



October 11th, 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 October 11th, 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=m4f27cffe6d75ca1b6f021a5919308ab8>

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

Meeting Number (Access Code): 2553 663 2261

Meeting Password: 39774936

Call to Order/Roll Call

Approval of Agenda

Approval of Open Session Board Meeting Minutes for September 13th, 2022

Acknowledgement of Distributed Materials to Board Members

- August 2022 Our Saviors Lighthouse Child & Family Development Center (OSL) Monthly Reports
- August 2022 I Wonder Y Preschool (IWYP) Monthly Reports
- August 2022 Children's Learning Center (CLC) Monthly Report
- August 2022 Lake Area Industries (LAI) Monthly Report
- August 2022 Support Coordination Report
- August 2022 Agency Economic Report
- August 2022 Credit Card Statement
- Resolutions 2022-29 & 2022-30

Speakers/Special Guests/Announcements

- NONE

Monthly Oral Reports

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

Old Business for Discussion

- UMKC Grant Updates
- RFP 2022-3: Architectural & Construction Management Services Updates

New Business for Discussion

- NONE

CCDDR Reports

- August 2022 Support Coordination Report
- August 2022 Agency Economic Report

August 2022 Credit Card Statement

Discussion & Conclusion of Resolutions

1. Resolution 2022-29: Fiscal Year 2023 Budget
2. Resolution 2022-30: Approval of New Policy #46

Board Educational Presentation: There will be no Presentation for this Month's 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

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

September 13th, 2022
Open Session Minutes

CAMDEN COUNTY DEVELOPMENTAL DISABILITY RESOURCES

Open Session Minutes of September 13th, 2022

Members Present Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara,
Kym Jones, Angela Sellers

Members Absent Paul DiBello, Brian Willey, Angela Boyd

Others Present Ed Thomas, Executive Director

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

Approval of Agenda

Motion by Elizabeth Perkins, second Nancy Hayes, to approve the agenda as presented.

AYE: Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara
Kym Jones, Angela Sellers

NO: None

Approval of Open Session Board Meeting Minutes for August 9th, 2022

Motion by Nancy Hayes, second Elizabeth Perking, to approve the Open Session Board Meeting Minutes for August 9th, 2022, as presented.

AYE: Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara

NO: None

ABSTAIN: Kym Jones, Angela Sellers, because they were
not present at the August 9th, 2022, board meeting.

Approval of Closed Session Board Meeting Minutes for August 9th, 2022

Motion by Elizabeth Perkins, second Nancy Hayes, to approve the Closed Session Board Meeting Minutes for August 9th, 2022, as presented.

AYE: Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara

NO: None

ABSTAIN: Kym Jones, Angela Sellers, because they were
not present at the August 9th, 2022, board meeting.

Acknowledgement of Distributed Materials to Board Members

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

Speakers/Special Guests/Announcements

- None

Monthly Oral Reports

Our Saviors Lighthouse Child & Family Development Center (OSLCFDC)

Jessica Jensen

One of the 29 children enrolled is a CCDDR client. There is a wait list for students in the 1–2-year-old room and infant room. A \$2000 check was received from REMAX of the Lake. We are getting ready for our annual garage sale. A grant in the amount of \$3000 was received.

I Wonder Y Preschool (IWYP)

Wendy Aufdenkamp

No one was present from IWYP; however, Wendy sent her report by e-mail to Ed. Ed gave the oral report. Progress is being made. Staff worked with a CCDDR client on behavioral issues.

Children's Learning Center (CLC)

Adrienne Anderson

Enrollments for September: 26 children, 11 one-on-one which are part time. CLC was featured in the Lake Ozark Profile magazine. The agency needs first step providers. The new flooring has been completed. CLC is now accredited for enrollment of 40 children. Parking stops have been placed in front of fence of children's playground, which was one of the items that had to be completed to pass the accreditation. CLC will have a family activity night on 10-13 and a trunk or treat at 9:30 am on 10-31. A holiday fundraiser is currently in progress. \$1000 was received from the rotary club August 30.

Lake Area Industries (LAI)

Natalie Couch

August books showed a \$9,000 profit. 49 of the 54 employees are CCDDR clients. Two new employees were hired this week. LAI received an order to package 73,000 holiday kits and has an order to package 5000 hygiene kits a month. Work is beginning to increase in volume. Laker tackle is caught up until end of year. 3 purchase orders were received from BTI. Currently foam is at a standstill. Employees have been helping Lebanon workshop and attended a mailout orientation for Laurie Care Center. Mums are in and hospital has purchased 152; but there are still plenty for sale. September 30 is customer and employee appreciation.

Missouri Association of County Developmental Disabilities Services (MACDDS)

Preparing for annual meeting October 5th, 6th, and 7th. Not much else is going on at the moment.

Old Business for Discussion

- **UMKC Grant Updates**

Having problems in getting registered with SAM.gov. CCDDR is listed twice in SAM.gov, and both have incorrect information. Ed has been working with SAM.gov since April to get the issues corrected. UMKC cannot pay us the grant money until CCDDR is registered.

New Business for Discussion

- **RFP 2022-3: Architectural & Construction Management Services**

CCDDR attorneys are verifying the RFP was advertised correctly and is compliant with state statutes. The RFP is a design-bid-build RFP, which is being clarified in the responses to questions from potential respondents. The timeline on the contract for renovation to start is no later than April 2023. Ed advised the Board to formally adopt the design-bid-build format via a vote should the question arise again on the RFP in the future.

Motion by Dr. McNamara to use the design-bid-build procurement, second by Kym Jones.

AYE: Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara

NO: None

ABSTAIN: None

Ed introduced Dan Burrows, the new Support Coordinator. The caseload average for the agency should now be at 35 clients or less per Support Coordinator.

CCDDR Reports

- **July 2022 Support Coordination Report**

Closed July with 320 clients, but there were 322 clients as of yesterday. Medicaid eligibility is 86.88%, 98.29% Medicaid claims have been paid YTD as of July 31.

- **July 2022 Agency Economic Report**

Revised budget is more in line with year to date. Agency is ahead in both departments.

Motion by Kym Jones, second Elizabeth Perkins, to approve **ALL** reports as presented.

AYE: Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara
Kym Jones, Angela Sellers

NO: None

July 2022 Credit Card Statement

No Questions and a vote not necessary.

Board Educational Presentation: There will be no Presentation for this Month's Meeting

Open Discussion:

None

Public Comment:

None

Adjournment of Open Session:

Motion by Nancy Hayes, second Dr. McNamara, to adjourn meeting.

AYE: Elizabeth Perkins, Betty Baxter, Nancy Hayes, Dr. McNamara
Kym Jones, Angela Sellers

NO: None

Board Chairperson/Other Board Member

Secretary/Other Board Member

OSL Monthly Report

OSL August 2022 Program Update

Our Saviors Lighthouse still has a full group, and recently received a donation from a local family for \$5000 to help with our expansion of our 1-2 room. We have got the office moved in the building and will be starting the demolition process of the wall to expand the room. We are getting prepared for Halloween and hosting a trunk or treat at the church for the kids on Halloween Day at 2:30. We are inviting people to set up down in the bottom parking lot and decorate their vehicle and join us for our party!

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss

August 2022

	TOTAL
Income	
Services	3,959.32
Subsidy Payment	4,200.00
Tuition	3,739.00
Total Income	\$11,898.32
GROSS PROFIT	\$11,898.32
Expenses	
Payroll Expenses	
Taxes	746.77
Wages	9,385.72
Total Payroll Expenses	10,132.49
Total Expenses	\$10,132.49
NET OPERATING INCOME	\$1,765.83
Other Expenses	
Current Depreciation	107.32
Total Other Expenses	\$107.32
NET OTHER INCOME	\$ -107.32
NET INCOME	\$1,658.51

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Profit and Loss
January - August, 2022

	TOTAL
Income	
Donations	1,000.00
Services	10,253.42
Subsidy Payment	20,850.44
Tuition	43,100.50
Total Income	\$75,204.36
GROSS PROFIT	\$75,204.36
Expenses	
Job Supplies	422.42
Office Supplies & Software	67.00
Payroll Expenses	
Taxes	6,353.48
Wages	75,582.49
Total Payroll Expenses	81,935.97
QuickBooks Payments Fees	8.50
Total Expenses	\$82,433.89
NET OPERATING INCOME	\$ -7,229.53
Other Expenses	
Current Depreciation	107.32
Total Other Expenses	\$107.32
NET OTHER INCOME	\$ -107.32
NET INCOME	\$ -7,336.85

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Balance Sheet Summary

As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	-89,119.96
Accounts Receivable	10,206.28
Other Current Assets	111,807.87
Total Current Assets	\$32,894.19
Fixed Assets	321.96
TOTAL ASSETS	\$33,216.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	30,262.95
Total Current Liabilities	\$30,262.95
Total Liabilities	\$30,262.95
Equity	2,953.20
TOTAL LIABILITIES AND EQUITY	\$33,216.15

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

August 2022

	TOTAL
OPERATING ACTIVITIES	
Net Income	1,658.51
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-2,350.00
Direct Deposit Payable	0.00
Payroll Liabilities:Federal Taxes (941/944)	1,699.31
Payroll Liabilities:MO Income Tax	182.00
Payroll Liabilities:MO Unemployment Tax	28.76
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-439.93
Net cash provided by operating activities	\$1,218.58
INVESTING ACTIVITIES	
Apple iPhone 8	107.32
Net cash provided by investing activities	\$107.32
NET CASH INCREASE FOR PERIOD	\$1,325.90
Cash at beginning of period	19,851.95
CASH AT END OF PERIOD	\$21,177.85

Our Savior Lutheran Church DBA LighthouseCFDC (2)

Statement of Cash Flows

January - August, 2022

	TOTAL
OPERATING ACTIVITIES	
Net Income	-7,336.85
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-10,626.89
Direct Deposit Payable	0.00
Payroll Liabilities:Federal Taxes (941/944)	11,829.76
Payroll Liabilities:MO Income Tax	887.00
Payroll Liabilities:MO Unemployment Tax	571.44
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	2,661.31
Net cash provided by operating activities	\$ -4,675.54
INVESTING ACTIVITIES	
Apple iPhone 8	107.32
Net cash provided by investing activities	\$107.32
NET CASH INCREASE FOR PERIOD	\$ -4,568.22
Cash at beginning of period	25,746.07
CASH AT END OF PERIOD	\$21,177.85

***IWYP Monthly Reports
were not Available at
the Time the Board
Meeting Materials
were Published***

CLC Monthly Report



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

Utilizing August 2022 Records

CHILDREN'S LEARNING CENTER
Statement of Activity
 January - August, 2022

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		9,087.71	9,087.71
41200 Camden County SB40		147,092.25	147,092.25
41400 United Way Grant		8,000.00	8,000.00
41500 Misc. Grant Revenue		26,887.00	26,887.00
Total 41000 Contributions & Grants	\$ 0.00	\$ 191,066.96	\$ 191,066.96
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	1,782.03		1,782.03
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 8,993.00	\$ 0.00	\$ 8,993.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 4,161.00	\$ 0.00	\$ 4,161.00
Total 42100 First Steps	\$ 14,936.03	\$ 0.00	\$ 14,936.03
Total 42000 Program Services	\$ 14,936.03	\$ 0.00	\$ 14,936.03
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		1,050.00	1,050.00
43130 Snack		215.00	215.00
Total 43100 Dining	\$ 0.00	\$ 1,265.00	\$ 1,265.00
43200 Enrollment Fees		375.00	375.00
43300 Extended Care		150.00	150.00
43500 Tuition		21,045.70	21,045.70
43505 Subsidy Tuition		15,651.95	15,651.95
Total 43500 Tuition	\$ 0.00	\$ 36,697.65	\$ 36,697.65
Total 43000 Tuition	\$ 0.00	\$ 38,487.65	\$ 38,487.65
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			0.00
45310 Donations		1,256.00	1,256.00
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		600.00	600.00
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	\$ 8,607.71	\$ 8,607.71
Total 45300 Donation Income	\$ 0.00	\$ 8,607.71	\$ 8,607.71
Total 45000 Other Revenue	\$ 0.00	\$ 24,291.36	\$ 24,291.36
Total 40000 INCOME	\$ 14,936.03	\$ 253,845.97	\$ 268,782.00
Total Revenue	\$ 14,936.03	\$ 253,845.97	\$ 268,782.00
Gross Profit	\$ 14,936.03	\$ 253,845.97	\$ 268,782.00
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	\$ 100,282.20	\$ 100,282.20
51200 Background Check		15.25	15.25
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	\$ 1,350.00	\$ 1,350.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 9,520.39	\$ 9,520.38
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	\$ 123,432.46	\$ 123,432.46
52000 Advertising/Promotional		851.37	851.37
53000 Equipment		3,986.66	3,986.66
54000 Fundraising/Grants			0.00
54100 Child Care Relief Expansion		21,473.74	21,473.74

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
54990 Allen P. Josephine Green Foundation Grant Expense		4,054.97		4,054.97
Total 54000 Fundraising/Grants	\$ 0.00	\$ 45,032.66	\$	\$ 45,032.66
55000 Insurance				0.00
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	\$ 3,796.00	\$	\$ 3,796.00
56000 Office Expenditures				0.00
56100 Copy Machine	357.66	2,058.12		2,415.78
56200 Miscellaneous		332.00		332.00
56300 Office Supplies		1,563.79		1,563.79
56400 Postage & Delivery		118.00		118.00
Total 56000 Office Expenditures	\$ 357.66	\$ 4,071.91	\$	\$ 4,429.57
57000 Office/General Administrative Expenditures		296.67		296.67
57100 Accounting Fees		3,000.00		3,000.00
57160 QuickBooks Payments Fees		1,424.39		1,424.39
57200 Bank Charges		79.60		79.60
57220 Stop Payment/Return Check Fees		30.00		30.00
Total 57200 Bank Charges	\$ 0.00	\$ 109.60	\$	\$ 109.60
57400 Child Management Software		280.00		280.00
57600 License/Accreditation/Permit Fees		600.00		600.00
57700 Membership/Association Dues		239.00		239.00
57900 Seminars/Training		592.50		592.50
57960 Janitorial/Custodial		360.00		360.00
Total 57000 Office/General Administrative Expenditures	\$ 0.00	\$ 6,902.16	\$	\$ 6,902.16
58000 Operating Supplies				0.00
58100 Classroom Consumables		911.43		911.43
58200 Dining		11,443.93		11,443.93
58400 Sanitizing		1,892.11		1,892.11
Total 58000 Operating Supplies	\$ 0.00	\$ 14,247.47	\$	\$ 14,247.47
59000 Program Service Fees				0.00
59100 First Steps				0.00
59130 Natural Environment Mileage	2,064.04			2,064.04
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$ 8,199.00	\$ 0.00	\$	\$ 8,199.00
59170 Speech/Language Therapy				0.00
Total 59170 Speech/Language Therapy	\$ 3,929.00	\$ 0.00	\$	\$ 3,929.00
Total 59100 First Steps	\$ 14,192.04	\$ 0.00	\$	\$ 14,192.04
Total 59000 Program Service Fees	\$ 14,192.04	\$ 0.00	\$	\$ 14,192.04
61000 Repair & Maintenance		457.68		457.68
62000 Safety & Security	64.18	1,332.95		1,397.13
63000 Utilities				0.00
63100 Electric	474.37	2,606.54		3,080.91
63200 Internet	103.92	415.92		519.84
63300 Telephone	183.92	735.84		919.76
63400 Trash Service		295.20		295.20
63500 Water Softener		216.00		216.00
Total 63000 Utilities	\$ 762.21	\$ 4,269.50	\$	\$ 5,031.71
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	\$ 15,376.09	\$ 209,043.30	\$	\$ 224,419.39
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		675.00		675.00
Total Company Contributions	\$ 0.00	\$ 675.00	\$	\$ 675.00
Total Payroll Expenses	\$ 0.00	\$ 675.00	\$	\$ 675.00
Reimbursements		2,447.08		2,447.08
Total Expenditures	\$ 15,376.09	\$ 212,165.38	\$	\$ 227,541.47
Net Operating Revenue	-\$ 440.06	\$ 41,680.59	\$	\$ 41,240.53
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	-\$ 440.06	\$ 41,670.65	\$	\$ 41,230.59

CHILDREN'S LEARNING CENTER
Statement of Activity
August 2022

	First Steps	Step Ahead	TOTAL
Revenue			
40000 INCOME			0.00
41000 Contributions & Grants			0.00
41100 CACFP		1,175.86	1,175.86
41200 Camden County SB40		18,753.07	18,753.07
Total 41000 Contributions & Grants	\$ 0.00	\$ 19,928.93	\$ 19,928.93
42000 Program Services			0.00
42100 First Steps			0.00
42130 Natural Environment Mileage	498.04		498.04
42150 Physical Therapy			0.00
Total 42150 Physical Therapy	\$ 1,989.00	\$ 0.00	\$ 1,989.00
42170 Speech/Language Therapy			0.00
Total 42170 Speech/Language Therapy	\$ 1,207.00	\$ 0.00	\$ 1,207.00
Total 42100 First Steps	\$ 3,694.04	\$ 0.00	\$ 3,694.04
Total 42000 Program Services	\$ 3,694.04	\$ 0.00	\$ 3,694.04
43000 Tuition			0.00
43100 Dining			0.00
43120 Lunch		125.00	125.00
43130 Snack		30.00	30.00
Total 43100 Dining	\$ 0.00	\$ 155.00	\$ 155.00
43200 Enrollment Fees		150.00	150.00
43500 Tuition		1,955.00	1,955.00
43505 Subsidy Tuition		1,334.00	1,334.00
Total 43500 Tuition	\$ 0.00	\$ 3,289.00	\$ 3,289.00
Total 43000 Tuition	\$ 0.00	\$ 3,594.00	\$ 3,594.00
45000 Other Revenue			0.00
45300 Donation Income			0.00
45310 Donations		100.00	100.00
45312 Community Rewards		162.12	162.12
45315 Bear Market		75.00	75.00
45316 Daybreak Rotary		2,500.00	2,500.00
Total 45310 Donations	\$ 0.00	\$ 2,837.12	\$ 2,837.12
Total 45300 Donation Income	\$ 0.00	\$ 2,837.12	\$ 2,837.12
Total 45000 Other Revenue	\$ 0.00	\$ 2,837.12	\$ 2,837.12
Total 40000 INCOME	\$ 3,694.04	\$ 26,360.05	\$ 30,054.09
Total Revenue	\$ 3,694.04	\$ 26,360.05	\$ 30,054.09
Gross Profit	\$ 3,694.04	\$ 26,360.05	\$ 30,054.09
Expenditures			
50000 EXPENDITURES			0.00
51000 Payroll Expenditures			0.00
51100 Employee Salaries			0.00
Total 51100 Employee Salaries	\$ 0.00	\$ 10,834.45	\$ 10,834.45
51300 Employee Mileage			0.00
Total 51300 Employee Mileage	\$ 0.00	\$ 1,075.62	\$ 1,075.62
51400 Employee Retirement			0.00
Total 51400 Employee Retirement	\$ 0.00	\$ 180.00	\$ 180.00
51500 Employee Taxes			0.00
Total 51500 Employee Taxes	\$ 0.00	\$ 1,400.26	\$ 1,400.25
Total 51000 Payroll Expenditures	\$ 0.00	\$ 13,490.33	\$ 13,490.32

52000 Advertising/Promotional		261.00		261.00
53000 Equipment		1,567.70		1,567.70
54000 Fundraising/Grants				0.00
54100 Child Care Relief Expansion		2,263.74		2,263.74
54500 Misc. Grant		-435.00		-435.00
Total 54000 Fundraising/Grants	\$	0.00	\$	1,828.74
56000 Office Expenditures				0.00
56100 Copy Machine		627.36		627.36
56300 Office Supplies		33.16		33.16
56400 Postage & Delivery		60.00		60.00
Total 56000 Office Expenditures	\$	0.00	\$	720.52
Expenditures		183.45		183.45
57160 QuickBooks Payments Fees		192.28		192.28
57200 Bank Charges		9.95		9.95
57400 Child Management Software		35.00		35.00
57900 Seminars/Training		20.00		20.00
Expenditures	\$	0.00	\$	440.68
58000 Operating Supplies				0.00
58100 Classroom Consumables		237.78		237.78
58200 Dining		476.40		476.40
58400 Sanitizing		117.59		117.59
Total 58000 Operating Supplies	\$	0.00	\$	831.77
59000 Program Service Fees				0.00
59100 First Steps				0.00
59130 Natural Environment Mileage	498.04			498.04
59150 Physical Therapy				0.00
Total 59150 Physical Therapy	\$	1,767.00	\$	0.00
59170 Speech/Language Therapy				0.00
Total 59170 Speech/Language Therapy	\$	1,391.00	\$	0.00
Total 59100 First Steps	\$	3,656.04	\$	0.00
Total 59000 Program Service Fees	\$	3,656.04	\$	0.00
61000 Repair & Maintenance		33.15		33.15
62000 Safety & Security		124.85		124.85
63000 Utilities				0.00
63100 Electric		709.13		709.13
63200 Internet	12.99	51.99		64.98
63300 Telephone	22.99	91.98		114.97
63400 Trash Service		36.90		36.90
63500 Water Softener		96.00		96.00
Total 63000 Utilities	\$	35.98	\$	986.00
Total 50000 EXPENDITURES	\$	3,692.02	\$	20,284.74
Payroll Expenses				0.00
Company Contributions				0.00
Retirement		90.00		90.00
Total Company Contributions	\$	0.00	\$	90.00
Total Payroll Expenses	\$	0.00	\$	90.00
Reimbursements		156.31		156.31
Total Expenditures	\$	3,692.02	\$	20,531.05
Net Operating Revenue	\$	2.02	\$	5,829.00
Net Revenue	\$	2.02	\$	5,831.02

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

	First Steps	Step Ahead	Not Specified	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-440.06	41,670.65	0.01	41,230.60
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				0.00
Accounts Receivable (A/R)			-824.50	-824.50
Accounts Payable (A/P)			-952.23	-952.23
21000 CBOLO MasterCard -8027		-22,310.01	21,042.30	-1,267.71
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			-197.00	-197.00
22500 Payroll Liabilities:MO Unemployment Tax			-13.31	-13.31
Direct Deposit Payable			0.00	0.00
Payroll Liabilities:Ascensus			1,350.00	1,350.00
Payroll Liabilities:Globe Life - After Tax			79.59	79.59
Payroll Liabilities:Globe Life - After Tax Life Insurance Children			107.10	107.10
Payroll Liabilities:Globe Life Accidental Insurance - Pre-Tax Insurance			531.57	531.57
Payroll Liabilities:Globe Life After Tax			77.40	77.40
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	\$ 0.00	-\$ 33,994.10	\$ 31,148.23	-\$ 2,845.87
Net cash provided by operating activities	-\$ 440.06	\$ 7,676.55	\$ 31,148.24	\$ 38,384.73
Net cash increase for period	-\$ 440.06	\$ 7,676.55	\$ 31,148.24	\$ 38,384.73
Cash at beginning of period			50,219.49	50,219.49
Cash at end of period	-\$ 440.06	\$ 7,676.55	\$ 81,367.73	\$ 88,604.22

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

	2022
ASSETS	
Current Assets	
Bank Accounts	
11000 CBOLO Checking	88,604.22
Total Bank Accounts	\$ 88,604.22
Accounts Receivable	
Accounts Receivable (A/R)	4,094.50
Total Accounts Receivable	\$ 4,094.50
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	\$ 99,905.99
TOTAL ASSETS	\$ 99,905.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	714.38
Total Accounts Payable	\$ 714.38
Credit Cards	
21000 CBOLO MasterCard -8027	1,351.64
21200 Kroger-DS1634 CLC	0.00
Total Credit Cards	\$ 1,351.64
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	-2,742.48
22500 MO Unemployment Tax	-963.23
22600 Primevest Financial	448.19
Aflac	8,859.15
Allera	9,354.60
Ascensus	12,675.00
Globe Life - After Tax	147.81
Globe Life - After Tax Life Insurance Children	149.94
Globe Life Accidental Insurance - Pre-Tax Insurance	872.16
Globe Life After Tax	108.36
Health Care (United HealthCare)	821.67
US Department of Education	1,115.65
Total 22000 Payroll Liabilities	\$ 27,937.51
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$ 27,937.51
Total Current Liabilities	\$ 30,003.53
Total Liabilities	\$ 30,003.53
Equity	
30000 Opening Balance Equity	13,816.12
Retained Earnings	14,855.74
Net Revenue	41,230.60
Total Equity	\$ 69,902.46
TOTAL LIABILITIES AND EQUITY	\$ 99,905.99

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

	Date	Transacti on Type	Num	Class	Memo/Des cription	Split	Amount	Balance
Step Ahead	08/01/2022	Pledge	2341	Step Ahead	Tuition	Accounts Receivable (A/R)	535.00	535.00
	08/01/2022	Pledge	2341	Step Ahead	Snack Fee	Accounts Receivable (A/R)	5.00	540.00
	08/01/2022	Pledge	2341	Step Ahead	Dining	Accounts Receivable (A/R)	25.00	565.00
Total for Step Ahead							\$ 565.00	

CHILDREN'S LEARNING CENTER
AGENCY UPDATE/PROGRESS REPORT
August, September 2022

○ **CHILD COUNT/ATTENDANCE**

The Step Ahead program had 29 children in attendance in August due to Summer ending and the school year beginning. 22 out of 29 children enrolled have special needs or developmental delays. There were many absences this month again due to illness and vacations.

26 children are enrolled for September

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

○ **COMMUNITY EVENTS**

Attended:

The September/October edition of LO-Profile magazine came out and features youth leaders, Adrienne and CLC.

Current / Upcoming:

○ **GENERAL PROGRAM NEWS**

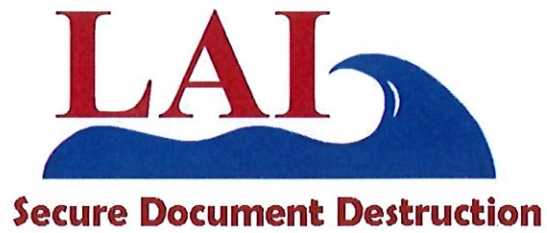
- CLC is still looking for new providers (SLP, OT, PT, SI) to join our First Steps Agency.
- CLC's kitchen, back hall, two bathrooms, the classroom, motor room, art/lunch area, and front hallway all have new flooring. Feel free to stop by CLC and take a look.
- CLC passed inspections for Sanitation and Fire for the capacity of 40 children.
- CLC had the initial licensing visit from the State on September 1st. There were some problems with licensing regarding a changing table needing to be placed in the open classroom for supervision and due to new safety guidelines for parking lots that require parking stops.
- The parking stop issue has been resolved with Linda from CCDDR's help, and Scott's Concrete.
- The changing table problem was not brought up during our blueprint review and has never been marked as a violation in the past, even during routine compliance monitoring. We are applying for a variance request due to supervision and ratios being met at all times throughout the building. Teachers supervise many children of all ages throughout the day inside the restroom and ratios within the classrooms are still maintained.

○ **FUNDRAISING/GRANTS**

CLC is participating in a "Holiday Wishes" fundraiser through Midland Fundraising. All proceeds will help us with expansion costs. This fundraiser ends on September 21st.

CLC was presented a check for \$1000 at the Noon Rotary meeting on August 30th. Adrienne also gave a presentation about CLC to the group.

LAI Monthly Report



Monthly Financial Reports

Lake Area Industries, Inc.

AUGUST, 2022

Lake Area Industries, Inc.
Balance Sheet Comparison

	31-Aug-22	31-Aug-21
ASSETS		
Current Assets		
Total Bank Accounts	802,381	645,893
Total Accounts Receivable	62,445	66,195
Other Current Assets		
Certificates of Deposit	204,210	202,896
Community Foundation of the Ozarks Agency Partner Account	1,630	1,028
GIFTED GARDEN CASH	500	500
INVENTORY	15,594	5,673
PETTY CASH	150	150
Total Other Current Assets	222,084	210,247
Total Current Assets	1,086,910	922,335
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	11,382	71,074
UTILITY DEPOSITS	554	554
Total Other Assets	11,936	71,628
TOTAL ASSETS	1,333,621	1,188,376
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	4,554	5,481
Total Credit Cards	2,526	1,206
Other Current Liabilities		
ACCRUED WAGES	7,833	0
AFLAC DEDUCTIONS PAYABLE	163	164
Gift Certificate Payable	25	69
Trellis sales	0	110
United Way contributions payable (deleted)	0	30
Total Other Current Liabilities	8,021	373
Total Current Liabilities	15,101	7,059
Total Liabilities	15,101	7,059
Equity		
Unrestricted Net Assets	1,245,680	949,103
Net Income	72,840	232,214
Total Equity	1,318,520	1,181,317
TOTAL LIABILITIES AND EQUITY	1,333,621	1,188,376

Lake Area Industries, Inc.
Profit and Loss

	Aug 2022	YTD
Income		
CONTRACT PACKAGING	21,847	162,811
FOAM RECYCLING	1,232	4,946
GREENHOUSE SALES		50,288
SECURE DOCUMENT SHREDDING	12,551	51,928
Services	174	174
Total Income	35,803	270,148
Cost of Goods Sold		
Cost of Goods Sold	627	8,449
GG PLANTS & SUPPLIES		27,642
SHIPPING AND DELIVERY		4,482
WAGES - TEMPORARY WORKERS		7,847
WAGES-EMPLOYEES	24,146	175,571
Total Cost of Goods Sold	24,773	223,991
Gross Profit	11,030	46,157
Expenses		
ACCTG. & AUDIT FEES		9,750
ALL OTHER EXPENSES	1,551	12,127
Bus Fare		1,812
CASH OVER/SHORT		(30)
EQUIP. PURCHASES & MAINTENANCE	4,905	35,074
INSURANCE	2,011	16,087
NON MANUFACTURING SUPPLIES	404	1,630
PAYROLL	18,776	146,326
PAYROLL EXP & BENEFITS	8,361	65,189
PROFESSIONAL SERVICES	1,566	11,650
UTILITIES	63	11,350
Total Expenses	37,636	310,964
Net Operating Income	(26,606)	(264,807)
Other Income		
INTEREST INCOME	264	2,730
MISCELLANEOUS INCOME	7	208
OTHER CONTRIBUTIONS	2,700	11,462
SB-40 REVENUE	16,939	134,004
STATE AID	25,988	189,243
Total Other Income	45,898	337,647
Other Expenses		
ALLOCATION NON OPERATING EXPENSES	0	0
Total Other Expenses	0	0
Net Other Income	45,898	337,647
Net Income	19,292	72,840

Lake Area Industries, Inc.
2022 Budget v. Actuals

	Aug 2022			YTD		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Income						
CONTRACT PACKAGING	21,847	30,411	(8,564)	162,811	267,736	(104,924)
FOAM RECYCLING	1,232	250	982	4,946	2,000	2,946
GREENHOUSE SALES		0	0	50,288	54,667	(4,379)
SECURE DOCUMENT SHREDDING	12,551	5,431	7,120	51,928	34,912	17,016
Services	174		174	174	0	174
Total Income	35,803	36,092	(289)	270,148	359,315	(89,167)
Cost of Goods Sold						
Cost of Goods Sold	627	4,356	(3,729)	8,449	27,571	(19,122)
GG PLANTS & SUPPLIES		0	0	27,642	30,571	(2,929)
SHIPPING AND DELIVERY		83	(83)	4,482	4,046	437
WAGES - TEMPORARY WORKERS		2,456	(2,456)	7,847	30,970	(23,123)
WAGES-EMPLOYEES	24,146	28,692	(4,546)	175,571	214,265	(38,694)
Total Cost of Goods Sold	24,773	35,587	(10,814)	223,991	307,423	(83,432)
Gross Profit	11,030	505	10,525	46,157	51,892	(5,735)
Expenses						
ACCTG. & AUDIT FEES		0	0	9,750	9,500	250
ALL OTHER EXPENSES	1,551	1,295	255	12,127	11,973	154
Bus Fare		250	(250)	1,812	2,000	(188)
CASH OVER/SHORT			0	(30)	0	(30)
EQUIP. PURCHASES & MAINTENANCE	4,905	4,731	174	35,074	37,844	(2,770)
INSURANCE	2,011	2,228	(217)	16,087	17,825	(1,738)
NON MANUFACTURING SUPPLIES	404	140	265	1,630	1,141	489
PAYROLL	18,776	18,794	(18)	146,326	150,399	(4,073)
PAYROLL EXP & BENEFITS	8,361	9,574	(1,214)	65,189	76,595	(11,406)
PROFESSIONAL SERVICES	1,566	1,895	(329)	11,650	15,160	(3,510)
UTILITIES	63	2,158	(2,095)	11,350	17,267	(5,917)
Total Expenses	37,636	41,065	(3,428)	310,964	339,703	(28,739)
Net Operating Income	(26,606)	(40,559)	13,953	(264,807)	(287,811)	23,004
Other Income						
INTEREST INCOME	264	266	(2)	2,730	2,128	602
MISCELLANEOUS INCOME	7		7	208	0	208
OTHER CONTRIBUTIONS	2,700		2,700	11,462	0	11,462
SB-40 REVENUE	16,939	17,944	(1,005)	134,004	133,968	36
STATE AID	25,988	25,430	558	189,243	190,080	(837)
Total Other Income	45,898	43,640	2,258	337,647	326,176	11,471
Other Expenses						
ALLOCATION NON OPERATING EXPENSES	0	(300)	300	0	1,141	(1,141)
Total Other Expenses	0	(300)	300	0	1,141	(1,141)
Net Other Income	45,898	43,941	1,957	337,647	325,035	12,612
Net Income	19,292	3,381	15,910	72,840	37,224	35,616

Lake Area Industries, Inc.
Statement of Cash Flows
YTD

	Total
OPERATING ACTIVITIES	
Net Income	72,840
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	14,763
Certificates of Deposit:Certificate of Deposit 12 mo mat 1/7/21- 1.35%	(106)
Certificates of Deposit:Certificate of Deposit 12 mo mat 10/22/20- .65%	(125)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/18/22- .75%	(300)
Certificates of Deposit:Certificate of Deposit 12 mo mat 3/27/21- .65%	(71)
Certificates of Deposit:Certificate of Deposit 12 mo mat 6/27/21- .65%	(83)
INVENTORY:GG PLANT & SUPPLIES INVEN	0
INVENTORY:RAW MATERIAL INVENTORY	(8,882)
Accounts Payable	512
CBOLO CC - 5044 Natalie	(5,104)
CBOLO CC - 9051 Lillie	470
Sam's Club Mastercard- 2148	(271)
AFLAC DEDUCTIONS PAYABLE	(0)
Gift Certificate Payable	(44)
Missouri Department of Revenue Payable	(0)
Rock Sales @ 75%	0
SALES TAX PAYABLE	0
Trellis sales	(110)
United Way contributions payable (deleted)	(30)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	618
Net cash provided by operating activities	73,458
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(11,382)
Net cash provided by investing activities	(11,382)
Net cash increase for period	62,076
Cash at beginning of period	740,305
Cash at end of period	802,381

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

	Total
OPERATING ACTIVITIES	
Net Income	19,292
Adjustments to reconcile Net Income to Net Cash provided by operations:	
ACCOUNTS RECEIVABLE	8,374
INVENTORY:RAW MATERIAL INVENTORY	627
Accounts Payable	(4,628)
CBOLO CC - 5044 Natalie	613
CBOLO CC - 9051 Lillie	(42)
Sam's Club Mastercard- 2148	(286)
AFLAC DEDUCTIONS PAYABLE	(0)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	4,658
Net cash provided by operating activities	23,950
INVESTING ACTIVITIES	
CURRENT CAPITAL IMPROVEMENT	(1,192)
Net cash provided by investing activities	(1,192)
Net cash increase for period	22,758
Cash at beginning of period	779,623
Cash at end of period	802,381

Lake Area Industries, Inc.						
A/P Aging Summary						
As of August 31, 2022						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 2,456	\$ 2,098	\$ 0	\$ 0	\$ 0	\$ 4,554

Lake Area Industries, Inc.						
A/R Aging Summary						
As of August 31, 2022						
	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$ 50,669	\$ 8,124	\$ 3,331	\$ 261	\$ 60	\$ 62,445

Support Coordination Report

August 2022

Client Caseloads

- Number of Caseloads as of August 31st, 2022: 321
- Budgeted Number of Caseloads: 310
- Pending Number of New Intakes: 4
- Medicaid Eligibility: 87.23%

Caseload Counts

Emily Breckenridge – 34

Daniel Burrows – 1

Elizabeth Chambers - 42

Stephanie Enoch – 34

Teri Guttman – 32

Micah Joseph – 35

Jennifer Lyon – 25

Christina Mitchell - 38

Mary Petersen – 23

Emily Debert-Smith – 27

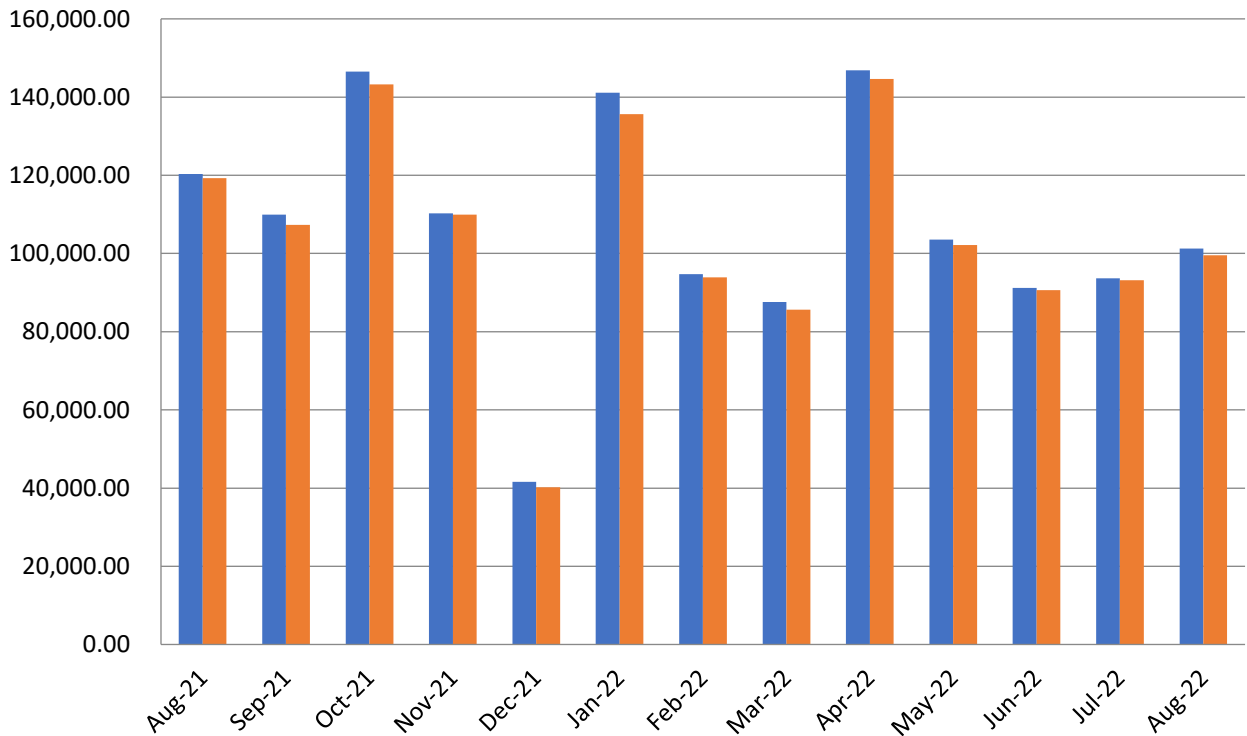
Patricia Strouse - 30

Agency Economic
Report
(Unaudited)

August 2022

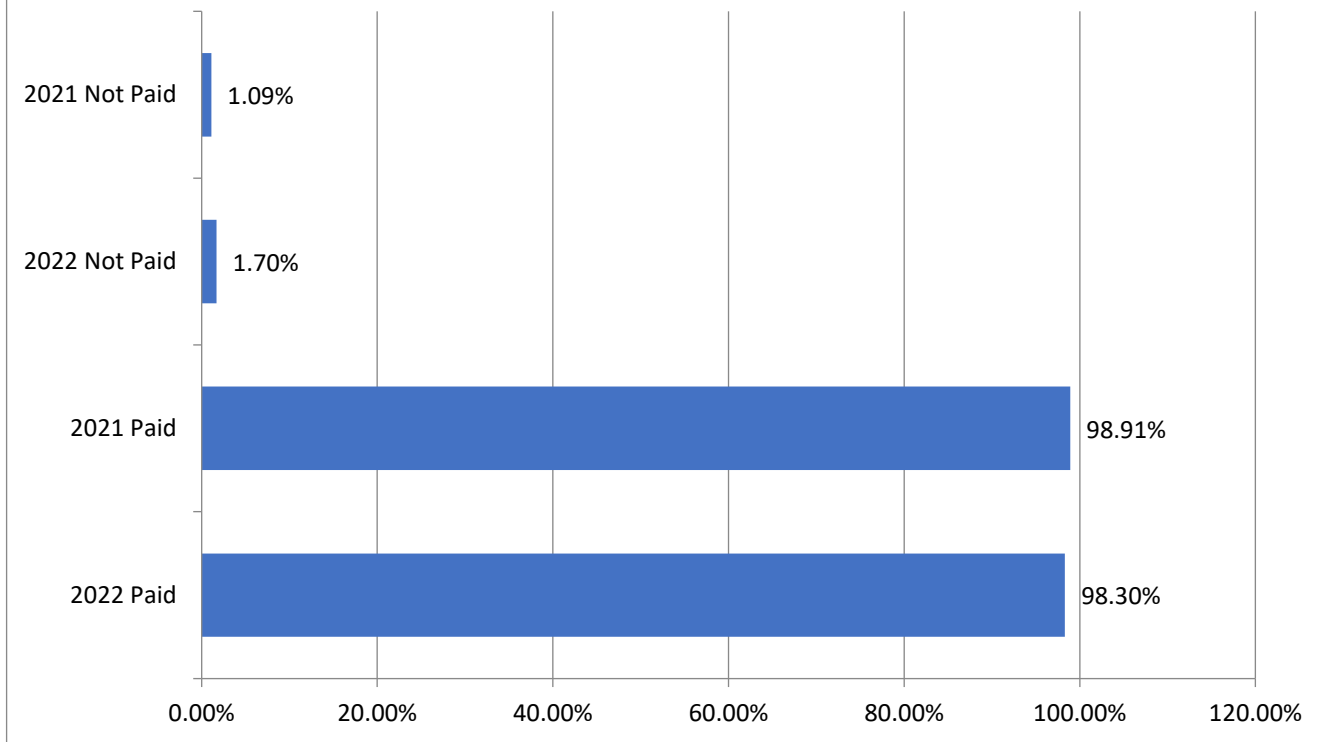
Medicaid Targeted Case Management Income

TCM Billed vs TCM Payment Received



	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Total Payable Billed	120,294.72	109,935.36	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
Total Payment Received	119,232.00	107,282.88	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

2022 vs 2021 Percentage Comparison Medicaid Billed vs Medicaid Paid



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

August 2022

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	10,160	8,218	1,942			0
4500 Services Income			0	119,586	129,952	(10,366)
Total Income	10,160	8,218	1,942	119,586	129,952	(10,366)
Gross Profit	10,160	8,218	1,942	119,586	129,952	(10,366)
Expenses						
5000 Payroll & Benefits			0	99,900	99,900	0
5100 Repairs & Maintenance			0	278	315	(38)
5500 Contracted Business Services			0	8,425	8,010	415
5600 Presentations/Public Meetings			0	379	100	279
5700 Office Expenses			0	3,355	4,489	(1,134)
5800 Other General & Administrative			0	6,874	868	6,006
5900 Utilities			0	1,042	825	217
6100 Insurance			0	1,764	1,770	(7)
6700 Partnership for Hope	3,661	5,800	(2,139)			0
6900 Direct Services	18,113	18,113	0			0
7100 Housing Programs	5,025	5,750	(725)			0
7200 Children's Programs	22,939	23,800	(861)			0
7300 Sheltered Employment Programs	16,410	23,000	(6,590)			0
7500 Community Employment Programs		2,550	(2,550)			0
7600 Community Resources	4,086	7,000	(2,914)			0
7900 Special/Additional Needs	16,262	29,674	(13,412)			0
Total Expenses	86,495	115,687	(29,192)	122,016	116,277	5,739
Net Operating Income	(76,336)	(107,469)	31,133	(2,431)	13,675	(16,106)
Other Expenses						
8500 Depreciation			0	4,068	4,850	(782)
Total Other Expenses	0	0	0	4,068	4,850	(782)
Net Other Income	0	0	0	(4,068)	(4,850)	782
Net Income	(76,336)	(107,469)	31,133	(6,499)	8,825	(15,324)

Budget Variance Report

Total Income: In August, SB 40 Tax Program income was slightly higher than projected, and Services Program income was lower 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.

Total Expenses: In August, SB 40 Tax Program expenses were lower than budgeted expectations in all categories. Overall Services Program expenses were higher than budgeted expectations mainly because Evers & Company, CPA's LLC's first invoice (approximately one half of the total cost for the 2021 audit) was budgeted for July but was not received and recorded until August. There were only minor overages in Contracted Business Services, Presentations/Public Meetings, and Utilities.

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

January - August, 2022

	SB 40 Tax			Services		
	Actual	Budget	Variance	Actual	Budget	Variance
Income						
4000 SB 40 Tax Income	1,032,253	1,021,694	10,559			0
4500 Services Income			0	996,741	990,257	6,484
Total Income	1,032,253	1,021,694	10,559	996,741	990,257	6,484
Gross Profit	1,032,253	1,021,694	10,559	996,741	990,257	6,484
Expenses						
5000 Payroll & Benefits			0	810,928	810,928	0
5100 Repairs & Maintenance			0	1,125	2,520	(1,395)
5500 Contracted Business Services			0	62,464	67,740	(5,276)
5600 Presentations/Public Meetings			0	670	800	(130)
5700 Office Expenses			0	35,707	41,412	(5,705)
5800 Other General & Administrative			0	16,434	20,674	(4,240)
5900 Utilities			0	6,292	6,600	(308)
6100 Insurance			0	14,108	14,160	(52)
6700 Partnership for Hope	33,731	46,000	(12,269)			0
6900 Direct Services	143,194	144,904	(1,710)			0
7100 Housing Programs	38,468	39,350	(882)			0
7200 Children's Programs	155,533	165,150	(9,617)			0
7300 Sheltered Employment Programs	166,730	183,000	(16,270)			0
7500 Community Employment Programs		2,900	(2,900)			0
7600 Community Resources	39,476	47,300	(7,824)			0
7900 Special/Additional Needs	19,621	46,364	(26,743)	0		0
Total Expenses	596,754	674,968	(78,214)	947,728	964,834	(17,106)
Net Operating Income	435,499	346,726	88,773	49,013	25,423	23,590
Other Expenses						
8500 Depreciation			0	32,849	38,800	(5,951)
Total Other Expenses	0	0	0	32,849	38,800	(5,951)
Net Other Income	0	0	0	(32,849)	(38,800)	5,951
Net Income	435,499	346,726	88,773	16,164	(13,377)	29,541

Budget Variance Report

Total Income: As of August, 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.

Total Expenses: As of August, YTD SB 40 Tax Program expenses were lower than budgeted expectations in all categories, and Services Program expenses were lower than budgeted in all categories.

Balance Sheet

As of August 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	29,760	0
1030 SB 40 Tax Reserve - Bank of Sullivan	0	
1035 Heritage SB 40 Tax Account	1,168,082	
Total 1005 SB 40 Tax Bank Accounts	1,197,842	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	94,216
1080 Heritage Services Account		238,628
Total 1050 Services Bank Accounts	0	332,844
Total 1000 Bank Accounts	1,197,842	332,844
Total Bank Accounts		
Accounts Receivable		
1200 Services		
1210 Medicaid Direct Service		51,935
1215 Non-Medicaid Direct Service		11,187
1220 Ancillary Services		6,926
Total 1200 Services	0	70,048
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	70,048
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		
1455 Prepaid-Insurance	0	17,993
Total 1450 Prepaid Expenses	0	17,993
Total Other Current Assets	0	56,596
Total Current Assets	2,239,853	459,488
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		(185,766)
1526 Accumulated Depreciation - Keystone		(35,505)
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		(82,812)
1536 Acc Dep - Remodeling - Keystone		(20,575)
1537 Acc Dep - Remodeling - Osage Beach Office		(4,219)
1540 Equipment		132,440
1545 Accumulated Depreciation - Equipment		(88,922)
1550 Vehicles		6,740
1555 Accumulated Depreciation - Vehicles		(6,740)
Total 1500 Fixed Assets	0	670,131
Total Fixed Assets	0	670,131
TOTAL ASSETS	2,239,853	1,129,618
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1900 Accounts Payable	6,125	12,299
Total Accounts Payable	6,125	12,299
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	(37)
2065 FFCRA Federal W/H Tax Credit		(3)
2066 FFCRA Health Insurance Credit		0
Total 2060 Payroll Tax Payable	0	277
2070 Payroll Clearing		
2071 AFLAC Pre-tax W / H	0	191
2072 AFLAC Post-tax W / H	0	30
2073 Vision Insurance W / H	0	151

2074 Health Insurance W / H	0	30
2075 Dental Insurance W / H	0	(342)
2076 Savings W / H		0
2078 Misc W / H		0
2079 Other W / H		0
Total 2070 Payroll Clearing	0	60
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	56,928
Total Other Current Liabilities	1,010,477	56,928
Total Current Liabilities	1,016,602	69,227
Total Liabilities	1,016,602	69,227
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		69,841
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		670,131
Total 3500 Restricted Services Fund Balances	0	1,009,971
3900 Unrestricted Fund Balances	(16,414)	(36,859)
3950 Prior Period Adjustment	0	0
3999 Clearing Account	87,261	56,818
Net Income	435,499	16,164
Total Equity	1,237,549	1,046,094
TOTAL LIABILITIES AND EQUITY	2,254,151	1,115,321

Statement of Cash Flows

August 2022

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	(76,336)	(6,499)
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(6,765)
1215 Services:Non-Medicaid Direct Service		0
1220 Services:Ancillary Services		0
1455 Prepaid Expenses:Prepaid-Insurance		2,822
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		1,610
1900 Accounts Payable	(27,710)	6,495
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		(2,553)
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		63
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		(19)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(27,710)	3,950
Net cash provided by operating activities	(104,046)	(2,549)
FINANCING ACTIVITIES		
3005 Restricted SB 40 Tax Fund Balances:Operational Reserves	(51,425)	
3010 Restricted SB 40 Tax Fund Balances:Transportation	135,000	
3035 Restricted SB 40 Tax Fund Balances:Childrens Programs	(84,000)	
3055 Restricted SB 40 Tax Fund Balances:Building/Remodeling/Expansion	168,116	
3070 Restricted SB 40 Tax Fund Balances:TCM	(167,691)	
3501 Restricted Services Fund Balances:Operational		49,456
3505 Restricted Services Fund Balances:Operational Reserves		(56,055)
3599 Restricted Services Fund Balances:Other		(4,068)
3999 Clearing Account		4,068
Net cash provided by financing activities	0	(6,599)
Net cash increase for period	(104,046)	(9,148)
Cash at beginning of period	1,303,440	340,439
Cash at end of period	1,199,395	331,291

Statement of Cash Flows

January - August, 2022

	SB 40 Tax	Services
OPERATING ACTIVITIES		
Net Income	435,499	16,164
Adjustments to reconcile Net Income to Net Cash provided by operations:		
1210 Services:Medicaid Direct Service		(50,916)
1215 Services:Non-Medicaid Direct Service		4,909
1220 Services:Ancillary Services		(351)
1455 Prepaid Expenses:Prepaid-Insurance		9,537
1525 Fixed Assets:Accumulated Depreciation - 100 Third Street		7,185
1526 Fixed Assets:Accumulated Depreciation - Keystone		2,928
1535 Fixed Assets:Acc Dep - Remodeling - 100 Third Street		5,783
1536 Fixed Assets:Acc Dep - Remodeling - Keystone		3,765
1537 Fixed Assets:Acc Dep - Remodeling - Osage Beach Office		0
1545 Fixed Assets:Accumulated Depreciation - Equipment		13,188
1900 Accounts Payable	(18,103)	3,573
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		0
2071 Current Liabilities:Payroll Clearing:AFLAC Pre-tax W / H		(353)
2072 Current Liabilities:Payroll Clearing:AFLAC Post-tax W / H		(16)
2073 Current Liabilities:Payroll Clearing:Vision Insurance W / H		138
2075 Current Liabilities:Payroll Clearing:Dental Insurance W / H		61
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	(22,661)	(13,356)
Net cash provided by operating activities	412,838	2,807
INVESTING ACTIVITIES		
1511 Fixed Assets:Keystone Land		(650)
Net cash provided by investing activities	0	(650)
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		6,867
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		(32,192)
3900 Unrestricted Fund Balances	(140,723)	(55,482)
3999 Clearing Account		32,192
Net cash provided by financing activities	(8,000)	(49,189)
Net cash increase for period	404,838	(47,031)
Cash at beginning of period	793,004	379,875
Cash at end of period	1,197,842	332,844

Check Detail - SB 40 Tax Account

August 2022

1035 Heritage SB 40 Tax Account

Date	Transaction Type	Num	Name	Amount
08/03/2022	Bill Payment (Check)	1014	Handyman Solutions LLC	(16,436.64)
08/03/2022	Bill Payment (Check)	1015	Lake Area Industries	(16,379.08)
08/03/2022	Bill Payment (Check)	1016	OATS, Inc.	(11,485.73)
08/12/2022	Bill Payment (Check)	1017	Childrens Learning Center	(18,753.07)
08/12/2022	Bill Payment (Check)	1018	DMH Local Tax Matching Fund	(3,660.91)
08/12/2022	Bill Payment (Check)	1019	Lake Area Industries	(14,370.59)
08/24/2022	Bill Payment (Check)	1020	I Wonder Y Preschool	0.00
08/24/2022	Bill Payment (Check)	1021	Kyle LaBrue	(1,244.00)
08/24/2022	Bill Payment (Check)	1022	OATS, Inc.	0.00
08/24/2022	Bill Payment (Check)	1023	Our Saviors Lighthouse Child & Family Development Center	(1,247.83)
08/24/2022	Bill Payment (Check)	1024	Revelation Construction & Development, LLC	(518.00)
08/24/2022	Bill Payment (Check)	1025	Revelation Construction & Development, LLC	(726.00)
08/24/2022	Bill Payment (Check)	1026	Revelation Construction & Development, LLC	(419.00)
08/24/2022	Bill Payment (Check)	1027	Revelation Construction & Development, LLC	(845.00)
08/24/2022	Bill Payment (Check)	1028	Revelation Construction & Development, LLC	(721.00)
08/24/2022	Bill Payment (Check)	1029	Revelation Construction & Development, LLC	(552.00)
08/26/2022	Bill Payment (Check)	1030	Camden County Senate Bill 40 Board	(18,113.00)
08/26/2022	Bill Payment (Check)	1031	I Wonder Y Preschool	(2,938.43)
08/26/2022	Bill Payment (Check)	1032	Missouri Ozarks Community Action, Inc.	(375.00)
08/26/2022	Bill Payment (Check)	1033	OATS, Inc.	(5,595.20)

Check Detail - Services Account

1080 Heritage Services Account

Date	Transaction Type	Num	Name	Amount
08/01/2022	Expense	081519031 - QTR 2	Mo Division Of Employment Security	(146.63)
08/05/2022	Expense	08/05/2022	Connie L Baker	(1,343.79)
08/05/2022	Expense	08/05/2022	Rachel K Baskerville	(1,543.25)
08/05/2022	Expense	08/05/2022	Jeanna K Booth	(1,725.27)
08/05/2022	Expense	08/05/2022	Emily J Breckenridge	(1,341.36)
08/05/2022	Expense	08/05/2022	Elizabeth L Chambers	(1,231.85)
08/05/2022	Expense	08/05/2022	Lori Cornwell	(1,699.62)
08/05/2022	Expense	08/05/2022	Stephanie E Enoch	(1,567.62)
08/05/2022	Expense	08/05/2022	Teri Guttman	(1,660.95)
08/05/2022	Expense	08/05/2022	Alaina P Japal	(1,120.68)
08/05/2022	Expense	08/05/2022	Ryan Johnson	(1,856.75)
08/05/2022	Expense	08/05/2022	Micah J Joseph	(2,223.21)
08/05/2022	Expense	08/05/2022	Jennifer Lyon	(1,687.81)
08/05/2022	Expense	08/05/2022	Christina R. Mitchell	(1,370.97)
08/05/2022	Expense	08/05/2022	Mary P Petersen	(1,575.06)
08/05/2022	Expense	08/05/2022	Linda Simms	(1,655.72)

08/05/2022	Expense	08/05/2022	Emily Smith	(1,339.48)
08/05/2022	Expense	08/05/2022	Patricia L. Strouse	(1,322.75)
08/05/2022	Expense	08/05/2022	Eddie L Thomas	(2,986.26)
08/05/2022	Expense	08/05/2022	Nicole M Whittle	(1,838.09)
08/05/2022	Bill Payment (Check)	1020	Aflac	(1,139.40)
08/05/2022	Bill Payment (Check)	1021	Alaina P Japal	(77.75)
08/05/2022	Bill Payment (Check)	1022	All American Termite & Pest Control	(42.00)
08/05/2022	Bill Payment (Check)	1023	Ameren Missouri	(308.61)
08/05/2022	Bill Payment (Check)	1024	Camden County Fire & Safety	(80.00)
08/05/2022	Bill Payment (Check)	1025	Camden County PWSD #2	(60.71)
08/05/2022	Bill Payment (Check)	1026	Charter Business / Spectrum	(599.87)
08/05/2022	Bill Payment (Check)	1027	Christina R. Mitchell	(77.20)
08/05/2022	Bill Payment (Check)	1028	Connie L Baker	(67.76)
08/05/2022	Bill Payment (Check)	1029	Direct Service Works	(995.00)
08/05/2022	Bill Payment (Check)	1030	Eddie L Thomas	(50.00)
08/05/2022	Bill Payment (Check)	1031	Elizabeth L Chambers	(183.03)
08/05/2022	Bill Payment (Check)	1032	Emily J Breckenridge	(126.04)
08/05/2022	Bill Payment (Check)	1033	Emily Smith	(83.19)
08/05/2022	Bill Payment (Check)	1034	Happy Maids Cleaning Services LLC	(60.00)
08/05/2022	Bill Payment (Check)	1035	Jeanna K Booth	(100.00)
08/05/2022	Bill Payment (Check)	1036	Jennifer Lyon	(149.96)
08/05/2022	Bill Payment (Check)	1037	LaCleda Electric Cooperative	(535.82)
08/05/2022	Bill Payment (Check)	1038	Linda Simms	(220.94)
08/05/2022	Bill Payment (Check)	1039	Lori Cornwell	(54.11)
08/05/2022	Bill Payment (Check)	1040	Mary P Petersen	(112.16)
08/05/2022	Bill Payment (Check)	1041	Micah J Joseph	(102.73)
08/05/2022	Bill Payment (Check)	1042	MSW Interactive Designs LLC	(35.00)
08/05/2022	Bill Payment (Check)	1043	Patricia L. Strouse	(102.56)
08/05/2022	Bill Payment (Check)	1044	Rachel K Baskerville	(303.21)
08/05/2022	Bill Payment (Check)	1045	Ryan Johnson	(50.00)
08/05/2022	Bill Payment (Check)	1046	Stephanie E Enoch	(109.39)
08/05/2022	Bill Payment (Check)	1047	SUMNERONE	(2,248.00)
08/05/2022	Bill Payment (Check)	1048	Teri Guttman	(167.11)
08/05/2022	Bill Payment (Check)	1049	VERIZON	(221.45)
08/05/2022	Bill Payment (Check)	1050	U.S. Postal Service	(58.00)
08/05/2022	Expense	08/05/2022	Internal Revenue Service	(8,527.84)
08/12/2022	Bill Payment (Check)	1051	Alaina P Japal	(2.00)
08/12/2022	Bill Payment (Check)	1052	All American Termite & Pest Control	(103.00)
08/12/2022	Bill Payment (Check)	1053	AT&T	(105.50)
08/12/2022	Bill Payment (Check)	1054	Bankcard Center	(520.13)
08/12/2022	Bill Payment (Check)	1055	Christina R. Mitchell	(1.96)
08/12/2022	Bill Payment (Check)	1056	Connie L Baker	(1.28)
08/12/2022	Bill Payment (Check)	1057	Delta Voice & Data Technologies, LLC	(120.00)
08/12/2022	Bill Payment (Check)	1058	Elizabeth L Chambers	(9.59)
08/12/2022	Bill Payment (Check)	1059	Emily J Breckenridge	(5.48)
08/12/2022	Bill Payment (Check)	1060	Emily Smith	(2.39)
08/12/2022	Bill Payment (Check)	1061	Jennifer Lyon	(7.20)
08/12/2022	Bill Payment (Check)	1062	Lake Area Industries	(50.00)

08/12/2022	Bill Payment (Check)	1063	Lake Regional Occupational Medicine Clinic	(71.00)
08/12/2022	Bill Payment (Check)	1064	Linda Simms	(12.32)
08/12/2022	Bill Payment (Check)	1065	Lori Cornwell	(0.30)
08/12/2022	Bill Payment (Check)	1066	Mary P Petersen	(4.48)
08/12/2022	Bill Payment (Check)	1067	Micah J Joseph	(3.80)
08/12/2022	Bill Payment (Check)	1068	Nicole M Whittle	(50.00)
08/12/2022	Bill Payment (Check)	1069	Office Business Equipment	(497.84)
08/12/2022	Bill Payment (Check)	1070	Patricia L. Strouse	(3.79)
08/12/2022	Bill Payment (Check)	1071	Rachel K Baskerville	(9.70)
08/12/2022	Bill Payment (Check)	1072	Scott's Heating & Air	(100.50)
08/12/2022	Bill Payment (Check)	1073	Staples Advantage	(22.68)
08/12/2022	Bill Payment (Check)	1074	Stephanie E Enoch	(4.28)
08/12/2022	Bill Payment (Check)	1075	Teri Guttman	(8.44)
08/19/2022	Expense	08/19/2022	Connie L Baker	(1,351.27)
08/19/2022	Expense	08/19/2022	Rachel K Baskerville	(1,543.26)
08/19/2022	Expense	08/19/2022	Jeanna K Booth	(1,725.27)
08/19/2022	Bill Payment (Check)	1076	All Seasons Services	(425.00)
08/19/2022	Bill Payment (Check)	1077	Bryan Cave Leighton Paisner LLP	(610.00)
08/19/2022	Bill Payment (Check)	1078	Catalyst Electric	(117.50)
08/19/2022	Bill Payment (Check)	1079	City Of Camdenton	(56.89)
08/19/2022	Bill Payment (Check)	1080	Electronic Solutions of Lebanon	(80.00)
08/19/2022	Bill Payment (Check)	1081	Lake Regional Health System	(1,300.00)
08/19/2022	Bill Payment (Check)	1082	MO Consolidated Health Care	(14,373.80)
08/19/2022	Bill Payment (Check)	1083	Office Business Equipment	(138.50)
08/19/2022	Bill Payment (Check)	1084	Staples Advantage	(57.98)
08/19/2022	Bill Payment (Check)	1085	SUMNERONE	(1,696.92)
08/19/2022	Expense	08/19/2022	Emily J Breckenridge	(1,341.35)
08/19/2022	Expense	08/19/2022	Elizabeth L Chambers	(1,231.84)
08/19/2022	Expense	08/19/2022	Lori Cornwell	(1,699.60)
08/19/2022	Expense	08/19/2022	Stephanie E Enoch	(1,524.28)
08/19/2022	Expense	08/19/2022	Teri Guttman	(1,577.63)
08/19/2022	Expense	08/19/2022	Alaina P Japal	(1,195.76)
08/19/2022	Expense	08/19/2022	Ryan Johnson	(1,856.77)
08/19/2022	Expense	08/19/2022	Micah J Joseph	(1,840.39)
08/19/2022	Expense	08/19/2022	Jennifer Lyon	(1,653.44)
08/19/2022	Expense	08/19/2022	Christina R. Mitchell	(1,370.96)
08/19/2022	Expense	08/19/2022	Mary P Petersen	(1,682.97)
08/19/2022	Expense	08/19/2022	Linda Simms	(1,655.72)
08/19/2022	Expense	08/19/2022	Emily Smith	(1,256.45)
08/19/2022	Expense	08/19/2022	Patricia L. Strouse	(1,322.74)
08/19/2022	Expense	08/19/2022	Eddie L Thomas	(2,986.24)
08/19/2022	Expense	08/19/2022	Nicole M Whittle	(1,838.07)
08/19/2022	Expense	07/31/2022	Missouri Dept of Revenue	(2,540.50)
08/19/2022	Expense	08/19/2022	Internal Revenue Service	(8,444.44)
08/26/2022	Bill Payment (Check)	1086	Aflac	(1,139.40)
08/26/2022	Bill Payment (Check)	1087	All American Termite & Pest Control	(161.00)
08/26/2022	Bill Payment (Check)	1088	AT&T	(128.40)
08/26/2022	Bill Payment (Check)	1089	Delta Dental of Missouri	(635.58)

08/26/2022	Bill Payment (Check)	1090	FP Mailing Solutions	(138.86)
08/26/2022	Bill Payment (Check)	1091	GFL Environmental	(65.22)
08/26/2022	Bill Payment (Check)	1092	Happy Maids Cleaning Services LLC	(120.00)
08/26/2022	Bill Payment (Check)	1093	Principal Life Insurance Company	(266.24)
08/26/2022	Bill Payment (Check)	1094	Rachel K Baskerville	(116.82)
08/26/2022	Bill Payment (Check)	1095	Republic Services #435	(180.08)
08/26/2022	Bill Payment (Check)	1096	Summit Natural Gas of Missouri, Inc.	(22.80)
08/31/2022	Expense	August 2022	Lagers	(5,880.29)
08/31/2022	Expense	08/31/2022	Missouri Dept of Revenue	(2,582.50)
08/31/2022	Check	SVCCHRG		(6.20)

August 2022
Credit Card Statement

ACCOUNT NUMBER	BILLING DATE	STATEMENT BALANCE	DUE DATE	MINIMUM PAYMENT DUE
**** * 9588	08/31/22	\$635.31	09/26/22	\$19.05
BR BRCB X003 YY * 022194				ENTER PAYMENT AMOUNT
				001015


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

000190500635310140580949462064

ACCOUNT NUMBER	COMPANY NUMBER	BILLING DATE	DUE DATE	CREDIT LIMIT	AVAILABLE CREDIT	BR * BRCB	Page 1 of 3
**** * 9588		08/31/22	09/26/22	10,000.00	9,364.69		

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

00/0000/00	PURCHASES	637.85	
00/0000/00	PAYMENTS	-522.67	
08/16 08/16 75397352228612220010330	LOCKBOX PMT-THANK YOU	-520.13	

FOR CUSTOMER SERVICE PLEASE CONTACT US AT 1-800-472-1959.
*****7348

CONNIE BAKER

00/0000/00	PURCHASES	271.30	268.76
08/02 08/01 05416012213141000174307	WAL-MART #0089 CAMDENTON MO	104.64	
08/04 08/03 02305372216000536929764	USPS PO 2812420020 CAMDENTON MO	7.85	
08/10 08/09 55483822222400008618622	WAL-MART #0089 CAMDENTON MO	11.92	
08/11 08/09 52704872222091484000099	PIZZA HUT 009917 CAMDENTON MO	63.45	
08/12 08/11 05416012223141000177654	WAL-MART #0089 CAMDENTON MO	27.81	
08/15 08/14 55432862226200365362499	AMZN Mkt US*PW3L70YA3 Amzn.com/bill WA	19.77	
08/26 08/25 02305372238000539064753	USPS PO 2812420020 CAMDENTON MO	7.85	
08/30 08/29 85179242241980005032095	MOTOR HUT CAMDENTON MO	28.01	
00/0000/00	PAYMENTS	-2.54	
08/16 08/15 05587452227000000527754	RBT PIZZA HUT 009917 EasySavings NY	-2.54	

00/0000/00	PURCHASES	91.55	91.55
08/10 08/10 55432862222200912119925	AMZN Mkt US*YX30H7BZ3 Amzn.com/bill WA	15.98	
08/18 08/17 55429502229743055152237	VISTAPRINT 8662074955 MA	37.69	
08/24 08/23 55429502235715861173328	VISTAPRINT 8662074955 MA	33.38	
08/31 08/30 02305372243000520265156	USPS PO 2860360829 OSAGE BEACH MO	4.50	

AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	ANNUAL PERCENTAGE RATE	ANNUAL PERCENTAGE RATE	ACCOUNT SUMMARY	
			00.00%	PREVIOUS BALANCE	520.13
PURCHASES	0.00	1.0125%	12.15%	PURCHASES	637.85
			NUMBER OF DAYS IN THIS BILLING CYCLE	CASH ADVANCES	0.00
			33	CREDITS	0.00
CASH ADVANCES	0.00	1.4292%	17.15%	PAYMENTS	-522.67
			NEW CASH ADVANCES	OTHER CHARGES	0.00
			0.00	FINANCE CHARGE	0.00
			CASH ADVANCE FEE	NEW BALANCE	= 635.31
			0.00		

CURRENT PAYMENT DUE: 19.05	+ PAST DUE AMOUNT: 0.00	= TOTAL AMOUNT DUE :	19.05
----------------------------	-------------------------	----------------------	-------

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

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

*****9314		EDDIE THOMAS	=====		275.00
00/0000/00		PURCHASES			
08/04	08/04	55432862216200054667754	INTUIT *QBooks Online	CL.INTUIT.COM	CA
08/12	08/11	82711162223000013387599	MARF ONLINE PAYMENT	JEFFERSON CIT	MO
				200.00	275.00
				75.00	✓



Connie's Card

CAMDENTON COUNTY

Give us feedback @ survey.walmart.com
Thank you! ID #: 7RGLQXYZ28



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

ST# 00089	OP# 000231	TE# 22	TR# 02839	
GV COL 96CT	007874214137	F	27.68	0
MCF PRM 60CT	004300008601	F	29.94	0
CUTLERY	007874208942		4.78	0
SM MLK CHC	007092047697	F	5.54	0
FG 33.7OZ BS	00250030447	F	13.98	0
SS COC 11.25	003500098240		2.48	0
2PKDUSTER	061113130970		14.88	0
GV .5L WATER	007874227909	F	5.36	0
	SUBTOTAL		104.64	
	TOTAL		104.64	
	MCARD TEND		104.64	

coffee
coffee
Hot Water
coffee
SOBB BREADENSEA
Donut Air

Mastercard **** * 7348 1 1
APPROVAL # 04574C
REF # 00536136
AT 0041010
AA 16480C94E
TER. C010320

1/01/22 12:19:19
CHANGE DUE 0.00
ITEMS SOLD 8

TC# 8949 7648 5666 9625 1672 7



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Camdenton, MO 65020

OFFICIAL USE

Certified Mail Fee	\$4.00	0020
Postage	\$0.60	
Total Postage and Fees	\$7.85	

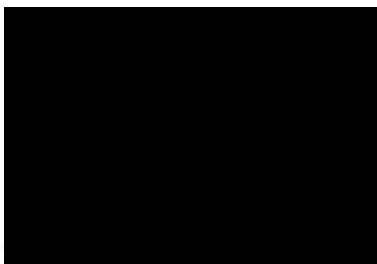
Return Receipt (hardcopy) \$3.25
 Return Receipt (electronic) \$0.00
 Certified Mail Restricted Delivery \$0.00
 Adult Signature Required \$0.00
 Adult Signature Restricted Delivery \$0.00

Postmark Here: 08/03/2022

7418 4928 0000 2620 2017



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



08/03/2022 04:16 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter	1		\$0.60
Certified Mail®			\$4.00
Return Receipt			\$3.25
Total			\$7.85

Grand Total: \$7.85

Credit Card Remitted **\$7.85**

Card Name: MasterCard
 Account #: XXXXXXXXXXXXX7348
 Approval #: 02933C
 Transaction #: 594
 AID: A0000000041010 Chip
 AL: Mastercard
 PIN: Not Required

 Every household in the U.S. is now eligible to receive a third set of 8 free test kits.
 Go to www.covidtests.gov

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 or call 1-800-ASK-USPS for more information.

Connie's Card

PIZZA HUT
CARRY_OUT

Ticket # 0038

Item Count: 5

ENTERED BY
BRYAN

009917

08/09/22

5:08 PM

Thanks for being a Hut Rewards member!

CAMDEN CO SENATE BILL 40

573-317-9233

01	1	Large Thin Meat Lvr	18.49
02	1	Large Thin Veg Lovr	18.49
03	1	Large Thin Cheese	12.49
04	2	Order Cinnabon	13.98

Subtotal 63.45
Balance Due 63.45

Amount Tendered
Credit Card 63.45
Change 0.00

NOW HIRING!!
jobs.pizzahut.com

126
Hut Rewards points earned today!

Exclude
made

ON THE BACK (TURN ME OVER)

PARTY ON THE BACK (TURN ME OVER)

PARTY ON THE BACK

Board
m to g

G
T

Walmart*

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

ST# 00089	DP# 004746	TE# 17	TR# 00760	
GV .5L WATER	007874227909	F		5.36 0
CUTLERY	068113170247			4.78 0
RDY ICE 7LB	000000003207KF			1.78 0
	SUBTOTAL			11.92
	TOTAL			11.92
	MCARD TEND			11.92

Mastercard **** * 7348 11
APPROVAL # 02119C
REF # 222100861862
PAYMENT SERVICE - A
AID A0000000041010
AAC E6D7670D5CDF62A8
TERMINAL # SC010701

08/09/22 16:56:05

CHANGE DUE 0.00

ITEMS SOLD 3

TC# 6640 3454 8674 4975 868



For
Keystone

water
Forks
ice

Walmart*



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member today
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08/09/22 16:56:28

Connie's Card

Give us feedback & survey.walmart.com
Thank you! ID #:7RGMS4YXKS



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

ST# 00089 OP# 002312 TE# 21 TR# 01398
TAPE DISP 007630893351 5.24 0
STAPLER 007791405807 7.42 0
KLX US 4PK 003600054308 6.18 0
STERLT-10G 007314910538 8.97 0
SUBTOTAL 27.81
TOTAL 27.81
MCARD TEND 27.81

New SC

recycle (trash) bin

Mastercard **** * 7348 11
APPROVAL # 06080C
REF # 222300624362
AID A0000000041010
AAC 53B0762DDA42B39B
TERMINAL # SC010102

08/11/22 14:43:39
CHANGE DUE 0.00
ITEMS SOLD 4

TC# 6313 1413 1014 1066 0282



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08/11/22 14:43:56
CUSTOMER COPY

Details for Order #112-8480978-7939417

Print this page for your records.

Order Placed: August 11, 2022

PO number: P.O. Box 722

Amazon.com order number: 112-8480978-7939417

Order Total: \$19.77

Not Yet Shipped

Items Ordered

1 of: *Laptop Stand for Desk Adjustable Height Angle Swivel Laptop Riser, TopMate Foldable Computer Stands Portable Laptop Holder with Phone Stand, Rotating Notebook Lift, for 10-17 Inch Laptops/MacBook*

Price

\$19.77

Sold by: NIPAITechnology ([seller profile](#)) | Product question? [Ask Seller](#)
Business Price

Condition: New

Shipping Address:

Connie Baker
100 3RD ST
CAMDENTON, MO 65020-7336
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

MasterCard | Last digits: 7348

Billing address

Connie Baker
100 3RD ST
CAMDENTON, MO 65020-7336
United States

Item(s) Subtotal: \$19.77

Shipping & Handling: \$0.00

Total before tax: \$19.77

Estimated tax to be collected: \$0.00

Grand Total: \$19.77

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

Connie's Card



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

08/25/2022 04:15 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 Sat 08/27/2022			
Certified Mail®			\$4.00
Tracking #: 70172620000049287425			
Return Receipt			\$3.25
Tracking #: 9590 9402 4939 9063 3507 24			
Total			\$7.85

Grand Total: \$7.85

Credit Card Remit **\$7.85**

Card Name: MasterCard
Account #: XXXXXXXXXXXX7348
Approval #: 04728C
Transaction #: 332
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

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
Extra Services & Fees (check box, add fee as appropriate)	\$7.85
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.60
Total Postage and Fees	\$7.85

0020
03

Postmark
Here

08/25/2022

2620 0000 4928 7425

Donnie's Card

The Motor Hut Inc.
13 CHESTNUT AVE
CAMDENTON, MO 65020 USA
Phone #: (573)346-6110
Fax #: (573)346-5171

INVOICE #: 155191 DATE: 8/29/2022
CLERK: Jumper TIME: 2:15:07 PM
SOLD TO: CASH SALE '22

FR	PRODUCT NUMBER	QTY	TOTAL
TD	642-0616A	1	\$26.00
SUBTOTAL:			\$26.00
TAX:			\$2.01
TOTAL:			\$28.01

*-Rgam
mowerblade*

Pmt MasterCard: 079120 \$28.01
CHANGE: \$0.00
AMT TENDERED: \$28.01

Pmt MasterCard AUTH #: 079120 \$28.01
XXXX-XXXX-XXXX-7348 Credit MC

SIGN X *[Signature]*

Buyer agrees to pay full amount above
in according to Cardholder's

No returns on electrical or special order
items.
There may be a 20% restocking fee imposed on
returned items.

Dickerd

\$2.54 CREDIT FROM
PIZZA HUT FOR
USING MASTER CARD

Your Amazon.com order of "Extra Large Binder Clips 2...".

Amazon.com <auto-confirm@amazon.com>

Tue 8/9/2022 4:03 PM

To: Linda Simms <linda@ccddr.org>

| Your Account |
Amazon.com



Order Confirmation

Order #112-6019454-9097864

Hello Linda Simms,

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. The payment details of your transaction can be found on the order invoice. If you would like to view the status of your order or make any changes to it, please visit Your Orders on Amazon.com.

This order is placed on behalf of Camden County Senate Bill 40 Board.

Your guaranteed delivery date is:
Thursday, August 11

Your shipping speed:
Standard Shipping

Your order will be sent to:
**Camden County Developmental Disability
Resources
CAMDENTON, MO
United States**

[Order Details](#)

Order Details

Order #112-6019454-9097864
Placed on today, August 9

Extra Large Binder Clips 2 Inch (48 Pack), Big
Paper Clamps for Office and Home Supplies,
Black
Office Product
Sold by CologoDirect
Condition: New

\$15.98

Order Total:

\$15.98

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

Recommended for you based on items in your order

Shipping

Linda Simms

5816 Osage Beach Pkwy
Suite 108
Osage Beach, Missouri
65065-3046
United States of America
15736931511

Priority

Estimated arrival by Aug 25th

*BUSINESS CARDS
NEW SC*

Order summary

Item	\$22.00
subtotal:	
Shipping:	\$12.99
Priority	
Total	\$34.99
before tax:	
Tax:	\$2.70

Total \$37.69

Payment

Linda Simms

Camden Co Devel
Disbity Res
P.O. Box 722 100 Third
Street
Camdenton,, Missouri
65020
United States of
America
5733179233

Change

Have a code?

By placing an order, you confirm you have read and are agreeing to our [Privacy Policy](#) and [Terms and Conditions](#).

Pay & place order

Your items

Edit cart

<input type="checkbox"/>	Standard	\$22.00
	Business	
	Cards	
	Quantity: 500	

Payment method

[Back to history](#)

Order Details

linda@ccddr.org

Order Date: August 23rd 2022

Order #: VP_PSG7LCJQ

Status: Completed

Shipping Method
Standard
Estimated Arrival Sep 2nd

Shipping Address
Linda Simms
5816 Osage Beach Pkwy Suite 108
Osage Beach, Missouri 65065-3046
United States of America
15736931511


Billing Address
Linda Simms
Camden Co Devel Disbity Res
P.O. Box 722 100 Third Street
Camdenton,, Missouri 65020
United States of America
5733179233

Payment Method
Mastercard
**** 3322 **\$33.38**

Items

[View larger](#)

Standard Business Cards
Shipped
Track
[1Z3948AOYW65750064](#)
Expected Delivery Sep 2nd
Quantity: 500

Selected Options 

Item Total **\$22.00**

Order Summary

Product Total	\$22.00
Shipping	\$8.99
Total Tax	\$2.39
Total paid	\$33.38



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

08/30/2022

04:16 PM

Product	Qty	Unit Price	Price
First-Class Mail® Parcel	1		\$4.50

Stenton, MO 65020
Weight: 0 lb 1.10 oz
Estimated Delivery Date
Fri 09/02/2022
Tracking #:
9500 1127 6067 2242 5766 79

Grand Total: \$4.50

Credit Card Remit \$4.50
Card Name: MasterCard
Account #: XXXXXXXXXXXX3322
Approval #: 09434C
Transaction #: 640
AID: A0000000041010 Chip
AL: Mastercard
PIN: Not Required

LETTER READING
HVP

Every household in the U.S. is now
eligible to receive a third set
of 8 free test kits.
Go to www.covidtests.gov

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
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device



or call 1-800-410-7420.

UFN: 286036-0829
Receipt #: 840-56300700-2-5154756-2
Clerk: 24



Invoice

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

Invoice number: 10001173001488
Total: \$200.00
Date: Aug 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

QuickBooks Online Advanced
Sales tax - Exempt:

Qty	Unit price	Amount
1	\$200.00	\$200.00
		\$0.00
Total invoice:		\$200.00

Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

Aug 4, 2022 - Sep 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).

Fw: Your Missouri Association of Rehabilitation Facilities receipt [#1747-8160]

Ed Thomas <director@cddr.org>

Thu 8/11/2022 1:24 PM

To: Linda Simms <linda@cddr.org>

FYI - September MARF Meeting Registration paid via credit card.

Ed

From: Missouri Association of Rehabilitation Facilities <receipts+acct_1BlgVfCVA7KvxUIR@stripe.com>


Sent: Thursday, August 11, 2022 1:23 PM

To: Ed Thomas <director@cddr.org>

Subject: Your Missouri Association of Rehabilitation Facilities receipt [#1747-8160]

Receipt from Missouri Association of Rehabilitation Facilities

Receipt #1747-8160

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$75.00	Aug 11, 2022, 1:23:36 PM	 - 9314

SUMMARY

Payment to Missouri Association of Rehabilitation Facilities	\$75.00
---	---------

Amount charged

\$75.00

If you have any questions, contact us at erika@marf.cc or call at +1
573-635-1631.

Resolutions 2022-29 & 2022-30



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-29

FISCAL YEAR 2023 BUDGET

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

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

WHEREAS, Chapter 67 RSMo outlines specific requirements for a political subdivision’s budgets and also requires that a Fiscal Year Budget for the following year must be approved and recorded by a political subdivision.

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”, concludes that the Executive Director has proposed a Fiscal Year 2023 Budget to the Budget Appropriations Committee; the Budget Appropriations Committee has reviewed and approved the Fiscal Year 2023 Budget for final review and approval by the Board; the Fiscal Year 2023 Budget shall allow the proper business of the Board to be conducted with the best possible practices and in compliance with law; and so that appropriate expenditures can be negotiated and authorized within the guidelines of the budget.
2. That the Fiscal Year 2023 Budget, which is identified in Attachment “A” hereto, shall be adopted as a result of the passage of this Resolution.
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 2022-29

Camden County Senate Bill 40 Board
dba Camden County Developmental Disability Resources (CCDDR)
FY 2023 Budget Summary

Budget Overview

Income

Tax Levy Revenue is expected to increase only slightly in 2023. The increase in the budgeted 2023 Tax Levy Revenue compared to the 2022 budgeted Tax Levy Revenue is estimated to be approximately 0.23%; however, actual Tax Levy Revenue collected was higher than the total budgeted for 2022 (approximately 0.17%) at the time the 2023 budget was produced. Exact tax levy billings were unknown at the time the 2023 budget was produced; therefore, tax revenue was based on the most recently submitted “Pro Forma – State Auditor’s Review of Data Submitted” report.

Targeted Case Management (TCM) Revenue will fluctuate with the number of total caseloads; however, total caseload counts are projected to stay about the same as 2022. CCDDR currently serves approximately 45% of the estimated I/DD population in Camden County, which is higher than the 36% average statewide. It is not anticipated there will be much caseload growth in 2023; however, caseload growth is quite possible should CCDDR expands its outreach in the community, which is the intent. The current TCM rate is \$8.64 per unit (5 minutes), which is \$103.68 per hour. The Department of Mental Health, Division of Developmental Disabilities (DMH/DD), has historically utilized Uniform Cost Reporting to determine the TCM rate; however, DMH/DD contracted with Mercer in 2019 to perform a rate study in preparation for the Missouri Medicaid State Plan renewal in 2020 (plan renewal submission to the Centers for Medicare and Medicaid Services occurs every 10 years). The 2019 study indicated the current rate is within the high and low bounds of the determined range. Due to the rapid rise in the Consumer Price Index and escalating provider workforce crisis over the past two years, DMH/DD was in the process of reviewing the rates (contracted again with Mercer) at the time the 2023 Budget was produced. There has not been an increase in the TCM rate since July 1st, 2015.

In 2017, the TCM Contract allocation formula, aka allocation “cap”, in the contract with DMH/DD was changed to reflect 35 clients per Support Coordinator with a maximum of 120 billable hours per month per Support Coordinator. DMH/DD’s review of billed TCM claims is determined quarterly and finalized at the end of the State Fiscal Year. It is anticipated CCDDR will exceed this “cap” when the final State Fiscal Year totals are provided, which is usually in June or July. Sufficient State revenues are always a topic of concern, and any deficiencies could prompt demands for cuts and/or limited funding requests from each State department, which could ultimately impact DMH/DD’s ability to pay for TCM services. In State Fiscal Year 2022, there were no monies owed to DMH/DD for exceeding the “cap” because there were monies remaining from the overall State TCM budget for services; however, it is still entirely possible CCDDR could owe more than the final calculation derived from the allocation formula if the total amounts billed by TCM agencies statewide is significantly higher than the approved State TCM budget.

DMH/DD’s requirement to provide Support Coordination services to individuals not eligible for or not participating in the State’s Medicaid program was discontinued in 2018. TCM entities do have the option to continue providing TCM services to individuals not eligible for or not

participating in the State's Medicaid program. CCDDR has chosen to continue providing TCM services to individuals not eligible for or not participating in the State's Medicaid program. CCDDR began separating Medicaid TCM and non-Medicaid TCM revenues in 2017. Non-Medicaid TCM service revenues are paid from the SB 40 tax funds based on the projection of Medicaid TCM units provided during the year. Historically, non-Medicaid TCM units have been 10% of the total TCM units provided by CCDDR. Since 2022, CCDDR's annual budgeted amount for its non-Medicaid TCM revenue is 10% of the total annual projected Medicaid TCM units provided multiplied by \$8.64. The budgeted amount each month is based on the total annual projected non-Medicaid TCM revenue divided by 12.

Administrative expenses related to the SB 40 tax disbursements, SB 40 tax funding contract management, and other SB 40 tax funded programs management are offset through Ancillary Services revenue, which are paid from SB 40 tax funds. The Ancillary Services funding is based on the average administrative payroll costs projected because no Support Coordination or other Support Coordination direct support personnel are substantially involved. CCDDR began developing this concept in 2017, realizing the Services rate would remain stagnant (no increase since July 2015) for several years, and stagnant rates would be unable to produce enough revenue to support steadily increasing expenses in Services program operations. CCDDR implemented the Ancillary Services funding in 2021.

Expenses

With the adoption of the Proprietary Funding Accounting System, Enterprise Fund Accounting Principle, in 2012, the Agency has embraced specific restricted equity funds to account for expenses on an ongoing basis. Specific funds will be restricted by the Board on an annual basis by two measures:

1. Specific expense accounts savings categorized by the Board in prior fiscal years will be recorded in current and future years to offset expenses incurred because of delayed billing or surplus funds to be utilized for the specific restriction criteria.
2. Expense accounts savings not categorized or re-categorized by the Board from positive cash flow in prior fiscal years by the Board will be recorded in current and future years to offset general operational costs, unanticipated changes in system deliveries negatively impacting budgeted items, expand programs or resources, make major purchases, or supplement the Agency's operational reserves requirements as needed.

These measures were implemented to prevent the over-commitment of Board funds and to continually account for actual remaining (if any) restricted fund balances previously allocated for specific services or expenses. Expense accounts have been created to offset costs so current Fiscal Year line items are not exceeding approved totals and to identify surplus carryover utilized for those additional expenses.

Traditional Medicaid Match expenses from prior years were scrutinized and significantly reduced by the Board between 2012 and 2014 so Tax Levy Revenue could be used for services and programs identified in Camden County as needing the funds to sustain or expand needed operations and to create new programs needed within the county. As a result of this proactive measure, the Board has been able to re-establish an acceptable Operational Reserve Fund and has been able to successfully maintain restricted funds accounts. Once the 2022 year-end unaudited financials are determined to be finalized, excess cash available, if any, will be identified and restricted appropriately by the Board. In 2016, DMH/DD was notified CCDDR wished to terminate its contributions to Traditional Medicaid Match. In June of 2017, the Traditional Medicaid Match Agreement was terminated. The monies previously allocated for

Traditional Medicaid Match expenses have been utilized in other expense categories.

At the beginning of 2012, there were approximately 140 individuals receiving TCM services from the Board. By year-end 2022, it is projected there will be approximately 310 individuals receiving services from the Board. As stated earlier, caseload counts in 2023 are projected to remain about the same as 2022. Caseload growth, if any, is projected to be minimal, although significant growth is very possible. Measures have been implemented to offset reduced billings in the event service revenues do not meet the levels anticipated. The total number of Medicaid eligible clients peaked in 2015; however, the eligibility percentage reduced significantly at the end of 2016. Significant efforts were undertaken by CCDDR staff beginning in 2017 to assist individuals in Medicaid redeterminations, which has helped to keep the Medicaid eligibility rate between 86% and 88%. Efforts to assist individuals in maintaining Medicaid eligibility will be ongoing.

There were 20 full-time employees working for CCDDR at the time the 2023 budget was produced; however, the 2023 budget will accommodate 19 full-time employees and 1 part-time employee. In 2017, salaries were adjusted and equalized with agencies of similar size so employment retention and attraction could be increased. An analysis in 2016 indicated salaries for 61% of the staff positions at CCDDR were comparatively less than the averages of agencies with similarly sized budgets and statewide averages. Another analysis was completed in 2019, with ongoing analyses to occur every three years. CCDDR has struggled to maintain a full complement of Support Coordinators in 2021 and 2022. The job market has become increasingly competitive since the beginning of the COVID-19 pandemic, and the Consumer Price Index has increased 13% since January 2021 (according to the Consumer Price Index inflation calculator as of the date the 2023 Budget was produced). In the first quarter of 2022, an analysis indicated CCDDR needed to increase its starting wages for Support Coordinators to remain competitive with other similar employers; therefore, CCDDR increased its overall Support Coordination wage pool total by 13% in the second quarter of 2022 to stay ahead of forecasted increases in the Consumer Price Index. The total increase included a significant increase in the starting wage for a new Support Coordinator and significant increases in existing Support Coordinators' wages so wage compression could be avoided. CCDDR is now more competitive and paying all its employees within the industry standards for agencies of similar size; however, CCDDR will continue to seek opportunities to enhance employee retention and stability. CCDDR utilizes existing public State and Federal data and salary surveys produced by the Missouri Association of County Developmental Disabilities Services (MACDDS) in determining CCDDR's current salary structures and wage adjustments.

According to the Bureau of Labor Statistics, the Consumer Price Index showed an 8.3% increase for the 12 months ending August 2022. It is not recommended a cost-of-living adjustment for employees be implemented in January 2023 because CCDDR adjusted its overall Support Coordination wage pool total in the second quarter of 2022 by 13%, which was based on adjustment factors since January 2021, and CCDDR had already implemented a 5.4% cost-of-living adjustment in January 2022. It is also recommended not to implement employee performance evaluation increases in 2023 since there have been multiple, significant increases in the overall CCDDR wage pool since January 2021 and current budget forecasts are not favorable for supporting the additional increases in pay.

Current Programs, Facilities, and Community Partnerships

The Housing Voucher Program (HVP) was launched in January 2014. This program still appears to be the only one of its kind for Senate Bill 40 Boards in the State of Missouri. The program was architected based on the Section 8 Choice Voucher Program as administered by the

United States Department of Housing and Urban Development (HUD). Eligibility and guidelines for participation are similar to the HUD Section 8 Choice Voucher Program; however, there are also certain distinct differences relative to the characteristics of Camden County I/DD clients and their families. Funding for the HVP comes from the SB 40 tax funds, and only Camden County residents who are eligible for and participate in TCM services are eligible for participation in the HVP. HVP guidelines were changed in 2019, which reduced the number of eligible participants. At the time the 2023 budget was produced, there were only six active vouchers. The reduction in active vouchers over the past five years resulted from increasingly difficult budget constraints. Tax Levy Revenue has been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in funded programs' operational and/or other service-related costs. Unfortunately, it is recommended funding for the HVP be suspended in 2023 due to budgetary constraints, and all active vouchers be terminated upon the expiration of current participants' leases in 2023. It is also recommended the program continue to remain inactive indefinitely until funding can be restored and sustained.

CCDDR successfully established a Transportation Task Force in 2016, which included multiple community partners and led to the creation of a new non-profit entity called Lake of the Ozarks Transportation Council (LOTC). LOTC is comprised of multiple community stakeholders, including CCDDR, OATS, MOCA, and LAI. CCDDR also provided funding for an extended weekday and weekend transportation program in 2017, which operates seven days per week, and a deviated route program between Camdenton and Osage Beach in 2019, which operates five days per week. Tax Levy Revenue has been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in funded programs' operational and/or other service-related costs. Unfortunately, it is recommended CCDDR's funding for the extended weekday and weekend transportation program as well as the deviated route program be suspended in 2023 due to budgetary constraints. It is also recommended funding these programs continue to remain suspended indefinitely until new funding sources can be identified. Lack of transportation continues to be a significant barrier to competitive integrated employment and community inclusion.

CCDDR formally adopted guidelines for the Medicaid Spend-Down, Ticket-to-Work, and Other Medicaid Premium Assistance Program in 2019, although CCDDR had been paying spend-downs, ticket-to-work, and other Medicaid premiums on behalf of some clients since the agency's creation. The guidelines were originally developed to ensure critical support services would not be interrupted due to a financial hardship for those required to pay spend-downs and other Medicaid premiums. In 2020, the State suspended requirements for paying spend-downs and other Medicaid premiums during the COVID-19 pandemic in order to become eligible to receive enhanced Federal Medical Assistance Percentage (FMAP) payments (6.2% increase). CCDDR has not paid spend-downs or other premiums on behalf of its clients since the enhanced FMAP payments were implemented in 2020. At the time of the State's suspension of spend-down and other Medicaid premium payments, there were seven program participants. Tax Levy Revenue has been strained because the percentage increases in annual revenues have been significantly lower than the percentage increases in funded programs' operational and/or other service-related costs. Unfortunately, it is recommended CCDDR's funding for the Medicaid Spend-Down, Ticket-to-Work, and Other Medicaid Premium Assistance Program be suspended in 2023 due to budgetary constraints. It is also recommended the program continue to remain inactive indefinitely until funding can be restored and sustained.

The Camdenton office was purchased in 2005, and renovations were completed in 2010. There are currently several improvements needed, which include parking lot expansion, new landscaping, HVAC replacements, interior painting, and interior floor covering replacements.

Rapid agency growth from 2012 to 2014 created office space constraints. The agency needed more space to accommodate the need for more employees; however, Children’s Learning Center (CLC) already occupied (and still occupies) half of the available Camdenton office space. CLC was unable to relocate, and CLC provides support services for many CCDDR clients; therefore, another office was needed to house administrative support personnel. Consequently, CCDDR secured a lease for an office in Osage Beach in 2014. The building and property currently leased in Osage Beach was sold to Lake Regional Health System in 2021. Lake Regional Health System has since notified CCDDR it will not be renewing or securing new leases with tenants; therefore, relocation will be necessary by June 2024. CLC has a wait list and needs to expand its service capacity; however, the limited space available will not allow for a significant expansion of services.

The Keystone property was purchased in July 2014. Over the past few years, the Board restricted funds for improvements to the existing facilities on the property. These improvements began in 2017, and it is CCDDR’s intent to continue implementing improvements throughout 2023, including potential renovations designed to accommodate the consolidation of the Camdenton and Osage Beach offices. If CCDDR can consolidate its offices, CLC can occupy the vacated space at the Camdenton office and expand its service capacity. At the time the 2023 Budget was produced, CCDDR had published a Request for Proposals (RFP) for Architectural and Construction Management Services to determine if consolidating the Camdenton and Osage Beach offices is feasible. The RFP process will be complete at the end of 2022. There are approximately three acres on the property which could also be used for additional facility development. The front office portion of the current Keystone commercial facility is leased to OATS. The monthly lease cost is waived so long as OATS continues to provide transportation services to CCDDR clients; however, OATS reimburses CCDDR for utility expenses.

In 2019, CCDDR collaborated with the Missouri Inclusive Housing Corporation, local developers, local builders, investors, municipal leaders, and other community stakeholders to develop a housing initiative to promote affordable housing development and adopt Universal Housing Design construction concepts. As a result of these efforts, another new non-profit entity, called the Lake Area Community Development Corporation (LACDC), was created. LACDC’s efforts and resources will be committed to developing affordable, Universal Design concept housing in Camden, Miller, Morgan, and Laclede counties. Accessible and affordable housing continues to be an issue in Lake Area communities. CCDDR will remain actively involved in the organization’s activities and programs.

In 2022, CCDDR partnered with the University Missouri – Kansas City (UMKC) on a program to improve the health of people with mobility limitations and intellectual/developmental disabilities through a Centers for Disease Control and Prevention (CDC) grant awarded to UMKC. CCDDR is one of five sub awardees and has assigned an employee to be the community linkage coordinator for the five-year grant period. This grant will fund the following activities:

- Establish, expand, and enhance partnerships with organizations serving adults with disabilities
- Conduct community needs assessments to identify gaps in resources and tools
- Identify action steps to fill those gaps
- Administer and evaluate training for providers on accessible preventive health care
- Administer and evaluate a demonstration project to link adults with intellectual/developmental disabilities to preventive health care and health promotion programs in the community

- Implement and evaluate evidence-based health promotion interventions, as well as policy, system, and environmental changes
- Develop resources and tools to address health disparities among adults with intellectual/developmental disabilities and mobility limitations
- Disseminate key findings and lessons learned

Year one of the grant began on February 1, 2022, and ended on July 31, 2022. Year two began on August 1, 2022, and will end on July 31, 2023, and each year of the grant period thereafter will begin and end on the same subsequent dates. Funding for year one was \$20,000, and funding for years two through five will be \$40,000 each year. The desired outcomes of the grant are:

- Improvements in the number of providers offering accessible preventive health care
- Reducing unmet preventive health care needs, including mental health
- Improvements in health behaviors and wellness
- Reducing chronic conditions and risk factors

CCDDR's goal is to also foster and develop new collaborations and partnerships with community health providers, which will create new opportunities to improve the overall health and wellness for all CCDDR clients.

It is CCDDR's intent to increase the agency's presence even more in the community during 2023. An emphasis will be placed on increasing children's services, youth transition services, competitive integrated employment opportunities, affordable/accessible housing opportunities, transportation services, preventive health/wellness opportunities, and other multiagency collaborations designed to achieve common goals.

Challenges

The continuation of current programs, expansion of services, development of new programs, and investment in new programs will have its challenges. Success will depend on client, provider network, political, business, and public support. Combined with ongoing legislators' efforts to reduce or eliminate personal property taxes (approximately 20% of current total combined valuations), competitive State funding needs, ongoing increases in costs to provide services, the current DSP crisis, and ongoing overall workforce issues, this will add anxiety to an already stressed service support network. CCDDR is taking aggressive steps to improving services for its individuals; however, uncontrollable and unpredictable factors may delay or hinder new programs and endeavors from evolving.

TCM program funding will be contingent upon CCDDR maintaining full Support Coordination staffing levels, retention of experienced Support Coordinators, total CCDDR caseloads, changes in the TCM rate, and State General Revenue allocations. The MACDDS TCM Contract Committee will continue to work with DMH/DD on revising the TCM Agreement to eliminate the allocation "cap", which would eliminate the need for CCDDR to ensure monies are allocated and the expense budgeted in the event DMH/DD does bill CCDDR based on the allocation "cap". DMH/DD also continues to research and develop possible performance-based payment systems for TCM services. Full implementation of the State's new TCM software system (ConneXions) is scheduled to begin in May 2023. All TCM agencies must utilize ConneXions, which will remove TCM agencies' ability to control their own billing cycles. The full impact of ConneXions on TCM services and payment for TCM services rendered is still unknown, which is causing a great deal of anxiety with TCM agencies.

Funding agreements with Lake Area Industries, Children’s Learning Center, OATS, Our Saviors Lighthouse Child and Family Development Center, and I Wonder Y Preschool will remain focused on the purchase of services and/or supports (POS) instead of financial performance projections. The POS agreements identify service and/or support rates payable after the services and/or supports are rendered. This will allow these contracted agencies to have flexibility in managing their operations in the event unanticipated challenges arise during the year. The POS agreements will also provide funding to the agencies if the need or demand for services increase to levels not anticipated and will promote new or additional services and/or supports to existing or new eligible clients. The POS agreements will not have maximum funding amounts established; therefore, CCDDR will be subject to the risk of funding the agencies in amounts which will exceed the budgeted expectations. Apart from OATS, the rates in the POS Agreements have been increased by 13% to accommodate increases in the costs of day-to-day operations and provisions of services and/or supports. Unless DMH/DD increases the Waiver transportation service rates significantly, OATS will very likely experience an operational shortfall. This operational shortfall funding is reflected in the 2023 budget.

Since the beginning of 2012, the total number of CCDDR clients has increased 132%, but annual budgeted Tax Levy Revenue has only increased an average of 1.99% each year since 2015. It is very likely CCDDR will continue to struggle to meet the increasing funding demands for services and supports, especially if the DSP crisis and threats to reducing SB 40 personal property tax revenues are not mitigated. CCDDR continues to provide and fund a substantial amount for services and programs for its clients; however, funding capacities will remain stressed. Actual expenses in 2023 could easily be affected by a multitude of uncontrollable circumstances.

[Link to Strategic Plan](#)

The Fiscal Year 2023 Budget is a representation of CCDDR’s Strategic Plan. CCDDR is aggressively pursuing new community partnerships, improving existing partnerships, and promoting successful community inclusion outcomes for its clients. CCDDR intends to set the precedence for “grass-roots” support system development, improving local support service availability, and addressing service and support needs of CCDDR’s clients and their families.

Respectfully Submitted,



Ed Thomas – Executive Director

SB 40 Tax 2023

	Acct	Title	
Income			
4000	SB 40 Tax Income		
	4105	County Tax Receipts	\$1,026,279
	4140	Interest Income - County Tax Funds	\$2,500
	4150	MEHTAP Grant	\$6,753
		Total Income	\$1,035,532
Expenses			
5800	Other General & Administrative		
	5805	Audit Service/Fees	\$0
	5810	Consulting Fees	\$0
	5815	CPA Fees	\$0
	5820	Legal/Attorney Fees	\$0
	5825	License/Certification/Permit Fees	\$0
	5830	Membership/Association Dues	\$0
	5855	Seminars/Training	\$0
	5860	Survey Expenses	\$0
	5865	Travel/Lodging/Meals Expense	\$0
	5898	Offset from Restricted Funds	\$0
	5899	Miscellaneous	\$0
		Total Other G&A	\$0
6700	Partnership for Hope		
	6705	Transportation	\$9,600
	6706	Career Planning	\$0
	6707	Pre-Vocational Services - Individual	\$0
	6708	Job Development	\$0
	6709	Community Employment - Individual	\$1,200
	6710	Behavior Services/Senior B. Consultant	\$0
	6711	Pre-Vocational Services - Group	\$0
	6712	Supported Employment - Group	\$0
	6715	Behavior Services/Positive B. Support	\$0
	6716	Senior Behavior Consultant	\$0
	6720	Behavior Analysis	\$0
	6725	Community Specialist	\$0
	6730	Environmental Accessibility Adaptations	\$0
	6735	Dental	\$0
	6740	PA - Individ., Self-Directed	\$36,000
	6745	PA - Agency/Contractor (General)	\$0
	6750	PA - Medical/Behv	\$0
	6755	Assistive Technology	\$0
	6760	Home Skills Development - Individual	\$2,400
	6765	Support Broker, Agency	\$0
	6775	Special Medical Equipment & Supplies	\$8,400
	6780	Offsite Day Hab - Individual	\$6,000
	6785	Offsite Day Hab - Group	\$1,200
	6790	Onsite Day Hab - Individual	\$0

	6791	Individual Skill Development - Group	\$0
	6795	Career Prep Services - Off Site Grp	\$0
	6796	Temporary Residential	\$0
	6797	Onsite Day Hab - Group	\$6,000
	6798	Offset from Restricted Funds	\$0
	6799	Miscellaneous	\$0
		Total Partnership for Hope	\$70,800
6900		Direct Services	
	6920	DMH Billing	\$109,059
	6930	TCM Shortfall	\$0
	6940	Non-Medicaid TCM	\$134,478
	6950	Ancillary Services	\$83,921
	6998	Offset from Restricted Funds	(\$52,587)
		Total TCM	\$274,871
7100		Housing Programs	
	7105	Housing Voucher Program	\$11,063
	7110	Reasonable Accommodations Requests	\$0
	7115	Universal Housing Design Assistance	\$0
	7120	Transitional Housing	\$0
	7125	Inspections	\$0
	7130	Re-Inspections	\$0
		Total Housing Programs	\$11,063
7200		Children's Programs	
	7205	CLC Operations	\$0
	7210	New Programs	\$0
	7215	EDGE Program	\$0
	7220	First Steps Program	\$19,800
	7225	Step Ahead Program	\$270,000
	7230	OSLCFDC	\$27,600
	7235	IWYP	\$37,200
	7298	Offset from Restricted Funds	\$0
		Total CLC	\$354,600
7300		Sheltered Employment Programs	
	7305	LAI - Employment	\$252,000
	7310	LAI - Transportation	\$102,000
	7311	Transportation - No Medicaid Rate	\$0
	7312	Transportation - Medicaid Rate Differential	\$0
	7315	DESE Shortfall	\$0
	7320	New Programs	\$0
	7325	Thrift Store	\$0
	7330	Contract Packaging	\$0
	7335	Foam Recycling	\$0
	7340	Gifted Gardens	\$0
	7345	Miscellaneous/Unclassified Services	\$0
	7350	Shredding	\$0
	7355	Wood Products	\$0
	7390	LAI - Operations Shortfall	\$0
	7391	LAI - Transportation - Operations Shortfall - Offset	(\$72,000)
	7395	Assets/Capital Improvements	\$117,000
	7398	Offset from Restricted Funds	(\$117,000)
		Total Sheltered Employment	\$282,000

7500	Community Employment		
7505	Pre-Vocational Services - Individual		\$2,400
7510	Supported Employment - Individual		\$4,800
7515	Career Planning		\$2,400
7520	Job Development		\$2,400
7525	Pre-Vocational Services - Group		\$0
7530	Supported Employment - Group		\$0
7550	Transportation		\$2,400
7598	Offset from Restricted Funds		\$0
7599	Miscellaneous		\$0
		Total Community Employment	\$14,400
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$0
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
		Total Community Resources	\$0
7900	Special/Additional Needs		
7905	Medicaid Spend Down		\$0
7910	Brownell's PT - Other		\$0
7915	Personal Assistant		\$14,208
7920	Other Miscellaneous Service Costs		\$5,700
7925	Transportation		\$0
7998	Offset from Restricted Funds		\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)		\$7,889
		Total Special/Add. Needs	\$27,797
		Total Expenses	\$1,035,531
		Net Income	\$0

7200	Children's Programs																
7205	CLC Operations			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7210	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7215	EDGE Program			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7220	First Steps Program			\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$1,650	\$19,800
7225	Step Ahead Program			\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$270,000
7230	OSLCFDC			\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$27,600
7235	IWYP			\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$3,100	\$37,200
7298	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total CLC			\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$29,550	\$354,600
7300	Sheltered Employment Programs																
7305	LAI - Employment			\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$252,000
7310	LAI - Transportation			\$20,500	\$2,500	\$2,500	\$20,500	\$2,500	\$2,500	\$20,500	\$2,500	\$2,500	\$20,500	\$2,500	\$2,500	\$20,500	\$102,000
7311	Transportation - No Medicaid Rate			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7312	Transportation - Medicaid Rate Differential			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7315	DESE Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7320	New Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7325	Thrift Store			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7330	Contract Packaging			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7335	Foam Recycling			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7340	Gifted Gardens			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7345	Miscellaneous/Unclassified Services			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7350	Shredding			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7355	Wood Products			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7390	LAI - Operations Shortfall			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7391	LAI - Transportation - Operations Shortfall Offset from Restricted Funds			(\$18,000)	\$0	\$0	(\$18,000)	\$0	\$0	(\$18,000)	\$0	\$0	(\$18,000)	\$0	\$0	\$0	(\$72,000)
7395	Assets/Capital Improvements	\$117,000	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$9,750	\$117,000
7398	Offset from Restricted Funds	(\$117,000)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$9,750)	(\$117,000)
	Total Sheltered Employment			\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$23,500	\$282,000
7500	Community Employment																
7505	Pre-Vocational Services - Individual			\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
7510	Supported Employment - Individual			\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$4,800
7515	Career Planning			\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
7520	Job Development			\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
7525	Pre-Vocational Services - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7530	Supported Employment - Group			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7550	Transportation			\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$2,400
7598	Offset from Restricted Funds			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7599	Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Employment			\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$14,400
7600	Community Resources																
7605	Community Inclusion Development			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7610	Public Transit Services			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7615	Housing Programs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7698	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Community Resources			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7900	Special/Additional Needs																
7905	Medicaid Spend Down	\$0	10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7910	Brownell's PT - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7915	Personal Assistant			\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$1,184	\$14,208
7920	Other Miscellaneous Service Costs			\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$475	\$5,700
7925	Transportation			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7998	Offset from Restricted Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7999	Misc (Services, Supplies, Materials, Equipment, etc)			\$464	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$7,889
	Total Special/Add. Needs			\$2,123	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$2,334	\$27,797
	Total Expenses			\$84,080	\$83,570	\$82,060	\$82,060	\$82,060	\$81,126	\$137,156	\$80,684	\$80,684	\$80,684	\$80,684	\$80,684	\$80,684	\$1,035,531
	Net Income			\$621,176	\$147,188	(\$46,728)	(\$70,968)	(\$67,544)	(\$71,611)	(\$131,030)	(\$72,640)	(\$74,170)	(\$77,653)	(\$77,043)	(\$78,976)	\$0	\$0

Services 2023

Acct	Title	
Income		
4500	Services Income	
4505	Medicaid Direct Service	\$1,344,781
4506	Non-Medicaid Direct Service	\$134,478
4507	Ancillary Services	\$83,921
4508	Non-Billable	\$0
4515	TCM Support	\$0
4530	Rent	\$5,712
4535	Grants	\$40,000
4540	Interest Income - Services Funds	\$1,250
4999	Other	\$300
	Total Income	\$1,610,442
Expenses		
5000	Payroll & Benefits	
5004	CRC Employee Salaries	\$0
5005	TCM Employee Salaries	\$730,475
5006	Administrative Employee Salaries	\$281,507
5014	CRC Employee Taxes	\$0
5015	TCM Employee Taxes	\$57,681
5016	Administrative Employee Taxes	\$22,135
5017	TCM Payroll Bank/Electronic Transaction Fees	\$12
5018	Administrative Payroll Bank/Electronic Fees	\$12
5019	CRC Payroll Bank/Electronic Fees	\$12
5020	TCM Employee Retirement	\$59,899
5021	Administrative Employee Retirement	\$20,773
5022	CRC Employee Retirement	\$0
5025	TCM Employee Health Insurance	\$144,000
5026	Administrative Employee Health Insurance	\$38,400
5027	CRC Employee Health Insurance	\$0
5030	TCM Employee Vision/Optical Insurance	\$0
5031	Administrative Employee Vision/Optical Insurance	\$0
5032	CRC Employee Vision/Optical Insurance	\$0
5035	TCM Employee Dental Insurance	\$0
5036	Administrative Employee Dental Insurance	\$0
5037	CRC Employee Dental Insurance	\$0
5040	TCM Employee Life Insurance	\$3,600
5041	Administrative Employee Life Insurance	\$960
5042	CRC Employee Life Insurance	\$0
5045	TCM Employee Supplemental Insurance	\$0
5046	Administrative Employee Supplemental Insurance	\$0
5047	CRC Employee Supplemental Insurance	\$0
5050	TCM Employee Workmans Comp Insurance	\$10,257
5051	Administrative Employee Workmans Comp Insurance	\$3,419
5052	CRC Employee Workmans Comp Insurance	\$0
5055	TCM Employee Mileage	\$13,500
5056	Administrative Employee Mileage	\$7,200
5057	CRC Employee Mileage	\$0
5060	TCM Employee Background Checks	\$120
5061	Administrative Employee Background Checks	\$120
5062	CRC Employee Background Checks	\$120
5065	TCM Employee Drug Testing	\$120
5066	Administrative Employee Drug Testing	\$120
5067	CRC Employee Drug Testing	\$120
5070	TCM Employee Cell Phone Reimbursement	\$9,000
5071	Administrative Cell Phone Reimbursement	\$3,000
5072	CRC Employee Cell Phone Reimbursement	\$0
5098	Offset from Restricted Funds	(\$38,550)
	Total Payroll & Benefits	\$1,368,012

5100	Repairs & Maintenance to Property & Building	
5105	Appliance Repairs	\$0
5110	Building-Exterior	\$0
5115	Building-Interior	\$0
5120	Cleaning Supplies	\$0
5125	Common Area Repairs	\$0
5130	Door Repairs	\$0
5135	Electrical Supplies/Repairs	\$240
5140	Floor Covering Repairs	\$0
5145	HVAC Supplies/Repairs	\$480
5150	Intrusion Alarm Repairs	\$120
5155	Lighting supplies/Bulbs	\$300
5160	Locks & Keys	\$0
5165	Maintenance Supplies/Equipment	\$60
5170	Parking Lot Maint./Repairs	\$480
5175	Plumbing Supplies/Repairs	\$600
5180	Roof Supplies/Repairs	\$0
5185	Safety Equipment/System Repairs	\$120
5190	Vehicle Servicing/Repairs/Licensing	\$0
5195	Window/Glass Repairs	\$0
	Total R&M to Property & Building	\$2,400
5500	Contracted Business Services	
5505	Bookkeeping/Accounting Contract	\$9,000
5510	Cell Phone/Mobile Internet Contract	\$4,200
5512	Copier/Scanner Contract	\$840
5515	Fire Alarm Contract	\$600
5520	Housekeeping/Cleaning Contract	\$4,800
5530	InfoTech Support Contract	\$15,000
5535	Internet Contract	\$4,500
5540	Intrusion Alarm Contract	\$0
5545	Landscape Maintenance	\$5,700
5550	Maintenance Contract	\$0
5560	Pest Control Contract	\$1,500
5565	Snow Removal Contract	\$3,600
5567	Software Usage/Support Contract	\$36,000
5569	Telephone System Support Contract	\$1,200
5570	Trash Removal Contract	\$3,000
5575	Web Site Design/Hosting Contract	\$600
5579	Rent	\$15,600
5580	Storage	\$0
	Total Contracted Business Services	\$106,140
5600	Presentations/Public Meetings	
5605	PSA/Presentations/Publications Expense	\$1,200
5610	Public Meetings Expenses	\$600
5615	Signage	\$0
	Total Presentations/Public Meetings	\$1,800
5700	Office Expenses	
5705	Computer Hardware/Software Expense	\$36,000
5710	Copy Machine Expense	\$0
5715	Office Furniture Expense	\$1,800
5720	Office Supplies	\$12,000
5725	Postage & Delivery	\$3,600
5730	Printing Expense	\$1,500
5735	Telephone Expense	\$7,200
5799	Miscellaneous	\$0
	Total Office Expenses	\$62,100

5800	Other General & Administrative		
5805	Audit Service/Fees		\$11,000
5810	Consulting Fees		\$0
5815	CPA Fees		\$0
5820	Legal/Attorney Fees		\$6,000
5825	License/Certification/Permit Fees		\$240
5830	Membership/Association Dues		\$10,550
5855	Seminars/Training		\$2,400
5860	Survey Expenses		\$1,000
5865	Travel/Lodging/Meals Expense		\$1,500
5870	Community Partnerships/Programs		\$0
5898	Offset from Restricted Funds		\$0
5899	Miscellaneous		\$1,200
		Total Other G&A	\$33,890
5900	Utilities		
5905	Electric		\$8,100
5910	Gas		\$0
5915	Water/Sewer		\$1,800
		Total Utilities	\$9,900
6100	Insurance		
6110	Liability Insurance		\$15,600
6115	Vehicle Insurance		\$2,400
6120	Building Insurance		\$7,200
6150	Broker/Other Fees		\$1,000
6199	Other Insurance		\$0
		Total Insurance	\$26,200
7600	Community Resources		
7605	Community Inclusion Development		\$0
7610	Public Transit Services		\$0
7615	Housing Programs		\$0
7698	Offset from Restricted Funds		\$0
		Total Community Resources	\$0
		Subtotal Expenses	\$1,610,442
Other Expenses			
8500	Depreciation		
8505	Building Depreciation		\$16,200
8510	Remodeling Depreciation		\$19,200
8515	Equipment Depreciation		\$22,800
8520	Vehicles Depreciation		\$0
		Total Depreciation	\$58,200
		Total Other Expenses	\$58,200
		Total Expenses	\$1,668,642
		Net Income	(\$58,200)
		Net Income Less Depreciation	\$0

8500	Depreciation														
8505	Building Depreciation	\$16,200	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350	\$16,200
8510	Remodeling Depreciation	\$19,200	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$19,200
8515	Equipment Depreciation	\$22,800	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$22,800
8520	Vehicles Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Depreciation			\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$4,850	\$58,200
Total Expenses			\$134,761	\$133,061	\$130,261	\$173,543	\$130,941	\$131,041	\$134,641	\$130,541	\$174,793	\$128,641	\$131,161	\$135,261	\$1,668,642
Net Income			(\$12,511)	(\$10,811)	(\$8,011)	\$429	(\$2,225)	(\$2,325)	\$34,075	(\$1,825)	(\$46,078)	\$75	(\$2,445)	(\$6,545)	(\$58,200)
Net Income Less Depreciation			(\$7,661)	(\$5,961)	(\$3,161)	\$5,279	\$2,625	\$2,525	\$38,925	\$3,025	(\$41,228)	\$4,925	\$2,405	(\$1,695)	\$0

	SB 40 Tax		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2021	2022	2023
Income			
4000 SB 40 Tax Income	\$1,016,425	\$1,045,271	\$1,035,532
4500 Services Income	\$0	\$0	\$0
Total Income	\$1,016,425	\$1,045,271	\$1,035,532
Gross Profit	\$1,016,425	\$1,045,271	\$1,035,532
Expenses			
5000 Payroll & Benefits	\$0	\$0	\$0
5100 Repairs & Maintenance	\$0	\$0	\$0
5500 Contracted Business Services	\$0	\$0	\$0
5600 Presentations/Public Meetings	\$0	\$0	\$0
5700 Office Expenses	\$0	\$0	\$0
5800 Other General & Administrative	\$0	\$0	\$0
5900 Utilities	\$0	\$0	\$0
6100 Insurance	\$0	\$0	\$0
6700 Partnership for Hope	\$36,399	\$59,070	\$70,800
6900 Targeted Case Management	\$186,128	\$215,643	\$274,871
7100 Housing Programs	\$63,725	\$62,193	\$11,063
7200 CLC	\$228,751	\$251,594	\$354,600
7300 Sheltered Employment Programs	\$278,995	\$265,320	\$282,000
7500 Community Employment Programs	\$61	\$12,750	\$14,400
7600 Community Resources	\$59,944	\$70,390	\$0
7900 Special/Additional Needs	\$5,291	\$50,670	\$27,797
Total Expenses	\$859,295	\$987,631	\$1,035,531
Net Operating Income	\$157,129	\$57,640	\$0
Other Expenses			
8500 Depreciation	\$0	\$0	\$0
Total Other Expenses	\$0	\$0	\$0
Net Other Income	\$0	\$0	\$0
Net Income	\$157,129	\$57,640	\$0
Net Income Less Depreciation	\$157,129	\$57,640	\$0

	Services		
	Y/E Actuals (Unaudited)	Estimated (Unaudited)	Budgeted
	2021	2022	2023
Income			
4000 SB 40 Tax Income	\$0	\$0	\$0
4500 Services Income	\$1,531,849	\$1,513,320	\$1,610,442
Total Income	\$1,531,849	\$1,513,320	\$1,610,442
Gross Profit	\$1,531,849	\$1,513,320	\$1,610,442
Expenses			
5000 Payroll & Benefits	\$1,204,913	\$1,272,978	\$1,368,012
5100 Repairs & Maintenance	\$6,962	\$2,422	\$2,400
5500 Contracted Business Services	\$81,739	\$91,029	\$106,140
5600 Presentations/Public Meetings	\$1,290	\$791	\$1,800
5700 Office Expenses	\$43,344	\$54,798	\$62,100
5800 Other General & Administrative	\$45,409	\$20,037	\$33,890
5900 Utilities	\$8,580	\$9,375	\$9,900
6100 Insurance	\$20,128	\$22,195	\$26,200
6700 Partnership for Hope	\$0	\$0	0
6900 Targeted Case Management	\$0	\$0	0
7100 Housing Programs	\$0	\$0	0
7200 CLC	\$0	\$0	0
7300 Sheltered Employment Programs	\$0	\$0	0
7500 Community Employment Programs	\$0	\$0	0
7600 Community Resources	\$0	\$0	0
7900 Special/Additional Needs	\$0	\$0	0
Total Expenses	\$1,412,363	\$1,473,625	\$1,610,442
Net Operating Income	\$119,487	\$39,695	\$0
Other Expenses			
8500 Depreciation	\$52,361	\$53,031	\$58,200
Total Other Expenses	\$52,361	\$53,031	\$58,200
Net Other Income	(\$52,361)	(\$53,031)	(\$58,200)
Net Income	\$67,125	(\$13,336)	(\$58,200)
Net Income Less Depreciation	\$119,487	\$39,695	\$0



CAMDEN COUNTY SB40 BOARD OF DIRECTORS
RESOLUTION NO. 2022-30

APPROVAL OF NEW POLICY #46

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 create Policy #46, Access & Use of Fingerprint-Based Criminal History Record Information & Incident/Security Response.
2. That the Board hereby creates and adopts Policy #46 (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
2022-30



Policy Number: 46 Effective Date: October 11, 2022 Revised: N/A
Subject: Access & Use of Fingerprint-Based Criminal History Record Information & Incident/Security Response

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) recognizes the need to comply with Federal, State, and local laws/regulations regarding employee and volunteer criminal background information. The purpose of this policy is to comply with all laws and regulations.

POLICY:

Criminal History Information (CHRI) and Criminal Justice Information (CJI) must be accessed and used correctly and destroyed in accordance with record retention rules. This applies to all electronic or paper records containing FBI CJI or CHRI being stored, accessed, or physically moved from a secure location of CCDDR. This also applies to any authorized individual accessing, storing, and/or transporting electronic or paper records. The Local Agency Security Officer (LASO) will keep a list of users having access to the CJIS system as well as a file of those having access to information received from CJIS Services.

In accordance with the National Child Protection Act of 1993, as amended; RSMo 630.170; and 9 CSR 10-5.190, CCDDR conducts a state and national fingerprint-based criminal background check on all new employees and volunteers.

A basic security awareness training is required for all employees having access to Criminal Justice Information (CJI) within six months of assignment and biennially thereafter. The CCDDR employee/employees complete the security awareness training online, and proof of the training is kept indefinitely in the employee's personnel file.

Before being fingerprinted, the employee or volunteer must be given a copy of the "Noncriminal Justice Applicant's Privacy Rights" and the FBI's "Privacy Act Statement", which employees or volunteers may keep for their records. The employee or volunteer are also given a copy of the "Missouri Applicant Fingerprint Privacy Notice" and the "MoVechs Waiver Agreement and Statement", which must be signed, dated, and retained in the employee's personnel file. CCDDR will ensure the CHRI received for each employee is protected from time of receipt to time of destruction.

CCDDR strives to ensure that all employee personnel records are secure and locked in a file cabinet and only authorized individuals are allowed access to the personnel files. Improper

access, use and dissemination of data received is serious and could result in termination of employment. Misuse of this information is a Class A misdemeanor.

When a security incident is reported, the information is ONLY for the use to perform the required job duty. Never share information with anyone that is not authorized to have access to the information. CCDDR WILL NOT DISSEMINATE!

A security violation is the act of violating, knowingly or not, a security policy regarding CHRI. Security violations include but are not limited to: CHRI systems/data misuse; virus/malware/ransomware attacks; network intrusion; data loss/data breach; unauthorized access to CHRI systems, denial of service; unauthorized changes; and theft/loss of devices containing CHRI.

This Incident/Security Response Policy shows steps to be taken in the event personnel files are destroyed or an unauthorized individual gains access to sensitive personally identifiable information received from the MSHP regarding background checks.

In the event someone attempts to gain unauthorized access to the system or data received from the system, the following steps are to be taken as soon as the incident is reported:

1. The individual discovering the Incident will immediately call the LASO or those having authorization or access to the information and report the following information:
 - Date and time the incident was discovered
 - Location of the incident
 - Nature of the incident
 - Who reported the incident
 - How the incident was detected
2. The incident will be reported to the Executive Director by LASO or those having authorization or access to the information
3. The LASO or those having authorization or access to the information will fill out the Missouri State Highway Patrol Security Incident Report Form SHP71 and call the MSHP at 573-522-3820 after form is filled out and fax to 573-526-6290, Missouri State Highway Patrol Criminal Justice Information Services (CJIS) Security Unit. or e-mail to cjissecurity@mshp.dps.mo.gov within 24 hours of the incident. For questions call 573-526-6153 ext. 2658.

The Incident/Security Response Policy was developed to meet the following objectives:

- Prevent unauthorized viewing of sensitive information
- Provide an organized approach to managing initial response following an incident
- Provide prompt and appropriate response to incidents
- Notify appropriate management and/or operational staff of the incident

The “dos” and “don’ts” of sensitive, personally identifiable information are:

1. Do not store information on flash drives, hard disks, CDs, DVDs, or any electronic media.
2. Store all information in locked cabinets, and access is granted to authorized personnel only.
3. Do not transport information unless the information is in locked container.
4. When destroying information, physically destroy, shred, or burn.
5. Do not use laptops, iPads, or handheld devices.
6. Do not share user identifications or passwords or write them down.
7. Do not send CJIS information in an e-mail. (Personal devices are not allowed to access information – devices need to be secure and password protected.)

Information needs to be protected from creation to destruction, and there must be awareness of the information flow. Information must be given to an authorized employee, information must be protected, and computer security incidents must be reported immediately. Extreme caution must be observed and recognized when someone is asking for information.

In the event of an incident, the Missouri State Highway Patrol (MSHP) Security Incident Report is to be filled out in full and submitted to the MSHP as well as calling them to report the incident within 24 hours of the incident.

Only authorized employees have access or can view CHRI and are NOT to share or disclose the information to unauthorized employees. IF CHRI is in a printed format, authorized employees will ensure the information is in locked file cabinets and not accessible by any unauthorized employees. If CHRI is stored electronically or on a local hard drive, it must be password protected or encrypted. An in-house cross shredder must be used to destroy information of CHRI. If an electronic copy CHRI is stored on HDDS or flash drives, the electronic media must be degaussed a minimum of three times.

CCDDR will make certain all MACHS portal access is up to date and anyone not needing access is removed immediately by the LASO or MACHS administrator. The LASO will contact the MSHP, CJIS Division for administrator’s rights to the MACHS portal.

CCDDR will also ensure that RAP BACK subscriptions are current when employees terminate. RAP BACK subscriptions and validations will be completed by the LASO.