



Board of Directors' Packet

November 25, 2024

Meeting time is 6:30 p.m.

**Meeting held at 333 Broadway Street
Rock Springs, WY**



Agenda
November 25, 2024
333 Broadway Street, Rock Springs, WY

- I. Call to Order
- II. Declare Quorum
- III. New Board Member Introduction
- IV. Approval of Agenda - pg. 1-2
- V. Approval of Minutes - pg. 3-9
- VI. Treasurer's Report - pg. 10
 - a. Write-Offs - pg. 11-13
 - b. Balance Sheet- pg. 14
 - c. Account Receivables - pg. 15
 - d. Revenues - pg. 16
 - e. Expenses - pg. 17-18
 - f. Check Register - pg. 19-24
- VII. Committee Updates
 - a. Finance
 - b. Personnel
 - c. Policy
 - d. Strategic Planning
- VIII. Previous Business - pg. 25
 - a. Residential Bed Utilization and Drawdown - pg. 26-28
 - b. Residential Referrals and Admissions - pg. 29-31
 - c. Title 25 Monthly Information - pg. 32
 - d. SCS Staffing Report - pg. 33-39
 - e. MOU Plan of Safe Care
 - f. Dry Creek Project Impact Projections - pg. 40-42
- IX. New Business – pg. 43
 - a. Wyoming Snapshot Report – pg. 44-47
 - b. Holiday Leave
 - c. Locum Tenens Contract
 - d. 2024 Project Aware School-Based Mental Health Partners
 - e. Comprehensive Plan
 - f. Reporting System
- X. CEO's Report - pg. 48-50

- XI. Board Action - pg. 51
 - a. myAvatar Order Connect NX - pg. 52-57
 - b. myAvatar NX - pg. 58-63
 - c. Application 2024 Project Aware School Based Mental Health Partners - pg. 64-74
 - d. MOU for Sweetwater County Plan of Safe Care Collaborative - pg. 75-82
 - e. Holiday Leave - Finance Committee recommendations and letters from SCS staff - pg. 83-85
- XII. Public and Board Comments/Questions
- XIII. Executive Session for the purpose of personnel matters
- XIV. Adjournment

Board Meeting Minutes

October 30, 2024

Minutes for
Southwest Counseling
Board Of Director Meeting
Held October 30, 2024
333 Broadway Street, Rock Springs, WY

1) Meeting Called to Order by Kayleen Logan @ 6:39pm

In attendance: Kayleen Logan, Raven Beattie, April Thompson, Kori Rossetti
and Kristy Kauppi appeared via teams

2) Declare Quorum by Kayleen Logan

3) Approval of Second Amended Agenda

Motion made by Ms. Thompson
Second by Ms. Beattie
Motion passed

4) Approval of Minutes

Motion made by Ms. Beattie
Second by Ms. Thompson
Motion passed

5) Approval of Minutes for Special Meeting

Motion made by Ms. Thompson
Second by Ms. Beattie
Motion passed

6) Treasurer's Report- presented by Ms. Kauppi

- a. Write offs- no self-pay balances under 25; no balances over 25, no bankruptcy discharges
- b. Balance Sheet- pg. 16
The Balance Sheet provides the assets and liabilities for the specific point in time of September 30, 2024. The total cash assets are \$1,890,486.32. The previous month's total cash was \$2,569,259.61, a decrease in cash in the amount of \$678,773.29 from the previous month. The year to date expenditures through September 30, 2024 total \$4,246,630.28. The average cost per day of operations remained consistent from the previous month at \$46,159.02. Liabilities as of September 30, 2024 total \$261.37. Based upon all cash balances, SCS is currently at 41 days of cash on hand.
- c. Account Receivable- pg. 17
The total outstanding balance for amounts owed to Southwest Counseling Service for August 2024 is \$671,513.40 The receivables decreased from the previous month due to higher payments in this period. The total receivables excludes Collection, State Contracts and Cancellation/No show fees.
- d. Revenues- pg. 18- FY25 budget- \$20,341,816.09/ YTD- \$3,998,603.36
- e. Expenses-pg. 19-20- Total expenses FY25- \$20,341,816.09/ YTD -\$4,237,101.68
- f. Amended Check Register – pg. 21-26- Balance is \$1,299.409.73

Approval of Treasurers Report:

Motion made by Ms. Thompson
Second by Ms. Beattie

Motion passed

7) Committee Updates

- a. Finance Committee update- no reports from Finance Committee
- b. Personnel Committee update- Amy advised that the job descriptions are a little bit behind. Managers have the job description. They will be a month behind. They will have December and they can start salaries before they get the descriptions back. December 3, 2024 at 2:30pm is the next meeting. Hopefully they will have more to report. Job descriptions should be done and weighed out by then
- c. Policy Committee Update- no report- Kayleen asked when a good time to meet would be. Ms. Thompson will share calendar and they will work something out . Some policies have been changed and need to be updated. Evaluation for Linda coming up. Documents need to be sent out to the board in November.
- d. Strategic Planning- Kayleen sent an email out to the board- Raymond Wolf- presented in the March meeting. We still had a contract with a lot of time and hours remaining. Needed someone who was neutral and could be easily talked to. Identified people they would like to talk to. Completed late December or January
Mr. Wolf has ideas about 23 hour program

8) Previous Business

- a. Residential bed utilization
- b. Residential referrals and admissions- 6 referrals last month for subacute. 4 admitted, 1 no show (court chose not to allow him to come) and 1 denied (out of state- can't admit those that are not Wyoming residents). Denial- actively said we can not take. Wrong level of care- some want residential but are denied due to lower level care, behavioral issues. Non admits- got approved but didn't show up, no response, go to a different provider. No show- just don't show up. Court and probation can deny someone coming into treatment.
- c. Title 25- pg. 33- down this month. No hospitalizations. No comments/questions
- d. Sweetwater County- no questions/comments
- e. SCS Staffing report – pg. 35- Ms. Thompson asked if there has been any progress on psychiatric nurses. Linda interview one who lives in Sheridan Wyoming. She asked what she would prefer and Linda said she would prefer a full-time in person. It's a possibility she can work as a contract or full time. She was promising in the first visit. Interviewed one in FL and she preferred telehealth
- f. Crisis Opioid- Detox Application- Linda advised that Laura wrote a specific grant which combines a bed with tx at a higher rate, its only for one bed. No questions regarding application. Laura advised that they are already providing the service and it will be a commitment to medication assistance. Increases bed for a year and is at a really good rate.
- g. Dry Creek Trona- Laura advised that they were asked to be involved and she has sent in the second proposal and county will figure out how much the agencies will get. 2nd week in December the industrial committee will be meeting and advise who will receive funds. Commissioner West advised that the Kemerer project- Lincoln county will take charge. Project West. MOU needs to be signed by the 15th. Process has been changed on the how the hearing goes. It will be a letter and Q&A which should speed up the process
- h. Meeting dates for November and December- Possibility of moving November and cancelling December. Ms. Thompson- asked when the November meeting would be rescheduled for. Kayleen advised meeting on the 25th. April, Kristi and I are available . Commissioner West advised he would be available for the 25th .

Motion to move November meeting from November 27, 2024 to November 25, 2024
Motion made by Ms. Thompson
second by Ms. Beattie
Motion passed.

Motion to cancel December's Board Meeting
Ms. Thompson wanted to know if this will be an issue for the agency. Linda advised that she has the authority to pass the check register. We can go over Decembers in the January meeting.
Motion to cancel meeting made by Ms. Rossetti
Second made by Ms. Beattie
Motion passed

9) CEO report-

This month has been hectic with ARPA projects and making sure SCS is in compliance with all of ARPA requirements. This is so exciting for the agency. The Duran and Ankeny facilities will have the roofs removed in the next few weeks and materials will be ordered for the interior remodel. The first time I informed the Board of the potential ARPA dollars was in July 2022. All four of the buildings need the remodel. There is approximately \$70 to \$80 million dollars of unspent ARPA dollars and there will be a decision from the Governor of how the money may be spent. Behavioral Health Redesign continue to proceed forward with approximately 50% of SCS clients enrolled. This month SCS will be receiving its first true up funding. For the first quarter, SCS was scheduled to receive a total of \$1,398,212.83 with \$715,478.32 from BHR payment so the true up will be \$682,736.51. The anticipated date of the true-up is October 25th . There has been some discussion of needing FY 25/26 be the second year to assist the community mental health and substance disorder centers but there is no commitment. This is a tremendous amount of work for the agency. Another issue for agencies with residential beds is the low payment for bed days. The rates are too low. With the upcoming new legislative body, it will be interesting if there will be funding cuts to the Department of Health and specifically Behavioral Health. SCS and the seven other centers continue to work collaborative with the State but there are challenges especially with acute, emergency clients who are unable to fill out the necessary paperwork and leave without completing the process.

Last month, Governor Gordon came to Sweetwater County for a community discussion on suicide prevention. Rock Springs Mayor Max Mickelson, Ms. April Thompson and Dr. Kent Corso joined the discussion with the Governor. I previously sent an article to the board members on this discussion. One of the goals for Dr. Corso is a community approach for suicide prevention and for all members of the community and stakeholders knowing signs and asking the question, "Are you thinking of ending your life," and making connections for the person to receive help. Sweetwater Coalition is important element for the community in suicide prevention but we all need to work together to address this area and empower people to reach out for help and for community members knowing resources. I think it is also critically important to remember the person who ended their life did have a life and to celebrate the life they lived and to know there are family members that are left hurting and having to move forward. I believe that Dr. Corso will assist Wyoming communities in moving forward in this area. The State has the Wyoming Suicide and Crisis Lifeline at 988 or 1-800-273-TALK (8255) for help. SCS provides emergency services for Sweetwater Community.

Linda advised that there has been a drop in people coming in for SCS- behavioral health redesign and indicated that they should be knocking down the door.

Ms. Kauppi-asking because she is hearing the opposite. Can people call and make an appt. They can just schedule an appt.

Ms. Logan wanted to know how they got the word out there.

Linda advised that there should be an advertisement regarding open access and appt. She further indicated that SCS is not the only agency that is struggling.

Ms. Logan advised that she is concerned about suicide rates.

It was indicated that Residential beds are low.

Ms. Logan asked about psychotic issues and having someone in their life to help but Linda advised that some individuals have no one.

Ms. Thompson advised that she has the handouts and heard Linda on the radio discussing programs offered at SCS. Ms. Kauppi advised that Shay dropped off some flyers. Concerns with some clients that that exceeded the 90 days and can't afford to miss work to get into open access. Lidian advised that Ms. Legault can be contacted and will help with these individuals.

Melissa advised that there has been discussion on how to utilize their times, groups, reimbursements, decrease group time and use other for 1:1 appt. ways to draw down the monies. They can decrease group times, they can play around with group due to hours vs. days.

Linda advised that suicide is a cultural issue. Ms. Thompson did an outstanding job presenting on suicide. Ms. Thompson advise that she wants to focus on how they lived and celebrating their life. Linda said she has a powerful voice and we need to use it.

Devastating to lose one more life. Suicide line funding was discussed

AARPA project

Safe MOU- get it to the board next month

10) Board Action

- a. Crisis Opioid Agreement - pg. 46-72 –
Motion to approve made by Ms. Thompson
Second by Ms. Beattie
Motion passed
- b. Annual Insurance Premium Approvals - pg. 73-77 – Ms. Logan advised that they were monstrous. Thanks to Melissa and Linda- needed to be approved by 11/17/24. Worked diligently with insurance to get the information. Don't want to go without insurance
Motion to Approved by Ms. Thompson
Second made by Ms. Beattie
Motion passed
- c. Collection Agency Agreement - pg. 78-79 – Mr. Piper had questions and concerns- Mellissa answered the questions and wanted to know the venue of lawsuit. Natrona County. Company travels to Sweetwater and they occurred in the county. Enforcement of debt. Assurance is in place. Heather and her are looking into additional laws that would prevent them to be sent – civil litigation. SCS hasn't run into any issues with the Court. Wanted the board informed. Reached out to another collection agency and they were higher. Wakefield advised that the volume is not high enough but they will continue to collect until expires.
Motion made by Ms. Thompson
Second by Ms. Beattie
Motion passed

d. Continuation of Contract with Open Minds/Mr. Ray Wolfe – board in agreement to continue. We have money and the time. Excited to get a strategic plan to move forward. Also to have input by commissioners and stakeholders.

Motion made by- Ms. Thompson

Second by Ms. Beattie

Motion passed

e. Board of Directors Policy & Procedure Manual 2.5 Meetings #5

Motion made by Ms. Thompson

Second by Ms. Beattie

Motion passed

11) Public and Board Comments/Questions

Ms. Logan wanted to thank everyone involved in this process and appreciates everything that has been done to get this project

No comments or questions.

Kayleen wanted to remind board, Linda and management team. Attorney Mr. Piper- had asked organization to have specific people be in contact with him. He was getting a lot of emails that were getting lost. Problem solve to have the only people contact him for legal requests are Mellissa Kayleen. It would be important for Amy to contact him with personnel issues. Those are the only ones allowed to contact him. Kayleen had to apologize due to this not being followed. Kayleen wants to make it clear that it is a directive and expecting people to follow that.

No questions or comments.

Keaton said in the agreement it says something about opioid and funding. Had meeting with Kristna and WYGAP. Identifying stakeholders in the pandemic. SCS would be What is the impact, what is the need. Work on something and get it to him. Need to get a working group and figure out how to spend those money's. Doesn't know who wants to be involved moving forward. Kayleen and can let him know. Confusion how to spend it, other counties have spent it on things that might not have been needed to spent. Trying to dive into. Identify needs and how it can be utilized. Come up with a list

Tobacco settlement funds- Melissa asked what happened with those.

May not settle until 2038. Doesn't want the money sitting. He will find out more.

No other questions or comment.

Ms. Beattie made a motion to move into executive session for personal issues.

Second by Ms. Thompson

Motion passed

Motion to move out of executive Ms. Thompson

Second Ms. Beattie

Motion passed

Motion to go back into meeting Ms. Kauppi

12) Adjournment at 9:17pm
Motion made by Ms. Thompson
Second made by Ms. Beattie
Motion passed.

Respectfully Submitted,

Kori Rossetti

Treasurer's Report

Accounts Receivable Write-Off Request
Self Pay Balances under \$25
October-24

Balances under \$25 are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased or no consent to treat is obtained.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off

Total \$ -

Board Signature

Accounts Receivable Write-Off Request
Self Pay Balances over \$25
October-24

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 or no consent to treat is obtained.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off

Total \$ -

Board Signature

**Accounts Receivable Write-Off Request
Bankruptcy Discharged
October-24**

Bankruptcy Balances are requested for write-off once received by the agency for dismissal.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off

Total \$ -

Board Signature

Southwest Counseling Service
Balance Sheet
As of October 31, 2024

ASSETS

Current Assets

Checking/Savings

1020 - General Operating Account	1,301,004.28
1031 - Commerce Bank- Cash Reserve	1,109,139.73

Total Checking/Savings	2,410,144.01
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Total Current Assets	2,410,144.01
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TOTAL ASSETS	2,410,144.01
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2124 - FNBO Michal Love	-6.00
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Total Credit Cards	-6.00
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Total Current Liabilities	-6.00
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Total Liabilities	-6.00
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Equity

32000 - Unrestricted Net Assets	2,138,251.87
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Net Income	271,898.14
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Total Equity	2,410,150.01
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TOTAL LIABILITIES & EQUITY	2,410,144.01
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The Balance Sheet provides the assets and liabilities for the specific point in time of October 31, 2024. The total cash assets are \$2,410,144.01. The previous month's total cash was \$1,890,486.32, an increase in cash in the amount of \$519,657.69 from the previous month. The year to date expenditures through October 31, 2024 total \$5,546,423.25. The average cost per day of operations remained consistent from the previous month at \$45,092.87. Liabilities as of October 31, 2024 total - \$6.00. This is due to a refund on a credit card. Based upon all cash balances, SCS is currently at 53 days of cash on hand, up from 41 days in September.

FY 2025 Accounts Receivable Report						AR by Days Aging				
Oct-24										
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 250,198.13	\$ 23,513.28	\$ (22,570.19)	\$ 5,943.97	\$ 257,085.19	\$ 11,176.60	\$ 7,188.54	\$ 4,231.99	\$ 5,633.23	\$ 228,854.83
Insurance	277,179.27	121,101.26	(66,077.88)	(60,790.08)	271,412.57	108,160.56	45,044.93	30,389.91	17,793.37	70,023.80
Medicaid	99,165.52	54,694.23	(22,124.63)	(2,498.17)	129,236.95	50,132.05	18,495.14	11,185.41	24,052.32	25,372.03
Medicare	4,723.19	6,693.38	(1,886.12)	3,230.23	12,760.68	5,799.38	4,964.74	599.07	153.60	1,243.89
EAP	12,448.63	7,226.33	(2,721.97)	1,846.33	18,799.32	4,955.00	4,861.33	4,456.33	883.33	3,643.33
Client Contracts	27,798.66	14,698.54	(13,479.47)	23,406.05	52,423.78	3,296.83	13,382.45	13,678.69	14,314.86	7,750.95
Collection	1,051,111.61	-	(1,927.71)	501,095.69	1,550,279.59	-	-	-	223.02	1,550,056.57
State Contracts	666,536.17	778,282.04	(1,629,977.12)	955,308.04	770,149.13	375,123.56	179,451.29	102,553.00	102,591.85	10,429.43
Cancellation/No Show	19,264.39	1,090.00	(472.00)	(618.00)	19,264.39	881.10	660.71	617.00	488.00	17,038.18
Total	\$ 671,513.40				\$ 741,718.49	\$ 183,520.42	\$ 93,937.13	\$ 64,541.40	\$ 62,830.71	\$ 336,888.83

Sep-24						AR by Days Aging				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 299,808.90	\$ 34,503.57	\$ (27,812.80)	\$ (56,301.54)	\$ 250,198.13	\$ -	\$ 14,332.57	\$ 15,239.86	\$ 26,053.04	\$ 194,572.66
Insurance	278,241.29	106,256.80	(27,664.64)	(79,654.18)	277,179.27	85,536.25	110,393.84	29,913.91	11,443.50	39,891.77
Medicaid	97,151.15	40,914.63	(25,195.57)	(13,704.69)	99,165.52	35,813.00	17,490.61	24,450.74	8,725.71	12,685.46
Medicare	9,560.86	5,214.99	(1,697.44)	(8,355.22)	4,723.19	-	3,084.80	209.16	789.81	639.42
EAP	23,063.49	5,251.33	(1,771.35)	(14,094.84)	12,448.63	-	6,497.84	3,386.33	230.00	2,334.46
Client Contracts	41,921.15	16,438.12	(8,876.90)	(21,683.71)	27,798.66	-	14,361.11	13,437.55	-	-
Collection	1,522,805.09	37,139.28	(2,439.16)	(506,393.60)	1,051,111.61	-	63,885.89	15.02	-	987,210.70
State Contracts	725,465.23	684,147.98	(604,963.69)	(138,113.35)	666,536.17	266,156.66	235,317.36	165,046.15	16.00	-
Cancellation/No Show	18,654.28	980.00	(324.89)	(45.00)	19,264.39	945.00	696.00	752.00	709.00	16,162.39
Total	\$ 749,746.84				\$ 671,513.40	\$ 121,349.25	\$ 166,160.77	\$ 86,637.55	\$ 47,242.06	\$ 250,123.77

Changes from Previous Month					
	Charges	Payments	Adjustments	Ending Balance	
Self Pay	\$ (10,990.29)	\$ 5,242.61	\$ 62,245.51	\$ 6,887.06	
Insurance	\$ 14,844.46	\$ (38,413.24)	\$ 18,864.10	\$ (5,766.70)	
Medicaid	\$ 13,779.60	\$ 3,070.94	\$ 11,206.52	\$ 30,071.43	
Medicare	\$ 1,478.39	\$ (188.68)	\$ 11,585.45	\$ 8,037.49	
EAP	\$ 1,975.00	\$ (950.62)	\$ 15,941.17	\$ 6,350.69	
Client Contracts	\$ (1,739.58)	\$ (4,602.57)	\$ 45,089.76	\$ 24,625.12	
Amount Increase/Decrease	\$ 19,347.58	\$ (35,841.56)	\$ 164,932.51	\$ 70,205.09	

The total outstanding balance for amounts owed to Southwest Counseling Service for August 2024 is \$671,513.40. The receivables decreased from the previous month due to higher payments in this period. The total receivables excludes Collection, State Contracts and Cancellation/No show fees.

Southwest Counseling Service
Revenues FY25

33%

State Contracts	FY25 Budget	Oct-24	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	\$ 1,038,642.78	\$ 245,555.27	24%	\$ 575,747.87	55%	\$ (462,894.91)
MH - CARF	14,015.00	2,399.24	17%	6,421.12	46%	(7,593.88)
MH- Direct Care Salaries	182,343.00	61,793.95	34%	121,680.92	67%	(60,662.08)
MH- Emergency Services #95	29,218.00	5,001.86	17%	13,386.53	46%	(15,831.47)
MH- Regional Med. Management #58	133,729.00	22,893.22	17%	61,269.38	46%	(72,459.62)
MH- Regional Nursing Support #100009	41,291.00	7,068.65	17%	18,917.91	46%	(22,373.09)
MH- Regional Early Intervention #10008	53,302.00	9,124.83	17%	24,420.88	46%	(28,881.12)
MH- ESMI	56,277.73	7,686.62	14%	27,549.93	49%	(28,727.80)
MH- Jail Based Services	50,000.00	8,559.56	17%	22,908.05	46%	(27,091.95)
SA - Outpatient #32	606,870.00	90,675.67	15%	276,626.64	46%	(330,243.36)
SA- Direct Care Salaries	313,899.00	35,915.98	11%	128,714.09	41%	(185,184.91)
SA - CARF	6,100.00	629.47	10%	2,379.98	39%	(3,720.02)
SA - HB 308	454,450.00	46,895.66	10%	177,309.04	39%	(277,140.96)
MH & SA- Peer Specialist	90,000.00	12,347.25	14%	38,174.53	42%	(51,825.47)
CCRS #100056	208,800.00	35,744.71	17%	95,663.99	46%	(113,136.01)
MH - LT Group Home -Sweetwater #100026	632,675.31	62,904.00	10%	259,966.91	41%	(372,708.40)
MH - LT Group Home - Uinta #100028	517,643.44	36,436.75	7%	220,700.17	43%	(296,943.27)
SOR- Medication Assisted Treatment	483,000.00	64,800.00	13%	226,305.00	47%	(256,695.00)
SA - Peer Review	2,500.00		0%	-	0%	(2,500.00)
Mitigation	1,830.00		0%	-	0%	(1,830.00)
CCBHC						
CCBHC	1,000,000.00	147,409.26	15%	147,409.26	15%	(852,590.74)
Regional Services - MH						
MH- Transitional Grp - Sweetwater #100026	438,588.46	87,143.36	20%	238,443.83	54%	(200,144.63)
MH - SIP- Sweetwater #34	155,302.06	20,664.56	13%	76,879.35	50%	(78,422.71)
MH- SIP- Uinta County #100025	207,069.41	20,643.67	10%	93,942.06	45%	(113,127.35)
MH- Transitional Grp - Uinta #100028	389,856.40	27,807.00	7%	157,928.65	41%	(231,927.75)
MH -Sub-Acute Crisis Residential #10027	397,917.00	46,893.11	12%	196,551.40	49%	(201,365.60)
MH -Sub-Acute Crisis Residential Uinta #10027	79,583.00	19,130.53	24%	49,112.87	62%	(30,470.13)
Regional Services - SA						
SA - Residential #30	2,241,069.28	311,804.63	14%	1,060,204.96	47%	(1,180,864.32)
SA- Residential Women and Children #30	703,347.15	61,711.74	9%	305,426.04	43%	(397,921.11)
SA- Transitional (SL) #30	199,290.49	35,516.65	18%	101,274.94	51%	(98,015.55)
SA- Detox #30	136,417.08	13,139.93	10%	74,369.49	55%	(62,047.59)
Quality of Life						
MH - Quality of Life	102,730.00	3,030.00	3%	30,581.00	30%	(72,149.00)
SA- Quality of Life	23,680.00	9,098.00	38%	19,455.00	82%	(4,225.00)
General Funds						
County	650,488.00	56,917.67	9%	227,670.68	35%	(422,817.32)
Client Fees	370,000.00	22,978.50	6%	90,488.52	24%	(279,511.48)
Insurance	631,305.00	66,077.88	10%	186,147.23	29%	(445,157.77)
Medicaid	557,825.00	22,219.49	4%	112,107.62	20%	(445,717.38)
Medicare	44,325.00	1,886.12	4%	7,115.11	16%	(37,209.89)
EAP	61,375.00	2,721.97	4%	8,144.49	13%	(53,230.51)
DFS	5,000.00	350.00	7%	1,422.74	28%	(3,577.26)
DVR/DDS	2,000.00	400.50	20%	1,111.50	56%	(888.50)
Medical Service Fees	112,000.00	1,553.12	1%	12,012.12	11%	(99,987.88)
Food Stamps	99,520.00	12,396.80	12%	25,284.53	25%	(74,235.47)
Grants and Contracts						
General Contracts	110,500.00	332.17	0%	28,786.63	26%	(81,713.37)
Treatment Court	82,800.00		0%	6,900.00	8%	(75,900.00)
Federal Probation	4,000.00		0%	-	0%	(4,000.00)
County Prevention	243,229.00	48,520.53	20%	86,192.73	35%	(157,036.27)
ARPA Capital Construction	1,780,217.00	13,636.60	1%	152,729.92	9%	(1,627,487.08)
VOA BHR	270,000.00		0%	-	0%	(270,000.00)
Miscellaneous Funds						
Operations Carryover	2,900,000.00		0%	2,900,000.00	100%	-
Reserve	1,383,095.50		0%	1,383,095.50	100%	-
Interest Earned	22,000.00	1,563.27	7%	9,178.10	42%	(12,821.90)
Commissary Funds	5,700.00	309.77	5%	1,672.51	29%	(4,027.49)
Miscellaneous	15,000.00	7,428.51	50%	11,635.17	78%	(3,364.83)
Total Revenues	\$ 16,058,720.59	\$ 1,819,718.03	11%	\$ 10,101,416.89	63%	\$ (5,957,303.70)
Total Revenue excluding carryover	\$ 20,341,816.09			\$ 5,818,321.39	29%	

**Southwest Counseling Service
Expenditures FY25**

33%

Personnel	FY25 Budget	Oct-24	% Month	YTD	%YTD	Difference
Salaries	\$ 7,918,379.34	\$ 661,705.43	8%	\$ 2,481,693.97	31%	(5,436,685.37)
FICA	685,470.00	48,013.62	7%	180,518.94	26%	(504,951.06)
Wyoming Retirement	1,203,450.00	121,729.16	10%	452,371.42	38%	(751,078.58)
Health Insurance	2,138,440.00	199,997.77	9%	782,032.79	37%	(1,356,407.21)
Life Insurance	35,700.00	4,168.11	12%	16,241.80	45%	(19,458.20)
Worker's Compensation	49,000.00	4,778.32	10%	18,642.04	38%	(30,357.96)
Unemployment	25,000.00		0%	4,979.96	20%	(20,020.04)
Wellness	13,580.00	709.07	5%	2,917.12	21%	(10,662.88)
Background Check	11,010.00	633.79	6%	3,697.81	34%	(7,312.19)
Contracts	513,000.00	55,418.81	11%	192,973.65	38%	(320,026.35)
Contract- Transitional Grp - Uinta	389,856.40	16,234.26	4%	135,839.53	35%	(254,016.87)
Contract - SIP Uinta County	207,069.41	10,694.68	5%	77,816.26	38%	(129,253.15)
Contract - Sub-Acute Crisis Stabilization	79,583.00	4,866.11	6%	35,167.29	44%	(44,415.71)
Contract - LT Group Home - Uinta	517,643.44	33,117.60	6%	198,345.54	38%	(319,297.90)
Consultation	10,000.00		0%	4,405.00	44%	(5,595.00)
Recruitment	8,225.00	84.92	1%	1,036.85	13%	(7,188.15)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	12,000.00	763.30	6%	3,408.16	28%	(8,591.84)
Vehicle Fuel	28,300.00	1,588.22	6%	6,360.24	22%	(21,939.76)
Vehicle Maintenance	16,000.00	1,903.63	12%	6,043.83	38%	(9,956.17)
Conference and Seminar Travel	22,600.00	3,184.29	14%	7,365.16	33%	(15,234.84)
Training	30,000.00	3,979.99	13%	14,833.06	49%	(15,166.94)
Operating						
Supplies	164,748.00	7,448.55	5%	39,406.41	24%	(125,341.59)
Food	235,295.00	20,257.53	9%	86,990.46	37%	(148,304.54)
Rent	113,400.00	13,384.00	12%	53,951.74	48%	(59,448.26)
Utilities	192,454.00	16,369.98	9%	69,921.88	36%	(122,532.12)
Insurance- G&P/ Vehicles	160,590.00		0%	125.00	0%	(160,465.00)
Advertising	35,500.00	13,264.00	37%	34,104.64	96%	(1,395.36)
Books/Magazines/Video	4,000.00	484.00	12%	1,699.12	42%	(2,300.88)
Client/Insurance Refund	3,000.00		0%	175.00	6%	(2,825.00)
Computer Hardware	86,000.00	297.52	0%	781.60	1%	(85,218.40)
Computer Software	475,505.00	16,762.36	4%	262,083.65	55%	(213,421.35)
Computer Maintenance	10,000.00	1,701.23	17%	1,701.23	17%	(8,298.77)
Computer Communication	57,000.00	3,252.21	6%	12,726.09	22%	(44,273.91)
Equipment	118,220.00		0%	14,099.73	12%	(104,120.27)
Leased Equipment	50,000.00	4,206.36	8%	16,380.56	33%	(33,619.44)
Maintenance	182,400.00	9,167.33	5%	34,245.16	19%	(148,154.84)
Postage	12,250.00	1,009.75	8%	3,568.80	29%	(8,681.20)
Cleaning Supplies	18,205.00	2,555.58	14%	4,487.88	25%	(13,717.12)
Telephone	74,000.00	7,429.02	10%	65,772.78	89%	(8,227.22)
Testing and Materials	20,000.00		0%	4,297.00	21%	(15,703.00)
Drug Testing	25,000.00		0%	7,031.18	28%	(17,968.82)
Client Medical	175,000.00	680.00	0%	28,244.41	16%	(146,755.59)
Client Rx	15,000.00	6,785.89	45%	29,460.95	196%	14,460.95
APRN Medical Lab Fees	20,000.00	581.00	3%	6,125.71	31%	(13,874.29)
Recreation	3,850.00	99.04	3%	1,013.06	26%	(2,836.94)
Membership Dues	30,000.00		0%	1,238.00	4%	(28,762.00)
Collection Agency	2,000.00	153.00	8%	417.60	21%	(1,582.40)
CARF	20,115.00		0%	1,095.00	5%	(19,020.00)
MH Quality of Life						
Medical	55,030.00	\$ 3,560.97	6%	15,939.20	29%	(39,090.80)
Emergency Subsistence	3,200.00	108.70	3%	930.92	29%	(2,269.08)
RX	15,000.00	2,433.24	16%	9,307.80	62%	(5,692.20)
Housing	5,100.00		0%	181.00	4%	(4,919.00)
Transportation	15,400.00	292.10	2%	865.99	6%	(14,534.01)
Recreation	1,000.00		0%	-	0%	(1,000.00)
Community Center	8,000.00		0%	-	0%	(8,000.00)
Regional Quality of Life						
Regional Quality of Life	23,680.00	1,718.01	7%	6,709.80	28%	(16,970.20)
Miscellaneous Expenses						

Finance Charge	2,000.00		0%	-	0%	(2,000.00)
Credit Card Fees	20,000.00	692.30	3%	3,887.25	19%	(16,112.75)
Other Expenses	32,255.00	1,056.82	3%	8,014.49	25%	(24,240.51)
Debt Service/Capital Maintenance						
Capital	830,000.00		0%	-	0%	(830,000.00)
ARPA Funding Capital Projects	3,113,312.50		0%	92,751.74	3%	(3,020,560.76)
Total Expenses	\$ 20,341,816.09	\$ 1,309,321.57	6%	\$ 5,546,423.25	27%	(14,795,392.84)

**Southwest Counseling Service
November 2024 Check Register**

Check No.	Vendor	Program	Check Amt.	Description
117467	Amazon	Mental Health, Admin., Bridges, Child & Adol., TC, Crisis, Century, Duran, WAP, Detox	\$ 3,571.66	Smoke alarm; wall calendar; 12V high rate Interstate batteries, qty: 16; clinical books; window wq covers; craft supplies for Halloween; analog telephone adapter; office supplies; cleaning supplies; AA batteries; manual can opener; Alpine Swiss laptop briefcase, qty: 5; Kasa smart plug; Amazon Basic space heater
117468	Century Link	TC, Recovery	111.68	Monthly telephone service 10/25-11/24/24
117469	CenturyLink Business Services - Lumen	Mental Health, TC, Recovery, Bridges, Medical	4,103.30	Business IP, data, and voice service
117470	First Bankcard	Admin., Mental Health, QOL, Duran, TC, Recovery, Prevention, Bridges, CCBHC, Medical, Child & Adol., Century, Crisis, Detox, 3-SOR-MAT, 4-SOR-MAT, Independence	16,812.17	Vehicle fuel; zip folders, qty: 3; client Rx, housing, & medical covered under QOL grant; propane exchange; recruitment; PESI training webinar; QPR instructor training for Prevention; Mandt Training, qty: 10; Casper Star Triune renewal; board meeting advertisement; Advanced Resolution Therapy training; lock cores for door locks; Desk 3500 terminals (credit card terminals), qty: 4; drinking fountain sensor kit; recreation for peer outing; pizza for clients; replacement furniture for Rosen; Botox vials, qty: 4; Suicide Symposium in Casper; Pat Swan-Smith Retreats; Amazon Prime renewal; client Rx covered under MAT grant; computer hardware; racquetball supplies; OTC cold relief
117471	Kum&Go Fleet	Independence, Transitions, Recovery, Crisis, Detox, Duran, Century, Continental, Admin., WAP, TC, Prevention	1,959.41	Fuel for SCS vehicles
117472	LocumTenens	Psychiatric	7,481.40	Services Rendered From 10/10-10/17/24
117473	Nicholas & Company	Century, Duran, WAP, Bridges, Transitions, Continental, Independence	4,632.38	Food and paper supplies
117474	Pain Care Center	3-SOR-MAT, 4-SOR-MAT	6,170.00	MAT services for clients. Paid for by MAT grant
117475	Petty Cash	QOL, SAQOL, Continental, Transitions, Independence	708.44	Client transportation covered under QOL grant; food and recreation for Bridges clients
117476	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical, Emergency, Independence, Duran, WAP, Continental, Transitions	855.90	Residential homes, agency phones, and notebook line access monthly charges- 9/16-10/15/24

**Southwest Counseling Service
November 2024 Check Register**

117477	White Mountain Water & Sewer District	WAP, Duran	435.46	Water and sewer reading from 9/16-10/15/24
117478	Pioneer Counseling	Admin	49,867.47	October bed days
117479	Wyo Waste	Mental Health, Duran, WAP, Century, Bridges, Medical, TC, Recovery, Child & Adol.	1,362.10	Monthly waste collection 11/1-11/30/24
117480	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence	3,178.20	Business internet service 11/1-11/30/24
117481	Altitude Analysis	Admin., Duran, WAP, Continental	510.00	Background testing for potential employees- 10/8-10/23/24
117482	Insurance Information Exchange	Admin., Continental, Mental Health, TC, Independence, Crisis, Child & Adol., Duran	289.76	Motor vehicle reports
117483	Leaf Prior SVC By TimePayment	Bridges, Mental Health	120.00	Monthly water system
117484	Western Star Communications LLC	Mental Health, TC	309.50	Business answering service and transaction usage for November 2024
117485	Century Link	TC, Recovery, Mental Health	223.36	Monthly telephone service 11/7-12/6/24
117486	CenturyLink Business Services - Lumen	TC, Recovery, Admin., Bridges, Medical	4,206.73	Business IP, data, and voice service
117487	FedEx	Crisis, Detox	31.74	Postage for Opioid Contract
117488	Pitney Bowes Purchase Power	TC, Recovery	502.25	Meter refill- SN-0378038
117489	RMP- Rocky Mountain Power	Child & Adol., Transitions, Mental Health, Duran, WAP, Sober Living, SIP, Century, Crisis, Detox, Continental, Independence	3,453.02	Monthly energy and power readings ending 11/1/24
117490	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	3,072.45	Monthly water and sewer readings 9/26-10/28/24
117491	Wal-Mart	Transitions, Crisis, Detox, Continental, Bridges, Independence, Century, WAP, TC	7,017.82	Food, cleaning supplies, client Rx & medical covered under QOL grant, Halloween supplies; dry-erase board; Mobi thermometer; consumables
117492	U.S. Bank	TC, Recovery	1,474.49	Leased copy/printers
117493	Ace Hardware	Admin., WAP, Child & Adol., Century	316.93	General hardware; dryer vent duct; employee safety supplies
117494	AdTel International, Inc.	TC, Mental Health	1,495.00	Software & Support License, qty: 1; Software & Support Additional Loc., qty: 2; Full Time Monthly Provider, qty: 14; Part Time Monthly Provider, qty: 5; e-forms FT, qty: 14; e-forms part time, qty: 5; Extreme Part Time; Surveys; 10-DLC
117495	All Pro Storage	Admin	270.00	Monthly storage for units A-8, A-10, & C-3

**Southwest Counseling Service
November 2024 Check Register**

117496	Amazon	WAP, Admin., TC, Crisis, Crisis Continuum, Century, Duran, Detox, Transitions, Independence, Continental	2,005.76	Dream catcher crafts; first-aid supplies; 32 pack clipboards; grill screens for cleaning outdoor grills; Sharp calculator; wall calendars & monthly planners, qty: 83; toilet paper
117497	Carrier Corporation	Mental Health	863.00	Labor associated with roof repair at College Hill
117498	Century Link	Bridges, Medical	68.37	Monthly telephone service 11/7-12/6/24
117499	Coal Creek Law	Admin	2,137.50	Professional services rendered 9/4-10/30/24
117500	Copier & Supply	Mental Health, TC, Recovery, Admin., Bridges, Medical	2,518.68	Contract base rate charges for SAVIN/MP copiers; staple refill
117501	Cowboy Supply House	Admin	107.38	Filters for Versamatic vacuum
117502	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	851.62	Office rugs maintenance- 10/17-11/7/24
117503	Electronic Network System	Admin	100.47	EDI Claims; Remittance Advice
117504	Enbridge Gas	Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin., Mental Health, Child & Adol.	3,545.03	Monthly gas service from 10/15-11/14/24
117505	Enkompas BI	Admin	6,500.00	BI Platform Module- Finance Module
117506	Farmers Brothers	TC, Recovery, Bridges	1,371.36	House blend coffee, qty: 12
117507	Green River Star	Admin	80.00	Health & fitness advertisement; call for bids regarding Modular
117508	Hagemann, Andrew	CCBHC, 4-SOR-MAT	4,585.00	Contractual Project Evaluator for CCBHC grant (Dates rendered 10/7-11/2/24)
117509	High Security Lock & Alarm	TC, Recovery, Mental Health	617.00	Arrow lever & labor; tested communications on the alarm panel and tested panic alarm system
117510	Home Depot- Credit Services	Duran, Century, Child & Adol.	1,026.98	General maintenance hardware; tools; flood light; batteries; cordless blinds
117511	JM Electrical Inc.	Transitions, TC, Recovery	5,703.00	Installation of 90K Intertherm Furnace; replaced fuse in control box of chiller; installation of new oven
117512	JME Fire Protection, Inc.	Independence, Bridges, Medical	838.85	Annual stored pressure inspections; O Rings; 4 year tags
117513	Kronos	Admin	1,568.25	UKG Ready Time- Timekeeping software
117514	LocumTenens	Psychiatric	15,522.91	Services Rendered From 10/21-11/7/24
117515	Nicholas & Company	Century, Duran, WAP, Bridges, TC, Transitions, Continental, Independence	14,063.88	Food and paper supplies
117516	Petty Cash	QOL, Transitions, Continental, Independence, TC, Mental Health, Admin., Bridges	462.14	Client Rx covered under QOL grant; food and recreation for Bridges clients; backgrounds for potential employees
117517	Pioneer Counseling	Admin	47,108.57	October payment; true up payment

**Southwest Counseling Service
November 2024 Check Register**

117518	Plan One/Architects	WAP, Duran, Bridges	2,304.03	Construction administration phase billable hours 9/24-10/9/24
117519	Redwood Toxicology Laboratory, Inc.	Recovery, Crisis, Detox	3,224.50	Outpatient drug testing 9/6-9/27/24
117520	Reece, Sidney	Admin	3,898.50	Contractual employee
	Refresh Design Studio	Admin	281.25	Website maintenance- SAMHSA National Recovery Month; board meeting information; Behavioral Health Redesign update
117521	RingCentral Inc.	Admin	23.55	Calling credits package 20
117522	RMP- Rocky Mountain Power	TC, Recovery, Bridges, Medical	3,647.06	Monthly energy and power readings ending 10/8-11/6/24
117523	Rocky Mountain Air Solutions	Medical	116.20	Industrial liquid nitrogen delivery
117524	Royal Flush	Prevention	475.00	Suicide prevention bathroom ads for November
117525	RS Winnelson	Century	1,045.82	New Water Heater- SN: 2428139892748
117526	SCS	QOL	7,563.00	Client medical fees covered by QOL Grant
117527	SCS	4-SOR-MAT	292.00	Client medical fees covered by 4-SOR-MAT Grant
117528	Shadow Mountain Water of Wyoming, Inc.	TC, Mental Health	150.00	Bio-Sure Plus Filter, qty: 2
117529	Shadow Ridge	Sober Living	5,800.00	December rent for recovery clients
117530	Silver Ridge Village	SIP	6,850.26	December rent and October utilities for SIP apartments
117531	Smiths	4-SOR-MAT, QOL, WAP, Century, Duran	8,643.72	Client RX; commissary items; med room supplies
117532	Swan-Smith, Patricia	Recovery, CCBHC	5,173.75	Contract services rendered 10/12-11/12/24; Retreats paid for by CCBHC grant 10/18-11/10/24
117533	Sweetwater County District Board of Health	Mental Health	399.00	Employee vaccine & administration fees
117534	Sweetwater Trophies and Engraving	Admin	60.00	Engraving five brass tags
117535	SweetwaterNOW	Prevention	2,050.00	Adult overconsumption ads for October
117536	The Tire Den	TC	667.72	225/65R17 - Mount new tires on Dodge Journey
117537	University of Utah Medical Center - Psych	Psychiatric	8,625.00	Services rendered from 9/3-10/30/24
117538	Wakefield & Associates LLC	Admin	38.00	Collections payments
117539	Wal-Mart	Sober Living, Century, Duran, WAP, Crisis, Detox, Independence, Transitions, Admin., Bridges, TC, Recovery, QOL	5,081.44	Food; cleaning supplies; client Rx; consumables
117540	WyoData Security Inc.	Mental Health, Bridges	735.00	Confidential paper collection and disposal

**Southwest Counseling Service
November 2024 Check Register**

117541	Wyolectric, Inc.	TC, Recovery	3,793.38	Installation of new VFD (Variable-Frequency Drive)
117542	Wyoming Department of Agriculture	TC, Bridges	200.00	Annual food licensure
117543	Wyoming Department of Health	Medical	711.00	Client Lab fees rendered 10/7-10/28/24
117544	WyoRadio	Prevention, BHD-Media	5,791.00	Adult overconsumption ads for October; BHD-Media advertisements for November and December
117545	YESCO Outdoor Media	BHD-Media	750.00	Advertisement posted 11/18-12/15/24 covered under BHD-Media Grant
117546	Zoom Video Communications Inc.	Admin	14,521.48	Zoom workplace annual licenses, qty: 27; Zoom rooms annual, qty: 13
117547	4imprint, Inc.	Crisis, Transitions, Independence, Continental, Century, Duran, WAP, Detox	1,003.20	Water bottles for new admits
117548	Client Refund	Recovery	50.00	Refund due to overpayment on account
117549	Client Refund	Recovery	17.00	Refund due to overpayment on account
117550	Client Refund	Mental Health	79.80	Refund due to overpayment on account
117551	Client Refund	Sober Living	36.00	Refund due to overpayment on account
117552	Client Refund	Mental Health	164.00	Refund due to overpayment on account
117553	Client Refund	Mental Health	23.00	Refund due to overpayment on account
117554	Client Refund	Recovery	82.00	Refund due to overpayment on account
117555	Client Refund	Psychiatric	194.00	Refund due to overpayment on account
117556	Client Refund	Psychiatric	42.25	Refund due to overpayment on account
117557	Client Refund	Transitions	18.00	Refund due to overpayment on account
117558	Client Refund	Mental Health	25.00	Refund due to overpayment on account
117559	Client Refund	Mental Health	80.00	Refund due to overpayment on account
117560	Client Refund	Mental Health	25.00	Refund due to overpayment on account
117561	Beutel, Holly	Admin	46.36	Employee reimbursements
117562	Bramwell, Kimberly	Mental Health	40.00	Employee reimbursements
117563	Brown, Rhonda	TC	133.80	Employee reimbursements
117564	Congdon, Taneesa	Mental Health	541.77	Employee reimbursements
117565	Gatley, Jayda	Prevention	48.24	Employee reimbursements
117566	Grenier, Dana	Medical	40.00	Employee reimbursements
117567	Gomez, Janell	Mental Health	26.13	Employee reimbursements
117568	Haney, Shaelyn	Prevention	87.67	Employee reimbursements
117569	Keith, Kaleb	Admin	24.79	Employee reimbursements
117570	Legault, Christy	TC	192.15	Employee reimbursements
117571	Love, Michal	Child & Adol.	40.00	Employee reimbursements
117572	Moser, Amy	Admin	293.12	Employee reimbursements
117573	Norton, Krystle	Recovery	79.73	Employee reimbursements
117574	Schirmer, Eric	Admin	5.52	Employee reimbursements

**Southwest Counseling Service
November 2024 Check Register**

117575	Swanson, Stephanie	Recovery	74.49	Employee reimbursements
117576	Wray-Marchetti, Melissa	Admin.	40.00	Employee reimbursements
117577	Blomquist Hale Consulting	Personnel	546.26	Wellness/EAP
117578	Sweetwater County Section 125	Payroll Deduction	4,713.26	Payroll Liability
117579	Empower Trust Company, LLC	Payroll Deduction	4,020.00	Payroll Liability
117580	Goldman Sachs 529 Plan	Payroll Deduction	2,000.00	Payroll Liability
117581	NCPERS Wyoming	Payroll Deduction	208.00	Payroll Liability
117582	Wyoming Retirement System	Personnel	107,830.79	Payroll Liability
117583	Aflac	Payroll Deduction	1,015.43	Payroll Liability
117584	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	3,218.73	Payroll Liability
117585	Sweetwater County Claim Fund	Personnel and Payroll Deductions	224,165.47	Payroll Liability
117586	Aflac Group	Payroll Deduction	1,720.89	Payroll Liability
117587	Transamerica	Personnel	2,106.30	Group Life Insurance
117588	Circuit Court Third Judicial District	Payroll Deduction	493.45	Payroll Liability
117589	Circuit Court Third Judicial District	Payroll Deduction	319.76	Payroll Liability
117590	Circuit Court Third Judicial District	Payroll Deduction	721.68	Payroll Liability
117591	Wyoming Dept. of Workforce Services	Personnel	8,923.26	Unemployment Liability
EFTPS	RSNB	Personnel and Payroll Deductions	136,346.81	Payroll Taxes
400042-400048 & Electronic	Salaries	Payroll	451,804.44	Salaries

\$1,282,807.58

Previous Business

FY25 Drawdown of Residential Funds

**Based on FY24 Funding Levels
Goal is 8.33%/mo*

	Jul-24	Aug-24	Sep-24	Oct-24	FY25 YTD
Total SUD	70 beds				\$ 1,968,074.40
Bed Days Provided:	1785	1924	1826	1615	7150
Provided:	\$ 165,800.84	\$ 187,356.80	\$ 190,470.98	\$ 159,089.18	\$ 702,717.80
YTD Provided:	\$ 165,800.84	\$ 353,157.64	\$ 543,628.62	\$ 702,717.80	
\$ Needed per Month:	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 1,265,356.60
Deficit/Overage:	\$ 1,794.64	\$ 23,350.60	\$ 26,464.78	\$ (4,917.02)	
Monthly Utilization:	101.09%	114.24%	116.14%	97.00%	35.71%
YTD Utilization:	101.09%	107.67%	110.49%	107.12%	

SUD Rates	
SUD Residential	\$ 125.00
Social Detox	\$ 141.10
Sober Living	\$ 30.82

	32 beds				\$ 735,939.50
Total MH	731	749	773	856	3109
Bed Days Provided:					
Provided:	\$ 42,740.40	\$ 43,076.10	\$ 45,225.44	\$ 51,792.68	\$ 182,834.62
YTD Provided:	\$ 42,740.40	\$ 85,816.50	\$ 131,041.94	\$ 182,834.62	
\$ Needed per Month:	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 553,104.88
Deficit/Overage:	\$ (18,587.89)	\$ (18,252.19)	\$ (16,102.85)	\$ (9,535.61)	
Monthly Utilization:	69.69%	70.24%	73.74%	84.45%	24.84%
YTD Utilization:	69.69%	69.96%	71.22%	74.53%	

MH Rates	
Transitional	\$ 83.10
Long Term	\$ 73.48
SIP	\$ 22.06

Sub-Acute	5 beds				\$ 238,750.20
Bed Days Provided:	59	74	68	33	234
Provided:	\$ 14,204.25	\$ 17,815.50	\$ 16,371.00	\$ 7,944.75	\$ 56,335.50
YTD Provided:	\$ 14,204.25	\$ 32,019.75	\$ 48,390.75	\$ 56,335.50	
\$ Needed per Month:	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 182,414.70
Deficit/Overage:	\$ (5,691.60)	\$ (2,080.35)	\$ (3,524.85)	\$ (11,951.10)	
Monthly Utilization:	71.39%	89.54%	82.28%	39.93%	
YTD Utilization:	71.39%	80.47%	85.91%	61.11%	23.60%

Sub-Acute Rate	
Sub-Acute	\$ 240.75

Overall	107 beds				\$ 2,942,764.10
Bed Days Provided:	2575	2747	2667	2504	10493
Provided:	\$ 222,745.49	\$ 248,248.40	\$ 252,067.42	\$ 218,826.61	\$ 941,887.92
YTD Provided:	\$ 222,745.49	\$ 470,993.89	\$ 723,061.31	\$ 941,887.92	
\$ Needed per Month:	245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 2,471,770.21
Deficit/Overage:	\$ (22,484.85)	\$ 102,213.82	\$ 102,213.82	\$ 213.82	
YTD Deficit/Overage:	\$ (22,484.85)	\$ (19,466.79)	\$ (12,629.71)	\$ (39,033.45)	
Monthly Utilization:	90.83%	101.23%	102.79%	89.23%	32.01%
YTD Utilization:	90.83%	96.03%	98.28%	96.02%	

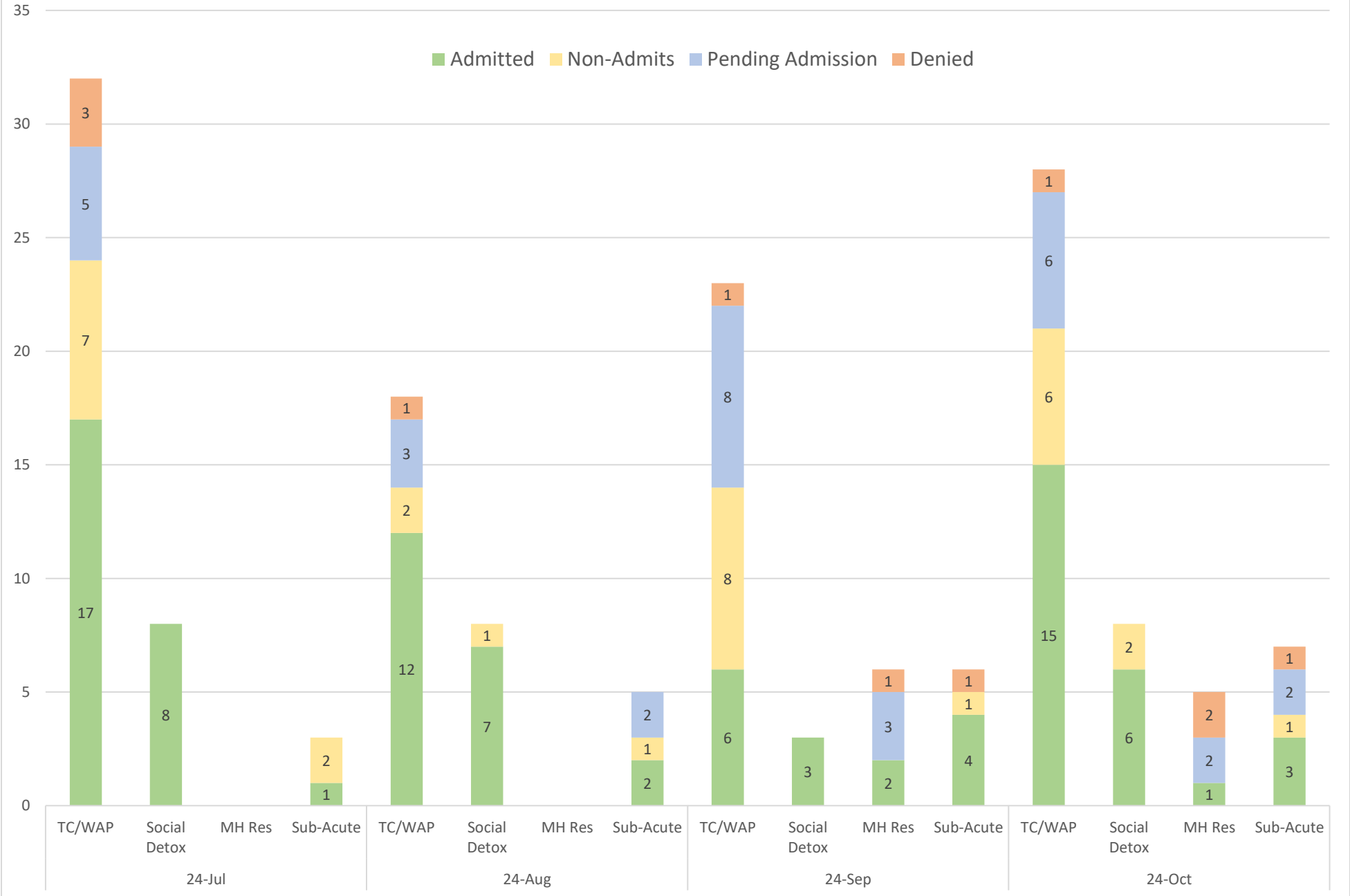
Opioid Detox Grant	375 days				\$ 139,125.00
Bed Days Provided:	n/a	n/a	n/a	n/a	0
Provided:		-	-	-	-
YTD Provided:	-			-	

Opioid Detox Rate	
Opioid Grant	\$ 371.00

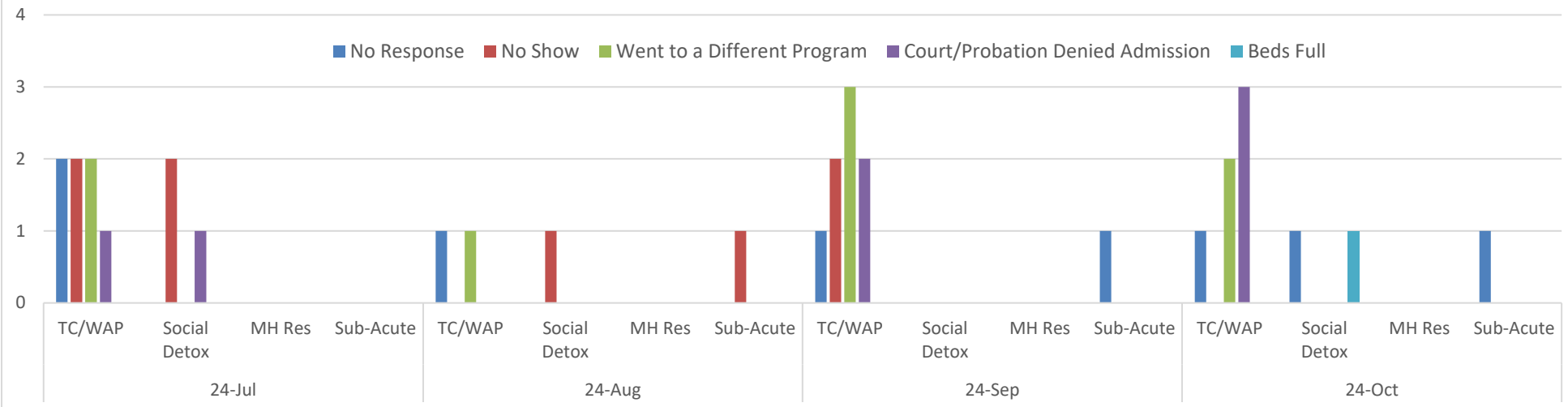
Sub-Acute Grant	1180 days				\$ 383,396.00
Bed Days Provided:	n/a	n/a	n/a	28	28
Provided:	-	-	-	\$ 9,100.00	\$ 9,100.00
YTD Provided:	-	-	-	\$ 9,100.00	

Sub-Acute Rate	
Sub-Acute G	\$ 325.00

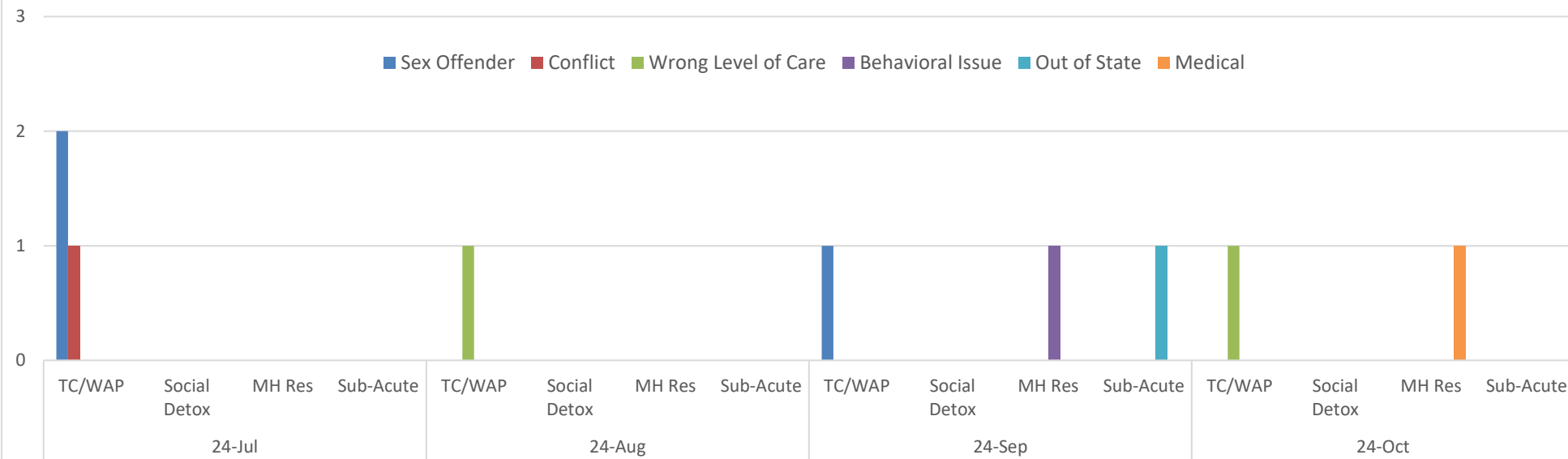
Residential Referrals and Admissions



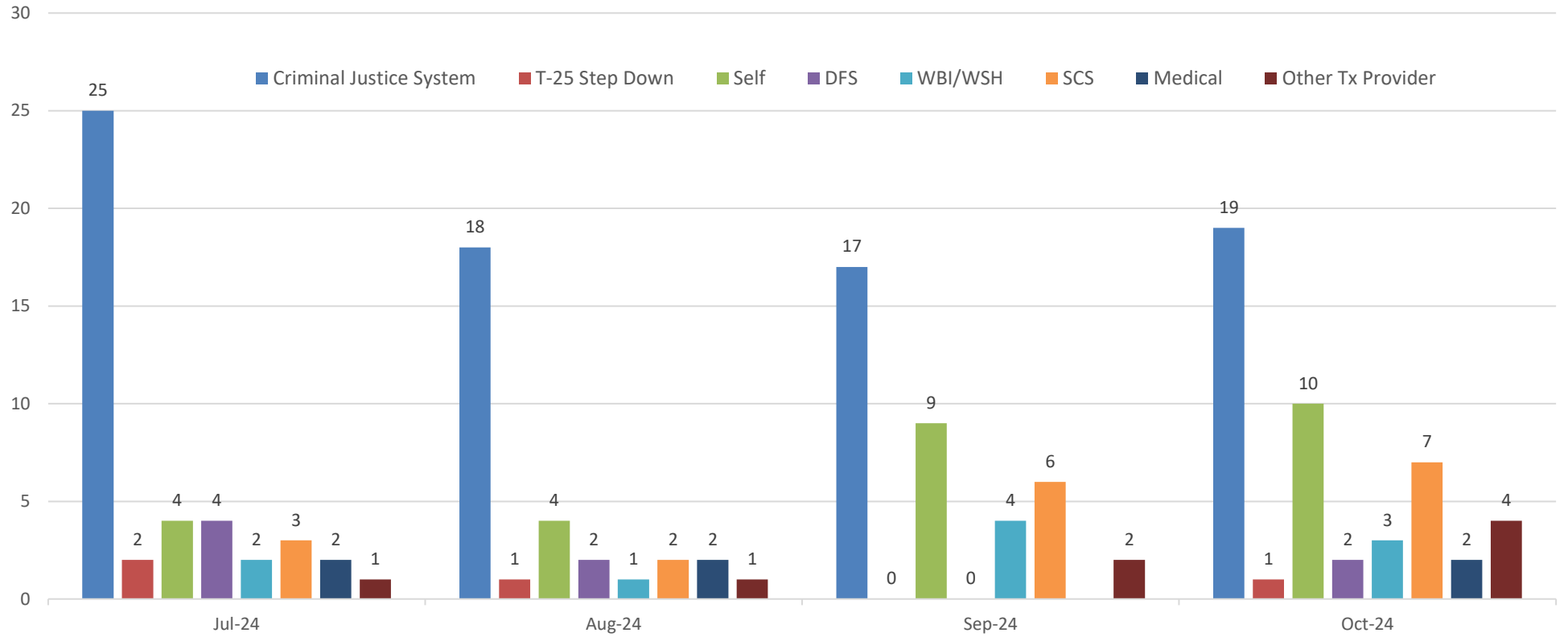
Reason for Non-Admits



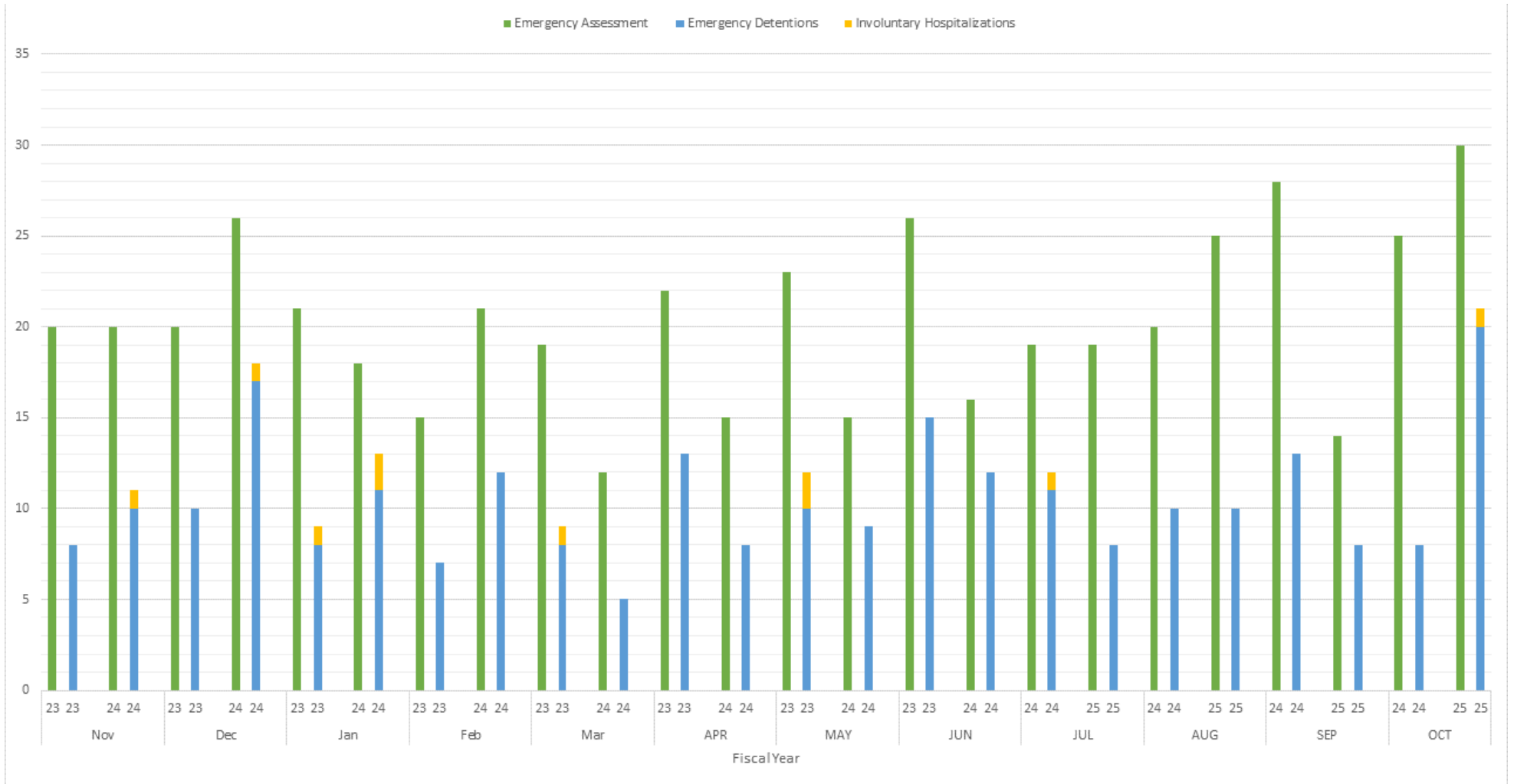
Reason for Denials



Combined Referral Sources



Southwest Counseling Service Title 25 Emergency Detentions, Involuntary Hospitalizations, and Emergency Assessments





Enriching lives through wellness, recovery, and hope

November 20, 2024

SCS provides mental health and substance disorder services in Sweetwater County. The following positions offer direct services: Full-Licensed Clinicians, Provisional Clinicians, Certified Social Workers, Certified Addictions Practitioners, Case Managers, Peer Specialists, and Treatment Support Staff. SCS has a medical office that employs a Nurse Practitioner, Medical Assistant, and Medical Services Clerk. Prevention Specialists provide prevention services throughout the community. Ancillary services are also offered at SCS which include: Clerical, HR, Accounts Receivable/Payable, Purchasing, Data Clerk, Maintenance/Groundskeeper, and Information Technology/PC Network. Administration oversight is provided by Managers and Supervisors in all service areas, along with the CEO. Currently, SCS has 137 FTEs.

Current Openings at SCS:

Treatment Support Staff	4
HR Clerk	.5
APRN – Psychiatric	1
Clinical Supervisor	1
Administrative Assistant	1

November SCS Staffing Report

Position	Range #	FTE's Filled	Vacant FTE's
Chief Executive Officer	85	1	0
Program Operations Coordinator	46	2	0
Treatment Support - Recovery	32	30.5	4
Residential Coordinator	41	1	0
Treatment Support - Psychosocial	32	23.5	0
Case Manager Supervisor	46	1	0
Case Manager	39	13	0
Peer Specialist	34	5	0
Office Manager	52	1	0
Clerical	32	9.5	0
Administrative Assistant	36	0	1
Custodian	29	3	0
Human Resources Manager	55	1	0
Human Resources Payroll Clerk	40	1	0
Human Resources Clerk	36	1.5	0.5
Chief Financial Officer	69	1	0
A/R Supervisor	45	1	0
A/P Clerk	36	1	0
A/R Clerk	36	2	0
Data Clerk	36	1	0
MyAvatar Specialist	50	1	0
Purchasing Clerk	36	1	0
Medical Services Clerk	36	1	0
APRN - General	81	1	0
APRN - Psychiatric	81	0	1
Medical Assistant	37	1	0
Maintenance Supervisor	64	0.5	0
Maintenance Level 2	36	1	0
Lawn Care - Groundskeeper	29	0.5	0
Network Administrator	67	1	0
PC/Network Support	50	1	0
Manager of Psychosocial Services	72	1	0
Manager of Mental Health Services	72	1	0
Manager of Children and Family Services	70	1	0
Recovery Services Manager	76	1	0
Clinical Supervisor	66	2	1
Clinician - Fully Licensed	64	7	0
Provisional Clinician	56	9	0
Certified Addictions Practitioner	49	1	0
Certified Social Worker	49	3	0
Prevention Specialist	39	2	0

Range #	Title	Pay Period		
16		Hourly	\$ 10.55	\$ 17.41
		Monthly	1,828.67	3,017.73
		Annual	\$ 21,944.00	\$ 36,212.80
17		Hourly	\$ 10.81	\$ 17.85
		Monthly	1,874.38	3,093.18
		Annual	\$ 22,492.60	\$ 37,118.12
18		Hourly	\$ 11.08	\$ 18.29
		Monthly	1,921.24	3,170.51
		Annual	\$ 23,054.92	\$ 38,046.07
19		Hourly	\$ 11.36	\$ 18.75
		Monthly	1,969.27	3,249.77
		Annual	\$ 23,631.29	\$ 38,997.22
20		Hourly	\$ 11.65	\$ 19.22
		Monthly	2,018.51	3,331.01
		Annual	\$ 24,222.07	\$ 39,972.16
21		Hourly	\$ 11.94	\$ 19.70
		Monthly	2,068.97	3,414.29
		Annual	\$ 24,827.62	\$ 40,971.46
22		Hourly	\$ 12.23	\$ 20.19
		Monthly	2,120.69	3,499.65
		Annual	\$ 25,448.31	\$ 41,995.75
23		Hourly	\$ 12.54	\$ 20.70
		Monthly	2,173.71	3,587.14
		Annual	\$ 26,084.52	\$ 43,045.64
24	Bridges Cook	Hourly	\$ 12.85	\$ 21.21
		Monthly	2,228.05	3,676.82
		Annual	\$ 26,736.63	\$ 44,121.78
25		Hourly	\$ 13.18	\$ 21.74
		Monthly	2,283.75	3,768.74
		Annual	\$ 27,405.05	\$ 45,224.82
26		Hourly	\$ 13.50	\$ 22.29
		Monthly	2,340.85	3,862.95
		Annual	\$ 28,090.18	\$ 46,355.45
27		Hourly	\$ 13.84	\$ 22.84
		Monthly	2,399.37	3,959.53
		Annual	\$ 28,792.43	\$ 47,514.33
28		Hourly	\$ 14.19	\$ 23.41
		Monthly	2,459.35	4,058.52
		Annual	\$ 29,512.24	\$ 48,702.19
29	Janitor Lawn Care - Seasonal Maintenance 1	Hourly	\$ 14.54	\$ 24.00
		Monthly	2,520.84	4,159.98
		Annual	\$ 30,250.05	\$ 49,919.74
30		Hourly	\$ 14.91	\$ 24.60
		Monthly	2,583.86	4,263.98
		Annual	\$ 31,006.30	\$ 51,167.74
31		Hourly	\$ 15.28	\$ 25.21
		Monthly	2,648.45	4,370.58
		Annual	\$ 31,781.45	\$ 52,446.93

32	Scanning Clerk	Hourly	\$ 15.66	\$ 25.85
	Office Support Staff	Monthly	2,714.67	4,479.84
	Residential Treatment Support Staff	Annual	\$ 32,575.99	\$ 53,758.11
	Transportation IOP Clerk Daycare			
33		Hourly	\$ 16.05	\$ 26.49
		Monthly	2,782.53	4,591.84
		Annual	\$ 33,390.39	\$ 55,102.06
34	Peer Specialist	Hourly	\$ 16.45	\$ 27.15
		Monthly	2,852.10	4,706.63
		Annual	\$ 34,225.15	\$ 56,479.61
35	Non-Degreed Case Manager	Hourly	\$ 16.87	\$ 27.83
	CAPA	Monthly	2,923.40	4,824.30
	Benefit Enrollment Specialist	Annual	\$ 35,080.78	\$ 57,891.60
36	Maintenance 2	Hourly	\$ 17.29	\$ 28.53
	Purchasing Clerk	Monthly	2,996.48	4,944.91
	Human Resource Administrative Clerk	Annual	\$ 35,957.80	\$ 59,338.89
	Medical Services Clerk			
	Accounts Receivable/Insurance Billing Clerk			
	Data Clerk Administrative Assistant			
37	Medical Assistant	Hourly	\$ 17.72	\$ 29.24
		Monthly	3,071.40	5,068.53
		Annual	\$ 36,856.74	\$ 60,822.36
38		Hourly	\$ 18.16	\$ 29.97
		Monthly	3,148.18	5,195.24
		Annual	\$ 37,778.16	\$ 62,342.92
39	Case Manager	Hourly	\$ 18.62	\$ 30.72
	Prevention Specialist	Monthly	3,226.88	5,325.12
	Employment Specialist	Annual	\$ 38,722.62	\$ 63,901.49
40	Accounts Payable Clerk	Hourly	\$ 19.08	\$ 31.49
	Payroll Clerk	Monthly	3,307.56	5,458.25
		Annual	\$ 39,690.68	\$ 65,499.03
41	Residential Coordinator	Hourly	\$ 19.56	\$ 32.28
		Monthly	3,390.25	5,594.71
		Annual	\$ 40,682.95	\$ 67,136.51
42		Hourly	\$ 20.05	\$ 33.08
		Monthly	3,475.00	5,734.58
		Annual	\$ 41,700.02	\$ 68,814.92
43	Licensed Practical Nurse	Hourly	\$ 20.55	\$ 33.91
		Monthly	3,561.88	5,877.94
		Annual	\$ 42,742.52	\$ 70,535.29
44		Hourly	\$ 21.06	\$ 34.76
		Monthly	3,650.92	6,024.89
		Annual	\$ 43,811.09	\$ 72,298.67
45	Accounts Receivable Supervisor	Hourly	\$ 21.59	\$ 35.63
		Monthly	3,742.20	6,175.51
		Annual	\$ 44,906.36	\$ 74,106.14

46	Case Manager Supervisor Program Operations Supervisor	Hourly	\$ 22.13	\$ 36.52
		Monthly	3,835.75	6,329.90
		Annual	\$ 46,029.02	\$ 75,958.80
47	Public Relations Specialist	Hourly	\$ 22.68	\$ 37.43
		Monthly	3,931.65	6,488.15
		Annual	\$ 47,179.75	\$ 77,857.77
48		Hourly	\$ 23.25	\$ 38.37
		Monthly	4,029.94	6,650.35
		Annual	\$ 48,359.24	\$ 79,804.21
49	Certified Social Worker Certified Addictions Worker	Hourly	\$ 23.83	\$ 39.33
		Monthly	4,130.69	6,816.61
		Annual	\$ 49,568.22	\$ 81,799.31
50	PC Support Specialist myAvatar Specialist Data Analyst 1	Hourly	\$ 24.43	\$ 40.31
		Monthly	4,233.95	6,987.02
		Annual	\$ 50,807.43	\$ 83,844.30
51		Hourly	\$ 25.04	\$ 41.32
		Monthly	4,339.80	7,161.70
		Annual	\$ 52,077.61	\$ 85,940.40
52	Office Manager	Hourly	\$ 25.66	\$ 42.35
		Monthly	4,448.30	7,340.74
		Annual	\$ 53,379.55	\$ 88,088.91
53		Hourly	\$ 26.30	\$ 43.41
		Monthly	4,559.50	7,524.26
		Annual	\$ 54,714.04	\$ 90,291.14
54		Hourly	\$ 26.96	\$ 44.49
		Monthly	4,673.49	7,712.37
		Annual	\$ 56,081.89	\$ 92,548.42
55	Human Resource Manager	Hourly	\$ 27.64	\$ 45.61
		Monthly	4,790.33	7,905.18
		Annual	\$ 57,483.94	\$ 94,862.13
56	Provisional Clinician	Hourly	\$ 28.33	\$ 46.75
		Monthly	4,910.09	8,102.81
		Annual	\$ 58,921.04	\$ 97,233.68
57		Hourly	\$ 29.04	\$ 47.92
		Monthly	5,032.84	8,305.38
		Annual	\$ 60,394.07	\$ 99,664.52
58		Hourly	\$ 29.76	\$ 49.11
		Monthly	5,158.66	8,513.01
		Annual	\$ 61,903.92	\$ 102,156.13
59		Hourly	\$ 30.51	\$ 50.34
		Monthly	5,287.63	8,725.84
		Annual	\$ 63,451.52	\$ 104,710.04
60	Psychological Resident	Hourly	\$ 31.27	\$ 51.60
		Monthly	5,419.82	8,943.98
		Annual	\$ 65,037.80	\$ 107,327.79
61		Hourly	\$ 32.05	\$ 52.89
		Monthly	5,555.31	9,167.58
		Annual	\$ 66,663.75	\$ 110,010.98
62		Hourly	\$ 32.85	\$ 54.21
		Monthly	5,694.20	9,396.77
		Annual	\$ 68,330.34	\$ 112,761.26

63		Hourly	\$ 33.67	\$ 55.57
		Monthly	5,836.55	9,631.69
		Annual	\$ 70,038.60	\$ 115,580.29
64	Facility Maintenance Supervisor	Hourly	\$ 34.51	\$ 56.96
	Data Architect	Monthly	5,982.46	9,872.48
	Licensed Clinician	Annual	\$ 71,789.57	\$ 118,469.80
65	Registered Nurse	Hourly	\$ 35.38	\$ 58.38
		Monthly	6,132.03	10,119.30
		Annual	\$ 73,584.31	\$ 121,431.54
66	Clinical Supervisor	Hourly	\$ 36.26	\$ 59.84
		Monthly	6,285.33	10,372.28
		Annual	\$ 75,423.91	\$ 124,467.33
67	Network Administrator	Hourly	\$ 37.17	\$ 61.34
	Clinical Quality Review	Monthly	6,442.46	10,631.58
	Licensed Psychologist	Annual	\$ 77,309.51	\$ 127,579.01
68		Hourly	\$ 38.10	\$ 62.87
		Monthly	6,603.52	10,897.37
		Annual	\$ 79,242.25	\$ 130,768.49
69	Chief Financial Officer	Hourly	\$ 39.05	\$ 64.44
		Monthly	6,768.61	11,169.81
		Annual	\$ 81,223.31	\$ 134,037.70
70	Manager of Children and Family Services	Hourly	\$ 40.03	\$ 66.05
		Monthly	6,937.82	11,449.05
		Annual	\$ 83,253.89	\$ 137,388.64
71		Hourly	\$ 41.03	\$ 67.70
		Monthly	7,111.27	11,735.28
		Annual	\$ 85,335.24	\$ 140,823.36
72	Manager of Mental Health Services	Hourly	\$ 42.05	\$ 69.40
	Manager of Psychosocial Services	Monthly	7,289.05	12,028.66
		Annual	\$ 87,468.62	\$ 144,343.94
73		Hourly	\$ 43.10	\$ 71.13
		Monthly	7,471.28	12,329.38
		Annual	\$ 89,655.33	\$ 147,952.54
74		Hourly	\$ 44.18	\$ 72.91
		Monthly	7,658.06	12,637.61
		Annual	\$ 91,896.72	\$ 151,651.36
75		Hourly	\$ 45.29	\$ 74.73
		Monthly	7,849.51	12,953.55
		Annual	\$ 94,194.13	\$ 155,442.64
76	Manager of Recovery Services	Hourly	\$ 46.42	\$ 76.60
		Monthly	8,045.75	13,277.39
		Annual	\$ 96,548.99	\$ 159,328.71
77		Hourly	\$ 47.58	\$ 78.52
		Monthly	8,246.89	13,609.33
		Annual	\$ 98,962.71	\$ 163,311.92
78		Hourly	\$ 48.77	\$ 80.48
		Monthly	8,453.06	13,949.56
		Annual	\$ 101,436.78	\$ 167,394.72
79		Hourly	\$ 49.99	\$ 82.49
		Monthly	8,664.39	14,298.30
		Annual	\$ 103,972.70	\$ 171,579.59

80		Hourly	\$ 51.24	\$ 84.55
		Monthly	8,881.00	14,655.76
		Annual	\$ 106,572.02	\$ 175,869.08
81	Advanced Nurse Practitioner Physician Assistant	Hourly	\$ 52.52	\$ 86.67
		Monthly	9,103.47	15,021.72
		Annual	\$ 109,241.64	\$ 180,260.60
82		Hourly	\$ 53.83	\$ 88.83
		Monthly	9,330.60	15,397.70
		Annual	\$ 111,967.22	\$ 184,772.45
83		Hourly	\$ 55.18	\$ 91.05
		Monthly	9,563.87	15,782.65
		Annual	\$ 114,766.40	\$ 189,391.76
84		Hourly	\$ 56.56	\$ 93.33
		Monthly	9,802.96	16,177.21
		Annual	\$ 117,635.56	\$ 194,126.56
85	Chief Executive Officer	Hourly	\$ 57.97	\$ 95.66
		Monthly	10,048.04	16,581.64
		Annual	\$ 120,576.45	\$ 198,979.72



September 17, 2024

Dry Creek Project Impact Projections

In response to the additional population projected to be in Sweetwater, Uinta, and Lincoln Counties due to the Industrial Siting Permit Application for the Dry Creek Trona Project, Southwest Counseling Service (SCS) is prepared to experience an increase in need for both outpatient and residential mental health (MH) and substance use disorder (SUD) services. Sweetwater County is a high need area for both MH and SUD services and suicide, depression, underage binge drinking, opioid and methamphetamine use, and adult alcohol-related incidents are relatively high in the service area for both adults and children, as compared to state and national rates. Sweetwater County is a Health Resources and Services Administration (HRSA) designated High Needs Geographic Health Professional Shortage Area (HPSA) for mental health.¹ For behavioral health measures, Wyoming overall ranks high in suicide rate with it being the 7th leading cause of death and 4th leading cause of death for men while Sweetwater County ranks 3rd in the state for deaths by suicide at 27.5 per 100,000 vs. the United States average of 14.09.² Additionally, Sweetwater County ranks high in adults reporting having a depressive disorder at 25.4% vs. 20.9% statewide² and youth are at 16.2% statewide.³ For SUD, Sweetwater is among the six (6) Wyoming counties designated as High Intensity Drug Trafficking Areas (HIDTA) and ranks 2nd highest in the state for alcohol-related fatalities, injuries, and property crashes at 218 per 100,000 (158 per 100,000 statewide), the 2nd highest rate for underage binge drinking (30% vs. 22% statewide) and 5th highest for adult drunkenness arrests (729 per 100,000 vs. 585 statewide).⁴ Sweetwater County has second highest opioid related overdose rate at 74 per 100,000 vs. 38 statewide⁶ and had 6 suspected fatal overdoses in the year 2021.⁵ The rate that methamphetamine was involved in arrests doubled from 2019 to 2020 making Sweetwater the third highest county in the state.⁶ This same report found that Sweetwater is also 3rd highest in marijuana involved arrests as well as public intoxication, and has the highest average blood alcohol content (BAC) in driving under the influence (DUI) arrests in the state at 0.1898%.

The addition of 2,439 (p. 64 ISP Application) individuals in Sweetwater County will result in additional services needed for both mental health and substance use disorder in outpatient treatment, residential treatment, and workforce increases.

SCS has identified two models for funding.

¹ <https://data.hrsa.gov/tools/shortage-area/hpsa-find>

² Wyoming Life Expectancy, located at <http://www.worldlifeexpectancy.com/usa/wyoming-cause-of-death>

³ SAMHSA. *Behavioral Health Barometer: Wyoming, Volume 6*. HHS Publication No. SMA-20-Baro-19-WY. Rockville, MD: SAMHSA, 2020.

⁴ WYSAC. (2017). WY State Epidemiological Outcomes Workgroup: 2016 Community Epidemiological Profiles, by E. L. Canen, & R. A. Wambeam Laramie, WY: Wyoming Survey & Analysis Center, University of Wyoming

⁵ Washington/Baltimore HIDTA. *Overdose Detection Mapping Application Program*. 2021.

⁶ Wyoming Association of Sheriffs and Chiefs of Police. (2021). *Alcohol and Crime in Wyoming: 2020*. WY Department of Transportation. <https://nebula.wsimg.com/f3748aa624886a0c9beb7a5b18c2bc29?AccessKeyId=97D9A5D69E812A519CE7&disposition=0&alloworigin=1>

MODEL 1: Per Capita Cost Increase

Residential Treatment Services: The impact of additional people in the tri-county region also affects MH and SUD residential services. SCS operates 33% of all State-funded residential beds in Wyoming, equating to 141 residential treatment beds in Sweetwater and Uinta counties per the State of Wyoming Department of Health Behavioral Health Management System (BHMS). SCS exceeds all capacity utilizations for all bed types. Due to SCS' current and historic high occupancy in both of these residential services, very few additional bed days could be provided with the current number of beds so in order to accommodate an increase in population due to Dry Creek Trona Project, additional funding would be needed to increase the number of available beds. In addition, while these are statewide designated beds, 90.2% of clients served in residential are from the tri-county region (BHMS) served in the 141 SCS residential beds, meaning that 127.22 beds were utilized for the impacted region. To arrive at the projected increase due to Dry Creek Trona Project, the 2,439 population increase was added to the 2023 Sweetwater County population of 41,249 (p. 65 ISP application) resulting in a 5.91% increase to the county population. This increase results in an impact of 7.52 additional beds (127.22 beds x 5.91% population increase).

SCS is prepared to add hybrid beds to meet this expanded population, meaning individuals may be served in either MH or SUD accredited residential services, and at the level needed by that individual. The range of cost per bed day is \$150.14 to \$315.18 with the average based on FY24 YTD utilization of \$226.48/day.

Hybrid MH/SUD Residential including Sub-Acute Crisis and Social Detox Beds:

Total Residential Bed Impact for 1 year: $\$226.48/\text{day} \times 365 \text{ days} \times 7.52 \text{ beds} = \$621,642.30$

Outpatient Treatment Services: Southwest Counseling Service provides outpatient mental health and substance use disorder treatment primarily to residents of Sweetwater County, with the largest out of county clients served being residents of Uinta and Lincoln counties, the same region the Dry Creek Trona Project is projected to impact. SCS has the highest penetration rates for treatment services of all Wyoming treatment providers based on individuals served by county population (BHMS). For mental health services, SCS served 4.57% of the population of Sweetwater County (compared with 1.74% statewide average) and has a 1.56% penetration rate for substance use disorder services (0.71% statewide average) for FY24. SCS had an overall penetration rate of 6.13% which is more than double the statewide average of 2.44% (BHMS). Based on current State funding rates for services and SCS service provision in FY24, the cost per person served is \$1,564.26/mental health client and \$1,443.17/substance use disorder client. Based on the FY24 penetration rates, the impact of an additional 2,439 people in Sweetwater County is as follows:

Mental Health: 4.57% penetration of 2,439 = 111.52 people to be served @ \$1,564.26 = \$174,446.27

Substance Abuse: 1.56% penetration of 2,439 = 38.02 people to be served @ \$1,443.17 = \$54,869.32

Total Outpatient Impact for 1 year = \$229,315.59

Total Model 1 cost for 1 year = \$850,957.89

Total Model 1 cost for 4-years = \$3,403,831.56

MODEL 2: Workforce Shortage Model

Workforce Shortage: The U.S. Health Resources and Service Administration (HRSA) designates geographic areas as Health Professional Shortage Areas (HPSA) based on criteria including population to provider ratio, population below 100% of Federal Poverty Level, substance abuse prevalence, and other factors.⁷ The tri-county region is already a HRSA designated High Needs Geographic Health Professional Shortage Area

⁷ <https://bhw.hrsa.gov/workforce-shortage-areas/shortage-designation/scoring>

(HPSA) for mental health meaning that this region lacks sufficient mental health services and providers. MH/SUD providers in this area additionally have higher workloads which can contribute to poorer outcomes for clients as well as provider burnout and job dissatisfaction.⁸ The Dry Creek Trona Project's Industrial Siting Permit Application additionally illustrates this workforce shortage and projects the need in Sweetwater County for 12 additional social workers and 9 counselors.⁹ SCS currently employs 24 full-time and 4 part-time clinicians. Regular overtime is already offered to all eligible clinicians to provide the existing level of need so overtime would not be a viable solution for the added population. Of the 21 needed additional therapists identified in Dry Creek's proposal, SCS projects that about half (10) would be needed to be hired by SCS with the remaining being employed in private practice or by other organizations based on current employment trends (12/9 ratio of social workers to counselors = 57.14 % social workers and 42.86 % counselors which translates to 6 bachelors level clinicians and 4 Masters level Clinicians). This assumption is based on the current distribution of therapists in Sweetwater County as identified by internet searches of providers.

Master's Level Clinician Salary \$81,466.05 plus Benefits of \$52,408.88 totaling: \$133,874.93

Total 4 FTE Master's Level Clinician for 1 year = \$669,374.65

Bachelor's Level Clinician Salary \$57,052.02 plus Benefits of \$34,444.17 totaling: \$91,496.19

Total 6 FTE Bachelor's Level Clinician for 1 year = \$457,480.95

Total Workforce Shortage Impact for 1 year = \$1,126,855.60

Total Model 2 Cost for 1 year = \$1,126,855.60

Total Model 1 cost for 4-years = \$4,507,422.40

⁸ Schlak AE, Poghosyan L, Liu J, Kueakomoldej S, Bilazarian A, Rosa WE, Martsof G. The Association between Health Professional Shortage Area (HPSA) Status, Work Environment, and Nurse Practitioner Burnout and Job Dissatisfaction. J Health Care Poor Underserved. 2022;33(2):998-1016. doi: 10.1353/hpu.2022.0077. PMID: 35574890; PMCID: PMC9306412. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9306412/>

⁹ Pacific Soda Dry Creek Trona Project Industrial Development Information and Siting Act Section 109 Permit Application, Table 6-74, page 128.

New Business

Wyoming Behavioral Health Center Snapshot

October 15, 2024

Enrollment summary

Table 1: Current enrollment snapshot

BHC	<= 200% FPL		> 200% FPL		Not screened	Total	Screened %
	BHC-FULL	BHC-FULL	BHC-SCREEN				
Cedar Mountain	26	2	0	44	72	39%	
Fremont C	167	40	2	143	352	59%	
Jackson Community CC	65	37	13	381	496	23%	
Oxbow Center	272	15	5	373	665	44%	
Central WyoCC	302	17	5	527	851	38%	
High Country BH	510	47	9	691	1,257	45%	
Southwest C	628	75	26	726	1,455	50%	
VOA	875	80	18	1,186	2,159	45%	
Total BHC	2,845	313	78	4,071	7,307	44%	
Not active BHC client	64,162	466	4,369	1,839	70,836	97%	

Claims trends

Table 2: Current QTUP status

BHC	SFY	Cap	Expected	Actual	QTUP
High Country BH	2025	\$3,132,844.80	\$783,211.20	\$26,959.31	\$756,251.89
Central WyoCC	2025	\$4,582,199.40	\$1,145,549.85	\$7,047.47	\$1,138,502.38
Fremont C	2025	\$1,230,801.60	\$307,700.40	\$44,803.81	\$262,896.59
Southwest C	2025	\$5,592,851.33	\$1,398,212.83	\$715,476.32	\$682,736.51
Cedar Mountain	2025	\$553,660.80	\$138,415.20	\$0.00	\$138,415.20
Oxbow Center	2025	\$2,380,860.60	\$595,215.15	\$3,176.47	\$592,038.68
Jackson Community CC	2025	\$827,314.20	\$206,828.55	\$6,781.36	\$200,047.19
VOA	2025	\$11,321,845.64	\$2,830,461.41	\$783,636.70	\$2,046,824.71

Figure 1: Actual billing to expected

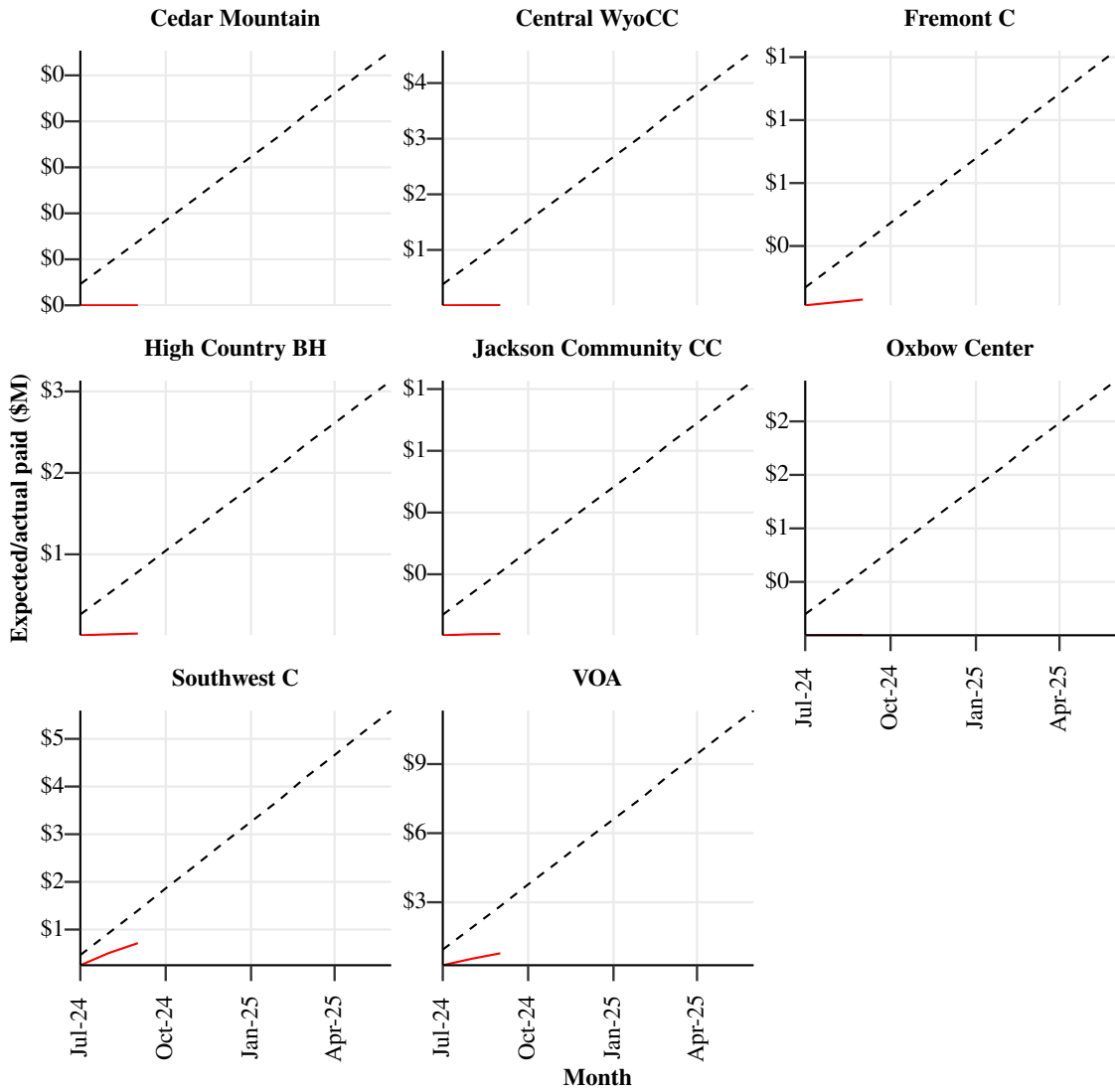


Figure 2: Medicaid and BHC billing

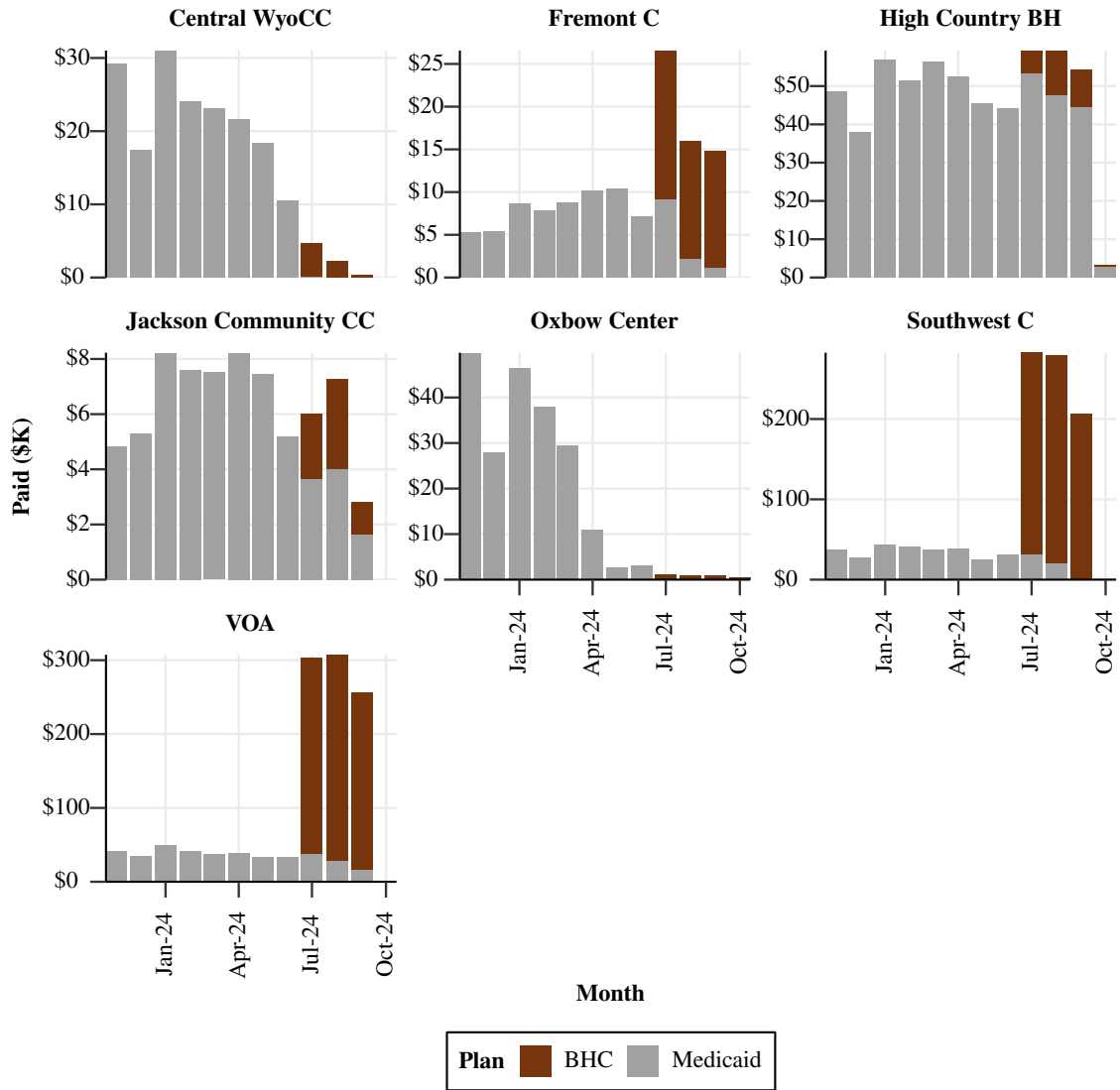


Table 3: Provider billing by service

BHC	ServiceMonth	MH OP (2506)	MH Res (2508)	SA OP (2507)	SA Res (2509)	Total
Central WyoCC	Jul-24	\$4,532.86				\$4,532.86
Central WyoCC	Aug-24	\$2,199.42				\$2,199.42
Central WyoCC	Sep-24	\$315.19				\$315.19
Fremont C	Jul-24	\$3,702.32	\$12,993.34	\$673.33		\$17,368.99
Fremont C	Aug-24	\$958.43	\$12,485.96	\$313.23		\$13,757.62
Fremont C	Sep-24		\$13,677.20			\$13,677.20
High Country BH	Jul-24	\$5,813.91				\$5,813.91
High Country BH	Aug-24	\$11,450.24				\$11,450.24
High Country BH	Sep-24	\$9,695.16				\$9,695.16
High Country BH	Oct-24	\$444.75				\$444.75
Jackson Community CC	Jul-24	\$2,378.65				\$2,378.65
Jackson Community CC	Aug-24	\$3,245.32				\$3,245.32
Jackson Community CC	Sep-24	\$1,157.39				\$1,157.39
Oxbow Center	Jul-24	\$1,136.41				\$1,136.41
Oxbow Center	Aug-24	\$1,048.57				\$1,048.57
Oxbow Center	Sep-24	\$991.49				\$991.49
Oxbow Center	Oct-24	\$245.04		\$163.36		\$408.40
Southwest C	Jul-24	\$20,093.16	\$99,091.20	\$14,514.22	\$117,879.49	\$251,578.07
Southwest C	Aug-24	\$23,006.82	\$91,561.69	\$17,307.16	\$126,429.46	\$258,305.13
Southwest C	Sep-24	\$13,224.48	\$83,709.12	\$4,137.58	\$104,521.94	\$205,593.12
VOA	Jul-24	\$18,348.08	\$17,582.01	\$15,746.33	\$213,674.32	\$265,350.74
VOA	Aug-24	\$20,159.21	\$23,527.80	\$20,673.52	\$214,612.54	\$278,973.07
VOA	Sep-24	\$13,238.46	\$22,278.02	\$19,055.43	\$184,740.98	\$239,312.89

Table 4: Total non-inmate service billing

ServiceMonth	MH OP (2506)	MH Res (2508)	SA OP (2507)	SA Res (2509)	Total
Jul-24	\$56,005.39	\$129,666.55	\$30,933.88	\$331,553.81	\$548,159.63
Aug-24	\$62,068.01	\$127,575.45	\$38,293.91	\$341,042.00	\$568,979.37
Sep-24	\$38,622.17	\$119,664.34	\$23,193.01	\$289,262.92	\$470,742.44
Oct-24	\$689.79		\$163.36		\$853.15
Total	\$157,385.36	\$376,906.34	\$92,584.16	\$961,858.73	\$1,588,734.59

CEO Report

CEO Report

November 2024

I appreciate the Board making accommodations for the Board meeting in November. It continues to be a busy month and working through the issues of Behavioral Health Redesign.

Previous Business:

ARPA Projects: The shingles are removed from the Ankeny and Duran facilities. There is a tentative start date for Washakie in February and the Duran facility has not been determined. Rosen facility will be utilized for these programs. I have informed Ben Kifer, Administrator for Behavioral Health, SCS may need to reduce admissions due to construction.

MOU for Sweetwater County Plan of Safe Care Collaborative: SCS would join with other entities to serve pregnant and parenting individuals with Substance Use Disorders and their children. This document was sent to the lawyer.

New Business:

Application Project Aware: This is an application to provide School Based Mental Health Services for School District No. 1. The application is to provide mental health evaluation, counseling, and support services to students in the school setting and assist student/family to access community services. The reimbursement is Medicaid/private insurance and for uninsured students the payment would mirror the fee schedule of Wyoming Medicaid plus 10%. SCS would enroll students with parent permission into the eligibility for BHR.

Locum Tenens Contract: SCS is in the process of contracting with a psychiatric nurse provider for 8 hours a week. This is not ready at this time. SCS continues to look for a psychiatric nurse provider for the agency.

Extra Holiday Leave: A request to the Financial Committee requesting December 24, as an extra holiday for SCS employees. Ms. Kristi Kauppi and Ms. Raven Beatty decided upon four hours of holiday pay, closing the offices four hours early on December 24.

Wyoming Behavioral Health Center Snapshot: I have enclosed in your packet a snapshot of enrollment summary and claims trends for all the community mental health centers. Southwest Counseling is at 50% for enrollment and is the highest in the state. SCS continues to make outreach contacts in the community concerning BHR to increase the number of clients coming into the facility and ensuring people are getting the help they need.

Board Action Required:

Item A: myAvatar Order Connect NX - Request for approval and signature of the updated module for prescribing within the SCS electronic health care record. The one-time cost is \$4,275 for implementation.

Item B: myAvatar NX - Request for approval and signature for the updated module for migration to the new platform within the electronic health care record. The total cost is \$56,000 to be paid in monthly installments of \$4,666.67 for 12 months.

Item C: Application Project Aware: Application is due December 31, 2024. There is not a specific dollar amount.

Item D: MOU for Sweetwater County Plan of Safe Care Collaborative - This is an MOU with a number of Sweetwater County agencies to address pregnant and parenting individual with substance use in the community.

Item E: Holiday Leave - Additional Holiday Leave for full-time employees on December 24. Ms. Raven Beatty and Ms. Kristy Kauppi met with Ms. Melissa Wray-Marchetti, Ms. Amy Moser and myself to discuss an additional 8 hours for holiday leave. The recommendation from the committee is to close the offices early on December 24th at 1:00 p.m. providing full-time employees with four hours of Holiday Leave. Treatment Support that will work the additional 4 hours of holiday leave will receive double pay for the four hours.

Board Action Supporting Documents

Moving from OrderConnect to OrderConnect-NX
SCOPE OF WORK (“SOW”)
 (As of 11/01/2024)

Netsmart Technologies, Inc. and Client

1. Purpose

The purpose for this statement of work is to outline the requirements and deliverables for the implementation and project management of the Client’s Implementation. The scope is based on the latest generally available software release, and project timeline. The details of the scope of services are included below.

2. Project Duration

Project Duration

The following project Start and End dates are estimates and are subject to adjustment based upon the Effective Date of the Agreement and both parties overall cooperation of such implementation. Netsmart requires a minimum of forty-five (45) days following the Effective Date of this Agreement to accommodate pre-project activities such as planning, staffing and technology activities. The detailed project plan will define the scope and estimated timing of Netsmart’s work. Once the project plan is finalized, extended delays and changes in scope may result in changes to scheduling and services. Charges for additional services will be billed at Netsmart’s then-current rates for such services.

3. Scope of Services

Description: OrderConnect-NX is a secure, Web-based prescribing and medication management system. The system can be utilized anywhere using a Window-based system via there is access to the following browsers: Chrome, Firefox, Edge, and Internet Explorer.

OrderConnect-NX Screens and Features	Scope of Services
Client Search Pane / Most Recent Client List	Search for clients directly in OrderConnect-NX. If launching OrderConnect from a care record, the client search will occur in the care record.
	Use basic search or advanced search features
	A list of the most recent client records accessed readily available
Client Facesheet	Client demographics viewing and editing
	Client diagnoses viewing and editing
	Client allergies viewing and editing
	General comments viewing and editing
	Current client medication orders and details
Orders Screen – Medication Orders	Start Order button to launch Orders screen
	View current medication orders
	View history of medication orders
	Start a medication order, reorder a medication, change a medication order, discontinue a medication
	View details of a medication order

Order Entry Screens - Medication	Search for medications
	Enter details of medication orders.
	Titration/tapers can be written out in new, longer directions field.
	View medication alerts and Care Suggestions
	Choose medication order output: eRx, eFax, Print
	Pharmacy selection
	Supervisor selection
	Print education leaflets, consent forms, rx collaterals
Prescribers Queue	Complete two-factor authentication for EPCS orders
Prescribers Queue	Approve or deny Verbal Orders
	Approve or deny Renewal Requests and Change Requests
Transmissions Screen	View electronic transmissions that have failed or are pending
Resources Screen - Reports	<p>Current Med Orders by Patient – Available</p> <p>Individual Medication Profile – Available</p> <p>List of Active Orders by Prescriber – Available</p> <p>Medication Administration Record - Available</p> <p>Medication Administration Record (Landscape) – Available</p> <p>Order Audit by Prescriber Report – Available</p> <p>Order Audit Report - Available</p> <p>Prescription Expiration Report – Available</p> <p>Transmission Log Report – Available</p> <p>Unacknowledged Verbal Orders Report – Available</p> <p>Meaningful Use e-Prescribing Report – Available</p> <p>EPCS Audit Events Report – Available</p> <p>EPCS Prescriptions Report – Available</p> <p>External Med History Request Audit - Available</p> <p><i>Other reports that are in the original OC are not yet available</i></p>
Orders Screen – Lab/Rad Orders	General availability. Will be added to Full-Suite implementations. (Not in scope for eRx-Only clients.) An additional scope/project/cost will be required for the implementation of labs/rads when they are available for OC-NX. Radiology orders are not able to be electronically transmitted to destinations at this time; they can be printed or efaxed.
Order Entry Screens – Lab/Rad	General availability. Will be added to Full-Suite implementations. (Not in scope for eRx-Only clients.) An additional scope/project/cost will be required for the implementation of labs/rads when they are available for OC-NX. Radiology orders are not able to be electronically transmitted to destinations; they can be printed or efaxed.

Results Screen – Lab/Rad Results	General availability. Will be added to Full-Suite implementations. (Not in scope for eRx-Only clients.) An additional scope/project/cost will be required for the implementation of labs/rads when they are available for OC-NX. Radiology results are not able to be electronically received; they can be manually entered in OCNX.
Patient Reported Medications (aka, Non-ISC Rx)	Available
External Medication History	Available
Mini Rx Profile Screen (aka, Client Profile)	Available
Med Rec Screen/Checkbox	Available
OC-eMAR	Available (if purchased)
PDMP Checking	Available (if purchased)
Office-Based Medication Administration	Not yet available
Sample Inventory Management (Add on Module)	Not yet available
Custom Formulary Management (Add on Module)	Not yet available
OrderConnect-NX Environments	
OrderConnect-NX UAT Configuration	If an OrderConnect UAT environment already exists, it will be configured to be OC-NX and connect to the client’s care record UAT environment to allow Single Sign On. Single Sign On testing will be completed for up to five users. The client is responsible for testing in UAT. If an OrderConnect UAT environment does not already exist and if the client wants a UAT environment, additional hours will be quoted and charged.
	All active users in the UAT OrderConnect environment will be switched to the OC-NX view. If any additional users are added to UAT after moving to OC-NX, the facility will need to open a Support case with Netsmart requesting the new UAT users have the OC-NX view.
OrderConnect-NX LIVE Configuration	The client’s live OrderConnect environment will be configured to be OC-NX and connect to the client’s care record LIVE environment to allow Single Sign On. Single Sign On testing will be completed for up to five users.
	All active users in the live OrderConnect environment will be switched to the OC-NX view. If any additional users are added to the facility after moving to OC-NX, using their OC Admin Tool, the facility will provide new users with the OC-NX view (via a checkbox). In other words, even though the facility has the OC-NX, additional users that are added will not automatically have that view.

Training and Support

Train-the-Trainer Training	Netsmart will conduct one one-hour Train-the-Trainer training of OrderConnect-NX. The training will be recorded and made available to the client.
Go Live Support	Netsmart will provide up to one week of post-Go Live support.

4. Assumptions

- Client is updated to CareFabric Events 2.0 (CFE 2.0) or higher prior to start of project. (CareFabric Events is the data transfer mechanism between the client’s Netsmart care record and OrderConnect.) If client is not on CFE 2.0 and needs to be updated to it, additional Consulting hours and costs will apply.
- Netsmart will devote enough resources and timely communication to the project to assure its reasonable success.
- Professional services quotes do not include travel, living and travel time expenses, as all services will be delivered remotely, unless otherwise approved.
- Cancellation of events must be given two weeks prior to scheduled activities onsite, otherwise the Client will still be charged for travel that has been booked.
- Client will provide enough resources and timely communication to the project to assure its reasonable success. A training room will be available for the training sessions with working equipment and appropriate software loaded prior to the arrival of the Netsmart team if it is part of the planning and expectations for the project.
- Training will cover those items that are available in OrderConnect-NX at the time of training. As additional items are added to OrderConnect-NX and if training is requested on those items, the additional training will be quoted and charged.
- Individuals scheduled to attend training will attend and participate in the entire session as defined by the agenda.
- Netsmart will share available recommended practices during the implementation.
- Client will assign an individual who has authority and accountability for signing-off on project completion. This shall be a named individual.

5. Location of Work

All work by Netsmart will be conducted remotely unless identified as onsite in the detailed project plan. For onsite sessions, Netsmart reserves the right to complete those sessions remotely.

QUOTE
Southwest Counseling Services - OC NX

<p>By and Between</p> <p>Netsmart Technologies, Inc.</p> <p>11100 Nall Avenue Overland Park, KS 66211 ("Netsmart")</p>	<p>And</p> <p>Southwest Counseling Services Client Account Number: 0004251</p> <p>2300 Foothill Blvd Rock Springs, WY 82901-5610 ("Client")</p>
<p>Attention: Michael Shearer, Client Sales Representative</p> <p>Telephone No: 9137494157 mshearer@ntst.com</p> <p>Legal notices to be sent to: Contracts_Notice@ntst.com</p>	<p>Attention: Corina Lee, Avatar Specialist</p> <p>Telephone No: 373526677 clee@swcounseling.org</p> <p>Legal notices to be sent to (if different):</p>

<p>Client</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(SIGNATURE)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(PRINTED NAME)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">TITLE</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">DATE</p>
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Schedule 1 – Scope of Use, Fees and Payment Terms

PROFESSIONAL SERVICE CHARGES:

Services			
<u>Product</u>	<u>QTY</u>	<u>Unit</u>	<u>Fees</u>
Professional Services - OrderConnect ⁰¹ OrderConnect NX UAT Configuration	1	Fixed Fee	\$1,575.00
Professional Services - OrderConnect ⁰¹ OrderConnect NX Upgrade	1	Fixed Fee	\$2,700.00
Sub-Total			\$4,275.00

Notes: The recurring fee amount represents the full annual recurring fee at the contracted rates herein. The recurring fees paid during year one may vary based on proration described in the payment terms and product-specific term start dates identified within this quote or purchase agreement.

All annual recurring fees are subject to the annual increase set forth in the Agreement.

(1) - Those products notated with a (1) are subject to third party pass through terms available at: <https://www.ntst.com/lp/pass-through-terms>.

This Quote sets forth the terms and conditions for the licenses, solutions, hardware and services provided by Netsmart to Client and is subject to and incorporates the terms of the Master Agreement dated 04-07-1998 (the “Agreement”).

- a. Services
100% of Services fees due upon execution of this quote.

Netsmart Technologies, Inc. and Southwest Counseling Services
myAvatar NX Scope Of Work

1. **Purpose**

The purpose of this SOW is to review the Client’s current Netsmart solution, train and assist in upgrading to myAvatar NX and provide recommendations and best practices. The consultants will walk through the changes to NX, identify requirements for the NX upgrade and proposed recommended future state use with respect to NX functionality. Additionally, Netsmart Consultants will provide NX Training.

2. **Project Duration**

The following project start and end dates are estimates and are subject to adjustments based upon the Effective Date of the Agreement and both parties overall cooperation of such implementation. The overall duration of this project, based on the scope of work detailed herein and reasonable Client cooperation, is anticipated to be 5 months. Additional services will be required for any project where the duration from project launch to go-live is in excess of 5 months.

3. **Scope of Services**

Pre-Planning	Netsmart will conduct a Pre-Launch call with Client to review the SOW, discuss necessary pre-requisites, timeline, and review pre-planning questions. Future goals and direction will be discussed to capture context and align to Client longer term objectives with the scope of this agreement.
Project Launch	The project launch call will cover the following items: <ul style="list-style-type: none"> • Confirm timeline • Provide NX demo • Discuss project expectations • Schedule weekly meetings • Introduce NX playbook <ul style="list-style-type: none"> ○ Outline client due dates • Review top form list report
Configuration	<p>Client will determine five (5) forms for review within the forms tab of the NX playbook. Netsmart will then review the five (5) selected forms (data collection instruments) to validate migration success.</p> <p>Netsmart will be responsible for form designer correction and migration of up to five (5) forms (data collection instruments) that are not rendering the same as myAvatar.</p> <ul style="list-style-type: none"> • Client will be permitted a single round of testing and review to identify acceptance or identify remaining issues <p>Client will determine five (5) user roles for review within the user roles tab of the NX playbook. Netsmart will then review the five (5) selected user roles and up to three (3) console views per role to identify readiness to be utilized within Avatar NX.</p> <p>Netsmart will be responsible for the configuration of up to five (5) NX views that match the five (5) user roles previously identified. Each NX view will be configured with up to three (3) console views. Additionally, Netsmart will define one (1) myDay view and one (1) Client Dashboard view to be utilized with the five (5) NX Views.</p> <ul style="list-style-type: none"> • Client will be permitted a single round of testing and review to identify acceptance or identify remaining issues

	<p>Netsmart will be responsible for the configuration of up to ten (10) total All Documents Widgets as applicable to the five (5) views Netsmart is responsible for.</p> <ul style="list-style-type: none"> Client will be permitted a single round of testing and review to identify acceptance or identify remaining issues.
<p>Training</p>	<p>Netsmart will conduct one (1) Configuration Training, up to 1 hour, for up to 15 users. Configuration Training will cover the following topics:</p> <ul style="list-style-type: none"> Process to update forms (data collection instruments) that did not successfully migrate to Avatar NX Configuration of NX views, Console Views, Dashboard Views, and All Documents Widgets <p>Additional configuration questions and discussion will take place on weekly calls.</p> <p>Netsmart will conduct one (1) Super User Training, up to 90-minutes, for up to 15 users. Super User Training will cover the following topics:</p> <ul style="list-style-type: none"> System navigation Workflow changes that exist between myAvatar and Avatar NX
<p>Testing</p>	<p>During the Integration Testing event, the client will test in their system and ensure functionality is working as it should with necessary workflows. Client will use Testing Checklist provided by Netsmart during the Integration Testing event.</p> <ul style="list-style-type: none"> Three (3) check-in calls will be scheduled within one (1) week to discuss completed testing and discuss/document any items that may arise.
<p>Go-Live</p>	<p>Go Live event will occur when the solution is moved into productive use by the end-user population. This will consist of “preparation” and performing functions out of the Live environment.</p> <ul style="list-style-type: none"> The Netsmart consultant will support the first 3 days of Go-Live remotely, site wide. Support will take place in the form of daily check in calls. <i>* Phased/ rollout Go-Live Support is out of scope and will require additional funding.</i>
<p>Post Go-Live Support</p>	<p>Post Go-Live Support will be provided up to 45 days following Go-Live to ensure the successful adoption of the solution by the end user population. Netsmart will continue to address any items that arise during Go-Live and will monitor usage of non-NX myAvatar and myAvatar NX. Netsmart will document and track any roadblocks that may be present for 100% adoption of myAvatar NX.</p> <p>Once all deliverables in scope have been completed, support will be notified that client is live on NX. Client will be notified that any future cases will be investigated by Support.</p> <p>Once 100% NX adoption is achieved for a period of up to 45 days, Client’s Netsmart Solution Delivery Manager will be in touch to start the planning process of decommissioning the non-NX myAvatar servers.</p>
<p>Out of Scope</p>	<p>The following includes (but not limited to) items identified as beyond the scope of this agreement:</p> <ul style="list-style-type: none"> Custom report modifications to configure report definitions for menu launch reports with parameters, as needed. Custom report modifications to configure “can grow” properties to specific fields, as needed.

4. Assumptions

- Client must be upgraded to current maintenance release prior to Project Launch
- Phased Go Live support is out of scope
- Netsmart will devote sufficient resources and timely communication to the project in order to assure its reasonable success
- Client will provide resources as identified in the work breakdown structure of the project plan
- New hardware, if required, will be delivered by the date required in the Project Schedule
- Client is using latest Treatment Plan functionality
- Document Routing is the only form of electronic approval being used
- No Custom Development exists (Cust Packs)
- If client uses OrderConnect or OrderEntry, Orders Console is being utilized to enter all orders
- Any item not explicitly referenced in this SOW is considered out of scope
- Any additional training/configuration needs identified by the Client during the NX upgrade will require a separate quote and scope of work
- A training room or remote equipment will be provided by Client to their staff and available for the training sessions. Appropriate software must be loaded prior to the start of the training or training will be rescheduled
- Individuals scheduled to attend training will attend and participate in the entire session as defined by the agenda.

5. Client Responsibilities

- Participation in pre-planning activities
- Client will provide sufficient resources and timely communication to the project in order to assure its reasonable success.
- Participation in analysis presentation and prioritize configurations for deployment.
- Participate in NX Review sessions and trainings.
- Review, test, and confirm delivery of the NX configurations deployed.
- Conduct NX End User Training prior to Go-Live.

6. TRAVEL AND LIVING AND TRAVEL TIME EXPENSES for this agreement only:

The location of work within the SOW will be conducted remotely. On-Site and Travel is out of scope.

<h2 style="margin: 0;">QUOTE</h2> <p style="margin: 0;">Southwest Counseling Services - myAvatar NX</p>
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<p>By and Between</p> <p>Netsmart Technologies, Inc.</p> <p>11100 Nall Avenue Overland Park, KS 66211 ("Netsmart")</p>	<p>And</p> <p>Southwest Counseling Services Client Account Number: 0004251</p> <p>2300 Foothill Blvd Rock Springs, WY 82901-5610 ("Client")</p>
<p>Attention: Michael Shearer, Client Sales Representative</p> <p>Telephone No: 9137494157 mshearer@ntst.com</p> <p>Legal notices to be sent to: Contracts_Notice@ntst.com</p>	<p>Attention: Corina Lee, Avatar Specialist</p> <p>Telephone No: 373526677 clee@swcounseling.org</p> <p>Legal notices to be sent to (if different):</p>

<p>Client</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(SIGNATURE)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(PRINTED NAME)</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">TITLE</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">DATE</p>
--

Schedule 1 – Scope of Use, Fees and Payment Terms

ONE-TIME CHARGES:

License			
<u>Product</u>	<u>QTY</u>	<u>Unit</u>	<u>Fees</u>
myAvatar ePrescribing	1	EACH	\$0.00
Sub-Total			\$0.00

PROFESSIONAL SERVICE CHARGES:

Services			
<u>Product</u>	<u>QTY</u>	<u>Unit</u>	<u>Fees</u>
Professional Services - Avatar myAvatar NX Upgrade	1	Fixed Fee	\$50,000.00
Professional Services - Avatar Orders Console Setup	1	Fixed Fee	\$6,000.00
Sub-Total			\$56,000.00

<u>Product</u>	<u>Term</u>	<u>QTY</u>	<u>Unit</u>	<u>Year 1 Fees</u>
Sub-Total				0

Notes: The recurring fee amount represents the full annual recurring fee at the contracted rates herein. The recurring fees paid during year one may vary based on proration described in the payment terms and product-specific term start dates identified within this quote or purchase agreement.

All annual recurring fees are subject to the annual increase set forth in the Agreement.

This Quote sets forth the terms and conditions for the licenses, solutions, hardware and services provided by Netsmart to Client and is subject to and incorporates the terms of the Master Agreement dated 04-07-1998 (the “Agreement”).

Payment Terms:

All payment for the products and/or services included on this quote will be due according to the following payment schedule and terms:

- a. Services
Services will be billed \$4,666.67/month for 12 months starting at project kick-off.
- b. License
100% of License Fees due upon execution



Client #: 0004251
Quote #: Q-56372
Quote Date: 12-13-2023
Expiration Date: 12-31-2024



SWEETWATER COUNTY
SCHOOL DISTRICT #1

2024 Project AWARE School-Based Mental Health Partners

Version 1

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Invitation to Submit Proposals

Notice is hereby given that the Board of Trustees of Sweetwater County School District No. One, Rock Springs, Wyoming is accepting sealed bids for the Project AWARE School-Based Mental Health Providers. Specifications may be obtained from the At-Risk Office, 3550 Foothill Blvd., Rock Springs, Wyoming 82901; 307-352-3400 ext 1259 or on our website at sweetwater1.org. All specifications in the bid documents are to be included in the bidder's proposal.

Sealed proposals will be accepted in an ongoing fashion in the At Risk Oversight Coordinator starting on September 25, 2024. All proposals must be marked on the envelope "RFP -School-Based Mental Health Services" Attention: Annie Fletcher. Late Proposals will not be accepted and will be returned unopened. No proposals will be accepted electronically, but the successful vendor will be required to submit the package in its entirety electronically. Proposals will be publicly opened and read aloud immediately thereafter in the At Risk Oversight Coordinator's Office at the Central Administration Building. The bids will then be reviewed and applicants will be notified of the award within 10 working days of proposal receipt.

The Board of Trustees of Sweetwater County School District Number One, State of Wyoming, reserves the right to reject any and all bids, and to waive any and all bids, and to waive any irregularities. The Board of Trustees reserves the right to split the award of the bid between bidders should it deem it to be in the best interest of the District. The Board of Trustees shall accept the bid(s) which, in their opinion, is best.

Carol Jelaco, Chairman
Cole Wright, Clerk
Sweetwater County School District Number One
Board of Trustees

Published dates: website - 9/25/24

Scope of Work

Sweetwater School District #1 is accepting School-Based Mental Health Services proposals for the 2024/2025 and 2025/2026 Fiscal Years.

Vendors are asked to submit Proposals for School-Based Mental Health Services, including mental health evaluation, counseling, and support services to students in a school setting with behavioral health concerns and assist the student and their family with accessing ongoing community services to meet the student-identified needs. School-Based Mental Health Services are short-term, school-based services offered throughout the year to students enrolled in the school district.

Questions

Specifications may be obtained by contacting Annie Fletcher, At Risk Oversight Coordinator at (307) 352 3400 ext 1259, fletcher@sw1.k12.wy.us, 3500 Foothill Blvd, Monday through Thursday, 7:30 AM - 4:00 PM.

Last Day for Questions

The last day to submit questions is December 31, 2024

Bid Awarding

EVALUATION CRITERIA

		Points
A.	Experience	30
B.	Personnel	25
C.	Legal Action	Y or N 5
D.	Completed RFP Form	5
	TOTAL	65

PROPOSAL EVALUATION

- a. The School District will evaluate proposals using the criteria outlined in Sections 6 and 7 of this document. The School District reserves the right, in its sole discretion, to reject all proposals, waive informalities and irregularities in responses, or not award.

- b. The School District may choose to interview one or more of the proposers or issue the Best and Final Offers to the highest-rated proposer.
- c. The School District reserves the right to award a contract to multiple highly rated proposers.

Request for Bid

School-Based Mental Health Services provides mental health evaluation, counseling, and support services to students, in a school setting, with behavioral health concerns and assists the student and their family to access ongoing community services to meet the student's identified needs. School-Based Mental Health Services are short-term, school-based services offered throughout the year to students enrolled in the school district.

School-Based Mental Health Services will potentially be provided to identified students at all SWSD#1 locations:

- a. Farson Eden School
- b. Desert School
- c. Rock Springs High School
- d. Rock Springs High School Satellite school
- e. Black Butte High School
- f. Rock Springs Junior High
- g. East Side Elementary
- h. Pilot Butte Elementary
- i. Sage Elementary
- j. Stagecoach Elementary
- k. Northpark Elementary
- l. Walnut Elementary
- m. Desert View Elementary
- n. Overland Early Childhood Education Center.

In compliance with this RFP invitation and subject to all conditions thereof, the undersigned agrees, if this Proposal were accepted within the time stipulated herein, to furnish any of all items and services upon which prices or percentages are quoted in accordance with the specifications applying to this RFP invitation.

1. TERMINATION OF CONTRACT

The School District reserves the right to terminate the Contract immediately in the event that the successful vendor discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law.

Failure of the successful vendor to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the School District.

Notwithstanding anything to the contrary contained in the Contract between the School District and the successful vendor, the School District and/or successful vendor may

terminate the Contract for convenience and without cause, by giving 60 days written notice to the successful vendor.

2. APPLICANT ELIGIBILITY

The Organization must:

- Currently provides Behavioral Health Services in Sweetwater County, Wyoming.
- Be a community health provider or center that employs licensed personnel to provide both mental health evaluation and counseling services.
- Must carry their own liability and professional insurance as outlined by state regulations.
- Have the capacity and ability to provide youth mental health services in a school setting, assessment, data collection, and regular sessions.
- Have the capacity and ability to provide youth mental health services in-person and/or virtually for the agreed-upon schools.

3. SCOPE OF SERVICES

The School-Based Mental Health Services program shall minimally include:

- a. The Organization shall work with identified students in preschool, elementary, middle, high, and alternative high schools and their staff including school counselors, psychologists, social workers, and other resources available at the school.
- b. The Organization shall ensure mental health services include mental health evaluation and counseling to those students assigned to the organization's caseload.
- c. The Organization shall employ appropriate staff to include, but not limited to, the following:
 - i. School-Based Mental Health Providers will be professionally licensed (LPC, LCSW, LMHC, LPCC, LCMHC, Licensed Psychologist) to provide on-site mental and behavioral health services in the state of Wyoming. This individual(s) will work for as many sessions as are needed and can realistically be supplied. The services will be provided during hours when school is in session and may run under a modified schedule during summer and seasonal breaks. The provider(s) will collaborate with school personnel to support the individual students. The Mental Health Provider will also be responsible for collecting necessary grant data (about 20 minutes per student at the beginning of service, 6-month reevaluation point, and at discharge).
 - ii. The contractee will provide their own medical billing and coding to support the maximization of grant resources. The provider will utilize the student's primary insurance to submit for reimbursement and also ensure the care being received by the patient is coded applicably and that industry standards are being met. **Reimbursement for uninsured students will mirror the fee schedule of Wyoming Medicaid, plus 10%.**
- d. The Organization shall develop strategies to meet the following goals:

- i. Provide mental and behavioral health counseling and support services to youth of varying age ranges in a school setting;
 - ii. Collaborate with school personnel to support identified students
 - iii. Collect grant data
 - iv. Work with the schools and grant personnel to obtain and maintain confidential space to provide regularly scheduled services, while minimally disrupting the educational environment.
- e. The Organization shall work within the confidentiality rules of FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).
 - f. The Organization shall participate in regular meetings with School District staff to review this program and address challenges.
 - g. The Organization shall notify the School District of changes to the program or to staff within three (3) business days of the adjustment for unexpected changes.
 - h. The Organization shall track, document, and gather appropriate data on the services and consultations provided.
 - i. The Organization shall have the capacity to electronically submit invoices, backup documentation, data, and reports.

4. CONTRACT LENGTH

2024- 2025 school year with the intent for this Contract to potentially be renewed for the 2025-26 school year.

5. PROPOSAL REQUIREMENTS

To ensure that all information provided is properly evaluated, please organize and label proposals in the structure provided below (7A, 7B, 7C, etc.). Proposals shall include, at a minimum, the following:

- a. Experience: Please provide a narrative summary of:
 - i. Your Organization's experience working with youth with mental and behavioral health concerns and working with schools and/or school districts.
- b. Personnel: Describe the staff and resources you would utilize to meet the requirements of this Contract
 - i. Include the age of the students you are prepared to work with.
 - ii. Number of clients you project you can serve,
 - iii. any specific evidence-based therapy strategies you are certified to use. (we are open to all configurations of the above components)
- c. Legal Action: Disclose any current or recent (within the past five years) legal action in progress or taken against the Organization or employees.
- d. Disciplinary Record: Disclose any current or recent (within the past five years) disciplinary actions and processes taken against the Organization or employees.
- e. Copies of applicable licenses and proof of insurance.

6. EVALUATION CRITERIA

		Points
A.	Experience	30
B.	Personnel	25
C.	Legal Action	Y or N 5
D.	Completed RFP Form	5
	TOTAL	65

7. PROPOSAL EVALUATION

- a. The School District will evaluate proposals using the criteria set forth in Section 6 of this RFP. The School District reserves the right, in its sole discretion, to reject all proposals, waive informalities and irregularities in responses, or not award.
- b. The School District may choose to interview one or more of the proposers or issue the Best and Final Offers to the highest-rated proposer.
- c. The School District reserves the right to award a contract to multiple highly rated proposers.

8. RFP QUESTIONS/CONTACT

- a. Questions must be in written form, by email. Questions shall be submitted to Annie Fletcher, At Risk Oversight Coordinator by email: fletcher@sw1.k12.wy.us no later than 3:00 on December 31, 2024 Responses to vendor questions will be provided by email within 10 working days of submission.

Sweetwater School District #1
SCHOOL-BASED MENTAL HEALTH SERVICES
REQUEST FOR PROPOSALS FORM

Vendor Information:

Company Name: _____

Company website: _____

Proposal:

7a. Experience: _____

7b. Personnel: _____

7c. Legal Action: _____

Scope of work you are prepared to offer:

Age of students: _____

Number of Clients: _____

Evidenced-based approaches that will be used: _____

Name and title of company representative who will be responsible for working with the schools: _____

Phone#: _____

Please provide two references:

Organization:: _____

Contact Person: _____

Phone #: _____

Organization:: _____

Contact Person: _____

Phone#: _____

Submitted By:

Firm Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax Number: _____

Email: _____

Representative's Name: _____

Representative's Title: _____

By signing below, I agree to accept Medicaid/Medicare rates for un or underinsured participants, with an additional 10% for data collection.

Authorized Signature: _____

Date: _____ Email: _____

Proposal Guidelines

All bids are to be delivered to Annie Fletcher, the Risk Oversight Coordinator, in a sealed envelope marked "School-based Mental Health Provider" addressed to:

Sweetwater County School District #1
Attn: Annie Fletcher
3550 Foothill Blvd./P.O. Box 1089
Rock Springs, WY 82902.

Bids will be accepted until Dec 31, 2024.

Bidding contractors must clearly state any time constraints on their bid or bid expiration dates. Due to the possible extended approval process, the Vendor's response pricing shall remain in effect for a period of at least **one year from the response**. If special pricing is obtained and constrains the bid validity date, please state so in the bid response.

Clarifications or questions on the bid may be addressed to:

Annie Fletcher
At Risk Coordinator
Sweetwater County School District #1
(307) 352-3400 ext 1259
tolmans@sw1.k12.wy.us

Please initial the lower right-hand corner of each page.

Proposal Signature Form

2024 Project AWARE School-Based Mental Health Partners

(Must be signed by authorized personnel)

Sweetwater County School District #1

By signing this form, the person providing the bid hereby states that he/she is a duly authorized person of the firm, has read all components of the proposal documentation, taken advantage to ask clarifying questions and agrees to the Term and Conditions as listed in the document.

Sweetwater County School District #1 shall not be liable for any costs incurred by the bidder in the preparation and production of the bid or for any work performed prior to the execution of a formal agreement, contract or statement of work (SOW).

Company Name: _____

Contact Person: _____ (please print)

Address: _____

City, State, Zip: _____

Phone: _____

FAX: _____

E-Mail Address: _____

Signature: _____

Title: _____

(Please Print)

All pages of this Bid Packet Must be returned to Sweetwater County School District #1

**MEMORANDUM OF UNDERSTANDING BETWEEN
WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION;
SWEETWATER COUNTY DEPARTMENT OF FAMILY SERVICES, MEMORIAL
HOSPITAL OF SWEETWATER COUNTY, SWEETWATER COUNTY DISTRICT
BOARD OF HEALTH, SWEETWATER CHILD DEVELOPMENT CENTER,
SOUTHWEST COUNSELING SERVICES, PARENTS AS TEACHERS, SWEETWATER
SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND
CHILDREN, SWEETWATER FAMILY RESOURCE CENTER**

1. **Parties.** The parties to this Memorandum of Understanding (MOU) are **WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION; SWEETWATER COUNTY DEPARTMENT OF FAMILY SERVICES, MEMORIAL HOSPITAL OF SWEETWATER COUNTY, SWEETWATER COUNTY DISTRICT BOARD OF HEALTH, SWEETWATER CHILD DEVELOPMENT CENTER, SOUTHWEST COUNSELING SERVICES, PARENTS AS TEACHERS, SWEETWATER SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND CHILDREN, SWEETWATER FAMILY RESOURCE CENTER** (hereinafter referred to as “Collaborative Member” individually, or “Collaborative Members” collectively).
2. **Purpose.** The purpose of this MOU is to establish the **Sweetwater** County Plan of Safe Care Collaborative (Collaborative) which is a coalition of service providers serving pregnant and parenting individuals with substance use disorders and their children. The Collaborative Members will coordinate services (pursuant to Wyo. Stat. 35-2-1401) to meet the needs of pregnant and parenting individuals with substance use disorders and their children, improve the delivery of services to these individuals and their children, and identify gaps in services that need to be addressed. An individual receiving coordination through the Collaborative (Collaborative Participant) may be provided direct services by any or all of the Collaborative Members.
3. **Term of MOU.** This MOU shall commence upon the day and date last signed and executed by the duly authorized representatives of each Collaborative Member to this MOU and shall remain in full force and effect until terminated. Participation in this MOU may be terminated, without cause, by any Collaborative Member upon thirty (30) days written notice, which shall be delivered by hand or by certified mail to all other Collaborative Members.
4. **Payment.** No payment shall be made as a result of this MOU.
5. **Responsibilities of the Collaborative Member.** Each Collaborative Member agrees to:

MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center

- A. Meet to determine needed services for Collaborative Participants.
- B. Ensure required authorization has been obtained prior to sharing a Collaborative Participant's information with Collaborative Members. Authorization permitting the use or disclosure of protected health information between the members of the collaborative in order to facilitate the internal case coordination, referral and assessment needs of Collaborative Participants must be on a HIPAA compliant form. A Collaborative Participant's information will be verbally shared, with proper authorization, during collaborative meetings for the purpose as noted in Section 2 above.
- C. Maintain and protect the confidentiality of Collaborative Participant information with respect to all information related to Collaborative Participant. Collaborative Participant information is any and all information shared by one Collaborative Member with other Collaborative Members. All information owned by any Collaborative Member under the terms of this MOU shall be kept confidential by all other Collaborative Members unless written permission is granted by the Collaborative Participant for its release.
- D. Only use Collaborative Participant information to coordinate services, improve the delivery of services, and identify gaps in services that need to be addressed under the Collaborative's purview. Information disclosed to Collaborative Members pursuant to a Collaborative Participant Authorization Form shall not be further used or disclosed, unless the use or disclosure is required by law.
- E. Report to the other Collaborative Members any use or disclosure of a Collaborative Participant's information not provided for by this MOU, any security incident, or any breach of unsecured Collaborative Participant information of which the Collaborative Member becomes aware. Notification must be made within two (2) business days of discovery, in writing, by emailing the incident details and corrective actions taken to each affected Collaborative Member.
- F. Recognize that as mandated reporters of suspected child abuse and neglect, each Collaborative Member is required to report any and all incidences where there is reasonable cause to believe that a child has been abused or neglected or is at significant risk of harm to the Department of Family Services.
- G. **Ownership of Information.** Each individual Collaborative Member owns all records of individual persons served as part of that Collaborative Member's

MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center

performance of this MOU. Each individual Collaborative Member agrees to verbally share the minimum necessary information as outlined in Section 5.C. Otherwise, the Collaborative Members agree that each individual Collaborative Member remains solely responsible for the confidentiality, integrity, availability, maintenance, storage, and destruction of records.

6. General Provisions.

- A. **Amendments.** Collaborative Members may request changes in this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the parties to this MOU shall be incorporated by written instrument, executed and signed by all parties to this MOU.
- B. **Applicable Law.** The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the **Third** Judicial District, **Sweetwater** County, Wyoming.
- C. **Entirety of Agreement.** This MOU, consisting of **eight (8)** pages, represents the entire and integrated agreement among the Collaborative Member and supersedes all prior negotiations, representations and agreements, whether written or oral.
- D. **Prior Approval.** This MOU shall not be binding upon the Collaborative Members unless this MOU has been reduced to writing before performance begins as described under the terms of this MOU, and unless this MOU is approved as to form by the Attorney General or their representative.
- E. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- F. **Sovereign Immunity.** The **Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center** do not waive sovereign or governmental immunity by entering into this MOU, and each fully retains all

MOU between **Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center**

immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

G. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the parties to this MOU and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU.

H. Counterparts. This MOU may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same MOU. Delivery by the parties of an originally signed counterpart of this MOU by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center

7. **Signatures.** The parties to this MOU, through their duly authorized representatives, have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The Effective Date of this MOU is the date of the signature last affixed to this page.

WYOMING DEPARTMENT OF HEALTH, PUBLIC HEALTH DIVISION

Stefan Johansson, Director

Date

Stephanie Sandoval, MHSA, MBA
Senior Administrator, Public Health Division

Date

SWEETWATER COUNTY DEPARTMENT OF FAMILY SERVICES

Korin A. Schmidt, Director

Date

Michelle Tholl, District Manager

Date

MEMORIAL HOSPITAL OF SWEETWATER COUNTY

[Irene Richards, Chief Executive Officer

Date

SWEETWATER COUNTY DISTRICT BOARD OF HEALTH

Kimberley Lionberger, Director

Date

MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center

SWEETWATER COUNTY DISTRICT BOARD OF HEALTH

Kathy Kumer, Board Chair

Date

PARENTS AS TEACHERS

Josie Brittain, Program Supervisor

Date

SOUTHWEST COUNSELING SERVICES

Kayleen Logan, Board Chair

Date

SWEETWATER CHILD DEVELOPMENT CENTER

Lori Lucero, Director

Date

SWEETWATER FAMILY RESOURCE CENTER

Shari West, Director

Date

MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center

**SWEETWATER SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN,
INFANTS**

Tina Fearneyhough, Unit Manager

Date

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MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County
Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County
District Board Of Health, Sweetwater Child Development Center, Southwest Counseling
Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women,
Infants, And Children, Sweetwater Family Resource Center

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Chandler Pauling, Assistant Attorney General
Representing: Wyoming Department of Health, Public Health Division

Date

Megan Pope, Senior Assistant Attorney General
Representing: Wyoming Department of Family Services

Date

Draft for review

MOU between Wyoming Department Of Health, Public Health Division; Sweetwater County Department Of Family Services, Memorial Hospital Of Sweetwater County, Sweetwater County District Board Of Health, Sweetwater Child Development Center, Southwest Counseling Services, Parents As Teachers, Sweetwater Special Supplemental Nutrition Program For Women, Infants, And Children, Sweetwater Family Resource Center

Dear Southwest Counseling Service Board,

I am writing on behalf of the staff at Southwest Counseling Service to formally petition the board of directors for an additional eight hours of holiday leave time. As we approach the holiday season, we believe that providing employees with this extra leave will greatly enhance our work-life balance and promote overall well-being during this festive period.

We propose that this additional leave be utilized within 30 to 60 days within the holiday season. We understand the importance of maintaining productivity and are committed to ensuring that our responsibilities are met. The extra leave would allow us to recharge and return to our roles with renewed focus and motivation.

Thank you for considering our request. We appreciate your attention to this matter and believe it will have a positive impact on employee morale and job satisfaction. We look forward to your favorable response.

Sincerely,

Jessica Nielson <i>Jessica Nielson</i>	
Julie Scott <i>Julie Scott</i>	
Jamatha Miller <i>Jamatha Miller</i>	
Madelyn Malan <i>Madelyn Malan</i>	
CLAY JARVIS <i>Clay Jarvis</i>	
Shyra Hart <i>Shyra Hart</i>	
Tricia Murphy <i>Tricia Murphy</i>	
Selina Martinez <i>Selina Martinez</i>	
Carmelle <i>Carmelle</i>	
EUSA ROBBINS <i>EUSA Robbins</i>	
Joell Baker <i>Joell Baker</i>	
Leolie Stringham <i>Leolie Stringham</i>	
Ashley Pedersen <i>Ashley Pedersen</i>	
Bryl McKenzie <i>Bryl McKenzie</i>	

Dear Southwest Counseling Service Board,

I am writing on behalf of the staff at Southwest Counseling Service to formally petition the board of directors for an additional eight hours of holiday leave time. As we approach the holiday season, we believe that providing employees with this extra leave will greatly enhance our work-life balance and promote overall well-being during this festive period.

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Thank you for considering our request. We appreciate your attention to this matter and believe it will have a positive impact on employee morale and job satisfaction. We look forward to your favorable response.

Sincerely,

Carri Felbaum	
Mona Valle	
Will (WELLEN SERVICES)	
Angela J. Peere	
Janeesa Congdon	
Cassie Gale	
Angela Hansen	
Jessica Britt	
Laura Collins	
Michelle Duran	
Danell Garcia	

Dear Southwest Counseling Service Board,

I am writing on behalf of the staff at Southwest Counseling Service to formally petition the board of directors for an additional eight hours of holiday leave time. As we approach the holiday season, we believe that providing employees with this extra leave will greatly enhance our work-life balance and promote overall well-being during this festive period.

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Thank you for considering our request. We appreciate your attention to this matter and believe it will have a positive impact on employee morale and job satisfaction. We look forward to your favorable response.

Sincerely,

Janel Gomez
 Michelle Kelly
 Angela Hansen
 Rose Brankham
 Steve By
 Hester
 Nichol Webb
 Tara Moore
 Cynthia Dudaft-Duran
 Kinley Farvley
 Rae Cook
 Laurie Hartzell
 Shelby Gordon-Johnson

Justin Moray
 Devin Boulden
 Brad Lee
 Andrea Hill
 Raymond
 Judge Penney
 Mike
 Sherelyn Taney
 [Signature]
 Ralf Ruff
 Maria Abney



Enriching lives through wellness, recovery, and hope

**Board of Directors
FY25/July 1, 2024**

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

Cell: 307-371-0377
logank@sweetwatercountywy.gov

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

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

Cell: 307-389-7658
beattier@sweetwatercountywy.gov

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

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

Cell: 307-220-7508
kauppik@sweetwatercountywy.gov

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

Melissa Bates, Secretary
518 Sidney Street
Rock Springs, WY 82901

Cell: 307-371-9012
batesm@sweetwatercountywy.gov

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

Gregory Orton
1425 Hoback Street
Green River, WY 82935

Cell: 307-871-0954
ortong@sweetwatercountywy.gov

Appointed: 11/19/24
Term expires: 7/1/27

Kori Rossetti
605 Meadow Drive
Rock Springs, WY 82901

Cell: 307-389-9004
rossettik@sweetwatercountywy.gov

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

April Thompson
807 Quincy Drive
Rock Springs, WY 82901

Cell: 307-389-2307
thompsona@sweetwatercountywy.gov

Appointed: 12/19/23
Term expires: 7/1/25

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

Office: 307-872-3895
Cell: 307-389-1888
westk@sweetwatercountywy.gov