



Amended
Board of Directors'
Packet

May 28, 2025

Meeting time is 6:30 p.m.

Meeting held at 333 Broadway Street
Rock Springs, WY



**Notice of Meeting - Tentative and Subject to Change
Agenda**

May 28, 2025 at 6:30 p.m.

333 Broadway Street, Rock Springs, WY

- I. **Call to Order**
- II. **Declare Quorum**
- III. **Approval of Amended Agenda** - pg. 1-3
(ACTION ITEM) _____ Approved/Failed
- IV. **Public and Board Comments/Questions**
- V. **Welcome New HR Manager TJ Schwartz**
- VI. **Communications** - pg. 4-32
- VII. **Approval of Minutes** - pg. 33-39
(ACTION ITEM) _____ Approved/Failed
- VIII. **Treasurer's Report** - pg. 40
 - a. Write-Offs - pg. 41-43
 - b. Balance Sheet - pg. 44
 - c. Account Receivables - pg. 45
 - d. Revenues - pg. 46
 - e. Expenses - pg. 47-48
 - f. **Amended** Check Register - pg. 49-56
(ACTION ITEM) _____ Approved/Failed
- IX. **Committee Updates**
 - a. Comprehensive Planning
 - b. Board Policies - Report of May 16 meeting
 - c. Election Committee – Board Elections
- X. **Previous Business** - pg. 57
 - a. Ratify previously approved wage band and approve wage band amended document - pg. 58-63
MOTION TO UNPOSTPONE _____ Approved/Failed
(ACTION ITEM) _____ Approved/Failed
 - b. Approval of the Organization Chart with allowable positions for FY26. - pg. 64-74
MOTION TO UNPOSTPONE _____ Approved/Failed
(ACTION ITEM) _____ Approved/Failed

- c. Approval of the SCS Job Descriptions in final format.
MOTION TO UNPOSTPONE _____ Approved/Failed
(ACTION ITEM) _____ Approved/Failed
- d. Wage Increases with history of salaries, wage bands yearly incentives with options, and summary of options documents. - pg. 75-82
MOTION TO UNPOSTPONE _____ Approved/Failed
(ACTION ITEM) _____ Approved/Failed
- e. Presentation of Succession Plan by Linda Acker - pg. 83-84
(ACTION ITEM) _____ Approved/Failed

XI. New Business - pg. 85

- Item A: Crisis Continuum Care Services and Sub-Acute Beds contract extension between the BHD and SCS - This is to extend the expiration date of this contract from June 30, 2025 to June 30, 2026. - pg. 86-91
(ACTION ITEM) _____ Approved/Failed
- Item B: Contract Extension with Locum Tenens for Denayer Mueller, NP - This is to extend the agreement with Locum Tenens for an additional six (6) month period, beginning 6/11/25 through 12/12/25. - pg. 92-93
(ACTION ITEM) _____ Approved/Failed
- Item C: Microsoft Upgrade Proposal with VLCM - This is a request for approval of VLCM to assist migrating users from Exchange 2019 Server to Microsoft 365 in the cloud. The Microsoft 365 Business Standard NCE will be an annual commitment, billed monthly \$1870.50. The total cost of the project is \$23,660. - pg. 94-108
(ACTION ITEM) _____ Approved/Failed
- Item D: Doctor Connect Agreement - pg. 109-116
(ACTION ITEM) _____ Approved/Failed
- Item E: Emergency Response Agreement with BHD (Document Included) - pg. 117-135
(ACTION ITEM) _____ Approved/Failed
- Item F: Wyoming Big Show Commercial Exhibit Space Application – Indoor Exhibit Hall 8’ x 10’ booth for \$200 for the Prevention team to address Alcohol Overconsumption and Suicide Prevention. - pg. 136
(ACTION ITEM) _____ Approved/Failed
- Item G: Agreement with Stericycle - pg. 137-139
(ACTION ITEM) _____ Approved/Failed
- Item H: Discussion on possible Grant Application *Preventing Maternal Mortality Funding Opportunity* - pg. 140-144

XII. CEO Report - pg. 145-147

XIII. Presentation by Melissa-Wray Marchetti - Regarding new software for financial reporting.

XIV. Reports - pg. 148

- a. Residential Bed Utilization and Drawdown - pg. 149
- b. Residential Referrals and Admissions - pg. 150-151
- c. Title 25 Monthly Information - pg. 152
- d. SCS Staff Report - pg. 153-154
- e. Open Access Intake Report - pg. 155-158

XV. Executive Session for instructing negotiations, deliberating on contracts, personnel matter and all other matters considered confidential by law.

(ACTION ITEM) _____ Approved/Failed

(MOTION) _____ Approved/Failed

Motion to approve contract extension for Sidney Reese

Motion to approve contract extension for Andrew Hagemann

(MOTION) _____ Approved/Failed

XVI. Adjournment

(ACTION ITEM) _____ Approved/Failed

Communications

To whom it may concern,

I am responding to the resent salary structure for Treatment Support.

When I first started in 2005 as Treatment Support raises and cost of living raises were great. I had left a short time and came back. Since being back (2010) over the years raises and cost of living raises became fewer/situations. Not to mention when budget cuts happened we lost personal days, holidays, and more. We now have to pay for the health insurance, where it was once provided before. In today's economy prices are going up – wages seldom going up, making it harder for survival.

For years I have heard how the Treatment Support is the back bone of SCS, with the interactions that we have with the clients. Providing daily needs, safe place to live, protection, we are there when clients have good and bad days, and dealing with difficult ones at times. Going to the other houses. Even taking the proper steps when emergencies arise. Transporting to the hospital. We also take on other duties for Case Management (transporting clients to appointments, taking and picking up client for work, and supporting phone calls ect..). Picking up med's from pharmacy for med room. Training newer Staff. And so so much more.

With that being said Treatment Support goes above and beyond the job description. And there are still a few dedicated and loyal Treatment Support employees as myself and others, with very good yearly evals and that have been here A LOT of years. It does get disappointing when you see newer Treatment Support coming in and making what they make when you have been here so long and should be higher up on the pay scale.

Our amazing Program Operations Supervisors have spoken up for us in hopes of getting us raises. I appreciate the efforts made and all they do for Treatment Support.

Over the years SCS has had Treatment Support come and go. The job is not for everyone. It is very rewarding when clients succeed, and you know exactly why you love your job.

They say it takes a village to raise a kid. It takes SCS to raise up the community in helping individuals become successful in recovery and their lives.

Thank you

Debby I

To Whom It May Concern,

I am writing this letter to the board of directors about the salary structure that was recently reviewed and shared with us from Amy Moser.

I have been employed at Southwest Counseling Service as treatment support staff for 5.5 years. I work within the transitions house assisting the psych social clients with their daily needs. My job as treatment support staff entails a significant amount of duties that change on a daily basis as the client's needs and behaviors change day to day. I work inside the home on a shift from 2 p.m. -12 a.m. with another staff member so the support that we have available to us in situations that may become difficult or escalated is very minimal. I believe the board was given a job description for treatment support staff duties however, until you work within the environment that we work a job description doesn't provide you with the duties that we do or the situations that may arise on our shifts. We strive to provide the best care that we can to the clients that we serve and are loyal and committed to the work we do.

I would be happy to attend the board meeting if I could and advocate for myself in person however, I am scheduled Tuesday through Friday and have no one to cover my shift to allow me to attend. Myself as well as many other staff have been holding on to hope that the board would recognize the need for our salaries to be reviewed and an increase in our pay would be given. But since the email was sent out indicating that we were not identified as a department as grossly underpaid or underappreciated therefore in need of an increase there has been a lot of staff expressing their frustration and disappointment. We have seen our clients go out into the community and work at local fast food restaurants, and convenience stores and they are making more money each month than I am. As treatment support staff we provide the services for Southwest Counseling to have group homes where the individuals that are housed are taken care of and protected 24 hours a day.

I have remained loyal and committed to the clients that I serve and Southwest Counseling Service and am hoping that my letter will be read and the board will recognize the need to review our position as staff and correct the salary structure / wage band that is up to be reviewed and finalized.

Thank You,

Michelle Muir

From: Tawna James <tjames@swcounseling.org>
Sent: Friday, May 23, 2025 1:03 PM
To: Kayleen Logan <logank@sweetwatercountywy.gov>
Subject: [EXTERNAL] FW:

Hello Kayleen,

I wrote a letter for the board to review in response to the wage band email. Due to some glitch it did not send to you. I see that others have letters out in the board packets that have been sent and mine might be too late, but I am resending it to you and sending the glitch email that it was supposed to be sent to you on 5/2/25. Thanks so much!

From: Tawna James <tjames@swcounseling.org>
Sent: Friday, May 2, 2025 5:35 PM
To: Tawna James <tjames@swcounseling.org>
Subject:

In regards to the Wage band I have some questions and I would also like to voice some concern about the following being implemented. The title changes that are being made do not hold any increase in wage for Residential staff, peer specialists, non- degreed case managers or programs operations supervisors. With some of the title changes including Daycare staff/ Med room these title changes not only don't come with a wage increase they also do not have any range increase on the salary scale for the potential future, I have not seen this in the years that I have worked at SCS so it is hard to understand the decision to solely title change some of these positions. The summary in the email that reads:

During the past 10-11 months, we carefully analyzed market trends, asked for employee feedback on job descriptions, and developed a structure that fosters growth and sustainability.

In those areas alone, it seems that this wouldn't just have had an outcome of title changes/or no changes to their salary range at all.

Rhonda created new job descriptions for the title changes of current employees who are paid the same as tx support staff but have many more duties and they have also advocated for themselves with letters requesting a pay increase and consideration. This has also been voiced to all previous HR staff and current since us supervisors have been in our current positions. Both a collaboration of advocacy from supervisors and initiation from HR themselves in a quest to retain essential residential workers. From my understanding personnel committee members mentioned in the email that were given input on this project are to help improvement of compensation and ensure more consistency throughout SCS, therefore I believe these are departments not to be overlooked within that understanding.

This has been an ongoing process that I believe helped initiate some of the reasons to look at the salary structure in the first place, so knowing these departments were not increased or the individuals that have significant more duties in their positions (Med Room Staff/Daycare staff and peer specialists specifically) were not increased is discouraging.

Specifically, job descriptions have been redone and sent in for review to show not only the current job duties but also the additional duties that have been accumulated from the progression of the positions, and the dissolving of other positions. SCS asked for employee feedback on job descriptions which there are areas of concern that RS staff has voiced to supervisors involving duties increasing but wages not increased, performance evaluations not following the usual percentage increases, and not having title changes that reflect an increase to their salary structure. Supervisors have talked to HR about wage differentials for staff that are “senior” and take additional duties of training other staff, RC, and taking on health and safety for instance. These are staff that continue to perform consistently above the average. I have been with SCS for over 20 years and at one point there was a residential staff position #2 that has since been dissolved. Many different ideas have been proposed as options and therefore I feel these areas need further consideration.

The wage band that is outlined is supposed to reflect improved hiring and retention and show a consistency in inequities. The med room staff and Daycare staff have been positions that have not been approved to transition to higher positions over the treatment support position label since I first started and continue to be positions that have more expectation including liability on them along with duties.

Peer specialists have expanded their areas of duties as well and are also branching out to psych social to help that side of the program. They are integral parts of all areas of the entire agency. Peers fulfill all gaps that are in need specifically with the clients, RS staff and Case management. This summary does not specify all the areas for which they encompass.

Programs Operations Supervisor. This is my position and I came into this position from treatment support years ago. I started out as Residential coordinator and at that time was not increased due to my years of being RS staff. The coordinator position is now being dissolved and Programs operations supervisors are also not included in this wage band. We supervise staff, are on call with them and field maintenance communication to them from staff. In our positions we were moved to salaried instead of hourly. If we work additional hours there isn't any additional compensation or if we must come in during an especially difficult on call we do not get compensated. We make sure that there is staff coverage and continue to do this while CM's are on call. Case managers are supposed to clock in during there on call if they come in or go over certain hours and make that additionally to the on call pay. As supervisors we oversee more staff then most of the agency not including our direct managers/CEO. The Case manager supervisor also moved out of the same tier as programs operations supervisors on the structure.

For many years staff have expressed frustration and feelings of being undervalued and under paid. Resulting in supervisors approaching HR managers/managers to advocate and bring up moral in staff. Each time this has been discussed a discussion of these salary restructuring/wage bands come up along with rewriting job descriptions, doing advocacy letters and these survey monkeys. I did assume that these things were leading to this wage band that came out. As an employee with SCS for many years I have believed that this agency helps foster positions and promotes resiliency within itself for all staff.

I hope that the board will take the time to review this letter and reconsider the need for many positions to be compensated further. Thank you for your time.

From: Shelby Gordon <sgordon@swcounseling.org>
Sent: Wednesday, May 21, 2025 10:32 AM
To: Kayleen Logan <logank@sweetwatercountywy.gov>; Raven Beattie <beattier@sweetwatercountywy.gov>; Kristy Kauppi <kauppik@sweetwatercountywy.gov>; Kori Rossetti <rossettik@sweetwatercountywy.gov>; Margene Chew <chewm@sweetwatercountywy.gov>; Gregory Orton <ortong@sweetwatercountywy.gov>; April Thompson <thompsona@sweetwatercountywy.gov>; Island Richards <richardsi@sweetwatercountywy.gov>
Subject: [EXTERNAL] Concerns for the Board of Directors

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Members of the Board and County Commissioner,

I am writing to you as an employee of Southwest Counseling Service, and I have some concerns regarding what I witnessed, and the results of the wage band salary change from the last board meeting.

I was in attendance of the last board meeting on April 23 and wanted to note the lack of transparency that was displayed while watching the dialogue about the salary structure. I went there under the premise of being able to advocate for myself during the board comment phase regarding salary increases. After watching the discussion on the salary structure, I didn't even know what I could advocate for because there was legitimately no information presented. It appeared as if it was trying to be kept secret and when talking about the structure it was only in vague terms as if you were purposefully not saying what was happening. This is very concerning to me. I have always stayed up to date on board issues, and up until they were not recorded anymore, I watched every single board meeting recording. I meticulously read the board packets. I was so uninformed on what you were doing because not only did you not speak about it during the meeting, there was also nothing in the board packet regarding what was happening during salary structure. I understand that you do not have to put what is discussed in committee in the packets, but to be honest as an employee of the company for the board you are on, it does feel like there is accountability lacking.

Regarding wage band increases. I do find it concerning that the two employee's on the financial committee got such large increases. What questions were asked about this? What data was presented? Where is the data? Was it cherry picked since we have so many new "titles." I mean for me you could consider me a substance abuse counselor, a therapist, a clinician, a recovery clinician, a recovery counselor, a substance abuse therapist, which one gets me the best compensation? I think there might be less questions and concerns if, again, there was more transparency.

Some more concerns I have were that the job descriptions were not approved, but yet wage increases were. Were you given the information that a Program Operations Supervisor, supervises upwards of 20-25 people, but yet we have case managers now making more than them? Program Operations Supervisors also, truly, spend a lot of time figuring out scheduling for when residential staff calls in sick, they have to figure out how to get shifts covered, they

consistently get calls at 11pm wondering if their next shift is late or not coming. This position is crucial to keeping our recovery clients safe and supervised and it doesn't appear that was taken into consideration. I am happy for case managers and I am so grateful for them. Every role here is important and necessary, and it is important for other positions to not get forgotten with these changes. Another concern for me is that the Certified Social Worker position is only making 0.21 cents more per hour than the Case Manager position. Certified Social Workers have to carry a professional certificate through the state of Wyoming, submit an application, and pass an exam, in order to get their certificate. According to my calculations the CSW position will not even make enough more per year to cover what it costs for these requirements. There is also a level of liability associated with these positions and that they are billed out at completely different rates, the CSW being billed out at a higher rate than the case managers are.

When there are job openings we have many applicants for case managers, and hardly any for Clinician's, CSW does help with coverage for clinician's. It does feel as though we are constantly trying to figure out coverage or how to make it work with fewer of us. It is taxing and many of the clinician's I talk to are fighting burn out. It does feel as though these things are not being taken into consideration with the board change to the wage bands. Or the level of schooling that we go through and the different requirements that need to be met for our professional licensure. We are constantly making sure that we have evidence based therapy while running our groups which takes time, research, and a lot of hours honestly off the clock to prepare for because we don't have enough time on the clock to get it done between paperwork, managing constant crisis', filling in for people who are gone, last minute assessments or clients who call that are struggling. Our job descriptions do not encompass all that we do and I wish it was explained to me better that this could affect my wage band or salary because this simplification that happened does not encompass what I do and my coworkers do. I hope that these things are taken into consideration when the board discusses these issue's at the next board meeting. I am hoping that you make informed decisions because getting information from two people does not account for the other 140 employees that also work at the agency, and whose lives are also affected by any decisions made by the board. Thank you for your time and consideration in this matter.

Finally, as it has taken me some time to get this email out, I am also disturbed that these emails are somehow making their way to the members of the financial committee and that employees are getting pulled into their offices and berated for the emails they are sending. I feel confident in being able to stand up for myself and advocate for myself, but there are many who do not have this same capability.

I will be taking annual leave so I can attend the board meeting on Wednesday.

Shelby Erin Gordon, PCSW

Recovery Clinician

Southwest Counseling Services

2300 Foothill Blvd.

Rock Springs, Wyoming

Work: [307.352.6677](tel:307.352.6677)

Cell: [307.922.2445](tel:307.922.2445)

I am writing to tell you how disappointed I am in the new wage band structure and the proposed raises to only 15 people out of 140 employees. This action is causing severe morale issues across the agency as most of us feel undervalued and have no voice.

From what I can gather (and I'm unsure of all the details because all of this has happened behind closed doors and with no transparency at all), Melissa Wray Marchetti and Amy Moser were told to look into the salary structure. They did that, and determined that 4 positions were below market value for about 20 employees. I understand they used a software package and polled other mental health centers.

Here's the problem: The two of them plus the main supervisor under Melissa are slated to get huge raises. Melissa's alone is something like 40%. Seriously, a 40% raise? Seriously, does it make any sense that you are one of two people in charge of looking at raises and you get to propose you yourself gets a 40% raise? I get that she feels undervalued. Many of us do. I have been here a decade and am not close to midpoint on my range. I hadn't actually felt undervalued until this came out last week and I figured out that Melissa and Amy were self-serving and somehow the Board went along with it.

I will be looking for another job, as many of my co-workers are too. I can't work for an organization that so obviously cares about only some of the employees and not the actual work horses.

Oh, and I think it's also ironic that the employees that have the most contact with the Board get rewarded. None of the rest of us talk to you or get to give you input.

No one ever asked me about my salary and job description. No one gave me the chance to talk about how my job is. Amy never cared enough to find out anything about any of the employees and ignored our suggestions on changes to job descriptions. But you all got to have a meeting where Amy and Melissa tell about their findings but no one actually else got to give any input.

I have been here a long time, and have never seen someone get away with something so self-serving as this. I know Amy is bailing now, but Melissa is getting what she wants. And where is Linda in all of this? I'm just asking that you look at what the rest of the staff are doing and give us a chance to plead our cases too.

I'm not sure what the next step is, but I would hope you would look at raises for all people and not just the 15. Or most? I guarantee they are not the only ones who deserve it or who are low. I would also suggest that when you are looking at raises, you don't let the people who are investigating them be the primary beneficiaries of the raises. That, in itself, is suspect. Can't the County help figure this out?

Last, it was said the decisions were based on data. Hmmm....we have very little turnover in case managers. Salaries may be low (let's be real—all our salaries are low.) We can barely hire treatment support staff who work shifts yet they get nothing. I think this is a situation where the people in charge of looking at the wages found the data they wanted to support the changes they wanted.

Please look at the entire agency and start over. This is not ok what is happening and if you give only them these raises it will damage the agency for years to come. I understand you are all volunteers trying to do the best you can, but you are being fed misleading information that is self-serving and inaccurate.

To The Board of Southwest Counseling Services,

I am sending this letter to respond to the recent email regarding the Salary Structure/Wage Band. I would like for the board to consider their decisions based on the outcome of the Data collected and review my salary as well as many others discouraged with the outcome.

I currently work within the residential program as medication room technician (which this title was just approved by the board) it came with no increase in pay. Also the base and cap did not change we are still in the same category as Treatment Support Staff. I have been with Southwest Counseling Services for 8 years and have been in the Med Room going on 7 years. I have been dedicated and a loyal employee and enjoy my job. I sent a letter to MS. Linda Acker in July 2024 requesting that a formal review of the duties that I have taken on be considered for a title change and increase in pay, which was denied and a response was sent that the board would be reviewing in the future.

I am really discouraged that the board did not recognize the work that we put in as staff and the responsibilities that we carry. I feel that the research would have had a different outcome if someone would have taken time to speak with and observe the duties that we are responsible for each day rather than just relying on data.

I am respectfully requesting that the board take into consideration my concerns as well as many others within the agency. I hope the board will recognize the need to review out positions as staff before the wage/band is finalized.

Thank you,

Carmen Burd

To Whom it May Concern,

I am writing to the board of directors about the salary structure that was recently reviewed and shared with us from Amy Moser. I approached my supervisor as many other staff have and we have been told that "this is the first stages."

I have been employed at Southwest Counseling Service as a treatment support staff for 6.5 years. I work in the transitions house assisting with the psych social clients with their daily needs. My job as a treatment support staff member entails a significant amount of duties that change on a daily basis as the client's needs and behaviors change day by day. I work inside home on a shift Monday thru Thursday 2p.m. to 12a.m. with another staff member so the support that we have available to us in situations that may become difficult or escalated is very minimal. I believe that the board was given a job description for the treatment support staff duties however, until you work within this environment that we work in a job description doesn't provide you with all the duties that we have to do or the situations that may arise on our shifts, We strive to provide the best care that we can to our clients that we serve and are loyal and committed to the work we do.

I would love to attend the board meeting in person, but like I have said I work Monday thru Thursday 2 p.m. to 12 a.m. and no one to cover my shift to allow me to attend. Myself as well as many other staff have been holding on to hope that the board would recognize the need for our salaries to be reviewed and an increase in our pay would be given, but since the email was sent out indicating that we were not identified as a department as grossly underpaid or underappreciated therefore in need of an increase there has been a lot of staff expressing their frustration and disappointment. We have seen our clients go out into the community and work at local fast food restaurants, and convenience stores and they are making as much or more than I am each month. As treatment support staff we provide the services for Southwest Counseling to have group homes where the individuals that are housed here are taken care of and protected 24 hours a day.

I have remained and will remain a loyal and committed to the clients that I serve and Southwest Counseling Service, and I am hoping that my letter will be read and the board will recognize the need to review our position as staff and correct the salary structure/ wage band that is up to be reviewed and finalized.

Thank You,

Jamie Evans

To Whom It May Concern,

I am writing this letter to the board to address some concerns and questions that I have regarding the wage band and salary structure that is currently under review. I have been employed at Southwest Counseling Service's within the Residential program that provides services to clients that are in need of help with their substance/mental health issues.

The board should have been presented with a current job description relating to my position however not all duties and roles that we fill can be included in the job description and mostly fall under other duties as assigned. A large part of our duties that we are taking on are Case management duties such as transporting clients to appointments, taking them to the hospital after hours when case managers are on call, supporting clients phone calls with family members ensuring that they are appropriate, etc. Maintaining a safe and healthy work environment, redirecting clients when needed.

We work with extremely difficult clients and most of our time is spent working with them at remote locations after hours with little to no support. We have seen a large turn over in residential staff due to this. We strive to provide the best care that we can to the clients that we serve and are loyal and committed to the work we do. With that being said it is difficult to do the work that we do, and other duties that are asked or pushed onto us.

We have asked and advocated in many ways for consideration for our salaries to be adjusted, and our work to be acknowledged. It is very disappointing to see that our role was not reviewed or found to be a role that is in need of an increase. We have been unable to get new staff to stay on for many reasons some being the work is difficult, but if anyone would have taken the time to talk with treatment support staff they would have heard over and over that "pay is a large part of it and getting paid once monthly is another one." We have clients going out of treatment and starting work within our community who are making more money to start then we are.

Those of us that have remained committed and loyal to the agency continue to feel undervalued, and the email that Amy Moser sent out showing such large increases for other employees in various departments completely confirmed our feelings. I am hoping that this letter will make a difference and bring to the boards attention that treatment support staff the back bone of our organization should be recognized for the work that we do and fairly compensated for our work. I am not able to attend the board meeting on the 28th as I have a prior commitment but will make myself available any time after returning.

X

Brad Bell

From: Ed Lucas <elucas@swcounseling.org>

Sent: Friday, May 16, 2025 8:06 PM

To: Kayleen Logan <logank@sweetwatercountywy.gov>

Subject: [EXTERNAL] Southwest Counseling Treatment Support Staff wage band concerns

Hello, this is in response to the news about the new salary structure that so far does not include changes for staff working in my role as Residential Treatment Support.

I work in the Independence group home in SCS's Bridges program. I've been working in this capacity for over two and a half years now and have said repeatedly that this position is one that, in my work history, has felt best aligned with my sense of vocation. I go to my shifts in good faith that I can be part of others' growth and development, with no certainty that I will ever see the fruit of my effort or influence on clients, but, having been a client myself in a similar program 22 years ago, realize that the experience was utterly transformational. Even without that certainty, I roll the rock like Sisyphus since mental health progress is anything but linear. I also feel that I could not have responsibly done this job earlier in life. I started orientation in the week of my 49th birthday.

My qualifications aren't academic; I see myself more as a peer with history that helps me see common struggle with people who have mental illness. My actual job, volunteer, and personal experience includes work in different fields. I've been in audio production for concert stages, a range of driving/warehousing/logistics roles for construction/engineering and foodservice industries, music producer and songwriter, webmaster/content writer and social media for non-profits, and more. If nothing else, it's a mix of left brain organizational and right brain creative skills.

My concerns are mainly about creating stability for all the stakeholders in what this program stands for: client's growth, staff continued employment and development, and the community benefiting from keeping both of those viable and cultivating wellbeing in a place that is sadly known for a lot of mental health struggles and shifting economic sands. The political reality upon us seems also to be headed toward more hardship for places like Rock Springs and I'd find it hard to believe the demands on mental health services won't be increasing, and that SCS might be one of the islands of relative safety and support for more people. To that end, keeping qualified staff already here seems a critical element.

The Treatment Support position is a complex one. I think you'll hear from my fellow staffers about that—staff who I might add actually fill the positions full time (unlike myself doing 22 hours a week). My comments are not just for myself and my needs. They are for others who frankly may need the hours and the raises available even more than I do. A number of my staff peers are younger and starting families and hoping for stability in their home lives while embarking on relationships, having children, etc. Some are also on their own recovery paths from either addictions or histories they'd like to move on from, and in doing so, realize their own growth isn't just for themselves, but for others they might share with, and might serve as

role models. This is what is important beyond any facts and figures or calculations: healed people want to heal others. This is my primary motivation in doing the work.

There are a lot of ways to make a lot of money in this life but they may not be as noble as serving others. Unfortunately--as someone who once had a job serving others (meal delivery for seniors) that was made economically untenable by funding cuts that eliminated my position not once but twice in consecutive positions--that can be hard to make pay ENOUGH to live on and to build a life upon. For years I could make a decent income OR I could help others. Highly unusual circumstances allow me to choose to work part time in a setting where I feel I can do good work. But to be honest, if I was not enjoying some highly unusual circumstances, this might be a job I could not afford to take. I'm not even in Rock Springs because I chose it. But, having arrived and circumstances being what they are, I'm very glad to have this role and recently interviewed for the Peer Support Specialist, feeling there was even more I could do.

Even as a part timer, concern for my clients does not cease when I punch out at the end of a shift or work week. I can only imagine that full time staff have this too. That's because we are invested in the lives of other people who need a level of attention and care 24/7/365 that most people don't. We have to work as a team to see to the fundamental needs of food, shelter, and basic comforts being provided predictably and consistently. We see to their taking meds at regular times each day. We help them stay on track with daily life activities. We see to their social wellbeing. We observe and note what we see in good times and bad. We interact and share knowledge in life skills that might seem basic to many of us but are sometimes nearly insurmountable to the clients. We sit and listen to whatever might emerge from their troubled souls. We are not the trained professionals who have an hour to meet per week, but we are there to give clients an ear, a hand, a good word, advocacy to be someone they can trust and know will be around in between the groups and one-on-ones with the professional staff during the day. As a swing shift staffer, when the world quiets down, some clients will have greater symptoms and need someone to talk to. Each of us have different capacities to contribute to the mix of skills and talents that can serve the many, varied, and often changing needs in the group home environments. And of course there are the trainings we do as a matter of course to put us all on the same page. We are drivers, cooks, secretaries, cheerleaders, tech support, valets, and mentors, things reaching far beyond mental health related tasks. Each staff has a different history to build upon. In the shifts I work, I'm able to call on years spent in institutional foodservice and organizational roles, nonprofits, being a driver, etc.

This is not a role just anyone can be hired into. It takes a special personality to do this faithfully and for a long time. There isn't glory in it. We can't report to the world what we do and ask for likes, shares, and subscribes since we are HIPAA bound. We just have to do the work in a good spirit of service to others who are living with conditions they never asked to have, in a world where they are seen as "less than." It's our job as Treatment Support to give them a stable place to live where they can feel safe and stable enough to remove at least some of the major concerns of housing, food, safety and security, and the ability to trust people who they start off not knowing. This is the platform upon which all the other work by professional therapeutic

staff is done. We are often reminded that we are the front line and our interactions and observations are vital to the work they do.

I feel it's in the best interest of the clients to ensure that they can have staff who feel their needs are met now, and with the promise of compensation packages adjusting as cost of living or life circumstances change. For clients, seeing familiar faces is stabilizing. Eliminating sources of chaos and instability is in their best interest. Unlike many jobs available to nonprofessional (degreed) candidates, this is not a job to have people hired into and cycling out of when they realize it isn't for them. Consequently, it seems best if present staff, many of whom have been with SCS for years and have not been washed out in the early weeks or months, should be compensated well for being important foundation stones of SCS's mission and having the tenacity to keep on, and to need to have the continuing education we need to have.

That is just a baseline. There are the times when we deal with far more challenging issues that teeter between life and death. While not being trained in medicine or the kind of counseling skills our professional staff have, we are front-line staff who have to be confident enough to not seize up ourselves at some dramas that leave their mark on our minds well after a shift ends. We need to be a staff that, from experience, knows how to handle crisis situations enough to make sure the situation is escalated to someone who can, even at 2:52 in the morning. This experience only comes from being around long enough to deal with many smaller things 99% of the time and to foster relationships with clients enough that they trust us in their worst moments.

Our wage isn't just for the time we put in onsite or the documentation. It's for vastly more that in a lot of ways can't be quantified and indicated. I feel that for the best continuity, making the compensation package ample and above concern that 'it's not enough and I need a second job/side hustle/completely different job' is resources well spent. Staff may need to know that, beyond the wonderful praise Darrell Rasdall and Ross Little give us, that we are valued, and not strictly in the feel-good sense from praise. Ultimately, there are real calculations to be done, and really that is where the rubber meets the road for most of us, even if we love the work. Ultimately, for a full time position that isn't only to make widgets but to look after the wellbeing of a number of fellow humans, this is important to get right.

Full time staff mostly work four consecutive ten hour days. While a three day weekend is kind of a romantic notion, that time needs to be able to provide the genuine opportunity to reset and let whatever happened in the workweek fade out so the next "Monday" can start with a fresh attitude. Time off is one thing, but where real financial compensation comes in handy is to ensure that if a staffer needs to pay for anything of a retreat time, or any therapy to help decompress or work toward objectively working in our environment, or other services, then those almost certainly cost money. I once worked for a purveyor in the burgeoning foodie scene in San Diego, He made sure we were paid well because, frankly, he wanted us to be able to enjoy the restaurants we sold to. He wanted us to have a life outside of the hard work. Similarly, I feel that our Treatment Support staff need the resources to do whatever has that same rejuvenating effect, and to be encouraged to do so, ready to come back and always feel

our clients are central to the time spent at the houses, not having to sour the workplace with frustration and discontentment.

I hope you see this as a holistic matter for clients, staff, and the community at large that will be ideally be more stable from the good jobs with dignity and purpose, and a community that might always recommend SCS because they know we have the winning formula.

Sincerely,
Ed Lucas

May 15, 2025

To Whom it May Concern:

My name is Jennifer Melton and I am writing this letter to convey some concerns I have regarding the wage band and salary structure that is under review. I have been employed at Southwest Counseling for eight and a half years as Treatment Support Staff in the Residential Program that provides services to clients for substance and mental health issues.

As I am sure that the board is aware and already has a current job description for Treatment Support Staff although it is a general description, there are more roles that we take on than can fit in a general job description. In addition to our general duties we are charged with helping with Case management duties, such as transporting clients to appointments and sitting in with them through some of these appointments like visits to the ER, as well as support clients during their personal phone calls to make sure they are appropriate, etc.

We work with a lot of extremely difficult clients who are in the beginning stages of their attempts at recovery and can be very unpredictable, and difficult to manage. These individuals present to us with mental health issues including paranoia, psychosis, suicidal ideation as well as medical compromises including seizures from withdrawal, extreme agitation and the inability to walk on their own requiring them to use walkers and wheel chairs and need the assistance of treatment support staff.

As treatment support staff we work at remote locations with these individuals and are on the front line to deal with emergency services such as police, ambulance and the fire department when we are in a medical emergency and have to keep all of our other clients safe while multi-tasking our duties to ensure the safety of everyone including ourselves. I think that anyone that questions our value can look back to our Covid days and remember that Treatment Support Staff were the only ones that are needed on hand at ALL times for this program to run.

Since I have been with the company there has always been a revolving door of Treatment Support Staff minus a handful or two that have a loyalty to this job, our clients and what we are doing for our community. I consistently hear from my peers that are mostly no longer here that the pay is just not enough to live on, and a lot of them have to get an additional job just to get by financially, which typically results in them leaving SCS. My teenager that works at a local fast food restaurant makes more than I do and he has only been there for one year and is not management.

We have been very lucky to have supervisors that have advocated for us as much as they can in the past and present to help us get increases in our wages to keep us here doing the work that we feel matters and to be acknowledged. It is our turn to advocate for ourselves to receive compensation for the work that we do. It is very disheartening to receive an exemplary evaluation year after year and not receive compensation for it.

It was devastating to see the email that Amy Moser sent that stated that there are positions that were identified to be grossly underpaid and were given significant increases to their caps yet treatment support staff was not included. I pray that this letter will shed some insight and that the board will review the wage band and salary structure again for the people that are here rain, sleet, snow, or shine.

Thank you for your consideration,

Jennifer Melton

Treatment Support Staff

To Whom It May Concern,

I am writing this letter to the Board in regards to the recent email that was sent out by HR Manager for Southwest Counseling Services Amy Moser about the salary changes. I have some questions about the data that was used to make this determination, a quick google search for Wyoming Certified Peer Specialist's indicated the pay to be at an average of \$19.06 to \$19.32 per hour in WY as of 2025.

I am currently a Certified Peer Specialist employed with Southwest Counseling Services in the TC/WAP Inpatient Treatment Program and hold my certification through the IC&RC (International Certification & Reciprocity Consortium which allows Southwest Counseling Services to bill Medicaid for my services. I have been employed with Southwest Counseling Services for approx.: 19 years (a Certified Peer Specialist for 8 of those years) and have been a loyal and dedicated employee.

As a Certified Peer Specialist I am able to provide individual sessions with peers and facilitate approximately 7 or more groups weekly. I also provide crisis intervention, assist peers with learning and understanding their assignments, assist peers with finding and securing employment, overseeing the day to day of Sober Living, doing individuals with Sober Living peers, advocating for peers, assisting with daily tasks as well as many other duties. Southwest Counseling Services is able to bill and collect for my services through Wyoming Medicaid.

I bear the financial responsibility for maintaining my certification, including attending required trainings and paying recertification fees every two years. This commitment reflects my dedication to providing quality support to our clients.

I am kindly asking that the board please review my letter and reassess the worth of my position in the current salary structure for myself, my fellow Certified Peer Specialists and other co-workers who contribute much to the success of our clients and program. Thank you for your attention in this matter.

Best regards,
Melissa Vecht
Certified Peer Specialist
Southwest Counseling Service
2300 Foothill Blvd
Rock Springs, Wy 82901
307-352-6677 EXT: 248



“You only live once, but if you do it right, *once is enough.*” –Mae West

To Whom It May Concern,

I am writing this letter to the board in regards to the recent email that was sent out by Amy Moser about the salary changes. I have some questions about the data that was used to make this determination, as a quick google search for Wyoming Certified Peer Specialist's indicated the pay to be at \$19.06 an hour with the annual salary at 39,650.00

I am currently a certified peer specialist in the TC/WAP program hold my certification through the IC&RC International Certification & Reciprocity Consortium which allows Southwest Counseling Services to bill Medicaid for my services. I have been employed with Southwest Counseling Services for 7 years and have been a loyal, dedicated employee.

As a Certified Peer Specialist, I am able to provide individual sessions with clients and facilitate approximately 7 groups weekly. I also provide crisis intervention, assisting clients with finding and obtaining employment, I have also taken on more duties within my employment such as vehicle up keep and maintenance, transportation, peer 1 on 1's as well as overseeing sober living clients and assisting them in everyday tasks. All of which Southwest Counseling Services is able to bill and collect for my services through Wyoming Medicaid.

I am financially responsible to pay for my certification and maintain certification which requires me to attend trainings and pay recertification fees every two years. I did a quick google search on certified peer specialists pay in the state of Wyoming and found that the pay is listed as \$19.06

I am asking that the board please review my letter and rescind the current salary changes and re consider all the positions within our agency that need to be increased.

Thank you,

Krystle L. Norton

May 5, 2025

Members of the board,

I am writing to express my concerns and disappointment regarding the recent updates of the new wage band within our agency. While I appreciate the intention behind updating the compensation structure, I was disappointed to learn the adjustments excluded my position, a non-degreed case manager, despite the significant contributions and tenure I have with the agency. Having been told by the agency that they have been working on the salary structure for the last couple years, to re-evaluate and make changes to the lower positions on the structure that have in the past been looked over, it's disheartening to see that the changes that were made were only for a couple positions and not for everyone throughout the agency. I myself have asked how raises work and have been told that SCS does not do raises for any one individual/department and that any increase would be agency wide.

Having dedicated 12 years to Southwest Counseling Service, I've consistently committed myself to its growth and success, often going above and beyond to support our goals. It is disheartening to see that this dedication, experience and loyalty were not recognized in the recent wage reevaluation. This exclusion has led to feelings of being unappreciated and undervalued-not only for myself, but for several others in similar roles.

The manner in which these changes were implemented has led to concerns about transparency and communication within the workplace. A lack of clear and open communication regarding the wage band changes and how they were decided, I feel, has caused feelings of distrust. I believe that fair and transparent practices are key to maintaining morale within the workplace, something that I now feel has been substantially affected. I respectfully request that the board revisits the wage band changes along with considering raises for all employees, rather than just a few, with consideration for those who were overlooked, especially in light of their experience and long-standing services to the company.

Thank you for your time and attention to this important issue.

Shawneen Pate
Outpatient Recovery Case Manager/ Peer Specialist
Southwest Counseling Service

South West Counseling Services
Recovery Services/TC/WAP
2300 Foothill Blvd
Rock Springs, Wyoming 82901

May 12, 2025

Dear Board of Directors,

I am writing to express my gratitude for the opportunities and experiences I have had while working for South West Counseling. I am proud to be a part of such an amazing and invested team.

At this time, I would like to discuss my pay rate. To date, I have been with the company for eleven years and six months and have every intention of remaining with South West Counseling until retirement, pending accommodations for efforts given. During this time, I consistently meet and exceed the expectations and guidelines for my position as Daycare Provider. My contributions to the company are significant and my role has added value to the company and team. (2023 Reunification Hero Award to SCS Women's and Children's Program)

The Job Description for Daycare Provider lists a lot of basic knowledge of what is needed for this role. The skills I bring to the job considerably surpass this. What it does not include is the high percentage of children with mild to severe behavioral issues and deep traumas to navigate through. My thirty plus years of experience working with children: newborn to young adults, different social settings and varying degrees of physical and mental disabilities, has provided me broader skills and knowledge to give quality care.

I pay attention to details with the mothers/clients, and especially the children, with focus on individual development in each child. I work proactively on behaviors, both good and challenging. My communication with the children mirror their individual development stages and push for continued growth. I do not enable the children, but empower them. I work on teaching the mothers how to do the same with their children and themselves while in the program and to be able to utilize these skills after leaving South West Counseling. My strengths and consistency have brought stability, routine and trust to the children and mothers.

I have conducted my own research on childcare providers and that of providers for children of addicts, adding in attrition rates within similar programs. My performance and how I handle the daycare within the program, my decision making abilities and ability to promote leadership, would warrant strong considerations for a raise comparable to the high end of the pay bracket that I am in now with possibility of a higher pay bracket at a later date.

When I assumed the position of Daycare Provider I was still listed as Treatment Support. It took years for the title to change. I set the Daycare Program on a schedule and promoted consistency that other staff could follow in my absence. I assume the duties of Treatment Support along with my position as Daycare Provider. Due to the high attrition rates in this line of work, new hire wages continues to rise while loyal and competent staff are disregarded. When asked about raises the response is always, "We will check the budget." I see the budget being used to upgrade monetary items but not used to keep those whose performance justifies a raise. Everyone with the company deserves a

competitive wage but not all employees raise the performance standard. My excellent performance, experience and years of service should top me out in my pay bracket and yet I have advanced only half.

I appreciate your consideration of this request and am open for further discussion on the subject. Thank you for your time and attention to this matter.

Sincerely,

Jane McCauley

From: Linda Acker <lacker@swcounseling.org>
Date: Thursday, May 1, 2025 at 3:41 PM
To: Rhonda Brown <rbrown@swcounseling.org>, Kayleen Logan
<logank@sweetwatercountywy.gov>
Cc: Kristy Kauppi <kauppik@sweetwatercountywy.gov>, Kori Rossetti
<rossettik@sweetwatercountywy.gov>, April Thompson
<thompsona@sweetwatercountywy.gov>, Margene Chew (margene_chew@hotmail.com)
<margene_chew@hotmail.com>, Margene Chew <chewm@sweetwatercountywy.gov>,
Gregory Orton <ortong@sweetwatercountywy.gov>, Raven Beattie
<beattier@sweetwatercountywy.gov>
Subject: FW: please read and share

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Rhonda: I will forward this to the board members at your request. The May meeting of the board will be May 28th at 6:30 at 333 Broadway Street and the meetings have always been open to staff/public. I appreciate you writing down your concerns. I would encourage staff to go to Managers to discuss this issue. If you have additional questions or concerns, please do not hesitate to contact me. Linda

From: Rhonda Brown <rbrown@swcounseling.org>
Sent: Thursday, May 1, 2025 9:13 AM
To: Linda Acker <lacker@swcounseling.org>
Cc: Rhonda Brown <rbrown@swcounseling.org>
Subject: please read and share

Linda,

Can you please review the concerns that I have regarding the wage bands and the responses that I have been given to my questions? We were invited by Amy Moser when she sent the original email out to reach out to her if we had any questions, which I did and have not received any answers to the specific questions that I asked. I sent my original email to her along with several other emails that day and she responded within minutes to the other emails however only confirmed that she received the email with my questions after I asked her, to which her response was "yes I am responding to them now." it took her 26 hours to respond to me and when she did respond I was given a very generic answer, avoiding the specific questions that I asked.

I would like to request that a copy of this email thread and my email to Amy Moser be provided to the board before they finalize their decisions on the individuals that are up for significant wage increases and those that need to and should have been reviewed that were not? I have put the questions/concerns in bold for you to see? I am really confused also on how case managers are placed above Program Operations Supervisors, and why she withheld the information that the Case Manager Supervisor was moved up 5 spots? I have multiple staff as well as myself that are very disheartened and confused on how and why this board meeting went the way that it did. There are staff that would also like to write letters to the board members and they plan to attend the next meeting if we are provided

with a date by Amy Moser. How do I direct them with their questions on how to advocate for themselves and how do I advocate for myself and others?

Thank you,

Rhonda Brown
Program Operations Supervisor
Southwest Counseling Services
2300 Foothill Blvd.
Rock Springs, WY 82901
rbrown@swcounseling.org
[Phone:307-352-6677](tel:307-352-6677)
[Fax:307-352-6614](tel:307-352-6614)

From: Amy Moser <amoser@swcounseling.org>
Sent: Tuesday, April 29, 2025 5:56 PM
To: Rhonda Brown <rbrown@swcounseling.org>
Subject: RE: Board Approved Wage Bands, Effective July 1, 2025

Rhonda,

Thank you for the email. We met as a management team today, and Linda emailed about how we will address the staff's questions.

Thanks,

Amy Moser, PHR, SHRM-CP

Human Resource Manager
Southwest Counseling Service
2300 Foothill Blvd
Rock Springs, WY 82901
[307.352.6677](tel:307.352.6677)
[307.352.6614](tel:307.352.6614) (fax)

From: Rhonda Brown <rbrown@swcounseling.org>
Sent: Tuesday, April 29, 2025 1:16 PM
To: Amy Moser <amoser@swcounseling.org>
Cc: Rhonda Brown <rbrown@swcounseling.org>
Subject: RE: Board Approved Wage Bands, Effective July 1, 2025

Amy,

Thank you for this information, however it appears that this is the same information that was already included in the email that was sent out.? I was wanting **some answers on the specific questions that I asked because we have discussed multiple times the need for treatment support staff's salary to be reviewed for increases. We continue to have difficulty recruiting and retaining staff due to pay and the duration of pay.** The staff have expressed on many occasions their personal financial struggles and feelings of being undervalued and unappreciated for their many years of service and the difficult duties that they are responsible for at the facilities when working without the support of the team with the difficult individuals that we serve.

We spoke multiple times about having **senior staff take on duties training new staff** and spending one on one time with them while learning the role and providing them a **differential pay**, but also this was not discussed or mentioned in the board meeting outcomes.

I created new **job descriptions for title changes for current employees** who are being paid the same as treatment support but have significantly more duties. These employees have also advocated for themselves by submitting a letter requesting a pay increase and I believe were told that they would be considered during this time, and were basically given a title and possibly a new badge but nothing monetarily for their dedication and extra duties.

Also it was not disclosed in the email that the **Case Manager Supervisor was also moved up 5 spots** on the new salary schedule? I am not sure why this was not included, it was noticed as she was originally placed in the same pay schedule location as we are as Program Operations Supervisors and she supervises significantly less staff than we do.

Case managers were placed above Program Operations Supervisors which is also questionable as there has been little to no turn over with case managers? As Program Operations Supervisors we supervise more people than anyone in the agency other than Linda and Laura. As Program Operations Supervisors we are a part of the on call rotation which is compensated by the set fee, however, we also are on call every day and night fielding calls for staff call in's and making arrangements for shift coverage as well as any maintenance issues with no compensation for this. (we have requested this be considered and this was denied). Case managers are compensated for their on call and also are compensated above the set on call pay if they exceed hours on call determined by their hourly wage. Case managers leave work and have no responsibilities to take any calls after their shifts have ended. I assume that in your considerations billing for case managers was discussed although we do not bill for their services in residential. Peer specialists are also billable and provide up to 6 groups weekly for clients inpatient and billable services to outpatient clients and have the financial responsibility to maintain their certification for this service to be available to SCS but peer specialists were also not a department considered to be reviewed for increases.

Non Degreed Case Managers which is only 2 employees who have both been with this agency for over 10 years each were completely disregarded when considering salary changes. It is very disheartening to see the complete disregard for the hard work and loyalty that they display strictly because they do not have the degree.

There is no mention of **Peer Specialist Supervisor** anywhere on the salary structure which is also a role that I cover and supervise those additional staff.

In the email that you sent to us explaining how the **Personnel committee members** were involved and were able to give input on this project regarding the data collected... and that a few of them were the ones that benefited the most on the outcome of the wages.

The agency was notified that the Board meeting location was being designated to a new location, that being the county building versus the Ankeny location and **that we would be notified when the board meetings would be scheduled and provided a zoom link so that we could attend**. It is concerning that we were not notified of this meeting nor provided a link and have not been being notified for several meetings.

In the 23 years that I have been employed at SCS I have been told when asking/advocating for treatment support staff or others to be looked at for pay increases that “we cannot give raises or bonuses to one department and that any increases or bonuses would have to be agency wide” which has always been the outcome for all raises and any bonuses. However, it appears that this board meeting and personnel committee is now only focusing on a very few people to be considered in the wage review and increase in compensation and is operating outside of SCS’s history regarding salaries. It is concerning that many staff are left feeling undervalued, under paid and their voices unheard.

Thank you,

Rhonda Brown
Program Operations Supervisor
Southwest Counseling Services
2300 Foothill Blvd.
Rock Springs, WY 82901
rbrown@swcounseling.org
Phone: [307-352-6677](tel:307-352-6677)
Fax: [307-352-6614](tel:307-352-6614)

From: Amy Moser <amoser@swcounseling.org>
Sent: Tuesday, April 29, 2025 8:32 AM
To: Rhonda Brown <rbrown@swcounseling.org>
Cc: Linda Acker <lacker@swcounseling.org>; Melissa Wray-Marchetti <mwrapmar@swcounseling.org>
Subject: RE: Board Approved Wage Bands, Effective July 1, 2025

Rhonda,

After conducting a thorough market analysis, we identified positions where compensation was significantly below industry benchmarks. To address this, wage band increases were applied only to positions where pay was grossly under market standards, ensuring fairness and alignment with competitive practices. While these adjustments affect only specific roles, we remain committed to regularly reviewing our compensation structure to remain equitable and competitive. The wage band document is a living document; the board is committed to reviewing it regularly.

Best,

Amy Moser, PHR, SHRM-CP

Human Resource Manager
Southwest Counseling Service
2300 Foothill Blvd
Rock Springs, WY 82901
[307.352.6677](tel:307.352.6677)
[307.352.6614](tel:307.352.6614) (fax)

From: Rhonda Brown <rbrown@swcounseling.org>
Sent: Monday, April 28, 2025 6:20 AM

To: Amy Moser <amoser@swcounseling.org>
Cc: Rhonda Brown <rbrown@swcounseling.org>
Subject: RE: Board Approved Wage Bands, Effective July 1, 2025

Amy,

I have a few questions about the boards decisions?

I was just looking at this and noticed that my staff did get a title change with no increase to be in med room, daycare?

Also I see that case manager supervisor moved up 5 levels as she was placed at the same place on the schedule as us?

And case managers received increases placing them above us and we supervise over 25-30 people?

Non degreed case managers received no increase?

Treatment support staff received no increase?

Can you help me understand how and why they made the decisions that they made? Also why we didn't receive notification of the board meeting so that we could attend and advocate for our staff as I have been asking for at least a year and putting in effort to write job descriptions for the staff?

I am just concerned that we will see even more turn over now as they have been advocating for themselves as well and feel completely disregarded?

Thank you

Rhonda Brown
Program Operations Supervisor
Southwest Counseling Services
2300 Foothill Blvd.
Rock Springs, WY 82901
rbrown@swcounseling.org
Phone: 307-352-6677
Fax: 307-352-6614

From: Amy Moser <amoser@swcounseling.org>
Sent: Thursday, April 24, 2025 4:26 PM
To: All Staff <allstaff@swcounseling.org>
Subject: Board Approved Wage Bands, Effective July 1, 2025

All:

We are pleased to announce the approval of a new wage band structure, which reflects our commitment to fair and competitive compensation. This updated framework results from a thorough review that ensures it aligns with our organizational goals and industry standards. The SCS Board of

Directors approved the new wage bands on April 23, 2025; they will become effective July 1, 2025. Please note that the wage band document is a living document and will be reviewed once a year. Attached you will find the new board approved wage bands and the Salary Structure History.

The board charged SCS to review/write job descriptions, create organizational charts for SCS, complete a wage survey for all positions, and recommend new wage bands. During the past 10-11 months, we carefully analyzed market trends, asked for employee feedback on job descriptions, and developed a structure that fosters growth and sustainability. CompAnalyst, a robust software that purchases over 350 HR-reported surveys each year and gathers data from publicly accessible surveys from reputable and well-known businesses, was used in this process. Further data was collected from other Wyoming behavioral health centers and used when available. During the process, the personnel committee members from the board were also involved to give input on this project. Please note that this project is not complete. We will supply all job descriptions and organizational charts to the board next month for board action. Other tweaks may also be made as we finalize this project. Even though we strive for perfection, there may be situations where we will need to make changes (with board approval). We appreciated the feedback during the job description process and will continue monitoring market changes.

Below are the changes that were made during this process:

Highlights of the New Wage Band

- **Title changes were made to the following positions:**
 - Seasonal Support Staff – this is mainly for the Summer Program, but can be used for any seasonal position. Old title of Lawncare – Seasonal was used for this.
 - Records Specialist – We have had staff in this role, but this title was not on our salary structure. The title of Office Support Staff was being utilized for this position.
 - Medication Room Technician – We have had staff in this role, but the title was not on our salary structure. Treatment Support Staff was the title this position was using.
 - Residential Coordinator – This title will be retired, and Program Operations Supervisor will be used in its place.
 - Custodian – This position was called Janitor on the old salary structure
 - Groundskeeper – this position was called Lawn Care – Seasonal on the old salary structure.
 - Day Care Provider – This position was called Daycare on the old salary structure.
 - Purchasing Specialist – This position was called Purchasing Clerk on the old salary structure.
 - Human Resource Assistant – Old title is Human Resource Clerk.
 - Accounts Receivable/Insurance Billing Specialist – Old title is Accounts Receivable/Insurance Billing Clerk.
 - Account Payable Specialist – Old title is Accounts Payable Clerk.
 - Payroll Specialist – Old title is Payroll Clerk.
 - Medical Services Specialist – Old title is Medical Services Clerk.
 - Revenue Cycle Management Supervisor – Old title is Accounts Receivable Supervisor.
- **New Positions, effective July 1, 2025**

- Grant Compiler
- Grant Writer
- Public Relations Specialist
- **Positions that moved to a new range**
 - Case Manager – moved from range 39 to 48.
 - Revenue Cycle Management Supervisor – moved from range 45 to 53.
 - Human Resource Manager – moved from range 55 to 68.
 - Chief Financial Officer – moved from range 69 to 77.

Please let me know if you have any questions.

Best,

Amy Moser, PHR, SHRM-CP

Human Resource Manager
Southwest Counseling Service
2300 Foothill Blvd
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Board Meeting Minutes

April 23, 2025

Minutes for
Southwest Counseling
Board Of Director Meeting
Held April 23, 2025
At 333 Broadway Street
Rock Springs, Wy

1) Meeting Called to Order by Kayleen Logan @6:34pm

Attending: Kayleen Logan, April Thompson, Margene Chew, Gregory Orton, Kori Rossetti, Kristy Kauppi, Raven Beattie (via video)

2) Declare Quorum by Kayleen Logan

3) Approval of Amended Agenda – pg. 1-2

Motion made by Mr. Orton

Second by Ms. Kauppi

Motion passed

4) Approval of Minutes- pg. 3-11

Motion made by Ms. Kauppi

Second by Ms. Chew

Motion passed

5) Treasurer's report- pg. 12 (Presented by Ms. Kauppi)

a. Write-Offs- pg. 13-15

There were no Accounts Receivable Write-Off Requests Self Pay Balances under \$25.00. There was one account in the amount of \$116.17 due to No Consent to treat obtained under Accounts Receivable Write-Off Request Self Pay Balance Ober \$25.00 . There was one Account Receivable Write- Off Request Bankruptcy Discharged in the amount of \$3,339.33.

b. Balance Sheet- pg. 16

The total cash assets total \$1,879,924.29. The previous month's total cash was \$1,868,560.01, a decrease in cash in the amount of \$11,364.28 from the previous month. The year to date expenditures through March 31, 2025 total \$12,721,373.33. The average cost per day of operations is consistent with the previous month at \$46,428.37. Liabilities as of March 2025 total negative \$425.01 due to a refund on a credit card. Based upon all cash balances, SCS is currently at 41 days of cash on hand, the same number of days of cash on hand in February 2025.

- c. Accounts Receivable- pg. 17
The total outstanding balance for amounts owed to Southwest Counseling Service for March 2025 is \$680,365.16. The receivables increased from the previous month due to slightly higher charges in Self Pay, Insurance, and Medicaid. The total receivables excludes Collection, State Contracts, and Cancellation/No show fees.
- d. Revenues- pg. 18
The Revenues for March 2025 is \$ 1,687,640.34 which is 10% for the month and 100 % for the year.
- e. Expenses - pg. 19
The expenditure for March 2025 is \$1,638,689.59 which is 8% for the month and at 60% for the year.
- f. Amended Check register – pg. 21-28
The April 2025 check register total is \$1,394,262.73

Approval of the Treasurer's report

Motion made by Ms. Thompson

Second by Ms. Rossetti

Motion passed

6) Committee Updates

- a. Comprehensive Planning- This is on hold until the Board of County Commissioners can look at the budget.
- b. Board Policies- looking at the possibility of having Ms. Thompson and Ms. Beattie meet with the Attorney over teams to look at the policies prior to next board meeting.
- c. Election Committee- Ms. Chew and Ms. Rossetti will meet prior to next board meeting to discuss selection of board officials.

Ms. Thompson advised that she will not be renewing her term on the board.

Ms. Kauppi and Ms. Logan's terms are also expiring soon

- d. Financial- Salary Structure- copy was not provided in the packet. Copy can be posted tomorrow.

Motion to pass the wage band ranges 16-85 with updated title changes made by Ms. Kauppi

Second by Ms. Chew
Motion passed.

e. Personnel- Approval of job descriptions titles, organizational charges and new positions fiscal year for 2026.

i. New Salary Positions

Motion to approve the new positions of Grant Writer, Grant Compiler and Public Relations Specialist made by Ms. Thompson
Second made by Ms. Kauppi
Motion passed

ii. Job Descriptions

Motion to table made by Ms. Thompson
Second made by Ms. Chew
Motion passed

Discussion regarding when the Wage Band will go into effect was made. It was approved that it will begin on July 1, 2025, which is the new fiscal year.

iii. Salary Structure

Motion to postpone Salary Structure was made by Ms. Thompson
Second made by Mr. Orton.
Motion passed

Discussion regarding amount funded by Board of County Commissioners could determine salary structure .

7) Reports - pg. 29

- a. Residential Bed Utilization and Drawdown- pg. 30
- b. Residential Referrals and Admissions- pg. 31-32
- c. Title 25 Monthly Information- 33
- b. SCS Staff Report- pg. 34-35
- c. Open Access Intake Report – page 36- 41

8) Previous Business- pg. 42

- a. BI Collaborative Conversion – Report from Melissa regarding new reporting system
- b. State Contract- Revisions to identify SCS as a county agency
- c. ARPA Project Update- Report on remodeling and coverall of service
- d. Agreement with School District #1- Project Aware- pg. 43-44
- e. Inclement Weather Police- pg. 45-47

Motion to strike page 1 of policy and adopt page 2 made by Ms. Kauppi
Second made by Ms. Rossetti
Motion passed

f. CCBH Objectives and Meeting Grant Requirements- pg. 48-53

9). New Business- pg. 54

Item A: MOU FY25 and FY26 Head Start and SCS- Request for approval of the renewal of the MOU between the SD#1 and SCS for the upcoming school year period May 1, 2025 through June 30, 2026- pg. 55-58

Motion to approve made by Ms. Kauppi
Second made by Ms. Thompson
Motion passed

Item B: Sweetwater County Budget Request for FY26 – Anticipating short fall, in the process of developing budget. Melissa will identify potential areas for reduction as directed by Commissioner Richards. - pg. 59-65

Motion to approve made by Ms. Thompson
Second made by Ms. Kauppi
Motion passed

Item C: FY26 State Contract between Wyoming Department of Health, Behavioral Health Division and SCS for \$9,510,216.61. - pg. 66-78

Motion to approve made by Ms. Thompson
Second made by Ms. Rossetti
Motion passed

9) CEO Report -pg. 79-86

As you know, behavioral health is navigating a landscape of decreased funding, increased cost of living, technological innovation, and uncertainty with the potential of grants and new funding resources. In addition, the population impacted with decrease funding disproportionately affects underserved and vulnerable populations. Behavioral Health Redesign (BHR) has somewhat protected the community behavioral health centers from financial decreases at the state level; however, the rates are incredibly low. One of the assumptions by the state was for individuals who qualified for BHR would come to the community behavioral health center due to qualifying for low or no cost for services. Although no out-of-pocket expense is a benefit, there continues to be individuals who choose not to enroll in BHR and the warm hand off from state agencies has not occurred at the pace that was initially discussed. BHR continues to be a work in progress. As we maneuver through this, it will be important to continue to provide quality of care.

Another issue related to decreased funding for the community is the potential loss of community resources for clients. As funding diminishes for community resources, community outreach programs and comprehensive care will be challenged, leaving gaps in support for vulnerable groups especially for individuals who have limited resources.

Artificial Intelligence: One transformative trend occurring is the integration of artificial intelligence into behavioral health care. AI-powered tools are employed to enhance diagnostic accuracy, personalize treatment plans, and monitor client progress with greater efficiency. Chatbot therapy and virtual mental health assistants are gaining traction, particularly for populations seeking discreet, accessible support. Due to the cost, SCS has not moved forward in this area, but in the future, it will be important to utilize this new technology that will assist clinicians. It is an exciting development for behavioral health.

American Recovery Plan Act (ARPA) Projects: SCS has the four ARPA Ankeny facility (Outpatient office), Duran and Washakie-Residential facilities for Substance Disorder Women and Jonah Facility-facility for outpatient services. It appears that the Duran facility will not be ready by June 1. If Washakie becomes available, the woman will return to Washakie and the remaining women will stay at Rosen. SCS first applied for the ARPA funding June 29, 2022 with work being done prior to this date. SCS Board of Directors were informed of this potential in funding at least a year prior. I am grateful to Governor Gordon for providing some of the ARPA funds to mental health and substance disorder centers.

Children's Summer Program: Due to Rosen not being available this summer, Michal Love and I decided the summer program will not be held. We were hoping that the ARPA projects would be completed in time for the summer program. SCS will be providing a group for this age group to assist with these children this summer.

Wyoming Behavioral Health Center Report: This report is included in your packet for your review. SCS continues to enroll individuals in BHR, however Medicaid enrollment is low compared to the other centers due to individuals not qualifying for Medicaid. The first payment 80 source for BHR is Medicaid, if the person qualifies, if not then BHR considered for payment. The community mental health and substance disorder agencies are fortunate that the State of Wyoming, Behavioral Health Division decided to true up the agencies for two years. SCS will continue to work to enroll individuals as well as advertise to the community what SCS services are available.

SCS Employees: With the competitive nature and multiple opportunities for employees, SCS will need to continue to provide opportunities for professional growth, competitive compensation, fostering a collaborative work environment, flexible work schedules and have employees' values align with the organization's mission and giving their work a greater sense of meaning. Ultimately, employees are the greatest asset of any thriving organization, making their well-being and satisfaction essential for long-term success. I think one of the challenges for the agency is the criticism of SCS services. Either not meeting expectations, not getting results that family and friends wanted and when individuals do not adhere to treatment goals, SCS is blamed for the failure. I think this constant negativity is difficult for the employees and is discouraging when they are working to provide quality services for the community. I think constructive feedback, when delivered thoughtfully, can help the agency and employees grow but constant

negativity often does more harm than good. This is a concern for the management team and I to provide a positive working environment and to address the negativity.

10) Public and Board Comments/ Questions

- Discussion regarding SCS being able to use Share Point with the board to exchange documents was discussed. Richard advised that he has talked to Tim Knight with IT.
- Laura advised the board that she had interaction/communication with the Treatment Court of Sweetwater County.

11). Executive Session for instructing negotiations, deliberation on contracts, personnel matters and all other matters considered confidential by law

Motion to go into executive session made by Ms. Chew
Second made by Ms. Kauppi
Motion passed

Motion to go out of executive session and prepare letter for file made by Ms. Thompson.
Second made by Ms. Kauppi.
Motion passed.

11) Adjournment

Motion made by Ms. Thompson
Second made by Mr. Orton
Motion passed

Respectfully Submitted,

Kori Rossetti

Treasurer's Report

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

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 \$ -

Presented for Approval on May 28, 2025

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

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
29220	\$ 980.00	Deceased
Total	\$ 980.00	

Presented for Approval on May 28, 2025

Accounts Receivable Write-Off Request
Bankruptcy Discharged
April-25

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 \$ -

Presented for Approval on May 28, 2025

Southwest Counseling Service
Balance Sheet
As of April 30, 2025

ASSETS

Current Assets

Checking/Savings

1020 - General Operating Account 776,829.00

1031 - Commerce Bank- Cash Reserve 1,110,515.48

Total Checking/Savings 1,887,344.48

Total Current Assets 1,887,344.48

TOTAL ASSETS 1,887,344.48

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2113 - FNBO Laura Schmid-Pizzato -400.02

Total Credit Cards -400.02

Total Current Liabilities -400.02

Total Liabilities -400.02

Equity

32000 - Unrestricted Net Assets 2,138,251.87

Net Income -250,507.37

Total Equity 1,887,744.50

TOTAL LIABILITIES & EQUITY 1,887,344.48

The Balance Sheet provides the assets and liabilities for the specific point in time of April 30, 2025. The total cash assets total \$1,887,344.48. The previous month's total cash was \$1,879,924.29, an increase in cash in the amount of \$7,420.19 from the previous month. The year to date expenditures through April 30, 2025 total \$14,360,615.66. The average cost per day of operations is consistent with the previous month at \$47,238.87. Liabilities as of April 2025 total negative \$400.02 due to a refund on a credit card. Based upon all cash balances, SCS is currently at 40 days of cash on hand. For March of 2025, CS was at 41 days cash on hand.

FY 2025 Accounts Receivable Report <u>Apr-25</u>						AR by Days Aging				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 207,651.42	\$ 23,316.50	\$ (19,322.11)	\$ (6,625.12)	\$ 205,020.69	\$ 16,142.27	\$ 15,831.77	\$ 5,558.71	\$ 5,264.73	\$ 162,223.21
Insurance	272,942.22	129,331.22	(52,859.54)	(35,567.95)	313,845.95	121,501.00	51,230.61	25,431.03	15,325.47	100,357.84
Medicaid	119,292.40	49,466.25	(36,913.46)	(8,290.14)	123,555.05	47,104.75	3,984.89	1,296.72	971.15	70,197.54
Medicare	16,998.35	11,455.00	(3,735.15)	(2,277.75)	22,440.45	11,455.00	6,320.00	1,647.50	150.00	2,867.95
EAP	24,338.66	12,046.33	(2,740.79)	(6,595.54)	27,048.66	10,556.33	4,385.00	5,731.83	2,485.50	3,890.00
Client Contracts	39,142.11	12,553.52	(14,378.66)	3,279.73	40,596.70	12,092.66	3,067.72	17,011.22	7,833.30	591.80
Collection	1,424,698.83	6,567.92	(1,224.82)	(2,428.56)	1,427,613.37	-	-	971.86	475.00	1,426,166.51
State Contracts	469,609.20	957,816.27	(1,456,863.07)	437,918.43	408,480.83	305,089.39	31,426.31	11,264.21	11,667.36	49,033.56
Cancellation/No Show	20,372.79	990.00	(337.00)	(70.00)	20,955.79	723.00	642.00	674.00	488.00	18,428.79
Total	\$ 680,365.16				\$ 732,507.50	\$ 218,852.01	\$ 84,819.99	\$ 56,677.01	\$ 32,030.15	\$ 340,128.34

<u>Mar-25</u>						AR by Days Aging				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 210,802.61	\$ 40,801.14	\$ (37,326.65)	\$ (6,625.68)	\$ 207,651.42	\$ 19,299.79	\$ 12,170.19	\$ 7,054.60	\$ 26,993.79	\$ 142,133.05
Insurance	271,186.96	120,362.12	(53,152.85)	(65,454.01)	272,942.22	112,002.50	35,722.68	19,419.02	13,270.18	92,527.84
Medicaid	122,527.02	42,439.19	(41,345.82)	(4,327.99)	119,292.40	39,368.93	4,150.67	3,202.67	6,935.20	65,634.93
Medicare	16,255.54	8,028.40	(1,711.04)	(5,574.55)	16,998.35	7,430.00	6,567.50	150.00	123.31	2,727.54
EAP	18,029.15	8,692.84	(583.33)	(1,800.00)	24,338.66	6,365.00	8,625.16	2,715.50	810.00	5,823.00
Client Contracts	28,715.35	10,464.91	(5,298.31)	5,260.16	39,142.11	3,144.31	17,119.16	7,833.30	1,422.87	9,622.47
Collection	1,416,021.04	14,683.21	(1,568.00)	(4,437.42)	1,424,698.83	10.00	254.61	-	421.53	1,424,012.69
State Contracts	523,395.30	1,408,331.19	(1,487,857.79)	25,740.50	469,609.20	278,186.13	77,082.08	22,896.01	25,762.63	65,682.35
Cancellation/No Show	14,679.79	900.00	(483.00)	5,276.00	20,372.79	745.00	680.00	540.00	635.00	17,772.79
Total	\$ 667,516.63				\$ 680,365.16	\$ 187,610.53	\$ 84,355.36	\$ 40,375.09	\$ 49,555.35	\$ 318,468.83

Changes from Previous Month					
	Charges	Payments	Adjustments	Ending Balance	
Self Pay	\$ (17,484.64)	\$ 18,004.54	\$ 0.56	\$ (2,630.73)	
Insurance	\$ 8,969.10	\$ 293.31	\$ 29,886.06	\$ 40,903.73	
Medicaid	\$ 7,027.06	\$ 4,432.36	\$ (3,962.15)	\$ 4,262.65	
Medicare	\$ 3,426.60	\$ (2,024.11)	\$ 3,296.80	\$ 5,442.10	
EAP	\$ 3,353.49	\$ (2,157.46)	\$ (4,795.54)	\$ 2,710.00	
Client Contracts	\$ 2,088.61	\$ (9,080.35)	\$ (1,980.43)	\$ 1,454.59	
Amount Increase/Decrease	\$ 7,380.22	\$ 9,468.29	\$ 22,445.30	\$ 52,142.34	

The total outstanding balance for amounts owed to Southwest Counseling Service for April 2025 is \$732,507.50. The receivables increased from the previous month due to higher charges in insurance, Medicaid, Medicare, EAP, and client contract. There were lower payments from Medicaid. The total receivables excludes Collection, State Contracts, and Cancellation/No show fees.

Southwest Counseling Service
Revenues FY25

83%

State Contracts	FY25 Budget	Apr-25	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	\$ 1,038,642.78	\$ 144,585.34	14%	\$ 1,117,796.62	108%	\$ 79,153.84
MH - CARF	14,015.00	1,268.50	9%	10,997.30	78%	(3,017.70)
MH- Direct Care Salaries	182,343.00	36,104.90	20%	256,391.78	141%	74,048.78
MH- Emergency Services	29,218.00	4,096.11	14%	34,465.50	118%	5,247.50
MH- Regional Med. Management	133,729.00	12,103.83	9%	104,934.65	78%	(28,794.35)
MH- Regional Nursing Support	41,291.00	3,737.25	9%	32,400.25	78%	(8,890.75)
MH- Regional Early Intervention	53,302.00	4,824.37	9%	41,825.07	78%	(11,476.93)
MH- ESMI	70,662.58	5,289.19	7%	59,285.10	84%	(11,377.48)
MH- Jail Based Services	50,000.00	27,918.72	56%	71,906.63	144%	21,906.63
SA - Outpatient	606,870.00	25,255.53	4%	579,294.10	95%	(27,575.90)
SA- Direct Care Salaries	313,899.00	21,616.44	7%	225,109.99	72%	(88,789.01)
SA - CARF	6,100.00	362.62	6%	3,831.08	63%	(2,268.92)
SA - HB 308	454,450.00	27,015.51	6%	285,416.62	63%	(169,033.38)
MH & SA- Peer Specialist	90,000.00	6,748.06	7%	63,572.89	71%	(26,427.11)
CCRS	208,800.00	18,898.52	9%	163,841.54	78%	(44,958.46)
MH - LT Group Home -Sweetwater	632,675.31	56,569.90	9%	556,538.42	88%	(76,136.89)
MH - LT Group Home - Uinta	517,643.44	26,145.31	5%	384,458.35	74%	(133,185.09)
SOR- Medication Assisted Treatment	483,000.00	58,300.00	12%	631,674.64	131%	148,674.64
SA - Peer Review	2,500.00		0%	-	0%	(2,500.00)
MH Crisis Intervention/Sub-Acute Residential	516,896.00	51,025.00	10%	125,600.00	24%	(391,296.00)
CCBHC						
CCBHC	1,276,606.00	75,462.02	6%	1,012,042.51	79%	(264,563.49)
Regional Services - MH						
MH- Transitional Grp - Sweetwater	438,588.46	51,629.99	12%	489,197.70	112%	50,609.24
MH - SIP- Sweetwater	155,302.06	15,134.93	10%	148,465.43	96%	(6,836.63)
MH- SIP- Uinta County	207,069.41	15,415.52	7%	169,846.06	82%	(37,223.35)
MH- Transitional Grp - Uinta	389,856.40	41,422.02	11%	352,774.21	90%	(37,082.19)
MH -Sub-Acute Crisis Residential	397,917.00	11,839.40	3%	338,746.69	85%	(59,170.31)
MH -Sub-Acute Crisis Residential Uinta	79,583.00	15,523.75	20%	96,407.83	121%	16,824.83
Regional Services - SA						
SA - Residential	2,241,069.28	114,506.33	5%	2,096,499.16	94%	(144,570.12)
SA- Residential Women and Children	703,347.15	64,003.71	9%	601,159.17	85%	(102,187.98)
SA- Transitional (SL)	199,290.49	107,243.84	54%	260,506.24	131%	61,215.75
SA- Detox	136,417.08	10,081.98	7%	157,017.32	115%	20,600.24
SA- MAT Detox Residential	139,125.00		0%			
Quality of Life						
MH - Quality of Life	102,730.00	7,899.00	8%	86,014.00	84%	(16,716.00)
SA- Quality of Life	23,680.00	2,159.00	9%	30,118.00	127%	6,438.00
General Funds						
County	650,488.00	56,917.67	9%	569,176.70	87%	(81,311.30)
Client Fees	370,000.00	16,561.13	4%	213,796.81	58%	(156,203.19)
Insurance	631,305.00	52,948.53	8%	486,756.82	77%	(144,548.18)
Medicaid	557,825.00	36,480.57	7%	333,883.53	60%	(223,941.47)
Medicare	44,325.00	3,646.16	8%	40,016.96	90%	(4,308.04)
EAP	61,375.00	2,740.79	4%	21,067.12	34%	(40,307.88)
DFS	5,000.00		0%	1,422.74	28%	(3,577.26)
DVR/DDS	2,000.00	105.00	5%	1,256.50	63%	(743.50)
Medical Service Fees	112,000.00	3,954.59	4%	45,784.89	41%	(66,215.11)
Food Stamps	99,520.00	6,619.82	7%	60,218.11	61%	(39,301.89)
Grants and Contracts						
General Contracts	110,500.00	657.34	1%	45,436.65	41%	(65,063.35)
Treatment Court	82,800.00	6,900.00	8%	48,300.00	58%	(34,500.00)
Federal Probation	4,000.00	-	0%	-	0%	(4,000.00)
County Prevention	243,229.00	50,275.02	21%	175,593.77	72%	(67,635.23)
ARPA Capital Construction	1,780,217.00	312,247.74	18%	1,333,327.28	75%	(446,889.72)
BHD - Media	22,040.00	-	0%	22,040.00	100%	-
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	1,154.10	5%	19,065.05	87%	(2,934.95)
Commissary Funds	5,700.00	464.71	8%	4,463.97	78%	(1,236.03)
Miscellaneous	15,000.00	33,419.70	223%	100,366.54	669%	85,366.54
Total Revenues	\$ 16,755,942.44	\$ 1,649,279.46	10%	\$ 18,393,203.79	110%	\$ 1,637,261.35
Total Revenue excluding carryover	\$ 21,039,037.94			\$ 14,110,108.29	67%	

Southwest Counseling Service
Expenditures FY25

83%

Personnel	FY25 Budget	Apr-25	% Month	YTD	%YTD	Difference
Salaries	\$ 8,365,596.16	\$ 556,483.30	7%	\$ 6,006,396.20	72%	(2,359,199.96)
FICA	641,010.00	40,255.48	6%	433,852.55	68%	(207,157.45)
Wyoming Retirement	1,560,205.00	102,399.07	7%	1,096,816.14	70%	(463,388.86)
Health Insurance	2,288,440.00	194,174.61	8%	1,975,233.39	86%	(313,206.61)
Life Insurance	45,700.00	3,930.61	9%	40,459.07	89%	(5,240.93)
Worker's Compensation	59,000.00	3,455.86	6%	42,270.77	72%	(16,729.23)
Unemployment	32,500.00	-	0%	18,345.58	56%	(14,154.42)
Wellness	13,580.00	534.80	4%	6,063.78	45%	(7,516.22)
Background Check	11,010.00	442.59	4%	6,453.86	59%	(4,556.14)
Contracts	513,000.00	52,393.94	10%	485,042.37	95%	(27,957.63)
Contract- Transitional Grp - Uinta	389,856.40	24,793.56	6%	300,341.59	77%	(89,514.81)
Contract - SIP Uinta County	207,069.41	11,930.04	6%	158,848.34	77%	(48,221.07)
Contract - Sub-Acute Crisis Stabilization	79,583.00	8,477.36	11%	92,390.94	116%	12,807.94
Contract - LT Group Home - Uinta	517,643.44	29,811.00	6%	389,123.70	75%	(128,519.74)
Consultation	10,000.00	1,462.50	15%	11,132.50	111%	1,132.50
Recruitment	8,225.00	144.88	2%	2,892.80	35%	(5,332.20)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	12,000.00	780.19	7%	7,861.89	66%	(4,138.11)
Vehicle Fuel	28,300.00	1,366.44	5%	16,106.57	57%	(12,193.43)
Vehicle Maintenance	16,000.00	203.17	1%	14,633.80	91%	(1,366.20)
Conference and Seminar Travel	22,600.00	317.01	1%	12,857.41	57%	(9,742.59)
Training	30,000.00	1,228.99	4%	28,586.72	95%	(1,413.28)
Operating						
Supplies	164,748.00	10,077.15	6%	96,757.92	59%	(67,990.08)
Food	235,295.00	14,008.51	6%	202,387.58	86%	(32,907.42)
Rent	113,400.00	13,349.40	12%	134,927.42	119%	21,527.42
Utilities	192,454.00	16,809.56	9%	183,795.65	96%	(8,658.35)
Insurance- G&P/ Vehicles	160,590.00	15,839.42	10%	111,440.96	69%	(49,149.04)
Advertising	57,540.00	4,449.00	8%	65,551.91	114%	8,011.91
Books/Magazines/Video	4,000.00	150.39	4%	6,783.02	170%	2,783.02
Client/Insurance Refund	3,000.00	102.34	3%	1,420.13	47%	(1,579.87)
Computer Hardware	86,000.00	177.49	0%	2,760.92	3%	(83,239.08)
Computer Software	205,505.00	33,887.83	16%	360,320.65	175%	154,815.65
Computer Maintenance	10,000.00	-	0%	7,670.49	77%	(2,329.51)
Computer Communication	57,000.00	3,178.20	6%	31,795.29	56%	(25,204.71)
Equipment	118,220.00	1,500.00	1%	22,356.17	19%	(95,863.83)
Leased Equipment	50,000.00	3,681.36	7%	41,427.79	83%	(8,572.21)
Maintenance	182,400.00	3,573.68	2%	89,818.30	49%	(92,581.70)
Postage	12,250.00	548.05	4%	7,511.50	61%	(4,738.50)
Cleaning Supplies	16,375.00	886.64	5%	12,001.54	73%	(4,373.46)
Telephone	74,000.00	7,551.99	10%	114,078.83	154%	40,078.83
Testing and Materials	20,000.00	294.00	1%	4,882.50	24%	(15,117.50)
Drug Testing	25,000.00	1,173.04	5%	21,611.43	86%	(3,388.57)
Client Medical	175,000.00	4,054.45	2%	60,407.47	35%	(114,592.53)
Client Rx	25,000.00	6,320.18	25%	70,929.22	284%	45,929.22
APRN Medical Lab Fees	20,000.00	984.00	5%	12,390.13	62%	(7,609.87)
Recreation	3,850.00	210.00	5%	2,473.97	64%	(1,376.03)
Membership Dues	30,000.00	50.00	0%	3,606.50	12%	(26,393.50)
Collection Agency	2,000.00	-	0%	456.22	23%	(1,543.78)
CARF	20,115.00	-	0%	1,095.00	5%	(19,020.00)
MH Quality of Life						
Medical	55,030.00	3,227.34	6%	49,379.46	90%	(5,650.54)
Emergency Subsistence	3,200.00	249.93	8%	2,874.42	90%	(325.58)
RX	15,000.00	2,113.46	14%	24,976.27	167%	9,976.27
Housing	5,100.00	(4.68)	0%	1,093.25	21%	(4,006.75)
Transportation	15,400.00	227.24	1%	1,673.08	11%	(13,726.92)
Recreation	1,000.00	10.00	1%	3,155.00	316%	2,155.00
Community Center	8,000.00	-	0%	-	0%	(8,000.00)
Regional Quality of Life						
Regional Quality of Life	23,680.00	2,452.16	10%	17,369.56	73%	(6,310.44)
Miscellaneous Expenses						
Finance Charge	2,000.00	-	0%	8.41	0%	(1,991.59)

Credit Card Fees	20,000.00	898.87	4%	10,862.98	54%	(9,137.02)
Other Expenses	32,255.00	3,917.84	12%	12,523.17	39%	(19,731.83)
Debt Service/Capital Maintenance						
Capital	830,000.00	-	0%	5,069.82	1%	(824,930.18)
ARPA Funding Capital Projects	3,113,312.50	448,516.93	14%	1,415,261.76	45%	(1,698,050.74)
Total Expenses	\$ 21,039,037.91	\$ 1,639,051.17	8%	\$ 14,360,615.66	68%	(6,678,422.25)

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Check No.	Vendor	Program	Check Amt.	Description
118027	Stericycle, Inc.	Bridges	VOID	Placed a stop on check and paid invoice via card due to check lost in mail
EFTPS	WEX Bank	Continental, Independence, Transitions, WAP, Duran, TC, Century, Admin., Bridges, Crisis, Crisis Continuum, Detox, Prevention	\$ 1,880.68	RSNB ACH - WIRE050125 Fuel for SCS vehicles
ACH	Wyoming Department of Workforce Services	Personnel	1,876.29	Unemployment insurance payment
118195	Amazon	Century, Duran, WAP, Crisis, Crisis Continuum, Detox, Admin., Recovery, TC	756.84	Drawstring backpacks; sidewalk chalk; maintenance work boots exchange; dry erase white board 48x36, qty: 2; electric flat griddle; craft supplies; Staying Sober: A Guide for Relapse Prevention book, qty: 15; Exposure and Response Prevention for Obsessive-Compulsive Disorder: Therapist Guide; envelopes; Armor All car wipes; cordless vacuum cleaner; office supplies; Smead heavy duty steel hanging file folder frame, qty: 2
118196	Century Link	TC, Recovery	122.18	Monthly telephone service 4/25-5/24/25
118197	CenturyLink Business Services - Lumen	Mental Health	2,465.74	Business IP, data, and voice service
118198	FedEx	Admin	12.60	FedEx 2Day to Wyoming State Loan & Investment Board for SLIB invoices P4 #4

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118199	First Bankcard	Admin., TC, Bridges, Century, Duran, WAP, Child & Adol., Recovery, Continental, Crisis, Crisis Continuum, Detox, SA-QOL, QOL, 4-SOR-MAT, Prevention, Medical	11,901.97	Vehicle fuel; recruitment for treatment support; QODBC driver for QuickBooks read only subscription; Disney+ annual subscription; commissary items; Social Emotional Learning Curriculum with Full Year SEL Lessons and Activities by Teachers pay Teachers; background on potential new hires; MANDT online trainings and tests, qty: 6; Casper Star Tribune subscription; F350 Van towing due to a dislodged bearing, VIN: 45386; client Rx & medical paid for via QOL grant; client Rx paid for via MAT grant; craft supplies; gingerbread houses; games for houses; Duralast battery for Buick LeSabre; CIT conference and seminar travel; QuickBooks Enterprise subscription; Botox 50 unit/vial, qty: 3
118200	LocumTenens	Psychiatric	16,002.97	Services rendered 4/8-4/24/25
118201	McKesson Medical-Surgical, Inc.	Medical	50.34	Ceftriaxone 500mg
118202	Nicholas & Company	Century, Duran, WAP, Bridges, Transitions, Continental, Independence	8,075.38	Food and paper supplies
118203	Philadelphia Insurance Companies	Admin	15,839.42	Monthly installment 5 of 9 for Cyber liability, Substance Abuse-Rehabilitations Facilities Umb, Flexi Plus Five, and Substance Abuse Rehabilitation Facilities Package for 11/18/24-11/18/25
118204	Pioneer Counseling	Admin	99,332.89	Client outcomes dates rendered 12/31/24-2/28/25; March bed days
118205	Plan One/Architects	Duran, Bridges, WAP, Admin	7,260.35	Construction Administration Phase billable hours 3/24-4/9/25
118206	Shepard Construction Solutions LLC	Bridges	10,260.00	Contract moving labor - 12/30-1/3/25
118207	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical, Emergency, Independence, Duran, WAP, Continental, Transitions	902.67	Residential homes, agency phones, and notebook line access monthly charges- 3/16-4/15/25

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118208	Wal-Mart	Independence, Continental, Century, Bridges, Transitions, Duran, WAP, Crisis, Crisis Continuum, Detox, TC, Admin., QOL, SA-QOL, Child & Adol.	5,620.98	Food; cleaning supplies; client Rx; folders and dividers for Board member packets; commissary items; client Rx, medical, & emergency subsistence paid for via QOL grant; windshield washer fluid; basketball; air pump; ice cube trays; office supplies; sheet pans; hygiene items; over the counter pain medication
118209	Western Star Communications LLC	Mental Health, TC	286.50	Business answering service and transaction usage for April 2025
118210	White Mountain Water & Sewer District	WAP, Duran	150.70	Water and sewer reading from 3/14-4/15/25
118211	Wyo Waste	Child & Adol., Mental Health, TC, Recovery, Bridges, Medical, Century	1,359.68	Monthly waste collection 5/1-5/31/25
118212	Insurance Information Exchange	Admin., TC, Century, Mental Health, Transitions, Independence, WAP, Duran	225.78	Motor vehicle reports
118213	FedEx	Admin	761.90	FedEx Priority Overnight - Michelle Wieber - Glarant Integrity Solutions LLC - Medicaid Audit
118214	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence	3,178.20	Business internet service 5/1-5/31/25
118215	Altitude Analysis	Continental	80.00	Background testing for potential employee
118216	Coal Creek Law	Admin	742.50	Professional services rendered 4/3-4/7/25
118217	FedEx	Admin	10.00	FedEx Express Saver- Wyoming State Loan & Investment Board for SLIB invoices
118218	Leaf Prior SVC By TimePayment	Bridges, Mental Health	120.00	Monthly water system
118219	Petty Cash	QOL, Crisis, Detox, Crisis Continuum, Bridges, Transitions, Continental, Independence	357.96	Food and recreation for Bridges clients; client emergency subsistence and transportation covered under the QOL grant; craft fabric
118220	Pitney Bowes Purchase Power	TC, Recovery	502.25	Meter refill- SN-0378038
118221	RMP- Rocky Mountain Power	Century, Mental Health, Child & Adol., Duran, WAP, Transitions, Sober Living, SIP, Continental, Crisis, Crisis Continuum, Detox, Independence	3,240.16	Monthly energy and power readings
118222	Smiths	4-SOR-MAT, QOL, SA-QOL, Recovery	6,684.55	Client Rx; med room supplies

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118223	WS Construction LLC	WAP	93,964.50	HHS 1133 Application Period 3/31-4/30/25 - Thermal & Moisture Protection, Drywall and Paint, Doors & Windows; HVAC/Plumbing, Electrical, General Conditions, and Allowance- (Invoice 5)
118224	Enbridge Gas	WAP, Century, Child & Adol., Duran, Mental Health, Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin	3,262.35	Monthly gas service
118225	Pitney Bowes Purchase Power	TC, Recovery	528.97	Red FL Ink Cartridge, qty: 2
118226	RMP- Rocky Mountain Power	TC, Recovery, Bridges, Medical	3,253.41	Monthly energy and power readings
118227	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	2,923.04	Monthly water and sewer readings 3/27-4/24/25
118228	U.S. Bank	TC, Recovery	1,474.49	Leased copy/printers
118229	WS Construction LLC	Admin	104,025.00	HHS 1127 Application Period 3/31-4/30/25 - Rough Carpentry and Finish Work, Drywall, Paint/FRP, Flooring, Ceilings, HVAC/Plumbing, Electrical, & General Conditions- (Invoice 5)
118230	Shepard Construction Solutions LLC	Duran	208,874.63	HHS 1131 Application Period 4/1-4/30/25 Supervisor Cost, SCS Labor, Overhead, Profit, Materials, Plumbing/heating/cooling, Electrical, Drywall, Per Diem- (Invoice 5)
118231	Shepard Construction Solutions LLC	Bridges	141,495.98	HHS 1134 Application Period 4/1-4/30/25 Supervisory, SCS Labor, Overhead, Profit, Electrical, Drywall, Stucco, Doors, Frames, and Hardware, Per Diem- (Invoice 5)
118232	Ace Hardware	Century	52.96	General maintenance hardware to repair toilet
118233	AdTel International, Inc.	TC, Mental Health	1,315.00	Software & Support License, qty: 1; Software & Support Additional Loc., qty: 2; Full Time Monthly Provider, qty: 12; Part Time Monthly Provider, qty: 4; e-forms FT, qty: 12; e-forms part time, qty: 4; Extreme Part Time, qty: 2; Surveys; 10-DLC
118234	All Pro Storage	Admin	420.00	Monthly storage for units A-8, A-10, C-3, C-17, & C-19

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118235	Amazon	Independence, Century, Admin., QOL, Duran, WAP, Crisis, Crisis Continuum, Detox, Bridges, Continental, Transitions, Recovery, TC, Mental Health	2,637.32	Blood pressure cuff monitor; big and tall office chair; mental health awareness supplies; noise cancelling headphones covered under QOL grant; cleaning products for all locations; office supplies; The Five Types of Wealth books, qty: 5; spiral notebooks - 48pack
118236	Aspen Construction	Mental Health, Child & Adol., TC, Recovery, Transitions	1,500.00	4/18/25 - Snow removal; water leak from roof drain in College Hill's basement
118237	Century Link	TC, Recovery, Mental Health, Bridges, Medical	320.04	Monthly telephone service 5/7-6/6/25
118238	CenturyLink Business Services - Lumen	TC, Recovery, Admin., Bridges, Medical, Mental Health	3,143.45	Business IP, data, and voice service
118239	Change Companies Inc.	Recovery	204.25	Getting Started books, qty: 50
118240	Copier & Supply	Mental Health, TC, Recovery, Admin., Bridges, Medical	2,322.28	Contract base rate charges for SAVIN/MP copiers; replacement toner
118241	Decker Glass	Duran	314.30	Windshield replacement for 2012 Ford Econoline, VIN: 45786
118242	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	740.14	Office rugs maintenance
118243	Electronic Network System	Admin	103.11	EDI Claims; remittance advice
118244	Farmers Brothers	TC, Recovery, Bridges	1,806.43	House blend coffee, qty: 14; decaf house blend, qty: 2 (Cost will start increasing as coffee is now available in the front lobby of Foothill)
118245	F.B. McFadden Wholesale Co.	Transitions, Independence, Continental, Century, Duran, WAP	498.30	Kleenex tissue, qty: 6; garbage bags, qty: 2 boxes
118246	Green River Star	Admin	116.00	Health & fitness advertisement; Affidavit of Publication regarding April's Board Meeting
118247	Hagemann, Andrew	CCBHC, 4-SOR-MAT	4,742.50	Contractual Project Evaluator for CCBHC grant (Dates rendered 3/24-4/18/25)
118248	High Security Lock & Alarm	TC, Recovery	605.00	Annual alarm monitoring 6/21/25-6/20/26
118249	Home Depot- Credit Services	Century, TC, Crisis, Crisis Continuum, Detox, Mental Health, Independence	880.40	General maintenance hardware; aluminum padlock; 1-gallon all purpose joint compound; 100' lite cable; GE 24" Energy Star Dishwasher
118250	Hunter Family Medical Clinic, P.C.	Medical	478.71	Client lab fees
118251	J M Electrical Inc.	TC, Recovery	84.00	Troubleshoot walk in freezer due to not cooling appropriately
118252	Kronos	Admin	1,197.00	UKG Ready Time- Timekeeping software
118253	LocumTenens	Psychiatric, CCBHC	14,802.74	Services Rendered from 4/28-5/8/25

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118254	McKesson Medical-Surgical, Inc.	Medical	517.63	Blood collection tubes; nasal cannula; drawing needles; A1C test kit; specimen container; drape sheets; Triamcinolone Acetonide (topical corticosteroid)
118255	Memorial Hospital of Sweetwater County	Emergency Services; Medical	110.00	Staff reappointment fees; client lab fees
118256	Netsmart Technologies, Inc.	Admin	4,666.66	myAvatar NX upgrade & orders console setup for 6/1-6/30/25
118257	Nicholas & Company	Century, Duran, WAP, Bridges, Transitions, Continental, Independence, Mental Health	3,192.94	Food for residential clients
118258	Pioneer Counseling	Admin	26,054.24	1/11th payment for May
118259	Redwood Toxicology Laboratory, Inc.	Recovery, Detox	670.91	Outpatient drug testing 4/1-4/30/25
118260	Refresh Design Studio	Admin	125.00	February board documents; April board documents; intake form links
118261	Rocky Mountain Air Solutions	Medical	123.70	Industrial liquid nitrogen delivery
118262	Royal Flush	Prevention	475.00	Adult Overconsumption prevention bathroom ads for May
118263	SCS	QOL, SA-QOL	3,880.08	Client medical fees covered by QOL grant
118264	SCS	4-SOR-MAT	692.00	Client medical fees covered by 4-SOR-MAT grant
118265	Shadow Ridge	Sober Living	5,800.00	May rent for recovery clients
118266	Silver Ridge Village	SIP	6,781.02	May rent and March utilities
118267	Swan-Smith, Patricia	Recovery	1,654.40	Contract services rendered 3/17/25 & 4/16-5/14/25
118268	SweetwaterNOW	Prevention, TC, Recovery, Mental Health	3,250.00	Opioids & Other Drugs Prevention ads for April; recruitment ads for five SCS positions
118269	Terminix	Mental Health, TC, Recovery	132.00	Pesticide control
118270	The BI Collaborative	Admin	300.00	BI Platform Modules- Finance & Azure
118271	The Tire Den	TC	368.10	Alignment, rotor resurface, & scuff brake pads on 2008 Buick LeSabre, VIN: 66336
118272	Triple J Rentals, LLC	4-SOR-MAT	1,500.00	Client housing covered under recovery supports
118273	University of Utah Medical Center - Psych	Psychiatric	10,383.75	Services rendered from 3/31-4/30/25
118274	WyoData Security Inc.	Mental Health, TC, Recovery	460.00	Confidential paper collection and disposal
118275	Wyoming Department of Health	Medical	437.00	Client Lab fees rendered 4/9-4/29/25
118276	WyoRadio	Prevention	1,055.00	Opioids & Other Drugs prevention ads for April
118277	Client Refund	Medical	68.19	Refund due to overpayment on clients account
118278	Bauer, Mike	Mental Health	34.30	Employee reimbursements
118279	Beutel, Holly	Admin	60.90	Employee reimbursements

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118280	Bramwell, Kimberly	Mental Health	40.00	Employee reimbursements
118281	Brickner, Richard	Admin	263.20	Employee reimbursements
118282	Christensen, Vanessa	Medical	17.92	Employee reimbursements
118283	Diodati-Duran, Cynthia	Recovery	99.99	Employee reimbursements
118284	Eardley, Mindy	Recovery	51.66	Employee reimbursements
118285	Gatley, Jayda	Prevention	63.40	Employee reimbursements
118286	Gomez, Janell	Mental Health	88.90	Employee reimbursements
118287	Haney, Shaelyn	Prevention	155.10	Employee reimbursements
118288	Jarvie, Clay	Mental Health	320.60	Employee reimbursements
118289	Love, Michal	Child & Adol.	39.20	Employee reimbursements
118290	Moser, Amy	Admin	40.00	Employee reimbursements
118291	Norton, Krystle	Recovery	139.30	Employee reimbursements
118292	Pate, Shawneen	Recovery	50.96	Employee reimbursements
118293	Swanson, Stephanie	Recovery	48.86	Employee reimbursements
118294	Wray-Marchetti, Melissa	Admin	40.00	Employee reimbursements
118295	Ace Hardware	Century	23.12	Sprinkler repair hardware
118296	Nicholas & Company	Century, Duran, WAP, Bridges, TC, Mental Health, Continental, Independence, Transitions	6,421.92	Food and paper supplies
118297	Ohana Properties, LLC	4-SOR-MAT	1,400.00	Client rent covered under recovery supports grant
118298	Reece, Sidney	Admin	4,554.00	Contractual employee
118299	Smyth Printing	Admin	166.75	Envelopes for billing and records
118300	Wal-Mart	QOL, WAP, Independence, TC, Recovery, Century, Duran, Crisis, Crisis Continuum, Detox, Continental, Bridges, Transitions, SIP	6,674.74	Client Rx and emergency subsistence covered under QOL grant; baby nail clippers; thermometer; card game for house; cleaning supplies; food; bath towels & washcloths; pillows; alarm clocks; sink strainers; kitchen utensils; microwave covers; step ladder; box fans, qty: 3; Benadryl; tie-dye supplies for Unity Day; microwave; kitchen and bathroom supplies for new tenants apartment
118301	Keith, Kaleb	Admin	53.13	Employee reimbursements
118302	Brown, Rhonda	TC	157.60	Employee reimbursements
118303	Blomquist Hale Consulting	Personnel	530.98	Wellness/EAP
118304	Sweetwater County Section 125	Payroll Deduction	5,156.58	Payroll Liability
118305	Empower Trust Company, LLC	Payroll Deduction	4,020.00	Payroll Liability
118306	Goldman Sachs 529 Plan	Payroll Deduction	2,000.00	Payroll Liability
118307	NCPERS Wyoming	Payroll Deduction	208.00	Payroll Liability
118308	Wyoming Retirement System	Personnel	116,269.27	Payroll Liability
118309	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	3,249.49	Payroll Liability
118310	Sweetwater County Claim Fund	Personnel and Payroll Deductions	218,519.10	Payroll Liability

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118311	Aflac Group	Payroll Deduction	1,742.70	Payroll Liability
118312	Transamerica	Personnel	1,842.40	Group Life Insurance
118313	Circuit Court Third Judicial District	Payroll Deduction	392.39	Payroll Liability
ACH	WY Child Support Enforcement	Payroll Deduction	492.00	Payroll Liability
ACH	Aspire	Payroll Deduction	2,583.00	Payroll Liability
EFTPS	RSNB	Personnel and Payroll Deductions	156,409.18	Payroll Taxes
400085 - 400090 & Electronic	Salaries	Payroll	498,435.28	Salaries

\$1,903,701.32

Previous Business

Range #	Title	Pay Period			Range #	Title	Hourly Wage Range	
16		Hourly	\$ 10.55	\$ 17.41	16		\$ 10.55	\$ 17.41
		Monthly	1,828.67	3,017.73				
		Annual	\$ 21,944.00	\$ 36,212.80				
17		Hourly	\$ 10.81	\$ 17.85	17		\$ 10.81	\$ 17.85
		Monthly	1,874.38	3,093.18				
		Annual	\$ 22,492.60	\$ 37,118.12				
18		Hourly	\$ 11.08	\$ 18.29	18		\$ 11.08	\$ 18.29
		Monthly	1,921.24	3,170.51				
		Annual	\$ 23,054.92	\$ 38,046.07				
19		Hourly	\$ 11.36	\$ 18.75	19		\$ 11.36	\$ 18.75
		Monthly	1,969.27	3,249.77				
		Annual	\$ 23,631.29	\$ 38,997.22				
20		Hourly	\$ 11.65	\$ 19.22	20		\$ 11.65	\$ 19.22
		Monthly	2,018.51	3,331.01				
		Annual	\$ 24,222.07	\$ 39,972.16				
21		Hourly	\$ 11.94	\$ 19.70	21		\$ 11.94	\$ 19.70
		Monthly	2,068.97	3,414.29				
		Annual	\$ 24,827.62	\$ 40,971.46				
22		Hourly	\$ 12.23	\$ 20.19	22		\$ 12.23	\$ 20.19
		Monthly	2,120.69	3,499.65				
		Annual	\$ 25,448.31	\$ 41,995.75				
23		Hourly	\$ 12.54	\$ 20.70	23		\$ 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	24	Bridges Cook	\$ 12.85	\$ 21.21
		Monthly	2,228.05	3,676.82				
		Annual	\$ 26,736.63	\$ 44,121.78				
25		Hourly	\$ 13.18	\$ 21.74	25		\$ 13.18	\$ 21.74
		Monthly	2,283.75	3,768.74				
		Annual	\$ 27,405.05	\$ 45,224.82				
26		Hourly	\$ 13.50	\$ 22.29	26		\$ 13.50	\$ 22.29
		Monthly	2,340.85	3,862.95				
		Annual	\$ 28,090.18	\$ 46,355.45				
27		Hourly	\$ 13.84	\$ 22.84	27		\$ 13.84	\$ 22.84
		Monthly	2,399.37	3,959.53				
		Annual	\$ 28,792.43	\$ 47,514.33				
28		Hourly	\$ 14.19	\$ 23.41	28		\$ 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	29	Janitor- Custodian Lawn Care - Seasonal Maintenance 1	\$ 14.54	\$ 24.00
		Monthly	2,520.84	4,159.98				
		Annual	\$ 30,250.05	\$ 49,919.74				
30		Hourly	\$ 14.91	\$ 24.60	30		\$ 14.91	\$ 24.60
		Monthly	2,583.86	4,263.98				
		Annual	\$ 31,006.30	\$ 51,167.74				
31		Hourly	\$ 15.28	\$ 25.21	31		\$ 15.28	\$ 25.21
		Monthly	2,648.45	4,370.58				
		Annual	\$ 31,781.45	\$ 52,446.93				
32	Scanning Clerk Office Support Staff Residential Treatment Support Staff Transportation IOP Clerk Daycare	Hourly	\$ 15.66	\$ 25.85	32	Scanning Clerk Office Support Staff Residential Treatment Support Staff Transportation IOP Clerk Daycare Provider	\$ 15.66	\$ 25.85
		Monthly	2,714.67	4,479.84				
		Annual	\$ 32,575.99	\$ 53,758.11				
33		Hourly	\$ 16.05	\$ 26.49	33		\$ 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	34	Peer Specialist	\$ 16.45 \$ 27.15
		Monthly	2,852.10	4,706.63			
		Annual	\$ 34,225.15	\$ 56,479.61			
35	Non-Degreed Case	Hourly	\$ 16.87	\$ 27.83	35	Non-Degreed Case	\$ 16.87 \$ 27.83
	CAPA	Monthly	2,923.40	4,824.30		CAPA	
	Benefit Enrollment Specialist	Annual	\$ 35,080.78	\$ 57,891.60		Benefit Enrollment Specialist	
36	Maintenance 2	Hourly	\$ 17.29	\$ 28.53	36	Maintenance 2	\$ 17.29 \$ 28.53
	Purchasing Clerk	Monthly	2,996.48	4,944.91		Purchasing Specialist	
	Human Resource	Annual	\$ 35,957.80	\$ 59,338.89		Human Resource	
	Administrative Clerk					Administrative Specialist	
	Medical Services Clerk					Clerk	
	Accounts Receivable/Insurance					Medical Services	
	Data Clerk					Accounts	
	Administrative Assistant					Receivable/Insurance	
						Data Clerk	
						Administrative Assistant	
37	Medical Assistant	Hourly	\$ 17.72	\$ 29.24	37	Medical Assistant	\$ 17.72 \$ 29.24
		Monthly	3,071.40	5,068.53			
		Annual	\$ 36,856.74	\$ 60,822.36			
38		Hourly	\$ 18.16	\$ 29.97	38		
		Monthly	3,148.18	5,195.24			
		Annual	\$ 37,778.16	\$ 62,342.92			
39	Case Manager	Hourly	\$ 18.62	\$ 30.72	39	Case Manager	\$ 18.62 \$ 30.72
	Prevention Specialist	Monthly	3,226.88	5,325.12		Prevention Specialist	
	Employment Specialist	Annual	\$ 38,722.62	\$ 63,901.49		Employment Specialist	
						Grant Compiler	
40	Accounts Payable Clerk	Hourly	\$ 19.08	\$ 31.49	40	Accounts Payable	\$ 19.08 \$ 31.49
	Payroll Clerk	Monthly	3,307.56	5,458.25		Payroll Specialist	Clerk
		Annual	\$ 39,690.68	\$ 65,499.03			
41	Residential Coordinator	Hourly	\$ 19.56	\$ 32.28	41	Residential Coordinator	\$ 19.56 \$ 32.28
		Monthly	3,390.25	5,594.71			
		Annual	\$ 40,682.95	\$ 67,136.51			
42		Hourly	\$ 20.05	\$ 33.08	42		\$ 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	43	Licensed Practical Nurse	\$ 20.55 \$ 33.91
		Monthly	3,561.88	5,877.94			
		Annual	\$ 42,742.52	\$ 70,535.29			
44		Hourly	\$ 21.06	\$ 34.76	44		\$ 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	45	Accounts Receivable Supervisor	\$ 21.59 \$ 35.63
		Monthly	3,742.20	6,175.51			
		Annual	\$ 44,906.36	\$ 74,106.14			
46	Case Manager Supervisor	Hourly	\$ 22.13	\$ 36.52	46	Case Manager Supervisor	\$ 22.13 \$ 36.52
	Program Operations	Monthly	3,835.75	6,329.90		Program Operations	
		Annual	\$ 46,029.02	\$ 75,958.80			
47	Public Relations Specialist	Hourly	\$ 22.68	\$ 37.43	47	Public Relations Specialist	\$ 22.68 \$ 37.43
		Monthly	3,931.65	6,488.15			
		Annual	\$ 47,179.75	\$ 77,857.77			
48		Hourly	\$ 23.25	\$ 38.37	48	Case Manager	\$ 23.62 \$ 38.74
		Monthly	4,029.94	6,650.35			
		Annual	\$ 48,359.24	\$ 79,804.21			
49	Certified Social Worker	Hourly	\$ 23.83	\$ 39.33	49	Certified Social Worker	\$ 23.83 \$ 39.33
	Certified Addictions	Monthly	4,130.69	6,816.61		Certified Addictions	
		Annual	\$ 49,568.22	\$ 81,799.31			
50	PC Support Specialist	Hourly	\$ 24.43	\$ 40.31	50	PC Support Specialist	\$ 24.43 \$ 40.31
	myAvatar Specialist	Monthly	4,233.95	6,987.02		myAvatar Specialist	

	Data Analyst 1	Annual	\$ 50,807.43	\$ 83,844.30		Data Analyst 1		
51		Hourly	\$ 25.04	\$ 41.32	51	Case Manager Supervisor	\$ 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	52	Office Manager	\$ 25.66	\$ 42.35
		Monthly	4,448.30	7,340.74				
		Annual	\$ 53,379.55	\$ 88,088.91				
53		Hourly	\$ 26.30	\$ 43.41	53	Accounts Receivable- Supervisor Revenue Cycle Management	\$ 26.59	\$ 43.89
		Monthly	4,559.50	7,524.26				
		Annual	\$ 54,714.04	\$ 90,291.14				
54		Hourly	\$ 26.96	\$ 44.49	54	Grant Writer	\$ 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	55	Human Resource- Manager	\$ 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	56	Provisional Clinician	\$ 28.33	\$ 46.75
		Monthly	4,910.09	8,102.81				
		Annual	\$ 58,921.04	\$ 97,233.68				
57		Hourly	\$ 29.04	\$ 47.92	57		\$ 29.04	\$ 47.92
		Monthly	5,032.84	8,305.38				
		Annual	\$ 60,394.07	\$ 99,664.52				
58		Hourly	\$ 29.76	\$ 49.11	58		\$ 29.76	\$ 49.11
		Monthly	5,158.66	8,513.01				
		Annual	\$ 61,903.92	\$ 102,156.13				
59		Hourly	\$ 30.51	\$ 50.34	59		\$ 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	60	Psychological Resident	\$ 31.27	\$ 51.60
		Monthly	5,419.82	8,943.98				
		Annual	\$ 65,037.80	\$ 107,327.79				
61		Hourly	\$ 32.05	\$ 52.89	61		\$ 32.05	\$ 52.89
		Monthly	5,555.31	9,167.58				
		Annual	\$ 66,663.75	\$ 110,010.98				
62		Hourly	\$ 32.85	\$ 54.21	62		\$ 32.85	\$ 54.21
		Monthly	5,694.20	9,396.77				
		Annual	\$ 68,330.34	\$ 112,761.26				
63		Hourly	\$ 33.67	\$ 55.57	63		\$ 33.67	\$ 55.57
		Monthly	5,836.55	9,631.69				
		Annual	\$ 70,038.60	\$ 115,580.29				
64	Facility Maintenance Data Architect Licensed Clinician	Hourly	\$ 34.51	\$ 56.96	64	Facility Maintenance Data Architect Licensed Clinician	\$ 34.51	\$ 56.96
		Monthly	5,982.46	9,872.48				
		Annual	\$ 71,789.57	\$ 118,469.80				
65	Registered Nurse	Hourly	\$ 35.38	\$ 58.38	65	Registered Nurse	\$ 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	66	Clinical Supervisor	\$ 36.26	\$ 59.84
		Monthly	6,285.33	10,372.28				
		Annual	\$ 75,423.91	\$ 124,467.33				
67	Network Administrator Clinical Quality Review Licensed Psychologist	Hourly	\$ 37.17	\$ 61.34	67	Network Administrator Clinical Quality Review Licensed Psychologist	\$ 37.17	\$ 61.34
		Monthly	6,442.46	10,631.58				
		Annual	\$ 77,309.51	\$ 127,579.01				
68		Hourly	\$ 38.10	\$ 62.87	68	Human Resource Manager	\$ 38.46	\$ 63.49
		Monthly	6,603.52	10,897.37				
		Annual	\$ 79,242.25	\$ 130,768.49				
69	Chief Financial Officer	Hourly	\$ 39.05	\$ 64.44	69	Chief Financial Officer	\$ 39.05	\$ 64.44
		Monthly	6,768.61	11,169.81				
		Annual	\$ 81,223.31	\$ 134,037.70				
70	Manager of Children and	Hourly	\$ 40.03	\$ 66.05	70	Manager of Children and	\$ 40.03	\$ 66.05

	Family Services	Monthly	6,937.82	11,449.05		Family Services	
		Annual	\$ 83,253.89	\$ 137,388.64			
71		Hourly	\$ 41.03	\$ 67.70	71		\$ 41.03 \$ 67.70
		Monthly	7,111.27	11,735.28			
		Annual	\$ 85,335.24	\$ 140,823.36			
72	Manager of Mental Health	Hourly	\$ 42.05	\$ 69.40	72	Manager of Mental	\$ 42.05 \$ 69.40
	Manager of Psychosocial Services	Monthly	7,289.05	12,028.66		Manager of Psychosocial Services	
		Annual	\$ 87,468.62	\$ 144,343.94			
73		Hourly	\$ 43.10	\$ 71.13	73		\$ 43.10 \$ 71.13
		Monthly	7,471.28	12,329.38			
		Annual	\$ 89,655.33	\$ 147,952.54			
74		Hourly	\$ 44.18	\$ 72.91	74		\$ 44.18 \$ 72.91
		Monthly	7,658.06	12,637.61			
		Annual	\$ 91,896.72	\$ 151,651.36			
75		Hourly	\$ 45.29	\$ 74.73	75		\$ 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	76	Manager of Recovery Services	\$ 46.42 \$ 76.60
		Monthly	8,045.75	13,277.39			
		Annual	\$ 96,548.99	\$ 159,328.71			
77		Hourly	\$ 47.58	\$ 78.52	77	Chief Financial Officer	\$ 47.74 \$ 78.80
		Monthly	8,246.89	13,609.33			
		Annual	\$ 98,962.71	\$ 163,311.92			
78		Hourly	\$ 48.77	\$ 80.48	78		\$ 48.77 \$ 80.48
		Monthly	8,453.06	13,949.56			
		Annual	\$ 101,436.78	\$ 167,394.72			
79		Hourly	\$ 49.99	\$ 82.49	79		\$ 49.99 \$ 82.49
		Monthly	8,664.39	14,298.30			
		Annual	\$ 103,972.70	\$ 171,579.59			
80		Hourly	\$ 51.24	\$ 84.55	80		\$ 51.24 \$ 84.55
		Monthly	8,881.00	14,655.76			
		Annual	\$ 106,572.02	\$ 175,869.08			
81	Advanced Nurse Physician Assistant	Hourly	\$ 52.52	\$ 86.67	81	Advanced Nurse Physician Assistant	\$ 52.52 \$ 86.67
		Monthly	9,103.47	15,021.72			
		Annual	\$ 109,241.64	\$ 180,260.60			
82		Hourly	\$ 53.83	\$ 88.83	82		\$ 53.83 \$ 88.83
		Monthly	9,330.60	15,397.70			
		Annual	\$ 111,967.22	\$ 184,772.45			
83		Hourly	\$ 55.18	\$ 91.05	83		\$ 55.18 \$ 91.05
		Monthly	9,563.87	15,782.65			
		Annual	\$ 114,766.40	\$ 189,391.76			
84		Hourly	\$ 56.56	\$ 93.33	84		\$ 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	85	Chief Executive Officer	\$ 57.97 \$ 95.66
		Monthly	10,048.04	16,581.64			
		Annual	\$ 120,576.45	\$ 198,979.72			

Key

Orange - Name Changes or Position Deletions

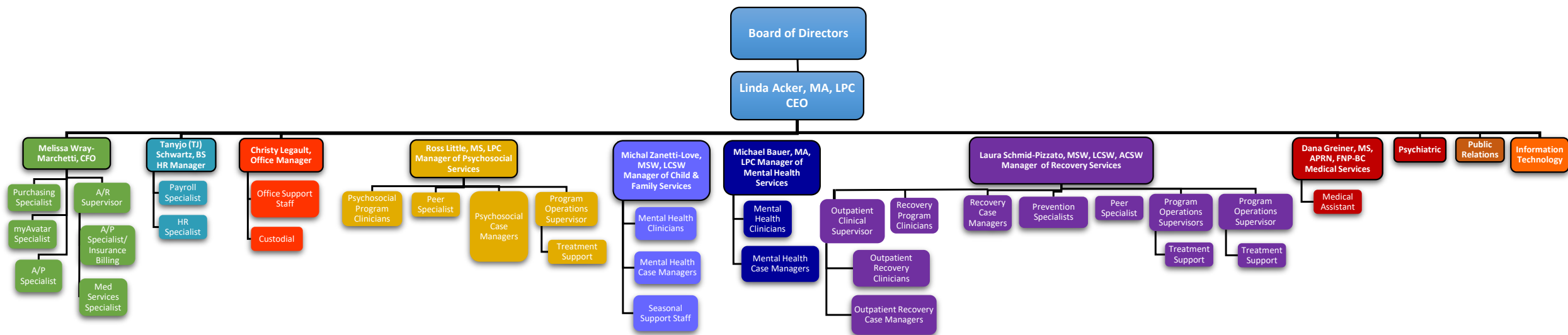
Red - Moved Position

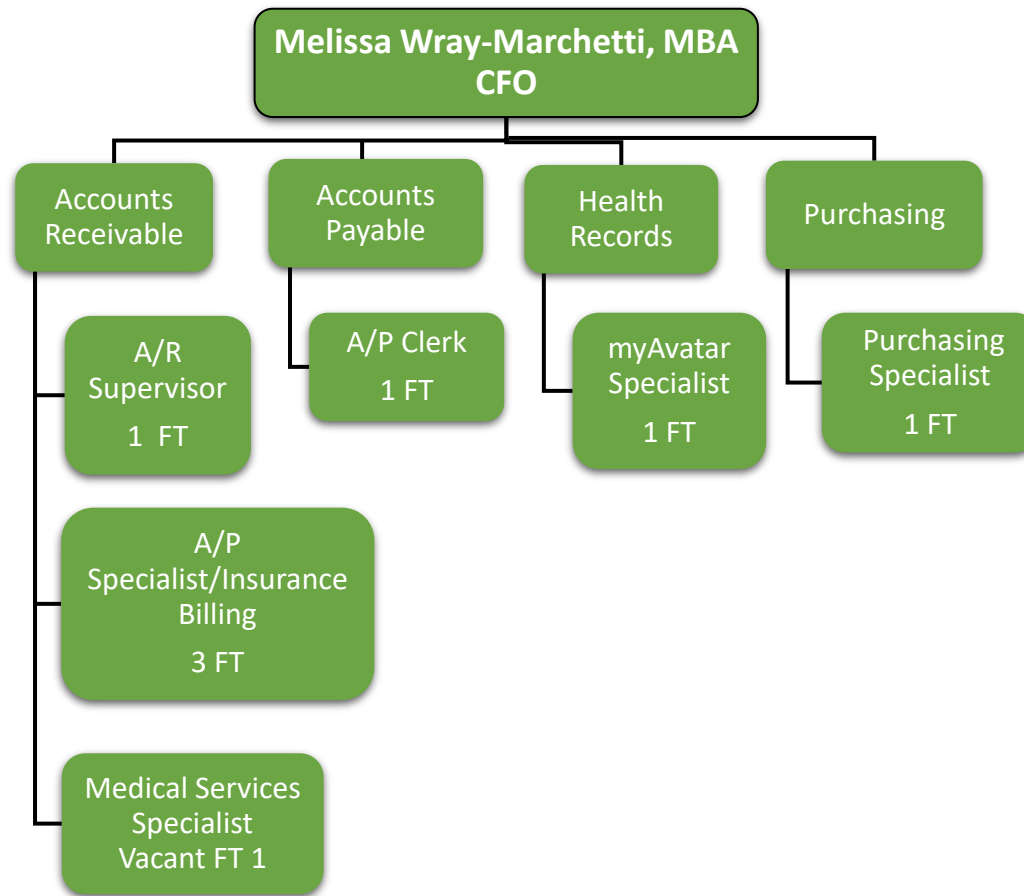
Green Highlight - New Position

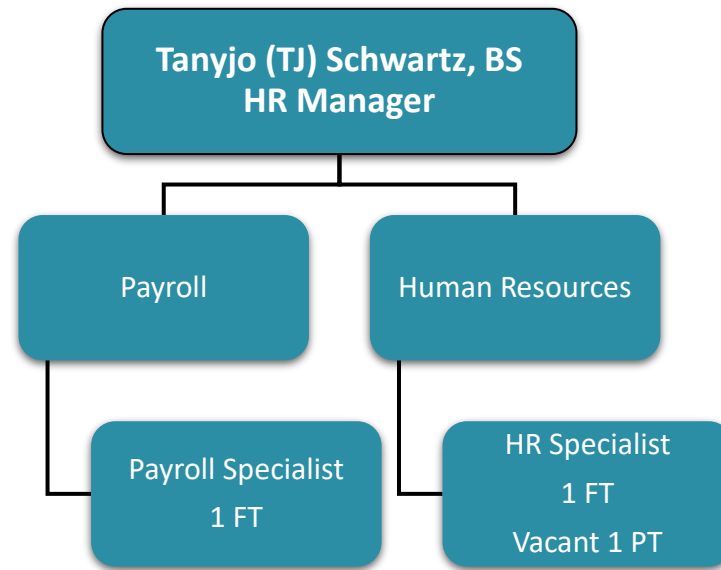
Fixed Wage Bands Effective July 1, 2025

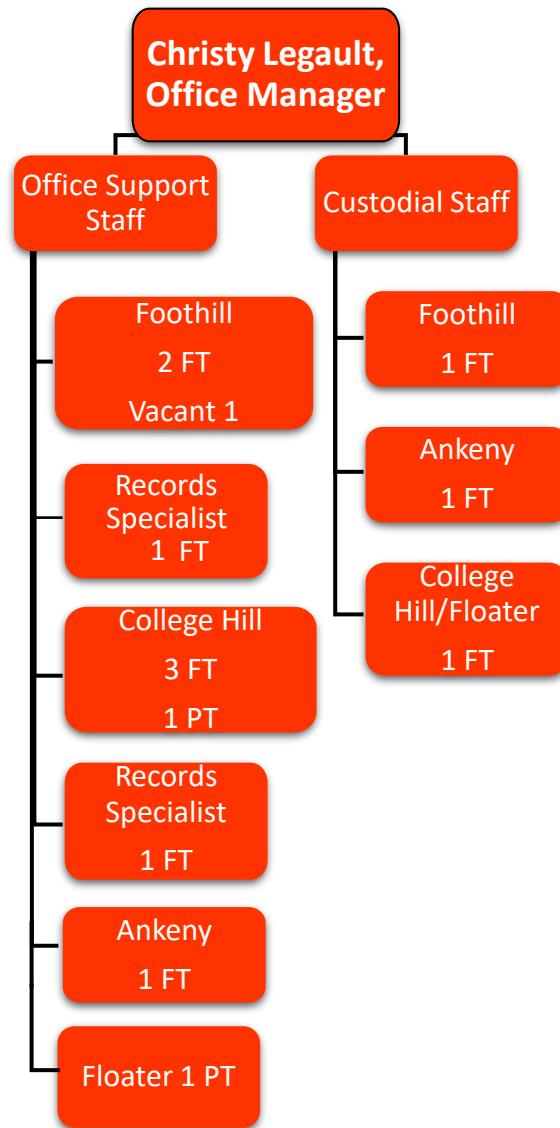
Range	Current Title	Minimum	Maximum
24	Bridges Cook	\$ 12.85	\$ 21.21
29	Custodian	\$ 14.54	\$ 24.00
29	Groundskeeper	\$ 14.54	\$ 24.00
29	Seasonal Support Staff	\$ 14.54	\$ 24.00
32	Office Support Staff	\$ 15.66	\$ 25.85
32	Records Specialist	\$ 15.66	\$ 25.85
32	Residential Treatment Support Staff	\$ 15.66	\$ 25.85
32	Medication Room Technician	\$ 15.66	\$ 25.85
32	Daycare Provider	\$ 15.66	\$ 25.85
34	Peer Specialist	\$ 16.45	\$ 27.15
35	Non-Degreed Case Manager	\$ 16.87	\$ 27.83
36	Maintenance 2	\$ 17.29	\$ 28.53
36	Purchasing Specialist	\$ 17.29	\$ 28.53
36	Human Resource Administrative Specialist	\$ 17.29	\$ 28.53
36	Medical Services Specialist	\$ 17.29	\$ 28.53
36	Accounts Receivable/Insurance Specialist	\$ 17.29	\$ 28.53
37	Medical Assistant	\$ 17.72	\$ 29.24
39	Prevention Specialist	\$ 18.62	\$ 30.72
39	Grant Compiler	\$ 18.62	\$ 30.72
40	Accounts Payable Specialist	\$ 19.08	\$ 31.49
40	Payroll Specialist	\$ 19.08	\$ 31.49
46	Program Operations Supervisor	\$ 22.13	\$ 36.52
47	Public Relations Specialist	\$ 22.68	\$ 37.43
48	Case Manager	\$ 23.62	\$ 38.74
49	Certified Social Worker	\$ 23.83	\$ 39.33
50	PC Support Specialist	\$ 24.43	\$ 40.31
50	myAvatar Specialist	\$ 24.43	\$ 40.31
51	Case Manager Supervisor	\$ 25.04	\$ 41.32
52	Office Manager	\$ 25.66	\$ 42.35
53	Revenue Cycle Management Supervisor	\$ 26.59	\$ 43.89
54	Grant Writer	\$ 26.96	\$ 44.49
56	Provisional Clinician	\$ 28.33	\$ 46.75
64	Facility Maintenance Supervisor	\$ 34.51	\$ 56.96
64	Licensed Clinician	\$ 34.51	\$ 56.96
66	Clinical Supervisor	\$ 36.26	\$ 59.84

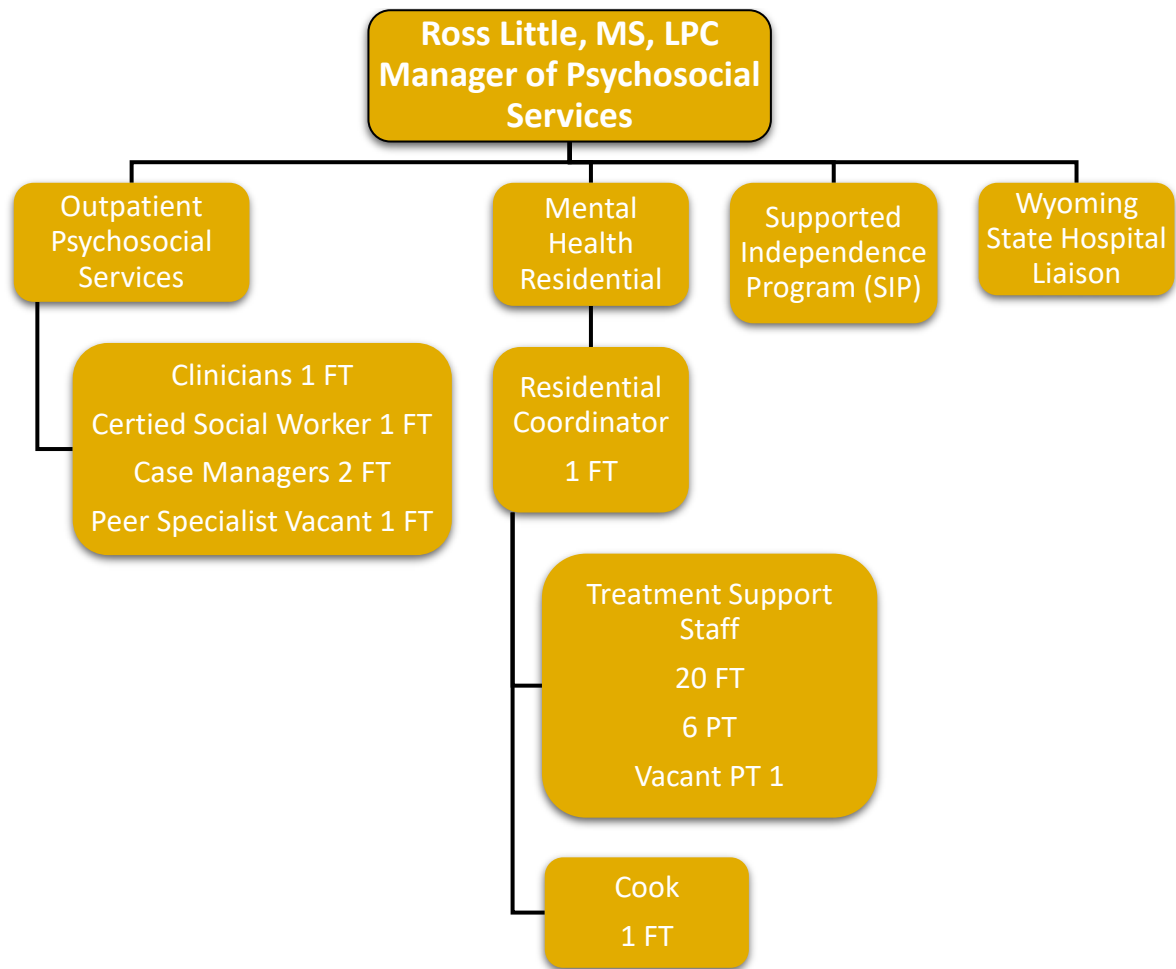
67	Network Administrator	\$ 37.17	\$ 61.34
68	Human Resource Manager	\$ 38.46	\$ 63.49
70	Manager of Children and Family Services	\$ 40.03	\$ 66.05
72	Manager of Mental Health Services	\$ 42.05	\$ 69.40
72	Manager of Psychosocial Services	\$ 42.05	\$ 69.40
76	Manager of Recovery Services	\$ 46.42	\$ 76.60
77	Chief Financial Officer	\$ 47.74	\$ 78.80
81	Advanced Nurse Practitioner	\$ 52.52	\$ 86.67
85	Chief Executive Officer	\$ 57.97	\$ 95.66

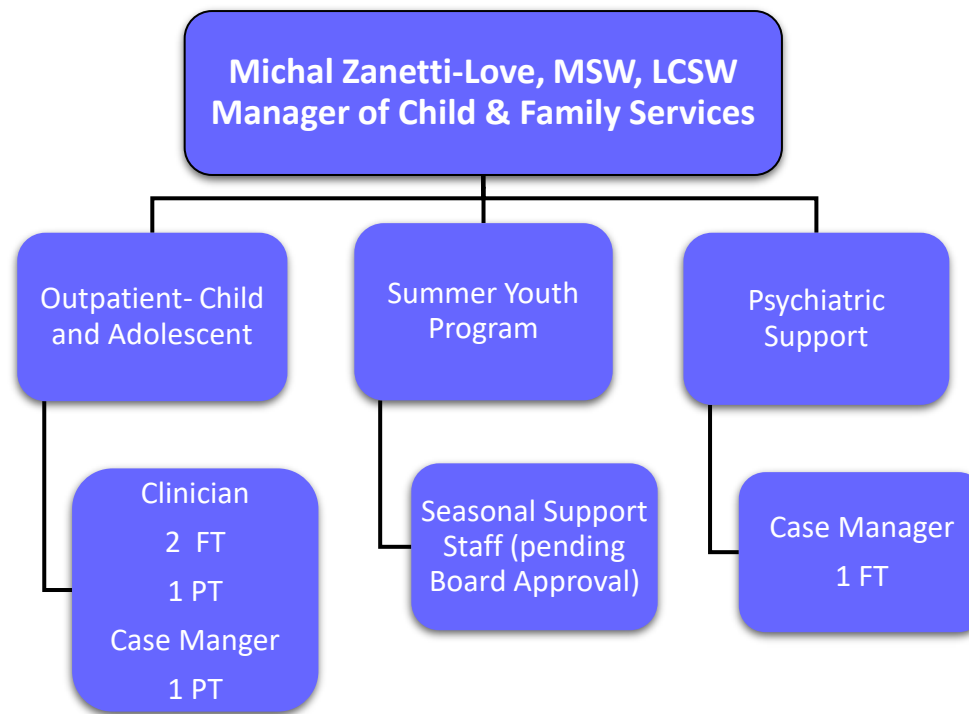


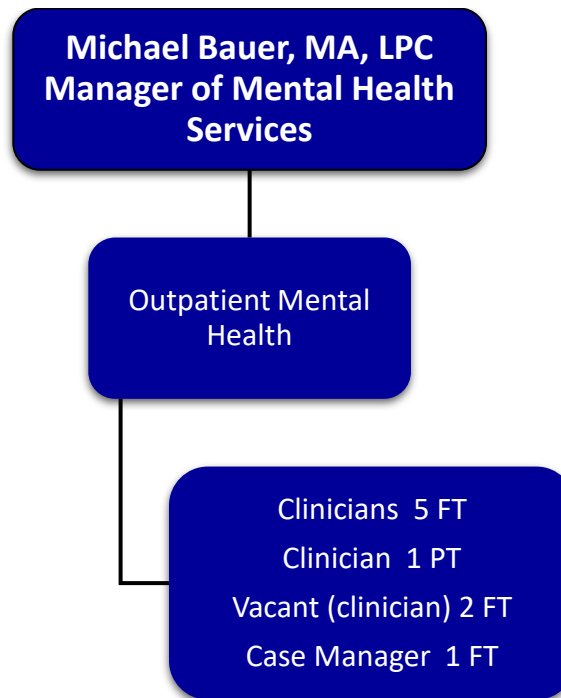




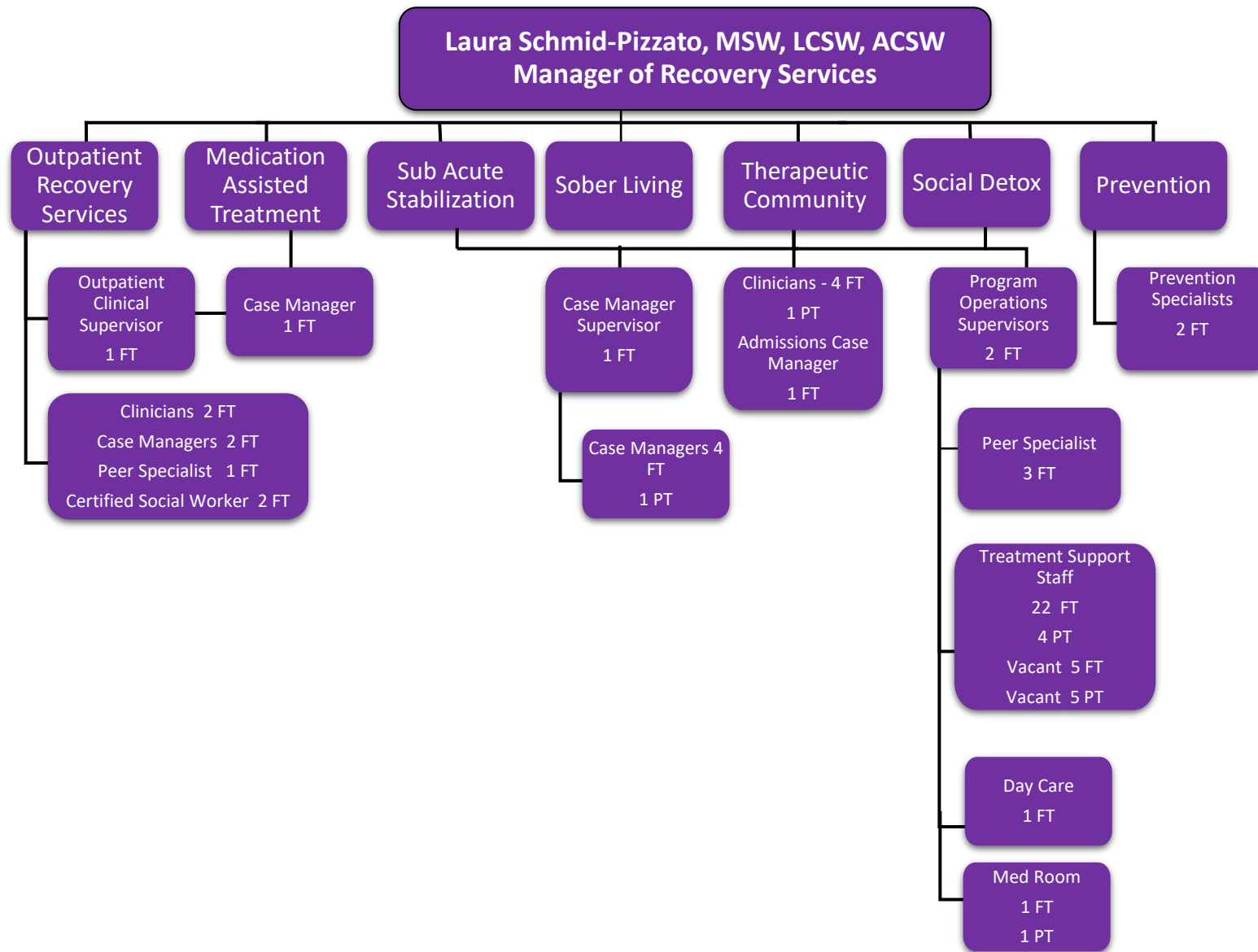


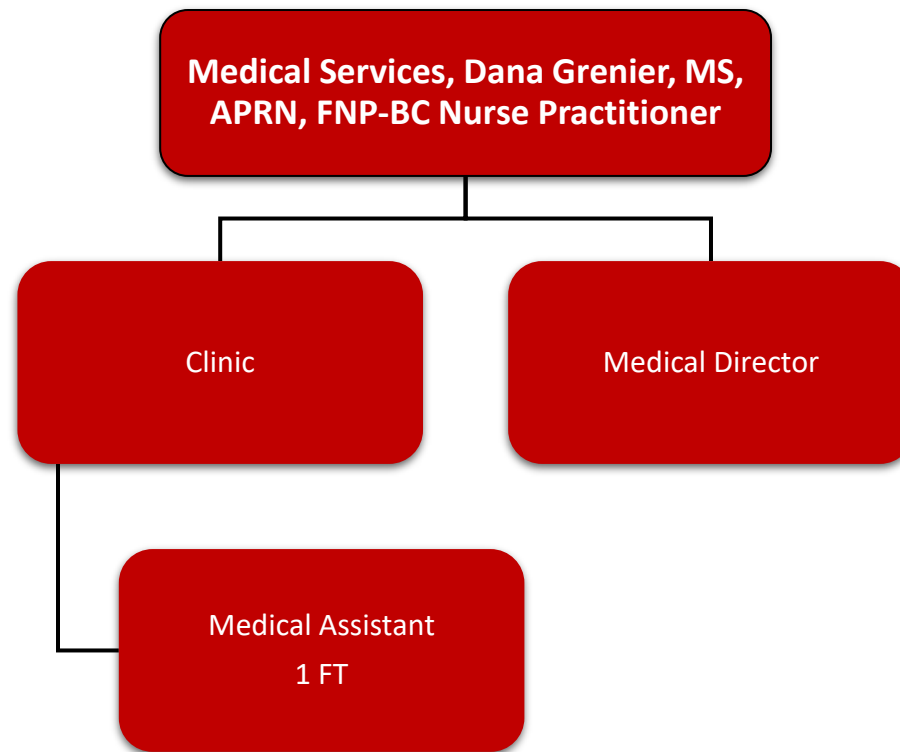


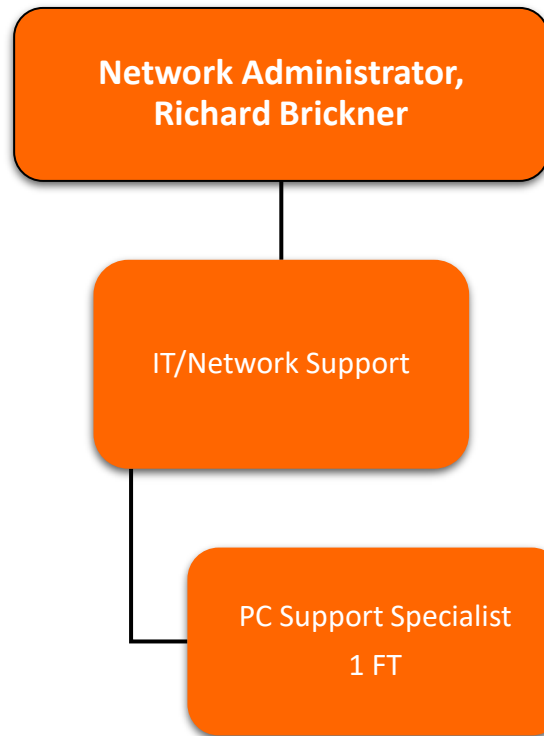


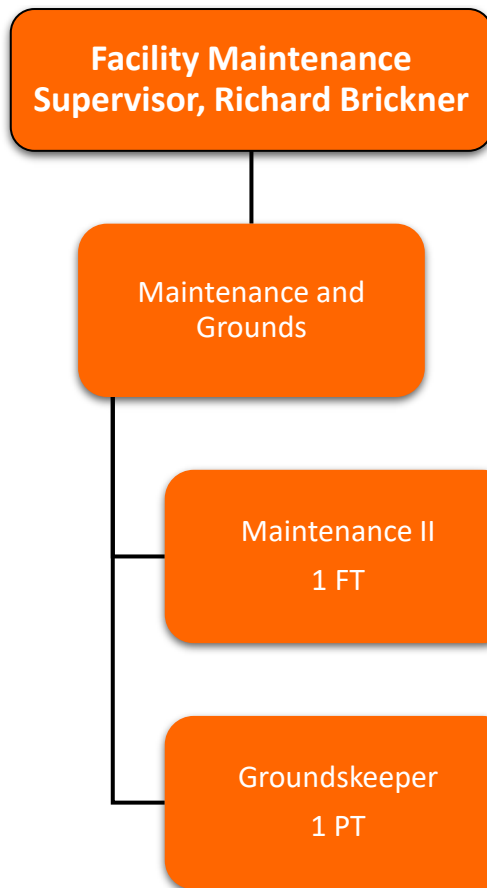


On-call - clinicians are hired, and salaries are based on other job responsibilities. One of their responsibilities is to provide on-call care.
Open Access - SCS has 8-10 clinicians that can assist with open access.









In 2005, Southwest Counseling Service hired a consultant, Tony Gerczak of Personnel Concepts, Inc., to assess the salary schedule and help devise equitable and fair compensation. Before the study for SCS, *Personnel Concepts, Inc.*, had also conducted salary studies for the City of Rock Springs, the City of Green River, the City of Casper, and the City of Evanston. A part of the Board's goal was to bring the employees to the 75th percentile of regional salaries and to avoid the continuing problem of salary compression within the various columns. SCS received a proposal in October 2005 from Tony Gerczak of *Personnel Concepts, Inc.* to conduct a compensation study.

In March 2006, the SCS Board of Directors adopted the salary schedule plan as prepared by Tony Gerczak of *Personnel Concepts, Inc.*, with the formal adoption of the plan to be implemented in July 2006. Since the adoption of the salary schedule plan, the following increases have been provided:

History Timeline September 1, 2006 – December 2023

September 1, 2006 – August 31, 2007

- Increase to the new base for those employees that required the increase per the salary survey
- Compression rate increases:
 - Under one yr. of employment – 0
 - 2 -4 years employment 1% increase
 - 5-9 years employment 2% increase
 - Over 10 years employment 3% increase
- 8% COLA
- 5% PFP for a score of 5

September 1, 2007- August 31, 2008

- 5% Salary structure increase in all ranges
- 5% COLA to all not within probationary period
- 3% PFP as follows:
 - rating of 3.00-3.74 1% increase
 - rating of 3.75-4.49 2% increase
 - rating of 4.50-5.0 3% increase

September 1, 2008 – August 31, 2009

- 5% Salary structure increase in all ranges
- 5% PFP as follows:
 - rating of 3.0-3.49 2% increase
 - rating of 3.5-3.99 3% increase
 - rating of 4.0-4.74 4% increase
 - rating of 4.75-5.0 5% increase

September 1, 2009 – August 31, 2010

- In December 2009, SCS employees received a \$1,500 off-schedule payment. This was provided to all full-time employees and pro-rated for new and part-time employees. **No increase to base salary**

September 1, 2010 - August 31, 2011

- In November 2010, SCS employees received a \$1,000 off schedule payment. This was provided to all full-time employees and pro-rated for new and part-time employees. **No increase to base salary**
- Sweetwater County paid for this off-schedule payment in the month of November for a total cost of \$126,163.76

September 1, 2011 - August 31, 2012

- There were no off-schedule payments or wage increases. **No increase to base salaries**

September 1, 2012 - August 31, 2013

- 3% base salary structure increase in all ranges
- 3% PFP as follows:
 - Rating of 3.00-3.74 1% increase
 - Rating of 3.75-4.49 2% increase
 - Rating of 4.50-5.0 3% increase

September 1, 2013 – August 31, 2014

- Compression increase as follows:
 - 0-3 years 1% increase
 - 4-6 years 1.5% increase
 - 7-10 years 2% increase
 - 11 years + 2.5% increase
- 3% PFP as follows:
 - Rating of 3.00-3.99 1% increase
 - Rating of 4.00-4.99 2% increase
 - Rating of 5.0 3% increase

January 1, 2015 – December 31, 2015

- 2.5% COLA increase and;
- 3% PFP as follows:
 - Rating of 3.00-3.99 1% increase
 - Rating of 4.0-4.99 2% increase
 - Rating of 5 3% increase
- On October 1, 2015, the Board approved salary range adjustments for the Certified Social Worker, up 8 ranges, the Provisionally Licensed Clinician, up 2 ranges, and the Licensed Clinician, up 4 ranges. The staff in these ranges also received additional increases for years of service.

January 1, 2016- December 31, 2016

- A \$1,500 off-schedule payment made to employees in January 2016 for employees hired before January 2012 and for employees hired after January 2012, the payment is to be paid out on their anniversary date. For part-time employees, this off-schedule payment was pro-rated for hours worked. **No increase to base salary**

January 1, 2017 – December 31, 2017

- A \$1,500 off-schedule payment was made to employees in December 2017 for employees with the agency more than one year. Employees with less than one year of employment will receive the off-schedule payment on successful completion of their probationary period in 2018. For part-time employees, this off-schedule payment was pro-rated for hours worked. **No increase to base salary**

January 1, 2018 – December 31, 2018

- On July 1, 2018, employees received a 2.5% salary structure increase. Employees employed more than one year received a 2.5% COLA in July and employees who had not yet completed their probationary year received the COLA on their 1st anniversary.

January 1, 2019 – December 31, 2019

- On July 1, 2019, employees received a \$1,000 increase added to base.

January 1, 2020 – December 31, 2020

- **There were no off-schedule payments or wage increases**

January 1, 2021 – December 31, 2021

- November 1, 2021: Option 3 (Pie in the Sky, but only half). All job titles moved up two salary ranges. Also, years of service determined percentile increase within the range.

COVID Stipend: In December 2021, Employees received a one-time \$1,000 payment that was prorated based on their part-time/full-time status and their employment with SCS for at least one year.

January 1, 2022- December 31, 2022

- On August 1, 2022, employees received a 2.5% plus 2.5% salary structure increase. All eligible employees (not at cap) received 4% COLA.
- August 10, 2022: SCS employees received a one-time \$2,000 pro-rated subsidized payment from the American Rescue Plan Act through HHS.
- In September 2022, Employees no longer paid the 2.68% employee contribution to Wyoming Retirement. SCS began paying the entire 18.62% contribution.
- On November 14, 2022, employees received a 2.5 plus 2.5 salary structure increase. Current Provisional Licensed and Fully Licensed employees received a \$10,000 increase. Provisional Clinicians moved ranges.
- In December 2022, employees received a pro-rated one-time payment of up to \$500 and a two-range increase in the same month.

ARPA Payment: In August 2022, employees received a one-time payment. To distribute the retention payment equally, SCS first determined the pro-rated number of days each employee had been employed with SCS back to March 1, 2020. Employees were then prorated based on part-time or full-time status through June 30, 2022.

January 1, 2023- December 31, 2023

- In December 2023, employees received a pro-rated one-time payment of up to \$1000.

January 1, 2024 – December 31, 2024

- On August 1, 2024, employees (not at cap) received a 3% COLA increase to their base compensation. Employees who reached their cap received a one-time 3% stipend based on base compensation.

Fixed Wage Bands Effective July 1, 2025

**Yearly
Progression
over 20 Years**

Range	Current Title	Minimum	Maximum		
24	Bridges Cook	\$ 12.85	\$ 21.21	\$	0.42
29	Custodian	\$ 14.54	\$ 24.00	\$	0.47
29	Groundskeeper	\$ 14.54	\$ 24.00	\$	0.47
29	Seasonal Support Staff	\$ 14.54	\$ 24.00	\$	0.47
32	Office Support Staff	\$ 15.66	\$ 25.85	\$	0.51
32	Records Specialist	\$ 15.66	\$ 25.85	\$	0.51
32	Residential Treatment Support Staff	\$ 15.66	\$ 25.85	\$	0.51
32	Medication Room Technician	\$ 15.66	\$ 25.85	\$	0.51
32	Daycare Provider	\$ 15.66	\$ 25.85	\$	0.51
34	Peer Specialist	\$ 16.45	\$ 27.15	\$	0.54
35	Non-Degreed Case Manager	\$ 16.87	\$ 27.83	\$	0.55
36	Maintenance 2	\$ 17.29	\$ 28.53	\$	0.56
36	Purchasing Specialist	\$ 17.29	\$ 28.53	\$	0.56
36	Human Resource Administrative Specialist	\$ 17.29	\$ 28.53	\$	0.56
36	Medical Services Specialist	\$ 17.29	\$ 28.53	\$	0.56
36	Accounts Receivable/Insurance Specialist	\$ 17.29	\$ 28.53	\$	0.56
37	Medical Assistant	\$ 17.72	\$ 29.24	\$	0.58
39	Prevention Specialist	\$ 18.62	\$ 30.72	\$	0.61
39	Grant Compiler	\$ 18.62	\$ 30.72	\$	0.61
40	Accounts Payable Specialist	\$ 19.08	\$ 31.49	\$	0.62
40	Payroll Specialist	\$ 19.08	\$ 31.49	\$	0.62
46	Program Operations Supervisor	\$ 22.13	\$ 36.52	\$	0.72
47	Public Relations Specialist	\$ 22.68	\$ 37.43	\$	0.74
48	Case Manager	\$ 23.62	\$ 38.74	\$	0.76
49	Certified Social Worker	\$ 23.83	\$ 39.33	\$	0.78
50	PC Support Specialist	\$ 24.43	\$ 40.31	\$	0.79
50	myAvatar Specialist	\$ 24.43	\$ 40.31	\$	0.79
51	Case Manager Supervisor	\$ 25.04	\$ 41.32	\$	0.81
52	Office Manager	\$ 25.66	\$ 42.35	\$	0.83
53	Revenue Cycle Management Supervisor	\$ 26.59	\$ 43.89	\$	0.87
54	Grant Writer	\$ 26.96	\$ 44.49	\$	0.88
56	Provisional Clinician	\$ 28.33	\$ 46.75	\$	0.92
64	Facility Maintenance Supervisor	\$ 34.51	\$ 56.96	\$	1.12

64	Licensed Clinician	\$ 34.51	\$ 56.96	\$ 1.12
66	Clinical Supervisor	\$ 36.26	\$ 59.84	\$ 1.18
67	Network Administrator	\$ 37.17	\$ 61.34	\$ 1.21
68	Human Resource Manager	\$ 38.46	\$ 63.49	\$ 1.25
70	Manager of Children and Family Services	\$ 40.03	\$ 66.05	\$ 1.30
72	Manager of Mental Health Services	\$ 42.05	\$ 69.40	\$ 1.37
72	Manager of Psychosocial Services	\$ 42.05	\$ 69.40	\$ 1.37
76	Manager of Recovery Services	\$ 46.42	\$ 76.60	\$ 1.51
77	Chief Financial Officer	\$ 47.74	\$ 78.80	\$ 1.55
81	Advanced Nurse Practitioner	\$ 52.52	\$ 86.67	\$ 1.71
85	Chief Executive Officer	\$ 57.97	\$ 95.66	\$ 1.88

FY26 SCS Wage Increase Proposals

Option #1

All Staff Adjusted for Years of Service

Total Additional Annual Cost \$668,943

Option #2

Yearly Progression Increase and Outliers Adjustments

Total Additional Annual Cost \$ 431,980

Option #3

All Staff 2% Increase and Outliers Adjustments

Total Additional Annual Cost \$439,219

Option #4

Yearly Progression Increase All Staff

Total Additional Annual Cost \$ 315,258

Option #5

All Staff 2% Increase

Total Additional Annual Cost \$ 170,161

Option #6

Outliers Only

Total Additional Annual Cost \$ 132,512

*All amounts include Taxes and Wyoming Retirement increases

Southwest Counseling Service Succession Plan: May 2025

Linda J. Acker, CEO

I. Introduction and Purpose The succession plan ensures seamless leadership transitions, supports organizational stability, and mitigates disruption in service delivery. This plan addresses key leadership roles and staff positions within the agency.

II. Key Positions

1. Chief Executive Officer (CEO)
2. Executive Leaders (Clinical and Administrative)
3. Clinical Staff (Master's and Bachelor's Level)
4. Administrative Staff
5. Clerical Staff
6. Ancillary Staff

III. Succession Planning Process

A. CEO Transition

- **Leadership Backup:** Designate a Deputy CEO or Senior Leader with interim authority. Ensure familiarity with key strategic priorities.
- **Knowledge Transfer:** Involvement of Management Team with State Entities, Community stakeholders, organizational goals, financial plans and operational structures.
- **Identification of Successors:** Prioritize internal candidates who meet leadership and management benchmarks. External hiring will be considered if gaps in skills or experience exist.

B. Management Leaders (Clinical and Administrative)

- **Cross-Training:** Enable leaders to understand both clinical and administrative functions through regular cross-departmental collaboration and documentation of key processes.
- **Development Programs:** Implement leadership development programs to groom potential successors. Include mentorship opportunities with current management leaders and ensure training and workforce development.
- **Emergency Leadership:** Identify temporary leaders who can assume responsibilities during unexpected vacancies.

C. Clinical Staff (Master's and Bachelor's Level)

- **Career Pathways:** Create clear advancement pathways from Bachelor's to Master's level roles through education support and certifications.

- **Master Level Internships:** Continue to provide paid master level internships to potentially grow our own clinicians.
- **Mentorship:** Pair new clinicians with experienced staff to support knowledge transfer.
- **Standardized Guidelines:** Document clinical protocols and best practices to ensure continuity of care during staff changes.

D. Case Managers/Peer Specialist

- **Succession Prep:** Train case managers on the broader context of client care and administrative duties. Encourage individuals who qualify for peer specialist to pursue becoming a peer and SCS also allow individuals to attend peer trainings.
- **Client Electronic Health Care Record:** Maintain updated client files and care plans for smooth transitions.
- **Backup Roles:** Ensure cross-training with related clinical positions for coverage and ensure credentials updates and on-going training.

E. Clerical Staff

- **Skill Redundancy:** Train multiple staff members to handle essential clerical responsibilities like scheduling, documentation, client communication and providing positive customer service.
- **Documentation Standards:** Establish clear documentation protocols for consistency across staff.

F. Ancillary Staff

- Ensure that all staff receive cross-training and skill development: Encourage staff to document processes, work flow and best practices for seamless transition of position.
- Establish backup plans for essential tasks

IV. Development and Training

1. **Workforce Development Plan:** Invest in ongoing training for all positions. Include leadership, communication, and technical skills.
2. **Mentorship Program:** Pair employees with seasoned professionals for hands-on experience.
3. **Educational Support:** Offer tuition reimbursement or funding for degrees in relevant fields to support upward mobility.

V. Long-Term Evaluation and Monitoring

1. **Regular Reviews:** Reevaluate succession plan annually to address evolving organizational needs and strategic planning.
2. **Feedback Mechanisms:** Collect feedback from staff on succession readiness and training effectiveness.

New Business

**AMENDMENT ONE TO THE CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, BEHAVIORAL HEALTH DIVISION
AND
SOUTHWEST COUNSELING SERVICE**

1. **Parties.** This Amendment is made and entered into by and between the Wyoming Department of Health, Behavioral Health Division (Agency), whose address is: 122 West 25th Street, Herschler Building 2 West, Suite B, Cheyenne, WY 82002 and Southwest Counseling Service (Contractor), whose address is: 1124 College Drive, Rock Springs, Wyoming 82901.

2. **Purpose of Amendment.** This Amendment shall constitute the first amendment to the Contract between the Agency and the Contractor. The purpose of this Amendment is to extend the term of the Contract through July 31, 2026.

The original Contract, dated June 11, 2024, required the Contractor to set forth the terms and conditions by which the Subrecipient shall provide crisis continuum services for a total Contract amount of five hundred sixteen thousand, eight hundred ninety-six dollars (\$516,896.00) with an expiration date of August 30, 2025.

3. **Term of the Amendment.** This Amendment shall commence on June 30, 2025, or upon the date the last required signature is affixed hereto, whichever is later (Effective Date), and shall remain in full force and effect through the term of the Contract, as amended, unless terminated at an earlier date pursuant to the provisions of the Contract, or pursuant to federal or state statute, rule, or regulation.

4. **Amendments.**

- A. The second sentence of Section 3 of the original Contract is hereby amended to read as follows:

“The term of this Contract is from July 1, 2024, through July 31, 2026.”

5. **Amended Responsibilities of the Contractor.** Responsibilities of the Contractor have not changed.
6. **Amended Responsibilities of the Agency.** Responsibilities of the Agency have not changed.

7. **Special Provisions.**

- A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Contract, and any previous amendments, between the Agency and the Contractor, including but not limited to sovereign immunity, shall remain unchanged and in full force and effect.

- B. Counterparts.** This Amendment 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 Amendment. Delivery by the Contractor of an originally signed counterpart of this Amendment by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

8. General Provisions.

- A. Entirety of Contract.** The original Contract, consisting of nine (9) pages; Attachment A, Statement of Work, consisting of three (3) pages; Attachment B, Crisis Continuum of Care Service Definitions, consisting of eight (8) pages; this Amendment One, consisting of three (3) pages; and Attachment A1, Amended Statement of Work, consisting of three (3) pages represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

This Amendment is not binding on either party until approved by A&I Procurement and the Governor of the State of Wyoming or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).

AGENCY:

Wyoming Department of Health, Behavioral Health Division

Stefan Johansson, Director
Wyoming Department of Health

Date

Ragen Latham, Interim Senior Administrator
Behavioral Health Division

Date

CONTRACTOR:

Southwest Counseling Service

Executive Director Signature

Date

Printed Name

Board Chair Signature

Date

Printed Name

Chairman of Sweetwater County Commissioners Signature

Date

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Chandler Pauling, Assistant Attorney General

Date

Statement of Work (SOW)
Wyoming Department of Health, Behavioral Health Division (Agency)
Services to be provided by Southwest Counseling Service (Subrecipient)
For services to be provided from July 1, 2024, or Effective Date, whichever is later, through
July 31, 2026

I. Background/Introduction

The Agency accomplishes the mission outlined in Wyo. Stat. § 9-2-102 by contracting with behavioral health centers as a component of the statewide mental health and substance use disorder system of care in Wyoming. The Contract supports the Agency's mission to develop and oversee a quality continuum of care that is client-focused, collaborative, evidence-based, and outcomes-driven.

II. Purpose

Provide crisis intervention and sub-acute crisis residential services in collaboration with local stakeholders in Sweetwater County. These services and supports are accessible, affordable, and accountable to clients and the Agency and are provided in the least restrictive and most appropriate environment.

III. Scope of Work

A. Requirements

1. The Subrecipient shall maintain financial accounting records and documents for seven (7) years in accordance with Generally Accepted Accounting Principles and provide financial reports as requested by the Agency. The Subrecipient shall maintain financial records that support all services and reports submitted to the Agency.
2. The Subrecipient shall comply with all requirements of the Contract, shall provide all Contract services, shall submit all deliverables, and shall report all hours of services for the entire term of the Contract.
3. Services provided under the Contract shall not be denied or delayed because of a client's inability to pay, because of the client's place of residence in Wyoming, or participation in any other state or federal programs.
4. Funds made available under the Contract shall not be used for services billable to Medicaid or not reimbursed by Medicaid due to the Subrecipient's failure to identify eligibility or accurately bill Medicaid. Funds shall not be used for services delivered in other contracts or agreements.
5. On behalf of clients, the Subrecipient shall determine eligibility for appropriate third-party payers, including Medicaid, and assist clients in the client's pursuit of appropriate third-party payer entitlements, including

Medicaid, Veterans Administration, and military benefits, for mental health and substance use disorder treatment services.

6. The Subrecipient shall be an enrolled provider of Medicaid services and all major insurance companies in Wyoming and shall bill all available and appropriate third-party funding sources, including Medicaid, for mental health and substance use disorder treatment of clients.
7. The Subrecipient shall cooperate with the Substance Abuse and Mental Health Ombudsman Program (SAMHOP) in any investigation and resolution of complaints procedure conducted through the SAMHOP office concerning clients' access to services.
8. The Subrecipient shall maintain a written policy providing procedures for filing and determining grievances by employees, clients, and community human service agencies. These policies and procedures shall be available to the Agency upon request.

IV. **Deliverables Table**

TOTAL PAYMENT UNDER THIS CONTRACT NOT TO EXCEED FIVE HUNDRED SIXTEEN THOUSAND, EIGHT HUNDRED NINETY-SIX DOLLARS (\$516,896.00)

SERVICE DESCRIPTION	TIMELINE	PAYMENT
A. The Subrecipient shall provide Crisis Services in Sweetwater County		
<p>1. Crisis Intervention Services. All services delivered shall be consistent with definitions in Attachment B, Crisis Continuum of Care Service Definitions</p> <p>a. Deliver crisis intervention services using a daytime virtual walk-in clinic staffed by qualified clinical staff from all Subrecipient locations</p> <p>b. Provide access to the virtual walk-in clinic from each of the Subrecipient locations, law enforcement offices, hospitals, jails, schools, medical offices, and other private providers</p> <p>c. Provide wrap-around services to each client to maintain engagement in treatment once the client is no longer in crisis to decrease the chances of relapse or transition to a higher level of care</p>	Effective Date – June 30, 2026	<p>Payments shall be made on a fee-for-service basis of \$500 per event upon submission of an invoice</p> <p>Total payment shall not exceed \$133,500.00</p>
2. Sub-Acute Crisis Residential Services. All services delivered shall be consistent with definitions in Attachment B, Crisis Continuum of Care Service Definitions		Payment shall be made per diem at \$325.00 per day upon submission of invoice

<p>a. Provide four (4) adult beds for individuals who do not need involuntary hospitalization or are stepping down from an involuntary hospitalization</p> <p>b. Provide care coordination activities that include, but are not limited to, setting appointments for post-discharge contact, connection with community resources and natural supports, and linkage to primary care services as needed</p> <p>c. Accept referrals twenty-four (24) hours per day, seven (7) days a week, 365 days per year</p> <p>i. Respond to admissions requests as quickly as possible but no later than six (6) hours after referral</p> <p>ii. Final determination for admission may take up to twenty-four (24) hours after all information is received</p>		Total payment shall not exceed \$383,396.00
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DELIVERABLES	TIMELINE
B. Subrecipient shall submit reports quarterly	
<p>1. Submit a report to the Administrator of the Agency's Mental Health and Substance Abuse section. The report shall include the following information:</p> <p>i. Number of people served in each funded service</p> <p>ii. Average length of services for each funded service</p> <p>iii. Number of people referred to a higher level of service</p> <p>iv. Number of people transitioned to a lower level of service</p> <p>v. Success stories and lessons learned</p> <p>vi. Impacts on the community and stakeholders</p>	<p>October 31, 2024</p> <p>January 31, 2025</p> <p>April 30, 2025</p> <p>July 31, 2025</p> <p>October 31, 2025</p> <p>January 31, 2026</p> <p>April 30, 2026</p>
2. The final report shall include information for services delivered in the fourth (4 th) quarter of the Contract and for the entire term of the Contract	July 31, 2026

V. Changes to Statement of Work

The Subrecipient shall submit a written request to the Agency if changes to this SOW are desired. The request shall include the requested changes and the reason for the changes. The Agency shall review the request and any additional information the Agency may request regarding the changes and provide the Subrecipient with written notice of acceptance or denial of the request within thirty (30) days.

If it is determined by the Agency that a change to this SOW is required, a contract amendment shall be made to the Contract in accordance with Section 7.A. of the Contract.



CONFIRMATION OF ASSIGNMENT

DATE CONFIRMED: MAY 7, 2025
CONFIRMATION TO: MELISSA WRAY-MARCHETTI
SENT VIA EMAIL TO: MWRAYMAR@SWCOUNSELING.ORG

LOCUMTENENS.COM CONSIDERS THE FOLLOWING PROVIDER CONFIRMED AND SCHEDULED TO WORK AS OUTLINED BELOW:

NAME OF PROVIDER

DENAYER MUELLER, NP

DATES

2025

EXTENDING STARTING 6/12 - 12/30 WITH OPTION TO EXTEND

FACILITY: SOUTHWEST COUNSELING SERVICE (ROCK SPRINGS, WY)

BILL RATES

REGULAR RATE (TELE):	\$155.00	PER HOUR
OVERTIME RATE:	\$232.50	PER HOUR AFTER 40 HOURS PER WEEK. ALL REGULAR HOURS WORKED ON THE WEEKEND WILL BE BILLED AT THE OVERTIME RATE.

MALPRACTICE: \$5.03 PER HOUR
HOLIDAY BONUS: \$650.00 PER DAY
HOLIDAY MULTIPLIER: 1.50

CONTACTS

ALLAN HAMPTON	AHAMPTON@LOCUMTENENS.COM
CALEB MCRAE	CMCRAE@LOCUMTENENS.COM

800.562.8663

You agree to supply the Clinician, according to the required specialty, with reasonably maintained usual and customary equipment, including but not limited to PPE, customary supplies, and a suitable practice environment complying with accepted clinical and procedural standards

THANK YOU FOR CHOOSING LOCUMTENENS.COM FOR YOUR LOCUM TENENS NEEDS.

Placement Services
Provided By



LocumTenens.com, LLC
2575 Northwinds Parkway – Alpharetta, GA 30009 – 800.562.8663

BOOKING: BKG-1136912

SIGNATURES CONFIRM ASSIGNMENT:

CLIENT SIGNATURE:

LOCUMTENENS.COM SIGNATURE:

Placement Services
Provided By



LocumTenens.com, LLC

2575 Northwinds Parkway – Alpharetta, GA 30009 – 800.562.8663

BOOKING: BKG-1136912

**VLCM**

852 E Arrowhead Ln
Salt Lake City, Utah 84107
United States
(P) 8012629277

Customer

Southwest Counseling Services (C00323)
Brickner, Richard
1124 College Drive
Rock Springs, WY 82901
United States

Shipping Info

Delivery Method: FedEx Ground
Carrier Account #:
Special Instructions:

Quotation (Open)

Date Apr 29, 2025 10:17 AM MDT	Expiration Date 05/29/2025
Modified Date Apr 29, 2025 10:21 AM MDT	
Quote # 464217 - rev 1 of 1	
Description Microsoft	
SalesRep Donadio, Pete (P) 8012629277	
Customer Contact Brickner, Richard (P) 3073526680 rbrickne@swcounseling.org	

#	Description	Part #	Tax	Qty	Unit Price	Total
1	Microsoft 365 Business Standard NCE - 300 Max purchase Annual commitment, Billed Monthly	CFQ7TTC0LDPB:0001	Yes	150	\$12.47	\$1,870.50

Disclaimer: Due to potential tariffs and other market-driven factors, pricing may change without notice. VLCM remains committed to transparency and will work with our vendors to hold pricing steady whenever possible. Any necessary changes will be communicated clearly and in advance when feasible.

Subtotal: \$1,870.50
Tax (.0000%): \$0.00
Shipping: \$0.00
Total: \$1,870.50

Signature

Date

Purchase Order

Customer Acknowledgment and Agreement

The purchase and use of goods, services, or other offerings are subject to applicable terms and conditions, including the vendor's privacy policies and usage agreements. These documents may vary by vendor and product type. Customers can request copies of the relevant terms and policies from the VLCM Sales Team at any time.

This proposal is also subject to acceptance of VLCM's standard terms and conditions, which are available for review at www.vlcmtech.com/terms. Please note that VLCM may charge a convenience fee for credit card transactions.

By signing this document. The customer acknowledges and agrees to purchase all items and services as listed and that this document serves as an official purchase order.,



Statement of Work

Exchange 2019 Server to Microsoft 365 Mailbox Migration

SOW# 79396.Version 3

Prepared for Southwest Counseling Services

Introduction

Client Contact Information

Client Name	Southwest Counseling Services
Project Name	Exchange 2019 Server to Microsoft 365 Mailbox Migration
Client Contact	Linda Acker
Client Contact Email	

Executive Summary

Southwest Counseling Services requests assistance migrating the mailboxes from the on-premises Exchange Server 2019 to Microsoft Office 365.

Solution Description

VLCM will provide professional services for migrating from the on-premises Exchange Server 2019 mailboxes to the customer's Microsoft Office 365 tenant, removal of the on-premises Microsoft Exchange system, and the Entra Connect Sync setup.

Our Responsibilities

VLCM will configure the baseline best practice 365 Security settings.

VLCM will create all user accounts to be migrated from the Southwest Counseling Services on-premises accounts in the Southwest Counseling Services tenant.

VLCM will complete the migration of up to 153 mailboxes from the on-premises 2019 Exchange server to the Southwest Counseling Services Microsoft 365 Exchange Online services.

VLCM will complete the migration of up to 53 distribution groups.

VLCM will assist the customer with removing the Exchange system from the Active Directory.

VLCM will assist the customer with the Entra Connect setup.

Locations in Scope

Main Office: 2300 Foothill Blvd, Rock Springs WY 82901

Scope of Work

In Scope Services

VLCM agrees to provide the services outlined below during business hours (8:00 am – 5:00 pm) as a fixed rate project, organized by project phase:

Implement Phase

Configure 365 Security Services for Southwest Counseling Services Tenant

- ***Confirm Admin access to tenant and verify 365 licensing is in place***
- ***Configure Multi-Factor Authentication and Conditional Access Policies***
- ***Configure OneDrive and SharePoint Access Controls***
- ***Configure Exchange Online Protection Services (ATP)***

Configure All 365 User Accounts and Groups

- ***Obtain administrator access to the on-prem Exchange server, AD server, 365 Tenant***
- ***Create all 365 user accounts***
- ***Assign licenses to user accounts as specified by the customer***

Configure Exchange Migration Tool

- ***Install Exchange Migration tool on Windows Server 2019 or newer***
- ***Create migration project and perform test migrations on low-impact mailboxes***
- ***Troubleshoot and resolve any migration job issues***
- ***Assess migration job statistics and plan for migration job batches***

Complete 1st Pass Migrations

- ***Complete initial mailbox sync of up to 153 mailboxes and 10 Shared mailboxes***
- ***Complete initial Distribution Group sync of up to 53 groups***
- ***Resolve mailbox sync errors.***
 - Common issues include permissions errors, corrupt mail items, and quota overruns. Some of these issues may require coordination with the customer to resolve.

Pre-Cutover Tasks

- ***Complete and submit user cutover and IT Team instruction documents.***
- ***Confirm all users have MFA setup.***
- ***Schedule cutover date***

Office 365 Cutover

- ***Complete custom domain transfer and update all appropriate DNS records***
- ***Redirect mail delivery to 365 Tenant***
- ***Test and confirm incoming and outgoing email flow***
- ***Complete final mailbox migration jobs.***

Post Cutover Tasks

- ***Assist IT Team with troubleshooting any Outlook or mobile device account migrations***

- **Confirm all mailboxes and distribution groups have been successfully migrated**
- **Create migration job reports**

Decommission Exchange 2019 Environment

- **Uninstall Exchange system**
- **Remove all Exchange records and confirm removal from domain**

Install and Setup Entra Connect Services

- **Install Entra Connect on Windows Server 2019 or newer**
- **Configure Entra Connect for Password Hash**

Final Customer Reviews

- **Review the completed migration tasks with customer**
- **Review 365 management services and handoff to customer**

Customer Responsibilities

Customer commits to have certain responsibilities in order for VLCM to deliver and complete the outlined project. These customer responsibilities are as follows:

- Customer information or documents, passwords and login accounts as necessary to complete the project shall be provided to the supplier.
- Customer shall provide a contact person to serve as an overall project liaison with the supplier and shall be available to coordinate scheduling of activities, relay technical questions and answers, and escalate issues as needed.
- Customer personnel or groups shall be available to VLCM as required by the project.
- If the VLCM engineer cannot perform the agreed-upon scheduled work as required due to the site being not ready or the customer's non-availability. VLCM may invoke a "Site Not Ready / Turn Away Fee" to the customer outside the project price.
 - Site Not Ready/Turn Away Fee = \$200 (within 40 miles of VLCM office)
 - Site Not Ready/Turn Away Fee = Travel time along with a minimum of one hour onsite (\$200.00) (beyond 40 miles of VLCM office)
- Customer shall provide access to computing environment.
- Customer equipment and other physical resources as necessary shall be made available to VLCM as is needed to complete the project.

Additional, Project-Specific Responsibilities are as follows:

- The customer will provide admin access to ECP and EWS for the Exchange Server 2019 and Microsoft 365 tenant. If VLCM engineering is unable to access ECP, EWS, and server access, this scope of work will be voided, and alternative methods for migration will be discussed.
- The customer will be required to purchase the needed number of 365 licenses before the project start date.
- The customer will be responsible for preparing the Active Directory user account and OUs for Entra Connect Sync.
- Customer is responsible for all end user interactions and coordinating support with end users

Exclusions

Southwest Counseling Services commits to provide certain information and items or to have certain processes and conditions in place to support or enable VLCM's fulfillment of the deliverables. These conditions of delivery are as follows:

- Work is to be performed during regular business hours and scheduled maintenance windows, excluding holidays. The following dates are considered VLCM holidays: New Years Day, Easter Sunday, Memorial Day, Independence Day, Pioneer Day, Labor Day, Thanksgiving, The day following Thanksgiving, and Christmas.
- To avoid any access limitations due to facility security, Customer will provide access to areas relevant to the project.
- Customer should be aware that the installation of this hardware may require network disconnect and extended periods of network downtime.
- Due to the length of time required to set up and test the environment, the engineer may begin this process and return the subsequent days to complete the project.
- Customer will notify VLCM in writing of any potential safety or health hazards that may exist at the site and provide any safety procedures to be followed during the project completion.

Additional, Project-Specific Exclusions are as follows:

- Back-up services of the existing data on both the on-premises Exchange system and Microsoft 365 services will not be included.
- Customer is responsible for disposal of the old server.

Deliverables

VLCM has completed its responsibilities to this Statement of Work when the following deliverables are complete:

- Mailflow will be through the MS 365 Tenant

Key Assumptions

The key assumptions for this project are:

- A 2010 exchange server has been located within the email environment. VLCM will make a best effort attempt to migrate data from this exchange server. In the event that this is not possible with the tools being used for this project, it will be the responsibility of the customer to remove the 2010 exchange server from the email environment before the migration of the email data can be migrated.
- Any changes to the scope of work or assumptions reflected in this Statement of Work may result in changes to VLCM pricing and/or project schedule. Work requested by Southwest Counseling Services and performed by VLCM that is outside the Scope of Work outlined here, or any work requested to be performed in addition to the above stated will be invoiced separately. If additional effort beyond the scope of this project is required, VLCM will furnish a new estimate and will continue work, subject to availability of personnel, only after receiving written authorization from

Southwest Counseling Services. VLCM may utilize one or more consultants to complete various stages of the project within this scope of the work.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

Services Pricing

Fixed Fee Pricing

The fees associated with this engagement are: \$23,660.00

Payment Terms

Payment Schedule

The following payment schedule will be executed for the fees associated with this project. For time and materials pricing, these amounts are estimated and will be billed as actuals.

Service Fees	Amount
Upon completion of Project	\$23,660.00
Total Fees to Southwest Counseling Services	\$23,660.00

- Material costs are not included in this fee and may be billed separately if applicable/incurred in the course of the project.
- Estimated Expenses are included in this fee. This amount may change based on actuals.

Pricing is valid for (30) days. VLCM requires advanced notice for scheduling of resources.

Project Execution

IN WITNESS HEREOF, the parties hereto have caused this Statement of Work Agreement to be executed by their duly authorized representatives on the dates set forth below, agreeing to all terms and conditions outlined in this document.

Accepted by:

By: Southwest Counseling Services
Name: Linda Acker
Title:
Date: May 1, 2025

By: VLCM
Name: Braxton Byrge
Title: Account Manager
Date: May 1, 2025

Terms and Conditions

The following Terms and Conditions apply to this project:

VLCM TERMS AND CONDITIONS

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY

THE TERMS AND CONDITIONS OF PRODUCT SALES AND SERVICE PROJECTS ARE LIMITED TO THOSE CONTAINED HEREIN. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS IN ANY FORM DELIVERED BY YOU ("CUSTOMER") ARE HEREBY DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM AND REJECTION OF THEM IS HEREBY GIVEN.

BY ACCEPTING DELIVERY OF THE PRODUCTS OR BY ENGAGING VALCOM SALT LAKE CITY, LC, A UTAH LIMITED LIABILITY COMPANY, D/B/A VLCM ("SELLER") IN ANY AGREEMENT, INVOICE, STATEMENT OF WORK OR OTHER VLCM DOCUMENTATION TO PROVIDE PRODUCT OR PERFORM OR PROCURE ANY SERVICES, CUSTOMER AGREES TO BE BOUND BY AND ACCEPTS THESE TERMS AND CONDITIONS UNLESS CUSTOMER AND SELLER HAVE SIGNED A SEPARATE AGREEMENT, IN WHICH CASE THE SEPARATE AGREEMENT WILL GOVERN.

ANY GENERAL DESCRIPTION OF THE TYPES OF PRODUCTS OR SERVICES AND RESULTS THEREOF POSTED ON ANY SELLER WEBSITE OR MOBILE APPLICATION DO NOT CONSTITUTE PART OF THE AGREEMENT BETWEEN SELLER AND CUSTOMER.

WHEREAS, these Terms and Conditions constitute a binding contract between Customer and Seller (collectively referred to as "Parties") and are referred to herein as either "Terms and Conditions" or this "Agreement".

WHEREAS, Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or shopping on any Seller Website or Mobile Application (each, a "Site") or otherwise requesting products (the "Products") or engaging Seller to perform or procure any Services (as this and all capitalized terms are defined herein).

WHEREAS, Customer and Seller agree that these Terms and Conditions are subject to change without prior notice, except that the Terms and Conditions posted on a Site at the time Customer places an order or signs a Statement of Work will govern the order in question, unless otherwise agreed in writing by Seller and Customer.

NOW, THEREFORE, in consideration of the promises and of the mutual covenants, representations and warranties contained in this Agreement, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, and intending to be legally bound hereby, the parties hereto agree as follows:

1. **Title; Risk of Loss.** If Customer provides Seller with Customer's carrier account number or selects a carrier other than a carrier that regularly ships for Seller, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the carrier (F.O.B. Origin, freight collect). For all other shipments, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the specified destination (F.O.B. Destination, freight prepaid and added). Notwithstanding the foregoing, title to software will remain with the applicable licensor(s), and Customer's rights therein are contained in the license agreement between such licensor(s) and Customer.
2. **Services.** Customers may order services (collectively, "Services") from or through Seller from time to time. Certain Services may be provided by third parties, including, but not limited to, extended warranty service by manufacturers, and are sold by Seller as distributor or sales agent ("Third Party Services").
 - a. **Services Provided Under Statement of Work.** Where Services are ordered in a Statement of Work, each Statement of Work hereby incorporates these Terms and Conditions and constitutes a separate agreement with respect to the Services performed. Seller, or any of its Affiliates on behalf of Seller, may execute a Statement of Work.
 - i. **Conflicts Between Terms and Conditions and Statement of Work.** In the event of an addition to or a conflict between any term or condition of the Statement of Work and these Terms and Conditions, these Terms and Conditions will control, except as expressly amended in the applicable Statement of Work by specific reference to this Agreement. Each such amendment will be applicable only with respect to such Statement of Work and not to future Statements of Work.
 - ii. **Amendments to Statement of Work.** Changes to the scope of the Services described in a Statement of Work will be made only in a writing executed by authorized representatives of both parties. Seller will have no obligation to commence work in connection with any such change, unless and until the change is agreed upon in that writing executed by both parties. All such changes to the scope of the Services will be governed by these Terms and Conditions and the applicable Statement of Work. Each Statement of Work may be signed in separate counterparts each of which shall be deemed an original and all of which together will be deemed to be one original.
 - b. **Third Party Services.** In the case of Third Party Services, Customer shall consider the third party to be the contracting party and the third party shall be the party responsible for providing the services to the Customer and Customer will look solely to the third party for any loss, claims or damages arising from or related to the provision of such Third Party Services.
 - i. **Release of Liability for Third Party Services.** Customer and Customer's Affiliates (defined below) hereby release Seller and Seller's Affiliates (defined below) from any and all claims arising from or relating to the purchase or provision of any such Third Parties Services. Any amounts, including, but not limited to, taxes, associated with Third Party Services which may be collected by Seller will

be collected solely in the capacity as an independent sales agent. For the purposes of this Agreement, "Affiliate" means, with respect to a party, an entity that controls, is controlled by, or is under common control with such party.

- ii. **Abide by Terms for Third Party Services.** Customer and Customer's Affiliates shall agree to the terms of Third Parties for services purchased through Seller.
- 3. **Cooperation.** In addition to any specific Customer duties set forth in any applicable Statement of Work, Customer agrees to cooperate with Seller in connection with performance of the Services by providing:
 - a. timely responses to Seller's inquiries and requests for approvals and authorizations,
 - b. Customer agrees that Seller may disclose the existence of this Agreement, or any other agreement, SOW or Work Order to any creditor, bank or lender of Seller, for the purposes of maintaining compliance with any loan agreement between Seller and Seller's creditor, bank or lender or during Seller's completion of any credit application;
 - c. access to any information or materials reasonably requested by Seller which are necessary or useful as determined by Seller in connection with providing the Services, including, but not limited to, physical and computer access to Customer's computer systems, and
 - d. all Required Consents necessary for Seller to provide the Services. "Required Consents" means consents or approvals required to give Seller, its Affiliates, and its and their subcontractors the right or license to access, use and modify all data and third party products. Customer acknowledges and agrees that the Services are dependent upon the completeness and accuracy of information provided by Customer and the knowledge and cooperation of the agents, employees or subcontractors ("Personnel") engaged or appointed by Customer who are selected by Customer to work with Seller. Seller will follow all reasonable Customer security rules and procedures, as communicated in writing by Customer to Seller from time to time.
- 4. **Access.** Seller may perform the Services at Customer's place of business, at Seller's own facilities or such other locations as Seller and Customer deem appropriate. When the Services are performed at Customer's premises, Seller will attempt to perform such Services within Customer's normal business hours unless otherwise jointly agreed to by the parties. Customer will also provide Seller access to Customer's staff and any other Customer resources (and when the Services are provided at another location designated by Customer, the staff and resources at such location) that Seller determines are useful or necessary for Seller to provide the Services. When the Services are provided on Customer's premises or at another location designated by Customer, Customer agrees to maintain adequate insurance coverage to protect Seller and Customer's premises and to indemnify and hold Seller and its Affiliates, and its and their agents and employees harmless from any loss, cost, damage or expense (including, but not limited to, attorneys' fees and expenses) arising out of any product liability, death, personal injury or property damage or destruction occurring at such location in connection with the performance of the Services, other than solely as a result of Seller's gross negligence or willful misconduct.
- 5. **Payment.**
 - a. **Binding of Orders.** Orders are not binding upon Seller until accepted by Seller. Customer agrees to pay the total purchase price for the Products plus shipping (to the extent shipping is not prepaid by Customer), including shipping charges that are billed to Seller as a result of using Customer's carrier account number.
 - b. **Terms of Payment.** Terms of payment are within Seller's sole discretion. In connection with Services being performed pursuant to a Statement of Work, Customer will pay for the Services in the amounts and in accordance with any payment schedule set forth in the applicable Statement of Work. If no payment schedule is provided, Customer will pay for the Services as invoiced by Seller. Invoices are due and payable within the time period specified on the invoice, measured from the date of invoice, subject to continuing credit approval by Seller. Seller, or any of its Affiliates on behalf of Seller may issue an invoice to Customer. Seller may invoice Customer separately for partial shipments, and Seller may invoice Customer for all of the Services described in a Statement of Work or any portion thereof.
 - c. **Late Payments.** Customer agrees to pay interest on all past-due sums at the lower of one and one-half percent (1.5%) per month or the highest rate allowed by law.
 - d. **Sales Tax.** Customer will pay for, and will indemnify and hold Seller and its Affiliates harmless from, any applicable sales, use, transaction, excise or similar taxes and any federal, state or local fees or charges (including, but not limited to, environmental or similar fees), imposed on, in respect of or otherwise associated with any Statement of Work, the Products or the Services.
- i. **Sales Tax Exemption.** Customer must claim any exemption from such taxes, fees or charges at the time of purchase and provide Seller with the necessary supporting documentation.
- e. **Default of Payment.** In the event of a payment default, Customer will be responsible for all of Seller's costs of collection, including, but not limited to, court costs, filing fees and attorneys' fees. In addition, if payments are not received as described above, Seller reserves the right to suspend Services until payment is received. Customer hereby grants to Seller a security interest in the Products to secure payment in full. Customer authorizes Seller to file a financing statement reflecting such security interest.
- f. **Reimbursable Expenses.** Except as otherwise specified on an applicable Statement of Work, Customer will reimburse Seller for all reasonable out-of-pocket expenses incurred by Seller in connection with the performance of the Services, including, but not limited to, travel and living expenses.
- g. **Seller's Security Interest.** Customer grants a UCC security interest in goods and materials sold. VLCM can, at its discretion, file a UCC financing statement to perfect that security interest. Upon any default by Customer, VLCM shall have the rights of a secured party under the Uniform Commercial Code as adopted by the State of Utah, as amended. Customer shall reimburse VLCM for all cost incurred in collecting any amounts. In the event that legal action is taken to pursue any amounts owed by a customer to VLCM the prevailing party in such actions shall be entitled to recover its reasonable attorney's fee and costs of court incurred in such action or collection.

In addition to any other right or remedy hereunder, VLCM shall have, at all times, the right to offset any obligation of Customer to VLCM against any obligation of VLCM to Customer.

By execution hereof, customer authorizes VLCM to conduct credit investigations deemed necessary.

6. **Export Sales.** If this transaction involves an export of items (including, but not limited to, commodities, software or technology) subject to the Export Administration Regulations, such items were exported from the United States by Seller in accordance with the Export Administration Regulations. Customer agrees that it will not divert, use, export or re-export such items contrary to United States law. Customer expressly acknowledges and agrees that it will not export, re-export, or provide such items to any entity or person within any country that is subject to United States economic sanctions imposing comprehensive embargoes without obtaining prior authorization from the United States Government. The list of such countries subject to United States economic sanctions or embargoes may change from time to time but currently includes Cuba, Iran, Sudan, Syria, North Korea, and Venezuela. Customer also expressly acknowledges and agrees that it will not export, re-export, or provide such items to entities and persons that are ineligible under United States law to receive such items, including but not limited to, any person or entity on the United States Treasury Department's list of Specially Designated Nationals or on the United States Commerce Department's Denied Persons List, Entity List or Unverified List. In addition, manufacturers' warranties for exported Products may vary or may be null and void for Products exported outside the United States.
7. **Warranties.** Customer understands that Seller is not the manufacturer of the Products purchased by Customer hereunder and the only warranties offered are those of the manufacturer, not Seller or its Affiliates. In purchasing the Products, Customer is relying on the manufacturer's specifications only and is not relying on any statements, specifications, photographs or other illustrations representing the Products that may be provided by Seller or its Affiliates. SELLER AND ITS AFFILIATES HEREBY EXPRESSLY DISCLAIM ALL WARRANTIES EITHER EXPRESS OR IMPLIED, RELATED TO PRODUCTS, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF TITLE, ACCURACY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NONINFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY MANUFACTURER'S WARRANTY. Customer expressly waives any claim that it may have against Seller or its Affiliates based on any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property rights (each a "Claim") with respect to any Product and also waives any right to indemnification from Seller or its Affiliates against any such Claim made against Customer by a third party. Customer acknowledges that no employee of Seller or its Affiliates is authorized to make any representation or warranty on behalf of Seller or any of its Affiliates that is not in this Agreement. Seller makes no warranties to the Customer and the Customer hereby acknowledges that Seller makes no warranties in regard to the applicability of all laws and regulations affecting, without limitation the manufacture, performance, sale, packaging and labelling of the Products which are in force within the Customer's territory.

Customer further acknowledges and agrees that Seller makes no representations, warranties or assurances that the Products are designed for or suitable for use in any high risk environment, including but not limited to aircraft or automobile safety devices or navigation, life support systems or medical devices, nuclear facilities, or weapon systems, and Customer agrees to indemnify Seller in connection with any such use of the Products. Customer further agrees to review and comply with the manufacture's disclaimers and restrictions regarding the use of the Products in high risk environments.

Seller warrants that the Services will be performed in a good and workmanlike manner. Customer's sole and exclusive remedy and Seller's entire liability with respect to this warranty will be, at the sole option of Seller, to either (a) use its reasonable commercial efforts to reperform or cause to be reperformed any Services not in substantial compliance with this warranty or (b) refund amounts paid by Customer related to the portion of the Services not in substantial compliance; provided, in each case, Customer notifies Seller in writing within five (5) business days after performance of the applicable Services. EXCEPT AS SET FORTH HEREIN OR IN ANY STATEMENT OF WORK THAT EXPRESSLY AMENDS SELLER'S WARRANTY, AND SUBJECT TO APPLICABLE LAW, SELLER MAKES NO OTHER, AND EXPRESSLY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS, EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DURABILITY, TITLE, ACCURACY OR NON-INFRINGEMENT) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES, INCLUDING BUT NOT LIMITED TO ANY WARRANTY RELATING TO THIRD PARTY SERVICES, ANY WARRANTY WITH RESPECT TO THE PERFORMANCE OF ANY HARDWARE OR SOFTWARE USED IN PERFORMING SERVICES AND ANY WARRANTY CONCERNING THE RESULTS TO BE OBTAINED FROM THE SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE. CUSTOMER ACKNOWLEDGES THAT NO REPRESENTATIVE OF SELLER OR OF ITS AFFILIATES IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY ON BEHALF OF SELLER OR ANY OF ITS AFFILIATES THAT IS NOT IN THIS AGREEMENT OR IN A STATEMENT OF WORK EXPRESSLY AMENDING SELLER'S WARRANTY.

8. **Data Protection Responsibility.** Customer shall be solely responsible for daily back-up and other protection of its data and software against loss, damage or corruption. Customer shall be solely responsible for reconstructing data (including but not limited to data located on disk files and memories) and software that may be lost, damaged or corrupted during the performance of Services. SELLER, ITS AFFILIATES, AND ITS AND THEIR SUPPLIERS, SUBCONTRACTORS AND AGENTS ARE HEREBY RELEASED AND SHALL CONTINUE TO BE RELEASED FROM ALL LIABILITY IN CONNECTION WITH THE LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE, AND CUSTOMER ASSUMES ALL RISK OF LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE IN ANY WAY RELATED TO OR RESULTING FROM THE SERVICES.
9. **Pricing Information; Availability Disclaimer.** Seller reserves the right to make adjustments to pricing, Products and Service offerings for reasons including, but not limited to, changing market conditions, Product discontinuation, Product unavailability, manufacturer price changes, supplier price changes and errors in advertisements. All orders are subject to Product availability and

the availability of Personnel to perform the Services. Therefore, Seller cannot guarantee that it will be able to fulfill Customer's orders. If Services are being performed on a time and materials basis, any estimates provided by Seller are for planning purposes only.

10. **Credits.** Any credit issued by Seller to Customer for any reason must be used within two (2) years from the date that the credit was issued and may only be used for future purchases of Products and/or Services. Any credit or portion thereof not used within the two (2) year period will automatically expire.
11. **Limitation of Liability.** UNDER NO CIRCUMSTANCES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY SET FORTH HEREIN, WILL SELLER, ITS AFFILIATES OR ITS OR THEIR SUPPLIERS, SUBCONTRACTORS OR AGENTS BE LIABLE FOR: (A) ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, BUSINESS, REVENUES OR SAVINGS, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITIES OF SUCH DAMAGES OR IF SUCH DAMAGES ARE OTHERWISE FORESEEABLE, IN EACH CASE, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY OF LIABILITY; (B) ANY CLAIMS, DEMANDS OR ACTIONS AGAINST CUSTOMER BY ANY THIRD PARTY; (C) ANY LOSS OR CLAIM ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S IMPLEMENTATION OF ANY CONCLUSIONS OR RECOMMENDATIONS BY SELLER OR ITS AFFILIATES BASED ON, RESULTING FROM, ARISING OUT OF OR OTHERWISE RELATED TO THE PRODUCTS OR SERVICES; OR (D) ANY UNAVAILABILITY OF THE PRODUCT FOR USE OR ANY LOST, DAMAGED OR CORRUPTED DATA OR SOFTWARE. IN THE EVENT OF ANY LIABILITY INCURRED BY SELLER OR ANY OF ITS AFFILIATES, THE ENTIRE LIABILITY OF SELLER AND ITS AFFILIATES FOR DAMAGES FROM ANY CAUSE WHATSOEVER WILL NOT EXCEED THE LESSER OF: (A) THE DOLLAR AMOUNT PAID BY CUSTOMER FOR THE PRODUCT(S) GIVING RISE TO THE CLAIM OR THE SPECIFIC SERVICES GIVING RISE TO THE CLAIM; OR (B) \$50,000.00.
12. **Limited License.** Customer's sole rights to the work product, materials and other deliverables to be provided or created (individually or jointly) in connection with the Services, including but not limited to, all inventions, discoveries, methods, processes, formulae, ideas, concepts, techniques, know-how, data, designs, models, prototypes, works of authorship, computer programs, proprietary tools, methods of analysis and other information (whether or not capable of protection by patent, copyright, trade secret, confidentiality, or other proprietary rights) or discovered in the course of performance of this Agreement that are embodied in such work or materials ("Work Product") will be, upon payment in full, a non-transferable, non-exclusive, royalty-free license to use such Work Products solely for Customer's internal use. Customer will have no ownership or other property rights thereto and Customer shall have no right to use any such Work Product for any other purpose whatsoever. Customer acknowledges that Sellers may incorporate intellectual property created by third parties into the Work Product ("Third Party Intellectual Property"). Customer agrees that its right to use the Work Product containing Third Party Intellectual Property may be subject to the rights of third parties and limited by agreements with such third parties.
13. **Confidential Information.** Each party anticipates that it may be necessary to provide access to information of a confidential nature of such party, the Affiliates or a third party (hereinafter referred to as "Confidential Information") to the other party in the performance of this Agreement and any Statement of Work. "Confidential Information" means any information or data in oral, electronic or written form which the receiving party knows or has reason to know is proprietary or confidential and which is disclosed by a party in connection with this Agreement or which the receiving party may have access to in connection with this Agreement, including but not limited to the terms and conditions of each Statement of Work. Confidential Information will not include information which: (a) becomes known to the public through no act of the receiving party; (b) was known to the receiving party, or becomes known to the receiving party from a third party having the right to disclose it and having no obligation of confidentiality to the disclosing party with respect to the applicable information; or (c) is independently developed by agents, employees or subcontractors of the receiving party who have not had access to such information. To the extent practicable, Confidential Information should be clearly identified or labeled as such by the disclosing party at the time of disclosure or as promptly thereafter as possible, however, failure to so identify or label such Confidential Information will not be evidence that such information is not confidential or protectable. Each party agrees to hold the other party's Confidential Information confidential for a period of three (3) years following the date of disclosure and to do so in a manner at least as protective as it holds its own Confidential Information of like kind but to use no less than a reasonable degree of care. Disclosures of the other party's Confidential Information will be restricted (i) to those individuals who are participating in the performance of this Agreement or the applicable Statement of Work and need to know such Confidential Information for purposes of providing or receiving the Products or Services or otherwise in connection with this Agreement or the applicable Statement of Work, or (ii) to its business, legal and financial advisors, each on a confidential basis. Each party agrees not to use any Confidential Information of the other party for any purpose other than the business purposes contemplated by this Agreement and the applicable Statement of Work. Upon the written request of a party, the other party will either return or certify the destruction of the Confidential Information of the other party.

If a receiving party is required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority, to disclose Confidential Information of the other party, the receiving party will give the disclosing party prompt notice of such request so that the disclosing party may seek an appropriate protective order or similar protective measure and will use reasonable efforts to obtain confidential treatment of the Confidential Information so disclosed.

14. **Return Privileges.** VLCM allows Customer returns based on the policies of the original product manufacturer. Software is not returnable if the packaging has been opened. If software was distributed electronically, it is not returnable if the licenses were downloaded. For additional information contact your VLCM account manager.
15. **Termination.** Either party may terminate performance of a Service or a Statement of Work for cause if the other party fails to cure a material default in the time period specified herein. Any material default must be specifically identified in a written notice of

termination. After written notice, the notified party will, subject to the provision of warranties herein, have thirty (30) days to remedy its performance except that it will only have ten (10) days to remedy any monetary default. Failure to remedy any material default within the applicable time period provided for herein will give cause for immediate termination, unless such default is incapable of being cured within the time period in which case the defaulting party will not be in breach (except for Customer's payment obligations) if it used its reasonable efforts to cure the default. In the event of any termination of the Services or a Statement of Work, Customer will pay Seller for all Services performed and expenses incurred up to and including the date of termination plus any termination fee if one is set forth in the applicable Statement of Work. In such event Customer will also pay Seller for any out-of-pocket demobilization or other direct costs resulting from termination. Upon termination, all rights and obligations of the parties under this Agreement will automatically terminate except for any right of action occurring prior to termination, payment obligations and obligations that expressly or by implication are intended to survive termination (including, but not limited to, limitation of liability, indemnity, confidentiality, or licensing of Work Product and this survival provision).

16. **Provisions Related to Custom Imaging.** If in connection with the provision of Products or Services, Customer desires to have Seller provide installation of custom software images, Customer will be required to execute an Installation Indemnity Agreement, a form of which is provided at If in connection with the provision of Products or Services, Customer desires to have Seller provide installation of custom software images, Customer will be required to execute an Installation Indemnity Agreement, a form of which is provided by your VLCM account manager.
17. **Arbitration.** Any claim, dispute, or controversy (whether in contract, tort or otherwise, whether preexisting, present or future, and including, but not limited to, statutory, common law, intentional tort and equitable claims) arising from or relating to the Products, the Services, the interpretation or application of these Terms and Conditions or any Statement of Work or the breach, termination or validity thereof, the relationships which result from these Terms and Conditions or any Statement of Work (including, to the full extent permitted by applicable law, relationships with third parties who are not signatories hereto), or Seller's or any of its Affiliates' advertising or marketing (collectively, a "Claim") WILL BE RESOLVED, UPON THE ELECTION OF ANY OF SELLER, CUSTOMER OR THE THIRD PARTIES INVOLVED, EXCLUSIVELY AND FINALLY BY BINDING ARBITRATION. If arbitration is chosen, it will be conducted pursuant to the Rules of the American Arbitration Association. If arbitration is chosen by any party with respect to a Claim, neither Seller nor Customer will have the right to litigate that Claim in court or to have a jury trial on that Claim or to engage in pre-arbitration discovery, except as provided for in the applicable arbitration rules or by agreement of the parties involved. **Further, Customer will not have the right to participate as a representative or member of any class of claimants pertaining to any Claim.** Notwithstanding any choice of law provision included in these Terms and Conditions, this arbitration agreement is subject to the Federal Arbitration Act (9 U.S.C. §§ 1-16). The arbitration will take place exclusively in Salt Lake City, Utah. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator(s). Each party involved will bear its own cost of any legal representation, discovery or research required to complete arbitration. The existence or results of any arbitration will be treated as confidential. **Notwithstanding anything to the contrary contained herein, all matters pertaining to the collection of amounts due to Seller arising out of the Products or Services will be exclusively litigated in court rather than through arbitration.**
18. **Miscellaneous**
 - a. **Governing Law.** THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK, THE SERVICES HEREUNDER AND ANY SALE OF PRODUCTS HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF UTAH, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN SALT LAKE COUNTY, UTAH, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.
 - b. **Assignment.** Seller may assign or subcontract all or any portion of its rights or obligations with respect to the sale of Products or the performance of Services or assign the right to receive payments, without Customer's consent. Customer may not assign these Terms and Conditions, or any of its rights or obligations herein without the prior written consent of Seller. Subject to the restrictions in assignment contained herein, these Terms and Conditions will be binding on and inure to the benefit of the parties hereto and their successors and assigns.
 - c. **No Waiver.** No provision of this Agreement or any Statement of Work will be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing and signed by both parties. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights.
 - d. **Relationship of the Parties.** The relationship between Seller and Customer is that of independent contractors and not that of employer/employee, partnership or joint venture.
 - e. **Severability.** If any term or condition of this Agreement or a Statement of Work is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or conditions hereof or thereof or the whole of this Agreement or the applicable Statement of Work.
 - f. Notices provided under this Agreement will be given in writing and deemed received upon the earlier of actual receipt or three (3) days after mailing if mailed postage prepaid by regular mail or airmail or one (1) day after such notice is sent by courier or facsimile transmission.
 - g. **Consent to Electronic Communication.** Customer consents to receiving electronic records, which may be provided via a Web browser or e-mail application connected to the Internet; individual consumers may withdraw consent to receiving electronic records or have the record provided in non-electronic form by contacting Seller.

- h. **Internet Connectivity Requirements.** Customer understands that Internet connectivity requires access services from an Internet access provider. Customer must contact their local access provider for details regarding internet connectivity, internet service levels, and internet service terms and pricing.
- i. **Electronic Signature.** The Parties agree that electronic signatures (or copies of signatures sent via electronic means) are the equivalent of written and signed documents.
- j. **Entire Agreement.** No course of prior dealings between the parties and no usage of trade will be relevant to determine the meaning of these Terms and Conditions or any purchase order or invoice, or any document in electronic or written form that is signed and delivered by each of the parties for the performance of Services other than Third Party Services (each, a "Statement of Work"). This Agreement contains the entire understanding of the parties with respect to the matters contained herein and supersedes and replaces in its entirety any and all prior communications and contemporaneous agreements and understandings, whether oral, written, electronic or implied, if any, between the parties with respect to the subject matter hereof.
- k. **Force Majeure.** Seller will not be responsible for and no liability shall result to Seller or any of its Affiliates for any delays in delivery or in performance which result from any circumstances beyond Seller's reasonable control, including, but not limited to, Product unavailability, carrier delays, delays due to fire, severe weather conditions, failure of power, labor problems, acts of war, terrorism, embargo, acts of God or acts or laws of any government or agency. Any shipping dates or completion dates provided by Seller or any purported deadlines contained in a Statement of Work or any other document are estimates only.



Patient Communication Software License

This Agreement is between:

- **AdTel International Inc.**, a Texas Corporation residing in Addison, Texas, doing business as **doctorconnect.net**, referred to herein as **AdTel**.
- **Southwest Counseling Services**, referred to herein as **Client**
- **AdTel** and **Client** are collectively referred to herein as the **Parties**.

Services and Fees:

AdTel will provide the services described in this agreement in exchange for Client paying **license fees** listed in the **Fees and Costs** section.

- **Monthly fees:** These vary based on the number of active **providers/locations** in DoctorConnect.net during the billing month and services utilized. Notwithstanding the number of active providers/locations, the minimum monthly fee will be equal to the amount stated as the **first month fee**.
- **User accounts setup:** AdTel offers the ability to set up and maintain different user accounts with access controlled based on roles, providers, security needs, and multi-location management. These accounts allow authorized Client staff to access messages and reports.
- **Data interface:** AdTel agrees to provide an interface with your **practice management solution, electronic medical records, or electronic health records**. This interface may include:
 - **Automated data import:** If Client's database is local and accessible or your software allows API interoperability. API fees from client's practice management system may be billed separately by client's software provider or AdTel.
- **Data monitoring:** AdTel monitors the data interface and sends automated emails to notify you of failures and re-establish the connection.
- **System monitoring:** You receive a live status report for QA and messaging reports.

Service Selection and Fees:

Client agrees to select and pay for services based on the number of providers, locations, and features chosen.

Please select and fill in the blank spaces below:

- **Number of providers:** 10
- **Number of locations:** 1

Please indicate the desired services by marking the corresponding checkboxes:

[X] Automated Wait List/Referral Management (additional one-time set-up fee of \$395 plus additional monthly fees of \$25 per provider):

AdTel further agrees to provide Automated Waitlist and Referral Management Text Messaging. This feature helps fill open appointments and optimize providers' schedules by notifying waitlist patients of availability. The system can populate the waitlist in three ways: automatically adding patients from scheduled appointments (based on days in future of scheduled appointment), uploading a waitlist of patients, or entering them directly into DoctorConnect.net. Clients can create groups based on appointment types and time blocks, ensuring patients only receive notifications for relevant appointments. Clients can choose individual patients or groups to receive appointment availability notifications by text message. The first patient to respond by text message to the notification will receive confirmation that their appointment has been rescheduled. All other patients who received the notification will receive a follow-up message informing them that the appointment has been filled. Clients are responsible for promptly updating their practice management software with all schedule changes.

[] RevPay co-pay and balance messaging and payment processing (additional one time set-up fee of \$395, plus monthly fees of \$15 per full-time provider and \$10 per part-time provider):

AdTel further agrees to facilitate Client enrollment in on-line credit card merchant services. Client merchant account will deposit into Client's bank account all monies received less card processor fees. AdTel agrees to provide a web user interface where Client's scheduled patients are shown with insurance information if available to AdTel. Software will allow Client to confirm co-pay or collection amount and send real time text message with payment gateway. Client's patients who pay from the link of AdTel's processor will show as paid in the user interface. Proceeding appointment dates amount due may also be collected by text message.

[] COMPASS Online Scheduling and Rescheduler+ (additional one time set up fee of \$295 per location, plus monthly fees of \$20 per provider):

AdTel further agrees to provide a dedicated web page branded for Client to enhance online scheduling. This Online Scheduling Page will feature an appointment request form where visitors can view available appointments based on the latest Client data imported into the AdTel system. Clients using DoctorConnect.net's standalone scheduler will have real-time availability displayed. The webpage will offer options for New/Established Patients, Appointment Type, Provider, Location, Date of Birth, Insurance, and Gender. The Online Scheduling Page will also provide, where applicable, online forms provided by AdTel. Online appointment requests will populate in the Client's secure DoctorConnect.net portal and can be sent to a Client-provided secure email address.

Fees and Costs Totals for Doctorconnect.net Services:

Total Set-up \$395 **Total First Monthly \$250**

Total Due Upon Execution: \$645

Set-up and first month are due upon execution of this Agreement. Monthly fees will be billed every 30 days and are due net/10 days of invoice date.

Dispute Resolution- Social Media/Review Postings

Client and AdTel agree that they will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the Client and AdTel. If the matter is not resolved by negotiation, AdTel and Client will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation in Carrollton, Dallas County, Texas. If mediation does not successfully resolve the dispute or is unavailable, then both AdTel and Client may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded to them by law, including filing suit. AdTel and Client agree that any lawsuit, petition, complaint, or other legal process filed must be filed in Dallas County, Texas.

Non-Disparagement

Client represents, covenants and agrees that he/she/it will not at any time after the date of the execution of this Agreement, through any medium, either orally or in writing, including, but not limited to, electronic mail, television or radio, computer networks or Internet bulletin boards, blogs, social media, such as Facebook, LinkedIn, Google, Yelp, or Twitter, or any other form of communication, disparage, defame, impugn, damage or assail the reputation, or cause or tend to cause the recipient of a communication to question the business condition, integrity, competence, good character, professionalism, or product quality of AdTel or its stockholders, directors, officers, employees, services or business practices, as applicable, whether by virtue of this Agreement or any of the details covered by this Agreement, except as follows: Client's counsel, immediate family, or spouse, when such disclosure is required by a subpoena issued by a court of competent jurisdiction, and except as required by law or order of court. Nothing in this provision should be read to prohibit regular and commercially reasonable acceptable competitive business speech by Client.

The initial term of this Agreement is one year from the date this Agreement is signed by both Parties. This agreement can be cancelled at anytime with a 90-day notice. In addition to notification by authorized representative by mail or email, Client may not be over 30 days past due or Client's notice to cancel is void. The monthly charge(s) may be changed in subsequence terms in accordance with any change which may have occurred in the United States Consumer Price Index (CPI) over the preceding twelve (12) months effective ninety (90) days prior to end of the term on the contract period in question. If AdTel intends to request an increase for an extension year, Client shall be provided such request, along with adequate justification, in writing at least ninety (90) days prior to the end of the current contract to afford the Client sufficient time to make a timely determination with regards to such request.

AdTel makes no other warranties, either expressed or implied other than reasonable expectations of system performance explained in this Agreement. For the purposes of this Agreement, a provider is defined as having a separate schedule of no more than 500 appointments per month active in AdTel's software. More than 500 appointments per month will be billed as a separate provider. A part-time provider is one with appointments active less than 3 days per week on average in a month. AdTel further agrees Client's database will only receive reminders and other messages authorized by Client during the full term of this Agreement and all data may be returned to Client upon request and termination of this Agreement. The parties specifically agree that this Agreement is made and entered into in the City of Addison, Dallas County, Texas; is subject to the laws of the State of Texas and legal venue is only in the State of Texas; and is valid only upon acceptance by an officer of AdTel at its corporate offices in the City of Addison, Dallas County, Texas

HIPAA BAA

WITNESSETH:

WHEREAS Sections 261 through 264 of the Federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, known as "the Administrative Simplification provisions," direct the Department of Health and Human Services to develop standards to protect the security, confidentiality and integrity of health information; and

WHEREAS, pursuant to the Administrative Simplification provisions, the Secretary of Health and Human Services has issued regulations modifying 45 CFR Parts 160 and 164 (the "HIPAA Security and Privacy Rule"); and

WHEREAS the Parties wish to enter into or have entered into an arrangement whereby Business Associate will provide certain services to Covered Entity, and, pursuant to such arrangement, Business Associate may be considered a "business associate" of Covered Entity as defined in the HIPAA Security and Privacy Rule; and

WHEREAS, Business Associate may have access to Protected Health Information (as defined below) in fulfilling its responsibilities under such arrangement.

THEREFORE, in consideration of the Parties' continuing obligations under the Arrangement Agreement, compliance with the HIPAA Security and Privacy Rule, and for Ten and 00/100s Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the provisions of this Agreement in order to address the requirements of the HIPAA Security and Privacy Rule and to protect the interests of both Parties.

I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Section shall have the definitions set forth in the HIPAA Security and Privacy Rule. In the event of an inconsistency between the provisions of this Agreement and mandatory provisions of the HIPAA Security and Privacy Rule, as amended, the HIPAA Security and Privacy Rule shall control. Where provisions of this Agreement are different than those mandated in the HIPAA Security and Privacy Rule but are nonetheless permitted by the HIPAA Security and Privacy Rule, the provisions of this Agreement shall control.

The term "Protected Health Information" means individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. "Protected Health Information" includes without limitation "Electronic Protected Health Information" as defined below.

The term "Electronic Protected Health Information" means Protected Health Information which is transmitted by Electronic Media (as defined in the HIPAA Security and Privacy Rule) or maintained in Electronic Media. Business Associate acknowledges and agrees that all Protected Health Information that is created or received by Covered Entity and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by Covered Entity or its operating units to Business Associate or is created or received by Business Associate on Covered Entity's behalf shall be subject to this Agreement.

II. CONFIDENTIALITY AND SECURITY REQUIREMENTS

(a) Business Associate agrees:

- (i) to use or disclose any Protected Health Information solely: (1) for meeting its obligations as set forth in any agreements between the Parties evidencing their business relationship, or (2) as required by applicable law, rule or regulation, or by accrediting or credentialing organization to whom Covered Entity is required to disclose such information or as otherwise permitted under this Agreement, or the HIPAA Security and Privacy Rule, and (3) as would be permitted by the HIPAA Security and Privacy Rule if such use or disclosure were made by Covered Entity;
- (ii) at termination of this Agreement, or any documentation of the business relationship of the Parties, or upon request of Covered Entity, whichever occurs first, if feasible, Business Associate will return or destroy all Protected Health Information received from or created or received by Business Associate on behalf of Covered Entity that Business Associate still maintains in any form and retain no copies of such information, or if such return or destruction is not feasible, Business

Associate will extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible; and

- (iii) to ensure that its agents, including a subcontractor, to whom it provides Protected Health Information received from or created by Business Associate on behalf of Covered Entity, agrees to the same restrictions and conditions that apply to Business Associate with respect to such information, and agrees to implement reasonable and appropriate safeguards to protect any of such information which is Electronic Protected Health Information. In addition, Business Associate agrees to take reasonable steps to ensure that its employees' actions or omissions do not cause Business Associate to breach the terms of this Agreement.
- (b) Notwithstanding the prohibitions set forth in this Agreement, Business Associate may use and disclose Protected Health Information as follows:
- (i) if necessary, for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate, provided that as to any such disclosure, the following requirements are met:
 - (A) the disclosure is required by law; or
 - (B) Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached; and
 - (ii) for data aggregation services, if to be provided by Business Associate for the health care operations of Covered Entity pursuant to any agreements between the Parties evidencing their business relationship. For purposes of this Agreement, data aggregation services mean the combining of Protected Health Information by Business Associate with the protected health information received by Business Associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.

Business Associate will implement appropriate safeguards to prevent use or disclosure of Protected Health Information other than as permitted in this Agreement. Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of Covered Entity as required by the HIPAA Security and Privacy Rule.

The Secretary of Health and Human Services shall have the right to audit Business Associate's records and practices related to use and disclosure of Protected Health Information to ensure Covered Entity's compliance with the terms of the HIPAA Security and Privacy Rule.

Business Associate shall report to Covered Entity any use or disclosure of Protected Health Information which is not in compliance with the terms of this Agreement of which it becomes aware. Within five (5) business days from the date any Security Incident is identified, Business Associate shall report to Covered Entity any Security Incident of which it becomes aware. For purposes of this Agreement, "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. In addition, Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.

Business Associate agrees to indemnify, defend, and hold harmless Covered Entity and Covered Entity's employees, directors, officers, subcontractors, agents, or other members of its workforce, each of the foregoing hereinafter referred to as "indemnified party," against all actual and direct losses suffered by Covered Entity and all liability to third parties arising from or in connection with any breach of this Agreement or of any warranty hereunder or from any negligence or wrongful acts or omissions, including failure to perform its obligations under the Privacy Regulation, by the Business Associate or its employees, directors, officers, subcontractors, agents or other members of its workforce. Accordingly, on demand, the Business Associate shall reimburse any indemnified party for any and all actual and direct losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any indemnified party by reason of any suit, claim, action, proceeding or demand by any third party which results from Business Associate's breach hereunder. Business Associates' obligation to indemnify any indemnified party shall survive the expiration or termination of this Agreement for any reason.

III. AVAILABILITY OF PHI

Business Associate agrees to make available Protected Health Information to the extent and in the manner required by Section 164.524 of the HIPAA Security and Privacy Rule. Business Associate agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Security and Privacy Rule. In addition, Business Associate agrees to make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Security and Privacy Rule.

IV. TERMINATION

Notwithstanding anything in this Agreement to the contrary, Covered Entity shall have the right to terminate this Agreement and any agreement documenting the business relationship of the Parties immediately if Covered Entity determines that Business Associate has violated any material term of this Agreement. If Covered Entity reasonably believes that Business Associate will violate a material term of this Agreement and, where practicable, Covered Entity gives written notice to Business Associate of such belief within a reasonable time after forming such belief, and Business Associate fails to provide adequate written assurances to Covered Entity that it will not breach the cited term of this Agreement within a reasonable period of time given the specific circumstances, but in any event, before the threatened breach is to occur, then Covered Entity shall have the right to terminate this Agreement and any agreement documenting the business relationship of the Parties immediately

V. MISCELLANEOUS

Except as expressly stated herein or the HIPAA Security and Privacy Rule, the parties to this Agreement do not intend to create any rights in any third parties. The obligations of Business Associate under this Section shall survive the expiration, termination, or cancellation of this Agreement, and/or the business relationship of the parties, and shall continue to bind Business Associate, its agents, employees, contractors, successors, and assigns as set forth herein. This Agreement may be amended or modified only in a writing signed by the Parties. AdTel may assign its respective rights and obligations under this Agreement without the consent of the other Party. None of the provisions of this Agreement are intended to create, nor will they be deemed to create any relationship between the Parties other than that of independent parties contracting with each other solely for the purposes of effecting the provisions of this Agreement and any other agreements between the Parties evidencing their business relationship. This Agreement will be governed by the laws of the State of Texas. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

The parties agree that, in the event any documentation of the arrangement pursuant to which Business Associate provides services to Covered Entity contains provisions relating to the use or disclosure of Protected Health Information which are more restrictive than the provisions of this Agreement, the provisions of the more restrictive documentation will control. The provisions of this Agreement are intended to establish the minimum requirements regarding Business Associate's use and disclosure of Protected Health Information.

Not Responsible. AdTel will not be responsible under this Agreement unless otherwise agreed to in writing by AdTel and Client to the extent that the application, software, messaging, or other electronic component of AdTel's services is not used in accordance with the documentation, instructions, or training provided by AdTel; or is caused by Client, a Modification, third-party software not imbedded in the Software, third party database. **ADTEL, ITS AGENTS, EMPLOYEES, DIRECTORS, OR AFFILIATES, SHALL NOT BE LIABLE FOR ANY CLAIMS, LOSS, OR DAMAGES ARISING FROM ANY LOSS WHATSOEVER NOT CAUSED BY THE GROSS NEGLIGENCE OF ADTEL. THIS INCLUDES LOSS OF USE, LOSS OF CLIENT REVENUE, OR ANY OTHER LOSS, INCLUDING PECUNIARY IN NATURE OR OTHERWISE CAUSED BY INTERRUPTION, INTERFERENCE, OR DISRUPTION OF SERVICES, INCLUDING TELEHEALTH SERVICES. NOTHING HEREIN SHALL BE CONSTRUED TO LIMIT THE LIABILITY OF ADTEL FOR ANY ACT OR OMISSION OF GROSS NEGLIGENCE OR INTENTIONAL CONDUCT DIRECTLY BY ADTEL.**

In the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the provisions of this Agreement will remain in full force and effect. In addition, in the event a party believes in good faith that any provision of this Agreement fails to comply with the then-current requirements of the HIPAA Security and Privacy Rule, such party shall notify the other party in writing. For a period of up to thirty days, the parties shall address in good faith such concern and amend the terms of this Agreement, if necessary, to bring it into compliance. If, after such thirty-day period, the Agreement fails to comply with the HIPAA Security and Privacy Rule, then either party has the right to terminate upon written notice to the other party.

Entire Agreement

This Agreement contains the entire Agreement of AdTel and Client, and there are no other promises or conditions in any other contract or agreement whether oral or written concerning the subject matter of this Agreement. Any amendments must be in writing and signed by Client and AdTel. This Agreement supersedes any prior written or oral agreements between AdTel and Client.

Waiver of Contractual Right

The failure of AdTel to enforce any provision of this Agreement shall not be construed as a waiver or limitation of AdTel's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written below.

X
AdTel Authorized Signature Date

X ROZELL JONES
AdTel Sales Agent

Email: Rozell.Jones@DoctorConnect.net

AdTel International, Inc.
16801 Addison Rd Ste 220
Addison, TX 75001
www.doctorconnet.net
972-774-5825(dir)

X
Client Authorized Signature Date

X
Printed Name Title

Practice Name: Southwest Counseling Services

Address: 1124 College Dr

Address: Rock Springs, WY 82901

Phone: 307-352-6680

Email: clegault@swcounseling.org

**CONTRACT BETWEEN
WYOMING DEPARTMENT OF HEALTH, BEHAVIORAL HEALTH DIVISION
AND
SOUTHWEST COUNSELING SERVICE**

1. **Parties.** The parties to this Contract are Wyoming Department of Health, Behavioral Health Division (Agency), whose address is: 122 West 25th Street, Herschler Building 2 West, Suite B, Cheyenne, Wyoming 82002, and Southwest Counseling Service (Subrecipient), whose address is: 2300 Foothill Boulevard, Rock Springs, Wyoming 82901. This Contract pertains to the Mental Health and Substance Abuse section of the Agency.
2. **Purpose of Contract.** The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall update its Emergency Response Plan to enhance preparedness and response capabilities for traumatic events in accordance with the Agency-provided Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis in order to address identified gaps, and implement best practices to ensure a comprehensive and effective approach to emergency response.
3. **Term of Contract.** This Contract is effective when all parties have executed it (Effective Date). The term of the Contract is from the Effective Date through September 29, 2025. All services shall be completed during this term.
4. **Payment.**
 - A. The Agency agrees to pay the Subrecipient for the services described in Section 5 below and in Attachment A, Statement of Work, which is attached to and incorporated into this Contract by this reference. Total payment under this Contract shall not exceed thirteen thousand, one hundred ninety-five dollars (\$13,195.00). Payment shall be made within forty-five (45) days after submission of Attachment B, Invoice, which is attached to and incorporated into this Contract by this reference, pursuant to Wyo. Stat. § 16-6-602. Subrecipient shall submit invoices in sufficient detail to ensure that payments may be made in conformance with this Contract.
 - B. No payment shall be made for work performed before the Effective Date of this Contract. Should the Subrecipient fail to perform in a manner consistent with the terms and conditions set forth in this Contract, payment under this Contract may be withheld until such time as the Subrecipient performs its duties and responsibilities to the satisfaction of Agency.
 - C. Federal funds included in this Contract are provided under the federal Block Grants for Community Mental Health Services, Assistance Listing Number (ALN) 93.958, as authorized under Subparts I&III, B, Title XIX, Public Health Service Act and 45 CFR Part 96. This Contract uses the supplemental Federal Award Project Title: Bipartisan Safer Communities Act (BSCA) Center for Mental Health Block Grants.

- D. Except as otherwise provided in this Contract, the Subrecipient shall pay all costs and expenses, including travel, incurred by Subrecipient or on its behalf in connection with Subrecipient's performance and compliance with all of Subrecipient's obligations under this Contract.
5. **Responsibilities of Subrecipient.** The Subrecipient agrees to:
- A. Provide the services described in Attachment A.
 - B. Submit Attachment B to the Agency for payment.
6. **Responsibilities of Agency.** The Agency agrees to:
- A. Pay Subrecipient in accordance with Attachment A and Section 4 above.
 - B. Review the submitted plan to ensure it aligns with the provided SWOT analysis recommendations and meets required standards.
 - C. Monitor and advise Contractor on compliance with the conditions set forth in this Contract.
7. **Special Provisions.**
- A. **Assumption of Risk.** The Subrecipient shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to the Subrecipient's failure to comply with state or federal requirements. The Agency shall notify the Subrecipient of any state or federal determination of noncompliance.
 - B. **Environmental Policy Acts.** Subrecipient agrees all activities under this Contract will comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.
 - C. **Human Trafficking.** As required by 22 U.S.C. § 7104(g) and 2 CFR Part 175, this Contract may be terminated without penalty if a private entity that receives funds under this Contract:
 - (i) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (ii) Procures a commercial sex act during the period of time that the award is in effect; or
 - (iii) Uses forced labor in the performance of the award or subawards under the award.

- D. Kickbacks.** Subrecipient certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Contract. If Subrecipient breaches or violates this warranty, Agency may, at its discretion, terminate this Contract without liability to Agency, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.
- E. Limitations on Lobbying Activities.** By signing this Contract, Subrecipient certifies and agrees that, in accordance with P.L. 101-121, payments made from a federal grant shall not be utilized by Subrecipient or its sub-subrecipients in connection with lobbying member(s) of Congress, or any federal agency in connection with the award of a federal grant, contract, cooperative agreement, or loan.
- F. Monitoring Activities.** Agency shall have the right to monitor all activities related to this Contract that are performed by Subrecipient or its sub-subrecipients. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Contract; and to observe personnel in every phase of performance of Contract related work.
- G. Nondiscrimination.** The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, et seq.), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, et seq., and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract. Federal law requires the Subrecipient to include all relevant special provisions of this Contract in every subcontract awarded over ten thousand dollars (\$10,000.00) so that such provisions are binding on each sub-subrecipient.
- H. No Finder's Fees.** No finder's fee, employment agency fee, or other such fee related to the procurement of this Contract, shall be paid by either party.
- I. Publicity.** Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Subrecipient and related to the services and work to be performed under this Contract, shall identify the Agency as the sponsoring agency and shall not be released without prior written approval of Agency.
- J. Suspension and Debarment.** By signing this Contract, Subrecipient certifies that neither it nor its principals/agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this

transaction or from receiving federal financial or nonfinancial assistance, nor are any of the participants involved in the execution of this Contract suspended, debarred, or voluntarily excluded by any federal department or agency in accordance with Executive Order 12549 (Debarment and Suspension), or 2 CFR Part 180, or are on the debarred, or otherwise ineligible, vendors lists maintained by the federal government. Further, Subrecipient agrees to notify Agency by certified mail should it or any of its principals/agents become ineligible for payment, debarred, suspended, or voluntarily excluded from receiving federal funds during the term of this Contract.

- K. Administration of Federal Funds.** Subrecipient agrees its use of the funds awarded herein is subject to the Uniform Administrative Requirements of 2 CFR Part 200, et seq.; any additional requirements set forth by the federal funding agency; all applicable regulations published in the Code of Federal Regulations; and other program guidance as provided to it by Agency.
- L. Copyright License and Patent Rights.** Subrecipient acknowledges that federal grantor, the State of Wyoming, and Agency reserve a royalty-free, nonexclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal and state government purposes: (1) the copyright in any work developed under this Contract; and (2) any rights of copyright to which Subrecipient purchases ownership using funds awarded under this Contract. Subrecipient must consult with Agency regarding any patent rights that arise from, or are purchased with, funds awarded under this Contract.
- M. Federal Audit Requirements.** Subrecipient agrees that if it expends an aggregate amount in excess of the amount set forth in 2 CFR Part 200, Subpart F in federal awards during its fiscal year, it must undergo an organization-wide financial and compliance single audit. Subrecipient agrees to comply with the audit requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 CFR Part 200, Subpart F. If findings are made which cover any part of this Contract, Subrecipient shall provide one (1) copy of the audit report to Agency and require the release of the audit report by its auditor be held until adjusting entries are disclosed and made to Agency's records.
- N. Non-Supplanting Certification.** Subrecipient hereby affirms that federal grant funds shall be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient should be able to document that any reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds under this Contract.
- O. Program Income.** Subrecipient shall not deposit grant funds in an interest bearing account without prior approval of Agency. Any income attributable to the grant funds distributed under this Contract must be used to increase the scope of the program or returned to Agency.

- P. Applicability of Appendix II to 2 CFR Part 200.** This Contract has been funded, in whole or in part, with an Award of Federal funds and is bound by the federal contract provisions required by the Uniform Guidance Appendix II of 2 CFR Part 200 (the Federal Contract Provisions), incorporated herein by this reference. In the event of a conflict between the Special Provisions section of this Contract, or any attachments or exhibits incorporated herein, and the Federal Contract Provisions, the Federal Contract Provisions shall control. Failure to comply with the Federal Contract Provisions shall constitute an event of default under this Contract. If such a default remains uncured five (5) calendar days following the termination of a thirty (30) day prior written notice period, the Agency may terminate this Contract. This remedy will be in addition to any other remedy available to the State of Wyoming and the Agency under this Contract, at law, or in equity.

8. General Provisions.

- A. Amendments.** Any changes, modifications, revisions, or amendments to this Contract which are mutually agreed upon by the parties to this Contract shall be incorporated by written instrument, executed by all parties to this Contract.
- B. Applicable Law, Rules of Construction, and Venue.** The construction, interpretation, and enforcement of this Contract shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms “hereof,” “hereunder,” “herein,” and words of similar import, are intended to refer to this Contract as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Contract and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.
- C. Assignment Prohibited and Contract Shall Not be Used as Collateral.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Contract without the prior written consent of the other party. The Subrecipient shall not use this Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.
- D. Audit and Access to Records.** The Agency and its representatives shall have access to any books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract. The Subrecipient shall immediately, upon receiving written instruction from the Agency, provide to any independent auditor or accountant all books, documents, papers, electronic data, and records of the Subrecipient which are pertinent to this Contract. The Subrecipient shall cooperate fully with any such independent auditor or accountant during the entire course of any audit authorized by the Agency.
- E. Availability of Funds.** Each payment obligation of the Agency is conditioned upon the availability of government funds which are appropriated or allocated for the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the

Contract, the Contract may be terminated by the Agency at the end of the period for which the funds are available. The Agency shall notify the Subrecipient at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the Agency in the event this provision is exercised, and the Agency shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

- F. Award of Related Contracts.** The Agency may award supplemental or successor contracts for work related to this Contract or may award contracts to other Subrecipients for work related to this Contract. The Subrecipient shall cooperate fully with other Subrecipients and the Agency in all such cases.
- G. Compliance with Laws.** The Subrecipient shall keep informed of and comply with all applicable federal, state, and local laws and regulations, and all federal grant requirements and executive orders in the performance of this Contract.
- H. Confidentiality of Information.** Except when disclosure is required by the Wyoming Public Records Act or court order, all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract shall be kept confidential by the Subrecipient unless written permission is granted by the Agency for its release. If and when Subrecipient receives a request for information subject to this Contract, Subrecipient shall notify Agency within ten (10) days of such request and shall not release such information to a third party unless directed to do so by Agency.
- I. Entirety of Contract.** This Contract, consisting of twelve (12) pages; Attachment A, Statement of Work, consisting of two (2) pages; Attachment B, Invoice, consisting of one (1) page; and the Federal Contract Provisions, represent the entire and integrated Contract between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral. In the event of a conflict or inconsistency between the language of this Contract and the language of any attachment or document incorporated by reference, the language of this Contract shall control.
- J. Ethics.** Subrecipient shall keep informed of and comply with the Wyoming Ethics and Disclosure Act (Wyo. Stat. § 9-13-101, *et seq.*) and any and all ethical standards governing Subrecipient's profession.
- K. Extensions.** Nothing in this Contract shall be interpreted or deemed to create an expectation that this Contract will be extended beyond the term described herein.
- L. Force Majeure.** Neither party shall be liable for failure to perform under this Contract if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods,

epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

- M. Indemnification.** Each party to this Contract shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other.
- N. Independent Contractor.** The Subrecipient shall function as an independent contractor for the purposes of this Contract and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Contract, the Subrecipient shall be free from control or direction over the details of the performance of services under this Contract. The Subrecipient shall assume sole responsibility for any debts or liabilities that may be incurred by the Subrecipient in fulfilling the terms of this Contract and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Contract. Nothing in this Contract shall be interpreted as authorizing the Subrecipient or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency or to incur any obligation of any kind on behalf of the State of Wyoming or the Agency. The Subrecipient agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance, or similar benefits available to State of Wyoming employees will inure to the benefit of the Subrecipient or the Subrecipient's agents or employees as a result of this Contract.
- O. Notices.** All notices arising out of, or from, the provisions of this Contract shall be in writing either by regular mail or delivery in person at the addresses provided under this Contract.
- P. Ownership and Return of Documents and Information.** Agency is the official custodian and owns all documents, data compilations, reports, computer programs, photographs, data, and other work provided to or produced by the Subrecipient in the performance of this Contract. Upon termination of services, for any reason, Subrecipient agrees to return all such original and derivative information and documents to the Agency in a useable format. In the case of electronic transmission, such transmission shall be secured. The return of information by any other means shall be by a parcel service that utilizes tracking numbers.
- Q. Prior Approval.** This Contract shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Contract has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by A&I Procurement, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).

R. Insurance Requirements.

- (i) During the term of this Contract, the Subrecipient shall obtain and maintain, and ensure that each sub-subrecipient obtains and maintains, each type of insurance coverage specified in Insurance Coverage, below.
- (ii) All policies shall be primary over any insurance or self-insurance program carried by the Subrecipient or the State of Wyoming. All policies shall include clauses stating that each insurance carrier shall waive all rights of recovery under subrogation or otherwise against Subrecipient or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- (iii) The Subrecipient shall provide Certificates of Insurance to the Agency verifying each type of coverage required herein. If the policy is a “claims made” policy instead of an “occurrence” policy, the information provided shall include, but is not limited to, retroactive dates and extended reporting periods or tails.
- (iv) All policies shall be endorsed to provide at least thirty (30) days advance written notice of cancellation to the Agency. A copy of the policy endorsement shall be provided with the Certificate of Insurance.
- (v) In case of a breach of any provision relating to Insurance Requirements or Insurance Coverage, the Agency may, at the Agency’s option, obtain and maintain, at the expense of the Subrecipient, such insurance in the name of the Subrecipient, or sub-subrecipient, as the Agency may deem proper and may deduct the cost of obtaining and maintaining such insurance from any sums which may be due or become due to the Subrecipient under this Contract.
- (vi) All policies required by this Contract shall be issued by an insurance company with an A.M. Best rating of A- VIII or better.
- (vii) The Agency reserves the right to reject any policy issued by an insurance company that does not meet these requirements.

S. Insurance Coverage. The Subrecipient shall obtain and maintain the following insurance in accordance with the Insurance Requirements set forth above:

- (i) Commercial General Liability Insurance. Commercial general liability insurance (CGL) coverage, occurrence form, covering liability claims for bodily injury and property damage arising out of premises, operations, products and completed operations, and personal and advertising injury, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence;
- (b) \$1,000,000.00 personal injury and advertising injury;
- (c) \$2,000,000.00 general aggregate; and
- (d) \$2,000,000.00 products and completed operations.

The CGL policy shall include coverage for Explosion, Collapse and Underground property damage. This coverage may not be excluded by endorsement.

- (ii) Workers' Compensation and Employer's Liability Insurance. Employees hired in Wyoming to perform work under this Contract shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program, if statutorily required. Employees brought into Wyoming from Subrecipient's home state to perform work under this Contract shall be covered by workers' compensation coverage obtained through the Wyoming Department of Workforce Services' workers' compensation program or other state or private workers' compensation insurance approved by the Wyoming Department of Workforce Services, if statutorily required.

The Subrecipient shall provide the Agency with a Certificate of Good Standing or other proof of workers' compensation coverage for all of its employees who are to perform work under this Contract, if such coverage is required by law. If workers' compensation coverage is obtained by Subrecipient through the Wyoming Department of Workforce Services' workers' compensation program, Subrecipient shall also obtain Employer's Liability "Stop Gap" coverage through an endorsement to the CGL policy required by this Contract, with minimum limits as follows:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident;
- (b) Bodily Injury by Disease: \$1,000,000.00 each employee; and
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit.

- (iii) Unemployment Insurance. The Subrecipient shall be duly registered with the Department of Workforce Services and obtain such unemployment insurance coverage as required. The Subrecipient shall supply Agency with a Certificate of Good Standing or other proof of unemployment insurance coverage.

- (vi) Professional Liability or Errors and Omissions Liability Insurance. Professional liability insurance or errors and omissions liability insurance protecting against any and all claims arising from the Subrecipient's alleged or real professional errors, omissions, or mistakes in the performance of professional duties under this Contract, with minimum limits as follows:

- (a) \$1,000,000.00 each occurrence; and

(b) \$1,000,000.00 general aggregate.

The policy shall have an extended reporting period of two (2) years.

- T. **Severability.** Should any portion of this Contract be judicially determined to be illegal or unenforceable, the remainder of the Contract shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.
- U. **Sovereign Immunity and Limitations.** Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and Agency expressly reserve sovereign immunity by entering into this Contract and the Subrecipient expressly reserves governmental immunity. Each of them specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.
- V. **Taxes.** The Subrecipient shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.
- W. **Termination of Contract.** This Contract may be terminated, without cause, by the Agency upon thirty (30) days written notice. This Contract may be terminated by the Agency immediately for cause if the Subrecipient fails to perform in accordance with the terms of this Contract.
- X. **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 Contract shall not be construed so as to create such status. The rights, duties, and obligations contained in this Contract shall operate only between the parties to this Contract and shall inure solely to the benefit of the parties to this Contract. The provisions of this Contract are intended only to assist the parties in determining and performing their obligations under this Contract.
- Y. **Time is of the Essence.** Time is of the essence in all provisions of this Contract.
- Z. **Titles Not Controlling.** Titles of sections and subsections are for reference only and shall not be used to construe the language in this Contract.
- AA. **Waiver.** The waiver of any breach of any term or condition in this Contract shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver.

BB. Counterparts. This Contract 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 Contract. Delivery by the Subrecipient of an originally signed counterpart of this Contract by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the Agency.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

9. **Signatures.** The parties to this Contract, either personally or through their duly authorized representatives, have executed this Contract on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Contract.

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

AGENCY:

Wyoming Department of Health, Behavioral Health Division

Stefan Johansson, Director
Wyoming Department of Health

Date

Ragen Latham, Interim Senior Administrator
Behavioral Health Division

Date

SUBRECIPIENT:

Southwest Counseling Service

Executive Director Signature

Date

Printed Name

Board Chair Signature

Date

Printed Name

ATTORNEY GENERAL'S OFFICE: APPROVAL AS TO FORM

Chandler Pauling, Assistant Attorney General

Date

Statement of Work (SOW)
Wyoming Department of Health, Behavioral Health Division (Agency)
Services to be provided by Southwest Counseling Service (Subrecipient)
For services to be provided from the Effective Date through September 29, 2025

I. Background/Introduction

The Bipartisan Safer Communities Act (BSCA) (P.L. 117-159) is part of the supplemental funding for the Community Mental Health Services Block Grant (MHBG) as authorized under Subparts I & III, B, Title XIX, Public Health Service Act and 45 CFR Part 96 through the Substance Abuse and Mental Health Services Administration (SAMHSA). The goal of these funds is to address the needs and gaps of local behavioral health services following the aftermath of traumatic events within communities.

II. Purpose

The purpose of this Contract is to set forth the terms and conditions by which the Subrecipient shall update its Emergency Response Plan to enhance preparedness and response capabilities for traumatic events in accordance with the Agency provided Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis in order to address identified gaps, and implement best practices to ensure a comprehensive and effective approach to emergency response.

III. Definitions

- A. Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis** refers to the assessment provided to the Subrecipient and conducted by the Agency.

IV. Scope of Work

- A.** The Subrecipient shall evaluate and revise its Emergency Response Plan in accordance with the findings and recommendations presented in the SWOT analysis.
- B.** The Subrecipient shall ensure that all updates comply with applicable federal, state, and local regulations and align with best practices in emergency preparedness for behavioral health services.
- C.** Subrecipient may complete the plan updates using internal staff or subcontract with a qualified entity to perform the required work. If subcontracting, the Subrecipient remains responsible for ensuring the final product meets all Contract requirements.
- D.** Subrecipient must integrate the updated plans into operational policies and emergency response protocols.
- E.** Engage relevant staff, community partners, and emergency response personnel in the plan update process.

- F. The Subrecipient shall immediately notify the Agency of developments that significantly impact on the Contract-supported deliverables. In the case of problems, delays, or adverse conditions which materially impair the ability to meet the deliverables of this Contract, notification shall be provided within ten (10) working days. The notification must include a statement of the actions taken or proposed and any assistance needed to resolve the situation.

V. **Deliverables Table**

TOTAL PAYMENT UNDER THIS SOW NOT TO EXCEED THIRTEEN THOUSAND, ONE HUNDRED NINETY-FIVE DOLLARS (\$13,195.00).

DELIVERABLES	TIMELINE	PAYMENT
A. Review and update the existing Emergency Response Plan based on the findings and recommendations outlined in the provided SWOT analysis.		
1. Submit the finalized updated Emergency Response Plan to the Agency for review. Submission must include the updated plan, a summary of changes made, and how the SWOT analysis was used to guide updates.	No later than August 15, 2025	
2. Agency will provide feedback or acceptance of revised plan by within fifteen (15) days of receipt of the plan. If revisions are required, the Subrecipient must address them within thirty (30) days of Agency feedback.	Within thirty (30) days of receipt of Agency feedback	
3. Subrecipient shall submit Attachment B, Invoice following Contract Effective Date and Agency acceptance of the revised Emergency Response Plan.	Following Contract Effective Date and No later than September 29, 2025	\$9,000.00 Following Contract Effective Date \$4,195.00 Following Agency Acceptance of the Revised Emergency Response Plan.

VI. **Changes to Statement of Work**

The Subrecipient shall submit a written request to the Agency if changes to the SOW are desired. The request shall include the changes being requested and the reason for the changes. The Agency shall review the request and any additional information the Agency may request regarding the changes and provide the Subrecipient with written notice of acceptance or denial of the request within thirty (30) days.

In the event it is determined by the Agency that a change to the SOW is required, a contract amendment shall be made to the Contract in accordance with Section 8.A. of the Contract.

Subgrantee:	Invoice Number
Southwest Counseling Service	

Submit To:

Behavioral Health Division, Mental Health and Substance Abuse Services Section BHD.MHSAinvoices@wyo.gov Subject Line: BSCA Invoice	Invoice Month

Current Invoice	
Total Amount	
Sign	Date

Subrecipients under the Federal award must certify to the pass-through entity whenever applying for funds, requesting payment, and submitting reports: "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812." Each such certification must be maintained pursuant to the requirements of § 200.334. This paragraph applies to all tiers of subrecipients.

8.4.3 Emergency Response Plans

Policy: SCS will ensure that each facility owned or rented has written procedures in case of emergency and that these procedures are tested once a year. For services provided in locations not owned or controlled by SCS such as Child Development Center, Head Start, Sweetwater County Detention Center, etc., employees will follow the emergency response plans for the service delivery site.

Procedure:

NATURAL DISASTERS

In the event of a tornado watch from the National Weather Service, each facility will keep the radio or television tuned for the latest news and instructions. Telephones will be used on a limited basis in order to keep emergency lines open.

In the event of a tornado warning, all persons will move to the designated area, which is to the interior of the facility depending on the direction of the tornado. All persons will stay together in the designated area until the “all clear” signal is given. When evacuating to the safe area, the staff member in charge will ensure that the following items are available:

- Battery operated radio
- Battery operated flashlight
- First aid kit

A staff member will be designated to assist any individual who may have a mobility deficit. If necessary, first aid and/or CPR will be administered by trained staff. If transportation is needed, staff members and clients will be transported to designated County shelters per the Sweetwater County Emergency Management Plan. If SCS vehicles are not on site, staff in charge will transport individuals and staff to designated facility. In the event of a food or water shortage due to severe damage of the facility, the local American Red Cross will be contacted to provide temporary shelter to clients. At the conclusion of such an emergency, the Health and Safety Committee member will notify the CEO and report any injury to staff and/or individuals served

In the event of an ice storm, snowstorm, severe flooding or another form of natural disaster, staff will listen to the radio or television for further news or instructions. If weather worsens, staff may be asked to remain past their normal shifts in order to accommodate the clients at their locations.

FIRE EMERGENCIES

When made aware of a fire or suspected fire, all persons will use the emergency exits identified on the Evacuation Routes to evacuate the building.

Designated staff will assist individuals who have mobility deficits.

All persons will be evacuated to the designated meeting area (front of the building). After the completion of the evacuation, the staff member in charge will ensure that all persons are accounted for. The supervising staff member or his/her designee will contact the Fire Department by calling 911 from a neighboring home or building or cell phone.

If a small fire should occur, such as a grease fire or one that starts in a wastebasket, it will be up to the judgment of the staff member whether or not the fire may be safely contained with the use of a fire

extinguisher or 911 will be called. Nevertheless, the building will be evacuated immediately upon the discovery of the fire.

All fires will be reported to the CEO and Manager of Residential Facilities as soon as possible.

MEDICAL EMERGENCIES

The following constitutes a medical emergency:

- Coronary or respiratory arrest. Initiate CPR, if qualified.
- Suspected Opioid Overdose. Administer Naloxone/Narcan, if qualified.
- Excessive external bleeding. Initiate first aid. Stop bleeding with applied pressure.
- In a pregnant female with excessive bleeding, breaking of water, high blood pressure or any sign of premature labor, contact 911.
- For seizure activities: keep an open airway, do not restrict movements and remove any objects around the individual that may hurt him/her.
- The staff person will call 911 for ambulance and give the appropriate address. In case of poisoning, the staff person will access poison control number located on each SCS telephone.

The staff person will utilize first aid training until the ambulance arrives.

The staff person will provide the first responders with information related to the emergency, including what happened, medical information, and medications. Require any person given Naloxone/Narcan be transported to medical facilities for medical care and evaluation by medical professionals. The staff person will call emergency contacts from client's clinical record, as directed. The staff person will notify a Manager.

If Naloxone/Narcan is administered a Naloxone Report Form will be filled out and submitted to the Wyoming Department of Health electronically within 72 hours of the opiate antagonist. Form located at [https://docs.google.com/forms/d/e/1FAIpQLSdNA8PUahFn6jOTQGPdq6TOSLKQkF2Wwgv38Xh8ZlQBwdZEJg/view_formNaloxone Administration Survey \(google.com\)](https://docs.google.com/forms/d/e/1FAIpQLSdNA8PUahFn6jOTQGPdq6TOSLKQkF2Wwgv38Xh8ZlQBwdZEJg/view_formNaloxone Administration Survey (google.com))

The staff person will call emergency contacts from client's clinical record, as directed. The staff person will notify a Manager.

POWER FAILURE

In the event of a power failure, employees and persons served will move to rooms containing windows for light.

Staff members will obtain battery-operated lights, (i.e., flashlights or lanterns) from the designated storage location, if needed.

In the event the power failure continues for more than one-hour, the CEO and/or Manager will be consulted by designated staff to decide whether or not the office will remain open for business.

Transportation will be arranged for clients if needed.

BOMB THREATS

In the event of a bomb threat:

- The person who answers the bomb threat call will attempt to get another person's attention to call 911 and begin evacuation of the building.
- Staff, visitors, and persons served will evacuate the building using the posted fire escape routes and move to a safe area at least 300 feet away from the building. A head count will be taken and missing individuals identified. No one is to return to the building until the appropriate law enforcement authority has given the "all clear" message.
- The staff person on the phone with the caller will attempt to get as much information from the caller as possible while the building is being evacuated. When the building is clear, the caller will hang up and immediately evacuate the building.

WEAPONS

The employee who first becomes aware of a client or visitor with a weapon will alert other staff and notify a Manager, as quickly as possible.

The staff will evaluate the situation for life threatening potential of the client, visitor and/or staff.

Upon determination of severity of circumstances staff will immediately notify the staff to contact law enforcement (911) and notify them of the nature of the incident, location of incident, number of clients involved, type of weapon(s) and other information as requested by the dispatcher/officer and notify the CEO.

Upon evaluation of the circumstances the employee, after consultation with the CEO or designee, will handle the incident with the law enforcement officers waiting as back-up or request law enforcement to handle the situation.

HOSTAGE CRISIS

The employee who first becomes aware of a hostage crisis will evacuate the area, alert other staff, when possible a Manager, and gather specific information about the suspect, victims/hostages.

The employee will assign a staff member to establish contact with Rock Springs or Green River Police Department and take no further action until law enforcement employees give instructions or arrive.

The employee appointed to contact the Rock Springs or Green River Police Department will provide any and all requested information to the officer or dispatcher on the line.

When police officer(s) arrive, the Manager or designee will defer the command of the situation to the officer(s). The police officer(s) will determine the course of action.

Rock Springs or Green River Police Department will remain in charge until such time as the hostage situation is resolved, and arrange for the staff member most familiar with the hostage(s) or person(s) taking hostage to be on hand as a resource for the Police Department.

The CEO or designee will coordinate all news releases with the Rock Springs or Green River Police Department.

TERRORIST ACT

The employee who first becomes aware of a terrorist act will alert other staff, when possible a Manager, gather specific information about the act and evacuate the building, when necessary.

The employee will contact law enforcement or other emergency response agencies to receive specific instructions regarding evacuation and other reactions to the threat.

The employee will give instruction to all other staff members and clients and follow the process for evacuation or other responses to the threat.

LICIT DRUGS

Licit drugs that are brought in to Southwest Counseling Service may be monitored, if and when applicable.

ILLICIT DRUGS

Any staff person who becomes aware of the presence of any illicit drug on SCS premises will immediately contact a Manager/Supervisor for further direction on handling the situation.

UNIDENTIFIABLE MEDICATION FOUND

In the event a pill is found in one of SCS facilities, the following procedure will be followed:

- The staff person handling the pill will wear a pair of gloves or use a Kleenex or paper towel to handle the pill.
- The staff person will notify a supervisor immediately and begin the process of trying to identify the type of pill found. The staff may utilize a web search to help identify the pill.
- All medication found will be disposed of in proper medication disposal containers.

Approved By: Linda Acker, CEO

Date: August 1, 2024

Approved: 11/99, 09/06, 01/07, 03/09, 09/09, 02/15, 7/24

Reviewed: 11/24



WYOMING'S BIG SHOW

Jul 29-Aug 2, 2025
Commercial Exhibit
Space Application

Company Sweetwater County Prevention Coalition

Contact Person Shae Haney

Mailing Address 2300 Foothill Blvd.

City Rock Springs State WY ZIP 82901

Phone 801-505-3854 E-Mail Address sweetwatercoprevention@gmail.com

Non-food products/services: Alcohol Overconsumption and suicide prevention information

Item	Charges	Quantity	Total
Indoor Exhibit Hall 8' x 10' Booth Includes pole and drape & access to power outlet Electricity Needed Yes No	\$200.00	1	\$200
Indoor Corner Booth Upgrade Request (limited availability)	\$25.00		
Outdoor Midway Includes ACCESS TO a single power outlet	-----	-----	-----
12x20 Outdoor Booth	\$150.00		
20x20 Outdoor Booth	\$200.00		
20x40 Outdoor Booth	\$325.00		
Added Electricity:			
120 volt/20 amp Additional Outlet	\$30.00		
220 volt/30 amp Additional Outlet	\$50.00		
220 volt/50 amp Additional Outlet	\$60.00		
TOTAL DUE			\$ 200.00
Special Requests (not guaranteed):			

A \$100 non-refundable deposit for booth space is due with application. Balance due by July 1.

Method of payment:

☐ VISA ☐ MASTERCARD Card #

Name on Card Expiration Date CSV Code

Run card for deposit of \$ **Any remaining balance on July 1st will be charged automatically.**

☒ Enclosed check in the amount of \$ 200.00

SIGNATURE REQUIRED: I/we, _____ release and hold harmless Sweetwater County Fair Board/ Sweetwater Events Complex and Sweetwater County from any liability for damages or injuries sustained while on the premises of the Sweetwater Events Complex, by agents, representatives, employees or myself or any organization or association or any invitees thereof. I/we accept liability for any damages or injuries caused due to negligence or from any cause arising during the event.

Sweetwater Events Complex reserves the right to reject any exhibit booth applications.



Sweetwater Events Complex ♦ 3320 Yellowstone Road ♦ Rock Springs, WY 82901
Phone: 307-352-6789 ♦ Fax: 866-899-6787 ♦ Email Erika: elee@sweetwaterevents.com



Account/Site #3000979541-
Generator ID #

This is the 1st AMENDMENT TO STERICYCLE SERVICE AGREEMENT BETWEEN STERICYCLE, INC. AND SOUTHWEST COUNSELING SERVICE.
This amendment ("Amendment") is effective 6/1/2025 (the "Amendment Effective Date") and amends that certain Stericycle Service Agreement effective as of 11/1/2021, between SOUTHWEST COUNSELING SERVICE and Stericycle, Inc. (the "Agreement"); WHEREAS, the parties desire to amend the Agreement and to clarify certain provisions of the Agreement.

Service Address

Customer/Company Name: SOUTHWEST COUNSELING SERVICE
Address 1: 2300 FOOTHILL BLVD
Address 2:
City / State / Zip: ROCK SPRINGS, Wyoming, United States, 82901
Phone:
Fax:
Email:

Billing Information (if different):

Billing Contact/Company Name:
Address 1:
Address 2:
City / State / Zip:
Phone:
Fax:
Email:

Services Included are Checked Below (Reference Attachment "Service Descriptions" for details)		Allotted Annual Containers		Allotted Annual Stops	Additional Stop Charge	Additional Container / Overweight / Envelope Charge		Monthly Service Fee
<input type="checkbox"/>	Biohazardous Regulated Medical Waste Disposal Service Level: Steri-Safe OSHA Compliance Solutions	0		Choose an item.	\$75.00	Current container rate plus 10%		\$ 0
<input type="checkbox"/>	Stericycle Reusable Sharps Program (Only available with purchase of "Biohazardous Regulated Medical Waste Disposal" services)	<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
		<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
		<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
		<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
<input type="checkbox"/>	Incineration Service	0		-	\$ 75	\$100		\$ 0
<input type="checkbox"/>	Pharmaceutical Waste Disposal Hazardous Drug Disposal Service (HDDS)	0		0	\$700	\$200		\$ 0
<input type="checkbox"/>	CsRx Controlled Substance Wastage Service (Only available with purchase of "HDDS" services)	0		-	-	1 Gal. CsRx Container Every 16 weeks		\$ 0
<input type="checkbox"/>	Steri-Safe Preferred HIPAA Compliance Solutions	-		-	-	-		\$ 0
		Box Type (WA Only)	*Price per Box	Price per Stop	Min. Boxes per Pickup	Frequency	***No Waste Fee	**Minimum Pickup Fee
<input checked="" type="checkbox"/>	Biohazardous Regulated Medical Waste Disposal - Transactional Additional Comments:	Choose an item.	\$ 78.00	\$ 286.00	0	On-Call	\$ 0	\$ 364.00

* Price per Box: WA only = Based on WUTC Tariff pricing Hours of operation S 9-5 M 9-5 T 9-5 W 9-5 T 9-5 F 9-5 S 9-5
** Minimum Pickup Fee: WA only = \$10.00 minimum monthly fee. Transactional = (min. 1 box(es) agreed to by customer + stop charge)
***No Waste Fee: WA Only = \$20.00. Transactional = Minimum Pickup Fee

Monthly Service Fees \$0
Billing Schedule: Monthly
Additional Taxes And Surcharges May Apply

IN WITNESS WHEREOF, this Agreement has been duly executed on the day, month and year written below. *The offer will expire 00/00/0000

Stericycle, Inc.: Customer:

Name:
Title:
Date:
Signature:

Customer/Company Name: Kayleen Logan
Name:
Title: Board Chair
Date:
Signature:

By signing above I acknowledge that I am the Customer's authorized officer or agent and that I have the authority to bind Customer to this Agreement. Customer agrees to be bound by these terms and conditions and comply with the applicable Stericycle Waste Acceptance Policy, both of which are integral parts of this Agreement.



Account/Site #3000979541-
Generator ID #

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This amendment ("Amendment") is effective 6/1/2025 (the "Amendment Effective Date") and amends that certain Stericycle Service Agreement effective as of 11/1/2021, between SOUTHWEST COUNSELING SERVICE and Stericycle, Inc. (the "Agreement"); WHEREAS, the parties desire to amend the Agreement and to clarify certain provisions of the Agreement.

Service Address

Customer/Company Name: SOUTHWEST COUNSELING SERVICE
Address 1: 2300 FOOTHILL BLVD
Address 2:
City / State / Zip: ROCK SPRINGS, Wyoming, United States, 82901
Phone:
Fax:
Email:

Billing Information (if different):

Billing Contact/Company Name:
Address 1:
Address 2:
City / State / Zip:
Phone:
Fax:
Email:

Services Included are Checked Below (Reference Attachment "Service Descriptions" for details)		Allotted Annual Containers		Allotted Annual Stops	Additional Stop Charge	Additional Container / Overweight / Envelope Charge		Monthly Service Fee
<input type="checkbox"/>	Biohazardous Regulated Medical Waste Disposal Service Level: Steri-Safe OSHA Compliance Solutions	0		Choose an item.	\$75.00	Current container rate plus 10%		\$ 0
<input type="checkbox"/>	Stericycle Reusable Sharps Program (Only available with purchase of "Biohazardous Regulated Medical Waste Disposal" services)	<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
		<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
		<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
		<input type="checkbox"/>	KRB2 (box 6 - 2gal units)	0	-	-		\$ 0
<input type="checkbox"/>	Incineration Service	0		-	\$ 75	\$100		\$ 0
<input type="checkbox"/>	Pharmaceutical Waste Disposal Hazardous Drug Disposal Service (HDDS)	0		0	\$700	\$200		\$ 0
<input type="checkbox"/>	CsRx Controlled Substance Wastage Service (Only available with purchase of "HDDS" services)	0		-	-	1 Gal. CsRx Container Every 16 weeks		\$ 0
<input type="checkbox"/>	Steri-Safe Preferred HIPAA Compliance Solutions	-		-	-	-		\$ 0
		Box Type (WA Only)	*Price per Box	Price per Stop	Min. Boxes per Pickup	Frequency	***No Waste Fee	**Minimum Pickup Fee
<input checked="" type="checkbox"/>	Biohazardous Regulated Medical Waste Disposal - Transactional Additional Comments:	Choose an item.	\$ 78.00	\$ 286.00	0	On-Call	\$ 0	\$ 364.00

* Price per Box: WA only = Based on WUTC Tariff pricing Hours of operation S 9-5 M 9-5 T 9-5 W 9-5 T 9-5 F 9-5 S 9-5
** Minimum Pickup Fee: WA only = \$10.00 minimum monthly fee. Transactional = (min. 1 box(es) agreed to by customer + stop charge)
***No Waste Fee: WA Only = \$20.00. Transactional = Minimum Pickup Fee

Monthly Service Fees \$0
Billing Schedule: Monthly
Additional Taxes And Surcharges May Apply

IN WITNESS WHEREOF, this Agreement has been duly executed on the day, month and year written below. *The offer will expire 00/00/0000

Stericycle, Inc.: Customer:

Name:
Title:
Date:
Signature:

Customer/Company Name: Kayteen Logan
Name:
Title: Board Chair
Date:
Signature:

By signing above I acknowledge that I am the Customer's authorized officer or agent and that I have the authority to bind Customer to this Agreement. Customer agrees to be bound by these terms and conditions and comply with the applicable Stericycle Waste Acceptance Policy, both of which are integral parts of this Agreement.

Certificate Of Completion

Envelope Id: B9AEBE1B-6CBC-4243-9FA2-F0189F9061A0

Status: Sent

Subject: SOUTHWEST COUNSELING SERVICE as needed

Source Envelope:

Document Pages: 2

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 0

Patrick Pasquesi

AutoNav: Enabled

2355 Waukegan Road

Envelopeld Stamping: Enabled

Bannockburn, IL 60062

Time Zone: (UTC-06:00) Central Time (US & Canada)

patrick.pasquesi@stericycle.com

IP Address: 73.73.243.171

Record Tracking

Status: Original

Holder: Patrick Pasquesi

Location: DocuSign

5/16/2025 8:36:03 AM

patrick.pasquesi@stericycle.com

Signer Events

Signature

Timestamp

Kayleen Logan

Sent: 5/16/2025 8:43:25 AM

mrraymar@swcounseling.org

Viewed: 5/16/2025 10:53:54 AM

Board Chair

Southwest Counseling Service

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Patrick Pasquesi

patrick.pasquesi@stericycle.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

5/16/2025 8:43:25 AM

Payment Events

Status

Timestamps

Preventing Maternal Mortality Funding Opportunity

Healthy Moms—Healthy Births, in partnership with the Wyoming Department of Health, Maternal and Child Health (MCH) Unit, has made certain grant monies available to support the state's Maternal Mortality Prevention Work Group (MMPWG) and its efforts to reduce maternal morbidity and mortality. This funding allows the MMPWG to offer community resource grants to support direct recommendations from the MMRC.

The MMPWG seeks applications from community-based organizations for programs and services in alignment with the following priority areas developed from community-level MMRC Factors and Recommendations for Preventing Pregnancy-Related Deaths.

1. **Lack of Access/Financial Resources:** The MMPWG has identified a need for projects that address this patient population's lack of access to services, barriers to access, and lack of financial resources to receive services or obtain access. Projects are sought to address these issues.
 - **Project examples include:**
 - Increase access and/or awareness of home visitation programs, case management, resource and referral connections, and other programs that improve access to resources.
 - Programs designed to assist working moms with support, resources, and other services.
 - Transportation assistance to and from doctor and other appointments (WIC, Medicaid, etc)
 - Resource sharing for existing programs and services in this area
2. **Substance Use Disorder:** Substance use disorder was identified by the MMPWG as a priority to address maternal mortality in Wyoming. Projects could look like improving screening for substance abuse and treatment, improving access to medication-assisted treatment for pregnant and postpartum women, increasing awareness and education for providers, and increasing awareness of [Plans of Safe Care](#).
 - **Project examples include:**
 - Creating access to detox and residential drug or alcohol treatment
 - Resource sharing between existing programs and services in this area

- Projects or programs that increase access or awareness of Medication-assisted treatment
 - Projects that reduce stigma around substance use
 - Parenting education, such as classes in prenatal care, labor and delivery, and breastfeeding
 - Implementation of Peer recovery support groups
 - Designing a program to assist with providing a recovery coach or therapist
3. **Mental Health:** The MMPWG identified mental health as a priority area to address for maternal mortality. Programs or projects could address: increasing screening for postpartum depression done by facilities, increasing education for providers related to maternal mental health, and improving awareness and decreasing stigma surrounding maternal mental health issues.
- **Project examples include:**
 - Creating a scholarship program for community members to attend training through Postpartum Support International.
 - Implementing a program statewide to share resources for suicide prevention
 - Resource sharing of existing programs and services in this area
 - Creating online support and services for mental health emergencies
 - Programs or services that increase access to medications and family support
4. **Social Support/Isolation:** The MMPWG identified social support/isolation as priority areas to address maternal mortality. Programs or projects could address: increasing access to resources, including transportation and ability to access existing resources, improving community knowledge, and increasing ability to share information about existing resources and programs.
- **Project examples include:**
 - Implement social support online and a phone line
 - Develop materials and resources of clear support systems in the community
 - Create housing resource guides and eligibility
 - Creation and hosting of an annual statewide conference for information exchange, knowledge transfer, training, and seminars on maternal health, mortality, prevention, response, programming, and support. Currently,

the MMPWG has identified that there is no statewide platform for information and resource sharing for professionals and organizations working in this area.

- Creation of and ongoing maintenance for a statewide electronic list-serve for resource sharing, question and answer, discussion, and recommendations to those who work with this patient population.

Eligible Applicants:

- Nonprofit organizations serving the residents of Wyoming
- For-profit organizations
- Community organization serving women in the community related to at least one of the four MMRC factors and recommendations. [Wyoming Maternal Mortality Committee Recommendations \(2018-2020\)](#)
 - Examples of types of organizations that are eligible are housing assistance organizations, food banks, domestic violence or homeless shelters, or any other local organization that serves this population.
- Nonprofit organizations committed to promoting health equity in Wyoming

Not Eligible:

- Individuals
- One-time fundraising events or fundraising campaigns
- Organizations or projects that unlawfully discriminate against individuals based on race, color, national origin, disability, gender, age, or any protected characteristic are not eligible for funding consideration.

Application

Please complete the following grant application and return it to director@healthymoms-healthybirths.org on or by 6/30/2025. Once applications are reviewed and scored, select applicants will be asked to present on their application the week of 07/14/2025-7/18/2025. All applicants will be notified of a decision on their application.

Please fill in the information below about your organization.

[fill in box for each listed category]

- Organization Name
- Contact Person Name and Title
- Name and Title of Authorized Signatory
- Name of Chair of the Board (if applicable)
- Contact E-mail
- Contact Phone Number
- Contact Mailing Address
- Contact Physical Address
- Organization Website/URL
- Unique Entity Identifier (UEI)

For the questions below, please give an overview of your project to include with your application, not exceeding 2 pages.

1. Name of your project.
2. Description of project. Please describe:
 - a. Who will be responsible
 - b. Need addressed
 - c. Sustainability
 - d. Timeline
 - e. Target population
3. Is the proposed project existing or new?
4. Please describe how your project intends to help achieve one of the four MMRC recommendations. Click here [Wyoming Maternal Mortality Committee Recommendations \(2018-2020\)](#) for a description.
5. How does your project benefit the key population you identified in your project description?
6. How will your project and the community you serve look different in 6 months as a result of receiving this grant?
7. Outside of funding, please list any support you may require from WDH to complete your proposed project.
8. Amount of grant monies being requested.
9. Please provide a project budget. (e.g. project materials, travel, office equipment, rent, clerical staff, salaries, etc)

Signature

I certify that I am authorized to apply for grants on behalf of the organization listed above and that all information provided in this application is true, accurate, and complete.

Print: name/title/date

You have reached the end of the application. Please know that you will not be able to make any edits after clicking "Submit". It is recommended that applicants double-check their application before submitting it.

All applications meeting the written application requirements will be scheduled for interviews. Applications will be scored on both the written application and interview.

CEO Report

CEO Report

May 2025

Mental Health Awareness Month, observed every May, serves as a vital reminder of the importance of mental well-being and the need for open conversations about mental health. It is a time to reflect on the challenges individuals face, break the stigma surrounding mental health conditions, and promote resources that support emotional resilience. Mental health is just as crucial as physical health—affecting our relationships, productivity, and overall quality of life. By raising awareness, workplaces, communities, and individuals can foster environments where people feel safe seeking help and prioritizing their mental well-being.

However, stigma remains a significant barrier to mental health care. Many individuals hesitate to seek support due to fear of judgment or misconceptions about mental health conditions. This reluctance can lead to untreated issues that negatively impact overall well-being. It is important for SCS to be promoting education and fostering open conversations to dismantle these harmful stereotypes and ensuring that mental health is treated with the same urgency as physical health.

Access to care is another critical challenge for individual seeking treatment as well as affordability. SCS continues to have a sliding fee scale based on an individual income and SCS has promoted Behavioral Health Redesign. Individuals who are part of the priority population of BHR can receive services for little to no out of pocket. SCS continues to have access into services in a variety of ways, emergency on call system, jail-based access and treatment, open access and scheduled appointments. As an agency, it is important to have wellness initiatives in the workplace that contribute to the staff well-being and prioritizing employee's own mental health. SCS does provide EAP appointments for employees as well as the employee engagement committee. There is additional work to accomplish in this area.

There are significant discussions happening at the federal level regarding Medicaid, particularly in the 2025 budget reconciliation bill. The House Energy and Commerce Committee has advanced a proposal that includes major changes to Medicaid funding and eligibility. One of the key provisions aim to reduce the federal deficit by \$625 billion over ten years, but it is projected to increase the number of uninsured individuals **by** at least 7.6 million by 2034.

Some of the proposed changes include:

- **Medicaid Expansion Adjustments:** The bill eliminates the temporary financial incentive for states that newly adopt Medicaid expansion, which was previously offered under the American Rescue Plan Act. Wyoming is not a Medicaid Expansion state.
- **Cost-Sharing Requirements:** States would be required to impose cost-sharing of up to \$35 per service for Medicaid expansion adults with incomes between 100-138% of the federal poverty level (FPL), while maintaining existing exemptions for certain services.
- **Enrollment Fees and Premiums:** The bill eliminates enrollment fees or premiums for Medicaid expansion adults, but introduces new cost-sharing measures.
- **Wyoming has implemented Medicaid work requirements** that mandate certain recipients to engage in employment-related activities to maintain their benefits. These requirements

generally apply to able-bodied adults without dependents (ABAWDs) and may include activities such as job searching, job training, volunteering, or working a specified number of hours per week.

The Wyoming Department of Health received a 40 million dollar cut. To date, the community mental health centers and substance disorder centers have not received any news concerning Behavioral Health Budget. One of the legislative items may be that private entities will want to be able to secure funding from Behavioral Health Redesign. The Behavioral Health Division, Mr. Ben Kifer, is working on rates for the community mental health centers; however, there is no new money being added, it will depend on where the community mental health centers draw down their money. Everyone in some way will be impacted by the decrease in funding.

I know the board members are aware of the staff's reaction to the new wage band effective July 1, 2025. This is a difficult situation for the employees. The employees were informed of the process, the title changes, review of job descriptions, new positions and positions that moved to new ranges. The staff was also made aware that the new wage band is a process and one step in what the board is considering. I have spoken directly to employees with their concerns and some of these employees want the board to know directly from them their thinking. I think open communications is important and I thought the Board would want to hear from the staff directly. Salary Structure/wages is critically important to the employees. In speaking to the employees, I believe that employees are reacting based on their perceived unfairness, transparency issues and wage adjustments are one the most sensitive topics in any organization. I believe I have been proactive in working with SCS employees. I anticipate staff coming to the board meeting and they are aware of the board meeting and the packet will be posted in SCS Information Folder which occurs every month as well as the website leadership.

SCS was able to hire a new Human Resource Manager, TJ Schwartz, who started working on May 19th. She has exceptional experience and met all the qualifications for HR Manager.

Reports

FY25 Drawdown of Residential Funding

*Based on FY24 Funding Levels

Should be at 83.3%

Goal is 8.33%/mo

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	FY25 YTD
Total SUD	70 beds										##### #
Bed Days Provided:	1785	1924	1826	1615	1643.00	1610	1580	1364	1531	1757	16635
Provided:	\$ 165,800.84	\$ 187,356.80	\$ 190,470.98	\$ 159,089.18	\$ 157,139.58	\$ 146,337.48	\$ 140,944.54	\$ 123,396.32	\$ 140,352.80	\$ 169,588.06	\$ 1,580,476.58
YTD Provided:	\$ 165,800.84	\$ 353,157.64	\$ 543,628.62	\$ 702,717.80	\$ 859,857.38	\$ 1,006,194.86	\$ 1,147,139.40	\$ 1,270,535.72	\$ 1,410,888.52	\$ 1,580,476.58	
\$ Needed per Month:	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 164,006.20	\$ 387,597.82
Deficit/Overage:	\$ 1,794.64	\$ 23,350.60	\$ 26,464.78	\$ (4,917.02)	\$ (6,866.62)	\$ (17,668.72)	\$ (23,061.66)	\$ (40,609.88)	\$ (23,653.40)	\$ 5,581.86	
Monthly Utilization:	101.09%	114.24%	116.14%	97.00%	95.81%	89.23%	85.94%	75.24%	85.58%	103.40%	80.31%
YTD Utilization:	101.09%	107.67%	110.49%	107.12%	104.86%	102.25%	99.92%	96.84%	95.59%	96.37%	

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

Total MH	32 beds										\$ 735,939.50
Bed Days Provided:	731	749	773	856	834	842	835	712	763	767	7862
Provided:	\$ 42,740.40	\$ 43,076.10	\$ 45,225.44	\$ 51,792.68	\$ 50,304.84	\$ 50,207.96	\$ 50,362.06	\$ 43,902.68	\$ 45,638.14	\$ 47,040.06	\$ 470,290.36
YTD Provided:	\$ 42,740.40	\$ 85,816.50	\$ 131,041.94	\$ 182,834.62	\$ 233,139.46	\$ 283,347.42	\$ 333,709.48	\$ 377,612.16	\$ 423,250.30	\$ 470,290.36	
\$ Needed per Month:	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 61,328.29	\$ 265,649.14
Deficit/Overage:	\$ (18,587.89)	\$ (18,252.19)	\$ (16,102.85)	\$ (9,535.61)	\$ (11,023.45)	\$ (11,120.33)	\$ (10,966.23)	\$ (17,425.61)	\$ (15,690.15)	\$ (14,288.23)	
Monthly Utilization:	69.69%	70.24%	73.74%	84.45%	82.03%	81.87%	82.12%	71.59%	74.42%	76.70%	63.90%
YTD Utilization:	69.69%	69.96%	71.22%	74.53%	76.03%	77.00%	77.73%	76.97%	76.68%	76.68%	

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	51	19	45	62	17	47	475
Provided:	\$ 14,204.25	\$ 17,815.50	\$ 16,371.00	\$ 7,944.75	\$ 12,278.25	\$ 4,574.25	\$ 10,833.75	\$ 14,926.50	\$ 4,092.75	\$ 11,315.25	\$ 114,356.25
YTD Provided:	\$ 14,204.25	\$ 32,019.75	\$ 48,390.75	\$ 56,335.50	\$ 68,613.75	\$ 73,188.00	\$ 84,021.75	\$ 98,948.25	\$ 103,041.00	\$ 114,356.25	
\$ Needed per Month:	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 19,895.85	\$ 124,393.95
Deficit/Overage:	\$ (5,691.60)	\$ (2,080.35)	\$ (3,524.85)	\$ (11,951.10)	\$ (7,617.60)	\$ (15,321.60)	\$ (9,062.10)	\$ (4,969.35)	\$ (15,803.10)	\$ (8,580.60)	
Monthly Utilization:	71.39%	89.54%	82.28%	39.93%	61.71%	22.99%	54.45%	75.02%	20.57%	56.87%	47.90%
YTD Utilization:	71.39%	80.47%	81.07%	70.79%	68.97%	61.31%	60.33%	64.74%	47.80%	38.72%	

Sub-Acute Rate	
Sub-Acute	\$ 240.75

Overall	107 beds										\$ 2,942,764.10
Bed Days Provided:	2575	2747	2667	2504	2528	2471	2460	2138	2311	2571	24972
Provided:	\$ 222,745.49	\$ 248,248.40	\$ 252,067.42	\$ 218,826.61	\$ 219,722.67	\$ 201,119.69	\$ 202,140.35	\$ 182,225.50	\$ 190,083.69	\$ 227,943.37	\$ 2,165,123.19
YTD Provided:	\$ 222,745.49	\$ 470,993.89	\$ 723,061.31	\$ 941,887.92	\$ 1,161,610.59	\$ 1,362,730.28	\$ 1,564,870.63	\$ 1,747,096.13	\$ 1,937,179.82	\$ 2,165,123.19	
\$ Needed per Month:	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 245,230.34	\$ 777,640.91
Deficit/Overage:	\$ (22,484.85)	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	\$ 102,213.82	
YTD Deficit/Overage:	\$ (22,484.85)	\$ (19,466.79)	\$ (12,629.71)	\$ (39,033.45)	\$ (64,541.12)	\$ (108,651.77)	\$ (151,741.76)	\$ (214,746.60)	\$ (269,893.25)	\$ (287,180.23)	\$ (19,466.79)
Monthly Utilization:	90.83%	101.23%	102.79%	89.23%	89.60%	82.01%	82.43%	74.31%	77.51%	92.95%	73.57%
YTD Utilization:	90.83%	96.03%	98.28%	96.02%	94.74%	92.62%	91.16%	89.05%	87.77%	88.29%	

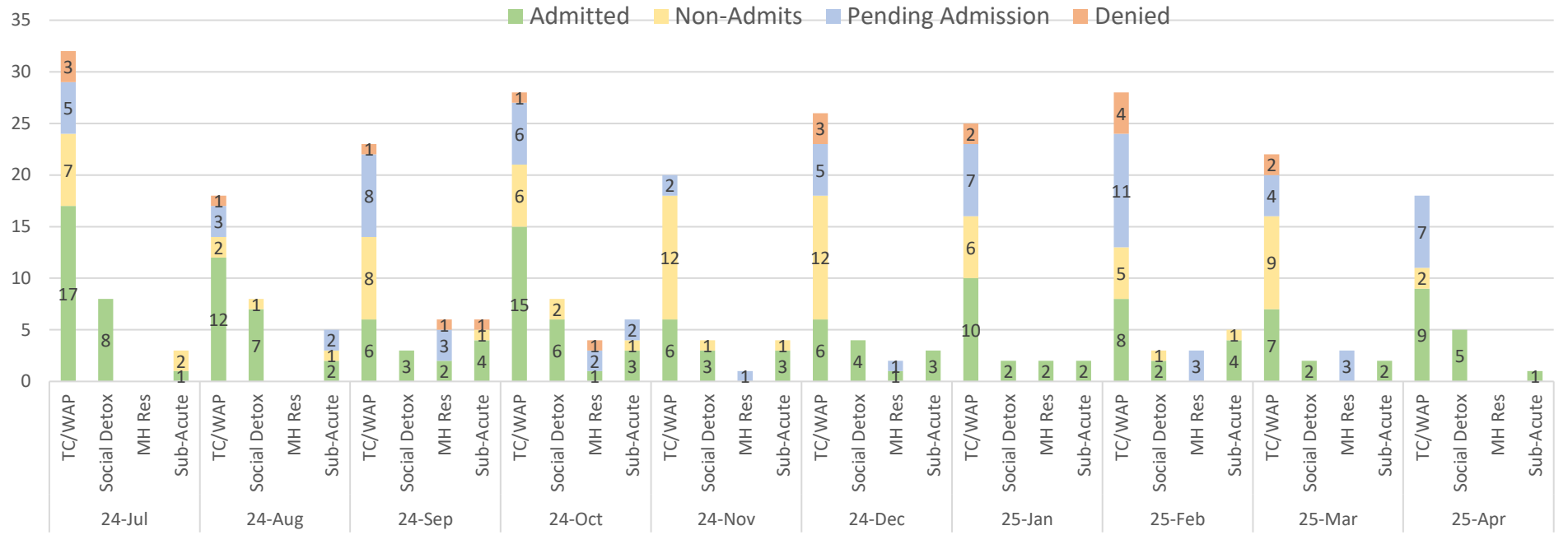
Opioid Detox Grant	375 days	\$ 371.00									\$ 139,125.00
Bed Days Provided:	n/a	n/a	n/a	n/a	n/a	5	46	17	8	52	128
Provided:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855.00	\$ 17,066.00	\$ 6,307.00	\$ 2,968.00	\$ 19,292.00	\$ 47,488.00
YTD Provided:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855.00	\$ 18,921.00	\$ 25,228.00	\$ 28,196.00	\$ 47,488.00	

Sub-Acute Rate	
Sub-Acute	\$ 371.00

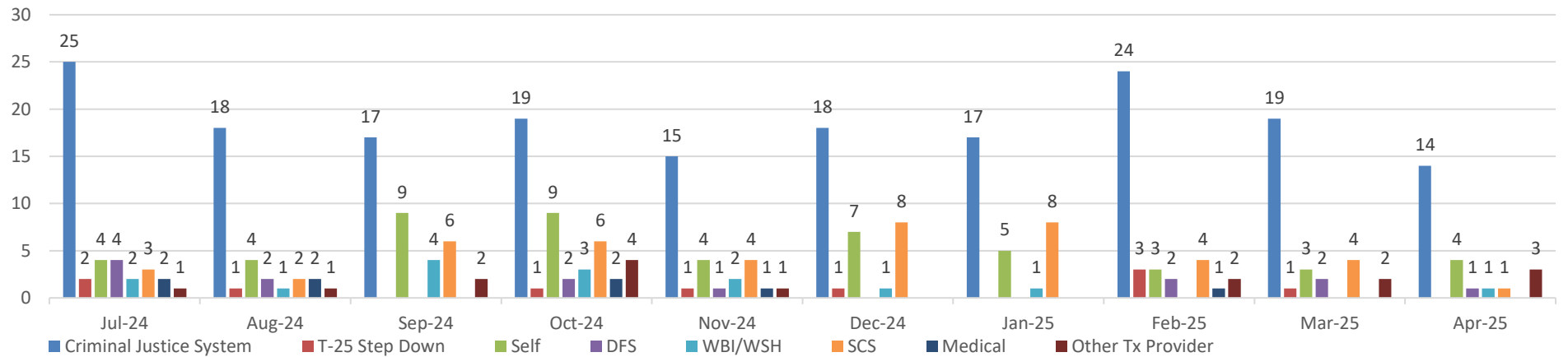
Sub-Acute Grant	1180 days	\$ 325.00									\$ 383,396.00
Bed Days Provided:	n/a	4	45	44	19	43	38	51	44	38	326
Provided:	\$ -	\$ -	\$ -	\$ 14,300.00	\$ 6,175.00	\$ 13,975.00	\$ 12,350.00	\$ 16,575.00	\$ 14,300.00	\$ 12,350.00	\$ 90,025.00
YTD Provided:	\$ -	\$ -	\$ -	\$ 14,300.00	\$ 20,475.00	\$ 34,450.00	\$ 46,800.00	\$ 63,375.00	\$ 77,675.00	\$ 90,025.00	

Sub-Acute Rate	
Sub-Acute	\$ 325.00

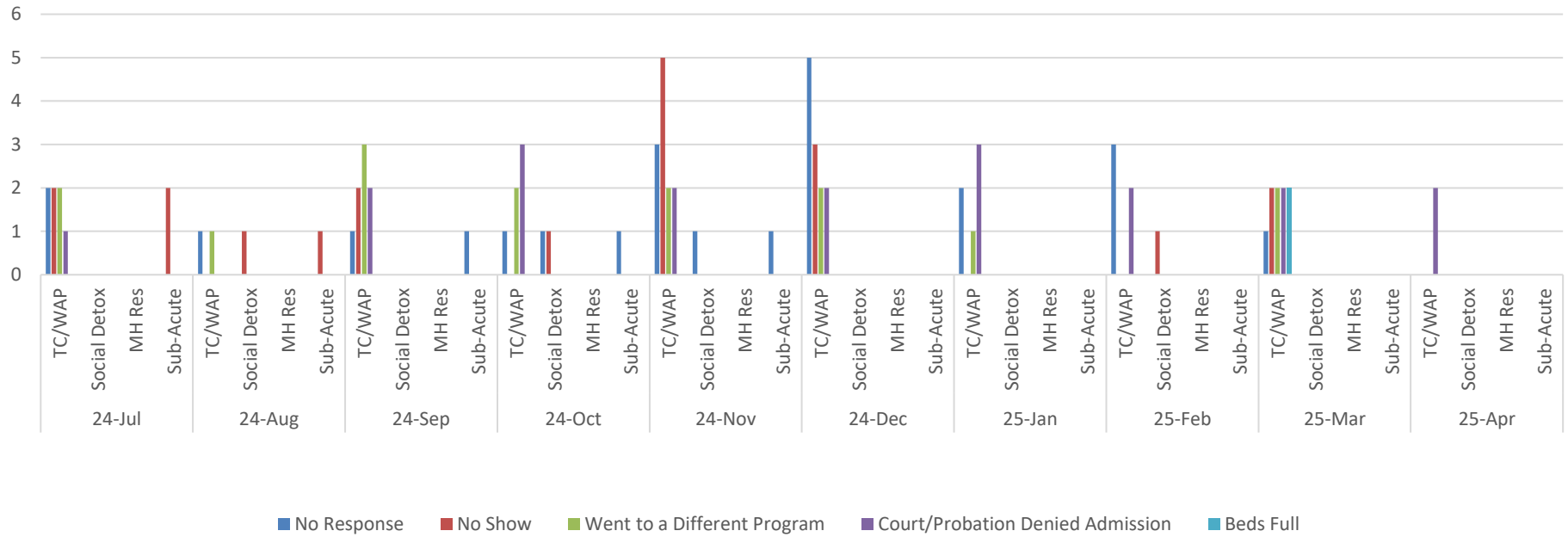
Residential Referrals and Admissions



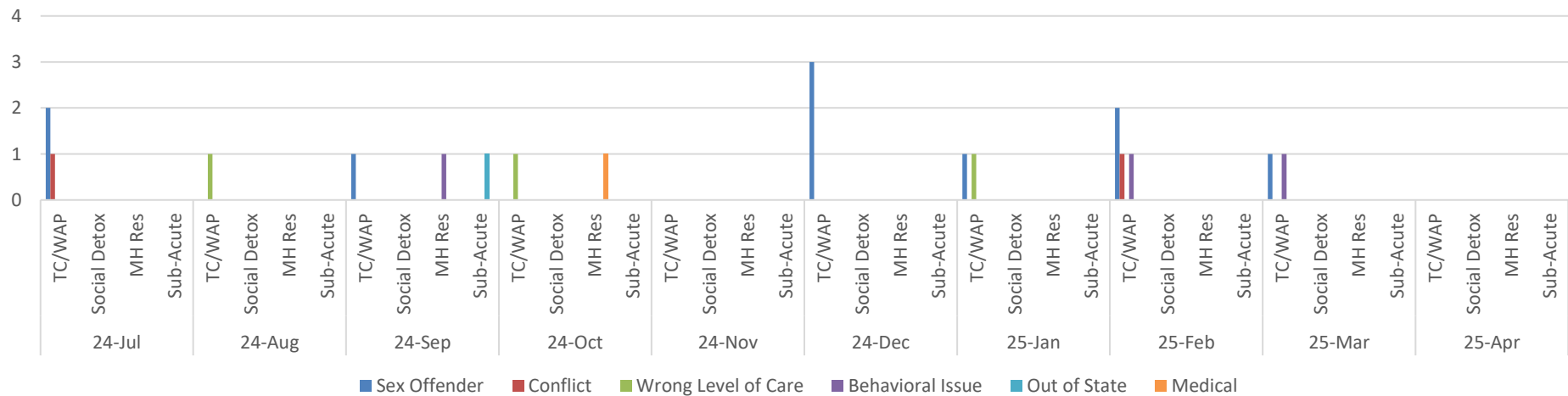
Combined Referral Sources



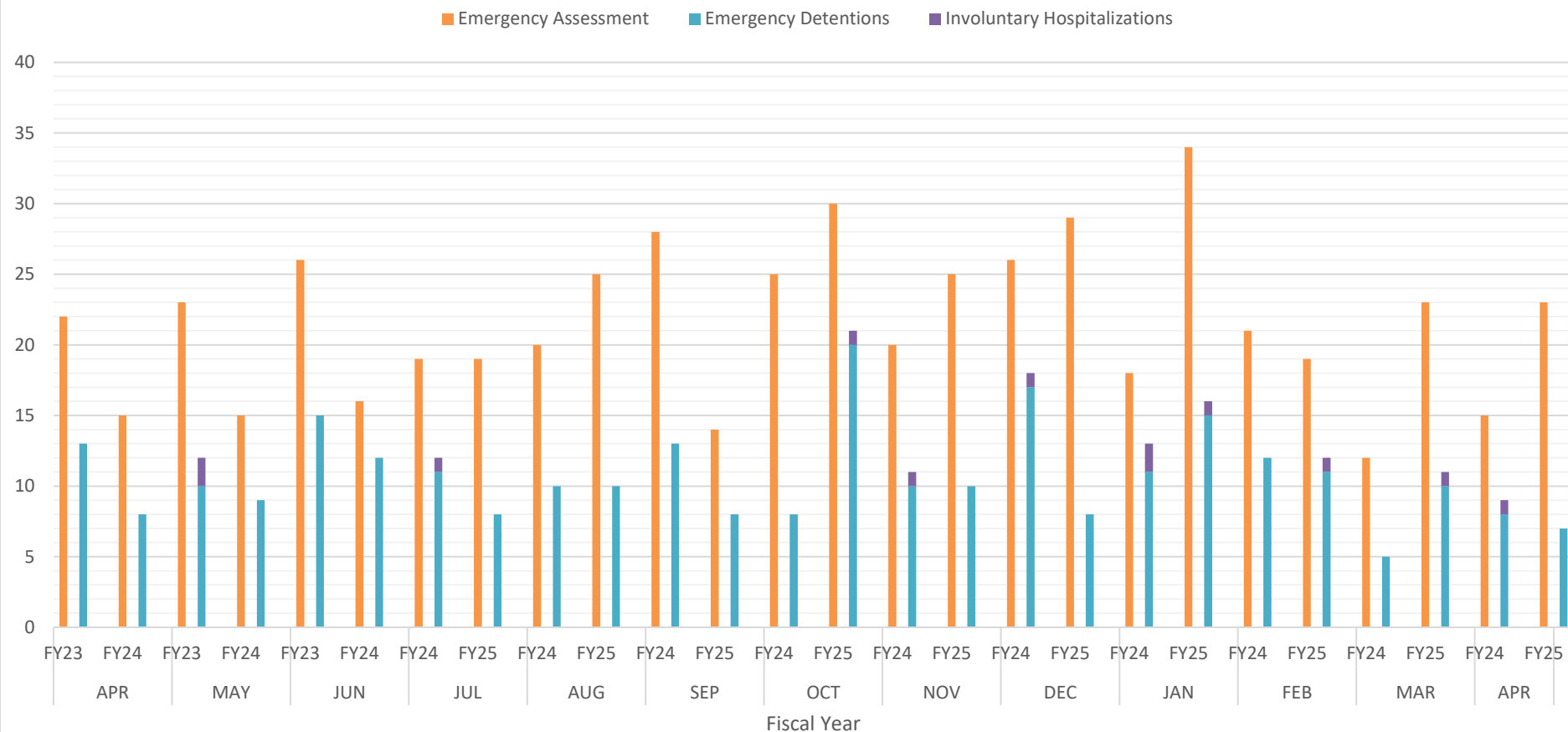
Reason for Non-Admits



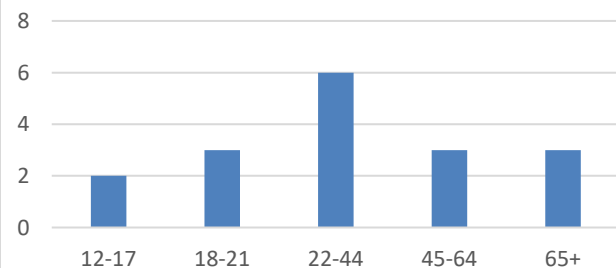
Reason for Denials



Sweetwater County Title 25 Emergency Detentions, Involuntary Hospitalizations and Emergency Assessments



AGE



APRIL 2025 DEMOGRAPHICS

GENDER

35% Female

65% Male

RESIDENCE

100% Wyoming

0% Out of State



May 15, 2025

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 129.5 FTEs.

Current Openings at SCS:

Treatment Support Staff - Recovery	7.5
Treatment Support Staff – Psychosocial	.5
HR Clerk	.5
APRN – Psychiatric	1
Peer Specialist	1
Provisional Clinician	1
Licensed Clinician	1

May SCS Staffing Report

Position	Range #	FTE's Filled	Vacant FTE's
Chief Executive Officer	85	1	0
Advanced Nurse Practitioner - General	81	1	0
Advanced Nurse Practitioner - Psychiatric	81	0	1
Recovery Services Manager	76	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
Chief Financial Officer	69	1	0
Network Administrator	67	1	0
Clinical Supervisor	66	1	0
Facility Maintenance Supervisor	64	0.5	0
Clinician - Fully Licensed	64	7.5	1
Provisional Clinician	56	7	1
Human Resources Manager	55	1	0
Office Manager	52	1	0
MyAvatar Specialist	50	1	0
PC Support Specialist	50	1	0
Certified Social Worker	49	3	0
Program Operations Supervisor	46	2	0
Case Manager Supervisor	46	1	0
A/R Supervisor	45	1	0
Residential Coordinator	41	1	0
Payroll Clerk	40	1	0
Case Manager	39	11	0
Prevention Specialist	39	2	0
Medical Assistant	37	1	0
Human Resources Clerk	36	1.5	0.5
A/P Clerk	36	1	0
A/R Clerk	36	3	0
Purchasing Clerk	36	1	0
Medical Services Clerk	36	0	1
Maintenance Level 2	36	1	0
Case Manager - Nondegreed	35	2	0
Peer Specialist	34	5	0
Treatment Support - Recovery	32	25.5	7.5
Treatment Support - Psychosocial	32	23	0.5
Office Support Staff	32	10	0
Daycare	32	1	0
Seasonal - Lawn Care	29	0.5	0
Janitor	29	3	0
Seasonal - Lawn Care	24	1	0



April's Intake Appointment Summary

Open Access Intakes

For the month of April 1st -30th we had 67 available appointments out of 78.

We had 11 less appointments due to clinicians being on-call, sick, on annual leave, training and one clinician had less time available one day.

Out of the 67 appointments we had 49 appointments filled, and 18 unfilled appointments.

Non Open Access Intakes

For the month of April 1st -30th we had 10 available appointments out of 17.

We had 7 less appointments available due to open clients scheduled in intake spots, and clinicians being on-call.

Out of the 10 appointments we filled 36 appointments. The extra 26 appointments were filled from open client appointments.

23 were outpatient intakes, 9 were residential intakes and 4 were jail based intakes.

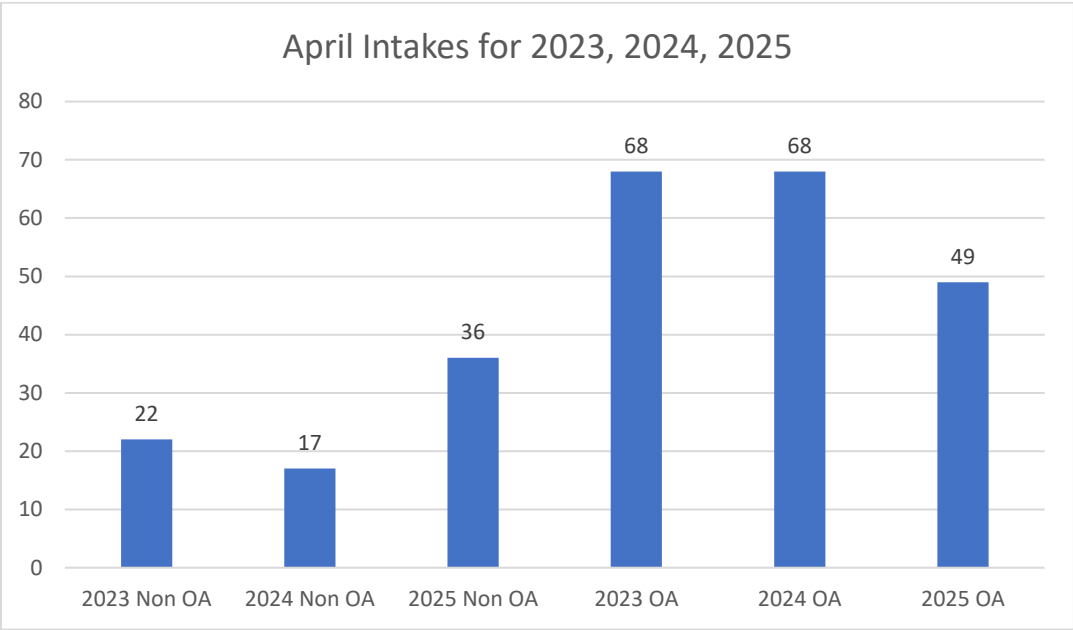


Intake Report

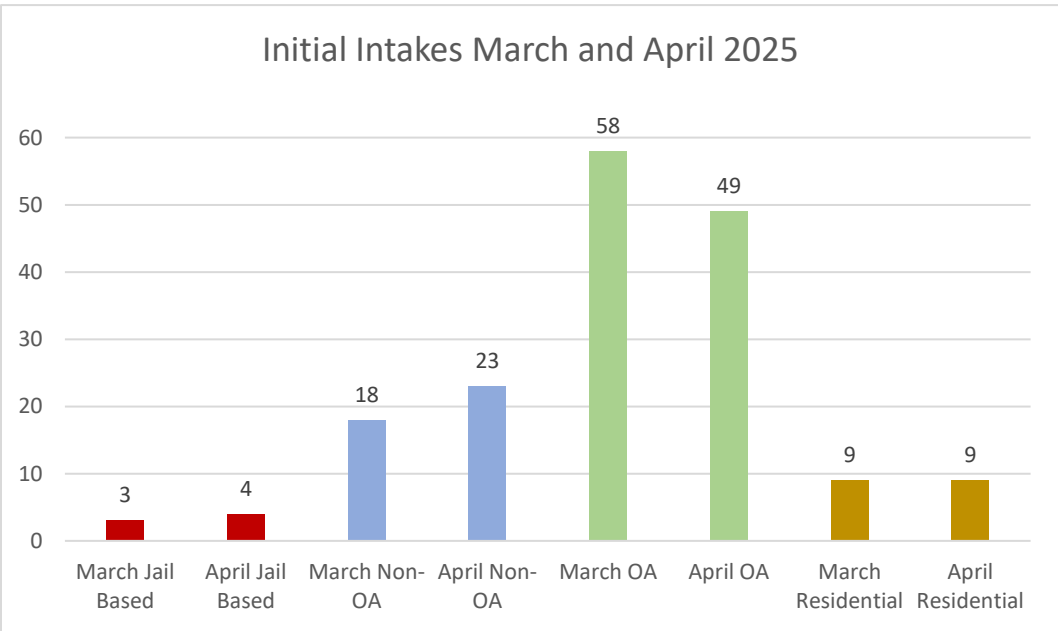
OPEN ACCESS, SCHEDULED, EMERGENCY

MARCH 2025, APRIL 2023, 2024, 2025

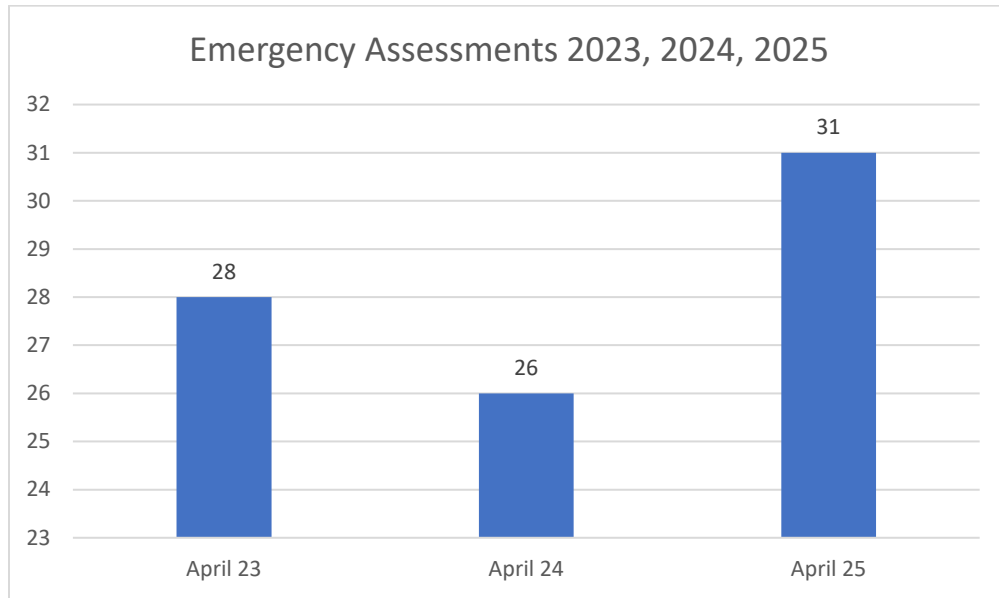
April Open Access (OA) and Scheduled Intakes



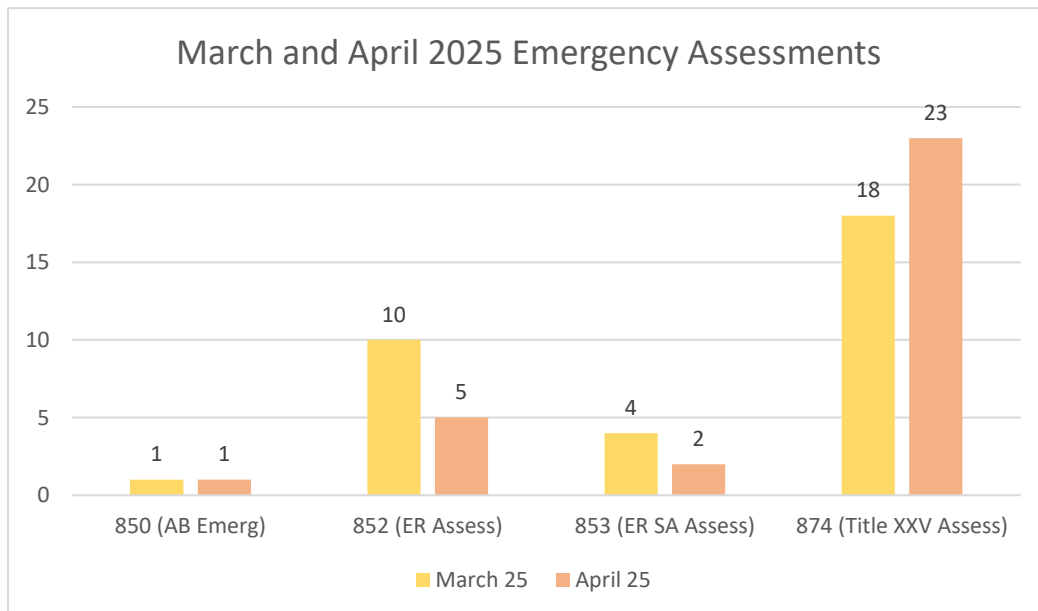
March and April 2025



Emergency Intakes



March and April 2025 Emergency Intakes



Tentative Schedule for SCS Board Meetings

SCS Board Meetings are generally the last Wednesday of the month, except when the last day of the month is on a Wednesday. In which case, the board will meet the Wednesday before. The reason is due to billing issues and releasing payments in a timely manner.

Upcoming Board Meeting Dates

- July 30, 2025
- August 27, 2025
- September 24, 2025
- October 29, 2025
- November 26, 2025
- December 24, 2025
- January 28, 2026
- February 25, 2026
- March 25, 2026
- April 29, 2026
- May 27, 2026
- June 24, 2026