



Board of Directors' Packet

July 26, 2023

**Workshop at 5:30 p.m.
Meeting time is 6:30 p.m.**

Both held at 2706 Ankeny Way



Agenda
July 26, 2023
2706 Ankeny Way, Rock Springs

- I. Call to Order
- II. Declare Quorum
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Treasurer's Report
 - a. Write-Offs – Semi Annual
 - b. Balance Sheet
 - c. Accounts Receivables
 - d. Revenues
 - e. Expenses
 - f. Check Register
- VI. Previous Business
 - a.
 - b.
 - c.
- VII. CEO Report
- VIII. Board Action
 - a. City of Green River EAP Renewal
 - b. Sweetwater County Library EAP Renewal
 - c. WWCC EAP Renewal
 - d. Amendment to FY24 Contract with the BHD
 - e. SCS and Sweetwater County MOU
- IX. Public and Board Comments/Questions
- X. Executive Session
- XI. Adjournment

**Southwest Counseling Service
Board of Directors
June 28, 2023**

The meeting of Southwest Counseling Service Board of Directors held on June 29, 2023. Board members present were Ms. Raven Beattie, Mr. Rich Fischer, Ms. Kayleen Logan and Ms. Amy Galley. Ms. Melissa Bates was in attendance, but her board appointment starts July 1, 2023. Staff members in attendance were Ms. Linda Acker, Ms. Christy Legault, Ms. Michal Love, Ms. Laura Schmidt Pizzato and Mr. Scott Wilcox.

Call to Order

Ms. Amy Galley called the meeting to order and declared a quorum present.

Approval of Amended Agenda

Ms. Amy Galley asked for approval of the amended agenda. The amended agenda moved the Executive Session to number three. Ms. Kayleen Logan moved to approve the amended agenda with a second by Ms. Raven Beattie, the motion passed.

Executive Session

Ms. Amy Galley reported the Executive Session for Legal/Employee Issue. Ms. Kayleen Logan moved to end Executive Session, seconded by Mr. Rich Fisher, the motion passed.

Presentation

Ms. Laura Schmid-Pizzato reported that SCS was selected for the reunification award for the Women's and Children Program from Wyoming Supreme Court Justice Project Reunification Hero Award. Ms. Laura Schmid-Pizzato reported that this program was started in 2000 serving 70,000 residential beds, 600 women and 750 children. Ms. Linda Acker reported that the first baby born in the program has graduated from the University of Wyoming.

Ms. Deborah Campos, Ms. Jane McCauley and Ms. Nicole Andra were introduced to the board members. Ms. Laura Schmid-Pizzato reported Ms. Deborah Campos is the case manager for this program and Ms. Jane McCauley is primarily responsible for the day care. Ms. Laura Schmid-Pizzato reported that there is mentoring of mom, teaching basic task and monitoring the children. Ms. Laura Schmid-Pizzato reported that SCS is exempt from being a licensed day care, but follows all the regulations. Ms. Deborah Campos read a list of individual names that have worked in the program. Ms. Jane McCauley reported that SCS provides the women with the resources needed and enjoys her work. Ms. Linda Acker reported that the beginning of this program started at the state level during the methamphetamine initiative. Ms. Linda Acker reported that the Department of Corrections, Department of Family Services and Behavioral Health Division wanted to make a difference and the women and children program was started.

Ms. Linda Acker reported that Ms. Laura Schmid-Pizzato and the TC team need to be recognized for the work accomplished. Ms. Linda Acker also read a comment by Ms. Rhonda Brown, Program Operations Supervisor. Ms. Linda Acker expressed her gratitude for the work accomplished in the program and the difference they make for individuals and their families. Ms. Raven Beatty recommended that the community be aware of this award. Ms. Raven Beatty reported that the numbers are incredible that the program has provided. Mr. Rich Fischer thanked the staff for their work. Ms. Kayleen Logan reported being proud of the team and what has been accomplished.

Board Introduction

Ms. Melissa Bates was introduced to the board and will begin July 1, 2023. Ms. Melissa Bates reported working for SCS several years ago and currently works for Sweetwater County Memorial Hospital. Ms. Amy Galley reported that she also worked for SCS as a case manager, then a clinician. Ms. Kayleen Logan reported she retired from SCS three years ago. Ms. Raven Beatty reported she is a pharmacist and joined the board July 2022. Mr. Rich Fischer reported being reappointed to the board and wanted to join the board for services. Ms. Amy Galley welcomed Ms. Melissa Bates to the board.

FY 23 Budget Amendment

Ms. Kayleen Logan moved to close the regular schedule board meeting for the budget amendment and open for public comment, with a second by Ms. Raven Beattie, the motion passed. Ms. Melissa Wray-Marchetti directed the board to page 25 and 26 for their information. Ms. Melissa Wray-Marchetti reported for Revenues that CCBHC was added at \$700,000, County Revenue increase by \$60,000, Treatment Court contract decreased by \$7,200.00, County Prevention Grant decrease by \$4086.00 and Wyoming Hospital Association at \$168,540.00. Ms. Melissa Wray-Marchetti reported the SCS Expenditures need to be offset as well. Melissa Wray-Marchetti reported that SCS did not go over the expenditures at \$14,883,382 and did not need to go before the County Commissioners. Ms. Kayleen Logan asked about the documentation for the county. Ms. Melissa Wray-Marchetti reported that SCS was contacted by Ms. Bonnie Berry to determine if SCS would be going over for budget expenditures. Ms. Melissa Wray-Marchetti reported that the budget is not the actual expenditures. Ms. Melissa Wray-Marchetti the financial data from March to the present can and does change. Ms. Melissa Wray-Marchetti reported there are changes throughout the fiscal year. Ms. Melissa Wray-Marchetti reported that SCS does not need to go before the County Commissioners, unless SCS exceeds expenditures. Ms. Kayleen Logan moved to close the budget amendment and seconded by Ms. Raven Beattie, the motion passed. Mr. Rich Fischer moved to approve the FY23 Budget Amendment with a second by Ms. Kayleen Logan, the motion passed.

Approval of Minutes

Mr. Rich Fischer moved to approve the May 2023 minutes with a second by Ms. Raven Beattie, the motion passed.

Treasurer's Report

Ms. Melissa Wray-Marchetti reported Self Pay under \$25.00 Balances at \$40.00, Self-Pay over \$25.00 at \$652.64 and no Bankruptcy Discharges. Ms. Melissa Wray-Marchetti reported that the Balance Sheet for May 31, 2023 at \$4,119, 921.90 with 102 days of cash on hand. Ms. Melissa Wray-Marchetti reported Accounts Receivable at \$ \$598,362.92, a difference of \$32,113.39. Ms. Melissa Wray-Marchetti reported Revenues for May 2023 at \$1,141,306.93 and Expenditures at \$1,204,851.28. Ms. Melissa Wray-Marchetti reported the June 2023 Check Register at \$1,286,532.32. Ms. Kayleen Logan moved to approve the Treasurer's Report with a second by Ms. Raven Beattie, the motion passed.

Previous Business

Ms. Amy Galley asked for approval of Board Policy 2.7 striking out the last sentence on Item 1. Ms. Kayleen Logan moved to approve with a second by Ms. Raven Beattie, the motion passed.

CEO Report

Ms. Linda Acker reported visiting the Wyoming State Hospital in conjunction the Wyoming Association of Mental Health and Substance Abuse Centers (WAMHSAC) meeting in Evanston. Ms. Linda Acker reported the Wyoming State Hospital is a new facility similar to Life Resources in Lander. Ms. Linda Acker reported that the patients have single occupancy rooms with their own bathroom. Ms. Linda Acker reported that SCS and Pioneer are the two centers that routinely communicate with the Wyoming State Hospital. Ms. Linda Acker reported that the cost per day at the Wyoming State Hospital is \$1000.00 a day compared to \$157.58 per bed day SCS receives. Ms. Linda Acker reported that for the SMI it is preferable to have monthly injections, but the cost varies from \$2500 to \$3000 a day. Ms. Linda Acker reported if the State Hospital could pay for a couple of months of injection it would be a cost savings to the state.

Ms. Linda Acker reported on the past through funding for Pioneer Counseling Service of \$1,194,152.25 annually. Ms. Linda Acker reported Pioneer has 34 mental health beds and SCS has 32 mental health beds.

Ms. Linda Acker reported that FY24 budget at \$20,069,986.09. Ms. Linda Acker reported that she anticipates amendments to this budget since each center will be receiving \$300,000 to assist in the transition of Behavioral Health Redesign. Ms. Linda Acker reported that the Jonah project received approval for ARPA funding. Ms. Linda Acker reported that Commissioner West reported to Ms. Melissa Wray-Marchetti that SCS does not need to go before the County Commissioners on this project. Ms. Melissa Wray-Marchetti confirmed this. Ms. Linda Acker

reported that an architect for the projects needs to be determined and SCS board is able to do this. Ms. Linda Acker reported that there are two architects that SCS contacted, EDA in Salt Lake City, Utah and Plan One in Rock Springs, Wyoming. Ms. Melissa Wray-Marchetti reported that the cost from Plan One at \$272,732 and for EDA at \$287,000. Ms. Linda Acker reported that both firms are familiar with ARPA funding. Ms. Linda Acker reported that if we could get estimates SCS could apply for inflationary funds. Ms. Linda Acker reported that there are inflationary funds available for the ARPA projects that will be due August 4.

Ms. Linda Acker reported that the cost of the health insurance is going to increase. Ms. Linda Acker reported that she did contact other mental health and substance disorder center to determine what they are doing in regards to this topic. Ms. Linda Acker reported that it will be important to look at all costs with Behavioral Health Redesign. Ms. Linda Acker reported that a number of the centers only cover the employee at either 85% or 100%. Ms. Linda Acker reported that SCS will need to look at sustainability and the board will need to make a decision. Ms. Linda Acker reported that this is a difficult decision. Ms. Melissa Wray-Marchetti provided the Board with a comparison of SCS insurance plan with other centers insurance plans. Ms. Melissa Wray-Marchetti reported that SCS for an employee plus one total premium per month is \$1,536.98 with the employee paying \$151.73, compared to Central Wyoming Counseling at \$2,000 deductible the employee plus one \$1,381.52. Ms. Melissa Wray-Marchetti reported in comparison to other centers, SCS's total premium is higher than others.

Ms. Kayleen Logan asked what insurance provider is Central. Ms. Melissa Wray-Marchetti reported that it is Cigna. Ms. Kayleen Logan asked if the local providers accept Cigna. Ms. Melissa Wray-Marchetti reported SCS has started to look around. Ms. Melissa Wray-Marchetti reported that the county is a self-funded. Ms. Melissa Wray-Marchetti reported that the economy of scale is important. Ms. Kayleen Logan reported it is important to look at what the insurance is purchasing and making sure providers accepts insurance. Ms. Kayleen Logan reported that it is important to look at this. Ms. Melissa Wray-Marchetti reported that many insurance is becoming outcome based. Ms. Melissa Wray-Marchetti reported that hospital emergency care has changed with UMR. Ms. Linda Acker reported that she does not believe that SCS can sustain these costs. Ms. Linda Acker reported this is an important decision. Ms. Linda Acker reported that she learned all the mental health community centers have the Wyoming Retirement System. Ms. Linda Acker reported that Central Counseling has Wyoming Retirement. Ms. Linda Acker reported that when Peak Wellness acquired Peak Wellness in Cheyenne and Northern in Sheridan, the Wyoming Retirement benefit ended due to the cost. VOA waited for two people to become vested and then ended contributions. Ms. Linda Acker reported that young people do not value the Wyoming Retirement System. Ms. Melissa Wray-Marchetti reported that the Management Team discussed a cafeteria plan.

Ms. Amy Galley asked if we could survey staff again to get their feedback. Ms. Amy Galley reported that there was a value to benefits. Ms. Amy Galley asked if it would be. Ms. Linda Acker reported that the board is going to have to make serious decision about insurance and costs. Ms. Linda Acker reported that one employee paycheck is less than what insurance is paid out. Ms. Raven Beatty reported that health benefit was the number one benefit on the survey.

Ms. Laura Schmid-Pizzato reported an option of just covering the employees. Ms. Laura Schmid-Pizzato reported there needs to be some direction of where to go and careful with the county. Ms. Laura Schmid-Pizzato reported that there may be better options through the exchange. Ms. Linda Acker reported that SCS does need an affordable plan.

Ms. Linda Acker reported that the board needs a slate of officers. Ms. Linda Acker reported under board action there are several items. Ms. Linda Acker reported Silver Ridge Apartment have increased their rate for a total of \$69,768 plus utilities. Ms. Linda Acker reported that Pioneer Counseling is the past through funding for mental health beds at \$1,194,152.25. Ms. Linda Acker reported that the board will need to approve the FY24 budget at \$20,069,986.09, approval of Jonah ARPA award, acceptance of architectural service, approval of direct bill to VLCM, a technology and cyber security firm, slate of officers, increase in fees to the Pain Care Center, approval of Amended FY23 SCS budget, FY24 Treatment Court and Agreement with Ms. Pat Swan-Smith. Ms. Linda Acker reported that the retreats are for Veterans for a three day period. Ms. Melissa Wray-Marchetti reported that Ms. Pat Swan-Smith would like to be paid at the first of the month.

Ms. Linda Acker reported that the summer program is operating. Ms. Michal Love reported that SCS does have a great team this year. Ms. Michal Love reported having siblings attending and the majority of adolescents are transported by SCS to the program.

Ms. Linda Acker recognized the Management Team for their work in Human Resources. Ms. Linda Acker reported that areas have been delegated to managers.

Ms. Linda Acker asked if there was a better time for the board to meet. Ms. Amy Galley reported that the board members could think about it.

Ms. Amy Galley recommended removing Item I from the agenda since it had already been voted on. Ms. Kayleen Logan reported that the proposals were not in the board packet. Ms. Linda Acker reported that she has the documents. Ms. Melissa Wray-Marchetti reported that the proposal were similar. Ms. Melissa Wray-Marchetti reported meeting with Mr. Gene Legerski, Krisena Marchal and Marty Dernovich. Mr. Rich Fischer asked what came of the meeting. Ms. Melissa Wray-Marchetti reported there were pros and cons of both firms. Ms. Raven Beatty reported Plan One is local. Ms. Amy Galley reported that timeliness is important.

Ms. Kayleen Logan reported that she does not have enough information to make a decision. Ms. Linda Acker reported that SCS would not be able to submit an inflationary document without an architect. Ms. Laura Schmid-Pizzato reported that this grant is due August 4, and reported that both architects are good options.

Ms. Amy Galley asked for approval for Items A, B, C, D, F, H and J. Ms. Raven Beatty moved to approve with a second by Ms. Kayleen Logan. Ms. Raven Beatty made a motion to approve Item K with adding the vendor to the first of the month, with a second by Rich Fischer, the motion passed. Board members received the documents from Plan One and EDA for their

information. Ms. Amy Galley reported that Plan One for three of the projects at \$184,322.00 with a separate quote for Jonah at \$88,410. Ms. Melissa Wray-Marchetti reported that the potential cost of projects was generated by SCS and submitted for grant applications. Ms. Raven Beatty asked about EDA start date of June 1 and would they be able to complete by the deadline. Ms. Raven Beatty reported Plan One was mid-July. Ms. Melissa Wray-Marchetti reported that she reached out to them, but the timelines have changed. Ms. Raven Beatty reported asking if there was no major red flags. Ms. Linda Acker reported that the county reported that Plan One was behind on a project, but reported that the two architectural firms have done well for SCS. Mr. Rich Fischer reported that each project is separated out. Ms. Melissa Wray-Marchetti reported that the dollar amounts do not match up for Jonah. Ms. Linda Acker reported SCS does not know if the dollar amounts submitted are correct. Ms. Melissa Wray-Marchetti reported on the EDA bid, the Duran and the Jonah projects are both listed at \$770,900, which differs from the grant application amounts submitted. Mr. Rich Fischer asked if there is enough funding available. Ms. Linda Acker reported that there is enough. Mr. Rich Fischer asked if there was any clear recommendations. Ms. Laura Schmid-Pizzato reported that she has worked with both and cannot tip one way or another. Mr. Rich Fischer moved to approve Plan One for ARPA projects, seconded by Ms. Raven Beatty, the motion passed with Ms. Kayleen Logan abstaining.

Ms. Amy Galley reported that Ms. Kristy Kauppi is willing to be Treasurer. Ms. Amy Galley reported that she has been chair for two years. Ms. Raven Beatty reported being interested in being the chair. Ms. Amy Galley reported that the slate of officers as Ms. Raven Beatty, chair; Mr. Rich Fischer, vice-chair, Ms. Kristi Kauppi, treasurer and Ms. Kayleen Logan, secretary. Mr. Rich Fischer moved to approve with a second by Ms. Raven Beatty, the motion passed.

Ms. Raven Beatty asked about the website. Ms. Linda Acker reported that she was hoping to have information for the board but there has been no payment or contract with this individual.

Ms. Laura Schmid-Pizzato asked the board if they would like to participate with the prevention team at the fair.

Ms. Kayleen Logan moved to adjourn, with a second by Mr. Rich Fischer, the motion passed.

**Accounts Receivable Write-Off Request
Self Pays Balances over \$25
June-23**

Balances over \$25 are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased. These balance do not meet the minimum requirements to be turned over to collections.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
900407	\$ 553.00	Deceased
917639	296.00	Deceased

Total \$ 849.00

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Suspended Collection Accounts-
June-23**

Collection accounts that have been suspended by Wakefield & Associates are reviewed for write off semi-annually. The following accounts have no way to force payment, and collection attempts have been exhausted.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
582	\$ 77.00	Suspended Collection Account
2048	175.50	Suspended Collection Account
2106	673.25	Suspended Collection Account
2106	553.30	Suspended Collection Account
2279	217.00	Suspended Collection Account
2590	175.00	Suspended Collection Account
3130	214.25	Suspended Collection Account
4009	80.00	Suspended Collection Account
6049	143.00	Suspended Collection Account
22916	255.75	Suspended Collection Account
43500	864.75	Suspended Collection Account
900215	517.24	Suspended Collection Account
901970	201.25	Suspended Collection Account
903603	143.39	Suspended Collection Account
903990	707.50	Suspended Collection Account
905121	48.00	Suspended Collection Account
906540	1,712.49	Suspended Collection Account
906886	200.00	Suspended Collection Account
907296	943.25	Suspended Collection Account
907375	330.00	Suspended Collection Account
907515	108.00	Suspended Collection Account
907531	572.00	Suspended Collection Account
907674	3,296.30	Suspended Collection Account
908984	408.75	Suspended Collection Account
909292	352.00	Suspended Collection Account
911905	457.95	Suspended Collection Account
913288	40.00	Suspended Collection Account
913745	336.00	Suspended Collection Account
914273	482.98	Suspended Collection Account
914604	98.20	Suspended Collection Account
915242	125.00	Suspended Collection Account
915563	108.00	Suspended Collection Account
915583	301.29	Suspended Collection Account
916336	339.43	Suspended Collection Account
916447	32.00	Suspended Collection Account
917184	2,917.25	Suspended Collection Account
917249	491.48	Suspended Collection Account
917521	2,170.00	Suspended Collection Account
917554	2,126.95	Suspended Collection Account
917704	287.50	Suspended Collection Account

\$ 23,283.00

BOARD SIGNATURE

Accounts Receivable Write-Off Request
Collection Accounts- Bankruptcies
June-23

Bankruptcy Balances are requested for write-off once received by the agency for dismissal. These are accounts that were previously turned over for collections, since this time bankruptcy proceedings have taken place. This money is not collectable by law.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
915646	\$ 1,318.30	Bankruptcy Discharged
914481	120.00	Bankruptcy Discharged
29864	65.50	Bankruptcy Discharged
1082	242.05	Bankruptcy Discharged
913765	28.00	Bankruptcy Discharged
915968	87.68	Bankruptcy Discharged
917111	25.00	Bankruptcy Discharged

Total **\$ 1,886.53**

BOARD SIGNATURE

**Accounts Receivable Write-Off Request
Uncollectable Insurance
June-23**

Third party accounts are reviewed for Write-Off every January and July. These balances can no longer be submitted to third party payors.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
901977	\$ 38.46	Provider not licensed in AZ.
2354	1,576.41	Insurance company required a pre-auth we were unaware of the requirement - we appealed the denial and it was also denied, because of the insurance contract the patient is not responsible
Total	\$ 1,614.87	

BOARD SIGNATURE

Southwest Counseling Service
Balance Sheet
As of June 30, 2023

ASSETS

Current Assets

Checking/Savings

1020 - General Operating Account	1,018,068.33
1026 - Reserve	1,809,582.82
1031 - Commerce Bank- Cash Reserve	1,105,431.48

Total Checking/Savings 3,933,082.63

Total Current Assets 3,933,082.63

TOTAL ASSETS 3,933,082.63

The Balance Sheet provides the cash balance of SCS as of June 30, 2023. The total cash position of SCS is \$3,933,082.63. The previous month's cash on hand totaled \$4,119,921.90, a decrease in cash in the amount of \$186,839.27 for this period. The year to date expenditures equate to \$14,880,958.33. The average cost per day of operations is \$40,769.75. Based upon all cash balances, SCS is currently at 96 days of cash on hand.

FY 2023 Accounts Receivable Report

Jun-23

	Beginning Balance	Charges	Payments	Adjustments	Ending Balance
Self Pay	\$ 347,326.22	\$ 50,591.60	\$ (36,160.69)	\$ (20,940.38)	\$ 340,816.75
Insurance	124,673.66	125,764.22	(46,536.51)	(58,239.09)	145,662.28
Medicaid	85,631.62	70,332.22	(57,482.19)	(9,879.02)	88,602.63
Medicare	15,713.11	6,175.00	(2,337.72)	(6,214.98)	13,335.41
EAP	13,589.19	10,321.34	(4,492.68)	(4,305.17)	15,112.68
Client Contracts	11,429.12	14,823.72	(23,999.19)	9,046.68	11,300.33
Collection	1,265,942.24	26,674.23	(2,657.27)	(27,629.56)	1,262,329.64
State Contracts	91,737.01	814,635.04	(928,258.04)	21,885.99	-
Cancellation/No Show	30,090.96	820.00	(432.00)	-	30,478.96
Total	\$ 598,362.92				\$ 614,830.08

May-23

	Beginning Balance	Charges	Payments	Adjustments	Ending Balance
Self Pay	\$ 344,364.43	\$ 65,326.77	\$ (45,592.54)	\$ (16,772.44)	\$ 347,326.22
Insurance	171,432.02	104,154.79	(49,344.50)	(101,568.65)	124,673.66
Medicaid	69,368.13	69,180.25	(45,127.70)	(7,789.06)	85,631.62
Medicare	16,929.74	7,678.25	(4,385.09)	(4,509.79)	15,713.11
EAP	15,740.91	9,033.83	(3,269.35)	(7,916.20)	13,589.19
Client Contracts	12,641.08	8,719.47	(24,159.96)	14,228.53	11,429.12
Collection	1,244,873.67	25,602.17	(3,096.46)	(1,437.14)	1,265,942.24
State Contracts	47,845.77	536,076.03	(963,491.79)	471,307.00	91,737.01
Cancellation/No Show	29,409.96	1,060.00	(372.40)	(6.60)	30,090.96
Total	\$ 630,476.31				\$ 598,362.92

Changes from Previous Month

	Charges	Payments	Adjustments	Ending Balance
Self Pay	\$ (14,735.17)	\$ 9,431.85	\$ (4,167.94)	\$ (6,509.47)
Insurance	\$ 21,609.43	\$ 2,807.99	\$ 43,329.56	\$ 20,988.62
Medicaid	\$ 1,151.97	\$ (12,354.49)	\$ (2,089.96)	\$ 2,971.01
Medicare	\$ (1,503.25)	\$ 2,047.37	\$ (1,705.19)	\$ (2,377.70)
EAP	\$ 1,287.51	\$ (1,223.33)	\$ 3,611.03	\$ 1,523.49
Client Contracts	\$ 6,104.25	\$ 160.77	\$ (5,181.85)	\$ (128.79)
			\$ -	
Amount Increase/Decrease	\$ 13,914.74	\$ 870.16	\$ 33,795.65	\$ 16,467.16

The total outstanding balance for amounts owed to Southwest Counseling Service for June 2023 is \$614,830.08. The receivables increased from the previous month, due to higher charges in this period. The total receivables excludes Collection, State Contracts and Cancellation/No show fees.

Southwest Counseling Service
Revenues FY23

100%

State Contracts	FY23 Budget	Jun-23	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	\$ 1,038,642.78	\$ 93,734.70	9%	\$ 1,038,642.77	100%	\$ (0.01)
MH - CARF	14,015.00	1,167.00	8%	14,015.00	100%	-
MH- Direct Care Salaries	182,343.00	15,198.00	8%	182,343.00	100%	-
MH- Emergency Services	29,218.00	2,433.00	8%	29,218.00	100%	-
MH- Regional Med. Management	133,729.00	11,145.00	8%	133,729.00	100%	-
MH- Regional Nursing Support	41,291.00	3,440.00	8%	41,291.00	100%	-
MH- Regional Early Intervention	53,302.00	4,451.00	8%	53,302.00	100%	-
MH- ESMI	44,371.74	3,697.59	8%	44,371.74	100%	-
MH- Jail Based Services	50,000.00	4,163.00	8%	50,000.00	100%	-
SA - Outpatient	606,870.00	(289,912.49)	-48%	606,870.00	100%	-
SA- Direct Care Salaries	313,899.00	26,161.00	8%	313,899.00	100%	-
SA - CARF	6,100.00	512.00	8%	6,100.00	100%	-
SA - HB 308	454,450.00	378,349.36	83%	454,450.00	100%	-
MH & SA- Peer Specialist	90,000.00	7,500.00	8%	90,000.00	100%	-
CCRS	208,800.00	17,400.00	8%	208,800.00	100%	-
MH - LT Group Home -Sweetwater	622,658.38	51,808.77	8%	622,658.38	100%	-
MH - LT Group Home - Uinta	527,660.37	43,971.74	8%	527,660.37	100%	-
SOR- Medication Assisted Treatment	216,000.00	85,100.00	39%	644,488.43	298%	428,488.43
MH - Mitigation Grant	110,000.00	6,637.06	6%	99,472.96	90%	(10,527.04)
MH - ESMI II	104,864.00	-	0%	104,864.00	100%	-
CCBHC						
CCBHC	750,000.00	187,868.45	25%	187,868.45	25%	(562,131.55)
Regional Services - MH						
MH- Transitional Grp - Sweetwater	414,222.43	34,599.62	8%	414,222.43	100%	-
MH - SIP- Sweetwater	155,302.06	12,962.06	8%	155,302.06	100%	-
MH- SIP- Uinta County	207,069.41	17,319.41	8%	207,069.41	100%	-
MH- Transitional Grp - Uinta	414,222.43	34,568.12	8%	414,222.43	100%	-
MH -Sub-Acute Crisis Residential	318,333.33	25,366.24	8%	318,333.33	100%	-
MH -Sub-Acute Crisis Residential Uinta	159,166.67	14,427.89	9%	159,166.67	100%	-
MH - Sub-Acute Crisis Residential - Pilot	533,975.00	25,200.00	5%	431,750.00	81%	(102,225.00)
Regional Services - SA						
SA - Residential	2,241,069.28	186,755.75	8%	2,241,069.28	100%	-
SA- Residential Women and Children	703,347.15	58,612.29	8%	703,347.15	100%	-
SA- Transitional (SL)	199,290.49	16,607.55	8%	199,290.49	100%	-
SA- Detox	136,417.08	11,368.09	8%	136,417.08	100%	-
Quality of Life						
MH - Quality of Life	102,730.00	8,612.00	8%	147,901.50	144%	45,171.50
SA- Quality of Life	23,680.00	1,504.00	6%	17,375.00	73%	(6,305.00)
General Funds						
County	650,488.00	-	0%	700,553.39	108%	50,065.39
Client Fees	370,000.00	30,049.95	8%	399,180.59	108%	29,180.59
Insurance	651,305.00	45,078.71	7%	514,347.39	79%	(136,957.61)
Medicaid	567,825.00	57,482.19	10%	585,863.55	103%	18,038.55
Medicare	49,325.00	2,337.72	5%	35,050.29	71%	(14,274.71)
EAP	61,375.00	4,492.68	7%	42,029.53	68%	(19,345.47)
DFS	5,000.00	200.00	4%	2,480.00	50%	(2,520.00)
DVR/DDS	2,000.00	57.50	3%	782.00	39%	(1,218.00)
Medical Service Fees	112,000.00	10,095.14	9%	86,697.32	77%	(25,302.68)
Food Stamps	99,520.00	4,646.19	5%	68,207.57	69%	(31,312.43)
Grants and Contracts						
General Contracts	110,500.00	(162,689.16)	-147%	229,022.78	207%	118,522.78
Treatment Court	82,800.00	6,900.00	8%	83,847.20	101%	1,047.20
Federal Probation	4,000.00	-	0%	680.00	17%	(3,320.00)
County Prevention	239,143.00	-	0%	168,817.59	71%	(70,325.41)
Wyoming Hospital Association	168,540.00	168,540.00	100%	168,540.00	100%	-
Miscellaneous Funds						
Operations Carryover	2,900,000.00	-	0%	2,900,000.00	100%	-
Reserve	50,000.00	-	0%	50,000.00	100%	-
Interest Earned	22,000.00	2,325.82	11%	25,594.15	116%	3,594.15
Commissary Funds	5,700.00	493.10	9%	3,021.94	53%	(2,678.06)
Miscellaneous	15,000.00	(167,927.63)	-1120%	15,545.80	104%	545.80
Total Revenues	\$ 14,423,560.60	\$ 1,104,810.41	8%	\$ 17,079,772.02	118%	\$ 2,656,211.42
Total Actual Revenue YTD excluding carryover	\$ 17,373,560.60			\$ 14,129,772.02	81%	\$ (3,243,788.58)

Southwest Counseling Service
Expenditures FY23

100%

Personnel	FY23 Budget	Jun-23	% Month	YTD	%YTD	Difference
Salaries	\$ 8,234,535.97	\$ 623,308.43	8%	\$ 6,898,154.71	84%	(1,336,381.26)
FICA	719,615.00	45,678.65	6%	501,421.01	70%	(218,193.99)
Wyoming Retirement	1,234,141.00	112,642.96	9%	1,186,976.41	96%	(47,164.59)
Health Insurance	2,027,609.00	164,692.15	8%	1,954,302.12	96%	(73,306.88)
Life Insurance	35,882.00	1,810.20	5%	21,779.80	61%	(14,102.20)
Worker's Compensation	47,000.00	4,686.50	10%	49,801.37	106%	2,801.37
Unemployment	25,000.00	-	0%	-	0%	(25,000.00)
Wellness	10,000.00	961.77	10%	10,388.27	104%	388.27
Background Check	8,960.00	1,920.30	21%	10,760.06	120%	1,800.06
Contracts	418,810.00	53,759.97	13%	549,526.21	131%	130,716.21
Contract- Transitional Grp - Uinta	302,917.36	32,484.71	11%	345,075.85	114%	42,158.49
Contract - SIP Uinta County	155,052.00	17,252.45	11%	202,667.69	131%	47,615.69
Contract - Short Term Locus 4/5 Uinta	120,843.00	13,263.89	11%	155,385.53	129%	34,542.53
Contract - LT Group Home - Uinta	501,203.27	43,968.38	9%	580,623.75	116%	79,420.48
Consultation	10,000.00	3,192.00	32%	29,006.40	290%	19,006.40
Recruitment	8,225.00	742.27	9%	6,823.83	83%	(1,401.17)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	5,790.00	2,147.61	37%	8,429.50	146%	2,639.50
Vehicle Fuel	28,300.00	1,641.53	6%	22,593.98	80%	(5,706.02)
Vehicle Maintenance	11,900.00	3,913.75	33%	20,278.54	170%	8,378.54
Conference and Seminar Travel	22,660.00	2,249.00	10%	50,854.57	224%	28,194.57
Training	33,700.00	2,774.25	8%	12,580.60	37%	(21,119.40)
Operating						
Supplies	244,548.00	11,349.42	5%	140,794.87	58%	(103,753.13)
Food	235,295.00	28,117.38	12%	273,488.57	116%	38,193.57
Rent	113,400.00	23,022.00	20%	130,645.93	115%	17,245.93
Utilities	192,454.00	6,245.90	3%	205,685.25	107%	13,231.25
Insurance- G&P/ Vehicles	160,590.00	-	0%	164,935.19	103%	4,345.19
Advertising	35,500.00	5,788.82	16%	42,490.91	120%	6,990.91
Books/Magazines/Video	4,000.00	77.56	2%	10,124.47	253%	6,124.47
Client/Insurance Refund	3,000.00	322.50	11%	4,662.94	155%	1,662.94
Computer Hardware	50,000.00	35.88	0%	55,599.68	111%	5,599.68
Computer Software	332,975.00	11,766.89	4%	154,080.98	46%	(178,894.02)
Computer Maintenance	10,000.00	-	0%	262.50	3%	(9,737.50)
Computer Communication	57,000.00	3,007.95	5%	41,485.46	73%	(15,514.54)
Equipment	123,500.00	19,300.19	16%	81,734.12	66%	(41,765.88)
Leased Equipment	50,000.00	5,928.79	12%	44,422.88	89%	(5,577.12)
Maintenance	182,400.00	(9,075.70)	-5%	135,203.96	74%	(47,196.04)
Postage	12,250.00	621.02	5%	9,541.86	78%	(2,708.14)
Cleaning Supplies	16,375.00	1,278.86	8%	16,538.24	101%	163.24
Telephone	74,000.00	5,441.08	7%	87,024.62	118%	13,024.62
Testing and Materials	20,000.00	1,370.00	7%	3,683.78	18%	(16,316.22)
Drug Testing	25,000.00	3,607.08	14%	18,367.75	73%	(6,632.25)
Client Medical	175,000.00	15,855.20	9%	276,183.91	158%	101,183.91
Client Rx	37,500.00	5,313.56	14%	68,916.31	184%	31,416.31
APRN Medical Lab Fees	20,000.00	1,380.00	7%	13,787.50	69%	(6,212.50)
Recreation	3,850.00	369.37	10%	3,489.44	91%	(360.56)
Membership Dues	30,000.00	230.01	1%	55,391.50	185%	25,391.50
Collection Agency	2,000.00	-	0%	850.40	43%	(1,149.60)
CARF	20,115.00	-	0%	797.00	4%	(19,318.00)
MH Quality of Life						
Medical	55,030.00	4,976.88	9%	52,967.62	96%	(2,062.38)
Emergency Subsistence	3,200.00	165.58	5%	2,449.62	77%	(750.38)
RX	15,000.00	1,599.69	11%	27,319.72	182%	12,319.72
Housing	5,100.00	-	0%	1,449.36	28%	(3,650.64)
Transportation	15,400.00	-	0%	454.48	3%	(14,945.52)
Recreation	1,000.00	-	0%	33.02	3%	(966.98)
Community Center	8,000.00	-	0%	-	0%	(8,000.00)
Regional Quality of Life						
Regional Quality of Life	23,680.00	360.71	2%	19,672.81	83%	(4,007.19)
Miscellaneous Expenses						
Finance Charge	2,000.00	(0.85)	0%	176.31	9%	(1,823.69)
Credit Card Fees	20,000.00	1,419.42	7%	16,834.33	84%	(3,165.67)
Other Expenses	32,255.00	265.09	1%	2,121.22	7%	(30,133.78)
Debt Service/Capital Maintenance						
Capital	1,000,000.00	19,714.72	2%	99,859.62	10%	(900,140.38)
Total Expenses	\$ 17,373,560.60	\$ 1,302,945.77	7%	\$ 14,880,958.33	86%	(2,492,602.27)

**Southwest Counseling Service
July 2023 Check Register**

Check No.	Vendor	Program	Check Amt.
11208	Salaries	Payroll	\$ 443.28
115580	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence	3,005.25
115581	Amazon	Medical, Crisis, Transitions, Independence, Continental, Century, Duran, TC, Recovery, Admin., Bridges, Mental Health, Prevention, Psychiatric	968.27
115582	CenturyLink	Sober Living, Continental	641.78
115583	CenturyLink Business Services - Lumen	TC, Recovery, Admin., Bridges, Medical, Mental Health	2,202.38
115584	First Bankcard	QOL, Prevention, Admin, Mental Health, Bridges, Continental, Independence, Transitions, Peer Specialist, Child & Adol., SOR-MAT, Bridges, Medical, SIP, Recovery	11,535.05
115585	Leaf Prior SVC By TimePayment	Bridges, Medical	120.00
115586	Insurance Information Exchange	Continental, Independence, Child & Adol., Medical, Admin., Transitions, Duran, Recovery, Crisis	112.30
115587	Kum&Go Fleet	QOL, Independence, Transitions, Recovery, Crisis, Detox, Duran, Century, Continental, Admin., WAP, TC	1,863.95
115588	Pitney Bowes Purchase Power	TC, Recovery	49.99
115589	RMP- Rocky Mountain Power	Child & Adol.	30.35
115590	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical	719.85
115591	Western Star Communications LLC	Mental Health, TC	298.50
115592	White Mountain Water & Sewer District	WAP, Duran	919.18
115593	Wyo Waste	Bridges, Medical, Transitions, Mental Health, Duran, WAP, Child & Adol., TC, Recovery, Admin., Crisis, Detox, Independence, Continental, Century	1,997.70
115594	U.S. Bank	Bridges, Medical	374.34
115595	Department of Workforce Services	Personnel	12,817.47
115596	Dominion Energy	Bridges, Medical, Admin., Independence, Sober Living, TC, Recovery, Transitions, SIP, Continental, WAP, Duran, Century, Mental Health, Child & Adol.	627.12
115597	RMP- Rocky Mountain Power	TC, Recovery, Bridges, Medical, WAP, Duran, Century, Transitions, Mental Health, Sober Living, Continental, Crisis, Detox, Independence	5,649.87
115598	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	4,447.24
115599	AdTel International, Inc.	TC, Mental Health	1,325.00
115600	ALCOPRO	Crisis, Detox, Century, Duran, Recovery, TC	65.00
115601	Amazon	Medical, Crisis, Transitions, Independence, Continental, Century, Duran, TC, Recovery, Admin., Bridges, Mental Health, Prevention, Psychiatric	524.66
115602	CDW Government	Admin	3,003.55
115603	CenturyLink	Sober Living, Duran, Century, Bridges, Medical, TC, Recovery, WAP, Transitions, TC, Recovery	1,002.67

**Southwest Counseling Service
July 2023 Check Register**

115604	CenturyLink Business Services - Lumen	TC, Recovery, Admin., Bridges, Medical	7.67
115605	Copier & Supply	Mental Health, TC, Recovery, Admin., Bridges, Medical	1,517.77
115606	Cowboy Supply House	Admin	128.96
115607	Dominion Energy	Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin	1,072.74
115608	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	725.29
115609	Ecolab	TC, Bridges	1,120.80
115610	Electronic Network System	Admin	115.01
115611	Farmers Brothers	TC, Recovery, Bridges, Medical	1,150.62
115612	FedEx	Admin	41.90
115613	Green River Star	Admin	80.00
115614	Hagemann, Andrew	CCBHC, Admin	4,260.00
115615	Home Depot- Credit Services	Admin., TC, Recovery, Mental Health, Bridges, Medical, Duran	1,102.15
115616	Hunter Family Medical Clinic	Medical	112.00
115617	Kronos	Admin	1,616.85
115618	LOCKMED	Prevention	3,955.35
115619	LocumTenens	Psychiatric	22,804.20
115620	Memorial Hospital of Sweetwater County	Medical	311.00
115621	National Health Promotion Associates	Prevention	563.50
115622	Netsmart	Admin., CCBHC	36,374.56
115623	Nicholas & Company	Century, Duran, WAP, Crisis, Detox, Independence, Continental, WAP, Transitions	7,802.68
115624	Norred, Sheryl		38.15
115625	Pitney Bowes Purchase Power	TC, Recovery	501.00
115626	Progress Software Corporation	Admin	2,060.00
115627	Redwood Toxicology Laboratory	Recovery, Mental Health, Admin., Duran	414.16
115628	Rocket Miner	Admin	75.00
115629	RS Winnelson	TC	455.20
115630	SCS	3-SOR-MAT	1,087.00
115631	SCS	QOL	5,860.00
115632	SCS	3-SOR-MAT	2,306.00
115633	SCS	3-SOR-MAT	6,965.00
115634	Shadow Ridge	Sober Living	5,075.00
115635	Silver Ridge Village	SIP	6,104.98
115636	Swan-Smith, Patricia	Recovery	1,328.00
115637	SweetwaterNOW	Prevention	1,750.00
115638	SST Testing Plus, Inc.	Admin	460.00
115639	TD2 Trailer Sales Inc.	TC	201.38
115640	Terminix	Continental, WAP, Century, Crisis, Detox, Independence, Duran, Transitions	198.00
115641	The Radio Network	Admin	300.00
115642	Top-Tech	Admin	143.00
115643	University of Utah Medical Center - Psych	Psychiatric	9,368.75
115644	WinSupply	Admin	390.05
115645	Wyolectric, Inc.	TC	2,976.30
115646	Wyoming Dept. of Health	Medical	1,385.00
115647	WyoRadio	Prevention	1,039.00
115648	Bauer, Michael	Mental Health	39.30
115649	Bell, Shaelyn	Prevention	42.27
115650	Beutel, Holly	Admin	5.24
115651	Bramwell, Kimberly	Mental Health	40.00
115652	Brown, Rhonda	TC	87.16
115653	Brickner, Martha	Child & Adol.	22.83
115654	Christie, Stacey	3-SOR-MAT	35.37

**Southwest Counseling Service
July 2023 Check Register**

115655	Coon, Olivia	Admin	9.50
115656	Diodati-Duran, Cynthia	Recovery	39.96
115657	Gomez, Janell	Mental Health	33.41
115658	Gonzalez, Heather	Admin	25.55
115659	Grenier, Dana	Medical	80.00
115660	Love, Michal	Child & Adol.	254.14
115661	Nielson, Jessica	Child & Adol.	13.62
115662	Robbins, Elisa	Mental Health	48.99
115663	Scott, Julie	Mental Health	22.93
115664	Aspen Construction	TC, Recovery, Bridges, Medical, Mental Health, Duran, Continental, Transitions	3,400.00
115665	Smiths	3 SOR-MAT, QOL, WAP, TC	3,747.29
115666	Petty Cash	Continental, Independence, Transitions, Admin., TC, QOL, SAQOL	487.25
115667	WyoData Security Inc.	TC, Recovery, Mental Health	230.00
115668	Wal-Mart	Century, Duran, WAP, Crisis, Detox, Independence, Transitions, Continental, SOR MAT, Admin., Bridges, TC, Recovery	1,875.22
115669	Child Support Services - Utah	Payroll Deduction	268.00
115670	AFLAC	Payroll Deduction	1,082.18
115671	Great-West Trust Company	Payroll Deduction	1,520.00
115672	NCPERS Wyoming	Payroll Deduction	256.00
115673	Wyoming Retirement System	Personnel	97,856.34
115674	WY Child Support Enforcement	Payroll Deduction	10.00
115675	AFLAC	Payroll Deduction	138.64
115676	Goldman Sachs 529 Plan	Payroll Deduction	2,000.00
115677	Sweetwater County Section 125	Payroll Deduction	4,600.11
115678	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	1,912.50
115679	Sweetwater County Claim Fund	Personnel and Payroll Deductions	194,383.14
115680	Blomquist Hale Consulting	Personnel	534.80
115681	Transamerica	Personnel	1,831.20
115682	Wray-Marchetti, Melissa	Admin	43.28
115683	Love, Michal	Child & Adol.	40.00
115684	Coal Creek Law LLP	Admin	2,584.00
EFTPS	Aspire	Payroll Deduction	3,075.00
EFTPS	RSNB	Personnel and Payroll Deductions	73.44
EFTPS	RSNB	Personnel and Payroll Deductions	125,608.06
11209-11219 & Electronic	Salaries	Payroll	414,363.93
			\$ 1,052,809.42

July 2023 Check Register Information Descriptions

Check No.	Vendor	Program	Check Amt.	Description
115600	ALCOPRO	Crisis, Detox, Century, Duran, Recovery, TC	\$ 65.00	Mouthpiece Sensor for Alco Breathalyzer, Qty: 200
115602	CDW Government	Admin	3,003.55	SYN-APPS Intrado Revolution Subscription
115609	Ecolab	TC, Bridges	1,120.80	Dishwasher Soap. Qty: 8
115618	LOCKMED	Prevention	3,955.35	Lockbox guardian with combination. Qty: 100
115621	National Health Promotion Associates	Prevention	563.50	Elementary school training sets 1-3
115626	Progress Software Corporation	Admin	2,060.00	WhatsUp Gold Premium 300 Service Agreement with up to 1 year of service.
115630	SCS	3-SOR-MAT	1,087.00	Client 918250 July Rent
115639	TD2 Trailer Sales Inc.	TC	201.38	Oil change 2007 Impala. Freon r-134 on 2012 Impala.
115642	Top-Tech	Admin	143.00	30-point maintenance inspection on 2020 Chevy Tahoe
115645	Wyolelectric, Inc.	TC	2,976.30	Replaced HVAC Motor #D15P2D for Foothill air conditioner
115664	Aspen Construction	TC, Recovery, Bridges, Medical, Mental Health, Duran, Continental, Transitions	3,400.00	Mow yards 6/24, 7/1, 7/8, & 7/14 at all facilities

CEO REPORT

JULY 2023

The new fiscal year started on July 1st and Behavioral Health Redesign is one year from implementation. There has been incremental work accomplished related to Behavioral Health Redesign in the past two years. The priority populations identified; the state general fund will be the payer of last resort and will begin July 1, 2024.

PREVIOUS BUSINESS:

PLAN ONE ARCHITECTS: A meeting with Will Wheatley occurred to determine what he needed to determine inflationary cost. The Jonah project was excluded since it was awarded in 2023.

BEHAVIORAL HEALTH REFORM: This is a comprehensive redesign of how the State procures behavioral health services from contracted behavioral health centers. Beginning July 2024, the focus services will be on the high needs priority populations:

1. Adults with acute and severe mental illness
2. People involved in the justice system
3. High needs children and their families; and
4. Indigent uninsured.

I included in your packet an update, "Behavioral Health Reform, July 13, 2023 Legislative Issue". There is a problem with W.S.35-1-613 due to the following language, "indigent general access clients means persons **who do not have private or public health insurance that provides coverage for mental illness or substance use disorder treatment** and whose total household income is not more than two hundred percent (200%) of the federal poverty level". This restriction is only for the lowest tier of the priority populations. The recommendation will be to strike the highlighted words with an amendment.

At the July Wyoming Association of Mental Health and Substance Disorder Centers (WAMHSAC), there were three options as outlines in the document related to Third Party Liability. I have enclosed a document titled WAMHSAC BHR Update, Eligibility.

Option A: Avoid costs by denying claims for members with insurance coverage where that service is likely covered.

Option B: Pay claims and chase recoveries from third parties after payment.

Option C: Punt and Study the issue now.

Members of WAMHSAC voted and choose Option C for the payment plan and I believe the state will be agreeable to this decision. The Pilot Project will start July 1, 2024 with 900 clients directed to the community agencies. The 900 clients will adhere to the parameters of the priority populations as well as payments. The state has awarded the RFP for Medicaid/

Marketplace screening and enrollment support to Enroll Wyoming. The goal will be for all payments to community agencies to be from Medicaid. There are numerous moving parts to Behavioral Health Redesign and payment is a primary concern. The 900 clients will need to fit into the priority population and payment will be fee for service. The fee for service is a significant change for the agency since SCS has been paid on a grant basis 1/12 every month.

EMERGENCY SERVICES: This continues to be a concern due to the limited number of clinicians that have Allied Health Privileges. SCS is down two clinicians with Allied Health privileges, one resigned and the other has medical issues with no replacements in the near future.

OPEN MINDS: This firm specializes in health and human service industry who serve complex clients. The management team and I have participated on Zoom meetings with them addressing Cost Accounting for Fee for Service, Incentive Payments, Productivity and Importance of Data. When Melissa Wray-Marchetti and I attended the WAMHSAC meeting in Sheridan in July, Ms. Kim Band, Open Minds, presented to the group concerning the importance of preparation for the future. Volunteer of America recommended Open Minds since they worked with them and found their insight and recommendations pertinent in Redesign. All agencies will be provided with \$300,000 to prepare for Behavioral Health Redesign. I intend to utilize the dollars for Open Minds consultation, technology enhancements, and organizational structure. This will need to be approved. The funding will be available August 2023. I am grateful that the Behavioral Health Division recognizes the impact Behavioral Health Redesign will have on the community programs and the need for preparation. I will have a contract for the board to consider in August.

RECRUITMENT: SCS has been actively recruiting for master level clinicians. To date, SCS has received one application. The management team and I have been brainstorming of what the agency can do to entice individuals to work at SCS after their practicum. One of the ideas is for master level students to be paid for their practicums with the agreement that once they receive their degree, the individual would have to remain with SCS for a certain amount of time or pay back a dollar amount. SCS did have two applicants for the Human Resource position and an offer will be made. I hope to have news at the meeting. I also advertised for a Public Relations position.

LEGISLATIVE UPDATES:

Governor's Health Task Force 2023-2024 Priorities: The three priorities are: healthcare workforce, cost and access to healthcare in Wyoming and Behavioral Health.

The Legislative's Management Council voted 5-3 to approve for the creation of Mental Health and Vulnerable Adults Task Force to address gaps within the state's health care system. When there is a report of a vulnerable adult, it is the responsibility of DFS to investigate. This task force will study mental health issues related to vulnerable adults and children/adolescents. There are no simple solution to these problems.

NEW BUSINESS:

AGREEMENT WITH SWEETWATER COUNTY: I have enclosed this document in your packet.

BOARD ACTION:

ITEM A: CITY OF GREEN RIVER EAP RENEWAL - This is to renew the EAP in the amount of \$7,000 and allows for up to eight (8) sessions for employees and their covered family members for a 12-month period.

ITEM B: SWEETWATER COUNTY LIBRARY EAP RENEWAL - This is to renew the EAP in the amount of \$3,000 for up to eight (8) sessions for employees and their covered family members for a 12-month period.

ITEM C: WWCC EAP RENEWAL - This is to renew the EAP in the amount of \$14,080 for up to six (6) sessions for employees and their covered family members for a 12-month period.

ITEM D: AMENDMENT TO FY24 CONTRACT WITH THE BHD - This is an amendment to the FY24 contract with the Behavioral Health Division to fix dollar amount for the base payment calculation. The total contract award amount is unchanged.

ITEM E: SCS AND SWEETWATER COUNTY MOU - This is a request of the board for review and signature of the FY24 MOU with Sweetwater County.

**2023-24 BUDGET AGREEMENT
BETWEEN
THE SWEETWATER COUNTY BOARD OF COUNTY COMMISSIONERS AND
SOUTHWEST COUNSELING SERVICES**

Section 1. PARTIES.

The parties to this Agreement are the Board of County Commissioners for Sweetwater County (“COUNTY”), 80 West Flaming Gorge Way, Green River, Wyoming 82935 (“COUNTY”) and Southwest Counseling Services Board (“RECIPIENT”), 2300 Foothill Blvd., Rock Springs, WY 82901. The responsibilities, terms and conditions herein apply to the Board and Southwest Counseling Services employees.

Section 2. PURPOSE. The goal is first to provide for the programs identified as a direct county need by using the COUNTY provided infrastructure to identify revenue streams for the COUNTY identified direct program needs. Secondly, using the same infrastructure, RECIPIENT may provide for other programs approved by the COUNTY that are a benefit to the COUNTY.

2.1. PROPERTY. COUNTY is the sole owner of the real property, attachments, additions, alterations, improvements and grounds located at:

- 2.1.1. 2300 Foothill Blvd., Rock Springs, WY 82901,
- 2.1.2. 2601 Century Blvd., Rock Springs, WY 82901,
- 2.1.3. 158 Washakie Drive, Rock Springs, WY 82901,
- 2.1.4. 795 Duran, Rock Springs, WY 82901,
- 2.1.5. 1901 Churchill, Rock Springs, WY 82901,
- 2.1.6. 2706 Ankeny Way, Rock Springs, WY 82901,
- 2.1.7. 2708 Ankeny Way, Rock Springs, WY 82901,
- 2.1.8. 1414 9th Street, Rock Springs, WY 82901,
- 2.1.9. 1124 College Drive, Rock Springs, WY 82901,
- 2.1.10. 3416 White Mountain Blvd., Rock Springs, WY 82901,
- 2.1.11. 3310 Sweetwater Drive, Rock Springs, WY 82901, and
- 2.1.12. 916 Continental Street, Rock Springs, WY 82901 (hereinafter referred to as the “Property”).

This Agreement provides for the operation, maintenance and care of the Property (W.S. § 18-3-504(a)(v)); and in determination that services herein described are in the best interest of the citizens of Sweetwater County (W.S. § 18-3-504(a)(v)), pursuant to the terms herein, COUNTY is willing to permit the use of the Property for the performance of the herein described services and RECIPIENT functions.

2.2. PROGRAMS. This Agreement provides for behavioral health services of outpatient and residential services and the COUNTY’s direct need for services for the following four (4) programs:

- 2.2.1. emergency and Title 25 services,
 - 2.1.1.1. counseling and suicide prevention (W.S. §18-2-112),
- 2.2.2. adult crisis stabilization,
- 2.2.3. adult social detoxification, and
- 2.2.4. jail based treatment services;

Section 3. TERM.

This Agreement shall commence on July 1, 2023, or the date last executed by the duly authorized representatives of the parties to this Agreement, whichever is later, and shall remain in full force and effect until June 30, 2024. There is no right or expectation of extension and any extension will be determined at the discretion of the COUNTY.

Section 4. INFRASTRUCTURE AND CONSIDERATION PROVIDED.

4.1. During the term of this Agreement, COUNTY shall appropriate a total of \$650,488.00. The COUNTY will appropriate the amount necessary to prior realized RECIPIENT mill dedications and revenues from taxes such that the total budget dedication is \$650,488.00. Said total appropriation shall satisfy all statutory requirements and the total number of mills dedicated to RECIPIENT with no amounts owing.

RECIPIENT authorizes the COUNTY to receive prior RECIPIENT dedications and revenues from taxes. Revenues from the fund will be distributed in twelve (12) equal monthly payments totaling \$650,488.00.

4.2. The COUNTY will permit the use of the above-identified Property for the performance of the herein described services and RECIPIENT functions in lieu of lease agreements.

4.4. The COUNTY will provide property insurance for the above-identified properties.

4.5. The COUNTY sponsored the application for the Community Prevention Project Grant in the amount of \$478,286.00.

4.6. The COUNTY will grant authority to RECIPIENT as a designated signer of contracts and grants.

4.7. The COUNTY will recognize RECIPIENT as a community board which impacts federal income tax exemption.

4.8. The COUNTY will distribute \$227,156.27 to RECIPIENT for the Ciner Wyoming, LLC Industrial Siting Project as funds are made available.

4.9. The COUNTY authorizes RECIPIENT staff to participate in the COUNTY insurance program.

4.10. RECIPIENT staff may participate in the Wyoming Retirements System (WRS) as permitted by WRS rules and regulations.

4.11. In consideration of the recitals, mutual promises, covenants, obligations, the receipt and sufficiency of which is hereby acknowledged, and the terms, covenants and conditions hereof, and intending to be bound by the same, RECIPIENT may have access to the Property subject to the terms and conditions that follow.

Section 5. RESPONSIBILITIES OF SOUTHWEST COUNSELING SERVICES.

5.1. As identified in Section 2.2 PROGRAMS, the COUNTY has a direct need for services for four (4) programs: Title 25, Adult Crisis Stabilization, Adult Social Detoxification, and Jail Based Treatment Services.

5.1.1. **TITLE 25.** RECIPIENT shall operate 24/7 on-call Emergency Services by Master Level Clinician(s) who responds to the Memorial Hospital of Sweetwater County, Sweetwater County Detention Center, as well as other crisis calls in the community. On-call clinicians “duties shall include, but are not limited to, providing guidance on issues of detention and involuntary treatment and monitoring and coordinating timely, efficient and effective patient treatment prior to, during and after any emergency detention or involuntary treatment.” W.S. §25-10-112.

5.1.1.1. Quality Management: Deliverables and Measurements.

5.1.1.1.1 Stakeholder Training: RECIPIENT will continue to provide training for Title 25 stakeholders;

5.1.1.1.2. On-call Counselor Training: RECIPIENT on-call counselors will participate in said Title 25 training;

5.1.1.1.3. RECIPIENT will maintain a list of counselors who are granted Allied Health Privileges at Memorial Hospital of Sweetwater County who have received Title 25 training;

5.1.1.1.4 RECIPIENT on-call counselors will be trained to utilize and will utilize all county services for Title 25 detainees that are not mentally ill so that a continuum-of-care exists in Sweetwater County including, but not limited to the Youth Home Inc. Juvenile Crisis, RECIPIENT Adult Crisis Stabilization, and RECIPIENT Adult Social Detoxification.

5.1.1.1.5 RECIPIENT shall identify a medical provider for medication management or efforts to identify the same for Title 25 detainees.

5.1.1.1.6. RECIPIENT will meet with the COUNTY designated representative two (2) times a year so that the COUNTY may communicate feedback for

RECIPIENT to address. County Attorney's Office and the Sweetwater County Sheriff's Office shall be the COUNTY representative for this purpose. The elected may assign responsibility for this purpose at their discretion.

5.1.2. **ADULT CRISIS STABILIZATION.** RECIPIENT shall provide Adult Crisis Stabilization which is an intense supervised residential service covering a myriad of circumstances ranging from suicidal ideation, observation and de-escalation, diversion prior to Title 25 holds or a step down from the initial 72 hours of Title 25 when appropriate as to provide a less restrictive placement option. Crisis Stabilization is utilized for acute behavioral health crisis which directly impacts the County's budget as it relates to Title 25.

5.1.2.1. Quality Management: Deliverables and Measurements.

5.1.2.1.1. RECIPIENT will provide a report of Title 25 diversions to Adult Crisis Stabilization, Juvenile Crisis Stabilization and other treatment providers.

5.1.3. **ADULT SOCIAL DETOXIFICATION.** RECIPIENT shall provide Adult Social Detoxification which assists persons with detoxification from alcohol or drugs in a safe, supportive environment. This service provides a continuum of care to Sweetwater County.

5.1.3.1. Quality Management: Deliverables and Measurements.

5.1.3.1.1. RECIPIENT will meet with the COUNTY designated representative two (2) times a year so that the COUNTY may communicate feedback for RECIPIENT to address. County Attorney's Office and the Sweetwater County Sheriff's Office shall be the COUNTY representative for this purpose. The elected may assign responsibility for this purpose at their discretion.

5.1.4. **DETENTION CENTER TREATMENT:** RECIPIENT shall provide treatment services in the Sweetwater County Detention Center to the male and female inmates that meet the therapeutic criteria for enrollment into the jail based treatment programs. RECIPIENT will provide a monthly report for the previous month of the dates, duration and number of attendees participating in the men's and women's jail based treatment services. Additional reports will be provided as requested by the Sweetwater County Sheriff's Office.

5.1.4.1. Quality Management: Deliverables and Measurements.

5.1.4.1.1. RECIPIENT will meet with the COUNTY designated representative two (2) times a year so that the COUNTY may communicate feedback for RECIPIENT to address. The Sweetwater County Sheriff's Office shall be the COUNTY representative for this purpose. The elected may assign responsibility for this purpose at his discretion.

5.2 Pursuant to W.S. § 35-1-619, RECIPIENT will ensure that these programs are developed, trained and executed to meet the COUNTY's needs and to meet the Sate standards.

5.3. RECIPIENT shall be responsible for and shall pay for or repair any damage to the Property and to any fixtures and equipment in or on the premises caused by RECIPIENT employees, agents or events. RECIPIENT shall be responsible for the operation, maintenance and care of the Property including, but not limited to maintaining liability insurance for the Property and indemnifying the County as to the property and services provided. The County will have property insurance through WARM.

5.4. RECIPIENT is authorized to provide services and functions for the citizens of Sweetwater County consistent with their purposes.

5.4.1. Provide a list of all human services programs provided by RECIPIENT. W.S. §35-1-618(a).

5.5. RECIPIENT shall, at its sole cost and expense insure the Property contents and all activities with General and Professional Liability, Directors and Officers, and cyber security in connection with this Agreement, and shall obtain, keep in force and maintain insurance that complies with all state, county, municipal or other insurance regulations required to perform the activities on the Property. RECIPIENT shall indemnify, hold harmless and defend COUNTY as to said property and activities. The County as the sole owner of the properties occupied by Southwest Counseling Service will cover and comply with insurance requirements of owned properties per state, county, municipal or other insurance regulations.

5.6 Identify any and all capital construction projects. W.S. §35-1-618(a)(vi). Submit capital construction requests to the COUNTY Capital Committee prior to funding requests or implementation.

5.7. Cooperate with COUNTY, COUNTY agencies and stakeholder to meet COUNTY needed programs.

5.8. **OTHER FUNDING:** RECIPIENT will develop a sustainability plan/comprehensive plan for independent grants or funding for the four (4) programs herein identified. W.S. §35-1-619(a)(ii).

5.8.1. RECIPIENT will review the fees charged in light of said plan.

5.8.2. RECIPIENT will explore State or other funding for the four (4) programs herein identified.

Section 6. COUNTY'S RESPONSIBILITIES

6.1 COUNTY shall make payments as described herein.

6.2 COUNTY shall allow RECIPIENT to use the Property for events and functions and providing for the COUNTY'S needs described herein.

6.3 COUNTY may assist in grant funding and industrial siting projects.

6.4 COUNTY's only obligations to RECIPIENT are contained in the express language of this Agreement and COUNTY has no obligation to provide RECIPIENT with any additional services or equipment.

6.5 COUNTY will have the Property insurance through WARM. The County's insurance policy covers personal property located in real property rented by RECIPIENT.

Section 7. SPECIAL PROVISIONS

7.1. RECIPIENT shall not, without COUNTY's prior written approval, with the exception of minor maintenance, and at RECIPIENT's own expense, make alterations, additions, or improvements in and to the buildings or grounds. Any alterations shall be performed in a workmanlike manner and shall not weaken or impair the structural strength or lessen the value of the building. Any improvements to the Property made by RECIPIENT shall become part of the Property and the sole property of COUNTY.

7.2. RECIPIENT shall not use or occupy the buildings, grounds or any part thereof for any unlawful or ultra-hazardous purpose. RECIPIENT agrees to use the buildings and grounds in full compliance with all state, federal and local laws, rules and regulations and with all City ordinances.

Section 8. GENERAL PROVISIONS

8.1. Independent Contractor: The services to be performed by RECIPIENT are those of an independent contractor and not as an employee of COUNTY. RECIPIENT is not eligible for COUNTY benefits and will be treated as an independent contractor for federal tax filing purposes. RECIPIENT assumes responsibility for its personnel who provide services pursuant to this contract and will make all deductions required of employers by state, federal and local laws and shall maintain liability insurance for each of them. RECIPIENT is authorized to perform the same or similar services for others.

8.2. Acceptance Not Waiver: No waiver by COUNTY of any breach or default by RECIPIENT in the performance of any of the provisions, agreements or covenants hereunder shall be construed as a waiver of such provision, agreement or covenant or of any other or subsequent breach thereof.

8.3. Termination: This Agreement may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; (b) by either party, with thirty (30) days prior written notice to the other party; or (c) upon mutual written agreement by both parties.

8.4. Entire Agreement: This Agreement (9 pages) represents the entire and integrated agreement and understanding between the parties and supersedes all prior negotiations, statements, representations and agreements, whether written or oral and serves as written notice of termination of any prior Agreements.

8.5. Assignment: Neither this Agreement, nor any rights or obligations hereunder shall be assigned or delegated by a party without the prior written consent of the other party.

8.6. Amendments: Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be only by written agreement, duly executed by all parties hereto.

8.7. Invalidity: If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, or if the COUNTY is advised of any such actual or potential invalidity or unenforceability, such holding or advice shall not invalidate or render unenforceable any other provision hereof. It is the express intent of the parties that the provisions of this Agreement are fully severable.

8.8. Contingencies: SCS certifies and warrants no gratuities, kick-backs or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this Agreement.

8.9. Discrimination: All parties agree they will not discriminate against any person who performs work under the terms and conditions of this Agreement because of race, color, gender, creed, handicapping condition, or national origin.

8.10. ADA Compliance: All parties agree they will not discriminate against a qualified individual with disability, pursuant to a law as set forth in the Americans With Disabilities Act, P.L. 101-336, 42 U.S.C. § 12101, *et seq.*, and/or any properly promulgated rules and regulations relating thereto, and each party further agrees to indemnify, defend, release, save and hold harmless the other and their officers, agents and employees from any causes of action or claims or demands arising out of the failure of that party in performing this Agreement to comply with the requirements, responsibilities and/or duties as such are set forth in the Americans With Disabilities Act and/or properly promulgated rules and regulations related thereto.

8.11. Governmental/Sovereign Immunity: COUNTY does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 *et seq.*, by entering into this Agreement. Further, COUNTY fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this Agreement.

8.12. Indemnification: To the fullest extent permitted by law, RECIPIENT agrees to indemnify, hold harmless and defend COUNTY, their elected and appointed officials, employees

and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with this Agreement or arising from RECIPIENT use of the Property. RECIPIENT shall carry liability insurance sufficient to cover its obligations under this provision and provide COUNTY with proof of such insurance. Further, RECIPIENT shall notify COUNTY, ten (10) days prior to termination or any change to its liability insurance.

8.13. Third Parties: The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to the Agreement, and shall inure solely to the benefit of the parties to this Agreement.

8.14. Conflict of Interest: COUNTY and RECIPIENT affirm, to their knowledge, no RECIPIENT employee has any personal beneficial interest whatsoever in the Agreement described herein. No staff member of RECIPIENT, compensated either partially or wholly with funds from this Agreement, shall engage in any conduct or activity which would constitute a conflict of interest relative to this Agreement.

8.15. Force Majeure: Neither party shall be liable to perform under this Agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

8.16. Notices: All notices required and permitted under this Agreement shall be deemed to have been given, if and when deposited in the U.S. Mail, properly stamped and addressed to the party for whom intended at such party's address listed herein, or when personally delivered to such party. A party may change its address for notice hereunder by giving written notice to the other party.

8.17. Counterparts: This Agreement may be executed in two or more counterparts, each of which will together be deemed an original, but all of which together shall constitute one and the same instrument. If any signature is delivered by facsimile transmission, electronic mail of a PDF format data file, or electronic signature, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such signature were an original thereof.

8.18. Audit and Access to Records: COUNTY and its representatives shall have access to any books, documents, papers, electronic data, and records of SWC which are pertinent to this Agreement. RECIPIENT shall immediately, upon receiving request from the COUNTY, provide said documents to the COUNTY or its representative or independent auditor for review and cooperate fully with the same.

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**AGREEMENT
BETWEEN
BOARD OF COUNTY COMMISSIONERS FOR SWEETWATER COUNTY AND
SOUTHWEST COUNSELING SERVICES**

Signature Page

SWEETWATER COUNTY, WYOMING

By: _____ Date _____
Keaton D. West, Chair, Sweetwater County Commissioners

ATTEST:

By: _____ Date _____
Cynthia L. Lane, Sweetwater County Clerk

SOUTHWEST COUNSELING SERVICES

By: _____ Date _____
Southwest Counseling Services

SOUTHWEST COUNSELING SERVICES BOARD

By: _____ Date _____
Chair

This Agreement is effective the date of the last signature affixed to this page.

REVIEWED AND APPROVED AS TO FORM ONLY:

By: _____ Date _____
Sweetwater County Attorney



WAMHSAC

WYOMING ASSOCIATION OF MENTAL HEALTH & SUBSTANCE ABUSE CENTERS

Behavioral Health Reform June 2023

HB 38 (HEA 56) from 2021

Legislature passed new missions for CMHCs

- ❑ Implementation July 1, 2024
- ❑ Establishes new mission for CMHCs through priority populations
- ❑ Slims down open community access through state general funds
- ❑ Focuses on diversion from higher care, criminal justice populations, families and children
- ❑ Changes payment model to include outcomes achievement

Priority Populations

Tier 1

- Acute Psychiatric
- Criminal Justice involved clients
- High needs Children and Families
- Institutional Diversion/Transitions

Tier 2

- Indigent High Needs
(Less than 200% FPL)

Tier 3

- Indigent
(Less than 200% FPL)

What problem is trying to be solved from the state perspective?

- Reliance of higher levels of care for behavioral health service has continued to increase
 - Wyoming State Hospital
 - Correctional systems
 - Residential placements for kids and adolescents

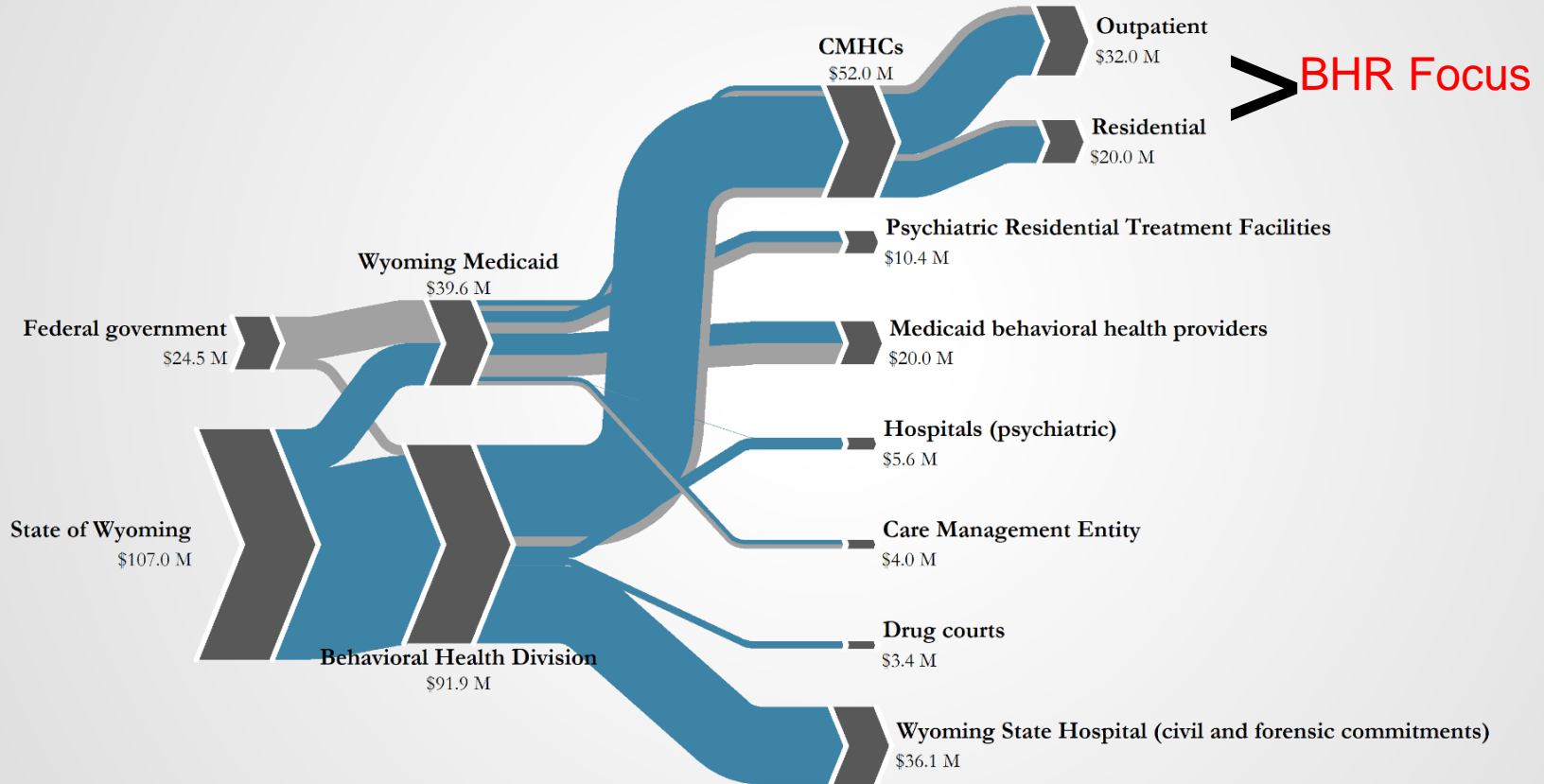
- Need to address social determinants of health
 - Housing
 - Employment
 - Education

- Desire to increase use of private/market insurance options

- Economic viability of community mental health centers

BHR Focuses on CMHCs state general fund ONLY

Wyoming Department of Health - Annual Estimated Behavioral Health Funding



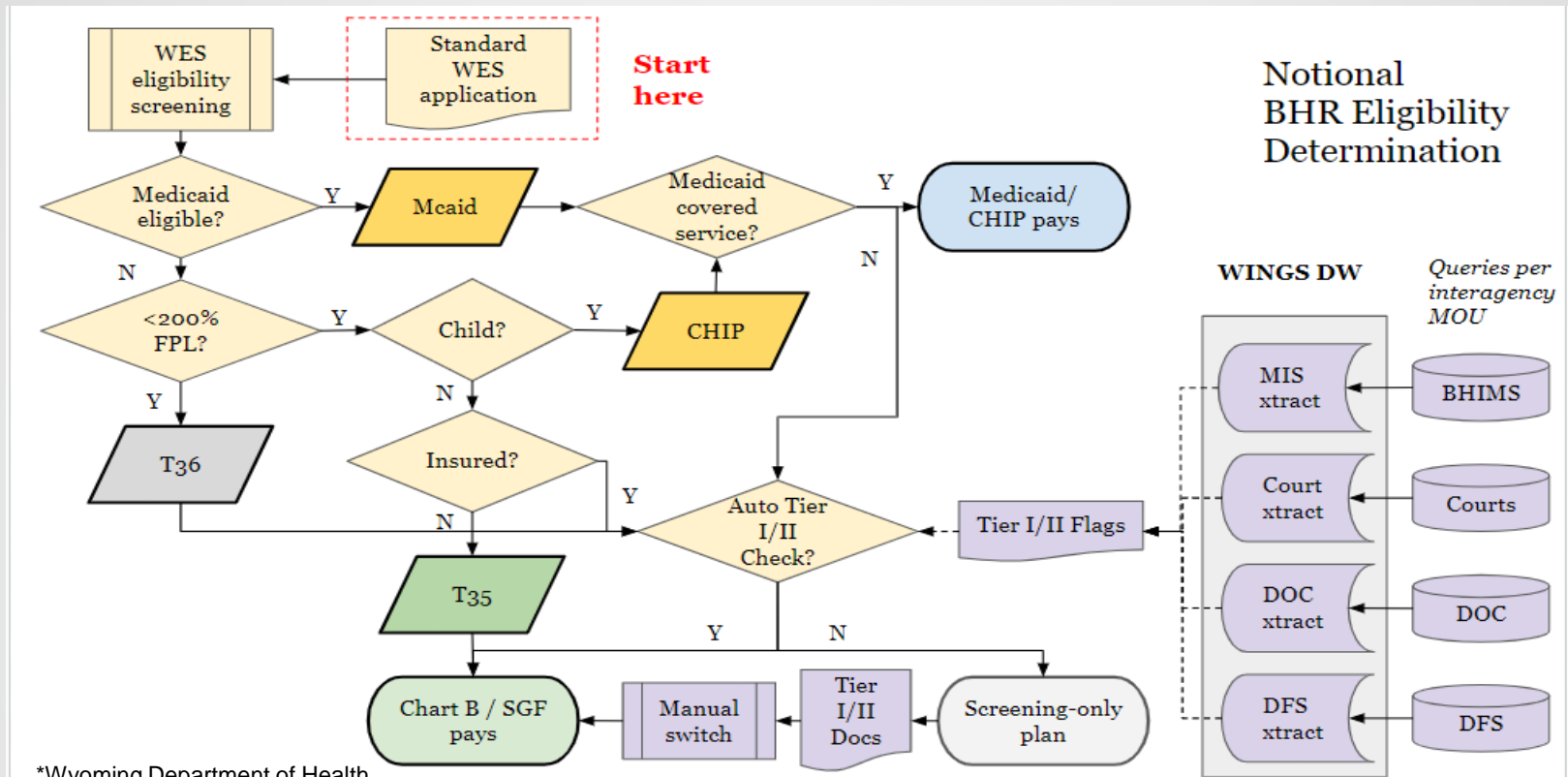
SGF FF

Areas of Focus for Implementation

- Eligibility**
- Outcomes**
- Transitions**
- Payment Model**

WAMHSAC is participating with CMHC directors on all working groups with the Department of Health

Eligibility



- Eligibility will flow through Wyoming Medicaid Chart B program, utilize DFS, DOC and DOH databases
- Providers will be required to screen for Medicaid and Insurance Exchange Eligibility
- Each CMHC will receive free training/assistant from Enroll Wyoming on the Insurance Exchange

Outcomes

Figure 2: Logical framework for thinking about outcomes

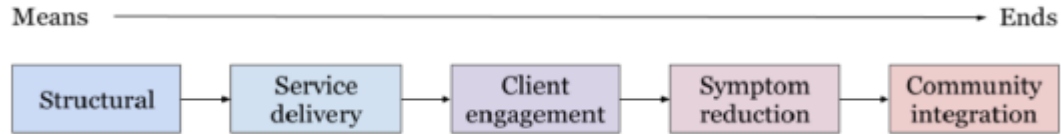


Figure 2 shows the logic model for thinking about the different types of outcome measures. The ultimate goal of supporting outcomes is related to community integration.

*Wyoming Department of Health

	Purpose & Community-choose highest level of each category				
Outcomes	Employment	Education	Volunteering	Homes	Health
1	Not in the labor force	Not in school	No volunteer activities	Not housed	Not in treatment
2	Unemployed, looking for work	Institutional school services	< 1 hour per week	Residential treatment	Some intake, initial treatment
3	Supported employment	Part-time school attendance	1-5 hours per week	Supported housing	Minimal engagement
4	Part-time(20-30 hours) competitive employment	Full-time school attendance with IEP	5-10 hours per week	Subsidized housing (e.g. Section 8)	Full engagement with behavioral health care
5	Full-time (30+ hours) competitive employment	Full-time school attendance w/o IEP	> 10 hours per week	Fully independent housing	Full engagement, integrated physical and behavioral health

- FY25 Pilot Project year 900 clients
 - Payments will be randomized and studied for effectiveness at increasing positive outcome measurements

Transitions

Transitions

Figure 1: Transitions flowchart

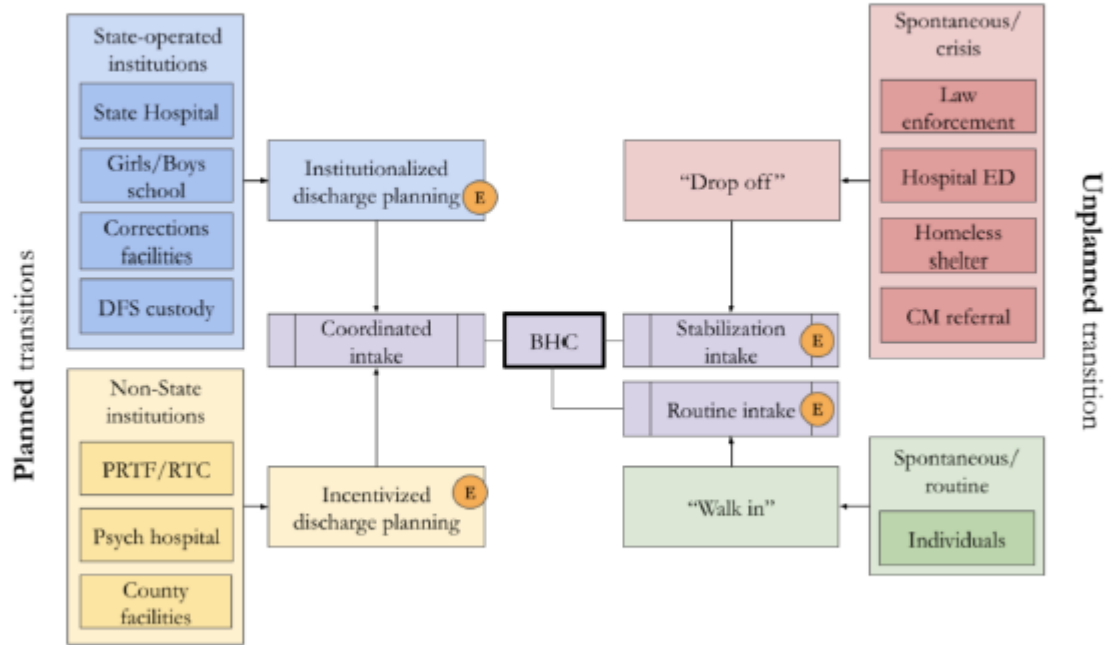
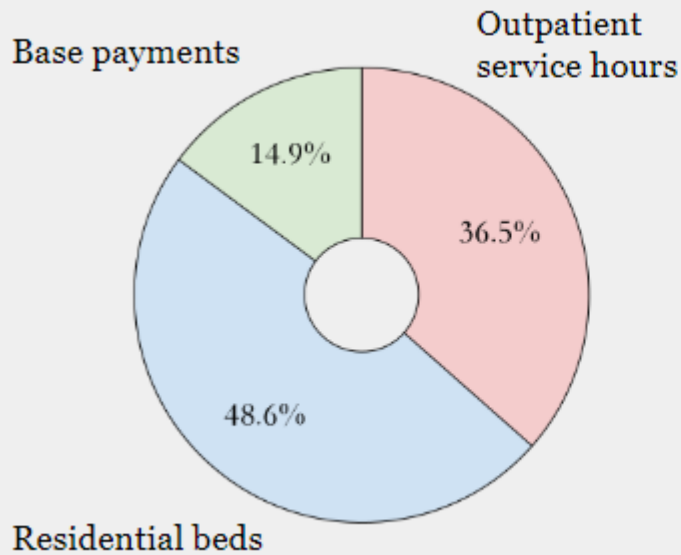


Figure 1 illustrates the four different types of transitions that might occur in the new system. Orange circles indicate where eligibility processes will take place.

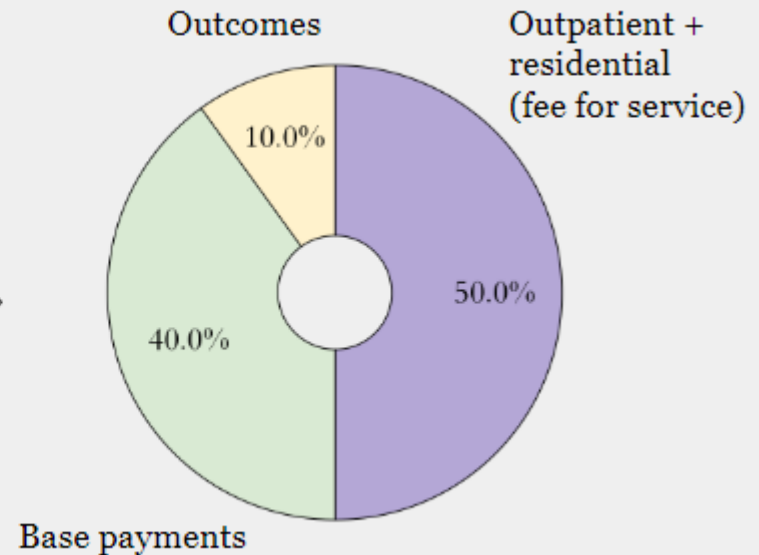
*Wyoming Department of Health

Payment Model

Current



Future




*Wyoming Department of Health

- Eligibility will flow through Wyoming Medicaid Chart B program
- Providers will be required to screen for Medicaid and Insurance Exchange Eligibility
- State goals include maximizing Medicaid and private insurance to grow funding sources for CMHCs. Will it work?

Payment Model

Status Quo vs. BHR

Agency	Current (FY22) Total	BHR			
		Likely Service Revenue	Est. Fixed Payments	Service + Fixed	Break-even outcomes req'd
BHS of Campbell County	\$1,219,924	\$593,777	\$906,163	\$1,499,940	\$0
Big Horn Basin Counseling Services	\$726,036	\$341,843	\$585,426	\$927,269	\$0
Cedar Mountain Center	\$860,572	\$506,877	\$287,557	\$794,434	\$66,138
Central Wyoming Counseling Center	\$7,300,747	\$4,459,089	\$1,804,369	\$6,263,459	\$1,037,289
Cloud Peak Counseling Services	\$1,548,844	\$915,568	\$504,359	\$1,419,927	\$128,917
Fremont Counseling Service	\$1,909,473	\$942,128	\$1,367,513	\$2,309,642	\$0
High Country Behavioral Health	\$5,081,281	\$2,578,769	\$3,352,644	\$5,931,413	\$0
Jackson Hole CC	\$1,340,428	\$635,162	\$1,064,676	\$1,699,839	\$0
Pathfinder	\$417,702	\$196,669	\$336,806	\$533,475	\$0
Southwest Counseling Service	\$10,650,813	\$6,551,149	\$2,448,781	\$8,999,930	\$1,650,883
Volunteers of America	\$12,261,599	\$7,150,498	\$4,383,226	\$11,533,724	\$727,876
Yellowstone Behavioral Health	\$1,549,724	\$815,814	\$905,337	\$1,721,151	\$0
Total	\$44,867,144	\$25,687,344	\$17,946,858	\$43,634,202	\$3,611,102

Total outcomes bucket will be \$4,486,714 

Payment Model

Remaining Policy Questions

- Should centers be required to keep small physical locations open?
- Should providers be required to provide uncompensated care?

(Continue seeing clients after contract \$\$ is drawn down)

The Wyoming Department of Health's answer to both questions is tentatively- YES

WAMHSAC's Policy Question

- What does the 40% base pay for?**
 - Keeping the lights on and doors open**
 - Does not pay for consistent uncompensated care**

Remaining work

- ❑ Establishing outpatient and residential rates
- ❑ Rule promulgation with Department of Health and Department of Family Services for implementation
- ❑ Finalize outcomes model for pilot project
- ❑ CMHCs internal work
 - ❑ Data reporting/EHR
 - ❑ Population shift to Priority Populations
 - ❑ Business practices
 - ❑ Training
- ❑ 2024 Legislative Session
 - ❑ Correction to original legislation to continue to allow waterfall billing for Tier 3 clients

Remaining work

→ Remove insurance requirements from eligibility:

- ◆ W.S. 35-1-613 (a) (xix) "Indigent general access clients" means persons ~~who do not have private or public health insurance that provides coverage for mental illness or substance use disorder treatment and~~ whose total household income is not more than two hundred percent (200%) of the federal poverty level

→ Add separate Third Party Liability (TPL) provisions in W.S. 35-1-xyz. Section would direct Department to either:

- ◆ Option A: "Avoid costs" by denying claims for members with insurance coverage *where that service is likely covered.*
- ◆ Option B: "Pay claims and chase" recoveries from third parties after payment.
- ◆ Options C: "Punt and study" the issue for now.

Questions?

Andi Summerville
andi@wamhsac.com





WAMHSAC

WYOMING ASSOCIATION OF MENTAL HEALTH & SUBSTANCE ABUSE CENTERS

Behavioral Health Reform
July 13, 2023
Legislative Issue

Current problem - Eligibility-TPL

14

- **Goal: State wants to ensure that SGF are conserved and that other payers (Medicaid, private insurance) pay for covered services first.**
- Currently, statutory language provides that the program is “the payment of last resort” [W.S. 35-1-620(b)(iii)] but operation is unclear.
- Statute also restricts eligibility for behavioral health services on the basis of public or private insurance coverage **only for lowest tier of priority populations.**
 - No such restrictions for higher tiers - even if they have insurance coverage.

Priority Populations

Tier 1

- Acute Psychiatric
- Criminal Justice involved clients
- High needs Children and Families
- Institutional Diversion/Transitions

Tier 2

- Indigent High Needs
(Less than 200% FPL)

Tier 3

- Indigent
(Less than 200% FPL)



Only Tier affected

Current problem - Eligibility-TPL

15

- **Lowest tier insurance eligibility restriction:**
 - ◆ W.S. 35-1-613 (a) (xix) "Indigent general access clients" means persons **who do not have private or public health insurance that provides coverage for mental illness or substance use disorder treatment** and whose total household income is not more than two hundred percent (200%) of the federal poverty level
- **Problem:** Insurance coverage is variable and can be limited service by service. This eligibility exclusion is all-or-nothing.
 - ◆ Medicaid doesn't cover residential treatment, for example, so anyone on Medicaid could only get SGF-paid residential services if they fell into a higher tier.

Recommended Fix

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→ Remove insurance requirements from eligibility:

- ◆ W.S. 35-1-613 (a) (xix) "Indigent general access clients" means persons ~~who do not have private or public health insurance that provides coverage for mental illness or substance use disorder treatment and~~ whose total household income is not more than two hundred percent (200%) of the federal poverty level

→ Add separate Third Party Liability (TPL) provisions in W.S. 35-1-xyz. Section would direct Department to either:

- ◆ Option A: "Avoid costs" by denying claims for members with insurance coverage *where that service is likely covered.*
- ◆ Option B: "Pay claims and chase" recoveries from third parties after payment.
- ◆ Options C: "Punt and study" the issue for now.

Option A: Cost Avoidance

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→ Process

- ◆ Providers normally bill primary insurance first.
 - If denied by primary insurance, provider can then bill State.
- ◆ If provider bills State first:
 - Before paying, State looks up coverage.
 - If covered by insurance, State denies the claim and directs provider to bill primary.
 - If no insurance, State pays bill. Amount counts against SGF cap.

→ Advantages

- ◆ Administratively easier for the State.
- ◆ Higher probability of maximizing SGF vs. trying to recover.
- ◆ Already standard practice for providers and insurers.
- ◆ Private insurance may pay at higher rates.

→ Disadvantages

- ◆ Administrative load on provider for tracking and submitting denials; more difficult for smaller centers than for larger ones.
- ◆ May impose barriers to services for member (e.g., deductibles).

Option B: Pay and Chase

18

→ Process

- ◆ Providers bill either State or private insurance.
- ◆ If provider bills State first:
 - State pays claim. Amount counts against SGF cap.
 - State looks up coverage for member. If covered, State bills insurance company for what Medicaid paid for the service.
- ◆ Needs provision to ensure insurers aren't double-billed.
- ◆ Statute will need 'teeth' so State can recover in a timely fashion.

→ Advantages

- ◆ Seamless payment to provider, service to member. Less risk of people in need having barriers to treatment.

→ Disadvantages

- ◆ Significantly higher administrative and implementation costs. Need to evaluate if recoveries would be worth it.
- ◆ Not standard practice. Will not work for Medicare.

Option C: Punt and study

19

→ **Process**

- ◆ Providers choose to bill State or private insurance.
- ◆ State pays claim if billed. Amount counts against SGF cap.
- ◆ State collects information on clients and amounts affected by potential Third Party Liability options.
- ◆ State submits report to Legislature with this information after one year.

→ **Advantages**

- ◆ Seamless payment to provider, service to member. Less risk of people in need having barriers to treatment.
- ◆ Less administrative work now.
- ◆ Better information for future decision.

→ **Disadvantages**

- ◆ No additional SGF efficiencies from status quo (SGF budget is capped, however, so it won't explode either)

Mental Health and Vulnerable Adults Task Force
July 18-19

Vote needed on which option, A, B or C?

Chapter 2.0 GOVERNING BODY

2.1 Appointment

1. The Board of Directors shall consist of seven (7) residents of Sweetwater County who are appointed by the Board of County Commissioners. A County Commissioner may attend meetings of the Board of Directors.
2. Members of the Board shall serve without benefit, including but not limited to financial compensation.
3. Board Members are informed monthly through Board presentation, CEO monthly report, and periodic information sent to Members by the CEO.

2.2 Code of Ethics

1. Members of the SCS Board are obligated to act in an ethical manner, which can bear the closest public scrutiny. All Board policies pertaining to conduct and performance are considered part of this ethical code. Members are expected to be familiar with these policies and to act accordingly. Annually, Board Members will sign a receipt slip indicating they have read and understand the Board Policies and Procedures.
2. The Governing Board members will perform their duties in good faith and in a manner, they reasonably believe to be in the organization's best interest. Each Board member has an obligation to act reasonably when making agency decisions.
3. The Governing Board members will exercise their powers in the interest of the agency and not in their own interest or the interest of another entity or individual. Board members will avoid conflicts of interest. When a conflict of interest occurs, the Board member must declare a conflict and abstain from participating in any decisions. All conflicts of interest will be recorded in the Board minutes.
4. The Governing Board members will stay true to the organizations mission, obey the law, and be accountable to the Sweetwater County Board of County Commissioner, public and to all stakeholders. It is the responsibility of the Board members to come and prepared to Board meetings, to understand issues, and work in the best interest of the agency.
5. No member of the Board is entitled, nor should s/he expect to receive, any preferential treatment in service or status beyond that of any person residing in Sweetwater County.
6. Board members may not knowingly take advantage or benefit from information obtained from the official duties and responsibilities as a member of the SCS Board.

7. Pursuant to SCS Board Policy 2.13, Board members shall not have any direct or indirect pecuniary interest in a contract with SCS, nor shall the Board members directly furnish any labor, equipment or supplies to SCS.
8. The Chair of the SCS Board is ultimately responsible for immediate interpretation, application and enforcement of policies related to Board membership. All complaints concerning a possible ethical violation shall be made to the Chair who shall make an initial determination of the issue. If further action is warranted, the Chair will pursue an appropriate course of action. If the complaint is against the Chair, the complaint will go to the Vice-Chair.

2.3 Length of Term

1. Each member of the Board of Directors is appointed for a four (4) year-term by the Sweetwater County Board of County Commissioners. Members of community boards shall serve for rotating terms of four (4) years. Of the members first appointed, one-third (1/3) shall be appointed for two (2) years, one-third (1/3) for three (3) years and one-third (1/3) for four (4) years. No member shall serve more than two (2) consecutive terms. The maximum length of service shall not exceed eight (8) years.
2. An appointment, which fills an unexpired term, does not count toward the length of service by a Board member. In no circumstance, however, shall any Board member serve for more than eight (8) years.
3. The Board of Directors may recommend prospective Board members to the Sweetwater County Board of County Commissioners.

2.4 Orientation

1. New members of the Board of Directors are oriented to SCS by the CEO and/or Human Resource Manager or his/her designee.
2. Orientation of new members of the Board of Directors:
 - a. Is conducted prior to the new member assuming his or her responsibilities as a member of the Board.
 - b. Provides information about the responsibilities of members of the Board of Directors, the policies, procedures, plans, programs, funding sources, applicable insurances, and operations of SCS.
 - c. Is documented in the minutes of the Board of Directors, by completion of the New SCS Board Member Orientation Checklist, and at the discretion of the Board of Directors, in any other format.

2.5 Meetings

1. The Board of Directors will follow the Public Meeting Act. Wyo. Stat. Ann. § 16-4-401 et seq. A meeting is defined as an assembly of at least a quorum of the board which has been called by proper authority of the agency for the expressed purpose of discussion, deliberation, presentation of information or taking action regarding the public business.
2. No meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussion contemporaneously. Communications outside a meeting, including, but not limited to, sequential communications among members of the agency, shall not be used to circumvent the purpose of the Public Meeting Act or this Policy. Examples are email chain or “reply all’s”, no group instant messages, no group texts, Google Docs or Facebook groups.
3. Special meeting, may be called by the Chair of the board by giving verbal, electronic or written notice of the meeting to each member of the Board and to media. The notice must specify the time and place of the special meeting and describe the business to be transacted. The notice must be issued at least 8 hours prior to commencement of the meeting. No other business shall be considered at a special meeting. If an agenda item is not listed in the notice, or described in sufficient detail, it may NOT be covered at the meeting. Proof of delivery of verbal notice to the media may be affidavit of the clerk or other employee or officer of the agency charged or responsible for distribution of the notice of the meeting.
4. A majority of the Board shall constitute a quorum for the transaction of business at either a regular or special meeting. If the Chair’s presence constitutes a quorum, the Chair must vote on any issue. All action of the Boards must be taken during a public meeting.
5. Agendas and supporting documentation will be available at least three (3) working days before Board meetings so that members can adequately prepare.
6. As much as is practical, all agenda items and presentations will be written form and distributed prior to the meeting. In this manner, members can use the meeting time to clarify, discuss, and consider decisions.
7. Quarterly Annually, Board members will review the annual (strategic, risk management, financial, technology, human resource, accessibility, etc.) plans and with short and long term goals and discuss whether or not agreed-upon priorities are being achieved.
8. This Board engages in polite discourse by valuing all opinions and clearly stating comments. To avoid distracting from business of the meeting, members will limit side

conversations and use of electronic devices (unless required as support for the meeting).

9. The Board may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. However, reasonable effort must be made to offer public notice of such meetings. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within 48 hours, excluding weekends and holidays, unless the event constituting the emergency continues to exist” after 48 hours. When this occurs, the Board may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than 30 days from the date of the emergency action.

2.6 Vacancies

1. All vacancies on the Board of Directors shall be filled by appointment of the Sweetwater County Board of County Commissioners. If the Board receives a resignation from a Board Member, the Chair shall inform the Sweetwater County Board of Commissioners to declare a vacancy and ask the Sweetwater County Board of County Commissioners to appoint a replacement member.
2. If a Board member is absent for three (3) consecutive meetings, the Board will review the reason and determine whether a vacancy should be declared. If a vacancy is declared, the Sweetwater County Board of County Commissioners will be informed and asked to name a replacement.

2.7 Job Description

1. The SCS Board members will annually evaluate and review the Job Description, Performance Evaluation, develop goals and objections of the CEO and agency strategic/business plans.
2. With the CEO, the board members will annually develop and provide a sustainability plan to the Sweetwater County Board of County Commissioners.
3. Be informed about the services/programs SCS provides.
4. Focus on overall governance and strategy, rather than day-to-day operations.
5. Participate in training on local, state and federal mental health issues.
6. Serve on committees as required (both standing and ad hoc).
7. Engage in continual self-evaluation of individual performance as well as the Board’s overall effectiveness.

8. Use of external resources, including auditors, compensation advisors, and external interactions as needed. Participate in an exit interview when leaving the Board with the Board Chair.

2.8 Officers

1. In May of each year, the Board will elect from its membership the following officers: Chair, Vice-Chair, Secretary and Treasurer. These four elected officers will perform the duties that generally pertain to their respective offices, in addition to specific functions.

2.9 Duties of Officers

1. Chair:
 - a. Calls and presides over all Board meetings
 - b. Serves as an ex-officio member of all Board committees
 - c. Receives all correspondence addressed to the Board and determines the appropriate response
 - d. In cooperation with the CEO , establishes the agenda for all meetings
 - e. Appoints members to committees as needed
 - f. Signs, as required, legal documents or contracts
 - g. Encourages active Board participation of all members
2. Vice-Chair:
 - a. Assumes duties outlined above, in the absence of the Chair
 - b. Serves on various standing committees
3. Secretary:
 - a. Maintains the records of the Board
 - b. Maintains minutes during Executive Sessions
 - c. Serves on various standing committees
4. Treasurer:
 - a. Monitors all financial reports on a monthly basis to assure that the recordkeeping system established by the Board is maintained in such a manner as to give a true and accurate report.

- b. Reviews all warrants, budget reports, accounts receivable and all other financial data prior to each Board meeting and makes appropriate motions.
- c. Serves on various standing committees.

2.10 Voting

A quorum will decide all issues put before the Board in the form of a formal motion following Roberts Rules of Order or parliamentary procedures, etc.

2.11 Committees

1. The SCS Board has established the following standing committees, which include both Board members and SCS staff. The Chair names At-Large members as needed:
 - a. The Budget Committee estimates revenue and establishes the line item and total budget for all programs. The Budget Committee begins meeting in March and remains active until the final budget is approved in June. The Budget Committee consists of:
 - Vice Chair
 - Treasurer
 - Chief Executive Officer
 - Business Manager
 - b. The Building Committee evaluates the need for additional facilities, remodeling or updates for health and safety, and determines the priorities and funding for same. It meets as needed and consists of:
 - Secretary
 - Two At-Large Board Members
 - Chief Executive Officer
 - c. The Goals Committee recommends annual CEO and Agency long term and short term goals that support SCS strategic/business plans and delineates the objectives by which those goals will be measured. It begins meeting in March and continues until the Board adopts the annual goals/ business plans that supports the long term goals.
 - d. The CEO Performance Evaluation Committee assess the CEO's job description and job performance using an evaluation process which incorporates CEO goals and objectives which support SCS annual strategic/business plans with long and short term goals.

2. Special committees, which include Board members at-large and SCS staff are appointed on an as-needed basis.
 - a. As a special or ad-hoc committee, activities are limited to the accomplishment of the assigned task for which the committee was created.
 - b. Ad-hoc committees have no power to act except when a specific action has been conferred by the Board.
 - c. Ad-hoc committees are discharged upon completion of their appointed task or by the order of the Chair.

2.12 Executive Session

An Executive Session may be held by the Board that is closed to the public and media to discuss specific matters as permitted by law. Matters subject to Executive Session are limited to the following:

1. Matters posing a security threat or threats to property either public or private.
2. Threats that could harm the public if they attended or matters related to the public's right of access.
3. To consider the appointment, employment, right to practice or dismissal of a professional person or employee, or to hear complaints or charges brought against an employee, professional person, or officer, unless the employee, professional person or officer requests a public hearing. The Board may exclude from any public or private hearing during examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the Board may deliberate on its decision in Executive Sessions.
4. On matters concerning litigation to which the Board or SCS is a party or proposed litigation to which the Board or SCS may be a party.
5. To consider the selection of a site for the purchase of real estate.
6. To consider acceptance of gifts, donations and bequest which the donor has requested in writing be kept confidential.
7. When discussing any information specifically categorized as "confidential" under the law.
8. To consider, discuss and conduct safety and security planning that, if disclosed, would pose a threat to the safety of life or property.

To enter Executive Session a motion will be made stating a valid reason to enter into Executive Session. A motion to hold an executive session which specifies any of the reasons set forth in paragraphs 1 through 8 of this section shall be sufficient notice of the issue to be considered in an Executive Session. This motion must be duly seconded and carried by majority vote of the members of the Board in attendance when the motion is made. This should be noted in the minutes. The minutes must be kept, are confidential and must contain sufficient detail of the confidential information discussed. Detailed minutes of discussions held in Executive Sessions are not necessary. The minutes and proceedings of executive sessions shall be confidential and produced only in response to a valid court order. Minutes of Executive Sessions should be maintained in a secure locations with only very limited and secure access.

2.13 Conflict of Interest

1. SCS Board of Directors shall not have any direct or indirect pecuniary interest in a contract with SCS, nor shall the Board members directly furnish any labor, equipment or supplies to SCS.
2. No Board member shall vote on or discuss a question to which the Board member has a direct or indirect personal or pecuniary interest not common to other Board members.
3. In the event a Board member is employed by a corporation or a business or has a secondary interest in either a corporation or business which furnishes goods and services to SCS, the Board member shall declare that secondary interest and ask to be excused from debating or voting upon the question. The Board member should then leave the room during the discussion or voting upon the question.
4. It is not the intent of this policy to prevent SCS from contracting with a corporation or business because a Board member is an employee of the corporation or business. This policy is designed to prevent placing a Board member in a position where the interest in SCS and his/her place of employment might conflict. The policy also seeks to avoid even the appearance of a conflict of interest when such conflict may not exist.
5. As such, the SCS Board of Directors has adopted a policy, which discloses any potential for this situation.
 - a. Any duality of interest or possible conflict of interest on the part of any Board Member shall be disclosed to other Board members and be made a matter of record either through an annual procedure or when the interest becomes a matter of Board action.
 - b. Any Board member having a duality of interest or possible conflict of interest on any matter should not vote or use his or her personal influence on the matter and he or she should not be counted on determining the quorum for the meeting, even where permitted by law. The minutes of the meeting will reflect that a disclosure was made, the abstention from voting and the quorum, which existed at that point.

- c. The foregoing requirements should not be construed as preventing the Board member from briefly stating his or her position in the matter, nor from answering pertinent questions of other Board members since his or her knowledge may be of great assistance.
6. This policy will be reviewed annually to inform and guide Board members. Any new Board member will be advised of this policy upon assuming the duties of the office. At the first meeting of each fiscal year, the Conflict of Interest policy and statement, which is an addendum to these policies, will be distributed to each Board member and each member will be asked to complete the Conflict of Interest statement.

2.14 Board Accountability

1. The Board of Directors is subject to laws and statutory authority granted by the State of Wyoming pursuant to WYO. STAT. ANN. § 35-1-611 *et seq.* which governs the operation of SCS.
2. The Board is accountable for the mission, goals, core values, and fiscal oversight of SCS and as such, must perform its duties in specific ways.
3. A Board Member may be removed by the Sweetwater County Board of County Commissioners in the event a Board Member violates any established policy of SCS, for neglect of duty, misconduct, or malfeasance in office after receiving a written statement of charges and an opportunity to be heard.

2.15 Ownership

The Board of Directors is primarily accountable to the Sweetwater County Board of County Commissioners and are expected to follow state statutes. Board governance of SCS is predicted on serving the residents of Sweetwater County.

2.16 Governing Style

The Board will govern by a precise policy system, which is tied to the organization's mission and purpose. This system will be clearly enunciated.

1. Board members have authority only when duly impaneled to conduct official SCS business in a lawfully constituted public meeting.
2. All Board directives will be consistent with established Board policies.
3. Individual Board members have no authority except that which is specifically assigned to them by the Board.
4. Individual Board members will publicly support Board decisions even when a member holds a minority position on same.

5. The responsibilities of the Board and the CEO of SCS will be clearly separated and delineated.

2.17 Board Member Responsibilities

The Board has three general areas of primary focus: a) to determine and maintain the organization's mission, purpose and core values while representing all citizens of Sweetwater County; b) to set the goals of SCS to best meet the behavioral health needs of county residents and c) determine the priority of service. It is expected that every member be prepared to actively participate in discussions.

In addition, the Board is responsible to:

1. To establish and at minimum, review annually all policies related to the administration of SCS, applicable legal requirements and financial oversight.
2. To delegate responsibility for the administrative function to a CEO and to evaluate the performance of that position on a regular basis.
3. To delegate responsibility for the administrative function to a CEO and to evaluate the performance of goals and objectives of that position on a regular basis.
4. To recruit diverse board members who represent specific cultures and backgrounds reflective of the catchment population.
5. To advocate for needed resources to carry out the mission of the organization and ensure that the resources are managed effectively.
6. To enhance the organization's public image.
7. To follow State and County Statutes and provide communication as required by the Sweetwater County Board of County Commissioners.
8. Will participate in the Annual Performance Appraisal of the CEO pursuant to SCS Board Policy 3.5.

2.18 Authority of Board Members

1. All power of the SCS Board of Directors is in its action as a group and individual members of the Board exercise their authority only as they vote at a legal meeting of the Board. An individual Board member cannot commit the Board to any course of action.
2. Members of the Board shall refuse to deal with individual complaints or to respond independently to those who may have complaints about the operations or employees of

SCS. If a member of the service population expresses a concern or complaint, that individual should be referred to the CEO. The same standard exists for employees of SCS.

2.19 Board-Staff Communication

The SCS Board of Directors wishes to maintain communication with the personnel of SCS. However, all communication will be presented to the Board through established channels.

1. All communication, which is related to on-the-job matters, will proceed from the employee to the individual employee's immediate manager, to the CEO and then to the Board.
2. Members of the Board shall refuse to deal with individual complaints or to respond independently to an employee who is expressing unhappiness with an employment situation. If a staff member has a complaint or concern, that employee should access the channels of communication provided for in SCS Personnel Manual.

2.20 Confidentiality

1. The Board of Directors has no direct access to any client files, which are confidential and private.
2. If client information is indirectly observed, a Board member is strictly prohibited from disclosing or discussing any personally identifiable information regarding any person receiving service at SCS.
3. In the event of a lawsuit or other litigation, the Board may only receive information deemed proper by SCS legal counsel.

2.21 Grievance Procedures

SCS has adopted a personnel policy, which details the process involved in employee grievance.

If an employee is terminated, the employee may grieve to the Board of Directors in a specific manner according to SCS Personnel Manual: 2.18 Employee Grievance and Appeals.

Chapter 3.0 Chief Executive Officer

3.1 Employment and Qualifications

1. The Board of Directors shall hire a Chief Executive Officer and that person will be qualified for the position by education, training and management experience.
2. As a vacancy occurs for this position, the Board will set minimum criteria for applicants, which will include experience and training.
 - a. The applicant is an advanced trained (Master's Degree or higher) clinical staff and has a minimum of two (2) years of relevant experience in behavioral health services management or administration; or has an advanced degree (Master's Degree or higher) in a health related or business field and a minimum of (2) years of relevant experience in behavioral health services management or administration.

3.2 Relationship Between the Board and the CEO

1. The Board of Directors delegates the day-to-day administrative responsibilities of Southwest Counseling Service (SCS) to the CEO. The CEO is directly accountable to the Board and must execute all policies established by the Board. The CEO provides all clinical and administrative oversight. In addition, the Board may assign the CEO additional duties and responsibilities.
2. The Board establishes and reviews policies and the administration of SCS is achieved by close coordination with the CEO. As the primary supervisor, the CEO may delegate responsibilities to the SCS management team but remains ultimately responsible for all activities and decisions.
3. The CEO must abide by Board policy in implementing the goals and managing all services. In areas where action is needed and policy is unclear or does not exist, the CEO will use discretion in a necessary decision but will seek a clarification as soon as possible.

3.3 Responsibilities

1. The primary duties and responsibilities of the CEO are as follows:
 - a. To provide for the financial management of SCS.
 - b. To provide for short and long-range planning of SCS services.

- c. To provide administrative and clinical supervision of the management team.
- d. To comply with the Wyoming Public Records Act, Wyo. Stat. Ann. §§ 16-4-201 – 16-4-205.
- e. To be involved with the Division of Behavioral Health, other CMHC's and community agencies.
- f. To provide for the day-to-day management of SCS.
- g. To maintain the program's standards, including safety and health, information management, and outcomes management.
- h. To integrate the values and mission of the organization into daily operations, the professional behavior of staff members, and maintain a focus on the persons served.
- i. To ensure that all program policies and procedures are followed in compliance with all applicable legal and regulatory requirements.
- j. To collaborate with the Board of Directors to implement the strategic plan, short and long-term goals and other goals that support the organization.
- k. To perform other duties, as required by the Board of Directors.

3.4 Compensation and Benefits

1. Personnel and Board policy limit the CEO's authority with respect to payment of compensation and benefits to employees, consultants, contract workers, and volunteers.
2. Only the Board, in accordance with the current SCS Salary Structure, will determine the amount of compensation paid to a CEO.

3.5 CEO Performance Appraisal^[HB1]

1. Each year, the Board of Directors is required to appraise the performance of the CEO. The purpose is to asure the agency's needs are being met and to determine whether the Board has provided the CEO with clear goals, objectives and adequate resources. The Board is responsible to asure this evaluation is performed in a professional manner, protecting the confidentiality of the CEO. It is further charged with making sure its CEO is performing assigned duties in an exemplary manner. The process must be performed in a professional manner with careful attention to the needs of both parties. As such, the **Board Procedure for CEO Evaluation**, as set forth below, will be used.
2. ~~The SCS Board of Directors supervises the performance of the CEO. The Board has sole responsibility for termination in the event of poor performance, unacceptable financial practices, or other justifiable cause.~~ The SCS Board of Directors supervises the performance of the CEO. The Board has sole responsibility for termination under the following circumstances:
 - a. Criminal Conduct resulting in a felony conviction or conviction for a crime of violence or moral turpitude;
 - b. Revocation or suspension of certification related to employment;
 - c. Unethical or unprofessional conduct;
 - d. Dishonest acts toward the Board or other employees;
 - e. Unethical, detrimental, or fraudulent acts or omissions;
 - f. Fraud, embezzlement, or falsification of records;
 - g. Damaging the reputation of Southwest Counseling Service;
 - h. Breach of Southwest Counseling Service policy;
 - i. Use of alcohol on Southwest Counseling Service's property;
 - j. Use or distribution of controlled substances;
 - k. Incompetency;
 - l. Neglect of duty;
 - m. Insubordination;
 - n. Any other good or justifiable cause relating to CEO's employment or duties.
3. ~~By March 15th of each year, the CEO will provide each Board Member with a self-evaluation addressing both the annual goals, objectives and relevant position description. The self-evaluation should list specific outcomes for each area, goal, objective and quantitative data should be included whenever appropriate and available.~~

3.

~~3.~~ The formal evaluation is performed annually in January and is required to proceed in the manner outlined in Board procedure. It is based on the CEO's job descriptions and the implementation of the Board's annual goals, objectives and strategic plan. The evaluation is ongoing throughout the year and is based on monthly summaries of the CEO's activities at each Board meeting as well as various other interactions, such as committee meetings and perceived relationship with state and county officials.

4. The CEO has fifteen (15) days to respond to the Performance Appraisal. If there is a disagreement, the CEO must address each item specifically within that 15-day period. If there is disagreement, the Executive Committee will consider and present its decision within 30 calendar days. If the CEO is not satisfied with the resolution at this point, the CEO may grieve the decision at the next regularly scheduled Board meeting. The grievance will be heard in Executive Session. At that point, the Board's decision is final.

Board Procedure for CEO Performance Appraisal

1. By October 15th of each year, the CEO will provide each Board Member with a self-evaluation addressing both the annual goals and relevant position description.
2. By October 15th, the Human Resource Manager will supply all current Board members a blank CEO Performance Appraisal form, annual goals for the preceding year, the position description for the CEO and the self-evaluation completed by the CEO. Board members will be asked to return their completed evaluations to the Human Resources Manager by November 15th. The self-evaluation should list specific outcomes for each area and quantitative data should be included whenever appropriate and available.
3. In evaluating the CEO's performance, the Board members will be asked to forward completed forms to the Human Resources Manager who will compile the numerical summary. The executive committee will consider the summarized data and review comments as they formulate the evaluation. The measures and standards in the Performance Appraisal form will be used in this process. The evaluation will specifically address strengths and weaknesses.
4. Current Board Officers (Chair, Vice Chair, Secretary, and Treasurer) will comprise the performance appraisal committee and the Board Chair will act as the committee chair.
5. The Executive Committee must determine whether or not exigent circumstances were a factor in any deviation from goals and whether or not the Board provided sufficient support to their chief CEO.
6. Prior to the January Board meeting, the committee will meet with the CEO to discuss the evaluation and salary recommendation^[HB2].

7. The Board will take formal action at the next regular Board meeting by affirming the evaluation process has been completed and a recommendation regarding job performance and salary adjustment are being made. ~~Board members will annually appoint the CEO.~~ This process is a confidential personnel review and only the final recommendation on any salary increase ~~and reappointment~~ will be discussed during the public meeting. Following the meeting, the forms generated in the process will be given to the Human Resources Manager in a sealed envelope and stored in the CEO's personnel file.

3.6 Succession Planning

1. The CEO will identify SCS employees who can temporarily fill the position of CEO should he or she absent the agency for both short and long-term periods.
2. If the CEO's position becomes vacant due to any circumstance, the SCS Board of Directors will solicit input from the SCS Management Team regarding an interim replacement. In the same manner, the SCS Board will accept Management Team/employee input on the replacement of the CEO if the absence is permanent. Current managers who apply for such a vacancy are exempt from any such input.
3. The Board of Directors may conduct a national search for a qualified individual to fill the position of CEO. Job qualifications for the CEO are found in Board policy 3.1.

Chapter 4.0 FISCAL MANAGEMENT

4.1 Budget

1. The Board of Directors of Southwest Counseling Service will annually approve a budget of anticipated revenues and planned expenditures. Day-to-day monitoring is the responsibility of the CEO.
2. It is mandated, however, that:
 - a. All funds are managed within the procedural guidelines as defined by the Board and generally accepted accounting procedures for governmental agencies;
 - b. No monies will be expended that have not been received during any fiscal year;
 - c. All forecasted revenue projections will be conservatively arrived at to maintain fiscal integrity.

4.2 Financial Condition

1. The CEO is responsible for managing the day-to-day financial operations of Southwest Counseling Service.
 - a. The CEO has the ability to approve expenditures within the limitations set by the Board of Directors.
 - b. The CEO may approve expenditures up to \$50,000. Any single expenditure of \$50,000 or more must be put out for bid and approved by the Board of Directors.
2. The Board will review financial statements on a monthly basis and approve the Treasurer's Report to include the write-off balances, the balance sheet, the accounts receivables, revenues for the previous month, expenses for the previous month, and the current month's check register.

4.3 Compensation and Benefits

1. In an attempt to compensate employees fairly and equitably, the Board of Southwest Counseling Service (SCS) will establish salary and benefit levels appropriate to job skills and training levels. The Board annually reviews and approves all salary schedules and requires that they are objective and free of favoritism.

2. The Board requires that all federal regulations and state laws regarding salary and personnel be adhered to, including but not limited to workmen's compensation, unemployment, and non-discriminatory practices.
3. SCS may not commit any monies beyond the agency fiscal year and all salaries and benefits are contingent upon sufficient agency revenues.
4. All benefits paid by SCS for deferred compensation must meet requirements set by the Wyoming State Pension Plan.

4.4 Financial Plan

As an agency whose funding relies on the availability of State and Federal funds and county taxation, Southwest Counseling Service does not have guaranteed revenue sources. While some monies are generated from client fees, these fees are not sufficient to meet the service needs of all Sweetwater County Residents. Therefore, fiscal planning must occur annually as funds are identified. The SCS Board is committed to providing behavioral health services using the following guidelines:

1. An annual review of projected revenues will be used to verify that planned goals can be reasonably funded.
2. A budget will be established to meet the projected needs while allowing for adequate cash flow and reserves sufficient to cover operational and fixed expenses.
3. There is a commitment to monitor the needs for services and to adjust the delivery of same, as appropriate. Concurrently, SCS has the priority goal of providing a continuity of services to our various clients. To minimize disruption, SCS will attempt to gradually implement any necessary changes to the best of the Board's ability to do so.
4. The SCS Board is committed to providing a competitive salary and benefits package that allows the recruitment and retention of highly trained, fully qualified staff.
5. The physical plant and equipment needs of SCS must be continually monitored so that necessary repairs and replacement of capital items are accomplished in a timely manner.
6. Clients and staff must be provided safe, secure environments that are both accessible and well maintained. In addition, necessary equipment and supplies must be available as funds permit.

7. In the event that funding is no longer available, the SCS Board may need to eliminate programs. The decision to terminate any program will be based not only on costs, but on the number of clients who would be affected and the availability of other resources. Staff affected by any program terminations may be re-assigned if they have the requisite skills and if there are positions available within the agency.

4.5 Risk Management

Southwest Counseling Service faces risks from a variety of sources. Such risks as natural disasters or problems from the physical plant can disrupt our ability to maintain operations. Some are inherent for agencies that rely on public funding for all programs; others result from providing services to a diverse population who may expect unreasonable outcomes to a variety of personal problems.

1. In all cases, the goal is to anticipate problems, generate reasonable solutions, and implement a plan to address emerging risks. Each specific problem will be dealt with by analyzing the risk and designing solutions that best suits the needs of our clients and community.
2. The SCS Board will attempt to anticipate such risks and respond in a method that mitigates possible negative impacts.
3. The CEO will inform the SCS Board of any threats to services, property, income, goodwill and the ability to accomplish agency goals and be responsible with Board of Directors to reduce exposure to risk.
4. Financial problems will be addressed in a manner that reflects the SCS Vision Statement (Board Policy 1.2).



Enriching lives through wellness, recovery, and hope

**Board of Directors
FY24/July 1, 2023**

Raven Beattie, Chair
2490 Foxtail Lane
Rock Springs, WY 82901

Cell: 307-389-7658
ravencallas@gmail.com

Appointed: 7/1/22
Term expires: 7/1/26

Rich Fischer, Vice Chair
1010 Chugwater Drive
Green River, WY 82935

Cell: 307-871-2952
arpfischer@aol.com

Appointed: 2/21/23
Re-appointed: 7/1/23
Term expires: 7/1/27

Kristy Kauppi, Treasurer
2220 Westview Avenue
Rock Springs, WY 82901

Cell: 307-220-7508
klkauppi@gmail.com

Appointed: 7/1/21
Term expires: 7/1/25

Kayleen Logan, Secretary
3513 Santa Ana Drive
Rock Springs, WY 82901

Cell: 307-371-0377
Kayleen50@msn.com

Appointed: 7/1/21
Term expires: 7/1/25

Melissa Bates
518 Sidney Street
Rock Springs, WY 82901

Cell: 307-371-9012
mbates@sweetwatermemorial.com

Appointed: 7/1/23
Term expires: 7/1/27

Amy Galley
2740 Alamosa Circle
Green River, WY 82935

Cell: 307-871-6466
agalley@westernwyoming.edu

Appointed: 7/1/17
Re-appointed: 7/1/21
Term expires: 7/1/25

Kori Rossetti
605 Meadow Drive
Rock Springs, WY 82901

Cell: 307-389-9004
krossetti2000@hotmail.com

Appointed: 7/1/22
Term expires: 7/1/26

Commissioner Keaton West
(ex-officio member)
80 W. Flaming Gorge Way
Green River, WY 82935

Office: 307-872-3895
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