



Amended Board of Directors' Packet

February 25, 2026

Special Meeting 4:00 p.m.

Meeting time 6:30 p.m.

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



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

February 25, 2026 at 6:30 p.m.

333 Broadway Street, Rock Springs, WY

- I. **Call to Order**
- II. **Declare Quorum**
- III. **Approval of Amended Agenda** - pg. 1-2
(ACTION ITEM) _____ Approved/Failed
- IV. **Public and Board Comments/Questions – All members of the public who wish to speak at the meeting will be given three minutes of time to address the Board.**
- V. **Consent Agenda**
 - a. Approval of January Meeting Minutes - pg. 3-7
 - b. Treasurer’s Report - pg. 8
 - i. Semi-Annual Write-Offs - pg. 9-22
 - ii. Write-Offs - pg. 23-25
 - iii. Balance Sheet - pg. 26
 - iv. Account Receivables - pg. 27
 - v. Revenues and Expenses for December 2025 - pg. 28-30
 - vi. Income and Expense by Month for December 2025 - pg. 31-32
 - vii. Revenue and Expenses for January 2026 - pg. 33-35
 - viii. Income and Expense by Month for 2026- pg. 36-37
 - ix. Check Register – January 2026 for Ratification - pg. 38-45
 - x. Check Register – February 2026 - pg. 46-52
 - c. Reports - pg. 53
 - i. Residential Bed Utilization and Drawdown - pg. 54
 - ii. Residential Referrals and Admissions - pg. 55-56
 - iii. Title 25 Monthly Information - pg. 57
 - iv. SCS Staff Report - pg. 58-64
 - v. Open Access Intake Report - pg. 65-70(ACTION ITEM) _____ Approved/Failed
- VI. **Committee Updates Section**
 - a. SCS Board Committees:
 - i. Strategic Planning and Compliance – Kayleen, Kori, and Margene
 - ii. Personnel/Workforce – Kristy, Kayleen, and Margene

- iii. Finance – Raven and Kristy
- iv. Health & Safety/Quality Improvement – Barbara and Raven
- v. Facilities and Technology – Kori and Greg
- vi. Policies – Barbara and Raven – pg. 71-76

VII. Previous Business - pg. 77

- a. The following format was agreed to be used going forward: 1) purpose or reason for policy, 2) scope or to whom policy applies, 3) definitions for clarity and consistency 4) references to applicable SCS policies or guidance documents such as CARF, 5) date of original and date(s) of revision, and 6) appropriate signatures. Other recommendations are: 1) each policy is stand-alone 2) policies are grouped by category. It was agreed that as policies are revised, the current Operations Policies document will not be updated but archived; the revised policies be housed on SCS website; the website include a table of content; and there is administrative control who can write changes to the policies once they are on the website.

(ACTION ITEM) _____ Approved/Failed

- b. Sick Leave Bank Policy-Standalone - pg. 78-81

(ACTION ITEM) _____ Approved/Failed

- c. Bereavement Leave Policy-Standalone - pg. 82-83

(ACTION ITEM) _____ Approved/Failed

VIII. New Business - pg. 84

- a. Locum Tenens Contract Extension - This is request to approve a letter of extension for Kenyatta Merriweather for a three-month period starting February 26, 2026 through May 28, 2026. - pg. 85-86

(ACTION ITEM) _____ Approved/Failed

- b. WWCC Facilities Use Agreement - The Prevention team will be holding the Region 1 meeting and request for the use of a room at WWCC for the meeting. - pg. 87-91

(ACTION ITEM) _____ Approved/Failed

- c. Review of SCS **Updated** Board Bylaws with comments to be provided to Dr. Barbara Sowada by March 13, 2026. - pg. 92-104

- d. Ethos - Update regarding Leading Strategic Planning

- e. Discussion of process for hiring an Executive Director

(ACTION ITEM) _____ Approved/Failed

IX. Interim Director’s Report - pg. 105-106

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

XI. Executive Session

(ACTION ITEM) _____ Approved/Failed

Exit Executive Session

(ACTION ITEM) _____ Approved/Failed

To Resume Normal Meeting

(ACTION ITEM) _____ Approved/Failed

Action Items from Executive Session

(ACTION ITEM) _____ Approved/Failed

XII. Adjournment

(ACTION ITEM) _____ Approved/Failed

Board Meeting Minutes

January 21, 2026

Minutes for
Southwest Counseling
Board Of Director Meeting
Held January 21, 2026
At 333 Broadway Street
Rock Springs, WY

I. Call to Order @ 6:30 pm

II. Declare Quorum

In attendance: Kayleen Logan, Greg Orton, Kristy Kauppi, Margene Chew, Kori Rossetti and Barbara Sowada and Raven Beattie

III. Approval of Amended Agenda – pg. 1-3

(ACTION ITEM) Greg, second Margene Motion Approved/Failed

IV. Public and Board Comments/Questions- all members of the public who wish to speak at the meeting will be given three minutes of time to address the board

- Island Richards was reappointed as liaison to the board

V. Consent Agenda

a. Approval of December Meeting Minutes- pg. 4-7

b. Treasurer's Report- pg. 8

i. Write-offs- pg. 9-11

ii. Balance Sheet -pg. 12

iii. Account Receivables -pg. 13

iv. Revenues- November 2025- pg-14

v. Expenses- November 2025- pg-15-16

vi. Income and expenses by month- pg. 17-18

vii. Check Register- December for Ratification- pg.19-26

c. Reports- pg. 27

i. Residential Bed Utilization and Drawdown- pg. 28

ii. Residential Referrals and Admissions- pg. 29-30

iii. Title 25 Monthly Information – pg. 31

iv. SCS Staff Report- pg. 32-42

v. Open Access Intake Report – pg. 43-48

Motion to Approve the Consent Agenda to Include

Write Offs

Accounts Receivables

Revenues – November 2025
Expenses- November 2025
Income and Expense by Month
And Check Register

(ACTION ITEM) Margene, second Kristy Motion **Approved/Failed**

Motion to approve Balance Sheet at 19 days cash on hand. December Revenue and Expenses provided verbally in the following amount.

Revenues-\$881,678.67

Expenditures-\$1,340,873.85

Deficit- \$459,195.18

(ACTION ITEN) Kristy, second Barbara Motion **Approved/Failed**

Motion to Amend Minutes to show that Kori was not present in December Meeting
Motion to approve minutes as corrected

(ACTION ITEM) Greg, second Barbara Motion **Approved/Failed**

VI. Committee Updates

a. SCS Board Committees:

- i. Strategic Planning and Compliance- Kayleen, Kori and Margene
- ii. Personnel Workforce- Kristy and
- iii. Finance- Raven and Kristy
- iv. Health & Safety/ Quality Improvement- Barbara and Raven
- v. Facilities and Technology- Kori and Greg
- vi. Policies – Barbara and Raven

VII. Previous Business – pg. 49

X. New Business- pg. 30

- a. Ratification of the Agreement with Third Horizon – Agreement was signed on December 30, 2025. The SCS Board approved and selected Third Horizon as the company to complete the Community Needs Assessment under the requirements

of the CCBHC grant. This is a request to ratify the approval of the agreement. - pg. 50-71

(ACTION ITEM) Barbara, second Greg **Approved/Failed**

~~b. Sick Leave Bank Policy - pg. 72-76 - **POSTPONED**~~

~~(ACTION ITEM) POSTPONED **Approved/Failed**~~

c. Approved new Organizational Chart for Board Information - pg. 77-81

d. Ethos Update

e. Update on Search for the Director (Executive Director)

f. Search for Grant Compiler

g. Search for APRN

h. Completed State RFP Application and Attachments pg. 82-211

Motion to move forward with discussed changes to application and give Melissa permission to sign MOU.

(ACTION ITEM) Raven second Barbara **Approved/Failed**

VIII. New Business - pg. 112

a. 2026 Mileage Reimbursement Rate – Effective January 1, 2026, the IRS issued a new mileage reimbursement rate. The amount changed from \$0.70 cents per mile to \$0.725 cents per mile.

Request for approval of the new mileage reimbursement rate per the IRS adjust.

(ACTION ITEM) Kristy second Raven **Approved/Failed**

b. Personnel-New Hires – Request for approval of hiring of job positions. - pg. 213-218 - Motion to Postpone staffing form and personnel policy Chapter 4 **POSTPONED**

(ACTION ITEM) Kristy second Raven **Approved/Failed**

c. Approval of RFP Crisis Services Continuum of Care Application – Request for review and approval of the funding application for emergency and crisis stabilization services with the Wyoming Department of Health, Behavioral Health Division. - pg. 219-231

(ACTION ITEM) Kristy second Raven **Approved/Failed**

d. Star Stadium 11 Advertising – This is a request for approval and signature for the agreement with Upslope Media to advertise at Star Stadium 11. The total cost is \$3,780 effective February 2026 through January 2027. - pg. 232-233

(ACTION ITEM) Raven second Margene **Approved/Failed**

Opposed- Kristy

- e. Board Charter Committees - These are beta charters, that is they are in the testing phase and not ready for final approval. The reasons for reintroducing them are three: 1) make committee work more routine 2) to spread work of the board among board members and appropriate staff in order to lighten your loads and 3) the board is in the process of updating its bylaws and the charters, which are referenced in the bylaws and are part of the bylaw update. - pg. 234-247
- f. Position Control Policy - To review and approve Position Control policy to establish the Board's authority in ensuring effective fiscal management and ongoing accountability regarding filling the agency's workforce positions, and to set forth the procedures that shall be followed in maintaining control of all authorized positions. - pg. 248-249

(ACTION ITEM) Raven second Kristy **Approved/Failed**

IX. Interim Director's Report - pg. 250-251

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

XI. Executive Session

(ACTION ITEM) Raven second Kristy **Approved/Failed**

Exit Executive Session

(ACTION ITEM) Raven second Kristy **Approved/Failed**

To Resume Normal Meeting

(ACTION ITEM) Raven second Kristy **Approved/Failed**

Action Items from Executive Session

Motion for Personel committee to meet with Garry McLean

(ACTION ITEM) Raven second Margene **Approved/Failed**

Motion for hiring freeze effective today excluding treatment support with the caveat if we have an emergency situation. This will end after hiring of clinical director

(ACTION ITEM) Raven second Kristy **Approved/Failed**

XII. Adjournment

(ACTION

Raven, second by Margene Motion **Approved/Failed**

Respectfully Submitted,

Treasurer's Report

Accounts Receivable Write-Off Request
Self Pays Balances under \$25
January-26

Balances under \$25 are reviewed monthly and are only submitted for request when the balance is at least one year or the client is deceased. These balances have met the criteria for semi-annual write-off consideration. These balance do not meet the minimum requirements to be turned over to collections.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
851	12.75	Does not meet qualifications for collection activity
998	16.50	Does not meet qualifications for collection activity
3539	16.50	Does not meet qualifications for collection activity
4185	10.25	Does not meet qualifications for collection activity
4339	23.37	Does not meet qualifications for collection activity
6223	15.00	Does not meet qualifications for collection activity
19311	21.75	Does not meet qualifications for collection activity
24053	16.00	Does not meet qualifications for collection activity
24503	20.00	Does not meet qualifications for collection activity
28717	15.00	Does not meet qualifications for collection activity
30141	15.00	Does not meet qualifications for collection activity
904529	6.05	Does not meet qualifications for collection activity
905556	16.17	Does not meet qualifications for collection activity
907401	5.36	Does not meet qualifications for collection activity
907597	5.89	Does not meet qualifications for collection activity
908489	10.00	Does not meet qualifications for collection activity
908790	10.00	Does not meet qualifications for collection activity
912836	20.00	Does not meet qualifications for collection activity
913222	11.25	Does not meet qualifications for collection activity
913315	10.00	Does not meet qualifications for collection activity
913471	10.94	Does not meet qualifications for collection activity
914216	10.00	Does not meet qualifications for collection activity
914898	20.00	Does not meet qualifications for collection activity
915053	22.50	Does not meet qualifications for collection activity
915444	22.50	Does not meet qualifications for collection activity
916054	20.00	Does not meet qualifications for collection activity
916876	20.00	Does not meet qualifications for collection activity
917330	12.00	Does not meet qualifications for collection activity
917499	8.00	Does not meet qualifications for collection activity
917724	20.25	Does not meet qualifications for collection activity
917893	11.25	Does not meet qualifications for collection activity
917949	16.05	Does not meet qualifications for collection activity
918531	4.51	Does not meet qualifications for collection activity
1674	10.00	Does not meet qualifications for collection activity
2371	4.76	Does not meet qualifications for collection activity
27440	3.00	Does not meet qualifications for collection activity
551	6.00	Does not meet qualifications for collection activity
906240	20.00	Does not meet qualifications for collection activity
906735	10.00	Does not meet qualifications for collection activity

910440	20.00	Does not meet qualifications for collection activity
911074	1.00	Does not meet qualifications for collection activity
914621	11.25	Does not meet qualifications for collection activity
918667	4.00	Does not meet qualifications for collection activity
919262	16.00	Does not meet qualifications for collection activity
Total	\$ 580.85	

Presented for Approval on February 25, 2026

Jan-25 \$ 265.57
Jul-25 \$ 554.76

Accounts Receivable Write-Off Request

No Show Fee's

January-26

No show fee's are reviewed monthly and are only submitted for request when the balance is older than one year or the client is deceased. These services do not meet the minimum requirements to be turned over to collections. These balances have met the criteria for semi-annual write-off consideration.

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
919817	10.00	Does not meet qualifications for collection activity
178	10.00	Does not meet qualifications for collection activity
520	10.00	Does not meet qualifications for collection activity
551	100.00	Does not meet qualifications for collection activity
643	80.00	Does not meet qualifications for collection activity
685	10.00	Does not meet qualifications for collection activity
832	122.00	Does not meet qualifications for collection activity
907	104.96	Does not meet qualifications for collection activity
1207	180.00	Does not meet qualifications for collection activity
1313	20.00	Does not meet qualifications for collection activity
1674	20.00	Does not meet qualifications for collection activity
2184	10.00	Does not meet qualifications for collection activity
3162	110.00	Does not meet qualifications for collection activity
4039	15.00	Does not meet qualifications for collection activity
5406	10.00	Does not meet qualifications for collection activity
5884	50.00	Does not meet qualifications for collection activity
5888	20.00	Does not meet qualifications for collection activity
6020	30.00	Does not meet qualifications for collection activity
6149	20.00	Does not meet qualifications for collection activity
6248	10.00	Does not meet qualifications for collection activity
14621	19.84	Does not meet qualifications for collection activity
14910	51.00	Does not meet qualifications for collection activity
14959	37.00	Does not meet qualifications for collection activity
16676	30.00	Does not meet qualifications for collection activity
17375	6.00	Does not meet qualifications for collection activity
18367	30.00	Does not meet qualifications for collection activity
19311	50.00	Does not meet qualifications for collection activity
20789	6.00	Does not meet qualifications for collection activity
21700	10.00	Does not meet qualifications for collection activity
24053	17.50	Does not meet qualifications for collection activity
25850	30.00	Does not meet qualifications for collection activity
27017	50.00	Does not meet qualifications for collection activity
28091	30.00	Does not meet qualifications for collection activity
28115	10.00	Does not meet qualifications for collection activity
28160	80.00	Does not meet qualifications for collection activity
28328	20.00	Does not meet qualifications for collection activity
28823	112.10	Does not meet qualifications for collection activity
28916	8.72	Does not meet qualifications for collection activity
29624	10.00	Does not meet qualifications for collection activity
29624	10.00	Does not meet qualifications for collection activity

29864	27.00	Does not meet qualifications for collection activity
29897	20.00	Does not meet qualifications for collection activity
30066	20.00	Does not meet qualifications for collection activity
31125	20.00	Does not meet qualifications for collection activity
900685	5.00	Does not meet qualifications for collection activity
900722	36.00	Does not meet qualifications for collection activity
900841	10.00	Does not meet qualifications for collection activity
901120	10.00	Does not meet qualifications for collection activity
901375	15.00	Does not meet qualifications for collection activity
901599	1.00	Does not meet qualifications for collection activity
901674	20.00	Does not meet qualifications for collection activity
902194	20.00	Does not meet qualifications for collection activity
902195	10.00	Does not meet qualifications for collection activity
902305	10.00	Does not meet qualifications for collection activity
902640	30.00	Does not meet qualifications for collection activity
902890	10.00	Does not meet qualifications for collection activity
903296	10.00	Does not meet qualifications for collection activity
903691	105.00	Does not meet qualifications for collection activity
903855	85.00	Does not meet qualifications for collection activity
904058	96.70	Does not meet qualifications for collection activity
904540	15.00	Does not meet qualifications for collection activity
904784	15.00	Does not meet qualifications for collection activity
905060	60.00	Does not meet qualifications for collection activity
905063	60.00	Does not meet qualifications for collection activity
905371	10.00	Does not meet qualifications for collection activity
905556	10.00	Does not meet qualifications for collection activity
905930	10.00	Does not meet qualifications for collection activity
905951	10.00	Does not meet qualifications for collection activity
906004	40.00	Does not meet qualifications for collection activity
906735	20.00	Does not meet qualifications for collection activity
906789	10.00	Does not meet qualifications for collection activity
907118	20.00	Does not meet qualifications for collection activity
907172	10.00	Does not meet qualifications for collection activity
907378	30.00	Does not meet qualifications for collection activity
907737	63.00	Does not meet qualifications for collection activity
907936	119.00	Does not meet qualifications for collection activity
908001	20.00	Does not meet qualifications for collection activity
908408	65.00	Does not meet qualifications for collection activity
908489	30.00	Does not meet qualifications for collection activity
908728	10.00	Does not meet qualifications for collection activity
908790	20.00	Does not meet qualifications for collection activity
909303	10.00	Does not meet qualifications for collection activity
909638	10.00	Does not meet qualifications for collection activity
909646	20.00	Does not meet qualifications for collection activity
909796	40.00	Does not meet qualifications for collection activity
910595	30.00	Does not meet qualifications for collection activity
910714	20.00	Does not meet qualifications for collection activity
910836	135.00	Does not meet qualifications for collection activity
910872	5.00	Does not meet qualifications for collection activity

911074	30.00	Does not meet qualifications for collection activity
911410	10.00	Does not meet qualifications for collection activity
911659	30.00	Does not meet qualifications for collection activity
911968	10.00	Does not meet qualifications for collection activity
912010	10.00	Does not meet qualifications for collection activity
912215	50.00	Does not meet qualifications for collection activity
912271	20.00	Does not meet qualifications for collection activity
912491	70.00	Does not meet qualifications for collection activity
912587	10.00	Does not meet qualifications for collection activity
912836	20.00	Does not meet qualifications for collection activity
912993	30.00	Does not meet qualifications for collection activity
913092	10.00	Does not meet qualifications for collection activity
913122	70.00	Does not meet qualifications for collection activity
913222	21.00	Does not meet qualifications for collection activity
913295	30.00	Does not meet qualifications for collection activity
913325	10.00	Does not meet qualifications for collection activity
913459	40.00	Does not meet qualifications for collection activity
913471	10.00	Does not meet qualifications for collection activity
913539	10.00	Does not meet qualifications for collection activity
913765	20.00	Does not meet qualifications for collection activity
913802	20.00	Does not meet qualifications for collection activity
913929	10.00	Does not meet qualifications for collection activity
913962	10.00	Does not meet qualifications for collection activity
914113	30.00	Does not meet qualifications for collection activity
914216	30.00	Does not meet qualifications for collection activity
914304	10.00	Does not meet qualifications for collection activity
914612	10.00	Does not meet qualifications for collection activity
914812	20.00	Does not meet qualifications for collection activity
914875	30.00	Does not meet qualifications for collection activity
914937	10.00	Does not meet qualifications for collection activity
914982	60.00	Does not meet qualifications for collection activity
915052	20.00	Does not meet qualifications for collection activity
915080	10.00	Does not meet qualifications for collection activity
915211	10.00	Does not meet qualifications for collection activity
915281	10.00	Does not meet qualifications for collection activity
915309	10.00	Does not meet qualifications for collection activity
915311	10.00	Does not meet qualifications for collection activity
915322	100.00	Does not meet qualifications for collection activity
915383	10.00	Does not meet qualifications for collection activity
915439	10.00	Does not meet qualifications for collection activity
915592	2.00	Does not meet qualifications for collection activity
915592	2.00	Does not meet qualifications for collection activity
915808	20.00	Does not meet qualifications for collection activity
915941	10.00	Does not meet qualifications for collection activity
916054	13.00	Does not meet qualifications for collection activity
916103	50.00	Does not meet qualifications for collection activity
916144	10.00	Does not meet qualifications for collection activity
916145	30.00	Does not meet qualifications for collection activity
916256	10.00	Does not meet qualifications for collection activity

916270	10.00	Does not meet qualifications for collection activity
916271	50.00	Does not meet qualifications for collection activity
916426	30.00	Does not meet qualifications for collection activity
916469	110.00	Does not meet qualifications for collection activity
916483	10.00	Does not meet qualifications for collection activity
916536	10.00	Does not meet qualifications for collection activity
916876	10.00	Does not meet qualifications for collection activity
916947	40.00	Does not meet qualifications for collection activity
916982	170.00	Does not meet qualifications for collection activity
917330	20.00	Does not meet qualifications for collection activity
917334	54.11	Does not meet qualifications for collection activity
917335	10.00	Does not meet qualifications for collection activity
917385	20.00	Does not meet qualifications for collection activity
917518	5.00	Does not meet qualifications for collection activity
917536	20.00	Does not meet qualifications for collection activity
917589	30.00	Does not meet qualifications for collection activity
917675	120.00	Does not meet qualifications for collection activity
917702	10.00	Does not meet qualifications for collection activity
917711	10.00	Does not meet qualifications for collection activity
917730	40.00	Does not meet qualifications for collection activity
917772	3.00	Does not meet qualifications for collection activity
917855	10.00	Does not meet qualifications for collection activity
917893	10.00	Does not meet qualifications for collection activity
917934	10.00	Does not meet qualifications for collection activity
918024	40.00	Does not meet qualifications for collection activity
918044	10.00	Does not meet qualifications for collection activity
918050	30.00	Does not meet qualifications for collection activity
918180	10.00	Does not meet qualifications for collection activity
918328	50.00	Does not meet qualifications for collection activity
918474	10.00	Does not meet qualifications for collection activity
918490	20.00	Does not meet qualifications for collection activity
918531	10.00	Does not meet qualifications for collection activity
918558	40.00	Does not meet qualifications for collection activity
918568	10.00	Does not meet qualifications for collection activity
918584	10.00	Does not meet qualifications for collection activity
918645	30.00	Does not meet qualifications for collection activity
918667	60.00	Does not meet qualifications for collection activity
918725	30.00	Does not meet qualifications for collection activity
918730	10.00	Does not meet qualifications for collection activity
918739	30.00	Does not meet qualifications for collection activity
918756	10.00	Does not meet qualifications for collection activity
918804	20.00	Does not meet qualifications for collection activity
918813	10.00	Does not meet qualifications for collection activity
918815	47.00	Does not meet qualifications for collection activity
918817	10.00	Does not meet qualifications for collection activity
918826	70.00	Does not meet qualifications for collection activity
918860	10.00	Does not meet qualifications for collection activity
918909	20.00	Does not meet qualifications for collection activity
918997	10.00	Does not meet qualifications for collection activity

919651	10.00	Does not meet qualifications for collection activity
919671	20.00	Does not meet qualifications for collection activity
919682	20.00	Does not meet qualifications for collection activity
919690	30.00	Does not meet qualifications for collection activity
919698	20.00	Does not meet qualifications for collection activity
919731	10.00	Does not meet qualifications for collection activity
919747	30.00	Does not meet qualifications for collection activity
919760	10.00	Does not meet qualifications for collection activity
919780	10.00	Does not meet qualifications for collection activity
919782	10.00	Does not meet qualifications for collection activity
919788	10.00	Does not meet qualifications for collection activity
919817	10.00	Does not meet qualifications for collection activity
919822	10.00	Does not meet qualifications for collection activity
919840	40.00	Does not meet qualifications for collection activity
919887	10.00	Does not meet qualifications for collection activity
919967	10.00	Does not meet qualifications for collection activity
920018	10.00	Does not meet qualifications for collection activity
920065	10.00	Does not meet qualifications for collection activity
920082	10.00	Does not meet qualifications for collection activity
Total	\$ 6,779.93	

Presented for Approval on February 25, 2026

Jan-25 \$ 1,867.00
Jul-25 \$ 2,134.63

Accounts Receivable Write-Off Request
Suspended Collection Accounts-
January-26

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

Client Account Number	Amount of Write-Off	Reason for the request for Write-Off
906916	2,806.16	Suspended Collection Account
914497	148.50	Suspended Collection Account
910440	714.02	Suspended Collection Account
2137	181.00	Suspended Collection Account
911500	14.00	Suspended Collection Account
914843	2,588.20	Suspended Collection Account
915475	600.00	Suspended Collection Account
914997	40.00	Suspended Collection Account
915123	753.25	Suspended Collection Account
909047	46.00	Suspended Collection Account
915251	117.00	Suspended Collection Account
913056	25.50	Suspended Collection Account
905661	28.00	Suspended Collection Account
3766	160.00	Suspended Collection Account
912170	32.37	Suspended Collection Account
3973	20.00	Suspended Collection Account
908964	380.00	Suspended Collection Account
907731	48.00	Suspended Collection Account
31025	90.00	Suspended Collection Account
2128	1,128.09	Suspended Collection Account
911749	175.00	Suspended Collection Account
905625	328.00	Suspended Collection Account
905189	93.50	Suspended Collection Account
900363	566.46	Suspended Collection Account
904573	643.50	Suspended Collection Account
915238	200.00	Suspended Collection Account
915534	9,420.00	Suspended Collection Account
911947	51.25	Suspended Collection Account
910022	646.52	Suspended Collection Account
915304	150.00	Suspended Collection Account
913580	5.00	Suspended Collection Account
914123	453.49	Suspended Collection Account
911873	48.50	Suspended Collection Account
911150	200.00	Suspended Collection Account
915524	165.00	Suspended Collection Account
911074	138.75	Suspended Collection Account
26601	43.33	Suspended Collection Account
915706	359.22	Suspended Collection Account
915010	120.00	Suspended Collection Account
909612	394.75	Suspended Collection Account
61584	394.95	Suspended Collection Account
914828	1,044.74	Suspended Collection Account
905920	139.50	Suspended Collection Account
912003	1,146.95	Suspended Collection Account
909394	370.87	Suspended Collection Account
2897	191.00	Suspended Collection Account
905198	44.00	Suspended Collection Account

2841	155.92	Suspended Collection Account
915498	1,055.53	Suspended Collection Account
915689	50.00	Suspended Collection Account
905937	304.00	Suspended Collection Account
913141	1,272.67	Suspended Collection Account
915659	1,641.43	Suspended Collection Account
911512	495.00	Suspended Collection Account
915163	136.00	Suspended Collection Account
3906	150.00	Suspended Collection Account
915019	501.64	Suspended Collection Account
915589	175.00	Suspended Collection Account
914957	656.50	Suspended Collection Account
4273	115.50	Suspended Collection Account
914973	2,738.50	Suspended Collection Account
911576	217.50	Suspended Collection Account
915386	677.95	Suspended Collection Account
28818	240.00	Suspended Collection Account
915410	175.00	Suspended Collection Account
915162	910.00	Suspended Collection Account
912841	507.00	Suspended Collection Account
915965	200.00	Suspended Collection Account
905563	375.00	Suspended Collection Account
914779	4.00	Suspended Collection Account
6095	290.00	Suspended Collection Account
915328	583.25	Suspended Collection Account
28115	225.50	Suspended Collection Account
4311	30.00	Suspended Collection Account
914571	758.00	Suspended Collection Account
6206	216.69	Suspended Collection Account
915122	78.00	Suspended Collection Account
61523	700.00	Suspended Collection Account
915392	20.00	Suspended Collection Account
904223	22.00	Suspended Collection Account
914084	514.00	Suspended Collection Account
906741	290.20	Suspended Collection Account
914602	10.00	Suspended Collection Account
912237	269.50	Suspended Collection Account
915080	40.00	Suspended Collection Account
913175	79.50	Suspended Collection Account
27393	265.09	Suspended Collection Account
914971	1,358.85	Suspended Collection Account
5143	97.50	Suspended Collection Account
915778	300.00	Suspended Collection Account
914719	557.98	Suspended Collection Account
2458	175.00	Suspended Collection Account
915287	40.00	Suspended Collection Account
914684	30.00	Suspended Collection Account
915329	162.75	Suspended Collection Account
907348	175.00	Suspended Collection Account
24107	179.00	Suspended Collection Account
915025	715.75	Suspended Collection Account
1012	76.00	Suspended Collection Account
29815	104.00	Suspended Collection Account
61306	315.00	Suspended Collection Account

908457	949.46	Suspended Collection Account
913231	269.80	Suspended Collection Account
901008	15.00	Suspended Collection Account
24744	246.50	Suspended Collection Account
905330	45.20	Suspended Collection Account
29737	94.00	Suspended Collection Account
14959	338.00	Suspended Collection Account
911889	79.62	Suspended Collection Account
915089	435.75	Suspended Collection Account
915626	211.00	Suspended Collection Account
915335	680.71	Suspended Collection Account
31249	44.99	Suspended Collection Account
902259	3,614.00	Suspended Collection Account
912157	74.00	Suspended Collection Account
906471	76.00	Suspended Collection Account
910639	84.00	Suspended Collection Account
912067	370.00	Suspended Collection Account
5283	30.50	Suspended Collection Account
1809	175.00	Suspended Collection Account
31301	82.00	Suspended Collection Account
902142	10.00	Suspended Collection Account
906423	357.50	Suspended Collection Account
915152	76.00	Suspended Collection Account
915232	1,357.00	Suspended Collection Account
910496	55.00	Suspended Collection Account
912815	2.00	Suspended Collection Account
915764	25.00	Suspended Collection Account
908763	60.00	Suspended Collection Account
28425	753.75	Suspended Collection Account
5701	113.00	Suspended Collection Account
3002	10.00	Suspended Collection Account
6026	58.00	Suspended Collection Account
21764	50.00	Suspended Collection Account
20024	489.50	Suspended Collection Account
913092	225.00	Suspended Collection Account
914806	324.21	Suspended Collection Account
915165	90.00	Suspended Collection Account
914475	1,717.34	Suspended Collection Account
31242	175.00	Suspended Collection Account
909813	200.00	Suspended Collection Account
912307	44.00	Suspended Collection Account
914792	890.50	Suspended Collection Account
1177	175.00	Suspended Collection Account
915055	138.00	Suspended Collection Account
910254	123.00	Suspended Collection Account
915629	243.00	Suspended Collection Account
915522	175.00	Suspended Collection Account
1207	134.00	Suspended Collection Account
906917	49.75	Suspended Collection Account
908779	415.60	Suspended Collection Account
914364	160.00	Suspended Collection Account
3612	375.00	Suspended Collection Account
2679	192.49	Suspended Collection Account
903878	30.00	Suspended Collection Account

915105	1,778.53	Suspended Collection Account
1547	121.25	Suspended Collection Account
915744	187.00	Suspended Collection Account
61366	48.00	Suspended Collection Account
29798	195.00	Suspended Collection Account
3502	322.86	Suspended Collection Account
910388	190.00	Suspended Collection Account
914916	439.00	Suspended Collection Account
915276	150.00	Suspended Collection Account
915040	372.00	Suspended Collection Account
915606	668.00	Suspended Collection Account
900371	112.00	Suspended Collection Account
26243	92.00	Suspended Collection Account
912035	8.00	Suspended Collection Account
913877	858.50	Suspended Collection Account
915543	103.99	Suspended Collection Account
915637	218.75	Suspended Collection Account
914256	69.00	Suspended Collection Account
915174	175.00	Suspended Collection Account
900990	80.60	Suspended Collection Account
906587	183.02	Suspended Collection Account
901278	175.00	Suspended Collection Account
915204	146.00	Suspended Collection Account
908934	3.00	Suspended Collection Account
915404	199.00	Suspended Collection Account
901089	64.00	Suspended Collection Account
911673	37.50	Suspended Collection Account
906426	1,423.93	Suspended Collection Account
61369	238.00	Suspended Collection Account
913186	286.20	Suspended Collection Account
28874	245.50	Suspended Collection Account
909497	90.00	Suspended Collection Account
905460	50.50	Suspended Collection Account
26638	236.50	Suspended Collection Account
914538	126.45	Suspended Collection Account
914776	371.41	Suspended Collection Account
914840	30.00	Suspended Collection Account
915379	1,190.24	Suspended Collection Account
356	96.00	Suspended Collection Account
915396	326.00	Suspended Collection Account
905372	65.50	Suspended Collection Account
910498	100.00	Suspended Collection Account
914830	3,094.34	Suspended Collection Account
901809	178.81	Suspended Collection Account
914446	45.75	Suspended Collection Account
915661	183.00	Suspended Collection Account
915206	200.00	Suspended Collection Account
913433	850.00	Suspended Collection Account
913615	256.00	Suspended Collection Account
915221	40.00	Suspended Collection Account
915711	200.00	Suspended Collection Account
28430	215.50	Suspended Collection Account
2771	224.38	Suspended Collection Account
914886	11.54	Suspended Collection Account

909013	87.00	Suspended Collection Account
915183	563.23	Suspended Collection Account
914716	602.00	Suspended Collection Account
914715	1,908.50	Suspended Collection Account
915135	175.00	Suspended Collection Account
902426	200.00	Suspended Collection Account
915184	2,177.77	Suspended Collection Account
915759	175.00	Suspended Collection Account
1432	8.00	Suspended Collection Account
913770	70.00	Suspended Collection Account
914294	154.50	Suspended Collection Account
914847	1,501.01	Suspended Collection Account
915560	475.00	Suspended Collection Account
2815	145.00	Suspended Collection Account
915429	28.00	Suspended Collection Account
910559	108.00	Suspended Collection Account
914581	61.70	Suspended Collection Account
914584	52.00	Suspended Collection Account
914692	1,139.11	Suspended Collection Account
912595	28.95	Suspended Collection Account
915250	72.00	Suspended Collection Account
914803	358.54	Suspended Collection Account
915263	477.00	Suspended Collection Account
914685	1,125.80	Suspended Collection Account
912939	370.00	Suspended Collection Account
906034	54.52	Suspended Collection Account
908805	40.00	Suspended Collection Account
915446	1,367.50	Suspended Collection Account
25606	175.00	Suspended Collection Account
910793	179.00	Suspended Collection Account
915590	116.54	Suspended Collection Account
907976	183.71	Suspended Collection Account
907583	714.00	Suspended Collection Account
911366	88.00	Suspended Collection Account
19955	250.00	Suspended Collection Account
906166	214.50	Suspended Collection Account
911184	14.00	Suspended Collection Account
24781	4.00	Suspended Collection Account
904194	9.00	Suspended Collection Account
913084	1.50	Suspended Collection Account
915387	179.00	Suspended Collection Account
903840	45.00	Suspended Collection Account
914634	1,530.99	Suspended Collection Account
915729	34.00	Suspended Collection Account
24834	18.00	Suspended Collection Account
915375	1,896.21	Suspended Collection Account
915139	640.00	Suspended Collection Account
4410	22.00	Suspended Collection Account
1915	212.00	Suspended Collection Account
915354	1,978.38	Suspended Collection Account
908489	72.75	Suspended Collection Account
905186	245.00	Suspended Collection Account
904714	1,254.67	Suspended Collection Account
911389	24.00	Suspended Collection Account

903791	424.00	Suspended Collection Account
903853	600.00	Suspended Collection Account
913193	219.00	Suspended Collection Account
906067	472.50	Suspended Collection Account
915115	37.10	Suspended Collection Account
906903	214.00	Suspended Collection Account
909068	783.60	Suspended Collection Account
911395	254.00	Suspended Collection Account
915562	4.00	Suspended Collection Account
914448	100.97	Suspended Collection Account
27551	184.03	Suspended Collection Account
4538	30.50	Suspended Collection Account
903249	159.50	Suspended Collection Account
30154	17.75	Suspended Collection Account
915274	182.36	Suspended Collection Account
61519	2,359.88	Suspended Collection Account
Total	\$ 113,138.36	

Presented for Approval on February 25, 2026

Jan-25 \$ 206,201.03
Jul-25 \$ 224,345.49

**Accounts Receivable Write-Off Request
Self Pay Balances under \$25
January-26**

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 February 25, 2026

Accounts Receivable Write-Off Request
Self Pay Balances over \$25
January-26

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

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

Total \$ -

Presented for Approval on February 25, 2026

**Accounts Receivable Write-Off Request
Bankruptcy Discharged
January-26**

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
22404	482.29	Bankruptcy Discharged

Total \$ 482.29

Presented for Approval on February 25, 2026

Southwest Counseling Service
Balance Sheet
As of January 31, 2026

ASSETS

Current Assets

Checking/Savings

1020 - General Operating Account 732,575.79

1031 - Commerce Bank- Cash Reserve 140,041.51

Total Checking/Savings 872,617.30

Total Current Assets 872,617.30

TOTAL ASSETS 872,617.30

LIABILITIES & EQUITY

Equity

32000 - Unrestricted Net Assets 1,324,319.47

Net Income -451,702.17

Total Equity 872,617.30

TOTAL LIABILITIES & EQUITY 872,617.30

The Balance Sheet provides the assets and liabilities for the specific point in time of January 31, 2026. The cash assets total \$872,617.30. The previous month's total cash was \$871,686.41, an increase in the amount of \$930.89 from the previous month. The year to date expenditures through January 31, 2026 total \$10,493,040.55. The average cost per day of operations for the month of January 2026 is \$48,804.84. Liabilities as of January 2026 total \$0. Based upon all cash balances, SCS is currently at 18 days of cash on hand. For December of 2025, SCS was at 19 days cash on hand.

FY 2026 Accounts Receivable Report										
Jan-26						AR by Days Aging				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 130,787.11	\$ 29,135.42	\$ (19,598.60)	\$ (9,536.82)	\$ 137,895.57	\$ 14,444.26	\$ 8,955.60	\$ 7,085.66	\$ 2,890.92	\$ 104,519.13
Insurance	264,303.46	93,861.35	(63,834.18)	(30,027.17)	240,367.46	91,162.50	51,265.00	19,236.99	16,647.73	62,055.24
Medicaid	85,819.57	43,153.98	(26,845.77)	(16,308.21)	99,220.85	40,920.03	13,088.30	13,797.44	12,477.19	18,937.89
Medicare	16,437.83	9,700.64	(1,810.37)	(7,890.27)	21,673.14	9,000.00	6,185.32	2,490.00	822.82	3,175.00
EAP	11,582.66	3,931.33	(1,891.33)	(2,040.00)	12,102.66	3,931.33	1,245.00	2,616.33	460.00	3,850.00
Client Contracts	64,007.63	10,605.35	(6,706.49)	(3,898.86)	72,886.55	9,222.17	2,823.66	16,698.82	2,417.77	41,724.13
Collection	1,132,647.19	5,319.10	(840.73)	(4,478.37)	1,141,704.79	30.00	16.50	92.00	158.30	1,141,407.99
State Contracts	1,099,952.89	593,065.89	(1,258,973.02)	665,907.13	579,507.50	379,485.00	55,037.55	22,975.08	30,547.58	91,462.29
Cancellation/No Show	19,071.33	730.00	(450.40)	(279.60)	19,245.93	625.75	389.00	430.00	466.00	17,335.18
Total	\$ 572,938.26				\$ 584,146.23	\$ 168,680.29	\$ 83,562.88	\$ 61,925.24	\$ 35,716.43	\$ 234,261.39

Dec-25						AR by Days Aging				
	Beginning Balance	Charges	Payments	Adjustments	Ending Balance	0	30	60	90	120
Self Pay	\$ 138,894.76	\$ 24,892.16	\$ (9,230.79)	\$ (15,661.37)	\$ 130,787.11	\$ 14,702.15	\$ 5,948.79	\$ 3,641.73	\$ 5,072.55	\$ 101,421.89
Insurance	234,767.58	102,664.56	(32,259.30)	(70,405.26)	264,303.46	92,968.09	77,518.10	21,843.51	20,085.46	51,888.30
Medicaid	74,849.34	41,084.25	(27,479.51)	(13,604.74)	85,819.57	36,387.00	14,447.71	14,319.57	10,786.06	9,879.23
Medicare	22,781.41	9,530.00	(7,791.16)	(1,738.84)	16,437.83	7,712.50	1,270.00	727.50	562.50	6,165.33
EAP	11,677.66	3,401.33	(1,831.33)	(1,570.00)	11,582.66	1,245.00	4,902.66	460.00	230.00	4,745.00
Client Contracts	96,125.59	10,985.87	(48,398.47)	37,412.60	64,007.63	2,453.61	16,421.62	2,950.50	10,823.13	31,358.77
Collection	1,234,423.36	13,404.71	(1,072.71)	(12,332.00)	1,132,647.19	-	-	58.30	342.00	1,132,246.89
State Contracts	451,708.69	644,211.17	(702,126.51)	57,915.34	1,099,952.89	429,633.38	175,246.98	118,323.45	122,915.79	253,833.29
Cancellation/No Show	20,926.59	850.00	(210.00)	(640.00)	19,071.33	800.00	505.00	605.00	665.00	16,496.33
Total	\$ 579,096.34				\$ 572,938.26	\$ 155,468.35	\$ 120,508.88	\$ 43,942.81	\$ 47,559.70	\$ 205,458.52

Changes from Previous Month					
	Charges	Payments	Adjustments	Ending Balance	
Self Pay	\$ 4,243.26	\$ (10,367.81)	\$ 6,124.55	\$ 7,108.46	
Insurance	\$ (8,803.21)	\$ (31,574.88)	\$ 40,378.09	\$ (23,936.00)	
Medicaid	\$ 2,069.73	\$ 633.74	\$ (2,703.47)	\$ 13,401.28	
Medicare	\$ 170.64	\$ 5,980.79	\$ (6,151.43)	\$ 5,235.31	
EAP	\$ 530.00	\$ (60.00)	\$ (470.00)	\$ 520.00	
Client Contracts	\$ (380.52)	\$ 41,691.98	\$ (41,311.46)	\$ 8,878.92	
Amount Increase/Decrease	\$ (2,170.10)	\$ 6,303.82	\$ (4,133.72)	\$ 11,207.97	

The total outstanding balance for amounts owed to Southwest Counseling Service for January 2026 total \$584,146.23. The receivables increased nomially from the previous month. The total receivables excludes Collection, State Contracts, and Cancellation/No show fees.

Southwest Counseling Service

50%

Revenues FY26

State Contracts	FY26 Budget	Dec-25	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	\$ 1,038,642.78	\$ 66,231.48	6%	\$ 754,987.85	73%	\$ (283,654.93)
MH - CARF	14,015.00	305.78	2%	6,488.94	46%	(7,526.06)
MH- Direct Care Salaries	182,343.00	19,887.57	11%	160,824.64	88%	(21,518.36)
MH- Emergency Services	29,218.00	637.48	2%	8,853.04	30%	(20,364.96)
MH- Regional Med. Management	133,729.00	2,917.72	2%	40,519.90	30%	(93,209.10)
MH- Regional Nursing Support	41,291.00	900.89	2%	12,511.16	30%	(28,779.84)
MH- Regional Early Intervention	53,302.00	1,162.95	2%	16,150.50	30%	(37,151.50)
MH- ESMI	62,387.73	5,482.81	9%	32,314.57	52%	(30,073.16)
MH- Jail Based Services	50,000.00	1,949.11	4%	28,909.58	58%	(21,090.42)
SA - Outpatient	606,870.00	28,476.70	5%	316,789.93	52%	(290,080.07)
SA- Direct Care Salaries	313,899.00	10,752.54	3%	140,570.97	45%	(173,328.03)
SA - CARF	6,100.00	133.09	2%	2,286.80	37%	(3,813.20)
SA - HB 308	454,450.00	9,915.27	2%	170,366.95	37%	(284,083.05)
MH & SA- Peer Specialist	90,000.00	1,963.64	2%	37,704.90	42%	(52,295.10)
CCRS	208,800.00	4,555.64	2%	96,674.47	46%	(112,125.53)
MH - LT Group Home -Sweetwater	632,675.31	29,234.62	5%	301,195.19	48%	(331,480.12)
MH - LT Group Home - Uinta	517,643.44	62,722.09	12%	434,747.18	84%	(82,896.26)
SOR- Medication Assisted Treatment	483,000.00	-	0%	258,245.89	53%	(224,754.11)
MH Crisis Intervention/Sub-Acute Residential	367,046.00	-	0%	120,850.00	33%	(246,196.00)
CCBHC						
CCBHC	1,500,000.00	71,609.16	5%	408,787.00	27%	(1,091,213.00)
Regional Services - MH						
MH- Transitional Grp - Sweetwater	438,588.46	30,094.91	7%	269,414.52	61%	(169,173.94)
MH - SIP- Sweetwater	155,302.06	9,829.93	6%	94,713.87	61%	(60,588.19)
MH- SIP- Uinta County	207,069.41	30,155.13	15%	202,143.41	98%	(4,926.00)
MH- Transitional Grp - Uinta	389,856.40	59,014.84	15%	362,920.35	93%	(26,936.05)
MH -Sub-Acute Crisis Residential	397,917.00	7,780.44	2%	245,259.38	62%	(152,657.62)
MH -Sub-Acute Crisis Residential Uinta	79,583.00	20,205.78	25%	131,706.27	165%	52,123.27
Regional Services - SA						
SA - Residential	2,241,069.28	162,947.46	7%	1,387,800.86	62%	(853,268.42)
SA- Residential Women and Children	703,347.15	15,345.75	2%	223,683.33	32%	(479,663.82)
SA- Transitional (SL)	199,290.49	16,244.68	8%	158,067.67	79%	(41,222.82)
SA- Detox	136,417.08	2,976.37	2%	74,171.31	54%	(62,245.77)
SA- MAT Detox Residential	75,313.00	17,437.00	23%			
Quality of Life						
MH - Quality of Life	102,730.00	6,697.00	7%	57,088.13	56%	(45,641.87)
SA- Quality of Life	23,680.00	3,789.00	16%	17,987.00	76%	(5,693.00)
General Funds						
County	600,000.00	50,000.00	8%	380,000.00	63%	(220,000.00)
Client Fees	370,000.00	18,783.00	5%	110,379.28	30%	(259,620.72)
Insurance	631,305.00	30,453.85	5%	356,154.40	56%	(275,150.60)
Medicaid	557,825.00	27,561.19	5%	193,899.34	35%	(363,925.66)
Medicare	44,325.00	8,027.52	18%	36,715.44	83%	(7,609.56)
EAP	61,375.00	1,831.33	3%	15,074.00	25%	(46,301.00)
DFS	5,000.00	-	0%	-	0%	(5,000.00)
DVR/DDS	2,000.00	-	0%	706.50	35%	(1,293.50)
Medical Service Fees	112,000.00	9,593.36	9%	36,886.52	33%	(75,113.48)
Food Stamps	99,520.00	4,824.78	5%	33,898.47	34%	(65,621.53)
Grants and Contracts						
General Contracts	110,500.00	42.50	0%	16,666.48	15%	(93,833.52)
Treatment Court	82,800.00	27,601.50	33%	34,501.50	42%	(48,298.50)
Federal Probation	4,000.00	-	0%	-	0%	(4,000.00)
County Prevention	243,229.00	-	0%	74,261.62	31%	(168,967.38)
ARPA Capital Construction	387,310.00	-	0%	628,437.20	162%	241,127.20
Miscellaneous Funds						
Reserve	1,000,000.00	-	0%	1,000,000.00	100%	-
Interest Earned	22,000.00	1,278.89	6%	7,027.20	32%	(14,972.80)
Commissary Funds	5,700.00	273.92	5%	2,050.02	36%	(3,649.98)
Miscellaneous	15,000.00	50.00	0%	75,486.67	503%	60,486.67
Total Revenues	\$ 16,289,464.59	\$ 881,678.67	5%	\$ 9,609,899.20	59%	\$ (6,679,565.39)
Total Revenue excluding carryover	\$ 15,289,464.59			\$ 8,609,899.20	56%	

**Southwest Counseling Service
Expenditures FY26**

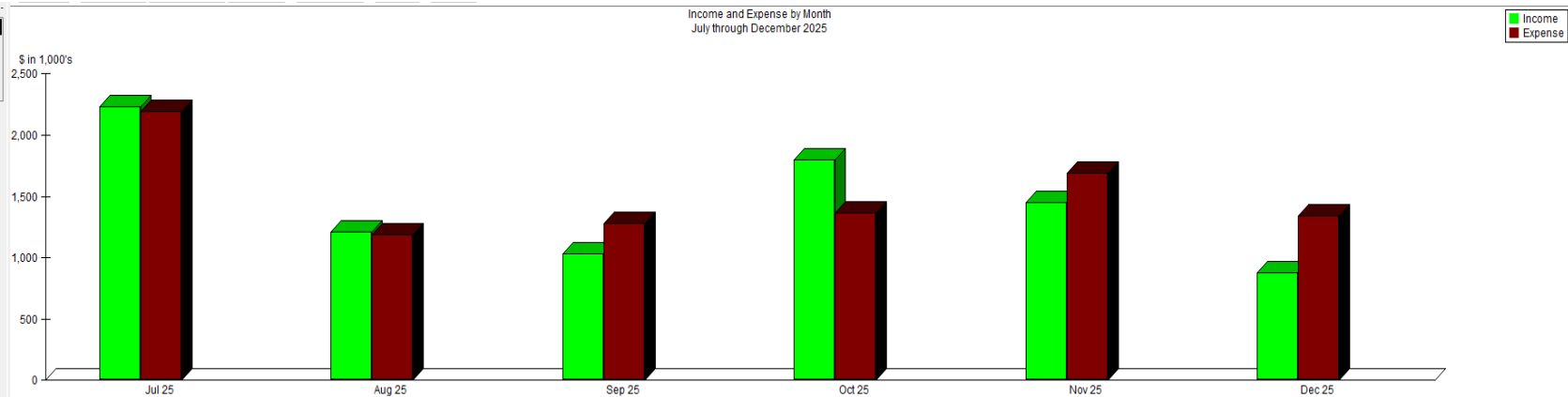
50%

Personnel	FY26 Budget	Dec-25	% Month	YTD	%YTD	Difference
Salaries	\$ 7,615,596.36	\$ 615,514.23	8%	\$ 3,566,274.38	47%	(4,049,321.98)
FICA	582,600.00	40,788.26	7%	255,663.62	44%	(326,936.38)
Wyoming Retirement	1,418,025.00	99,239.21	7%	639,494.56	45%	(778,530.44)
Health Insurance	2,337,134.00	190,212.84	8%	1,140,522.03	49%	(1,196,611.97)
Life Insurance	45,700.00	3,825.76	8%	23,456.86	51%	(22,243.14)
Worker's Compensation	59,000.00	3,850.44	7%	22,119.04	37%	(36,880.96)
Unemployment	32,500.00	-	0%	7,824.01	24%	(24,675.99)
Wellness	13,580.00	515.70	4%	3,166.78	23%	(10,413.22)
Background Check	11,010.00	307.70	3%	3,857.84	35%	(7,152.16)
Contracts	513,000.00	47,905.74	9%	367,639.51	72%	(145,360.49)
Contract- Transitional Grp - Uinta	389,856.40	29,182.64	7%	217,329.96	56%	(172,526.44)
Contract - SIP Uinta County	207,069.41	17,839.86	9%	128,911.33	62%	(78,158.08)
Contract - Sub-Acute Crisis Stabilization	79,583.00	16,195.50	20%	77,598.78	98%	(1,984.22)
Contract - LT Group Home - Uinta	517,643.44	37,647.16	7%	280,550.94	54%	(237,092.50)
Consultation	10,000.00	810.00	8%	7,276.50	73%	(2,723.50)
Recruitment	5,000.00	318.59	6%	3,296.86	66%	(1,703.14)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	12,000.00	570.36	5%	4,914.98	41%	(7,085.02)
Vehicle Fuel	18,000.00	1,296.36	7%	8,632.43	48%	(9,367.57)
Vehicle Maintenance	16,000.00	2,996.64	19%	10,573.28	66%	(5,426.72)
Conference and Seminar Travel	15,000.00	-	0%	13,787.74	92%	(1,212.26)
Training	30,000.00	280.00	1%	5,890.74	20%	(24,109.26)
Operating						
Supplies	120,748.00	5,447.33	5%	42,848.15	35%	(77,899.85)
Food	235,295.00	21,076.11	9%	122,417.62	52%	(112,877.38)
Rent	150,465.00	12,676.00	8%	76,684.64	51%	(73,780.36)
Utilities	192,454.00	17,556.05	9%	108,288.38	56%	(84,165.62)
Insurance- G&P/ Vehicles	135,000.00	45,276.00	34%	98,241.45	73%	(36,758.55)
Advertising	35,500.00	4,186.00	12%	26,978.95	76%	(8,521.05)
Books/Magazines/Video	4,000.00	33.99	1%	4,113.44	103%	113.44
Client/Insurance Refund	3,000.00	-	0%	565.42	19%	(2,434.58)
Computer Hardware	3,000.00	177.49	6%	27,673.33	922%	24,673.33
Computer Software	205,505.00	14,339.24	7%	321,148.44	156%	115,643.44
Computer Maintenance	10,000.00	625.00	6%	2,954.15	30%	(7,045.85)
Computer Communication	35,000.00	3,362.20	10%	22,569.11	64%	(12,430.89)
Equipment	50,000.00	(373.97)	-1%	3,037.42	6%	(46,962.58)
Leased Equipment	50,000.00	3,899.52	8%	24,152.86	48%	(25,847.14)
Maintenance	96,000.00	2,556.12	3%	36,827.39	38%	(59,172.61)
Postage	10,000.00	68.16	1%	3,456.86	35%	(6,543.14)
Cleaning Supplies	13,375.00	999.83	7%	8,057.78	60%	(5,317.22)
Telephone	74,000.00	4,727.22	6%	75,436.53	102%	1,436.53
Testing and Materials	6,000.00	403.13	7%	3,469.01	58%	(2,530.99)
Drug Testing	25,000.00	2,305.63	9%	12,125.62	49%	(12,874.38)
Client Medical	65,000.00	910.00	1%	20,171.00	31%	(44,829.00)
Client Rx	20,000.00	6,706.35	34%	43,245.28	216%	23,245.28
APRN Medical Lab Fees	15,000.00	1,120.88	7%	5,938.88	40%	(9,061.12)
Recreation	3,850.00	226.56	6%	1,311.67	34%	(2,538.33)
Membership Dues	30,000.00	-	0%	35,545.00	118%	5,545.00
Collection Agency	2,000.00	-	0%	18.60	1%	(1,981.40)
CARF	3,000.00	-	0%	334.96	11%	(2,665.04)
MH Quality of Life						
Medical	60,530.00	4,317.81	7%	23,267.52	38%	(37,262.48)
Emergency Subsistence	6,700.00	213.12	3%	2,984.08	45%	(3,715.92)
RX	15,000.00	1,253.46	8%	10,815.41	72%	(4,184.59)
Housing	5,100.00	824.36	16%	3,164.10	62%	(1,935.90)
Transportation	15,400.00	40.00	0%	1,019.38	7%	(14,380.62)
Regional Quality of Life						
Regional Quality of Life	23,680.00	2,886.08	12%	13,654.27	58%	(10,025.73)
Miscellaneous Expenses						
Finance Charge	2,000.00	79.93	4%	79.93	4%	(1,920.07)
Credit Card Fees	20,000.00	2,548.04	13%	5,926.18	30%	(14,073.82)

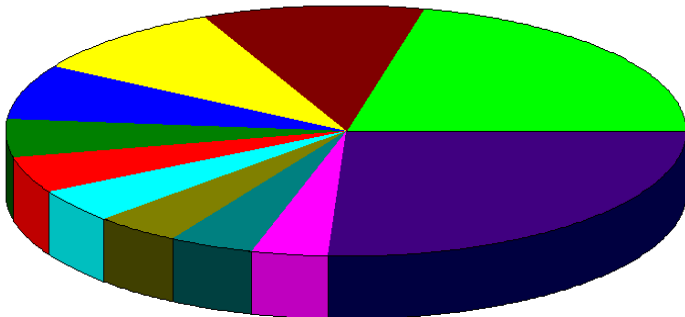
Other Expenses	32,255.00	2,480.67	8%	12,704.82	39%	(19,550.18)
Debt Service/Capital Maintenance						
Capital	200,000.00		0%	36,630.20	18%	(163,369.80)
ARPA Funding Capital Projects	387,310.00	69,548.55	18%	1,035,892.26	267%	648,582.26
Total Expenses	\$ 16,289,464.61	\$ 1,341,793.85	8%	\$ 9,062,532.26	56%	(7,226,932.35)

July 2025 – December 2025

Income Graph



Income Summary
July through December 2025



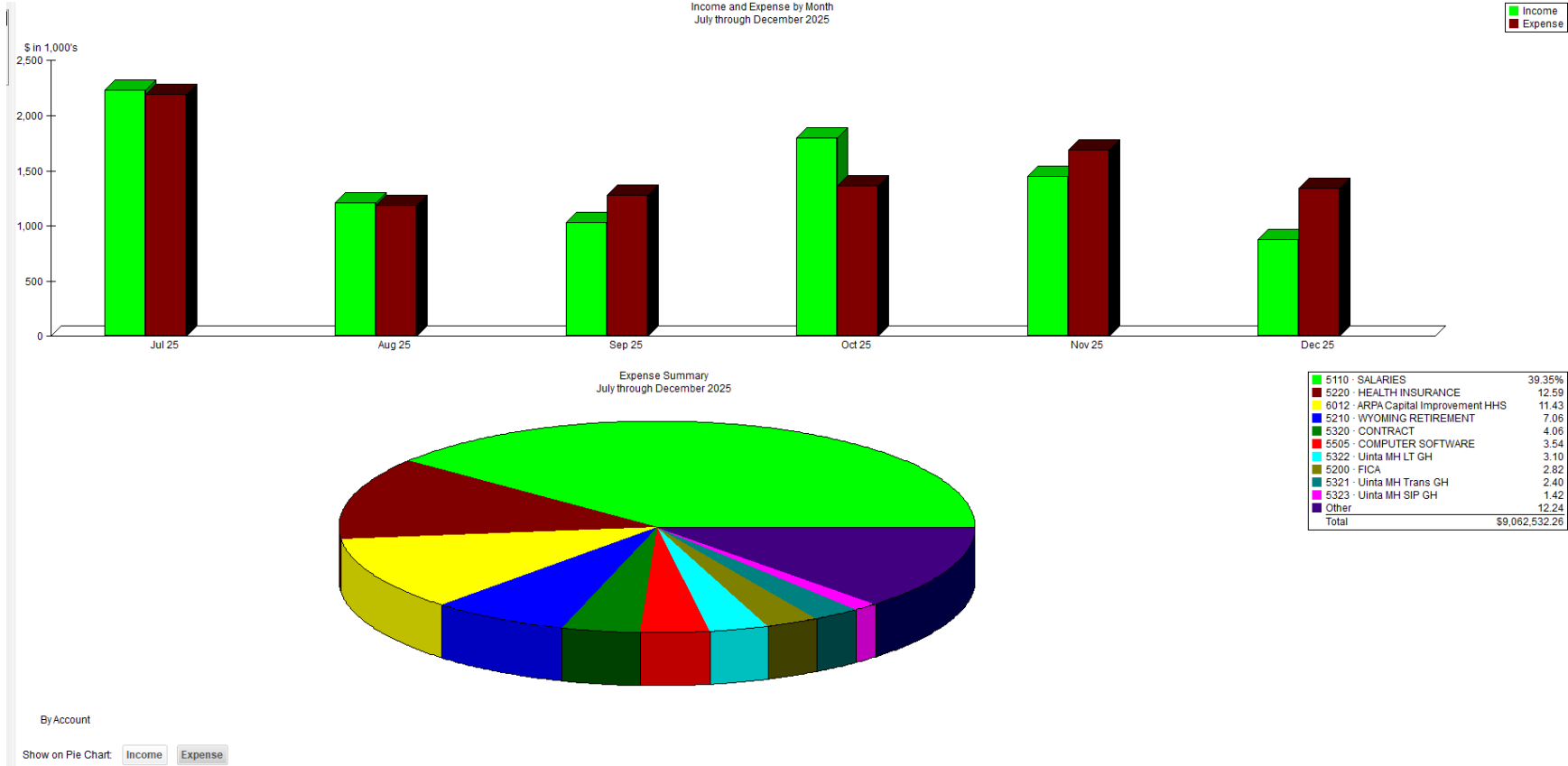
4140 - SA - State Residential	21.41%
4176 - MH - State Residential	10.58
4177 - MH - State Outpatient	9.68
4172 - ARPA Capital Construction HHS	7.30
4179 - UINTA - MH Long Term GH	5.05
4170 - CCBHC Grant	4.75
4410 - COUNTY REVENUE	4.41
4178 - UINTA - MH Transitional GH	4.22
4020 - INSURANCE	4.14
4141 - SA - State Outpatient	3.68
Other	24.79
Total	\$8,609,899.20

By Account

Show on Pie Chart: Income Expense

July 2025 – December 2025

Expense Graph



Southwest Counseling Service

58%

Revenues FY26

State Contracts	FY26 Budget	Jan-26	% Month	YTD	%YTD	Difference
Outpatient Services						
MH - Outpatient	\$ 1,038,642.78	\$ 130,153.51	13%	\$ 885,141.36	85%	\$ (153,501.42)
MH - CARF	14,015.00	1,213.57	9%	7,702.51	55%	(6,312.49)
MH- Direct Care Salaries	182,343.00	28,297.80	16%	189,122.44	104%	6,779.44
MH- Emergency Services	29,218.00	3,663.84	13%	12,516.88	43%	(16,701.12)
MH- Regional Med. Management	133,729.00	11,579.69	9%	52,099.59	39%	(81,629.41)
MH- Regional Nursing Support	41,291.00	3,575.41	9%	16,086.57	39%	(25,204.43)
MH- Regional Early Intervention	53,302.00	4,615.46	9%	20,765.96	39%	(32,536.04)
MH- ESMI	62,387.73	6,134.47	10%	38,449.04	62%	(23,938.69)
MH- Jail Based Services	50,000.00	5,816.73	12%	34,726.31	69%	(15,273.69)
SA - Outpatient	606,870.00	47,237.28	8%	364,027.21	60%	(242,842.79)
SA- Direct Care Salaries	313,899.00	21,442.97	7%	162,013.94	52%	(151,885.06)
SA - CARF	6,100.00	347.49	6%	2,634.29	43%	(3,465.71)
SA - HB 308	454,450.00	25,888.34	6%	196,255.29	43%	(258,194.71)
MH & SA- Peer Specialist	90,000.00	6,460.08	7%	44,164.98	49%	(45,835.02)
CCRS	208,800.00	18,080.15	9%	114,754.62	55%	(94,045.38)
MH - LT Group Home -Sweetwater	632,675.31	51,130.47	8%	352,325.66	56%	(280,349.65)
MH - LT Group Home - Uinta	517,643.44	64,595.10	12%	499,342.28	96%	(18,301.16)
SOR- Medication Assisted Treatment	483,000.00	212,450.00	44%	470,695.89	97%	(12,304.11)
MH Crisis Intervention/Sub-Acute Residential	367,046.00	43,050.00	12%	163,900.00	45%	(203,146.00)
CCBHC						
CCBHC	1,500,000.00	-	0%	408,787.00	27%	(1,091,213.00)
Regional Services - MH						
MH- Transitional Grp - Sweetwater	438,588.46	50,942.75	12%	320,357.27	73%	(118,231.19)
MH - SIP- Sweetwater	155,302.06	17,696.46	11%	112,410.33	72%	(42,891.73)
MH- SIP- Uinta County	207,069.41	30,702.82	15%	232,846.23	112%	25,776.82
MH- Transitional Grp - Uinta	389,856.40	59,792.37	15%	422,712.72	108%	32,856.32
MH -Sub-Acute Crisis Residential	397,917.00	13,237.84	3%	258,497.22	65%	(139,419.78)
MH -Sub-Acute Crisis Residential Uinta	79,583.00	21,263.49	27%	152,969.76	192%	73,386.76
Regional Services - SA						
SA - Residential	2,241,069.28	197,762.66	9%	1,585,563.52	71%	(655,505.76)
SA- Residential Women and Children	703,347.15	44,993.72	6%	268,677.05	38%	(434,670.10)
SA- Transitional (SL)	199,290.49	21,598.74	11%	179,666.41	90%	(19,624.08)
SA- Detox	136,417.08	9,147.55	7%	83,318.86	61%	(53,098.22)
SA- MAT Detox Residential	75,313.00	80,878.00	107%	113,897.00	151%	38,584.00
Quality of Life						
MH - Quality of Life	102,730.00	5,780.00	6%	62,868.13	61%	(39,861.87)
SA- Quality of Life	23,680.00	1,429.00	6%	19,416.00	82%	(4,264.00)
General Funds						
County	600,000.00	50,000.00	8%	430,000.00	72%	(170,000.00)
Client Fees	370,000.00	19,311.89	5%	129,691.17	35%	(240,308.83)
Insurance	631,305.00	63,848.18	10%	420,002.58	67%	(211,302.42)
Medicaid	557,825.00	26,062.69	5%	219,962.03	39%	(337,862.97)
Medicare	44,325.00	1,810.37	4%	38,525.81	87%	(5,799.19)
EAP	61,375.00	1,891.33	3%	16,965.33	28%	(44,409.67)
DFS	5,000.00	-	0%	-	0%	(5,000.00)
DVR/DDS	2,000.00	-	0%	706.50	35%	(1,293.50)
Medical Service Fees	112,000.00	2,021.34	2%	38,907.86	35%	(73,092.14)
Food Stamps	99,520.00	5,034.79	5%	38,933.26	39%	(60,586.74)
Grants and Contracts						
General Contracts	110,500.00	170.50	0%	16,836.98	15%	(93,663.02)
Treatment Court	82,800.00	-	0%	34,501.50	42%	(48,298.50)
Federal Probation	4,000.00	-	0%	-	0%	(4,000.00)
County Prevention	243,229.00	18,798.34	8%	93,059.96	38%	(150,169.04)
ARPA Capital Construction	387,310.00	-	0%	628,437.20	162%	241,127.20
Miscellaneous Funds						
Reserve	1,000,000.00	-	0%	1,000,000.00	100%	-
Interest Earned	22,000.00	910.49	4%	7,937.69	36%	(14,062.31)
Commissary Funds	5,700.00	571.50	10%	2,621.52	46%	(3,078.48)
Miscellaneous	15,000.00	50.00	0%	75,536.67	504%	60,536.67
Total Revenues	\$ 16,289,464.59	\$ 1,431,439.18	9%	\$ 11,041,338.38	68%	\$ (5,248,126.21)
Total Revenue excluding carryover	\$ 15,289,464.59			\$ 10,041,338.38	66%	

**Southwest Counseling Service
Expenditures FY26**

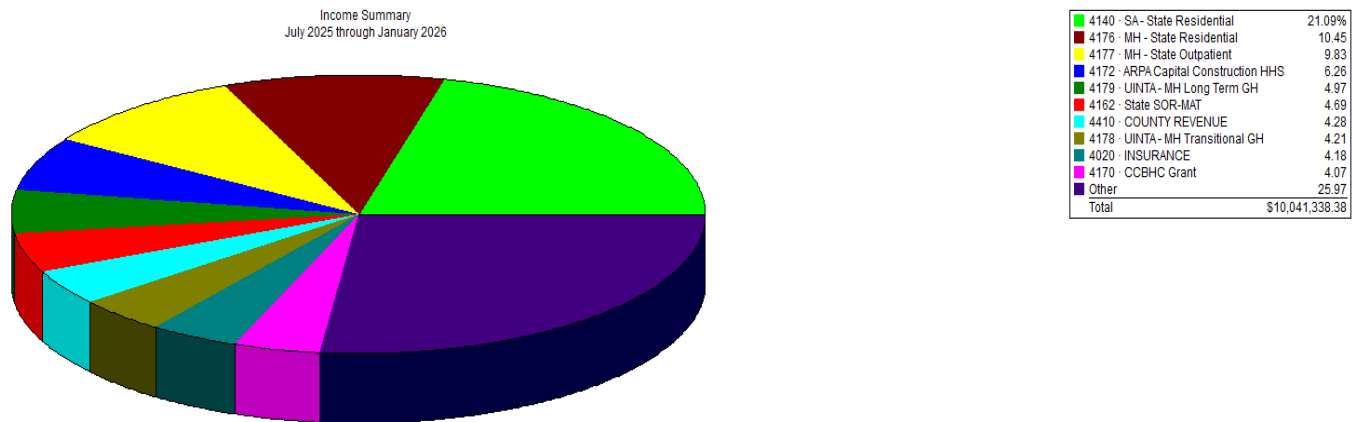
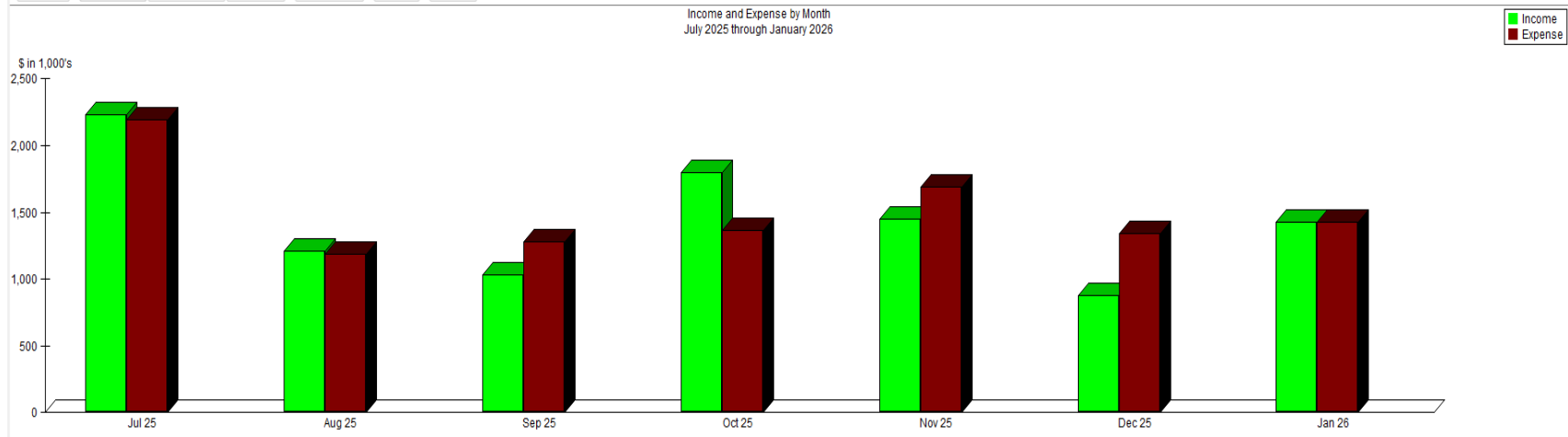
58%

Personnel	FY26 Budget	Jan-26	% Month	YTD	%YTD	Difference
Salaries	\$ 7,615,596.36	\$ 627,758.26	8%	\$ 4,194,032.64	55%	(3,421,563.72)
FICA	582,600.00	45,769.98	8%	301,433.60	52%	(281,166.40)
Wyoming Retirement	1,418,025.00	112,797.00	8%	752,291.56	53%	(665,733.44)
Health Insurance	2,337,134.00	197,526.70	8%	1,338,048.73	57%	(999,085.27)
Life Insurance	45,700.00	3,839.49	8%	27,296.35	60%	(18,403.65)
Worker's Compensation	59,000.00	3,856.80	7%	25,975.84	44%	(33,024.16)
Unemployment	32,500.00	6,031.35	19%	13,855.36	43%	(18,644.64)
Wellness	13,580.00	511.88	4%	3,678.66	27%	(9,901.34)
Background Check	11,010.00	652.95	6%	4,510.79	41%	(6,499.21)
Contracts	513,000.00	45,956.05	9%	413,595.56	81%	(99,404.44)
Contract- Transitional Grp - Uinta	389,856.40	80,776.68	21%	298,106.64	76%	(91,749.76)
Contract - SIP Uinta County	207,069.41	56,540.40	27%	185,451.73	90%	(21,617.68)
Contract - Sub-Acute Crisis Stabilization	79,583.00	25,001.22	31%	102,600.00	129%	23,017.00
Contract - LT Group Home - Uinta	517,643.44	61,977.52	12%	342,528.46	66%	(175,114.98)
Consultation	10,000.00	2,362.50	24%	9,639.00	96%	(361.00)
Recruitment	5,000.00	429.95	9%	3,726.81	75%	(1,273.19)
Travel/Vehicle Expenses						
Travel-Mileage Reimbursement	12,000.00	822.64	7%	5,737.62	48%	(6,262.38)
Vehicle Fuel	18,000.00	1,413.05	8%	10,045.48	56%	(7,954.52)
Vehicle Maintenance	16,000.00	3,128.19	20%	13,701.47	86%	(2,298.53)
Conference and Seminar Travel	15,000.00		0%	13,787.74	92%	(1,212.26)
Training	30,000.00	2,801.94	9%	8,692.68	29%	(21,307.32)
Operating						
Supplies	120,748.00	9,376.84	8%	52,224.99	43%	(68,523.01)
Food	235,295.00	19,047.74	8%	141,465.36	60%	(93,829.64)
Rent	150,465.00	12,676.00	8%	89,360.64	59%	(61,104.36)
Utilities	192,454.00	16,508.88	9%	124,797.26	65%	(67,656.74)
Insurance- G&P/ Vehicles	135,000.00	16,760.85	12%	115,002.30	85%	(19,997.70)
Advertising	35,500.00	7,937.57	22%	34,916.52	98%	(583.48)
Books/Magazines/Video	4,000.00	33.99	1%	4,147.43	104%	147.43
Client/Insurance Refund	3,000.00	160.00	5%	725.42	24%	(2,274.58)
Computer Hardware	3,000.00	579.00	19%	28,252.33	942%	25,252.33
Computer Software	205,505.00	12,297.03	6%	333,445.47	162%	127,940.47
Computer Maintenance	10,000.00	1,042.70	10%	3,996.85	40%	(6,003.15)
Computer Communication	35,000.00	3,362.20	10%	25,931.31	74%	(9,068.69)
Equipment	50,000.00		0%	3,037.42	6%	(46,962.58)
Leased Equipment	50,000.00	5,328.05	11%	29,480.91	59%	(20,519.09)
Maintenance	96,000.00	2,211.38	2%	39,038.77	41%	(56,961.23)
Postage	10,000.00	1,082.53	11%	4,539.39	45%	(5,460.61)
Cleaning Supplies	13,375.00	758.13	6%	8,815.91	66%	(4,559.09)
Telephone	74,000.00	14,012.21	19%	89,448.74	121%	15,448.74
Testing and Materials	6,000.00	1,505.00	25%	4,974.01	83%	(1,025.99)
Drug Testing	25,000.00	1,547.51	6%	13,673.13	55%	(11,326.87)
Client Medical	65,000.00	6,022.50	9%	26,193.50	40%	(38,806.50)
Client Rx	20,000.00	7,434.15	37%	50,679.43	253%	30,679.43
APRN Medical Lab Fees	15,000.00	1,288.78	9%	7,227.66	48%	(7,772.34)
Recreation	3,850.00	240.47	6%	1,552.14	40%	(2,297.86)
Membership Dues	30,000.00	550.00	2%	36,095.00	120%	6,095.00
Collection Agency	2,000.00	-	0%	18.60	1%	(1,981.40)
CARF	3,000.00	-	0%	334.96	11%	(2,665.04)
MH Quality of Life						
Medical	60,530.00	3,661.08	6%	26,928.60	44%	(33,601.40)
Emergency Subsistence	6,700.00	196.18	3%	3,180.26	47%	(3,519.74)
RX	15,000.00	1,539.32	10%	12,354.73	82%	(2,645.27)
Housing	5,100.00	94.00	2%	3,258.10	64%	(1,841.90)
Transportation	15,400.00	125.00	1%	1,144.38	7%	(14,255.62)
Regional Quality of Life						
Regional Quality of Life	23,680.00	409.62	2%	14,063.89	59%	(9,616.11)
Miscellaneous Expenses						
Finance Charge	2,000.00		0%	79.93	4%	(1,920.07)
Credit Card Fees	20,000.00	619.03	3%	6,545.21	33%	(13,454.79)

Other Expenses	32,255.00	2,146.00	7%	14,850.82	46%	(17,404.18)
Debt Service/Capital Maintenance						
Capital	200,000.00	-	0%	36,630.20	18%	(163,369.80)
ARPA Funding Capital Projects	387,310.00	-	0%	1,035,892.26	267%	648,582.26
Total Expenses	\$ 16,289,464.61	\$ 1,430,508.29	9%	\$ 10,493,040.55	64%	(5,796,424.06)

July 2025 – January 2026

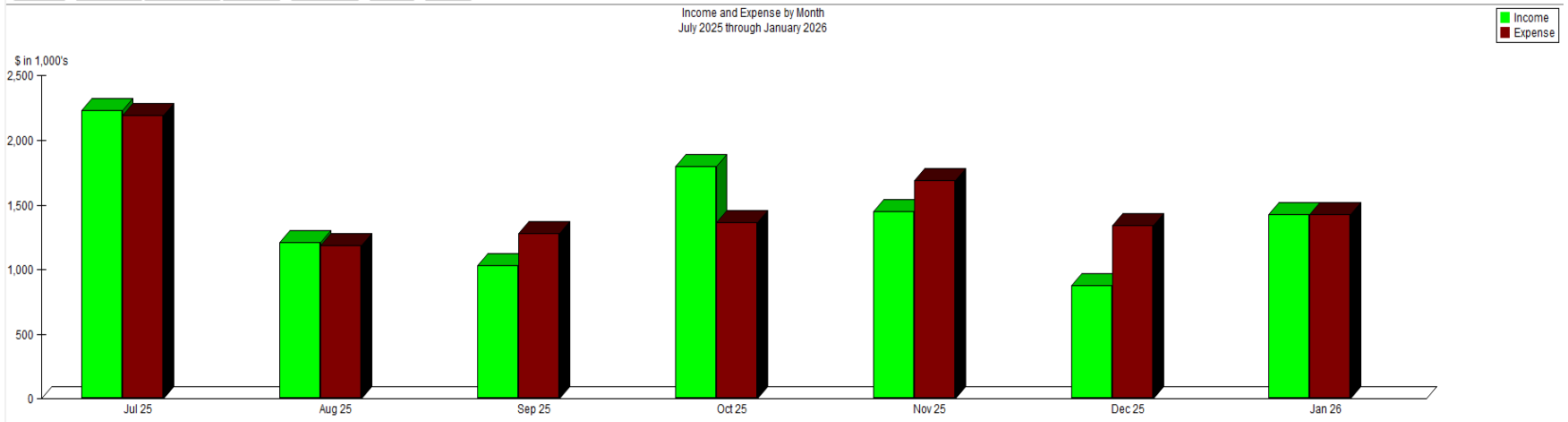
Income Graph



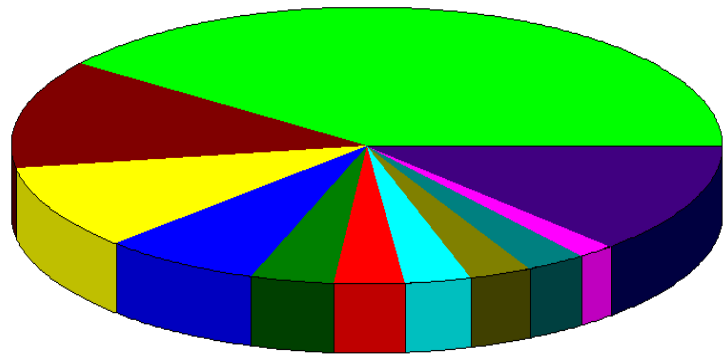
By Account
 Show on Pie Chart:

July 2025 – January 2026

Expense Graph



Expense Summary
July 2025 through January 2026



5110 - SALARIES	39.97%
5220 - HEALTH INSURANCE	12.75
6012 - ARPA Capital Improvement HHS	9.87
5210 - WYOMING RETIREMENT	7.17
5320 - CONTRACT	3.94
5322 - Uinta MH LT GH	3.26
5505 - COMPUTER SOFTWARE	3.18
5200 - FICA	2.87
5321 - Uinta MH Trans GH	2.84
5323 - Uinta MH SIP GH	1.77
Other	12.37
Total	\$10,493,040.55

By Account

Show on Pie Chart:

**Southwest Counseling Service
January 2026 Check Register**

Check No.	Vendor	Program	Check Amt.	Description
WIRE010226	WEX Bank	Continental, Independence, Transitions, WAP, Duran, TC, Century, Admin., Bridges, Crisis, Detox, Child & Adol.	\$ 1,413.05	RSNB ACH - WIRE 010226 Fuel for SCS vehicles
119119	AdTel International, Inc.	TC, Mental Health	\$ 855.00	Software & Support License, qty: 1; Software & Support Additional Loc., qty: 2; Full Time Monthly Provider, qty: 12; Part Time Monthly Provider, qty: 5; Surveys, qty: 1; 10 DLC Monthly Compliance, qty: 1
119120	All West Communications	Independence, WAP, Century, Transitions, Crisis, Detox, Duran	\$ 1,998.25	Business internet service 01/01/26-01/31/2026
119121	Amazon	Bridges, Sober Living, Administration, Crisis, Detox, Independence, Transitions, Continental, Century, Duran, WAP, TC, Mental Health, TC	\$ 4,376.64	Nicotine Patches; Nicotine Gum for clients; Paper supplies for the houses; Cleaning supplies for the houses; Plastic Pill organizers; Lobby decor, picture frames; Dryer timer for sober living apt; Kitchen rugs for Ankeny; Feminine hygiene products; incontinence products for clients; post it notes; batteries for buildings; sharpies; exam gloves; indoor security alarm; motion sensor alarm; USB adapter; water leak detector; Office chairs Qty 2; backpacks for clients qty 100; electric pencil sharpener; black pens; packing tape; Calendar for office;
119122	Century Link	TC, Recovery	\$ 5,636.64	Monthly telephone service
119123	CenturyLink Business Services - Lumen	Mental Health	\$ 132.16	Business IP, data, and voice service
119124	Copier & Supply Company, Inc.	Admin., Bridges, Mental Health, TC, Recovery	1,853.88	Contract base rate charges for SAVIN/MP copiers
119125	LocumTenens	Psyciatric	\$ 1,920.36	Professional services rendered, 12/16-12/23
119126	McKesson Medical-Surgical, Inc.	Medical	\$ 248.46	Syringes; bandages; blood collection tubes; Xylocaine; ppd Aplisol
119127	Nicholas & Company	Century, Duran, WAP, Bridges TC, Mental Health, Transitions, Continental, Independence	\$ 6,193.53	Food and Paper Supplies for residential clients
119128	Pain Care Centers	4-SOR-MAT, QOL	5,999.00	MAT services for clients. Paid for by MAT & QOL grant

**Southwest Counseling Service
January 2026 Check Register**

119129	Philadelphia Insurance Companies	Admin	\$ 16,760.85	Substance Abuse Rehabilitation Umbrella Policy 25% down 11/18/25-11/18/26; Cyberliability Policy 25% down 11/18/25-11/18/26; Substance Abuse Rehabilitation Facilities Package Policy 25% down 11/18/25-11/18/26
119130	Pioneer Counseling	Admin	\$ 121,754.01	November bed days; December 1/11th payment; Nov Outcomes; Oct Outcomes
119131	Pitney Bowes Purchase Power	TC, Recovery	502.25	Meter refill- SN-0378038
119132	US Bank	Tc, Mental Health	1,869.68	Leased copy/printers
119133	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical, Emergency, Independence, Duran, WAP, Continental, Transitions	\$ 842.09	Residential homes, agency phones, and notebook line access monthly charges- 11/16-12/15/2025
119134	Insurance Information Exchange	Independence, Century, Mental Health, Recovery, TC, Duran, Transitions, WAP	\$ 199.95	Motor vehicle reports 12/1-12/31/2025
119135	Western Star Communications LLC	Mental Health, TC	\$ 268.50	Business answering service and transaction usage
119136	White Mountain Water & Sewer District	WAP, Duran	\$ 206.84	Water and sewer reading from 11/17- 12/16/2025
119137	Wyo Waste	Mental Health, Duran, WAP, Child & Adol., TC, Recovery, Bridges, Medical, Century	\$ 2,500.25	Monthly waste collection 01/01/26-01/31/26
119138	Petty Cash	QOL, Bridges, Continental, Independence, Transitions, Administrative	\$ 600.06	Client transportation covered under QOL grant; food and recreation for Bridges clients; Headlight, Vape for client
119139	All West Communications	Continental, Mental Health, WAP, Century, Sober Living, TC, Recovery, Transitions, Crisis, Detox, Independence; Child & Adol.	\$ 1,363.95	Business internet service 01/01/26-01/31/2026

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119140	First Bankcard	QOL, TC, Admin., Century, Duran, Recovery, SA QOL, Crisis, Detox, Crisis Continuum, Prevention, 4SOR-MAT,	\$ 11,628.26	Client Rx, Client Medical, and emergency substance covered under QOL grant; CPR training for 7 staff; filing cabinet lock and key; postage; furniture sliders; Dell monitor; fire alarm panel and pull keys; pressure gauges for boiler room; bedding; transportation of client from Utah to RS; stamps for client's Christmas cards; food for suicide prevention; Meta Facebook advertising; client Rx covered under MAT grant; TC-Mart supplies; computer software subscriptions for public relations; recruitment; backgrounds for potential employees; Casper Star Tribune subscription; Intuit Checks and Forms, Billing Subscription to Utah Health Information,
119141	Home Depot	Admin, WAP,	\$ 190.73	Multi Purpose Bulk foam Qty 2; Command Picture Hangers Qty 1; GFCI, Galv hanger strap, Perry Metal WP Qty 1; Sink drain Qty 1, Cantex Old work Qty 1; Command Strips Qty 1, Folding Sharpner Qty 1, Torq Wrench Qty 1, Multi Tool Qty 1
119142	RMP- Rocky Mountain Power	Century, Mental Health, Child & Adol., Duran, WAP, Transitions, Sober Living, SIP, Continental, Crisis, Crisis Continuum, Detox, Independence, TC, Recovery, Bridges, Medical	\$ 3,751.52	Monthly energy and power readings
119143	Century Link	Mental Health, Bridges, Medical, TC, Recovery,	\$ 263.92	Monthly telephone service
119144	Century Link Business	Bridges, Mental Health	\$ 3,154.76	Monthly telephone service
119145	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	\$ 3,206.45	Monthly water and sewer readings 10/24-11/24/25
119146	VLCM	Admin	\$ 1,919.91	Microsoft 365 monthly licensing- 10/1-10/31/25, qty: 153; Microsoft Entra P1 NCE for 10/1-10/31/25, qty: 2

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119147	Enbridge Gas	WAP, Century, Child & Adol., Duran, Mental Health, Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin	\$ 6,190.44	Monthly gas service
119148	High Security Lock & Alarm	Duran	\$ 832.00	Key Copies made, RLX81 Qty 3, SFIC Qty 3, SFIC A Key Qty 15, R20 2 3/8 BS Qty 3
119149	Daily Rocket Miner	Bridges, Mental Health	\$ 317.60	Annual subscription renewal; Bi Annual Subscription renewal
119150	Top-Tech Auto Services	Bridges	\$ 336.80	Vehicle Maintenance on 2018 Chevrolet Equinox VIN 78550, repaired left blinker.
119151	Whisler Chevrolet	TC	\$ 2,720.42	Vehicle Maintenance on 2010 Chevrolet Express VIN 57308, Replace seat belt, replace brake booster lines, perform brake flush, perform rear differential service, replace lower ball joints
119152	WyoData Security Inc.	TC, Recovery, Mental Health, Bridges	\$ 420.00	Confidential paper collection and disposal, 2 Hard drive destruction
119153	Wyoming Department of Health	Medical	\$ 956.00	Client Lab fees rendered 12/01-12/24/25
119154	Optum Insight	Admin	\$ 96.87	EDI Claims December; Electronic Remittance November Claims, November Claims 0, Minimum Fee
119155	Netsmart Technologies, Inc.	Admin	\$ 4,666.67	Avatar Professional Services: Order Console Setup & myAvatar NX upgrade
119156	Nicholas & Company	Century, Duran, WAP, Bridges, Mental Health, TC, Recovery	\$ 4,881.67	Food and supplies for residential clients
119157	Pitney Bowes Global Financial Services LLC	TC, Recovery	\$ 561.40	Meter refill- SN-0378038
119158	Quill Corporation	Admin	\$ 1,042.70	HP 37Y Black Toner Qty 2
119159	University of Utah	Psychiatric	\$ 7,611.25	Services Rendered from 11/3-11/25/25
119160	McKesson Medical-Surgical, Inc.	Medical	\$ 434.73	Bunion Shield Qty 2; Wastebasket Qty 1; Adhesive Liquid Bandage Qty 1, Probe Cover Tympanic Qty 5, Table Paper Qty 1
119161	LocumTenens	Psychiatric	\$ 3,520.66	Services Rendered from 12/29-12/31/25
119162	Green River Chamber	Admin	\$ 200.00	Annual Membership Dues

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119163	Green River Star	Admin	\$ 386.00	Health & fitness advertisement; Affidavit of Publication regarding ARPA-1131 Final Settlement, ARPA-1134 Final Settlement, December Board Meeting
119164	JM Electrical Services	WAP	\$ 252.00	12/03/2025 - Troubleshoot Washakie House, not heating. Cleaned plugged boiler.
119165	Farmers Brothers	TC, Recovery	\$ 753.18	House blend coffee, qty: 6;
119166	Ethos Leadership Group LLC	Admin	\$ 3,000.00	Professional Services January Contract payment
119167	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	\$ 776.90	Office rugs maintenance
119168	The BI Collaborative	Admin	\$ 300.00	BI Platform Modules- Finance & Azure monthly subscription
119169	Altitude Analysis	TC, Admin	\$ 335.00	Background testing for potential employees
119170	Change Companies	Recovery	\$ 1,505.00	Materials for Outpatient Clients - Getting Started Qty 50, Into Action Qty 50, My personal journal Qty 100, Looking Within Qty 50
119171	LocumTenens	Psychiatric	\$ 8,161.52	Services Rendered from 12/22/25-1/8/26
119172	Coal Creek Law	Admin	\$ 2,362.50	Professional Services Rendered 12/03-12/18/25
119173	Swan-Smith, Patricia	Recovery	\$ 465.30	Contract services rendered 12/16-12/31/25
119174	Hagemann, Andrew	CCBHC, 4-SOR-MAT	\$ 4,410.00	Contractual Project Evaluator for CCBHC grant (Dates rendered 12/1-12/28/25)
119175	Reece, Sidney	Admin	\$ 3,979.00	Contractual employee
119176	US Bank	TC, Mental Health	\$ 1,604.49	Contract 500-0689376-000 Leased Copy Printers
119177	Upslope Media	Admin	\$ 3,780.00	Star Stadium 11 Subscription starting 2/1/26, Annual Renewal
119178	Silver Ridge Village	SIP	\$ 7,004.52	February rent; December utilities
119179	Redwood Toxicology Laboratory, Inc.	Recovery	\$ 467.51	Outpatient drug testing 12/3-12/31/25
119180	Stacy Frint	Admin	\$ 1,198.75	Contractual services for payroll; 12/8-12/14 and 12/15-12/21/25 Services Rendered
119181	Smiths	4-SOR-MAT, QOL, SA-QOL, Duran, WAP, Century	\$ 6,496.05	Client Rx covered under MAT grant; client Rx covered under QOL grant

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119182	Wal-Mart	Bridges, Duran, Crisis, Crisis Continuum, Detox, WAP, Transitions, TC, Independence, Century, Child & Adol., QOL, Prevention	\$ 10,643.49	Food; paper supplies; cleaning supplies; Chritmas Stocking Stuffers for clients; NRT replacement for Prevention; Prescriptions for clients; Carpet cleaning solution; Tshirt and PJ pants for clients Christmas gifts; Coffee pot for Duran; Bath Caddy, Toilet Brushes; Mop buckets; Mop Refills; Brooms, Dust Pans; bathrug; Glue gun; Glue sticks; Splatter guard for microwave; Salt and Pepper Shakers
119183	All Pro Storage	Admin	\$ 270.00	Monthly storage for units A-8, A-10, & C-3
119184	Shadow Ridge	Sober Living	\$ 5,800.00	Febuary rent for recovery clients
119185	SCS	QOL, SA-QOL	\$ 2,922.10	Client medical fees covered by QOL grant
119186	SCS	4-SOR-MAT	\$ 1,323.50	Client medical fess covered by MAT grant
119187	Brown, Rhonda	TC	\$ 137.92	Employee reimbursements
119188	Coon, Olivia	Admin	\$ 11.67	Employee reimbursements
119189	Eardley, Mindy	Recovery	\$ 63.00	Employee reimbursements
119190	Grenier, Dana	Medical	\$ 40.00	Employee reimbursements
119191	Jordon, Brooke	Medical	\$ 30.76	Employee reimbursements
119192	Miller, Samantha	Child & Adol.	\$ 41.16	Employee reimbursements
119193	Norton, Krystle	Recovery	\$ 121.47	Employee reimbursements
119194	Pate, Shawneen	Recovery	\$ 55.51	Employee reimbursements
119195	Robbins, Elisa	Mental Health	\$ 53.90	Employee reimbursements
119196	Schmid-Pizzato, Laura	TC	\$ 40.00	Employee reimbursements
119197	Scott, Julie	Mental Health	\$ 14.37	Employee reimbursements
119198	Swanson, Stephanie	Recovery	\$ 96.79	Employee reimbursements
119199	Wray-Marchetti, Melissa	Admin	\$ 40.00	Employee reimbursements
119200	Gomez, Janell	Mental Health	\$ 35.62	Employee reimbursements
119201	Haney, Shaelyn	Prevention	\$ 25.60	Employee reimbursements
119202	Hunter Family Medical Clinic, P.C.	Medical	\$ 332.78	Client lab fees
119203	Diodati Duran, Cynthia	Mental Health	\$ 151.20	Employee reimbursements
119204	Gilmore, Stephani	TC	\$ 63.67	Employee reimbursements
119205	Michal Love	Child & Adol.	\$ 40.00	Employee reimbursements
119206	CDW Government, Inc	Admin	\$ 1,339.22	Renewal for Veritas System

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119207	Blomquist Hale Consulting	Personnel	\$ 511.88	Wellness/EAP
119208	Sweetwater County Section 125	Payroll Deduction	\$ 5,526.75	Payroll Liability
119209	Empower Trust Company, LLC	Payroll Deduction	\$ 4,080.00	Payroll Liability
119210	Goldman Sachs 529 Plan	Payroll Deduction	\$ 2,000.00	Payroll Liability
119211	NCPERS Wyoming	Payroll Deduction	\$ 192.00	Payroll Liability
119212	Wyoming Retirement System	Personnel	\$ 112,797.00	Payroll Liability
119213	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	\$ 3,511.99	Payroll Liability
119214	Sweetwater County Claim Fund	Personnel and Payroll Deductions	\$ 222,701.24	Payroll Liability
119215	Transamerica	Personnel	\$ 1,852.20	Group Life Insurance
119216	Aflac Group	Payroll Deduction	\$ 1,906.95	Payroll Liability
119217	Circuit Court Third Judicial District	Payroll Deduction	\$ 405.94	Payroll Liability
119218	Circuit Court Third Judicial District	Payroll Deduction	\$ 369.33	Payroll Liability
ACH	WY Dept. of Workforce Services	Personnel	6,031.35	Unemployment insurance payment
ACH	Aspire	Payroll Deduction	\$ 5,500.00	Payroll Liability
EFTPS	RSNB	Personnel and Payroll Deductions	\$ 146,490.77	Payroll Taxes
400128-400130 & Electronic	Salaries	Payroll	\$ 484,214.06	Salaries
119219	AdTel International, Inc.	TC, Mental Health	\$ 875.00	Software & Support License, qty: 1; Software & Support Additional Loc., qty: 2; Full Time Monthly Provider, qty: 12; Part Time Monthly Provider, qty: 5; Surveys, qty: 1; 10 DLC Monthly Compliance, qty: 1
119220	Castle Cleaning Inc	Mental Health, TC, Recovery, Bridges, Medical	\$ 3,977.50	Cleaning services for 1/01-1/15/26
119221	Century Link	TC, Recovery	\$ 131.96	Monthly telephone service
119222	CenturyLink Business Services - Lumen	Mental Health	\$ 2,484.06	Business IP, data, and voice service
119223	Electronic Network System- Optum	Admin	\$ 96.87	EDI Claims; Remittance Advice
119224	Lee Hall	SIP	\$ 160.00	Client Refund Check
119225	LocumTenens	Psychiatric	9,201.71	Professional services rendered, 1/15-1/22/26

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119226	Memorial Hospital of Sweetwater County	Emergency Services	\$ 350.00	Annual Membership Dues
119227	Quill LLC	Admin	\$ 326.50	Computer Software: Acrobat Classic Qty: 1
119228	Verizon Wireless	Mental Health, Admin., Child & Adol., Recovery, TC, Bridges, Medical, Emergency, Independence, Duran, WAP, Continental, Transitions	\$ 858.12	Residential homes, agency phones, and notebook line access monthly charges- 12/16/25-1/15/26
119229	White Mountain Water & Sewer District	WAP, Duran	\$ 254.86	Water and sewer reading from 12/16-1/15/26
119230	Pioneer Counseling	Admin	\$ 102,541.89	December Outcomes, Dec Bed Days, January 1/11th Payment
119231	Royal Flush	Prevention	525.00	Tobacco Ads for December
119232	SweetwaterNOW	Prevention	2,050.00	Adult Overconsumption prevention ads for December
119233	WyoRadio	Prevention	1,055.00	Adult Overconsumption prevention ads for December

\$1,430,311.54

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Check No.	Vendor	Program	Check Amt.	Description
WIRE2032026	WEX Bank	Continental, Independence, Transitions, WAP, Duran, TC, Century, Admin., Bridges, Crisis, Crisis Continuum, Detox, Prevention	\$ 1,023.65	RSNB ACH - WIRE2032026 Fuel for SCS vehicles
119234	Petty Cash	QOL, Admin, Transitions, Continental, Independence, Duran, Century, WAP	684.21	Food and recreation for clients; QOL funded bus pass; Accident report; Birth certificate for clients child, background checks for prospective employees
119235	All West Communications	Independence, WAP, Century, Transitions, Crisis, Detox, Duran	3,362.20	Business internet service 02/01-02/28/26
119236	Amazon	Admin., TC, Recovery, Mental Health, Century, Duran, WAP, Bridges, Transitions, Crisis, Crisis Continuum, Detox	1,635.52	3 Month Calendar; Anti-Diarrheal QTY 4; Diotame Tablets QTY 4; Sinus Medication QTY 4; Ibuprofen QTY 4; Acetaminophen QTY 1; Medique Decoral QTY 4; Laminating Pouches; Tank thermometer; Rock Colander; Tank Rocks; Plants for tank; Supplies for clients, men's underwear, bras, women's underwear, men's socks; Digital alarm clocks for house; Batteries; Chair feet sliders; laminating sheets; masking tape; AA batteries; AAA batteries; Planner; 3 ring binders Qty 36; Milage Log books Qty 2; Plastic Folders Qty 8, Spiral Notebook Qty 2; Plastic Key tags Qty 60; Washer Fluid; Wall Calendar;
119237	Century Link	TC, Recovery, Admin., Bridges, Mental Health	24.39	Monthly telephone service
119238	Copier & Supply Company, Inc.	Admin., Bridges, Medical, Mental Health, TC, Recovery	1,869.48	Contract base rate charges for SAVIN/MP copiers
119239	Farmers Brothers	TC, Recovery, Bridges	1,530.19	House blend coffee, qty: 6; decaf house blend, qty: 6

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119240	First Bankcard	QOL, Admin., Duran, Crisis, SA-QOL, Prevention, Detox, Crisis Continuum, Century, WAP, 4-SOR-MAT, TC, Recovery, Bridges	11,081.41	Client RX; Snagit Annual License Renewal; Executive Mastery Function Training for 5 staff; Client lunch after medical appointment; Client Rx under QOL; Client Health & Medical under QOL expenses; 9 Volt Batteries; Vase for client project; Clients items for commissary, Mascara, eyeliner, lifesavers; Client items for TC Mart, lifesavers, starlight mints, shampoo, conditioner, body wash, face wash, Chapstick, mouthwash, shaving cream, dental floss, hairbrushes, loofas; Earbuds for house radio; Pajamas and socks for clients; Subscription for Casper Star; Rugs Qty2 for WAP office; Conference ticket for CADCA and Airline ticket for Prevention; Thermometers, wall tiles and blankets for the houses; Indeed recruitment for staff, Capcut computer software, Background Checks for 4 prospective employees, Canva monthly subscription; client Rx covered under MAT grant
119241	Home Depot-Credit Services	Century	2,166.68	General maintenance supplies; Interior doors Qty 3; Electric Dryer Qty 1; Cordless Blinds Qty 5; Drawer Front Qty 1; Cabinet Door Qty 1; Top Load Washing Machine
119242	LocumTenens	Psychiatric	5,521.02	Services rendered 01/26/26-01/29/26
119243	McKesson Medical-Surgical, Inc.	Medical	813.72	A1C Test Kits, Qty 1; Benzion Tincture Qty 1; Collection Tube Qty 1; Collection Set, BLD Safety Qty 1; Microcentrifuge Tube Qty 1; Collection Tube, Green Qty 2; Alcohol Prep Pad Qty 5; Wrist Splint Qty 6; Urine Collection Tube Qty 1; Collection Straws Qty 1
119244	Nicholas & Company	Century, Duran, WAP, Bridges, Continental, Transitions, Independence	8,208.91	Food for residential clients; Paper good supplies for the houses

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119245	Philadelphia Insurance Companies	Admin	16,785.85	Monthly installment 2 of 9 for Cyber liability, Substance Abuse- Rehabilitations Facilities Umb, Flexi Plus Five, and Substance Abuse Rehabilitation Facilities Package for 11/18/25-11/18/26
119246	Summit Accounting Services P.C.	Admin	395.00	QB's Assistance with Reconciliation Issues
119247	Wal-Mart	Independence, Bridges, Transitions, Continental, WAP, Century, Duran, Crisis, Crisis Continuum, Detox, Sober Living, Child & Adol., Mental Health, QOL, SA-QOL	7,754.97	Food; cleaning supplies; House needs, spoons, hot glue gun, toaster, whisk; House needs deodorant, shampoo, hand soap, electric blanket Qty 5; House supplies glue gun, pens, colored pencils; Knife set for house; commissary supplies; thermometer for house; House needs Shower mats qty 2, curtain rod Qty 1, duct tape, packing tape, gel pens, comforter set qty 3, bed pillow qty6, bath towels qty 8, wash cloth qty 8, trash can for kitchen, slotted spoons Qty 2, Muffin pan Qty 2, Skillet qty 1;
119248	Western Star Communications LLC	Mental Health, TC	243.50	Business answering service and transaction usage
119249	Wyo Waste	Mental Health, Duran, WAP, Child & Adol., TC, Recovery, Bridges, Century	1,663.69	Monthly waste collection 02/01/26-02/28/26
119250	Copier & Supply Company, Inc.	TC. Recovery	40.00	Staple Refill Type V
119251	RMP- Rocky Mountain Power	Child & Adol, Bridges, Medical, TC, Recovery	3,440.00	Monthly energy and power readings
119252	WyoData Security Inc.	TC, Recovery, Mental Health	390.00	Confidential paper collection and disposal
119253-119317	VOID	VOID		Voided Checks due to incorrect date
119318	Ace Hardware	Bridges, Transitions	15.96	Copy of Keys for garage Qty 3; AUX cord for Med Clinic office Qty 1
119319	AdTel International, Inc.	TC, Mental Health	127.40	SMS Bulk Messages for Focus Group Survey
119320	All Pro Storage	Admin	270.00	Monthly storage for units A-8, A-10, & C-3
119321	Altitude Analysis	TC	170.00	Background testing for potential employees
119322	Black Wolf Electric	WAP	719.74	Met to discuss where electrical boxes were to be placed, installed and tied in electrical boxes.

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119323	Castle Cleaning Inc	Mental Health, TC, Recovery, Bridges, Medical	7,955.00	Cleaning services for 01/16/26-02/15/26
119324	Center Street Towing	Century	85.00	Tow 06 Ford F350 van to return to the county VIN 95204
119325	Century Link	Bridges, Medical, TC, Recovery, Mental Health	344.38	Monthly telephone service
119326	CenturyLink Business Services - Lumen	Mental Health, TC, Recovery, Bridges, Medical	3,179.16	Business IP, data, and voice service
119327	Coal Creek Law	Admin	2,362.50	Professional services rendered 01/07-01/29-26
119328	Eagle Uniform & Supply Co.	TC, Recovery, Mental Health	1,086.38	Office rugs maintenance
119329	Electronic Network System-Optum	Admin	97.19	EDI Claims; Remittance Advice
119330	Enbridge Gas	WAP, Century, Child & Adol., Duran, Mental Health, Sober Living, SIP, Continental, Bridges, Medical, Crisis, Detox, Transitions, TC, Recovery, Independence, Admin	5,515.98	Monthly gas service
119331	Ethos Leadership Group LLC	Admin	3,000.00	Professional Services February Contract payment
119332	Fire Suppression Services, Inc	Century	4,384.91	Repair the riser for the fire suppression system at the Century location.
119333	Glen Wood	Medical	30.00	Client refund
119334	Hagemann, Andrew	CCBHC, 4-SOR-MAT	4,112.50	Contractual Project Evaluator for CCBHC grant (Dates rendered 12/29-1/25/26)
119335	High Security Lock & Alarm	WAP	404.00	Keys made for the WAP house
119336	John Paras Furniture	Century, Crisis, Detox	1,664.55	Delivery and disposal of Mattresses, QTY 9
119337	Leaf Prior SVC By TimePayment	Bridges, Mental Health	120.00	Monthly water system
119338	LocumTenens	Psychiatric	5,120.94	Services Rendered from 02/02-02/05/26
119339	Memorial Hospital	Emergency Services	50.00	T Bader Reappointment Fee
119340	Memorial Hospital,	QOL	180.00	Client medical bill paid under QOL grant
119341	Netsmart Technologies, Inc.	Admin	8,998.42	myHealthPointe Portal fees for 03/01/26-02/28/2027
119342	Nicholas & Company	Century, Duran, WAP, Bridges, Continental, Transitions, Independence	6,185.52	Food and paper supplies
119343	Pitney Bowes, Inc	Mental Health	944.76	Meter refill- SN-8044127

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119344	Redwood Toxicology Laboratory, Inc.	TC, Recovery	2,344.45	Testing Supplies, 250 iCups; Outpatient drug testing 01/09/26-01/31/26
119345	Reece, Sidney	Admin	3,427.00	Contractual employee
119346	RMP- Rocky Mountain Power	Century, Mental Health, Child & Adol., Duran, WAP, Transitions, Sober Living, SIP, Continental, Crisis, Crisis Continuum, Detox, Independence, TC, Recovery, Bridges, Medical	6,710.30	Monthly energy and power readings
119347	Rocky Mountain Air Solutions	Medical	123.70	Industrial liquid nitrogen delivery
119348	Royal Flush	Prevention	525.00	Advertisement for Tobacco Strategy 6
119349	RS Chamber of Commerce	Admin	20.00	E-Blast Advertising
119350	RS Municipal Utility	Bridges, Medical, TC, Recovery, Century, Transitions, Independence, Continental, Crisis, Detox, Admin., Mental Health, Child & Adol.	3,219.84	Monthly water and sewer readings 12/23-1/22/26
119351	SCS	QOL, SA-QOL	470.03	Client medical fees covered by QOL grant
119352	SCS	4-SOR-MAT	540.00	Client medical fess covered by MAT grant
119353	Shadow Ridge	Sober Living	5,800.00	March rent for recovery clients
119354	Silver Ridge Village	SIP	7,001.22	March rent; January utilities
119355	Smiths	4-SOR-MAT, QOL, SA-QOL, Duran, WAP, TC	7,706.25	Client Rx covered under MAT grant; client Rx covered under QOL grant; Client prescriptions; Food for Family Day
119356	Son's of the American Legion	Admin	60.00	3 x 5' Flag placement for the 2026 year Holidays
119357	Southwest Real Estate, LLC	QOL	600.00	Expenses for housing for a client through QOL
119358	SweetwaterNow	Prevention	2,050.00	Ad Campaign for Jan Tobacco Strategy 6: Dimensions
119359	Terminix of Wyoming	Child & Adol., TC, Recovery, Bridges, Medical	216.00	Quarterly Spraying for pests, Suspend 432-1514
119360	The BI Collaborative	Admin	300.00	BI Platform Modules- Finance & Azure monthly subscription
119361	Third Horizon Strategies, LLC	CCBHC	18,000.00	Contract effectuation fee - CCBHC Year 4 Community Needs

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119362	Top-Tech Auto Services	Century, TC, Duran, Independence	3,475.42	Repair blower motor in 2019 Chevrolet Express 3500 VIN # 67222; Repair Middle seat belts in 2019 Chevrolet Express 3500 VIN # 67222; Repair front seat belts in 2010 Chevrolet Express VIN # 57308; Labor and Parts to repair 2015 Nissan Rogue VIN # 56692, Transmission cooler lines, change oil and diagnose oil leak; Labor and Parts 2006 Chevrolet Express 3500 Vin # 59748, Repair airbag sensor in front end and steering wheel; Labor and Parts 2017 Chevrolet Express 3500 Vin # 36084, Diagnose and replace rear taillight
119363	U.S. Bank	TC, Recovery	1,474.49	Leased copy/printers
119364	University of Utah Medical Center - Psych	Psychiatric	18,217.50	Services rendered from 12/1/25-1/31/26
119365	VLCM	Admin	1,919.91	Microsoft 365 monthly licensing-01/01-01/31/26, qty: 153; Microsoft Entra P1 NCE for 01/01-01/31/26, qty: 2
119366	Whisler Chevrolet Company, Inc	Century	1,130.62	Labor and Repairs on 2010 Chevy Express Vin # 57308, repair front seat belts; Labor and Parts on 2019 Chevy Express Vin # 67222, repair middle seat belts and repair headlight
119367	Wyoming Department of Health	Medical	525.00	Client Lab fees rendered 1/05-1/23/26
119368	WyoRadio	Prevention	800.00	Tobacco Strategy 6: Dimensions January Ad Banner
119369	Green River Star	Admin	116.00	Health & fitness advertisement; January Board Meeting
119370	Beutel, Holly	Admin	52.56	Employee reimbursements
119371	Bramwell, Kimberly	Mental Health	40.00	Employee reimbursements
119372	Brown, Rhonda	TC	163.97	Employee reimbursements
119373	Frint, Stacy	Admin	48.69	Employee reimbursements
119374	Gatley, Jayda	Prevention	36.68	Employee reimbursements
119375	Gomez, Janell	Mental Health	26.10	Employee reimbursements
119376	Grenier, Dana	Medical	40.00	Employee reimbursements
119377	Haney, Shaelyn	Prevention	45.37	Employee reimbursements
119378	Jordan, Brooke	Medical	17.40	Employee reimbursements
119379	Miller, Samantha	Child & Adol.	29.44	Employee reimbursements
119380	Norton, Krystle	Recovery	123.25	Employee reimbursements
119381	Schwartz, Tanyjo	Admin	23.06	Employee reimbursements

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119382	Swanson, Stephanie	Recovery	21.45	Employee reimbursements
119383	Wray-Marchetti, Melissa	Admin	40.00	Employee reimbursements
119384	Blomquist Hale Consulting	Personnel	504.24	Wellness/EAP
119385	Sweetwater County Section 125	Payroll Deduction	5,526.75	Payroll Liability
119386	Empower Trust Company, LLC	Payroll Deduction	4,080.00	Payroll Liability
119387	Goldman Sachs 529 Plan	Payroll Deduction	2,000.00	Payroll Liability
119388	NCPERS Wyoming	Payroll Deduction	256.00	Payroll Liability
119389	Wyoming Retirement System	Personnel	98,027.27	Payroll Liability
119390	Sweetwater County Health Savings Account	Personnel and Payroll Deductions	3,511.99	Payroll Liability
119391	Sweetwater County Claim Fund	Personnel and Payroll Deductions	224,503.22	Payroll Liability
119392	Transamerica	Personnel	1,859.20	Group Life Insurance
119393	Aflac Group	Payroll Deduction	1,968.86	Payroll Liability
119394	Circuit Court Third Judicial District	Payroll Deduction	233.44	Payroll Liability
119395	Circuit Court Third Judicial District	Payroll Deduction	342.06	Payroll Liability
119396	Circuit Court Third Judicial District	Payroll Deduction	867.98	Payroll Liability
ACH	Aspire	Payroll Deduction	5,500.00	Payroll Liability
EFTPS	RSNB	Personnel and Payroll Deductions	122,894.54	Payroll Taxes
400131-400134 & Electronic	Salaries	Payroll	408,767.16	Salaries

\$1,094,082.09

Reports

FY26 Drawdown of Residential Funding

*Based on FY24 Funding Levels

Goal is 8.33%/mo
January Goal is 58.33%

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	FY26 YTD
Total SUD	70 beds							\$ 1,968,074.40
Bed Days Provided:	1408	1608	1634	1569	1474	1599	1532	10824
Provided:	\$ 136,859.00	\$ 153,401.32	\$ 156,432.34	\$ 144,517.62	\$ 137,027.20	\$ 155,427.72	\$ 152,473.28	\$ 1,036,138.48
Deficit/(Overage):	\$ (27,147.20)	\$ (10,604.88)	\$ (7,573.86)	\$ (19,488.58)	\$ (26,979.00)	\$ (8,578.48)	\$ 152,473.28	\$ 52,101.28
YTD Utilization:	83.45%	93.53%	95.38%	88.12%	83.55%	94.77%	92.97%	52.65%

	32 beds							\$ 735,939.50
Total MH	32 beds							\$ 735,939.50
Bed Days Provided:	783	784	749	767	780	789	820	2316
Provided:	\$ 43,637.06	\$ 43,013.22	\$ 41,299.30	\$ 40,408.24	\$ 43,081.88	\$ 42,091.80	\$ 44,977.10	\$ 298,508.60
Deficit/(Overage):	\$ (17,691.23)	\$ (18,315.07)	\$ (20,028.99)	\$ 40,408.24	\$ 43,081.88	\$ 42,091.80	\$ 44,977.10	\$ 114,523.73
YTD Utilization:	71.15%	70.14%	67.34%	65.89%	70.25%	68.63%	73.34%	40.56%

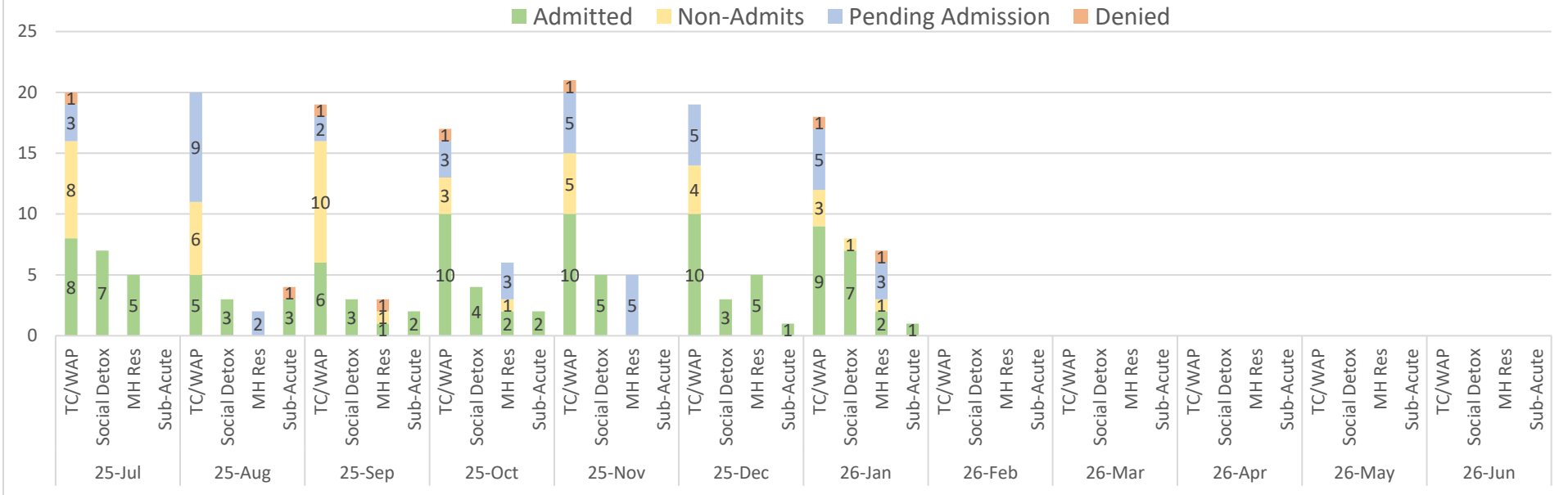
	5 beds							\$ 238,750.20
Sub-Acute	5 beds							\$ 238,750.20
Bed Days Provided:	83	87	111	131	2	21	29	281
Provided:	\$ 19,982.25	\$ 20,945.25	\$ 26,723.25	\$ 31,538.25	\$ 481.50	\$ 5,055.75	\$ 6,981.75	\$ 111,708.00
Deficit/(Overage):	\$ 19,980.25	\$ 1,049.40	\$ 6,827.40	\$ 11,642.40	\$ (19,414.35)	\$ (14,840.10)	\$ (12,914.10)	\$ 39,499.45
YTD Utilization:	100.43%	105.27%	134.32%	158.52%	2.42%	25.41%	35.09%	46.79%

	107 beds							\$ 2,942,764.10
Overall	107 beds							\$ 2,942,764.10
Bed Days Provided:	2274	2479	2494	2467	2256	2409	2381	13421
Provided:	\$ 200,478.31	\$ 217,359.79	\$ 224,454.89	\$ 216,464.11	\$ 180,590.58	\$ 202,575.27	\$ 204,432.13	\$ 1,446,355.08
Deficit/(Overage):	\$ (44,752.03)	\$ (27,870.55)	\$ (20,775.45)	\$ (28,766.23)	\$ (64,639.76)	\$ 202,575.27	\$ 204,432.13	\$ 220,203.37
YTD Utilization:	81.75%	88.63%	91.53%	88.27%	73.64%	82.61%	83.36%	49.15%

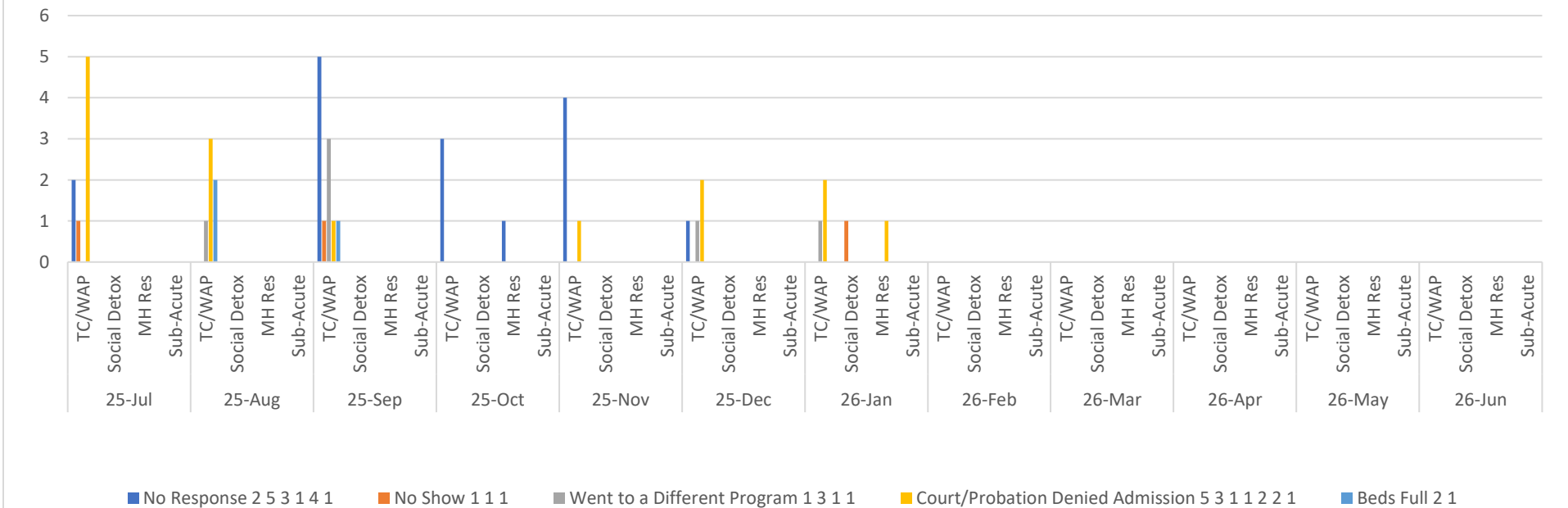
	235 days							\$ 75,313.00
Opioid Detox Grant	235 days							\$ 75,313.00
Bed Days Provided:	8	4	30	47	112	106	88	395
Provided:	\$ 2,968.00	\$ 1,484.00	\$ 11,130.00	\$ 17,437.00	\$ 41,552.00	\$ 39,326.00	\$ 32,648.00	\$ 146,545.00

	842 days							\$ 273,546.00
Sub-Acute Grant	842 days							\$ 273,546.00
Bed Days Provided:	93	41	14	43	17	97	27	332
Provided:	\$ 30,225.00	\$ 13,325.00	\$ 4,550.00	\$ 13,975.00	\$ 5,525.00	\$ 31,525.00	\$ 8,775.00	\$ 107,900.00

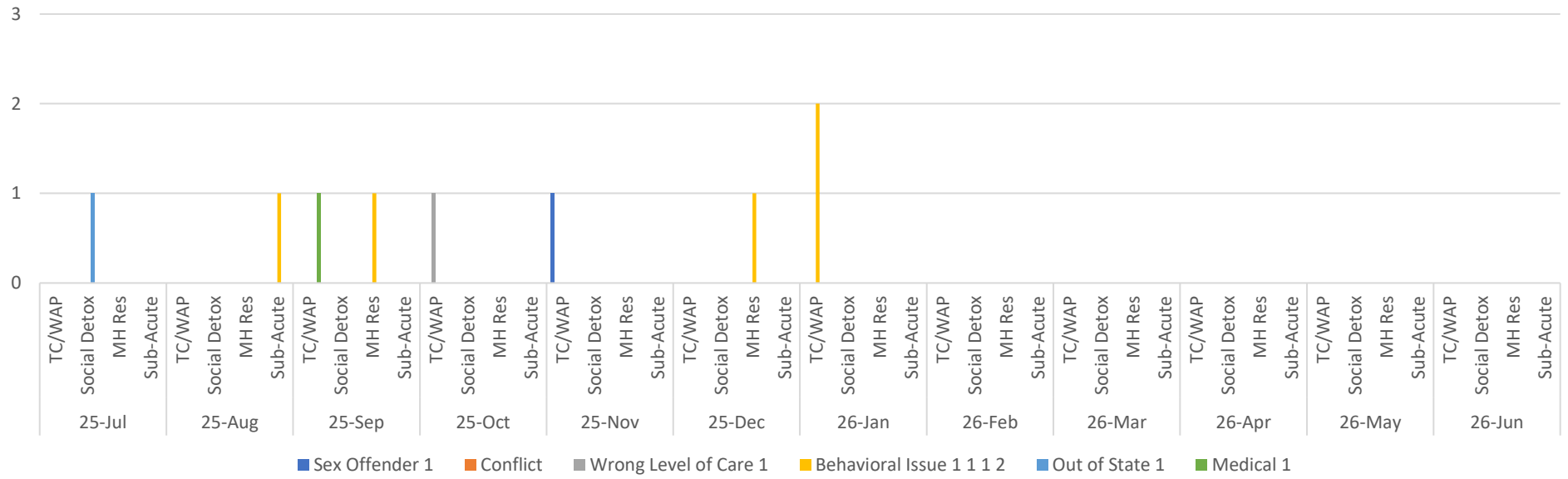
Residential Referrals and Admissions



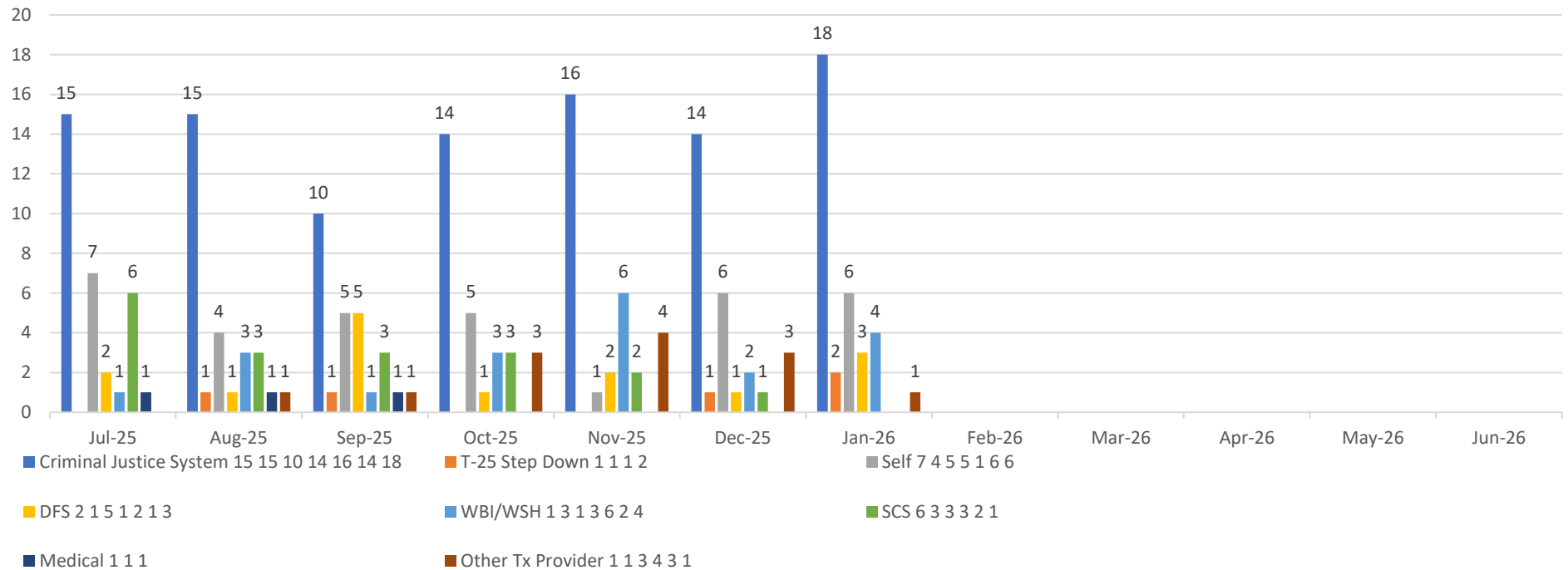
Reason for Non-Admits



Reason for Denials

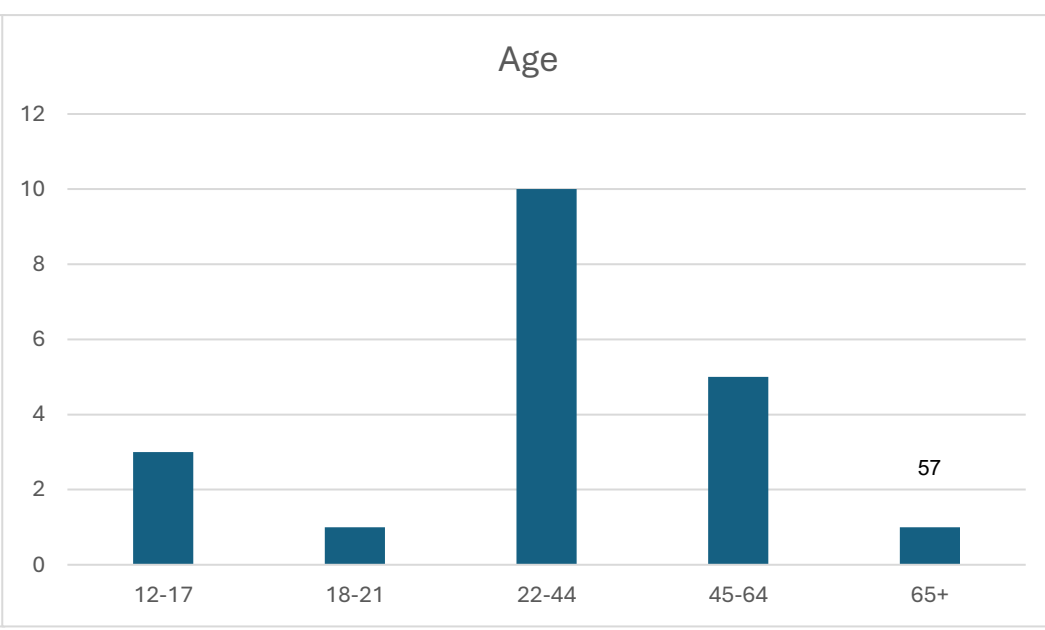
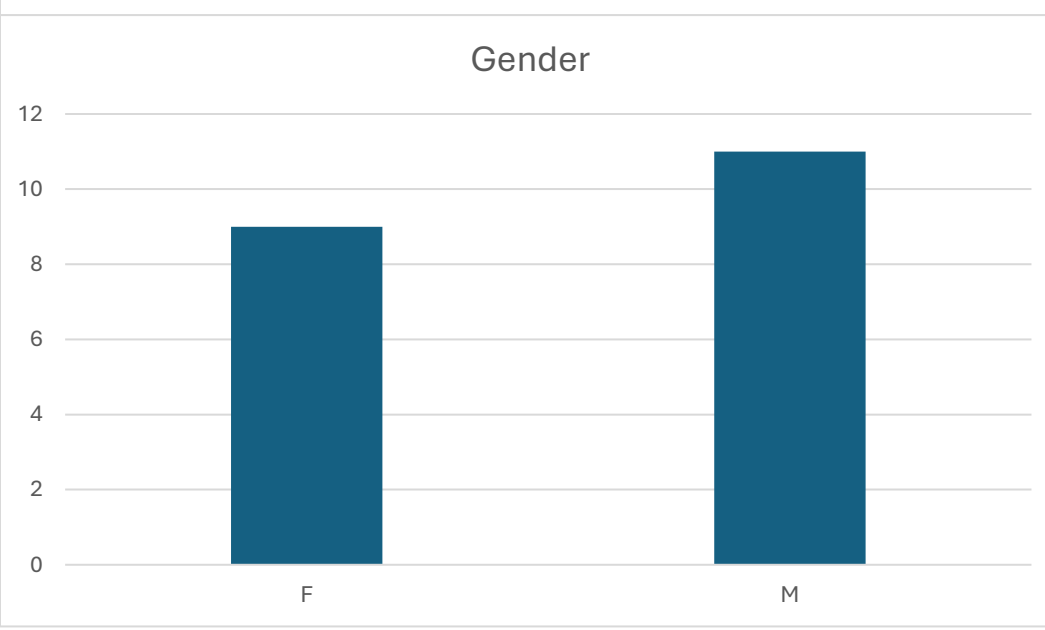
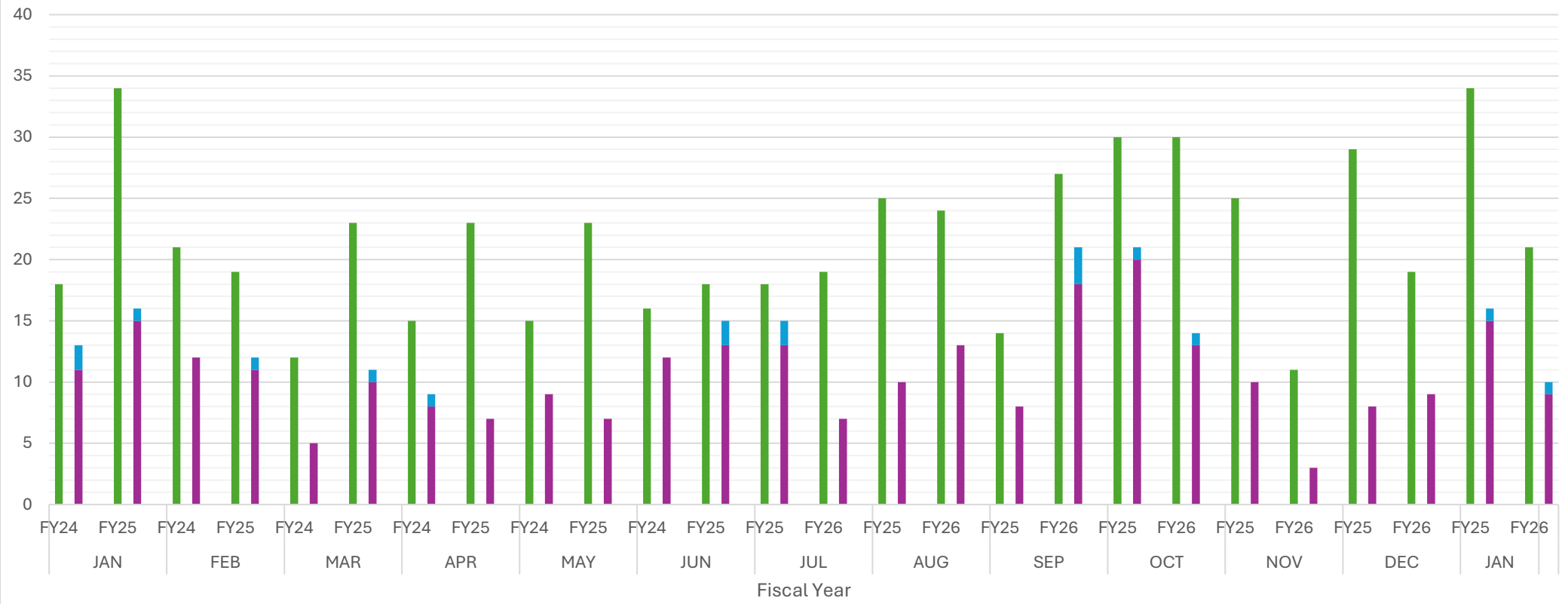


Combined Referral Sources



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

■ Emergency Assessment
 ■ Emergency Detentions
 ■ Involuntary Hospitalizations





February 2026 Staffing Summary Report

Staffing Overview

As of February 2026, the majority of approved positions are filled, and current vacancies remain minimal.

- **Total Approved Positions:** 138.5
 - **Positions Filled:** 133.5
 - **Current Vacancies:** 5
 - **Overall Staffing Percentage:** 96.39%
-

Vacancy Details

Active Vacancies

- **Four Treatment Support Positions:** Actively being recruited
- **One Clerical Position:** Not open due to the hiring freeze

Roles Not Counted as Vacant

- Grant Compiler is deemed not needed at this time.
 - Grant Writer and Custodian are contract positions.
 - Facility Maintenance Supervisor, Groundskeeper, and Maintenance Level II are County supported
-

Terminations (as of February 18, 2026)

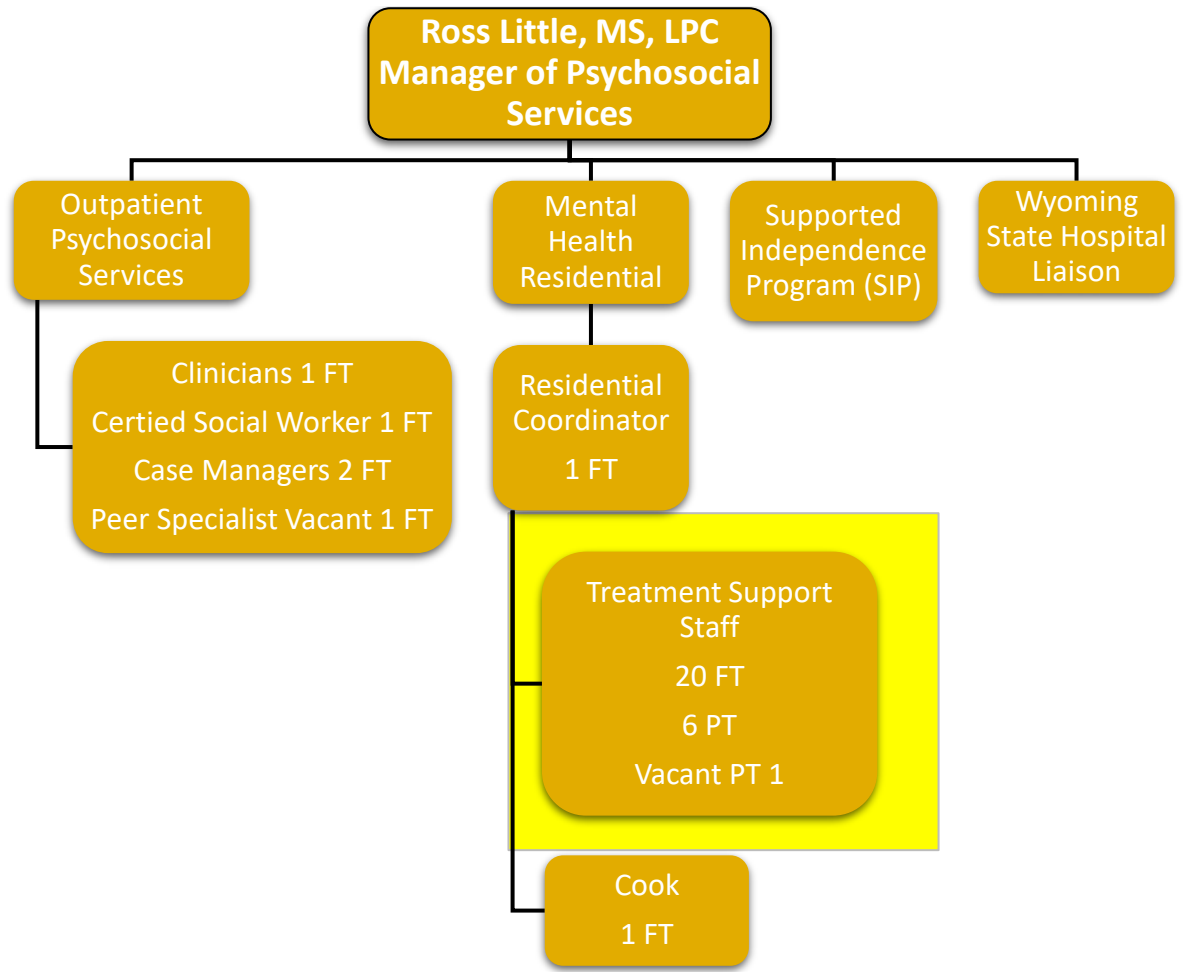
- **Voluntary:** 2
 - **Involuntary:** 1
-

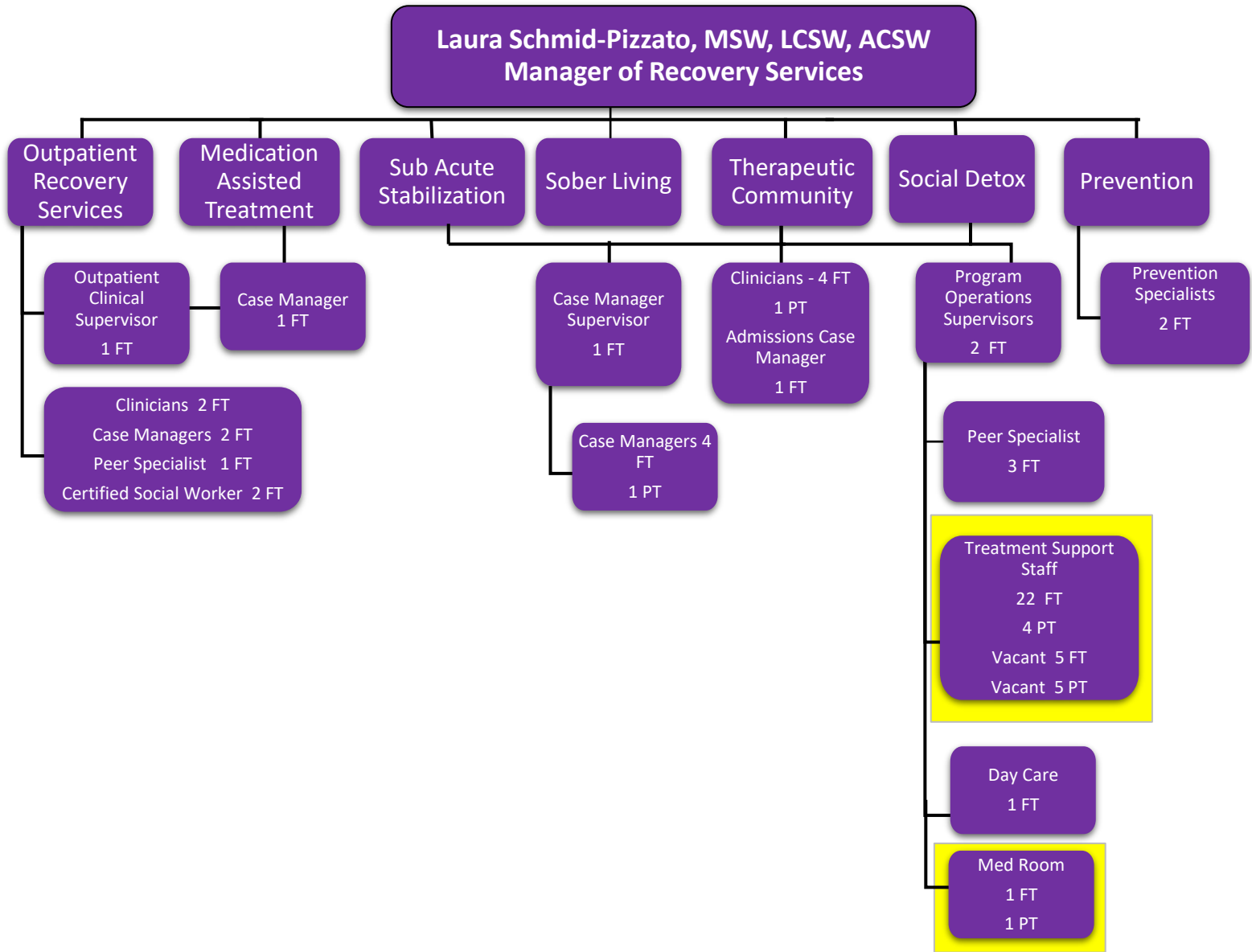
Overall Assessment

The organization is functioning from a position of stability and strength. With a 96.39% staffing level, there is no disruption to core services.

As of February 18, 2026 SCS Staffing Report

Position	Range #	Approved #'s as of May, 2025.	Res. Staffing Analysis Sept., 2025.	FTE's Filled	Vacant FTE's
Bridges Cook	24	1	--	1	0
Custodian	29	0	--	0	Contracted Position
Seasonal Support Staff	29	Pending Board Approval	--	0	0
Groundskeeper	29	0	--	0	County
Daycare	32	1	--	1	0
Records Specialist	32	2	--	2	0
Office Support Staff	32	9	--	8	1
Residential Support-Full Time	32	47	43	42	1
Residential Support-Part Time	32	16	12	9	3
Medication Room Technicians	32	1.5	--	1.5	0
Peer Specialist	34	5	--	5	0
Case Manager - Nondegreed	35	2	--	2	0
Human Resource Specialist	36	2	--	2	0
Accounts Receivable/Insurance Billing Specialist	36	3	--	3	0
Purchasing Specialist	36	1	--	1	0
Maintenance Level II	36	0	--	0	County
Medical Assistant	37	1	--	1	0
Prevention Specialist	39	2	--	2	0
Grant Compiler	39	0	--	0	Not needed at this time.
Payroll Specialist	40	1	--	1	0
Accounts Payable Specialist	40	1	--	1	0
Program Operations Supervisor	46	3	--	3	0
Public Relations Specialist	47	1	--	1	0
Case Manager	48	13	--	13	0
Certified Social Worker	49	3	--	3	0
MyAvatar Specialist	50	1	--	1	0
PC Support Specialist	50	1	--	1	0
Case Manager Supervisor	51	1	--	1	0
Office Manager	52	1	--	1	0
Revenue Cycle Management Supervisor	53	1	--	1	0
Grant Writer	54	0	--	0	Contracted Position
Provisional Clinician	56	6	--	6	0
Facility Maintenance Supervisor	64	0	--	0	County
Clinician - Fully Licensed	64	10	--	10	0
Clinical Supervisor	66	1	--	1	0
Network Administrator	67	1	--	1	0
Human Resources Manager	68	1	--	1	0
Manager of Children and Family Services	70	1	--	1	0
Manager of Psychosocial Services	72	1	--	1	0
Manager of Mental Health Services	72	1	--	1	0
Manager of Recovery Services	76	1	--	1	0
Chief Financial Officer	77	1	--	1	0
Advanced Nurse Practitioner - General	81	1	--	1	0
Executive Director	85	1	--	1	0





Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	2/25/2026			
Department:	Sober Living			
Position:	Temp. Case Manager			
Vacancy Date:	Currently vacant.			
Reason For Vacancy:	Employee changing position.			
Department Request:	We are requesting to restaff position immediately, with full time benefits.	THIS POSITION WAS APPROVED VIA PERSONNEL COMMITTEE MEETING ON 2/12/26.		
Anticipated Restaff Date:	3/9/2026			
Temp. Case Manager				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Case Manager Supervisor	Temp. Case Manager		
Full/Part Time	Full-Time	Full Time		
Hire Date	6/1/2006	12/1/2021		
Grade	51	48	Net Difference	
Monthly Salary	\$ 5,381.90	\$ 4,255.25	\$ (1,126.65)	
Retirement	1,002.11	792.33	\$ (209.78)	
Health Insurance	2,727.17	1,072.52	\$ (1,654.65)	
LTD	17.11	12.64	\$ (4.47)	
Worker's Comp.	40.51	33.75	\$ (6.76)	
Total Benefits	\$ 3,786.90	\$ 1,911.24	\$ (1,875.66)	
Total Monthly Cost of Employment	\$ 9,168.80	\$ 6,166.49	\$ (3,002.31)	
Total Annual Cost of Employment	\$ 110,025.55	\$ 73,997.87	\$ (36,027.68)	
Net Difference	\$ (36,027.68)			

Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	2/25/2026			
Department:	Sober Living			
Position:	Temp. Case Manager			
Vacancy Date:	2/9/2026			
Reason For Vacancy:	Employee moving out of state.			
Department Request:	We are requesting to restaff position immediately, with full time benefits.	THIS POSITION WAS APPROVED VIA PERSONNEL COMMITTEE MEETING ON 2/12/26.		
Anticipated Restaff Date:	3/2/2026			
Temp. Case Manager				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Case Manager	Temp. Case Manager		
Full/Part Time	Full-Time	Full Time		
Hire Date	7/7/2025	12/1/2021		
Grade	48	48		
Monthly Salary	\$ 4,094.13	\$ 4,094.13	\$ -	
Retirement	762.33	762.33	-	
Health Insurance	-	1,072.52	1,072.52	
LTD	12.03	12.03	-	
Worker's Comp.	28.84	28.84	-	
Total Benefits	\$ 803.20	\$ 1,875.72	\$ 1,072.52	
Total Monthly Cost of Employment	\$ 4,897.33	\$ 5,969.85	\$ 1,072.52	
Total Annual Cost of Employment	\$ 58,767.92	\$ 71,638.16	\$ 12,870.24	
Net Difference	\$ 12,870.24			
	Increase due to EE Health Insurance Coverage.			

Southwest Counseling				
Request to Restaff-Cost Summary Sheet				
Board Meeting Date:	2/25/2026			
Department:	Recovery			
Position:	Treatment Support Staff			
Vacancy Date:				
Reason For Vacancy:	Job abandonment.			
Department Request:	We are requesting to restaff position immediately, with full time benefits.	THIS POSITION WAS APPROVED VIA PERSONNEL COMMITTEE MEETING ON 2/5/26.		
Anticipated Restaff Date:	2/17/2026			
Treatment Support Staff				
	Previous Costs to Staff Position	Anticipated Costs to Staff Position		
Job Title	Treatment Support Staff	Treatment Support Staff		
Full/Part Time	Full-Time	Full Time		
Hire Date	6/4/2025	2/17/2026		
Grade	32	32		
Monthly Salary	\$ 2,505.60	\$ 2,505.60	\$ -	
Retirement	\$ 466.54	\$ 466.54	\$ -	
Health Insurance	\$ 1,053.66	\$ 1,053.66	\$ -	
LTD	\$ 8.63	\$ 8.63	\$ -	
Worker's Comp.	\$ 17.77	\$ 17.77	\$ -	
Total Benefits	\$ 1,546.60	\$ 1,546.60	\$ -	
Total Monthly Cost of Employment	\$ 4,052.20	\$ 4,052.20	\$ -	
Total Annual Cost of Employment	\$ 48,626.40	\$ 48,626.40	\$ -	
Net Difference	\$0.00			
	Potential increase due to EE Health Insurance Coverage.			



Intake Report

OPEN ACCESS, SCHEDULED, EMERGENCY
DECEMBER 2025, JANUARY 2024, 2025, 2026



Open Access

SCS Open Access is considered an evidence-based practice for behavioral health centers, especially when it comes to improving access to care and client engagement.

The term “open access” refers to models like “same day access” or “walk in services,” where clients can receive care or initial assessments without having to wait for scheduled appointments.

SCS started Open Access approximately six years ago to reduce no show rates and increase efficiency of clinical times.

Studies have shown that clients are more likely to follow through with care when the client can access services immediately rather than scheduling weeks out for an appointment.

SCS Open Access Hours are: Monday-Thursday from 1 to 4. Open Access hours are a benefit to emergency on-call since an individual released from the hospital can be seen on the same day of release or the next day. Open Access also assist with being able to be responsive for urgent needs/behavioral health emergencies.

SCS scheduled appointments are available to assist individuals who are better served outside of open access hours.

SCS provides assessments at Ankeny, College and Foothill outpatient facilities, Head Start, Sweetwater County Detention Center and Sweetwater Memorial Hospital.



January Intake Appointment Summary

Open Access Intakes

For the month of January, we had a possible 55 appointments.

Out of those 55 appointments we had 47 available appointments. There were eight less appointments due to clinicians being, sick and holidays.

Out of the of 47 possible appointments, 14 appointment spots were unfilled. We had an additional five appointments filled with open client spots, totaling 38 appointments filled.

Non Open Access Intakes

For the month of January, we had a possible of 17 appointments.

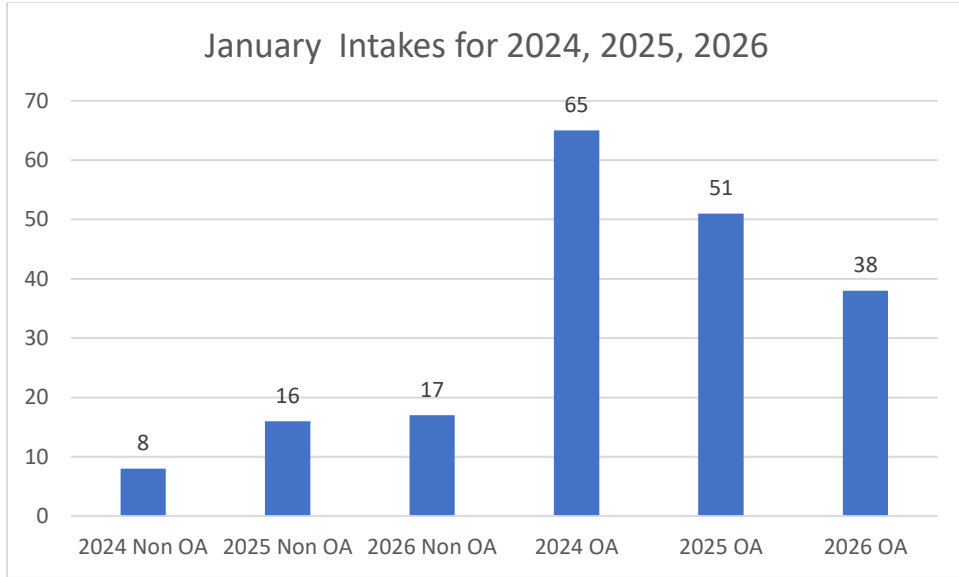
Out of those 17 appointments, we had 13 available appointments. There were four less appointments due to clinicians being on call and holidays.

Besides the 13 available appointments there were five appointments filled from open client hours for a total of 18 scheduled appointments.

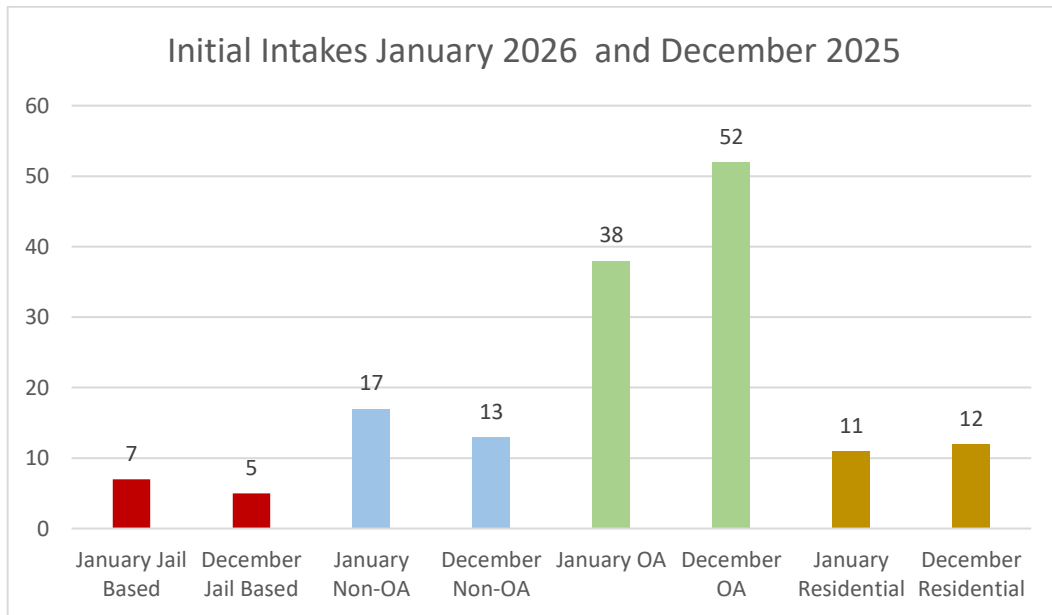
Out of those 18 appointments we had one cancelation, for a total of 17 outpatient scheduled intakes.

In addition there were 11 Residential intakes and 7 Jail Based intakes.

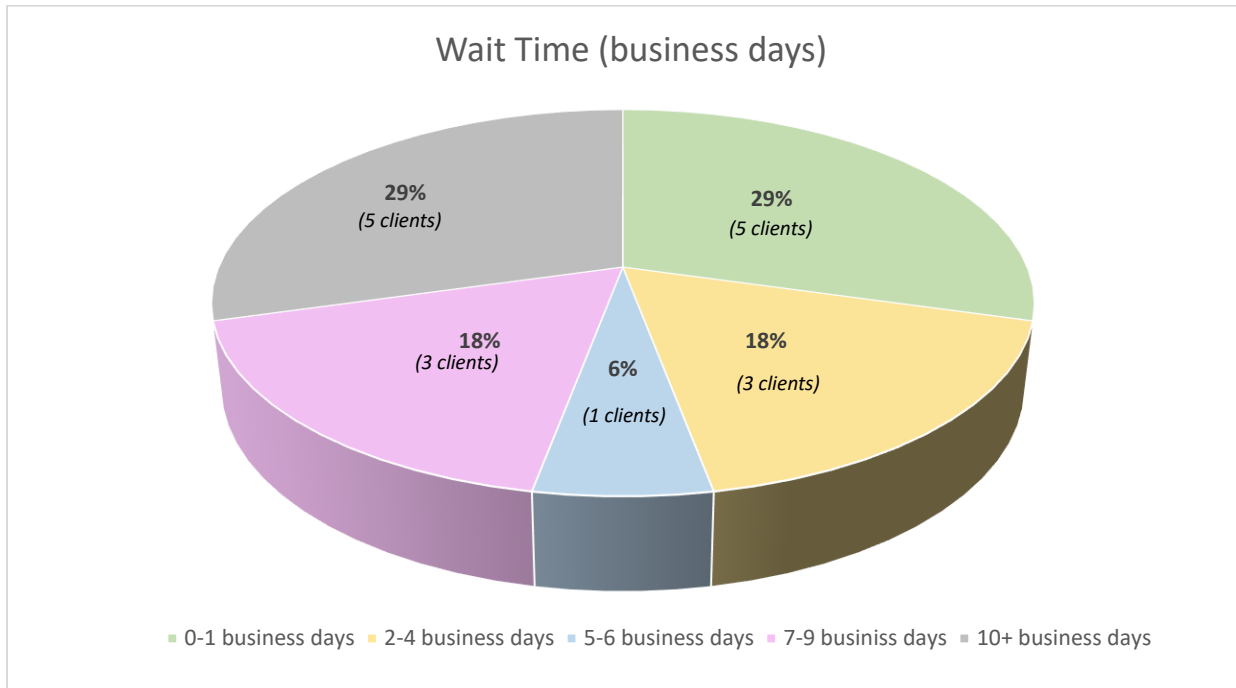
January Open Access (OA) and Scheduled Intakes



January 2026 and December 2025



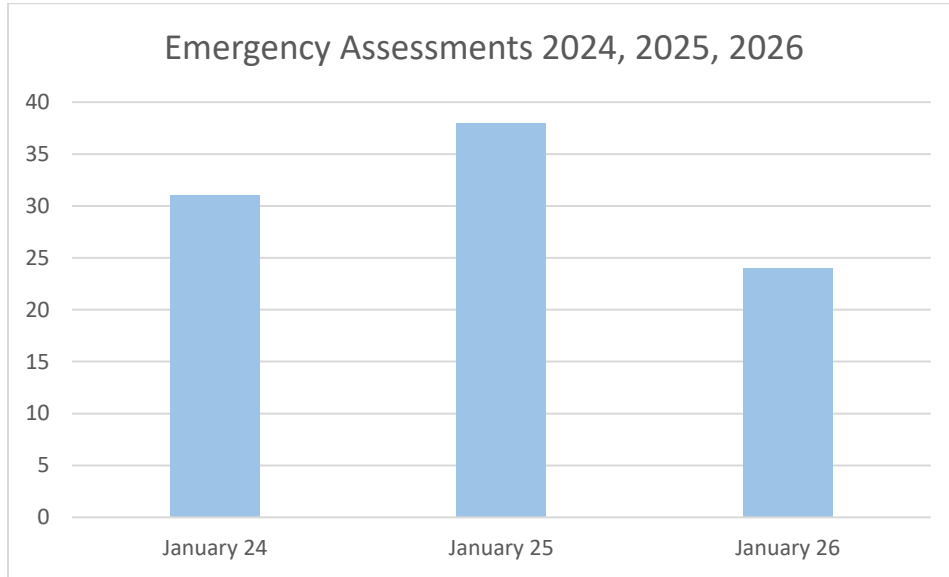
January Scheduled Intake Wait Time



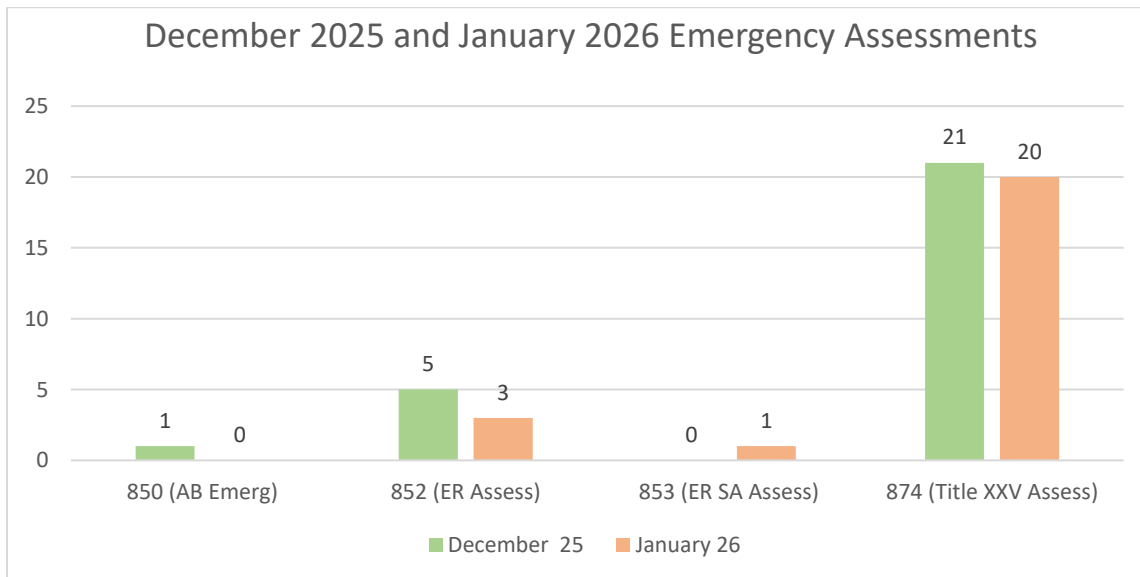
Wait Time 10 Days Plus Summary

Due to the holidays several clinicians were on annual leave, which reduced the availability for scheduled intakes.

January Emergency Intakes



December 2025 and January 2026 Emergency Intakes



Committee Updates

Policies Committee Meetings

Minutes
Policy Committee
February 17, 2026

Members Present: TJ Schwartz, Melissa Wray-Marchetti, Kristy Kauppi, and Barbara Sowada

Excused: Raven Beattie

Meeting was held through Teams

Meeting called to order at 2:00 pm by TJ Schwartz

Minutes of previous meeting previously approved by email

Themes

Sick Leave Bank Policy: Policy reviewed for Board approval. Changes regarding definition of dependents was discussed. Discussion included need for Board to see changes made to the policy. Discussion also included the fact that this policy is in both the Operations Section and Human Relation Section of SCS policies, and that the problem of duplication and multiple places to find policies will be solved SCS policies are converted to stand alone policies. Action: Policy will go to February board meeting for Board approval. Packet will show clean copy of policy, watermarked clean and the marked-up policy, watermarked draft.

Bereavement Policy: This policy, a paragraph in the Operations Policies document, was reviewed for Board approval. Action: TJ will write this policy in the new, Committee-approved format for stand-alone policies. Policy will go to February board meeting for Board approval. Packet will show clean copy of policy, watermarked clean and the marked-up policy, watermarked draft.

New Format for Stand-alone Policies: Using WWCC's policies as the example, a new format for SCS policies was discussed. The following format was agreed to be used going forward: 1) purpose or reason for policy, 2) scope or to whom policy applies, 3) definitions for clarity and consistency 4) references to applicable SCS policies or guidance documents such as CARF, 5) date of original and date(s) of revision, and 6) appropriate signatures. Other recommendations are: 1) each policy is stand-alone 2) policies are grouped by category, which Kristy suggested being grouped according to director, such as finance, operations, clinical, and so forth. It was agreed that as policies are revised, the current Operations Policies document will not be updated but archived; the revised policies be housed on SCS website; the website include a table of content; and there is administrative control who can write changes to the policies once they are on the website.

Standing Meeting: Due to the desire to make all SCS policies stand-alone policies and comply with the new format, the Committee needs to meet twice a month until the review is complete. Committee will meet the first and third Tuesday of each month by Teams from 2:00 pm to 3:00 pm. Action: TJ will send out a Teams notice for these standing meetings.

Next meeting: Tuesday, March 3rd

Meeting adjourned: at 3:00 pm

Respectfully submitted: Barbara J. Sowada, Ph.D.

DRAFT

Minutes
Policy Committee
January 27, 2026

Members Present: TJ Schwartz, Melissa Wray-Marchetti, Kristy Kauppi, and Barbara Sowada
Excused: Raven Beattie
Meeting was held through Teams
Meeting called to order at 3:00 pm by TJ Schwartz
No minutes of previous meeting to approve
Agenda was created during the meeting

Themes

Sick Leave Bank Policy: Policy reviewed for Board approval. Changes regarding definition of dependents was discussed. Definition simplified to “dependent family member.” Action: Policy will go to February board meeting for Board approval.

Bereavement Policy: This policy, a paragraph in the Employees’ Handbook, was reviewed for Board approval. Eliminated definition of family member and need to provide documentation of obituary or service program as proof of family relationship. Action: Policy will go to February board meeting for Board approval

Leave Without Pay Policy: Policy was reviewed. Ongoing concerns with policy include inclusion of conditions for which LWOP is mandated by law; its effect on benefits; and links to applicable SCS policies or guidance documents such as CARF. Action: TJ will revise and bring to next meeting.

Employee Leave and Personnel Policy: Melissa requested that all “Leave” related policies in the personnel policy manual be updated for consistency. Action: TJ will draft revisions of all leave-related policies and bring to the February meeting for the Committee’s review.

Format of Personnel Policies: Kristy showed the format WWCC uses for their personnel policies. The format is clean, easy to read, and easy to find individual policies. The policies are categorized by subject and within each subject each policy stands alone so the reader knows the date of original and date(s) of revision. Action: Agreed that going forward SCS will use WWCC’s format.

Kristy joining committee: Pending approval of board chair, Kristy will join this committee.

Standing meeting: Action: The Committee will regularly meet twice a month. Action: Barbara will send memo regarding best time to meet.

Next meeting: to be determined

Meeting adjourned: at 410 pm

Respectfully submitted: Barbara J. Sowada, Ph.D.

DRAFT

Minutes
Policy Committee
January 6, 2026

Members Present: TJ Schwartz, Barbara Sowada, and Raven Beattie
Meeting was held through Teams
Meeting called to order at 1:00 pm by TJ Schwartz
No minutes of previous meeting to approve
Agenda was created during the meeting

Themes

Sick Leave Bank Policy: Concerns regarding anonymous donations and donating to specific employees were discussed. These concerns arose during the presentation of the policy at the December Board. Action: It was agreed that the process for donating and applying for Sick Leave Bank hours mitigated these concerns. Definition of dependents was discussed. Action: TJ will expand definition to include stepchildren, stepparents, aunts, uncles and cousins. Changes will be reviewed at the January 27th Policy Committee meeting to assure Sick Leave Bank policy is ready to be submitted for Board approval.

Bereavement Policy: This policy is a paragraph in the Employees' Handbook. Action: Changed definition of independents to match that of Sick Leave Bank Policy.

Junteenth: Discussion as to whether this should be a regular paid holiday. Staff has asked for this to be added as a paid holiday and the County has designated this as a floating, paid holiday. Because this is an item that needs to be budgeted for, the Committee asks that the Finance Committee consider this request as part of their FY 27 considerations.

Leave Without Pay Policy: This was tabled until the February meeting. consistency definitions, 4) references to applicable SCS policies or guidance documents such as CARF, 5) date of original and date(s) of revision, and 6) appropriate signatures.

Next meeting: January 27th at 1 pm.

Meeting adjourned: at 1:45 pm

Respectfully submitted: Barbara J. Sowada, Ph.D.

Previous Business



Policy Title:	Sick Leave Bank Policy
Company Name:	Southwest Counseling Service
Revision Date:	1/14/2026
Effective Date:	01/01/2026
Approval Authority:	Board of SCS

Purpose The purpose of the Sick Leave Bank is to provide a source of additional paid sick leave to employees who have exhausted their own leave balances due to serious personal or dependent family member’s illness, injury, or other qualifying medical conditions. This policy aims to foster a supportive workplace by allowing employees to assist one another during times of need.

Eligibility

- All full-time employees who have completed six months of continuous employment and have accumulated 48 hours of sick leave are eligible to participate in the Sick Leave Bank.
- Employees shall have a minimum of 48 hours of accrued sick leave in their own leave balance before donating to the bank.

Donations to the Sick Leave Bank

- Participation in the Sick Leave Bank is entirely voluntary.
- Employees may donate sick leave hours to the bank after accruing their initial 48 hours.
- Donations of Sick Leave need to be made in at least one-hour increments, and employees must retain a minimum balance of 40 hours of sick leave in their personal account after making a donation.
- Employees may donate to a specific employee, but all donations will be anonymous.
- Donations are irrevocable and cannot be reclaimed once transferred to the Sick Leave Bank.

Requesting Leave from the Sick Leave Bank

- Employees may apply for leave from the bank if they have exhausted their own leave balances due to a qualifying medical condition. Employee shall provide medical documentation of a serious or prolonged illness.
- Employees may apply from the bank if they have exhausted their own leave balances due to a qualifying a serious or prolonged illness of a dependent family member. ~~(A dependent is defined as an individual who is solely dependent on the employee for care. This includes a spouse or domestic partner; children who are biological, adopted, stepchildren, foster children, or children under legal guardianship; parents who are biological, adoptive, step, or~~

~~legal guardians; siblings who are biological, adoptive, step, or half; and extended family members, including grandchildren, parents-in-law, children-in-law, siblings-in-law, aunts, uncles, nieces, nephews, and cousins.~~

- Requests shall be accompanied by documentation from a healthcare provider and are subject to review by the Human Resource Manager.
- A maximum of 80 hours may be requested per occurrence, subject to availability and approval. In extenuating circumstances, the Human Resource Manager and Executive Director may approve additional time.

Exigent Circumstances Exception

- In exigent circumstances, employees may be eligible to access the Sick Leave Bank even if they have not yet met the minimum contribution or length-of-service requirements. Exigent circumstances are defined as serious, chronic, or sudden medical conditions, affecting the employee or a dependent family member that results in an extended absence from work and causes a significant loss of income.
- Approval for use under exigent circumstances will be determined by the Executive Director in consultation with Human Resources, and may require supporting medical documentation. Each situation will be reviewed on a case-by-case basis to ensure fair and consistent application of this policy.

Administration

- The Sick Leave Bank shall be administered by Human Resource Department, which shall be responsible for overseeing donations, reviewing requests, and ensuring compliance with this policy.
- All donations and withdrawals shall be tracked to maintain transparency and the integrity of the program.
- Southwest Counseling Services reserves the right to modify or terminate the Sick Leave Bank at its discretion.

Confidentiality

- All requests and supporting documentation will be treated with strict confidentiality in accordance with the Southwest Counseling Services policies and applicable laws.

Acknowledgment

- By participating in the Sick Leave Bank, employees acknowledge their understanding of/and agreement with the terms outlined in this policy.

Policy Title:	Sick Leave Bank Policy
Company Name:	Southwest Counseling Service
Revision Date:	02/17/2026
Effective Date:	02/25/2026
Approval Authority:	Board of SCS

Purpose The purpose of the Sick Leave Bank is to provide a source of additional paid sick leave to employees who have exhausted their own leave balances due to serious personal or dependent family member’s illness, injury, or other qualifying medical conditions. This policy aims to foster a supportive workplace by allowing employees to assist one another during times of need.

Eligibility

- All full-time employees who have completed six months of continuous employment and have accumulated 48 hours of sick leave are eligible to participate in the Sick Leave Bank.
- Employees shall have a minimum of 48 hours of accrued sick leave in their own leave balance before donating to the bank.

Donations to the Sick Leave Bank

- Participation in the Sick Leave Bank is entirely voluntary.
- Employees may donate sick leave hours to the bank after accruing their initial 48 hours.
- Donations of Sick Leave need to be made in at least one-hour increments, and employees must retain a minimum balance of 40 hours of sick leave in their personal account after making a donation.
- Employees may donate to a specific employee, but all donations will be anonymous.
- Donations are irrevocable and cannot be reclaimed once transferred to the Sick Leave Bank.

Requesting Leave from the Sick Leave Bank

- Employees may apply for leave from the bank if they have exhausted their own leave balances due to a qualifying medical condition. Employee shall provide medical documentation of a serious or prolonged illness.
- Employees may apply from the bank if they have exhausted their own leave balances due to a qualifying a serious or prolonged illness of a dependent family member.
- Requests shall be accompanied by documentation from a healthcare provider and are subject to review by the Human Resource Manager.

- A maximum of 80 hours may be requested per occurrence, subject to availability and approval. In extenuating circumstances, the Human Resource Manager and Executive Director may approve additional time.

Exigent Circumstances Exception

- In exigent circumstances, employees may be eligible to access the Sick Leave Bank even if they have not yet met the minimum contribution or length-of-service requirements. Exigent circumstances are defined as serious, chronic, or sudden medical conditions, affecting the employee or a dependent family member that results in an extended absence from work and causes a significant loss of income.
- Approval for use under exigent circumstances will be determined by the Executive Director in consultation with Human Resources, and may require supporting medical documentation. Each situation will be reviewed on a case-by-case basis to ensure fair and consistent application of this policy.

Administration

- The Sick Leave Bank shall be administered by Human Resource Department, which shall be responsible for overseeing donations, reviewing requests, and ensuring compliance with this policy.
- All donations and withdrawals shall be tracked to maintain transparency and the integrity of the program.
- Southwest Counseling Services reserves the right to modify or terminate the Sick Leave Bank at its discretion.

Confidentiality

- All requests and supporting documentation will be treated with strict confidentiality in accordance with the Southwest Counseling Services policies and applicable laws.

Acknowledgment

- By participating in the Sick Leave Bank, employees acknowledge their understanding of/and agreement with the terms outlined in this policy.

day hours on a holiday, the hours scheduled will be charged to the total Holiday leave for the year.

Non-Exempt with the exception of Treatment Support Staff: Only those hours which an employee is normally scheduled to work on a holiday will be charged to Holiday leave. Remaining hours will be accrued as compensated leave time. If an employee is scheduled to work more than his/her regular workday hours on a holiday, the hours scheduled will be charged to the total Holiday leave for the year.

Treatment Support Staff: Employees required to work on a holiday shall be paid double time for the hours worked on the actual holiday. Employees not scheduled to work will not accrue holiday leave.

Holiday leave in excess of 16 hours by December 1st must be used by December 31st or the hours will be lost. Excess Holiday hours carried over into the next year must be taken by March 31st of the new year.

Bereavement Leave

In the event of the death of an immediate member of an employee's family, an employee may receive up to three (3) days of Bereavement Leave to arrange for and attend funerals. ~~The immediate family includes: spouse/domestic partner, child, parent, grandparent, sibling, current mother in law, current father in law, and grandchild. Upon return from Bereavement Leave, the employee will provide proper documentation regarding need for leave and establishes relationship i.e. obituary or funeral service program.~~

Compensatory Time

Occasionally, SCS employees may be required to work more than their regularly scheduled hours. For exempt employees, Compensatory Time may be utilized to offset unusual circumstance requiring additional work time. On-call responsibility and regular job duties will not be offset by Compensatory Time. Comp time must be approved by the employees Manager/Supervisor utilizing appropriate request form to ensure the time is tracked as Comp time.

Policy Title:	Bereavement Leave Policy
Company Name:	Southwest Counseling Service
Revision Date:	02/18/2026
Effective Date:	02/25/2026
Approval Authority:	Board of SCS

Bereavement Leave Policy

- In the event of the death of an employee’s family member, an employee may receive up to three (3) days of Bereavement Leave, consisting of eight (8) hours per day, not to exceed twenty-four (24) hours total, to make arrangements for and attend funeral or memorial services. Bereavement Leave is a paid leave and will not require the use of Annual Leave.

Eligibility

- This applies for all full-time employees.

Administration

- To request this leave, please work with your supervisor and/or manager and payroll. Employee will work with their supervisor and/or manager and payroll to ensure the correct option (bereavement) is selected in FUSE.

Confidentiality

- All requests will be handled with strict confidentiality in accordance with the Southwest Counseling Services policies and applicable laws.

New Business



CONFIRMATION OF ASSIGNMENT

DATE CONFIRMED: FEBRUARY 19, 2026
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

KENYATTA MERRIWEATHER, DNP, NP

SPECIALTY OF ASSIGNMENT

PSYCHIATRY

DATES

EXTENDING THROUGH MAY 28, 2026 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

CONTACTS

ALEX GRISWELL ALEX.TEDDER@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-1045248

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-1045248

WESTERN WYOMING COMMUNITY COLLEGE FACILITIES USAGE GUIDELINES

Under WWCC Policy No. 1330E, WWCC facilities and equipment are provided primarily to support the college's regular educational functions. These functions take precedence over any other activities using college facilities and equipment. All facilities must, however, be reserved, whether the function is College- or community-sponsored.

The College recognizes its role as a community resource and makes its facilities and equipment available according to the following regulations and procedures. Users should understand that we provide our facilities as a service, but are not set up to function as a convention center. We do not have the staff to give unlimited assistance to special events.

SCHEDULING A ROOM

- 1) All facilities must be formally scheduled through the Physical Resources Office on the Rock Springs Campus. No facility will be officially booked until the facilities use form is filled out and returned. To reserve facilities, call 307-382-1681.
- 2) One month's notice should be given whenever possible.
- 3) A facilities use form must be filled out and submitted. The form should be filled out completely. Respond to all questions.
- 4) The appropriate fee may accompany the facilities request, or a bill will be sent out at the end of the month after the event.
- 5) The room will be scheduled upon receipt of the facility use form. A confirmation will be sent to the scheduling party.
- 6) Any changes in the original request must be submitted in writing to the Facility Scheduler. One week before the event, send a copy of your printed program (if available and applicable) to the Physical Resources Office.

GENERAL INFORMATION

- 1) College facilities may not be used for commercial sales, advertising, or promotional activities except when such activities serve the educational purposes of the college.
- 2) Fundraising activities by political, sectarian, or religious groups will not be allowed.
- 3) College facilities may now be used for sectarian, religious programs, organized prayer, or other religious activities. For more information, contact the Physical Resources Office.
- 4) Before the event, please notify Custodial Services (307-382-1681 or 1682) if you have particular room set-up requirements. Only individuals authorized by WWCC can move furniture and equipment in public areas. The tables and umbrellas in the T-Rex seating area are permanent and shall not be moved for events.

- 5) In the case of a larger event, or tight scheduling, when custodial staff may be needed to maintain the facilities or clean up, and must work overtime (such as on a weekend or outside of normal working hours), the users will be responsible for paying the College's cost for this overtime. This cost will be determined when the users are making arrangements to use the campus. This requirement applies to non-College events.
- 6) The college's contract with Sodexo, our food service provider, prohibits food from being supplied by any off-campus provider for any event on the Rock Springs Campus. If you intend to have food, you must contact Food Services (<https://wwcc.catertrax.com> or 307-382-1674) directly to make arrangements at least one week in advance. For groups over 100 persons, arrangements need to be made at least three weeks in advance, if possible. Sodexo has the right to refuse the catered event.
- 7) Possession or consumption of alcoholic beverages will not be permitted on College property or at College-sponsored events without the prior approval of the College President.
- 8) Profit-making organizations engaged in profit-making activities will only be considered if space is unavailable in other community or business locations.
- 9) Certain College facilities (e.g., shops, labs, computer labs, and other high-tech or dangerous areas) are not available for unsupervised community use.
- 10) Special regulations apply to the gymnasium, swimming pool, art gallery, computer labs, outdoor recreational facilities, theater, and dorms. Please request more information on these areas.
- 11) All schedulers of events held outside regular operation periods (Friday evenings, weekends, and holidays) on the Rock Springs Campus should ask participants to enter through the main doors (by the information desk at the circular drive). No events will be scheduled during 2021-22 on the following dates:

2025

May 26th
 July 3rd
 September 1st
 November 26th-28th
 December 18th-31st

2026

Jan 1st-2nd
 January 19th
 Mar 25th-27th
 May 25th

- 12) WWCC staff is minimal on weekends. Heating and/or air conditioning are turned down, and comfortable conditions are not guaranteed. Media Services will not be available to assist with technical issues outside of regular business hours.
- 13) College events, scheduled at any time, take precedence over events planned by other agencies and may require those events to be moved.
- 14) All users must comply with state and local room occupancy and fire code regulations. Violators will be penalized.

LIABILITY

WWCC holds groups using facilities financially responsible for any damages sustained during or as a result of an event. At the College’s request, a certificate of insurance may be required before an event is held on campus.

The College reserves the right to refuse permission to use a facility or to cancel the use of facilities when such use may be prejudicial to the best interests of the College or potentially damaging to the College facilities.

We look forward to having you use WWCC’s fine facilities for your meeting or special event and hope we can meet your needs. Never hesitate to call if you have questions, 307-382-1681, or 307-382-1680

I have read and understand the rules and regulations for using the Western Wyoming Community College facility.

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____



Facilities Use Request Form

Please complete all information below. Submit at least one month prior to the event when possible.
With less than one week's notice, arrangements cannot be guaranteed.

Please Print

Date(s) Requested: April 2, 2026 Room(s): 3650 A

Actual Time of Event: From: 8:15 am/pm To: 5:00 am/pm

Set-Up Time Required: days hr min Clean-up Time Required: days hr min

Detailed Description of Event: Wyoming Department of Health Prevention Unit, Region 1 meeting with Southwest Counseling Prevention Specialists.

Anticipated Attendance: 12 Admission Charge (if any): none

Organization Name: Southwest Counseling Service

- Non-Profit (Will require proof of status)
- Profit Entity
- County, City or State
- UW/Local School District
- Individual/Community Member
- Other (Please explain)

Responsible Person:

Name: Shae Haney Title: Prevention Specialist

Address: 2300 Foothill Blvd. City: Rock Springs

State: WY Zip: 82935

Phone: 307-352-2238 E-mail: shaney@swcounseling.org

Please check all that apply:

- Special setup
- Projector, computer, or any IT accommodations **(Please contact IT @ 307-382-1676)**
- Tables and Chairs # 6 tables 12 chairs **(For special setups, please include a diagram)**
- Stage
- Alcohol **(Requires WWCC President's approval)**
- Security
- Other (Please explain)
- Food or beverages

All food and drinks served at events in the College must be contracted through Sodexo Food Service located in the College. Arrangements for food service must be made at <https://wwcc.catertrax.com> and through Frieda Garnica at 382-1674 or fgarnica@westernwyoming.edu.

I understand that the policies and procedures of WWCC and the laws of the State will be strictly observed in any events held on the WWCC campus. I have read and understand the rules and regulations for facility usage.

I understand that once my request is processed, I am responsible for all debts incurred. If charges are not paid in full, I understand that the College may hire a collection agency to take action. If the charges are assigned to a collection agency, I understand that I am responsible for all attorney fees, court costs, and/or delinquency fees that may be incurred during the collection of my debt. I understand that the delinquency fee will be equal to 50% of the charges owed.

Signature of Organization Contact: _____

Return the completed form to:

Physical Resources Office
2500 College Dr., Rock Springs, WY 82901
Phone: (307) 382-1680 or (307-382-1681 Fax: (307) 382-1692
wmumble@westernwyoming.edu or abaldwin@westernwyoming.edu

**THIS RESERVATION IS NOT FINALIZED
UNTIL THE FORM IS RETURNED AND YOU
RECEIVE A CONFIRMATION**

.....
+++ Completed by Physical Resources Office +++

Entered in 25Live _____ Entered By _____ Reference Number _____ Fee _____

Southwest Counseling Services

Board of Directors

Bylaws

Chapter 1: Definitions

Section 1. Purpose

Southwest Counseling Services (SCS) is a public agency that provides comprehensive mental health and substance abuse treatment pursuant to W.S. 35-1-613 (a) ~~(i) and (vi)(iv)~~. Its purpose is to establish, maintain, and promote the development of a comprehensive range of services to serve priority populations and other persons affected by mental illness, and substance abuse disorders W.S 35-1-612 ~~(2024)~~, and may provide other programs approved by the County that are a benefit to the County.

Section 2. Definitions

- a. The ANNUAL MEETING is the last Wednesday in July.
- b. The Community Board ~~BOARD OF DIRECTORS~~ (Board) ~~for~~/of Southwest Counseling Service (SCS) is defined in Chapter III, Section 1, of these Bylaws.
- c. The Board of COUNTY COMMISSIONERS (Commissioners) shall mean the board of duly qualified elected officials in Sweetwater County as provided in WY Stat 18-3-501-4 ~~(2018)~~ that has the authority and duty to appoint members the Board of Directors (Board) of SCS according to ~~WY Stat W.S. 35-1-616(b)18-8-102 (2022)~~.
- d. The ~~EXECUTIVE~~ DIRECTOR ~~(ED)~~ is defined in Chapter V, Section 1, of these Bylaws.
- e. The FISCAL YEAR (FY) commences on July 1 and concludes on June 30 of the following calendar year.
- f. The AGENCY shall mean Southwest Counseling Services and all services and facilities operated under its license.
- g. A ~~BOARD MEMBER~~ ~~DIRECTOR~~ is a member of the Community Board.

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Chapter II: Legal Structure

Section 1. Legal Structure

The Board is appointed by and accountable to the Commissioners and is constituted as a body corporate. SCS purposes, programs and expenditures shall be authorized by the Commissioners.

First Revision 1/10/26 2nd revision 1/13/26; 3rd revision 1/22/26

~~with the perpetual existence of the duty to erect, manage, operate, and control the Agency pursuant to W.S. 35-1-611 et seq. and W.S. 16-4-111(b) and (c).~~

Section 2. Overall Statements

The Board has the authority and duty to approve the mission, vision, and values statements, the annual budget, and the strategic plans for the Agency, as well as provide oversight of the Director~~ED~~.

Chapter III: Governing Body

Section 1. Appointment and Term

A ~~non-partisan~~ board of seven (7) ~~members residents of Sweetwater County~~ shall be appointed by the Commissioners as provided in W.S. 35-1-61~~63(a)(i)~~. The Board shall always consist of an odd number of ~~members~~Directors.

The Board may recommend prospective members to the Commissioners. Agency employees cannot be appointed to the Board.

~~Members of the Board shall serve without benefit, including but not limited to financial compensation.~~

~~Members~~Directors are appointed for terms of four (4) years. a four (4) year term. The terms shall begin on the first Monday of July and end on the first Monday of July of the fourth year. ~~Members~~Directors may be eligible for reappointment by the Commissioners to succeed themselves for one (1) additional term. Members may be reappointed so long as it does not qualify as two (2) consecutive terms. ~~Members~~Directors who are appointed to fill a vacancy are eligible to succeed themselves for two (2) additional terms. ~~In no circumstances shall a Board member serve more than eight (8) years.~~[BS1]

The Board, as the Agency's governing body, has general control over the Agency as an institution. Board members are immune from liability as provided by the Wyoming Governmental Claims Act.~~No individual member of the Board is personally liable for any action or procedure of the Board.~~ **WS ??**

Section 2. Resignation

A Board member~~Director~~ may resign at any time by giving written notice of such resignation to the Commissioners and a copy to the President of the Board. The resignation shall be effective when stated, or if not stated, upon presentation to the President~~Chairperson~~ of the Board. Any vacancies shall be filled in the same manner as the original appointments.

Section 3. Removal

First Revision 1/10/26 2nd revision 1/13/26; 3rd revision 1/22/26

Directors serve at the pleasure of the Commissioners. A Director may be removed by the Commissioners for neglect of duty, misconduct or malfeasance in office after receiving a written statement of charges and an opportunity to be heard. The Board may recommend the removal of an inactive or disruptive Board member.

Section 4. County Liaison

The ~~President~~ Chairman of the County Commissioners shall appoint a Commissioner to be the county's liaison to the Board. The Commissioner may attend Board of Directors' meetings, serve as an advisor, but doesn't have voting privileges.

Section 5. Policies

The Board shall create and establish such Board policies as it shall deem necessary and appropriate. The Board shall also create and approve a process for review of the Agency-wide policies over which the Board has oversight obligations.

Section 6. Meeting Records

The minutes of all Board meetings shall be available for public inspection at the Agency's administrative office and on the Agency's website, in accordance with applicable laws.

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Section 7. Powers and General Duties of the Board of Directors

The Wyoming Statutes, providing for Community Board roles and responsibilities, vest the Board in the sole duty to manage and control the Agency and all property, affairs, and funds received for the benefit of the Agency. Accordingly, the Board shall have the power and authority to do and perform all acts, functions, and things necessary, proper, and consistent with these Bylaws, laws of the United States and the State of Wyoming to affect the purposes for which the Agency is established.

Consistent therewith, the powers and duties of the Board, as the governing body, shall generally include, but shall not be limited to the following:

- (a) Organize itself as provided in these Bylaws (See Chapter IV).
- (b) Provide direction and exercise general oversight over the affairs of the Agency to ensure the fulfillment of its mission and that programs authorized and funded by the Commissioners are executed and maintained.
- (c) In conjunction with the ~~Director~~ED, annually develop a sustainability plan to be presented to the Commissioners.
- (d) Monitor compliance with federal, state and local laws and regulations.

- (e) Monitor that all applicable accreditations and licenses are obtained and maintained as are appropriate and necessary to effectuate the Agency's purpose.
- (f) Monitor, review, and evaluate the Agency's annual plans, including but not limited to, financial, [sustainability](#), strategic, risk management, human resource, [technology](#), [accessibility, and health and safety](#).
- (g) Monitor all programs authorized by the Commissioners [ensuring they](#) are a priority and executed efficiently and effectively.
- (h) Review and evaluate the safety, quality, efficiency, and continuous improvement of clinical programs in accordance with licensing, accreditation, regulatory standards.
- (i) Appoint, fix the compensation, and prescribe the duties of a properly qualified [executive](#) director, who shall be responsible to the Board for managing the Agency and who shall carryout the delegated authority of the Board. Consistent with such an appointment, the Board shall, at a minimum, annually review and evaluate the performance of the [director](#)~~ED~~. [Ensure that the employment contract with the director retains the Board's appointment authority](#).
- (j) Review and approve an annual operating and capital budgets for the Agency. The budget shall be presented to the Commissioners in [May/June](#) for approval, prior to the commencement of the fiscal year.
- (k) Make rules or regulations relating to the operation of services and facilities under the Commissioners' supervision, including a reasonable schedule of fees not inconsistent with the [Wyoming Department of Health's](#) uniform fee schedule.
- (l) Insure that clients are charged fees for services provided by the Agency.
- (m) Procures and enters contracts for facilities, support services, and clinical services necessary and desirable for the operation and mission of the Agency.
- (n) Procures and enters contracts for adequate and prudent insurance necessary and desirable for the conduct and operation of the Agency.
- (o) Accepts donations of money.
- (p) Periodically reviews and approves a general employee wage/compensation plan to assure an adequate workforce.
- (q) Periodically assess the mental health needs of the community and the services provided by the Agency. In that regard, the Board retains the authority to restrict or expand the services subject to the Commissioners' approval.
- (r) Comply with state statutes for conducting open (public) meeting laws.
- (s) As the Agency's governing body, having general control over the Agency as an institution, no individual member of the Board is personally liable for any action or procedure of the Board.

Chapter IV: Organization of the Board of Directors

Section 1. Meetings

Any assembly of at least a quorum of the Board that has been called by proper authority for the purpose of discussion, deliberation, presentation of information, or taking action regarding public business is a public meeting, open to the public at all times, except as otherwise provided. Public notice of all meetings shall be as provided by law. W.S. § 16-4-402~~1~~.

- a. REGULAR MEETINGS of the Board shall be held on Agency county premises on the last Wednesday of each month, unless the Board sets the regular meeting for an upcoming month on a different date and/or location.
- b. The ANNUAL MEETING of the Board shall be the June the July meeting, at which time the annual budget for the next fiscal year shall be approved and new officers elected.
- c. SPECIAL MEETINGS may be called by the Chairperson or by a majority of the members of the Board. The notice of any special meeting shall be provided to all members of the Board and the public, and shall specify the time, place and business to be transacted and no other business shall be considered. Any decisions shall be ratified at the next regularly scheduled meeting.
- d. EMERGENCY MEETINGS may be called on matters of serious, immediate concern to take temporary action without notice. Reasonable efforts shall be made to offer public notice. All action at an emergency meeting is of a temporary nature, and in order to become permanent shall be reconsidered and acted upon at an open, public meeting within forty-eight (48) hours, excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the Board may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action. WY Stat § 16-4-404(d) (2022); Board Policy 2.12.-
- e. The Board may recess any regular or special meeting to a place and time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held. In the case of a digital meeting, a digital notice will be sent to all participants, as well as to persons who have requested notice.
- f. The Board may hold EXECUTIVE SESSIONS, not open to the public, as provided for by law, in compliance with the Wyoming Open Meetings Act, WY Stat §§ 16-4-401 to 16-4-407 ~~(2022)~~.
- g. Any member of the Board who attends, or remains at a meeting, knowing the meeting is in violation of the Wyoming Public Meetings Act WY Stat §§ 16-4-401 through 16-4-410 ~~(2022)~~ shall be liable under WY Stat § 16-4-408 ~~(2022)~~, unless minutes were taken during

the meeting and the parts thereof recording the member's objections are made public or at the next regular public meeting the member objects to the meeting where the violation occurred and asks that the objection be recorded in the minutes.

- h. PUBLIC COMMENT. A section of each regular meeting will be reserved for public comment. Any member of the audience may address the Board during this time on subject matter appropriate for the Board's activities. Any member of the audience may also address the Board on a specific agenda item. The Chairperson may limit the amount of time a person may use in addressing the Board.
- i. Communications outside a meeting, including, but not limited to, sequential communications among members of the Agency, shall not be used to circumvent the purpose of the Public Meetings Act.
- j. Day-to-day administrative activities of the Agency shall not be subject to the above requirements.

Section 2. Executive Session

The Board may hold executive sessions not open to the public in accordance with WY Stat § 16-4-405 ~~(2022)~~ under the following circumstances:

- a. With the attorney general, county attorney, district attorney, city attorney, sheriff, chief of police or their respective deputies, or other officers of the law, to consider matters posing a threat to the security of public or private property, or a threat to the public's right of access.
- b. To consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints or charges brought against an employee, professional person or officer, unless the employee, professional person or officer requests a public hearing. The Board may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing in executive session, the Board may deliberate on its decision in executive session.
- c. To consider matters concerning litigation to which the Board and/or the [Hospital Agency](#) is a party or proposed litigation to which the Board may be a party.
- d. To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price.
- e. To consider the acceptance of gifts, donations and bequests that the donor has requested in writing be kept confidential.
- f. To consider or receive any information classified as confidential or proprietary by law.
- g. To consider accepting or tendering offers concerning wages, salaries, benefits and terms of employment during all negotiations.

- h. To consider, discuss and conduct safety and security planning that, if disclosed, would pose a threat to the safety of life or property.
- i. To consider any other matter authorized by law to be considered in an executive session.

Minutes shall be maintained of any executive session. These minutes shall show time, members present, and subjects considered. No action shall be taken in executive session. Any actions taken in connection with executive session shall be taken in the regular session and recorded in the minutes of the regular session. Except for those parts of minutes of an executive session reflecting a members' objection to the executive session as being a violation of this act, minutes and proceedings of executive session shall be confidential and produced only in response to a valid court order.

Section 3. Officers

Officers elected are Chair, Vice-Chair, Secretary, and Treasurer. Any Board member may be considered eligible to be an officer of the Board. Board officers shall be elected in ~~May~~ July of each year. Officers' terms are from the annual meeting to annual meeting of the following year. No ~~Board member~~Director shall hold the same office for more than ~~three (3)~~ two (2) consecutive terms. When completing[BS2] another officer's term, the ~~Board member~~Director is still eligible for ~~three (3)~~ two (2) consecutive terms.

Section 4. Duties of Officers

- a. The Chair calls and presides over all Board meetings. The Chair shall prepare the agenda for all meetings of the Board in consultation with the ~~director~~ED; appoint all members of the Board's standing and ad hoc committees, and their chairs; and signs, as required legal documents and contracts. The Chair shall act for the Board as a whole, only with the Board's authorization.
- b. The Vice Chair shall, in the absence of the Chair, or in the event of his/her death, inability, or refusal to act, perform the duties of Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice-Chair shall also perform such executive duties as may be delegated to him/her by the Chair of the Board.
- c. The Secretary, or his/her designee, shall act as Secretary of the Board and shall act as custodian[BS3] of all records and reports of the Board. The Secretary's designee shall be responsible for recording and keeping all minutes and transactions of all Board meetings, including the annual evaluation of the ~~director~~ED.
- d. The Treasurer monitors all financial reports prior to each Board meeting and assures that the recordkeeping system established by the Board is maintained in accordance with

accepted accounting practices and procedures prescribed by the Government Accounting Standards Board and that reports give a true and accurate account- and picture of the Agency's finances.

Section 5. Quorum

A quorum of the Board consists of a majority of the ~~Board members~~**Directors**. No action of the Board shall be valid unless such action has been approved by a majority of the Board ~~members~~ **present at the meeting**. Proxy voting shall not be permitted. Any ~~Board member~~**Director** may participate in any meeting of the Board or Board committee by means of digital technology whereby all members participating in such meeting can hear one another for the entire discussion of the matter(s) to be voted upon. Such participation shall constitute attendance in person for all purposes, including but not limited to establishing a quorum.

Section 6. Conflict of Interest[BS4]

The Board shall adopt and maintain a comprehensive Conflict of Interest Policy. ~~Upon taking the Oath of Office At the annual meeting~~, each ~~Board member~~**Director** shall be required to agree in writing to adhere to the terms of the policy and ~~to annually~~ affirm in writing his/her agreement to adhere to the policy. The Board shall have the right to adjudicate any alleged violations of the policy and determine the disciplinary or corrective measures required. The Board will also report any violations and subsequent disciplinary or corrective measures to the Commissioners.

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Section 7. Voting

A. Each ~~Board member~~**Director** shall be entitled to one vote on any matter properly submitted to the Board for vote. Voting shall be in person or by digital technology, and there shall be no voting by proxy.

B. If a ~~Board member~~**Director** has a conflict of interest, he/she may not participate in the discussion nor vote on the issue for which he/she has declared a conflict.

C. The Chair of the Board shall not be required to vote except when necessary, or in case of a tie vote. The Chair shall, however, have the privilege to vote when he/she so desires.

D. If any ~~Board member~~**Director(s)** in the minority on any question wishes to present a written explanation of his/her position to the Secretary, such explanation shall be filed with the permanent records of the Board.

Section 8. Committees

A. All committee meetings shall be held on the County's premises, or digitally, unless otherwise indicated in the call.

- B. Committees may be standing or special committees.
- C. Minutes from standing committee meetings will be provided to the Board at the Board meeting following the committee meeting.
- D. Standing committee members shall be appointed by the Chair with the exception of the Board Treasurer who automatically chairs the Finance and Sustainability Committee. Their tenure shall run from annual meeting to the following annual meeting, or until a successor is named, ~~which ever~~ whichever occurs last.
- E. Standing committees of the Board shall be the following: Executive Oversight; Finance and Stability; Facilities and Technology; Governance and Policies; Health, Safety & Quality Improvement; Personnel/Workforce; and Strategic Planning. The charge of all standing committees shall be stated in the committee charters as adopted by the Board.
- F. Special committees shall be appointed by the Chair on the approval of the Board for such special tasks as circumstances warrant. The special committees shall limit their activities to the accomplishment of the task for which they were created or appointed and shall have no power to act except as specifically conferred by the Board. Special committees shall be dissolved upon completion of their task.
- G. Employees may serve as staff to a committee with the appointment of the Chair in consultation with the ~~director~~ ED.

Section 8. Committees

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B. Committees may be standing committees or special committees.

C. Minutes from standing committee meetings will be provided to the Board at the Board meeting following the committee meeting.

D. Standing committee members shall be appointed by the President with the exception of the Board Treasurer who automatically chairs the Finance and Audit Committee. Two Trustees shall be appointed to each standing committee. Their tenure will run from annual meeting to the following annual meeting, or until a successor is named, whichever last occurs. Standing committees of the Board shall be Building & Grounds, Compliance, Executive Oversight and Compensation, Finance & Audit, Governance, Human Resources, Joint Conference, and Quality. The charge of all standing Committees will be stated in the committee charters as adopted by the Board.

E. Special committees will be appointed by the President on the approval of the Board for such special tasks as circumstances warrant. The special committees shall limit their activities to the accomplishment of the task for which they were created or appointed and shall have no power to act except as specifically conferred by the Board. Special committees shall be dissolved upon completion of their task.

F. Community Members may be appointed to appropriate committees per Board and CEO approval.

CHAPTER V: ~~EXECUTIVE DIRECTOR (ED)~~

Section 1. Appointment

The ~~directorgED~~ shall be appointed by the Board and be responsible only to the Board and, per contract, shall be given the necessary authority and be held responsible for the administration of the Agency in all its activities, subject only to these bylaws and such policies as may be adopted and such orders as may be issued by the Board. The ~~directorED~~ is responsible for investigating and resolving all complaints and allegations concerning the conduct of the Agency and its staff, and the Board is responsible for investigating and resolving all reported complaints and allegations concerning the conduct of the ~~directorED~~. The Board's appointment right shall be divested.

Section 2. Authority

Within the framework of broad objectives and policies developed and approved by the Board, the ~~directorED~~ shall plan, direct, coordinate and evaluate all activities of the ~~HospitalAgency~~. The ~~directorED~~ shall report to the Board at its regular monthly meeting and at special meetings as appropriate.

Section 3. Duties

The ~~directorED~~ is charged with fulfilling the duties as stated in his/her job description and with performing these duties in accordance with his/her employment agreement and in full compliance with the Agency Bylaws and in accordance with all relevant laws, rules, and regulations.

CHAPTER VI: FISCAL CONTROL

Section 1. Guidelines and Audits

A. ~~The Chart of Accounts for Hospitals prescribed by the American Hospital Association, with modification as needed, Federal and state~~ the laws ~~of the State of Wyoming~~, and Generally Accepted Accounting Principles shall be followed in recording and accounting for financial transactions of the ~~HospitalAgency~~.

First Revision 1/10/26 2nd revision 1/13/26; 3rd revision 1/22/26

B. The Board shall review and approve an annual budget for the operation of the Hospital Agency in a format acceptable to ~~the Director of the Wyoming Department of Audit~~ its external auditors. The budget shall require that 1) businesslike methods are employed in the expenditure of and accounting for all monies, 2) a long-term capital expenditure plan is included and 3) the implementation of the plan is monitored monthly. The annual budget shall be presented to the Commissioners in ~~May~~June, prior to the beginning of the new fiscal year.

C. The financial records and financial procedures of the Hospital Agency shall be audited annually by an independent, certified public accountant and/or firm. Prior to the audit, ~~Trustees Board members~~Directors who are members of the Finance & Audit Sustainability Committee may meet with the auditors, independent of management, to review annual audit and associated management letter. The results of this annual audit shall be presented to the Finance & Audit Sustainability Committee and to the Board at the meetings immediately following the completion of the audit report.

Section 2. Execution of Instruments

A. Unless otherwise specifically determined by the Board, or required by law, formal contracts of the Hospital Agency, promissory notes, deeds of trust, mortgages or other evidences of indebtedness of the Agency shall be executed, signed or endorsed by the Chair of the Board and director~~ED~~, or other (assistant/deputy) directors of the Agency as provided in Board policy.

~~B. There are certain transactions of the Board that require the Commissioners approval as stated in the WY Stat §§ 18-8-108 and 18-8-301 (2022).~~

C. The director~~ED~~ has the authority to endorse checks made to the Agency for deposit in any of its duly authorized depositories, without countersignature. This authority may be delegated by the director~~ED~~ to other (assistant/deputy) directors of the Agency to whom the Board, by policy, has approved such power.

D. All checks, drafts, or other orders for payment of money, notes or other ~~evidences~~evidence of indebtedness, issued in the name of or payable to the Agency, shall be signed or endorsed by the director~~ED~~ or other (assistant/deputy) director(s) to whom the Board, by policy, has approved such power.

CHAPTER VIII: DISCRIMINATION

Nondiscrimination Policy

No discrimination because of sex, race, creed, religion, national origin, disability, age, ancestry, pregnancy, gender identity, or sexual orientation shall be allowed in the admission and treatment of patients, employment of personnel, or the conduct of other business of the Agency. WY Stat §§ 27-9-105. ~~(2022)~~

First Revision 1/10/26 2nd revision 1/13/26; 3rd revision 1/22/26

CHAPTER IX: PUBLIC STATEMENTS AND PRONOUNCEMENTS

Official Positions

The Board acts as a body. Policy and statement of official positions shall be made only after Board's Directors' concurrence as indicated by a majority vote of a quorum of the Board. All such statements shall be issued by the Chair through the office of the director~~ED~~.

CHAPTER X: GIFTS AND BEQUESTS

Acceptance Policy[BS5]

The Board may receive the donations of real estate, money or other property in the aid of the establishment of the Agency or for the construction of additions or provision of equipment, furniture, or facilities; and shall observe the conditions accompanying every gift that is not in violation of Wyoming Law and is consistent with the proper management and objectives of the Agency. The Board shall consult with the Board of County Commissioners prior to the receipt of such donations.

Chapter XI INDEMNIFICATION AND INSURANCE

Indemnification and Directors and Officers Insurance

The Agency shall indemnify a Board member~~Director~~ who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which the Board member~~Director~~ was a party because he/she is or was a Board member~~Director~~ against reasonable expenses actually incurred by the Director in connection with a proceeding. The Agency shall also advance expenses to the Trustee as outlined in WY Stat §17-19-853 (2020).

The Agency shall purchase and maintain directors' and officers' insurance on behalf of an individual who is or was a Board member~~Director~~, officer, employee, or agent of the Agency against liability asserted against or incurred by him/her in that capacity or arising from his/her status as a Board member~~Director~~, officer, employee, or agent of the Agent whether or not the Agent would have power to indemnify the person against same liability. WS §17-19-857 (2020).

The members of the community board may receive per diem compensation and may be allowed necessary and actual expenses to be audited and paid in the same manner as other expenses of the county. W.S. § 35-1-616(f).

The Agency shall indemnify the Board members in accordance with the Wyoming Governmental Claims Act.

CHAPTER XII: AMENDMENTS

First Revision 1/10/26 2nd revision 1/13/26; 3rd revision 1/22/26

Section 1. Requirements

Amendments to the Bylaws shall require a majority vote of **a quorum of** the full Board. Proposals for change shall be furnished in writing to each Trustee at least five (5) days prior to the meeting.

Section 2. Effective Date

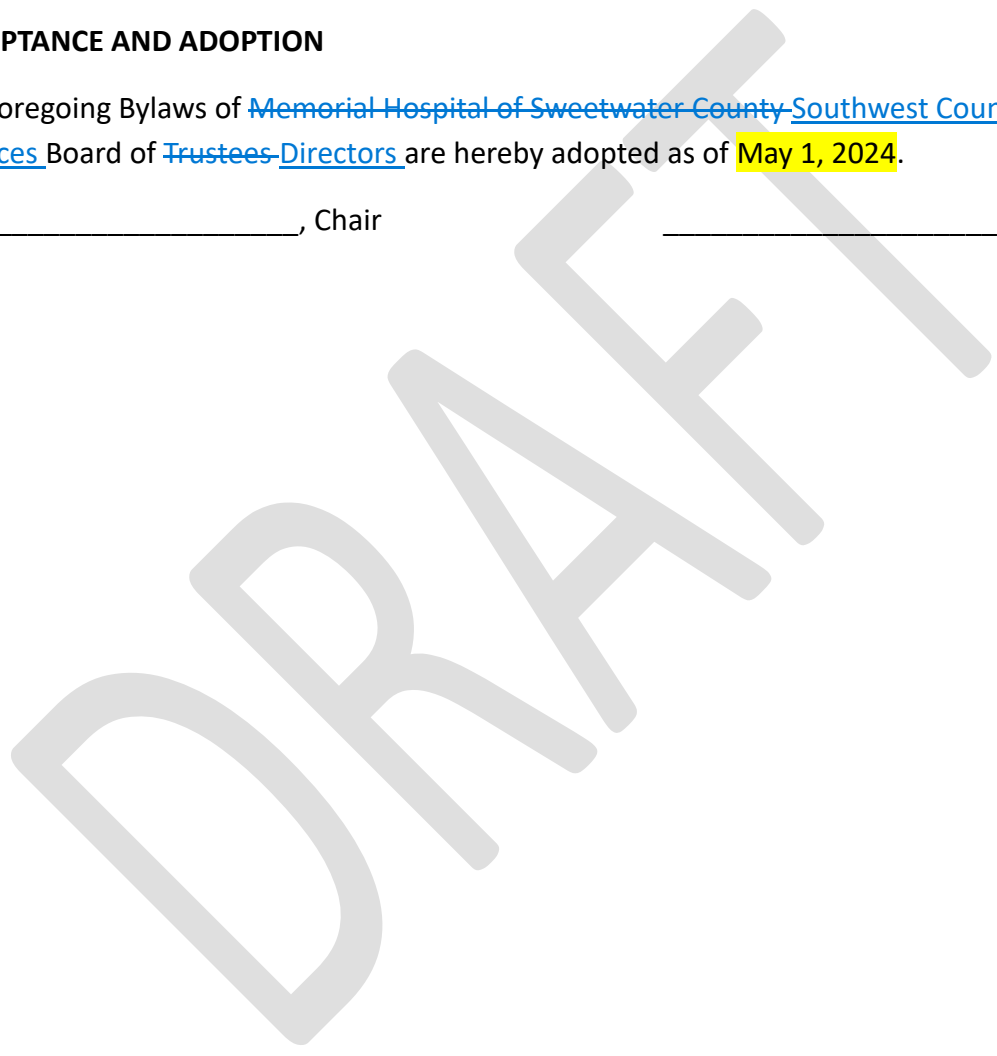
These Bylaws become effective immediately upon adoption and supersede all previously adopted Bylaws.

ACCEPTANCE AND ADOPTION

The foregoing Bylaws of ~~Memorial Hospital of Sweetwater County Southwest Counseling Services~~ Board of ~~Trustees~~ Directors are hereby adopted as of **May 1, 2024**.

_____, Chair

_____, Secretary



Interim Director's Report

Interim Directors Report February 25, 2026

Grant Opportunities

Since the last meeting, staff of the agency and myself have met with Bill regarding grant projects. The staff input for these opportunities is very positive as are the opportunities for additional grant revenue streams. I would like to say thank you to the staff whom have attended these meetings with Bill. Their input and enthusiasm for these grant projects is most helpful.

State Business

WAMHSAC met on February 10th. The Wyoming Legislature convened on February 9th and plans to adjourn on the 21st day, March 11th. As items progress during this session, I will have additional updates by the time of the February board meeting.

Community Partnerships

The ASPIRE contract between Sweetwater County School District #1 and SCS has terminated due to loss of funding for the School District. I did reach out to Annie Fletcher to ask if SCS may continue to provide services within the District without interruption. Ms. Fletcher was very pleased for SCS to continue to serve the students. Ms. Sam Miller, M.S., PPC is doing great work with the students in the district and would like to give a big thanks to her.

The FY27 State application was submitted to the Wyoming Department of Health, Behavioral Health Division on February 11th. SCS was successful this year in securing additional MOUs with community partners. These partnerships include the RSPD, GRPD, Castle Rock Medical Center, STAR Transit, and a renewed 988 Lifeline MOU.

General Updates

On February 5, 2026 one of the staff was involved in a car accident. Fortunately, our staff member William was checked out the same day and was unharmed. There were no other passengers in the vehicle. The 2015 Nissan Rouge was considered a total loss.