54)
10/31/2022	Check	SVCCHRG		(3.30)

October 2022
Credit Card Statement

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9588	10/31/22	\$1,098.68	11/25/22	\$32.96
BR BRCB X003 YY * 022454				ENTER PAYMENT AMOUNT
				001155



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

000329601098680140580949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 9588		10/31/22	11/25/22	10,000.00	8,901.32		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
00/0000/00			PURCHASES	1,098.68	
00/0000/00			PAYMENTS	-2,167.28	
10/24	10/24	75397352297612220010948	LOCKBOX PMT-THANK YOU	-2,167.28	

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

*****7348 CONNIE BAKER 347.14

00/0000/00			PURCHASES			347.14
10/05	10/04	02305372278000521839288	USPS PO 2812420020	CAMDENTON	MO	15.70 X
10/06	10/05	05436842279400061940015	WM SUPERCENTER #89	CAMDENTON	MO	84.96 X
10/14	10/13	02305372287000534991414	USPS PO 2812420020	CAMDENTON	MO	7.28 X
10/18	10/17	05436842291400063823742	WM SUPERCENTER #89	CAMDENTON	MO	110.64 X
10/21	10/21	55432862294204583114655	Amazon.com*H81NP65Y0	Amzn.com/bill	WA	69.99 X
10/25	10/24	02305372298000517591733	USPS PO 2812420020	CAMDENTON	MO	7.85 X
10/31	10/28	55483822302400004443408	WAL-MART #0089	CAMDENTON	MO	50.72 X

*****3322 LINDA SIMMS 551.54

00/0000/00			PURCHASES			551.54
10/03	09/30	02305372274000557139458	USPS PO 2860360829	OSAGE BEACH	MO	375.70 X
10/03	10/02	55432862275209322016726	AMZN Mkt US*145DH6A72	Amzn.com/bill	WA	7.95 X
10/11	10/08	55483822282091004877929	SAMSClub #8296	SPRINGFIELD	MO	74.96 X
10/12	10/11	05436842285400061986713	WM SUPERCENTER #89	CAMDENTON	MO	10.45 X
10/12	10/11	25247802284000821163322	EL CAPORAL	CAMDENTON	MO	45.68 X
10/14	10/13	02305372287000534990671	USPS PO 2860360829	OSAGE BEACH	MO	36.80 X

*****9314 EDDIE THOMAS 200.00

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY
			00.00%	
PURCHASES	0.00	1.0125%	12.15%	PREVIOUS BALANCE 2,167.28
			NUMBER OF DAYS IN THIS BILLING CYCLE	PURCHASES - 1,098.68
			31	CASH ADVANCES - 0.00
CASH ADVANCES	0.00	1.4292%	17.15%	CREDITS + 0.00
			NEW CASH ADVANCES	PAYMENTS + -2,167.28
			0.00	OTHER CHARGES - 0.00
			CASH ADVANCE FEE	FINANCE CHARGE + 0.00
			0.00	NEW BALANCE = 1,098.68

CURRENT PAYMENT DUE: 32.96 + PAST DUE AMOUNT: 0.00 = TOTAL AMOUNT DUE: 32.96

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

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

BR * BRCB

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POST	TRAN	REFERENCE NUMBER	----- MERCHANT DESCRIPTION -----		AMOUNT	NOTATIONS
00/0000/00			PURCHASES		200.00	
10/04	10/04	55432862277209832270670	INTUIT *QBooks Online	CL.INTUIT.COM	CA	200.00 X

00202 673615/4094030 0000850 0005033 I=1000



ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 7348	10/31/22	\$0.00	11/25/22	\$0.00
BR BRCB X003 YY * 022365				ENTER PAYMENT AMOUNT
				001066



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

CONNIE BAKER
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

0000000000000000562452949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 7348		10/31/22	11/25/22	2,000.00	2,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
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10/05 10/04 02305372278000521839288 USPS PO 2812420020 CAMDENTON MO 15.70 ✓

ORDER DATE FROM POST CD TO POST CD TO COUNTRY
00/00/00 65020
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
None 0.00/N 0.00 0.00

TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER
9000YNNN 65020 410760000 Y MO

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
FCMLMailsRetailFirst-Class Letter		1.0000	7.85/C	0.00/	7.85	8
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	0.00/00	8
FCMLMailsRetailFirst-Class Letter		1.0000	7.85/C	0.00/	7.85	8
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	0.00/00	8

10/06 10/05 05436842279400061940015 WM SUPERCENTER #89 CAMDENTON MO 84.96 ✓

ORDER DATE FROM POST CD TO POST CD TO COUNTRY
00/00/00 65020
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
None 0.00/ 0.00 0.00

TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER
1000YNNN 65020 710415188 Y MO

10/14 10/13 02305372287000534991414 USPS PO 2812420020 CAMDENTON MO 7.28 ✓

ORDER DATE FROM POST CD TO POST CD TO COUNTRY
00/00/00 65020
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT
None 0.00/N 0.00 0.00

TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY
PURCHASES 0.00	1.0125%	12.15%	00.00%	PREVIOUS BALANCE 0.00
CASH ADVANCES 0.00	1.4292%	17.15%	NUMBER OF DAYS IN THIS BILLING CYCLE 31	PURCHASES - 0.00
			NEW CASH ADVANCES 0.00	CASH ADVANCES - 0.00
			CASH ADVANCE FEE 0.00	CREDITS + 0.00
				PAYMENTS + 0.00
				OTHER CHARGES - 0.00
				FINANCE CHARGE + 0.00
				NEW BALANCE = 0.00

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

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

CONNIE BAKER
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

BR * BRCB

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POST	TRAN	REFERENCE NUMBER	----- MERCHANT DESCRIPTION -----				AMOUNT	NOTATIONS
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TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
9000YNNN	65020	410760000	Y	MO	

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
--------------	-------------	----------	--------------------------------------	---------------------------	-------------------------	-----------------

FCMLMailsRetailFirst-Class Letter

1.0000

7.28/C
0.00/C

0.00/

7.28
00/00/00

7

10/18 10/17 05436842291400063823742 WM SUPERCENTER #89 CAMDENTON MO 110.64 ✓

ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY
00/00/00	65020		
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
	0.00/	0.00	0.00

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
------	-------------	--------	----	----	------------------

1000YNNN	65020	710415188	Y	MO	
----------	-------	-----------	---	----	--

10/21 10/21 55432862294204583114655 Amazon.com*H81NP65Y0 Amzn.com/bill WA 69.99 ✓

ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY
10/21/22			
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
P.O. Box 722	0.00/N	0.00	0.00

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YNNN	98109	820544687	Y	WA	1luxEAQY6ghyiEEABW6s

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
--------------	-------------	----------	--------------------------------------	---------------------------	-------------------------	-----------------

B07TKLB1ML Perixx Periboard-612 Wireless Ergon

1.0000

69.99/D
0.00/D

PEICE
0.00/C

0.00
00/00/00

0

10/25 10/24 02305372298000517591733 USPS PO 2812420020 CAMDENTON MO 7.85

ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY
00/00/00	65020		
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
None	0.00/N	0.00	0.00

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
9000YNNN	65020	410760000	Y	MO	

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND DISCOUNT AMT/IND	UNIT OF MEAS RATE/TYPE	UNIT PRICE SHIP DATE	TOTAL AMOUNT
--------------	-------------	----------	--------------------------------------	---------------------------	-------------------------	-----------------

FCMLMailsRetailFirst-Class Letter

1.0000

7.85/C
0.00/C

0.00/

7.85
00/00/00

8

10/31 10/28 55483822302400004443408 WAL-MART #0089 CAMDENTON MO 50.72

ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY
00/00/00	65020		USA
CUSTOMER CODE	SALES TAX AMT/IND	DUTY AMOUNT	FREIGHT
	0.00/	0.00	0.00

TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YYYY	65020	710415188	Y	MO	00444340

* * * * *
THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S
ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 347.14
* * * * *

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



Connie's Card



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

10/04/2022 04:12 PM

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

First-Class Mail® Letter	1		\$0.60
--------------------------	---	--	--------

Camdenton, MO 65020
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Thu 10/06/2022

Certified Mail® \$4.00
Tracking #: 70172620000049287463

Return Receipt \$3.25
Tracking #: 9590 9402 4939 9063 3506 87

Total \$7.85

First-Class Mail® Letter	1		\$0.60
--------------------------	---	--	--------

Kaiser, MO 65047
Weight: 0 lb 0.60 oz
Estimated Delivery Date
Thu 10/06/2022

Certified Mail® \$4.00
Tracking #: 70172620000049287470

Return Receipt \$3.25
Tracking #: 9590 9402 4939 9063 3506 70

Total \$7.85

Grand Total: \$15.70

Credit Card Remit \$15.70

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 08376C
Transaction #: 919
AID: A0000000041010
AL: Mastercard
PIN: Not Required

Chip

7017 2620 0000 4928 7463

7017 2620 0000 4928 7470

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com	
Camdenton, MO 65020	
Certified Mail Fee \$4.00	0020
\$3.25	10
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 \$0.60	
Total Postage and Fees \$7.85	
	10/04/2022

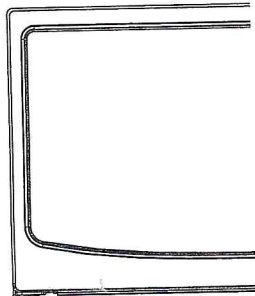
U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com	
Kaiser, MO 65047	
Certified Mail Fee \$4.00	0020
\$3.25	10
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy) \$0.00	
<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 \$0.60	
Total Postage and Fees \$7.85	
	10/04/2022

Connie's Card

Hamilton Beach®

MICROWAVE OVEN

Owner's Manual



READ B

Model No. P11043ALH-WTB1

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Thank you! ID #:7RH8VYZZW

Walmart ✱

573-346-3588 Mgr:PAUL
94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 005317 TE# 18 TR# 03726
MICROWAVE 019087300238 84.96 0
SUBTOTAL 84.96
TOTAL 84.96
MCARD TEND 84.96
**** * 7348 I 1

Mastercard
APPROVAL # 00348C
REF # 1042000314
AID A0000000041010
AAC FD12B0A3B8CD065B
TERMINAL # SC010735
10/05/22 10:15:23

CHANGE DUE 0.00

ITEMS SOLD 1

TC# 0338 8811 8675 8035 3949



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10/05/22 10:15:3
CUSTOMER COPY

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Thank you! ID #:7RH8VYZZW

Walmart ✱

573-346-3588 Mgr:PAUL
94 CECIL ST

CAMDENTON MD 65020

ST# 00089 OP# 005317 TE# 18 TR# 03726
MICROWAVE 019087300238 84.96 0
SUBTOTAL 84.96
TOTAL 84.96
MCARD TEND 84.96
**** * 7348 I 1

Mastercard
APPROVAL # 00348C
REF # 1042000314
AID A0000000041010
AAC FD12B0A3B8CD065B
TERMINAL # SC010735
10/05/22 10:15:23

CHANGE DUE 0.00

ITEMS SOLD 1

TC# 0338 8811 8675 8035 3949



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10/05/22 10:15:34
CUSTOMER COPY

Connie's Card



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

10/13/2022

04:26 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.60
Camdenton, MO 65020			
Weight: 0 lb 0.60 oz			
Estimated Delivery Date			
Sat 10/15/2022			
Certified Mail®			\$4.00
Tracking #:			
70172620000049287487			
Return Receipt			\$3.25
Tracking #:			
9590 9402 4939 9063 3506 63			
Affixed Postage			-\$0.57
Affixed Amount: \$0.57			
Total			\$7.28

Grand Total: \$7.28

Credit Card Remit \$7.28

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 02047C
Transaction #: 977
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

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

U.S. Postal Service™
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Domestic Mail Only

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

Camdenton, MO 65020

Certified Mail Fee \$4.00

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 \$0.60

Total Postage and Fees \$7.85

0020

Postmark
Here

10/13/2022

Reverse for instructions

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7RHB6PYWVR

Walmart *

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MD 65020

ST# 00089	OP# 004746	TE# 22	TR# 00715
GV .5L WATER	007874227909	F	5.36 0
4FT T8/T12	007874227695		49.98 0
SM MLK CHC	007092047697	F	5.54 0
FG 33.7OZ BS	002550030447	F	13.98 0
CARD	060503027315		0.98 0
CARD	060503054649		0.98 0
CARD	060503054652		0.98 0
CARD	060503025937		0.98 0
CARD	060503026712		0.98 0
CARD	060503025914		0.98 0
CARD	060503025938		0.98 0
CARD	060503025929		0.98 0
CARD	060503028610		0.98 0
CARD	060503027312		0.98 0
GV COL 96CT	007874214137	F	25.98 0
SUBTOTAL			110.64
TOTAL			110.64
MCARD TEND			110.64

water

lights

Hot Choc

Coffee (canister)

B-Day Cards

Coffee (pods)

Mastercard **** * 7348 I 1
APPROVAL # 01979C
REF # 1042000314
AID A0000000041010
AAC B2D499EAF6AE587
TERMINAL # SC010320

10/17/22 11:26:34

CHANGE DUE 0.00

ITEMS SOLD 15

TC# 1704 1312 6303 2394 8300 0



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10/17/22 11:26:51

CUSTOMER COPY

Your Amazon.com order of "Perixx Periboard-612..."

Order Details

Order #112-5583777-2666656

Placed on today, October 18

Perixx Periboard-612 Wireless Ergonomic Split
Keyboard with Dual Mode 2.4G and Bluetooth
Feature, Compatible with Windows 10 and Mac
OS X System, Black, US English Layout,
(11354)
Personal Computers
Sold by Amazon.com Services LLC

\$69.99

Gift wrap: No

Order Total:

\$69.99

To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.

Amazon.com

Customers Who Bought Items in Your Order Also Bought



Perixx PERIMICE-713
Wireless Vertical Mouse, 6
Buttons Design, 3 Level DPI,
Right Handed

Perixx
PERIMICE-713

Wireless
Vertical...

\$18.99

Prime
shipping
available



Perixx PERIPRO-512
Ergonomic Keyboard Wrist
Rest - Gel Cushion Support -
Compatible with Various Ergo
Keyboard - Dimension 17

Perixx
PERIPRO-512

Ergonomic
Keyboard...

\$19.99

Prime
shipping
available

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about [tax and seller information](#).

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Forward

Connie's Card



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

10/24/2022 04:17 PM

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

First-Class Mail® Letter	1		\$0.60
--------------------------	---	--	--------

Macks Creek, MO 65786
Weight: 0 lb 0.70 oz
Estimated Delivery Date
Thu 10/27/2022

Certified Mail® Tracking #:		\$4.00
-----------------------------	--	--------

Return Receipt Tracking #:		\$3.25
----------------------------	--	--------

9590 9402 4939 9063 3506 56

Total		\$7.85
-------	--	--------

Grand Total:		\$7.85
--------------	--	--------

Credit Card Remit		\$7.85
-------------------	--	--------

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 05662C
Transaction #: 762
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

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

Preview your Mail
Track your Packages

U.S. Postal Service™
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Domestic Mail Only

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

Macks Creek, MO 65786

OFFICIAL USE

Certified Mail Fee	\$4.00
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	\$0.60
---------	--------

Total Postage and Fees	\$7.85
------------------------	--------

0020
03

Postmark
Here

10/24/2022

2012 2620 0000 4928 7494

Connie's Card

Give us feedback @ survey.walmart.com
Thank you! ID #:7RHCC5YXY3

Walmart*

573-346-3588 Mgr:PAUL

94 CECIL ST

CAMDENTON MO 65020

ST# 00089	DP# 005288	TE# 22	TR# 01749
STUFFED PUFF	085193200487	F	3.98 0
STUFFED PUFF	085193200487	F	3.98 0
STUFFED PUFF	085193200487	F	3.98 0
SM HCM MLK	007092047671	F	7.18 0
GV FM PLT 7I	007874233129		2.62 0
FOAM BOWLS	007874212435		2.38 0
SPKL 6D PAS	003040022253		6.68 0
CELLO BAG	087267109382		0.98 0
HANGING DECO	087267109300		0.98 0
TABLE COVER	087267109376		0.98 0
MXD CH SGR	004000057376	F	16.98 0
SUBTOTAL			50.72
TOTAL			50.72
MCARD TEND			50.72

Halloween Candy

Hot Choc

sm. plates

bowls

paper towels

Halloween decor

Halloween Candy

Mastercard

APPROVAL # 08024C

REF # 230100444340

PAYMENT SERVICE - A

AID A0000000041010

AAC 36BF71EF3466DFC1

TERMINAL # SC010320

10/28/22

11:52:12

CHANGE DUE

0.00

ITEMS SOLD 11

TC# 5728 8491 6785 8831 8999



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10/28/22 11:52:26

CUSTOMER COPY

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 3322	10/31/22	\$0.00	11/25/22	\$0.00
BR BRCB X003 YY * 021827				ENTER PAYMENT AMOUNT

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

LINDA SIMMS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

000325

00000000000000000000766347949462064

BR * BRCB Page 1 of 3

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT		
**** * 3322		10/31/22	11/25/22	4,000.00	4,000.00		

POST	TRAN	REFERENCE NUMBER	MERCHANT DESCRIPTION	AMOUNT	NOTATIONS
10/03	10/02	55432862275209322016726	AMZN Mktp US*145DH6A72 Amzn.com/bill WA	7.95	✓
ORDER DATE FROM POST CD TO POST CD TO COUNTRY					
10/02/22					
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT					
112-9417437-15650 0.00/N 0.00 0.00					
MERCHANT					
TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER					
1000YNNN 98109 202936165 Y WA 1dDGzBBHvZFN9SgINRdT					

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
B000SHV8OC	Trodat Printy Ink Cartridges Replac	1.0000	7.95/D	PEICE	0.00	0
10/03	09/30 02305372274000557139458	USPS PO 2860360829	OSAGE BEACH MO		375.70	✓
ORDER DATE FROM POST CD TO POST CD TO COUNTRY						
00/00/00 65065						
CUSTOMER CODE SALES TAX AMT/IND DUTY AMOUNT FREIGHT						
None 0.00/N 0.00 0.00						
MERCHANT						
TYPE POSTAL CODE TAX ID CD ST REFERENCE NUMBER						
9000YNNN 65065 410760000 Y MO						

PRODUCT CODE	DESCRIPTION	QUANTITY	EXTENDED AMT/IND	UNIT OF MEAS	UNIT PRICE	TOTAL AMOUNT
FCMLMailsRetailFirst-Class Letter		1.0000	7.85/C	0.00/	7.85	8
FCMLMailsRetailFirst-Class Letter		1.0000	7.85/C	0.00/	7.85	8

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY
PURCHASES 0.00	1.0125%	12.15%	00.00%	PREVIOUS BALANCE 0.00
CASH ADVANCES 0.00	1.4292%	17.15%	NUMBER OF DAYS IN THIS BILLING CYCLE 31	PURCHASES - 0.00
			NEW CASH ADVANCES 0.00	CASH ADVANCES - 0.00
			CASH ADVANCE FEE 0.00	CREDITS + 0.00
				PAYMENTS + 0.00
				OTHER CHARGES - 0.00
				FINANCE CHARGE + 0.00
				NEW BALANCE = 0.00

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

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

LINDA SIMMS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

BR * BRCB

Page 3 of 3

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

10/11	10/08	55483822282091004877929	SAMSLUB #8296 ORDER DATE 00/00/00 FROM POST CD 65809 CUSTOMER CODE U.S. Flags Coil TO POST CD TO COUNTRY USA SALES TAX AMT/IND 0.00/ DUTY AMOUNT 0.00 FREIGHT 0.00 360.00/C 0.00/C 0.00/ 60.00 00/00/00 74.96	MO	360 ✓
MERCHANT					
10/12	10/11	25247802284000821163322	EL CAPORAL ORDER DATE 00/00/00 FROM POST CD CUSTOMER CODE TO POST CD TO COUNTRY SALES TAX AMT/IND 0.00/ DUTY AMOUNT 0.00 FREIGHT 0.00 TYPE 1000YNNN POSTAL CODE 65020 TAX ID 710415188 CD Y ST MO REFERENCE NUMBER 00487792	CAMDENTON MO	45.68 ✓
MERCHANT					
10/12	10/11	05436842285400061986713	WM SUPERCENTER #89 ORDER DATE 00/00/00 FROM POST CD 65020 CUSTOMER CODE TO POST CD TO COUNTRY SALES TAX AMT/IND 0.00/ DUTY AMOUNT 0.00 FREIGHT 0.00 TYPE 1000YNNN POSTAL CODE 65020 TAX ID 262857630 CD Y ST MO REFERENCE NUMBER	CAMDENTON MO	10.45 ✓
MERCHANT					
10/14	10/13	02305372287000534990671	USPS PO 2860360829 ORDER DATE 00/00/00 FROM POST CD 65065 CUSTOMER CODE None TO POST CD TO COUNTRY SALES TAX AMT/IND 0.00/N DUTY AMOUNT 0.00 FREIGHT 0.00 TYPE 9000YNNN POSTAL CODE 65065 TAX ID 410760000 CD Y ST MO REFERENCE NUMBER	OSAGE BEACH MO	36.80 ✓
MERCHANT					

ITEM		EXTENDED AMT/IND		UNIT OF MEAS		UNIT PRICE		TOTAL AMOUNT
PRODUCT CODE	DESCRIPTION	QUANTITY	DISCOUNT AMT/IND	RATE/TYPE	SHIP DATE			
FCMLMailsRetailFirst-Class Letter		1.0000	4.60/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	4.60/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	4.60/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	4.60/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	4.60/C	0.00/	4.60	00/00/00		5
FCMLMailsRetailFirst-Class Letter		1.0000	0.00/C	0.00/	4.60	00/00/00		5

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 551.54

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





Final Details for Order #112-9417437-1565060

Order Placed: September 30, 2022
Amazon.com order number: 112-9417437-1565060
Order Total: \$7.95

Shipped on October 2, 2022	
Items Ordered	Price
1 of: Trodat Printy Ink Cartridges Replacement for VC4913 Custom Text Stamp [Pack 2] Sold by: RubberStampCreation (seller profile) Condition: New	\$7.95
Shipping Address: Camden County Developmental Disability Resources 100 3RD ST PO BOX 722 CAMDENTON, MO 65020-7336 United States	Item(s) Subtotal: \$7.95 Shipping & Handling: \$0.00 ----- Total before tax: \$7.95 Sales Tax: \$0.00 -----
Shipping Speed: FREE Prime Delivery	Total for This Shipment: \$7.95 -----

Payment information	
Payment Method: MasterCard Last digits: 3322	Item(s) Subtotal: \$7.95 Shipping & Handling: \$0.00 -----
Billing address Camden County Developmental Disability Resources 100 3RD ST PO BOX 722 CAMDENTON, MO 65020-7336 United States	Total before tax: \$7.95 Estimated Tax: \$0.00 ----- Grand Total: \$7.95
Credit Card transactions	MasterCard ending in 3322: October 2, 2022: \$7.95

To view the status of your order, return to [Order Summary](#) .

LINDA'S
CARD

6 ROLLS OF
STAMPS
CERTIFIED
MAIL



OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

09/30/2022

04:13 PM

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

First-Class Mail® Letter	1		\$0.60
--------------------------	---	--	--------

Camdenton, MO 65020

Weight: 0 lb 0.70 oz

Estimated Delivery Date

Mon 10/03/2022

Certified Mail®

\$4.00

Tracking #:

70160910000210304606

Return Receipt

\$3.25

Tracking #:

9590 9402 5818 0034 9211 39

Total

\$7.85

First-Class Mail® Letter	1		\$0.60
--------------------------	---	--	--------

Columbia, MO 65203

Weight: 0 lb 0.60 oz

Estimated Delivery Date

Mon 10/03/2022

Certified Mail®

\$4.00

Tracking #:

70160910000210304590

Return Receipt

\$3.25

Tracking #:

9590 9402 5818 0034 9211 22

Total

\$7.85

U.S. Flags Coil	6	\$60.00	\$360.00
-----------------	---	---------	----------

Grand Total: \$375.70

Credit Card Remit

\$375.70

Card Name: MasterCard

Account #: XXXXXXXXXXXX3322

Approval #: 09611C

Transaction #: 952

AID: A0000000041010

Chip

AL Mastercard

Signature Required

LINDA'S
CARA

TISSUES
OB &
CAMDENT



sam's club

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

10/08/22 14:00 6820 08296 004 5110

CAMDEN

101 RENMBRSHIP	45.00	N
990006188 KLEENEX 12P	14.98	E
990006188 KLEENEX 12P	14.98	E
SUBTOTAL	74.96	

TOTAL	74.96
MCARD TEND	74.96

Mastercard ***** 3322 I 1

APPROVAL # 02776C

AID A0000000041010

AAC F366D12D5FF6CB6C

TERMINAL # SC010586

CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 3

TC# 5296 9009 4349 4118 089



*** MEMBER COPY ***

Linda's Card

EL CAPORAL
323 U.S. 54
CAMDENTON MO 65020
573-317-1500

Terminal ID: *****214 ***4

10/11/22 5:23 PM

SERVER #: 6

MASTERCARD - INSERT
AID: A0000000041010
ACCT #: *****3322

CREDIT SALE
UID: 228422493765 REF #: 7669
BATCH #: 312 AUTH #: 0299TC

DESCRIPTION : _____

AMOUNT \$45.68

TIP \$ _____

TOTAL \$ _____

APPROVED

ARQC - A673F5DB893A9A43

CUSTOMER COPY

Give us feedback @ survey.walmart.com
Thank you! ID #: 7RH9NKVY1H

Walmart

573-346-3588 Mgr: PAUL
94 CECIL ST

CAMDENTON MO 65020

ST# 00089 OP# 004863 TE# 91 TR# 01854
** RETRIEVED TRANSACTION 48511148996 *
FG HALL BR 007874232223 F 6.47 0
M HARVEST 007874217461 F 3.98 0
** RETRIEVED ITEMS COMPLETE

SUBTOTAL 10.45
TOTAL 10.45
MCARD TEND 10.45

**** * 3322 1 1

Mastercard
APPROVAL # 02345C
REF # 1042000314
AID A0000000041010
AAC DC2710385552C3A4
TERMINAL # SC010080

10/11/22 17:13:07 0.00
CHANGE DUE

ITEMS SOLD 2

TC# 5503 1966 1044 1965 0222



Walmart

Become a member

Scan for free 30-day trial



10/11/22 17:13:25
CUSTOMER COPY

1
Board Meeting
10/11/2022

1
Board Meeting
10/11/2022

Linda's cara

7020 3160 0002 2445 8705

U.S. Postal ServiceTM
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

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

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	[REDACTED]
Street and	[REDACTED]
City, State, ZIP+4 [®]	[REDACTED]

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

6228 5428 2445 8728

U.S. Postal ServiceTM
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

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OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	[REDACTED]
Street and	[REDACTED]
City, State, ZIP+4 [®]	[REDACTED]

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

7020 3160 0002 2445 8699

U.S. Postal ServiceTM
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Domestic Mail Only

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OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	[REDACTED]
Street and	[REDACTED]
City, State, ZIP+4 [®]	[REDACTED]

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

9228 5428 2445 8736

U.S. Postal ServiceTM
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

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

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	[REDACTED]
Street and	[REDACTED]
City, State, ZIP+4 [®]	[REDACTED]

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

7020 3160 0002 2445 8689

U.S. Postal ServiceTM
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

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

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	[REDACTED]
Street and	[REDACTED]
City, State, ZIP+4 [®]	[REDACTED]

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

7020 3160 0002 2445 8750

U.S. Postal ServiceTM
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

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

OFFICIAL USE

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	[REDACTED]
Street and	[REDACTED]
City, State, ZIP+4 [®]	[REDACTED]

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

U.S. Postal Service
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Domestic Mail Only

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

OFFICIAL USE

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$
 Postage \$
 Total Postage and Fees \$
 Sent To [Redacted]



2728 5442 2000 097E 020

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

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

OFFICIAL USE

Certified Mail Fee

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$
 Postage \$
 Total Postage and Fees \$
 Sent To [Redacted]



5428 5442 2000 097E 020



OSAGE BEACH
5545 OSAGE BEACH PKWY
OSAGE BEACH, MO 65065-9998
(800)275-8777

10/13/2022 04:15 PM

Product	Qty	Unit Price	Price
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First-Class Mail® Letter	1		\$0.60
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Camdenton, MO 65020
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458682	\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Osage Beach, MO 65065
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458699	\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Camdenton, MO 65020
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458705	\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Camdenton, MO 65020
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458712	\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Camdenton, MO 65020
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458729	\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Osage Beach, MO 65065
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:		\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Camdenton, MO 65020
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458743	\$4.00	
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Total		\$4.60	
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First-Class Mail® Letter	1		\$0.60
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Camdenton, MO 65020
Weight: 0 lb 0.30 oz
Estimated Delivery Date
Sat 10/15/2022

Certified Mail® Tracking #:	70203160000224458750	\$4.00	
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Total		\$4.60	
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Total:		\$36.80	
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Card Remit
Card Name: MasterCard
Account #: XXXXXXXXXXXX3322
Approval #: 01226C
Transaction #: 084
D: A0000000041010
Mastercard
N: No

Chip

\$36.80

HVP &
Spend Down
Participant
Notifications

Pg 2 of 2

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

EDDIE THOMAS
CAMDEN CO DD RES
PO BOX 722
CAMDENTON MO 65020

001087

0000000000000000860332949462064

POST	TRAN	REFERENCE NUMBER	----- MERCHANT DESCRIPTION -----	AMOUNT	--- NOTATIONS ---
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10/04	10/04	55432862277209832270670	INTUIT *QBooks Online	CL.INTUIT.COM	CA	200.00	✓	_____
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ORDER DATE	FROM POST CD	TO POST CD	TO COUNTRY
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10/04/22

CUSTOMER CODE

SALES TAX AMT/IND

0.00/

DUTY AMOUNT

0.00

FREIGHT

0.00

MERCHANT					
TYPE	POSTAL CODE	TAX ID	CD	ST	REFERENCE NUMBER
1000YNNN	94043	770034661	Y	CA	T1-10d4dbce-1

THE ABOVE LISTED TRANSACTIONS HAVE BEEN TRANSFERRED TO THIS ACCOUNT'S
ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 200.00

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



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



Invoice

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

Invoice number: 10001184169859
Total: \$200.00
Date: Oct 4, 2022
Payment method: MASTER ending 9314

Bill to

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

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Advanced	1	\$200.00	\$200.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$200.00

Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

Oct 4, 2022 - Nov 4, 2022

\$200.00

\$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).

Resolutions 2022-33,
2022-34, 2022-35,
2022-36, 2022-37,
2022-38, 2022-39, &
2022-40



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-33

AWARD FOR ARCHITECTURAL & CONSTRUCTION ADMINISTRATIVE SERVICES
--

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, recognizes the need to procure an architectural and construction administrative services firm to determine if renovations to the Board-owned Keystone Industrial Park Drive commercial building, parking lot, and other infrastructure components are feasible and affordable for the purpose of creating an alternative office location.
2. That the Board publicly issued RFP 2022-3 for competitive procurement; performed all necessary procurement processes and evaluations; acknowledges Columbia Associates was the only respondent; and has determined Columbia Associates is qualified to perform the services requested.
3. That the Board authorizes the Executive Director to negotiate and execute an Architectural and Construction Administrative Services Agreement, if one can be successfully negotiated, with Columbia Associates beginning in January 2023, or as soon as possible and practical thereafter.
4. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-34

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.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2022-34



Policy Number:

37

Effective: May 18th, 2015

Revised: September 18th,
2017, September 12th, 2019,
December 13th, 2022

Subject: Transportation

PURPOSE:

It is the responsibility of Camden County Developmental Disability Resources (CCDDR) to protect the health and safety of all our clients who are being transported by our staff. CCDDR has established requirements for CCDDR employees utilizing vehicles owned and not owned by CCDDR when conducting CCDDR business and while transporting clients. On occasion, there may be situations where CCDDR employees must transport clients. CCDDR's goal is to provide transportation programs and/or services supporting public and/or private transportation opportunities for persons with developmental disabilities. Our agency wants to create better transportation systems for our clients in the communities in which they live, work, and recreate.

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 either provided directly or contracted by 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 adhering 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

CCDDR agrees to comply with all provisions prohibiting discrimination based on race, color, national origin, etc. of Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 200d et seq.; 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; and all subsequent revisions or amendments of the aforementioned.

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 will make every effort to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

CCDDR will meet the objectives of any 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, national origin, etc.
- 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

CCDDR may receive state and/or federal funds through grants administered by the Missouri Department of Transportation. 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 and all subsequent circulars. If required to do as a condition of receiving state, federal, or other grants, CCDDR shall adopt a Title VI plan, Limited English Proficiency (LEP) Plan, and/or any other plan, policy, procedure, etc. needed to ensure services will meet regulatory requirements. CCDDR will also ensure contracted transportation providers meet the same standards and/or regulatory compliance as required.

II. CCDDR Employees

- A. Employees 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 the Human Resource Officer upon hire date and upon license renewal.
- B. Employees must have the minimum liability coverage (as required by Missouri statutes) on vehicles not owned by CCDDR and being utilized to conduct CCDDR business. Proof of insurance on vehicles not owned by CCDDR must be provided to the Human Resources Officer before the vehicles can be utilized for conducting CCDDR business.
- 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 probable cause or reason)
 - FBI fingerprint check (fingerprint/criminal record check/sex offender registry check through the Highway Patrol upon hire and every 6 years thereafter)
 - Family Care Safety Registry (annually)
 - Driving history/MVR (annually)
 - Office of Inspector General, United States Department of Health & Human Services (annually)

III. Responsibilities of CCDDR Employee Drivers

- A. Do not drive under the influence. If an employee drives under the influence of alcohol, a controlled substance, or impairing substance, the legal penalties could include the loss of your

license, a fine, and/or prison sentence. An employee will be terminated immediately if determined to be driving under the influence of alcohol, controlled substances, or impairing substances while conducting CCDDR business or transporting CCDDR clients.

- B. The use of mobile phones (with or without hands-free devices or methods) while driving a CCDDR-owned vehicle or transporting clients in vehicles not owned by CCDDR is prohibited. The use of mobile phones without hands-free devices or methods (Bluetooth, speech-to-text converters, etc.) while driving a vehicle not owned by CCDDR when conducting CCDDR business is prohibited.
- C. 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. If any CCDDR-owned vehicle exhibits unsafe tire conditions, the vehicle shall not be driven. Immediately notify the appropriate CCDDR personnel. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits unsafe tire conditions, the employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until the vehicle's tire(s) are replaced or repaired.
- D. Check the vehicle for any abnormalities which may affect the performance of the vehicle. If any CCDDR-owned vehicle exhibits abnormalities, the vehicle shall not be driven. Immediately notify the appropriate CCDDR personnel. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits abnormalities, the employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until the vehicle is repaired.
- E. If any CCDDR-owned vehicle begins exhibiting any abnormalities during operation, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the CCDDR-owned vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel for further instructions. If any CCDDR-owned vehicle warning indicator is activated while in operation, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the CCDDR-owned vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel for further instructions.
- F. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits any abnormalities or any warning indicator is activated while in operation when conducting CCDDR business, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel. The employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until it is repaired. CCDDR is not responsible for the repairs and maintenance of vehicles not owned by CCDDR.
- G. Always drive at a safe speed. A safe speed depends on several 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, etc.
 - Physical Condition of Driver(s): relaxed, happy, tired, worried, aggressive, frustrated, etc.
- H. Drivers must never drive faster than the speed limit. If a driver receives a citation, the driver will be responsible for all costs associated with the citation.
- I. CCDDR-owned vehicles must always have adequate first aid supplies in the vehicle, including a first aid kit that is inspected annually and as necessary. The CCDDR-owned vehicle is not to be operated if adequate first aid supplies are not in the vehicle. If any CCDDR employee transports a

client(s) in a vehicle not owned by CCDDR, the employee must obtain and sign for a portable first aid kit with adequate first aid supplies from the CCDDR office. When the transport of a client(s) is completed, the employee shall return the first aid kit. The first aid kit must be checked upon return to ensure all adequate first aid supplies are present. If not present, a designated CCDDR employee shall replenish the supplies before the first aid kit is reissued to another employee.

- J. In the event of a serious accident and/or injury, the driver will immediately call 9-1-1 if able to do so. In the event of a minor accident, the driver will notify the police and ambulance to report the accident. The Human Resources Officer or Executive Director will be notified immediately and, if needed, will complete a Workers Compensation Authorization for Medical Treatment form.
- K. 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.
- L. If a driver receives a citation due to a vehicle accident and/or other traffic offense/moving violation, the driver will be responsible for all costs associated with the citation.
- M. Drivers' safety is priority.
- N. Drivers must always wear seatbelts and verify passengers are wearing seatbelts as well.
- O. Drivers must always be polite and professional when transporting clients.
- P. It is each driver's responsibility to maintain a current valid driver's license.
- Q. Drivers must never transport more passengers than available seating in any vehicle.
- R. Drivers shall not transport a minor without written documentation or verifiable permission from the parent(s)/guardian(s) of the minor, and, if possible, a parent(s)/guardian(s) should accompany the minor who is being transported.
- S. It is the responsibility of every driver to be informed on impending weather conditions and the daily weather forecast. This includes all seasonal and inclement weather (snow, ice, thunderstorms, tornado, etc.). It is the driver's responsibility for contacting clients to inform them of inclement weather. Drivers should use common sense and good judgment when deciding to transport clients. If the weather is questionable, don't go! It is better to be safe than sorry!
- T. Drivers are required to review CCDDR's Transportation Policy and Transportation Manual annually.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-35

APPROVAL OF AMENDED POLICY #43

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 #43, Staff Training.
2. That the Board hereby amends and adopts Policy #43 (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
2022-35



Policy Number:

43

Effective Date: October 16, 2017

Revised: August 13, 2020; December 13, 2022

Subject: Staff Training

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to provide new and ongoing training opportunities for all staff to ensure best practices are implemented in all areas of CCDDR.

POLICY:

Each employee will be trained in the responsibilities and duties of the employee's position and job duties. This includes, but is not limited to, training in all CCDDR procedures, policies, plans, manuals, program guidelines, and forms, as well as applicable developmental disability supports and/or services.

Each employee will have opportunities to receive new or on-going training at other third-party agency-sponsored events/meetings/trainings, staff meetings, one-on-one instruction, CCDDR-sponsored events/meetings/trainings, state agency sponsored events/meetings/trainings, and federal agency sponsored events/meetings/trainings as the need arises.

Each employee will be encouraged to attend seminars, webinars, and conferences relative to their duties at CCDDR. Attendance must be approved by the immediate supervisor or Executive Director and is contingent on budget, staffing patterns, and workload.

REFERENCES:

- CCDDR Employee Manual
- Targeted Case Management Agreement with DMH



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-36

APPROVAL OF AMENDED TRANSPORTATION MANUAL
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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.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2022-36



CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

TRANSPORTATION MANUAL

Revised August 21st, 2017

Revised September 12th, 2019

Revised December 13th, 2022

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

It is the responsibility of Camden County Developmental Disability Resources (CCDDR) to protect the health and safety of all clients who are being transported by our staff. CCDDR has established requirements for CCDDR employees utilizing vehicles owned and not owned by CCDDR when conducting CCDDR business and while transporting clients. On occasion, there may be situations where CCDDR employees must transport clients.

RESPONSIBILITIES OF OUR DRIVERS

1. Do not drive under the influence. If an employee drives under the influence of alcohol, a controlled substance, or impairing substance, the legal penalties could include the loss of your license, a fine, and/or prison sentence. An employee will be terminated immediately if determined to be driving under the influence of alcohol, controlled substances, or impairing substances while conducting CCDDR business or transporting CCDDR clients.
2. The use of mobile phones (with or without hands-free devices or methods) while driving a CCDDR-owned vehicle or transporting clients in vehicles not owned by CCDDR is prohibited. The use of mobile phones without hands-free devices or methods (Bluetooth, speech-to-text converters, etc.) while driving a vehicle not owned by CCDDR when conducting CCDDR business is prohibited.
3. 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. If any CCDDR-owned vehicle exhibits unsafe tire conditions, the vehicle shall not be driven. Immediately notify the appropriate CCDDR personnel. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits unsafe tire conditions, the employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until the vehicle's tire(s) are replaced or repaired.
4. Check the vehicle for any abnormalities which may affect the performance of the vehicle. If any CCDDR-owned vehicle exhibits abnormalities, the vehicle shall not be driven. Immediately notify the appropriate CCDDR personnel. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits abnormalities, the employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until the vehicle is repaired.
5. If any CCDDR-owned vehicle begins exhibiting any abnormalities during operation, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the CCDDR-owned vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel for further instructions. If any CCDDR-owned vehicle warning indicator is activated while in operation, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the CCDDR-owned vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel for further instructions.
6. If any vehicle being utilized by an employee that is not owned by CCDDR exhibits any abnormalities or any warning indicator is activated while in operation when conducting CCDDR business, discontinue operation of the vehicle as soon as possible by immediately pulling over and parking the vehicle at the nearest, safest location. As soon as it safe to do so, notify the appropriate CCDDR personnel. The employee shall not operate the vehicle while conducting CCDDR business or transport CCDDR clients until it is repaired. CCDDR is not responsible for the repairs and maintenance of vehicles not owned by CCDDR.
7. Always drive at a safe speed. A safe speed depends on several 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, etc.
 - Physical Condition of Driver(s): relaxed, happy, tired, worried, aggressive, frustrated, etc.
8. Drivers must never drive faster than the speed limit. If a driver receives a citation, the driver will be responsible for all costs associated with the citation.
 9. CCDDR-owned vehicles must always have adequate first aid supplies in the vehicle, including a first aid kit that is inspected annually and as necessary. The CCDDR-owned vehicle is not to be operated if adequate first aid supplies are not in the vehicle. If any CCDDR employee transports a client(s) in a vehicle not owned by CCDDR, the employee must obtain and sign for a portable first aid kit with adequate first aid supplies from the CCDDR office. When the transport of a client(s) is completed, the employee shall return the first aid kit. The first aid kit must be checked upon return to ensure all adequate first aid supplies are present. If not present, a designated CCDDR employee shall replenish the supplies before the first aid kit is reissued to another employee.
 10. In the event of a serious accident and/or injury, the driver will immediately call 9-1-1 if able to do so. In the event of a minor accident, the driver will notify the police and ambulance to report the accident. The Human Resources Officer or Executive Director will be notified immediately and, if needed, will complete a Workers Compensation Authorization for Medical Treatment form.
 11. 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.
 12. If a driver receives a citation due to a vehicle accident and/or other traffic offense/moving violation, the driver will be responsible for all costs associated with the citation.
 13. Drivers' safety is priority.
 14. Drivers must always wear seatbelts and verify passengers are wearing seatbelts as well.
 15. Drivers must always be polite and professional when transporting clients.
 16. It is each driver's responsibility to maintain a current valid driver's license.
 17. Drivers must never transport more passengers than available seating in any vehicle.
 18. Drivers shall not transport a minor without written documentation or verifiable permission from the parent(s)/guardian(s) of the minor, and, if possible, a parent(s)/guardian(s) should accompany the minor who is being transported.
 19. It is the responsibility of every driver to be informed on impending weather conditions and the daily weather forecast. This includes all seasonal and inclement weather (snow, ice, thunderstorms, tornado, etc.). It is the driver's responsibility for contacting clients to inform them of inclement weather. Drivers should use common sense and good judgment when deciding to transport clients. If the weather is questionable, don't go! It is better to be safe than sorry!
 20. Drivers are required to review CCDDR's Transportation Policy and Transportation Manual annually.

Report all CCDDR-owned vehicle maintenance issues immediately to the TCM Office Manager or the Compliance Manager at 573-317-9233 or 573-693-1511 so repairs can be initiated in a timely manner. If none of the above can be reached, contact the Executive Director at 573-469-5851. Return keys to the proper location after each trip as well as check the driving sheets and initial.

MEDICAL EMERGENCIES

CCDDR employees must follow the protocol below if they are not incapacitated and able to do so:

1. Check the scene for any potential safety hazards.
2. Call 9-1-1.
3. Care for victim—maintain Circulation Airway Breathing (C-A-B).
4. Provide the following information to 9-1-1 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 the victim(s) unless it is necessary.
6. CCDDR personnel who have a current certification in CPR/First Aid are authorized to provide emergency assistance. If personnel trained in First Aid/CPR are not available, CCDDR personnel should attempt to provide the following assistance if needed:
 - 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(s) until help arrives.

IN CASE OF ACCIDENTS

CCDDR employees must follow the protocol below if they are not incapacitated and able to do so:

1. Give the location and time to the 9-1-1 operator or dispatcher/call-taker.
2. Indicate the type of service required – police, ambulance, etc.
3. Call a CCDDR office if during business hours or call the Human Resource Officer or Executive Director if outside of normal business hours.
4. Do not move the vehicle unless instructed to do so by the police or other authorities.
5. Take notes if possible.
6. Fill out all appropriate/applicable Accident Report Forms as soon as possible.

DETAILS OF OTHER VEHICLES

CCDDR employees must follow the protocol below if they are not incapacitated and able to do so:

1. Obtain the other driver's/drivers' name(s), address(es), and phone number(s).
2. Note the make, model, color, and the license plate of the other vehicle(s) involved.
3. Obtain the other driver's/drivers' vehicle insurance details.
4. Note any contributory factors about the other vehicle(s) (lights on or off, turn signal on or off, etc.)

OBSERVATIONS

CCDDR employees must follow the protocol below if they are not incapacitated and able to do so:

1. Note any fixed objects relative to the incident.
2. Note the road conditions.
3. Note the traffic light's function at the time of the accident (green, red, yellow, or inoperable).

4. Note the condition of any other vehicles that may be involved or might have been a contributing factor.
5. Note the conditions of the street lighting if the accident occurred at night (on, off, inoperable, present, or not present)
6. Note any other environmental conditions (parking lots, parked cars, inoperable cars on the side of the road, etc.)

WITNESSES

If CCDDR employees are not incapacitated and able to do so, they should obtain the names, addresses, and phone numbers of any witnesses:

- DIRECT: Sees the accident but not a passenger in one of the vehicles involved
- INDIRECT: Does not actually see accident, but notices a manner of driving or other relevant details

SPECIAL INTENTIONS

1. Do not admit error or liability to other party.
2. Do not discuss the accident or any statements with the press or media.
3. Do not pose for photographs.

In the event of an accident, minor or serious, CCDDR requires a drug/alcohol test be administered **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 through Friday, or at the 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 the accident requires an emergency room visit, the test will be conducted in the emergency room. The CCDDR employee driver may be suspended temporarily while awaiting results of the test. Any CCDDR employee refusal to take a drug/alcohol test will result in immediate termination.

CCDDR DISCIPLINARY ACTIONS

If it is determined the CCDDR employee driver is at fault for any accident or medical emergency, the following disciplinary actions may be administered:

- Verbal Warning/Counseling – documentation goes in personnel file
- Written Warning/Reprimand – documentation goes in personnel file
- Suspension – documentation goes in personnel file
- Termination – termination may be immediate depending on known circumstances and/or severity of the infraction or delayed due to the eventual completion of an investigation and its findings

REASONS FOR IMMEDIATE TERMINATION:

- Accidents that involve driver negligence
- Failure to report an accident

- Any accidents where drugs/alcohol are involved
- Refusal to perform drug/alcohol test

PURPOSE FOR ACCIDENT REPORT FORMS

The purpose for Accident Report Forms is to comply with insurance requirements and other regulatory compliance. The accurate and timely reporting of all accidents and injuries which are job related and/or on CCDDR premises is vital. The Workers Compensation 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 on CCDDR premises or while conducting CCDDR business. The CCDDR Client/Visitor Report of Injury Form Is used when any client or visitor incurs injury on CCDDR premises or while being transported by a CCDDR employee in the performance of the employee's duties.

ACCIDENT REPORT FORMS

1. All accidents occurring on CCDDR premises or when conducting 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 Human Resources Officer or Executive Director
 - The Workers Compensation Authorization for Medical Treatment form must be completed by the Human Resources Officer or Executive Director for employees who incur work related illness or injury
 - The CCDDR Client/Visitor Report of Injury form is completed for any client or visitor when any client or visitor incurs injury on CCDDR premises or while being transported by a CCDDR employee in the performance of the employee's duties
2. All Workers Compensation accident or injury forms must be completed by and/or sent to the Human Resources or the Executive Director within 24 hours of occurrence.
3. The Human Resources Officer or Executive Director must immediately send the originals to current Workers Compensation insurance carrier.
4. The Human Resources Officer or Executive Director is responsible for submission of the completed Workers Compensation forms.
5. The CCDDR Board of Directors must be informed of all serious accidents involving medical hospitalization, property damage, death, and any other accidents that would or could detrimentally affect the organization. It is the responsibility of the Executive Director (or Human Resources Officer if the serious accident or death involves the Executive Director) to immediately notify the Board Chairperson upon notification or discovery of serious accident involving medical hospitalization, property damage, death, and any other accidents that would or could detrimentally affect the organization and the Board of Directors.
6. The Human Resources Officer or Executive Director completes the Accident Investigation Report Form.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-37

LAI POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2023

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, acknowledges the receipt of the Purchase of Services and/or Supports (POS) Agreement Request for Calendar Year 2023 from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the POS Agreement with LAI as identified in Attachment “A” hereto for providing Sheltered Employment Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2022-37

PURCHASE OF SHELTERED EMPLOYMENT SERVICES AND/OR SUPPORTS AGREEMENT

THIS “Purchase of Sheltered Employment Services and/or Supports Agreement” (“Agreement”) entered into and effective this _____ day of _____, 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and Lake Area Industries, Inc. (“LAI”), a not-for-profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, LAI provides Sheltered Employment Services and/or Supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request along with the expected costs to LAI; and

WHEREAS, Board approves the Purchase of Sheltered Employment Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED. LAI will carry out the activities as set forth in the Fiscal Year (FY) 2023 Purchase of Sheltered Employment Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase the Sheltered Employment Services and/or Supports from LAI for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. Board agrees to purchase Sheltered Employment Services and/or Supports from LAI at a cost of \$3.85 per hour for work performed by a Camden County person who has been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, LAI shall electronically submit an invoice, preferably in Excel format, listing the eligible developmentally disabled employees who performed work for LAI in the previous calendar month, and the invoice shall also include the total number of hours each eligible developmentally disabled employee worked during the previous calendar month. Board funding for Sheltered Employment Services and/or Supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment “A” hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, LAI agrees to provide reports to Board monthly, including: written progress report or equivalent for each program from each preceding month; a profit and loss statement or equivalent categorizing each program's income and expenses for each preceding month; cash flow statement or equivalent for each preceding month; fiscal year-to-date profit and loss statement or equivalent categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement or equivalent as of the last day of the preceding month; fiscal year-to-date balance sheet or equivalent as of the last day of the preceding month; a monthly list of Sheltered Employment services and/or supports or equivalent for all eligible Camden County employees with a developmental disability participating in any LAI Sheltered Employment programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to LAI no later than the 10th day following the Monthly Funding Request. Failure to provide reports or equivalents monthly or other documents as requested by Board shall constitute a breach of this Agreement.

LAI agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to timely notify Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to authorize the responsible governmental body to notify Board of any substantiated allegations.

LAI also agrees to notify Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact LAI's performance of this Agreement or ability to do business.

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

4. AUDIT REPORT AND IRS FORM 990. LAI agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an accountant or accounting firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments under this Agreement may be suspended by Board until LAI submits the completed audit or IRS Form 990, unless otherwise approved by Board.

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

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. LAI agrees to abide by Board Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. If LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. LAI agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, Missouri, County, or Municipal laws.

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

10. INDEMNIFICATION. In further consideration of payment made by Board, LAI hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of LAI, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of Board or any other person or entity acting in concert with Board. This indemnification will cover all losses and damages incurred by Board and will include necessary costs and expenses including, but not limited to, attorney fees.

LAI covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. LAI shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. LAI acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board and understands that LAI’s failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify LAI in writing of the nature of any such breach and the corrective action that is required. LAI shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an

expedited period to cure such material breach. If LAI fails or refuses to cure a breach within the specified time, Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

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

13. CONFLICT OF INTEREST. LAI agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or herself and LAI. This shall include any transaction in which LAI is a party, including the subject matter of this Agreement. LAI shall provide Board with “Conflict of Interest” disclosures and/or statements by each of its Board of Directors members and non-certified employees. “Conflict of Interest,” as this term is used herein, shall be defined by Missouri law.

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

If LAI and Board determine from a record review or audit that LAI has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to LAI.

15. MODIFICATION OR AMENDMENT. In the event either Party requests to make any modification or amendment to this Agreement, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the other Party no less than thirty (30) calendar days prior to the requested modification or amendment date and must be agreed to in writing by both Parties.

16. NOTICE. Any written notice or communication to Board shall be emailed, mailed, or delivered to Board at:

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

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

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

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2023, to December 31st, 2023.

18. EXHIBITS AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

LAKE AREA INDUSTRIES, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

(SAMPLE ONLY)
Invoice # 20XX-XX
Month Ending XXXXXX, 20XX

[illegible]

Attachment “B”



Policy Number:

10

Effective: August 1, 2007

Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021,
May 12, 2022

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

General Information

CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors (“Board”) may elect to directly provide programs or services for Camden County residents with developmental disabilities (“Eligible Persons”), execute agreements with existing contracted agencies to provide programs or services for Eligible Persons, or both. CCDDR may also directly solicit, procure, and/or fund programs, services, and/or supports for Eligible Persons as deemed necessary with or without a program funding, POS, or other funding agreement; however, CCDDR shall follow the guidelines established in the CCDDR Procurement Policy 31 or seek approval through a Resolution of the Board, if necessary, when doing so. Special funding applications submitted for one-time expenses for less than \$50,000 may be awarded with or without a program funding, POS, or other funding agreement. CCDDR may award funds to agencies for programs and services that are used effectively, efficiently, and appropriately.

CCDDR reserves the right to procure services and/or supports without a funding application, program funding agreement, POS agreement, or other funding agreement in instances involving Medicaid or Medicaid Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

The following general principals shall apply to all program funding, POS, and other funding agreements awarded to agencies providing programs and/or services benefiting Eligible Persons:

1. Funding may be appropriated for CCDDR’s fiscal year (calendar year) or for special funding projects. Program funding, POS, and other funding agreements are typically awarded and funded by CCDDR from Camden County property taxes received from the

Camden County Treasurer (SB 40 Tax Program) or earned revenue received from services provided by CCDDR (Services Program). The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Services Program expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.

2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.
3. All agencies awarded program funding, POS, or other funding agreements shall comply with all CCDDR funding policies/procedures and shall sign the program funding, POS, or other funding agreement outlining the terms, conditions, and requirements of CCDDR funding. CCDDR reserves the right to establish the terms, conditions, and requirements of all program funding, POS, and other funding agreements.
4. CCDDR will not provide program funding, POS, and other funding agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose or purposes benefiting Eligible Persons in conjunction with CCDDR's mission and Sections 205.968-205.972 RSMo.
5. CCDDR shall only provide program funding, POS, or other funding agreements for services rendered, expenses incurred, or anticipated expenses to be incurred by an agency after the date of Board approval of the agency's funding application.
6. An agency that fails to perform in accordance with any program funding, POS, or other funding agreement shall be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
7. Applicants of program funding, POS, or other funding agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.

All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

Annual Program Funding, POS, and Other Funding Agreements

Agencies requesting funds to sustain operations or to continue to provide previously funded services and/or supports shall be required to submit a funding request annually to CCDDR.

The annual funding request cycle will generally follow the following timelines:

1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the

Executive Director. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery unless otherwise specifically noted and/or identified in a Request for Proposals, Notice of Funding Available, or other communication.

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

Annual program funding, POS, or other funding agreements awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31st. However, if a decision about a funding application is made after December 31st, the program funding, POS, or other funding agreement may be signed following any approval with the funds retroactive to January 1st of the new fiscal (calendar) year, unless a temporary funding agreement has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved program funding, POS, or other funding agreement.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

Special Program Funding, POS, and Other Funding Agreements

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

1. The health and safety of Eligible Persons are threatened;
2. The health and safety of persons providing support services for Eligible Persons are threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support that will provide community inclusion, community employment, community transportation, housing, immediate care, or other

services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses for or related to the acquisition of additional equipment having a useful life of one (1) or more years;
9. Funds for one-time expenses related to real property purchases;
10. Funds for one-time expenses related to new construction or renovations to existing buildings; or
11. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.

Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

Eligibility Criteria

Agencies applying for funds from CCDDR must utilize said funds towards the effort of serving and/or assisting Eligible Persons.

Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

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

Programs, Services, and/or Supports Eligible for Funding

Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons. Eligible programs may include, but are not limited to:

- Sheltered employment programs, services, and/or supports

- Community employment programs, services, and/or supports
- Pre-vocational programs, services, and/or supports
- Immediate care programs, services, and/or supports
- Community inclusion programs, services, and/or supports
- Residential programs, services, and/or supports
- “Related” programs, services, and/or supports

“Related” programs, services, and/or supports are defined as:

1. Programs designed toward enabling an Eligible Person to progress towards successful community living and/or to develop an Eligible Person’s capacity, performance, or relationships in their community;
2. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
3. Programs which provide a controlled environment for the benefit of Eligible Persons.

Agencies submitting program funding applications which fall within the category of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definitions. The Board shall, at its sole discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

Agencies Eligible for Program Funding, POS, and Other Funding Agreements

CCDDR funds are available to agencies which are serving, assisting, or benefiting Eligible Persons or will serve, assist, or benefit Eligible Persons upon implementation of a program, service, and/or support.

Program funding, POS, and other funding agreements may be awarded to for-profit agencies and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.

General Funding Requirements for All Applications

The general requirements for all funding applications are:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds if the funding application is approved.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State’s office, provide a 501(c)3 determination letter from the Internal Revenue Service, and

provide a copy of the most recent 990 filed with the Internal Revenue Service if the agency is required to file a 990.

3. If the not-for-profit agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990, if the agency is required to file a 990, by the end of the sixth (6th) month after the end of the agency's fiscal year.
4. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
5. If applicable, all agencies must submit proof of good standing regarding current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
6. Agencies must be in good standing regarding the successful implementation of previous services, programs, or projects funded by CCDDR if the agency has received funding from CCDDR previously.
7. Agencies must submit a strategic or business plan and/or description of the program(s), service(s), project(s), etc. for which funds are to be used.
8. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and/or other relevant policies and procedures when applying for the first time.
9. Agencies shall provide other documents as deemed necessary by the CCDDR Executive Director and/or Board.

Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, procedures, and/or other governing documents adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.

Annual Funding Application Requirements

Agencies shall demonstrate fiscal viability by submitting:

1. Current year-to-date balance sheet or equivalent report for each applicable program;
2. Current year-to-date statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Current year-to-date cash flow statement or equivalent report for each applicable program;
4. Proposed or current budget for the next 12 consecutive months or fiscal year for each applicable program administered by the agency; and
5. The annual funding application.

Unless CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for more than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. The previous two agency fiscal year-ending balance sheets or equivalent reports for each applicable program;
2. The previous two agency fiscal year-ending statements of revenue and expenses vs. budgeted revenue and expenses or equivalent reports for each applicable program administered by the agency;
3. The previous two agency fiscal year-ending cash flow statements or equivalent reports for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report if CCDDR funded the agency during one or both previous two years or the most recently completed fiscal year-ending third-party audit report if not funded by CCDDR in either of the previous two fiscal years.

Unless the agency is still in its first fiscal year of operation or CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for less than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. Previous fiscal year-ending balance sheet or equivalent report for each applicable program;
2. Previous fiscal year-ending statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Previous fiscal year-ending cash flow statement or equivalent report for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report.

Special Funding Application Requirements

For new program applications, agencies shall provide detailed information about the program, including, but not limited to:

1. A business and/or strategic plan for each applicable program;
2. Projected budget for each applicable program;
3. Anticipated outcomes for each applicable program;
4. Summary of how CCDDR funds will be utilized in each applicable program;
5. Current or past agency financial reports (if applicable); and

6. The special funding application.

For operational shortfall, equipment purchase, property acquisition, new construction, renovation, vehicle acquisition, health and safety, and all other special funding applications, agencies shall provide detailed information about the circumstances, including, but not limited to:

1. A purpose, business plan, and/or strategic plan for each applicable funding request;
2. Projected cost and/or budget for each applicable funding request;
3. Anticipated outcomes for each applicable funding request;
4. Summary of how CCDDR funds will be utilized in each applicable funding request;
5. Current and/or past agency financial reports (if applicable); and
6. The special funding application.

For agencies submitting a special funding application to CCDDR for the first time or agencies who have not submitted an annual or special funding application to CCDDR for the last two (2) complete calendar years, all documents listed in the “General Funding Requirements for All Applications” are required to be submitted with the special funding application and the applicable documents listed above.

Funding Categories

CCDDR may approve annual or special program funding, POS, and other funding applications for various funding categories. These funding categories may include, but are not limited to:

- New Programs, Sustaining Existing Programs, or Expanding Existing Programs
- Construction Projects, Renovation Projects, or Property Purchases
- Vehicle Purchases or Repairs
- Operational Shortfall
- Health and Safety
- Equipment Purchases

New Programs, Sustaining Existing Programs, or Expanding Existing Programs

Criteria to be used to review and evaluate all applications for new programs, services, and/or supports; sustaining existing programs, services, and/or supports; and expanding existing programs, services, and/or supports include, but are not limited to:

- The extent to which the program, service, and/or support has been identified by CCDDR as a need based upon community needs survey results, waiting list data, or other available sources and data
- The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the program, service, and/or support

- The extent to which the program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward successful community living
- The availability of CCDDR revenues to sustain the program, service, and/or support on an on-going basis
- The extent to which the program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded
- The extent to which the estimated cost for the program, service, and/or support is reasonable and is cost-effective
- The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds
- The extent to which the program, service, and/or support addresses the needs of Eligible Persons
- The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel
- The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, can attain the proposed outcomes and goals
- The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals
- The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested)

CCDDR will evaluate each funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

Construction Projects, Renovation Projects, or Purchases of Property

All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.

The following information shall be submitted with the agency's program funding application when requesting funding for construction projects, renovation projects, and/or property purchases:

- Description of the project and benefits to persons served
- Projected timeline for initiation and completion of project

- Business or strategic plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons
- Land site and value (for proposed purchases of property that CCDDR is to fund or partially fund, an Independent Appraisal of the property from a certified appraiser is required)
- Architectural plans (if applicable)
- Itemized cost breakdown for the entire project

For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first priority lienholder.

For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lienholder.

Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.

Restricted covenants may be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.

If the agency continues to serve Eligible Persons but uses the real property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Vehicle Purchases or Repairs

Criteria to be used to review and evaluate all applications for vehicle purchases and repairs include, but are not limited to:

- Major repairs to vehicles necessary for continued use and program operation
- Improving or replacing an existing fleet of vehicles
- Purchasing accessibility or safety equipment

- Purchasing new vehicles as part of an expansion of transportation services
- The vehicle's/vehicles' sole or partial purpose for use must be for transporting Eligible Persons

All vehicle purchases and repairs require adherence to this Policy, CCDDR Procurement Policy #31, applicable sections of CCDDR Transportation Policy #37, and all applicable Federal, Missouri, and local laws or regulations. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5310 or other state/federal program are not subject to the conditions outlined in CCDDR Procurement Policy #31.

For vehicles purchased or repaired exclusively with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lienholder, and CCDDR will physically hold title for the duration of the vehicle's service. Agencies awarded funds for the purchase or repair of vehicles shall maintain adequate insurance coverage for said vehicles and shall furnish CCDDR with evidence of insurance annually. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.

Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased or repaired exclusively with CCDDR funds. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased or repaired exclusively with CCDDR funds. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5310, etc.), Federal or MoDOT standards and/or requirements shall prevail, with remittance of the sale price to CCDDR equal to CCDDR's percentage match (typically 20%) should CCDDR choose to retain the applicable proceeds from the sale price.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Operational Shortfall

CCDDR may provide funding for program specific operational shortfalls, such as unforeseen and uncontrollable circumstances affecting the successful operation of a program. Operational shortfalls will be heavily scrutinized by the Board. Mismanagement or management errors will not be considered legitimate reasons for one-time program funding requests; however, CCDDR will evaluate all circumstances as it relates to the impact on Eligible Persons, and continued funding of any other CCDDR-funded agency program will be reviewed and reconsidered immediately.

Health and Safety

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

Equipment Purchases

Agencies may submit a funding application to purchase equipment necessary for the continued viability of a program or adequate use of a building or property. Awarded funds for the purchase of equipment more than \$1,000 with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.

Agencies awarded funds for the purchase of equipment should maintain a loss control/risk management system to prevent damage or theft of such items. Any damage or theft of equipment of \$1,000 or more purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board. Agencies awarded funds for the purchase of equipment of \$1,000 or more shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such items.

If purchased equipment are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR. If purchased equipment are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.

Agencies awarded funds for the purchase of equipment of \$1,000 or more shall not sell, trade, or dispose of the item within a three-year period after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the equipment.

All purchased equipment should be depreciated in accordance with generally accepted accounting principles. The agency will be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

For all purchases of equipment of \$5,000 or more, the agency shall grant to CCDDR the right of a first-priority security interest in the equipment and all proceeds thereof. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable to create, preserve, perfect, or validate the security interest in such equipment. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

Monitoring of Funds Utilization and Agencies Receiving Funds

All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

All agencies receiving special funding from CCDDR must provide copies of actual invoices for approved expenditures, checks for payment of the invoices for approved expenditures, and/or verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.

As a publicly supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR. Agencies will be required to provide CCDDR with applicable financial and other disclosures of all operations. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds. Agencies' financial management controls and record-keeping should be in accordance with generally accepted accounting principles.

All agencies that have annual program funding or special funding agreements with CCDDR for \$50,000 or more shall submit an independent audit conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.

A DESE Audit Analysis shall accompany the audit report for sheltered employment services. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.

Agencies receiving less than \$50,000 through annual or special funding applications may request an exception to the third-party audit requirement. This audit exception request must be submitted to CCDDR in writing with the program funding application. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances. If an audit exception request is approved, the agencies receiving annual funding shall submit year-end financial statements or applicable program-specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

Agencies will be required to comply with all terms and conditions set forth in the program funding, POS, and/or other agreement(s). CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded with CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-38

2023 LAI CAPITAL FUNDING AGREEMENT

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camdenton County Developmental Disability Resources), hereafter referred to as the “Board”, acknowledges receipt of the capital/major purchase items list contained in a Special Funding Request from Lake Area Industries, hereafter referred to as LAI, and authorizes the Executive Director to initiate and sign the 2023 Capital Funding Agreement with LAI as identified in Attachment “A” hereto.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2022-38

LAI CAPITAL FUNDING AGREEMENT

THIS "LAI CAPITAL FUNDING AGREEMENT" ("Agreement"), entered into and effective this _____ day of _____ 20____, by and between the Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri ("Board"), and Lake Area Industries, Inc. ("LAI"), a not-for-profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, LAI provides services and/or supports for Camden County persons with developmental disabilities as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete 2023 Capital Plan Budget and Funding Application to the Board with the expected cost to LAI to procure new assets, replacement costs, and major repair costs for the successful continuation of operations, necessary systems upgrades, and maintenance of a safe work environment; and

WHEREAS, the Board has approved to provide the funding in whole or part as hereinafter set forth.

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

1. SERVICES TO BE PERFORMED: LAI shall procure new assets, replacement costs, and major repair costs as set forth in its Capital Plan Budget and Funding Application to the Board for the successful continuation of operations, necessary systems improvements, and maintenance of a safe work environment. The Board shall reimburse LAI for expenses as provided in Section 2 below.

2. FUNDING: The Board agrees to reimburse LAI for the procurement of assets, replacement costs, and major repairs. The total amount reimbursable for all identified expenses shall not exceed \$117,000.00 for the duration of this Agreement. Copies of checks for payments, invoices, estimates, bids, proposals, advertisements, and all required proof of compliance with the Board's Procurement Policy must be submitted to the Board prior to Board reimbursement for the expenses. If all funds approved by the Board in this Agreement have not been utilized by the term ending date of this Agreement, the Board may, at its own discretion, reallocate the remaining funds for other Board expenses or restrict the remaining funds for future Calendar Year LAI capital expenditures. If additional funding is needed or there is an additional need for other funding, LAI shall submit a separate funding request to the Board for review.

3. PROCUREMENT REQUIREMENTS. LAI shall adhere to the Board's Procurement Policy (see Attachment "A" hereto) and any revisions to said Policy approved by the Board hereafter, which will be provided to LAI, for purchases identified in this Agreement.

4. REPORTING: To ensure compliance with the terms of this Agreement, LAI agrees to provide monthly written progress reports and proof of compliance with the Board's Procurement Policy until all transactions are completed. LAI agrees to report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). LAI agrees to timely notify the Board that said incident(s) have been reported to the appropriate governmental body. LAI agrees to

authorize the responsible governmental body to notify the Board of any substantiated allegations. LAI also agrees to report to the Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact LAI's performance of this Agreement or ability to do business.

5. AUDIT REPORT AND IRS FORM 990. LAI agrees to submit to the Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board.

Payments may be withheld from LAI if reports or forms designated herein are not submitted in accordance with this Agreement, unless otherwise approved by the Board.

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

7. CONTINUANCE: This Agreement may be continued beyond its term expiration upon the mutual consent of the Parties hereto. Such continuations may be an effected addendum hereto reciting any changes or amendments to this Agreement and bearing the signatures of both Parties.

8. BOARD FUNDING POLICIES: LAI agrees to abide by Board Policy 10 (see Attachment "B" hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to LAI. If LAI does not adhere to the said Policy, such failure shall constitute a breach of this Agreement. For Board reimbursements identified within this Agreement for the purchase of assets \$1,000.00 or more with a useful life over one (1) year, LAI shall:

- A. Complete an asset inventory report annually for the depreciable period applicable to the item
- B. Maintain a loss control/risk management system to prevent damage or theft of such items
- C. Allow for the proper investigation of damage or theft and submit the appropriate reports/findings to Board for review
- D. Maintain adequate property insurance coverage
- E. Make the asset(s) available to Board for reassignment to another agency; to Board for its own uses; or for resale by Board, with proceeds returning to Board, in the event the asset(s) is/are found not to be used during a six-month consecutive period during the first three years of ownership
- F. Repay Board the undepreciated or market value of the asset(s) or make the asset(s) available to Board for reassignment to another agency in the event the asset(s) is/are not used for or by Eligible Persons

- G. Not sell, trade, or dispose of the asset(s) within a three-year period of time after Board reimbursement without prior approval from Board
- H. Depreciate in accordance with generally accepted accounting principles

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

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

11. INDEMNIFICATION: In further consideration of payment made by the Board, LAI hereby agrees to indemnify and hold harmless the Board from any and all of LAI's actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation as a result of this Agreement. This indemnification will cover all losses and damages incurred by the Board and will include necessary costs and expenses including, but not limited to, attorney fees.

LAI covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. LAI shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

12. DEFAULT: In the event LAI at any time fails or refuses to perform to the standards that may be reasonably anticipated in rendering the services and/or supports contracted herein, intentionally falsifies information, documents, or invoices submitted to the Boards, or causes any other material breach of this Agreement, the Board may send a written Notice of Default that describes such failure, refusal, falsification, or breach. The Notice of Default will stipulate thirty (30) business days for cure, unless the failure, refusal, falsification, or breach is deemed in the Board's sole discretion to constitute an emergency which requires expedited cure. In the event of such an emergency, the cure period shall be such time, including immediate compliance without delay, as is reasonable in the circumstances considering economic, health, and other risks to the public and to the clients of LAI. If LAI fails to cure to the satisfaction of the Board the failure, refusal, falsification, or breach by the deadline set forth in the Notice of Default, the Board may declare LAI to be in default of this Agreement. Upon the Board's declaration of default, the Board may take all necessary steps and actions as deemed necessary to be within the best interests of the public and the clients of LAI. These steps and actions include, but are not limited to: terminating all further payments to LAI through this Agreement; taking possession of all assets and property owned by the Board, funded by the Board, or in which the Board holds a lien or security interest; and recovering all monies from LAI equal to the amount funded by the Board through this Agreement by any legitimate means necessary.

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

14. CONFLICT OF INTEREST. LAI agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or herself and LAI. This shall include any transaction in which LAI is a party, including the subject matter of this Agreement. LAI shall provide the Board with "Conflict of Interest" disclosures and/or statements by each of its Board of Directors members and non-certified employees. "Conflict of Interest," as this term is used herein, shall be defined by Missouri law.

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

16. GRANT OF SECURITY INTEREST. LAI hereby grants to the Board a security interest in all of LAI's right, title and interest in and to the property purchased through this Agreement, wherever located, whether held by LAI or any other person and whether such property or interest therein is now owned or existing or hereafter acquired or arising (collectively, the "Collateral").

17. FURTHER ASSURANCES.

(a) Except as otherwise set forth herein, the Borrower agrees that from time to time, LAI shall promptly execute and deliver all further instruments and documents, and take all further action, that may be necessary or desirable, or that the Board may reasonably request, in order to perfect and protect any security interest granted or purported to be granted hereby, or to enable the Board to exercise and enforce its rights and remedies hereunder with respect to any Collateral. Without limiting the generality of the foregoing, LAI shall execute and file such assignments, financing or continuation statements, or amendments thereto, and such other instruments or notices as may be reasonably necessary to perfect and preserve the security interests granted or purported to be granted hereby.

(b) LAI hereby authorizes the Board to file one or more financing or continuation statements, and amendments thereto, relating to all or any part of the Collateral, without the signature of LAI.

18. REPRESENTATIONS AND WARRANTIES. LAI represents and warrants to the Board that: (a) LAI's legal name is exactly as set forth on the first page of this Agreement; (b) LAI is the owner and has possession or control of the Collateral; (c) LAI has the exclusive right to grant a security interest in the Collateral; (d) the Collateral is free from liens, adverse claims, setoffs, default, prepayment, defenses and conditions precedent of any kind or character, except the lien created hereby; and (e) no financing statement covering any of the Collateral, and naming any secured party other than the Board, is on file in any public office.

19. COVENANTS. LAI agrees in general: (i) not to change its name, and as applicable, its chief executive office, its principal residence or the jurisdiction in which it is organized and/or registered without giving the Board prior written notice thereof and (ii) not to change the places where Debtor keeps any Collateral without giving the Board prior written notice of the address to which Debtor is moving same.

20. MODIFICATION OR AMENDMENT. In the event either Party requests to make any modification or amendment to this Agreement, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the other Party no less than thirty (30) calendar days prior to the requested modification or amendment date and must be agreed to in writing by both Parties.

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

Camden County Developmental Disability Resources
P.O. Box 722 (mailed)
100 Third St. (delivered) Camdenton MO 65020
director@ccddr.org

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

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

22. TERM OF AGREEMENT: The term of this Agreement shall be January 1ST, 2023, to December 31st, 2023.

IN WITNESS WHEREOF, the Parties through their authorized representatives executed this Agreement effective as of the date set forth above.

**CAMDEN COUNTY SENATE
BILL 40 BOARD**

LAKE AREA INDUSTRIES, INC.

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”



Policy Number:

31

Effective: September 17, 2012

Revised: August 25, 2014; February 26, 2018; May 21, 2018; December 17, 2018; February 11, 2021; September 9, 2021, May 12, 2022

Subject: Procurement

PURPOSE:

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

POLICY:

I. Procurement Process

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

II. Procurement Officer

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

III. Procurement Guidelines

It is not necessary to obtain bids or proposals on the purchase of a product or service from the same person or business in an amount less than \$12,000 within a 90-day period. The designated Procurement Officer is encouraged to make a legitimate attempt to obtain three bids or proposals from three potential sources if feasible. Faxed or emailed bids and proposals or quotes directly from a potential source's website or catalog may be obtained. The Procurement Officer and/or Executive Director can authorize purchases based on cost, quality, and other factors related to the purchases.

A formal competitive bid process shall be used for the purchase of a product or service \$12,000 or higher from the same person or business within a 90-day period. A Request for Proposals (RFP) or Notice of Funding Available (NOFA) shall be published in a local newspaper and shall be posted on the CCDDR website. The RFP OR NOFA can also be submitted directly to potential sources; however, direct submissions must be made to at least three potential sources. Bidders shall be given the guidelines for their responses contained within the RFP OR NOFA and an appropriate amount of time in which to develop and submit a proposal or quote based on the requirements contained in the RFP OR NOFA. The responses shall be sealed and shall remain sealed until the deadline for the RFP OR NOFA has passed. All responding parties shall be notified of the date for opening the sealed responses. Sealed responses shall be opened during a regularly scheduled CCDDR Board meeting.

A general NOFA for I/DD Direct and Community Inclusion Supports and Services may be issued annually to encourage providers to submit product or service applications for funding. Responses to the general NOFA will be opened by the CCDDR Administrative Team for review and consideration prior to submission to the Board. All documents will be made available for public inspection, but no decision relating to any potential funding award will be made at the application opening should the product or service be \$12,000 or higher from the same person or business within a 90-day period. In these cases, awards and/or determinations, if any, will be submitted to the Board for consideration at regularly scheduled monthly Board meetings.

Specific written agreements or contracts to purchase a product or service on an ongoing basis extending past a 90-day period will be considered a single purchase. Specific written agreements or contracts which do not obligate the Board to continue to purchase a product or service on an ongoing basis extending past a 90-day period will be considered separate purchases.

The Board may waive the requirement of competitive bids where there is a single feasible source for the purchase, and it makes the determination in writing and enters it in the Board meeting minutes. A “single feasible source” exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor.
2. Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed.
3. Supplies are available at a discount from a single distributor for a limited period.

When a single feasible source is to be procured, the Board shall post notice of the proposed purchase if the single feasible source purchase is \$12,000 or more. The Board shall post notice and advertise intent of the purchase in the local newspaper. Posted notices for single feasible source purchases shall include a paper notice posted on the primary place of business and on the CCDDR website. Notices posted and intents advertised for single feasible source procurement shall be done at least 10 days prior to purchase.

Supports and/or services for individuals served by CCDDR and paid by the Board through Medicaid Waiver agreements or other contracts with the Department of Mental Health, Division of Developmental Disabilities, shall be done in accordance with the guidelines established within those agreements or contracts. Supports and/or services procured and paid solely or partially by the Board specifically for individuals served by CCDDR shall be done in a manner which represents the health, safety, and best interests of the individuals being served.

IV. Awards for Services and Products

A panel of CCDDR representatives will be assigned to review all responses before an approved respondent is selected. CCDDR may require respondents to provide additional assurances, insurances, bonds, and supplementary information during the procurement process. If there is only one respondent to an RFP OR NOFA, a second solicitation may or may not be offered. All proposals may be rejected and new solicitations issued. Awards and contracts for RFPs OR NOFAs shall not be solely based on price. Other considerations will be utilized based on the premise of the services and/or products contained within the RFP OR NOFA. Respondent references, respondent experience, respondent qualifications, proposal presentation, proposal accuracy, proposal clarity, timelines for project completion, quality of proposed goods/services, warranties, and other factors related to the product and/or service shall be considered during the procurement process. Preference shall be applied to those respondents who employ Camden County residents with developmental disabilities and may be part of the requirements contained within the RFP OR NOFA. All other preferences and guidelines identified in applicable Federal, state, and local law shall be recognized.

V. Banking Services

The Board shall issue an RFP and receive proposals from banking corporations or associations to be depositaries of funds every four years, with an option to rebid in odd numbered years. Proposals are to be sealed and include the rate of interest for the specified period in the RFP. If there are no responses, the Board can choose any bank in the county or adjoining counties with interest of not less than 1.5%.

VI. Periodic Review of Existing Products or Services

CCDDR shall periodically review the cost of products and/or services utilized on an ongoing basis and previously awarded through the procurement process. If desired or necessary, CCDDR may seek to solicit new proposals for these products and/or services. In such cases, CCDDR shall follow the Procurement Guidelines in Section III.

VII. Emergency Procurement

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

Declaration” shall be provided to the Board for review at the next regularly scheduled Board meeting or at a convened emergency Board meeting (if necessary).

REFERENCES:

- Chapter 50, Revised MO Statutes
- Chapter 34, Revised MO Statutes
- Chapter 110, Revised MO Statutes

Attachment “B”



Policy Number:

10

Effective: August 1, 2007

Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021,
May 12, 2022

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

General Information

CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors ("Board") may elect to directly provide programs or services for Camden County residents with developmental disabilities ("Eligible Persons"), execute agreements with existing contracted agencies to provide programs or services for Eligible Persons, or both. CCDDR may also directly solicit, procure, and/or fund programs, services, and/or supports for Eligible Persons as deemed necessary with or without a program funding, POS, or other funding agreement; however, CCDDR shall follow the guidelines established in the CCDDR Procurement Policy 31 or seek approval through a Resolution of the Board, if necessary, when doing so. Special funding applications submitted for one-time expenses for less than \$50,000 may be awarded with or without a program funding, POS, or other funding agreement. CCDDR may award funds to agencies for programs and services that are used effectively, efficiently, and appropriately.

CCDDR reserves the right to procure services and/or supports without a funding application, program funding agreement, POS agreement, or other funding agreement in instances involving Medicaid or Medicaid Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

The following general principals shall apply to all program funding, POS, and other funding agreements awarded to agencies providing programs and/or services benefiting Eligible Persons:

1. Funding may be appropriated for CCDDR's fiscal year (calendar year) or for special funding projects. Program funding, POS, and other funding agreements are typically awarded and funded by CCDDR from Camden County property taxes received from the

Camden County Treasurer (SB 40 Tax Program) or earned revenue received from services provided by CCDDR (Services Program). The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Services Program expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.

2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.
3. All agencies awarded program funding, POS, or other funding agreements shall comply with all CCDDR funding policies/procedures and shall sign the program funding, POS, or other funding agreement outlining the terms, conditions, and requirements of CCDDR funding. CCDDR reserves the right to establish the terms, conditions, and requirements of all program funding, POS, and other funding agreements.
4. CCDDR will not provide program funding, POS, and other funding agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose or purposes benefiting Eligible Persons in conjunction with CCDDR's mission and Sections 205.968-205.972 RSMo.
5. CCDDR shall only provide program funding, POS, or other funding agreements for services rendered, expenses incurred, or anticipated expenses to be incurred by an agency after the date of Board approval of the agency's funding application.
6. An agency that fails to perform in accordance with any program funding, POS, or other funding agreement shall be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
7. Applicants of program funding, POS, or other funding agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.

All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

Annual Program Funding, POS, and Other Funding Agreements

Agencies requesting funds to sustain operations or to continue to provide previously funded services and/or supports shall be required to submit a funding request annually to CCDDR.

The annual funding request cycle will generally follow the following timelines:

1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the

Executive Director. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery unless otherwise specifically noted and/or identified in a Request for Proposals, Notice of Funding Available, or other communication.

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

Annual program funding, POS, or other funding agreements awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31st. However, if a decision about a funding application is made after December 31st, the program funding, POS, or other funding agreement may be signed following any approval with the funds retroactive to January 1st of the new fiscal (calendar) year, unless a temporary funding agreement has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved program funding, POS, or other funding agreement.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

Special Program Funding, POS, and Other Funding Agreements

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

1. The health and safety of Eligible Persons are threatened;
2. The health and safety of persons providing support services for Eligible Persons are threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support that will provide community inclusion, community employment, community transportation, housing, immediate care, or other

services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses for or related to the acquisition of additional equipment having a useful life of one (1) or more years;
9. Funds for one-time expenses related to real property purchases;
10. Funds for one-time expenses related to new construction or renovations to existing buildings; or
11. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.

Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

Eligibility Criteria

Agencies applying for funds from CCDDR must utilize said funds towards the effort of serving and/or assisting Eligible Persons.

Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

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

Programs, Services, and/or Supports Eligible for Funding

Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons. Eligible programs may include, but are not limited to:

- Sheltered employment programs, services, and/or supports

- Community employment programs, services, and/or supports
- Pre-vocational programs, services, and/or supports
- Immediate care programs, services, and/or supports
- Community inclusion programs, services, and/or supports
- Residential programs, services, and/or supports
- “Related” programs, services, and/or supports

“Related” programs, services, and/or supports are defined as:

1. Programs designed toward enabling an Eligible Person to progress towards successful community living and/or to develop an Eligible Person’s capacity, performance, or relationships in their community;
2. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
3. Programs which provide a controlled environment for the benefit of Eligible Persons.

Agencies submitting program funding applications which fall within the category of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definitions. The Board shall, at its sole discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

Agencies Eligible for Program Funding, POS, and Other Funding Agreements

CCDDR funds are available to agencies which are serving, assisting, or benefiting Eligible Persons or will serve, assist, or benefit Eligible Persons upon implementation of a program, service, and/or support.

Program funding, POS, and other funding agreements may be awarded to for-profit agencies and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.

General Funding Requirements for All Applications

The general requirements for all funding applications are:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds if the funding application is approved.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State’s office, provide a 501(c)3 determination letter from the Internal Revenue Service, and

provide a copy of the most recent 990 filed with the Internal Revenue Service if the agency is required to file a 990.

3. If the not-for-profit agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990, if the agency is required to file a 990, by the end of the sixth (6th) month after the end of the agency's fiscal year.
4. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
5. If applicable, all agencies must submit proof of good standing regarding current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
6. Agencies must be in good standing regarding the successful implementation of previous services, programs, or projects funded by CCDDR if the agency has received funding from CCDDR previously.
7. Agencies must submit a strategic or business plan and/or description of the program(s), service(s), project(s), etc. for which funds are to be used.
8. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and/or other relevant policies and procedures when applying for the first time.
9. Agencies shall provide other documents as deemed necessary by the CCDDR Executive Director and/or Board.

Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, procedures, and/or other governing documents adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.

Annual Funding Application Requirements

Agencies shall demonstrate fiscal viability by submitting:

1. Current year-to-date balance sheet or equivalent report for each applicable program;
2. Current year-to-date statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Current year-to-date cash flow statement or equivalent report for each applicable program;
4. Proposed or current budget for the next 12 consecutive months or fiscal year for each applicable program administered by the agency; and
5. The annual funding application.

Unless CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for more than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. The previous two agency fiscal year-ending balance sheets or equivalent reports for each applicable program;
2. The previous two agency fiscal year-ending statements of revenue and expenses vs. budgeted revenue and expenses or equivalent reports for each applicable program administered by the agency;
3. The previous two agency fiscal year-ending cash flow statements or equivalent reports for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report if CCDDR funded the agency during one or both previous two years or the most recently completed fiscal year-ending third-party audit report if not funded by CCDDR in either of the previous two fiscal years.

Unless the agency is still in its first fiscal year of operation or CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for less than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. Previous fiscal year-ending balance sheet or equivalent report for each applicable program;
2. Previous fiscal year-ending statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Previous fiscal year-ending cash flow statement or equivalent report for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report.

Special Funding Application Requirements

For new program applications, agencies shall provide detailed information about the program, including, but not limited to:

1. A business and/or strategic plan for each applicable program;
2. Projected budget for each applicable program;
3. Anticipated outcomes for each applicable program;
4. Summary of how CCDDR funds will be utilized in each applicable program;
5. Current or past agency financial reports (if applicable); and

6. The special funding application.

For operational shortfall, equipment purchase, property acquisition, new construction, renovation, vehicle acquisition, health and safety, and all other special funding applications, agencies shall provide detailed information about the circumstances, including, but not limited to:

1. A purpose, business plan, and/or strategic plan for each applicable funding request;
2. Projected cost and/or budget for each applicable funding request;
3. Anticipated outcomes for each applicable funding request;
4. Summary of how CCDDR funds will be utilized in each applicable funding request;
5. Current and/or past agency financial reports (if applicable); and
6. The special funding application.

For agencies submitting a special funding application to CCDDR for the first time or agencies who have not submitted an annual or special funding application to CCDDR for the last two (2) complete calendar years, all documents listed in the “General Funding Requirements for All Applications” are required to be submitted with the special funding application and the applicable documents listed above.

Funding Categories

CCDDR may approve annual or special program funding, POS, and other funding applications for various funding categories. These funding categories may include, but are not limited to:

- New Programs, Sustaining Existing Programs, or Expanding Existing Programs
- Construction Projects, Renovation Projects, or Property Purchases
- Vehicle Purchases or Repairs
- Operational Shortfall
- Health and Safety
- Equipment Purchases

New Programs, Sustaining Existing Programs, or Expanding Existing Programs

Criteria to be used to review and evaluate all applications for new programs, services, and/or supports; sustaining existing programs, services, and/or supports; and expanding existing programs, services, and/or supports include, but are not limited to:

- The extent to which the program, service, and/or support has been identified by CCDDR as a need based upon community needs survey results, waiting list data, or other available sources and data
- The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the program, service, and/or support

- The extent to which the program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward successful community living
- The availability of CCDDR revenues to sustain the program, service, and/or support on an on-going basis
- The extent to which the program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded
- The extent to which the estimated cost for the program, service, and/or support is reasonable and is cost-effective
- The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds
- The extent to which the program, service, and/or support addresses the needs of Eligible Persons
- The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel
- The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, can attain the proposed outcomes and goals
- The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals
- The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested)

CCDDR will evaluate each funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

Construction Projects, Renovation Projects, or Purchases of Property

All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.

The following information shall be submitted with the agency's program funding application when requesting funding for construction projects, renovation projects, and/or property purchases:

- Description of the project and benefits to persons served
- Projected timeline for initiation and completion of project

- Business or strategic plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons
- Land site and value (for proposed purchases of property that CCDDR is to fund or partially fund, an Independent Appraisal of the property from a certified appraiser is required)
- Architectural plans (if applicable)
- Itemized cost breakdown for the entire project

For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first priority lienholder.

For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lienholder.

Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.

Restricted covenants may be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.

If the agency continues to serve Eligible Persons but uses the real property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Vehicle Purchases or Repairs

Criteria to be used to review and evaluate all applications for vehicle purchases and repairs include, but are not limited to:

- Major repairs to vehicles necessary for continued use and program operation
- Improving or replacing an existing fleet of vehicles
- Purchasing accessibility or safety equipment

- Purchasing new vehicles as part of an expansion of transportation services
- The vehicle's/vehicles' sole or partial purpose for use must be for transporting Eligible Persons

All vehicle purchases and repairs require adherence to this Policy, CCDDR Procurement Policy #31, applicable sections of CCDDR Transportation Policy #37, and all applicable Federal, Missouri, and local laws or regulations. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5310 or other state/federal program are not subject to the conditions outlined in CCDDR Procurement Policy #31.

For vehicles purchased or repaired exclusively with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lienholder, and CCDDR will physically hold title for the duration of the vehicle's service. Agencies awarded funds for the purchase or repair of vehicles shall maintain adequate insurance coverage for said vehicles and shall furnish CCDDR with evidence of insurance annually. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.

Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased or repaired exclusively with CCDDR funds. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased or repaired exclusively with CCDDR funds. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5310, etc.), Federal or MoDOT standards and/or requirements shall prevail, with remittance of the sale price to CCDDR equal to CCDDR's percentage match (typically 20%) should CCDDR choose to retain the applicable proceeds from the sale price.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Operational Shortfall

CCDDR may provide funding for program specific operational shortfalls, such as unforeseen and uncontrollable circumstances affecting the successful operation of a program. Operational shortfalls will be heavily scrutinized by the Board. Mismanagement or management errors will not be considered legitimate reasons for one-time program funding requests; however, CCDDR will evaluate all circumstances as it relates to the impact on Eligible Persons, and continued funding of any other CCDDR-funded agency program will be reviewed and reconsidered immediately.

Health and Safety

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

Equipment Purchases

Agencies may submit a funding application to purchase equipment necessary for the continued viability of a program or adequate use of a building or property. Awarded funds for the purchase of equipment more than \$1,000 with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.

Agencies awarded funds for the purchase of equipment should maintain a loss control/risk management system to prevent damage or theft of such items. Any damage or theft of equipment of \$1,000 or more purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board. Agencies awarded funds for the purchase of equipment of \$1,000 or more shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such items.

If purchased equipment are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR. If purchased equipment are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.

Agencies awarded funds for the purchase of equipment of \$1,000 or more shall not sell, trade, or dispose of the item within a three-year period after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the equipment.

All purchased equipment should be depreciated in accordance with generally accepted accounting principles. The agency will be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

For all purchases of equipment of \$5,000 or more, the agency shall grant to CCDDR the right of a first-priority security interest in the equipment and all proceeds thereof. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable to create, preserve, perfect, or validate the security interest in such equipment. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

Monitoring of Funds Utilization and Agencies Receiving Funds

All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

All agencies receiving special funding from CCDDR must provide copies of actual invoices for approved expenditures, checks for payment of the invoices for approved expenditures, and/or verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.

As a publicly supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR. Agencies will be required to provide CCDDR with applicable financial and other disclosures of all operations. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds. Agencies' financial management controls and record-keeping should be in accordance with generally accepted accounting principles.

All agencies that have annual program funding or special funding agreements with CCDDR for \$50,000 or more shall submit an independent audit conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.

A DESE Audit Analysis shall accompany the audit report for sheltered employment services. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.

Agencies receiving less than \$50,000 through annual or special funding applications may request an exception to the third-party audit requirement. This audit exception request must be submitted to CCDDR in writing with the program funding application. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances. If an audit exception request is approved, the agencies receiving annual funding shall submit year-end financial statements or applicable program-specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

Agencies will be required to comply with all terms and conditions set forth in the program funding, POS, and/or other agreement(s). CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded with CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-39

CLC POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2023

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the "Board", acknowledges the receipt of the Purchase of Children's Services and/or Supports (POS) Agreement Request for Calendar Year 2023 from Children's Learning Center, hereafter referred to as CLC, and authorizes the Executive Director to initiate and sign the POS Agreement with CLC as identified in Attachment "A" hereto for providing Personal Assistant, Day Habilitation, and First Steps In-Home Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2022-39

PURCHASE OF PERSONAL ASSISTANT, DAY HABILITATION, AND FIRST STEPS IN-HOME SERVICES AND/OR SUPPORTS AGREEMENT

THIS “Purchase of Personal Assistant, Day Habilitation, and First Steps In-Home Services and/or Supports Agreement” (“Agreement”) entered into and effective this _____ day of _____, 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and Children’s Learning Center (“CLC”), a not-for-profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, CLC provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Children’s Services and/or Supports (POS) Agreement Request to render certain services and/or supports along with the expected cost to CLC; and

WHEREAS, Board approves the Purchase of Children’s Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED. CLC shall carry out the activities as set forth in the Fiscal Year (FY) 2023 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports from CLC for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. The Board agrees to purchase Personal Assistant services and/or supports from CLC at a cost of \$20.89 per hour per individual requiring one-on-one services and/or supports; Day Habilitation services and/or supports in a group setting for \$8.14 per hour per individual; and First Steps In-Home services and/or supports for \$51.39 per month per individual for providing said services and/or supports to Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, CLC shall submit an invoice electronically, preferably in Excel format, listing the eligible developmentally disabled persons who were provided Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports by CLC in the previous calendar month. The invoice shall include the total number of hours each eligible developmentally disabled person

received Personal Assistant and Day Habilitation services and/or supports during the previous calendar month and a listing of each eligible developmentally disabled person receiving First Steps In-Home services and/or supports during the previous calendar month. Board funding for said services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, CLC agrees to provide reports to Board monthly, including: written progress report or equivalent for each program from each preceding month; a profit and loss statement or equivalent categorizing each program's income and expenses for each preceding month; cash flow statement or equivalent for each preceding month; fiscal year-to-date profit and loss statement or equivalent categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement or equivalent as of the last day of the preceding month; fiscal year-to-date balance sheet or equivalent as of the last day of the preceding month; a monthly list of Personal Assistant, Day Habilitation, and First Steps In-Home services and/or supports or equivalent for all eligible Camden County persons with a developmental disability participating in any CLC programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to CLC no later than the 10th day following the Monthly Funding Request. Failure to provide reports or equivalents monthly or other documents as requested by Board shall constitute a breach of this Agreement.

CLC agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). CLC agrees to timely notify Board that said incident(s) have been reported to the appropriate governmental body. CLC agrees to authorize the responsible governmental body to notify Board of any substantiated allegations.

CLC also agrees to notify Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact CLC's performance of this Agreement or ability to do business.

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

4. AUDIT REPORT AND IRS FORM 990. CLC agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990 within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an accountant or accounting firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments under this Agreement may be suspended by Board until CLC submits the completed audit or IRS Form 990, unless otherwise approved by Board.

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

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. CLC agrees to abide by Board Policy 10 (see Attachment "B" hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to CLC. If CLC does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. CLC agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, Missouri, County, or Municipal laws.

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

10. INDEMNIFICATION. In further consideration of payment made by Board, CLC hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of CLC, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of Board or any other person or entity acting in concert with Board. This indemnification will cover all losses and damages incurred by Board and will include necessary costs and expenses including, but not limited to, attorney fees.

CLC covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. CLC shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. CLC acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board and understands that CLC's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify CLC in writing of the nature of any such breach and the corrective action that is required. CLC shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an expedited period to cure such material breach. If CLC fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

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

13. CONFLICT OF INTEREST. CLC agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or herself and CLC. This shall include any transaction in which CLC is a party, including the subject matter of this Agreement. CLC shall provide Board with "Conflict of Interest" disclosures and/or statements by each of its Board of Directors members and non-certified employees. "Conflict of Interest," as this term is used herein, shall be defined by Missouri law.

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

If CLC and Board determine from a record review or audit that CLC has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to CLC.

15. MODIFICATION OR AMENDMENT. In the event either Party requests to make any modification or amendment to this Agreement, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the other Party no less than

thirty (30) calendar days prior to the requested modification or amendment date and must be agreed to in writing by both Parties.

16. NOTICE. Any written notice or communication to Board shall be emailed, mailed, or delivered to Board at:

Camden County Developmental Disability Resources
P.O. Box 722 (mailed)
100 Third St. (delivered)
Camdenton MO 65020
director@ccddr.org

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

Children's Learning Center
88 Third St. (mailed or delivered)
Camdenton MO 65020
adrienne@clcforkids.org

17. TERM OF AGREEMENT. The term of this Agreement shall be January 1st, 2023, to December 31st, 2023.

18. EXHIBITS AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

CHILDREN’S LEARNING CENTER

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

Unit Billing Attendance Log

CCDDR Client	DD Eligible	First Steps	Day Habilitation	One-on-one	<div> <div> <div>1 Hour PA = \$16.92</div> <div>1 Hour Day Hab = \$6.59</div> </div> <div> <div>(Sample Invoice Only)</div> <div> <div>JAN</div><div>FEB</div><div>MAR</div><div>APR</div><div>MAY</div><div>JUN</div><div>JUL</div><div>AUG</div><div>SEP</div><div>OCT</div><div>NOV</div><div>DEC</div> </div> <div> <div>20XX</div> <div> <div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div><div>☐</div> </div> </div> </div> <div>Total Units</div> </div>																														
					Child's Name	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
					XXXXXXXXXXXXXXXXXX	xx/xx/xx																												6.717	6.717
X	X	X	X	X	XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.850	8.017	8.583	6.167	8.883				8.483	4.900			5.250	5.250				5.417	5.333		8.083	8.117					87.333
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.767	3.767	3.733	3.617	8.417		3.767	3.750	3.717	3.767	9.000		3.733	3.683	3.700	3.750		3.750	3.733	3.683	3.717	8.100			3.617	88.768	
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.650	2.317	4.083				3.833	4.017	4.950	3.933	2.000		2.750	3.533	3.000	3.217		2.900	3.100	3.733	2.767				4.250	59.033	
X	X	X	X	X	XXXXXXXXXXXXXXXXXX	xx/xx/xx				7.117		7.033			7.167																				21.317
	X	X	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx				6.233	7.700	7.483			7.633	6.883	7.483	2.450			7.467	6.350	1.917				7.633	6.133	7.850						83.215
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			5.233	5.117	5.067			4.367	4.833	5.150	3.917	7.550		5.333	5.117	5.033	4.933			5.350	4.267	4.617	4.600	7.700			4.467	92.651	
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.283	3.517	8.317		3.350	3.450	4.267	3.967	8.417		4.000	3.767	3.967	3.533		4.083	3.850	3.850	4.083	8.283			3.833	90.634	
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.267	3.517	8.317		3.350	3.450	4.267	3.967	8.417		4.000	3.767	3.967	3.533		4.083	3.850	3.850	4.083	8.283			3.833	90.618	
	X	X	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			8.967	9.017	9.000	9.000			8.250	8.500	4.183	8.583	8.267		8.600	8.700	8.517	8.867			7.317	8.517	7.583	8.733	7.783			7.900	156.284
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.383	3.667	3.583	3.400			3.350	3.717	4.183	3.483			3.400	3.583	3.600	3.383		3.417	3.683	3.733	3.467				3.733	60.765	
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx													5.417										7.667					13.084	
	X	X	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.250	2.967	3.717	2.667					2.817				3.100	3.000				2.867	3.633	3.300	3.183					34.501
	X	X	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.617	3.650	3.817	3.667				3.767	3.767	3.833			3.517	3.633	3.717	3.800		3.533			3.500				3.467	51.285	
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			6.883	6.917		8.083	7.133		7.233	8.733		8.883	2.267		7.833	8.033	8.067			7.283	8.033		6.900				7.567	109.848	
X	X	ao	X		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.400		4.417				4.500										4.367		5.117		4.517				3.817	31.135	
					Total Personal Assistant Units:																												XXXXX		
					Total Personal Assistant Units x \$20.89:																												\$	XXXXX	
					Total Day Habilitation Units:																												XXXXX		
					Total Day Habilitation Units x \$8.14:																												\$	XXXXX	
					Total First Steps In-Home Participants (See "First Steps" List Attached):																												XX		
					Total First Steps In-Home Participants x \$51.39:																												\$	XXXXX	
					INVOICE TOTAL:																												\$	XXXXX	

"C" denotes cancellation by parent/guardian (document reason for cancellation in monthly progress note); "CC" denotes Center Closed
 "AO" denotes aged out for First Steps
 "X" denotes yes to CCDDR client, DD eligible, or First Steps clients, or One-on-one students with a para professional

Attachment “B”



Policy Number:

10

Effective: August 1, 2007

Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021,
May 12, 2022

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

General Information

CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors ("Board") may elect to directly provide programs or services for Camden County residents with developmental disabilities ("Eligible Persons"), execute agreements with existing contracted agencies to provide programs or services for Eligible Persons, or both. CCDDR may also directly solicit, procure, and/or fund programs, services, and/or supports for Eligible Persons as deemed necessary with or without a program funding, POS, or other funding agreement; however, CCDDR shall follow the guidelines established in the CCDDR Procurement Policy 31 or seek approval through a Resolution of the Board, if necessary, when doing so. Special funding applications submitted for one-time expenses for less than \$50,000 may be awarded with or without a program funding, POS, or other funding agreement. CCDDR may award funds to agencies for programs and services that are used effectively, efficiently, and appropriately.

CCDDR reserves the right to procure services and/or supports without a funding application, program funding agreement, POS agreement, or other funding agreement in instances involving Medicaid or Medicaid Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

The following general principals shall apply to all program funding, POS, and other funding agreements awarded to agencies providing programs and/or services benefiting Eligible Persons:

1. Funding may be appropriated for CCDDR's fiscal year (calendar year) or for special funding projects. Program funding, POS, and other funding agreements are typically awarded and funded by CCDDR from Camden County property taxes received from the

Camden County Treasurer (SB 40 Tax Program) or earned revenue received from services provided by CCDDR (Services Program). The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Services Program expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.

2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.
3. All agencies awarded program funding, POS, or other funding agreements shall comply with all CCDDR funding policies/procedures and shall sign the program funding, POS, or other funding agreement outlining the terms, conditions, and requirements of CCDDR funding. CCDDR reserves the right to establish the terms, conditions, and requirements of all program funding, POS, and other funding agreements.
4. CCDDR will not provide program funding, POS, and other funding agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose or purposes benefiting Eligible Persons in conjunction with CCDDR's mission and Sections 205.968-205.972 RSMo.
5. CCDDR shall only provide program funding, POS, or other funding agreements for services rendered, expenses incurred, or anticipated expenses to be incurred by an agency after the date of Board approval of the agency's funding application.
6. An agency that fails to perform in accordance with any program funding, POS, or other funding agreement shall be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
7. Applicants of program funding, POS, or other funding agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.

All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

Annual Program Funding, POS, and Other Funding Agreements

Agencies requesting funds to sustain operations or to continue to provide previously funded services and/or supports shall be required to submit a funding request annually to CCDDR.

The annual funding request cycle will generally follow the following timelines:

1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the

Executive Director. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery unless otherwise specifically noted and/or identified in a Request for Proposals, Notice of Funding Available, or other communication.

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

Annual program funding, POS, or other funding agreements awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31st. However, if a decision about a funding application is made after December 31st, the program funding, POS, or other funding agreement may be signed following any approval with the funds retroactive to January 1st of the new fiscal (calendar) year, unless a temporary funding agreement has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved program funding, POS, or other funding agreement.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

Special Program Funding, POS, and Other Funding Agreements

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

1. The health and safety of Eligible Persons are threatened;
2. The health and safety of persons providing support services for Eligible Persons are threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support that will provide community inclusion, community employment, community transportation, housing, immediate care, or other

services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses for or related to the acquisition of additional equipment having a useful life of one (1) or more years;
9. Funds for one-time expenses related to real property purchases;
10. Funds for one-time expenses related to new construction or renovations to existing buildings; or
11. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.

Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

Eligibility Criteria

Agencies applying for funds from CCDDR must utilize said funds towards the effort of serving and/or assisting Eligible Persons.

Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

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

Programs, Services, and/or Supports Eligible for Funding

Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons. Eligible programs may include, but are not limited to:

- Sheltered employment programs, services, and/or supports

- Community employment programs, services, and/or supports
- Pre-vocational programs, services, and/or supports
- Immediate care programs, services, and/or supports
- Community inclusion programs, services, and/or supports
- Residential programs, services, and/or supports
- “Related” programs, services, and/or supports

“Related” programs, services, and/or supports are defined as:

1. Programs designed toward enabling an Eligible Person to progress towards successful community living and/or to develop an Eligible Person’s capacity, performance, or relationships in their community;
2. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
3. Programs which provide a controlled environment for the benefit of Eligible Persons.

Agencies submitting program funding applications which fall within the category of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definitions. The Board shall, at its sole discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

Agencies Eligible for Program Funding, POS, and Other Funding Agreements

CCDDR funds are available to agencies which are serving, assisting, or benefiting Eligible Persons or will serve, assist, or benefit Eligible Persons upon implementation of a program, service, and/or support.

Program funding, POS, and other funding agreements may be awarded to for-profit agencies and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.

General Funding Requirements for All Applications

The general requirements for all funding applications are:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds if the funding application is approved.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State’s office, provide a 501(c)3 determination letter from the Internal Revenue Service, and

provide a copy of the most recent 990 filed with the Internal Revenue Service if the agency is required to file a 990.

3. If the not-for-profit agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990, if the agency is required to file a 990, by the end of the sixth (6th) month after the end of the agency's fiscal year.
4. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
5. If applicable, all agencies must submit proof of good standing regarding current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
6. Agencies must be in good standing regarding the successful implementation of previous services, programs, or projects funded by CCDDR if the agency has received funding from CCDDR previously.
7. Agencies must submit a strategic or business plan and/or description of the program(s), service(s), project(s), etc. for which funds are to be used.
8. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and/or other relevant policies and procedures when applying for the first time.
9. Agencies shall provide other documents as deemed necessary by the CCDDR Executive Director and/or Board.

Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, procedures, and/or other governing documents adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.

Annual Funding Application Requirements

Agencies shall demonstrate fiscal viability by submitting:

1. Current year-to-date balance sheet or equivalent report for each applicable program;
2. Current year-to-date statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Current year-to-date cash flow statement or equivalent report for each applicable program;
4. Proposed or current budget for the next 12 consecutive months or fiscal year for each applicable program administered by the agency; and
5. The annual funding application.

Unless CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for more than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. The previous two agency fiscal year-ending balance sheets or equivalent reports for each applicable program;
2. The previous two agency fiscal year-ending statements of revenue and expenses vs. budgeted revenue and expenses or equivalent reports for each applicable program administered by the agency;
3. The previous two agency fiscal year-ending cash flow statements or equivalent reports for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report if CCDDR funded the agency during one or both previous two years or the most recently completed fiscal year-ending third-party audit report if not funded by CCDDR in either of the previous two fiscal years.

Unless the agency is still in its first fiscal year of operation or CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for less than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. Previous fiscal year-ending balance sheet or equivalent report for each applicable program;
2. Previous fiscal year-ending statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Previous fiscal year-ending cash flow statement or equivalent report for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report.

Special Funding Application Requirements

For new program applications, agencies shall provide detailed information about the program, including, but not limited to:

1. A business and/or strategic plan for each applicable program;
2. Projected budget for each applicable program;
3. Anticipated outcomes for each applicable program;
4. Summary of how CCDDR funds will be utilized in each applicable program;
5. Current or past agency financial reports (if applicable); and

6. The special funding application.

For operational shortfall, equipment purchase, property acquisition, new construction, renovation, vehicle acquisition, health and safety, and all other special funding applications, agencies shall provide detailed information about the circumstances, including, but not limited to:

1. A purpose, business plan, and/or strategic plan for each applicable funding request;
2. Projected cost and/or budget for each applicable funding request;
3. Anticipated outcomes for each applicable funding request;
4. Summary of how CCDDR funds will be utilized in each applicable funding request;
5. Current and/or past agency financial reports (if applicable); and
6. The special funding application.

For agencies submitting a special funding application to CCDDR for the first time or agencies who have not submitted an annual or special funding application to CCDDR for the last two (2) complete calendar years, all documents listed in the “General Funding Requirements for All Applications” are required to be submitted with the special funding application and the applicable documents listed above.

Funding Categories

CCDDR may approve annual or special program funding, POS, and other funding applications for various funding categories. These funding categories may include, but are not limited to:

- New Programs, Sustaining Existing Programs, or Expanding Existing Programs
- Construction Projects, Renovation Projects, or Property Purchases
- Vehicle Purchases or Repairs
- Operational Shortfall
- Health and Safety
- Equipment Purchases

New Programs, Sustaining Existing Programs, or Expanding Existing Programs

Criteria to be used to review and evaluate all applications for new programs, services, and/or supports; sustaining existing programs, services, and/or supports; and expanding existing programs, services, and/or supports include, but are not limited to:

- The extent to which the program, service, and/or support has been identified by CCDDR as a need based upon community needs survey results, waiting list data, or other available sources and data
- The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the program, service, and/or support

- The extent to which the program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward successful community living
- The availability of CCDDR revenues to sustain the program, service, and/or support on an on-going basis
- The extent to which the program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded
- The extent to which the estimated cost for the program, service, and/or support is reasonable and is cost-effective
- The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds
- The extent to which the program, service, and/or support addresses the needs of Eligible Persons
- The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel
- The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, can attain the proposed outcomes and goals
- The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals
- The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested)

CCDDR will evaluate each funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

Construction Projects, Renovation Projects, or Purchases of Property

All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.

The following information shall be submitted with the agency's program funding application when requesting funding for construction projects, renovation projects, and/or property purchases:

- Description of the project and benefits to persons served
- Projected timeline for initiation and completion of project

- Business or strategic plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons
- Land site and value (for proposed purchases of property that CCDDR is to fund or partially fund, an Independent Appraisal of the property from a certified appraiser is required)
- Architectural plans (if applicable)
- Itemized cost breakdown for the entire project

For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first priority lienholder.

For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lienholder.

Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.

Restricted covenants may be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.

If the agency continues to serve Eligible Persons but uses the real property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Vehicle Purchases or Repairs

Criteria to be used to review and evaluate all applications for vehicle purchases and repairs include, but are not limited to:

- Major repairs to vehicles necessary for continued use and program operation
- Improving or replacing an existing fleet of vehicles
- Purchasing accessibility or safety equipment

- Purchasing new vehicles as part of an expansion of transportation services
- The vehicle's/vehicles' sole or partial purpose for use must be for transporting Eligible Persons

All vehicle purchases and repairs require adherence to this Policy, CCDDR Procurement Policy #31, applicable sections of CCDDR Transportation Policy #37, and all applicable Federal, Missouri, and local laws or regulations. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5310 or other state/federal program are not subject to the conditions outlined in CCDDR Procurement Policy #31.

For vehicles purchased or repaired exclusively with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lienholder, and CCDDR will physically hold title for the duration of the vehicle's service. Agencies awarded funds for the purchase or repair of vehicles shall maintain adequate insurance coverage for said vehicles and shall furnish CCDDR with evidence of insurance annually. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.

Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased or repaired exclusively with CCDDR funds. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased or repaired exclusively with CCDDR funds. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5310, etc.), Federal or MoDOT standards and/or requirements shall prevail, with remittance of the sale price to CCDDR equal to CCDDR's percentage match (typically 20%) should CCDDR choose to retain the applicable proceeds from the sale price.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Operational Shortfall

CCDDR may provide funding for program specific operational shortfalls, such as unforeseen and uncontrollable circumstances affecting the successful operation of a program. Operational shortfalls will be heavily scrutinized by the Board. Mismanagement or management errors will not be considered legitimate reasons for one-time program funding requests; however, CCDDR will evaluate all circumstances as it relates to the impact on Eligible Persons, and continued funding of any other CCDDR-funded agency program will be reviewed and reconsidered immediately.

Health and Safety

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

Equipment Purchases

Agencies may submit a funding application to purchase equipment necessary for the continued viability of a program or adequate use of a building or property. Awarded funds for the purchase of equipment more than \$1,000 with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.

Agencies awarded funds for the purchase of equipment should maintain a loss control/risk management system to prevent damage or theft of such items. Any damage or theft of equipment of \$1,000 or more purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board. Agencies awarded funds for the purchase of equipment of \$1,000 or more shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such items.

If purchased equipment are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR. If purchased equipment are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.

Agencies awarded funds for the purchase of equipment of \$1,000 or more shall not sell, trade, or dispose of the item within a three-year period after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the equipment.

All purchased equipment should be depreciated in accordance with generally accepted accounting principles. The agency will be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

For all purchases of equipment of \$5,000 or more, the agency shall grant to CCDDR the right of a first-priority security interest in the equipment and all proceeds thereof. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable to create, preserve, perfect, or validate the security interest in such equipment. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

Monitoring of Funds Utilization and Agencies Receiving Funds

All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

All agencies receiving special funding from CCDDR must provide copies of actual invoices for approved expenditures, checks for payment of the invoices for approved expenditures, and/or verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.

As a publicly supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR. Agencies will be required to provide CCDDR with applicable financial and other disclosures of all operations. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds. Agencies' financial management controls and record-keeping should be in accordance with generally accepted accounting principles.

All agencies that have annual program funding or special funding agreements with CCDDR for \$50,000 or more shall submit an independent audit conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.

A DESE Audit Analysis shall accompany the audit report for sheltered employment services. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.

Agencies receiving less than \$50,000 through annual or special funding applications may request an exception to the third-party audit requirement. This audit exception request must be submitted to CCDDR in writing with the program funding application. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances. If an audit exception request is approved, the agencies receiving annual funding shall submit year-end financial statements or applicable program-specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

Agencies will be required to comply with all terms and conditions set forth in the program funding, POS, and/or other agreement(s). CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded with CCDDR funds.



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-40

IWYP POS AGREEMENT JANUARY 1ST TO DECEMBER 31ST, 2023
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WHEREAS, Sections 205.968-205.972 RSMo and subsequent passage by Camden Co. voters of the Senate Bill 40 enabling legislation in August of 1980 allows for the business, property, affairs, administrative control, and management to rest solely with the Camden County SB40 Board of Directors (dba Camden County Developmental Disability Resources).

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

NOW, THEREFORE, BE IT RESOLVED:

1. That the Camden County Senate Bill 40 Board (dba Camden County Developmental Disability Resources), hereafter referred to as the “Board”, acknowledges the receipt of the Purchase of Children’s Services and/or Supports (POS) Agreement Request for Calendar Year 2023 from I Wonder Y Preschool, hereafter referred to as IWYP, and authorizes the Executive Director to initiate and sign the POS Agreement with IWYP as identified in Attachment “A” hereto for providing Personal Assistant and/or Day Habilitation Services and/or Supports for eligible Camden County clients.
2. A quorum has been established for vote on this resolution, this resolution has been approved by a majority Board vote as defined in the Board bylaws, and this resolution shall remain in effect until otherwise amended or changed.

Chairperson/Officer/Board Member

Date

Secretary/Vice Chairperson/Treasurer/Board Member

Date

Attachment “A” to Resolution 2022-40

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

THIS “Purchase of Personal Assistant and Day Habilitation Services and/or Supports Agreement” (“Agreement”) entered into and effective this ____ day of _____ 20____, by and between Camden County Senate Bill 40 Board, dba Camden County Developmental Disability Resources, a government body organized pursuant to Sections 205.968 through 205.972 of the Revised Statutes of Missouri (“Board”), and I Wonder Y Preschool (“IWYP”), a not for profit Missouri corporation organized and operated under the provisions of Chapter 355 of the Revised Statutes of Missouri.

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

WHEREAS, IWYP provides services and/or supports for Camden County persons with developmental disabilities, as defined in Section 205.968 of the Revised Statutes of Missouri, and has submitted a complete Purchase of Children’s Services and/or Supports (POS) Agreement Request to render certain services and/or supports along with the expected cost to IWYP; and

WHEREAS, Board approves the Purchase of Children’s Services and/or Supports (POS) Agreement as set forth herein.

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

1. SERVICES TO BE PERFORMED. IWYP shall carry out the activities as set forth in the Fiscal Year (FY) 2023 Purchase of Children’s Services and/or Supports (POS) Agreement Request for Camden County persons with developmental disabilities. Board shall purchase Personal Assistant and Day Habilitation services and/or supports from IWYP for the cost of said Services and/or Supports as provided in Section 2 below.

2. FUNDING. The Board agrees to purchase Personal Assistant services and/or supports from IWYP at a cost of \$20.89 per hour per individual requiring one-on-one services and/or supports and Day Habilitation services and/or supports in a group setting for \$8.14 per hour per individual for providing said services and/or supports to Camden County persons who have been determined to be eligible to receive developmental disability services by the Missouri Department of Mental Health, Division of Developmental Disabilities, according to 9 CSR 45-2.010. On a monthly basis, IWYP shall submit an invoice electronically, preferably in Excel format, listing the eligible persons with developmental disabilities who were provided Personal Assistant and Day Habilitation services and/or supports by IWYP in the previous calendar month. The invoice shall include the total number of hours each eligible person with a developmental disability received Personal Assistant and Day Habilitation services and/or supports during the previous calendar month and a listing of each eligible person with a developmental disability served during the previous calendar month. Board funding for said

services and/or supports shall occur after verifying the accuracy of the information contained in the invoice (see Attachment "A" hereto).

3. REPORTING. To ensure compliance with the terms of this Agreement and the referred Request, IWYP agrees to provide reports to Board monthly, including: written progress report or equivalent for each program from each preceding month; a profit and loss statement or equivalent categorizing each program's income and expenses for each preceding month; cash flow statement or equivalent for each preceding month; fiscal year-to-date profit and loss statement or equivalent categorizing each program's income and expenses as of the last day of the preceding month; fiscal year-to-date cash flow statement or equivalent as of the last day of the preceding month; fiscal year-to-date balance sheet or equivalent as of the last day of the preceding month; a monthly list of Personal Assistant and Day Habilitation services and/or supports or equivalent for all eligible Camden County persons with a developmental disability participating in any IWYP programs; copies of invoices for services and materials if so requested by Board with advance notice; copies of payroll costs and related employee expenses if so requested by Board with advance notice; and any other reports or documents if so requested by Board with advance notice. Additional requested copies, documents, or reports shall be considered in advance if submitted in writing by Board to IWYP no later than the 10th day following the Monthly Funding Request. Failure to provide reports or equivalents monthly or other documents as requested by Board shall constitute a breach of this Agreement.

IWYP agrees to immediately report incidents and/or suspicions of client abuse and/or neglect to the governmental body authorized to investigate pursuant to Missouri laws (e.g., RSMo. 210.115; 630.165; 660.255). IWYP agrees to timely notify Board that said incident(s) have been reported to the appropriate governmental body. IWYP agrees to authorize the responsible governmental body to notify Board of any substantiated allegations.

IWYP also agrees to notify Board within ten (10) business days any information, incident, or investigation that relates to the subject matter of this Agreement, or that may impact IWYP's performance of this Agreement or ability to do business.

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

4. AUDIT REPORT AND IRS FORM 990. IWYP agrees to submit to Board one (1) copy of its completed audit and filed IRS Form 990, if applicable, within 60 calendar days after completion and filing, respectively. The audit must be completed annually and must be performed by an accountant or accounting firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this Agreement, by program, unless an exemption is approved by the Board. Payments under this Agreement may be suspended by Board until IWYP submits the completed audit or IRS Form 990, if applicable, unless otherwise approved by Board.

5. MONITORING. IWYP agrees to permit Board, the Executive Director of Board, or designee, or any individual(s) or agency designated by Board to monitor, survey, and inspect IWYP's services, activities, programs, and client records, to determine compliance and performance with this Agreement, except as prohibited by laws protecting client confidentiality. In addition, IWYP

hereby agrees, upon notice of forty-eight (48) hours, it will make available to Board or its designee(s) all records, facilities, and personnel, for auditing, inspection and interviewing, to determine the status of the services, activities, and programs covered hereunder and all other matters set forth in this Agreement.

6. CONTINUANCE. This Agreement may be extended beyond its term expiration upon the mutual consent in writing of the Parties.

7. BOARD FUNDING POLICY. IWYP agrees to abide by Board Policy 10 (see Attachment “B” hereto) and any revisions to said Policy approved by Board hereafter, which will be provided to IWYP. If IWYP does not adhere to the said Policy, such failure shall constitute a breach of this Agreement under Section 11 of this Agreement.

8. DISCRIMINATION. IWYP agrees that it has adopted policies and practices to ensure that it will not discriminate either in employment or in the provision of services in violation of any applicable Federal, Missouri, County, or Municipal laws.

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

10. INDEMNIFICATION. In further consideration of payment made by Board, IWYP hereby agrees to indemnify and hold harmless Board from any and all third party actions, causes of action, liabilities, fines, settlements, judgments, losses, or damages alleged or incurred to any individual person, firm, partnership, or corporation which arise out of, or relate to, or result from any act or omission of IWYP, except to the extent that such result from, in whole or in part, the negligence, unlawful, or wrongful acts of Board or any other person or entity acting in concert with Board. This indemnification will cover all losses and damages incurred by Board and will include necessary costs and expenses including, but not limited to, attorney fees.

IWYP covenants to maintain in full force throughout the term hereof, at all its own cost and expense, continuous insurance adequate and acceptable against liability for injury or death of any person or persons and damage to property in or about the premises. Each such policy shall be issued by an insurer having a minimum Best Rating of B+ and will contain provisions that it cannot be canceled or amended, insofar as it relates to the premises, without at least thirty (30) days prior written notice to Board. IWYP shall provide to the Board on an annual basis a Certificate of Insurance documenting levels of insurance coverage.

11. BREACH OF AGREEMENT. IWYP acknowledges that it has accepted covenants and obligations under this Agreement which are important to the health and safety of persons with developmental disabilities and necessary to satisfy the fiduciary responsibilities of Board and

understands that IWYP's failure or refusal to abide by any such covenants and obligations would constitute a breach of this Agreement.

In the event of a breach of this Agreement, Board shall notify IWYP in writing of the nature of any such breach and the corrective action that is required. IWYP shall be provided a minimum of thirty (30) calendar days to cure such breach, unless Board, in its sole discretion, determines that such breach is material in nature due to the circumstances, considering the economic, health, and other risks to the public and persons with developmental disabilities, in which case Board may set an expedited period to cure such material breach. If IWYP fails or refuses to cure a breach within the specified time period, Board may elect to suspend payments due under this Agreement until such breach is cured or may terminate this Agreement. Upon the curing of a breach prior to the termination of this Agreement, Board shall promptly pay any unpaid invoice.

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

13. CONFLICT OF INTEREST. IWYP agrees that no member of its Board of Directors or any of its employees now has, or will in the future, have any conflict of interest between himself or herself and IWYP. This shall include any transaction in which IWYP is a party, including the subject matter of this Agreement. IWYP shall provide Board with "Conflict of Interest" disclosures and/or statements by each of its Board of Directors members and non-certified employees upon request. "Conflict of Interest," as this term is used herein, shall be defined by Missouri law.

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

If IWYP and Board determine from a record review or audit that IWYP has not been paid in full or in part for any Services or Supports provided for in this Agreement, Board shall promptly pay any such underpayments to IWYP.

15. MODIFICATION OR AMENDMENT. In the event either Party requests to make any modification or amendment to this Agreement, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the other Party no less than thirty (30) calendar days prior to the requested modification or amendment date and must be agreed to in writing by both Parties.

16. NOTICE. Any written notice or communication to Board shall be emailed, mailed, or delivered to Board at:

Camden County Developmental Disability Resources
P.O. Box 722 (mailed)
100 Third St. (delivered)
Camdenton MO 65020
director@ccddr.org

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

I Wonder Y Preschool
P.O. Box 88 (mailed)
340 Hwy 54 (delivered)
Camdenton MO 65020
wendyaufdenkamp@gmail.com

17. TERM OF AGREEMENT. The term of this Agreement shall be June 1st, 2023, to December 31st, 2023.

18. EXHIBITS AND SCHEDULES. All exhibits and schedules attached to this Agreement shall be deemed part of this Agreement and are incorporated herein by reference.

19. GOVERNING LAW. This Agreement shall be deemed executed and delivered in the State of Missouri and the provisions hereof shall be governed by, construed, and enforced in accordance with the laws of the State of Missouri.

20. ENTIRE AGREEMENT. This Agreement, together with the exhibits and schedules attached hereto, constitutes all of the terms agreed upon by the Parties with respect to the subject matter herein and supersedes any and all prior agreements or understandings between the Parties and may not be changed or terminated orally.

21. SECTION HEADINGS. Section headings herein have been inserted for reference only and shall not be deemed to limit or otherwise affect in any manner or be deemed to interpret in whole or in part any of the terms or provisions of this Agreement.

22. BINDING. This Agreement shall inure to the benefit of and be legally binding upon the Parties and their respective successors and assigns.

23. SEVERABILITY. If any part, term, or provision of this Agreement is determined by a court with proper jurisdiction to be invalid or unenforceable, all other provisions nevertheless shall remain valid and effective as it is the intention of the Parties that each provision hereof is being agreed upon separately.

24. WAIVER. Failure by a Party to insist upon strict compliance with any of the terms, conditions, representations, and/or covenants of this Agreement shall not be deemed a waiver by such Party of such terms, conditions, representations, and/or covenants, nor shall any waiver or

relinquishment of any right or power hereunder by a Party at any time be deemed a waiver by such Party or relinquishment of such right or power at any time, absent written notice to such effect.

25. AMENDMENT OR MODIFICATION. No amendment or modification of this Agreement shall be binding unless reduced to writing and executed by the Parties.

IN WITNESS WHEREOF, the Parties by their duly authorized representatives have executed this Agreement.

CAMDEN COUNTY SENATE BILL 40
BOARD

I WONDER Y PRESCHOOL

Signature

Signature

Print Name

Print Name

Date

Date

Attachment “A”

[illegible]**Total Units**

(Sample Invoice Only)

CCDD	Day	H	One-on-One	Child's Name	DOB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
				Last, First	xx/xx/xx																																		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx																															6.717	6.717		
x		x		XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.850	8.017	8.583	6.167	8.883				8.483	4.900												5.417	5.333		8.083	8.117					87.333	
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.767	3.767	3.733	3.617	8.417			3.767	3.750	3.717	3.767	9.000			3.733	3.683	3.700	3.750				3.750	3.733	3.683	3.717	8.100			3.617	88.768		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.650	2.317	4.083					3.833	4.017	4.950	3.933	2.000			2.750	3.533	3.000	3.217				2.900	3.100	3.733	2.767			4.250	59.033			
x		x		XXXXXXXXXXXXXXXXXX	xx/xx/xx				7.117		7.033					7.167																						21.317	
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				6.233	7.700	7.483					7.633	6.883	7.483	2.450				7.467	6.350	1.917					7.633	6.133	7.850					83.215		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			5.233	5.117	5.067					4.367	4.833	5.150	3.917	7.550				5.333	5.117	5.033	4.933				5.350	4.267	4.617	4.600	7.700		4.467	92.651		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.283	3.517	8.317			3.350	3.450	4.267	3.967	8.417				4.000	3.767	3.967	3.533				4.083	3.850	3.850	4.083	8.283		3.833	90.634		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.867	3.950	4.267	3.517	8.317			3.350	3.450	4.267	3.967	8.417				4.000	3.767	3.967	3.533				4.083	3.850	3.850	4.083	8.283		3.833	90.618		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			8.967	9.017	9.000	9.000				8.250	8.500	4.183	8.583	8.267				8.600	8.700	8.517	8.867				7.317	8.517	7.583	8.733	7.783		7.900	156.284		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.383	3.667	3.583	3.400				3.350	3.717	4.183	3.483				3.400	3.583	3.600	3.383				3.417	3.683	3.733	3.467			3.733	60.765			
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx														5.417												7.667						13.084		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx				3.250	2.967	3.717	2.667							2.817					3.100	3.000						2.867	3.633	3.300	3.183				34.501	
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			3.617	3.650	3.817	3.667					3.767	3.767	3.833					3.517	3.633	3.717	3.800				3.533		3.500			3.467		51.285		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			6.883	6.917		8.083	7.133			7.233	8.733		8.883	2.267				7.833	8.033	8.067				7.283	8.033			6.900		7.567		109.848		
x	x			XXXXXXXXXXXXXXXXXX	xx/xx/xx			4.400		4.417					4.500									4.367					5.117		4.517					3.817		31.135	
Total PA Units																																XXXXX							
Total Personal Assistant Units x \$20.89:																																\$ XXXXX							
Total Day Hab Units																																XXXXX							
Total Day Habilitation Units x \$8.14:																																\$ XXXXX							
INVOICE TOTAL:																																\$ XXXXX							

Attachment “B”



Policy Number:

10

Effective: August 1, 2007

Revised: November 21, 2016,
December 18, 2017, May 21, 2018,
October 8, 2020, October 14, 2021,
May 12, 2022

Subject: Program Funding & Purchase of
Services and/or Supports Agreements

PURPOSE:

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

POLICY:

General Information

CCDDR is authorized by Sections 205.968 – 205.972 RSMo to serve persons with developmental disabilities, as defined in Sections 205.968 and 630.005 RSMo. The CCDDR Board of Directors ("Board") may elect to directly provide programs or services for Camden County residents with developmental disabilities ("Eligible Persons"), execute agreements with existing contracted agencies to provide programs or services for Eligible Persons, or both. CCDDR may also directly solicit, procure, and/or fund programs, services, and/or supports for Eligible Persons as deemed necessary with or without a program funding, POS, or other funding agreement; however, CCDDR shall follow the guidelines established in the CCDDR Procurement Policy 31 or seek approval through a Resolution of the Board, if necessary, when doing so. Special funding applications submitted for one-time expenses for less than \$50,000 may be awarded with or without a program funding, POS, or other funding agreement. CCDDR may award funds to agencies for programs and services that are used effectively, efficiently, and appropriately.

CCDDR reserves the right to procure services and/or supports without a funding application, program funding agreement, POS agreement, or other funding agreement in instances involving Medicaid or Medicaid Waiver services and/or supports, where individual choice is a prerequisite, or in instances where the immediate procurement of such services and/or supports are deemed necessary.

The following general principals shall apply to all program funding, POS, and other funding agreements awarded to agencies providing programs and/or services benefiting Eligible Persons:

1. Funding may be appropriated for CCDDR's fiscal year (calendar year) or for special funding projects. Program funding, POS, and other funding agreements are typically awarded and funded by CCDDR from Camden County property taxes received from the

Camden County Treasurer (SB 40 Tax Program) or earned revenue received from services provided by CCDDR (Services Program). The total amount of funds available is determined by calculating the estimated funds to be received in a stated fiscal (calendar) year less the total amount of funds needed to sustain CCDDR sponsored programs or services, operational reserves or other restricted fund accounts, Medicaid Waiver match commitments with the Department of Mental Health, Services Program expenses, administrative expenses, building expenses, and various other CCDDR operational expenses.

2. CCDDR may be limited in the amounts, if any, it can award to agencies for any funding request.
3. All agencies awarded program funding, POS, or other funding agreements shall comply with all CCDDR funding policies/procedures and shall sign the program funding, POS, or other funding agreement outlining the terms, conditions, and requirements of CCDDR funding. CCDDR reserves the right to establish the terms, conditions, and requirements of all program funding, POS, and other funding agreements.
4. CCDDR will not provide program funding, POS, and other funding agreements to assist agencies in retiring their existing debts, to supplant an existing financial effort of the agency, or to establish endowment funds. All funds awarded by CCDDR must be utilized for a specific purpose or purposes benefiting Eligible Persons in conjunction with CCDDR's mission and Sections 205.968-205.972 RSMo.
5. CCDDR shall only provide program funding, POS, or other funding agreements for services rendered, expenses incurred, or anticipated expenses to be incurred by an agency after the date of Board approval of the agency's funding application.
6. An agency that fails to perform in accordance with any program funding, POS, or other funding agreement shall be in default of said funding agreement. Any agency's ineffective, inefficient, or inappropriate use of awarded funds or a portion thereof shall be subject to a recapture of said funds.
7. Applicants of program funding, POS, or other funding agreements for partial funding of projects must demonstrate the availability and source of other funds for the development and/or continued operation of the proposed service or program.

All agencies receiving funds from CCDDR are encouraged to attend the monthly Board meetings to discuss progress on programs funded by CCDDR and receive information on CCDDR activities and topics related to developmental disabilities.

Annual Program Funding, POS, and Other Funding Agreements

Agencies requesting funds to sustain operations or to continue to provide previously funded services and/or supports shall be required to submit a funding request annually to CCDDR.

The annual funding request cycle will generally follow the following timelines:

1. Funding requests for the next CCDDR fiscal (calendar) year are typically due to CCDDR no later than October 15th of the current fiscal (calendar) year; however, certain exceptions may apply that may delay delivery, which require approval from the

Executive Director. Acceptable delivery methods to CCDDR shall include delivery via email, United States Postal Service, third-party private service, or personal delivery unless otherwise specifically noted and/or identified in a Request for Proposals, Notice of Funding Available, or other communication.

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

Annual program funding, POS, or other funding agreements awarded prior to the end of the current fiscal (calendar) year for the following fiscal (calendar) year are typically signed no later than December 31st. However, if a decision about a funding application is made after December 31st, the program funding, POS, or other funding agreement may be signed following any approval with the funds retroactive to January 1st of the new fiscal (calendar) year, unless a temporary funding agreement has already been established. In such cases, the Board has the option to adjust future funding accordingly if the temporary funding amounts are more or less than the final approved program funding, POS, or other funding agreement.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the funding request before a final decision is rendered.

Special Program Funding, POS, and Other Funding Agreements

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

1. The health and safety of Eligible Persons are threatened;
2. The health and safety of persons providing support services for Eligible Persons are threatened;
3. Programs or services provided by an agency are threatened;
4. Amounts originally appropriated for an approved program or service are insufficient due to unanticipated growth in the program or service;
5. Unexpected/unanticipated funding opportunities arise;
6. A situation arises which presents an immediate financial hardship for an agency that cannot wait until the next budget cycle;
7. A new program, service, and/or support that will provide community inclusion, community employment, community transportation, housing, immediate care, or other

services and/or supports which are not currently offered or improves the quality or environment of community living and/or an existing service and/or support;

8. Funds for one-time expenses for or related to the acquisition of additional equipment having a useful life of one (1) or more years;
9. Funds for one-time expenses related to real property purchases;
10. Funds for one-time expenses related to new construction or renovations to existing buildings; or
11. Funds for the purchase of vehicles utilized in transporting Eligible Persons for participation in programs or community inclusion when other State and/or Federal transportation funding resources have been exhausted.

Special funding requests should be submitted to CCDDR's Executive Director no less than 30 days prior to the next regularly scheduled Board meeting to ensure there is a proper preliminary review. The CCDDR Executive Director shall review all special funding requests and will make recommendations to the Board at a regularly scheduled Board meeting, unless an emergency exists which would require a special Board meeting to be scheduled. CCDDR's Executive Director shall consult with the Board Chairperson in the event a special Board meeting may be needed.

CCDDR's Executive Director and/or Board may request additional information, supporting documents, or other supportive information to support the special funding request before a final decision is rendered.

Eligibility Criteria

Agencies applying for funds from CCDDR must utilize said funds towards the effort of serving and/or assisting Eligible Persons.

Eligible Persons participating in programs offered or receiving services and/or supports provided by agencies should be current or former clients of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR. If not a former or current client of the Department of Mental Health, Division of Developmental Disabilities and/or CCDDR, an intake eligibility application and supporting documentation may be requested to support client eligibility.

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

Programs, Services, and/or Supports Eligible for Funding

Agencies applying for funds from CCDDR must utilize the funds for programs, services, and/or supports for Eligible Persons. Eligible programs may include, but are not limited to:

- Sheltered employment programs, services, and/or supports

- Community employment programs, services, and/or supports
- Pre-vocational programs, services, and/or supports
- Immediate care programs, services, and/or supports
- Community inclusion programs, services, and/or supports
- Residential programs, services, and/or supports
- “Related” programs, services, and/or supports

“Related” programs, services, and/or supports are defined as:

1. Programs designed toward enabling an Eligible Person to progress towards successful community living and/or to develop an Eligible Person’s capacity, performance, or relationships in their community;
2. Programs which provide services related to a place of residence or social centers for Eligible Persons; or
3. Programs which provide a controlled environment for the benefit of Eligible Persons.

Agencies submitting program funding applications which fall within the category of “related” programs, services, and/or supports will be asked to show how the program, service, and/or support qualifies under the above definitions. The Board shall, at its sole discretion, determine if the program, service, and/or support qualifies when evaluating all applications.

Agencies Eligible for Program Funding, POS, and Other Funding Agreements

CCDDR funds are available to agencies which are serving, assisting, or benefiting Eligible Persons or will serve, assist, or benefit Eligible Persons upon implementation of a program, service, and/or support.

Program funding, POS, and other funding agreements may be awarded to for-profit agencies and shall be dependent upon the needs of Eligible Persons and the availability of not-for-profit programs, services, and/or support agencies.

General Funding Requirements for All Applications

The general requirements for all funding applications are:

1. Agencies shall submit current proof of insurance coverage for all programs, services, and assets. The agency shall also maintain blanket fidelity coverage in an amount equal to or greater than awarded funds from CCDDR for all persons handling said funds if the funding application is approved.
2. Not-for-profit agencies shall be registered as a not-for-profit corporation in the State of Missouri and have a current Certificate of Good Standing from the Secretary of State’s office, provide a 501(c)3 determination letter from the Internal Revenue Service, and

provide a copy of the most recent 990 filed with the Internal Revenue Service if the agency is required to file a 990.

3. If the not-for-profit agency has been in operation for less than two (2) agency fiscal years prior to the application for funds and the agency's first fiscal year has not ended or the agency's first fiscal year has ended but it has not been six (6) months since the end of the first fiscal year, the agency must submit the copy of the 990, if the agency is required to file a 990, by the end of the sixth (6th) month after the end of the agency's fiscal year.
4. For-profit agencies shall have a current Certificate of Good Standing from the Secretary of State's office for the programs and/or services/supports identified in the application.
5. If applicable, all agencies must submit proof of good standing regarding current licensure, certification, or accreditation from the appropriate Missouri and/or Federal authority having oversight responsibilities (i.e. DESE, DMH, etc.).
6. Agencies must be in good standing regarding the successful implementation of previous services, programs, or projects funded by CCDDR if the agency has received funding from CCDDR previously.
7. Agencies must submit a strategic or business plan and/or description of the program(s), service(s), project(s), etc. for which funds are to be used.
8. Agencies must submit a copy of their current strategic plan, Bylaws, Articles of Incorporation, financial management policy, financial management procedures, and/or other relevant policies and procedures when applying for the first time.
9. Agencies shall provide other documents as deemed necessary by the CCDDR Executive Director and/or Board.

Any modifications or changes to the strategic plan, Bylaws, Articles of Incorporation, policies, procedures, and/or other governing documents adopted by the agency during the term identified in the funding agreement must be submitted to CCDDR.

Annual Funding Application Requirements

Agencies shall demonstrate fiscal viability by submitting:

1. Current year-to-date balance sheet or equivalent report for each applicable program;
2. Current year-to-date statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Current year-to-date cash flow statement or equivalent report for each applicable program;
4. Proposed or current budget for the next 12 consecutive months or fiscal year for each applicable program administered by the agency; and
5. The annual funding application.

Unless CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for more than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. The previous two agency fiscal year-ending balance sheets or equivalent reports for each applicable program;
2. The previous two agency fiscal year-ending statements of revenue and expenses vs. budgeted revenue and expenses or equivalent reports for each applicable program administered by the agency;
3. The previous two agency fiscal year-ending cash flow statements or equivalent reports for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report if CCDDR funded the agency during one or both previous two years or the most recently completed fiscal year-ending third-party audit report if not funded by CCDDR in either of the previous two fiscal years.

Unless the agency is still in its first fiscal year of operation or CCDDR already has these documents in its possession from previous reporting, agencies that have been in operation for less than two agency fiscal years prior to the application for funds must include in addition to the documents listed in the “General Funding Requirements for All Applications” and “Annual Funding Application Requirements” sections:

1. Previous fiscal year-ending balance sheet or equivalent report for each applicable program;
2. Previous fiscal year-ending statement of revenue and expenses vs. budgeted revenue and expenses or equivalent report for each applicable program administered by the agency;
3. Previous fiscal year-ending cash flow statement or equivalent report for each applicable program; and
4. The most recently completed agency fiscal year-ending third-party audit report.

Special Funding Application Requirements

For new program applications, agencies shall provide detailed information about the program, including, but not limited to:

1. A business and/or strategic plan for each applicable program;
2. Projected budget for each applicable program;
3. Anticipated outcomes for each applicable program;
4. Summary of how CCDDR funds will be utilized in each applicable program;
5. Current or past agency financial reports (if applicable); and

6. The special funding application.

For operational shortfall, equipment purchase, property acquisition, new construction, renovation, vehicle acquisition, health and safety, and all other special funding applications, agencies shall provide detailed information about the circumstances, including, but not limited to:

1. A purpose, business plan, and/or strategic plan for each applicable funding request;
2. Projected cost and/or budget for each applicable funding request;
3. Anticipated outcomes for each applicable funding request;
4. Summary of how CCDDR funds will be utilized in each applicable funding request;
5. Current and/or past agency financial reports (if applicable); and
6. The special funding application.

For agencies submitting a special funding application to CCDDR for the first time or agencies who have not submitted an annual or special funding application to CCDDR for the last two (2) complete calendar years, all documents listed in the “General Funding Requirements for All Applications” are required to be submitted with the special funding application and the applicable documents listed above.

Funding Categories

CCDDR may approve annual or special program funding, POS, and other funding applications for various funding categories. These funding categories may include, but are not limited to:

- New Programs, Sustaining Existing Programs, or Expanding Existing Programs
- Construction Projects, Renovation Projects, or Property Purchases
- Vehicle Purchases or Repairs
- Operational Shortfall
- Health and Safety
- Equipment Purchases

New Programs, Sustaining Existing Programs, or Expanding Existing Programs

Criteria to be used to review and evaluate all applications for new programs, services, and/or supports; sustaining existing programs, services, and/or supports; and expanding existing programs, services, and/or supports include, but are not limited to:

- The extent to which the program, service, and/or support has been identified by CCDDR as a need based upon community needs survey results, waiting list data, or other available sources and data
- The extent to which other Federal, State, and local agencies or funding sources are mandated to fund the program, service, and/or support

- The extent to which the program, service, and/or support will contribute to the advancement of and/or improvement of promoting Eligible Persons to progress toward successful community living
- The availability of CCDDR revenues to sustain the program, service, and/or support on an on-going basis
- The extent to which the program, service, and/or support falls within Sections 205.968-205.972 RSMo in terms of eligible services to be funded
- The extent to which the estimated cost for the program, service, and/or support is reasonable and is cost-effective
- The extent to which other available revenue sources have been investigated and accessed by the agency requesting CCDDR funds
- The extent to which the program, service, and/or support addresses the needs of Eligible Persons
- The extent to which the agency is: certified or accredited by State and national bodies; program, service, or support personnel are well qualified by training and/or experience for their roles; and the applicant agency has adequate facilities and personnel
- The extent to which, insofar as practicable, the proposed program, service, and/or support, if well executed, can attain the proposed outcomes and goals
- The strength of the program, service, and/or support plan for evaluation in terms of meeting stated outcomes/goals
- The agency's historical performance in other programs, services, and/or supports funded by CCDDR (if applicable) or historical performance in other programs, services, and/or supports not funded by CCDDR (references may be requested)

CCDDR will evaluate each funding application as it relates to program feasibility or viability and its impact on Eligible Persons participating in the program.

Construction Projects, Renovation Projects, or Purchases of Property

All new construction projects and renovation projects require development of uniform specifications for the work to be done, adherence to this Policy, adherence to CCDDR Procurement Policy #31, adherence to the Missouri Prevailing Wage Law when applicable, and adherence to all applicable Federal, Missouri, and local laws.

The following information shall be submitted with the agency's program funding application when requesting funding for construction projects, renovation projects, and/or property purchases:

- Description of the project and benefits to persons served
- Projected timeline for initiation and completion of project

- Business or strategic plan and how proposed property acquisition, construction, or renovation will enhance the agency's business operations and/or mission in serving Eligible Persons
- Land site and value (for proposed purchases of property that CCDDR is to fund or partially fund, an Independent Appraisal of the property from a certified appraiser is required)
- Architectural plans (if applicable)
- Itemized cost breakdown for the entire project

For all buildings or residential facilities proposed to be purchased, constructed, or renovated exclusively with CCDDR funds, the Board reserves the right to retain ownership of the property and subsequently lease the property to the agency for a specific purpose, hold recorded interest in title to the property, or be recorded as the first priority lienholder.

For all buildings or residential facilities proposed to be purchased, constructed, or renovated which are partially funded by CCDDR funds, the Board reserves the right to hold recorded interest in title to the property or be recorded as a lienholder.

Agencies awarded funds for the purchase, construction, or renovation of property shall maintain adequate insurance coverage for said items and shall furnish CCDDR with evidence annually.

Restricted covenants may be recorded for the agency's use of CCDDR funds to purchase property; purchase, construct, or renovate buildings; or purchase, construct, or renovate of residential facilities.

If CCDDR provides program funding for the purchase of real property and the agency sells, trades, or ceases to use the property for the purposes indicated in its original proposal and/or program funding application within five years from the date of being awarded funds, all funds disbursed in the project shall be reimbursed to CCDDR.

If the agency continues to serve Eligible Persons but uses the real property for a different purpose than in the original proposal, a request must first be made in writing to the Board to utilize the property in a different manner. If the request is denied, the agency shall repay CCDDR for the funding amount used to purchase the real property.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Vehicle Purchases or Repairs

Criteria to be used to review and evaluate all applications for vehicle purchases and repairs include, but are not limited to:

- Major repairs to vehicles necessary for continued use and program operation
- Improving or replacing an existing fleet of vehicles
- Purchasing accessibility or safety equipment

- Purchasing new vehicles as part of an expansion of transportation services
- The vehicle's/vehicles' sole or partial purpose for use must be for transporting Eligible Persons

All vehicle purchases and repairs require adherence to this Policy, CCDDR Procurement Policy #31, applicable sections of CCDDR Transportation Policy #37, and all applicable Federal, Missouri, and local laws or regulations. Agency purchases of vehicles at the State/Federal Surplus warehouse in Jefferson City or through the MoDOT Section 5310 or other state/federal program are not subject to the conditions outlined in CCDDR Procurement Policy #31.

For vehicles purchased or repaired exclusively with CCDDR funds, the vehicle must be titled with CCDDR listed as first-priority lienholder, and CCDDR will physically hold title for the duration of the vehicle's service. Agencies awarded funds for the purchase or repair of vehicles shall maintain adequate insurance coverage for said vehicles and shall furnish CCDDR with evidence of insurance annually. Agencies are required to provide CCDDR with vehicle serial numbers and other appropriate identifying information.

Agencies must submit a request in writing for CCDDR's permission to dispose of, transfer, or sell a vehicle purchased or repaired exclusively with CCDDR funds. CCDDR reserves the authority to determine a reasonable sale price and shall use the wholesale value of the vehicle as specified in The Official Bus Blue Book by Bus Solutions, in consideration with straight-line depreciation methods. CCDDR reserves the right to retain proceeds from sales of vehicles purchased or repaired exclusively with CCDDR funds. Where vehicles have been partially purchased with Federal or MoDOT funds (Section 5310, etc.), Federal or MoDOT standards and/or requirements shall prevail, with remittance of the sale price to CCDDR equal to CCDDR's percentage match (typically 20%) should CCDDR choose to retain the applicable proceeds from the sale price.

CCDDR will evaluate each funding application as it relates to feasibility or viability and its impact on Eligible Persons.

Operational Shortfall

CCDDR may provide funding for program specific operational shortfalls, such as unforeseen and uncontrollable circumstances affecting the successful operation of a program. Operational shortfalls will be heavily scrutinized by the Board. Mismanagement or management errors will not be considered legitimate reasons for one-time program funding requests; however, CCDDR will evaluate all circumstances as it relates to the impact on Eligible Persons, and continued funding of any other CCDDR-funded agency program will be reviewed and reconsidered immediately.

Health and Safety

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

Equipment Purchases

Agencies may submit a funding application to purchase equipment necessary for the continued viability of a program or adequate use of a building or property. Awarded funds for the purchase of equipment more than \$1,000 with a useful life of over 1 year may be required to complete an asset inventory report annually for the depreciable period applicable to the item following the award.

Agencies awarded funds for the purchase of equipment should maintain a loss control/risk management system to prevent damage or theft of such items. Any damage or theft of equipment of \$1,000 or more purchased with CCDDR funds shall be properly investigated, with the appropriate reports/findings submitted for review to the Board. Agencies awarded funds for the purchase of equipment of \$1,000 or more shall maintain adequate property insurance coverage for said items and shall furnish CCDDR with evidence of insurance annually for all such items.

If purchased equipment are found not to be used during a six-month consecutive period of time during the first three years of ownership, said items shall, if practical, be made available to CCDDR for reassignment to another agency, to CCDDR for its own uses, or for resale by CCDDR, with proceeds returning to CCDDR. If purchased equipment are found not to be used for or by Eligible Persons, the agency shall repay CCDDR the undepreciated or market value of said items or make the items available to CCDDR for reassignment to another agency.

Agencies awarded funds for the purchase of equipment of \$1,000 or more shall not sell, trade, or dispose of the item within a three-year period after the award unless prior approval has been obtained from CCDDR. If prior approval is not obtained, the agency shall repay CCDDR for the funding amount used to purchase the equipment.

All purchased equipment should be depreciated in accordance with generally accepted accounting principles. The agency will be expected to establish and fund a depreciation reserve account to replace the item when this becomes necessary.

For all purchases of equipment of \$5,000 or more, the agency shall grant to CCDDR the right of a first-priority security interest in the equipment and all proceeds thereof. If CCDDR opts to do so, the agency will execute a security agreement for the benefit of CCDDR and will, from time to time, execute, deliver, file, and record any statement, assignment, instrument, document, or agreement or take any other action that may be necessary or desirable to create, preserve, perfect, or validate the security interest in such equipment. Any executed security agreement shall be in effect for 10 years or until the property is disposed.

Monitoring of Funds Utilization and Agencies Receiving Funds

All agencies receiving annual funding from CCDDR for the on-going sustainment of programs, services, and/or supports shall provide a verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

All agencies receiving special funding from CCDDR must provide copies of actual invoices for approved expenditures, checks for payment of the invoices for approved expenditures, and/or verifiable, detailed accounting of funds utilized as identified in the funding agreement(s).

If the agency requests CCDDR to make a direct payment to the supplier or manufacturer rather than being remunerated by CCDDR, an invoice from the supplier or manufacturer for all approved expenditures is needed.

As a publicly supported entity, CCDDR places a premium on the accountability of its funds. This responsibility extends to those agencies funded by CCDDR. Agencies will be required to provide CCDDR with applicable financial and other disclosures of all operations. Agencies shall establish internal controls, systems, and procedures for monitoring the fiscal position of their agency and the use of CCDDR funds. Agencies' financial management controls and record-keeping should be in accordance with generally accepted accounting principles.

All agencies that have annual program funding or special funding agreements with CCDDR for \$50,000 or more shall submit an independent audit conducted by a Certified Public Accountant following Generally Accepted Auditing Standards for the period in which the funding was received. If this funding extends into a subsequent fiscal year(s) for the agency, a subsequent audit(s) will be required. The audit document shall include the auditor's Management Report and comments on compliance with accounting standards and internal controls. The audit is due in the CCDDR office within six (6) months of the close of the agency's fiscal year.

A DESE Audit Analysis shall accompany the audit report for sheltered employment services. Copies of audits by any regulatory entity must also be submitted to CCDDR within thirty (30) days of the agency's receipt of the completed audit report from the regulatory entity.

Agencies receiving less than \$50,000 through annual or special funding applications may request an exception to the third-party audit requirement. This audit exception request must be submitted to CCDDR in writing with the program funding application. Each audit exception request will be considered on a case-by-case basis, and each consideration will be made based on the funding application circumstances. If an audit exception request is approved, the agencies receiving annual funding shall submit year-end financial statements or applicable program-specific financial statements signed by their board treasurer, Certified Public Accountant, or authorized designee.

Agencies will be required to comply with all terms and conditions set forth in the program funding, POS, and/or other agreement(s). CCDDR reserves the right to conduct periodic site visits of funded programs, services, and/or supports. CCDDR may, at its own costs, procure the services of third parties to conduct assessments, audits, inspections, etc. of programs, services, supports, and/or facilities funded with CCDDR funds.